



Pacifica School District
Regular Meeting
September 16, 2015 7:00 PM
375 Reina Del Mar Avenue
Pacifica, CA 94044

Attendance Taken at 5:59 PM:

Present:

Ms. Elizabeth Bredall
Ms. Andrea Gould
Mr. Matthew Levie
Ms. Kathy Shiokari
Ms. Laverne Villalobos

**1. OPEN SESSION - 6:00 P.M. - CALL TO ORDER AND ROLL CALL AND
ANNOUNCEMENT: RECORDING OF THE MEETING**

Minutes:

Meeting called to order at 6:01 p.m.

Staff Present: W. Tukloff, R. Avila, J. Peterson, T. Van Raaphorst

Quick Summary:

The District digitally records the audio portion of the meetings. The recorder is located in front of the Board Scribe. All recordings are kept in the Superintendent's Office for 30 days and are available during that time period for inspection by members of the public on district equipment without charge. As a community service, Pacifica Community Television (PCT) records and broadcasts meetings.

2. ANNOUNCEMENT OF CLOSED SESSION

Minutes:

Ms. Gould announced Closed Session referring to the items as listed below.

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS

Minutes:

None

4. CLOSED SESSION

4.a. Conference with Labor Negotiator

Agency Negotiator: Wendy S. Tukloff, Superintendent

4.a.1. Employee Organizations: CSEA (California School Employees Association, Chapter 128), LSEA (Laguna Salada Education Association), LSMA (Laguna Salada Management Association)

4.b. Public Employee Discipline/Dismissal/Release/Complaint

4.c. Public Employee Performance Evaluation (G.C. 54957)

Title: Superintendent

5. OPEN SESSION - 7:00 P.M. - CALL TO ORDER, FLAG SALUTE, ROLL CALL AND ANNOUNCEMENT: RECORDING OF THE MEETING

Minutes:

Ms. Gould reconvened to Open Session at 7:04 p.m.

Flag salute was led by Mr. Levie.

Staff present: W. Tukloff, R. Avila, J. Peterson, T. Van Raaphorst, S. Ramirez

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6. REPORT OUT ON CLOSED SESSION TOPICS

Minutes:

Ms. Gould indicated the Board met during Closed Session and No Action Was Taken.

Quick Summary:

Report Out and APPROPRIATE ACTION

7. APPROVAL OF THE MINUTES of August 26, 2015

Motion Passed: It is recommended that the Board approve the Minutes of the August 26, 2015 Regular Meeting. Passed with a motion by Mr. Matthew Levie and a second by Ms. Kathy Shiokari.

Yes Ms. Elizabeth Bredall
Yes Ms. Andrea Gould
Yes Mr. Matthew Levie
Yes Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

Quick Summary:

ACTION

8. APPROVAL OF THE AGENDA AND CONSENT AGENDA 7:05 P.M.

Motion Passed: It is recommended that the Board approve the agenda for the September 16, 2015 meeting and all consent agenda items. Passed with a motion by Ms. Laverne Villalobos and a second by Ms. Elizabeth Bredall.

Yes Ms. Elizabeth Bredall
Yes Ms. Andrea Gould
Yes Mr. Matthew Levie
Yes Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

Quick Summary:

All items on the consent agenda will be approved with one motion, which is not debatable and which requires a unanimous vote for passage. If any member of the Board, the Superintendent, or the public so requests, any item shall be removed from this section and placed in the regular order of business following approval of the consent agenda.

CONSENT/ACTION

8.a. Agenda of the September 16, 2015 meeting

Quick Summary:

It is recommended that the Board approve the agenda for the September 16, 2015 Regular meeting.

CONSENT/ACTION

8.b. Consideration of Acceptance Warrants

Quick Summary:

It is recommended that the Board approve the attached commercial warrants for the period of 8/14/15 through 9/2/15 totaling \$357,235.53.

CONSENT/ACTION

8.c. Service and Consultant Contract Approvals

Quick Summary:

It is recommended that the Board approve the Service and Consultant contracts as presented by staff.

CONSENT/ACTION

8.d. Personnel Changes

Quick Summary:

It is recommended that the Board approve the Personnel Items as presented.

CONSENT/ACTION

8.e. LCAP Approval

Quick Summary:

It is recommended that the Board adopt the 2015-2016 Local Control Accountability Plan as presented.

CONSENT/ACTION

8.f. BP 4121 - Temporary/Substitute Personnel

Quick Summary:

It is recommended that the Board Approve BP 4121 - Temporary/Substitute Personnel.

CONSENT

8.g. BP 4112.8 - Employment of Relatives

Quick Summary:

SECOND READING

It is recommended that the Board approve the new PSD Board Policy 4112.8 - Employment of Relatives.

8.h. July 2015 Manual Maintenance - Minor Revisions: 5000 Series (Second Reading)

Quick Summary:

SECOND READING

It is recommended that the Board approve the July 2015 Minor Revisions: 5000 Series.

July 2015 Minor Revisions: 5000 Series

BP 5121 - Grades/Evaluation of Student Achievement (Attachment A)
Approve CSBA Sample With Revisions

AR 5125.1 - Release of Directory Information (Attachment B)
Approve PSD Current Policy With Revisions

AR 5145.3 - Nondiscrimination/Harassment (Attachment C)
Approve PSD Current Policy With Revisions

AR 5145.7 - Sexual Harassment (Attachment D)
Approve PSD Current Policy With Revisions

8.i. July 2015 Manual Maintenance- Minor Revisions: 6000, 9000 Series

Quick Summary:

SECOND READING

It is recommended that the Board Approve the attached policies in the 6000 and 9000 series.

BP 6172.1 - Concurrent Enrollment In College Classes (Attachment A)
Not Applicable/No Current PSD Policy

BB 9223 - Filling Vacancies (Attachment B)
Approve PSD Board Bylaw With Revisions

9. RECOGNITIONS - 7:10 P.M.

9.a. Introduction of the New Director I: Facilities, Maintenance, and Operations (7:10 p.m.)

Minutes:

Dr. Avila introduced the new Director I: Facilities, Maintenance, and Operations, Mr. John Hashizume.

Quick Summary:

PRESENTATION

9.b. Presentation: Sunset Ridge, Campaign for Business and Education Excellence (CBEE) Honor Roll Recipient (7:15 p.m.)

Minutes:

Dr. Tukloff indicated the Campaign for Business & Education Excellence (CBEE) announced in early June an impressive number of

higher-performing public schools across California that included Sunset Ridge. Sunset Ridge is a part of CBEE's Honor Roll, a list of higher-performing, high-poverty schools whose students' achievement outpaced comparable schools. The 2014 Honor Roll includes public K-8 and high schools that are recognized for demonstrating consistently high levels of student academic achievement, improvement in achievement over time, and reduction in achievement gaps.

Dr. Tukloff presented Ellie Cundiff, Principal of Sunset Ridge with a certificate honoring their achievement.

Quick Summary:
RECOGNITION

9.c. Resolution No. 2015-09-16-B: Week of the School Administrator (7:25 p.m.)

Motion Passed: Passed with a motion by Mr. Matthew Levie and a second by Ms. Kathy Shiokari.

Yes Ms. Elizabeth Bredall
Yes Ms. Andrea Gould
Yes Mr. Matthew Levie
Yes Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

Rationale:

It is recommended that the Pacifica School District Board of Trustees approve Resolution No. 2015-09-16-B: Week of the School Administrator.

Minutes:

Dr. Tukloff shared that last year Senate Bill 1229 was passed and signed into law by Governor Brown to move the recognition of Week of the Administrator to the second full week in the month of October each year. This year the State of California celebrates one full week (October 11th - 17th) in honor of educational administrators. This is a huge statement to the public to the importance of school and district office leaders, and in Pacifica School District evidence of great administrative leadership is seen on a daily basis.

Ms. Gould read the resolution for all of the administrators and the Board shared their appreciation for them all!

Quick Summary:
ACTION

10. COMMUNICATIONS - 7:35 P.M.

Quick Summary:

This portion of the agenda is available to the public to address the Board on any issue that is not on the agenda. The maximum time allowed for any speaker is three minutes.

10.a. LSEA (Laguna Salada Education Association)

Minutes:

Meghann Elsbernd, Co-President of LSEA, and Sue Beckmeyer, President of CSEA, presented together.

Meghann Elsbernd shared that all of the teachers throughout the district that received the new wall mounted, short-throw projectors are very excited about them. The Vallemar teachers are also very happy with their new computers. Things are going well with technology. She wanted to thank Nelson Sendino, David Garibaldi, and Ms. Van Raaphorst for getting all of that done over the summer.

Sue Beckmeyer passed around invitations to the LSEA & CSEA Beginning of the Year Social on Thursday, September 24th.

Sue shared CSEA had an exciting time meeting with Christy Novack and the Technology team.

10.b. CSEA (Classified School Employees Association)

Minutes:
See LSEA

10.c. People Wishing to Address the Board

Minutes:
None

10.d. Correspondence

Minutes:
None

10.e. Board/Superintendent Communications

Minutes:
Board members discussed events and activities they attended and participated in since the last Board meeting including: Vallemar, Ortega, Sunset Ridge, Ocean Shore, Vallemar & IBL Back-to-School Nights; Welcome to Pacifica School District event held at Vallemar School; Joint Study Session Between Pacifica School District and Jefferson Union High School District - Parcel Tax Survey Results; and, the LMEC Back-to-School Morning.

Ms. Villalobos wanted to know if teachers are still teaching Cursive Writing. She also shared that she is interested in the Advisory Program at IBL and Restorative Justice coming to us from Oakland.

Ms. Shiokari shared she was able to pay a site visit to Ocean Shore. During that time visiting the school with Ms. Gnusti, they were approached by some 8th Grade Ambassadors who were checking to see if they had any questions. In questioning these ambassadors in regards to what they liked about school and if there was anything that they needed, the ambassadors indicated no, they did not need anything and went on to share that they were very appreciative of the additional Chromebooks and technology provided them by the District over the summer!

Ms. Shiokari also wanted to share her feeling of concern for all of

our neighbors up North, in particular those devastated by the Valley Fire. She also reflected on our district's reserves, and what does a district do in times of trouble if they do not have good reserves.

Mr. Levie shared he was happy, when attending Vallemar's Back-to-School Night, to have the opportunity to apologize to Ms. Saxon for her not being able to stay late enough at the 8/26/15 Board meeting to share her excitement and enthusiasm for the Next Generation Science experience she will be participating in with the Lawrence Hall of Science.

Dr. Tukloff shared information regarding the Safe Schools gathering at the San Mateo County Office of Education that she attended.

11. DISTRICT BUSINESS - 7:45 P.M.

11.a. 2015 Parcel Tax Renewal Survey Results (7:45 p.m.)

Minutes:

Dr. Tukloff indicated Godbe Research and TBWB Strategies were contracted to gather public opinion in relation to a potential parcel tax renewal. Pacifica School District and Jefferson Union High School District (JUHSD) were able to partner on the survey. It was completed and the results were presented at a Joint Work Study held on Tuesday, September 8, 2015.

Dr. Tukloff introduced Bryan Godbe, Godbe Research and Sarah Stern-Benoit, TBWB who provided the Board with a presentation focused primarily on interpreting the results of the Parcel Tax survey for the District, followed by assisting the District in developing next steps. Their Power Point presentation can be found attached to this Board Agenda Item on the District's website.

The survey revealed a very solid base of voter support for both parcel tax measures, either together with JUHSD on the same ballot, or individually on separate ballots. Godbe Research & TBWB recommended the District go with placing their measure on the June 2016 ballot, and suggested that process, if it is the direction of the Board, should be started immediately. Following discussion of next steps, the District would be required to make their final decision by no later than March 11, 2016 to place a measure on the June 2016 ballot. For the November 2016 election, the deadline to submit the resolution to the County is in August of 2016.

Mr. Levie shared that it is a much heavier "lift" to raise the money for a November 2016 campaign. He also shared if the districts split and one goes in June and one in November, that in essence monopolizes the 2016 ballot for local issues, and there may be other groups that would also like to get into the mix and run a campaign that would do some good for our community, such as a library bond for a new library.

Quick Summary:
INFORMATION/DISCUSSION

11.b. Ocean Shore Roof (8:00 p.m.)

Minutes:

Ms. Peterson thanked Mr. Hashizume who was in the audience to lend support to this discussion. She shared with the Board that staff has received a proposal from Allana Buick & Bers (ABB), an architectural/engineering consulting firm to investigate and evaluate the current roof and make recommendations on resolving the Ocean Shore Roof leak issue. ABB specializes in water intrusion issues and has a local and national reputation for resolving difficult issues. They propose to do an investigation, develop a solution, and prepare the document for the District to use in bidding the remediation work. Staff feels the professional advice from an independent architectural consultant is necessary to ensure an objective evaluation of the issue, one not influenced by a particular manufacturer, and where there is reasonable legal recourse should there be any defects or non-performance issues going forward. The contract will be brought to the Board on the Consent Agenda 10/7/15.

Quick Summary:

INFORMATION/DISCUSSION

11.c. BP 5145.11 - Questioning and Apprehension by Law Enforcement (8:10 p.m.)

Minutes:

On August 26, 2015 BP 5145.11 was reviewed by the Board of Trustees. Included in the discussion were the issues of: when a parent is to be notified that an officer is requesting to interview a student on campus; the role and responsibilities of the school official during the process; and training, practices, and authority of law enforcement. Captain Joe Spanheimer of the Pacifica Police Dept. was present to provide input to the discussion.

Dr. Avila indicated, based on Board discussion on August 26th, staff revised the Board Policy and it was presented to the Board for review at this meeting.

Dr. Avila introduced Kathy Meola, Chief Deputy County Counsel, who was present to answer questions from the Board.

Ms. Meola suggested, based on comments by Mr. Levie, that she might possibly work with Dr. Avila in drafting an Administrative Regulation to include language regarding what school officials should be telling students in an interview situation with law enforcement.

Mr. Levie recapped, following Board discussion, the following section should be removed:

"When school officials feel the investigation becomes a custodial situation, the officer should have advised the student of their Miranda Rights/rights to remain silent and the principal or designee shall attempt to notify the student's parent/guardian but will not impede the actions of law enforcement."

With that section removed, BP 5145.11 would be ready to be brought back for approval on Consent October 7, 2015.

Mr. Levie continued to recap that the Board suggested a committee be

formed to develop an Administrative Regulation to accompany BP 5145.11 that might consider strengthening the language surrounding parent notification. The committee would include two Board members (Ms. Villalobos and Ms. Shiokari), Dr. Avila, and Ms. Meola.

Quick Summary:
DISCUSSION

11.d. Report on Opening of School (8:30 p.m.)

Minutes:

Dr. Avila provided the Board with a report on the opening of school including: student enrollment; TDAP immunizations; TK and Kindergarten placements vs. waitlist numbers at the time of the lottery; the state of our school facilities with much thanks and appreciation given to the Facilities, Maintenance, and Operations staff; recap of facility projects; and, much appreciation for the continued collaboration with the Pacifica Education Foundation and the event they sponsored - Welcome to Pacifica School District. Additionally, all school sites provided a nice welcome to the school year by hosting their annual "Back-to-School" events for their parent communities during the month of September.

Quick Summary:
INFORMATION/DISCUSSION

11.e. Curriculum, Instruction, and Assessment Update (8:40 p.m.)

Minutes:

Dr. Tukloff and Ms. Van Raaphorst provided the Board with a presentation that highlighted:

1. Assessment and Pacifica School District Standards-based Report Cards
2. LCAP Key Areas of Focus: Academic Program Survey (APS) Results
3. 2015-16 Road Map: Curriculum, Instruction and Professional Development; Including the topic of Homework
4. Technology

The Power Point Presentation can be found attached to this Board Agenda Item on the District's website.

Quick Summary:
INFORMATION/DISCUSSION

11.f. Approval of Unaudited Actuals for Fiscal Year 2014-2015 (9:00 p.m.)

Motion Passed: It is recommended that the Board approve the preliminary financial statements for the 2014-15 fiscal year, and authorize the Superintendent to file the statements with the San Mateo County Office of Education. Passed with a motion by Mr. Matthew Levie and a second by Ms. Elizabeth Bredall.

Yes Ms. Elizabeth Bredall

Yes Ms. Andrea Gould
Yes Mr. Matthew Levie
Yes Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

Minutes:

Ms. Peterson shared in accordance with the provisions of AB 1200, Education Code 42100, the Governing Board must review and approve the annual statement for all receipts and expenditures of the District for the preceding school year. Once the Board approves this, the document will be sent to the San Mateo County Office of Education for review. In addition, the District's outside auditors are in receipt of a copy which they are reviewing in preparation for the audit.

Ms. Peterson provided a report and Board memorandum that she reviewed for the Board. The memorandum and the preliminary financial statements may be found on the District's website attached to this Board Agenda Item.

Quick Summary:

ACTION

11.g. ADOPTION OF THE GANN RESOLUTION NO 2015-09-16A (9:10 p.m.)

Motion Passed: It is recommended that the Board approve Resolution No. 2015-09-16-A to adopt the GANN Limit for the fiscal year 2015-2016. Passed with a motion by Ms. Kathy Shiokari and a second by Ms. Laverne Villalobos.

Yes Ms. Elizabeth Bredall
Yes Ms. Andrea Gould
Yes Mr. Matthew Levie
Yes Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

Minutes:

Ms. Peterson indicated, under the provision of the Gann Amendment, the California Constitution requires that the Governing Board establish the maximum appropriation limit, which is the District's maximum spending every year, commonly called the Gann Limit, each fiscal year and the preceding fiscal year, and report its appropriation to the Superintendent of Public Instruction and to the Department of Finance.

Quick Summary:

ACTION

11.h. CSBA Nominations for Directors-at-Large African American, American Indian, and County (9:15 p.m.)

Minutes:

Dr. Tukloff indicated nominations for CSBA Director-at-Large African American, American Indian, and County are currently being accepted until Friday, October 2, 2015. She brought this to Board to see if they would like to submit a nomination. Ms. Villalobos indicated she was very much interested in serving under the American Indian group, and was still considering the time commitment, etc. She will research, consider it further, and inform the Board of her decision.

No action was taken at this time.

Quick Summary:
DISCUSSION/ACTION

12. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS - 9:20 P.M.

12.a. July 2015 Manual Maintenance: 0000, 1000 Series (9:20 p.m.)

Minutes:

AR 0420 - School Plans/Site Councils --- On page 1, #3 - Board would like additional clarification at the end as follows -- Other school personnel selected by the school's other personnel "(i.e., classified or other certificated personnel)".

BP 0420, BP 1312.3 & AR 1312.3 No changes requested

Quick Summary:

FIRST READING

July 2015 Manual Maintenance: 0000, 1000 Series

BP 0420 - School Plans/Site Councils (Attachment A)
Approve CSBA Sample As Is

AR 0420 - School Plans/Site Councils (Attachment B)
Approve CSBA Sample As Is

BP 1312.3 - Uniform Complaint Procedures (Attachment C)
Approve CSBA Sample As Is

AR 1312.3 - Uniform Complaint Procedures (Attachment D)
Approve CSBA Sample With Revisions

12.b. July 2015 Manual Maintenance: 5000 Series (9:30 p.m.)

Minutes:

No changes were requested by the Board.

Quick Summary:

FIRST READING

July 2015 Manual Maintenance: 5000 Series

AR 5121 - Grades/Evaluation of Student Achievement (Attachment A & A1)
Approve CSBA Sample With Revisions

BP 5131.2 - Bullying (Attachment B & B1)
Approve CSBA Sample With Revisions

BP 5148 - Child Care and Development (Attachment C)
Not Applicable - No Current Policy

BP 5148.2 - Before/After School Programs (Attachment D)
Approve CSBA Sample With Revisions

AR 5148.2 - Before/After School Programs (Attachment E)
Not Applicable - No Current Policy

BP 5148.3 - Preschool/Early Childhood Education (Attachment F)
Not Applicable - No Current Policy

AR 5148.3 - Preschool/Early Childhood Education (Attachment G)
Not Applicable - No Current Policy

13. FUTURE AGENDA ITEMS - 9:45 P.M.

Minutes:

Dr. Tukloff indicated she would like to add a Board Governance Agenda Item to District Business on 10/7/15. She also requested a Board Work Study LCAP Metrics and Budget Update be added. The Board agreed on 9/30/15.

14. ADJOURNMENT - 9:50 P.M.

Minutes:

Ms. Gould adjourned the meeting at 10:02 p.m.

Minutes Approved 10/7/15 - S. Ramirez, Exec. Asst. to the Superintendent

Quick Summary:

NEXT MEETING: October 7, 2015, 7:00 p.m., District Office, 375 Reina del Mar Avenue, Pacifica

- The Board of Trustees may meet in Closed Session for the purposes of discussing Personnel under Government Code 54957 and Negotiations under Government Code 54957.6 after the open session.
- Pacifica School District, Board of Trustees Regular Meeting Agendas may be previewed on the District Website: www.pacificasd.org. Board of Trustees Regular Meetings are televised on Pacifica Community Television (PCT) Channel 26 on Thursdays at 3:30 p.m.
- Regular Meeting Agendas are posted at least 72 hours prior to each meeting at the following locations:
All District Schools Pacifica & Sanchez Libraries Pacifica Tribune San Mateo County Times
District Office
Special Meeting Agendas are posted at least 24 hours prior to the meeting at the Official Posting Location:
District Office
- *Board meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Executive Assistant to the Superintendent at least 10 working days before the meeting at 650.738.6625. Notification in advance of the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.*
- The agenda (order in which the items are presented) is accepted or amended by the Board at the beginning of the meeting under the item "Approval of the Agenda." Once the agenda is approved by the Board, the meeting will proceed in the order approved. Times for agenda items are approximate with the exception of Public Hearings. Public Hearings will occur at or after the time listed on the agenda.

Guidelines for Public Comment

- The Board President will formally open and close times for public comment for each agenda item. After public comment is closed, the Board will discuss the item and, if appropriate, take action.

- Individuals wishing to address the Board must complete a request card with their name, address and the item number. Cards are located on the table as you enter the room. Cards should be submitted either to the Board President or to the Superintendent.
- Individuals may address topics not on the agenda during the Communications Section (People Wishing to Address the Board) at the beginning of the meeting. However, the Board cannot comment on items not on the agenda.
- The Board, at their discretion, may limit the total time allotted for public comment during each agenda item.
- Individuals must be recognized by the Board President and step to the podium to speak.
- Speakers should introduce themselves and speak into the microphone. (The microphone is for the television and does not amplify sound.)
- Speakers are limited to a maximum of 3 minutes, which may be reduced at the discretion of the Board.
- Time allotments may NOT be passed from one person to another.
- An individual may speak only once on each agenda item.

7/21/10 Original – Updated 9/13/10

Clerk

Superintendent