

Pacifica School District
Regular Meeting
October 26, 2016 7:00 PM
Vallemar School

377 Reina Del Mar Avenue

Pacifica, CA 94044

Attendance Taken at 7:00 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:

President Levie called the meeting to order at 6:00 P.M.

Present are: Mr. Levie, Ms. Bredall, Ms. Gould, Ms. Shiokari and Ms.
Villalobos.

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:

The Board is meeting on Closed Session items as listed on the agenda.

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 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:

President Levie called Open Session to order at 7:00 P.M.

Ms. Shiokari led the flag salute.

Quick Summary:

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6. REPORT OUT ON CLOSED SESSION TOPICS

Minutes:

Mr. Levie reported that the Board met during Closed Session and no action was taken.

Quick Summary:

Report Out and APPROPRIATE ACTION

7. APPROVAL OF THE MINUTES of October 5, 2016

Order #12 - Motion Passed: It is recommended that the Board approve the Minutes of the October 5, 2016 Regular Meeting. ACTION

Passed with a motion by Ms. Kathy Shiokari 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:

ACTION

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

Order #13 - Motion Passed: It is recommended that the Board approve the agenda for the October 26, 2016 meeting and all consent agenda items.

Passed with a motion by Ms. Laverne Villalobos and a second by Ms. Andrea Gould.

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 October 26, 2016 Regular Board Meeting

Quick Summary:

CONSENT/ACTION

8.b. Consideration of Acceptance Warrants

Quick Summary:

CONSENT/ACTION

8.c. Service and Consultant Contract Approvals

Quick Summary:

CONSENT/ACTION

8.d. Personnel Changes

Quick Summary:

CONSENT/ACTION

8.e. BP/AR 1230 School Connected Organizations (Second Reading)

Quick Summary:

CONSENT/ACTION

8.f. July 2016 Manual Maintenance with Minor Revisions 4000, 5000 Series (Second Reading)

Quick Summary:

July 2016 Manual Maintenance SECOND READING
(Attachment A) Board Memorandum July 2016 Manual Maintenance
(Attachment B) BP4112.2 Certification Use CSBA Sample With Revisions
(Attachment C) E4112.9, 4212.9, 4312.9 Employee Notifications Use CSBA Sample As Is
(Attachment D) BP4113 Assignment Use CSBA Sample as Is
(Attachment E) AR4115 Evaluation-Supervision Use CSBA Sample As Is
(Attachment F) AR4222 Teacher Aides-Paraprofessionals Use CSBA Sample As Is
(Attachment G) BP5116.1 Intradistrict Open Enrollment Use CSBA Sample With Revisions (
Attachment H) AR5116.1 Intradistrict Open Enrollment Use CSBA Sample With Revisions
(Attachment I) BP5121Grades-Evaluation of Student Achievement Use CSBA Sample With Revisions
(Attachment J) AR5121 Grades-Evaluation of Student Achievement Use CSBA Sample with Revisions
(Attachment K) BP5131.62 Tobacco Use CSBA Sample With Revisions
CONSENT/ACTION

9. COMMUNICATIONS - 7:10 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.

9.a. LSEA (Laguna Salada Education Association)

Minutes:

Nothing at this time.

9.b. CSEA (Classified School Employees Association)

Minutes:

Nothing at this time.

9.c. People Wishing to Address the Board

Minutes:

None

9.d. Correspondence

Minutes:

None

9.e. Board/Superintendent Communications

Minutes:

The Board of Trustees discussed events and activities they attended and participated in since the last Board meeting including: LCAP Board Work Study, Jefferson Union High School District meeting, Summit on Workforce Housing, Ocean Shore Harvest Festival/PTO fundraiser.

Dr. Tukloff reported on the Professional Development Day and the North County Prevention Partnership (NCPP are collaborating on scheduling a Summit in February). The District received a donation from Cricket Jones that will support the student meal programs in the District. She thanked Ms. Jones for her donation to the District.

10. DISTRICT BUSINESS - 7:20 P.M.

Quick Summary:

DISTRICT GOALS The District values the goals provided in our Local Control Accountability Plan (LCAP) and Strategic Plan. All of our District Board Agenda Items are tied to these goals. One or more goals are listed in the description of each Board Agenda Item. The details for each of those District Goals can be accessed on our Agenda Online Public Page or by visiting the District website, www.pacificasd.org, under District Information, Board of Trustees.

**10.a. Oddstad Property - Request for Proposal (LCAP GOAL: Operations)
7:20 P.M.**

Order #14 - Motion Passed: Passed with a motion by Ms. Elizabeth Bredall 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

Minutes:

Josie Peterson, CBO, discussed the background. See Board Memorandum attached to this agenda item.

Several community members addressed the Board:

Concerns were brought up in reference to traffic, the fact that teachers are considered low-income, lack of data to support retaining employees/large risk without data. Additional concerns included whether the housing would fill and the cost of yearly maintenance, affordable housing actually going to lower income staff, current renters of the Oddstad property and where will they will go to continue their community programs, and concerns about added emergency response needs/traffic patterns if an emergency occurs.

Community members as well as Pacifica School District staff commented on quality education and how it is linked to property value which would increase the value of the homes in Pacifica. Teacher/staffing crisis is due in part to housing in the area that is not affordable therefore leading to not being able to attract/retain staff. Affordable housing will retain teachers in the District which in turn helps our children connect with teachers and perform better.

A break was taken after the community addressed the Board on this item. Mr. Levie called the Open Session back to order at 8:40 P.M.

Board Comments:

Mr. Levie addressed some of the questions from the community.

Board discussion continued and questions from the Board addressed to Mr. Levie and Ms. Bredall, who are on the Oddstad Property sub-committee were answered. The Board discussed looking at the design of the project and criteria eligibility.

Quick Summary:

It is recommended that the Board of Trustees authorize staff to issue a request for proposal (RFP) for a Design/Build Contractor (DBC).
ACTION

**10.b. Local Control Accountability Plan (LCAP) and Budget Update
(LCAP Goals: #1, #2, #3) 8:00 P.M.**

Minutes:

Dr. Tukloff reported on LCAP and Budget with regard to the Board Work Study held on October 19th, 2016. The presentation and metrics have been updated on the District website. She reported that the District has made many of the goals, and has begun reviewing the SBAC results as PSD did not meet the goal in ELA and mathematics.

2016-17 budgetary needs were discussed. Additional funds have been needed for instructional materials that can be allocated out of Lottery Funds. Along with instructional materials there has been a growing concern for the inability to keep up with work orders for the devices we continue to purchase for the schools/classrooms. A

document guide was presented by Mr. Dan Lyttle, principal, IBL that showed the number of devices throughout the district. The suggested modification to the current budget was to shift some funds from Lease Income set aside for the purchasing of devices to personnel to allow for the hiring of a new technology technician. The consensus of the Trustees was to support this suggested change.

The 2015-2016 Local Control & Accountability Plan Goals & Actions Summary are attached to this item. The LCAP Budget Work Study PowerPoint Presentation can be found attached to the agenda of October 19, 2016.

Quick Summary:

A Pacifica School District Board of Trustees work study was held on Wednesday, October 19, 2016 to inform the Trustees regarding the results of the 2015-16 LCAP metrics, next steps based on the results, update on changes for this year from the state in relation to the state monitoring process, as well as budget progress and needs.

INFORMATION

10.c. BP/AR 6154 Homework/Makeup Work (Goal: LCAP #2, #3) 8:15 P.M.

Minutes:

Dr Tukloff presented the BP/AR. The Pacifica School District Board of Trustees requested that the topic of Homework be discussed in light of national and community discussions.

In 2015-16, Leadership Council and Curriculum Specialists and school instructional Leads spent a great deal of time reviewing our policies and practices in Pacifica School District. With the shift to Common Core and the implementation of new curriculum we felt it a good time to reflect on our practices and understandings regarding the purpose of homework and calibrate between schools.

After much discussion regarding the merits of homework our Leadership Council and Curriculum Leadership agreed on the following points:

1. Homework is a part of our practices for educating our students as it provides an opportunity for extending learning time.
2. Homework must be meaningful.
3. Homework should be something the student is able to do.
4. The amount of homework varies based on the grade level of the student.
5. Schools develop their own practices built upon the guidelines of the Board Policy and Administrative Regulation, as well as the current research.

Board comments: Teachers are very perceptive to parent concerns. Let parents know that they can talk to the teachers about their concerns. Developing District homework practices and communicating that to parents.

Quick Summary:

INFORMATION/DISCUSSION

11. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS (Goal: Governance) - 8:30 P.M.

11.a. AR 5141.41 Prevention of Sexual Misconduct and Abuse in Schools

(First Reading) 8:30 P.M.

Minutes:

The Board reviewed AR 5141.41. There were no questions from the Board.

Quick Summary:

INFORMATION/DISCUSSION

11.b. September 2016 Manual Maintenance 1000 Series (First Reading) 8:35 P.M.

Minutes:

The Board reviewed the September 2016 Manual Maintenance, 1000 Series, and there were not questions from the Board.

Quick Summary:

September 2016 Manual Maintenance FIRST READING

(Attachment A) September 2016 Manual Maintenance 1000 Series Memorandum

(Attachment B) BP 1312.3 Uniform Complaint Procedures Use CSBA Sample with Revisions

(Attachment C) AR1312.3 Uniform Complaint Procedures Use CSBA Sample with Revisions

INFORMATION/DISCUSSION

11.c. September 2016 Manual Maintenance 3000 Series (First Reading) 8:40 P.M.

Minutes:

The Board reviewed the September 2016 Manual Maintenance, 3000 Series. There were no questions from the Board.

Quick Summary:

September 2016 Manual Maintenance FIRST READING

(Attachment A Board Memo) September 2016 Manual Maintenance

(Attachment B) CSBA BP3230 Federal Grant Funds Use CSBA Sample (New Mandated Policy, no current PSD Policy)

(Attachment C) CSBA AR3230 Federal Grant Funds CSBA Sample (New Mandated Policy, no current PSD Policy)

(Attachment D) CSBA BP3270 Sale and Disposal Books Equip Supplies Use CSBA Sample as Revised

(Attachment E) CSBA AR3270 Sale and Disposal Books Equipment and Supplies Use CSBA Sample as Revised

(Attachment F) CSBA AR3440 Inventories Use CSBA Sample as Revised

(Attachment G) CSBA AR3460 Financial Reports Use CSBA Sample with Added Revisions

(Attachment H) CSBA AR3512 Equipment Use CSBA Sample as Revised

INFORMATION/DISCUSSION

11.d. September 2016 Manual Maintenance with Revisions 5000 Series (First Reading) 8:45 P.M.

Minutes:

The Board reviewed the September 2016 Manual Maintenance, 5000 Series. One question was asked about whether BP/AR 5145.7 was changed from grades 4-12 to 4-8, since we are a K-8 district. Dr. Avila confirmed that the change had been made. No further questions from the Board.

Quick Summary:

September 2016 Manual Maintenance FIRST READING
(Attachment A) Board Memo September 2016 Manual Maintenance and Minor Revision 4000, 5000 Series
(Attachment B) BP5145.3 Nondiscrimination-Harassment - Use CSBA Sample as revised
(Attachment C) AR5145.3 Nondiscrimination-Harassment- Use CSBA Sample with added revisions
(Attachment D) BP5145.7 Sexual Harassment - Use CSBA Sample with added revisions
(Attachment E) AR5145.7 Sexual Harassment Use CSBA Sample with added revisions
INFORMATION/DISCUSSION

12. FUTURE AGENDA ITEMS - 8:50 P.M.

Minutes:

The Board reviewed the Future Agenda items.

13. ADJOURNMENT - 8:55 P.M.

Minutes:

Meeting was adjourned at 9:30 P.M.

Quick Summary:

NEXT MEETING: November 16, 2016, 7:00 p.m., District Office, 375 Reina del Mar Avenue, Pacifica

Minutes Approved 11/16/2016 - S. Campos, Exec. Asst. to the Superintendent

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