

**Pacifica School District
Regular Meeting**
October 05, 2016 7:00 PM
375 Reina Del Mar Avenue
Pacifica, CA 94044

**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 6:00 P.M.

Present: Ms. Gould, Ms. Bredall, Mr. Levie, Ms. Shiokari, 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:

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

Ms. Gould led the flag salute.

Attendance Taken at 7:00 PM:

Present:

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

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6. REPORT OUT ON CLOSED SESSION TOPICS 7:05 P.M.

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 September 14, 2016 - 7:10 P.M.

Order #1 - Motion Passed: It is recommended that the Board approve the Minutes of the September 14, 2016 Regular Meeting. Passed with a motion by Ms. Kathy Shiokari 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:

ACTION

8. APPROVAL OF THE AGENDA AND CONSENT AGENDA 7:15 P.M.

Order #2 - Motion Passed: It is recommended that the Board approve the agenda for the October 5, 2016 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 October 5, 2016 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. July 2016 Manual Maintenance and Minor Revisions- 0000, 6000 Series (Second Reading)

Quick Summary:

CONSENT/ACTION

8.f. July 2016 Manual Maintenance and Minor Revisions - 3000 Series (Second Reading)

Quick Summary:

CONSENT/ACTION

9. COMMUNICATIONS - 7:20 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:

Gina Arguello highlighted items: Bridges curriculum going excellent, "It is a lot of work but a lot of fun and the kids are having fun." Ortega garden is evolving nicely. The 4th graders will be attending a field trip to Sutter's Fort. She also commented that she is hoping

that the Oddstad Property project continues to move forward and looking forward to the update.

9.b. CSEA (Classified School Employees Association)

Minutes:

None

9.c. People Wishing to Address the Board

Minutes:

None

9.d. Correspondence

Minutes:

Dr. Tukloff reported out on two correspondence items: one from the San Mateo County Office of Education to President Levie regarding the 2016-17 Budget. The Pacifica School District budget meets the specified criteria to support and implement the action and services included in LCAP. Dr. Tukloff thanked Administrative Services, Josie Peterson and Tina Van Raaphorst for their hard work.

The second correspondence item was from the San Mateo County School District Board of Education giving information regarding four districts requesting to move to even numbered year elections. Those school districts are: Jefferson Elementary School District, Millbrae School District, San Mateo Union High School District and Redwood City School District.

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: San Mateo County School Boards Association: Billy Vernon; Back to School Nights; Library Kick Off Event; Spaghetti Fundraiser for the Library; Oddstad Property Community Meetings; High School Fair; Observed the Spanish class at Sunset Ridge; Bridges Math Parent Night, Fog Fest, League of Cities Dinner.

Dr. Tukloff mentioned Fog Fest as well with regard to Tom Stafford, Principal at Cabrillo School, who sang the National Anthem at Fog Fest. She also appreciates and thanked the District's Principals, Teachers, Staff and Students who worked in the Fog Fest booths throughout that weekend.

Dr. Tukloff mentioned the LCFF Rubric will be going live to the public in January. This replaces the old model of API. She will share more information as she attends meetings and learns more about the rubric. She mentioned the after school program partnering with the City of Pacifica has begun.

10. PRESENTATIONS - 7:30 P.M.

10.a. North County Prevention Partnership

Minutes:

Mary Bier, Program Director of the North County Prevention Partnership (NCP), presented a PowerPoint on the collaboration between local agencies and the Pacifica School District. The PowerPoint presentation is attached to this item for review.

Quick Summary:
INFORMATION

11. DISTRICT BUSINESS - 7:45 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.

11.a. Oddstad Property Update (Goal: Operations) - 7:45 P.M.

Minutes:

Ms. Peterson provided an update on the Oddstad Property. After giving a brief history that the property was declared surplus in 2010, she shared information regarding the current work regarding the Oddstad Property beginning in 2015 in relation to workforce housing that included- 1) Hiring EHP (Education Housing Partners) as a consultant; 2) Presentation by EHP regarding findings from a District survey and the potential of the Oddstad Property for workforce housing; 3) Input from two well attended community meetings.

Discussion centered on input from the community meetings and at Board meetings: parking; traffic; and utilities, all of which the District will remain mindful of. Some of the concerns were areas that the District will be focusing on should the project move forward- property maintenance. Consensus from the discussion was a supportive but cautious community.

Mr. Levie asked the Board members that were not directly able to participate in the community discussion meeting if they had any questions or have heard anything in the community that they need clarity on. A question was asked about the traffic study by Hexagon and if it was felt that the study was justified. Mr. Levie responded that the report had a clear methodology. Another question brought up was whether the community looked at the design, and if they like it. Ms. Bredall responded to the question stating that we do not have a design yet and that only one concern was brought up with regard to how many stories the design will be. Mr. Levie also mentioned that the community concern was that of the District budget, but the rent would be enough to cover the maintenance of the property without tapping in to District monies. Mr. Levie spoke on establishing rules for occupancy now so that it provides guidance for employees, and open a waiting list for current employees to demonstrate to the community that the need does exist.

FAQ's on the District website will answer most of the questions or concerns the community may have. There are some questions that the committee is continuing to work at answering. Next steps will be a discussion or action item at the October 26th Regular Board Meeting on whether to move forward on the Workforce Housing project.

Quick Summary:
INFORMATION

11.b. Public Hearing: Resolution No. 2016-10-05-A- Statement of Assurance for Pupil Textbook and Instructional Materials (LCAP Goal #2, Governance) - 7:50 P.M.

Time Certain:
7:35 PM

Order #3 - Motion Passed: It is recommended that the Pacifica School District Board of Trustees approve Resolution No. 2016-10-05-A- Statement of Assurance for Pupil Textbook and Instructional Materials assuring compliance with Education Code Section 60119 for the adequacy of pupil textbooks and instructional materials for fiscal year 2016-17. Passed with a motion by Ms. Andrea Gould 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:
Education Code 60119 requires that the governing board of the school district take the following action:

The governing board shall hold a public hearing or hearings and shall make a determination, through a resolution, as to whether each pupil in each school in the District has, or will have prior to the end of that fiscal year, sufficient textbooks or instructional materials or both.

Quick Summary:
ACTION

11.c. Constitution Day (Goal: LCAP #2, Governance) - 7:55 P.M.

Minutes:
Constitution Day is an American federal observance that recognizes the ratification of the United States Constitution and those who have become U.S. citizens. It is observed on September 17th, the day the U.S. Constitutional Convention signed the Constitution in 1787.

Dr. Tukloff shared how Pacifica School District schools observed Constitution Day in various ways:

School-wide/classroom discussions and activities: Integrated the observance with Family Day by integrating the entire school within a United States flag that is now hanging in the front hall; Listened to the School Rock Preamble over morning announcements; Student developed and led announcements- Trivia for the day was about the Constitution; Interesting facts about the Constitution to share during the Morning News program; Opportunities for classroom lessons: Writing activities focused on key concepts such as freedom, the symbolic nature of the flag; Viewed Brain-pop video on US symbols and the Constitution (primary grades); Made Pledge of Allegiance Book; Watched CNN news segment on the Constitution and took a quiz (intermediate grades); Created a Classroom Constitution (middle school grades) applying the democratic process of voting to decide which to display.

Quick Summary:
INFORMATION

11.d. Final Teacher Assignments for 2016-2017 (Goal: Governance, Conditions of Learning) - 8:00 P.M.

Minutes:

Dr. Avila reviewed positions filled and unfilled for the 2016-17 school year. All teacher positions have been filled. The two positions that remain unfilled are two Full-time equivalence (fte) (2): 1.0 School Psychologist, .6 School Psychologist, and a .4Counselor. One of these positions will be filled with a contracted agency.

Quick Summary:
INFORMATION/DISCUSSION

11.e. Approval of Memorandum of Understanding between the District and Youth Services Bureau Contracted Services (Goal: LCAP #1) - 8:05 P.M.

Order #4 - Motion Passed: Passed with a motion by Ms. Elizabeth Bredall 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:

It is recommended that the Board approve the Memorandum of Understanding between the District and the Youth Services Bureau of the Urban Services Branch of the YMCA of San Francisco. This MOU is to fill the .40 School Counselor position at Ocean Shore School.

Quick Summary:
It is recommended that the Board approve the Memorandum of Understanding between the District and the Youth Services Bureau of the Urban Services Branch of the YMCA of San Francisco.ACTION

11.f. Public Report on Developer Fees (GOAL: Operations) - 8:10 P.M.

Minutes:

Ms. Peterson reported that school districts which collect developer fees must comply with certain reporting requirements under legislation mandated by AB 1600 in 1989. Government Code Section 66001(d) requires districts to identify any portion of developer fees that have remained unexpended or uncommitted for a period of five years and report to the Governing Board the manner in which developer fees have been utilized. Government Code Section 66006(b) requires districts to provide financial information including beginning balances and ending balances for each fiscal year.

A public posting was made, as required, outlining this information prior to this Board meeting.

Quick Summary:

INFORMATION/DISCUSSION

12. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS (Goal: Governance) - 8:15 P.M.

12.a. BP/AR 1230 School Connected Organizations (First Reading) - 8:15 P.M.

Minutes:

The Board reviewed BP/AR 1230. There were no questions from the Board.

Quick Summary:

FIRST READING It is recommended that the Trustees approve the use of CSBA Sample BP 1230 School-Connected Organizations and the CSBA Sample AR 1230 School-Connected Organizations with revisions. INFORMATION/DISCUSSION

12.b. July 2016 Manual Maintenance 4000, 5000 Series (First Reading) - 8:20 P.M.

Minutes:

The Board reviewed the July 2016 Manual Maintenance 4000, 5000 Series. One question was asked clarifying that BP/AR 5121 included the words: Students shall have the opportunity to demonstrate this mastery through a variety of methods such as classroom participation, homework, tests, and portfolios. It was confirmed that those words remain in the policy.

Quick Summary:

July 2016 Manual Maintenance First Reading(Attachment A) Board Memorandum July 2016 Manual Maintenance(Attachment B) BP4112.2 Certification Use CSBA With Revisions(Attachment C) BP4112.2 Certification Current PSD Policy(Attachment D) E4112.9, 4212.9, 4312.9 Employee Notifications Use CSBA Sample As Is(Attachment E) BP4112.9 Certificated Employee Notifications Current PSD Policy(Attachment F) E4112.9 Certificated Employee Notifications Current PSD Policy(Attachment G) BP4212.9 Classified Employee Notifications Current PSD Policy(Attachment H) E4212.9 Classified Employee Notifications Current PSD Policy(Attachment I) BP4312.9

Administrative Employee Notifications Current PSD Policy(Attachment J) E4312.9 Administrative Employee Notifications Current PSD Policy(Attachment K) BP4113 Assignment Use CSBA As Is(Attachment L) BP4113 Assignment Current PSD Policy(Attachment M) AR4115 Evaluation-Supervision Use CSBA Sample As Is(Attachment N) AR4115 Evaluation-Supervision Current PSD Policy(Attachment O) AR4222 Teacher Aides-Paraprofessionals Use CSBA Sample As Is(Attachment P) AR4222 Teacher Aides-Paraprofessionals Current PSD Policy(Attachment Q) BP5116.1 Intradistrict Open Enrollment Use CSBA Sample With Revisions(Attachment R) BP5116.1 Intradistrict Open Enrollment Current PSD Policy(Attachment S) AR5116.1 Intradistrict Open Enrollment Use CSBA Sample With Revisions(Attachment T) AR5116.1 Intradistrict Open Enrollment Current PSD Policy(Attachment U) BP5121Grades-Evaluation of Student Achievement Use CSBA Sample With Revisions(Attachment V) BP5121 Grades-Evaluation of Student Achievement Current PSD Policy(Attachment W) AR5121 Grades-Evaluation of Student Achievement Use CSBA Sample with Revisions(Attachment X) AR5121 Grades-Evaluation of Student Achievement Current PSD Policy(Attachment Y) BP5131.62 Tobacco Use CSBA Sample With Revisions(Attachment Z) BP5131.62 Tobacco Current PSD PolicyINFORMATION/DISCUSSION

13. FUTURE AGENDA ITEMS - 8:25 P.M.

Minutes:

Dr. Tukloff reviewed the Future Agenda items as listed. No additional items were added.

14. ADJOURNMENT - 8:30 P.M.

Minutes:

Meeting was adjourned at 8:15 P.M.

Quick Summary:

NEXT MEETING: October 26, 2016 7:00 p.m., District Office, 375 Reina del Mar Avenue, Pacifica

Minutes Approved: 10/26/2016 - 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