



**Pacifica School District
Regular Meeting**

May 11, 2016 7:00 PM
375 Reina Del Mar Avenue

Pacifica, CA 94044

Attendance Taken at 6:01 PM:

Present:

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

Absent:

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 6:00 p.m.

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

Ms. Villalobos was absent due to illness.

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:

Mr. Levie announced Closed Session referring to the item 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)

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

Minutes:

Mr. Levie reconvened to Open Session at 7:00 p.m.

Flag salute was led by Ms. Bredall.

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

Quick Summary:

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6. REPORT OUT ON CLOSED SESSION TOPICS

Minutes:

Mr. Levie 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 April 20, 2016

Motion Passed: It is recommended that the Board approve the Minutes of the April 20, 2016 Regular Meeting as amended. 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

Absent Ms. Laverne Villalobos

Minutes:

Mr. Levie indicated a correction needed to be made on Page 5 - Item 9a. In paragraph one, last sentence, it was stated Ms. Sue Beckmeyer was in the audience. Ms. Beckmeyer was not in the audience at that time. Ms. Ramirez indicated she would make the correction.

Quick Summary:

ACTION

It is recommended that the Board approve the Minutes of the April 20, 2016 Regular Meeting.

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 May 11, 2016 meeting and all consent agenda items. 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
Absent 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 May 11, 2016 meeting

Quick Summary:

It is recommended that the Board approve the agenda for the May 11, 2016 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 4/5/16 through 4/27/16 totaling \$787,284.65.

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.

ACTION

8.e. Internship Agreement Between the District and Brandman University (Consent)

Quick Summary:

It is recommended that the Board approve the Contract to place Interns between the District and Brandman University in effect during the 2016-2018 academic years.

CONSENT/ACTION

8.f. December 2015 Manual Maintenance: 6000 Series (Second Reading)

Quick Summary:

It is recommended the Pacifica School District Board of Trustees approve the Board Policies: 6000 series as listed.

CONSENT/ACTION

December 2015 Manual Maintenance: 6000 Series

BP 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction (Attachment A)

It is recommended the Board Approve CSBA Sample with Revisions.

AR 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction (Attachment B)

It is recommended the Board Approve CSBA Sample with Revisions.

BP 6173 - Education For Homeless Children (Attachment C)

It is recommended the Board Approve CSBA Sample As Is.

AR 6173 - Education For Homeless Children (Attachment D)

It is recommended the Board Approve CSBA Sample with Revisions.

AR 6173.1 - Education For Foster Youth (Attachment E)

It is recommended the Board Approve CSBA Sample with Revisions.

BP 6179 - Supplemental Instruction (Attachment F)

It is recommended the Board Approve CSBA Sample with Revisions.

9. RECOGNITIONS - 7:10 P.M.

9.a. Resolutions of Appreciation for Retiring Teachers and Classified Staff (Goal: LCAP #1) (7:10 p.m.)

Motion Passed: It is recommended that the Board approve Resolutions No. 2016-05-11-A through 2016-05-11-F for the following retirees: Vicky Blume, Cathy Dutto, Annette Holthaus, Sandra Ramirez, Sandra Sutter, and Ellen Vogel. 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

Absent Ms. Laverne Villalobos

Minutes:

Dr. Avila shared this is that exciting time of year when the District honors our retiring employees. It is fitting on the occasion of the retirement of Vicky Blume, Cathy Dutto, Annette Holthaus, Sandra Ramirez, Sandra Sutter, and Ellen Vogel, that the District recognizes each of them with a Resolution of Appreciation.

Marc Hershman, Assistant to State Senator Jerry Hill, was in the audience to present resolutions to the retirees. Following Mr. Hershman, Ms. Lisa Kern, Child Nutrition Services Manager, read the Board resolution for Ms. Vicky Blume, and spoke on her behalf. Board President Matthew Levie read the Board resolution for Ms. Sandra Ramirez and spoke on her behalf. Family members of both retirees were in attendance.

The Board provided the retirees with resolutions received from State Assemblyman Kevin Mullin and U. S. Congresswoman Jackie Speier.

The Board adjourned for a short cake reception in celebration of the retirees!

Quick Summary:

It is recommended that the Board approve Resolutions No. 2016-05-11-A through 2016-05-11-F for the following retirees: Vicky Blume, Cathy Dutto, Annette Holthaus, Sandra Ramirez, Sandra Sutter, and Ellen Vogel.

DISCUSSION/ACTION

RECEPTION for RETIREES follows

10. COMMUNICATIONS - 7:30 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 invited everyone to the LSEA End of Year Party. Mara Holtz, 2/3 Combo Teacher at Vallemar, shared with the Board about the Jump Rope For Heart program Vallemar has participated in for the past 14 years. The lower grades participate in Jump Rope For Heart and the upper grades in Hoops For Heart. The American Heart Association has indicated Vallemar School is the highest earning school in the Northern Bay Area.

10.b. CSEA (Classified School Employees Association)

Minutes:

Nothing at this time.

10.c. People Wishing to Address the Board

Minutes:

None

10.d. Correspondence

Minutes:

Dr. Tukloff read a letter from M. J. "Peggy" Windley (Ingrid B. Lacy, SDC Para-educator) to Dr. Avila thanking him and the District for their generous support in allowing her to attend the 19th Para-educator Conference in Ontario, CA. Ms. Windley attended this conference during her Spring Break. Dr. Tukloff also shared that the Board President received correspondence indicating the San Mateo County Office of Education Superintendent concurs with the District's positive certification of the 2nd Interim Report.

10.e. Board/Superintendent Communications

Minutes:

Board members discussed events and activities they attended and participated in since the last Board meeting including: observed Portola Valley's Spanish/World Language program; Earth Day Eco Fest; observed Cabrillo/Valleamar Jazz Band and Terra Nova Band performances at the Eco Fest; attended all of the Band Concerts; Junior Olympics; Masters In Governance training; Sunset Ridge Talent Show; Joint Articulation Meeting; SEPAC meeting; phone banking; Cabrillo, LMEC Open Houses; attended Success In School - Making the Connection Between Mental Health and Academic Learning Conference; meeting with Pacifica School Volunteers/Cisco Foundation at Sunset Ridge; Valleamar Poetry Slam.

Ms. Shiokari indicated the NCCWD is considering a rise in water rates for next year. Ms. Shiokari also wanted everyone to know they are invited to the Pacifica School Volunteers Recognition Celebration on Wednesday, May 18th, at 2:00 p.m., at Sunset Ridge Elementary School.

Mr. Levie participated in a Pacifica parent focus group for the No. County Prevention Partnership to find out what parents know and the help they would like in regard to problems with alcohol and prescription drugs. The thing that really stood out for Mr. Levie is that the early onset of alcohol use for our youth is age 12. He is hoping Parent Power will once again provide their workshop this fall at Ingrid B. Lacy Middle School. Dr. Tukloff indicated she is scheduled to meet with Lyanna Pillazar of the No. County Prevention Partnership.

Dr. Tukloff attended Jerry Hill's Education Round Table. The speaker was Edgar Cabral, from the Legislative Analyst's Office. Many budgetary issues were discussed. Senator Hill addressed employee workforce housing and the things he might be able to do in the form of assistance.

11. DISTRICT BUSINESS - 7:40 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. Child Nutrition Update (Goal: LCAP #7) (7:40 p.m.)

Minutes:

Ms. Peterson indicted Ms. Lisa Kern, Child Nutrition Supervisor, was present in the audience to address any questions that might arise, and thanked Ms. Kern and the other Child Nutrition staff members that were in attendance. Ms. Peterson provided the Board with the Child Nutrition Update focusing on: Current Year Accomplishments;

Nutrition Guidelines Update; Meals & Budget; and, Planning for 2016-2017.

For the Current Year Accomplishments, Ms. Peterson shared that Ms. Kern took on her new position of Child Nutrition Supervisor on 7/1/15. This has been a very busy year for Child Nutrition Services. The Sodexo Contract was reduced to part time, and that position has yet to be filled. This is the CDE Audit Review year. Ms. Peterson shared with the Board about the 4th Annual Future Chefs 2016 Contest, and the fun that was had by all!

Ms. Peterson updated the Board regarding USDA Regulations: Nutritional Information/Healthy Hunger Free Kids Act Update and indicated the District has been ahead of the standards for awhile. Maintaining a healthy menu for our students unfortunately also presents us with a decline in the purchase of student meals. It takes awhile for the student tastes to adjust. It is challenging, and the District is working on clever ways to promote the healthier meals. The District is aligned with other districts in current meal prices.

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

This agenda item is a Discussion Item and not an Action Item as mistakenly indicated on the agenda.

Quick Summary:
DISCUSSION/ACTION

11.b. Ocean Shore Roof Bid (Goal: Operations) (7:50 p.m.)

Motion Passed: It is recommended that the Board authorize staff to enter into contract with the lowest responsible bidder for the Ocean Shore Roofing project. 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
Absent Ms. Laverne Villalobos

Minutes:

Ms. Peterson shared the bid opening for the Ocean Shore Roofing project was held on May 4, 2016. Ms. Peterson introduced Mr. Hashizume who was present to help answer any questions.

Staff recommends the District move forward in replacing the Ocean Shore Roof. There are three bids, and staff recommends going with the lowest qualified bidder.

Ms. Peterson indicated there are two projects coming before the Board tonight: the Ocean Shore Roof and the IBL Painting Job. She shared the funding options for both projects with the Board.

Ms. Shiokari shared her thoughts about the long process the staff and families at Ocean Shore have endured in dealing with the roofing

leaks for the past several years. She expressed her strong desire that we keep our schools safe, including repairing the roof effectively.

Mr. Levie questioned the difference between the bids when taking into consideration the Alternatives in the bid process (Gutters and Downspouts). Mr. Hashizume addressed the Board's concerns and indicated he questioned this as well, and discussed this concern with the consultant, Allana Buick & Bers (Allana). It is their opinion if the Alternatives were placed into the bidding process, the contractors were professionally responsible and would be careful, if at all possible, not to damage the gutters and downspouts when working on the roof. There would also be daily monitoring over the project by Mr. Hashizume especially during the removal of the old roof, which is a period of 4-5 days when the damage is most likely to occur. The District is also contracting with Allana for construction oversight.

Quick Summary:

It is recommended that the Board authorize staff to enter into contract with the lowest responsible bidder for the Ocean Shore Roofing project.

ACTION

11.c. Ingrid B Lacy Painting Bid Results (Goal: Operations) (8:00 p.m.)

Motion Passed: It is recommended that the Board authorize staff to enter into contract with the lowest responsible bidder for the Ingrid B. Lacy painting project. 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

Absent Ms. Laverne Villalobos

Minutes:

Ms. Peterson indicated the bid opening for the Ingrid B. Lacy painting project was held on April 29, 2016. The bid specs were very specific and included extensive preparatory work to repair or replace areas of rust corrosion and painting the entire exterior of the school including structural elements of the covered walkways and perimeter fencing and gates. If the lowest apparent bidder is accepted the total cost will be approximately \$170,000 which includes the bid amount of \$143,000 for labor and equipment plus an estimated \$27,000 for materials which the District will purchase directly from vendors.

Mr. Levie observed that the amount that the Board has allocated yearly towards Deferred Maintenance is being eaten up by one paint job. He proposed the Board discuss at the May 25th Budget Work Study possibly increasing the amount allocated towards Maintenance.

Quick Summary:

It is recommended that the Board authorize staff to enter into

contract with the lowest responsible bidder for the Ingrid B. Lacy painting project.

ACTION

11.d. Educational Support Services Update (Goal: Operations) (8:05 p.m.)

Minutes:

Dr. Tukloff indicated she and Ms. Van Raaphorst would be providing the Board with some highlights of the work being done in Educational Support Services. The areas of focus included: Assessment Update; Local Control Accountability Plan Update; Every Student Succeeds Act (ESSA) – the replacement for No Child Left Behind; and, Curriculum Update to include ELA/ELD Adoption/progress, and World Language Program update.

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

Quick Summary:

INFORMATION/DISCUSSION

11.e. Science Plan (Goal: LCAP #2, #5) (8:20 p.m.)

Motion Passed: It is recommended that the Pacifica School District Board of Trustees approve the Science Plan that serves as a curriculum companion document that aligns with the Strategic Plan. Passed with a motion by Ms. Elizabeth Bredall and a second by Ms. Andrea Gould.

Yes Ms. Elizabeth Bredall

Yes Ms. Andrea Gould

Yes Mr. Matthew Levie

Yes Ms. Kathy Shiokari

Absent Ms. Laverne Villalobos

Minutes:

Dr. Tukloff shared that at the April 20, 2016 Board meeting Ms. Seva Steel presented a draft of the PSD Science Plan that will guide our work in the coming years. Staff is now bringing forward the final plan for approval. Dr. Tukloff and Ms. Steel were present to answer any questions the Board might have.

The Board thanked Ms. Steel and the entire committee for their work on the Science Plan.

Quick Summary:

It is recommended that the Pacifica School District Board of Trustees approve the Science Plan that serves as a curriculum companion document that aligns with the Strategic Plan.

ACTION

11.f. Project Based Learning (Goal: LCAP #2, #5, #7 and Governance) (8:25 p.m.)

Minutes:

Dr. Tukloff indicated the Strategic Plan for Pacifica School District emphasizes preparing our students for an evolving world by providing

educational programs and curriculum that supports the development of the 21st Century skills: Critical Thinking, Communication, Collaboration, Creativity and Citizenship. Project Based Learning is an educational approach to teaching that encourages the development of the skills as students learn the standards for their grade level.

Dr. Tukloff introduced Christy Novack, the District's Access, Equity, and Innovation (AEI) Specialist, and Seva Steel, the District's Science Specialist, both of whom provided the Board with information regarding Project Based Learning and the process Pacifica School District has engaged in to bring PBL to our district.

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

Quick Summary:
INFORMATION/DISCUSSION

11.g. Job Description: Lead Technology Support Technician (Goal: LCAP #1) (8:45 p.m.)

Motion Passed: It is recommended that the Board approve the new job description for the Lead Technology Support Technician. 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
AbsentMs. Laverne Villalobos

Minutes:

Ms. Van Raaphorst shared, as our schools become more technologically equipped and as data becomes more and more useful in designing instruction and structuring programs to best meet the needs of our students, the demands on the technology department rise. The addition of this position will go a long way to help to ensure our students, teachers, and administrators have the tools and support needed for today's educational environment.

Quick Summary:

It is recommended that the Board approve the new job description for the Lead Technology Support Technician.

ACTION

11.h. Job Description: Library Media Technician (Goal: LCAP #1) (8:50 p.m.)

Motion Passed: It is recommended that the Board approve the new job description for the Library Media Technician. Passed with a motion by Ms. Andrea Gould and a second by Ms. Elizabeth Bredall.

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

Minutes:

Ms. Van Raaphorst indicated this job description was developed by surveying local school districts with similar positions and by surveying current PSD Library Media Clerks. Once again, as our schools become more technologically equipped and as student needs change, the skills needed to provide appropriate library services grow. The addition of this position will help ensure our students and teachers have the library resources and support necessary for today's educational environment.

Quick Summary:

ACTION

It is recommended that the Board approve the new job description for the Library Media Technician.

11.i. Job Description: World Language, Spanish K-8 Teacher (Goal: LCAP #1) (8:55 p.m.)

Motion Passed: It is recommended that the Board approve the new job description for the World Language, Spanish K-8 teacher position. 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

AbsentMs. Laverne Villalobos

Minutes:

Dr. Avila shared this job description was developed to encompass the duties, responsibilities and abilities necessary for this job and has been aligned with the essential functions to teach Spanish in the elementary school setting.

Quick Summary:

It is recommended that the Board approve the new job description for the World Language, Spanish K-8 teacher position.

ACTION

11.j. Revised Job Description: Mental Health Counselor (Goal: LCAP #1) (9:00 p.m.)

Motion Passed: It is recommended that the Board approve the revised job description for the position of Mental Health Counselor. Passed with a motion by Ms. Andrea Gould and a second by Ms. Elizabeth Bredall.

Yes Ms. Elizabeth Bredall

Yes Ms. Andrea Gould

Yes Mr. Matthew Levie

Yes Ms. Kathy Shiokari

AbsentMs. Laverne Villalobos

Minutes:

Dr. Avila indicated this job is currently on the teacher salary schedule. Staff feels this position should be placed on the psychologist schedule because this position requires a license and will include assessment and report writing. The job description also

recommends a candidate have the Pupil Personnel Services (PPS) credential which is commonly required for school psychologists. Staff recommends eliminating the words "Teacher Salary Schedule" from the job description and replacing with "Psychologist Salary Schedule" and increasing the work year from 184 to 191 days.

Quick Summary:

It is recommended that the Board approve the revised job description for the position of Mental Health Counselor.

ACTION

**11.k. Declaration of Need for Fully Qualified Educators 2016-2017
(Goal: LCAP #1) (9:05 p.m.)**

Motion Passed: It is recommended that the Board adopt a Declaration of Need for Fully Qualified Educators for the 2016-2017 school year. This Declaration allows the flexibility, should unforeseen circumstances arise, to fill a teaching position with a teacher not fully credentialed. 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

Absent Ms. Laverne Villalobos

Minutes:

Dr. Avila shared the Declaration of Need is annually submitted to the Commission on Teacher Credentialing and contains a projected number of emergency permits and limited assignment permits for fully qualified educators across the identified categories. With the anticipated teacher shortage regarding certain credentials within the recruitment and hiring process, staff is finding teachers who need to obtain supplemental subject credentials.

Quick Summary:

It is recommended that the Board adopt a Declaration of Need for Fully Qualified Educators for the 2016-2017 school year. This Declaration allows the flexibility, should unforeseen circumstances arise, to fill a teaching position with a teacher not fully credentialed.

ACTION

11.l. 3rd Quarter Report of Interest Earned (Goal: Governance) (9:10 p.m.)

Minutes:

Ms. Peterson provided the Board with the interest earned during the 3rd Quarter 2015-16.

Quick Summary:

INFORMATION

12. FUTURE AGENDA ITEMS - 9:15 P.M.

Minutes:

Dr. Tukloff shared for June staff may schedule a presentation on the

Oddstad Property; bring back the Wellness Policy as an Action Item; and, add a Special Education Update for June 15th.

13. ADJOURNMENT - 9:20 P.M.

Minutes:

Mr. Levie adjourned the meeting at 9:10 p.m.

Minutes Approved 6/1/16 - S. Ramirez, Exec. Asst. to the Superintendent

Quick Summary:

NEXT MEETING: June 1, 2016, 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