

**Pacifica School District**  
**Regular Meeting**  
August 03, 2016 7:00 PM  
375 Reina Del Mar Avenue

Pacifica, CA 94044

**Attendance Taken at 7:11 PM:**

Present:

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

Absent:

Ms. Kathy Shiokari  
Ms. Laverne Villalobos

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

Minutes:

Meeting called to order at 7:11 p.m.

Staff present: W. Tukloff, J. Peterson, R. Avila, T. Van Rapphorst, S. Campos

Ms. Villalobos and Ms. Shiokari were absent.

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. APPROVAL OF THE MINUTES of June 15, 2016 and June 29, 2016**

**Motion Passed:** It is recommended that the Board approve the Minutes of the June 15, 2016 Regular Board Meeting as well as the Special Board Meeting on June 29, 2016. 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

Absent Ms. Kathy Shiokari

Absent Ms. Laverne Villalobos

Minutes:

Passed with a motion by Ms. Elizabeth Bredall and a second by Ms. Andrea Gould.

Quick Summary:  
ACTION

### **3. APPROVAL OF THE AGENDA AND CONSENT AGENDA 7:05 P.M.**

**Motion Passed:** It is recommended that the Board approve the agenda for the August 3, 2016 meeting and all consent agenda items. 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

Absent Ms. Kathy Shiokari

Absent Ms. Laverne Villalobos

Minutes:

Passed with a motion by Ms. Andrea Gould and a second by Ms. Elizabeth Bredall.

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

#### **3.a. Agenda of the August 3, 2016 meeting**

Quick Summary:

It is recommended that the Board approve the agenda for the August 3, 2016 Regular meeting. CONSENT/ACTION

#### **3.b. Consideration of Acceptance of Warrants**

Quick Summary:

It is recommended that the Board approve the attached commercial warrants for the period of

06/03/16 through 7/20/16 totaling \$1,450,594.26. CONSENT/ACTION

#### **3.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

#### **3.d. Personnel Changes**

Quick Summary:

It is recommended that the Board approve Personnel Changes as presented by staff. CONSENT/ACTION

#### **3.e. Overnight Field Trip Approval**

Quick Summary:

It is recommended that the Board approve the following overnight field trip(s) CONSENT/ACTION

**3.f. Approval of Contract for Life Steps Foundation**

Quick Summary:

It is recommended that the Board of Trustees approve the 2016-2017 contract with the Life Steps Foundation Children and Family Services for use of space at Linda Mar Educational Center. CONSENT/ACTION

**3.g. Approval of Permit Agreement      Pacifica Martial Arts Club**

Quick Summary:

It is recommended that Governing Board approve the renewal of the agreement between the Pacifica School District and the Pacifica Martial Arts Club for use of a room at the Linda Mar Educational Center. CONSENT/ACTION

**3.h. Approval of Contract with Temporary Tot Tending**

Quick Summary:

It is recommended that the Board of Trustees approve the 2016-2017 Contract for Extended Day Care and Preschool Services with Temporary Tot Tending, Inc. CONSENT/ACTION

**3.i. Permit Agreement      The Kateri Tekakwitha Fund**

Quick Summary:

It is recommended that the Board of Trustees approve the 2016-2017 Permit Agreement between the Kateri Tekakwitha Fund and the Pacifica School District for the use of unused portable space at Linda Mar Educational Center. CONSENT/ACTION

**3.j. Permit Agreement Pacifica Weight Lifters**

Quick Summary:

It is recommended that the Board of Trustees approve the renewal of a permit agreement between the Pacifica Recreational Weightlifting Club and the Pacifica School District for use of building space at Linda Mar Educational Center. CONSENT/ACTION

**3.k. Approval of Memorandum of Understanding between the District and Youth Services Bureau Contracted Services**

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. CONSENT/ACTION

**3.l. Approval Of Memorandum of Understanding Between PSD and SBPSD for Adaptive Physical Education Services**

Quick Summary:

It is recommended the Board approve the Memorandum of Understanding between the District and the San Bruno Park School District (SBPSD)

for an Adaptive Physical Education Services Agreement.CONSENT/ACTION

**3.m. March 2016 Manual Maintenance and Minor Revisions - 1000, 6000 Series (Second Reading)**

Quick Summary:

SECOND READING March 2016 Manual Maintenance and Minor Revisions:  
1000, 6000 Series (Attachment A) BP 1312.3 Uniform Complaint  
Procedures Use CSBA Sample with Revisions (Attachment B) AR 1312.3  
Uniform Complaint Procedures Use CSBA Sample with  
Revisions (Attachment C) BP 6142.7 Physical Education And Activity Use  
CSBA Sample with Revisions (Attachment D) AR 6142.7 Physical Education  
And Activity Use CSBA Sample with Revisions (Attachment E) BP 6152  
Class Assignment Use CSBA Sample with Revisions (Attachment F) AR  
6162.51 State Academic Achievement Tests Use CSBA Sample with  
Revisions (Attachment G) BP 6164.2 Guidance/Counseling Services Use  
CSBA Sample with Revisions (Attachment H) AR 6173.2 Education Of  
Children Of Military Families - Minor Revision Use PSD with Addition

**3.n. March 2016 Manual Maintenance and Minor Revisions -3000, 7000 Series (Second Reading)**

Quick Summary:

SECOND READING March 2016 Manual Maintenance and Minor Revisions -  
3000 Series (Attachment A1 & A2) BP 3553 - Free and Reduced Price  
Meals Use CSBA Policy As Is (Attachment A3 & A4) AR 3553 - Free and  
Reduced Price Meals Use CSBA Policy As Is (Attachment A5 & A6) BP 3270  
- Sale & Disposal of Books, Equipment and Supplies Use PSD Policy  
with Minor Revisions (Attachment A7 & A8) AR 3550 Food Service/Child  
Nutrition Program Use PSD Policy with Minor Revisions (Attachment A9 &  
A10) AR 7111 Evaluating Existing Buildings Use CSBA Sample As Is

**3.o. March 2016 Manual Maintenance: 4000, 5000 Series (Second Reading)**

Quick Summary:

SECOND READING March 2016 Manual Maintenance: 4000, 5000  
Series (Attachment A) AR 4161.1 Personal Illness Injury Leave  
Approve CSBA Sample As Is (Attachment B) AR 4261.1 Personal  
Illness Injury Leave Approve CSBA Sample As Is (Attachment C) AR  
4361.1 Personal Illness Injury Leave Approve CSBA Sample with  
Revisions Accepted (Attachment D) AR 4161.2 Personal Leaves  
Approve CSBA Sample As Is (Attachment E) AR 4261.2 Personal  
Leaves Approve CSBA Sample As Is (Attachment F) AR 4361.2  
Personal Leaves Approve CSBA Sample As Is

**3.p. E 4040 - Employee Use of Technology (Second Reading)**

Quick Summary:

SECOND READING E 4040 Employee Use of Technology  
(Attachment A) BP 4040 Employee Use of Technology (Attachment B)  
PSD Acceptable Use Policy - Revised (Attachment C) Addendum  
to Technology Use Policy for Employees and other Non-Student  
Users (Attachment D) Summary of PSD Technology Acceptable Use  
Policy

**3.q. BP 5141.41 and AR 5141.41 - Sexual Misconduct and Abuse in Schools (Second Reading)**

Quick Summary:

SECOND READING (Attachment A) BP 5141.41 Prevention of Sexual Misconduct and Abuse in Schools Use As Is (Attachment B) AR 5141.41 Prevention of Sexual Misconduct and Abuse in Schools PSD Current Policy with Revisions

**4. 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.

**4.a. LSEA (Laguna Salada Education Association)**

Minutes:

None

**4.b. CSEA (Classified School Employees Association)**

Minutes:

None

**4.c. People Wishing to Address the Board**

Minutes:

None

**4.d. Correspondence**

Minutes:

Dr. Tukloff received a certificate from Mark Church, Chief Elections Officer, San Mateo County Clerk Recorder's Office, regarding the Presidential Primary Election of Tuesday, June 7, 2016, which stated that Measure D officially passed with 77.5% Yes votes. Comments shared included appreciation of the community for their support to education.

**4.e. Board/Superintendent Communications**

Minutes:

Board members discussed events and/or activities they attended or will attend.

Dr. Tukloff stated we are gearing up for the 2016-17 school year. The Bridges Professional Development was well attended and well received. Our maintenance crew has done an excellent job at getting our schools ready for the coming school year. Dr. Tukloff thanked John Hashizume, Director of Facilities, Maintenance and Operations (FMO) and FMO staff. Other projects mentioned included the painting of Ingrid B. Lacy Middle School and the Ocean Shore roof project which will be further discussed by Ms. Josie Peterson. She also commented on new

employees in key positions in the District.

## **5. 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](http://www.pacificasd.org), under District Information, Board of Trustees.

### **5.a. Approval of Contract Amendment with Andy's Roofing Company (Goal: Operations)**

**Motion Passed:** 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

Absent Ms. Kathy Shiokari

Absent Ms. Laverne Villalobos

### **Minutes:**

Ms. Josie Peterson discussed the current roofing project at Ocean Shore School. During the process of the roofing project there -was an unanticipated condition of lack of paneling, which generated a change order of just over \$27,000.00. As the project continued, there was another unanticipated condition of dry-rot on the in the beam which brought another change order of \$31,000.00. Both of these change orders increased the project to a total of \$412,000.00. The anticipated cost will be \$392, 000 (\$412,00 minus the \$20,000 built in as a contingency fund).

Ms. Elizabeth Bredall questioned if the District should go back to the original contractor which built the original roof with regard to warranty on the roof. Ms. Peterson stated that the legal costs to pursue the original contractor may outweigh the benefit.

Mr. Matt Levie agreed with Ms. Bredall and asked that the District investigate with County Counsel and send a letter. Dr. Tukloff stated that indications are that the company no longer exists, but Ms. Peterson will work with legal counsel .

### **Quick Summary:**

It is recommended that the Board of Trustees approve a further change order to the contract with Andy's Roofing Company to increase the amount payable under Andy's Roofing Company contract with the District for a total contract of \$412,906.ACTION

**6. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS (Goal: Governance) - 7:30 P.M.**

**6.a. April 2016 Special Release - 3000 Series (First Reading) - (7:30 P.M.)**

Minutes:

No changes requested by the Trustees.

Quick Summary:

FIRST READING April 2016 Special Release - 3000 Series (Attachment A1 & A2) BP 3515.2 Disruptions Use CSBA Sample As Is (Attachment A3 & A4) AR 3515.2 Disruptions Use CSBA Sample As Is (Attachment A5) BP 3515.7(a) Firearms on School Grounds Use CSBA Sample with Revisions (Provided by County Counsel) (Attachment A5) E(1) 3515.7(a) Firearms on School Grounds Use CSBA Sample with Revisions (Provided by County Counsel) (Attachment A5) E(2) 3515.7(a) (b) (c) Firearms on School Grounds Use CSBA Sample with Revisions (Provided by County Counsel)

**6.b. May 2016 Board Manual Maintenance and Minor Revisions - 3000 Series (First Reading) - (7:35 P.M.)**

Minutes:

No changes requested by the Trustees.

Quick Summary:

FIRST READING May 2016 Manual Maintenance and Minor Revisions 3000 Series (Attachment A1 & A2) AR 3314 Payment for Goods and Services Use PSD Policy with Minor Revisions (Attachment A4 & A5) AR 3311 Bids Use CSBA Policy with Revisions (Attachment A6 & A7) BP 3311 Bids Use CSBA Policy with Revisions Attachment A8 & A9) BP 3541.2 Transportation for Students with Disabilities Use CSBA Sample As Is (Attachment A10) AR 3541.2 Transportation for Students with Disabilities Delete AR 3541.2 (Attachment 11) BP 3580 District Records Use CSBA Policy As Is (Attachment 12) AR 3580 District Records Use CSBA Policy As Is

**6.c. May 2016 Manual Maintenance - Minor Revisions: 4000, 5000 Series (First Reading) - (7:40 P.M.)**

Minutes:

For AR 5141.4 Child Abuse and Reporting, Mr. Matt Levie questioned whether Pacifica School District will offer the training or not offer the training. The question centered on giving the discretion to staff or do whether policy should specify, for example every three years.

Ms. Andrea Gould commented that she prefers the training to be proactive than reactive with regard to something bad happening then we do training.

Dr. Tukloff stated the term "may" is in the policy and it leads you to do training annually or whatever time frame is designated. Efforts

are to do it every year but the term "may" allows for some flexibility.

Dr. Avila stated that the training is done yearly.

It was decided by the Board to pull this regulation and bring AR 5141.4 back for first reading on the August 24, 2016 Board meeting.

No other changes were requested by the Trustees.

**Quick Summary:**

FIRST READING May 2016 Manual Maintenance Minor Revisions: 4000, 5000 Series(Attachment A) BP 4030 Nondiscrimination in employment PSD Use Current Policy with revisions (Attachment B) AR 4112 Appointment and conditions of Employment PSD Use Current Policy with Revisions (Attachment C) BP 4112.21 Interns PSD Use Current Policy with revisions (Attachment D) AR 4112.23 Special Education Staff PSD Use Current Policy with revisions(Attachment E) E 4112.9 Employee Notifications PSD Certificated Use Current Policy with revisions (Attachment F) E4212.9 Employee Notifications PSD Classified Use Current Policy with revisions (Attachment G) E4312.9 Employee Notifications PSD Management Use Current Policy with revisions (Attachment H) BP4117.13 Early Retirement Option CSBA Certificated Use CSBA Sample with revisions(Attachment I) BP4317.13 Early Retirement Option CSBA Sample Management Use CSBA Sample with revisions (Attachment J) AR5141.4 Child Abuse Prevention and Reporting Use Current Policy with revisions

**6.d. May 2016 Manual Maintenance: 4000 and 5000 Series (First Reading) - (7:45 P.M.)**

Minutes:

No changes requested by the Trustees.

**Quick Summary:**

FIRST READING May 2016 Manual Maintenance: 4000, 5000 Series (Attachment A) AR 4112.24 Teacher Qualifications Under the No Child Left Behind Act Delete AR 4112.24 per CSBA Recommendation(Attachment B) E 5145.6 Parent NotificationsUse CSBA Sample with Revisions (Attachment B1) E 5145.6 Parental NotificationsCurrent PSD Policy

**6.e. May/June 2016 Manual Maintenance and Minor Revisions - 0000, 1000, 6000, 9000 Series (First Reading) - (7:50 P.M.)**

Minutes:

No changes requested by the Trustees.

**Quick Summary:**

FIRST READINGMay/June 2016 Manual Maintenance and Minor Revisions(Attachment A) AR 6158 Independent StudyUse PSD



Current with Revisions(Attachment B) AR 6171 Title I  
 ProgramsUse PSD Current with Revisions(Attachment C) E 9323.2  
 Actions By The BoardUse PSD Exhibit with Revisions(Attachment D) E  
 0420.41 Charter School OversightUse CSBA Sample As  
 Is(Attachment G) BB 9222 ResignationUse CSBA Sample As  
 Is(Attachment H) BB 9270 Conflict of InterestUse CSBA Sample As  
 Is(Attachment I) E 9270 Conflict of InterestUse PSD Exhibit  
 with Revisions(Attachment J) BB 9321 Closed Session Purposes  
 and Agendas Use CSBA Sample As Is

## **7. FUTURE AGENDA ITEMS - 7:55 P.M.**

Minutes:

Dr. Wendy Tukloff stated that we will not be doing the Educator Effectiveness Block Grant Modification and the Physical Education, Grades 1-5 future agenda items. We are adding a Board policy to the future agenda: BP 5145.6 Parental Notifications for first reading. We will bring the item AR 5141.4 that we just pulled to the August 24, 2016 meeting.

## **8. ADJOURNMENT - 8:00 P.M.**

Minutes:

Mr. Matt Levie adjourned the meeting at 7:30 p.m.

Minutes Approved 8/24/2016 - S. Campos, Exec. Asst. to the Superintendent

Quick Summary:

NEXT MEETING: August 24, 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](http://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

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Clerk

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Superintendent