



375 Reina Del Mar Avenue * Pacifica, California * 94044
(650) 738-6600 * (650) 557-9672 (fax)
Preparing Students for an Evolving World
www.pacificasd.org

BOARD OF TRUSTEES MEETING

Regular Meeting
April 20, 2016 6:00 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

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

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS

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

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6. REPORT OUT ON CLOSED SESSION TOPICS

Report Out and APPROPRIATE ACTION

7. APPROVAL OF THE MINUTES of March 2, 2016

Wendy S. Tukloff

ACTION

It is recommended that the Board approve the Minutes of the March 2, 2016 Regular Meeting.

8. APPROVAL OF THE AGENDA AND CONSENT AGENDA

7:05 P.M.

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

It is recommended that the Board approve the agenda for the April 20, 2016 meeting and all consent agenda items.

8.a. Agenda of the April 20, 2016 meeting

Wendy S. Tukloff

It is recommended that the Board approve the agenda for the April 20, 2016 Regular meeting.

CONSENT/ACTION

8.b. Consideration of Acceptance Warrants

Josie Peterson

It is recommended that the Board approve the attached commercial warrants for the period of 2/19/16 through 4/1/16 totaling \$1,180,729.54.

CONSENT/ACTION

8.c. Service and Consultant Contract Approvals

Josie Peterson

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

CONSENT/ACTION

8.d. Personnel Changes

Ray Avila

CONSENT/ACTION

It is recommended that the Board approve the Personnel Agenda items as presented.

8.e. Overnight Field Trip Approval **Van Raaphorst**
CONSENT/ACTION

It is recommended that the Board approve the overnight field trips as presented.

8.f. Out of State Travel for Employees **Van Raaphorst**
CONSENT/ACTION

It is recommended that the Board approve the out of state travel for employees as presented.

8.g. Approval of Permit Agreement - Pacifica's Environmental Family (Pacifica Beach Coalition) **Josie Peterson**
CONSENT/ACTION

It is recommended that the Board approve the Permit Agreement between the Pacifica Environmental Family (Pacifica Beach Coalition) and Pacifica School District for the use of storage space at Fairmont.

8.h. Agreement for Use of Cabrillo Field - Pacifica Girls Softball (LCAP Goal: Operations) **Josie Peterson**
CONSENT/ACTION

It is recommended that the Board approve the agreement between the Pacifica School District and the Pacifica Girls Softball League ("PGSL") for Joint Use and maintenance of the Cabrillo Field.

8.i. December 2015 Manual Maintenance: 2000 Series (Second Reading) **Wendy S. Tukloff**

It is recommended that the Board approve BP 2121 Superintendent's Contract - CSBA Sample As Is.
CONSENT/SECOND READING

8.j. December 2015 Manual Maintenance: 4000, 5000 Series - Second Reading **Ray Avila**
SECOND READING

It is recommended that the Board approve the December 2015 Manual Maintenance - 4000, 5000 Series - as presented.

December 2015 Manual Maintenance: 4000, 5000 Series

BP 4030 Nondiscrimination in Employment (Attachment A)
Approve CSBA Sample With Revisions

AR 4030 Nondiscrimination in Employment (Attachment B)
Approve CSBA Sample As Is

AR 4031 Complaints Concerning Discrimination in Employment (Attachment C)
Delete AR 4031

BP 4121 Temporary / Substitute Personnel (Attachment D)
Approve CSBA Sample As Is

AR 4261.1 Personal Illness/Injury Leave (Attachment E)
Approve CSBA Sample As Is

AR 5111.12 Residency Based on Parent/Guardian Employment
(Attachment F)
Delete AR 5111.12

BP 5141 Health Care And Emergencies (Attachment G)
Approve CSBA Sample As Is

AR 5141 Health Care And Emergencies (Attachment H)
Approve CSBA Sample As Is

9. RECOGNITIONS - 7:10 P.M.

**9.a. School Personnel Appreciation Month 2015-2016
Day of the Teacher and Teacher Appreciation Week; and
Classified Employee Week (Goal: LCAP #1) (7:10 p.m.)**

Ray Avila

ACTION

It is recommended that the Board approve Resolution No. 2016-04-20-A recognizing May 2 - 6, 2016 as National Teacher Appreciation Week and May 3, 2016 as Day of the Teacher and Resolution No. 2016-04-20-B recognizing May 15 - 21, 2016 as Classified School Employee Week.

**9.b. Recognition- Heroes in Pacifica School District
(Goal: LCAP #7 - School Climate) (7:20 p.m.)**

Wendy S. Tukloff

RECOGNITION/INFORMATION

10. COMMUNICATIONS - 7:30 P.M.

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)

10.b. CSEA (Classified School Employees Association)

10.c. People Wishing to Address the Board

10.d. Correspondence

10.e. Board/Superintendent Communications

11. DISTRICT BUSINESS - 7:40 P.M.

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. Pacifica School District Science Plan: Highlighting Wendy S. Tukloff
Computer Science (LCAP Goal: #2, #5) (7:40 p.m.)**

DISCUSSION

**11.b. Health and Wellness: Wellness Committee Update
(Goal: LCAP #5 and #7) (8:10 p.m.)**

INFORMATION/DISCUSSION

**11.c. Facilities, Maintenance and Operations Update
(Goal: LCAP #1) (8:20 p.m.)**

Josie Peterson

INFORMATION/DISCUSSION

**11.d. Classified Lay-Off as a Result of Lack of Work
and/or Lack of Funds (Goal: Operations) (8:40 p.m.)**

Ray Avila

ACTION

It is recommended that the Board approve Resolution No. 2016-04-20-C, a reduction in classified positions for lack of work and/or lack of funds effective October 10, 2016.

**11.e. Revised Job Description: Executive Assistant
(Goal: LCAP #1) (8:45 p.m.)**

Ray Avila

ACTION

It is recommended that the Board approve the revised job description for the position of Executive Assistant.

**11.f. Request by City of Pacifica: Library Advisory
Committee(LAC)Representative (Goal: Governance)
(8:50 p.m.)**

Wendy S. Tukloff

ACTION

It is recommended that the Pacifica School District Board of Trustees select a representative to serve on the City of Pacifica Library Advisory Committee (LAC) or direct the Superintendent to assign a staff member.

**11.g. CSBA Legislative Action Day (Goal: Governance)
(8:55 p.m.)**

Wendy S. Tukloff

DISCUSSION

**11.h. Endorsement for Jefferson Union High School
District, Measure E (Goal: Governance) (9:00 p.m.)**

Wendy S. Tukloff

ACTION

It is recommended that the Pacifica School District, Board of Education endorse the Jefferson Union High School District, Measure E as placed on the June 7, 2016 Election Ballot.

11.i. 3rd Quarter Report on Williams Uniform Complaints

Josie Peterson

(GOAL: Operations) (9:05 p.m.)
INFORMATION

12. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS - 9:10 P.M.

12.a. December 2015 Manual Maintenance: 6000 Series Wendy S. Tukloff (First Reading) (9:10 p.m.)

FIRST READING

December 2015 Manual Maintenance: 6000 Series

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

Use CSBA Sample with Revisions

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

Use CSBA Sample with Revisions

BP 6173 Education For Homeless Children (Attachment C)

Use CSBA Sample As Is

AR 6173 Education For Homeless Children (Attachment D)

Use CSBA Sample with Revisions

AR 6173.1 Education For Foster Youth (Attachment E)

Use CSBA Sample with Revisions

BP 6179 Supplemental Instruction (Attachment F)

Use CSBA Sample with Revisions

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

Wendy S. Tukloff

14. ADJOURNMENT - 9:20 P.M.

NEXT MEETING: May 11, 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