



**Pacifica School District  
Regular Meeting**

June 01, 2016 7:00 PM  
375 Reina Del Mar Avenue

Pacifica, CA 94044

**Attendance Taken at 6:00 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:

Meeting called to order at 6:00 p.m.

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

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 items as listed below.

**3. PUBLIC COMMENT ON CLOSED SESSION ITEMS**

Minutes:

None

**4. CLOSED SESSION**

**4.a. Conference with Labor Negotiator**

**4.a.1. Unrepresented Employee: Superintendent**

**4.b. Conference with Labor Negotiator**

**Agency Negotiator: Wendy S. Tukloff, Superintendent**

**4.b.1. Employee Organizations: CSEA (California School  
Employees Association, Chapter 128), LSEA (Laguna Salada**

Education Association), LSMA (Laguna Salada Management Association)

**4.c. 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 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, S. Campos

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 May 11, 2016**

**Motion Passed:** It is recommended that the Board approve the Minutes of the May 11, 2016 Regular Meeting. 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

It is recommended that the Board approve the Minutes of the May 11, 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 June 1, 2016 meeting and all consent agenda items. Passed with a motion by Ms. Andrea Gould 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

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 June 1, 2016 meeting**

Quick Summary:

It is recommended that the Board approve the agenda for the June 1, 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 4/29/16 through 5/17/16 totaling \$213,954.18.

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.

CONSENT/ACTION

**8.e. Approval of Memorandum of Understanding Between the District and SMCOE BTSA Support Services for the 2016-2017 School Year**

Quick Summary:

It is recommended that the Board approve the Memorandum of Understanding (MOU) for San Mateo County Office of Education BTSA Services for the 2016-2017 school year.

CONSENT/ACTION

**8.f. Credential Internship Agreement between the District and San Francisco State University, Department of Special Education**

Quick Summary:

It is recommended that the Board approve the Interagency Agreement to

place Education Specialist Interns between the District and San Francisco State University, Department of Special Education in effect for the period from July 1, 2016 through June 30, 2019. This contract has been updated to address new regulations pursuant to California Ed Code 44321 regarding the support and supervision of interns.

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:

Gina Arguello, Co-President of LSEA, introduced Mr. Anthony Corten - 4<sup>th</sup> Grade teacher, Ortega Elementary School. She shared that Mr. Corten has written Ortega's new school song. Mr. Corten and members of his 4<sup>th</sup> grade class performed the song, complete with three guitars and several singers. First Mr. Corten played a recording of their school song followed by the live performance!

### **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:

Dr. Tukloff received correspondence for the San Mateo County Community College District. A site previously owned by Laguna Salada Union School District and located on College Drive off of Skyline Blvd. in San Bruno has been designated as surplus property. It is required that they notify our District as part of their surplus property process.

### **9.e. Board/Superintendent Communications**

Minutes:

Board members discussed events and activities they attended and participated in since the last Board meeting including: Pacifica parent focus group for the No. County Prevention Partnership; Kent Awards; phone banking for Measure D; Diversity meeting at Ocean Shore; Ortega and Cabrillo Open Houses; Joint Articulation Meeting; Rainbow Fest at Pacifica Co-op Nursery School; CSBA Masters In Governance training; attended a class all year with 3 Pacifica School District employees working on their Administrative Credential; Elna Flynn Volunteer Awards Night; Ocean Shore's Oceans Week; LSEA's End

of Year Celebration; 4th/5th grade music concerts; PSV Volunteers Recognition at Sunset Ridge; Ortega Science Fair; Half Moon Bay Library's Disabled Activities Fair; field trip to Chinatown; work on possible upcoming Oddstad Property project.

Ms. Villalobos indicated while at Ocean Shore's Diversity meeting she observed that former Board member Cynthia Kaufman is forming a committee to discuss Indigenous Peoples Day, and Ms. Villalobos asked if later on it could be added to the future agenda. Dr. Tukloff indicated it was already on the September future agenda. She also indicated she understands, though Pacifica is doing very well preserving/rationing their water, we should expect a 30-40% increase in water rates later this year.

Dr. Tukloff shared, in addition to attending many of the same events mentioned by the Board members, she wanted to mention that the wonderful 4th/5th grade music concerts, as well of the Band and Choral concerts, would not be happening in our district without the funding efforts by the Pacifica Education Foundation. Dr. Tukloff shared that it was such a joyful thing watching our students perform. Dr. Tukloff also wanted to make note and thank Educational Support Services - Jill Macedo/Stacy Russell/Tina Van Raaphorst - for the work done in processing the very large math manipulatives order that as late as the night before filled the Boardroom. These orders are going out to our teachers so that they can be used in their training this summer in preparation for the implementation of Bridges Math. Dr. Tukloff also shared that one outcome from the Joint Articulation meeting referred to earlier by Trustee Villalobos was for Chief Steidle to put out a message regarding safe behavior, especially now at graduation time. Dr. Tukloff noticed two articles were added to Nextdoor, as well as the Pacifica Tribune, by the Pacifica Police Department surrounding the Social Host Ordinance.

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

##### **10.a. Public Hearing LCAP & LCFF (Goal: Governance) (7:20 p.m.)**

Minutes:

Ms. Van Raaphorst shared the purpose of this public hearing is to solicit the recommendations and comments of the public regarding the specific actions and expenditures proposed to be included in the Local Control Accountability Plan (LCAP). This has been a year long process and develops a three-year plan for our district aligned with our budget. It explains how our supplemental funds will be used to support the students that generate those funds. The Board held a Work Study on May 25th and staff went over the components of the LCAP. The documents presented at this meeting reflect input received

from the Trustees during that Board Work Study. The Board of Trustees will hold a second public meeting to adopt the LCAP at its regularly scheduled Board meeting on Wednesday, June 15, which will be the same meeting the school district adopts the annual budget and the Local Education Agency Plan (LEAP).

The LCAP Full Document, 16-17 LCAP Goals & Actions Summary, Executive Summary, and Q & A may be found attached to this Board Item on the District's website.

Board President Levie encouraged anyone interested in the LCAP process and wishes to become involved to please contact the District Office. Ms. Van Raaphorst also indicated parents could contact their school principal.

Quick Summary:  
PUBLIC HEARING/DISCUSSION

**10.b. Public Hearing 2016-2017 Budget (LCAP GOAL: Governance) (7:30 p.m.)**

Minutes:

Mr. Levie indicated this item is a public hearing and therefore cannot start until 7:30 or later. Given that it was 7:22 p.m., Mr. Levie moved first to Board Item 10d - Approval of Resolution No. 2016-06-01-A Year End Budget Transfers. Mr. Levie next moved to 10e - Possible Cancellation of July 6, 2016 and August 3, 2016 Board Meetings before returning to 10b.

At 7:33 the Board returned to this Board Item. Ms. Peterson indicated the Board was holding a public hearing for the Budget just as it did for the LCAP, to solicit recommendations and comments from the public regarding the annual Budget. A detailed analysis of the 2016-17 Budget has been posted on the District's website for public review beginning May 27, 2016. Official notices as to the availability of the budget for public review have been posted in the Pacifica Tribune. The 2016-2017 Budget and the Power Point Presentation provided to the Board at this meeting may be accessed attached to this Board Item on the District's website.

Quick Summary:  
PUBLIC HEARING/DISCUSSION

**10.c. Public Hearing 2016-2017 Reserves in Excess of State Minimum Level (LCAP GOAL: Governance) (7:45 p.m.)**

Minutes:

Ms. Peterson indicated SB858 and EC Section 42127 (A)(2)(8) took effect starting with the 2015-2016 Adopted Budget. The provisions state that if the combined assigned and unassigned ending fund balance is greater than the State Board of Education-designated minimum reserve, school districts shall provide the following at a public hearing separate from the public hearing on the Budget: the minimum reserve level required each year; the amount of assigned and unassigned ending fund balance that exceeds the minimum in each year; and, reasons for the reserve being greater than the minimum. For details, please refer to the Board Agenda Item on the District's

website.

Quick Summary:

PUBLIC HEARING/DISCUSSION

**10.d. Approval of Resolution 2016-06-01-A Year End Budget Transfers (LCAP Goal: Governance) (7:55 p.m.)**

**Motion Passed:** It is recommended that the Board approve Resolution No. 2016-06-01-A to authorize the County Superintendent of Schools to make such transfers at the close of the 2015-2016 school year as may be necessary to permit the payment of obligations the District incurred during the year. 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

Minutes:

Ms. Peterson indicated this is a routine year-end process which allows for the closing of the fiscal year with a minimal amount of disruption. The resolution allows the Office of the Superintendent of Schools to offset an over-expenditure account, at the end of the current year, for a school district. All districts are required by Ed Code 42601 to identify and post the budget transfers in the financial system. This Board Agenda item ensures that the governing board is fully aware of the budget transfers being made at year-end.

Quick Summary:

ACTION

**10.e. Possible Cancellation of July 6, 2016 and August 3, 2016 Board Meetings (Goal: Governance) (8:00 p.m.)**

**Motion to Amend Passed:** To amend the motion from: "It is recommended that the Pacifica School District Board of Trustees cancel the July 6, 2016 Board Meeting and determine whether to cancel the August 3, 2016 Board Meeting.

" to: "It is recommended that the Pacifica School District Board of Trustees cancel the July 6, 2016 Board Meeting,

" 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

**Motion Passed:** It is recommended that the Pacifica School District Board of Trustees cancel the July 6, 2016 Board Meeting,

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:

Dr. Tukloff shared Pacifica School District Board of Trustees has adopted a schedule to meet on Wednesdays, every three weeks. There are July 6, 2016 and August 3, 2016 Regular Board meetings scheduled. For July 6th, staff does not at this time have Board Items scheduled. Because the summer month of July finds many families and District employees enjoying well deserved vacations, staff recommended that the Board of Trustees consider cancelling the July 6, 2016 meeting. Dr. Tukloff also suggested the Board may want to look at the August 3rd meeting to either cancel the meeting or include topics that are more operations/governance driven such as the May 2016 Manual Maintenance received recently. The Board agreed to cancel the July 6th meeting and continue to hold the August 3rd meeting.

Quick Summary:

ACTION

**10.f. Resolution No. 2016-06-01-B Change to the San Mateo County Special Education Local Plan Area (SELPA)(Goal: Governance) (8:10 p.m.)**

**Motion Passed:** It is recommended that the Board adopt Resolution No. 2016-06-01-B to approve the change in Local Education Agency Participation in the San Mateo County Special Education Local Plan Area to add Connect Community Charter School as an LEA member. 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  
Yes Ms. Laverne Villalobos

Minutes:

The governing board of the SMC Special Education Local Plan Area (SELPA) has recommended for approval a change to the Local Education Agency Participation section of the Local Plan to add Connect Community Charter School as a charter member. According to the Local Plan and California Ed Code, this change must be approved by the Board of Trustees of each participating Local Education Agency.

Quick Summary:

ACTION

**10.g. Resolution No. 2016-06-01-C: Board Compensation for Missed Meeting (Goal: Governance) (8:15 p.m.)**

**Motion Passed:** It is recommended that the Board approve Resolution No. 2016-06-01-C: Board Compensation for Missed Meeting. 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  
Abstain Ms. Laverne Villalobos

Minutes:

Per Board Bylaw 9250 - Remuneration, Reimbursement and Other Benefits "a member may be compensated for meeting he/she missed when the Board, by resolution, finds that he/she was performing designated services for the district at the time of the meeting or that he/she was absent because of illness, jury duty, or a hardship deemed acceptable by the Board." Resolution No. 2016-06-01-C is for Laverne Villalobos who was absent for the May 11, 2016 Board Meeting due to illness.

Quick Summary:  
ACTION

**11. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS - 8:20 P.M.**

**11.a. E 4040 - Employee Use of Technology (First Reading) (8:20 p.m.)**

Minutes:

Referring to Attachment B/PSD Acceptable Use Policy/Page 2/#11 - Accessing, transmitting or downloading extraordinarily large files, including, but not limited to, viral downloads, Ms. Shiokari questioned if people know what constitutes "extraordinarily large files" and who determines this. Dr. Tukloff suggested this was added to this policy at a time when the District's system did not have as much bandwidth. Ms. Shiokari also inquired about #11 being listed among those infractions that are considered inappropriate uses of technology for which the District might impose discipline if one does this. Mr. Levie shared most of the other items on this list are of a different category such as criminal activities that can be punished under the law, or selling or purchasing illegal items or substances, both of which are easy violations for people to determine as inappropriate use of technology. He felt many people could download files and not know their size. Perhaps there should be a category for bad practices that people should not do, such as downloading extremely large files - #11. Based on Board discussion, Dr. Tukloff suggested this item be brought back again for First Reading at the next Regular Meeting.

Quick Summary:  
E 4040 - Employee Use of Technology  
PSD Current (Attachment A)

PSD Acceptable Use Policy (Attachment B)

PSD Addendum to Technology Acceptable Use Policy for Employees and other Non-Student Users (Attachment C)

Summary of PSD Technology Acceptable Use Policy (Attachment D)

**11.b. Board Bylaw 9220 Governing Board Election (First Reading/Action) (8:25 p.m.)**

Minutes:

Dr. Tukloff indicated the District would be electing two Board members on November 6, 2016. She brought this Board Bylaw forward for review.

The first item for discussion was whether the District should require the candidate to pay the costs for the publication of a statement of qualifications (the option as chosen in the current PSD Board Bylaw), or should the District pay those costs. The Board requested having the District cover the cost of up to 2 pages (at this point \$1200 per page), each page including 4 candidate statements, and if there were more than 8 candidates, the cost of each page beyond 2 pages would be divided among all candidates. Dr. Tukloff will work with legal counsel on wording and bring this back again for First Reading providing enough time to submit the appropriate statement to Mark Church's office by July 8, 2016.

The second item for discussion was in regards to Tie Votes in Board Member Elections. The Board requested Option 1 remain in effect - Before each election, the Board shall establish whether a potential tie is to be resolved by lot or with a runoff election.

Dr. Tukloff raised the question whether the Board would like to have a Candidate Information Night in Pacifica. This would be held at the District Office. Dr. Tukloff will work with Mr. Levie and Ms. Shiokari on the details, with the information night occurring in June.

Quick Summary:

FIRST READING/ACTION

## **12. FUTURE AGENDA ITEMS - 8:35 P.M.**

Minutes:

Dr. Tukloff added to June 15th - CSBA Legislative Awards Program as an Information item. August 3rd staff will bring to the Board the May 2016 Manual Maintenance and Minor Revisions. Dr. Tukloff would like to add a Board Work Study - Oddstad Property Update on June 22nd. Ms. Villalobos asked Dr. Avila if he would be bringing to the Board in August or September the suspension rates report. Dr. Tukloff indicated it would be included in the School Climate Report in October or November.

## **13. ADJOURNMENT - 8:40 P.M.**

Minutes:

Mr. Levie adjourned the meeting at 8:24 p.m.

Quick Summary:

NEXT MEETING: June 15, 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