



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

## BOARD OF TRUSTEES MEETING

Regular Meeting  
June 15, 2016 7:00 PM  
375 Reina Del Mar Avenue  
Pacifica, CA 94044

### **1. OPEN SESSION - 7:00 P.M. - CALL TO ORDER, FLAG SALUTE, 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. APPROVAL OF THE MINUTES of June 1, 2016 ACTION**

**Wendy S. Tukloff**

### **3. 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**

#### **3.a. Agenda of the June 15, 2016 meeting**

**Wendy S. Tukloff**

It is recommended that the Board approve the agenda for the June 15, 2016 Regular meeting.

**CONSENT/ACTION**

**3.b. Consideration of Acceptance of Warrants** **Josie Peterson**

It is recommended that the Board approve the attached commercial warrants for the period of 5/18/16 through 6/2/16 in the amount of \$614,089.89.

*CONSENT/ACTION*

**3.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*

**3.d. Personnel Changes** **Ray Avila**

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

*CONSENT*

**3.e. Permit Agreement – Educational School Services of America Spectrum Schools Inc.** **Josie Peterson**

It is recommended that the Board of Trustees approve the 2016-2017 Permit Agreement between the Educational School Services of America Spectrum Schools Inc. and the Pacifica School District for the use of space at Oddstad School.

*CONSENT/ACTION*

**3.f. Approval of Contract for Extended Day Care and Preschool Services with the City of Pacifica** **Josie Peterson**

It is recommended that the Board of Trustees approve the 2016-2017 Contract for Extended Day Care and Preschool Services with the City of Pacifica.

*CONSENT/ACTION*

**3.g. Approval of the Pacifica Foursquare Church Contract** **Josie Peterson**

It is recommended that the Board of Trustees approve the contract with the Pacifica Foursquare Church.

*CONSENT/ACTION*

**3.h. Agreement for Joint Use and Maintenance of Oddstad Field** **Josie Peterson**

It is recommended that the Board approve the agreement between the Pacifica School District and the Pacifica AYSO for Joint Use and Maintenance of the Oddstad Field.

*CONSENT/ACTION*

**3.i. Agreement for Joint Use and Maintenance of Ingrid B. Lacy Field** **Josie Peterson**

It is recommended that the Board approve the agreements between the

Pacifica School District and the Pacifica National League and AYSO for Joint Use and Maintenance of the Ingrid B. Lacy Middle School Field.  
*CONSENT/ACTION*

**3.j. Work Study Agreement with San Mateo Community College District**

**Ray Avila**

It is recommended that the Board renew the agreement with the San Mateo County Community College District to allow for the placement of Skyline College students as tutors in Pacifica School District schools under the supervision of the Pacifica School Volunteers (PSV).  
*CONSENT/ACTION*

**3.k. Consolidated Application**

**Tina Van Raaphorst**

It is recommended that the Board approve the Consolidated Application to the California State Department of Education (CDE).  
*CONSENT/ACTION*

**3.l. Memorandum of Understanding; North County Collaborative, Special Education**

**Wendy S. Tukloff**

*It is recommended that the Pacifica School District Board of Trustees approve the Memorandum of Understanding, North County Collaborative, Special Education, 2016-2021.*  
*CONSENT/ACTION*

**4. COMMUNICATIONS - 7:10 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.

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

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

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

**4.d. Correspondence**

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

**5. DISTRICT BUSINESS - 7:20 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](http://www.pacificasd.org), under District Information, Board of Trustees.

**5.a. Superintendent Contract (Goal: Governance)  
(7:20 p.m.)**

**Matthew Levie**

*DISCUSSION/ACTION*

<b>5.b. Special Education Update Presentation (Goal: LCAP #7) (7:25)</b> <i>INFORMATION/DISCUSSION</i>	<b>Ray Avila</b>
<b>5.c. Local Control and Accountability Plan (LCAP) (Goal: Governance) (7:45)</b> <i>ACTION</i>	<b>Tina Van Raaphorst</b>
<b>5.d. Adoption of the 2016-2017 Budget (GOAL:Governance) (7:50)</b> <i>ACTION</i>	<b>Josie Peterson</b>
<b>5.e. Approval of Resolution No 2016-06-15 A Education Protection Account (GOAL: Operations) (7:55)</b> <i>ACTION</i>	<b>Josie Peterson</b>
<b>5.f. Local Educational Agency Plan (LEAP) (Goal: Governance) (8:00)</b> <i>ACTION</i>	<b>Tina Van Raaphorst</b>
<b>5.g. Physical Education Instruction Board Report (Goal: LCAP #5 - Broad Course of Study) (8:05)</b> <i>INFORMATION</i>	<b>Tina Van Raaphorst</b>
<b>5.h. Projector Electrical Outlet Installation Bid Results (Goal: Operations) (8:10)</b> <i>ACTION</i>	<b>Tina Van Raaphorst</b>
<b>5.i. BB 9220 Governing Board Elections (Goal: Governance) (8:15)</b> <i>ACTION</i>	<b>Wendy S. Tukloff</b>
<b>5.j. Health and Wellness: Wellness Policy (Goal: LCAP #7) (8:25)</b> <i>ACTION</i>	<b>Ray Avila</b>
<b>5.k. 2016 School District Governing Board General Election (Goal: Governance) (8:30)</b> <i>ACTION</i>	<b>Wendy S. Tukloff</b>
<b>5.l. CSBA Legislative Awards (Goal: Governance) (8:35)</b> <i>DISCUSSION</i>	<b>Wendy S. Tukloff</b>

**6. BOARD BYLAWS, BOARD POLICIES &  
ADMINISTRATIVE REGULATIONS (Goal: Governance) -  
8:40 P.M.**

**6.a. March 2016 Manual Maintenance and Minor  
Revisions - 3000, 7000 Series (First Reading) (8:45)**

**Josie Peterson**

*FIRST READING*

March 2016 Manual Maintenance: 3000, 7000 Series

BP 3553 Business and Noninstructional Operations (Attachment A1 & A2)  
Use CSBA Sample with Revisions

AR 3553 Business and Noninstructional Operations (Attachment A3 & A4)  
Use CSBA Sample As Is

BP 3270 Business and Noninstructional Operations (Attachment A5 & A6)  
Use PSD Policy with Minor Revisions

AR 3550 Business and Noninstructional Operations (Attachment A7 & A8)  
Use PSD Policy with Minor Revisions

AR 7111 Facilities (Attachment A9 & A10)  
Use CSBA Sample As Is/PSD Policy was updated in 2002

**6.b. March 2016 Manual Maintenance and Minor  
Revisions - 1000, 6000 Series (First Reading) (8:50)**

**Wendy S. Tukloff**

*FIRST READING*

March 2016 Manual Maintenance and Minor Revisions: 1000, 6000 Series

BP 1312.3 Uniform Complaint Procedures (Attachment A)  
Use CSBA Sample with Revisions

AR 1312.3 Uniform Complaint Procedures (Attachment B)  
Use CSBA Sample with Revisions

BP 6142.7 Physical Education And Activity (Attachment C)  
Use CSBA Sample with Revisions

AR 6142.7 Physical Education And Activity (Attachment D)  
Use CSBA Sample with Revisions

BP 6152 Class Assignment (Attachment E)  
Use CSBA Sample with Revisions

AR 6162.51 State Academic Achievement Tests (Attachment F)  
Use CSBA Sample with Revisions

BP 6164.2 Guidance/Counseling Services (Attachment G)  
Use CSBA Sample with Revisions

AR 6173.2 Education Of Children Of Military Families - Minor Revision  
(Attachment H)  
Use PSD with Addition

**6.c. March 2016 Manual Maintenance: 4000, 5000  
Series (First Reading) (9:00)**

**Ray Avila**

*FIRST READING*

March 2016 Manual Maintenance: 4000, 5000 Series

AR 4161.1 Personal Illness Injury Leave (Attachment A)  
Use CSBA Sample As Is

AR 4261.1 Personal Illness Injury Leave (Attachment B and B1)  
Use CSBA Sample As Is

AR 4361.1 Personal Illness Injury Leave (Attachment C and C1)  
Use CSBA Sample with Revisions

AR 4161.2 Personal Leaves (Attachment D and D1)  
Use CSBA Sample As Is

AR 4261.2 Personal Leaves (Attachment E)  
Use CSBA Sample As Is

AR 4361.2 Personal Leaves (Attachment F and F1)  
Use CSBA Sample As Is

BP 5146 Married Pregnant Parenting Students (Attachment G)  
Policy Not Applicable

**6.d. March 2016 Manual Maintenance Minor  
Revisions: 4000, 5000 Series (First Reading) (9:05)**

**Ray Avila**

*FIRST READING*

March 2016 Manual Maintenance Minor Revisions: 4000, 5000 Series

AR 4112.6, 4212.6, 4312.6 Personnel Files PSD (Attachment A)  
Use PSD Current with Revisions

**6.e. E 4040 - Employee Use of Technology (First  
Reading) (9:10)**

**Ray Avila**

*FIRST READING*

E 4040 - Employee Use of Technology

BP 4040 - Employee Use Of Technology (Attachment A)

PSD Acceptable Use Policy - Full Text with revision (Attachment B)

Signature Page Acceptable Use Policy for Employees (Attachment C)

Summary of PSD Technology Use Policy (Attachment D)

**6.f. BP/AR 5141.41 – Prevention of Sexual Misconduct  
and Abuse in Schools (First Reading) (9:15)**

**Ray Avila**

*FIRST READING*

BP/AR 5141.41 – Prevention of Sexual Misconduct and Abuse in Schools

BP 5141.41 – Prevention of Sexual Misconduct and Abuse in Schools  
(Attachment A)

AR 5141.41 – Prevention of Sexual Misconduct and Abuse in Schools  
(Attachment B)

**7. FUTURE AGENDA ITEMS - 9:20 P.M.**

**Wendy S. Tukloff**

**8. ADJOURNMENT - 9:25 P.M.**

**NEXT MEETING: August 3, 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