

**Pacifica School District
Regular Meeting**
January 18, 2017 6:00 PM
375 Reina Del Mar Avenue

Pacifica, CA 94044

Attendance Taken at 6:00 PM:

Present:

Ms. Andrea Gould
Jesse Levin
Ms. Kathy Shiokari
Ms. Laverne Villalobos

Absent:

Ms. Elizabeth Bredall

**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, W. Lucey, S. Campos

Ms. Bredall is 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:

Ms. Shiokari announced Closed Session referring to items 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)

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

Minutes:

Ms. Shiokari reconvened to Open Session at 7:00 p.m.

Flag salute was led by Ms. Villalobos.

Staff present: W. Tukloff, R. Avila, J. Peterson, W. Lucey, S. Campos

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6. REPORT OUT ON CLOSED SESSION TOPICS

Minutes:

Ms. Shiokari indicated that the Board met during Closed Session and No Action Was Taken.

Quick Summary:

Report Out and APPROPRIATE ACTION

7. APPROVAL OF THE MINUTES of December 7, 2016 Reorganization Meeting

Order #7 - Motion Passed: It is recommended that the Board approve the Minutes of the December 7, 2016 Reorganization Meeting.

Passed with a motion by Ms. Andrea Gould and a second by Jesse Levin.

Absent Ms. Elizabeth Bredall

Yes Ms. Andrea Gould

Yes Jesse Levin

Yes Ms. Kathy Shiokari

Yes Ms. Laverne Villalobos

Quick Summary:

ACTION

8. APPROVAL OF THE AGENDA AND CONSENT AGENDA 7:05 P.M.

Order #8 - Motion Passed: It is recommended that the Board approve the agenda for the January 18, 2017 meeting and all consent agenda items.

Passed with a motion by Ms. Laverne Villalobos and a second by Jesse Levin.

Absent Ms. Elizabeth Bredall
Yes Ms. Andrea Gould
Yes Jesse Levin
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 January 18, 2017 meeting

Quick Summary:

It is recommended that the Board approve the agenda for the January 18, 2017 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

12/2/2016 through 12/15/2016 totaling \$731,055.04. 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:

CONSENT/ACTION

8.e. Overnight Field Trip

Quick Summary:

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 represented LSEA. Ms. Arguello mentioned that tonight LSEA is continuing their school presentations and tonight is Ocean Shore school.

Fran Quartini, 2nd grade teacher, represented Ocean Shore School and shared events going on at the school site. Genius Hour will begin by the end of February. Genius Hour allows students to explore their own passions and encourages creativity in the classroom. Students and staff will work with Shorebird Alliance on Snowy Plover research; Ability Awareness Week, where each grade level will focus on a subject. A grant is being worked on with teaching staff at Ocean Shore along with Christy Novack, AEI Specialist.

9.b. CSEA (Classified School Employees Association)

Minutes:

None

9.c. People Wishing to Address the Board

Minutes:

Patrick Sayres, Executive Director, Pacifica School Volunteers announced the Read Aloud day at Vallemar School being held on February 3rd from 9-10 a.m.

9.d. Correspondence

Minutes:

Dr. Tukloff presented information from the County Counsel's office with regard to several districts who are requesting to move to even numbered year elections.

PSD received correspondence from Mark Church's office regarding results of the election. They have completed the official vote and his office has certified the election results. We received certification of election of Jesse Levin and Andrea Gould to the Pacifica School District Board of Trustees.

9.e. Board/Superintendent Communications

Minutes:

Board members discussed events and activities they attended and participated in since the last Board meeting including: Story time at LMEC; Board Work Study Meeting; Santa Clara County Office of Education - DataZone workshop; PEF Winter Dance.

The Board thanked LSEA for attending Board meetings to present information about what's going on out at the school sites.

Dr. Tukloff reported out on the mudslide that happened on Monday, January 9th on Highway 1 just passed the Pacifica Police Department which caused a severe traffic backup. Dr. Tukloff shared the strong sense of commitment to education by staff of the Pacifica School District and the community at large for going above and beyond to make their way to work and to school including: walking, riding their bike, and sitting in traffic for hours. She thanked the Pacifica Police Department for keeping us informed and providing a support to CalTrans so they could get the work completed to provide a safe route for our community.

10. DISTRICT BUSINESS - 7:20 P.M.

Quick Summary:

DISTRICT GOALS he 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.

10.a. Parcel Tax Committee Report (Governance, Operations)

Minutes:

Josie Peterson introduced Mike Ray, representing the Parcel Tax Oversight Committee. Mr. Ray presented the Parcel Tax Committee Report which is attached to this agenda item.

The Board presented Mr. Ray with a gift and thanked him for his eight years of service on the committee.

Quick Summary:

INFORMATION

10.b. 2015-2016 Audit Report (Governance)

Order #9 - Motion Passed:

Passed with a motion by Ms. Andrea Gould and a second by Jesse Levin.

AbsentMs. Elizabeth Bredall

Yes Ms. Andrea Gould

Yes Jesse Levin

Yes Ms. Kathy Shiokari

Yes Ms. Laverne Villalobos

Minutes:

Josie Peterson presented a clean audit report and thanked Kathy Shiokari and Andrea Gould for meeting with the auditors. The audit report is attached to this agenda item.

Quick Summary:

It is recommended that the Governing Board approve the 2015-2016

audit report. ACTION

10.c. Resolution 2017-01-18-A: Principles in Support of Undocumented Students and Families (Goal: Governance)

Order #10 - Motion Passed:

Passed with a motion by Jesse Levin and a second by Ms. Andrea Gould.

Absent Ms. Elizabeth Bredall

Yes Ms. Andrea Gould

Yes Jesse Levin

Yes Ms. Kathy Shiokari

Yes Ms. Laverne Villalobos

Minutes:

Dr. Tukloff brought forward Resolution No. 2017-01-18-A. The County wanted to take a proactive approach to make sure we are supporting our student's needs. Highlights of the resolution: the United States has the authority to enforce immigration laws, yet school districts are obligated to educate all students, regardless of their immigration status. This resolution provides guiding principles to clearly demonstrate the district's commitment to all members of the community.

Board Comments: It's wonderful that we are bringing this forward and being proactive. It was asked if the district can translate the resolution in to Spanish and send the resolution out in Board communications. Dr. Tukloff is planning to place the resolution on the District's website as well as having the schools send it home in their Wednesday packets. She also plans to have it published in the Pacifica Tribune with her Superintendent's monthly message. Dr. Tukloff also mentioned that on the District's website, there is a section for resources for the community, and will be updated every two weeks.

A Board member asked what are the legal ramifications for our employees if this resolution passes? Dr. Tukloff replied stating that the resolution gives the district guiding principles as we move into policies. We will need to be clear to our employees what that might mean.

A Board member stated that it would be nice for our principals to talk to our teachers in order for them to teach our students.

Quick Summary:

It is recommended that the Pacifica School District Board of Trustees approve Resolution 2017-01-18-A: Principles in Support of Undocumented Students and Families ACTION

10.d. Approval of Resolution 2017-01-18-B Authorizing the Adoption of the San Mateo County Hazard Mitigation Plan Update (LCAP Goal 1)

Order #11 - Motion Passed:

Passed with a motion by Jesse Levin and a second by Ms. Laverne Villalobos.

AbsentMs. Elizabeth Bredall
Yes Ms. Andrea Gould
Yes Jesse Levin
Yes Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

Minutes:

Josie Peterson presented information to the Board regarding Resolution 2017-01-18-B. She thanked John Hashizume, Facilities, Maintenance, and Operations, who has been working on this plan for the past year. The plan will enable the district to receive pre-disaster funding and also post disaster funding from FEMA. The Pacifica School District portion of the plan is attached to this agenda item.

A Board member asked for clarification on page 72 with regard to retrofitting. Ms. Peterson stated that it's not that our buildings are at high risk, it's the location.

On page 71 there is a discussion on public outreach and using other opportunities available for public outreach, what does that refer to? Ms. Peterson stated that the district uses School Messenger but that she would follow up with John Hashizume regarding this question. She stated that satellite radios may be purchased in the future.

A Board member asked about the plan in its entirety. Ms. Peterson said that she will email the plan in its entirety and that the portion attached only relates to Pacifica School District.

Quick Summary:

It is recommended that the Board of Trustees approve Resolution 2017-01-18-B authorizing the adoption of the San Mateo County Hazard Mitigation Plan Update. ACTION

10.e. SARC Reports (LCAP: Governance)

Order #12 - Motion Passed:

Passed with a motion by Ms. Laverne Villalobos and a second by Jesse Levin.

AbsentMs. Elizabeth Bredall
Yes Ms. Andrea Gould
Yes Jesse Levin
Yes Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

Minutes:

Will Lucey presented the SARC's for Board approval for each school site and each SARC report is attached to this agenda item.

Board Comments: A Board member asked about the funding received and it being used for EL students in our district as a proactive measure.

Clarification questions were asked with regard to low ratings on the SARC reports, specifically surrounding maintenance to our schools. Dr. Tukloff addressed the clarifying question stating that the district could set aside funds under deferred maintenance to address these issues.

Quick Summary:

It is recommended that the Board approve the School Accountability Report Cards for the Pacifica School District as presented. ACTION

10.f. CSBA Legislative Action Day (Goal: Governance)

Minutes:

Dr. Tukloff presented information and asked if any Board members would like to accompany Trustee Bredall at the Legislative Action Day on March 21st. Trustee Villalobos and Trustee Levin would like to attend.

Quick Summary:

DISCUSSION

11. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS (Goal: Governance) - 8:15 P.M.

11.a. BP/AR 0450 Comprehensive Safety Plan (First Reading)

Minutes:

No changes requested by the Board.

Quick Summary:

FIRST READING(Attachment A) BP/AR 0450 Comprehensive Safety Plan Board Memo(Attachment B) BP 0450 Comprehensive Safety Plan - Use CSBA Sample with Suggested Revisions and Additional Revisions(Attachment C) AR 0450 Comprehensive Safety Plan - Use CSBA Sample with Suggested Revisions and Additional Revisions INFORMATION/DISCUSSION

11.b. October 2016 Manual Maintenance 0000, 6000, 9000 Series (First Reading)

Minutes:

No changes requested by the Board

Quick Summary:

October 2016 Manual Maintenance FIRST READING(Attachment A) October 2016 Manual Maintenance Board Memo(Attachment B) BP 0410 Nondiscrimination in District Programs and Activities Use CSBA Sample with Revisions(Attachment C) BP 0420.41 Charter School Oversight Use CSBA Sample with Suggested Changes(Attachment D) BP 6142.94 History Social Science Instruction Use CSBA Sample with Suggested Changes(Attachment E) AR 6143 Courses of Study Use CSBA Sample with Revisions(Attachment F) BP 6173 Education for Homeless Children Use CSBA with Revisions(Attachment G) AR 6173 Education for Homeless Children Use CSBA Sample with Revisions(Attachment H) E(1) 6173

Education for Homeless Children Use CSBA Sample With Revisions(Attachment H1) E(2) 6173 Education for Homeless Children Use CSBA Sample With Suggested Revisions(Attachment I) E(1) 9323.2 Actions by the Board Use CSBA Sample With Suggested Revisions INFORMATION/DISCUSSION

11.c. October 2016 Manual Maintenance: 4000, 5000 Series (First Reading)

Minutes:

No changes requested by the Board

Quick Summary:

First Reading(Attachment A) Board Memo October 2016 Manual Maintenance 4000, 5000 Series (Attachment B) BP 4151_4251_4351 Employee Compensation Use CSBA Sample As Is(Attachment C) BP 4157.1_4257.1_4357.1 Work-Related Injuries PSD Current Delete per CSBA Recommendation(Attachment D) AR 4157.1_4257.1_4357.1 Work-Related Injuries Use CSBA Sample with Revisions(Attachment E) AR 5125.3 Challenging Student Records Use CSBA Sample with Revisions INFORMATION/DISCUSSION

12. FUTURE AGENDA ITEMS - 8:40 P.M.

Minutes:

Dr. Tukloff reviewed the Future Agenda as presented. No changes were made.

13. ADJOURNMENT - 8:45 P.M.

Minutes:

The meeting was adjourned at 8:55 P.M.

Quick Summary:

NEXT MEETING: Tuesday, February 7, 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