

**Pacifica School District**  
**Regular Meeting**  
March 08, 2017 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**

**Minutes:**

The meeting was called to order at 6:00 P.M. by Trustee Shiokari.

Present were Trustee, Bredall, Trustee Gould, Trustee Levin, Trustee Villalobos and Trustee Shiokari.

**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:**

Trustee Shiokari announced Closed Session referring to items 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. Conference with Real Property Negotiators**

**Quick Summary:**

**Property: Oddstad School Site, 930 Oddstad Boulevard, Pacifica, CA**  
**Agency Negotiator: Wendy S. Tukloff, Superintendent DISCUSSION**

**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:

Trustee Shiokari reconvened to Open Session at 7:01 P.M.

The flag salute was let by Trustee Gould.

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

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**6. REPORT OUT ON CLOSED SESSION TOPICS - 7:05 P.M.**

Minutes:

Trustee 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 February 7, 2017 Regular Board Meeting and February 15, 2017 Special Board Meeting - 7:05 P.M.**

**Order #13 - Motion Passed:** It is recommended that the Board approve the Minutes of the February 7, 2017 Regular Board Meeting and the February 15, 2017 Special Board Meeting. Passed with a motion by Ms. Andrea Gould and a second by Mr. Jesse Levin.

Yes Ms. Elizabeth Bredall  
Yes Ms. Andrea Gould  
Yes Mr. 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 #14 - Motion Passed:** It is recommended that the Board approve the agenda for the March 8, 2017 meeting and all consent agenda items.

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. 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 March 8, 2017 meeting**

Quick Summary:

CONSENT/ACTION

**8.b. Consideration of Acceptance Warrants**

Quick Summary:

CONSENT/ACTION

**8.c. Service and Consultant Contract Approvals**

Quick Summary:

CONSENT/ACTION

**8.d. Personnel Changes Board Agenda Item**

Quick Summary:

CONSENT/ACTION

**8.e. CSBA December 2016 Special Release Manual Maintenance BP3470  
(Second Reading)**

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:

Meghann Elsbernd introduced Debby Lyttle, 5th grade teacher at Sunset Ridge School. Ms. Lyttle invited everyone to the 9th Annual Pancake Breakfast fundraiser on March 25th.

Debby Lyttle introduced Mara Holtz, 2nd-3rd grade teacher at Vallemar School. Ms. Holtz presented a YouTube video of 8th graders from Vallemar School presenting the "Vallemar Morning Message" to the students and staff. The students really look forward to the morning message. The 8th graders film the clip and students view the message three times per week. The topics surround the happenings at Vallemar school.

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

Minutes:  
None

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

Minutes:  
None

**9.d. Correspondence**

Minutes:  
None

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

Minutes:  
Board members discussed events and activities they attended and participated in since the last Board meeting including: Boys & Girls Club Luncheon; All District Band Concert; Family Summit; Sunset Ridge Spaghetti Dinner; Boy Scouts of America honoring Pacifica School District with the 2016 Community Leadership Award; Vallemar Read Aloud; Cabrillo School Library; teaching music at Cabrillo; Meeting with the City of Pacifica regarding the Oddstad property; SEPAC (Special Education Parent Advisory Committee) meeting.

Dr. Tukloff thanked the Pacifica Prevention Partnership for hosting the first Family Summit at Ingrid B. Lacy Middle School. Mary Bier did a fabulous job coordinating this event to support our families going from middle school to high school by providing excellent resources, workshops, and information to help guide our families in the community.

**10. PRESENTATIONS - 7:30 P.M.**

**10.a. Pacifica Education Foundation Presentation**

Minutes:  
Christy Novack, on behalf of Pacifica Education Foundation, presented a PowerPoint to the Board that shared the district programs that are enhanced due to the Foundation contributions- music and computer science. The PowerPoint is attached to this agenda item.

Quick Summary:  
PRESENTATION

**10.b. Resolution No. 2017-03-08-A through 2017-03-08-H Appreciation for the Parent Volunteers and Pacifica Education Foundation**

**Order #15 - Motion Passed:** It is recommended that the Pacifica School District Board of Trustees approve Resolution No. 2017-03-08-A through 2017-03-08-H in appreciation of the support provided to the Pacifica School District by our many parent volunteers in order to provide a strong educational program for our students.

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

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

Minutes:

Wendy Tukloff presented Resolution Nos. 2017-03-08-A-H.

Dr. Tukloff acknowledged appreciation to all of the parent volunteers and to the Pacifica Education Foundation.

Site Principals presented the resolutions to their parent volunteers.

The Board thanked all of the parent volunteers and PEF for their many hours of dedication to their school sites and the District.

Quick Summary:  
ACTION

**11. DISTRICT BUSINESS - 7:50 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.

**11.a. Projected Enrollment and Staffing 2017-2018 (LCAP Goal: 1, Operations)**

Minutes:

Ray Avila presented information on the projected enrollment for the 2017-2018 school year. At this time, there is a decrease of three teaching positions for 2017-2018 based on the projected enrollment.

Quick Summary:  
INFORMATION/DISCUSSION

**11.b. Resolution No. 2017-03-08-I for Release of Temporary Certificated Employees (Operations)**

**Order #16 - Motion Passed:** Passed with a motion by Mr. Jesse Levin and a second by Ms. Laverne Villalobos.

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

Minutes:

Ray Avila presented the Board with Resolution No. 2017-03-08-I, Release of Temporary Certificated Employees.

Each year teachers are released from employment from the district based upon temporary status due to either being of part-time status, not fully credentialed, or in an assignment for a permanent teacher on leave. Teachers who are released from employment can be rehired for a following school year if there is a need and they have the proper credential status.

Quick Summary:

It is recommended that the Board approve the following Resolution: Resolution No. 2017-03-08-I Resolution on Release of Temporary Certificated Employees (Ed Code Section 44954) ACTION

**11.c. Resolution No. 2017-03-08-J Classified Management Lay-Offs as a Result of Lack of Work and/or Lack of Funds (Operations)**

**Order #17 - Motion Passed:** Passed with a motion by Ms. Laverne Villalobos and a second by Ms. Elizabeth Bredall.

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

Minutes:

Ray Avila presented the Board with Resolution No. 2017-03-08-J, Classified Management Layoffs as a Result of Lack of Work and/or Lack of Funds.

The following positions shall be laid off:

- 1) Occupational Therapist, Program Director II, LMEC, 1.0 FTE
- 2) LMEC Director II, LMEC 1.0 FTE

Quick Summary:

It is recommended that the Board approve Resolution No. 2017-03-08-J, a lay-off of a classified management positions for lack of work and/or lack of funds effective June 30, 2017.ACTION

**11.d. Sixth Grade Lottery Update (LCAP Goal: 3, Operations)**

Minutes:

Ray Avila presented the Board with the Sixth Grade Lottery Update. The update is included in the attached Board Memorandum.

The Board thanked Ray and staff for a job well done.

Quick Summary:

INFORMATION/DISCUSSION

**11.e. Kindergarten Lottery Review (LCAP Goal: 3, Operations)**

Minutes:

Ray Avila presented the Board with the Kindergarten Lottery Review.

Dr. Avila shared that out of 301 kindergarten applicants, 277 students received their first choice school, of which 159 participated in the lottery, resulting in a 92% first choice placement rate. Sixteen students are on the waitlist for Cabrillo and seven are on the waitlist for Ocean Shore.

The Board Memorandum is attached to this agenda item for complete information.

Quick Summary:

INFORMATION/DISCUSSION

**11.f. LCAP/Budget Update (Governance, Operations)**

Minutes:

Will Lucey and Josie Peterson presented the LCAP/Budget Update. The PowerPoint Presentation is attached to this item.

Board discussion regarding scheduling a Board Work Study regarding the school facility needs combined with the Oddstad Project. Two dates, May 31 and June 21 were proposed. Josie Peterson will check in with Isom to see which date works best for them to attend and present.

Quick Summary:

INFORMATION/DISCUSSION

**11.g. Approval of Resolution 2017-03-08-K Declaring Emergency and Authorizing Reconstruction of School Facilities (Operations)**

**Order #18 - Motion Passed:** Passed with a motion by Mr. Jesse Levin and a second by Ms. Elizabeth Bredall.

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

Minutes:

Josie Peterson presented Resolution No. 2017-03-08-K, Declaring Emergency and Authorizing Reconstruction of School Facilities.

In January 2017, wind-driven rain brought on by heavy storms caused water damage to the south wall of portable E-1 at Ortega School necessitating repair to the wall and replacement of the deteriorated roof on the building. Cost of the work is \$42,187.02. A property loss claim has been filed with SMCSIG and the District anticipates receiving reimbursement for the portion of the cost related to repair of the wall.

Quick Summary:

It is recommended that the Board of Trustees approve Resolution 2017-03-08-K declaring emergency and authorizing reconstruction of school facilities. ACTION

**11.h. Certification of Second Interim Financial Report for 2016-2017 (Governance)**

Minutes:

Josie Peterson Reported out on the Second Interim Financial Report for 2016-2017.

**Order #19 - Motion Passed:** Passed with a motion by Ms. Andrea Gould and a second by Mr. Jesse Levin.

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

Quick Summary:

It is recommended that the Board of Trustees approve the Positive Certification of the 2016-2017 Second Interim Financial Report for the period July 1, 2016 through January 31, 2017 (Form CI) and authorize its filing with the County Superintendent of Schools. ACTION

**11.i. Report Interest Earned-2nd Quarter 2016-2017 (Operations)**

Minutes:

Josie Peterson Reported out on the 2nd Quarter Interest Earned for



2016-2017.

Quick Summary:  
INFORMATION

**11.j. 2017 CSBA Delegate Assembly Election (Goal: Governance)**

**Order #20 - Motion Passed:** 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. Jesse Levin  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Minutes:

Board discussion of candidates running for CSBA Delegate Assembly.  
The Board may choose up to three candidates.

The Board voted to move forward with Clayton Koo, Carrie DuBois, and Kevin Martinez.

Quick Summary:

It is recommended that the Pacifica School District Board of Education Trustees vote for three candidates for the 2017 Delegate Assembly for Region 5- Subregion B.ACTION

**11.k. Resolution No. 2017-03-08-L: Board Compensation for Missed Meeting (Goal: Governance)**

**Order #21 - Motion Passed:** Passed with a motion by Mr. Jesse Levin and a second by Ms. Elizabeth Bredall.

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

Quick Summary:

It is recommended that the Pacifica School District Board of Education Trustees approve Resolution No. 2017-03-08-L: Board Compensation for Missed Meeting.ACTION

**12. FUTURE AGENDA ITEMS - 9:05 P.M.**

Minutes:

Future Agenda items were reviewed.

**13. ADJOURNMENT - 9:10 P.M.**

Minutes:

The meeting was adjourned at 8:37 P.M.

Quick Summary:

NEXT MEETING: March 29, 2017, 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