

**Pacifica School District
Regular Meeting**

May 17, 2017 7:00 PM
375 Reina Del Mar Avenue

Pacifica, CA 94044

Attendance Taken at 7:00 PM:

Present:

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

**1. OPEN SESSION - 7:00 P.M. - CALL TO ORDER, FLAG SALUTE, ROLL CALL AND
ANNOUNCEMENT: RECORDING OF THE MEETING**

Minutes:

The meeting was called to order by Trustee Shiokari. Trustee Shiokari opened the meeting in memory of Donna Pagan. Donna retired in 2008 after 11 years with the Pacifica School District (formerly known as Laguna Salada Union School District).

The flag salute was led by Andrea Gould.

Staff present: Wendy Tukloff, Ray Avila, Josie Peterson, Will Lucey, and Susanne 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. APPROVAL OF THE MINUTES of April 26, 2017 Regular Board Meeting - 7:05 PM

Order #23 - Motion Passed: It is recommended that the Board approve the Minutes of the April 26, 2017 Regular 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

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

Order #24 - Motion Passed: It is recommended that the Board approve the agenda for the April 26, 2017 meeting and all consent agenda items.

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

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

3.a. Agenda of the May 17, 2017 meeting

Quick Summary:

It is recommended that the Board approve the agenda for the May 17, 2017 Regular meeting.

CONSENT/ACTION

3.b. Consideration of Acceptance Warrants

Quick Summary:

It is recommended that the Board approve the attached commercial warrants for the period of 04/07/17 through 05/05/17 totaling \$827,880.14.

CONSENT/ACTION

3.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

3.d. Personnel Changes (LCAP: Goal #1)

Quick Summary:

CONSENT/ACTION

3.e. March 2017 Manual Maintenance 0000, 6000 Series (Second Reading)

Quick Summary:

CONSENT/ACTION

3.f. March 2017 Manual Maintenance 3000 Series (Second Reading)

Quick Summary:
CONSENT/ACTION

4. 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.

4.a. LSEA (Laguna Salada Education Association)

Minutes:

LSEA and CSEA communicated together and invited staff to attend the LSEA/CSEA end of year get together and retiree celebration.

LSEA introduced Vicki Ferretti, Language Arts and Social Studies teacher at Cabrillo, who presented on behalf of LSEA and Cabrillo School. Toni Marie D'Amore was not able to co-present as scheduled. Vicki presented the Garden Program located at Cabrillo that was started several years ago by parents, teachers, and students. Some repairs were needed to maintain the garden. With many volunteers and some funding granted through San Mateo County, the garden was able to be revived. The funds from the grant also allowed for a field trip to Pie Ranch in Half Moon Bay that tie in to the Garden Program and Science curriculum and the building of planter boxes.

Vicki thanked Tom Stafford, Principal at Cabrillo, along with the Pacifica School District, and the maintenance staff, for their continued assistance with the garden.

Vicki shared that this year they have been able to complete Bella's space in the garden. Bella was a student at Cabrillo who fought and lost her battle with cancer. The students plant flowers in her memory.

A grant was also received through Genentech, which has helped support the garden as well. The students are currently learning about composting.

4.b. CSEA (Classified School Employees Association)

Minutes:

CSEA spoke during LSEA Communications.

4.c. People Wishing to Address the Board

Minutes:

None

4.d. Correspondence

Minutes:

None

4.e. Board/Superintendent Communications

Minutes:

The Board members discussed events and activities they attended and participated in since the last Board meeting including: Daly City Health Center dinner; HEART fundraiser; 4-5th grade music program at Cabrillo; Elna Flynn Banquet; Linda Mar Educational Center Open House, the North County Immigration Information and Resource Forum; Library Committee Meeting; Pop-a-Color Run at Cabrillo, SMCSBA Conference on Attracting and Retaining Teachers; American Education Research Association meeting.

Wendy Tukloff shared that she attended a forum hosted by Jerry Hill where the concern for adequate funding was shared by representative districts; Music concerts for IBL and Ocean Shore and that Vallemar and Cabrillo concerts are coming up in the following week.

5. PRESENTATIONS - 7:25 PM

5.a. Resolutions of Appreciation for Retiring Teachers and Classified Staff (LCAP: Goal 1)

Order #25 - 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 shared that this is a great time to honor our retirees. This year we have five retirees: Coleen Dillon, Nancy Silver, Frances Quartini, Sandra Franco, Joseph McCarthy, and Arthur Larson. In the audience tonight are Nancy Silver, Frances Quartini, and Sandy Franco. Debbie Skiles, Principal at Ortega spoke and presented Resolution No. 2017-05-17-B to Nancy Silver; Tom Stafford, Principal at Cabrillo spoke and presented Resolution No. 2017-05-17-D to Sandy Franco; and Joe Funk spoke and presented Resolution No. 2017-05-17-C to Frances Quartini. Retirees were given an opportunity to share their thoughts as well.

The Board adjourned for a short cake reception in celebration of the retirees.

Quick Summary:

It is recommended that the Board of Trustees approve Resolutions 2017-05-17-A through 2017-05-17-F for Retirees as follows:

Retiree

Resolution

Coleen Dillon	2017-05-17-A
Nancy Silver	2017-05-17-B
Frances Quartini	2017-05-17-C
Sandra Franco	2017-05-17-D
Joseph McCarthy	2017-05-17-E
Arthur Larson	2017-05-17-F

ACTION

6. DISTRICT BUSINESS - 7:45 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, under District Information, Board of Trustees.

6.a. Public Hearing BP/AR 5141.52 Suicide Prevention (First Reading) - 7:45 PM

Time Certain:
7:45 PM

Minutes:

Ray Avila shared information regarding BP/AR 5141.52, Suicide Prevention. In the audience, Dr. Avila introduced Meghan Neuberger, Ingrid B. Lacy School Counselor, and Kristina Ireson, Mental Health Counselor for Pacifica School District. Laura Reinacher, School Counselor was also mentioned but was not able to attend the Board meeting due to illness.

San Mateo County Counsel, in collaboration with the San Mateo County Office of Education addressed recent legislation (AB 2246) that requires districts to adopt a student suicide prevention policy before the 2017-2018 school year and provided additional language to the BP/AR to reflect local actions.

In support of the efforts to reduce youth suicide, and to help Districts prevent and respond to youth suicide, the San Mateo County Office of Education (SMCOE) and San Mateo County Health System created the San Mateo County Schools Suicide Prevention Toolkit, which will be available in its final form prior to the end of May, if not sooner. (See Draft attached to this Board item) The toolkit was developed through an extensive collaborative process involving community stakeholders, school mental health professionals, and suicide prevention experts including staff from County Behavioral Health and Recovery Services (BHRS). It outlines guidelines for identifying, intervening, and responding to suicidal and self-injurious students. It also offers best practices to school site crisis teams to be used in the aftermath of a student death by suicide.

Board: The Board was thankful that this topic is being covered as a proactive step.

Quick Summary:

FIRST READINGBP/AR 5141.52 Suicide Prevention
INFORMATION/DISCUSSION

6.b. Child Nutrition Update (LCAP Goal#3 Operations)

Minutes:

Josie Peterson and Lisa Kern, Child Nutrition Supervisor, presented the Child Nutrition Update to the Board which included: Current Year Accomplishments, Nutrition Guidelines Update, Meals Update, and Planning for 2017-2018.

The PowerPoint Presentation is attached to this Board item.

Quick Summary:

INFORMATION/DISCUSSION

6.c. MOU for SMCOE BTSA Services for the 2017-2018 School Year (LCAP: Goal 1)

Order #26 - Motion Passed: 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. Jesse Levin
Yes Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

Minutes:

Dr. Ray Avila presented the Memorandum of Understanding for the SMCOE BTSA Services for the 2017-18 school year.

Quick Summary:

It is recommended the Board approve the Memorandum of Understanding (MOU) for San Mateo County Office of Education BTSA Services for the 2017-2018 school year.

DISCUSSION/ACTION

6.d. 2016-2017 Budgetary Increases and Transfers at Year End (Operations)

Order #27 - 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:

Ms. Peterson indicated this is a routine year-end process which allows for the closing of the fiscal year books. 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.

Board: The Board inquired about the deferred maintenance funds. Ms. Peterson shared that information regarding deferred maintenance funding and budget will be discussed at the Board Work Study next week.

Quick Summary:

It is recommended that the Board of Trustees approve Resolution No. 2017-05-17-G to authorize the County Superintendent of Schools to make such transfers at the close of the 2016-2017 school year as may be necessary to permit the payment of obligations the District incurred during the year. ACTION

6.e. 2017-18 Board of Directors, San Mateo County School Boards Association

Minutes:

Wendy Tukloff shared that Pacifica School District Trustee, Jesse Levin, was asked to be on the 2017-18 Board of Directors for the San Mateo County School Boards Association. An election will be held at the Kent Awards ceremony on May 22, 2017.

The Board shared that this a great move toward representation for elementary districts.

Quick Summary:

INFORMATION/DISCUSSION

7. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS (Goal: Governance) - 8:25 PM

7.b. March 2017 Manual Maintenance 4000, 5000 Series (First Reading)

Minutes:

Trustee Shiokari reviewed each Board Policy.

Board: Question arose regarding AR 5113 and AR 4161.1 Absences and Excuses: The question was asked in relation to the definition of family in policies for student and policies for staff, if the definition can be the same for both groups. Dr. Avila responded by saying the District could possibly cross reference. He will further research to determine this and by checking Ed Code relating to students.

This item will be brought back to First Reading on the June 7, 2017 Board meeting with the updated language.

Quick Summary:

FIRST READING March 2017 Manual Maintenance (Attachment A) Board Memo

March 2017 Manual Maintenance 4000, 5000 Series (Attachment B AR 4112.22 Staff Teaching English Learners Use CSBA Sample As Is (Attachment C) E 4112.9, 4212.9, 4312.9 Employee Notifications Use CSBA Sample As Is (Attachment D) AR 4161.1, 4361.1 Personal Illness-Injury Leave Use CSBA Sample With Revisions (Attachment E) AR 4261.1 Personal Illness, Injury Leave Use CSBA Sample with Revisions (Attachment F) BP 5111 Admission Use CSBA Sample As Is (Attachment G) BP 5113 Absences and Excuses Use CSBA Sample As Is (Attachment H) AR 5113 Absences and Excuses Use CSBA Sample As Is (Attachment I) BP 5111.1 District Residency Use CSBA Sample With Revisions) (Attachment J) E 5145.6 Parental Notifications Use CSBA Sample With Revisions (Attachment K) BP 5148.2 Before-After School Programs Use CSBA Sample With Revisions INFORMATION/DISCUSSION

8. FUTURE AGENDA ITEMS - 8:30 PM

Minutes:

There were no changes or updates to the Future Agenda.

9. ADJOURNMENT - 8:35 PM

Minutes:

The meeting was adjourned at 8:45 P.M.

Quick Summary:

NEXT MEETING: June 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