

**Pacifica School District**  
**Regular Meeting**  
September 13, 2017 6:00 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 - 6:00 P.M. - CALL TO ORDER AND ROLL CALL AND ANNOUNCEMENT: RECORDING OF THE MEETING**

Minutes:

Trustee Shiokari called the meeting to order at 6:00 P.M.

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

Trustee Shiokari announced that Closed Session is meeting to discuss the Closed Session items listed on the agenda.

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

Minutes:

Trustee Shiokari asked if there were any members of the public that wish to address the Board regarding Closed Session.

Seeing none, she adjourned the meeting to Closed Session.

**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:

Trustee Shiokari called the meeting to order at 7:00 P.M.

Trustee Villalobos led the flag salute.

Trustee Shiokari opened the meeting in memory of Mr. Jerry Downs, Band Teacher at Ingrid B. Lacy and Ocean Shore Schools, who recently passed from a tragic accident.

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

Quick Summary:

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**6. REPORT OUT ON CLOSED SESSION TOPICS**

Minutes:

Trustee Shiokari reported that the Board met in Closed Session regarding the items listed on the agenda and reported that No Action Was Taken.

Quick Summary:

Report Out and APPROPRIATE ACTION

**7. APPROVAL OF THE MINUTES of August 23, 2017**

**Order #33 - Motion Passed:** It is recommended that the Board approve the Minutes of the August 23, 2017 Regular Meeting.

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. 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 #34 - Motion Passed:** It is recommended that the Board approve the agenda for the September 13, 2017 meeting and all consent agenda items.

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

**Order #35 - Motion Passed:** It is recommended that the Board approve item 8c Service and Consultant Contract Approvals as amended.

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:

The items on the Consent Agenda were presented. Item 8c Service and Consultant Contract Approvals was pulled from the Consent Agenda as there was a clerical error that needed to be addressed and discussed prior to Action taken.

Consent Agenda Items 8 a-b and d-j were approved with one motion. The items were Moved by Andrea Gould and Seconded by Jesse Levin and passed by a vote of 5-0.

Item 8c was then presented by Josie Peterson. Ms. Peterson shared that the contract listed for Infinity Communication was listed s \$3,150 for the term of July 1, 2017 through June 30, 2018. This contract should read as \$3,150 annually for a 3-year term beginning July 1, 2017 and ending June 30, 2020.

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 September 13, 2017 meeting**

Quick Summary:

It is recommended that the Board approve the agenda for the September 13, 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 8/4/17 through 8/24/17 totaling \$473,012.49.

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 following Personnel items as presented.

CONSENT/ACTION

**8.e. Overnight Field Trip**

Quick Summary:

It is recommended that the Board approve the following overnight field trip(s) as presented.

CONSENT/ACTION

**8.f. E 9270 Conflict of Interest (Second Reading)**

Quick Summary:

It is recommended that the Pacifica School District Board of Education approve E 9270 Conflict of Interest.

CONSENT/ACTION

**8.g. May 2017 Manual Maintenance 1000, 2000, 4000, 9000 Series (Second Reading)**

Quick Summary:

It is recommended that the Pacifica School District Board of Education approve the attached policies for the 1000, 2000, 4000, and 9000 series with the recommended updates.

CONSENT/ACTION

**8.h. May 2017 Manual Maintenance 6000 Series (Second Reading)**

Quick Summary:

May 2017 Manual Maintenance SECOND READING(Attachment A) Board Memo  
May 2017 Manual Maintenance 6000 series (Attachment B) BP 6142.93  
Use CSBA Sample with Revisions(Attachment C) BP 6145 Use CSBA Sample  
with Revisions

CONSENT/ACTION

**8.i. May 2017 Manual Maintenance 3000, 7000 Series (Second Reading)**

Quick Summary:

May 2017 Manual Maintenance SECOND READING(Attachment A)  
May 2017 Manual Maintenance Board Memo(Attachment B) AR3551  
Payments for Meals Use CSBA Sample with Revisions(Attachment C)  
BP3551 Food Service Operations/Cafeteria Fund Use CSBA  
Sample As Is(Attachment D) AR3580 District Records Use CSBA Sample As  
Is(Attachment E) BP7214 General Obligation Bond Use CSBA Sample As Is

CONSENT/ACTION

**8.j. May 2017 Manual Maintenance: 5000 Series(Second Reading)**

Quick Summary:

May 2017 Manual Maintenance: 5000 Series SECOND READING AR 5143.3  
Nondiscrimination/Harassment - Use CSBA Sample w/Revisions

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:

Patty McNally and Jonathan Harris, Ocean Shore teachers, and representing LSEA, shared their thoughts and memories of Mr. Jerry Downs.

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

Minutes:

Darcy Fields, representing CSEA shared that she was pleased with the opening of school and is looking forward to a good year. She also mentioned she is looking forward to seeing everyone at the LSEA/CSEA Welcome Back get together on October 6th.

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

Minutes:

The following community members in the Pacifica School District community spoke during Communications to voice their concerns regarding the band program continuing that was under the direction of Mr. Jerry Downs, share their memories and condolences; inform the community that memorial plans were being developed; and to share how much Jerry enjoyed teaching the music program.

Matthew Pottenger

Dustin McGahan

Lori Smith

Zachary Phillips

Justin Cottrell

Jennifer Samujh

Elena Royale

Trustee Shiokari, on behalf of the Board, let the community know that they have been heard and appreciate their concerns, but that this is not an agenda item so the Board cannot comment at this time.

**9.d. Correspondence**

Minutes:

None.

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

Minutes:

Board members discussed events and activities they attended and participated in since their last Board meeting including: Ocean Shore site visit and tour; Work Study Meeting; Mother's Club Meeting; Oddstad Project meetings; Back to School Nights at Vallemar, Sunset Ridge, Ortega, Ingrid B. Lacy Middle School; PTO Social/Emotional Learning Night at Sunset Ridge; and the SMCSBA "Roadshow" meeting along with San Francisco Unified School District.

Dr. Tukloff shared and congratulated the following Classified staff moving forward to permanent status with the district: Gerald Kern, Frank Tse, and Jose Perada.

Dr. Tukloff thanked the staff at Ingrid B. Lacy and Ocean Shore Schools during the difficult days following Jerry Downs' passing. She also thanked Ingrid B. Lacy select teachers and Esther Lim, parent, for responding to the aide of Mr. Downs, as well as Charlene Hilo-School Secretary, Barbra Mettling-Attendance Specialist, and Meghan Neuberger-School Counselor, for their quick action and support during

the tragic accident. She also thanked Dan Lyttle-Principal, Ingrid B. Lacy, Gordon Hwee-Assistant Principal, Ingrid B. Lacy, Joe Funk-Principal, Ocean Shore School, Seva Steel, Vice Principal, Ocean Shore School, The Pacifica Police Department, Sam Trans, Ray Avila, Executive Director, Integrated Services, Natalie Abinante-Ocean Shore Teacher, school staff and families and the community at large for their empathy, compassion and support throughout the day and days that followed this tragedy.

**10. PRESENTATIONS - 7:20 P.M.**

**10.a. Resolution No. 2017-09-13-A: Week of the Administrator (LCAP Goal: #1)**

**Order #36 - 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:

Wendy Tukloff thanked the administrators for attending the Board meeting. She read Resolution No. 2017-09-13-A Week of the Administrator.

Trustee Shiokari thanked the administrators for their hard work and dedication and for taking on the leadership role at their school sites.

Quick Summary:

It is recommended that the Pacifica School District Board of Education approve Resolution No. 2017-09-13-A: Week of the School Administrator.

ACTION

**11. DISTRICT BUSINESS - 7:25 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. General Obligation Bond Feasibility Study: Report (LCAP Goal: #1)- 7:25 P.M.**

Minutes:

Wendy Tukloff shared the events leading up to the decision to move forward with the General Obligation Bond. She introduced Mr. Bryan Godbe, Godbe Research, who presented a PowerPoint Presentation outlining the recent survey that went out to Pacifica voters. The survey determined a very positive voter response to the bond. Joy Tatarka, TBWB, presented a portion of the PowerPoint as well. She shared the timeline with regard to getting information out prior to election as well as continuing the communications to the community following the election.

The PowerPoint Presentation outlining the entire process and the survey results is attached to this Board agenda item.

Board consensus is to move forward with Bond measure for the June 2018 election and bring forward the contract with TBWB on the October 4, 2017 Board meeting

Quick Summary:

INFORMATION

**11.b. Resolution No. 2017-09-13-C The Pacifica School District Board of Education Supports Those Negatively Impacted by Decision to Rescind DACA (Deferred Action for Childhood Arrivals) (LCAP Goal:3, Governance) - 7:40 P.M.**

**Order #37 - 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:

Ray Avila shared Resolution No. 2017-09-13-C "The Pacifica School District Board of Education Supports Those Negatively Impacted by Decision to Rescind DACA (Deferred Action for Childhood Arrivals)"

The resolution is to remind our families of Pacifica School District's commitment to support all students and families, regardless of one's immigration status and to specifically highlight our support for those students and families who may be impacted by the decision to rescind DACA.

Additionally, Pacifica School District will continue to maintain a section on our website titled, "Building Inclusive Communities" that provides resources and links for families impacted by these legislative decisions in relation to immigration and will also provide guidance and support to families needing assistance in making connections with local agencies.

Quick Summary:

It is recommended the Board of Trustees approve Resolution No. 2017-

09-13-C The Pacifica School District Board of Education Supports Those Negatively Impacted by Decision to Rescind DACA (Deferred Action for Childhood Arrivals).

ACTION

**11.c. Report on Opening of School (LCAP: Operations)- 7:50 P.M.**

Minutes:

Ray Avila reported on the opening of school which began Thursday, August 24, 2017.

Dr. Avila shared that it was a very smooth opening thanks to our wonderful PSD staff and families. Currently, we have 3,114 (TK-8, Special Day Class and Home School) students and 14 pre-school special day class students enrolled for a total of 3,128 students. This is a decrease of 49 students from last year's opening day attendance of 3177 students.

Dr. Avila also shared that 97% of student enrollment received their first choice of school.

The Pacifica School District is honoring the waitlist process and have appreciated the families' support and understanding as well as the great work of Marta Grech, Administrative Assistant, Student Services.

Quick Summary:  
INFORMATION

**11.d. Enrollment Procedures (Goal: Operations)- 7:55 P.M.**

Minutes:

Ray Avila reviewed the updates made to the Enrollment Procedures. The updates that have been made are outlined in the Board memo which is attached to this agenda item.

Quick Summary:

INFORMATION

**11.e. Bilingual Master Plan (Goal 1, 2, 3)- 8:00 P.M.**

**Order #38 - 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

Minutes:

Wendy Tukloff reported that over the last few years California has

undergone many changes in relation to effective teaching and monitoring strategies in relation to English language development (ELD). The last time the Pacifica School District's Bilingual Master Plan was reviewed was in June 2012. Dr. Tukloff reviewed the updates to the plan. The attached documents indicate the updates that have been made for Board approval.

Dr. Tukloff also clarified language in the plan which will be updated. The Board approved the plan with those changes.

Board comments: The board discussed the plan with regard to how it affects students with IEP's; reclassification of students; programs that support the students in the classroom (SDAIE-Specially Designed Academic Instruction in English); and supporting new students with Imagine Learning or Rosetta Stone.

Quick Summary:

It is recommended that the Pacifica School District Board of Education approve the changes to the Pacifica School District Bilingual Master Plan.

ACTION

**11.f. Approval of Unaudited Actuals for 2016-2017 (Governance) - 8:05 P.M.**

**Order #39 - 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:

Josie Peterson reported on the Unaudited Actuals for 2016-2017 as outlined in the Board memo attached to this agenda item.

It is recommended that the Board approve the preliminary financial statements for the 2016-2017 fiscal year, and authorize the Superintendent to file the statements with the San Mateo County Office of Education.

Quick Summary:

It is recommended that the Board approve the preliminary financial statements for the 2016-2017 fiscal year, and authorize the Superintendent to file the statements with the San Mateo County Office of Education.

ACTION

**11.g. Adoption of the Gann Resolution 2017-09-13-B (Governance) - 8:10 P.M.**

**Order #40 - Motion Passed:** Passed with a motion by Ms. Laverne Villalobos 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:

Josie Peterson reviewed the purpose of the Gann Limit and the appropriation limit as written in the Board memorandum.

Quick Summary:

It is recommended that the Board approve Resolution No. 2017-09-13-B to adopt the Gann Limit for the fiscal year 2017-2018.

ACTION

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

**12.a. AR 3515.5 Sex Offender Notification (LCAP GOAL #3) (Second Reading)- 8:15 P.M.**

**Order #41 - Motion Passed:** Passed with a motion by Ms. Laverne Villalobos 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:

SECOND READING It is recommended that the Board not move CSBA Sample AR 3515.5 Sex Offender forward as a Pacifica School District administrative regulation as the current BP/AR 1240 and Penal Code 626.81 sufficiently cover the Sex Offender Notification procedures.

ACTION

**12.b. July 2017 Manual Maintenance 0000, 2000, 4000, 9000 (First Reading)- 8:20 P.M.**

Minutes:

There was Board discussion regarding BP 0100 #2. The Board consensus was to keep "Every student should have an opportunity to receive a quality education" and to delete the remainder of the recommended change - "regardless of his/her social, cultural, or economic background." (p. 1, #2) The language will be updated and brought to second reading on October 4, 2017.

Quick Summary:

July 2017 Manual Maintenance 0000, 2000, 4000, 9000 Series FIRST READING Attachment B BP 0000 Vision Use CSBA Sample with Suggested Revisions Attachment C AR 0000 Vision Delete PSD Current Attachment D

BP 0100 Philosophy Use CSBA Sample with Recommended Revisions  
Attachment E E 0420.41 Charter School Oversight Use CSBA Sample with  
Suggested Revisions Attachment F BP 2140 Evaluation of the  
Superintendent Use CSBA Sample with Suggested Revisions Attachment G  
AR 4112.2 Certification Use CSBA Sample with Additional Revisions  
Attachment H BP 4112.61 Employment References Delete PSD Current  
Attachment I AR 4112.61 4212.61 4312.61 Employment References Use  
CSBA Sample with Suggested Revisions Attachment J BB 9121 President  
Use CSBA Sample with Additional Revisions Attachment K BB 9220  
Governing Board Elections Use CSBA Sample with Additional Changes  
Attachment L BB 9230 Orientation Use CSBA Sample with Additional  
Changes Attachment M BB 9400 Board Self-Evaluation Use CSBA Sample  
with Additional Revisions

INFORMATION/DISCUSSION

**12.c. July 2017 Manual Maintenance 6000 series (First Reading)- 8:25 P.M.**

Minutes:

Will Lucey shared that there were two minor edits to E 6161.1. On page 3, the word "adopted" should be capitalized as well as deleting language intended for 9th-12th grades. The minor edits will be corrected for second reading at the October 4, 2017 Regular Board Meeting.

Quick Summary:

July 2017 Manual Maintenance FIRST READING(ATTACHMENT A) JULY 2017 MANUAL MAINTENANCE BOARD MEMO(ATTACHMENT B) BP 6161.1 Selection and Evaluation of Instructional Materials Use CSBA Sample with Revisions(ATTACHMENT C) E 6161.1 Selection and Evaluation of Instructional Materials Use CSBA Sample Template with Revisions

INFORMATION DISCUSSION

**13. FUTURE AGENDA ITEMS - 8:30 P.M.**

Minutes:

The Future Agenda items were reviewed.

**14. ADJOURNMENT - 8:35 P.M.**

Minutes:

Trustee Shiokari adjourned the meeting at 9:06 P.M.

Quick Summary:

NEXT MEETING: October 4, 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