

**Pacifica School District  
Regular Meeting**

October 04, 2017 6:00 PM  
375 Reina Del Mar Avenue

Pacifica, CA 94044

**Attendance Taken at 6:00 PM:**

Present:

Ms. Elizabeth Bredall  
Ms. Andrea Gould  
Ms. Kathy Shiokari  
Ms. Laverne Villalobos

Absent:

Mr. Jesse Levin

Updated Attendance:

Mr. Jesse Levin arrived at 6:05 p.m.

**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.

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:

Ms. Shiokari announced Closed Session referring to the 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:

Trustee Shiokari reconvened to Open Session at 7:02 P.M.

Trustee Levin led the flag salute.

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 AGENDA AND CONSENT AGENDA 7:05 P.M.**

**Order #38 - Motion Passed:** It is recommended that the Board approve the agenda for the October 4, 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

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

**7.a. Agenda of the October 4, 2017 meeting**

Quick Summary:

It is recommended that the Board approve the agenda for the October 4, 2017 Regular meeting. CONSENT/ACTION

**7.b. Consideration of Acceptance Warrants**

Quick Summary:

It is recommended that the Board approve the attached commercial warrants for the period of 8/29/17 through 9/20/17 totaling \$729,292.97.

CONSENT/ACTION

**7.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

**7.d. Overnight Field Trip Approval**

Quick Summary:

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

**7.e. Personnel Changes**

Quick Summary:

It is recommended that the Board approve the following Personnel Changes as presented: CONSENT/ACTION

**7.f. July 2017 Manual Maintenance 0000, 2000, 4000, 9000 (Second Reading)**

Quick Summary:

It is recommended that the Pacifica School District Board of Education Trustees approve the July 2017 Manual Maintenance 0000, 2000, 4000, 9000 series policies as presented. SECOND READING  
Attachment A July 2017 Manual Maintenance Board Memo 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 CONSENT/ACTION

#### **7.g. July 2017 Manual Maintenance 6000 Series (Second Reading)**

##### **Quick Summary:**

July 2017 Manual Maintenance SECOND READING (Attachment A) Board Memo  
July 2017 6000 series 2nd Reading (Attachment B) BP 6161.1 Selection  
and Evaluation of Instructional Materials CSBA Sample with Revisions  
(Attachment C) E 6161.1 Selection and Evaluation of Instructional  
Materials CSBA Sample template with Revisions CONSENT/ACTION

#### **8. 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.

##### **8.a. LSEA (Laguna Salada Education Association)**

###### **Minutes:**

Gina Arguello, LSEA Representative, introduced Kathy Green, Homeschool Program Teacher.

Ms. Green presented a PowerPoint presentation and a general overview of the program. She shared that she has been teaching the program for 10 years and enjoys it very much. Ms. Green meets the students at Linda Mar Educational Center as well as home visits with the families.

Pacifica School District's Independent Homeschool Program has been a helpful program to families since 2001, and is ideal for those families in search of an independent study program for various reasons.

##### **8.b. CSEA (Classified School Employees Association)**

###### **Minutes:**

None.

##### **8.c. People Wishing to Address the Board**

###### **Minutes:**

None.

##### **8.d. Correspondence**

###### **Minutes:**

None.

##### **8.e. Board/Superintendent Communications**

###### **Minutes:**

Board members discussed events and activities they attended and participated in since their last Board meeting including: Linda Mar Educational Center Back to School night where they received a lesson in sign language by Terri Voorhes, a former parent in the Pacifica School District; Fogfest; Board Work Study meeting; Joint Articulation Meeting; CSBA dinner event; a retreat relating to governance and finance; Memorial service for Mr. Thom Ball.

Dr. Tukloff attended and worked at the Fogfest. She shared that there was a memorial tribute to Mr. Jerry Downs and the IBL and Ocean Shore 7<sup>th</sup> and 8<sup>th</sup> grade band students performed with the Terra Nova High School Marching Band. Mr. Stafford shared a few words about Mr. Downs at a gathering at the end of the Fogfest parade with the students and families who congregated at the IBL baseball field. Dr. Tukloff thanked Mr. Stafford and Mr. Unbehagan for stepping in to help with the band program while searching for a new band teacher.

Dr. Tukloff shared that she served on a Workforce Housing panel up at Skyline College; She also mentioned that she attended the kick off to the LCAP where she and Dr. Ray Avila were asked to serve on panels at the County Office of Education relating to Stakeholders and Special Education.

## **9. DISTRICT BUSINESS - 7:20 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.

### **9.a. Compliance Ed. Code 49073.6 (Pupil information obtained from Social Media) (LCAP Goal: #3)**

**Order #39 - Motion Passed:** Passed with a motion by Ms. Elizabeth Bredall and a second by Mr. Jesse Levin.

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

### **Minutes:**

Will Lucey presented the Student/School Safety Programs that May Include Social Media Information for the Board's adoption.

Mr. Lucey shared that this is not to change the current BP but to let students, parents, and community be aware that if there were a situation that the district had to obtain social media information that we have a Board policy that dictates how that would happen.

Board comments: Questions focused on clarifying language, procedures, and confidentiality in the policy.

### **Quick Summary:**

It is recommended that the Board of Trustees adopt Student/School

Safety Programs that May Include Social Media Information (Education Code 49073.6).ACTION

**9.b. Safe Schools Plan (LCAP Goal #1, Operations)**

**Order #40 - 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:**

Ray Avila stated that the plans are updated on an annual basis and brought forth to the Board from approval. Dr. Avila introduced John Hashizume, Director, Facilities, Maintenance, and Operations, who presented each school site and district office safety/emergency plan to the Board.

Mr. Hashizume shared the updates from last school year which include: new phones, lock down drills being performed twice per year, and the seismic shut off valves will be updated the week of October 9th.

Board comments: Requested clarification of where reciprocal sites where students and staff gather when an emergency happens and the reciprocal site is not available. Mr. Hashizume responded that in such cases, the Pacifica Police Department would support the school district. Additional comments included appreciation for including information regarding students with mobility issues.

**Quick Summary:**

It is recommended that the Board approve the School Site and District Office Safety/Emergency Plans as presented. ACTION

**9.c. Grand Jury Report Response: Should Tire-Derived Products be Used on Athletic Fields in San Mateo County (LCAP: Governance)**

**Order #41 - Motion Passed:** Passed with a motion by Ms. Elizabeth Bredall 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 presented the Grand Jury Report Response to the Board for approval. She shared that currently Pacifica School District does not use tire-derived products on athletic fields.

The Grand Jury Response is attached to this agenda item.

**Quick Summary:**

It is recommended that the Board approve the response to the Grand Jury report entitled "Should Tire Derived Products Be Used on Athletic Fields in San Mateo County Schools? ACTION

**9.d. General Obligation Bond Planning: Contract TBWBH (LCAP Goal: #1, Governance)**

**Order #42 - 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:**

Wendy Tukloff presented the contract with TBWBH to support Pacifica School District with Phase 2 of the planning project process for a potential General Obligation Bond on the June 2018 ballot.

At the September 27, 2017 Board meeting, results of the feasibility study were presented and demonstrated strong support in moving forward in the planning phase. It was determined at that meeting to move forward with the contract with TBWBH to assist in the second part of the planning phase: Building Consensus and a Strong Measure.

The contract is attached to this agenda item.

**Quick Summary:**

It is recommended that the Pacifica School District Board of Education Trustees approve the contract for TBWBH to support Pacifica School District in phase 2 of the planning process for a potential General Obligation Bond measure on the June 2018 ballot. ACTION

**9.e. 7:35 P.M. Public Hearing: Resolution No. 2017-10-04-A Statement of Assurance for Pupil Textbook and Instructional Materials (LCAP Goal: #1, Governance)**

**Time Certain:**

7:35 PM

**Order #43 - 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:**

Will Lucey presented Resolution No. 2017-10-4-A - A Statement of Assurance for Pupil Textbook and Instructional Materials.

Mr. Lucey shared that the governing board shall hold a public hearing or hearings and shall make a determination, through a resolution, as to whether each pupil in each school in the District has, or will have prior to the end of that fiscal year, sufficient textbooks or instructional materials or both assuring compliance with Education Code Section 60119.

**Quick Summary:**

It is recommended that the Pacifica School District Board of Trustees approve Resolution No. 2017-10-04-A- Statement of Assurance for Pupil Textbook and Instructional Materials assuring compliance with Education Code Section 60119 for the adequacy of pupil textbooks and instructional materials for fiscal year 2017-18. ACTION

**9.f. Final Certificated Assignments, Non-Administrative (Operations)**

**Minutes:**

Wendy Tukloff updated the Board with Final Certificated Assignments, Non-Administrative. The current summary of these assignments are attached to this Board item.

**Quick Summary:**

INFORMATION

**9.g. Job Description: Teacher, Band (LCAP Goal: #1, #3)**

**Order #44 - 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:**

Wendy Tukloff presented an updated job description for Teacher: Band. The job description has been updated to align with the Music Teacher position in relation to format and topic.

**Quick Summary:**

It is recommended that the Pacifica School District Board of Education approve the job description for Teacher, Band. ACTION

**9.h. Constitution Day (LCAP Goal: #2, Governance)**

**Minutes:**

Will Lucey presented the various Constitution Day activities that were observed throughout the District which included: School-wide/classroom discussions and activities: Integrated the observance with Family Day by integrating the entire school within a United States flag that is now hanging in the front hall; Listened to the School Rock Preamble over morning announcements; Student developed and led announcements- Trivia for the day was about the Constitution; Interesting facts about the Constitution to share during the Morning News program; Opportunities for classroom lessons: Writing activities focused on key concepts such as freedom, the symbolic nature of the



flag; Viewed Brain-pop video on US symbols and the Constitution (primary grades); Made Pledge of Allegiance Book; Watched CNN news segment on the Constitution and took a quiz (intermediate grades); Created a Classroom Constitution (middle school grades) applying the democratic process of voting to decide which to display.

Quick Summary:  
INFORMATION

**9.i. Outdoor Education Overnight Field Trips (LCAP Goal: #2, #3)**

**Order #45 - Motion Passed:** Passed with a motion by Ms. Laverne Villalobos and a second by Ms. Andrea Gould.

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

Minutes:

Will Lucey presented to the Board for approval the Outdoor Education Overnight Field Trips. Every year, all 5<sup>th</sup> graders in Pacifica School District participate free of charge in this weeklong program. All costs for participation are paid for through Pacifica School District's Parcel Tax Funds.

Quick Summary:

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

**9.j. Public Report on Developer Fees (LCAP: Operations)**

Minutes:

Josie Peterson shared the Public Report on Developer Fees.

Government Code Section 66001(d) requires districts to identify any portion of developer fees that have remained unexpended or uncommitted for a period of five years and report to the Governing Board the manner in which developer fees have been utilized.

Attached to this agenda item is the Public Notice of funds collected and/or dispersed. In the 2016-2017 school year, the district had no expenditures and had an ending balance as of June 30, 2017 of \$269,310.95.

Quick Summary:  
INFORMATION

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

Minutes:

There was discussion of adding Wellness: School Climate and Physical Fitness update presented by Ray Avila.

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

Minutes:

Ms. Shiokari adjourned the meeting at 8:15 P.M.

Quick Summary:

NEXT MEETING: October 25, 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