

Pacifica School District
Regular Meeting
November 15, 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
Mr. Jesse Levin
Ms. Laverne Villalobos

Absent:

Ms. Kathy Shiokari

**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 Bredall.

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. Bredall announced Closed Session referring to the 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 Legal Counsel - Anticipated Litigation
(Government Code section 54956.9(b)) - One case**

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 Bredall reconvened to Open Session at 7:00 P.M.

Trustee Villalobos led the flag salute.

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.

6. REPORT OUT ON CLOSED SESSION TOPICS

Minutes:

Ms. Bredall 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 October 25, 2017

Order #46 - Motion Passed: It is recommended that the Board approve the Minutes of the October 25, 2017 Regular Meeting.

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

Absent Ms. Kathy Shiokari

Yes Ms. Laverne Villalobos

Quick Summary:

ACTION

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

Order #47 - Motion Passed: It is recommended that the Board approve the agenda for the November 15, 2017 meeting and all consent agenda items.

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
Absent 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 November 15, 2017 meeting

Quick Summary:

It is recommended that the Board approve the agenda for the November 15, 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

10/10/2017 through 10/27/2017 totaling \$336,255.93.

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

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:

LSEA Representative, Meghann Elsbernd, shared that a survey was taken among LSEA members regarding negotiating certain topics. The outcome of the survey showed that the top concerns among members are related topics: Combination classes; Curriculum; and Pay/Benefits. Ms. Elsbernd shared some of the statements from the survey relating to the concerns of LSEA members.

Ms. Elsbernd stated that survey results are what LSEA has been hearing over and over from its members and that they are the same things that are brought to the Superintendent meeting before each Board meeting and what LSEA continues to bring to the negotiation table, with the expectation that this information is being shared with the Board.

LSEA brought the survey concerns to the Board tonight to be sure they are being heard.

9.b. CSEA (Classified School Employees Association)

Minutes:

None.

9.c. People Wishing to Address the Board

Minutes:

None.

9.d. Correspondence

Minutes:

Wendy Tukloff shared an email received from Mr. Jim Lange, Recreation Manager for the City of Pacifica, thanking the District Office staff and Mr. Tom Stafford, Principal at Cabrillo school and his staff for their excellent customer service in allowing the use of Cabrillo's parking lot as overflow parking for an event being held at the Community Center.

9.e. Board/Superintendent Communications

Minutes:

Board members discussed events and activities they attended and participated in since their last Board meeting including: Cabrillo Candyland Fair, Ortega Book Fair, Association of Public Wellness Committee Meeting, LCAP Steering Committee Meeting, General Obligation (GO) Bond Meeting, Boo Fest at Sunset Ridge, Legislation Day with Senator Jerry Hill and Assemblymember Kevin Mullin.

Wendy Tukloff shared that she attended the GO Bond Meeting. There will be a survey being mailed out to the community to get input to see what is important to the community.

Dr. Tukloff also attended a forum for the State Superintendent candidates. She expressed to the community to do their due diligence in selecting a candidate who will be a positive influence in California.

10. PRESENTATIONS 7:20 P.M.

10.a. Boy and Girls Club of North San Mateo - Aubrey Merriman, Chief Executive Officer

Minutes:

Wendy Tukloff introduced Mr. Aubrey Merriman, CEO for the Boys and Girls Club of North San Mateo County.

Mr. Merriman shared a PowerPoint Presentation that showed the history and the mission of the Boys and Girls Club. The presentation also outlined the areas in which the North San Mateo County clubs serve. Two clubs are based in Pacifica, one at the Ingrid B. Lacy Middle School campus and another on Yosemite Drive at the southern end of Pacifica.

Mr. Merriman's future vision of the Boys and Girls Club is to strengthen the community partnership and collaboration, increase technology, and to continue character building and citizenship to the youth in Pacifica.

Mr. Merriman acknowledged Principals Stafford, Lyttle, and Skiles and shared a short video of the principals speaking on behalf of the Boys and Girls Club in Pacifica.

Quick Summary:

PRESENTATION/INFORMATION

11. DISTRICT BUSINESS - 7:30 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.

11.a. Certificated and Classified Staff: Permanent Status (LCAP Goal 1)

Minutes:

Wendy Tukloff congratulated staff that has moved to permanent status. Both certificated and classified staff that have moved to permanent status are listed on the attached Board memorandum attached to this item.

Quick Summary:

INFORMATION

11.b. Single Plan for Student Achievement (SPSA) (LCAP Goals: #1, #2, #3)

Order #48 - 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

Absent Ms. Kathy Shiokari

Yes Ms. Laverne Villalobos

Minutes:

Will Lucey presented for Board approval the Single Plan for Student Achievement (SPSA) for each school site. The Principals presented their SPSA's at the November 1, 2017 Board Work Study and gained feedback from the Board. The SPSA's, based on the feedback from the Board, have been updated and are being presented to the Board for approval. The SPSA's will be posted on the website once approved by the Board.

The purpose of the SPSA is to ensure a high level of student achievement, meet funding requirements, and establish a site plan that is aligned with District goals and priorities while ensuring continuous growth through the implementation of strategic actions, monitoring, and adjustments as stated in Education Code (EC) Section 64001.

Sue Beckmeyer addressed the Board and thanked the Board and Principals for including a piece regarding the libraries on every SPSA.

Quick Summary:

It is recommended that the Board approve the Single Plan for Student Achievement (SPSA) for Cabrillo, Ingrid B. Lacy, Ocean Shore, Ortega, Sunset Ridge, and Vallemar as presented.

ACTION

11.c. Local Control Accountability Plan (LCAP) Local Indicator Report (LCAP Goal: #1, #2, #3)

Minutes:

Will Lucey presented information on the LCAP Local Indicator Report. The state monitors school districts' progress through the California Dashboard. It is broken into two focus areas of State Indicators and Local Indicators. Mr. Lucey reviewed the evaluation rubric and focused on the Local Indicators.

Mr. Lucey explained each indicator and the tools used to measure those indicators. Local Indicator reporting focuses on whether the district reported the information or not, Local Indicators are not used to report the information itself.

Board Comments/Questions: Whether we have a comparison of reports throughout the County and whether the family surveys are different throughout the County. At this time, there is no comparison reports to share, and, for the most part the surveys are consistent but each district can add questions to the survey relating specifically to their district.

Quick Summary:

INFORMATION

11.d. Wellness Update: School Climate and Health (LCAP Goal #1 and #3)

Minutes:

Ray Avila presented a wellness update on School Climate and Health.

This presentation focused on providing a deeper review of the LCAP metrics data for Suspension/Expulsion and Chronic Absenteeism, along with results of the Physical Fitness Test as part of LCAP Goal 1 to provide for core instructional programs. The district continues to refine activities and measures through a collaborative process with stakeholder groups based on analysis of data.

The PowerPoint Presentation is attached to this agenda item.

Board Comments/Questions: There was a concern relating to the information reported on suspensions/expulsion for those students that are African American, as well as having a future discussion, perhaps a Board Work Study, with regard to what is considered defiance relating to suspensions and whether defiance be a suspension type offense in the upper grades.

Dr. Avila shared that restorative justice practices are in place at the schools sites and are currently being used as an alternative to suspension.

Dr. Tukloff added that in early December, the Dashboard should have up-to-date information relating to suspensions/expulsions. Information can be disaggregated by district and school in relation to target subgroups and ethnicity.

Quick Summary:
INFORMATION/DISCUSSION

11.e. Approval of Resolution No 2017-11-15-A Resolution Establishing Fund 20 Special Reserve Fund for Postemployment Benefits (Goal: Operations)

Order #49 - 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
Absent Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

Minutes:

Josie Peterson presented to the Board for approval Resolution No. 2017-11-15-A: Resolution Establishing Fund 20 Special Reserve Fund for Postemployment Benefits.

The District currently maintains and sets aside revocable contributions to cover the future costs of retiree benefits in Fund 71, The Retiree Benefits Fund.

Fund 71 is a fiduciary fund intended for use only to account for irrevocable contributions to a retiree benefit plan under a formal trust agreement. Several years ago, the California Department of Education established Fund 20, Special Reserve Fund for Postemployment Benefits to account for monies that are set aside to cover retiree benefits, but are not contributed irrevocably to a retiree benefit fund under a formal trust agreement. The auditors have been properly reflecting the District's Retiree Benefit Fund in

the audit report as revocable contributions. Upon their annual review of the audit report and the District's unaudited actual this year, the San Mateo County Office of Education has requested that the District now establish the appropriate fund which is Fund 20. There is no fiscal impact for the District as it is merely moving the monies from Fund 71 to Fund 20.

Quick Summary:

It is recommended that the Board of Trustees approve Resolution No. 2017-11-15-A Establishing Fund 20 Special Reserve Fund for Postemployment Benefits.

ACTION

11.f. Certification of First Interim Report for 2017-2018 (Goal: Operations)

Order #50 - 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
Absent Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

Minutes:

Josie Peterson presented to the Board the First Interim Report for 2017-2018 for approval. This agenda item pertains to the Positive Certification of the First Interim Report for 2017-2018 indicating that the District will be able to meet its financial obligations for the remainder of the Fiscal Year.

Ms. Peterson also shared that the First Interim Report is more accurately represented now than what was presented in June as there is additional information that was not known at that time including: Contracted Services; GO Bond costs; and increasing STRS/PERS.

Sue Beckmeyer addressed the Board. Ms. Beckmeyer stated with regard to the projected shortfalls that the District is facing and the strategies that the District is taking to make up for those shortfalls, she asked that the Board take a hard look at keeping those cuts away from people as much as possible, referencing the two vacant positions. She stated that there are other needs and considerations that fall under the CSEA unit. CSEA understands and appreciates the Board's challenge in weighing out these competing priorities. CSEA is cognizant of the challenges and are hopeful that there will be some savings somewhere that we are not seeing just yet.

Quick Summary:

It is recommended that the Board of Trustees approve the Positive Certification of the 2017-2018 First Interim Financial Report for the period July 1, 2017 through October 31, 2017 (Form CI) and authorize its filing with the County Superintendent of Schools.

ACTION

11.g. CSBA Delegate Assembly Nominations (Governance)

Minutes:

Wendy Tukloff shared that CSBA is now accepting nominations for CSBA Delegate Assembly. She reviewed information with the Board regarding what is involved with this role and asked the Board if they had anyone that they would like to nominate. After discussion, it was decided to determine Trustee Shiokari's perspective on this item.

Quick Summary:

INFORMATION/DISCUSSION

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

12.a. BP/AR 6153 School Sponsored Trips (First Reading)

Minutes:

Will Lucey reviewed with the Board BP/AR 6153. The existing BP/AR 6153 School-Sponsored Trips states Supervision 2nd point "Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct. The ratio of certificated staff members to students shall be at least 1:20 (grades K-3) and 1:35 (grades 4-8)." This Board Policy and accompanying Administrative Regulation were written when class sizes in the K-3 classrooms were capped at 20 students. Class sizes are now capped at 24 per K-3 classroom and BP/AR 6153 should be revised to reflect this.

There were no questions or changes made by the Board. This BP/AR will go for Consent at the December 6, 2017 Board meeting.

Quick Summary:

First Reading (Attachment A) Board Memo BP/AR 6153 School Sponsored Trips (Attachment B) BP 6153 School Sponsored Trips Revised (Attachment C) AR 6153 School Sponsored Trips Revised

INFORMATION/DISCUSSION

12.b. October 2017 Manual Maintenance (0000, 1000, 4000 Series) (First Reading)

Minutes:

Trustee Bredall reviewed each item for the 0000, 1000, 4000 series of the October 2017 Manual Maintenance (First Reading). There were no changes made by the Board.

Quick Summary:

October 2017 Manual Maintenance FIRST READING Attachment A Board Memo October 2017 Manual Maintenance Attachment B CSBA Sample B 0400 Comprehensive Plans Use Sample as is Attachment C CSBA Sample BP 0460 LCAP Use Sample as is Attachment D CSBA Sample AR 0460 LCAP Use CSBA Sample with additional changes Attachment E CSBA Sample BP 0500 Accountability Use Sample with additional changes Attachment F BP 0520.2 Title I Program Improvement Delete PSD Current Attachment G AR 0520.2 Title I Program Improvement Delete Current PSD Attachment H CSBA Sample BP 1113 District and School Web Sites Use Sample with additional changes Attachment I CSBA Sample AR 1113 District and School Web Site Use Sample as is Attachment J CSBA Sample BP 4140, 4240, 4340 Use Sample as is

INFORMATION/DISCUSSION

12.c. October 2017 Manual Maintenance (3000's series) (First Reading)

Minutes:

Trustee Bredall reviewed each item for the 3000 series of the October 2017 Manual Maintenance (First Reading). There were no changes made by the Board.

Quick Summary:

October 2017 Manual Maintenance FIRST READING (Attachment A) Board Memo October 2017 Manual Maintenance (Attachment B) BP 3280 Sale or Lease of District-Owned Real Property Use CSBA Sample As Is - New Law (Attachment C) BP 3513.4 Drug and Alcohol Free Schools New CSBA Policy (Attachment D) AR 3515.6 Criminal Background Checks for Contractors Use CSBA Sample with Revisions - New Law

INFORMATION/DISCUSSION

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

Minutes:

Wendy Tukloff reviewed the Future Agenda.

14. ADJOURNMENT - 8:35 P.M.

Minutes:

Trustee Bredall adjourned the meeting at 8:45 P.M.

Quick Summary:

NEXT MEETING: December 6, 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. 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