



**Pacifica School District
Regular Meeting**
February 11, 2015 7:00 PM
375 Reina Del Mar Avenue
Pacifica, CA 94044

Attendance Taken at 6:00 PM:

Present Board Members:

- Ms. Elizabeth Bredall
- Ms. Andrea Gould
- Mr. Matthew Levie
- 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**

Quick Summary/Abstract:

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.

Comments:

Meeting called to order at 6:00 p.m.

Staff Present: W. Tukloff, R. Avila, J. Peterson, T. Van Raaphorst, S. Ramirez

2. ANNOUNCEMENT OF CLOSED SESSION

Comments:

Ms. Gould announced Closed Session referring to the items as listed below.

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS

Comments:

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 Discipline/Dismissal/Release/Complaint

**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

Quick Summary/Abstract:

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Comments:

Ms. Gould reconvened to Open Session at 7:02 p.m.
Flag salute was led by K. Shiokari
Staff present: W. Tukloff, J. Peterson, R. Avila, T. Van Raaphorst, N. Sendino, S. Ramirez

6. REPORT OUT ON CLOSED SESSION TOPICS

Quick Summary/Abstract:

Report Out and APPROPRIATE ACTION

Comments:

Ms. Gould indicated the Board met during Closed Session and No Action Was Taken.

Following adjournment of this meeting, the Board will reconvene to Closed Session to continue their discussion of Negotiations and Public Employee Performance Evaluation - Superintendent.

7. APPROVAL OF THE MINUTES of January 21, 2015

Quick Summary/Abstract:

ACTION

Motion Passed: It is recommended that the Board approve the Minutes of the January 21, 2015 Regular Meeting. passed with a motion by Ms. Laverne Villalobos and a second by Mr. Matthew Levie.

- Yes Ms. Elizabeth Bredall
- Yes Ms. Andrea Gould
- Yes Mr. Matthew Levie
- Yes Ms. Kathy Shiokari
- Yes Ms. Laverne Villalobos

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

Quick Summary/Abstract:

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

Motion Passed: It is recommended that the Board approve the agenda for the February 11, 2014 meeting and all consent agenda items. passed with a motion by Ms. Kathy Shiokari and a second by Mr. Matthew Levie.

Yes Ms. Elizabeth Bredall
Yes Ms. Andrea Gould
Yes Mr. Matthew Levie
Yes Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

8.a. Agenda of the of the February 11, 2015 meeting

Quick Summary/Abstract:

It is recommended that the Board approve the agenda for the February 11, 2015 Regular meeting.

CONSENT/ACTION

8.b. Consideration of Acceptance Warrants

Quick Summary/Abstract:

It is recommended that the Board approve the attached commercial warrants for the period of 1/31/15 through 1/28/15 totaling \$357,339.32.

CONSENT/ACTION

8.c. Service and Consultant Contract Approvals

Quick Summary/Abstract:

It is recommended that the Board approve the Service and Consultant contracts as presented by staff.

CONSENT/ACTION

8.d. Personnel Changes

Quick Summary/Abstract:

It is recommended that the Board approve the personnel changes as presented.

CONSENT/ACTION

8.e. OVERNIGHT FIELD TRIP APPROVAL

Quick Summary/Abstract:

It is recommended that the Board approve the overnight field trip as presented.

CONSENT

8.f. BP 5141.33: Head Lice

Quick Summary/Abstract:

It is recommended that the Board approve current PSD policy with revisions.

CONSENT/SECOND READING

8.g. BP 6142.94 History-Social Science Instruction

Quick Summary/Abstract:

It is recommended that the Board approve BP 6142.94 History-Social Science Instruction CSBA Sample With Revisions.
SECOND READING/CONSENT

8.h. October 2014 Special Policy Maintenance: 1000 Series

Quick Summary/Abstract:

It is recommended that the Board approve the October 2014 Special Policy Maintenance 1000 Series as presented.
SECOND READING/CONSENT

BP 1312.3 - Uniform Complaint Procedures
Approve CSBA Sample As Is

AR 1312.3 - Uniform Complaint Procedures
Approve CSBA Sample With Revisions

8.i. October 2014 Special Policy Maintenance: 4000 and 5000 Series

Quick Summary/Abstract:

It is recommended that the Board approve the policies as listed.
CONSENT/SECOND READING

BP 5131.2 - Bullying
It is recommended the Board Approve CSBA Sample with Revisions.

BP 5145.3- Nondiscrimination/Harassment
It is recommended the Board Approve CSBA Sample as is.

AR 5145.3- Nondiscrimination/Harassment
It is recommended the Board Approve CSBA Sample with Revisions.

BP 5145.7- Sexual Harassment
It is recommended the Board Approve CSBA Sample as is.

AR 5145.7- Sexual Harassment
It is recommended the Board Approve CSBA Sample with Revisions.

8.j. Approval of Foursquare Church Contract

Quick Summary/Abstract:

It is recommended that the Board approve the contract with the Pacifica Foursquare Church.
CONSENT

9. COMMUNICATIONS - 7:10 P.M.

9.a. LSEA (Laguna Salada Education Association)

Quick Summary/Abstract:

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.

Comments:

None

9.b. CSEA (Classified School Employees Association)

Comments:
None

9.c. People Wishing to Address the Board

Comments:
Holly Gubser, student at Terra Nova High School, appeared before the Board to invite all of the PSD schools to come to the Terra Nova High School Community Open House on Thursday, March 19th at 6:30 p.m. in the Theater.

9.d. Correspondence

Comments:
None

9.e. Board/Superintendent Communications

Comments:
Board Members discussed events and activities they attended and participated in since the last Board meeting including: JUHSD Articulation Meeting; PEF/MMiP January Jazz; Spaghetti Dinner and Meeting Night at Sunset Ridge; CSBA Masters In Governance Program; Cabrillo Math Fair; Sunset Ridge Family Reading Night; Pacifica Collaborative meeting; reception for the Pacifica School Volunteers; Poetry Cafe at Cabrillo; All-City Band Concert at Terra Nova; IBL Challenge Day; field trip driver; SMCSBA Dinner/presentation on student stress; Wellness Committee meeting.

An outcome for Ms. Shiokari from the CSBA Masters In Governance training was her desire for the Board to look into a Board Evaluation process. She shared that every employee in the District is evaluated, and she feels the Board should be as well.

Ms. Shiokari announced that Pacifica School Volunteers needs volunteers for the Oceana Senior Exhibition.

Dr. Tukloff shared information regarding the January 26th Professional Development Day. She also shared that the District is in the middle of the K-5 Math Adoption process and her attendance to SVMI Training for District leadership.

10. PRESENTATIONS - 7:30 P.M.

10.a. Pacifica Education Foundation

Quick Summary/Abstract:
PRESENTATION

Discussion:
Petra Schumann, President of the Pacifica Education Foundation (PEF), parent of 2 students at Ocean Shore School, and volunteer in her position with PEF, provided the Board with a presentation covering: a brief Overview of the Foundation; PEF Programmatic Focus 2009 -2014; Elementary School 21st Century Education Practices; Middle School 21st Century

Education Practices & Music; Major Changes in 2014-2015; PEF's New Program Planning Process; PEF Program Selection Process; PEF's New Program Areas for 2015-2016; PEF Grants to PSD - 2010-2015; 2014-2015 Fund Raising Plans, and PEF Donation Week. The Power Point Presentation may be found attached to the Board Agenda Item on the District's website.

On behalf of the Board, Ms. Gould took the opportunity to thank PEF for all that they do in support of the District.

11. DISTRICT BUSINESS - 7:40 P.M.

11.a. 2015-16 Sixth Grade Lottery (7:40 p.m.)

Quick Summary/Abstract:
INFORMATION

Discussion:

Dr. Avila indicated Pacifica School District is a district of choice where our current design consists of two paths: Single School (K-8) and Dual (K-5 + Middle School). Fifth graders at a K-8 school may request a transfer to Ingrid B. Lacy Middle School, and 5th graders at a K-5 school may request a transfer to a K-8 school. Where there are more requests to transfer to a site than spaces available, a lottery for the available spaces is held. Dr. Avila provided the Board with a review of the 2015-16 Sixth Grade Lottery and its outcomes. The lottery was held on January 30, 2015. Please refer to the Board memorandum attached to this Board agenda item for additional details.

Ms. Shiokari shared that she hopes that one day the District will be able to provide additional counseling support to the K-8 schools.

11.b. 2015-16 School Year Calendar (7:50 p.m.)

Quick Summary/Abstract:
ACTION

Motion Passed: It is recommended that the Board approve School Calendar Draft "C" for the 2015-2016 School Year. passed with a motion by Mr. Matthew Levie and a second by Ms. Kathy Shiokari.

Yes Ms. Elizabeth Bredall
Yes Ms. Andrea Gould
Yes Mr. Matthew Levie
Yes Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

Discussion:

Dr. Avila indicated the calendar recommended for approval was discussed with the District labor partners (LSEA, CSEA, and LSMA) at a Calendar Committee meeting that was held on January 5, 2015. There were two different drafts proposed by the district at that meeting with a third draft created by the committee members during the meeting. Draft "C" represents a longer period of time between Presidents' Week and spring break, as requested by the teachers.

11.c. Budget Development Calendar (8:00 p.m.)

Quick Summary/Abstract:
ACTION

Motion Passed: It is recommended that the Board of Trustees approve the Budget Development Calendar for the preparation and adoption of the 2015-2016 Budget 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. Matthew Levie
Yes Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

Discussion:

The budget development process begins well in advance of the next fiscal year. One of the initial steps is to establish the Budget Development Calendar which provides an orderly process that meets State and Local Board requirements while providing appropriate time for public and employee review and input. AB1200, fiscal accountability legislation, mandates timelines for Budget adoption by local districts.

11.d. The San Mateo County Committee on School District Organization Potential Redraw of Trustee Areas for San Mateo County Board of Education (8:05 p.m.)

Quick Summary/Abstract:
ACTION

Motion Passed: It is recommended the Pacifica School District Board of Trustees approve Resolution 2015-2-11-A. passed with a motion by Ms. Kathy Shiokari and a second by Ms. Elizabeth Bredall.

Yes Ms. Elizabeth Bredall
Yes Ms. Andrea Gould
Yes Mr. Matthew Levie
Yes Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

Discussion:

At the 1/21/15 Regular Board meeting the PSD Board had a discussion regarding the potential redraw of the trustee areas for San Mateo County Board of Education. Resolution No. 2015-02-11-A reflects the input from the PSD Board with its determination that the best options for our district would be either Status Quo or Plan 2.

11.e. Legislative Action Day (8:15 p.m.)

Quick Summary/Abstract:
DISCUSSION

Discussion:

The California School Boards Association (CSBA) is asking all members to join them in Sacramento for CSBA's Legislative Action Day on Tuesday, March 10th. It is critically important that Legislators hear directly from Trustees about what is happening at the local level. Ms. Shiokari

indicated she may be interested in attending.

11.f. 2nd Qtr Interest Report (8:25 p.m.)

Quick Summary/Abstract:
INFORMATION

Discussion:

Ms. Peterson provided the Board with the interest earned during the 2nd Quarter of 2014-15.

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

Discussion:

Dr. Tukloff shared she would like to include the Update History/Social Science in the LCAP presentation at the Board Work Study March 4th within the broad course of study goal portion. Based on a discussion during the 1/21/15 Board Meeting regarding translations, Dr. Tukloff asked if a couple of Board members would be interested in serving on a small committee. Mr. Levie and Ms. Villalobos indicated they would be interested.

Ms. Gould would like to form a Homework Committee to review the homework policy to see if the policy needs revision or should just be brought up for discussion Mr. Levie and Ms. Gould volunteered.

Mr. Levie explained the Board option of calling a Conversation Meeting, something the Board learned about at Masters in Governance. He indicated a Conversation meeting would be an agendized meeting open to the public, at which the Board can discuss a subject, and the difference between this and a Work Study meeting is that the Conversation meeting would not necessarily involve/require staff preparation. The Board would be able to have a discussion to determine if the reason for the Conversation is something they wish to go forward with, or not. Mr. Levie requested a Conversation Meeting on the subject of Transportation. Dr. Tukloff would like to schedule the date for this meeting after some research and conversation with legal counsel.

Ms. Shiokari would like to add Board Evaluation Process to the Future Agenda.

13. ADJOURN TO CLOSED SESSION - 8:30 P.M.

Comments:

Ms. Gould adjourned the Closed Session at 7:56 p.m. to discuss Closed Session items the Board was not able to complete during the earlier Closed Session.

14. OPEN SESSION

Comments:

Ms. Gould reconvened to Open Session at 9:58 p.m.

Present: E. Bredall, A. Gould, M. Levie, K. Shiokari, L. Villalobos

Staff Present: None

15. REPORT OUT ON CLOSED SESSION TOPICS

Comments:

Ms. Gould indicated the Board met in Closed Session and No Action Was Taken.

16. ADJOURNMENT - 10:00 P.M.

Quick Summary / Abstract:

NEXT MEETING: March 11, 2015, 7:00 p.m., District Office, 375 Reina del Mar Avenue, Pacifica

Comments:

Ms. Gould adjourned the meeting at 10:00 p.m.

- 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