



**Pacifica School District
Regular Meeting**
January 21, 2015 7:00 PM
375 Reina Del Mar Avenue
Pacifica, CA 94044

Attendance Taken at 6:01 PM:

Present Board Members:

Mrs. Elizabeth Bredall
Ms. Andrea Gould
Mr. Matthew Levie
Mrs. Kathy Shiokari
Mrs. 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, J. Peterson, R. Avila, T. Van Raaphorst, E. Cundiff, 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:

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

Comments:

Ms. Gould reconvened to Open Session at 7:01 p.m.

Flag salute was led by L. Villalobos

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 regarding negotiations and other items, and No Action Was Taken.

7. APPROVAL OF THE MINUTES of December 10, 2014

Quick Summary / Abstract:

ACTION

Motion Passed: It is recommended that the Board approve the Minutes of the December 10, 2014 Reorganization Meeting. Passed with a motion by Mr. Matthew Levie and a second by Mrs. Laverne Villalobos.

Yes Mrs. Elizabeth Bredall

Yes Ms. Andrea Gould

Yes Mr. Matthew Levie

Yes Mrs. Kathy Shiokari

Yes Mrs. 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 January 21, 2015 meeting and all consent agenda items. Passed with a motion by

Mr. Matthew Levie and a second by Mrs. Elizabeth Bredall.

Yes Mrs. Elizabeth Bredall

Yes Ms. Andrea Gould

Yes Mr. Matthew Levie

Yes Mrs. Kathy Shiokari

Yes Mrs. Laverne Villalobos

8.a. Agenda of the of the January 21, 2015 meeting

Quick Summary / Abstract:

It is recommended that the Board approve the agenda for the January 21, 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 12/2/14 through 1/9/15 totaling \$1,165,027.82.

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. Overnight Field Trip Approval

Quick Summary / Abstract:

It is recommended that the Board approve the listed overnight field trip.

CONSENT/ACTION

Site and Grade Destination Dates

Vallemar Gr. 4 Point Bonita 3/23/15 - 3/24/15

8.e. Approval of Form J-13A Request for Allowance of Emergency Conditions

Quick Summary / Abstract:

It is recommended that the Board approve the Form J-13A Request for Allowance of Attendance because of Emergency Conditions.

CONSENT

8.f. Personnel Changes

Quick Summary / Abstract:

It is recommended that the Board approve the personnel items as submitted.

CONSENT/ACTION

9. COMMUNICATIONS - 7:10 P.M.

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.

9.a. LSEA (Laguna Salada Education Association)

Comments:
None.

9.b. CSEA (Classified School Employees Association)

Comments:
None.

9.c. People Wishing to Address the Board

Comments:

The following people addressed the Board:

- 1) Student - 6th grader at Vallemar School, and son of a 1st grade teacher, expressed his concern in regards to family health benefits, and shared his personal medical issues that he and his parents have had to address. He asked that teachers be given the benefits they deserve.
- 2) Jonathan Harris - Co-chair of the LSEA Bargaining Committee, and as a representative of LSEA, welcomed the new Trustees. He expressed he feels somewhat hopeful about the current negotiations and that things have seemed to turn back to somewhat resemble the Interest-Based Bargaining process that has been used in the past. LSEA is still disappointed that the District declared impasse and would ask that the Board take action to end the impasse process. He also shared they do believe that the District would like to provide the teachers with higher salaries and full benefits, and understand this is not possible.
- 3) Charlotte Jacobs - teacher at Cabrillo School, welcomed the new Board members, and shared the teachers are looking forward to working towards a resolution and restoration of positive feelings throughout the district.

Ms. Gould shared that the Board has to remain in compliance with the Brown Act and are not allowed to respond to issues raised by those addressing the Board in Open Communications. However, she did want to acknowledge that the Board hears what is being said, and the Board appreciates those who come to the meetings to share their feelings about negotiations. The other Board members thanked those in attendance for the warm welcome, and also assured those addressing the Board that they are being heard.

9.d. Correspondence

Comments:

Dr. Tukloff shared a thank you card received from Retired Pacifica Police Chief James Tasa.

9.e. Board/Superintendent Communications

Discussion:

Board Members discussed events and activities they attended and participated in since the last Board meeting including: Ortega's Read Aloud Day; 2014 CSBA Annual Education Conference; SEPAC Meeting; Cabrillo and Ortega Kindergarten Tours; Winter Music Concerts - Vallemar and Ocean Shore Chorus, and IBL and Cabrillo Band Concerts; Ocean Shore Abilities Awareness Day; PEF Patron Party; SBAC.

Dr. Tukloff talked about SBAC, the upgrade to our technology over the summer, and the fact that this is an entirely different kind of testing for our students. Dr. Tukloff also shared about the 12/11/14 closure of the school sites due to the heavy rainfall. She wanted to commend Facilities, Maintenance and Operations, District Office Staff, and site custodians for the outstanding job they did in caring for our facilities, supporting our families and staff, and making certain all issues were addressed before the open of school the next day. She also shared all schools and the District Office were able to close for two full weeks during the winter break, and Dr. Tukloff thanked LSEA and CSEA for working to make this happen for their members. January Jazz is scheduled for Saturday, January 24th. On Monday, January 26th, the District will have a Professional Development Day, with trainings at the IBL and Vallemar campuses.

10. DISTRICT BUSINESS - 7:25 P.M.

10.a. Parcel Tax Oversight Committee Annual Report (7:25 p.m.)

Quick Summary / Abstract:
INFORMATION

Discussion:

Ms. Peterson shared that Parcel Tax Oversight Committee member Remi Tan had volunteered to attend this meeting and present the committee's report. However, Mr. Tan was held up at work and unable to attend. Ms. Peterson provided the Board with an overview of the committee's report. Please refer to the Board Agenda Item and Parcel Tax Expenditures Report attached to this Board Agenda Item. Mr. Levie thanked the Pacifica community for agreeing to fund the Parcel Tax - a very big sacrifice on their part, and one that has certainly helped the district in times of need. The Parcel Tax sunsets in June 2017.

10.b. 2013-2014 Audit Report (7:45 p.m.)

Quick Summary / Abstract:
DISCUSSION/ACTION

Motion Passed: It is recommended that the Governing Board accept the 2013-2014 audit report. Passed with a motion by Mr. Matthew Levie and a second by Mrs. Laverne Villalobos.

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

Discussion:

Ms. Peterson introduced Sheldon Chavan of Chavan & Associates, LLP in attendance to provide the Board with the Audit Report. Education Code Section 41020 requires districts to have an external audit conducted on its financial statements annually. The 2013-14 audit report continues to reflect the federal guidelines under Governmental Accounting Standards Board (GASB) 34.

Mr. Chavan provided the highest of praises to Ms. Peterson and her staff,

and the staff at the sites. He indicated there were no findings in the 2013-2014 audit report, and that there were no internal control recommendations in the 2013-2014 audit report.

A copy of the Audit Report, as well as the Power Point Presentation provided by Mr. Chavan, can be found attached to this Board Agenda item on the District's website.

Joan Weideman, community member, wanted to commend Ms. Peterson, the District Office staff, and all of the staff out at the sites who continue to sustain the fiscal responsibility from year to year. It is her hope that this message is disseminated out to the community. She also wanted to share that 60% of the public that vote on Parcel Taxes do not have children in this district.

10.c. School Accountability Report Cards (SARC) (8:15 p.m.)

Quick Summary / Abstract:
DISCUSSION/ACTION

Motion Passed: It is recommended that the Board approve the School Accountability Report Cards for the Pacifica School District " Cabrillo; Ingrid B. Lacy; Ocean Shore; Ortega; Sunset Ridge; and, Vallemar schools. Passed with a motion by Mrs. Elizabeth Bredall and a second by Mrs. Kathy Shiokari.

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

Discussion:

The School Accountability Report Card (SARC) is a state mandated document that must be completed every year. It is specifically designed so that the public can view site information that includes: general school information, principal's message, student achievement, parental involvement, professional development, types of services funded, etc.

Ms. Van Raaphorst shared she had made two changes to all of the SARCs since they were originally posted on Agenda Online. At that time the state had not released the suspension and expulsion componet, but has done so as of the date of this meeting. The SARCs presented to the Board include those numbers and indicate our reported data is below the state averages. Additionally, Ms. Van Raaphorst indicated we are required to report on Adequate Yearly Progresss (AYP), which in the past was gathered via the STAR tests, which are no longer being used. That box now appears as a blank box. That will be changed to reflect n/a.

Ms. Van Raaphorst asked that the SARCs be approved with the changes as noted.

10.d. San Mateo County Committee on School District Organization: Potential Redraw of Trustee Areas for San Mateo County Board of Education (8:25 p.m.)

Quick Summary / Abstract:

INFORMATION/DISCUSSION

Information regarding a potential redraw of Trustee areas for San Mateo County Board of Education.

Discussion:

Dr. Tukloff indicated the County Committee is undergoing a process to redraw the trustee areas for the San Mateo County Board of Education. This review occurs approximately every ten years in order to evaluate the balance of represented populations. The boundaries are reviewed for elementary districts. Education Code stipulates to get as equal in represented populations as achievable. Pacifica School District could be affected by the County Committee's vote. The Board directed Dr. Tukloff to draft a resolution indicating Pacifica School District would be in favor of either the Status Quo or Plan 2 options allowing the District to remain with our fellow Jefferson Union High School partner districts.

10.e. 2nd Quarter Report on Williams Uniform Complaints (8:35 p.m.)

As part of the Williams Settlement, the Pacifica School District must submit a Quarterly Report on Williams Uniform Complaints [Education Code Section 35186] to the San Mateo County Office of Education. Attached is the 2nd Quarter Report on Williams Uniform Complaints.

There were no complaints filed with any school in the Pacifica School District during the 2nd Quarter (October 1, 2014 - December 31, 2014).
INFORMATION

11. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS - 8:40 P.M.

11.a. BP 5141.33: Head Lice (8:40 p.m.)

Quick Summary / Abstract:

FIRST READING

Approve Current Policy with Revisions

Discussion:

The Board requested the following change for First Reading. Page 1/paragraph 4/last sentence currently reads "The parent/guardian also shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected" shall be amended as follows "The parent/guardian also shall be informed that the student shall be checked upon return to school the next day. DELETE from this point forward **and allowed to remain in school if no active head lice are detected**"

11.b. BP 6142.94 History-Social Science Instruction (8:50 p.m.)

Quick Summary / Abstract:

FIRST READING

BP 6142.94 - History-Social Science Instruction

Approve CSBA Sample with Revisions

Discussion:

The Board discussed that specific groups were listed in Senate Bill (SB) 48. A decision was made to include all the groups specifically listed in SB 48 for the second reading.

11.c. October 2014 Special Policy Maintenance: 1000 Series (8:55 p.m.)

Quick Summary / Abstract:

FIRST READING

BP 1312.3 - Uniform Complaint Procedures

Approve CSBA Sample As Is

AR 1312.3 - Uniform Complaint Procedures

Approve CSBA Sample With Revisions

Discussion:

No changes were requested to BP 1312.3.

Ms. Gould read the following: Page 4 of the AR indicates "If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulations, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985.1." During the discussion it was brought up that the Student Handbook was not translated into Spanish. The Board asked the Superintendent to gather information and bring it back to the Board at a later date for further discussion.

No changes were requested to AR 1312.3.

11.d. October 2014 Special Policy Maintenance: 4000 and 5000 Series (9:05 p.m.)

Quick Summary / Abstract:

FIRST READING

October 2014 Special Manual Maintenance

BP 5131.2 Bullying

Approve CSBA Sample with Revisions

BP 5145.3 Nondiscrimination/Harassment

Approve CSBA Sample As Is

AR 5145.3 Nondiscrimination/Harassment

Approve CSBA Sample with Revisions

BP 5145.7 Sexual Harassment

Approve CSBA Sample As Is

AR 5145.7 Sexual Harassment

Approve CSBA Sample with Revisions

Discussion:

No revisions requested.

12. FUTURE AGENDA ITEMS - 9:15 P.M.

Discussion:

Dr. Tukloff wanted to remind everyone that there is a Joint PEF/PSD Board meeting on 2/11 at 5:00 p.m. in the Vallemar Band Room. To the February 11 Regular Board meeting Add Resolution for the SMC Committee on School District Organization: Trustee Area Boundaries. Add to Future Agenda Items -

History/Social Science Update. Add Board Work Study on 2/25 at 6:00 p.m. - Organizational & Efficiency Review. Add Expulsion & Suspension rates to the 3/4/15 Board Work Study.

13. ADJOURNMENT - 9:20 P.M.

Quick Summary / Abstract:

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

Comments:

Ms. Gould adjourned the meeting at 9:02 p.m.

Minutes Approved 2/11/15 - S. Ramirez, Exec. Asst. to the Superintendent

- 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