

**Pacifica School District**  
**Regular Meeting**  
June 14, 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. 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:

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 7:04 P.M.

The flag salute was led by Ms. Bredall.

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:

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 #24 - Motion Passed:** It is recommended that the Board approve the agenda for the June 14, 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 June 14, 2017 meeting**

Quick Summary:

It is recommended that the Board approve the agenda for the June 14, 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 05/24/2017 through 06/02/2017 totaling \$464,216.96. 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. Personnel Changes**

Quick Summary:

It is recommended that the Board approve the following Personnel items as presented. CONSENT/ACTION

**7.e. Approval of Memorandum of Understanding (MOU) between the Pacifica School District and San Bruno Park School District for Adaptive Physical Education Services Agreement**

Quick Summary:

It is recommended the Board approve the Memorandum of Understanding between the District and the San Bruno Park School District (SBPSD) for an Adaptive Physical Education Services Agreement CONSENT/ACTION

**7.f. Administrative Regulation (AR) 4020 Drug and Alcohol Free Workplace (Second Reading)**

Quick Summary:

It is recommended that the Board approve AR 4020 Drug and Alcohol Free Workplace SECOND READING (AR) 4020 Drug and Alcohol Free Workplace (Attachment A) Board Memo AR 4020 Drug And Alcohol Free Workplace Second Reading CONSENT/ACTION

**7.g. Board Policy and Administrative Regulation (BP/AR) 5113 Absences and Excuses (Second Reading)**

Quick Summary:

It is recommended that the Board approve AR/BP 5113 Absences and Excuses. SECOND READING BP/AR 5113 Absences and Excuses (Attachment A) Board Memo BP/AR 5113 Absences and Excuses 2nd Reading (Attachment B) AR 5113 Absences and Excuses Use CSBA Sample With Revisions (Attachment

C) BP 5113 Absences and Excuses Use CSBA Sample As Is 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:  
None

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

Minutes:  
None

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

Minutes:  
None

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

Minutes:

Dr. Tukloff read a thank you letter from Noreen and Pat Flynn, thanking the District for inviting them to the Elna Flynn Outstanding Volunteer Banquet and for keeping their mother's memory alive with this banquet every year. Dr. Tukloff mentioned that she shared the thank you letter with Nicole Ortega, who is the Coordinator of this event each year and does a fabulous job.

Dr. Tukloff shared that she received correspondence from the Veteran's Affair Department. It is around the Legacy Program and they have a project called the Buffalo Soldiers Project. Laura Vuskovic, Vallemar teacher, applied for the grant and was awarded it. She will be developing the information with her class around Buffalo Soldier. It is in relationship to the National Cemetery Administration Veteran's program.

Lastly, Dr. Tukloff shared that she received information that the TRAN (Tax and Revenue Anticipation Notes) has been completed and it has been approved. The District received a rating of SP1+, which is the highest short term rating in S & P rating scale. Dr. Tukloff thanked Josie Peterson for leading us with the budget and guiding us through the process.

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

Minutes:

Board members discussed events and activities they attended and participated in since their last Board meeting including: promotion ceremonies; CSEA/LSEA Social. The Board commented on how amazing the speeches at the Ingrid B. Lacy Middle School ceremony were.

Ms. Shiokari shared that a SPARC poetry book was produced at Ocean Shore school. She also shared that Ocean Shore parent April Uhland, along with 8th grade art teachers and 8th grade classes have taken the Ocean Shore logo and made it into a mosaic display in front of the library inside of the school. She thanked the staff, parents, teachers, and maintenance, for the collaboration to make this happen.

Dr. Tukloff shared that she was able to attend the celebration at Ocean Shore and see some of the retirees; she also attended promotion ceremonies within the district. She mentioned that we are gearing up for our summer school programs: Math at Ingrid B. Lacy, ALearn, Kickoff to Kindergarten, and Extended School Year program.

## **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. Feasibility Study for General Obligation Bond: Contracts for Godbe Research and TBWB Strategies (Goal: Operations)**

**Order #25 - 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:**

At the May 31, 2017 Work Study, the Pacifica School District Board of Education Trustees were presented District Financial Analysis: Facilities by Makiko Sato, Financial Advisor, Isom Advisors. The presentation explained the funding options for school districts regarding facilities needs: General Obligation (GO) Bond and General-Funded Backed Debt. The focus of this item is the General Obligation (GO) Bond.

Pacifica School District's last bond was in 1997, which helped the district with the modernization project.

Dr. Tukloff introduced Charles Hester from Godbe Research. Mr. Hester answered questions asked by the Board. Godbe Research alongside TBWB would work collaboratively on the feasibility survey.

Dr. Tukloff shared that Godbe Research would like to get the survey out to the field in August so that the District could get a sense of direction that it would take. She asked for two Board members to be part of the Executive Committee. Elizabeth Bredall and Andrea Gould stated that they would.

Quick Summary:

It is recommended that the Pacifica School District Board of Education Trustees approve the contracts for Godbe Research and TBWB Strategies to determine the feasibility of placing a potential bond measure on the ballot in Pacifica in an upcoming election cycle.

ACTION

**9.b. Early Learning Program/Close the Gap Grant (LCAP Goal: #1, #2, #3)**

Minutes:

Will Lucey introduced Hildur Carlen, Early Learning Program Coordinator. Ms. Carlen presented information on PreK-3 programs:

1) Close the Gap PK-3 Grant from First 5 San Mateo County and Silicon Valley Community Foundation was awarded to Pacifica School District in April of 2017. Funding cycle for this grant is April 15, 2017-June 30, 2018. The grant supports work to expand alignment of preK-3rd grade and works to foster collaboration between preschool partners and PSD TK/K.

2) Kickoff to Kindergarten program

3) Read4K texting program

Please see the attached PowerPoint Presentation attached to this agenda item for more information.

Quick Summary:

INFORMATION/DISCUSSION

**9.c. Integrated Services Presentation (LCAP Goal: 1,2,and 3)**

Minutes:

Ray Avila, Associate Superintendent and Jennifer Gray, LMEC Director presented the Integrated Services Update.

This update outlines what has occurred in both Special Education and Student Services for the 16-17 school year, and also provides information for the upcoming school year.

The PowerPoint Presentation is attached to this agenda item.

Quick Summary:

INFORMATION/DISCUSSION

**9.d. Local Control Accountability Plan (LCAP) (Goal: Governance)**

**Order #26 - Motion Passed:** Passed with a motion by Ms. Elizabeth Bredall 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:**

On June 7, 2016, Pacifica School District Board of Trustees held a public hearing to solicit the recommendations and comments of the public regarding the specific actions and expenditures proposed to be

included in the Local Control and Accountability Plan (LCAP). No comments or recommendations were brought forward at that time and there have been no modifications made to the LCAP since the June 7th meeting.

Details about the LCAP development process and stakeholder engagement can be found in the Stakeholder Engagement section of the LCAP document. Also attached is an Executive Summary which will accompany the LCAP, once approved, on our district website.

The LCAP is a three-year rolling plan that will be brought to the Board for approval annually in conjunction with the district budget.

**Quick Summary:**

It is recommended that the Board adopt the Local Control and Accountability Plan as presented ACTION

**9.e. Adoption of the 2017-2018 Budget (GOAL: Governance)**

**Order #27 - 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:**

The budget assumptions leading up to the 2017-2018 budget were reviewed with the Board at the May 24<sup>th</sup> Work Study Session and the Public Hearing on June 7, 2017. Per State law, the budget has been available to the public for review beginning June 2, 2017. Official notices as to the availability of the budget for public review have been posted in the Pacifica Tribune. This is a preliminary budget that may be subject to revision as new information becomes available. For example, general fund revenue and expenditures for 2017-2018 is based upon the Governor's May Revise report which can be changed by the State Legislature.

According to State Education Code, if significant changes occur in the final State budget adopted by the Legislature and signed by the

Governor, a new district budget will be presented to the Board within forty-five (45) days. Otherwise, the next time the budget will be presented to the Board will be at the first interim (November 2017).

Quick Summary:

It is recommended that the Board approve the proposed 2017-2018 budget. ACTION

**9.f. Bid Results: Roof Projects (LCAP Goal: Operations)**

**Order #28 - Motion Passed:** Passed with a motion by Ms. Laverne Villalobos 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:

It is recommended that the Board authorize staff to enter into contract with the lowest responsible bidder for the Pacifica School District Roof Replacements.

The District solicited bids for replacement of the roofs at the Lobby Area of Cabrillo School and at one portable building each at Ingrid B. Lacy Middle School and Sunset Ridge Elementary School. This past winter's heavy rains revealed areas of water infiltration at each of these locations that strongly suggest maintenance and repair of the existing roofs are temporary solutions and replacement of the roofs is the best course of action to maintain the long-term integrity and value of these buildings.

Based on the bid results the recommendation is to award a contract to Western Roofing Services for the Cabrillo lobby area roof alone.

Quick Summary:

It is recommended that the Board authorize staff to enter into contract with the lowest responsible bidder for the Pacifica School District Roof Replacements. ACTION

**9.g. Resolution No. 2017-06-14-A Education Protection Account (GOAL: Operations)**

**Order #29 - 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 shared that with the passage of Proposition 30, the



state created an Education Protection Account (EPA) to receive and disburse the revenues generated from Proposition 30. The Director of Finance shall estimate the total amount of funds by June 30th each year and the State Controller shall transfer the funds before the end of the fiscal year. School Districts are required to estimate the EPA revenue and make a determination of how those funds are spent. The EPA funds do not increase the district's revenues; it is a shift of funds that the district was already receiving as state aid. As a requirement for receiving these funds, the Board must make the spending determination during an open Board meeting. Attached is the Board Resolution along with copies of the CDE Certified EPA funds for 2016-2017 and the estimated EPA funds for 2017-2018.

**Quick Summary:**

It is recommended that the Board of Trustees approve Resolution No. 2017-06-14-A - Education Protection Account (EPA).ACTION

**9.h. Local Education Agency Plan (LEAP) Revision (Goal: Governance)**

**Order #30 - 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:**

Will Lucey reported that in the 2014-2015 school year, with the support of San Mateo County Office of Education (SMCOE) Networks for Success staff, the LEAP was compiled by identifying the goals and actions from the Pacifica School District Local Control Accountability Plan (LCAP) that fulfill the Title I Program Improvement compliance requirements. The LEAP is going through a transition toward alignment with the Local Control Accountability Plan (LCAP) for the 2017-2018 school year. The LCAP, related to State funding, does not replace the Local Educational Agency Plan (LEAP), related to federal funding. All schools must continue to meet the requirements of their current LEAP. However, to avoid duplication of effort, the state board of education has integrated the requirements of LCAP with LEAP wherever possible. The LCAP development process met all of the stakeholder involvement requirements for the LEAP.

Submitted for Board approval, is an updated LEAP. Goal 2 has been revised and updated to reflect the PSD LCAP.

**Quick Summary:**

It is recommended that the Board approve the proposed revision to the Local Education Agency Plan (LEAP) as presented. ACTION

**9.i. Approval of Resolution No 2017-06-14-B Declaration of Official Intent to Reimburse Certain Expenditures from Proceeds of Indebtedness (Goal: Operations)**

**Order #31 - 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 shared that based on the May 31, 2017 Work Study, the Pacifica School District Board of Education Trustees discussed the possibility of funding facility needs with a General Obligation (GO) Bond. Currently, the Board is still in discussions, however by passing this resolution tonight, it would enable the Board to be reimbursed with Bond Proceeds for facility projects completed this summer.

**Quick Summary:**

It is recommended that the Board of Trustees approve Resolution No. 2017-06-14-B Declaration of Official Intent of the Pacifica School District to reimburse certain expenditures from proceeds of indebtedness. ACTION

**9.j. Resolution 2017-06-14-C: Board Compensation for Missed Meeting (Goal: Governance)**

**Order #32 - 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  
Abstain Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

**Minutes:**

Wendy Tukloff shared that Resolution 2017-06-14-C is for Kathy Shiokari who was absent at the June 7, 2017 Board Meeting due to hardship deemed acceptable to the Board.

**Quick Summary:**

It is recommended that the Pacifica Education Board of Education Trustees approve Resolution 2017-06-14-C: Board Compensation for Missed Meeting. ACTION

**10. FUTURE AGENDA ITEMS -8:40 P.M.**

**Minutes:**

Wendy Tukloff shared that at the last Board meeting it was decided to cancel the July 12th and August 2nd Board meetings. The next Board meeting will be August 23, 2017.

The Future Agenda had a clerical error showing the year as 3017. There will be a Board Work Study added for September 6, 2017.

## 11. ADJOURNMENT - 8:45 P.M.

### Minutes:

Ms. Shiokari adjourned the meeting at 8:32 P.M.

### Quick Summary:

NEXT MEETING: August 23, 2017, 7:00 p.m., District Office, 375 Reina del Mar Avenue, Pacifica

Board Approved - 8/23/2017 - S. Campos - 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](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