

**Pacifica School District
Regular Meeting**

June 07, 2017 7:00 PM
375 Reina Del Mar Avenue

Pacifica, CA 94044

Attendance Taken at 7:02 PM:

Present:

Ms. Elizabeth Bredall
Ms. Andrea Gould
Mr. Jesse Levin
Ms. Laverne Villalobos

Absent:

Ms. Kathy Shiokari

**1. OPEN SESSION - 7:00 P.M. - CALL TO ORDER, FLAG SALUTE, ROLL CALL AND
ANNOUNCEMENT: RECORDING OF THE MEETING**

Minutes:

The meeting was called to order by Trustee Bredall at 7:02 P.M.

The flag salute was led by Trustee Levin.

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. APPROVAL OF THE MINUTES of May 17, 2017

Order #24 - Motion Passed: It is recommended that the Board approve the Minutes of the May 17, 2017 Regular Meeting.

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

Quick Summary:

ACTION

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

Order #25 - Motion Passed: It is recommended that the Board approve the agenda for the June 7, 2017 meeting and all consent agenda items.

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

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

3.a. Agenda of the June 7, 2017 meeting

Quick Summary:

It is recommended that the Board approve the agenda for the June 7, 2017 Regular meeting. CONSENT/ACTION

3.b. Consideration of Acceptance Warrants

Quick Summary:

It is recommended that the Board approve the attached commercial warrants for the period of

05/06/17 through 05/23/17 totaling \$121,612.69.

CONSENT/ACTION

3.c. Service and Consultant Contract Approvals

Quick Summary:

CONSENT/ACTION

3.d. Personnel Changes

Quick Summary:

CONSENT/ACTION

3.e. March 2017 Manual Maintenance 4000, 5000 Series (Second Reading)

Quick Summary:

CONSENT/ACTION

3.f. Student Teaching Internship Agreement between the District and San Francisco State University

Quick Summary:
CONSENT/ACTION

3.g. Approval of Memorandums of Understanding between the District and Youth Services Bureau for 2017-2018

Quick Summary:
CONSENT/ACTION

**3.h. Approval of Permit Agreement Pacifica's Environmental Family
(Pacifica Beach Coalition)**

Quick Summary:
CONSENT/ACTION

4. 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.

4.a. LSEA (Laguna Salada Education Association)

Minutes:
On behalf of LSEA, Sue Beckmeyer, CSEA President, mentioned that LSEA was not able to attend tonight but had nothing to report at this time.

4.b. CSEA (Classified School Employees Association)

Minutes:
Nothing at this time.

4.c. People Wishing to Address the Board

Minutes:
None

4.d. Correspondence

Minutes:
None

4.e. Board/Superintendent Communications

Minutes:
The Board members discussed events and activities they attended and

participated in since the last Board meeting including: Ocean Shore Open House; PEFathon; Cabrillo Open House and Art Auction; Ortega Open House; Alumni Concert-20 year Anniversary.

Wendy Tukloff thanked the community and the District Office staff for attending the PEFathon. She also thanked the Pacifica Lions Club for their \$6,000 donation to the Pacifica School District for band uniforms.

5. 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, under District Information, Board of Trustees.

5.a. English Language Arts/English Language Development (ELA/ELD) Curriculum Adoption: Teachers College Reading and Writing Project (TCRWP) (LCAP Goal:#1, #2, #3)

Order #26 - Motion Passed: It is recommended that the Pacifica School District Board of Trustees approve the Teachers College Reading and Writing Project (TCRWP) as the English Language Arts/English Language Development K-8 curriculum adoption for Pacifica School District.

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
AbsentMs. Kathy Shiokari
Yes Ms. Laverne Villalobos

Minutes:

Wendy Tukloff shared that it is with great pleasure that we present to the Pacifica School District Board of Education Trustees the recommendation to adopt the Teachers College Reading and Writing Project (TCRWP) as the Pacifica School District ELA/ELD curriculum.

Lauren Fong and Katherine Mihalov, Humanities Specialists, presented an overview of the curriculum and the ELA/ELD curriculum adoption process (see attached presentation). Dr. Tukloff shared that Katherine Mihalov is the 2017 recipient of the San Mateo County Reading Association Literacy Award. She will be presented with the award in October.

The Board asked if we needed to continue with Leads at every site and Professional Development with Lucy Calkins. Dr. Tukloff shared

the current plan is to maintain the current structures in order to hone our skills with TCRWP.

The Board asked for clarification on what specifically was being adopted and included as the curriculum. Dr. Tukloff clarified that the adoption is ELA/ELD Curriculum: Teachers College Reading and Writing Project Units of Study.

Quick Summary:
ACTION

5.b. Public Hearing 2017-2020 LCAP & LCFF (Goal: Governance) - (7:20 P.M.)

Minutes:

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 Accountability Plan (LCAP) or annual update of the LCAP.

The Board of Trustees will hold a meeting to adopt the LCAP at its regularly scheduled Board meeting on Wednesday, June 14.

The LCAP and its related information are attached to this Board agenda item.

Quick Summary:
PUBLIC HEARING/DISCUSSION

5.c. Public Hearing 2017-2018 Budget (Goal: Governance) - (7:30 P.M.)

Minutes:

Josie Peterson presented the 2017-2018 proposed budget in a Public Hearing to give the public an opportunity to address this agenda item.

The State Budget will be adopted by the end of June. The District will begin revising the budget this summer to reflect the actual state budget, final district salary and health benefit costs. The First Interim Report will be presented in November with more accurate information.

Please refer to the presentation and the budget proposal attached to this agenda item.

Quick Summary:
PUBLIC HEARING/DISCUSSION

5.d. Public Hearing 2017-2018 Reserves in Excess of State Minimum Level (GOAL: Governance) - (7:45 P.M.)

Minutes:

Josie Peterson presented the 2017-2018 Reserves in Excess of the State Minimum Level. School districts provide the following

information at a public hearing separate from the public hearing on the Budget:

- 1) The minimum reserve level required each year
- 2) The amount of assigned and unassigned ending fund balance that exceeds the minimum in each year
- 3) Reasons for the reserve being greater than the minimum

The attached statements were made available for public review and discussion.

Quick Summary:
PUBLIC HEARING/DISCUSSION

5.e. Resolution to Update Local Plan of San Mateo County SELPA - ADD KIPP Valiant Community Prep (Goal: Governance)

Order #27 - 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
Absent Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

Minutes:

Ray Avila presented Resolution No. 2017-06-07-A to approve the change in Local Education Agency Participation in the San Mateo County Special Education Local Plan Area to add KIPP Valiant Community Prep as a charter member.

Board comments: The Board felt that more information was needed with regard to what type of services are provided by the school. Ray Avila assured the Board that the SELPA (Special Education Local Plan Area) Governing Board does research prior to proposing Districts to approve any changes in LEA participation.

Quick Summary:

It is recommended that the Board adopt Resolution No. 2017-06-07-A to approve the change in Local Education Agency Participation in the San Mateo County Special Education Local Plan Area to add KIPP Valiant Community Prep as a charter member. ACTION

5.f. Report Interest Earned 3rd Quarter 2016-2017 (Goal: Operations)

Minutes:

Josie Peterson presented the report on Interest Earned in the 3rd Quarter of 2016-2017.

In accordance with the Education Code, School Districts are required to report their quarterly interest earnings by fund. Attached is a summarized and most recent quarterly interest earnings for the 3rd

Quarter 2016-17 and the year-to-date earnings by each fund.

Quick Summary:
INFORMATION

5.g. Board Meeting July 12, 2017 Cancellation and Other Scheduling Topics (Goal: Governance)

Order #28 - Motion Passed: It is recommended that the Pacifica School District Board of Education Trustees cancel the July 12, 2017 Board of Education 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

Order #29 - Motion to Amend Passed: To amend the motion from: "It is recommended that the Pacifica School District Board of Education Trustees cancel the July 12, 2017 Board of Education meeting. to: It is recommended that the Pacifica School District Board of Trustees cancel the July 12, 2017 and the August 2, 2017 Board of Education meetings.

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:

It is recommended that the Board of Trustees consider canceling the July 12, 2017 and the August 2, 2017 meeting may either be cancelled or include topics that are more operations/governance driven.

Quick Summary:
DISCUSSION/ACTION

6. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS (Goal: Governance) - 8:30 P.M.

6.a. Board Policy and Administrative Regulation (BP/AR) 5113: Absences and Excuses (First Reading)

Minutes:

The attached Board Policy and Administrative Regulation (BP/AR) 5113: Absences and Excuses were brought to the Board on May 17, 2017 for First Reading with other Manual Maintenance policies. Based on discussion and need for further research, this BP/AR is being

presented as a first reading again to provide the Trustees an opportunity to review and discuss the changes made.

Discussion centered around the definition in AR 5113 in relation to immediate family. The desire was to have the same definition found in AR 4261.1 regarding family member. Staff consulted legal counsel and has made the necessary revisions.

No changes were requested by the Board.

Quick Summary:

FIRST READING BP/AR 5113 Absences and Excuses

6.b. Administrative Regulation (AR) 4020 - Drug and Alcohol Free Workplace (First Reading)

Minutes:

No changes were requested by the Board.

Quick Summary:

FIRST READING AR 4020 Drug and Alcohol Free Workplace

7. FUTURE AGENDA ITEMS - 8:40 P.M.

Minutes:

No changes were made to the Future Agenda.

8. ADJOURNMENT - 8:45 P.M.

Minutes:

The meeting was adjourned by Trustee Bredall at 8:25 P.M.

Quick Summary:

NEXT MEETING: June 14, 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. 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