

**Pacifica School District  
Reorganization Meeting**  
December 06, 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, ROLL CALL**

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.

**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 Real Property Negotiators**

**4.a.1. Property:** Oddstad School Site, 930 Oddstad Boulevard,  
Pacifica, CA

**Agency Negotiator:** Wendy S. Tukloff, Superintendent

**Under Negotiation:** price and terms of sale/lease

#### **4.b. Conference with Labor Negotiator**

**Agency Negotiator: Wendy S. Tukloff, Superintendent**

**4.b.1. Employee Organizations: CSEA (California School Employees Association, Chapter 128), LSEA (Laguna Salada Education Association), LSMA (Laguna Salada Management Association)**

#### **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 Shiokari reconvened to Open Session at 7:03 P.M.

Trustee Bredall led the flag salute.

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

Staff present: W. Tukloff, R. Avila, J. Peterson, W. Lucey, S. Campos.

Quick Summary:

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#### **6. APPROVAL OF THE AGENDA AND CONSENT AGENDA 7:05 P.M.**

**Order #46 - Motion Passed:** It is recommended that the Board approve the agenda for the December 6, 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

**6.a. Agenda of the December 6, 2017 meeting**

Quick Summary:

It is recommended that the Board approve the agenda for the December 6, 2017 Regular meeting.

CONSENT/ACTION

**6.b. Consideration of Acceptance Warrants**

Quick Summary:

It is recommended that the Board approve the attached commercial warrants for the period of 10/31/2017 through 11/15/2017 totaling \$560,389.87.

CONSENT/ACTION

**6.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

**6.d. Personnel Changes**

Quick Summary:

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

CONSENT/ACTION

**6.e. BP/AR 6153 School-Sponsored Trips (Second Reading)**

Quick Summary:

SECOND READINGBP/AR 6153 School-Sponsored Trips

CONSENT/ACTION

**6.f. October 2017 Manual Maintenance (0000, 1000, 4000 Series)  
(Second Reading)**

Quick Summary:

It is recommended that the Board approve the October 2017 Manual Maintenance - 0000, 1000, 4000 Series SECOND READINGBP 0400 Comprehensive Plans Use CSBA Sample as is with suggested changes BP 0460 LCAP Use CSBA Sample with suggested changes AR 0460 LCAP Use CSBA Sample with additional changes BP 0500 Accountability Use CSBA Sample with additional changes BP 0520.2 Title I Program Improvement Delete PSD Current AR 0520.2 Title I Program Improvement Delete PSD Current Sample BP 1113 District and School Web Sites Use CSBA Sample with additional changes AR 1113 District and School Web Site Use CSBA Sample with suggested changes BP 4140, 4240, 4340 Use CSBA Sample as is

CONSENT/ACTION

**6.g. October 2017 Manual Maintenance (3000 Series) (Second Reading)**

Quick Summary:

It is recommended that the Board approve the October 2017 Manual Maintenance - 3000 Series SECOND READING BP 3280 Sale or Lease of District-Owned Real Property Use CSBA Policy As Is (Reflects New Law)BP 3513.4 Drug and Alcohol Free Schools New CSBA Policy AR 3515.6 Criminal Background Checks for Contractors Use CSBA Sample with Revisions (New Law)

CONSENT/ACTION

**7. PRESENTATIONS - 7:10 P.M.**

Minutes:

Wendy Tukloff introduced Ms. Beverly Gerard, San Mateo County Board of Education Trustee, and Mr. Marco Chavez, Administrator to the Board of Trustees and Superintendent and Community Relations for the San Mateo County Office of Education.

Ms. Gerard gave an overview of what the San Mateo County Board of Education Trustees do including: acting as an appellate for interdistrict transfers; expulsion and charter school appeals; Oversight Board for the County Office of Education Student Programs which include Court and Community Schools and Preschool through K-12 Special Education. There are currently 7 Board members and each Board member has a region of the County to represent. They meet on the 1st and 3rd Wednesday of every month.

Ms. Gerard read the vision of their Strategic Plan and introduced Marco Chavez who reviewed the 2 year goal plan for the County Office of Education including the classified credential teaching program which supports classified employees who want to attend school to become a credentialed teacher. This program was developed due to the shortage of teachers throughout the State of California. The County is also working with the local colleges to support students who would like to move forward in a teaching career.

**7.a. Beverly Gerard, San Mateo County Board of Education Trustee**

Quick Summary:  
PRESENTATION

**8. REORGANIZATION - 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.

**8.a. Election of 2018 Officers (President, Vice President, Clerk, Vice Clerk) and Appointment of Secretary to the Board**

Minutes:

Wendy Tukloff called for nominations for President, Vice President, Clerk, and Vice Clerk respectively. Nominations were made as follows and Board passed in favor:

President: Trustee Shiokari nominated Elizabeth Bredall. Board passed 4-0 (Trustee Bredall abstained)

Vice President: Trustee Shiokari nominated Laverne Villalobos. Board passed 4-0 (Trustee Villalobos abstained)

Clerk: Trustee Shiokari nominated Jesse Levin. Board passed 4-0 (Trustee Levin abstained)

Vice Clerk: Trustee Shiokari nominated Andrea Gould. Board passed 4-0 (Trustee Gould abstained)

Elizabeth Bredall asked for a motion to appoint Wendy Tukloff, Superintendent, as Secretary to the Board. A motion was made by Kathy Shiokari and seconded by Andrea Gould. Board passed 5-0 in favor.

Quick Summary:

It is recommended that the Board of Trustees elect officers for the 2018 calendar year and appoint Wendy Tukloff, Superintendent, as Secretary to the Board.

ACTION

#### **8.b. Board Meeting Calendar for 2018**

**Order #47 - 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:

Wendy Tukloff reviewed the Board Meeting Calendar for 2018 for Board approval.

Quick Summary:

It is recommended that the Pacifica School District Board of Education Trustees approve the listed dates for the 2018 Board meetings that includes business meetings and work studies.

ACTION

#### **8.c. Board of Trustees Committee Assignments, 2018**

**Order #48 - Motion Passed:** Passed with a motion by Ms. Kathy Shiokari 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:

Wendy Tukloff reviewed the current Committee Assignments and asked the Board for any changes that they would like to make. The current assignments are attached to this Board item and the following changes were made:

Jesse Levin will replace Laverne Villalobos on the Pacifica Education Foundation committee.

Laverne Villalobos will replace Andrea Gould on the Wellness Committee.

Andrea Gould will replace Laverne Villalobos on the Governing Board Representative to the County Committee on School District Organization committee.

Quick Summary:

It is recommended that the Pacifica School District Board of Trustees adopt committee assignments for the 2018 calendar year.

ACTION

**8.d. Resolution No. 2017-12-06-A: Delegation of Authority**

**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  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Minutes:

Wendy Tukloff presented Resolution No. 2017-12-06-A Delegation of Authority, which gives the approval for the Superintendent to make day to day decisions.

Quick Summary:

It is recommended that the Pacifica Board of Trustees approve Resolution No. 2017-12-06-A, Delegation of Authority for the Board of Trustees to the Superintendent for the 2018 calendar year.ACTION

**9. APPROVAL OF THE MINUTES of November 15, 2017 - 7:35 P.M.**

**Order #50 - Motion Passed:** It is recommended that the Board approve the Minutes of the November 15, 2017 Regular Meeting.

Passed with a motion by Ms. Kathy Shiokari 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:  
ACTION

#### **10. COMMUNICATIONS - 7:40 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.

##### **10.a. LSEA (Laguna Salada Education Association)**

Minutes:  
None.

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

Minutes:

Sue Beckmeyer represented CSEA. She stated that CSEA 128 is aware that the District has been reviewing its options on how to handle the District's budgets and examining ways of cutting expenditures.

Ms. Beckmeyer reminded the Board that the Educational Employment Relations Act states that the District needs to notify CSEA of any proposed changes prior to the Board taking action. And, if there are bargain-able changes that are within the scope, CSEA and the District must come to the table to negotiate.

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

Minutes:  
None.

##### **10.d. Correspondence**

Minutes:

Wendy Tukloff shared that the District received notification of recognition from CALPADS. CALPADS is a data system used across the State to monitor student, staff, and program data. Dr. Tukloff stated that we have one person in our District that ensures that we meet all of the expectations of CALPADS data. Dr. Tukloff thanked Barbara Smith, Computer Network Specialist, for ensuring clean and the most up to date data to CALPADS.

Dr. Tukloff mentioned that the District received a joint grant along with the City of Pacifica for the Cabrillo Pedestrian Improvement Project. The City will receive about \$160,000 which will be used toward the crosswalk at Cabrillo and landscaping in the parking lot area of Cabrillo.

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

##### **Minutes:**

Board members discussed events and activities they attended and participated in since their last Board meeting including: Annual Meeting of the Governing Board; Disproportionate Stakeholder meeting at Jefferson Union High School District; CSBA Annual Education Conference; SEPAC meeting; Board Work Study Meeting, Parade at Ocean Shore school; Parade at Linda Mar Educational Center; Meeting with Kevin Woodhouse and Mike O'Neill from the City of Pacifica regarding Oddstad property; Cabrillo Craft Fair and Carnival; Rockaway Tree Lighting; City of Pacifica 60th Anniversary dinner; Collaboration meeting between Pacifica Library and Jennifer Gray, Behavior Program Supervisor.

The Board also mentioned the Winter Concerts coming up and the Board Work Study meeting in January.

Jesse Levin mentioned that he was appointed to the California Practitioners Advisory Group, which provides input regarding local, state, and federal accountability and also serves as the Title I Committee of Practitioners.

Wendy Tukloff shared that surveys have been coming in from the community with regard to the General Obligation Bond and what the communities sees as important items to focus on should the bond measure pass in June.

Dr. Tukloff also congratulated Nicole Ortega and Angie Acuna for reaching permanent status in their job position.

#### **11. DISTRICT BUSINESS - 7:50 P.M.**

##### **11.a. Child Nutrition Supervisor: Job Description and Salary Placement (LCAP: Operations)**

**Order #51 - Motion Passed:** Passed with a motion by Ms. Kathy Shiokari 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:**

Wendy Tukloff presented the updated Child Nutrition Supervisor job description and Salary Schedule for Board approval. The job description, in clean copy and mark-up version, along with the salary schedule are attached to this Board item. The District researched a salary schedule in a district in San Mateo County that is comparable to Pacifica School District, to come up with an appropriate salary range.



Dr. Tukloff mentioned that we have a current classified employee, Lori Miller, Personnel Specialist, who has the qualification to fulfill the role of Child Nutrition Supervisor. If Ms. Miller were to accept the position, the District is looking at changing this position to a part-time position and change the position to Personnel Assistant.

Board questions and comments include: Board asked for clarification that this action item pertains only to the job description and salary schedule. Dr. Tukloff confirmed that the action is only for the job description and salary schedule at this time and that this is a management position, not a classified position.

**Quick Summary:**

It is recommended that the Board approve the updated job description for Child Nutrition Supervisor and salary range.

**ACTION**

**11.b. Resolution No. 2017-12-06-B: Board Compensation for Missed Meetings (LCAP: Governance)**

**Order #52 - 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:**

Dr. Tukloff recommended that the Board approve Resolution No. 2017-12-06-B: Board Compensation for Missed Meetings.

Trustee Shiokari was unable to attend the Board meeting of November 15, 2017 due to hardship deemed acceptable to the Board.

**Quick Summary:**

It is recommended that the Pacifica School District Board of Education Trustees approve Resolution No. 2017-12-06-B: Board Compensation for Missed Meetings.

**ACTION**

**12. FUTURE AGENDA ITEMS - 7:55 P.M.**

**Minutes:**

Dr. Tukloff reviewed the Future Agenda and added Facility Plan Update as an agenda item for the January 17, 2018 Board meeting.

**13. ADJOURNMENT - 8:00 P.M.**

**Minutes:**

Ms. Shiokari adjourned the meeting at 7:55 P.M.

Quick Summary:

NEXT MEETING: Tentatively, January 17, 2018, 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](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