

Pacifica School District
Regular Meeting
June 06, 2018 6:00 PM
375 Reina Del Mar Avenue

Pacifica, CA 94044

Attendance Taken at 6:00 PM:

Present:

Ms. Elizabeth Bredall
Ms. Andrea Gould
Ms. Kathy Shiokari
Ms. Laverne Villalobos

Absent:

Mr. Jesse Levin

Updated Attendance:

Mr. Jesse Levin was updated to present at: 6:05 PM

**1. OPEN SESSION - 6:00 P.M. - CALL TO ORDER AND ROLL CALL AND ANNOUNCEMENT:
RECORDING OF THE MEETING**

Minutes:

Trustee Bredall called the meeting to order at 6:00 P.M.

Staff Present are: 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. Bredall announced Closed Session referring to the items listed on Closed Session portion of the agenda.

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS

Minutes:

None.

4. CLOSED SESSION

4.a. Conference with Legal Counsel - Anticipated Litigation

4.a.1. Significant exposure to litigation pursuant to subdivision (d)2 of Government Code Section 54956.9: Two cases

4.b. Public Employee Final 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 Bredall reconvened to Open Session at 7:05 P.M.

Trustee Levin led the flag salute.

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. Bredall 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 #70 - Subsidiary Motion Passed: It is recommended that the Board approve pulling Consent Agenda item 7.m. BP/AR 4354 Health and Welfare (Second Reading)

Passed with a motion by Mr. Jesse Levin 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

Order #71 - Motion Passed: It is recommended that the Board approve the agenda for the June 6, 2018 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

Minutes:

Trustee Shiokari asked that item 7.m. BP/AR 4354 be pulled from the Consent Agenda.

Trustee Shiokari asked for clarification before moving forward with approving this BP/AR. Dr. Tukloff stated that the BP/AR is correct in what is current in our district but that in the future this BP/AR should be followed up with for accuracy.

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 6, 2018 meeting

Quick Summary:

It is recommended that the Board approve the agenda for the June 6, 2018 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 05/01/18 through 05/18/18 totaling \$726,024.30.

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 Contract for Extended Day Care and Preschool Services with the City of Pacifica

Quick Summary:

It is recommended that the Board of Trustees approve the 2018-2019 Contract for Extended Day Care and Preschool Services with the City of Pacifica.

CONSENT/ACTION

7.f. Approval of Contract for Extended Day Care and Preschool Services with Temporary Tot Tending, Inc.

Quick Summary:

It is recommended that the Board of Trustees approve the 2018-2019 Contract for Extended Day Care and Preschool Services with Temporary Tot Tending, Inc.

CONSENT/ACTION

7.g. Approval of Permit Agreement The Kateri Tekakwitha Fund

Quick Summary:

It is recommended that the Board of Trustees approve the 2018-2019 Permit Agreement between the Kateri Tekakwitha Fund and the Pacifica School District for the use of unused portable space at Linda Mar Educational Center.

CONSENT/ACTION

7.h. Approval of Permit Agreement: Pacifica Weightlifters Club

Quick Summary:

It is recommended that the Board of Trustees approve the renewal of a permit agreement between the Pacifica Recreational Weightlifting Club and the Pacifica School District for use of building space at Linda Mar Educational Center.

CONSENT/ACTION

7.i. Work Study Agreement with San Mateo Community College District

Quick Summary:

It is recommended that the Board renew the agreement with the San Mateo County Community College District to allow for the placement of Skyline College students as tutors in Pacifica School District schools under the supervision of the Pacifica School Volunteers (PSV).

CONSENT/ACTION

7.j. AR/BP 3320 Claims and Actions Against the District (Second Reading)

Quick Summary:

BP/AR 3320 Claims and Actions Against the District - Second Reading

CONSENT/ACTION

7.k. E 4040 Employee Use of Technology (Second Reading)

Quick Summary:

SECOND READING E 4040 Employee Use of Technology PSD Current with Revision

CONSENT/ACTION

7.l. BP/AR 4350 Compensation (Second Reading)

Quick Summary:

It is recommended that the Pacifica School District Board of Education Trustees to approve the deletion of BP/AR 4350 Compensation.

CONSENT/ACTION

7.m. BP/AR 4354 Health and Welfare (Second Reading)

Quick Summary:

It is recommended that the Pacifica School District Board of Education Trustees approve the recommended changes for BP and AR 4354 Health and Welfare.

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 at this time.

8.b. CSEA (Classified School Employees Association)

Minutes:

None at this time.

8.c. People Wishing to Address the Board

Minutes:

None.

8.d. Correspondence

Minutes:

None.

8.e. Board/Superintendent Communications

Minutes:

The Board of Trustees discussed events and activities they attended and participated in since their last Board meeting including: Attending the showing of Miss Representation - Miss Representation exposes how mainstream media and culture contribute to the under-representation of women in positions of power and influence in America; Pacifica School Volunteers 20 year celebration; Board Work Study Meeting; Measure O fundraisers, Linda Mar Educational Center, Ocean Shore, Cabrillo Open Houses; LSEA/CSEA End of Year Event; Kent Awards; HEART fundraiser; SPARK Poetry Slam; Cabrillo and Vallemar music programs.

Wendy Tukloff shared that the preliminary results demonstrate that Measure O passed. She thanked Janelle Jones for her dedication and hard work to help with getting the General Obligation Bond passed for the Pacifica School District.

9. PRESENTATIONS - (7:20 P.M)

9.a. Executive Director, Special Education, Human Resources and Pupil Services: Maria Gavidia

Minutes:

Wendy Tukloff introduced Maria Gavidia, who is our new Executive Director, Special Education, Human Resources and Pupil Services. She comes from Belmont-Redwood Shores School District. Ms. Gavidia will begin with the Pacifica School District on July 2, 2018.

Ms. Gavidia shared her background in education and her excitement for getting started in the Pacifica School District.

Quick Summary:
PRESENTATION

10. DISTRICT BUSINESS - 7:30 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.

10.a. Public Hearing 2017-2020 LCAP and LCFF (Goal: Governance) - 7:30 P.M.

Minutes:

7:34 P.M. - Will Lucey shared that this is 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 PowerPoint Presentation outlining the Metrics and Actions is attached to this agenda item.

The Board of Trustees will hold a second public meeting to adopt the LCAP at its regularly scheduled Board meeting on Wednesday, June 13, which will be the same meeting the school district adopts the annual budget.

Quick Summary:
PUBLIC HEARING/DISCUSSION

10.b. Public Hearing- 2018-2019 Budget (Goal: Governance) - 7:35 P.M.

Minutes:

7:46 P.M. - Josie Peterson shared that this is a Public Hearing and that the budget assumptions leading up to the 2018-2019 budget were reviewed with the Board at the May 23rd Work Study Session. Per State law, the budget has been available to the public for review beginning June 1, 2018.

The 2018-2019 Budget will be placed on the June 13, 2018 Regular Board Meeting for approval.

Quick Summary:
PUBLIC HEARING/DISCUSSION

10.c. Public Hearing 2018-2019 Reserves in Excess of State Minimum Level (Goal: Governance) - 7:40 P.M.

Minutes:

7:53 P.M. - Josie Peterson shared that this is a Public Hearing on the 2018-2019 Reserves in Excess of State Minimum Level.

School districts provide the minimum reserve level required each year; the amount of assigned and unassigned ending fund balance that exceeds the minimum in each year; and the reasons for the reserve being greater than the minimum.

Quick Summary:

PUBLIC HEARING/DISCUSSION

10.d. Job Description: Custodian II-Maintenance Worker/Groundskeeper

Order #72 - Motion Passed: 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

Minutes:

Josie Peterson presented the minor changes made to the job description for Custodian II-Maintenance Worker/Groundskeeper.

Those changes are reflected in Attachment B which is attached to this Board item.

Quick Summary:

It is recommended that the Board approve the minor revisions to the job description of Custodian II-Maintenance Worker/Groundskeeper.

ACTION

10.e. Memorandum of Understanding (MOU): SMCOE BTSA Services, 2018-19 (LCAP: Goal 1)

Order #73 - 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:

Dr. Tukloff shared with the Board in order to fulfill the requirements for the California Clear Multiple Subjects and Single Subject Credential; newly credentialed teachers must complete a California Commission on Teacher Credentialing (CCTC) approved professional teacher induction program. Beginning Teacher Support and Assessment (BTSA) is a successful state-funded and Commission approved induction program that has proven to increase teacher retention due to the strong structure of reflecting on one's practice with a support provider (coach) over a two-year period.

Pacifica School District offers BTSA to beginning teachers needing to fulfill the credentialing requirement as outlined in the Board memo attached.

Quick Summary:

It is recommended the Pacifica School District Board of Education Trustees approve the MOU: SMCOE BTSA Services, 2018-19.

ACTION

10.f. Report Interest Earned 3rd Quarter 2017-2018 (Goal: Operations)

Minutes:

Josie Peterson reported on interest earned for the 3rd quarter of 2017-2018. The interest earned is summarized on the attached Board memo to view.

Quick Summary:

INFORMATION

10.g. Board Meeting July 11, 2018: Cancellation (Goal: Governance)

Order #74 - 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 shared that the Pacifica School District Board of Trustees adopted a schedule to meet on Wednesdays, approximately every three weeks.

It is recommended that the Board of Trustees consider cancelling the July 11, 2018 as the month of July finds many families and District employees enjoying well deserved vacations.

Quick Summary:

It is recommended the Pacifica School District Board of Education Trustees cancel the scheduled July 11, 2018 Board Meeting.

DISCUSSION/ACTION

11. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS (Goal: Governance) - 8:05 P.M.

11.a. Board Policies and Administrative Regulations: Compliance Update According to AB 699 (Governance)

Minutes:

Wendy Tukloff shared that these policies are brought to the Board due to a compliance update according to AB 699.

Trustee Bredall read each attachment as listed. Clarification and discussion was presented by the Board for BP/AR 1250 Visitors/Outsiders with regard to signing in at school sites and Option 1 for BP 1250; AR 5022 Student and Families Privacy Rights to delete collection of student information for marketing; and BP 5145.11 Questioning and Apprehension by Law Enforcement with regard to making certain the parent has been called and is present during questioning by law enforcement.

Quick Summary:

Board Policies and Administrative Regulations: Updates in relation to AB 699(Attachment A) Board Memo - Board Policies and Administrative Regulations: Updates in relation to AB 699(Attachment B & C) BP/AR 1250 Visitors/Outsiders - Use CSBA Sample with Revisions(Attachment D & E) BP/AR 5022 Student and Family Privacy Rights (Both Manual Maintenance & County Counsel Revisions) - Use CSBA Revised Sample with County Counsel added Revisions(Attachment F) BP 5111 Admission - Use CSBA Sample with Revisions(Attachment G) AR 5125 Student Records - Use CSBA Sample with Revisions(Attachment H) BP 5131.2 Bullying - Use CSBA Sample with Revisions(Attachment HI) AR 5141 Health Care and Emergencies - Use CSBA Sample with Revisions(Attachment J) BP 5145.11 Questioning and Apprehension by Law Enforcement - Use CSBA Sample with Revisions(Attachment K) BP 5145.6 Parental Notification (Both Manual Maintenance & County Counsel Revisions) - Use CSBA Sample Revision with County Counsel added Revisions

DISCUSSION

11.b. E 5145.6: Parental Notifications (Governance)

Minutes:

No questions or changes regarding this policy were made.

Quick Summary:

E 5145.6 Parental Notifications - March 2018 Manual Maintenance (First Reading)

DISCUSSION

11.c. BB 9220 Governing Board Elections (Governance)

Minutes:

Wendy Tukloff presented BB9220 Governing Board Elections.

In order to comply with Education Code 5322, 5324, 5325 and Elections Code 13307 requirements, the Board of Trustees is required to determine/confirm the candidate policies and submit a statement signed by the Board Secretary.

There was discussion of determining the best option, which is currently Option 1 (the district shall pay the cost of printing, handling, translating, and mailing, and/or electronically distributing candidate statements filed pursuant to Elections Code 13307). It was determined that Dr. Tukloff will bring back the item as an Action item at the June 13th Regular Board Meeting.

We have three Board members whose terms are expiring at the end of 2018. The District needs to submit the Board's action to which option will be used.

Quick Summary:

DISCUSSION

12. FUTURE AGENDA ITEMS - 8:20 P.M.

Minutes:

Dr. Tukloff reviewed the items on the Future Agenda. She mentioned adding a History/Social Science adoption for approval to the June 13, 2018 Board agenda.

There was Board discussion regarding the Ortega promotion. Trustee Villalobos is unable to attend due to scheduling. Trustee Shiokari believes she can cover the activity.

13. ADJOURNMENT - 8:25 P.M.

Minutes:

Trustee Bredall adjourned the meeting at 8:38 P.M.

Quick Summary:

NEXT MEETING: June 13, 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. 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