

**Pacifica School District  
Amended Agenda Regular Meeting**

March 28, 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

**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: 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. Bredall announced Closed Session referring to the items listed below.

**3. PUBLIC COMMENT ON CLOSED SESSION ITEMS**

Minutes:

None.

**4. CLOSED SESSION**

**4.a. Conference with Real Property Negotiators (Gov. Code, 54956.8) Agency Negotiators: Superintendent Wendy Tukloff, Chief Business Official Josie Peterson**

**4.a.1. Property: Former Fairmont School Site, 290 Edgewood Drive, Pacifica, California, APN 009-470-030, Negotiating Parties: Pacifica School District and all interested parties, Under Negotiation: Price and terms of sale**

**4.b. Public Employee Appointment Title: Principal**

**4.c. Conference with Labor Negotiator**

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

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

**4.d. 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 Bredall reconvened to Open Session at 7:00 P.M.

Trustee Villalobos led the flag salute.

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.

**6. REPORT OUT ON CLOSED SESSION TOPICS**

Minutes:

The Board met in Closed Session, by a unanimous vote of 4-0, the Board voted to hire Julie Tarango as Principal of Ocean Shore School for the 2018-2019 school year.

The Board will resume Closed Session at the end of Open Session to continue discussion on some of the items listed on the agenda.

Quick Summary:  
Report Out and APPROPRIATE ACTION

## **7. APPROVAL OF THE MINUTES of March 7, 2018**

**Order #56 - Motion Passed:** Passed with a motion by Ms. Andrea Gould and a second by Ms. Kathy Shiokari.

Yes Ms. Elizabeth Bredall  
Yes Ms. Andrea Gould  
Absent Mr. Jesse Levin  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Quick Summary:  
It is recommended that the Board approve the Minutes of the March 7, 2018 Regular Meeting.

ACTION

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

**Order #57 - Motion Passed:** It is recommended that the Board approve the agenda for the March 28, 2018 meeting and all consent agenda items.

Passed with a motion by Ms. Laverne Villalobos and a second by Ms. Kathy Shiokari.

Yes Ms. Elizabeth Bredall  
Yes Ms. Andrea Gould  
Absent 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

### **8.a. Agenda of the March 28, 2018 meeting**

Quick Summary:  
It is recommended that the Board approve the agenda for the March 28, 2018 Regular meeting.

CONSENT/ACTION

#### **8.b. Consideration of Acceptance Warrants**

Quick Summary:

It is recommended that the Board approve the attached commercial warrants for the period of 2/09/2018 through 3/7/2018 totaling \$218,150.65.

CONSENT/ACTION

#### **8.c. Personnel Changes**

Quick Summary:

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

CONSENT/ACTION

#### **8.d. Approval of Permit Agreement Between Pacifica School District and Bevan C. Jones**

Quick Summary:

It is recommended that the Board of Trustees approve the 2018-2019 Permit Agreement between Bevan C. Jones and the Pacifica School District for the use of unused portable space at Oddstad School.

CONSENT/ACTION

#### **8.e. Agreement Between the Pacifica School District and the Spindrift School of Performing Arts to Exchange Service for Use of Facilities**

Quick Summary:

It is recommended that the Governing Board approve the agreement between the Pacifica School District and the Spindrift School of Performing Arts to exchange services for use of district facilities.

CONSENT/ACTION

### **9. 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.

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

Minutes:

None.

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

Minutes:

Sue Beckmeyer, CSEA President, acknowledged Classified employees who attended the Board meeting.

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

Minutes:

Jennifer Mitchell, Ocean Shore parent and teacher, addressed the Board regarding an issue of sexual harassment.

#### **9.d. Correspondence**

Minutes:

None.

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

Minutes:

Board members discussed events and activities they attended and participated in since their last Board meeting including: Tech Trek interviews; IBL Open House; Youth Family Summit held at IBL; JUHSD Significant Disproportionate Meeting; Ocean Shore Principal interviews; Ocean Shore Book Fair and Diversity Day; Walk-out event on Ocean Shore playground; Lisa Kern's retirement party; Library Awareness at Linda Mar Educational Center discussing Apps for early literacy for iPads; Legislative Action Day.

Wendy Tukloff thanked Pacifica School Volunteers for coordinating the Senior Exhibition volunteers for Oceana High School. She also shared that Sunset Ridge's Ability Awareness Day is coming up.

### **10. PRESENTATIONS 7:20 P.M.**

#### **10.a. Trending Issues in San Mateo County: Jenee Littrell, Administrator, Safe and Supportive Schools, San Mateo County Office of Education Student Services Division**

Minutes:

Ray Avila introduced Jenee Littrell, Administrator, Safe and Supportive Schools, San Mateo County Office of Education Student Services Division.

Ms. Littrell presented a PowerPoint specifically relating to trending issues in San Mateo County including: Mental Health, Homelessness and Poverty, Foster Youth, and State and National Influences relate to the trending issues.

Quick Summary:

## PRESENTATION

### 11. DISTRICT BUSINESS - 7:35 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.

#### 11.a. Camp Lead - Oxford Day Academy Leadership Program: (LCAP Goal: #3)

**Order #58 - 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  
Absent Mr. Jesse Levin  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

#### Minutes:

Ray Avila introduced Jenee Littrell, Administrator, Safe and Supportive Schools, San Mateo County Office of Education, presented the attached PowerPoint on Camp LEAD - Student Leadership Program to the Board of Trustees. Camp LEAD is a free three-day and two night experience designed to foster leadership skills and improve understanding and respect between students. It will be held April 16-18, 2018, for approximately 100 students grades 6-7, with thirty student participants from Pacifica School District.

#### Quick Summary:

It is recommended that the Board of Trustees approve the Camp LEAD field trip from April 16-18, 2018.**ACTION**

#### 11.b. Cabinet Reorganization (LCAP Goals: #1, #2, #3, Governance, Operations)

#### Minutes:

Wendy Tukloff presented Cabinet Reorganization DRAFTS to the Board for discussion. Each reorganization chart was reviewed and discussed.

The following representatives addressed the Board on this item:

Sue Beckmeyer, CSEA President (California School Employees Association)

LSEA (Laguna Salada Education Association)

Darcy Field, CSEA

Comments included: Salary for new administrator; communication to labor partners; salaries for teachers; salaries for classified staff; asking for this item to be thought out again.

Board comments: Financially bad timing; wait to see how June ballot turns out; wait for new superintendent to start; understanding of wanting to have everything in place for new superintendent but fiscally it will have an impact.

This item has been tabled and Dr. Tukloff will come forward with new draft proposal at the next regular meeting.

Quick Summary:  
DISCUSSION

#### **11.c. Board Calendar Change (LCAP Goal: Governance)**

**Order #59 - 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  
Absent Mr. Jesse Levin  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Minutes:

Wendy Tukloff presented an amended Board Calendar for 2017-2018, adding April 3, 2018 as a Regular Board Meeting and adding two Special Meetings, if needed, for April 23, 2018 and April 24, 2018 for the superintendent search activities.

Quick Summary:

It is recommended that the Board of Trustees approve the changes to Pacifica School District Board of Trustees Meeting Calendar, 2018.ACTION

#### **11.d. Approval of Contract with Enlight Prop 39 Lighting Retrofits (LCAP Goal: Operations)**

**Order #60 - Motion Passed:** Passed with a motion by Ms. Andrea Gould and a second by Ms. Kathy Shiokari.

Yes Ms. Elizabeth Bredall  
Yes Ms. Andrea Gould  
Absent Mr. Jesse Levin  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Minutes:

Josie Peterson shared that Pacifica School District has a California Energy Commission (CEC) approved Prop 39 Energy Expenditure Plan (EEP). This year's funding allocation for Prop 39 has resulted in the District receiving more funds than originally approved. In February 2018, to reserve these additional funds, an amendment to the EEP was submitted to the CEC which will authorize the District to spend up to \$574,598.

Attached to this Board item is the Board memo which states how the funding will be allocated.

Quick Summary:

It is recommended that the Board of Trustees approve the contract with Enlight for Prop 39 Lighting Retrofits for \$314,957.53.ACTION

#### **11.e. Educational Support Services Update (LCAP Goals: #1, #2)**

Minutes:

Will Lucey, Christy Novack, Dan Lyttle and Wendy Tukloff presented an update on Educational Support Services.

The PowerPoint Presentation is attached to this agenda item.

Quick Summary:

INFORMATION

#### **11.f. Declaration of Need for Fully Qualified Educators for 2018-19 (LCAP Goal: #1)**

**Order #61 - Motion Passed:** Passed with a motion by Ms. Laverne Villalobos and a second by Ms. Kathy Shiokari.

Yes Ms. Elizabeth Bredall  
Yes Ms. Andrea Gould  
Absent Mr. Jesse Levin  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Minutes:

Wendy Tukloff presented for approval The Declaration of Need for Fully Qualified Educators for 2018-2019, which is annually submitted to the Commission on Teacher Credentialing that allows for the flexibility, should unforeseen circumstances arise, to fill a teaching position with a teacher not fully credentialed.

The form contains a projected number of needed emergency permits and limited assignment permits for fully qualified educators across the identified categories.

Currently we have two special education and one history social science/Spanish elective



teaching positions open.

Quick Summary:

It is recommended that the Pacifica School District Board of Education Trustees approve the Declaration of Need for Fully Qualified Educators for 2018-19.ACTION

**11.g. Adoption of Resolution No. 2018-03-28-A Increase Maximum Borrowing TRAN (Tax and Revenue Anticipation Notes) (Goal: Operations)**

**Order #62 - 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  
Absent Mr. Jesse Levin  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Minutes:

Josie Peterson presented Resolution No. 2018-03-28-A Increase Maximum Borrowing TRAN (Tax and Revenue Anticipation Notes).

State and local governments, county offices of education, school districts and community colleges issue TRANs to supplement their General Fund cash reserves for the fiscal year and to act as a cushion for any temporary cash flow needs that may arise.

Quick Summary:

It is recommended that the Board of Trustees adopt Resolution No. 2018-03-28-A authorizing the borrowing of funds for 2018-2019 and the Issuance and Sale of 2018-2019 Tax and Revenue Anticipation Notes

ACTION

**11.h. Resolution No. 2018-03-28-B for "Autism Awareness Month" - (LCAP: Goal 3)**

**Order #63 - Motion Passed:** Passed with a motion by Ms. Kathy Shiokari and a second by Ms. Laverne Villalobos.

Yes Ms. Elizabeth Bredall  
Yes Ms. Andrea Gould  
Absent Mr. Jesse Levin  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Minutes:

Ray Avila presented Resolution No. 2018-03-28-B Autism Awareness Month.

Dr. Avila stated that all San Mateo County Boards have been asked to adopt a resolution endorsing the month of April as Autism Awareness Month.

Quick Summary:

It is recommended the Board of Trustees adopt Resolution No. 2018-03-28-B endorsing national "Autism Awareness Month".

ACTION

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

**12.a. December 2017 Manual Maintenance 0000, 1000, 4000 Series (First Reading)**

Minutes:

There were no changes or comments from the Board.

Quick Summary:

December 2017 Manual Maintenance 0000, 1000, 4000 Series FIRST READING Attachment A Board Policies Manual Maintenance Memorandum Attachment B BP 0420.4 Charter School Authorization Use CSBA Sample with Suggested Changes Attachment C AR 0420.4 Charter School Authorization Use CSBA Sample with Suggested Changes Attachment D BP 1325 Advertising and Promotion Use CSBA Sample with Changes Attachment E BP 4119.21, 4219.21, 4319.21 Professional Standards Use CSBA Sample With Suggested Changes Attachment F AR 4144, 4244, 4344 Complaints Use CSBA Sample With Suggested Changes Attachment G BP 4200 Classified Personnel Use CSBA Sample With Suggested Changes Attachment H AR 4200 Classified Personnel Use CSBA Sample With Changes

INFORMATION/DISCUSSION

**12.b. December 2017 Manual Maintenance 3000 series (First Reading)**

Minutes:

There were no changes or comments from the Board.

Quick Summary:

December 2017 Manual Maintenance 3000 Series First Reading(Attachment A) Board Memo CSBA December 2017 Manual Maintenance 3000 Series(Attachment B) BP 3100 Budget - Use CSBA Sample with Revisions(Attachment C) BP 3515 Firearms on School Grounds - Use CSBA Sample As Is(Attachment D) AR 3527 Facilities Inspection - Use CSBA Sample (No Current PSD Policy)

INFORMATION/DISCUSSION

**12.c. December 2017 Manual Maintenance 5000 Series (First Reading)**

Minutes:

There were no changes or comments from the Board.

Quick Summary:

December 2017 Manual Maintenance 5000 Series FIRST READING Attachment A - Board Memo For December 2017 Manual Maintenance Attachment B - BP 5144 - Discipline - Use CSBA Sample with Revisions Attachment C - BP 5144.1 - Suspension and Expulsion/Due Process - Use CSBA Sample with Revisions Attachment D - AR 5144.1 - Suspension and Expulsion/Due Process - Use CSBA Sample with Revisions

INFORMATION/DISCUSSION

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

Minutes:

Wendy Tukloff reviewed the Future Agenda. She asked that the April 3rd and April 24 meetings regarding the Superintendent Search be added to the Future Agenda.

**14. ADJOURNMENT - 8:45 P.M.**

Minutes:

Trustee Bredall announced that the Board will resume Closed Session and adjourned the Open Session meeting at 9:45 P.M.

Quick Summary:

NEXT MEETING: April 25, 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

---

Clerk

---

Superintendent