

**Pacifica School District**  
**Regular Meeting**  
April 25, 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  
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:

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 as listed on the agenda.

**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 Saint Ignatius College Preparatory, Under Negotiation: Price and terms of sale**

**4.b. Public Employee Discipline/Dismissal/Release/Complaint**

**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 7:04 P.M.

Trustee Shiokari led the flag salute.

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

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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 MINUTES of March 28, 2018 Regular Board Meeting**

**Order #62 - Motion Passed:** It is recommended that the Board approve the Minutes of the March 28, 2018 Regular Board Meeting.

Passed with a motion by Ms. Laverne Villalobos 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

## **8. APPROVAL OF THE MINUTES of April 3, 2018 Regular Board Meeting**

**Order #63 - Motion Passed:** It is recommended that the Board approve the Minutes of the April 3, 2018 Regular Board Meeting.

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

Quick Summary:  
ACTION

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

**Order #64 - Motion Passed:** It is recommended that the Board approve the agenda for the April 25, 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

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

#### **9.a. Agenda of the April 25, 2018 meeting**

Quick Summary:

It is recommended that the Board approve the agenda for the April 25, 2018 Regular meeting.

CONSENT/ACTION

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

Quick Summary:

It is recommended that the Board approve the attached commercial warrants for the period of 03/09/2018 through 04/03/2018 totaling \$700,698.64.

CONSENT/ACTION

#### **9.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

#### **9.d. Personnel Changes**

Quick Summary:

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

CONSENT/ACTION

#### **9.e. Agreement for Joint Use and Maintenance of Ingrid B. Lacy Field between the Pacifica School District and the Pacifica National Little League**

Quick Summary:

It is recommended that the Board approve the agreement between the Pacifica School District and the Pacifica National Little League for Joint Use and Maintenance of the Ingrid B. Lacy Middle School Field.

CONSENT/ACTION

#### **9.f. Memorandum of Understanding between the Regents of the University of California on behalf of its UC Cooperative for San Mateo 4H Farm at Linda Mar Educational Center**

Quick Summary:

It is recommended that the Board of Trustees approve the Memorandum of Understanding between the Pacifica School District and the Regents of the University of California, on behalf of its UC Cooperative for San Mateo, - 4 H Farm at Linda Mar Educational Center.

CONSENT/ACTION

#### **9.g. December 2017 Manual Maintenance 0000, 1000, 4000 Series (Second Reading)**

Quick Summary:

December 2017 Manual Maintenance 0000, 1000, 4000 Series SECOND 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  
CONSENT/ACTION

#### **9.h. December 2017 Manual Maintenance 3000 Series (Second Reading)**

Quick Summary:

December 2017 Manual Maintenance 3000 Series SECOND 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 3515.7 Firearms on School  
Grounds - Use CSBA Sample As Is(Attachment D) AR 3527 Facilities Inspection - Use CSBA  
Sample (No Current PSD Policy)CONSENT/ACTION

#### **9.i. December 2017 Manual Maintenance 5000 Series (Second Reading)**

Quick Summary:

December 2017 Manual Maintenance 5000 Series SECOND READING Attachment A -  
December 2017 Manual Maintenance Second Reading Memorandum Attachment B - BP  
5144 Discipline - Use CSBA Sample w-revisions Attachment C - BP 5144.1 Suspension and  
Expulsion Due Process - Use CSBA Sample w-revisions Attachment D - AR 5144.1 Suspension  
and Expulsion Due Process - Use CSBA Sample w-revisions CONSENT/ACTION

### **10. 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.

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

Minutes:

Nothing at this time.

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

Minutes:

Nothing at this time.

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

Minutes:

Sydney Tyler-Parker addressed the Board regarding ADEPT Testing for English Learner students.

Ms. Tyler-Parker shared with the Board her concern of time constraints on the teachers having to assess the students one-to-one while other students try to remain busy in the classroom.

Ms. Tyler-Parker asked the Board to try to find another way to support Sunset Ridge teachers in administering this test.

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

Minutes:

Wendy Tukloff congratulated and thanked Christy Novack, AEI Specialist, for signing up and being selected as Exploratorium teacher leader this summer.

She also congratulated the Special Education Department for compliance in the State audit (Performance Indicator Review).

Dr. Tukloff congratulated Michelle Schmidt who completed her 6 month probation period as School Assistant at Sunset Ridge.

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

Minutes:

Board members discussed events and activities they attended and participated in since their last Board meeting including: Library Advisory Committee Meeting; Meet and Greet celebrating librarians and staff; Pacifica/Daly City Democrats Club where Sue Beckmeyer gave a lovely endorsement on the General Obligation Bond Measure; Jefferson Union High School District College and Career Readiness meeting; EcoFest; Vallemar Craft Fair; Vallemar Open House; LCAP Meeting; Meeting to review and determine Superintendent finalists; History Curriculum Review; Read Aloud at Sunset Ridge.

Board comments: The Trustees appreciate the time everyone puts in to the LCAP; it was shared that a suggestion was made to help our teachers understand the process of transitioning our students on IEP's and 504's when they are transitioning to a mainstream model.

President Bredall shared the following statement: The Board of Trustees for the Pacifica School District have concluded the interview process for selection of Superintendent. The Board will take action on the selection of the Superintendent at the May 16 Board meeting pending contract development and a site visit. The Trustees would like to thank the interview committee for being a part of the Superintendent search process.

Dr. Tukloff shared that she participated in the Read Aloud at Sunset Ridge. She also had an opportunity to meet with Jo Boaler, a leading Mathematician from Stanford University, and read her book called Mathematical Mindsets.

Dr Tukloff attended the beautiful 40th year celebration for Dolores Rosales of Montessori School of Linda Mar.

## **11. 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.

### **11.a. Resolution No. 2018-04-25-A Day of the Teacher and Appreciation Week and Resolution No. 2018-04-25-B Classified School Employee Week (LCAP Goal: #1)**

**Order #65 - Motion Passed:** Passed with a motion by Mr. Jesse Levin and a second by Ms. Kathy Shiokari.

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. 2018-04-25-A Day of the Teacher and Appreciation Week as well as Resolution No. 2018-04-25-B Classified School Employee Week.

Trustee Bredall and Trustee Villalobos read the resolutions in their entirety to staff.

The Trustees shared their admiration and thanks for the hard work to staff and all they do for our students and the district.

Quick Summary:

It is recommended that the Pacifica School District Board of Education Trustees approve Resolution No. 2018-04-25-A Day of the Teacher and Appreciation Week and Resolution No. 2018-04-25-B Classified Employee Week.

**ACTION**

### **11.b. Wellness Committee Update - LCAP (Goal #3)**

**Order #66 - 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  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Minutes:

Ray Avila presented the updates from the Wellness Committee. The Wellness committee meets twice per year. The committee met November 9, 2017 and April 3, 2018.

Language was added under the "Requirement #1" section of the plan to address language that supports supplementing comprehensive sexual education instruction in the middle school classrooms with a focus on sexual harassment.

Language was also added to the "Requirement #2" section of the plan to address how school communities are informed of the appropriate fundraising items that are sold.

The committee also recommends using annual surveys to retrieve parent and student feedback in reference to the Wellness Plan. Language was added under the "Requirement #5" section of the plan to address this recommendation.

Discussion items included clarification whether professional development in the area of nutrition is done during professional development days and how parents will be encouraged in relation to physical activity. Dr. Avila responded that professional development is offered on both district professional development days as well as time with Food Services staff in regular meetings. As for encouraging physical activity, Dr. Avila responded that this will be done through school site communications and the school community at large.

Quick Summary:

It is recommended the Board of Trustees approve the suggested changes to the Pacifica School District Wellness Plan.

ACTION

**11.c. Facilities Update (LCAP Goal: Operations)**

Minutes:

Josie Peterson introduced John Hashizume, Facilities, Maintenance and Operations (FMO) Director. She mentioned this is John's third year in Pacifica School District.

Mr. Hashizume presented the Facilities Update. Key accomplishments of FMO and plans for the 2018-2019 school year, with regard to FMO, can be seen on the attached PowerPoint Presentation.

Discussion focused on the LED lighting at all schools; drop off/pick up safety at schools; and an update on an infestation that occurred at Sunset Ridge. The Trustees commended the district for jumping on the concern and being proactive regarding water testing, thanking John Hashizume and his staff.



Quick Summary:  
INFORMATION

**11.d. Approval of Contract with Brookwood Program Management LLC for Management and Advisory Services for Development of Workforce Housing at the Oddstad property (LCAP Goal: Operations)**

**Order #67 - 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:

Josie Peterson presented the contract with Brookwood Program Management and Advisory Services. This contract is for development of Workforce Housing at the Oddstad property site.

In February 2018 the Oddstad project subcommittee, in collaboration with Brookwood, evaluated responses to the Request For Qualifications in order to select developers to be invited to respond to a Request For Proposal (RFP).

Brookwood Program Management is skilled and experienced in managing the complexities of this bridging and has the contacts with the proper expertise to produce the necessary information to create a robust set of documents. These documents will be the basis of a well-defined RFP that will ensure the district receives strong responses from the three developers.

Ms. Peterson shared that it is exciting to be able to move on to this next phase.

Quick Summary:

It is recommended that the Board of Trustees approve contracting with Brookwood Program Management LLC for development management and advisory services related to the development of workforce housing at the Oddstad property. ACTION

**11.e. Job Share 2018-2019 (LCAP Goals:#1, #2, #3)**

**Order #68 - 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  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Minutes:

Will Lucey presented the Job Share recommendations for the 2018-2019 school year to the Board of Trustees.

Discussion centered on the process of determining Job Share's. Mr. Lucey explained the process that included a Job Share Committee who meets to ensure the job share is supportive of the students' educational experience.

Quick Summary:

It is recommended that the Board of Trustees approve the 2018-2019 Job Share recommendations as presented.

ACTION

**11.f. Job Description: Executive Director- Special Education, Human Resources, and Pupil Services (LCAP Goals: #1, #2, Operations)**

**Order #69 - 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  
No Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Minutes:

Wendy Tukloff presented an updated job description for Executive Director-Special Education, Human Resources, and Pupil Services, after discussion from previous Board meeting.

The Trustees shared appreciation of the redesign but concern of diluting the focus on special education.

Dr. Tukloff stated that the current staff administrators will work with the new staff administrators but understands the concern.

Quick Summary:

It is recommended that the Pacifica School District Board of Education Trustees approve the job description for Executive Director- Special Education, Human Resources, and Pupil Services.

ACTION

**11.g. Description of the Plan of Pacifica School District to Serve Expelled Students in Accordance with the Requirements of the CA Ed. Code (LCAP Goals: #1, #2, #3)**

Minutes:

Ray Avila shared that the California Department of Education (CDE) mandates the writing of the 2018 Countywide Plans for Provision of Education Services to Expelled Students. This plan is required from each district in San Mateo County. Pacifica School District has itemized the possible steps of how we would serve an expelled student and have included the various proactive measures our district implements and monitors to prevent an expulsion from occurring. Dr. Avila reviewed those measures in the description which is attached to this Board agenda item.

Discussion centered on option #5 in the plan description: Suspended enforcement of the expulsion and placement on the same campus as to whether it a viable option. Comments included how option 5 should be a possible option.

Dr. Avila addressed the comments stating that #5 is in the plan description as a last resort option. The district has not had to use that option in the last six years and have been able to use the alternatives mentioned in the plan. Additionally, emphasis on a positive school climate has been helpful. Option #4 is the most widely used option in the Pacifica School District with positive outcomes: Suspended enforcement of the expulsion and transfer to another school in the district.

Quick Summary:  
INFORMATION/DISCUSSION

**11.h. Resolution No. 2018-04-25-C Board Compensation for Missed Meeting (Goal: Governance)**

**Order #70 - 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  
Abstain Mr. Jesse Levin  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Minutes:

Wendy Tukloff presented Resolution 2018-04-25-C for Jesse Levin who was absent at the March 28, 2018 Board Meeting 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. 2018-04-25-C Board Compensation for Missed Meeting.

ACTION

**11.i. 3rd Quarter Report on Williams Uniform Complaints (LCAP Goal: Operations)**

Minutes:

Josie Peterson shared with the Board of Trustees that there were no Williams Uniform Complaints for the 3rd quarter.

Quick Summary:  
INFORMATION

**12. FUTURE AGENDA ITEMS - 8:30 P.M.**

Minutes:

The Future Agenda items were reviewed. Discussion to add the new Superintendent agenda item to the May 16, 2018 Regular Board meeting was mentioned.

**13. ADJOURNMENT - 8:35 P.M.**

Minutes:

Trustee Bredall adjourned the meeting at 8:25 P.M.

Quick Summary:

NEXT MEETING: May 16, 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