

**Pacifica School District  
Regular Meeting**  
February 07, 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:

The meeting was called to order at 6:00 P.M. by Trustee Bredall.

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 below.

**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. 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 Bredall reconvened to Open Session at 7:00 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 January 17, 2018**

**Order #52 - 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

Quick Summary:

It is recommended that the Board approve the Minutes of the January 17, 2018 Regular Meeting.

ACTION

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

**Order #53 - Motion Passed:** It is recommended that the Board approve the agenda for the February 7, 2018 meeting and all consent agenda items.

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

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 February 7, 2018 meeting**

Quick Summary:

It is recommended that the Board approve the agenda for the February 7, 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 12/13/2017 through 01/17/2018 totaling \$739,686.70.

CONSENT/ACTION

#### **8.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

#### **8.d. Overnight Field Trips**

Quick Summary:

It is recommended that the Board approve the following overnight field trips(s) as presented.

CONSENT/ACTION

#### **8.e. Personnel Changes**

Quick Summary:

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

CONSENT/ACTION

#### **8.f. Approval of Memorandum of Understanding-Pacifica School Volunteers**

Quick Summary:

It is recommended that the Governing Board approve the Memorandum of Understanding between the Pacifica School District and the Pacifica School Volunteers (PSV) to exchange services for the use of district facilities.

CONSENT/ACTION

#### **8.g. October 2017 Manual Maintenance - 5000 Series (Second Reading)**

Quick Summary:

October 2017 Manual Maintenance - 5000 Series Second Reading Attachment A - Board Policies Second Reading Memorandum Attachment B - BP 5113.1 CSBA Sample Use CSBA Sample As Is Attachment C - AR 5113.1 CSBA Sample Use CSBA Sample with revisions Attachment D - BP 5117 CSBA Sample Use CSBA Sample With Revisions Attachment E - AR 5117 CSBA Sample Use CSBA Sample With Revisions Attachment F - AR 5125.2 CSBA Sample Use CSBA Sample As Is Attachment G - BP 5131.6 CSBA Sample Use CSBA Sample With Revisions Attachment H - E 5131.63 Steroids - PSD Current - Delete per CSBA recommendation

#### **8.h. October 2017 Manual Maintenance - 6000 Series (Second Reading)**

Quick Summary:

It is recommended that the Board approve the October 2017 Manual Maintenance - 6000 Series SECOND READING(Attachment A) October 2017 Manual Maintenance - 6000 Series Board Memo(Attachment B) BP 6020 Parent Involvement Use CSBA Sample with Revisions(Attachment C) AR 6020 Parent Involvement Use CSBA Sample As Is(Attachment D) AR 6112 School Day. Use CSBA Sample with Revisions (Attachment E) BP 6153 School-Sponsor Trip. Use CSBA Sample with Revisions (Attachment F) BP 6170.1 Transitional Kindergarten Use CSBA Sample As Is (Attachment G) AR 6173.1 Education For Foster Youth Use CSBA Sample with Revisions(Attachment H) BP 6173.2 Education of Children of Military Families Use CSBA Sample As Is(Attachment I) AR 6173.2 Education of Children of Military Families Use CSBA Sample with Revisions

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:

LSEA and CSEA reported out together. Meghann Elsbernd, LSEA Representative shared that LSEA was not able to attend the January 31st Board Work Study, specifically mentioning the Superintendent Search item.

LSEA and CSEA shared that they would like to be included in the Superintendent Search process.

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

Minutes:

See agenda item 9.a. LSEA for minutes.

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

Minutes:

None.

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

Minutes:

None.

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

### **10. 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.

#### **10.a. Superintendent Search: Contract (Goal: Operations, Governance)**

**Order #54 - 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 shared that there were four applicants that applied for the Superintendent Search Contract. Dr. Tukloff thanked Trustees Laverne Villalobos and Kathy Shiokari for screening the applicants. Through this process, Ms. Villalobos and Ms. Shiokari chose two candidates to move forward to present at the January 31st Board Work Study. Those candidates presented their firms proposals at the February 15th Board Work Study.

At the Board Work Study it was determined to move forward with Leadership Associates and it is recommended that the Board approve moving forward to contract with Leadership Associates.

Eric Andrew, Consultant, Leadership Associates, and who will lead the search, shared the tentative timeline and process of the search.

Quick Summary:

It is recommended that the Board approve moving forward to contract with Leadership Associates for the Superintendent search.

ACTION

**10.b. Human Resources Assistant Job Description (Goal: Operations)**

**Order #55 - 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:

Wendy Tukloff presented the Human Resources Assistant Job Description. This job description is new and replaces the position of Personnel Specialist.

With the retirement of Lisa Kern, Food Services Supervisor, and the hiring of Lori Miller to replace Lisa, it was determined that the Personnel Specialist position would be changed to a 6 hour Human Resources Assistant position. The change of the position was to continue the realignment of the district office when the opportunity arises.

Dr. Tukloff thanked CSEA for working with the district office to modify the current job description.

Quick Summary:

It is recommended that the Board of Trustees approve the Human Resources Assistant Job Description as presented.

ACTION

#### **10.c. Educational Support Services Update (Goal: Governance)**

##### Minutes:

Wendy Tukloff presented the Educational Support Services update to the Board. Dr. Tukloff shared that the district is all green on the CA Dashboard, which is considered good performance. Overall, blue and green levels are both considered good performing levels for districts.

Dr. Tukloff focused on updates regarding Curriculum, Professional Development and Assessment.

The PowerPoint presentation is attached to this agenda item for review.

##### Quick Summary:

DISCUSSION

#### **10.d. Trustee Committee Assignments, 2018 (Goal: Governance)**

**Order #56 - 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  
Yes Mr. Jesse Levin  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

##### Minutes:

Wendy Tukloff recommended that the Board of Trustees add Pacifica Library Advisory to the Committee Assignments, 2018. Laverne Villalobos, who has served on this committee for years has decided to step down from this role. It was then determined that it should be added to Trustee Committee Assignments.

After Board discussion, it was determined that this committee would be added to the Committee Assignments, 2018 and Kathy Shiokari would take over this assignment for 2018.

##### Quick Summary:

It is recommended that the Board of Education Trustees add the Pacifica Library Advisory Council as a committee and select a representative to replace Trustee Villalobos. ACTION

#### **10.e. 2nd Quarter Report on Williams Uniform Complaints (LCAP GOAL: Operations)**

##### Minutes:

Josie Peterson shared that there were no Williams Uniform complaints in the 2nd Quarter.

##### Quick Summary:

INFORMATION

## 11. FUTURE AGENDA ITEMS - 8:10 P.M.

Minutes:

Dr. Tukloff reviewed the Future Agenda items.

## 12. ADJOURNMENT - 8:20 P.M.

Minutes:

Trustee Bredall adjourned the meeting at 8:07 P.M. to reconvene to Closed Session.

Quick Summary:

NEXT MEETING: March 7, 2018, 7:00 p.m., District Office, 375 Reina del Mar Avenue, Pacifica

Board Approved 3/7/2018 - S. Campos, Executive Assistant 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](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