

**Pacifica School District**  
**Regular Meeting**  
February 07, 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  
Jesse Levin  
Ms. Kathy Shiokari

Absent:

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 Shiokari.

Also present were Trustee Bredall, Trustee Gould, and Trustee Levin.  
Trustee Villalobos was absent.

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:

Trustee Shiokari announced Closed Session referring to items as listed below.

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

Minutes:

None

**4. CLOSED SESSION**

**4.a. Conference with Labor Negotiator**

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

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

**4.b. Conference with Legal Counsel - Anticipated Litigation**

4.b.1. Significant exposure to litigation pursuant to subdivision (d) (2) of Government Code Section 54956.9: One potential case

**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 7:05 P.M.

Flag Salute was led by Trustee Levin.

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

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

Minutes:

Trustee Shiokari 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 18, 2017 Regular Board Meeting**

**Order #7 - Motion Passed:** It is recommended that the Board approve the Minutes of the January 18, 2017 Regular Board Meeting.

Passed with a motion by Ms. Andrea Gould and a second by Jesse Levin.

Yes Ms. Elizabeth Bredall

Yes Ms. Andrea Gould

Yes Jesse Levin

Yes Ms. Kathy Shiokari

Absent Ms. Laverne Villalobos

Quick Summary:

ACTION

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

**Order #8 - Motion Passed:** It is recommended that the Board approve the agenda for the February 7, 2017 meeting and all consent agenda items.

Passed with a motion by Jesse Levin and a second by Ms. Elizabeth Bredall.

Yes Ms. Elizabeth Bredall  
Yes Ms. Andrea Gould  
Yes Jesse Levin  
Yes Ms. Kathy Shiokari  
Absent 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, 2017 meeting**

**Quick Summary:**

It is recommended that the Board approve the agenda for the February 7, 2017 Regular Board 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 12/16/2016 through 1/27/2017 totaling \$921,699.20.

**CONSENT/ACTION**

**8.c. Personnel Changes**

**Quick Summary:**

CONSENT/ACTION

**8.d. BP/AR 0450 Comprehensive Safety Plan (Second Reading)**

**Quick Summary:**

CONSENT/ACTION

**8.e. October 2016 Manual Maintenance 0000, 6000, 9000 Series (Second Reading)**

**Quick Summary:**

CONSENT

**8.f. October 2016 Manual Maintenance 4000, 5000 Series (Second Reading)**

Quick Summary:

October 2016 Manual Maintenance 4000, 5000 Series Second Reading(Attachment A) Board Memo October 2016 Manual Maintenance 4000, 5000 Series (Attachment B) BP 4151\_4251\_4351 Employee Compensation Use CSBA Sample As Is (Attachment B1) BP 4151\_4251\_4351 PSD Current (Attachment C) BP 4157.1\_4257.1\_4357.1 Work-Related Injuries PSD Current Recommend Delete (Attachment D) AR 4157.1\_4257.1\_4357.1 Work-Related Injuries Use CSBA Sample as revised (Attachment D1) AR 4157.1\_4257.1\_4357.1 PSD Current (Attachment E) AR 5125.3 Challenging Student Records Use CSBA Sample as revised(Attachment E1) AR 5125.3 PSD Current ACTION/CONSENT

**8.g. Approval of Permit Agreement with the Pacifica Chamber of Commerce**

Quick Summary:

CONSENT

**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:

Dahyana Otero, who teaches the Spanish World Language Program at Sunset Ridge School was introduced. Ms. Otero presented a PowerPoint outlining the program and its benefits of learning a second language at a young age. This first year of the program targets students Kindergarten through third grade and will expand next school year to Kindergarten through fifth grade.

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

Minutes:

None at this time.

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

Minutes:

Patrick Sayres, Executive Director of the Pacifica School Volunteers addressed the Board thanking Monica Lobao, Principal of Vallemar School, as well as the District Office staff for volunteering their time to read and support the Read Aloud Day at Vallemar School on February 3rd. He also mentioned that Sunset Ridge's Read Aloud Day is coming up on April 7th and all are invited to volunteer to read to the students.

On March 31st, Senior Exhibitions at Oceana High School will be presented. As a requirement for graduation, Seniors at Oceana High School work all year on a topic, chosen by the student, to present at the end of the year. Students present in front of a panel of volunteers who grade them on several components of the year long project.

Volunteers are needed for that day to listen and grade the presentations. Patrick mentioned training is available prior to

volunteering for this event.

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

Minutes:  
None

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

Minutes:

Board members discussed events and activities they attended and participated in since the last Board meeting including: Sunset Ridge Tamale Feed and Reading Night, Workforce Housing meetings, Pacifica Coalition regarding Earth Day, the All District Band Concert at Terra Nova High School for grades 6-12, Bingo Night at Cabrillo, DataZone Meeting, SMCSBA Dinner, January Jazz, Oddstad Meeting, "Screenagers" a movie shown at IBL, Ability Awareness Day at Ocean Shore, Sixth Grade Lottery, and Vallemar Read Aloud.

Dr. Tukloff shared in addition to attending many of the same events and activities, she mentioned how well rounded our programs are at our school sites ensuring that our students and families have these wonderful experiences.

Dr. Tukloff mentioned the changes that are happening with the LCAP (Local Control Accountability Plan) and the LCFF (Local Control Funding Formula) which now will be called the California School Dashboard. There will be more information to follow at future Board meetings including the budget. Governor Brown came out with the first January proposal and we will bring that information as well.

Dr. Tukloff also shared that Josie Peterson and John Hashizume have been working very hard on the Workforce Housing along with Kathy Shiokari and Elizabeth Bredall and our former Board member Matt Levie. We will be bringing more information as the project moves forward.

### **10. PRESENTATION - 7:20 P.M.**

#### **10.a. Report on Special Education Local Plan Area (SELPA) (Anjanette Pelletier, Senior Administrator)**

Minutes:

Natasha King, Program Development Coordinator, SELPA, presented on behalf of Anjanette Pelletier, who fell ill and was not able to present.

Ms. King presented information on SELPA (Special Education Local Plan Area). The presentation is attached to this agenda item.

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. 2017-2018 School Calendar (LCAP Goal: 3, Operations)**

**Order #9 - Motion Passed:**

Passed with a motion by Ms. Andrea Gould and a second by Jesse Levin.

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

**Minutes:**

Ray Avila presented 2 draft options of the 2017-2018 School Calendar. Both drafts are attached to this agenda item. It was noted that Draft C aligns with Jefferson Union High School District's Spring break.

Board Comments: A Board member noted that if Draft C isn't chosen it could create absenteeism, due to Draft D not having the Spring break aligned with the high school district. The Board was grateful for trying to get the calendars from both districts to match.

After discussion a vote was taken and passed in favor of Draft C.

**Quick Summary:**

It is recommended that the Board approve the School Calendar for the 2017-2018 School Year. ACTION

**11.b. 2016-2017 School Site and District Office Safety Plans - (LCAP Goal #1, Operations)**

**Order #10 - Motion Passed:** Passed with a motion by Ms. Elizabeth Bredall and a second by Ms. Andrea Gould.

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

**Minutes:**

The School Site and District Office Safety Plans were presented by John Hashizume, Director, Facilities, Maintenance, and Operations. The plans for each school site and the District Office are attached to this agenda item.

Board Comments: Questions were presented regarding how communications will be addressed. Mr. Hashizume reviewed the types of communication that are currently in place, but are looking in to other options as well. A question was brought up about current satellite phones and when they will be replaced. John Hashizume stated that the District is currently looking in to other satellite phone options, but in the

meantime the current satellite phones will remain in place. A question was also brought up asking how the District would get students to the shelter in place at Terra Nova High School. Mr. Hashizume responded by saying by car or walking.

**Quick Summary:**

It is recommended that the Board approve the School Site and District Office Safety/Emergency Plans as presented. ACTION

**11.c. Educational Support Services Update (LCAP Goals 1,2,3)**

**Quick Summary:**

INFORMATION

**11.d. Classified Lay-offs as a Result of Lack of Work and/or Lack of Funds Resolution No.2017-02-07-A (LCAP Goal #1; Operations)**

**Order #11 - Motion Passed:**

Passed with a motion by Ms. Andrea Gould and a second by Jesse Levin.

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

**Minutes:**

Ray Avila presented a resolution to the Board as stated in the attached Board memo regarding Classified Lay-offs as a Result of Lack of Work and/or Lack of Funds.

**Quick Summary:**

It is recommended that the Board approve Resolution No. 2017-02-07-A, a reduction in classified positions for lack of work and/or lack of funds effective January 20, 2017.ACTION

**11.e. Job Description: Executive Director, Integrated Services (LCAP Goal: #1; Operations)**

**Order #12 - Motion Passed:** It is recommended that the Pacifica School District Board of Trustees approve the Executive Director, Integrated Services job description.

Passed with a motion by Jesse Levin and a second by Ms. Elizabeth Bredall.

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

**Minutes:**

Wendy Tukloff presented the job description for Executive Director, Integrated Services. The job description is attached to this agenda item.

**Quick Summary:**

DISCUSSION/ACTION

**11.f. Job Description - Supervisor, Behavioral Program and Related Services (LCAP Goal #1; Operations)**

**Order #13 - Motion Passed:**

Passed with a motion by Ms. Elizabeth Bredall and a second by Ms. Andrea Gould.

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

**Minutes:**

Ray Avila presented the job description for Supervisor, Behavioral Program and Related Services. The job description is attached to this agenda item.

**Quick Summary:**

It is recommended that the Board approve the new job description for Supervisor, Behavioral Program and Related Services.ACTION

**11.g. Classified Management Salary Schedule REVISION (LCAP Goal #1; Operations)**

**Order #14 - Motion Passed:**

Passed with a motion by Ms. Andrea Gould and a second by Jesse Levin.

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

**Minutes:**

Ray Avila presented the revised Classified Management Salary Schedule. The revised schedule is attached to this agenda item.

**Quick Summary:**

It is recommended the Board approve the Classified Management Salary Schedule to become effective at the beginning of the 2017-2018 school year. ACTION

**11.h. 2nd Quarter Report on Williams Uniform Complaints (Goal: Operations)**

**Minutes:**

Josie Peterson reported that there were no complaints filed for 2nd Quarter.

**Quick Summary:**

INFORMATION

**11.i. Approval of Form J13A Request for Allowance of Emergency Conditions (Goal: Operations)**



**Order #15 - Motion Passed:**

Passed with a motion by Jesse Levin and a second by Ms. Elizabeth Bredall.

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

**Minutes:**

Josie Peterson presented this agenda item.

On January 9, 2017 severe storms caused a mud slide on Highway 1. The highway was partially closed and traffic re-routed causing traffic delays of up to 3 hours. Pacifica schools remained open, however there was a material decrease in attendance.

Approval of this request will allow the District to receive normal attendance credit for January 9, 2017.

**Quick Summary:**

It is recommended that the Board approve Form J-13A Request for Allowance of Attendance Because of Emergency Conditions.

DISCUSSION/ACTION

**11.j. Resolution No. 2017-02-07-B: Board Compensation for Missed Meeting (Goal: Governance)**

**Order #16 - Motion Passed:**

Passed with a motion by Ms. Andrea Gould and a second by Jesse Levin.

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

**Minutes:**

It is recommended that the Pacifica School District Board of Trustees approve Resolution No. 2017-02-07-B: Board Compensation for Missed Meeting as presented by Dr. Tukloff.

Resolution 2017-02-07-B is for Elizabeth Bredall who was absent at the January 18, 2017 Board Meeting due to illness.

**Quick Summary:**

It is recommended that the Pacifica School District Board of Trustees approve Resolution No. 2017-02-07-B: Board Compensation for Missed Meeting. ACTION

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

**12.a. December 2016 Special Release 3000 Series First Reading**

**Minutes:**

No changes were requested by the Board.

Quick Summary:

December 2016 Special Release 3000 Series FIRST READINGBP 3470 Debt Issuance and Management Use CSBA Sample with Revisions (New Mandated Policy, No Current PSD Policy) INFORMATION/DISCUSSION

**13. FUTURE AGENDA ITEMS - 8:35 P.M.**

Minutes:

Dr. Tukloff reviewed the Future Agenda as presented. CSBA Delegate Election was added to the March 8th, 2017 Board meeting.

**14. ADJOURNMENT - 8:40 P.M.**

Minutes:

The meeting was adjourned at 8:50 P.M.

Quick Summary:

NEXT MEETING: March 8, 2017, 7:00 p.m., District Office, 375 Reina del Mar Avenue, Pacifica

Minutes Approved: 3/8/2017 - S. Campos, Exec. Asst. 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