



Pacifica School District

375 Reina del Mar Avenue
Pacifica, CA 94044
www.pacificasd.org

BOARD OF TRUSTEES MEETING

March 15, 2006

MINUTES

BOARD MEMBERS PRESENT

Ms. Joan Weideman, President
Mr. Avram Frankel
Ms. Betsy Massie
Ms. Connie Menefee
Mr. Mike O'Neill

STAFF MEMBERS PRESENT

Mr. Jim Lianides, Superintendent
Ms. Susan Vickrey, Assistant Superintendent, Educational Support Services
Ms. Josie Peterson, Chief Business Official
Ms. Lou Sian, Board Scribe

1. OPEN SESSION – CALL TO ORDER

Board President Joan Weideman called the meeting to order at 6:17 p.m., stating that Trustees Betsy Massie, Connie Menefee, and Mike O'Neill were present. Superintendent Jim Lianides, Assistant Superintendent Susan Vickrey, and Chief Business Official Josie Peterson were also present. Ms. Weideman adjourned the meeting to Closed Session to conference with the Real Property Negotiator and the Labor Negotiator.

2. CLOSED SESSION

- (a) Conference with Real Property Negotiator (Government Code § 54956.8)

Property: Westview
Negotiator: Harold Freiman, Lozano Smith
Under Negotiation: Terms of Sale Agreement

- (b) Conference with Labor Negotiator

Agency Negotiator: James Lianides, Superintendent
Employee Organizations: CSEA, LSEA
(California School Employee Association, Chapter 128)
(Laguna Salada Education Association)

3. OPEN SESSION - FLAG SALUTE AND ROLL CALL

Ms. Weideman called the meeting to order at 7:30 p.m., stating that the Board met in Closed Session to conference with the Real Property Negotiator and the Labor Negotiator, and that the Board took no action regarding these items.

4. APPROVAL OF THE MINUTES

It was moved by Ms. Massie and seconded by Mr. O'Neill that the Board approve the Minutes of the February 1, 2006 Regular Board Meetings.

Roll Call:

Ayes: Massie, Menefee, O'Neill, Weideman

Noes: None

Abstain: Frankel

MOTION PASSED: 4-0-1

It was moved by Mr. Frankel and seconded by Mr. O'Neill that the Board approve the Minutes of the February 22, 2006 Regular Board Meetings with the following changes:

~page 2: Insert 'Agreement for Joint Use and Maintenance of Cabrillo School Field' for item 5e which item was removed from the Agenda.

~page 3: Remove item 5e, Agreement for Joint Use and Maintenance of Cabrillo School Field.

~page 6: delete 'volunteer and parent' from paragraph 1.

Roll Call:

Ayes: Frankel, O'Neill, Weideman

Noes: None

Abstain: Massie, Menefee

MOTION PASSED: 3-0-2

5. APPROVAL OF THE AGENDA AND CONSENT AGENDA

It was moved by Ms. Massie and seconded by Ms. Menefee that the Board approve the agenda for the March 15, 2006 meeting and all consent agenda items except item 5e, Agreement for Joint Use and Maintenance of Cabrillo School Field, which was removed from this section.

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.

(a) Agenda of the March 15, 2006 meeting

(b) Consideration of Acceptance of Warrants

It is recommended that the Board approve the attached commercial warrants for the period of 2/8/06 through 3/2/06 totaling \$390,244.87.

(c) Personnel

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

1) Management:

2) Certificated:

- a. Employment of Shelley McDonald, Classroom Teacher, Certificated Salary Schedule \$14,983.85, A/O-II \$39,996 @ 70/184 days, Ortega Elementary School, effective March 3, 2006.
- b. Employment of Tara Ciardella, Permanent Adaptive Physical Education Teacher, Certificated Salary Schedule \$48,408, H/7-IV, District Office, effective August 23, 2006.
- c. Rehire Molly Sheriff, Substitute Teacher with a Standard Teaching Credential, District Office, effective February 27, 2006.
- d. Employment of Aaron Kumlin, Substitute Teacher with an Emergency 30-Day Substitute Permit, District Office, effective February 17, 2006.
- e. Employment of Victoria Ngo, Substitute Teacher with a Preliminary Multiple Subject Teaching Credential, District Office, effective February 21, 2006.
- f. Employment of Misty Edgmon, Substitute Teacher with a Preliminary Multiple Subject Teaching Credential, District Office, effective March 6, 2006.
- g. Resignation of Michelle Zuromski, Classroom Teacher, Sunset Ridge School, effective February 17, 2006.
- h. Resignation of the following Substitute Teachers, District Office, effective February 13, 2006:

David Pretre
Susan Mocklin

- 3) Classified:
- a. Employment of Danny Kha, Classified Substitute Custodian, Classified Salary Schedule B, Step C for Appropriate Substitute Custodian Range, effective February 21, 2006.
 - b. Employment of Betty O'Driscoll, Classified Substitute, Classified Salary Schedule B, Step A for Appropriate Position Range, District Office, effective February 17, 2006.
 - c. Employment of Janice Miller, Classified Substitute, Classified Salary Schedule B, Step A for Appropriate Position Range, District Office, effective February 21, 2006.
 - d. Employment of Robert Maschmeier, Classified Substitute, Classified Salary Schedule B, Step A for Appropriate Position Range, District Office, effective March 6, 2006.
 - e. Employment of Robert Becker, Classified Substitute Custodian, Classified Salary Schedule B, Step C for Appropriate Substitute Custodian Range, effect March 3, 2006.
 - f. Resignation of the following Classified Substitutes, District Office, effective February 13, 2006:
 - Erika Beal
 - Timothy Brand
 - Lacy Slattery
 - Rebecca Metling

(d) Service and Consultant Contracts

It is recommended that the Board approve the Service and Consultant contracts as presented by staff.

Consultants/Contractors	Dollar Amount	Term of Contract
1. ABC Fence Company Pacifica, CA 94044	\$2,285.00	February 16, 2006 through March 16, 2006
District:	Install approximately 180 of green vinyl coated chain link fence fabric. 8 gauge dismantle remove and haul away existing 11 gauge chain link fence fabric.	
Contract #:	001540	
Fund/Site:	Building Fund/Ingrid B. Lacy	
Budget Account Code:		21-4011-0-0000-8500-6200-002-0830
2. ABC Fence Company Pacifica, CA 94044	\$885.00	February 17, 2006 through March 17, 2006
District:	Install approximately 30' of 6' high chain link fence. 2 1/2" end posts, 2" line posts set 2' in concrete. 1 5/8" top rail, 7 gauge spring steel tension wire, 9 gauge chain link fabric. All dipped galvanized structural steel.	
Contract #:	001542	
Fund/Site:	Building Fund/Ingrid B. Lacy	
Budget Account Code:		21-4011-0-0000-8500-6200-002-0830
3. ABC Fence Company Pacifica, CA 94044	\$2,285.00	February 17, 2006 through March 17, 2006
District:	Install approximately 58' of new 4' high green vinyl coated chain link fence. Relocate 93' x 4' single slide gate. 2 1/2" end posts, 2" line posts set 2' in concrete. 1 5/8" top rail, 7 gauge spring steel tension wire, 9 gauge chain line fabric. All hot dipped galvanized structural steel.	
Contract #:	001545	

Fund/Site: Building Fund/Sunset Ridge

Budget Account Code: 21-9011-0-0000-8500-6200-007-0850

4. Mark Zotman \$75.00 per hour
Walnut Creek, CA 94596

District: Provide high level maintenance on files servers, email, and backup systems on emergency basis.

Contract #: 000979

Fund/Site: General Fund/District Office

Budget Account Code: 01-9010-0-1110-2420-5827-026-0642

5. Excelsior Roofing Company \$3,000.00 February 16, 2006
San Francisco, CA 94124 through March 16,
2006

District: a) **Cabrillo School:** Repair area of two leaks that are at the lower flat roof level, one leak at left

side and four leaks at the rear middle. -- \$1,500

b) **Ortega School:** Repair area of three leaks at the middle flat roof section one at the front wall, one at the front right wall and one at the rear right wall. - \$1,500

Contract #: 001541

Fund/Site: Deferred Maintenance/Cabrillo & Ortega

Budget Account Code: 14-6205-0-0000-8100-5838-001-0815 (Cabrillo)

14-6205-0-0000-8100-5838-006-0815 (Ortega)

6. Bay Alarm \$908.00 February 21, 2006
Burlingame, CA 94010 through March 21, 2006

District: a) Bay Alarm to remove from programming: One keypad – Gym, one motion detector – Gym door

contacts Gym (Bay Alarm to leave balance of system as is per previous agreements --

b) Bay Alarm to install: One control panel – Utility Room -- Gym, one interior siren. Bay Alarm to connect 11 Gym door contacts, one large motion detector, one keypad – Gym – \$698

c) Bay Alarm to program panel for Integranet Plus Internet feature - \$97.00 per month (to be charged on separate monthly invoice.

Contract #: 001543

Fund/Site: Building Fund/Ingrid B. Lacy

Budget Account Code: 21-9011-0-0000-8500-6200-002-0830

7. Pacific Coast Tree Service, Inc. \$1,150.00 February 17, 2006
Pacifica, CA 94044 through March 17, 2006

District: Three pine removals – this bid includes brush grinding, clean-up, hauling all wood and dump fees.

Contract #: 001544

Fund/Site: General Fund/Plant Maintenance

Budget Account Code: 01-8150-0-000-8100-5838-027-0651

8. Gridline Masonry \$2,169.00 February 22, 2006
Pacifica, CA 94044 through March 22, 2006

District: Repair damaged corner brick trash enclosure. – Labor - \$2,006 and Materials -- \$163.

Contract #: 001546

Fund/Site: General Fund/Sunset Ridge

Budget Account Code: 01-0000-0-0000-7200-5600-026-0640

9. Pacific Coast Tree Service, Inc. \$3,200.00 March 6, 2006
Pacifica, CA 94044 through April 6, 2006

District: Cabrillo School – North Hillside -- Safety trim twenty-eight cypress trees and raise limbs on walkway, driveway and playground area to a height approximately six to eight feet from ground level. Pollard/reduce ten myoporum and two acacia trees by approximately 40-50% from sides. This bid includes: brush grinding, clean-up, hauling all wood and dump fees.

Contract #: 001547

Fund/Site: General Fund/Plant Maintenance

Budget Account Code: 01-8150-0-000-8100-5838-027-0651

10. Pacific Coast Tree Service, Inc. \$650.00 March 6, 2006
Pacifica, CA 94044 through April 6, 2006

District: Cabrillo School – South End Parking Lot – Safety trim large cypress limbs overhanging neighboring property from two cypress trees. This bid includes: brush grinding, clean-up, hauling all wood and dump fees. Work will be performed from an aerial truck to help ensure uniform balance and shape.

Contract #: 001548

Fund/Site: General Fund/Plant Maintenance

Budget Account Code: 01-8150-0-000-8100-5838-027-0651

11. ABC Fence Company \$6,485.00 March 7, 2006
Pacifica, CA 94044 through April 7, 2006

District: Install approximately 300' of 4' high green vinyl coated chain link fence. 2 ½" end posts, line posts set 2' in concrete. 1 5/8" top rail, 7 gauge spring steel tension wire, 9 gauge chain fabric. All hot dipped galvanized structural steel.

Contract #: 001549

Fund/Site: Building Fund/Cabrillo

Budget Account Code: 21-9011-0-0000-8500-6200-001-0830

12. Go Native Nursery, LLC \$14,500.00 March 7, 2006
Montara, CA 94037 through April 7, 2006

District: Landscaping Improvements for Ingrid B. Lacy Middle School. The project cost includes all expertise, equipment, materials, and labor to complete the project.

Contract #: 001550

Fund/Site: Building Fund/Ingrid B. Lacy

Budget Account Code: 21-9011-0-0000-8500-6200-002-0830

(e) ~~Agreement for Joint Use and Maintenance of Cabrillo School Field~~ — **REMOVED from CONSENT**

~~*It is recommended that the Board approve the agreement between the Pacifica School District and the Pacifica Girls Softball League for Joint Use and Maintenance of the Cabrillo School Field.*~~

(f) Notice of Exemption for Ortega School Phase 2

It is recommended that the Governing Board approve the filing of a Notice of Exemption with the County and State for the upcoming Ortega Phase 2 construction project.

(g) Authorization for Summer School

It is recommended that the Board approve: (1) an Extended School Year (ESY) Program for Special

Education, and (2) a site based summer tutoring program for Summer 2006.

(h) Board Bylaws, Policies and Administrative Regulations

(1) BP 6142.91 Reading/Language Arts Instruction

It is recommended that the Board adopt CSBA Sample with revisions

(2) BP 6161.2 Damaged or Lost Instructional Materials

It is recommended that the Board adopt CSBA Sample as proposed

(3) BP 6163.1 Library Media Centers

It is recommended that the Board adopt CSBA Sample with revisions

(4) AR 6173 Education for Homeless Children

It is recommended that the Board adopt CSBA Sample with revisions

Roll Call:

Ayes: Frankel, Massie, Menefee, O'Neill, Weideman

Noes: None

MOTION PASSED: 5-0

(e) Agreement for Joint Use and Maintenance of Cabrillo School Field.

It was moved by Ms. Massie and seconded by Mr. Frankel that the Board approve the agreement between the Pacifica School District and the Pacifica Girls Softball League for Joint Use and Maintenance of the Cabrillo School Field.

Roll Call:

Ayes: Frankel, Massie, Menefee, Weideman

Noes: None

Abstain: O'Neill

MOTION PASSED: 4-0-1

6. COMMUNICATIONS

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.

(a) LSEA (Laguna Salada Education Association) – *None*

(b) CSEA (Classified School Employees Association) – *None*

(c) People Wishing to Address the Board –

Mr. Ron Ash, a parent of a student in the District, stated that he was shocked and disappointed with the reassignment of Ms. Karen Warner, Principal on Special Assignment. Ms. Warner was an asset in creating his child's Individual Education Plan, and he did not receive notification that she would be reassigned nor given information about what to expect in the future for the special education program.

Ms. Ginger Jones stated that she was dismayed at Ms. Warner's reassignment. She acknowledged Ms. Warner's contributions to the special education program and her son's education. She was disappointed that she was not informed of the change which seemed abrupt. She would like information from the District regarding the special education program now that Ms. Warner has been reassigned. She acknowledged the scope and the challenge the District faced in meeting the needs of the children. She urged the District to harness the energy and expertise of the families of students with special needs to both re-invigorate the special education parent advisory committee and to tap into the community to develop the Strategic Plan as it pertains to special education.

Ms. Pat Marquez informed the Board that Dr. Michele Garside has been nominated as a woman of achievement. Each year, the Commission on the Status of Women and the San Mateo County Board of Supervisors holds a

dinner to bestow this prestigious award to women in the county. Ms. Marquez invited the public to attend the awards dinner to honor Dr. Garside, former superintendent of the Pacifica School District.

Ms. Weideman thanked the speakers and explained that the Board was constrained by the Brown Act from responding to items that are not on the agenda. She invited the public to remain at the meeting to hear the special education items that are in the District Business portion of the agenda.

(d) Correspondence –

- 1) A letter containing a check from the Noyce Foundation in the amount of \$30,000 in support of professional development in mathematics.
- 2) Ms. Pilar Schneider presented a check in the amount of \$129,220.00 from the Rob Schneider Music Foundation. She stated that Mr. Schneider sent his love to the students and the parents in the Pacifica School District. She stated that next year is the Foundation's 10th year in operation. Ms. Weideman stated that the Foundation's contributions have invigorated the band program in the District and at Terra Nova High School. Mr. Lianides stated that well over 100 students at Ingrid B. Lacy Middle School, 80 students at Vallemar School, and 60 students at both Ocean Shore and Cabrillo schools participate in the band program. Two weeks ago, the District and Terra Nova High School performed a successful, combined schools band concert. The real strength in the Foundation's program is to see students continue in music programs in high school after graduating from the District. Mr. O'Neill stated that the District has marching bands, a concert band and a drum line. Last year, they marched in the St. Patrick's Day Parade and have been invited back for this year's parade. In addition, they have been invited to perform in the parade commemorating the 100th anniversary of the 1906 earthquake. Mr. Frankel thanked the Rob Schneider Music Foundation for their commitment of 10 years to the Pacifica School District.

(e) Board/Superintendent Communications

Mr. Frankel attended Read Aloud Day at Ortega School.

Mr. O'Neill attended the District/City of Pacifica joint meeting; and a well-attended band concert at Sunset Ridge School. Students from Vallemar and Cabrillo schools and Terra Nova High School were also in the performance.

Ms. Menefee attended Read Aloud Day at Ortega School.

Ms. Weideman invited the audience to Pacifica School Volunteers' Book Sale at Starbuck's in Linda Mar on Saturday. The San Mateo County Grand Jury is requesting volunteers to serve on the grand jury.

Mr. Lianides stated that Principal for the Day across the District went well. He met Cabrillo School's Principal for the Day Ron Galatolo, who is the chancellor of San Mateo County Community College District. Mr. Lianides observed a dress rehearsal of Romeo and Juliet. The performances were outstanding and the sets were a tribute to the arts program at Cabrillo School.

(f) Board Committee Reports – based upon written reports – None

7. PRESENTATIONS

(a) Curriculum Display: Ingrid B. Lacy Middle School

Ingrid B. Lacy Middle School Principal Kitty Mindel stated that the curriculum display in the Board Room was an exhibit of a typical IBL student's day. The advisory program was begun with the opening of IBL four years ago. Each week, students throughout the school cover the same theme and material which include surveys, interactive conversations and other activities. At the end of the focus unit, the students select a student from their homeroom who best represents the theme. In math, students learn a more critical thinking, problem solving approach. IBL is a project-based school. It allows students at different ability levels to explore the same theme. In social studies, the 6th graders are mummifying teddy bears. IBL students are learning to read in subject areas such as math and science through WestEd's Strategic Literacy Initiative. IBL fosters student connections through sports games and other

community-oriented events. The Advancement Via Individual Determination, AVID, program targets students who are in the middle academically and who have strong motivation to achieve. They receive mentoring and tutoring in various subjects. They apply to the program as an elective, and prepare themselves to attend a 4-year college program. Approximately, 90 eighth graders are participating in careers study. IBL's music program has garnered a number of trophies throughout the region. Ms. Mindel invited the audience to attend Ingrid B. Lacy Middle School's Open House on March 30. She thanked and acknowledged Ms. Linda Tabor, Ms. Mary O'Neill (sp?), and Ms. Lori Dinneweth for creating the curriculum display.

8. DISTRICT BUSINESS

(a) Leap Frog Grant – Information

Ms. Vickrey stated that last year, Ms. Rita Garcia and Ms. Linda Corwin acquired a Masonic grant to purchase interactive, multi-sensory device for Ortega School students in the special education program. Ms. Corwin demonstrated the Leap Frog system which is aligned with California State Standards and designed specifically for special education students. The system uses a microprocessor in a pen which is applied to pages of a book. Students wear headphones and listen to a voice read lines of text or specific words that they select with the pen. Each time items are selected by an individual, the information is recorded and accumulated. The teacher can access the information in a report that helps to track the student's progress in reading. There are 12 units in the classroom and one port used by the teacher. The Board thanked the Masonic lodges who provided the funding to purchase the learning system. They presented Certificates of Appreciation to representatives of the Delmar Chapter No. 604 Order of the Eastern Star, the San Francisco Masonic Lodge No. 120, and the Golden Gate Speranza (sp.?) Lodge No. 30.

(b) Job Description: Special Education Administrator – First Reading

Mr. Lianides stated that over the past several years special education has experienced a growth of services, personnel and training. Children who were taught by the San Mateo County Office of Education program have been brought back to the District for instruction. Historically, administration of special education has consisted of a half-time assignment under the director of Human Resources. At the time, given the scope of the program in the District, a half-time assignment was adequate. This year, a new position, Principal on Special Assignment, had been created to focus more on special education, and to perform numerous other duties such as assume responsibility for categorical programs, student services, monitoring enrollment, personnel duties, and site administration of Linda Mar Educational Center. Thus, the current position was ideal for a person with a principal's background because of the broad scope of duties. One of the duties, the administration of the Title 1 program, was eliminated because of the unexpected loss of federal funding this year. In the course of anticipating the future direction of special education as it pertains to the District – the goal of which is to provide a highly-effective, highly-integrative program of well-trained staff throughout the District – it became apparent that a full-time administrator of special education, with no other adjunct duties, was needed. Also, such person would require a credential and/or an advance degree in special education to have the instructional background and knowledge base to provide leadership and ensure an effective program for students, as well as provide compliance with legal requirements which have become increasingly complex and costly. The new position reflects a goal in the District of moving more and more special education students into the regular classroom. The non-education, special education duties of the current position of Principal on Special Assignment will be reassigned internally in the District Office. This is a First Reading of this job description and will be brought back at the next Board meeting for a Second Reading. Pertinent documents pertaining to the position may be accessed on the District's Web

site under Parent Resources. After adoption by the Board, the District will advertise the position both inside and outside of the District to attract the greatest range of qualified candidates. A representative panel of staff and parents will be created for the interview process and to recommend finalists to Cabinet for the ultimate selection of the position.

Ms. Massie thanked the parents who spoke during Communications. Because of the Brown Act, the Board could not address their comments. The fact that the Principal on Special Assignment position will be expanded to a full-time position and the emphasis of finding a specialist in special education is a major shift in the District Office position. It reflects a change in the area of special education which is complex in terms of services and legal requirements. The search for qualified candidates will be an open process with parents involved in the search.

Ms. Menefee stated that if people have read the coverage in the San Francisco Chronicle about the special education crisis in the state and county, they may see that much of the work will be preventative. The District wants to serve the students in the best and most-effective ways while avoiding potential legal hazards in the future.

People Wishing to Address the Board:

Mr. Ron Ash, a parent of a Pacifica School District student, asked the reason for the change in the current administrator rather than at the end of the school year. Some of the services for his child have stopped, and he would like them to resume. If he had been notified of the change in advance than he would not have been "soured" by it. Mr. Lianides stated that the new position is not effective until next year.

Ms. Weideman cautioned that the District could not discuss personnel issues. Ms. Massie gave a historical perspective of special assignment positions. She stated that in the past, the Board has assigned principals and teachers on leave in special assignment positions to provide insight into the scope of a particular issue. In creating the former, impermanent position, the District has known for some time that there was a need in administering the special education program; however, the Board did not know the scope of the job that was needed.

Mr. Frankel stated that he is keenly aware and concerned that the change seemed abrupt to parents. He stated that he is sensitive to things that have happened in terms of schedule and time of year, but it is a personnel issue that cannot be discussed outside of Closed Session. State law regulates so much of what occurs in Closed Session, but special education has been on the Board agenda for many of its meetings. It is probably the number one issue for the District. The Board is grappling with the costs of special education, which has been the single most significant incursion into the budget for the past three years, and the desire and objective of providing better services than in the past. That includes services such as the Individual Education Plan process, as well as many other services which include establishing Linda Mar Educational Center.

Ms. Vickrey stated that when information becomes available regarding the new position, a Special Education Parent Advisory Committee meeting could be held sooner than the regularly scheduled meeting in May.

(c) Update on County Special Education Costs – Information

Mr. Lianides stated that last December the San Mateo County Office of Education surprised the District

with information that it had miscalculated the cost of educating the District's special education students. The District was informed that the cost for the year would increase by \$400,000 which imploded the balance budget that was achieved in the First Interim. On February 27, 2006, the County notified the District that they are raising their rates for services, retroactive to July 2005. It impacted the District by another \$120,000. The San Mateo County Board of Education voted to allot \$1.6 million to address the cost countywide, which they claim would cover 60 percent of the increase. But, it does not. It would cover approximately 25 percent of the District's cost. The District has 27 students who are in special day classes across the county. Other services called D.I.S. services such as adaptive physical education and audiology increased significantly. Seventeen students receive adaptive services. The cost increased from \$3,685 to \$4,775 per student. By hiring an employee to provide adaptive PE services to District students, as well as students from other districts, would improve services for the students and reduce costs to the District. The cost of speech increased from approximately \$3,000 to \$4,000 or almost 25 percent. As students are brought back to their home districts from the county, the infrastructure at the county level has not changed. A lesser number of students must cover the same amount of expense at the county. Mr. Lianides is concerned that this latest increase may not be the last from the county this year.

Mr. O'Neill stated that parents are advocates for their child, but the District is responsible for the education of 3,200 students in Pacifica. Currently, special education is approximately 12 percent of the District's budget. The emphasis is on trying to provide the highest quality program at the lowest cost to the District so that every student gets a good education.

Mr. Frankel asked about the County's miscount of District's students in the county program. Mr. Lianides stated that the District absorbed a net of \$330,000 last December. The District discovered that one student was errantly counted who was actually a county student. The latest charge in county costs is not related to miscounts, but the county's attempts to cover their costs.

Ms. Massie stated that in creating the Principal on Special Assignment position, the issues were two-fold: financial and comparable, if not better, services than what the county could provide the District. The Board heard from Ms. Warner's presentation that at the local level, the services could be done better than what was being received. For example, aides could be uniformly trained and a variety of ways that services could be shared. Although, the issues are financial, a full-time position is needed to find creative solutions and opportunities in which to provide special education.

Mr. Lianides stated that a whole level of types of services will evolve that the District would provide internally which would continue to enlarge. Also, a level of services that would be provided by a North County consortium of several school districts including PSD and South San Francisco where a larger pool of students and districts could offer classes effectively. Ultimately there would be a role for the county to effectively provide certain types of classes countywide.

Ms. Menefee stated that it saves on transportation costs and the burdensome commute of a young child. She asked how the county's agreement to absorb ½ the cost of the increase translate into 25 percent. Mr. Lianides stated that the county used the December count that was slightly higher because of the student who was errantly designated as the District's student. Then, they compared December's count with January's and found that the allotment was 50 percent. But this was not correct.

- (d) Certification of the Second Interim Financial Report for 2005-06 and Adoption of **Resolution # 2006-03-15-A** incorporating Budget Revenue and Expenditure Increase/Decrease

It was moved by Ms. Massie and seconded by Mr. O'Neill that the Board approve the Positive Certification of the 2005-06 Second Interim Financial Report for the period July 1, 2005

through January 31, 2006 (Form CI) and authorize its filing with the County Superintendent of Schools.

It was further moved that the Board adopt **Resolution #2006-03-15-A** incorporating revenue and expenditure increases/decreases for the District's various funds.

Ms. Peterson stated that the Second Interim Financial Report reflected the District's financial condition from July 1 to January 31, 2006. It projected how the District will end the year as of June 30 and for the next two years. The report reflected a positive certification. The District will meet its financial obligations this year and for the next two years. Given the most recent information received from the county and state as of March 2006, the report reflected a current deficit of \$345,000. But the District will have an ending fund balance of \$700,000 and will meet the 3-percent reserve as of the end of the year. Based on current information in the Governor's budget which may change in the May Revise, the multi-year projection reflected a declining enrollment of approximately 20 students for 2006 – 2007. It also reflected a COLA of 5.18 percent with a deficit reduction of .593 percent, and a total COLA of 5.7 percent. The District is projecting revenue from some equalization monies from the state, some certificated retirements, and the remaining savings from the District Reorganization. Next year, \$225,000 will need to be transferred from reserves or Fund 17. At the end of 2007 – 2008, the District will have met its 3 percent reserve and Fund 17 will have been fully spent by 2007-2008. These are projections based on current information from the Governor's budget. As the Governor's budget changes and things change in the District, these figures are also subject to change.

Ms. Weideman asked if the \$340,000 deficit included the \$120,000 that was discussed earlier in the meeting. Ms. Peterson affirmed. Ms. Weideman recommended further budget discussions as a future agenda item.

Roll Call:

Ayes: Frankel, Massie, Menefee, O'Neill, Weideman

Noes: None

MOTION PASSED: 5-0

(e) Sixth Grade Lottery Report - Information

Ms. Vickrey stated that when children enroll for kindergarten and go through the lottery, a waitlist is established and in place through the 5th grade. At the end of the 5th grade, the waitlist ends. Some parents with children in K-5 schools would like their children to go to a K-8 school or some parents with children in K-8 schools may wish for them to attend Ingrid B. Lacy Middle School. If there are more students than can be accommodated at a particular school, a lottery is held every February before the start of 6th grade. This year, 22 students in K-5 schools who would have gone to Ingrid B. Lacy Middle School requested to go to a K-8 school. Sixteen Cabrillo School students, two Ocean Shore School students, two Vallemar School student and eight home school students requested to switch in the 6th grade from their normal placement to a different school. Every child who requested Ingrid B. Lacy Middle School was accommodated. All of the other spots at K-8 schools were filled, but not everyone could be accommodated. There is a waitlist of four at Cabrillo School, of two at Ocean Shore, and three at Vallemar School. Most of them will be at Ingrid B Lacy Middle School until a slot opens up for them.

(f) Facilities Update/Post Modernization Plan – Information/Discussion

Ortega Phase II – is rapidly approaching. The bid opening date is April 26, and contractors are being pre-qualified. Eight contractors have requested pre-qualification packets so far. The architects were concerned that there might be an escalation of construction costs due to rebuilding areas hit by

Hurricane Katrina, but unfortunately for people in the disaster area, rebuilding has not begun. Elsewhere in the country, construction costs remain stable and the District is hoping to get a competitive bid. Mr. Lianides, the architects and Principal James Rogers have met at the site and agree that the issue of access for construction activities and equipment have to be addressed. This will be the District's first project after years of successful modernization projects in which construction will occur during school. The construction area is at the back of the school where the old physical education portables were located. The safest way would be to access the area via Lerida and add fencing and an eight-foot-wide gravel pathway to keep trucks and workers separate from students. Afterwards, the sports field would need some rehabilitation. The main backstop for little league and the main soccer field will be fine, but the peripheral areas would need to be reseeded when construction is complete.

Ocean Shore School - The contractor has an appointment with DSA for the covered walkway. The architects will accompany the contractor to the meeting and immediately answer any questions that might arise. Construction will commence shortly afterwards. All items not in question have been ordered by the contractor. Hopefully, by mid- or late April the construction will be completed.

Ingrid B. Lacy Middle School – native plants are being installed.

Solar energy – costs will be approximately \$700,000 to \$800,000 after rebates. This would be a system that would bring energy costs at Ortega School down to zero. Typically, the school has a \$35,000 per year electrical bill. The projections are based on a 6 percent annual rate of increase of electrical costs. The site gets the most solar exposure in the District, though the buildings are not perfectly orientated for solar energy. They face west. The ideal is to face south for maximum direct sunlight. Also, by changing the electrical meter to measure peak rates and off rates rather than 24 hours in a day would result in larger savings.

District Office – Ms. Weideman, Mr. O'Neill and Mr. Lianides met with Mr. Tom Shannon of Enshallah, Inc. for advisement on property options. They discussed in detail the merits of locating the District Office and any other uses that could give the District additional income. The consensus was that there are no good options for locating a business at the present site, given the parking, zoning and traffic issues. So, the District Office will remain for the long term, and post-modernization plans would have to be made for the buildings.

Mr. O'Neill asked about the construction time estimate for Ortega School. Mr. Lianides stated that it was approximately nine months. They could be done at around April of next year. The site will decide whether they may want to move in during spring break or during the summer. Little league will be able to play its season this spring and AYSO will be able to use only one field this fall. Little league will be able to use only the lower backstop next spring. Mr. O'Neill asked about solar thermal systems in which water is heated for use in the building. Mr. Lianides stated that he will tour a school in Kentfield that has solar panels and will ask about solar thermal systems.

Ms. Weideman asked that the District Office and Vallemar School be added to the next facilities update.

(g) Bidding and Contract Process - Information

Mr. Lianides stated that there are three categories of purchases or bidding that occur in any public agency. The District is governed by the Public Contract Code of California which dictates what can be purchased or constructed without bidding. Any construction contract under \$15,000 can be done without bidding. These are considered small projects, and the rules allow for construction to proceed without delay and added costs of processing and advertising. Throughout modernization, the District has kept to the requirement. The current threshold for public contracts to purchase supplies and equipment is \$65,100. This figure is tied with the Consumer Price Index. Last year, it was \$62,000. A process of piggy-backing is allowed in which the competitive bid process of one public agency can be used by another public agency to enter into a contract with a seller or provider of services. This is commonly

done between school districts in the purchase of portables. In terms of purchasing a truck for the District, an open bid process was not required by the law, but the District spent a considerable amount of time researching competitive prices and truck designs that would meet the District's needs. A replacement was purchased for a truck that was bought in 1988 and had 175,000 miles. The district contracts for professional services, advice and insurance services. These types of service contracts are exempt from Public Contract Code due to the qualitative nature of the services. However, the District has used an RFP process when the costs are relatively high. For example, in 1988 prior to commencing the modernization program, the Board selected the architectural firm that seemed to provide the best fit for the District.

9. BOARD BYLAWS, POLICIES and ADMINISTRATIVE REGULATIONS

(a) 3000 Series (November 2005) – First Reading

- (1) AR 3100 Budget
Approve CSBA Sample with revisions
- (2) BP 3312 Contracts
Adopt CSBA Sample as proposed
- (3) AR 3460 Financial Reports and Accountability
Approve CSBA Sample as proposed
- (4) BP 3550 Food Service/Child Nutrition Program
Adopt CSBA Sample with revisions
- (5) AR 3550 Food Service/Child Nutrition Program
Approve CSBA Sample as proposed
- (6) BPI/AR 3554 Other Food Sales
Adopt/approve CSBA Sample as proposed

At Ms. Weideman's request, the Board agreed to bring back this item at the next meeting for a First Reading since the majority of the policies pertains to the Wellness Committee.

10. FUTURE AGENDA ITEMS

- ?? *Budget Work Study after the May Revise, then capital and operating budget for the District Office, May 31.*
- ?? *Facilities update for Vallemar School*
- ?? *Open House attendance:*

Ms. Menefee, Ortega School on April 6 @ 7:00 p.m.
Ms. Massie, Sunset Ridge Schools, April 27 @ 6:30 p.m.
Ms. Massie, Ocean Shore School, May 11 @ 6:30 p.m.
Ms. Weideman, Vallemar School, April 20 @ 6:30 p.m.
Mr. Frankel, Sunset Ridge School, April 27 @ 6:30 p.m.
Mr. O'Neill, Cabrillo School, June 1 @ 6:30 p.m.

11. ADJOURNMENT

Ms. Weideman adjourned the meeting at 9:15 p.m..

Mike O'Neill, Clerk
Minutes Approved 4/5/06

Jim Lianides
Secretary to the Board