



# Pacifica School District

375 Reina del Mar Avenue  
Pacifica, CA 94044  
[www.pacificasd.org](http://www.pacificasd.org)

## BOARD OF TRUSTEES MEETING

**August 24, 2005**

### MINUTES

#### **BOARD MEMBERS PRESENT:**

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

#### **STAFF MEMBERS PRESENT:**

Dr. Michele Garside, Superintendent  
Mr. Jim Lianides, Director, Administrative Services  
Ms. Susan Vickrey, Director, Educational Support Services  
Ms. Lou Sian, Board Scribe

#### **1. OPEN SESSION – CALL TO ORDER**

*Board President Betsy Massie called the meeting to order at 6:30 p.m., stating that Trustees Avram Frankel, Connie Menefee, Mike O'Neill and Joan Weideman were present. Superintendent Michele Garside and Director Jim Lianides were also present. Ms. Massie adjourned the meeting at 6:31 p.m. to Closed Session to conference with the Labor Negotiator.*

#### **2. CLOSED SESSION**

- (a) Conference with Labor Negotiator  
Agency Negotiator: Michele Garside, Superintendent  
Employee Organizations: CSEA, LSEA  
(California School Employee Association, Chapter 128)  
(Laguna Salada Education Association)

#### **3. OPEN SESSION - FLAG SALUTE AND ROLL CALL**

*Board President Betsy Massie called the meeting to order at 7:30 p.m., stating that the Board met with the Labor Negotiator and took no action during Closed Session.*

#### **4. APPROVAL OF THE MINUTES – Action**

It was moved by Ms. Weideman and seconded by Ms. Menefee that the Board approve the Minutes of the June 29, 2005 Regular Board Meeting.

#### **Roll Call:**

**Ayes:** Massie, Menefee, Weideman

**Noes:** None

**Abstain:** Frankel, O'Neill

**MOTION PASSED: 3-0-2**

**5. APPROVAL OF THE AGENDA AND CONSENT AGENDA - Action**

It was moved by Mr. O'Neill and seconded Mr. Frankel that the Board approve the agenda for the August 24, 2005 meeting and all consent agenda items.

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 August 24, 2005 meeting

(b) Consideration of Acceptance of Warrants

*It is recommended that the Board approve the attached commercial warrants for the period of 6/16/05 through 8/8/05 totaling \$3,725,259.86.*

(c) Personnel

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

1) Management: None

2) Certificated:

- a) Employment of Erlinda Tulio, Classroom Teacher, 2005 ESY Summer School, Vallemar School, July 1, 2005 to July 29, 2005, at a salary of \$2,520.
- b) Employment of Bennett Holley, Physical Education Teacher, C/2-II \$39,849, Ingrid B. Lacy Middle School, effective August 30, 2005.
- c) Employment of Patricia Costa, Classroom Teacher .1 FTE, A/0-II @ .10 FTE \$3,938.61, Job Share with Mary Beltran, Sunset Ridge, effective 8/31/05.
- d) Employment of Mark Takahasi, Substitute Teacher with Multiple Subject/CLAD Teaching Credential, District Office, effective July 11, 2005.
- e) Employment of Janice Miller, Substitute Teacher with Emergency 30-day Substitute Permit, effective July 29, 2005.
- f) Resignation of Don Potter, Classroom Teacher, Cabrillo School, effective July 17, 2005.
- g) Resignation of Coby Hoffman, Classroom Teacher, Vallemar School, effective August 4, 2005.
- h) End of Temporary Position, Anne Christiansen, Mid-Year Kindergarten Teacher, Ortega Elementary School, effective 5/20/04.
- i) Resignation of Marjory Butler-Espinoza, Substitute Teacher, District Office, effective May 16, 2005.

3) Classified:

- a) Employment of Rosemary Sanford, Instructional Aide for ESY Summer School, Vallemar School, Classified Salary Schedule A, Range 44 -Step G, \$13.70 per hour, effective July 5, 2005 to July 28, 2005.
- b) Rehire Nila Northrup, Instructional Aide, Cabrillo School, Salary Schedule B, Range 44-Step B, \$11.79 per hour, 5 hours per day, effective September 9, 2005.
- c) Rehire of Marlina Hajnal, Instructional Aide, Ortega Elementary School, Salary B, Range 44 – Step A, \$11.23 per hour, 5 hours per day, effective September 9, 2005.
- d) Rehire of Sallye Cosgrove, Instructional Aide, Cabrillo School, Salary Schedule B, Range 44, Step A, \$11.23 per hour, 5 hours per day, effective September 9, 2005.
- e) Employment of Heather Campagna, Classified Substitute, effective July 25, 2005.
- f) Resignation of Devin Wong, Special Ed. Health Aide Assistant, Cabrillo School, effective 6/17/05.
- g) Resignation of Elizabeth Davis, School Assistant, Sunset Ridge, effective 6/17/05.

(d) Service and Consultant Contracts

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

<b>Consultant/Contracts</b>	<b>Dollar Amount</b>	<b>Term of Contract</b>
1. Ralph Larsen & Sons, Inc. San Mateo, CA 94401-4221	\$58,782.00 Total change orders to date \$294,388.00	C/O Signed June 26, July 19, July 29 and August 10, 2005

**District:** Change Order #11

- a) CORR 34r1 – Cost to provide seismic threshold at doors A106 and A101. Hardware groups did not specify expansion threshold but it was required to cover 1” expansion joint. -- \$1,144
- b) CORR 88 – Provide credit to install electrical and switch connections to doors A114A and A114B. -- **(\$345)**
- c) CORR 105 – Change fixture in Hallway C110 from a T-bar lay-in fixture to a surface mounted fixture. -- \$249
- d) CORR 107 – Install a Gravity intake for combustion air to units F-A1 and F-A2. -- \$3,053
- e) CORR 121 – Cost to add 10’ section of gutter at Building A. -- \$778
- f) CORR 122 – Cost to reframe and provide door openings at the stage for doors A102. Cost includes ordering new doors and frames. -- \$5,151
- g) CORR 123r1 – Provide mow strip and handrail adjacent to Building C. -- \$4,122
- h) CORR 124 – Cost to raise the data and power at the teachers stations. -- \$933
- i) CORR 125 – Cost to feather concrete at various doors along the corridors and hallways. -- \$1,511
- j) CORR 130 – Cost to provide concrete curb separation between the hardscape and the softscape adjacent to Building AA. -- \$3,574
- k) CORR 131 – Cost to provide trim dividers at Korogard Wall Covering in lieu of caulking. -- \$980
- l) CORR 133 – Cost to provide stainless steel sinks that were deleted in COR 2r1. -- \$1,645
- m) CORR 134 – Cost to increase the width of the walkway and add curb for planter area at front parking lot. -- \$2,294
- n) CORR 135 – Provide below grade flashing. -- \$4,085
- o) CORR 136 – Cost to provide 1x trim at windows in hallways B105, B116, C110 and D111. - \$1,210
- p) CORR% 137 – Provide fiber optic cable and hub to the portables at the north side of the campus. -- \$512
- q) CORR 138 – Provide underlayment at stage. -- \$1,714
- r) CORR 139 – Provide auto gate opener for wheelchair lift. -- \$3,350
- s) CORR 141 – Move rainwater leader connection due to conflicts with site walls. -- \$2,963
- t) CORR 142 – Subex and recompact the parking lot due to excessive weather. -- \$5,364
- u) CORR 145 – Cost to provide base rock and asphalt at play area. -- \$10,725
- v) CORR 153 – Relocate power for kiln from room C122 to room C125. -- \$2,920
- w) CORR 154 – Provide power for hot water for custodian closets B119, C113 and D110. -- \$850

**Contract #:** Original Contract 001408 dated June 23, 2003 for \$9,964,000.00  
**Fund/Site:** Building Fund/Ocean Shore

**Budget Account Code:** 21-9011-0-0000-8500-031-6270-0830

2. Rod Muscio Electrical Contractor Pacifica, CA 94044	\$6,574.26	July 5, 2005 through August 5, 2005
---	------------	--

**District:** Ocean Shore School Comcast Cable and Fiber Service Duct Structure –  
 1) Install pull boxes and pull rope for Comcast cable and fiber service duct structure per walk thru with Russ Dun from Comcast.

**Contract #:** 001477  
**Fund/Site:** Building Fund/Ocean Shore

**Budget Account Code:** 21-9011-0-0000-8500-6274-031-0830

3. Tina Guterman, Ph.D. Psychologist Moraga, CA 94556	\$3,900.00	July 7, 2005 through August 30, 2005
--	------------	---

**District:** The Consultant shall: Perform an intake interview with parent, Administer tests and score, Review background materials, Complete phone interviews, Create a report, and

Attend a parent conference relating to a special education student.

**Contract #:** #000956  
**Fund/Site:** Special Education

**Budget Account Code:** 01-6500-0-5770-1130-024-5800-0200

---

4. Community Playground, Inc. \$4,985.00 August 1, 2005  
 Novato, CA 94945 through August 31, 2005

**District:** Re-install GameTime Equipment at Ocean Shore preschool area.

**Contract #:** 001475  
**Fund/Site:** Building Fund/Ocean Shore

**Budget Account Code:** 21-9011-0-0000-8500-6200-004-0830

---

5. Community Playground, Inc. \$13,534.00 August 2, 2005  
 Novato, CA 94945 through August 31, 2005

**District:** 1) Re-install Dome Climber at Ocean Shore School. -- \$3,677  
 2) Re-install Miracle Equipment at Ocean Shore School. -- \$9,857

**Contract #:** 001476  
**Fund/Site:** Building Fund/Ocean Shore

**Budget Account Code:** 21-9011-0-0000-8500-6200-004-0830

---

6. Barry M. Nadell Construction, Inc. \$14,800.00 July 11, 2005  
 Pacifica, CA 94044 through August 11, 2005

**District:** Daycare Portable at Ocean Shore School: Construct 2 new bathrooms – frame walls, rough, in and finish plumbing, sheetrock, door and trim.

**Contract #:** 001478  
**Fund/Site:** Building Fund/Ocean Shore

**Budget Account Code:** 21-9011-0-0000-8500-6274-004-0830

---

7. Sodexo School Services To be paid as billed July 1, 2002  
 305 Vineyard Town Center #185 via Purchase Order through June 30, 2006  
 Morgan Hill, CA 95057

**District:** Change Order #1

1. Any and all references to the "2004-2005" school year shall be changed to "2005-2006".
2. Section 3.1 is deleted in its entirety and the following substituted therefore:
  - 3.1 Term of Agreement. The term of the Agreement is one (1) year, commencing on July 1, 2005 and continuing through June 30, 2006, and is subject to renewal for three (3) additional one (1) year terms upon mutual agreement of the parties, unless terminated as hereinafter provided."

**Contract #:** Original Contract 000910 dated June 2, 2004  
**Fund/Site:** Cafeteria Fund/Food Services

**Budget Account Code:** 13-5310-0-0000-3700-010-58XX-0800

---

8. Barry M. Nadell Construction, Inc. \$1,000.00 July 18, 2005  
 Pacifica, CA 94044 through August 18, 2005

**District:** Supply and install (1) exterior door at the Daycare Portable at Ocean Shore School.

**Contract #:** 001481  
**Fund/Site:** Building Fund/Ocean Shore

**Budget Account Code:** 21-9011-0-0000-8500-6274-004-0830

9. Rod Muscio Electrical Contractor \$1,973.00 July 25, 2005  
 Pacifica, CA 94044 through August 25, 2005

**District:** Ocean Shore School Daycare Portable Classroom Restrooms Electric: – 1) Provide and Install exhaust fans, switches, GFI outlets and light fixtures.

**Contract #:** 001486  
**Fund/Site:** Building Fund/Ocean Shore

**Budget Account Code:** 21-9011-0-0000-8500-6274-004-0830

10. DRYCO Construction, Inc. \$11,700.00 July 27, 2005  
 Fremont, CA 94536-6532 through August 27, 2005

**District:** New Asphalt at Portable: Excavate existing dirt as required and off haul debris.  
 Remove  
 Existing header board. Compact subgrade, place 4” of baserock, spread and compact 2.5” of asphalt concrete.

**Contract #:** 001488  
**Fund/Site:** Building Fund/Ocean Shore

**Budget Account Code:** 21-9011-0-0000-8500-6274-004-0830

11. Pacific Coast Painting & Waterproofing \$3,900.00 July 25, 2005  
 Pacifica, CA 94044 through August 25, 2005

**District:** Exterior/Interior Painting Portable Unit – Ocean Shore School –  
 Spot prime rust washdown.  
 Primer & Finish coat (two coats – three colors. Interior walls & trim and doors – two colors no ceiling.

**Contract #:** 001485  
**Fund/Site:** Building Fund/Ocean Shore

**Budget Account Code:** 21-9011-0-0000-8500-6274-004-0830

12. Pacific Coast Tree Service, Inc. \$3,725.00 July 27, 2005  
 Pacifica, CA 94044 through August 27, 2005

**District:** 1) Location: Cabrillo School Entrance -- \$2,275.  
 2. Location: Cabrillo School Northwest Corner -- \$1,175  
 3. Location: Cabrillo School Cement Culvert -- \$275

**Contract #:** 001487  
**Fund/Site:** Building Fund/Cabrillo

**Budget Account Code:** 21-9011-0-0000-8500-6270-001-0830

13. Roto Rooter \$2,315.00 July 12, 2005  
 Burlingame, CA 94010 through August 12, 2005

**District:** Cut small section of concrete in the patio area and dig down to the broken 4” sewer lateral outside of the classroom. Make the necessary repair to the sewer lateral (up to 4 ft of pipe) and install a new 4” clean out. Bring the clean out up to grade, install the appropriate Christy box and replace the concrete. Re-film the sewer lateral from the new clean out t the 6” main to verify the condition of the rest of the piping. Will notify immediately if more needs to be done.

**Contract #:** 001480  
**Fund/Site:** Building Fund/Ingrid B. Lacy

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

14. ABC Fence Company \$285.00 July 8, 2005  
 Pacifica, CA 94044 through August 8, 2005

**District:** Repair two holes in existing 4: high chain link fence. Install approx. 10' of new 4' high green vinyl coated chain link fence. Restretch and tie existing chain link fabric.

**Contract #:** 001479  
**Fund/Site:** General Fund/Plant Maintenance

**Budget Account Code:** 01-8150-0-0000-8100-5600-007-0151

15. C&L Sports Floors \$3,095.00 August 1, 2005  
 San Bruno, CA 94066 through September 1, 2005

**District:** Scrub floor using 8 ozs. per gallon using Rebound Prep and Floor Conditioner, 20" green scrub pads, two 175hp floor machines and a wet and dry vacuum. Using neutral cleaner rinse floor and towel tack with C2 Wood Floor Cleaner. Apply thin even coats of C2 Rebound Wood Floor Finish with grain of wood, allowing at least 1-2 hours of dry time between coats. Apply second coat. Gym must be closed for 24 hours after final coat.

**Contract #:** 001489  
**Fund/Site:** Deferred Maintenance/Ingrid B. Lacy Gymnasium

**Budget Account Code:** 14-6205-0-0000-8100-5838-002-0811

16. Roto Rooter \$2,575.00 C/O Signed August 9, 2005  
 Burlingame, CA 94010

**District:** Change Order #1  
 1) Additional work required to finish the sewer lateral work being done at Ingrid B. Lacy.

**Contract #:** Original Contract 001480 dated July 12, 2005 for \$2,315.00  
**Fund/Site:** Building Fund/Ingrid B. Lacy

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

17. Barry M. Nadell Construction, Inc. \$10,800.00 August 10, 2005  
 Pacifica, CA 94044 through September 10, 2005

**District:** Daycare Portable at Ocean Shore School:  
 1. Construct new 5x5 landing area outside both doors.  
 2. Construct new ramps from new landing down to asphalt (asphalt work done by others).  
 3. Construct new railings to match existing 4x4 P.T. posts, 2.6 P.T. joists, 2x4 redwood rails and 2x2 redwood vertical pickets.  
 4. Install metal landings and ramps in 4 locations.

**Contract #:** 001494  
**Fund/Site:** Building Fund/Ocean Shore Daycare Portables

**Budget Account Code:** 21-9011-0-0000-8500-6274-004-0830

18. ABC Fence Company \$885.00 August 10, 2005  
 Pacifica, CA 94044 through September 10, 2005

**District:** Install one set of 6' x 10' double drive gates, complete with green vinyl coated slats. Install 3" gate posts, welded to 6x6 galvanized flange plates. Installed on existing concrete floor with 1/2" x 4" expansion bolts. Install 1 5/8" welded gate frames, complete with trust rods, and 1 3/8" drop bar locking device. Gate frames to come complete with 180 hinges, and gate keepers.

**Contract #:** 001495  
**Fund/Site:** Building Fund/Ocean Shore

**Budget Account Code:** 21-9011-0-0000-8500-6200-004-0830

19. ABC Fence Company \$3,285.00 July 18, 2005  
 Pacifica, CA 94044 through August 18, 2005

**District:** Install approx. 50' of 4' high green vinyl coated chain link fence, with one 18' x 4' single slide gate. 2 1/2" end post and 2" line post set 2' in concrete. 1 5/8" top rail with 7 gauge spring steel tension wire, and 9 gauge chain link fabric. All hot dipped galvanized structural steel.

**Contract #:** 001483  
**Fund/Site:** Building Fund/Linda Mar

**Budget Account Code:** 21-9011-0-0000-8500-6200-0030830

20. ABC Fence Company \$485.00 August 10, 2005  
 Pacifica, CA 94044 through September 10, 2005

**District:** Install approx. 250' of 4' high green vinyl coated fence. Install one 4' x 6' single walk gate. Install 2 1/2" end post, 2" line post, set 2' in concrete. Install 7 gauge spring steel tension wire, and 9 gauge chain link fence.

**Contract #:** 001491  
**Fund/Site:** Building Fund/Ocean Shore

**Budget Account Code:** 21-9011-0-0000-8500-6200-004-0830

21. Tru Green Chemlawn \$13,131.00 August 5, 2005  
 Milpitas, CA 95035 through September 5, 2005

**District:** 1) Oddstad School – lawn service to school lawns and athletic field. -- \$3,785  
 2) Ortega School – lawn service to all school lawns and athletic field. -- \$4,673  
 3) Ingrid B. Lacy Middle School – lawn service to all school lawns and large athletic field at west end of school. -- \$4,673

**Contract #:** 001493  
**Fund/Site:** General Fund/Districtwide

**Budget Account Code:** 01-8150-0-0000-8100-5838-099-0775

22. Industrial Bobcat \$8,000.00 July 19, 2005  
 Pacifica, CA 94044 through August 19, 2005

**District:** Cut 4 ft. square in ground at B Wing. Locate sewer pipe to open blockage, locate blockage in pipe. Jet out/remove blockage in pipe. Close up pipe and ground when completed.

**Contract #:** 001484  
**Fund/Site:** Building Fund/Sunset Ridge

**Budget Account Code:** 21-9011-0-0000-8500-6274-007-0830

23. Breon & Shaeffer NTE \$25,00.00 July 19, 2005  
 San Francisco, CA 94104 through June 30, 2006

**District:** Legal services for fiscal year 2005-2006.

**Contract #:** 000957  
**Fund/Site:** General Fund/Negotiations/Other Legal

**Budget Account Code:** 01-0000-0-0000-7200-5816-022-0641 (Negotiations)  
 01-0000-0-0000-7300-5814-026-0641 (Other Legal)

24. Roto Rooter \$11,450.00 August 4, 2005  
 Burlingame, CA 94010 through September 4, 2005

**District:** Saw cut a 4'x4' section of concrete in the hallway outside of the bathrooms and a

second 4'x4' saw cut section of concrete near the janitor closet. Dig down to the existing 4" sewer lateral and expose the piping. Pipe burst a new 4" HDPE between the two holes in the concrete (approx. 75 ft. of piping). Install two new 4" clean outs in the concrete and back fill up to grade. Haul away all debris and replace any concrete that was removed. Tiles to be replaced by the school district.

**Contract #:** 001492  
**Fund/Site:** Building Fund/Sunset Ridge

**Budget Account Code:** 21-9011-0-0000-8100-007-5838-0830

25. Pacific Coast Tree Services \$14,950.00 August 10, 2005  
 Burlingame, CA 94010 through September 10, 2005

**District:** Location: East Side Fence Line at Ocean Shore School – Work on one large stand of Cypress Tree. Safety trim/cut back Cypress limbs over hanging on playground, walkways, parking area, and neighboring properties, according to walk through inspection with Jim Lianides. This bid includes brush grinding, clean-up, hauling all wood and dump fees.

**Contract #:** 001496  
**Fund/Site:** Building Fund/Ocean Shore

**Budget Account Code:** 21-9011-0-0000-8500-6200-004-0830

26. A.R.T Carpet \$970.00 August 11, 2005  
 Pacifica, CA 94044 through September 17, 2005

**District:** Supply 3/8 plywood to patch existing floor. Install 1/8 V.C.T. in both bathrooms and anterior of room. Supply and install 4" base for bathrooms and 40' in main room. Float over existing tile in bathrooms.

**Contract #:** 001497  
**Fund/Site:** Building Fund/Ocean Shore Portable

**Budget Account Code:** 21-9011-0-0000-8500-6274-004-0830

27. Julie Lancelle NTE \$40,000.00 per year July 1, 2005 – Open until  
 Pacifica, CA 94044 terminated by either party upon  
 30 day notice to terminate.

**District:** Pacifica Collaborative Coordinator

**Contract #:** 000958  
**Fund/Site:** General Fund/Pacifica Collaborative Program/Pre-K

**Budget Account Code:** 01-9026-0-1110-2490-5829-025-0381 (PCP)  
 01-9027-0-0001-2490-5829-025-0383 (Pre-K)

28. Debra Etienne NTE \$2,700.00 July 1, 2005  
 Pacifica, CA 94044 through June 30, 2006

**District:** Provide Grant research, writing and reporting services to the Pacifica Collaborative.

**Contract #:** 000960  
**Fund/Site:** General Fund/Instructional Services

**Budget Account Code:** 01-9010-0-1110-2490-5827-025-0381

29. Peter Zachariou NTE \$20,000.00 per year July 1, 2005 – Open until  
 San Bruno, CA 940666 terminated by either party upon  
 30 day notice to terminate.

**District:** Provide support services for Articulation, grant writing and/or other services designated by Director, Educational Support Services.

**Contract #:** 000959  
**Fund/Site:** General Fund/Pacifica Collaborative Program/Pre-K

**Budget Account Code:****01-7226-0-1110-2490-5827-025-0392**  
**01-9010-0-1110-2490-5827-025-0395**

---

- (e) Overnight Trip Approvals (AR 6153)

*It is recommended that the Board approve the overnight field trips as presented.*

- (f) 457 Plan Adoption **Resolution 2005-08-24-A**

*It is recommended that the Board approve **Resolution 08-24-2005-A** to adopt the 457 plan provided by Tax Deferred Services, Inc. It is also recommended that the Board approve an agreement to allow Tax Deferred Services to administer the district 403B plan for employees.*

- (g) Special Education Services Agreement

*It is recommended that the Board approve the agreement between the Pacifica School District and the Jefferson Elementary School District regarding special education services for students with moderate to severe needs.*

- (h) Linda Mar Building Space Use Agreement

*It is recommended that the Board approve the agreement between the Pacifica School District and Building Kidz for the Use of Two Additional Classrooms at Linda Mar Educational Center.*

- (i) School Lunch Prices for 2005-06

*It is recommended that the Board approve an increase of school lunch prices for the 2005-06 school year. The new cost of twenty day tickets will be \$2.20 per lunch, ten and five day tickets will be \$2.30 per lunch, and single day tickets will be \$2.40 per lunch.*

- (j) Board Bylaws, Policies and/or Administrative Regulations

- (1) BP 1330 Use of School Facilities

*It is recommended that the Board approve CSBA Sample with revisions*

- (2) AR 1330 Use of School Facilities

*It is recommended that the Board approve CSBA Sample as proposed*

- (3) BP 5112.1 Exemptions from Attendance

*It is recommended that the Board adopt CSBA Sample as proposed*

- (4) AR 5112.1 Exemptions from Attendance

*It is recommended that the Board revise Current AR*

- (5) AR 5125 Student Records

*It is recommended that the Board approve CSBA Sample with revisions*

- (6) AR 4112 Appointment and conditions of Employment

*It is recommended that the Board approve CSBA Sample with revisions*

- (7) AR 4117.6 Decision Not to Rehire

*It is recommended that the Board approve CSBA Sample as proposed*

- (8) BP 4119.22 Dress and Grooming

*It is recommended that the Board adopt CSBA Sample as proposed*

- (9) AR 4112.2 Certification

*It is recommended that the Board approve CSBA Sample with revisions*

- (10) AR 4112.22 Staff Teaching Students of Limited English Proficiency

*It is recommended that the Board approve CSBA Sample as proposed*

- (11) BP 4113 Assignment

*It is recommended that the Board adopt CSBA Sample with revisions*

- (12) AR 4117.14 Employment of Retired Teachers  
*It is recommended that the Board approve CSBA Sample as proposed*
- (13) BP 4143.1 Public Notice-Personnel Negotiations  
*It is recommended that the Board adopt CSBA Sample with revisions*
- (14) AR 4143.1 Public Notice-Personnel Negotiations  
*It is recommended that the Board approve CSBA Sample as proposed*
- (15) AR 5112.2 Exclusions from Attendance  
*It is recommended that the Board approve CSBA Sample with revisions*
- (16) AR 5141.4 Child Abuse Prevention and Reporting  
*It is recommended that the Board approve CSBA Sample with revisions*
- (17) BP 4154 Health and Welfare Benefits  
*It is recommended that the Board adopt CSBA Sample with revisions*
- (18) AR 4154 Health and Welfare Benefits  
*It is recommended that the Board revise current AR*
- (19) AR 4161.5 Military Leave  
*It is recommended that the Board approve CSBA Sample with revisions*
- (20) AR 5020 Parent Rights and Responsibilities  
*It is recommended that the Board approve CSBA Sample as proposed*
- (21) BP 5141 Health Care and Emergencies  
*It is recommended that the Board adopt CSBA Sample with revisions*
- (22) AR 5141 Health Care and Emergencies  
*It is recommended that the Board revise current AR*
- (23) AR 5141.32 Health Screening for School Entry  
*It is recommended that the Board approve CSBA Sample with revisions*
- (24) AR 5144.2 Suspension and Expulsion/Due Process (Students with Disabilities)  
*It is recommended that the Board approve CSBA Sample as proposed*
- (25) BP 5145.6 Parental Notification  
*It is recommended that the Board revise Current BP*

- (k) Grand Jury Response – Youth Gangs in San Mateo County

*It is recommended that the Board submit a response to the Grand Jury that agrees with the findings and provides an implementation timeline.*

**Roll Call:**

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

**Noes:** None

**MOTION PASSED: 5-0**

**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 - None
- (d) Correspondence –

- 1) *A letter from the Noyce Foundation noting that the Pacifica School District has been awarded \$4000 for a math mini-grant.*
- 2) *A letter from a community member concerned about the clothing worn by another community member at a graduation ceremony last July. Superintendent Garside stated that she has written a response to the writer and has communicated the concern to the appropriate party.*

(e) Board/Superintendent Communications

*Mr. O'Neill stated that he attended a City Council meeting with Dr. Garside and Ms. Menefee at which the council members unanimously approved the City zoning ordinances for the Westview School site. He also attended a breakfast meeting with Congressman Lantos and other representatives of school districts throughout San Mateo County. The No Child Left Behind Act and special education costs were discussed.*

*Dr. Garside stated that she received a legislative alert from both the California School Boards Association (CSBA) and the Association of California School Administrators (ACSA) regarding opposition to AB1662. This bill has been fast tracked for approval. The bill was intended to conform a California special education law to the federal law called the IDEA. However, both CSBA and ACSA are against the bill.*

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

## 7. PRESENTATIONS

(a) Strategic Plan Display

*Dr. Garside highlighted the district's progress as detailed by the Strategic Plan History Maps displayed in the Board Room. The Strategic Plan process was begun in 1998. The map shows how the daily work of people in the school district has made the Strategic Plan and the goals come alive.*

## 8. DISTRICT BUSINESS

(a) Bond and Modernization Review Committee – Information

*Since Darcie Newton, Bond Modernization Review Committee liaison to the Board was not present, Dr. Garside provided a summary of the 6/21/05 meeting. To date, approximately \$61 million has been spent on modernization. With the Ocean Shore expenditures, that amount will increase to \$65 million. The Bond Review Committee is planning to meet on Oct. 18 at Ocean Shore School with the possibility that it might be their last meeting. The members believe that the work of the committee is completed. City Councilman Cal Hinton and Ms. Menefee have served on the committee since the beginning.*

*Ms. Menefee stated that the committee has a sense that its mission is winding down. The Board discussed the committee's role in monitoring the Phase II projects. The bond money was spent a long time ago. Ms. Massie stated that she would appreciate the committee's input and expertise on Phase II. Mr. O'Neill stated that the committee is an organized resource. Mr. Frankel expressed concern that the role of the committee was to provide fiscal oversight. Ms. Weideman stated that the Bond Review Committee monitored the process of implementing the modernization project. The committee has institutional history and has been concerned with the equity issue. Ms. Massie asked staff to recommend a process in deciding the projects that should be included in Phase II and a possibility for a role for the committee. Dr. Garside suggested a meeting in November to publicly acknowledge the Bond Review Committee's excellent work and oversight.*

(b) Student Learning Report (STAR Results: General) – Information

*Ms. Vickrey provided an overview of the 04-05 STAR results.*

*Ms. Vickrey stated that in general, the test results are good. The newspaper article printed 2<sup>nd</sup>, 3<sup>d</sup> and 4<sup>th</sup> grade results. The number of students tested was approximately 300 per grade level. It appears in the newspaper article that the 4<sup>th</sup> grade did not perform well when compared to last year; however, these scores were for different groups of students. In 2004, 47 percent of the 3<sup>d</sup>*

graders met standards and in 2005, 64 percent of the 4<sup>th</sup> graders met standards. When the 3<sup>rd</sup> grade scores for 2004 are compared with the same children now in the 4<sup>th</sup> grade, then the increase is 17 percent.

In language arts for 2<sup>nd</sup> through 8<sup>th</sup> grade, 60 percent of the students met standards. Sixty percent of the students tested either proficient or advanced, therefore met or exceeded the State requirements. Last year, 55.5 percent of the students met standards. Therefore, there was an increase of 4.5 percent over last year's results.

Math scores for 5<sup>th</sup> through 8<sup>th</sup> grades are more difficult to calculate. According to the State, children in 8<sup>th</sup> grade do not meet standards unless they pass the algebra test. Districts are allowed to select those who will take the test, so the results can be favorably skewed. However, the Pacifica School District encourages most of the students to take the algebra test. In 2004, 22 percent of the 8<sup>th</sup> graders met standards in algebra. In 2005, 33 percent of the 8<sup>th</sup> graders met standards. This is a large increase in the percentage of children who took and passed the algebra test this year. In general, there was a 5 percent increase in math this year. For 2005, 54 percent of the 2<sup>nd</sup> through 8<sup>th</sup> graders met standards in math. In 2004, 49 percent of the students met standards in math. The API is estimated and will vary  $\pm 2$  points until the State releases the API results. Ms. Vickrey calculated the district's API at 812. Last year, the API was 800. The largest increase in the District is Cabrillo School which increased from 847 to 871. To make large gains in the 800s is very difficult. Equally commendable is Sunset Ridge. The elementary school had the largest increase in the county last year when it went up 53 points. Early calculations show Sunset Ridge's API increasing from 757 to 766, an increase of 9 points. Every school in the district tested above the local, county and state averages. Ingrid B. Lacy Middle School increased from 745 to 761. This is attributed to large increases in 8<sup>th</sup> grade literacy scores.

Ms. Massie stated that at a certain point, the district's scores are supposed to level off. However, the increases in test scores are tremendous.

Dr. Garside expressed her disappointment in the Pacifica Tribune article in that it gave an unclear picture of what has happened in student test scores. By narrowly focusing on proficient test scores, a larger group including both proficient and advanced test scores was omitted. There were other inaccuracies that the District will be working with the Pacifica Tribune to correct.

Ms. Vickrey stated that scores of one particular category as printed in the Pacifica Tribune made it appear that Vallemar School had half as many students with proficient scores as Cabrillo School. When in fact, both Cabrillo and Vallemar schools had the same score of 67 percent for students who met or exceeded standards. She stated that the way the Pacifica Tribune chose to print the results, shows a huge discrepancy between the two schools that doesn't really exist.

Dr. Garside stated that one factor in the continuing growth in student test scores is attributable to professional development for teachers. Although necessary to keep the momentum in increasing student learning, professional development is not in the current budget.

Throughout the fall, Ms. Vickrey will be presenting different aspects of the STAR results.

(c) Budget Update 2005-06 – Information/Discussion

Mr. Lianides stated that the Board adopted a budget in late June based on the Governor's May Revise and prior to the State adopting its budget in July. The State's budget turned out to be better for school districts than the May Revise budget. The cost for the teachers' retirement system traditionally picked up by the State was charged to school districts in the May Revise. This was withdrawn in the adopted budget. The overall COLA which is a combination of 4.23 and an additional 1.2 percent deficit reduction – to make up for 3 percent that was withheld from school

*districts by the State – means a net of 5.43 percent of new monies. Disappointingly, there is no further equalization funding.*

*The net effect is approximately \$190,000 of additional revenue. However, a student with significant special education needs moved into the school district. The child is in a program that costs \$70,000 per year. The district will receive some reimbursement, but a majority will be expensed to the school district general fund. Due to IEPs held in the spring, the district has had to hire an additional instructional aide.*

*Special education expenses continue to result in budget uncertainty. The county has not released final costs for the school year that ended this past June, making it difficult to build an accurate budget for this year. The budget has built in \$180,000 in costs which takes into account the new funding model for SELPA. Two classes will be opened at Linda Mar Education Center. The Jefferson Union School District will send students to Linda Mar which will help off set the costs.*

*The district is negotiating with employee groups. Those costs will add to the budget. Enrollment is slightly declining in the district. The budget is based on last year's ADA. Enrollment is reaching a point at which another kindergarten teacher must be hired. If another teacher is hired, it would be an expense to the District because ADA is based on enrollment from last year. By early Fall, a more accurate budget could be presented to the Board as several unknown factors such as special education costs and enrollment become known.*

*Mr. Frankel applauded the staff for its constant vigilance with the district's programs and in making the right decisions with bond monies. The legislature has backed the Governor in voting not to fulfill the public mandate of Proposition 98. The State still owes the school district \$3 billion from an agreement made three years ago. Mr. Frankel noted that if the District had full funding from the State, the budget would be balanced.*

*Mr. Lianides stated that the adopted budget in June contained a \$250,000 deficit. If the State had paid PSD the same amount as San Bruno, Millbrae and other neighboring districts, the District would not have a deficit. San Bruno receives approximately \$70 more per student.*

(d) Sexual Harassment Training Update – Information/Discussion

*Ms. Vickrey stated that the District provides workshops for certificated and classified staff on how to address sexual harassment. Every year, the District tries to vary the training. Since 1998, the District has reviewed its policy annually regarding sexual harassment. The policy is framed and displayed at every site. Last year, sexual harassment training for all classified employees was given at the District Office. Pacifica Youth Services Bureau does yearly trainings for students at Ingrid B. Lacy Middle School. The 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students at Vallemar, Ocean Shore and Cabrillo Schools have individualized programs. All administrators receive training every two years. In 2003, the law firm of Kay and Stevens was contracted to provide training. This fall, board members, administrators, counselors and teachers-in-charge will be trained.*

*Dr. Garside stated that there are trained people at each site who students may report to if they believe they are harassed or bullied.*

(e) Vandalism/Grounds Report (3<sup>rd</sup> and 4<sup>th</sup> Quarters) – Information

*Mr. Lianides gave a recap of approximately six months worth of work orders that were related to vandalism. Approximately 31 hours of maintenance staff time and approximately \$600 were expended to repair or restore property. Most had to do with repairing fences and painting over scribbles on bathroom*

walls. Ms. Weideman asked about remedies for areas experiencing chronic problems. Mr. Lianides stated that the District is looking into changing the fencing into more permanent structures.

(f) Facilities

(1) Update - Information

*Ocean Shore School – is a beautiful project. The site is active with crews. The project is on target. The same job superintendent has remained on site since the beginning. Some challenges include PGE and Comcast. Power was not connected until Aug. 11 and gas was recently supplied. Telephones are installed. All of the other schools were connected with fiberoptics by Sprint 10 years ago. The former Pacific Manor was not a part of the agreement. Comcast was reluctant to engage in finding the conduit to connect the fiber until last Friday. It will take two days for Comcast crews to make the connection, after which District staff will get the system online. This will occur during a short window of opportunity before the students arrive for the first day of school. The irrigation systems are delayed. Parents are scheduled to work on Labor Day weekend for landscaping projects. A very dedicated parent has refurbished cabinets and has made beautiful standing cabinets and tables to match in the library. Staff and teachers were on site to get rooms ready. Next week, 183 desks will arrive that should have been delivered three weeks ago. School will open with temporary fencing on the back part of the school. The City of Pacifica holds a triangular piece of land, and the District is requesting an easement. Once in place, fences will be installed.*

(g) Report of Interest Earned (4<sup>th</sup> Quarter) – Information

Interest rates have been earning more than 3 percent. All of the various funds have positive balances. All of the funds for the entire fiscal year, including the general fund and the building fund, have earned more than \$400,000 in interest

(h) Retention Update (2004-05 School Year) – Information

*Ms. Vickrey stated that according to State law, unless it's not in the best interest of the student, all students who are not meeting State standards should be retained. The District has developed a point system to determine whether a student is a candidate for retention. The point system includes grades, the math PBA, DRA reading assessment for kindergarten through 5<sup>th</sup> grade, the STAR results and recommendations from the teacher. Generally, research on retention is not favorable. Whenever possible, retention is avoided. The research indicates that when a child is retained after third grade, he or she is unlikely to graduate from high school.*

*For kindergarten and 1<sup>st</sup> grade, the District has a different approach toward retention. Children are retained if it is agreed upon by the parents, teacher and school administrator that it is within the child's best interest to do so. After 2<sup>nd</sup> grade, the District does not need the parents' permission to retain them under State law; however, the District seldom recommends retention. This year, 27 students were retained in either 1<sup>st</sup> grade or kindergarten. A year ago in August, students in the pre-K program were tested, and those children who didn't appear to be mature enough for kindergarten, either emotionally or physically, were retained. Often, children who hadn't been to pre-school or who had a late birthday (in September, October or November) were placed in the pre-K class. The year began with 20 children; three moved and 17 were retained. Of the 27 who were retained in kindergarten and 1<sup>st</sup> grade, 17 were from the pre-K program. Five students who are not kindergarteners or 1<sup>st</sup> graders are repeating a grade level.*

*The District also has provisional placements for students. The students are placed provisionally in the next grade level. Staff meets with the parents and develops a provisional placement plan in which interventions and intensive work help the students meet standards for the next school year. Sunset Ridge has the most provisional placements at 29 in 2<sup>nd</sup> grade for the coming year. There are 16 at 5<sup>th</sup> grade. Many of these students are English Language Learners.*

(i) Williams Uniform Complaint Quarterly Report – Information

*Dr. Garside stated that school districts are mandated as a result of the Williams case to report to the Board and the San Mateo County Office of Education, the number of complaints received on a quarterly basis.*

*Mr. Lianides serves as the complaint officer. The District has had no complaints from May 1<sup>st</sup> to July 31<sup>st</sup>.*

(j) City Council/PSD School Board Communication Seminar – Information

*The Board discussed the content and Lozano-Smith as presenters at the seminar. Lozano-Smith participated in the latest Interest Based Bargaining (IBB) training. The grant from the Peninsula Foundation was based on Lozano-Smith's credentials and background. Dr. Garside stated that this is a professional growth opportunity for elected officials. Mr. Frankel and Ms. Massie expressed their reservations regarding Lozano-Smith as trainers. Mr. O'Neill recounted a City Council member's reservations.*

*Dr. Garside stated that historically in the community, the District and City- elected officials demonstrated difficulty in proactive communication.. At last year's joint meeting, the District and the City expressed an interest in learning new tools together, so that when issues arise, the two entities would have the means to converse in a proactive-positive, rather than a reactive-negative manner. She stated that the design of the grant and the impetus were to provide communication strengthening strategies. At the joint meeting, two members had recounted a training in which people talked about their interests rather than their positions. In Interest-Based Bargaining, people learn how to express what is important in a way that is not inflammatory. This communication method allows for a flow of conversation instead of position taking and wall building. Dr. Garside stated that both the staff and Board know there are difficult issues to discuss with the City Council and their staff. The training provides an opportunity to learn communication tools without discussing controversial issues.*

*Ms. Massie stated that there was a lack of clarity for the intent of the training. The Board must be very clear to distinguish a theoretical process (i.e. – IBB training) as opposed to dealing with the issues. She stated that the second issue was to assure the City Council that Lozano-Smith is a neutral party whose work will be to help to improve communication rather than a law firm aligned with the District. She stated her reservations about Lozano-Smith.*

*Ms. Weideman recalled the Lozano-Smith trainer who partnered with the California Teacher's Association trainer to present the IBB training last year. Attendees were trained in the process and were divided into groups and given theoretical problems in which to practice the techniques. She stated that the first step was to have a common language and an understanding of IBB. Secondly, the District and City Council could discuss a process for future problem solving.*

*Ms. Menefee suggested a Jean Holbrook style of trainer. Mr. Frankel agreed. Ms. Massie stated that she wanted to ensure that since the two Boards operated differently, the District should confirm the City Council's expectations. Mr. Frankel stated his concern that the last joint meeting was somewhat unstructured.*

*Dr. Garside reiterated the Board's desire that the communications training be designed to address proactive communications, to learn a common language, to learn the difference between positions and interests, and to be neutral in presentation. Also, Lozano-Smith is written into the grant and will be the trainers, but it must be made clear to the City that the trainer is not the District's legal adviser but a specially-trained person within their organization who teaches the process of interest-based bargaining. The Board directed the superintendent to further investigate the City's interest in pursuing the joint training.*

## **9. BOARD BYLAWS, POLICIES and ADMINISTRATIVE REGULATIONS**

(a) Annual Review

(1) Sexual Harassment BP/AR 5145.7

*Ms. Vickrey stated that the Board has currently approved the policy against sexual harassment. The Administrative Regulations outline in more detail how to the district addresses sexual harassment issues. The Board had no questions about the policy review.*

People Wishing to Address the Board:

*Mr. Bernie Sifry posed a question to the Board regarding a sexual harassment lawsuit facing the District.*

*Ms. Massie reiterated the agenda item is the Board Policy and Administrative Regulation and not a pending lawsuit.*

**10. FUTURE AGENDA ITEMS**

?? Post-modernization Plans

?? Follow up to the Maintenance/Landscaping meeting that was held in August

**11. ADJOURNMENT**

*Ms. Massie adjourned the meeting at 9:05 p.m..*

---

Connie Menefee, Clerk  
Minutes Approved 9/14/05

---

Michele Garside, Ph.D.  
Secretary to the Board