



Pacifica School District

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

BOARD OF TRUSTEES MEETING

September 14, 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 6:03 p.m., stating that Trustees Connie Menefee and Joan Weideman were present. Superintendent Michele Garside and Director Jim Lianides were also present. Ms. Massie adjourned the meeting to Closed Session at 6:04 p.m. to conduct a public employee evaluation and to conference with the real property negotiator and the labor negotiator.

2. CLOSED SESSION

- (a) Public Employee Evaluation: Superintendent
- (b) Conference with Real Property Negotiator (Government Code § 54956.8)
 - Property: Westview
 - Negotiating Parties: Pacifica School District (Michele Garside, Superintendent)
The Olson Company
 - Under Negotiation: Terms/Conditions
- (c) 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 7:32 p.m., stating that the Board took no action in 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 August 24, 2005 Regular Board Meeting with one amendment: clarify page 12, item 8b, Student Learning Report (STAR Results: General), second paragraph, to read that the number of students tested was approximately 300 for each grade level.

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

It was moved by Mr. Frankel and seconded by Ms. Weideman that the Board approve the agenda for the September 14, 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 September 14, 2005 meeting

(b) Consideration of Acceptance of Warrants

It is recommended that the Board approve the attached commercial warrants for the period of 8/10/05 through 8/12/05 totaling \$50,853.55.

(c) Personnel

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

1) Management: None

2) Certificated:

- a) Employment of Allison Leshefsky, Temporary Classroom Teacher 1.0 FTE, Vallemar School, A/O-II +MA \$40,386, effective August 30, 2005.
- b) Employment of Jeffrey Waldon, Temporary Classroom Teacher 1.0 FTE, Cabrillo School, K/9-VI+MA \$55,436, effective August 30, 2005.
- c) Employment of Michelle Barrese, Temporary Kindergarten Teacher 1.0 FTE, Ortega Elementary School, L/10-VI \$56,225, effective August 30, 2005.
- d) Rehire Arleen Hoffman, Mentor Teacher .20 FTE, District Office, A/O-II \$39,386@.20 FTE \$7,877.23, effective August 31, 2005.
- e) Unpaid Leave of Absence, Lawrence Goldzman, Physical Education Teacher, Ingrid B. Lacy Middle School, effective August 31, 2005 – June 16, 2006.
- f) Employment of Eileen Woods, Substitute Teacher, Multiple Subject Teaching Credential, District Office, effective August 18, 2005.
- g) Employment of Michael Vick, Substitute Teacher, Clear Specialist Instruction Credential in Special Education/Multiple Subject Teaching Credential, District Office, effective August 12, 2005.
- h) Employment of Amanda Cooper, Substitute Teacher, Emergency 30-day Substitute Permit, District Office, effective August 18, 2005.
- i) Employment of Don Potter, Substitute Teacher, Multiple Subject Teaching Credential, effective September 1, 2005.
- j) Resignation of Melissa Wagner, Substitute Teacher, District Office, effective August 31, 2005.

3) Classified:

- a) Employment of Lacey Slattery, Classified Substitute, District Office, effective August 19, 2005.
- b) Employment of Carolyn Lee, Classified Substitute, District Office, effective September 2,

- c) 2005.
Employment of Natalia Jonas, Classified Custodian Substitute, District Office, effective August 30, 2005.
- d) Employment of Jennifer Miller, Classified Substitute, District Office, effective September 2, 2006.
- e) Resignation of Ellen Costello, Noon Time Supervisor, Ingrid B. Lacy Middle School, effective August 31, 2005.

(d) Service and Consultant Contracts

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

Consultant/Contracts	Dollar Amount	Term of Contract
1. CAL Relocatable Installers, Inc. Modesto, CA 95356	\$1,435.50	C/O Signed August 31, 2005

District: Change Order #1
a) Extra charge for crane.

Contract #: Original Contract 001464 dated June 20, 2005 for \$10,000.00
Fund/Site: Building Fund/Ocean Shore

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

2. Mike Lewis Concrete Construction, Inc. Pacifica, CA 94044	\$4,700.00	C/O Signed August 31, 2005
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District: Change Order #1
a) Extra work required for the grading, trenching, concrete and asphalt work.

Contract #: Original Contract 001468 dated May 15, 2005 for \$88,800.00
Fund/Site: Building Fund/Ocean Shore

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

3. Pacific Coast Painting & Waterproofing Pacifica, CA 94044	\$620.00	C/O Signed August 31, 2005
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District: Change Order #1
a) Extra work required completing the exterior staining work at Ocean Shore.

Contract #: Original Contract 001485 dated July 25, 2005 for \$3,900.00
Fund/Site: Building Fund/Ocean Shore

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

4. A.R.T Carpet Pacifica, CA 94044	\$675.00	August 16, 2005 through September 16, 2005
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District: Repair tile in 3 areas where plumber had to cut concrete floor. Prep concrete and install Tiles 100 sq. ft. at Sunset Ridge.

Contract #: 001498
Fund/Site: Deferred Maintenance/Sunset Ridge

Budget Account Code: 14-6205-0-0000-8100-5838-007-0811

5. Dan Dobbins San Mateo, CA 94044	To be billed	July 1, 2005 until training completed
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District: Provide services in training for District Bus drivers.

Contract #: 000961
Fund/Site: General Fund/Plant Maintenance

Budget Account Code: 01-7230-0-1103600-5827-027-0600

6. Pacific Coast Painting & Waterproofing	\$14,900.00	August 17, 2005
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- Pacifica, CA 94044 through September 26, 2005
- District:** a) Ingrid B. Lacy Middle School – Speakers and gutter/downspouts. -- \$2,100
 b) Cabrillo School – Replace 2 downspouts, paint out rusted metal facias on 4-5 mobile units. -- \$2,250
 c) Vallemar School -- Two doors, speakers, wash down one wing building, replace 2 downspout and painting rusted beams. -- \$2,550
 d) Sunset Ridge School – Square beams (blue color) in exterior walkways and court. Touch up black gates and wrought iron. Corner beads under window. – 8,000

Contract #: 001499
Fund/Site: Deferred Maintenance/Ingrid B. Lacy, Cabrillo, Vallemar & Sunset Ridge
Budget Account Code: *14-6205-0-0000-8100-5830-002-0812 (Ingrid B. Lacy)*
14-6205-0-0000-8100-5830-001-0812 (Cabrillo)
14-6205-0-0000-8100-5830-008-0812 (Vallemar)
14-6205-0-0000-8100-5830-007-0812 (Sunset Ridge)

7. Sonitrol \$4,125.00 August 26, 2005
 San Jose, CA 95131 through September 26, 2005

District: Installation of additional equipment in New Wing at Linda Mar Education Center. Equipment to be added: 5 single door contacts, 5 audio sensors, 1 double door, 2 keypads (relocated), 1 keypad plastic cover, 100 ft. wire mold to cover Room A1, A2, A3 A4 and A8.

Contract #: 001502
Fund/Site: Building Fund/Linda Mar

Budget Account Code: *21-9011-0-0000-8500-6274-003-0830*

8. Ralph Larsen & Sons, Inc. \$22,489.00 C/O Signed September 1, 2005,
 San Mateo, CA 94401-4221 Total change orders to date \$316,877.00

- District:** Change Order #12
- a) CORR 127 – Cost to add roof jacks for washer and dryer vents previously approved in COR 30r1. -- \$949
 - b) CORR 148 – Cost to locate and cap (E) fire line adjacent to Building A. -- \$1,435
 - c) CORR 155 – Cost to remove (E) 4’ high perimeter fence and posts along Oceana Blvd. And Monterey Rd. at the owners request. -- \$7,361
 - d) CORR 158 – Cost to provide trim at table pockets in the multi-purpose room. -- \$1,548
 - e) CORR 161 – Cost to provide isolation valve and sampling station as required by the water district. -- \$8,667
 - f) CORR 162 – Cost to provide additional counter flashing at bellows style expansion joint on Building A and Building C. -- \$2,529

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*

9. Mike Lewis Concrete Construction, Inc. \$4,900.00 September 2, 2005
 Pacifica, CA 94044 through October 2, 2005

District: New water and sewer lines at three portables at rear of school. Trenching, plumbing back fill and compaction.

Contract #: Contract 001505
Fund/Site: Building Fund/Ocean Shore

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

10. ABC Fence Company \$1,170.00 September 2, 2005
 Pacifica, CA 94044

District: Install one chain link security cage around sprinkler equipment. Approx. 2'x3' complete with top. Repair approx. 40' of 5' high chain link fence. Install four new line posts, straighten one terminal posts. Dismantle, remove and haul away existing material. Restretch and tie existing chain link fabric.

Contract #: Contract 001503
Fund/Site: Building Fund/Ocean Shore

Budget Account Code: 21-9011-0-0000-8500-6202-004-0830

11. ABC Fence Company \$2,685.00 September 2, 2005
 Pacifica, CA 94044 through October 2, 2005

District: Install approx. 87' of 4' high chain link fence, with one 10' x 4' double drive gate. 2 1/2" end posts, 2" line posts, set 2' in concrete. 1 5/8" top rail, 7gauge spring steel tension wire 9 gauge chain link fabric. All hot dipped galvanized structural steel.

Contract #: Contract 001504
Fund/Site: Building Fund/Linda Mar

Budget Account Code: 21-9011-0-0000-8500-6200-003-0830

12. Dori Maxon, PT, PCS, MEd \$97,280.00 2005-2006 School Year
 Richmond, CA 94840

District: Contractor shall provide Occupational Therapy services to special education students attending schools in the Pacifica School District as designated by their Individual Education Program. Other services to be provided include consultation, staff training, evaluations, meeting attendance, and administrative duties as related to Occupational Therapy services.

Fund/Site: General Fund/Pupil Services

Budget Account Code: 01-6500-0-5750-1180-024-5876-0250

- (e) Transportation Agreement with JUHSD for Physically Disabled Student

It is recommended that the Board approve the agreement between the Pacifica School District and the Jefferson Union High School District for the transportation of a physically disabled student.

- (f) Student Teaching Agreement between the District and San Francisco State University (Revised Agreement)

It is recommended that the Board approve the Student Teaching Agreement between the District and the University of San Francisco for the period of July 1, 2005 through June 30, 2008.

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 –

Ms. Massie stated that Ms. Sue Beckmeyer (who could not stay for the board meeting) addressed the Board in absentia regarding the role of the Bond Review Committee. She supported the committee continuing and requested it be open to interested community members.

- (d) Correspondence –
 - 1.) *A letter from First American Title Company enclosing the grant deed as recorded on July 7, 2005 for the sale of the Westview property to Olson Company.*
 - 2.) *A letter from Dr. Sheila M. Hansen acknowledging Mr. Jim Rogers and his graciousness in sharing program information during a tour of Ortega School.*
 - 3.) *A letter from Ms. Desiree Green expressing pleasure with the newly remodeled Ocean Shore School.*
 - 4.) *A letter from the Clorox Company Foundation who matched a contribution to the District by Ms. Diane Vornole, an employee of the company and a parent at Vallemar School.*
- (e) Board/Superintendent Communications

Ms. Massie thanked District staff and fellow Board members for their efforts in implementing the Modernization Plan. All schools have been remodeled on time and on budget.

Mr. O'Neill acknowledged Mr. Ralph Adams and Mr. Larry Foster for their efforts in modernization. He thanked Ms. Weideman for giving a speech at a recent function he was not able to attend.

Ms. Menefee stated that she and fellow Board members attended the Curriculum Work Study Session. She acknowledged Mr. Mark Stechbart as the strategist behind the Modernization Bond Measure and campaign.

Ms. Weideman stated that not only were the schools modernized on time and under budget but they were designed to high standards.

Dr. Garside welcomed everyone and the Board to the 2005-2006 school year and gave an overview of the School Opening. She stated curriculum continued to be strong and the facilities are uniquely designed for Pacifica School District. She acknowledged the architects, Quattrocchi, Kwok and Associates. She thanked Ms. Weideman for representing the Board on Opening Day and giving a moving speech. Dr. Garside acknowledged Pacifica Tribune Publisher and Editor Chris Hunter for publishing Ms. Susan Vickrey's assessment article.

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

7. DISTRICT BUSINESS

- (a) Opening Enrollment/Staffing – Information

Mr. Lianides stated that there are 24 fewer students enrolled this year as compared to the same time last year. The numbers are preliminary, and enrollment tends to increase well into October. In terms of budgeting, the numbers have greater impact for next year when the District will be operating on the ADA generated by this year's numbers. In 2004/2005, enrollment grew steadily until January.

Mr. Lianides overviewed enrollment by site. Ortega School lost 20 students from last year to this year. Sunset Ridge gained a student. Home school has two students more than last year. Cabrillo School has two more students this year. Ocean Shore School gained 20 students this year. Vallemar School gained 19 students. Ingrid B. Lacy Middle School experienced a decline related to graduation in the 8th grade. The kindergarten and 8th grade enrollments are fairly similar unlike enrollment for these two grades in the past.

- (b) Student Learning Report (STAR Results: API)

Dr. Garside stated that an overview of the API scores was presented to the Board at the last meeting. The report by Susan Vickrey this meeting is devoted to reviewing the STAR Results by subgroups. There is a correction to the GATE subgroup information in the backup materials.

Ms. Vickrey stated that the No Child Left Behind law requires that each school not only makes adequate yearly progress (AYP) but also each of the subgroups within each school makes adequate yearly progress as well. There is an achievement gap between Caucasian and ethnic subgroups except for the Asian student population.

The mathematics test scores are similar to the language arts test scores. However, mathematics for students is a bigger challenge at the higher-grade levels. For example, across the State far fewer students meet standards in the 7th and 8th grade pre-algebra and algebra tests. Consistent with test scores across the State, the Asian population in the District tested high in mathematics.

In comparing test scores between boys and girls, the boys scored lower than girls in language arts. The boys typically score higher in mathematics across the nation. This year, the boys scored higher in mathematic than the girls which is a major shift for the District. For the past four or five years, the girls have scored higher in both mathematics and language arts. The boys and girls subgroups are not considered in determining Adequate Yearly Progress (AYP).

However, English Language Learners (ELL), Socio-Economic Disadvantaged and Students with Disabilities are considered subgroups in AYPs. An interesting aspect of the statistics is that in the ELL subgroup there will never be large numbers of students who test proficient because as soon as students test proficient, they are reclassified. For example, the 14 students who tested proficient in language arts will not be classified as ELL next year. The Socio-Economic Disadvantaged students are primarily those in the Free and Reduced Lunch Program. The District's students in this subgroup attained a score of 43 percent proficient in language arts. This reflects positively when compared with Statewide scores.

Ms. Vickrey discovered an error in the computer program for GATE. The District has approximately 320 students in GATE; however, the program had classified all students in the District as GATE. She manually calculated that approximately 94 percent of the students in GATE had tested proficient in both language arts and mathematics. A student may test very high and qualify for GATE but may not be proficient in reading and writing in English. Students qualify for GATE if they test in the 96 percentile for either language arts or mathematics.

Ms. Massie thanked Ms. Vickrey for a job well done in both her presentation and direction in Educational Support Services.

(c) Strategic Plan Goals - Discussion

Each year, the District reviews the Strategic Plan and selects goals for the coming year. A draft document of the goals is created with input from the Board, the Leadership Council and the Strategic Plan Committee. The Board will review the goals their at their October Work Study. If the goals are appropriate, the document will be brought back for Board approval at the Oct. 26 Board meeting. Dr. Garside highlighted key aspects of the goals. In curriculum, Writers Workshop will continue. Staff continues to receive excellent training. The District has reached a point at which its teachers are teaching Writers Workshop to other teachers in the county. Ms. Vickrey's leadership was acknowledged. The District continues with formative testing and differentiated instruction. Parent Council is considering parent education in Differentiated Instruction. In Library Media and Visual and Performing Arts, the District is in a maintenance level because of funding. The District has a fantastic Arts Plan that is waiting to be funded. In Student Support, special education is a focus area. Implementation of the Character Initiative has begun. In facilities, staff will develop a presentation on post-modernization projects per Board's request with the desired outcome a Post-Modernization Plan. Also under facilities is a stronger emphasis on maintenance and landscaping. In technology, the District will be working with a new data system for student assessments. The District is in the process of an adoption of a new countywide financial system.

Mr. O'Neill requested input from the principals on the Post-Modernization Plan. Ms. Massie concurred.

(d) Kinder Camp Update – Information

Ms. Vickrey stated that last summer was the District's fifth year of offering Kinder Camp sponsored by the Pacifica Collaborative. It was funded through a grant from First Five with the Peninsula Foundation. The District's budget is approximately \$41,000 per year. There are seven sessions with 135 children. To qualify for the program, the child must be registered as an incoming kindergartener for the 2005/2006 school year. Preference in registration is given to children who have not been to a regular or formal kindergarten or who are English Language Learners. Kindergarten Camp has an emphasis on literacy, and children do work in some academic subjects. But, it is primarily about how to go to school and how to be successful in school. The teachers are kindergarten teachers. Ninety-seven percent of the parents surveyed said that the experience was worthwhile, and 99 percent of parents surveyed said that they would recommend the program to other people.

(e) Facilities

(1) Update – Information

Ocean Shore School – Demolition revealed very little termite damage in the structure which could have slowed the project down immensely. The contractor, Ralph Larson, the district's Project Manager, Ralph Adams, and the architects worked cooperatively to complete the job and found strong solutions to construction issues as they arose. The project was larger in scope than either Cabrillo School or Ortega School but had the same amount of time in which to be completed – one year. Opening Day was very smooth. . A few punch list items remain to be completed. The parents installed native plant landscaping which may serve as a model for the District at other schools.

Ms. Massie commented on the solar tubes. The solar tubes provide natural lighting which will prove practical during a power outage. Ms. Massie noted that the District has incorporated environmentally-sound solutions in its buildings such as the native plant and solar tubes.

Dr. Garside stated that Councilman Jim Vreeland is bringing the Environmental Protection Agency to a CORE meeting. The EPA has a program called "Tools for Schools" which addresses indoor air quality and may be helpful for the district. Ms. Weideman will represent the Board at the meeting. Dr. Garside invited interested community members to attend.

(2) Preventative Maintenance Update – Information

Dr. Garside introduced the Preventative Maintenance Update as a Board requested topic.

Mr. Lianides stated that Mr. Foster does regular maintenance inspections. The Maintenance Department does mandated maintenance work such as changing filters, running systems and checking adherence to warranty requirements of all the mechanical units. The District has entered into a contract to paint rust at four sites with elastomeric paint. The downspouts on portables at Cabrillo and Vallemar schools are rusted and will be painted. Another contractor will do restoration and improvements at three fields: Ingrid B. Lacy Middle School, Ortega and Oddstad schools. Work on Cabrillo, Vallemar and Sunset Ridge fields is next. Mr. Lianides stated that a comprehensive plan of focused effort by maintenance staff and good use of Deferred Maintenance and Building funds will ensure that the District keeps the sites in good condition.

Mr. Frankel stated that he appreciated the report and that it was exactly the trend the District needed to pursue. He said that it was hard to estimate the level of effort maintenance will require over the long term, and he said it was encouraging for the District to focus its resources in these critical areas.

Mr. O'Neill noted that Vallemar and Sunset Ridge schools are now seven years old. The life span of a building is 40 to 50 years. He agreed that the District should focus on preventative maintenance.

(f) Final Teaching Assignments/Teachers-in-Charge – Information

Ms. Vickrey stated that the information contains certificated assignments throughout the district for 2005-06.

(g) Gann Limit **Resolution #2005-09-14-A** - Action

*It was moved by Mr. Frankel and seconded by Mr. O'Neill that the Board adopt **Resolution #2005-09-14-A** and **Resolution #2005-09-14-B** to establish the Gann Limit for the 2005-06 fiscal year.*

Roll Call:**Ayes: Frankel, Massie, Menefee, O'Neill, Weideman****Noes: None****MOTION PASSED: 5-0**

(h) Approval of Unaudited Actuals for Fiscal Year 2004-2005 - Action

It was moved by Mr. O'Neill and seconded by Mr. Frankel that the Board approve the preliminary financial statements for the 2004-2005 fiscal year, and authorize the Superintendent to file statements with the San Mateo County Department of Education.

Mr. Lianides stated that this is the first time the budget has ended in the positive in three years. The District has been drawing on its reserves and making budget reductions each year. The District is still anticipating a \$200,000 deficit for 2005/2006. However, \$200,000 in unanticipated credits and re-imburements for 2004/2005 will relieve pressure to draw down the reserve account barring any unexpected expenses such as special education costs. Watching expenditures carefully and gaining a clearer picture of special education costs, along with stable enrollment will allow the District to maintain a very lean program. But, looking ahead, the District will need new revenue to achieve the goals called for in the Strategic Plan and provide a richer program for children. However, the District is not in crisis as many of the districts are at this time.

Ms. Massie acknowledged Mr. Lianides' leadership in the budget and noted that he has been recognized statewide as a top administrator.

Roll Call:**Ayes: Frankel, Massie, Menefee, O'Neill, Weideman****Noes: None****MOTION PASSED: 5-0****8. FUTURE AGENDA ITEMS**

- ?? Back to School assignments:
 - o Ingrid B. Lacy Middle School, 9/15/05 – Ms. Menefee
 - o Vallemar School, 9/20/05 – Ms. Massie
 - o Cabrillo School, 9/20/05 – Mr. O'Neill
- ?? Discussion: Post-Modernization Plan, October 5.
- ?? Discussion: Post-Modernization Plan, October 26

9. ADJOURNMENT

Ms. Massie adjourned the meeting at 8:31 p.m.

Connie Menefee, Clerk
Minutes Approved 10/26/05

Michele Garside, Ph.D.
Secretary to the Board