



## *Pacifica School District*

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

### BOARD OF TRUSTEES MEETING

**January 17, 2007**

#### MINUTES

#### **BOARD MEMBERS PRESENT**

Mr. Mike O'Neill, President  
Ms. Karen Ervin  
Mr. Avram Frankel  
Ms. Connie Menefee  
Ms. Joan Weideman

#### **STAFF MEMBERS PRESENT**

Dr. Jim Lianides, Superintendent  
Ms. Susan Vickrey, Assistant Superintendent  
Ms. Josie Peterson, Chief Business Official  
Ms. Lou Sian, Board Scribe

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

*Board President Mike O'Neill called the meeting to order at 6:32 p.m., stating that Trustees Karen Ervin, Avram Frankel, Connie Menefee, and Joan Weideman were present. Superintendent Jim Lianides and Chief Business Official Josie Peterson were also present. Mr. O'Neill adjourned the meeting at 6:33 p.m. to Closed Session to conference with the Labor Negotiator.*

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

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

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

*Mr. O'Neill called the meeting to order at 7:34 p.m., stating that the Board took no action during Closed Session.*

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

It was moved by Ms. Weideman and seconded by Mr. Frankel that the Board approve the Minutes of the November 15, 2006 Regular Board Meeting with the following correction:

*Page 9, paragraph 2 – Delete "well paid" and insert "well placed". The sentence should be: The schools demonstrate that the community's trust is well placed.*

#### **Roll Call:**

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

**Noes:** None

**Abstain:** Ervin

**MOTION PASSED: 4-0-1**

It was moved by Ms. Weideman and seconded by Ms. Ervin that the Board approve the Minutes of the December 6, 2006 Regular Board Meeting with the following correction:

*Page 1, last sentence – delete “shall be given” and insert “was given”. The sentence should be: New Board member, Karen Ervin, was given the State of California Oath or Affirmation of Office.*

**Roll Call:**

**Ayes:** Ervin, Frankel, Menefee, O’Neill, Weideman

**Noes:** None

**MOTION PASSED: 5-0**

## **5. APPROVAL OF THE AGENDA AND CONSENT AGENDA**

It was moved by Ms. Weideman and seconded by Ms. Menefee that the Board approve the agenda for the January 17, 2007 meeting and all consent agenda items except that item 8(b) 2005-06 Audit Report be moved forward in the agenda.

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 January 17, 2007 meeting.

(b) Consideration of Acceptance of Warrants

*It is recommended that the Board approve the attached commercial warrants for the period of 11/29/06 through 1/5/07 totaling \$1,320,137.57.*

(c) Personnel

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

1) Management:

2) Certificated:

- a. Employment of Kendra Crame, Substitute Teacher with a Single Subject English Teaching Credential, District Office, effective 10/27/06.
- b. Employment of Kathy Asta, Substitute Teacher with a Standard Elementary Life Teaching Credential, District Office, effective November 3, 2006.
- c. Resignation of the following Substitute Teachers, District Office, effective October 23, 2006:
  - Carrie Grandfield
  - Kristen Hilmoe
  - David Roberts
  - Holly Stotts

3) Classified:

- a. Employment of Cynthia Conrad, Classified Substitute, Classified Salary Schedule B, Step A for Appropriate Position Range, District Office, effective October 23, 2006.
- b. Isabel Holiday, Satellite Kitchen Assistant, Classified Salary Schedule A, Range 44, Step C, 6.5 hours per day, 5 days per week, Vallemar School, transfer effective November 6, 2006.
- c. Employment of Susan Beckmeyer, Instructional Aide-Full Inclusion, Classified Salary Schedule A, Range 44, Step C, increase in hours by 30 minutes per day, Cabrillo School, effective November 3, 2006.

- d. Employment of Shelby Turek, Avid Tutor, \$10.00 per hour as per side letter agreement with CSEA, Ingrid B. Lacy Middle School, effective August 28, 2006.
- e. Resignation of the following Classified Substitutes, District Office, effective October 23, 2006:
  - Lauren McHale
  - Rebecca Smiroldo
  - Krist Pagan
  - Artash Napetian

(d) Service and Consultant Contracts

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

<i>Consultants / Contractors</i>	<i>Dollar Amount</i>	<i>Term of Service</i>
1. TerraSearch, Inc. Livermore, CA 94551 12, 2007	\$9,500.00	December 12, 2006 through February

**District:** Geologic Hazard Statement and Geotechnical Investigation for Vallemar Phase II Project.  
**Contract #:** 001603  
**Fund/Site:** Building Fund/Vallemar School

**Budget Account Code:** 21-9011-0-0000-8500-6240-008-0830

2. ABC Fence Company Pacifica, CA 94044	\$7,285.00	December 14, 2006 through January 14, 2007
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**District:** Replace approximately 525' of 4' high chain link fence with green vinyl coated 9 gauge chain Fabric. Install new 1 5/8" top rail. Straighten replace and paint post as needed. 2 1/2" end p 2" line pots set 2' in concrete. 1 5/8" top rail, 7 gauge spring steel tension wire, 9 gauge chain link fabric. All hot dipped galvanized structural steel. Dismantle, remove and haul away exist fence.  
**Contract #:** 001605  
**Fund/Site:** Building Fund/Sunset Ridge School

**Budget Account Code:** 21-9011-0-0000-8500-6200-007-0830

3. Pacific Coast Painting Pacifica, CA 94044	\$14,900.00	December 13, 2006 through February 13, 2007
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**District:** Exterior painting at Sunset Ridge School, Cabrillo School, Ingrid B. Lacy Middle School, Orteg School, Ocean Shore School and Vallemar School.  
**Contract #:** 001604  
**Fund/Site:** Deferred Maintenance/Districtwide

**Budget Account Code:** 14-9205-0-0000-8100-5838-099-0812

4. Marshal L. Howard Redwood City, CA 94063	\$800.00	December 13, 2006 through December 13, 2006
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**District:** Provide training on Diversity issues to Sunset Ridge staff. This will be a 4-hour training.  
**Contract #:** 000995  
**Fund/Site:** General Fund/Sunset Ridge

**Budget Account Code:** 01-7395-0-1110-2140-5827-007-0342

(e) Consolidated Application Part II

*It is recommended that the Board approve the submission of Part II of the Consolidated Application for 2006-07 to the California State Department of Education.*

- (f) Memorandum of Understanding between the Pacifica School District and the Regents of the University of California/Pacifica 4-H Club at Linda Mar Educational Center

*It is recommended that the Board approve the renewal of the Memorandum of Understanding between the Pacifica School District and the Regents of the University of California/Pacifica 4H Club.*

- (g) Revised Food Service Agreements with Brisbane School District and Bayshore School District for the 2006-07 school year – Increase in Meal Price

*It is recommended that the Board approve the revised Food Service Agreements with the Brisbane School District and the Bayshore School District for the 2006-07 school year.*

- (h) **Resolution 2007-01-17-A** Education Code 44258.2 Teacher Assignment

*It is recommended that the Board, by **Resolution 2007-01-17-A**, allow the assignment of the teacher listed for the 2006-07 school year.*

**Roll Call:**

**Ayes:** *Ervin, Frankel, 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 –

*Dr. Lianides read a letter from Mr. Frankel who tendered his resignation from the Pacifica School District Board of Trustees effective February 8, 2007. In his letter, Mr. Frankel stated that his work has required increasing amounts of travel. After six years of service to the District and with much reflection, he concluded that he is struggling to maintain the level of time commitment required to be an effective trustee. In addition, his work commitments highlight a long-standing need to spend more time with his family. Mr. Frankel stated that he is proud of what the Board has achieved over the last six years and leaves confident that it will continue to thoughtfully and successfully address many challenges the District faces. He acknowledged the many friends and colleagues he has worked with during his tenure, and publicly thanked his wife, Vicky, for her support. Her many sacrifices of time have directly benefited the school district. Mr. Frankel stated that it is a great honor to serve in the Pacifica School District community as a trustee. He will always consider his tenure as one of the most significant and rewarding experiences of his life.*

- (e) Board/Superintendent Communications

*Mr. Frankel invited anyone to talk with him before he leaves the Board in February. He thanked Dr. Lianides for reading his letter at this time because Mr. Frankel's intention was to allow ample time for the public to meet with him before he leaves. Mr. Frankel attended the CSBA Conference and the Rob Schneider benefit performance.*

*Ms. Ervin attended the winter program at Cabrillo School, the California School Boards Association (CSBA) Conference, and a meeting for the annual Chocolate Festival.*

*Ms. Weideman attended the CSBA Conference and the benefit performance by Rob Schneider at the Sanchez Art Center.*

*Ms. Menefee attended the CSBA Conference, Rob Schneider's performance, a Partnership for a Safe and Healthy Pacifica meeting, and a parcel tax meeting.*

*Mr. O'Neill attended a parcel tax meeting, the Band Wake-a-thon Fundraiser at Cabrillo School, a Chocolate Festival meeting, and meetings with Dr. Lianides.*

*Dr. Lianides attended the Rob Schneider benefit performance on Jan. 6 at Sanchez Art Center. The benefit was sold out to a full house of more than 200 people. The benefit engendered a real sense of community support for the District band program. The Rob Schneider Music Foundation is celebrating 10 years of generous contributions to the District's Instrumental Music Program. The Foundation pays for the salaries and expenses of two full-time teachers in the District. During the early phases of modernization, Mr. Schneider contributed \$200,000 toward the band room at Ingrid B. Lacy Middle School. His contribution made the band room larger than originally planned. Over the past ten years, the Rob Schneider Music Foundation has contributed well over \$1 million to the students of the Pacifica School District. Dr. Lianides stated that the District is very grateful and acknowledges Mr. Schneider's generosity in making it possible for so many students to learn and enjoy music performance in the District.*

*Ms. Weideman stated that the District's program has benefited the high school. Terra Nova's band program has returned as a result of the students' music preparation in middle school.*

(f) Board Committee Reports: CSBA Conference Workshop: Special Education – Trustee Joan Weideman

*Ms. Weideman stated that she prepared detailed notes from the three special education meetings she attended at the CSBA Conference. The notes are not a reflection of what the District may or may not be doing, though the District has focused on special education programs, funding, and how best to serve every child in the District. The first of three topics was on funding which is a complex governmental process. The State of California was taking federal special education funding and supplanting it, so that the money was not coming directly to schools. The federal government enacted laws to prevent the State from diverting funds. In response, the State created a new formula which resulted in no additional federal funding for school districts. The calculations based on enrollment are convoluted, resulting in less federal funding for school districts. It is another example of the State's disingenuous support of education in California.*

*The second topic was entitled "Getting Control of Your Out-of-Control Special Education Funding". The seminar was presented by School Services of California. The presentation included ways to collect, analyze, and interpret high quality data as tools for making good decisions. It also included prevention, early intervention, and the need for assessments in both the general education and special education programs. The presenters discussed non-public education programs and incorporating some of the methods in public schools. They conveyed the importance of staff training and building relationships with parents. Some of the ideas are being done in the District, while other areas could be improved. Ms. Weideman provided the Board with a copy of the PowerPoint® presentation.*

*The third topic was about autism. Ms. Weideman was impressed with the idea of staff training in the area of social and communication skills that could be applied in teaching any child whether in general education or special education. Ms. Weideman observed that the overlap of information regarding special education from previous CSBA Conferences.*

*The Board thanked Ms. Weideman for her report. Mr. O'Neill asked Dr. Lianides if any of the ideas could be implemented in the District. Dr. Lianides stated that a number of the ideas are currently in place. As the District begins to develop a comprehensive special education plan, staff will be looking at the information brought back from the CSBA Conference by Ms. Weideman.*

*Ms. Weideman suggested a special education update for late spring or early fall.*

## **7. PRESENTATIONS**

(a) Boardroom Curriculum Display – Sunset Ridge School

*Principal Laurel Trask of Sunset Ridge School stated that the Curriculum Display focuses on the social aspect of education. In the Sunset Ridge School Site Plan, one of the goals is to work with the whole child. Last year, they developed school families. A school family is a fifth, fourth, third, second, and first grader and a kindergartener. The students within a school family meet every month to do different kinds of activities together. The Curriculum Display is of one of these activities.*

*The Boardroom was decorated with self portraits created by the students at Sunset Ridge School. The portraits were*

*mounted on floor- to-ceiling length strips and affixed to the walls. Actual digital photographs were taken of the group of students within a school family and added to the base of the strips. The display could not contain all of the 86 families at Sunset Ridge School; however the walls of the Board Room were completely covered with small, unique portraits. A benefit of the blended families is that the fifth graders are taking leadership roles in working with the younger members on projects and activities. It has been a bonding experience and a way of developing community spirit within the school. The children do not often see each other outside of school unless they are in daycare together. Some of the activities are family bingo, quilt making, and pumpkin glyphs. This month the school families will celebrate diversity by creating a wreath of their handprints showing a blending of groups and cultures.*

*Ms. Weideman stated that the walls were stunning. The display reminded her of what a former Board member had said as she considered taking on the job of trustee. He said, "Just remember, no matter what you do, it is all about the kids." She thanked Ms. Trask for keeping the Board focused on their task.*

## **8. DISTRICT BUSINESS**

### **(a) Library Update - Information**

*Ms. Vickrey stated that the Library and Media Services goal in the Strategic Plan has been a high priority for the Pacifica School District though State funding has changed. Between the fall of 2000 and the fall of 2004, the State appropriated more than \$350,000 for school and classroom libraries within PSD. This enabled the District to do massive purchasing and greatly needed updating of the libraries. However, since 2004, funding from the State for PSD's libraries has dwindled from a high of \$350,000 to approximately \$20,000 in the 2005-2006 school year. This has imposed a hardship on the schools because support must come from their regular budget or instructional supply budget which is used to buy textbooks. As a result, the majority of library purchases during the last two or three years have been made by site councils and by PTOs.*

*In 2004, two sites met the State guidelines of providing 20 books per student in the library: Ocean Shore School and the combined Linda Mar / Oddstad school. Today, 50 percent of the sites meet the library standard of 20 books per student. Ortega School benefited greatly from the blending of libraries from the former Linda Mar Elementary School and Oddstad Elementary School. Sunset Ridge School has made a huge investment in paperback books. Vallemar School also meets the library standard. Ocean Shore School has 19 books per student. The slight change since 2004 is due to a rapid increase in student enrollment. To have maintained the library standard though enrollment has increased indicates a major commitment on the part of the Ocean Shore School community.*

*Last December, the County Librarian and the District's Library Media Aide reviewed the status of the school libraries across the District. They gathered information about the number of books, the types of books, the average copyright of the books, the number of computers, the number of paid and volunteer hours in each of the libraries. They developed a chart displaying the strengths and weaknesses of each of the school libraries. A recurring need in the libraries is for more paid staff. Ms. Vickrey stated that the District has a million dollar resource in libraries that operates through the good graces of parent volunteers. Other common recommendations for improvement are to open the school libraries during lunch and/or before and after school; and to increase the circulation rate of the books. The only school library opened during lunch is at Ingrid B. Lacy Middle School. More staff time is needed to increase the circulation of the books.*

### People Wishing to Address the Board:

*Ms. Stacy McIntosh has a son in kindergarten at Ocean Shore School. She volunteers four hours a week in the Ocean Shore library. She stated that if there were more money, they could spend more in books to augment the curriculum in the classroom as well as in leisure reading. She stated that as a volunteer, she could not provide the services of a library specialist in supporting curriculum, keeping abreast of the research in literacy, directing children in reading, and ordering book titles that enhance their leisure reading experience.*

*Ms. Paula Teixeira stated that six years ago her son started at Ocean Shore School, and she became a library volunteer. She accompanied children from the classroom to the library. She helped them pick out books and check them out. Two years later when the library chairperson resigned, she volunteered to run the library. Her goal was to*

*make the library a place where students could learn library and research skills. She also wanted to work with teachers so that the library could support curriculum. Ms. Teixeira emphasized that school libraries are central to education, just as science, math, and physical education are. She stated, "In 1993 and 1999 a study called the Colorado Study was conducted to see if having a strong school library program made a difference in student's reading scores. The results were clear. A school library media program with full-time media specialist, support staff, and a strong computer network leads to higher student achievement, regardless of social and economic factors in a community. In elementary and middle schools with strong library programs, students scored 15% higher than students in school with weak library programs. Studies in nine other states produced similar findings."*

*Every year, the Ocean Shore School Library has had at least 30 volunteers who order books, maintain the catalog, process the circulation of books, set up theme displays, write reports, keep the library clean, and help students in their research. Several parents come every week for one to two hours during the entire school year. Ms. Teixeira volunteers from 100 to 150 hours per year. She has observed that there are students whose only access to a library is in school. Though Ocean Shore School has been fortunate to have so many conscientious volunteers, in order to have a consistent program the school needs a fulltime media specialist who can train volunteers.*

*Ms. Karin Meyer is a parent volunteer at the Ingrid B. Lacy Middle School library. During the lunch break, she interacts with students by suggesting books to read, helping them find information, and motivating them to look further into their research topic. She is impressed with the number of books in the library but has observed a need to update the selection. Though Ms. Davis is able to secure grant funding and the library receives donations of classical literature, there are many contemporary works that could be purchased. During a two-year, around-the-world sailing adventure, she home-schooled her children, and they became familiar with the works of some great Australian and British authors. She is also aware of contemporary teenage authors who write fiction and autobiographies. The computers are heavily used by students during lunch. Granted, the students are often playing computer games during their lunch break, but sometimes they use the Internet to find information. Ms. Meyer uses these instances as teaching moments when she can guide them through the Internet to research their topic. She emphasized that reading books, gathering information through books and the Internet invoke literary skills that expand their horizons.*

*Ms. Sharon Weisend, a parent at Ortega School, stated that a professional librarian catalogs books including checking the Dewey Decimal System numbers. They add subject headings and categories that are compatible with the students' mentality and basic research abilities. They continue the collections development in compliance with California standards and curriculum. They oversee the selection of new books and the culling of worn, damaged, and outdated books for the library. An un-credentialed library director requires a minimum of two positive professional reviews in order to select the books. They prepare monthly reports for the principal and the District Office, including the collection and circulation statistics. The performance of these tasks is approximately five hours a week. The librarian teaches fourth and fifth grade students the Dewey Decimal System, basic library skills, and the use of reference materials and the computer. The librarian introduces students to new books and the many well-written books that are available to them in the collection. This basic knowledge is not available through parent volunteers.*

*Students have expressed the desire to use the library outside of classroom hours. Ideally, staff or volunteers should be overseen by a professional librarian. Ms. Weisend and 24 parent volunteers provide the above-mentioned services. With all of the tasks required to properly run a library, they requested a full-time librarian.*

*Mr. William Bradford stated that he has a fifth-grader at Cabrillo School and a seventh-grader at Ingrid B. Lacy Middle School. Mr. Bradford has been a volunteer in the District for eight years. He thanked the District for doing a fabulous job of teaching children despite limited financial resources. He has observed students taking notes from reference materials, check out books to read at home, and play games on the computer. Ms. Helen Davis will display materials directly related to current classroom assignments; and the students use them. This encourages them to complete class assignments. The libraries are a safe place for the students to socialize in a respectful, cooperative, sharing manner. The library gives the children power and unbiased information. They are a place for citizens to go to research and discuss issues. The libraries contribute to the literacy of our country. By maintaining the library and encouraging students to use them, they will become comfortable in the library. They will learn how to use the library and become better citizens for it.*

*Mr. Laurie Frater, co-chair of the committee to pass the parcel tax, stated that library funding is one of the things specifically mentioned in the parcel tax.*

*Comments from the Board:*

*Ms. Ervin stated that it is a continued goal to achieve well-equipped, well-staffed libraries with different types of media that are opened before, after, and during school. She thanked the speakers for their beautiful presentations.*

*Mr. Frankel stated that in the six years he has been on the Board, the issue of libraries has come up every year. He reassured the public that the Board has wanted to enhance the program for a very long time.*

*Ms. Menefee stated that she continues to be appalled by a National Library Association study that concluded that California's prisoners have greater access to library services than public school students.*

*Mr. O'Neill stated that all of his children love to read, and that his daughter left Cabrillo School and went to Ingrid B. Lacy Middle School. During a tour of the middle school, she was impressed with all of the books in the library and that they were for her age level. He stated that if someone were to give the District a \$100,000 check and specifically say it was for a librarian, then it would probably be a 5-0 vote of approval. Unfortunately, when special education is 12 percent of the budget and costs for workman's compensation and health insurance continuing to rise, hard choices have to be made.*

*Ms. Weideman stated that she has been influenced by the dedication of parent volunteers. As a parent volunteer, she realized how hard the schools were working to keep the libraries afloat. Every year when the Board discusses the Strategic Plan with the superintendent, it has done everything that did not cost any money, and now programs are being impacted. It was important for the public to hear how the District is running its schools. As fabulous as the volunteers are, they need support and a credentialed librarian to make a better program. The Board would like to recognize the work of the volunteers and to express their gratitude in helping the District provide what the children need at a time when funding is not available for Library and Media Services.*

*The Board recognized parent volunteers from each of the schools and presented them with Certificates of Appreciation.*

*Ms. Vickrey also acknowledged the parents who helped the Educational Support Services staff in revising the District Library Plan.*

(b) 2005-06 Audit Report – Action

*It was moved by Ms. Weideman and seconded by Ms. Ervin that the Board accept the 2005-06 audit report.*

*Ms. Peterson presented the 2005-2006 Audit Report and stated that the report was unqualified which means there were no irregularities. A few years ago, the District implemented GASB 34 which required financial statements to reflect all of the assets and liabilities of all funds. Assets over \$5,000 such as buildings and lands are listed in the report. Continuing the District's record of good audit reports over the last five years, there were no findings this year. There were two minor internal control recommendations: 1) independent study agreements at all of the school sites must be filled out completely; and 2) check for errors in student applications for the national school lunch program. The District has instituted more staff review of the independent study agreements and of the free and reduced school lunch applications.*

*Mr. Rudy Vargas of Vargas and Company was present at the meeting to respond to questions. Dr. Lianides stated that by law, school districts may retain the same independent auditor for six years. Mr. Vargas will no longer be the independent auditor. Mr. O'Neill thanked Mr. Vargas for his diligence and six years of service.*

## (c) Site Plans: Cabrillo School and Ocean Shore School – Action

*It was moved by Ms. Weideman and seconded by Mr. Frankel that the Board approve the school site plan revisions for Cabrillo and Ocean Shore schools.*

*Mr. Scott Carson, principal of Cabrillo School, stated that his focus has been on safety and welcoming back every child to Cabrillo School. Recently, his focus has been on the upper grades and re-visioning the upper grade program.*

*Ms. Ervin thanked Mr. Carson for the work that went into the site plan. She asked how the after-school homework help was progressing. Mr. Carson stated that the teachers recognized the need for the program. At almost every grade level, a teacher has either organized it or is running the program. Ms. Ervin asked about the policies, if any, that Mr. Carson had to implement his goal of school-wide discipline. Mr. Carson stated that he has a binder to keep track of infractions at school. There were about seven students that came to the office more than once for misbehaviors in September. In November, there were only three key offenders or students who came to the office more than once for misbehaviors. So, the policies appear to be working. Mr. Carson thanked his staff and the District Office for their support.*

*Mr. Marc Lorenzen, principal of Ocean Shore School, stated that this is the school's sixth year in the plan. Over the last two years, they have worked very hard to align the plan with the PTO budget. They have focused on curriculum, the SIP Plan, and other areas of the PTO Plan. For instance, the library is supported by the PTO. Math, science, and physical education are not provided for in a K-8 school, particularly in the middle grades. It absorbs about three quarters of their budget. The rest of the budget is used to support target students, teacher release time and training, and tutoring.*

*Ms. Weideman asked what had contributed to the year-to-year improvement in the math cohort group in grades 2-7. Mr. Lorenzen stated that the teachers have always recognized the need, so they run their own homework and tutoring centers. In addition, the school does a lot of tutoring with math. Up to third grade, the focus is on literacy. After third grade, the focus is on math tutoring groups throughout the year. Teachers have agreed to conduct the tutoring groups, and there are parents with credentials who also provide tutoring. As a result of hiring an extra credentialed math teacher, the school was able to have smaller math groups at the upper grade level. Mr. Lorenzen is anticipating an improvement in algebra this year. There are two full-time teachers teaching algebra to 32 students. Putting extra resources in math and meeting every month with teachers have helped to improve test scores and address individual areas of need.*

*Ms. Ervin asked about the kinds of software or Internet resources that are being used to integrate technology in the classroom and computer lab as stated in the site plan. Mr. Lorenzen stated that the school has a very current computer lab that was purchased last year, but the classroom computers are very old. With a grant, he plans to replace the classroom computers. For students who are struggling, their needs are being met with tutoring, one-on-one help, and small group help. Working with Mr. Ford Long, he would like to provide some challenging software programs for GATE students who want different work, not more work. GATE students comprise 25 percent of the student population.*

*Mr. Lorenzen thanked and acknowledged the parent volunteers at Ocean Shore School.*

**Roll Call:**

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

**Noes:** None

**MOTION PASSED: 5-0**

## (d) Demographics Study – Information/Discussion

*Dr. Lianides stated that a real estate map of Pacifica was divided into 14 neighborhoods to study enrollment in the District. The neighborhoods of each of 3100 students in the District were entered into the SASI database. The information was exported into Excel and into the SPSS program. Over the last two years, there seemed to be a shifting demographic from the south to the north. Enrollment is growing in the north and declining in the south. The map is based on data from 2004-2005, 2005-2006, and 2006-2007 school years. The District was divided between the north and south at Reina del Mar in Vallemar. Over the three year period, enrollment has dropped by 50 students in the south, and increased by 50 students in the north.*

*The 14 neighborhoods are Linda Mar, Pedro Point, Cabrillo (around Crespi), Sun Valley (Terra Nova), Park Pacifica (Oddstad), Rockaway, Vallemar, Fairway Park, Sharp Park (East of Highway 1), West Sharp Park, Edgemar, Pacifica Manor, Westview, Fairmont, and out of District. The neighborhood with the greatest amount of growth is Fairmont. Other neighborhoods that have shown growth in the north are Pacific Manor and West Sharp Park.*

*In the south, the neighborhood showing the greatest decline is Vallemar. Park Pacifica and Cabrillo neighborhoods are also declining. This year, the neighborhoods that contribute the most students to the District are Fairmont, Park Pacifica, Cabrillo, and Linda Mar areas.*

*Mr. O'Neill stated that the Board requested this enrollment information because the information is helpful in determining where more classrooms are needed to accommodate growth in the District. The study will also include a traffic study showing how many students go north or south and for what reasons.*

*The three-year study shows that Cabrillo and Vallemar schools' enrollment is very steady. Ocean Shore School has grown in enrollment. Ingrid B. Lacy Middle School has declined, although it has grown compared to last year. The school with the greatest growth is Sunset Ridge School which has grown by 50 students. The school with a decline is Ortega School. These numbers were taken from December statistics over the three year period because the enrollment pattern tends to peak in the late fall. After the holidays, there is a slow decline.*

*The vast majority of students who live in Fairmont go to Sunset Ridge and Ingrid B. Lacy Middle schools. Relatively few Fairmont students attend other schools in the District. Interestingly, Sharp Park residents attend all schools in the District in equal numbers. Students living in either West Sharp Park, Sharp Park, Edgemar, or Fairway Park are making a variety of choices of where to attend schools, whereas students in the very north or very south tend to stay locally. Other schools that seem to pull from all neighborhoods are Vallemar School and Ingrid B. Lacy Middle School.*

*Sunset Ridge School draws its population mainly from the north and has a significant population of inter-district transfer students. The majority of students at Ocean Shore School live in the north. Ingrid B. Lacy Middle School is virtually split 50-50. That is a real success story about Ingrid B. Lacy Middle School. Early in the conceptual phase of designing a middle school, the intent was to locate the school in the middle of Pacifica to draw from the entire city. Vallemar School draws more students from the south than the north. Uncharacteristically, eighty students from the north (Pacific Manor, Sharp Park, and those closest to the Highway 1 corridor) attend Ortega School. In the Home School Program, 36 out of 54 students live outside of the District.*

*At Sunset Ridge School, a class of 5<sup>th</sup> graders (83 students) will be graduating and attending Ingrid B. Lacy Middle School. If there are large numbers of kindergarteners entering Sunset Ridge School, then the school will be approaching capacity which is 600 students. This is an important consideration in terms of post-modernization planning.*

*In 2004-2005, there were relatively low numbers of students in 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades at Sunset Ridge School, and higher numbers of K-2 students. There are two things affecting Sunset Ridge School: 1) graduating a low number class, and bringing in a replacement class of higher numbers in kindergarten; and 2) there are students moving into the north at all grade levels who will attend Sunset Ridge School.*

*In looking at the average age grade level that students enter the District, Linda Mar residents enter school about mid-year in Kindergarten. In Fairmont, the average age student enters the District about mid-year in first grade. Families in the Fairmont neighborhood have students in the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> grade that are entering the District for the first time. The inter-districts are mid-year 2<sup>nd</sup> graders. They tend to fill openings anywhere in the District.*

*Lastly, each school is represented by the percentage of students from each neighborhood. Cabrillo School is primarily composed of students who reside in the south. Ingrid B. Lacy Middle School is composed of equal numbers of students from each neighborhood. Ocean Shore School has a majority of students living in the north. The school also draws a number of inter-district students. Ortega School primarily draws its school population from the south, and has 80 students from the north (Fairway Park, West Sharp Park, Edgemar, Pacific Manor). There are very few from Fairmont and Westview which are a much longer drive. The inter-district students attending Sunset Ridge tend to come from adjacent areas of Daly City and South San Francisco. Childcare and proximity to work are prime drivers of inter-district students entering or leaving PSD. There are 185 students coming into the District, and 116 students leaving the District. Without the Home School statistics, there are 140 students coming into the District, and 116 students leaving the District. Vallemar School draws from the entire city but more heavily from the south.*

*The purpose of the presentation was for post modernization planning and to address the issue of space to accommodate growth in the north. Sunset Ridge School is reaching its capacity. Instructionally and for the learning benefit of students, a K-5 school should not exceed 600 students. As enrollment continues to decline in the south, and with completion of post-modernization that increased capacity at Ortega School, the District has to look at ways to increase enrollment at the south end of town. Ingrid B. Lacy Middle School can accommodate an increase of enrollment by 50-60 students. However, it could reach its maximum capacity because of future graduations from Sunset Ridge School.*

*There are cycles of enrollment, and the best laid plans are subject to change. There is really no crisis or imminent issue with enrollment, but it is something that needs to be watched carefully. There is capacity to grow at Ortega School (K-5) and Ingrid B. Lacy Middle School (6-8). If enrollment were to exceed capacity at Ortega School – it can accommodate 80 to 90 more students – then, the District would have to look at Linda Mar Educational Center. Its proximity to Highway 1 also makes it a convenient place for students. The District is fortunate to have the sites and the land, but it does face a situation where the sites are not necessarily located where enrollment is growing.*

*Last November, the Board wanted this information in order to make informed decisions regarding enrollment as it begins post modernization plans and preparing for the future.*

*Ms. Ervin thanked Dr. Lianides for a comprehensive report. She asked about the potential for growth at Vallemar and Ocean Shore school. Dr. Lianides stated that Vallemar School is at capacity, and Ocean Shore School will probably reach capacity within two years. Room for future growth is at Ortega School and Ingrid B. Lacy Middle School.*

*Mr. Frankel thanked Dr. Lianides for his presentation. He stated that it was heartening to know that the decision to centrally locate the middle school is working out. People are taking advantage of the Open Enrollment Policy in the District and the way the lottery is set up. Those were big topics of discussion for the Board. In a way, it confirmed that the District's policy is fair, in particular to the neighborhoods with schools. In terms of future decisions, it's good to know that the Board does not need to make them now. By design, the District has Linda Mar, Oddstad, and Fairmont. The District has a lot of land and sites, even though they are not optimally placed demographically. There is growth in the north. Even a one-classroom shift is significant at Sunset Ridge School. The demographic study vindicates the idea of saving the capital money for adjustments that might be needed at certain sites to handle such enrollment shifts.*

*Ms. Menefee stated that former Board President Betsy Massie predicted that enrollment would grow in the north.*

*Ms. Weideman stated that when the Board looks at site modernization, they would have to look at Sunset Ridge School's maximum capacity from an educational/philosophical perspective.*

*Mr. O'Neill stated that its interesting to note that growth is occurring where housing prices are more affordable in Pacifica. If families decide to move to more expensive homes, there could be a growth in enrollment at Ortega School and Sunset Ridge School would backfill as spaces become available.*

*Dr. Lianides stated that he would like to work with staff and discuss from a programmatic point of view the things that Ortega is doing or could communicate better. Then, he could come back to the Board with a progress report and some suggestions of what might be done. At the February 7, 2007 Board meeting, staff will have the results of the kindergarten lottery. Dr. Lianides stated that he could compare the information with last year's lottery.*

*Mr. Frankel stated that if there are 80 students from the north end of town attending school at Ortega, then the program is already successful. He knows some of the families, and the enrollment speaks well of the program. They also have a great library.*

(e) Start Time of Vallemar School - Information

*Dr. Lianides stated that last spring, Principal Brian Connor surveyed the parents regarding start times at Vallemar School. The start time is currently at 8:30 a.m., and there has been a concern about traffic congestion at the intersection of Reina del Mar and Highway 1. Two-thirds of the cars are coming from the south, and students are probably being dropped off at Vallemar School on their way out of Pacifica. Overall, there are more parents opposed to changing the start time by 15 minutes than in favor of it. When the start time went from 8:30 to 9 a.m., there was almost double the number of parents against change than for it. The survey was conducted during the time that Devil's Slide was closed. It was evident that much of the traffic on Highway 1 was a result of commuters coming out of Half Moon Bay.*

*Ms. Weideman stated that if every student who lived in Vallemar attended Vallemar School, it would be 150 students. So, there are not enough students who live in the valley that could keep the school opened. It would necessitate the students to come into the valley at any time.*

*Ms. Ervin remembers that Cabrillo School changed their start time from 8:45 to 8:30, and they ran into the same predicament.*

*Mr. O'Neill stated that if they weren't dropping the students off at school, they would be dropping off students at daycare at the same time. When the Board meets with the City, they have a traffic study as well as the information from the survey.*

(f) Widening of Highway One - Action

*It was moved by Mr. Frankel and seconded by Ms. Menefee that the Governing Board direct staff to write a letter of support to the San Mateo County Transportation Authority (SMCTA) in support of continued funding of the study to widen Highway 1 through Pacifica.*

**Roll Call:**

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

**Noes: None**

**MOTION PASSED: 5-0**

(g) Agreement with T-Mobile Cellular Phone Company – Action

*It was moved by Ms. Weideman and seconded by Ms. Ervin that the Board approve an agreement with T-Mobile to allow the placement of a new light pole with a cellular antenna at the rear of the Ingrid B. Lacy field directly below Highway 1.*

*Dr. Lianides stated that he has been negotiating with T-Mobile for almost a year. They are interested in moving a light pole to the middle of the field. The light pole will be similar to the Sprint tower that is at the far end of the property. If approved, T-Mobile will pay the District \$1,850 a month with a yearly CPI inflator. The pole would be approved by DSA and would probably cost around \$150,000 to install. Dr. Lianides stated that this would be a step toward lighting the field someday.*

**Roll Call:**

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

**Noes:** *None*

**MOTION PASSED: 5-0**

(h) Mid Year Report on Food Services – Information/Discussion

*Ms. Peterson stated that Food Services has been losing money for the past two years. In 2002-2003, the Food Services made money, however beginning in 2003-2004, the program barely broke even. In 2004-2005, the program had a loss. Last year, there was a substantial loss of more than \$20,000. Based on the average sales per day, staff is projecting that the program will make a profit this year. This is due in part to a grant for the breakfast pilot program at Sunset Ridge School and Ingrid B. Lacy Middle School. Ms. Angelica Salgado, food services consultant, has come up with some creative ideas to increase sales. There have been some menu changes and special events. Students have become more involved in selecting menu items. They held a district-wide election for their favorite vegetable, and corn was elected as the students' favorite vegetable in all of the schools. There has been taste-testing at Cabrillo, Vallemar, and Ingrid B. Lacy Middle schools. Students have sampled items for the snack bar and entrée items. Some of the challenges have been finding healthy foods that appeal to children.*

*A plan to install computerized point of sale (POS) systems at Ingrid B. Lacy Middle School, Sunset Ridge and Cabrillo schools would allow parents to buy meal tickets online. The children will receive a card that can be scanned at the lunch line. The parents will be able to see the amount of money on the card and the purchases made by the student. Computers and software have been purchased, and staff are being trained.*

*There is a potential decrease in revenue because of the ala carte sales. The elimination of non-compliant foods per State guidelines has been a challenge. Ms. Peterson provided a summary of the State laws regarding school nutrition. Ms. Salgado is constantly contacting vendors for nutritious and appealing foods. She has had frequent staff meetings to brainstorm ideas, increase food safety and morale. Bayshore and Brisbane School District has requested an increase in food prices and an improved menu. In addition, much of the data entry has been computerized, saving staff time in manual computations.*

*Program goals for 2006-2007 include full implementation of POS at the above-mentioned schools; convert the snack bar at IBL into a reimbursable meal service; and implement a pre-paid debit card system for lunch tickets.*

*Ms. Salgado has been successful in marketing the lunch menus. The A-Z Salad Bar shows different vegetables through the alphabet at different times of the year. There was a big watermelon promotion. She is looking into a kids cooking contest in which they submit recipes for healthy foods.*

*Ms. Peterson discussed the District's partnership with Sodexo, a leading food and facilities management service company. Their expertise is in school lunch programs, and they have been working for the District for seven years.*

*Ms. Weideman asked about students who do not have access to computers. Ms. Salgado stated that they will continue to pay in cash at the cafeteria.*

*Ms. Ervin stated that she has a similar system at work and it is very convenient.*

*Mr. O'Neill stated that when he first became a trustee, Food Services owed the District \$200,000. He would like to*

*watch this. He asked why they have had a deficit of \$32,000 for the last two years, and no one brought it to the Board's attention. He asked why the POS is being implemented at only the three schools.*

*Ms. Peterson stated that the deficit has been reported at previous meetings. The reason for the deficit has been food costs and labor. Higher gas prices have increased the food costs, and the labor and benefit costs have been increasing. Until the current year, enrollment has declined. The snack bar lost money last year, and staff was reduced at Ingrid B. Lacy Middle School. At Ocean Shore, the snack bar was closed because of poor sales.*

*Ms. Peterson stated that they want to implement the POS at all of the schools, but will roll it out at the three schools first. The breakfast funding at Sunset Ridge and Ingrid B. Lacy Middle schools was received because of the free and reduced lunch applicants at the schools. Cabrillo School was primed to use the Internet for other forms of communication, so they were a likely candidate for POS.*

(i) SELPA Plan Changes **Resolution 2007-01-17-B**

*It was moved by Ms. Weideman and seconded by Ms. Menefee that the Board approve **Resolution 2007-01-17-B** approving changes to the San Mateo County Special Education Local Plan Area (SELPA) in the areas of Board composition, number of members, and evaluation of the SELPA Administrator.*

*Dr. Lianides stated that this was a minor change to the SELPA bylaws that would include a new seat occupied by the County Superintendent of Schools on the SELPA Board. The County has made significant progress and County costs are less this year than last year. This has been a difficult process for them. There have been quite a few layoffs and difficult negotiations with the teachers. A considerable amount of the SELPA program is run by the County in terms of services. There are about 600 students in the County program. It would have minimal effect on the District to have the County Superintendent as a SELPA Board member.*

**Roll Call:**

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

**Noes:** None

**MOTION PASSED: 5-0**

(j) Gifted and Talented Education (GATE) Program - Action

*Ms. Vickrey stated that the GATE Program is a State categorical-funded program. The District receives approximately \$27,000. Considering that the English Language Learner Program receives \$80,000 for 200 students, and the Special Education Program receives millions of dollars, the amount of funding for 300 GATE students is not a lot of money. The students are identified using the CAT 6 test in the 3<sup>rd</sup> grade and the Neglieri Non-verbal Assessment in the 4<sup>th</sup> grade. The tests are also administered upon request. With limited funding, the District is required to address the social, intellectual, and emotional needs of GATE students.*

*The actual program involves differentiated instruction that allow them to demonstrate competency and move on to other activities. As Mr. Lorenzen had said, GATE students want different work, not more work. Some of the funding is spent on administering the Neglieri test (\$3,000) and the rest is spent on enrichment activities. District run programs for the last two years were centered on technology. This year, each site developed a plan and has requested funding. Vallemar and Sunset Ridge schools emphasize science. Ingrid B. Lacy Middle School is continuing with technology and pursuing the Lego's competition. Ortega School is offering a different topic from week to week. For example, they have designed a running shoe, constructed musical instruments, and have studied asphalt. Cabrillo and Ocean Shore schools are in the process of finalizing their plans. The sites have approximately \$3,000 - \$4,000 for their GATE programs.*

*Ms. Ervin asked about the change in the numbers of GATE students. Ms. Vickrey stated that the identification process for GATE students has changed in the District. According to the State guideline, only the top 4 percent of*

*the population qualify for GATE, and then, only those who demonstrate academic talent. Differentiated instruction in the classroom address the academic intellectual need of GATE students. The social and emotional needs are addressed by the enrichment activities. They provide an opportunity for GATE students to meet and interact exclusively with other GATE students. There is a perception on the part of gifted children in that they see the world differently. They need the opportunity to interact with children who have similar perceptions. It promotes a feeling of well-being to know that other children are like them.*

*Ms. Menefee stated that this is another example of an unfunded mandate. She had asked that this be placed on the agenda because of complaints she has received from parents that the District does not have an extensive program for GATE students.*

*Ms. Weideman stated that it was difficult to meet the diverse needs among math-gifted students, art-gifted students, or language-gifted students when there are limited amounts of funding. A math activity does not necessarily attract an art-gifted student. Ms. Vickrey stated that the Ortega program is so varied that it does a better job of attracting more participation.*

*Mr. Frankel stated that he has heard a number of concerns from parents over the years. Studies have shown that many of the students are at risk. It is something that needs to be tracked. Ms. Vickrey stated that there are misperceptions about GATE students. The misperception is that every high-performing student is a GATE child. Very often a gifted child is a very poor performer in school. They have a high drop-out rate in high school, and a high suicide rate.*

(k) 2<sup>nd</sup> Quarter Williams Report – Information

*Dr. Lianides stated that there were no complaints.*

(l) 2<sup>nd</sup> Quarter Vandalism Report - Information

*Dr. Lianides stated that the main issues with vandalism have to do with painting. On Christmas Eve, Linda Mar School was broken into. Mr. Keith Wisell boarded it up with plywood. Ms. Weideman asked that Dr. Lianides convey the Board's appreciation for spending his Christmas Eve taking care of the school.*

*Mr. O'Neill stated that the Examiner had reported that three children had broken into Fairmont School.*

*Dr. Lianides stated that they never entered the building. They were caught and gave a very strange story to the police about ghosts. The media picked up the story and it was reported on the radio.*

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

(a) 5000 Series Manual Maintenance

- (1) BP 5141.33 Head Lice  
*Adopt CSBA sample as proposed*

*Ms. Weideman requested that all references to the school nurse be deleted in BP 5141.33, Head Lice.*

(b) 6000 Series Manual Maintenance

- (1) BP 6145.8 Assemblies and Special Events  
*Adopt CSBA sample as proposed*
- (2) AR 6153 School-Sponsored Trips  
*Revise current policy*

*Ms Weideman requested that permission slips be required in any instance when students leave the*

*premises. Also, in terms of allowing very young children to swim presents a high risk. Mr. O'Neill also questioned the policy regarding controlled substances and medications. Dr. Lianides stated that he would take this item back to the Leadership Council for further review.*

## **10. FUTURE AGENDA ITEMS**

- Procedures regarding the vacant position on the Board / Discussion, Feb. 7.
- Kindergarten Lottery Update, Feb. 7.
- Special Education Update, late spring or early fall.
- Articulation meeting with Jefferson Union High School District, Feb. 8.
- Post Modernization / Information, Feb. 7.

## **11. ADJOURNMENT**

*Mr. O'Neill adjourned the meeting at 10:12 p.m.*

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Joan Weideman, Clerk  
Minutes Approved 2/7/07

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James Lianides, Ed.D.  
Secretary to the Board