



# *Pacifica School District*

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

## BOARD OF TRUSTEES MEETING

**March 24, 2010**

### **APPROVED MINUTES**

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

*Mr. O'Neill called the meeting to order at 5:30 p.m.*

*Present: C. Kaufman, E. Manning-Villar, M. O'Neill, J. Weideman*

*Absent: K. Ervin (arrived when Closed Session was in process)*

*Staff present: S. Vickrey, K. Mindel, J. Peterson, T. Stafford*

*Mr. O'Neill adjourned the meeting to Closed Session.*

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

- (a) Public Employee Appointment  
Title: Superintendent

*Mr. O'Neill reconvened the meeting. The Board took action to offer a contract to a candidate for Superintendent.*

##### ***ROLL CALL:***

***Ayes: Ervin, Weideman, Kaufman, Manning-Villar, O'Neill***

***Noes: None***

***MOTION PASSED: 5-0***

- (b) Conference with Labor Negotiator  
Agency Negotiator: Susan Vickrey, Superintendent  
Employee Organizations: CSEA, LSEA  
(California School Employee Association, Chapter 128)  
(Laguna Salada Education Association)

*The Board took no further action in Closed Session.*

*Trustee Weideman led the Flag salute.*

*Present: K. Ervin, J. Weideman, C. Kaufman, E. Manning-Villar, M. O'Neill*

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

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

*It is recommended that the Board approve the Minutes of the February 24, 2010 Joint Meeting with RSMF, the February 24, 2010 Regular Board Meeting, the March 3, 2010 Meeting, the March 10, 2010 Special Meeting, and the March 16, 2010 Closed Session.*

Ms. Ervin moved, and Ms. Weideman seconded, approval of the Minutes of the February 24, 2010 Joint Meeting with RSMF, and the February 24, 2010 Regular Board Meeting with corrections to two typographical errors.

##### ***ROLL CALL:***

***Ayes: Ervin, Weideman, Kaufman, Manning-Villar, O'Neill***

***Noes: None***

***MOTION PASSED: 5-0***

Ms. Weideman moved, and Ms. Ervin seconded, approval of the minutes of the March 3, 2010 Regular Board Meeting with the following information added to document the District's reasoning for supporting the ballot measures:

*Page 5, Board item 4f(2), Resolution 2010-03-03-E supporting an amendment to the Constitution of the State of California entitled the California Democracy Act, add "Ms. Weideman supports the endorsement of this resolution because the 2/3 majority requirement to pass a State budget has resulted in passage of late budgets and negative impacts to education". Page 5, Board item 4f(4), Resolution 2010-03-03-G supporting the State Parks and Wildlife Conservation Trust Fund Act, add "Ms. Weideman supports this ballot measure because State parks offer educational and recreational opportunities. Many students attend State parks on field trips. The District encourages children to be active and healthy as part of its Wellness Plan".*

**ROLL CALL:**

**Ayes:** Ervin, Weideman, Manning-Villar, O'Neill

**Noes:** None

**Abstain:** Kaufman

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

Ms. Ervin moved, and Ms. Kaufman seconded, approval of the minutes of the March 10, 2010 Special Meeting.

**ROLL CALL:**

**Ayes:** Ervin, Weideman, Kaufman, Manning-Villar, O'Neill

**Noes:** None

**MOTION PASSED: 5-0**

Ms. Ervin moved, and Ms. Kaufman seconded, approval of the minutes of the March 16, 2010 Closed Session with "(Superintendent Search Firm)" added after Rudy and Janet Gatti to identify them and their purpose in Closed Session.

**ROLL CALL:**

**Ayes:** Ervin, Weideman, Kaufman, Manning-Villar, O'Neill

**Noes:** None

**MOTION PASSED: 5-0**

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

*It is recommended that the Board approve the agenda for the March 24, 2010 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 March 24, 2010 meeting

(b) Consideration of Acceptance of Warrants

*It is recommended that the Board approve the attached commercial warrants for the period of 2/16/10 through 3/16/10 totaling \$756,572.23.*

(c) Service and Consultant Contract Approvals

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

- (d) Agreement for Joint Use and Maintenance of Cabrillo School Field  
*It is recommended that the Board approve the Agreement between the Pacifica School District and the Pacifica Girls Softball League (PGSL) for Joint Use and Maintenance of Cabrillo School Field.*
- (e) Board Policies and Administrative Regulations – Manual Maintenance (J09)
- (1) BP 2210 ADMINISTRATIVE DISCRETION REGARDING BOARD POLICY  
*It is recommended that the Board adopt CSBA Sample as proposed*
  - (2) BP 3100 BUDGET  
*It is recommended that the Board revise Current policy*
  - (3) BP 3270 SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES  
*It is recommended that the Board adopt CSBA Sample as proposed*
  - (4) AR 3270 SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES  
*It is recommended that the Board approve CSBA Sample with revisions*
  - (5) BP 3280 SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY  
*It is recommended that the Board adopt CSBA Sample with revisions*
  - (6) AR 3460 FINANCIAL REPORTS AND ACCOUNTABILITY  
*It is recommended that the Board approve CSBA Sample with revisions*
  - (7) BP 3580 DISTRICT RECORDS  
*It is recommended that the Board adopt CSBA Sample with revisions*
  - (8) AR 3580 DISTRICT RECORDS  
*It is recommended that the Board approve CSBA Sample as proposed*

Ms. Kaufman moved, and Ms. Ervin seconded approval of the Agenda and Consent Agenda.

**ROLL CALL:**

**Ayes:** *Ervin, Weideman, Kaufman, Manning-Villar, O'Neill*

**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

*Karen Dwyer-Meadow addressed the Board to publicly recognize Oceana Market for their continued contributions to all of the schools in Pacifica through a receipt program he has in place to raise funds for schools identified on customer receipts. Next month begins a new pilot program using a card format with the same end result – bringing funds to local schools.*

*Kalimah Salahuddin addressed the Board to report on the March 4<sup>th</sup> activities, thanking K. Dwyer-Meadow, K. Shiokari, and E. Manning-Villar for their coordination and organization efforts as well as D. Skiles, all of LSEA, all of CSEA and the PTO Presidents, parents and students to rally for our schools. Kalimah requested that the Board recognize Ocean High School student for collecting petitions and obtaining signatures, and their overall effort in the activity.*

## (d) Correspondence

*K. Mindel announced that the District received a grant from the Silicon Valley Community Foundation for a proposal called "Equity and Excellence through Collaboration and Coaching" based on work PSD began this year for Math Intervention. The grant awarded is \$50,000 to provide support for this collaboration and coaching project. Ms. Mindel acknowledged Ford Long and Candace Cloud for their efforts to develop and write this winning grant.*

## (e) Board/Superintendent Communications

*Board members discussed activities they attended since the previous Board meeting, including superintendent interviews, Sunset Ridge Open House, SMCSBA event on sharing resources, 10<sup>th</sup> annual Ability Awareness Day at Ocean Shore School, March 4<sup>th</sup> Student Activity Day, SMCSBA Mentoring Program meeting with a new Board member, Read Aloud Day at Sunset Ridge, Wellness Committee, Cabrillo PTO Auction, Recology (new waste management company) Meeting at Nick's, and Oddstad Fields Meeting.*

*PSV is still gathering donations of children's books and inviting public to attend events at Linda Mar and Fairmont shopping centers on April 17<sup>th</sup> to buy books.*

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

**7. PRESENTATIONS**

## (a) Curriculum Display – Vallemar School

*Ms. Barbara Ng presented the Boardroom Curriculum Display that is centered on Science. Ms. Ng discussed the standards-based, experiential science program at Vallemar School. Work samples and photos are representative of every grade level at Vallemar (K through 8). Ms. Ng thanked Rhetta Guel for her coordination efforts and energy to put up the display.*

**8. DISTRICT BUSINESS**

## (a) Classified Employee of the Year Program

*(staff time - 5 min.)*

*J. Peterson explained that the San Mateo County Office of Education participated in the School Employee of the Year Program sponsored by the State department to recognize exemplary classified employees who best represent all of the California classified staff and symbolize the profession, contributions, and commitment to quality education. The overall purpose of the program is to pay tribute to the tireless efforts of our State's outstanding classified employees. Pacifica School District participated through a nomination process, two of which were selected by the County to move forward to the State level: Joanne Lipton and Virgil Mariano. Joanne Lipton, Para Educator and Instructional Aide, has worked for Pacifica School District for 24 years. Virgil Mariano, Maintenance and Operations, has worked in the District for 10 years. Both of our employees were recognized in the County newsletter. The State will review the submissions and announce the honorees in May. Ms. Peterson thanked T. Van Raaphorst and V. Harrington for nominating these employees.*

*Board members commented on the fabulous employees our District is lucky to have – jewels!*

## (b) Strategic Plan Revision: New Information Technology Action Plan

*(staff time - 5 min.)*

*It is recommended that the Board revise the Strategic Plan and approve the attached Information Technology Action Plan to replace the existing strategy adopted in 2007.*

Ms. Weideman moved and Ms. Manning-Villar seconded revision of the Strategic Plan through approval of the Technology Action Plan.

*Ms. Vickrey gave the rationale for revising the Strategic Plan to continue its value in providing direction for the District. E. Cundiff and L. Shain spoke with the Board about the SubCommittee process used to review the elements of the technology strategy adopted in 2007 and the steps taken to develop the revised Technology Action Plan brought to the Board for action at this meeting.*

*S. Vickrey and Board members commented on the value of the new plan and its direct link to student education.*

*Ms. Cundiff and Ms. Shain answered questions from the Board about certain objectives.*

*Ms. Weideman requested a revision to Objective 2: Environment (1) to strike the word "libraries" so the sentence would read "Staff all sites with qualified library media clerks supervised by certificated library media specialist."*

*Ms. Kaufman moved and Ms. Ervin seconded revision of the Strategic Plan through approval of the Technology Action Plan with noted amendment.*

**ROLL CALL:**

**Ayes:** *Ervin, Weideman, Kaufman, Manning-Villar, O'Neill*

**Noes:** *None*

**MOTION PASSED: 5-0**

(c) Budget Update

*(staff time - 10 min.)*

*Ms. Vickrey presented an update on the Budget process. Although there is new information from the State, there are not any new numbers to work with. The District is stuck in the same unfortunate reduction mode as it was for the previous update. The budget crisis continues to impact districts county and state wide. Without a State budget in place, and negotiations settled, the District will continue to maintain the fields, make the District contribution toward the Instrumental Music Program, freeze layoffs for custodial staff/groundskeepers. Further cuts not requiring negotiations were discussed as options to help meet the need to cut \$1.4M.*

*J. Peterson elaborated on the information CBOs received from the County related to budget cuts and reserves. She provided an overview of the approach taken by districts in the County to get through the next few years.*

*Ms. Peterson responded to questions from the Board, enlightening them on the critical circumstance of the State budget and its impact to public education systems state wide.*

*Members of the public spoke about items the budget will impact. Kara Thompson spoke against cutting the IBL Guidance Counselor position and spoke about the importance of valuing the counselor position as not expendable because it is an integral part of the middle school program. Amanda Tulloch spoke of the IBL Counselor as a valuable resource to teachers as well as students and parents. Student Amirah Tulloch spoke of the important duties of the IBL Counselor and spoke against increased class size, providing examples of how these cuts affect students. Karen Dwyer-Meadow spoke of the challenges experienced at K-8 schools owing to the lack of a counselor, and urged the Board to provide an equitable education at every school. She explained that by cutting the IBL Counselor position, it may help mitigate equality in the classrooms throughout the District.*

*Board members responded to comments and tried to explain the difficulty of this process on an annual basis, encouraging the community to focus on these difficult circumstances with a team approach. Board members advocated for preserving as many jobs as possible while facing the reality of the budgetary concerns over the next three years and its long term impact to the community.*

(d) Surplus Property – Oddstad Site

*(staff time - 10 min.)*

*S. Vickrey provided information related to vacant property the District owns adjunct to and north of Oddstad School.*

*If leased, the property could provide a revenue stream to the general fund of the District. If sold, it could only fund the building fund. Ms. Vickrey reviewed the steps necessary prior to declaring surplus property and or the District's declaration and intent to lease the property. The first step in either case would be to convene an Advisory Committee. Once property is declared surplus, there is no expiration date. Board members expressed their desire to retain District property and asked questions about staff time necessary to address the lengthy timelines associated with this committee establishment process. Ms. Vickrey's recommendation is to retain the services of Lozano Smith who is experienced in school real property matters.*

- (e) Facilities Use: Sports Complex  
(staff time – 5 min.)

*Mr. O'Neill had engaged with interested community members regarding the use of Oddstad's fields for tournaments. The Board agreed to discuss this issue, the efforts necessary to engage in such an effort, and voice the District's position on the Sports Complex and improved school fields concept.*

*Community members spoke about the use of the vacant property. H. Hinshaw, J. Lewis, and E. Brockmeyer spoke for retaining the fields. The idea of the local sports community coming together to initiate use of the fields as a sports complex was discussed as a long-term revenue stream for the District and the City of Pacifica as a whole. Further discussion ensued related to students' need for fields in Pacifica and the idea of the sports community helping make the dream of a sports complex a reality for the community.*

*Board members agreed that the sports fields are critical for children in Pacifica, and that sports tournaments produce revenue for the community. They discussed it as a wonderful idea and questioned its realistic nature considering the current budget challenges. Board members asked questions about the process used by other agencies to accomplish something of this magnitude.*

*Further, Board members encouraged the sports community representatives to come up with a Business Plan and to come to the Board with a formal proposal for a small project, initially, and the option to expand with success.*

*Superintendent Vickrey expressed concerns about viewing Oddstad as a site that will no longer function as a school, stating that Oddstad may be needed within the next 5 years for students, and the outdoor space would be needed for playground space. Ms. Vickrey is okay with use of the space. However, the primary business of the District is to educate children. She suggested any bond or funding measure could be addressed with the City, not the District, but use of District land through a lease option is negotiable.*

*The Board agreed to have further discussion about this item at another time.*

- (f) **Resolution 2010-03-24-A** California School Cash Program Participation  
(staff time – 5 min.)

*It is recommended that the Board adopt **Resolution 2010-03-24-A** authorizing the borrowing of funds for the fiscal year 2010-11 and the Issuance and Sale of 2010-11 Tax and Revenue Anticipation Notes through participation in the California School Cash reserve Program.*

Ms. Weideman moved and Ms. Ervin seconded adoption of **Resolution 2010-03-24-A** authorizing the borrowing of funds for the fiscal year 2010-11 and the Issuance and Sale of 2010-11 Tax and Revenue Anticipation Notes through participation in the California School Cash reserve Program.

*J. Peterson presented the background for this item. The District typically earns interest on the TRAN, and it is likely the District will use the TRAN more this year than in previous years. Issuance of the TRAN enables the District to meet its payroll and vendor payment obligations in months that the state does not pay the District.*

**ROLL CALL:**

**Ayes:** Ervin, Weideman, Kaufman, Manning-Villar, O'Neill

**Noes:** None

**MOTION PASSED: 5-0**

(g) School Accountability Report Card

*(staff time - 5 min.)*

*It is recommended that the Board approve the School Accountability Report Card for the Pacifica School District.*

Ms. Manning-Villar moved and Ms Kaufman seconded approval of the School Accountability Report Card (SARC) for the Pacifica School District.

*T. Stafford provided the rationale for approval of the SARC. It is a state mandated document designed by School Wise Press so the public can view site information about school population, demographics, test scores, API, teacher information, Williams Compliance Reporting, etc.*

**ROLL CALL:**

**Ayes: Ervin, Weideman, Kaufman, Manning-Villar, O'Neill**

**Noes: None**

**MOTION PASSED: 5-0**

(h) Facilities Update/Post Modernization Plan

*(staff time – 5 min.)*

*J. Peterson provided an update on Cabrillo, Ocean Shore and Vallemar schools as well as the District Office. Board members expressed interest in making sure the Deferred Maintenance fund is watched closely during the time the District is not contributing to it regularly. The District must avoid using the General Fund to pay for maintenance emergencies.*

(i) Personnel Changes

*(staff time – 2 min.)*

*S. Vickrey provided an overview of the personnel changes since the previous Board meeting.*

**9. FUTURE AGENDA ITEMS**

- 4/14/10 Wellness Committee
- 5/12/10 OPEN HOUSE: LMEC Preschool/Mid-Year K (Board Attendee – Mike)
- 5/20/10 OPEN HOUSE: Ortega (Board Attendee – Karen)
- 5/27/10 OPEN HOUSE: Cabrillo (Board Attendee – Eileen)
- 5/27/10 OPEN HOUSE: Ocean Shore (Board Attendee – Joan)
- 6/2/10 All District Band Concert
- 6/15/10 GRADUATION: IBL (Board Attendee – Karen)
- 6/15/10 GRADUATION: Vallemar (Board Attendee – Mike)
- 6/15/10 GRADUATION: Ocean Shore (Board Attendee – Joan)
- 6/16/10 GRADUATION: Home School Program (Board Attendee – Cynthia)
- \*6/17/10 GRADUATION: Cabrillo (Board Attendee – Eileen)

**10. ADJOURNMENT**

*Mr. O'Neill adjourned the meeting at 9:50 p.m.*

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Cynthia Kaufman, Clerk  
Minutes Approved 5/5/10

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Susan Vickrey  
Secretary to the Board