

# **BOARD OF TRUSTEES MEETING**

## **LAGUNA SALADA UNION SCHOOL DISTRICT**

**MAY 16, 2001**

### **MINUTES**

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

Mr. Avram Frankel  
Mrs. Julie Lancelle  
Ms. Judy Metcalf  
Mr. Mike O'Neill  
Mrs. Betsy Massie, President

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

Dr. Michele Garside, Superintendent  
Mr. James Lianides, Director-Administrative Services  
Mr. John Perry, Director-Personnel Services  
Mrs. Jeanett Severson, Board Scribe  
Mrs. Susan Vickrey, Director-Educational Support Services

#### **OTHERS PRESENT:**

Lou Sian, Board Scribe Candidate

#### **1. OPEN SESSION – CALL TO ORDER, FLAG SALUTE AND ROLL CALL**

Mrs. Massie called the meeting to order at 6:30 p.m.

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

The Board of Trustees adjourned to closed session at 6:32 p.m. to:

- (a) Conference with Legal Counsel – Existing Litigation  
Laguna Salada Union School District vs. Bygdnes, San Mateo County Superior Court  
No. 415104
  - (b) Conference with Legal Counsel – Anticipated Litigation  
Significant Exposure to Litigation Pursuant to Subdivision D of §54956.9  
(1 case)
  - (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 – CALL TO ORDER, FLAG SALUTE AND ROLL CALL**

Ms. Massie reconvened the School Board meeting at 7:33 p.m., reporting that no action was taken by the Board in closed session.

**4. APPROVAL OF THE MINUTES**

*It was moved by Mr. O'Neill, seconded by Mrs. Lancelle, that the minutes of the April 16, 2001 Work Study session be approved.*

**ROLL CALL:**

**Ayes:** Frankel, Lancelle, Metcalf, O'Neill, Massie

**Noes:** None

**MOTION CARRIED 5-0**

*Mr. O'Neill moved, Mrs. Lancelle seconded, that the minutes of the April 25, 2001 regular session be approved.*

**ROLL CALL:**

**Ayes:** Lancelle, Metcalf, O'Neill, Massie

**Noes:** None

**Abstain:** Frankel

**MOTION CARRIED 4-0-1**

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

*It was moved by Mr. O'Neill, seconded by Mrs. Lancelle, that the Board approve the agenda for the May 16, 2001 meeting and all consent agenda items, with the addition of consent agenda item 5 (c) 2) i. — Employment of Summer School Teachers.*

- (a) Agenda of the May 16, 2001 Meeting
- (b) Consideration of Acceptance of Warrants

*It is recommended that the Board approve the attached commercial warrants for the period of 4/19/01 through 5/3/01, totaling \$804,428.27.*

- (c) Personnel

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

---

1) Management:

- a. Appointment of Martin Harrington as Assistant Principal of Ingrid B. Lacy Middle School.

2) Certificated:

- a. Retirement/Resignation of Nancy Englund, Classroom Teacher, Westview School, effective June 15, 2001.
- b. Retirement/Resignation of Andrea Niehuis, Classroom Teacher, Westview School, effective June 15, 2001.
- c. Extension of Unpaid Child Rearing Leave of Absence for Debbie Andre, Classroom Teacher on Leave, for the 2001-2002 school year.
- d. Unpaid Leave of Absence for Michele Brazil, Classroom Teacher, Linda Mar School, effective August 29, 2001 through January 25, 2002.
- e. Unpaid .33 1/3 FTE Leave of Absence for Ellen Vogel, Classroom Teacher, Ortega Middle School, for the 2001-2002 school year.

f. Reemployment of the following Temporary Classroom Teachers:

Shari Vendrolini, Ortega Middle School  
Imelda Winkelbauer, Pacific Heights Middle School

g. Resignation of Philip Gangi as a substitute Teacher, effective May 16, 2001.

h. Employment of the following Substitute Teachers:

Monica Chingburanakit, effective April 23, 2001  
Eric Lindstom, effective April 4, 2001.  
Debra Roberts, effective March 21, 2001

i. Employment of the following Summer School Teachers:

Shari Vendrolini  
Diane Hoffer/Kim Bossi (Job Share Team)  
Tonie Recchia  
John Collins  
Katherine Green  
Jenny Chan  
Jean McMartin  
Cheryl Bingham  
Lori Dinnewith  
Stacy Goldstein  
Jean McCarron

---

Ian Williams  
 Eric Page  
 Maureen Duncan  
 Benjamin Wayne  
 Joanna Hubenthal  
 Leanne Chapman

- j. Employment of May Ryan as a teacher for the Pacifica Community Partnership Pre-Kindergarten Program (4 hours per day for 16 days at \$30.00 per hour).

3) Classified:

- a. Increase in hours for Jane Chin, Limited Term Special Education/Health Assistant, San Mateo County Office of Education, from 1 hour to 1.5 hours per day, 5 days a week, effective April 24 through June 30, 2001.
- b. Extension of Limited Term for Ann Dreyfuss, Instructional Aide, Pre-Kindergarten Program, 4 hours per day, June 18 through July 6, 2001.
- c. Employment of Mark Claussen, Provisional Maintenance Worker, District Office, 8 hours per day, effective April 25, 2001; Classified Salary Schedule B, Range 55, Step A, \$13.94/hour.

(d) Service and Consultant Contracts

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

	<u>Consultant/Contractor</u>	<u>Dollar Amount</u>	<u>Term of Contract</u>
1.	DRYCO 5275 Central Avenue Fremont, CA 94536	\$9,750.00	April 25, 2001 through May 25, 2001

**District:** Regrading work on the upper field at Pacific Manor School.

**Contract #:** 001047

**Fund/Site:** Building Fund/Pacific Manor

**Budget Account Code:** 21-0000-0-0000-8500-031-6160-0827

2.	School Services of California 1121 L Street, Suite 1060 Sacramento, CA 95814	\$1,560.00	May 21, 2001
----	--	------------	--------------

**District:** Fiscal services for one year beginning July 1, 2001 and terminating June 30, 2002.

**Contract #:** 001055

**Fund/Site:** General Fund/Fiscal Services

**Budget Account Code:** 01-0000-0-0000-7300-006-5800-0640

- |    |   |            |   |
|----|---|------------|---|
| 3. | W.B. & Associates Environmental<br>1538 Susan Drive, I-6<br>San Bruno, CA 94066 | \$3,640.00 | February 20, 2001<br>through June 2, 2001 |
|----|---|------------|---|

**District:** Provide environmental monitoring during the Sharp Park School demolition/abatement project. Provide necessary clearance reports at end of project.

**Contract #:** 001048  
**Fund/Site:** Building Fund/Ingrid B. Lacy

**Budget Account Code:** 21-0000-0-0000-8500-022-6240-0827

<u>Consultant/Contractor</u>	<u>Dollar Amount</u>	<u>Term of Contract</u>
4. ABC Fence Company 1027 Terra Nova Blvd. Pacifica, CA 94044	\$285.00	April 24, 2001 through May 1, 2001

**District:** Dismantle and relocate one 10'x4' single slide gate. Install two new terminal posts. Relocate upper and lower 1 5/8" slide track. Relocate approximately 11'x4' high black vinyl chain link fabric.

**Contract #:** 001049  
**Fund/Site:** Deferred Maintenance/Vallemar

**Budget Account Code:** 14-0000-0-0000-8500-033-6160-0823

- |    |  |             |                |
|----|--|-------------|----------------|
| 5. | Pacific Engineering Builders<br>928-A Van Ness Avenue<br>San Francisco, CA 94109 | \$56,716.00 | April 23, 2001 |
|----|--|-------------|----------------|

\* (When totaled with all other change orders -- this amount represents 31% of the San Andreas contingency reserve)

\* (All approved change orders, including these listed below, represent 1% of the contract with Pacific Engineering Builders.)

\* (The dollar amount to date is \$126,052.00 (voluntary/nonvoluntary change orders to the Pacific Engineering contract)

**District:** Change Order #7

- a. **1)** At doors 32A, 58A, 58B, 97AA, 97E, 8a, 61A, 42C, 57A, 23B, 24A, 62A, 63A, 64A, 85B, 88B, 67A and 68A delete specified hinge and replace with a continuous hinge. **2)** At doors 53A, 53B, 60A, 61A, 63A, 73A, 73B, 74A, 74B, 77A, 77B, 78A, 78B, 79A, 80B, 81B, 82B, 91B, 92B, 93B and 94B replace the 22x32 clear glass with evergreen tint glass. At doors 17A, 18A, 22A, 24A, 25a, 33A, 37A, 38A, 40A, 41A, 42A, 50A, 51A, 52A, 54A and 62A replace the 28x32 clear glass with evergreen tinted glass. **3)** At doors 17A, 18A, 22A, 23B, 24A, 25A, 33A, 36A, 37A, 38A, 40A, 41A, 42A, 50A, 51A, 52A, 53A, 53B, 54A, 55A, 60A, 61A, 62A, 63A, 67a, 68A, 73A, 73B, 74A, 74B, 77A, 77B, 78A, 78B, 79B, 80B, 81B, 82B, 85B, 88B, 91B, 92B, 93B, 94B, 107B, and 107C change doors from FRP door type A to FRP door type C. -- \$18,666
- b. Install a Power/Data outlet in room 67. -- \$990
- c. Install power, signal, sewer and water systems stub-outs from the Principal's Office (room 04) to the area to the south and west of the existing daycare building. This work is necessary in order to install two day care portables -- \$23,355

- d. Provide (N) SS main lateral in Toilet room 28 and Toilet room 29 including the demolition of (E) walls/curbs, ceiling and floors and the reinstallation of (N) framing for walls/curbs, ceiling and floor cuts. -- \$12,180
- e. Increase the width of the short GLB tails at the roof of the multi-use room in area G from 5-1/8" to 6-3/4". -- \$1,525

**Contract #:** Original Contract 000287 dated May 10, 2000 for \$9,341,200.00  
**Fund/Site:** Building Fund/San Andreas

**Budget Account Code:** 21-0000-0-0000-8500-015-6270-0827 (original)  
21-0000-0-0000-8500-015-6271-0827 (change order)

<u>Consultant/Contractor</u>	<u>Dollar Amount</u>	<u>Term of Contract</u>
6. Modtech, Inc. 12030 S. Harlon Road Lathrop, CA 95330	\$3,486.58	May 7, 2001
<b>District:</b> Change Order #1		
a) Provide a stand-alone fire alarm system for the 2 new portable classrooms at Cabrillo School. - \$1,050.58		
Change Order #2		
a) Substitute original crane for a 180-ton hydro crane mat and rigging 3 spreader bar with straps – also riggers to hoist units into place over trees and radius of 100 feet. -- \$2,436.00		

**Contract #:** P.O. 301525 (Change Order #1)  
 Original P.O. 301135 dated March 1, 2001 for \$79,014.00 (Change Order #2) (Resolution 2001-02-21-A approved 2/21/2001 Board Meeting)

**Fund/Site:** Capital Facilities/Cabrillo

**Budget Account Code:** 25-0000-0-0000-8500-030-6200-0000

- (e) Math Plan

*It is recommended that the Board approve the District Math Plan.*

- (f) Sodexho America

*It is recommended that the Board approve a one-year extension of the current agreement for child nutrition consultant services with Sodexho America, LLC.*

**ROLL CALL:**

**Ayes:** Frankel, Lancelle, Metcalf, O'Neill, Massie

**Noes:** None

**MOTION CARRIED 5-0**

## 6. COMMUNICATIONS

- (a) LSEA (Laguna Salada Education Association) — None
- (b) CSEA (California School Employees Association) — None
- (c) People Wishing to Address the Board

Gretchen Delman, of Linda Mar School and President of ALWS, updated the board on AB 193, which has incorporated much of AB 90 and is now called the Thornton-Leach Bill. AB 193 would equalize school districts' revenue up to the 90<sup>th</sup> percentile.

- (d) Correspondence

The following correspondence was received and was circulated for Board members' review:

- (1) Letter from Ms. Gillian Smith-Simme, the Director of Brighton Preschool and a parent at LSAS, regarding the modernization schedule at LSAS, and the Superintendent's response.
- (2) A letter of praise from Ms. Shari Torres for Vallemar teacher Ms. Natalie Taylor, and the Superintendent's response.
- (3) Thanks from the family of Silvio Gabrielle for remembrance of his passing.

- (e) Board/Superintendent Communications

Mr. Frankel stated that he attended the Vallemar School reading celebration and read to the 4<sup>th</sup> and 6<sup>th</sup> grade classes. He thanked Dr. Garside for her response to Ms. Smith-Simme. Mr. Frankel elaborated on some of the issues brought up in Ms. Smith Simme's letter and said he appreciated staff responding quickly and comprehensively to such concerns.

Mrs. Lancelle reported that she also read to students at Vallemar School and will be visiting Oddstad and Cabrillo schools later this week.

Ms. Metcalf said she attended the Ortega Open House on April 26. Ms. Metcalf also attended the Teen Expo for 8<sup>th</sup> Graders at Oceana High School on May 8 and expressed kudos to staff members who helped with this event. Next year Oceana will be closed and a new venue will be needed for the Teen Expo.

Mr. O'Neill attended the Westview Open House and the Strategic Planning Committee meeting. Also, as a CSBA board member he reviewed student essays on how to solve the energy crisis. Mr. O'Neill also commented that he will be helping with Cabrillo School's Book Fair.

Mrs. Massie stated that she also attended the Teen Expo at Oceana High School and that she read at Vallemar School's reading celebration. Mrs. Massie reported that at the

---

Strategic Planning Committee meeting last night the group had its first update of the strategic plan for LSUSD.

Dr. Garside called attention to the people in the audience who were wearing carnations on their lapels signifying that they are members of the Strategic Planning Committee. Dr. Garside recognized Mrs. Kitty Mindel, new principal of the Ingrid B. Lacy Middle School, for initiating and chairing the Teen Expo Event. Dr. Garside reported on the District's disaster preparedness training. Plans are under way to conduct a joint district/City of Pacifica disaster preparedness training next year. As part of the efforts to get more students interested in joining school band, the Westmoor High School Band was invited to play throughout the Laguna Salada district. The band played outdoors at Vallemar School and was well received by the students.

- (f) Board Committee Reports — based upon written reports
  - (1) Ms. Lancelle and Mr. O'Neill submitted a written report of the May 2 District/City of Pacifica Joint Housing Subcommittee meeting. Representatives from the City asked if we could include or append some language in the Westview-Fairmont RFP that notified potential developers of the City's density bonus program, which allows for increased density for projects that include a small number of affordable, public employee housing units as part of the overall development plan. The School District might want to indicate that the District would look favorably upon comparable bids that have that component. This is an idea that will be presented to Dick Godino for his review and response.
  - (2) Ms. Metcalf reported on the Library Task Force meeting held last night and noted that a draft report of the Task Force's recommendations, prepared by the consultant hired by the City of Pacifica, will be presented to the City Council on May 29.

## 7. PRESENTATIONS

- (a) Arts Alive: Linda Mar Elementary School

Dr. Garside reviewed the history of the Student Art Public Display Program begun in the district in January 1999. Essentially, a school is responsible for selecting visual art pieces to be framed and displayed in the District Office. The students whose work is chosen will be introduced at a board meeting.

John Hohe, a fifth grader, and Kelly Schulze, a 4<sup>th</sup> grader, were asked to discuss their respective artwork "Skateboard Park" and "A Day of Safari," which have been selected for display in the District Office this semester. James Rogers, Principal of Linda Mar School, and Gretchen Delman, and Sandy Jaramillo, Classroom Teachers, introduced the students.

---

## 8. PRIORITY I ITEMS

- (a) Laguna Salada Asset Management Foundation Articles of Incorporation and Community Member Appointment.

Mrs. Massie declared the public hearing open on the selection of community members to serve on the Board of Directors for the LSAMF. Since there were no comments, the public hearing was closed.

The procedures used to appoint the community members to the Laguna Salada Asset Management Foundation followed those used to replace a Board member. The Public Notice ran in the *Pacifica Tribune* March 28 and April 4, 2001. No letters of interest were received. The District ran an ad in the classified section of the *Tribune* April 25 and May 2, 2001 and sent home flyers with students for written response by May 4, 2001.

Enclosed in the agenda were letters of interest from Beth Fernandez, William "Mac" Parfet, and Scott Stokes, respondents to the advertisement. Dr. Garside pointed out that it is incumbent upon the School Board of Trustees to select two members who would most fully represent the District and community interest to serve on the Board of Directors for the Laguna Salada Asset Management Foundation.

Board members agreed upon the following procedure for appointing the two community members to the LSAMF:

- Each Board member would express criteria important to him/her in the decision-making process;
- Each of the candidates would make an oral presentation to the Board;
- A motion putting forth two names would be made and voted upon.

Criteria listed as important to individual Board members were the following:

- Strong background in finance;
- Real estate background;
- Investment-related experience, and
- Districtwide geographic representation.

After Board members expressed their criteria, each candidate spoke before the Board, describing their experience, and answering Board members' questions regarding their professional backgrounds.

At the conclusion of Board discussion, the following motion was made:

*Mr. O'Neill moved, Mr. Frankel seconded, that Mr. William "Mac" Parfet and Mr. Scott Stokes be selected as the two community members to serve on the Board of Directors for the Laguna Salada Asset Management Foundation.*

---

**ROLL CALL:**

**Ayes:** Frankel, Lancelle, O'Neill, Massie

**Noes:** Metcalf

**MOTION CARRIED 4-1**

Ms. Metcalf stated that her "No" vote is an indication of her belief that the Foundation should not have members of the public as members of its board. She commented that the applicants are all fine candidates, and she thanked them for their interest in serving on the Foundation.

On behalf of the Board, Mrs. Massie expressed thanks to each of the candidates for their interest in serving on the Foundation board and for attending tonight's meeting.

(b) Pacifica School Volunteers: Annual Update

Gail Benton-Shoemaker and Lois Marshall-Ward presented an annual update to the Board on Pacifica School Volunteer activities. Pacifica School Volunteers is a nonprofit organization that recruits, screens, trains and places volunteers in the schools and strengthens the ties between families, community, business and the schools. The organization's primary focus is literacy, but volunteers also assist in math, music, art, drama, gardening and science. PSV provided Literacy Training and Math Training Workshops to volunteers and potential volunteers and sponsored programs such as Kindergarten Readiness and an Author Afternoon.

A memo enclosed in the agenda summarized the background, funding sources and accomplishments of PSV to date.

Gail Benton-Shoemaker informed the Board that a volunteer recognition event will be held on June 8; invitations will be forwarded to members of the Board.

(c) Adoption of School Calendar 2001-02

*It was moved by Mr. O'Neill, seconded by Mr. Frankel, that the Board adopt the School Calendar for the 2001-02 School Year.*

The school calendar, attached to the agenda, has been agreed to in negotiations with the Laguna Salada Education Association. The first day of school for students will be Tuesday, September 4, 2001. Winter recess will be from Monday, December 24, 2001 through Friday, January 4, 2002 and coincides with the Jefferson High School District. The spring recess will be from Friday, March 29, 2002 through Friday, April 5, 2001. Except for Friday, March 29, 2002, this also coincides with the Jefferson Union High School District. The last day of school for students is Friday, June 14, 2002.

The District will meet with CSEA, Chapter 128 to determine the dates for the sixteen holidays granted classified employees for the 2001-2002 school year.

Mr. Perry will distribute the school calendar to schools and the community within the next two weeks.

---

**ROLL CALL:****Ayes:** Frankel, Lancelle, Metcalf, O'Neill, Massie**Noes:** None**MOTION CARRIED 5-0**

## (d) Facilities

## (1) Update

Mr. Jim Lianides, Director of Administrative Services, reported that the Notice of Completion for Vallemar School has been issued for the modernization contract with Pacific Engineering Builders. The skylight over the entryway will be installed upon its delivery. The work on the two modular buildings is substantially completed, and the school is making full use of the library, computer lab, and the art/science room. The City of Pacifica will install the front parking lot this summer.

Mr. Lianides conveyed the District's concern about the contractor's ability to complete the project on time at Sunset Ridge (formerly San Andreas). Pacific Engineering has submitted a new schedule that shows the modernized building and the new kindergarten classes complete by late July and the rest of the campus complete by mid-August. A meeting has been scheduled on May 17 with the District, the contractor and the architects to address the state of the project and look at next steps. Mrs. Massie requested an update for Board members about this situation on Friday of this week.

Mr. Lianides reported that the bid opening for Ingrid B. Lacy is scheduled for May 30. The list of pre-qualified contractors is presently 7.

Dr. Garside informed the Board that staff has instituted a new practice Districtwide of attaching an addendum to all contracts which states that all contracted personnel working at an active school site will first report to the office prior to entering the campus.

## (2) Facilities Implementation Plan

This item was postponed from the last Board meeting. The discussion regarding the facilities implementation plan has been an ongoing item over several meetings due to new information, such as the sales price of Pacific Heights and the need to finalize the facility plan for the Ocean Shore campus.

There are three milestone events ahead for the District over the next six months. The first is the May 30 bid opening for Ingrid B. Lacy Middle School. This is the District's largest project and whether the bid stays within budget or not will have a strong impact on the overall facilities plan. The second milestone event is the upcoming sale of Westview and Fairmont schools. The projected sale price of these properties is based upon the 1998 Sedway report. The changing real estate market over the last two years could result in a higher than anticipated price for these properties. The third milestone will come in October when the sale price of Pacific Heights is finalized with the San Mateo Community College

---

District. The College District has up to October to back out of the sales price if circumstances of its own land sale undergo significant change.

Per the District Facilities Implementation Plan, the adopted budget for Pacific Manor modernization is \$5,000,000 plus \$1,500,000 in escalation costs. Our architect, Steve Kwok, has provided the District with a rough estimate of modular construction (\$8 million) and new construction (\$11.5 million). There is a need for the Board to have more specific information about these options; therefore, staff is recommending that the needed information be gathered during the summer months and that a report be made back to the Board in the fall.

After lengthy discussion, the Board requested Quattrocchi Kwok Architects provide a cost estimate to conduct a feasibility study during the summer to determine what type of campus should be created for the Ocean Shore School. Dr. Garside cautioned the Board that program requirements for the school would not be part of the feasibility study, as each modernized school to date has developed its own program committee to make decisions related to programming. It was recognized that once funds are realized from the sale of the Pacific Heights site, it may put the District in the position of being able to revise the implementation plan.

(3) Storage Space: Information and Materials

The District currently uses Fairmont School and the D wing of Pacific Manor School as storage spaces. Fairmont School is up for sale and in a period of months will need to be vacated. Pacific Manor is currently scheduled for modernization in 2004. At that time, the District will be without vital and necessary storage unless plans for an alternative are developed and implemented. Both space and data needs of the District will require appropriate budgets and timely preparation.

After some discussion, the Board requested that staff provide the following information at a future meeting: a cost analysis to hire temporary workers to input records onto CD ROMs; a comparison of costs for renting storage space on an annual basis vs. building storage; the feasibility of storing unused furniture at Oddstad School, and, estimated costs to build storage space in the area of land behind the District Office.

(4) Pad, Decking, and Utility Connections for Two New Portables at Cabrillo Elementary School.

*Mr. Frankel moved, Mr. O'Neill seconded, that the Board approve a contract with Lewis and Nadell Construction for \$153,800 for the necessary site work to install two additional portable classrooms at Cabrillo Elementary School.*

The Lewis and Nadell bid includes extensive grading and a large ADA accessible redwood deck. All contractual expenses will be charged to Capital Facilities Fund, as this project provides for expanded enrollment at Cabrillo School.

---

**ROLL CALL:**

**Ayes:** Frankel, Lancelle, Metcalf, O'Neill, Massie

**Noes:** None

**MOTION CARRIED 5-0**

- (e) Classified School Employee Week (May 20-26, 2001)  
**Resolution #2001-05-16-A**

It was moved by Mrs. Lancelle, seconded by Ms. Metcalf, that the Board approve **Resolution #2001-05-16-A** recognizing May 20-26, 2001 as Classified School Employee Week.

Ms. Metcalf was asked by Board President Massie to read the resolution aloud.

**ROLL CALL:**

**Ayes:** Frankel, Lancelle, Metcalf, O'Neill, Massie

**Noes:** None

**MOTION CARRIED 5-0**

- (f) Cash Reserve Program

*Mr. O'Neill moved, Mr. Frankel seconded, that the Board approve **Resolution 2001-05-16-B** authorizing the borrowing of up to \$5,000,000 of funds for fiscal year 2001-02 and the issuance and sale of a 2001-02 Tax and Revenue Anticipation Note and participation in the California Cash Reserve Program for 2001-02.*

Tax and Revenue Anticipation Notes (TRANS) are tax-exempt, short-term securities used extensively by all types of governmental entities as a cash management tool. The costs associated with issuing a TRANS for the 2001-2002 fiscal year will not exceed \$15,000. This fee includes financial advisor, bond counsel, trustee, rating, printing and distribution of final and preliminary official statements, bond insurance, demographic and filing fees. All costs associated with issuance are paid from TRAN proceeds. Furthermore it is anticipated, as in the past, that the interest income from investing these funds will exceed all expenses associated with the TRAN.

By passing this resolution tonight, our District will have the opportunity to participate in the Cash Reserve program sponsored by the California School Boards Association Finance Corporation.

**ROLL CALL:**

**Ayes:** Frankel, Lancelle, Metcalf, O'Neill, Massie

**Noes:** None

**MOTION CARRIED 5-0**

- (g) API Rewards: Linda Mar and Oddstad

*It was moved by Mrs. Lancelle, seconded by Ms. Metcalf, that the Board approve the site expenditures proposals for 2001 Academic Performance Index Reward Funding for Linda Mar and Oddstad.*

Laguna Salada had five schools that reached their Academic Performance Index (API) target goal in 2000: Cabrillo, Linda Mar, Oddstad, Ortega, and Vallemar. Laguna Salada Alternative, Sharp Park, and Westview were not eligible for rewards in 2000, but will be eligible in 2001 if they reach their target.

Laguna Salada schools will receive the following in API funds in 2001:

Cabrillo	\$31,761
Linda Mar	\$15,880
Oddstad	\$20,813
Ortega	\$33,145
Vallemar	\$29,295

**ROLL CALL:**

**Ayes:** Frankel, Lancelle, Metcalf, O'Neill, Massie

**Noes:** None

**MOTION CARRIED 5-0**

## 9. PRIORITY II ITEMS

- (a) District Legal Services

At a previous Board meeting, Ms. Metcalf requested a discussion on the retention of County Counsel for District legal business. The Board requested the following information in preparation for their discussion:

1. San Mateo County districts not using County Counsel

Two of the 23 districts in San Mateo County choose other representation than County Counsel: San Mateo Union High School District uses Shupe & Finklestein; Cabrillo Unified School District uses Miller, Danis & Brown. Costs for private counsel typically range from \$175.00-\$300.00 per hour.

2. County Counsel contract with the District

County Counsel charges a flat fee to the District. For the 1999-00 school year the fee was \$23,250.00, which includes \$7,718.00 for Special Education. For the 2000-01 school year the fee is \$5.25 per ADA, with Special Education service extra. We anticipate the total for services to be approximately the same as last year. If the District were charged an hourly fee based on \$200.00 per hour, the District costs might total approximately \$105,000 for the year.

3. Laguna Salada Union School District use of other law firms

Currently, Laguna Salada uses Breon, Shaeffer & Bryant as counsel for negotiations at a charge of \$165.00 per hour for services, which is reimbursed from mandated costs. Additionally, the District uses the firm Bergman, Wedner, and Dacey, Inc. for property sales represented by Richard Godino. This firm will receive 3% of the fair market value of leased or sold property.

Ms. Metcalf indicated she asked for this item to appear as an agenda discussion item because she has a concern about County Counsel's office when dealing with issues related to the Brown Act. She emphasized that she does not want the District to disassociate its connection with County Counsel in terms of education issues, but she would like the Board to think about using outside services for contract review, litigation matters and concerns related to the Brown Act.

After discussion, Board members Frankel, O'Neill and Massie expressed support for continuing to use the services of County Counsel in the same manner the District has used the services in the past. Mrs. Lancelle said she will take the information presented tonight under advisement and that she would adopt a "wait-and-see attitude" on this issue.

## 10. PRIORITY III ITEMS

(a) Proposed Revisions to Job Duties: School Secretary

A copy of the proposed revision of job duties for the position of School Secretary was enclosed in the agenda. Previously, the job duties for this position were approved in February 1983. While the key functions for this position remain the same, there have been numerous changes in technology used and specific tasks required. School secretaries and principals have reviewed the proposed revisions. They are being presented to the Board tonight for review and input.

Mr. Perry stated that the proposed duties will be brought back to the Board for approval at a subsequent meeting.

(b) Term of Agreement for Contract between Laguna Salada Union School District and California School Employees Association, Chapter 128.

*Ms. Metcalf moved, Mr. O'Neill seconded, that the Board approve a term of July 1, 2000 through June 30, 2003 for the collective bargaining agreement between the District and CSEA, Chapter 128.*

**ROLL CALL:**

**Ayes:** Frankel, Lancelle, Metcalf, O'Neill, Massie

**Noes:** None

**MOTION CARRIED 5-0**

---

## (c) Personnel Commission Budget Appeal

The Personnel Commission adopted its budget for 2001-2002 at a special meeting held on May 2, 2001. The amount of the adopted budget is \$139,132.17, an increase of \$2,694.70 over the Commission's 2000-2001 budget. While this amount is modest, it is the administration's strong belief that in an environment where the enrollment and revenue of the District is in significant decline, any increase in the Commission's budget is inappropriate.

Section 45253 of the Education Code provides that the county superintendent of schools may elect to reject the budget as submitted by the commission of a school district. If he decides to reject the budget, a public hearing on the proposed rejection shall be held within 30 days after the commission's submission of the budget. Following this hearing the county superintendent of schools may either reject or, with the concurrence of the commission, amend the proposed budget. In the absence of an agreement between the personnel commission and county superintendent, the budget of the previous year shall determine the amount of the new budget, and the items of the expenditures shall be determined by the commission.

The Board directed staff to write to the County Superintendent to lodge concerns and objections about the Personnel Commission's budget, with the understanding that the decision is ultimately up to the County Superintendent.

**FUTURE AGENDA ITEMS**June 6, 2001 - Regular Board Meeting - 7:30 p.m., District Office

Add the following items to the agenda:

- District Storage
- Housing Subcommittee – Discussion
- Status of Operations and Maintenance Plans for Modernized Facilities
- Facilities Update

June 27, 2001 - Regular Board Meeting - 7:30 p.m., District OfficeJuly 25, 2001 - Regular Board Meeting - 7:30 p.m., District OfficeFUTURE WORK STUDY SESSIONS

- May 30, 2001 - Work Study: Budget
  - August 29, 2001 - Work Study: Curriculum
-

FUTURE EVENTS

- 5/17/01 - Open House: Cabrillo (Board Rep. M. O'Neill)
- 5/30/01 - Rob Schneider Music Foundation Spring Concert (Board Rep. M. O'Neill)
- 6/12/01 - Graduation: LSAS (Ocean Shore), Skyline College (Board Rep. A. Frankel)
- 6/13/01 - Graduation: Vallemar (Board Rep. M. O'Neill)
- 6/13/01 - Graduation: Ortega, Terra Nova Gymnasium (Board Rep. J. Metcalf)
- 6/15/01 - Graduation: Pacific Heights, Skyline College Auditorium (Board Rep. J. Lancelle)
- 6/28/01 - Ingrid B. Lacy Middle School Groundbreaking, 4:00 p.m., All

**12. ADJOURNMENT**

President Massie adjourned the meeting at 10:00 p.m.

---

Judy Metcalf, Clerk  
Minutes Approved 6/27/2001

---

Michele Garside, Ph.D.  
Secretary to the Board