

**BOARD OF TRUSTEES MEETING**  
**LAGUNA SALADA UNION SCHOOL DISTRICT**

**AUGUST 22, 2001**

**MINUTES**

**BOARD MEMBERS PRESENT:**

Mr. Avram Frankel  
Ms. Julie Lancelle  
Ms. Betsy Massie, President  
Ms. Judy Metcalf

**BOARD MEMBER ABSENT:**

Mr. Mike O'Neill

**STAFF MEMBERS PRESENT:**

Dr. Michele Garside, Superintendent  
Mr. John Perry, Director Human Resource Services  
Ms. Lou Sian, Board Scribe  
Ms. Susan Vickrey, Director-Educational Support Services

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

*Ms. Massie called the meeting to order at 7:01 p.m.*

**2. CLOSED SESSION**

*The Board of Trustees adjourned to closed session at 7:01 p.m. to:*

- (a) Conference with Labor Negotiator

Agency Negotiator: Michele Garside, Superintendent  
Employee Organizations: CSEA, LSEA, LSMA  
(California School Education Association, Chapter 128)  
(Laguna Salada Education Association)  
(Laguna Salada Management Association)

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

*Ms. Massie reconvened the School Board meeting at 7:30 p.m., reporting that the Board took no action in closed session.*

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

*It was moved by Ms.Lancelle, seconded by Ms. Metcalf, that the minutes of the July 18, 2001 Work Study, July 25, 2001 Regular Meeting, and August 1, 2001 Special Meeting be approved.*

#### **ROLL CALL:**

**Ayes: Frankel, Lancelle, Massie, Metcalf**

**Noes: None**

**MOTION CARRIED 4-0**

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

*It was moved by Mr. Frankel, seconded by Ms. Metcalf, that the Board approve the agenda for the August 22, 2001 meeting and all consent agenda items, with the removal of agenda item 5(f).*

- (a) Agenda of the August 22, 2001 meeting
- (b) Consideration of Acceptance of Warrants

*It is recommended that the Board approve the attached commercial warrants for the period of 7/5/01 through 8/9/01 totaling \$2,084,930.26.*

- (c) Personnel

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

- 1) Management: None
  - 2) Certificated:
    - a. Resignation of Jennifer Crowden, Classroom Teacher, Ortega Middle School, effective July 25, 2001.
    - b. Resignation of Stacey Shlakman, Classroom Teacher, Cabrillo School, effective July 12, 2001.
    - c. Resignation of Anna Sewart, Classroom Teacher, Ortega Middle School, effective July 31, 2001.
    - d. Unpaid Leave of Absence for Pamela Barto, Classroom Teacher, Linda Mar School, for the 2001-2002 school year.
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- e. Sandra Hall, Classroom Teacher, Ortega Middle School, On Loan to the San Mateo County of Education, .67 FTE, for the 2001-2002 school year.
- f. Employment of Christina Adami, 1 FTE Probationary Speech/Language Teacher, District Office, effective August 28, 2001, Certificated Salary Schedule, A/O-II, \$38,049.
- g. Employment of Leanne Chapman, 1FTE Temporary Classroom Teacher, Ortega Middle School, effective August 28, 2001, Certificated Salary Schedule, A/O-II, \$38,049.
- h. Employment of Keri Eyraud, 1 FTE Temporary Classroom Teacher, Cabrillo School, effective August 28, 2001, Certificated Salary Schedule, A/O-II, \$38,049.
- i. Employment of Jamie Kae, 1FTE Temporary Classroom Teacher, Cabrillo School, effective August 28, 2001, Certificated Salary Schedule, A/O-II, \$38,049.
- j. Re-employment of Wendi Wittmeyer, .5 FTE Pre-Intern/Intern Classroom Teacher, Linda Mar School, effective August 29, 2001, Certificated Salary Schedule, B/I-1, \$16,665.50.
- k. Employment of the following Substitute Teacher:  
Toloff McBride, effective August 1, 2001.
- l. Resignation of the following Substitute Teachers:  
Lola Bice, effective July 25, 2001.  
Patricia Sasso, effective July 25, 2001.  
Benjamin Wayne, effective July 31, 2001.

3) Classified:

- a. Employment of Maria Barun, Pacifica Community Partnership Coordinator, effective July 19, 2001, 4 hours per day, \*\$20.00 per hour.
  - b. Employment of Nancy Gellinger, Limited Term Custodian I, District Office, 8 hours per day, effective July 12 through August 31, 2001, Classified Salary Schedule A, Range 49, Step A, \$11.79 per hour.
  - c. Employment of R. Wyatt Griffiths, Limited Term Maintenance Utility Worker, District Office, 8 hours per day, effective August 10 through August 31, 2001, Classified Salary Schedule B, Range 46, Step A, \$11.61.
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**District:** Cut back pine and cypress limbs to clear for new portable buildings. This includes brush grinding, clean-up, hauling all wood and dump fees at Cabrillo School.

**Contract #:** 001089

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

**Budget Account Code:** 25-0000-0-0000-8500-030-6160-0000

31. Green Carpet Landscaping & Maintenance NTE 1195 Vermont Way San Bruno, CA 94066	\$8,000.00	July 26, 2001 through August 27, 2001
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**District:** Mow down existing weeds on the grounds. This includes all the small planting strips around the school and the field behind the school. Weeding the cracks in the asphalt is also included.

**Contract #:** 001090

**Fund/Site:** Building Fund/Fairmont

**Budget Account Code:** 21-9012-0-0000-8500-011-6160-0828

18. Anderton Construction P.O. Box 1701 El Granada, CA 94018	\$2,250.00	July 31, 2001 through August 31, 2001
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**District:** Cut opening in exterior wall in each portable #24 and #25; install 36" steel door ADA approved out swing. Install door knobs and trim out inside/outside. Contractor will remove all debris from site. Portables #24 and #25 currently located at Pacific Heights School will be moved to Sunset Ridge School for daycare.

**Contract #:** 0010092

**Fund/Site:** Building Fund/Sunset Ridge

**Budget Account Code:** 21-0000-0-0000-8500-015-6274-0827

1. Rod Muscio Electric 901-D Palmetto Avenue Pacifica, CA 94044	\$3,175.00	August 1, 2001 through August 31, 2001
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**District:** Provide and install circuits for two stoves to be installed in the Science Room at Ocean Shore School.

**Contract #:** 001095

**Fund/Site:** Building Fund/Ocean Shore

**Budget Account Code: 21-0000-0-0000-8500-031-6274-0827**

2. Care Full Services \$10,500 August 18, 2001  
2093 Addison Ave. through August 31, 2001  
East Palo Alto, CA 94303

**District:** Power washing, preparation, and exterior painting of west and south sides of Ocean Shore School

**Contract #:** 001100

**Fund/Site:** Deferred Maintenance/Ocean Shore

**Budget Account Code: 14-0000-0-0000-8100-031-5800-0812**

3. Pacific Coast Painting \$14,900 August 6, 2001  
1745 Adrian Road # 11 through September 6, 2001  
Burlingame, CA, 94010

**District:** Paint exterior of four daycare portables at Vallemar, triple-wide daycare portable at Ocean Shore, exterior and interior of Kinder portable at Oddstad

**Contract #:** 001097

**Fund/Site:** Building Fund/(Vallemar, Ocean Shore, Oddstad)

**Budget Account Code: 21-9011-0-0000-8500-015-6274-0830**

4. Robyn Alatorre \$4,000\* 10/3,10/4,10/24,  
1333 South Herbert 10/25/2001  
Redondo Beach, CA 90277

\*plus airfare, ground transportation  
& accommodations

**District:** GATE in-service for fourth and fifth grade teachers on above dates.

**Contract #:** 000776

**Fund/Site:** General Fund/ GATE (restricted)

**Budget Account Code: 01-7140-0-1110-1000-005-5800-0340**

5. E & J Environmental Services \$1,200 July15, 2001  
1461 Davidson Ave. through July 31, 2001  
San Francisco, CA 94124

**District:** Change Order #1

Removal of asbestos lagging from old boiler system in daycare building. This work is in addition to work in original contract, which was to abate mastic beneath original flooring.

**Contract #:** 001050

**Fund/Site:** Building Fund/ Sunset Ridge

**Budget Account Code:** 21-0000-0-0000-8500-015-6271-0807

- (e) Certificated Management, Classified Management, Confidential salary Schedules

*It is recommended that the Board approve a 1% increase to the Certificated Management, Classified Management and Confidential Salary Schedules effective July 1, 2001.*

**ROLL CALL:**

**Ayes:** Frankel, Lancelle, Massie, Metcalf,

**Noes:** None

**MOTION CARRIED 4-0**

**Items Removed from Consent**

- (f) Resolution of Appreciation - Action

*It was moved by Ms. Metcalf and seconded by Ms. Lancelle that the Board approve **Resolution No. 2001-08-22-A** for Frances Venditti. President Massie acknowledged Fran Venditti's service of 33 years to the district. Ms. Venditti was in the audience and spoke of her career with the district.*

**ROLL CALL:**

**Ayes:** Frankel, Lancelle, Massie, Metcalf,

**Noes:** None

**MOTION CARRIED 4-0**

**6. COMMUNICATIONS**

- (a) LSEA  
*Connie Tse, President of LSEA, stated that the parents and teachers of the District appreciate and will miss Mrs. Venditti. She also reported that teachers in LSEA are excited about the 2001-02 school year.*
- (b) CSEA – None
- (c) People Wishing to Address the Board
- (d) Correspondence
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*Gretchen Delman, representing Association of Low Wealth Schools (ALWS), thanked the more the 800 people who sent letters to their legislators on behalf of the District. The District will receive \$8.83 per student more in ADA. Eventually through yearly increases, the District will receive \$92.11 per student in ADA if continued funding is allocated. Mrs. Delman has been involved with ALWS since 1973.*

- 1. Letter from the Superior Court of California, County of San Mateo, sending a Grand Jury monograph to the District that contains a statement of purpose and purview.*
- 2. Letter from NOYSE Foundation announcing support of LSUSD's Mathematics Professional Development Plan (for the 2001 – 02 school year) in the amount of \$60,000.00.*
- 3. Letter from Susan Vickrey to Judy Metcalf.*
- 4. Letter from Judy Metcalf to Betsy Massie.*
- 5. Letter from Betsy Massie to Judy Metcalf.*
- 6. Letter from Mark Steckbart to Judy Metcalf.*
- 7. Letter from Judy Metcalf to Mark Stechbart.*

(e) Board/Superintendent Communications

*Dr. Garside acknowledged Ford Long and his contributions to the District as grant writer and math coach for the Mathematics Professional Development Plan. The District has two NOYSE grants: one for reading and the other for mathematics.*

*Dr. Garside shared a pocket budget for the 2001-02 school year with the Board. Jim Lianides is available to answer questions regarding the budget. Channel 26 will now air the Board Meetings on the following Mondays at 1:00 p.m. The District is switching internet providers and will experience difficulties in receiving emails from the outside for up to 4 weeks. At the Leadership Council retreat, school administrators worked on the Strategic Plan and issues relating to budget, student assessment scores, and Special Education.*

*Mr. Frankel received a number of letters in support of the Board, Dr. Garside, and the staff in regards to the Grand Jury report.*

*Ms. Lancelle – none*

*Ms. Massie was looking forward to the kick-off for Sunset Ridge and encouraged everyone to visit the school.*

*Ms. Metcalf - none*

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

## 7. PRESENTATIONS

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## (a) Introduction of Pacifica Collaborative Coordinator

*Laguna Salada Union School District is a member of the Pacifica Collaborative and serves as the fiscal agent. The Pacifica collaborative is a combined effort of the Peninsula Partnership for children, youth, and families, Pacifica community organizations and public agencies, devoted to supporting programs aimed at children from birth through eight years and their families. Maria Barun was selected as Coordinator for the collaborative. The Coordinator is officially an employee of the District, however, the position is funded by a Peninsula Partnership grant.*

*The Steering Committee includes the following organizations and representatives:*

<u>Organization</u>	<u>Representative</u>
<i>City of Pacifica</i>	<i>Patricia Marquez</i>
<i>County of San Mateo</i>	<i>John Klyver</i>
<i>Laguna Salada Union School District</i>	<i>Susan Vickrey</i>
<i>Pacifica Public Libraries</i>	<i>Elizabeth Sor</i>
<i>Pacifica Youth Service Bureau</i>	<i>Kimberly Wheeler</i>
<i>Pacifica School Volunteers</i>	<i>Gail Benton Shoemaker</i>
<i>Peninsula Partnership for Children, Youth, and Families</i>	<i>Manuel Santamaria</i>

## (b) Bond Review Committee Report

*Connie Menefee reported that the Bond Review Committee met on June 19,2000 at the District Office. Mr. Ralph Adams, the committee's Facilities Project Manager, gave a Facilities Update. Mr. Jim Lianides distributed and discussed the most recent Building Fund Expenditures Report that consists of a modernization summary and itemization of all project expenditures on a district-wide and site-by-site basis. The ending balance in the Building Fund as of June 8, 2001 was \$23.7 million, which reflects a progressive spending down of the original bond money. The District has received \$8.1 million in OPSC (Office of Public School Construction) funding. To date, the district has spent approximately \$2.7 million in roofing and structural repair (Deferred Maintenance) and approximately \$19.93 million for modernization. The Building Fund Expenditure Report is available for public review at the District office. The next committee meeting is scheduled for Tuesday, October 17 at 7:00 p.m. at the District office, and all interested persons are encouraged to attend.*

**8. DISTRICT BUSINESS**(a) First Reading: 9000 Series – Bylaws of the Board

*The Board has thoroughly reviewed the 9000 series, the 0000 series (Philosophy-Goals General Objectives and Comprehensive Plans), the*

1000 series (Community Relations) and the 2000 series (Administration) in work Study Sessions. The rest of the sets will be reviewed in Work Study Sessions through December of this year. The 9000 series was presented for a FIRST READING.

Ms. Metcalf requested clarification of the following sections:

- 9005(a) – Governance Standards. Omit
- 9121(a)(7) – Change to read, “Rule on parliamentary procedures in accordance with the most recently revised Robert’s Rule of Orders”.
- 9124 – Change “desired” to “requested” legal information when so directed...
- 9130(b) – Change specificity of paragraph 2 into generic wording.
- 9200(a) – Discussed. No changes were recommended.
- 9200(b) – Discussed. No changes were recommended.
- 9220(a) – Check with CSBA representative regarding rationale for “When possible” in When possible, Board election procedures shall be conducted in accordance with the California Education Code and Elections Code.
- 9250(a) – Reimbursement of Expenses (Education Code 35044) check with CSBA representative for clarification.
- 9270(b)(2)- Can not be changed because this item is a Government Code.
- 9311(a) – Discussed. No changes recommended.

Ms. Lancelle suggested a change in wording for BB 9230. Change The Board and the Superintendent or designee shall help each new member-elect to understand district operations and the Board’s functions, policies, and procedures, including the parameters of the Brown Act.

Staff was directed to seek clarification on the above items and bring the 9000 series to the September 12, 2001 Board meeting for a SECOND READING.

(b) Collective Bargaining Agreements

(1) California School Employees Association (CSEA), Chapter 128 - Action

*It was moved by Ms. Lancelle and seconded by Ms. Metcalf that the Board approve the Successor Collective Bargaining Agreement (July 1, 2000 – June 30, 2003) between the District and the California School Employees Association, Chapter 128. Copies of this agreement were provided to each board member.*

**ROLL CALL:**

**Ayes: Frankel, Lancelle, Massie, Metcalf,**

**Noes: None**

**MOTION CARRIED 4-0**

(2) Laguna Salada Education Association (LSEA) - Action

*It was moved by Mr. Frankel and seconded by Mrs. Lancelle that the Board approve the Successor Collective Bargaining Agreement (July 1, 2000 – June 30, 2003) between the District and the LSEA. Copies of this agreement were provided to each board member.*

**ROLL CALL:**

**Ayes: Frankel, Lancelle, Massie, Metcalf,**

**Noes: None**

**MOTION CARRIED 4-0**

- (c) Public Hearing Statement of Assurance for Pupil Textbook and Instructional Materials Incentive Program and Certification of Adequacy of Instructional Materials - Action

*Ms. Massie opened the public hearing for those wishing to address the Board regarding the Pupil Textbook and Instructional materials Incentive Program and Certification of Adequacy of Instructional Materials. No one from the public appeared before the Board. Ms. Massie closed the public hearing.*

*It was moved by Ms. Metcalf and seconded by Mr. Frankel that the Board approve **Resolution No. 2001-08-22-B** to Certify Adequacy of Instructional Materials.*

**ROLL CALL:**

**Ayes: Frankel, Lancelle, Massie, Metcalf,**

**Noes: None**

**MOTION CARRIED 4-0**

- (d) Summer School Report – Information

*Karl Davis, Summer School Principal, was present to discuss the Summer School Program. He was assisted by Ford Long, Mike Barden and Patty McNally. Summer School began on June 26 and ended on July 26. A bus provided transportation for a limited number of students from Westview and Pacific Manor to the remediation program at Linda Mar. The average daily attendance for the remediation program was 310. Approximately 162 additional students attended other programs for a grand total of 472 students, the largest Summer School attendance in many years.*

*The program consisted of:*

- 1. Remediation for students K-7<sup>th</sup> grade*
- 2. Extended year Special Education*
- 3. Math enrichment for 3<sup>rd</sup> – 7<sup>th</sup> grade*
- 4. Art enrichment for 3<sup>rd</sup> – 8<sup>th</sup> grade*

*The Retention/Promotion regulations required that students struggling with required curriculum be offered appropriate interventions to help them succeed. Teachers for grades K-5 attended a two-day professional*

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*development session sponsored by the Noyce Foundation. The training focused on instructional strategies in their Every Child a Reader and Writer initiative. Teachers for the math enrichment program also attended extensive professional development classes sponsored by the Noyce Foundation.*

(e) Strategic Plan Update – Discussion

*The Board established a committee of 35 + people to develop a strategic plan for the district. The Board reviewed the objectives to ensure alignment with their priorities for the 2001-02 school year. Superintendent Garside reviewed each of the strategies and the proposed objectives for 2001-02. The Board commented on need for additional emphasis in both technology and facilities. This is the first year the Laguna Salada Union School District Board of Trustees will use the Strategic Plan as their basis for goals adoption. These goals will be returned to the Board at the September 12, 2001 meeting for further refinement and adoption.*

(f) Facilities

Mr. Lianides provided the Board with an update on facilities.

(1) Update

*Sunset Ridge – Will be ready for students on September 4, 2001 – the opening day of school. Site work in the back of the school still needs to be done. There is a concern that the kitchen equipment will not be fully installed. A contingency plan to serve hot food has been established. The four daycare classrooms will be ready for use by TTT and the City of Pacifica by the start of school.*

*Ingrid B. Lacy – Architectural plans have been submitted. The date of pour for the footings is on target.*

*Cabrillo – The portables have been delivered and are in place. The buildings are being heated and cooked to rid the smell of formaldehyde.*

*Ocean Shore – The site is undergoing destructive testing as part of the Quattrocchi Kwok Architects feasibility study. The daycare portables have been painted. Kilns are available.*

(2) Report of Interest Earned 4<sup>th</sup> Quarter - Information

*Mr. Lianides reported that the district has earned close to \$2,000,000.00 on various funds, the majority of which came from the building fund. He pointed out that interest rates have been progressively dropping since two quarters ago from 5.8% and will probably continue to drop to the high 4 percentile.*

(g) Retention Update - Information

*Susan Vickrey provided the Board with an update on the Promotion/Retention process in the Laguna Salada Union School District. Ms. Vickrey reported*

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*that the Retention/Promotion policy, in accordance with state law, is based on multiple measures. The district uses a form for all grade levels that includes all measures at that grade level. A point value is assigned for all the measures. Teachers review the students' progress with parents in the fall. If a student is not meeting standards, another form shows the kinds of intervention that are appropriate for addressing the student's needs. The form is updated as the year progresses. There are two options if the student is not meeting grade level expectations: 1) retention, and 2) provisional promotion. A child who is provisionally promoted is sent to the next grade but must meet goals established in an Achievement Proficiency Plan designed by the district, the site administrator, and the parents. The goals are indicated by the multiple measures. At the end of the year, everything is evaluated, and the child is promoted, provisionally promoted to the next grade, or retained. In the school year 2000-01, no one was retained under this program. Some were provisionally promoted. This year, some were retained as a continuation of last year's provisional placement.*

*This program starts at 2<sup>nd</sup> grade. Occasionally, kindergarteners and first graders are retained but under a different program. Ms. Vickrey noted that this year at Pacific Heights Middle School, five students in the 6<sup>th</sup> grade and six students in the 7<sup>th</sup> grade were provisionally promoted, contingent on successful completion of Summer School. All eleven students successfully completed Summer School and have moved forward on provisional placements.*

(f) Pre-Kindergarten Report – Information

*Due to the lateness of the meeting, this item was held over.*

## 9. FUTURE AGENDA ITEMS

Work Study: Curriculum  
Pre-Kindergarten Report  
Second Reading of the 9000 series  
Review of the Bond Review Committee  
The Board established 5:30 p.m. on September 12, 2001 for the Superintendent Evaluation in Closed Session.

## 10. ADJOURNMENT

*Ms. Massie adjourned the meeting at 10:10 p.m.*

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Judy Metcalf, Clerk  
Minutes Approved 10/3/2001

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Michele Garside, Ph.D.  
Secretary to the Board

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