

**BOARD OF TRUSTEES MEETING  
PACIFICA SCHOOL DISTRICT**

**June 18, 2003**

**MINUTES**

**BOARD MEMBERS PRESENT:**

Mr. Avram Frankel, Absent  
Ms. Betsy Massie  
Ms. Connie Menefee  
Mr. Mike O'Neill, President  
Ms. Joan Weideman

**STAFF MEMBERS PRESENT:**

Dr. Michele Garside, Superintendent  
Mr. Jim Lianides, Director of Administrative Services  
Ms. Susan Vickrey, Director of Educational Support Services  
Mr. Tom Zach, Director of Human Resource Services  
Ms. Chris Gio, Personnel Specialist  
Ms. Lou Sian, Board Scribe

**1. OPEN SESSION – CALL TO ORDER**

*Ms. Massie called the meeting to order at 6.35 p.m. Mr. O'Neill, Ms. Menefee and Ms. Weideman were present. Dr. Garside was also present. Ms. Massie recessed the meeting to Closed Session to conference with the Labor Negotiator and the Real Property Negotiator, and to conduct an employee evaluation of the Superintendent.*

**2. CLOSED SESSION**

(a) Public Employee Evaluation: Superintendent

(b) Conference with Labor Negotiator

Agency Negotiator: Michele Garside, Superintendent

Employee Organizations: CSEA, LSEA

(California School Employee Association, Chapter 128)

(Laguna Salada Education Association)

- (c) Conference with Real Property Negotiator (Government Code § 54956.8)  
Property: Fairmont/Westview  
Negotiating Parties: Michele Garside, Superintendent  
Under Negotiation: Terms/Conditions

### 3. OPEN SESSION – FLAG SALUTE AND ROLL CALL

*Mr. O'Neill called the meeting to order at 7:32 p.m., reporting that the Board took action on two items during Closed Session: 1) The Board renewed the Superintendent's contract for an additional four years with a vote of 4-0, and 2) the Board entered into a contract with Olson Development for a feasibility study for the sale of Westview and Fairmont schools properties.*

### 4. APPROVAL OF THE MINUTES – ACTION

*It was moved by Ms. Massie and seconded by Ms. Weideman that the Minutes of the April 29, 2003 and May 14, 2003 Work Study Sessions and the April 30, 2003 Regular Board Meeting be approved by the Board.*

#### **ROLL CALL:**

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

**Noes:** None

**MOTION CARRIED: 4 - 0**

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

*It was moved by Ms. Weideman and seconded by Ms. Menefee that the Board approve the agenda for the June 18, 2003 meeting and all consent agenda items with the following exceptions: move item 8(f) after item 8(c) in accordance with the custom of the Board to move items ahead of schedule whenever members of the public are present to speak to a particular item.*

(a) Agenda of the June 18, 2003 Meeting

(b) Consideration of the Acceptance of Warrants

*It is recommended that the Board approve the attached commercial warrants for the period of 5/12/03 through 6/6/03 totaling \$.828,883.26*

(c) Personnel

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

## 1) Certificated

- a. Return from Leave of Absence, Kelly Shives, Classroom Teacher, Sunset Ridge, effective May 5, 2003, at .80 FTE, job share with Kathleen Stasun.
- b. Return from Leave of Absence, Kathleen Stasun, Classroom Teacher, Sunset Ridge, effective May 5, 2003, at .20 FTE, job share with Kelly Shives.
- c. Employment of Ute Prince, Substitute Teacher, District Office, Multiple Subject/Clad, effective April 28, 2003.
- d. Employment of Cheryl Dulce, Speech and Language Teacher, District Office, Step A/O-I, effective August 27, 2003.
- e. Employment of Christina Wong, Speech and Language Teacher, District Office, Step A/O-II, effective August 27, 2003,
- f. Employment of Erika Rigling, Classroom Teacher, Sunset Ridge, job share with Arleen Hoffman, A/O-II, \$38,802.00 at 18/184 days = \$3,795.84, effective August 27, 2003.
- g. Resignation of Amy Erio, School Counselor, Ingrid B. Lacy Middle School, effective June 13, 2003.
- h. Summer school employment of the following teachers effective June 23, 2003 through July 25, 2003, salary at \$3000 for session:

Jean McMartin – K  
Wendy Wittmeyer – K  
Tiffany Leung – 1  
Michelle Wagner-Keaney –1  
John Collins – 2  
Meggan Taylor – 2/3  
Jennifer Ryan – 3  
Cheryl Bingham – 4

Shari Vendrolini – 6  
Stacy Wayne – 7  
Karen Miller – Special Ed.  
Ian Williams – Special Ed.  
Patricia McNally – 5

## 2) Classified:

- a. Retirement of Barbara Restani, School Secretary, Vallemar School, effective June 21, 2003.

- b. Resignation of Timothy Hamack, Substitute Custodian, District Office, effective April 21, 2003.
  - c. Summer school employment of Faith Slattery, Secretary, Sunset Ridge, effective June 23, 2003, through July 25, 2003.
  - d. Summer school employment of Maria O'Campo, Custodian, Sunset Ridge, effective June 23, 2003 through July 25, 2003.
- (d) Service and Consultant Contracts

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

<b>Consultant/Contractor</b>	<b>Dollar Amount</b>	<b>Term of Contract</b>
1. Roto Rooter 1831 Bayshore Highway	NTE \$1,500.00	May 20, 2003 through June 20, 2003

**District:** Video Camera Inspection of sewer lines at Cabrillo School

**Contract #:** 001295

**Fund/Site:** Building Fund/Cabrillo

**Budget Account Code:** **21-9012-0-0000-8500-030-6160-0828**

2. West Bay Builders 614 Linden Street San Rafael, CA 94901	\$20,096.00	C/O Signed May 21, May 29 2003
	Total Change orders to date \$340,246.32	This amount represents 7% of the contract

**District:** Change Order #11

- a) COR 37.1 – Costs for labor and materials to provide custom design VCT flooring patterns and basketball court, inlaid striping - \$18,885.
- b) COR 59.1 – Cost credits for not demolishing (e) transformer pads. – (\$1,030)
- c) COR 63.1 – Costs to relocate PVC rough in Classroom 3. – (\$2,175)
- d) COR 69 – Credit for deletion of new conduit installation – (\$3,162)
- e) COR 70 – Cost to restock and replace water heater WH- D2 with DEL –10 in the Staff Lounge Room 85. – (\$793)
- f) (COR 72 – 1) – Cost to provide new shut off valve, 2) cost to provide additional demolition for casework in portable, 3) cost to demolish (e) duct in room 54 and 4) cost to provide soffit and furring at D wing ramp near main entry. – (\$2,435)

**Contract #:** Original Contract 001157 dated June 11, 2001 for \$4,685,000.00

**Fund/Site:** Building Fund/Cabrillo

**Budget Account Code: 21-0000-0-0000-8500-030-6270-0827 (original)**  
**21-9011-0-0000-8500-030-6271-0830 (change order)**

---

3. Interstate Paving and Grading, Inc. \$6,198.00 C/O Signed May 21  
P.O. Box 389 and May 29, 2003  
So. San Francisco, CA 94080

**District:** Change Order #10  
a) COR 17 – Costs to furnish and install concrete in the "dugout" floor areas. – (\$3,200)  
b) COR 18 – Costs to furnish and install to all the backstop batter boards, 2.6 vertical cleats bolted to the back side of the batter boards and install a pipe rail along the bottom edge of the fence fabric, located just below the top edge of the batter boards on the backstops. (\$2,998)

**Contract #:** Original Contract 001201 dated August 14, 2002 for \$466,000.00  
**Fund/Site:** Building Fund/Ingrid B. Lacy Playfield

**Budget Account Code: 21-0000-0-0000-8500-022-6160-0827 (original)**  
**21-9011-0-0000-8500-022-6161-0830 (change order)**

---

Dryco Construction, Inc. \$43,039.00 May 20, 2003  
5275 Central Avenue August 20, 2003  
Fremont, Ca 94536-6532

**District:** Miscellaneous asphalt patching, slurring, and ramping at Cabrillo School site.

**Contract #:** 001294  
**Fund/Site:** Building Fund/Cabrillo

**Budget Account Code: 21-9012-0-0000-8500-030-6160-0828**

---

5. MCS Education Services, Inc. \$18,700.00 July 1, 2003  
1130 Sun Center Drive, Suite 100 through June 30, 2003  
Rancho Cordova, CA 95670

**District:** Fiscal Year beginning July 1, 2003 and ending June 30, 2004  
a) 200/20032 reimbursement claims and 2003/2004 estimated claims;  
b) Late and amended 2001/2002 Reimbursement claims; and  
c) Newly claimable programs for which State Controller's Office Claiming Instructions are released during the contract period or for which late claims can still be submitted.

**Contract #:** 000861  
**Fund/Site:** General Fund/Human Resources

**Budget Account Code: 01-0000-0-0000-7400-002-5800-0641**

---

6. Barry M. Nadell Construction \$2,800.00 May 23, 2003

520 San Pedro Avenue, Suite 1  
Pacifica, CA 94044

through July 23, 2003

**District:** Create a new driveway access at Lerida Way for the Ortega fields.

**Contract #:** 001296

**Fund/Site:** Building Fund/Ortega

**Budget Account Code:** **21-9012-0-0000-8500-020-6160-0828**

7. Breon Schaeffer & Bryant \$15,000.00 C/O signed June 18, 2001  
225 Bush Street, Suite 1600  
San Francisco, Ca 94044

**District:** Change Order #1

a) Increase contract amount to cover negotiation services for the rest of the fiscal year.

**Contract #:** Original Contract 000832 dated July 1, 2003 for NTE \$20,000.00

**Fund/Site:** General Fund/Human Resources

**Budget Account Code:** **01-0000-0-0000-7200-002-5814-0641 (original)**  
**01-0000-0-0000-7400-002-5816-0641 (change order)**

8. Roto Rooter \$860.00 June 4, 2003  
14985 Washington Avenue through July 7, 2003  
Fremont, CA 94578

**District:** Video surveillance of all storm drain lines on site to determine condition.

**Contract #:** 001299

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

**Budget Account Code:** **21-9012-0-0000-8500-031-6160-0828**

9. Pacific Coast Tree Service \$975.00 June 4, 2003  
1359 Grand Avenue through July 7, 2003  
Pacifica, CA 94044

**District:** Ortega School: Take down two dead pine trees infected with pine pitch canker; cut as close to the ground as possible. Remove storm-damaged limbs from one Cypress tree. – (\$750.00)  
Cabrillo School: Take down one pine tree infected with pine pitch canker; cut as close to the ground as possible. –(\$225.00)

This bid includes brush grinding, clean-up, hauling and dump fees.

**Contract#:** 001300

**Fund/Site:** Building Fund/Ortega and Cabrillo

**Budget Account Code:** **21-9012-0-0000-8500-020-6160-0828 (Ortega)**

**21-9012-0-0000-8500-030-6160-0828 (Cabrillo)**


---

10. Pacifica School Volunteers \$3,500.00 May 20, 2003  
Gail Benton Shoemaker through June 30, 2003  
C/o L.S.U.S. D

**District:** Staff time and materials for orientation presentations, scheduling and placing parent volunteers for Kindergarten readiness camps.

**Contract:** 000862

**Fund/Site:** General Fund/Instructional Services

**Budget Account Code: 01-9010-0-0001-2490-005-5800-0383**


---

11. Garcia Plumbing Co., Inc. \$820.00 June 6, 2003  
236 Gambier Street through July 7, 2003  
San Francisco, Ca 94134

**District:** Emergency repair of main water supply to school at utility closet.

**Fund/Site:** General Fund/Instructional Services

**Budget Account Code: 14-0000-0-0000-8100-033-5600-0816**


---

12. Chipman Moving & Storage \$800.00 May 16, 2003  
4186 Park Road, Suite a through August 16, 2003  
Benicia, Ca 94510-1168

**District:** 001293

**Fund/Site:** Building Fund/Cabrillo

**Budget Account Code: 21-9012-0-0000-8500-030-6155-0828**


---

13. Ben Loewy \$6,000.00 C/O signed June 18, 2003  
2408 Dekoven Avenue  
Belmont, CA 94002

**District:** Change Order #1

a) Increase contract amount to cover school psychologist services for the rest of the fiscal year.

**Contract:** Original Contract 000844 dated December 20, 2002 for \$16,640.00

**Fund/Site:** General Fund/Pupil Services

**Budget Account Code: 01-0000-0-1110-3120-004-5800-0500**


---

14. Ric's Sheetmetal, Inc. \$1,680.00 May 22, 2003  
2321 Palm Avenue  
San Mateo, CA 94403

**District:** Replace rusted gutter and drain pipe on front of 4 portables. Replace gutter on corridor section of school building.

**Contract#:** 001292

**Fund/Site:** Building Fund/Cabrillo

**Budget Account Code: 21-9012-0-0000-8500-030-6274-0828**


---

15. Pacific Coast Painting & Waterproofing \$14,900.00 June 6, 2002  
 1745 Adrian Road, #11 through September 8, 2003  
 Burlingame, CA 94010

**District:** Painting of 7 portables at Cabrillo School site.

**Contract #:** 001302

**Fund/Site:** Building Fund/Cabrillo

**Budget Account Code: 21-9012-0000-8500-030-6274-0828**


---

16. Lyn Perino NTE \$10,400.00 July 1, 2003  
 641 A. Avenue through June 30, 2004  
 Coronado, CA 92118

**District:** Strategic Planning Consultant for the fiscal year 2003 – 2004

**Contract #:** 000828

**Fund/Site:** General Fund/Instructional Services

**Budget Account Code: 01-7315-0-1110-2140-005-5800-0359**


---

17. Sodexo America, LLC Payment will be made by July 1, 2003  
 One Lincoln Center, Suite 271 District Purchase Order through June 30, 2004  
 10300 SW Greenburg Road  
 Portland, OR 97223

**District:** Amendment to the 2002-2003 Agreement with Sodexo America, LLC, for the 2003-2004 school year to consult and operate the District's Food Services operation in Pacifica. The changes to the contract include the following:

- 1) The Pattern Meal definition includes "contract meals".
- 2) The Consulting Fee will remain \$0.31 per pattern meal and not rise with the volume of meals served.

**Contract #:** 000864

**Fund/Site:** Cafeteria Fund/Various Sites

**Budget Account Code: 13-5310-0-0000-3700-010-580X-0800**

(e) GATE

*It is recommended that the Board approve the district GATE budget to the state for funding in 2003-04.*

(f) CSEA Contract

(1) Side Letter of Agreement (Retirement Incentive)

*It is recommended that the Board approve the Retirement Incentive for the Classified Staff as presented.*

(2) Effects of the Termination of the Personnel Commission on the SCEA Contract

*It is recommended that the Board ratify the CSEA Contract revisions and additions that address the effects of the termination of the Personnel Commission.*

(3) Article 10 – Compensation (CSEA)

*It is recommended that the Board approve the Compensation Agreement with CSEA as presented.*

(g) No Child Left Behind Act (NCLBA)

*It is recommended that the Board approve the district's Local Education Agency Plan (LEAP) for the No Child Left Behind Act (NCLBA).*

(h) API Expenditures

*It is recommended that the Board approve the site revisions/additions to expenditure proposals for Sunset Ridge and Vallemar schools.*

(i) Golden Bell Application: Oceans Week

*It is recommended that the Board approve submission of the application for the Golden Bell Award for Oceans Weeks at Ocean Shore School.*

(j) Subsequent Waiver Request

*It is recommended that the Board approve for submission to the commission on Teacher Credentialing a Subsequent Waiver Request on behalf of Cheryl Dulce for a Clinical or Rehabilitative Services Credential.*

(k) Food Service Agreements

*It is recommended that the Board approve the Food Service Agreements with the Brisbane School District and with the Bayshore School District for the 2003-04 school year.*

**ROLL CALL:**

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

**Noes: None**

**MOTION CARRIED 4-0**

**6. COMMUNICATIONS**

(a) LSEA (Laguna Salada Education Association)

*Ms. Connie Tse, President of LSEA, introduced the new Board members for LSEA and thanked members of the past Board of LSEA. She acknowledged Fredi Ware, Vice President (3 years), Jan Williams and Sandy Hall (Negotiations Co-chairs), and board members Kathy Welch, Pam Moore, Charlotte Jacobs, Kal Christianson, Patty McNally, Molly Sheriff, Gretchen Delman, Harold Taylor, Don Potter, Naomi Izumizaki, and Ellie Cundiff. She also thanked the teachers, support staff, the Board of Trustees, and Dr. Garside. Ms. Tse introduced Mr. Eric Edwards as the new President of LSEA.*

*Mr. Edwards introduced the incoming Board members: Connie Tse (Vice President), Naomi Izumizaki (Secretary), Charlotte Jacobs (Treasurer), Stacy Wayne and Patty McNally (Negotiations Co-chairs). He told the Board that the new board members will attend the Interest Based Bargaining Training scheduled for October 15<sup>th</sup>, 16<sup>th</sup>, and 17<sup>th</sup>. Mr. Edwards will coordinate with Mr. Zach and confirm the date and training company for the workshop. He also informed the Board that LSEA would change their name to reflect the district's recent name change.*

(b) CSEA (Classified School Employees Association)

*Ms. Marianne Hinshaw, President, thanked the board for approving the package. She also thanked the district and the negotiating team for their hard work. She also thanked Diana Hall, CSEA representative, Mike Matteuchi, Joe McCarthy, Lisa Kern, Stella Doran, Jim Rogers, and Tom Zach.*

(c) People Wishing to Address the Board - None

(d) Correspondence

- 1. A letter from the City of Pacifica regarding field maintenance. Due to recent budget cuts, the City will not be able to maintain the MOU with the district regarding district owned/city utilized fields. The Adult Softball Program at the Ingrid B. Lacy Field will be discontinued. The City will not be able to provide a concession stand at the Ingrid B. Lacy Middle School Field. The letter states that when the financial situation improves, the City hopes to resume their work with the district, but they are not able to do so at the present time.*
- 2. A letter from the Laguna Salada Education Foundation regarding a check in the amount of \$12,200.00 which is deposited in the Laguna Salada Asset Management Foundation for the establishment of the Ingrid B. Lacy Memorial Scholarship Fund.*
- 3. A letter from CSBA regarding the May Revision of the 2003-04 State. CSBA urges educators to contact their legislators to adopt the budget by June 30<sup>th</sup>.*
- 4. An invitation from Mary Harris who has done the School with Artists Program, SWAP, for 19 years to an Art Sale at Sanchez Art Center.*

5. *A letter from the Chief Elections Officer regarding an election preparation meeting on June 20, 2003.*
6. *A letter from BASRC providing a check in the amount of \$25,000 for the 2002-03 third quarter Grant Payment.*

(e) Board/Superintendent Communications

*Ms. Menefee attended the Ingrid B. Lacy's Greek Fest for sixth graders. She reported that everyone wore togas on Oceana's field and it was freezing but fun. She also attended a Parent Council meeting at Linda Mar. It was an opportunity for Linda Mar and Oddstad parents to meet, confer, and prepare for the coming year when both campuses will combine into one school. Ms. Menefee attended a Bond Review Committee. She attended Mr. James Gedney's production of the "Taming of the Shrew". She noted that Mr. Gedney received a Kent Award because of his contributions to the school. Ms. Menefee was a server at Ingrid B. Lacy's Dinner Dance. She said that the parents had transformed the multi-purpose room by building the Golden Gate Bridge, stringing lights across its span, and using a fog machine. She attended the graduation ceremonies for Ingrid B. Lacy's first graduating class with Dr. Garside. She commended all the student speakers who were poised and articulate. She said it was a heartwarming experience.*

*Ms. Weideman attended the Pacifica School Volunteers Appreciation Dinner. Ms. Weideman was elected to the Board of PSV. She attended the Ocean Shore School Graduation.*

*Ms. Massie attended her last meeting of the Pacifica School Volunteers.*

*Mr. O'Neill and Ms. Weideman attended a joint subcommittee meeting with the City of Pacifica on June 5<sup>th</sup>. He attended the final 4-H meeting for the school year. He attended the first graduating class of the district's Home School Program. There were eight graduates. Ms. Vickrey was present to pass out certificates to the students. He attended the 8<sup>th</sup> grade Graduation Dance at Cabrillo. A parent brought a cable car for photographs. He attended Dr. Freitas' Retirement Dinner for 39 years of service in the district. Mr. O'Neill attended the Cabrillo graduation ceremony at Skyline College.*

(f) Board Committee Reports (based on written reports)

*Mr. O'Neill and Ms. Weideman attended a joint subcommittee meeting with the City Council to discuss concerns about the daycare facilities. The district provides the facilities based on city specifications. They discussed the traffic situation at Reina del Mar. They also discussed maintenance of district owned/city utilized fields. The City is terminating their agreement with the District. The District will have to hire more field maintenance personnel.*

## 7. PRESENTATIONS

### (a) Rob Schneider Music Foundation

*Ms. Pilar Schneider, President, along with her daughter April, presented to the Board a check in the amount of \$13,752.00. The 2002-03 total amount of contributions made by the foundation for the music program is \$118,752.00.*

*Ms. Weideman related a story about a group of 6<sup>th</sup> graders from Ocean Shore School who could not stop talking about the band program.*

*Ms. Schneider showed a tape to the Board that her son, Rob Schneider, had sent to the district as a promotion for students to participate in the music program. Rob Schneider, Adam Sandler, and Drew Barrymore are seen in the video promoting music instruction and encouraging children to take band.*

*Mr. O'Neill said that many districts are eliminating their music programs. Although the district can't make any guarantees beyond next year, Mr. O'Neill thinks that the district will be able to keep the music program because of the generosity of the Rob Schneider Music Foundation.*

## 8. DISTRICT BUSINESS

### (a) Classified Employee Retirement - Action

*It was moved by Ms. Massie and seconded by Ms. Weideman that the Board approve **Resolution #2003-06-18-A** for retiring classified employee Barbara Restani.*

#### **ROLL CALL:**

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

**Noes: None**

**MOTION CARRIED 4-0**

### (b) Math Plan Update - Information

*Ms. Vickrey told the Board that Mr. Ford Long is attending a meeting with the NOYCE Foundation and could not attend tonight's meeting. She introduced Dr. Freitas who has chaired the Math Committee since its beginning four years ago.*

*Dr. Freitas acknowledged Ford Long, Naomi Izumizaki, Barbara Petersen, Alice Garibaldi, Lu Axtell, Gladys Picht, Mary Beltran, Maureen Manis, and Susan Vickrey. Dr. Freitas said the Math Committee had done some profound things over the last few years. The committee chose a yearly area of emphasis based upon the Mathematics Standards. The Math Committee developed a Math Plan, selected and purchased new Math textbooks, and established grade level trainers. This year, Mr. Long and some of*

*the teachers developed the Big 3: Words, Numbers, and Pictures. The concept has caught on and students are beginning to understand context better.*

*Dr. Freitas also mentioned that as a result of the NOYCE Foundation, the district is able to maintain Ford Long's position, which has been instrumental in our progress.*

(c) Math Performance Based Assessment Results - Information

*Ms. Susan Vickrey explained the difference between a performance based assessment and a multiple-choice test. She said in a multiple-choice test, it is possible to answer 25% of the questions by guessing. On a performance-based assessment, the test taker does not receive points for guessing. In fact, the test taker earns only a ¼ of the points for the correct answer. In addition to answering the question correctly, test takers must explain how they arrived at the right answer in words, provide a formula that would help solve the problem, and in some cases, demonstrate with pictures that the test taker understands the concept. Students must know the material in order to pass the test.*

*The test has five questions. It compares students with the pre-established standards. The district is in this testing program with the Silicon Math Initiative, which is funded through the NOYCE Foundation. There are more than 28 districts and over 30,000 students who participate in this testing program. Many districts who participate in the program tend to be in high scoring districts – Palo Alto, Hillsborough... The competition is quite tough. The districts are ranked by the percentage of students who met standards. This year in comparison to other districts in the consortium, the Pacifica School District scored equal to or above the consortium at every grade level. In the 3<sup>rd</sup> and 4<sup>th</sup> grade, in excess of 80% of the students met standards. There is a trend for both the district and the consortium of fewer students meeting standards as they move up in grade level. According to the Third International Math Studies, TIMS, this is true nationally, as well. This trend also shows up in the STAR test and is consistent with many assessments that are done. Still, the district is encouraged by increasing scores within each of the grade levels over a five year and 3 year period. (The test has been administered over the past five years in the 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> and over the past 3 years for the 4<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup> grade).*

*The district was concerned with the 6<sup>th</sup> grade scores, because it was one area that the district had been outscored by the consortium. The 6<sup>th</sup> grade teachers from across the district participated with Ford Long in a very concentrated math- coaching program. They met with Ford on a monthly basis, discussed the students' activities, instructional strategies, and met with the NOYCE Foundation. For the first time, the district has outscored the consortium in the 6<sup>th</sup> grade scores. Ms. Vickrey said that this shows that quality professional development makes a huge difference. The district is expecting similar results in the STAR test. In the past, the performance- based assessments have been a good indicator for the outcome of the STAR test, particularly the content standards section.*

*There was a similar problem with the 7<sup>th</sup> grade in that the consortium outscored the district for several years. The district scored equally with the consortium this year.*

*Ms. Vickrey showed the PBA results of a cohort group; that is, a group of students progressing through the grades from year to year. This year, the cohort group meeting standards at 5<sup>th</sup> grade was higher for the same cohort group when they were in 3<sup>rd</sup> grade. This is a reversal of the trend that is occurring.*

*Ms. Massie expressed her appreciation of the tremendous effort in getting an entire institution to move along the same track to get such wonderful results. She asked about the difference between males and females in math ability.*

*Ms. Vickrey said that she plans to disaggregate the data by school and by gender, as well.*

*Mr. O'Neill said that he was impressed that the Pacifica School District is performing as well or better than districts that receive more funds such as Palo Alto, Santa Clara, Los Altos, and Hillsborough. He said it is important to note that the students in Pacifica are getting a very good education for the dollar spent.*

(f) Long Term Facilities Planning – Information

*Mr. O'Neill requested information from staff, so that the Board could begin discussions about Linda Mar and Oddstad Schools. The district's commitment is to keep both of the properties, but a vacant property constitutes a drain on the general fund. According to Mr. Lianides, the cost of maintaining each of the two empty properties is approximately \$30,000 to \$40,000 per year or approximately \$80,000 per year for both. This figure includes the cost of maintaining the grounds as well. Mr. O'Neill noted that most people support the grounds maintenance because of soccer, baseball, and 4-H. The grounds serve as a park for that part of town.*

*Should the Board wish to pursue ideas for the use of the properties, Mr. O'Neill would like to begin the discussion in advance of possible zoning changes, architectural studies, or whatever may be necessary in order to make the facilities ready to meet the needs of the district. He noted that if the properties could generate net income instead of being a drain on the general fund, that money could be preserved for such items as teacher salaries, class size reduction, and building maintenance. Mr. O'Neill listed the following three properties for the Board's consideration: Linda Mar School, Oddstad School, and the District Office – the District Office because it is within the Board's purview to move it to Oddstad School or Linda Mar School or any other location.*

*People Wishing to Address the Board:*

*George Caughman is active with the Peninsula Interfaith Action Group at St. Peter's Catholic Church in Pacifica. Mr. Caughman stated that the lack of affordable housing in Pacifica is affecting many families with small children and teachers. If the District chose*

*to make these properties available for affordable housing, it would find a lot of support from members of the community. Mr. Caughman urged the District to pool its resources with other agencies to become part of the solution for the needs of the community such as the problems faced by the Water District, the Library, and the City Hall. He challenged the Board to be creative, innovative, and resourceful and to take advantage of the synergy that is available at this particular time and place in Pacifica.*

*Monica Olsen said she is impressed with the possibility of making the schools available for affordable housing. She said she lives in Pacifica but can't afford to buy her own home. In the interest of keeping good teachers in the community, she thought the District might pursue the ways and means to provide affordable housing. She mentioned an Affordable Housing Trust that the County has set aside for some funding.*

*Ms. Menefee thanked Mr. O'Neill for his forward thinking regarding this discussion item.*

*Mr. O'Neill replied that he would like the Board to present ideas for discussion points.*

*Ms. Massie said that she with her colleague, Ms. Menefee, appreciated Mr. O'Neill's forward thinking, but also his bringing together several ideas for the use of the empty properties. She affirmed that this is one of Mr. O'Neill's strengths. Ms. Massie stated her concerns, but thanked Mr. O'Neill for bringing up the topic in a format that the Board could discuss. She did not see the District Office as an empty property and noted a presumption of moving the District Office before establishing a theater at Ingrid B. Lacy. This would take the Board offline from the priorities it had already set. She appreciated Mr. O'Neill's perception that the Board could better work together in terms of public funding, but her understanding of the source of funds required that the students and their programs were prioritized before the District Office.*

*She affirmed Mr. O'Neill's concern about empty properties; and apart from the fact that the District needs funding, empty properties would quickly deteriorate and lose their value if not properly maintained. She said she certainly hears the need for affordable housing, but the issue becomes whose property is it on. She asked Dr. Garside for clarification regarding the adoption of the District Master Facilities Plan. At that time, there was a need for one site, if not two sites, to be available for the possibility of increased student enrollment. By designating a site for affordable housing that effectively states that that site will not be reopened.*

*Dr. Garside said that in the Master Facilities Plan the District would keep one site as an excess site. At the time, the District thought that Linda Mar would remain open for a school and Oddstad would be the excess site. The District thought that the excess site would be a rental property while it was not being used as a school. The District did not want to sell it because of a possible need for it in the future.*

*Ms. Massie said it would become an issue to have affordable housing at a site if the District needed to reopen a school. However, she stated she would not want to dismiss further discussions about affordable housing at the school sites. She summarized that*

her two concerns were the theater and the current Implementation Plan in terms of the District use of funds. She said she would prefer not to start the discussion with affordable housing. She would like to begin the discussion with the Board determining which of the two sites is better available to reopen as a school. Ms. Massie said that affordable housing should not drive the discussion, but rather which of the two sites would be the one most available to reopen.

Ms. Weideman said that she too appreciated that Mr. O'Neill initiated this item. She stated that Linda Mar needs upgrades and the District has OPSC money coming that could be used. The District has to look at the possibility of building more permanent structures at Ortega. Ms. Weideman acknowledged the theater at Ingrid B. Lacy. She reiterated the District standard for each school: classroom space, a library/media center, and two additional rooms. She didn't think that Vallemar was to that standard. In summary, she said that the Board needed to look at the Implementation Plan and what building funds are available, and make sure that the students are taken care of first before beginning the process of developing long-term funding sources.

Mr. O'Neill asked the Board if they wished to give staff direction in order to carry on the discussion for another evening.

Ms. Massie stated that she is not ready to put the District Office on the list of possible available sites.

Ms. Weideman would like to know what the facilities needs are in terms of schools and if Oddstad and Linda Mar should be upgraded.

Ms. Menefee concurred with Ms. Weideman. She said that the rest of the evening's discussion seems premature and ambitious without the facilities information.

Mr. O'Neill gave direction to staff to compile a list of modernization projects that have been discussed but not included in the Implementation Plan:

- 1) The closing of Linda Mar School and its upgrade at a particular level
- 2) The addition of a wing at Ortega Middle School
- 3) Another building at Vallemar School
- 4) Ingrid B. Lacy Performing Arts Center
- 5) District storage needs, including data storage.

Dr. Garside asked for clarification regarding the theater. In earlier discussions, the Board agreed that the theater project would not be implemented until there was an understanding about the amount of income the District would receive for the Westview and Fairmont properties. The theater would cost \$3.5 million. She will include the theater in the information to the Board.

Dr. Garside stated the CORE Committee had generated a list of facilities projects that have not been completed. The dollar amounts have not been added to the list as yet.

*Staff has researched data storage but dollar amounts have not been factored in. Dr. Garside stated the requested information could be ready by the August meeting.*

*Mr. Lianides noted that in order to utilize OPSC funds, the District would need to enter into contract at Linda Mar at the same time as Ocean Shore in exactly one year from now.*

*Ms. Massie cautioned that the Board about making a decision before it has all the necessary information about the sites.*

*Ms. Weideman said that regardless of which school was reopened, the District has money to do the upgrade. If the District decides to rent Linda Mar, it would be much easier to rent. If the decision were to reopen it as a school, it would be easier to reopen if it were upgraded.*

*Mr. O'Neill observed that the Board has not formally made the decision, but it has been made de-facto.*

*Dr. Garside talked about incubator businesses at Linda Mar. The Chamber of Commerce might be interested in supporting this concept. There has been discussion about Oddstad School becoming a preschool.*

*People Wishing to Address the Board:*

*Mrs. Pilar Schneider said that she and her son are discussing the possibility of the Rob Schneider Music Foundation renting Oddstad School and turning it into the Marvin Schneider Music and Performing Arts Center. She said that the District could use part of the building for teacher workshops or as a storage facility. The Rob Schneider Foundation could sublet rooms and the proceeds would go to the District. She was hoping that the Board would not make any decisions but wait for everyone to come up with more ideas. The Rob Schneider Foundation would rent Oddstad. They were not interested in owning the building.*

*Dr. Garside said that affordable housing at one of the properties was a possibility if it did not preclude the District from using other parts of the property. Since the Board was at early stages of discussion, it didn't have to exclude any possibilities for the use of the sites.*

*Ms. Massie requested demographic information. She was concerned about the students who live in the Linda Mar area who do not attend Linda Mar School.*

*Ms. Weideman observed that Ortega and Oddstad are close to each other versus Linda Mar in the front of the valley.*

*Dr. Garside said that staff could give the Board information about where students live who attend schools in the District. They would not be able to give the Board resident information if the students do not attend schools in the District.*

*Mr. O'Neill asked for projections on rental income it might receive from the sites.*

*Dr. Garside said that the staff could find out from local real estate the current costs of commercial properties.*

(d) Marketing Update –Information

*Dr. Garside provided an overview of the Marketing Strategy. Gordon Consulting has worked with the District for the past year on implementing the Strategic Plan Marketing Strategy. There have been regular reports presented to the Board. The current agenda item is a summary of the work that has been done to date. At this time, staff does not have a product to show the Board but will be working on it over the summer.*

(e) Annual Budget – Public Hearing/Action

*It was moved by Ms. Massie and seconded by Ms. Weideman that the Board approve the proposed 2003-04 budget.*

*Mr. O'Neill opened the public hearing on the budget at 9:10 p.m. As there was no one from the public who wished to speak to the 2003-04 budget, Mr. O'Neill closed the public hearing at 9:11 p.m.*

*Mr. Lianides stated there was uncertainty about the budget, stemming from the budget impasse in Sacramento. If the assumptions made in developing the district budget are not the reality in the State's budget, then by law, the District will revise its budget and bring it back before the Board within 45 days of passage of the State's budget.*

*Mr. Lianides explained that the District budget is based on a number of assumptions: 1) the May Revise that the Governor submitted to the Legislature a month ago; 2) very heavy cuts on the restricted side of budget. The supplemental grant, which supplements SIP, Edtech, and EIA, sustained a 33% cut, which amounted to \$148,000 less restricted money. This money is spent on the instructional side of the program; and 3) Equalization was also removed from the budget.*

*Mr. Lianides projected that health benefit costs would go up 15%. It was in the papers the other day that CALPERS announced their increase at 18.3%. The District was fairly close. This is a large increase on top of the 23% increase that occurred this year. Looking at benefits over a two-year period, the cost of the same health benefit has gone up 41%. It's difficult to say when the increases will end.*

*Another effect on the District's finances was in Workers Compensation. According to Mr. Lianides, the entire insurance industry is in disarray, resulting in increases in Workers*

*Compensation rates. There was a 60% increase in Workers Compensation for the District. This was due to a 30% increase across the board and several District Workers Compensation cases in 2002-03 that accounted for the other 30% increase. The rates went up by \$97,000.*

*When taken as a whole, the District is facing an on-going unrestricted deficit next year of \$673,000. Mr. Lianides said that this figure might be a moving target. The District has closely staffed all of the schools. If the District needs to increase the number of teachers based upon enrollment over the summer, that deficit could go up. The one favorable item about the budget is that student enrollment is predicted to decline by about 20 students instead of the original projection of 50 students. This projection is based on information provided by the principals. Ms. Trask made personal contact with every family at the school to verify who was coming back to Sunset Ridge. Other principals did similar things. The numbers seem solid, and staff will monitor enrollment very closely over the summer.*

*Mr. Lianides stated the District should not expect a quick recovery. Proceeding into the 2004-05 school year, it becomes obvious that the merger of Linda Mar and Oddstad schools is not enough to bring alignment of expenditures and revenues. The District is looking at further reductions beyond the merger. He believes that the District could stay on a three-year track, barring any onerous, unexpected problems, to get into alignment. Mr. Lianides said that the District is running "very lean and mean" these days.*

*Ms. Massie expressed her thanks and empathy to Mr. Lianides. She said that doing the budget every year is tough, but this year is the worst in Sacramento in 38 years. She observed that the crises had not hit the District as hard as it has other districts, in part because of his leadership and the work he has done to anticipate any loss of funds to the District.*

*Ms. Menefee mentioned that at Parent Council, a parent had complimented the District as being "well managed".*

*Dr. Garside added that the parent had been reading the papers about the difficulties that other school districts were experiencing throughout the county. The parent was appreciative to have a well –run school district. Dr. Garside said that the compliment goes to the staff and it also goes to the Board. The Board makes tough policy decisions, and the staff supports them with the work that they do. Dr. Garside stated that by working together and being apprised by the Business Department of what is available, the District is staying on top of a very difficult situation. Dr. Garside reaffirmed Mr. Lianides statements and acknowledged his management. No matter how well money is managed, when the District receives less and less with more and more needs, there's going to be a disparity.*

*Ms. Weideman also recognized the teachers union and the classified staff who worked very hard with the District, so that this year was not as onerous as it could have been.*

*Dr. Garside acknowledged Susan Vickrey in Educational Support Services for her excellent management of categorical programs. How well the principals use their funding to do the work of the District through the Strategic Plan, all makes a difference. Dr. Garside observed that the District works as a team, and all are doing a great job.*

**ROLL CALL:**

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

**Noes: None**

**MOTION CARRIED: 4-0**

(g) Facilities

(1) Update – Information

Ingrid B. Lacy Middle School

*Mr. Lianides reported that the field is finished, but will remain fenced off until the sod takes. The fence will stay up until mid-August.*

*Dr. Garside asked Jane Northrop, Reporter, if the Pacifica Tribune could assist in getting the word out to the citizens to not walk in the fields. There are people crossing the yellow tape and ignoring the "friendly" signs to keep off the grass. Walking on the field or allowing children and pets to play on it while the grass is at a seedling stage can cause irreparable damage to the grass.*

Cabrillo

*Mr. Lianides reported that Cabrillo is looking very good. It is being staffed at a high level. The kitchen is nearing completion. Nearly all the equipment is installed. There is an issue with a non-responsive flooring subcontractor that Mr. Lianides hopes is resolved very quickly in light of the fact that there are only six weeks left before the movers return. The District is working closely with the architect on this issue. The District is prepared to force West Bay to find a new sub on the grounds that he is non-responsive. Everything else on site is looking beautiful, the flatwork and cement work are done outside, and the landscaping is beginning to go in.*

*The portables for daycare are being moved down from Ortega. Work for installing the playground structures in the lower black top should begin this week. There is a contract for painting seven portables that belong to the District: four will be used as classrooms; three will be used as daycare. A parent group is installing a par course around the upper field that will be used by the upper grades.*

Ortega

*The District has entered into a contract for Ortega with Mid-State Construction for \$6,003,000.*

Mr. O'Neill asked about the landscaping on the hill at Cabrillo.

Mr. Lianides responded that the landscaper has it trenched and is ready to lay PVC piping. The Water District is trying to require a backflow device for domestic water. The landscaper is used to the requirement for a backflow device for irrigation, but codes do change. Once that issue is resolved, it's hoped that the landscaper will rapidly complete the project.

## (2) Field Maintenance - Discussion

Dr. Garside said that at the April 30<sup>th</sup> meeting, the Board discussed the field maintenance in terms of the City's proposal to maintain just three District fields. Since then the District has received official notification from the City that it does not intend to maintain any of the fields. At the Board's direction, staff has contacted all parties who use the District's fields, inviting them to discuss field maintenance at a Work Study Session on June 25<sup>th</sup> at 7 p.m. Dr. Garside stated that the purpose of tonight's discussion was to review options to handle the additional cost of maintaining the fields formally handled by the City.

Mr. Lianides stated that the District would need help in maintaining the fields. Clearly, the District is not in a position to hire a gardener, absorb the cost and raise its deficit. One option would be to charge a field use fee that would allow the District to hire a gardener or provide a service to maintain the field. Another concept is to create a vehicle to adopt a field. Pacifica American Little League, PALL, adopted the field at Ortega and will be maintaining it. Likewise, American Youth Soccer Organization, AYSO, might adopt a field for six months out of the year and Little League adopt it for six months out of the year. The District is short one full time position in terms of the fields that the City had maintained in the past. The largest maintenance task will be Ingrid B. Lacy, which will be turned over to the District in September. It is currently being maintained under a 90-day contract with the landscape contractor who installed the field.

Mr. O'Neill said that there are District owned fields that the City maintains, and City owned field that they maintain. Sports teams use both. At the last joint subcommittee meeting that Mr. O'Neill and Ms. Weideman attended, the City said that their fields are maintained at a very low level; whereas, the District maintains its fields at a higher level. There is going to be a difference in the fields. If the District were to assume maintenance of City owned fields where children play sports, the District would have to hire two full time gardeners to do so.

Ms. Massie said that the only other park that is owned by the City is Fairway Park, which is well maintained by the Pacifica National Little League. There is a discrepancy in the number of parks that the City has in the north compared to the south, which has more parks. Ms. Massie said that she is very leery of taking on the City's responsibilities. She went on to say that the City might say that their fields are low

*maintenance, but coming from an insurance background, they have some legal issues in terms of public nuisance if someone falls and gets hurts. Ms. Massie said she would not want to take on their liability. Ms. Massie asked staff to contact Mr. Horace Hinshaw who is well connected with people in sports in Pacifica. He is also interested in having Adult Softball continue at Ingrid B. Lacy field.*

*Mr. O'Neill said that he had no interest in the District sponsoring Adult Softball. He asked Mr. Lianides if Pat Marquez's office had faxed a list of all the fields. Mr. Lianides responded in the negative. Mr. O'Neill is concerned that students in one end of town will have better fields than at the other end of town.*

*Ms. Massie said that at this point, the Board might look at a parcel tax. The community may need to see ugly fields to realize that well maintained fields don't come free.*

*After querying the Board, Mr. O'Neill said that the Board will discuss District owned fields and not City owned fields at the June 25<sup>th</sup> meeting. The District will not be maintaining City owned fields. Mr. O'Neill asked Mr. Lianides about mowing and fertilization of the fields and who would be responsible to do so.*

*Mr. Lianides said that fertilization and mowing are some of the details that the District will have to work out. It will always be the maintenance staff's responsibility to repair property such as sprinkler systems. The District will have some kind of involvement even if another organization adopts a field. As Ms. Massie mentioned, it is not in the District's interest if the organization went out once a month to mow, and the fields became a hazard. If someone were injured, they wouldn't sue the Little League; they would sue the District. The District would have to insist that the fields are in good condition.*

*Mr. O'Neill asked about the fields at Ocean Shore.*

*Mr. Lianides said that they're studying the feasibility of putting a 12 and under AYSO type soccer field there. A baseball field will not fit in that space.*

*Mr. O'Neill said that Mr. Lianides should include Ocean Shore in his calculations for a Users Fee.*

*Mr. Lianides questioned whether or not an organization would use that field. Also, he said that the Sunset Ridge field is under utilized.*

*Ms. Weideman stated that she would not be able to attend the Work Study.*

(3) Preventative Maintenance Plan - Action

*It was moved by Ms. Massie and seconded by Ms. Weideman that the Board approve the Preventative Maintenance Plan.*

*Mr. Lianides noted in the background information that an important component of the Preventative Maintenance Plan was product and equipment standardization. In a school district, it's desirable to have standardized systems, so that an individual could be trained to service one type of system. Mr. Lianides said he thinks it adds strength to the overall Preventative Maintenance Plan.*

**ROLL CALL:**

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

**Noes: None**

**MOTION CARRIED: 4-0**

(h) Nutrition: Lunch Ticket Prices – Information

*Dr. Garside said that this is an information item, which will be brought back to the Board as an action item at the next meeting. As the Board is aware, child nutrition services is self-supporting. Mr. Lianides will discuss the small increase in ticket prices and give the reasons for the increase.*

*Mr. Lianides stated that the large increase in the Public Employees Retirement System, (PERS) costs affects the food services' budget. PERS has increased benefits for retirees. The District needs to pick up an 8% increase of labor costs of food services. Fortunately, the District has a contract to provide Bayshore School District and Brisbane with lunches. The District had the infrastructure in place; it was able to add more lunches with very minimal labor. Because of the contract, the District does not need to increase food prices by much. The District was also able to renegotiate its agreement with Sodexo next year. Prices increased at a certain number of meals prepared. The District was able to freeze the price at the lowest level.*

*The District needs to raise food prices by a small amount to keep the food service situation solvent. Staff recommends a 10 cents increase in the 20-ticket book; from \$1.90 a lunch to \$2.00 a lunch and another 10 cents increase in the 5 and 10-day books, from \$2.00 to \$2.10 a lunch. The single day tickets will remain at \$2.25.*

*Mr. Lianides affirmed that the free and reduced lunches weren't included, because they are federally subsidized.*

(i) Ingrid B. Lacy Middle School Field Grand Opening – Discussion

*Dr. Garside said that at the time this item was initiated, there was Adult Softball. Now that the City has done away with program, she asked the Board if they would still be interested in having a Grand Opening and throw out the first baseball ceremony, for the Ingrid B. Lacy Middle School Field. She said Mr. Horace Hinshaw is very interested in helping the District with the ceremony. It could be before school starts, possibly before the August 20<sup>th</sup> Board meeting. If the Board gives direction, the staff could plan a Grand Opening ceremony for 5 p.m. prior to the Regular Board Meeting.*

*The Board gave direction to hold a Grand Opening for the Ingrid B. Lacy Middle School Field. Dr. Garside said she would contact Mr. Hinshaw and set up the Grand Opening and perhaps, a Board softball game. General Board comment "nixed" the softball game. Other entertainment will be provided.*

#### **9. FUTURE AGENDA ITEMS**

- *Discussion: Long Term Facilities Planning – August 20<sup>th</sup>*
- *Discussion: Return of the evaluation sheet for meetings – July 9<sup>th</sup>*

#### **10. ADJOURNMENT**

*Mr. O'Neill adjourned the meeting at 10:00 p.m.*

---

Betsy Massie, Clerk  
Minutes Approved 8/20/03

---

Michele Garside, Ph.D.  
Secretary to the Board