

**BOARD OF TRUSTEES MEETING
PACIFICA SCHOOL DISTRICT**

August 20, 2003

MINUTES (Unadopted)

BOARD MEMBERS PRESENT:

Mr. Avram Frankel
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, Absent
Ms. Lou Sian, Board Scribe

1. OPEN SESSION – CALL TO ORDER

Mr. O'Neill called the meeting to order at 6:30 p.m. Mr. Frankel, Ms. Massie, Ms. Menefee and Ms. Weideman were present. Dr. Garside and Mr. Lianides were also present. Mr. O'Neill recessed the meeting to Closed Session to conference with the Labor Negotiator and the Real Property Negotiator. Mr. Harold Freeman, legal counsel for the real property negotiations was also present.

2. CLOSED SESSION

- (a) Public Employee Discipline/Dismissal/Release
- (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)

<u>Property:</u>	Fairmont/Westview
<u>Negotiating Parties:</u>	Michele Garside, Superintendent and Lozano Smith
<u>Under Negotiation:</u>	Terms/Conditions

3. OPEN SESSION – FLAG SALUTE AND ROLL CALL

Mr. O'Neill called the meeting to order at 7:34 p.m., reporting that the Board met in Closed Session to discuss a public employee matter in which no action was taken. The Board had a conference with the labor negotiator and the real property negotiator. No action was taken.

4. APPROVAL OF THE MINUTES – ACTION

It was moved by Ms. Weideman and seconded by Ms. Menefee that the Minutes of the June 18, 2003 Regular Board Meeting.

ROLL CALL:

Ayes: Massie, Menefee, O'Neill, Weideman

Noes: None

Abstain: Frankel

MOTION CARRIED: 4 – 0 – 1

It was moved by Ms. Massie and seconded by Ms. Weideman that the Board approve the Minutes of the July 9, 2003 Regular Board Meeting.

ROLL CALL:

Ayes: Frankel, Massie, Menefee, Weideman

Noes: None

Abstain: O'Neill

MOTION CARRIED: 4 – 0 – 1

5. APPROVAL OF THE AGENDA AND CONSENT AGENDA – ACTION

It was moved by Mr. Frankel and seconded by Ms. Menefee that the Board approve the agenda for the August 20, 2003 meeting and all consent agenda items with the following exceptions: 1) remove item 5(c)2k and 5(c)2l because these items had been approved previously in the July 9, 2003 Board meeting; and remove item 5(h) MOU with the San Mateo County Boys and Girls Club.

ROLL CALL:

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

Noes: None

MOTION CARRIED: 5 – 0

It was moved by Ms. Massie and seconded by Ms. Weideman that item 5(c)2k and 5(c)2l be removed. These items had been approved previously in the July 9, 2003 Regular Board Meeting.

ROLL CALL:

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

Noes: None

MOTION CARRIED: 5 – 0

Mr. Frankel requested that item 5(h) be removed from the consent agenda in order to gain further information. Dr. Garside explained that the after school program with the Boys and Girls Club at the Ingrid B. Lacy Middle School has been successful. The Boys and Girls Club and Mr. Lorenzen, Principal at Ocean Shore School, approached the district with a proposal to provide after school support and recreation programs at Ocean Shore School.

It was moved by Ms. Massie and seconded by Mr. Frankel that item 5(h), MOU with the North San Mateo County Boys and Girls Club, be approved by the Board.

ROLL CALL:

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

Noes: None

MOTION CARRIED: 5 – 0

(a) Agenda of the August 20, 2003 Meeting

(b) Consideration of the Acceptance of Warrants

It is recommended that the Board approve the attached commercial warrants for the period of 7/3/03 through 8/8/03 totaling \$1,270,030.14.

(c) Personnel

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

1) Management:

a. Reassignment of Karen Warner to .5 FTE Principal of Oddstad School and .5 FTE Curriculum Coordinator, District Office, at current salary, effective August 14, 2003.

b. Temporary appointment of Keith Wisell as Supervisor of Maintenance and Operations, District Office, Classified Management Scale, Range 32, Step A, effective August 4, 2003.

- 2) Certificated:
 - a. Resignation of Connie Berman, Substitute Teacher, District Office, effective June 30, 2003.
 - b. Resignation of Jamie Kae, Classroom Teacher, Cabrillo School, 1.0 FTE, effective June 13, 2003.
 - c. Resignation of Adrianna Guzman, Classroom Teacher, Cabrillo School, .50 FTE, effective June 13, 2003.
 - d. Resignation of Yong Sook Raymond, Classroom Teacher, Vallemar School, 1.0 FTE, effective June 13, 2003.
 - e. Resignation of Karen Miller, Speech/Language Specialist, Cabrillo and Oddstad School, 1.0 FTE, effective July 25, 2003.
 - f. Resignation of Ian Williams, Special Education Teacher, Ingrid B. Lacy Middle School, 1.0 FTE, effective July 25, 2003.
 - g. Leave of absences of Mary Susan Schock, Classroom Teacher, Sunset Ridge School, 1.0 FTE, unpaid status, until January 5, 2004, effective August 11, 2003.
 - h. Leave of absence of James Gedney, Classroom Teacher, Ingrid B. Lacy Middle School, 1.0 FTE, 2003-2004 school year, unpaid status, effective August 27, 2003.
 - i. Leave of absence of Susan Morss, Classroom Teacher, Cabrillo School, 1.0 FTE, 2003-2004 school year, unpaid status, effective August 27, 2003.
 - j. Leave of absence of Tracey Butcher, School Psychologist, District Office, unpaid status, extension to June 30, 2004.
 - k. Employment of Judy Hanson, Summer School Principal, Sunset Ridge, effective June 23, 2003 through July 25, 2003.
 - l. Employment of Michael Barden, Summer School Classroom Teacher, effective June 23, 2003 through July 25, 2003.

- m. Employment of the following teachers for the 2003 Pacifica Community Partnership Pre-Kindergarten Summer Program, \$30.00 per hour, 4 hours per day, not to exceed \$2,100, effective July 7, 2003 through July 25, 2003:

Joan Helgeson - Ocean Shore School
Barbara Ng - Cabrillo School @ Vallemar School
Maureen Duncan- Linda Mar School
Ellen Fleming-Louthan- Oddstad School
Maybel Ryan - Sunset Ridge School
Suzanne Bohnel - Sunset Ridge School
Diane Harrold - Vallemar School

2) Classified:

- a. Resignation of Russell Smith, Senior Maintenance Worker, District Office, 1.0 FTE, effective July 4, 2003.
- b. Resignation of Patrick Chiechi, Facilities Manager, District Office, 1.0 FTE, effective August 4, 2003.
- c. Resignation of Laurie Stewart, Clerical Assistant, District Office, .6 FTE, effective August 4, 2003.
- d. Employment of Virginia MontBlanc, Summer School Instructional Aide, Sunset Ridge School, Schedule A, Range 50, Step C, \$13.52 per hour, effective June 30, 2003 through July 25, 2003.
- e. Employment of Barbara Miller, Pre-Kindergarten Camp Instructional Aide, Schedule B, Range 44, Step E, \$13.65 per hour, by timesheet, effective July 8, 2003 through July 25, 2003.
- f. Employment of Daynan Stewart, Substitute Custodian, District Office, schedule B, Range 46, Step C, \$13.00 per hour, effective July 7, 2003.
- g. Employment of Donna Pagan, Bus Driver, Summer School, District Office, schedule A, range 53, step I +5%, \$18.38 per hour, 4 hours per day, effective June 24, 2003 through July 24, 2003.
- h. Employment of Barbara Galli, Bus Driver, Summer School, District Office, schedule A, Range 53, Step D, \$14.92 per hour, 4 hours per day, effective June 24, 2003 through July 24, 2003.
- i. Employment of Max Connor, Substitute Custodian, District Office, schedule B, Step C, effective August 6, 2003.
- j. Employment of William Fields, Substitute Custodian, District Office, schedule B, Step C, effective August 6, 2003

(d) Service and Consultant Contracts

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

Consultant/Contractor	Dollar Amount	Term of Contract
1. ABC Fence Company 1027 Terra Nova Boulevard Pacifica, CA 94044	\$1,155.00	July 7, 2003 through August 7, 2003

District: Sunset Ridge – Install one new 4’x4’ single swing gate, and approximately 8’x4’ high

green vinyl coated chain link fence. -- \$485

Westview School – Repair one 6’x6’ high hole in existing chain link fence, restretch and tie chain link fabric. -- \$185

Ortega School – Install approximately 25’x4’ high chain link fence, reinstall three 2” line posts, two 2 ½ end posts. Restretch and tie chain link fabric. Repair one 2’x4’ hole in existing slide gate. -- \$485

Contract #: 001313

Fund/Site: Building Fund/Sunset Ridge, Westview, Ortega

Budget Account Code: 21-9012-0-0000-8500-015-6160-0828 (*Sunset Ridge*)
 21-9012-0-0000-8500-016-6160-0828 (*Westview*)
 21-9012-0-0000-8500-020-6160-0828 (*Ortega*)

2. West Bay Builders 614 Lindaro Street San Rafael, CA 94901	(\$3389.00)	C/O Signed July 26, 2003 Total change orders to date \$336,245.32 This amount represents 8% of the contract
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District: Change Order #13

a) COR 75 – Cost to remove concrete stains and mastic from existing brick. -- \$1,587

b) COR 76 – Cost to rip down PSL’s located in hallway 79 including the removal and relocation of the hold-downs at ledger and to furr between the PSL’s. Cost to wrap ledger with gypsum board -- \$2,686

c) COR 77 – Cost to provide and install additional rebar at exterior concrete stair side walls, cost to backfill trench for underground conduit to trash compactor and cost to remove and dispose of existing duct work and roof curb. -- \$2,348

d) COR 92 – Credit to delete striping in parking lot – (\$510)

e) COR 94 – Credit to delete signage – (\$9,500)

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. Dryco Construction Company, Inc. \$1,825.00 July 14, 2003
5275 Central Avenue through August 14, 2003
Fremont, CA 94536-6532

District: Seal entire main parking lot including “turn-around”, approximately 18,250 sq. ft.
at
Cabrillo School.

Contract #: 001314
Fund/Site: Building Fund/Cabrillo

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

12. Muscio Electric \$2,120.00 C/O signed July 16, 2003
901-D Palmetto Avenue
Pacifica, CA 94044

District: Change Order #1 (Relocation of Fiber Optic Cable at Cabrillo Site)

1. Extend conduit from main electrical room to hallway MDF room.
2. Change fiber pull accordingly to alternate location.

Contract #: Original Contract 001312 dated July 9, 2003
Fund/Site: Building Fund/Cabrillo

Budget Account Code: 21-9012-0-0000-8500-030-6274-082 (original)
21-9012-0-0000-8500-030-6271-0828 (change order)

5. Jeff Sommers NTE \$1,000.00 July 14, 2003
dba Paradise Communications through August 21, 2003
3813 Rubens Circle
Modesto, CA 95356

District: (12 splices) Resplice/connect fiber optic cable at Cabrillo School.

Contract #: 001316
Fund/Site: Building Fund/Cabrillo

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

6. San Mateo County –COUNTY COUNSEL See Below July 1, 2003
through June 30, 2008

District: 5 Year Agreement for the Provision of Legal Services.

- For the fiscal year 2003-04
 - 1) General legal services – hourly rate of \$165
 - 2) Special Education legal services – fixed rate of \$24,133.33

- For the fiscal years 2004-05 through 2007-08, the District shall pay the County Counsel's then-current hourly rate for legal services under this agreement.
- For the fiscal years 2004-05 through 2007-08, the District shall annually pay a fixed amount, which shall be the total of the average prior three years hourly legal services usage for special education matters multiplied by the County Counsel's then-current hourly rate.

Contract #: 000867
Fund/Site: General Fund/District/Bldg Fund

Budget Account Code: 01-6500-0-5770-1130-004-5815-0200 (Pupil Services)
 21-9012-0-0000-8100-099-5813-0828 (Bldg. Fund)
 01-0000-0-0000-7300-006-5813-0640 (Fiscal Services)

7. C&L Sports Floors 1212-H El Camino Real #114 San Bruno, CA 94066	\$3,095.00	August 8, 2003 through September 8, 2003
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District: Resurface the floor at Ingrid B. Lacy gym.

Contract #: 001331
Fund/Site: Deferred Maintenance/Ingrid B. Lacy

Budget Account Code: 14-0000-0-0000-8100-022-5600-0811

8. Community Playgrounds, Inc. 1620 Grand Avenue, Suite 5 Novato, CA 94945	\$11,780.00	August 5, 2003 through October 5, 2003
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District: Installation of fitness apparatus at Cabrillo School, including plastic borders at each station.

Contract #: 001329
Fund/Site: Building Fund/Cabrillo

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

9. Universal Plastics 4878 Pasadena Avenue Sacramento, CA 95841	\$1,750.00	July 22, 2003 through August 22, 2003
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District: Furnish and install FRP in walk-in refrigerator at Cabrillo Elementary School kitchen.

Contract #: 001320
Fund/Site: Building Fund/Cabrillo

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

10. Barry M. Nadell Construction	\$2,500.00	July 28, 2003 through August 28, 2003
520 San Pedro Avenue, Suite 1 Pacifica, CA 94044		

District: Demo existing concrete stairs and pour new end wall at Ingrid B. Lacy Middle School.

Contract #: 001322
Fund/Site: Building Fund/Ingrid B. Lacy

Budget Account Code: 21-9012-0-0000-8500-022-6274-0828

11. Dryco Construction, Inc.	\$1,890.00	August 7, 2003 through September 7, 2003
5275 Central Avenue Fremont, CA 94536-6532		

District: Asphalt Pad at Shed: Excavate to a depth of 8" and dispose of excess dirt. Scarify and compact subgrade in preparation for base. Install new header boards around open perimeters. Place and compact 2" of Class 2 baserock. Furnish, spread and compact 6" of asphaltic concrete pavement.

Contract #: 001330
Fund/Site: Building Fund/Linda Mar

Budget Account Code: 21-9012-0-0000-8500-012-6160-0828

12. Splady Art Studios	\$7500.00	July 21, 2003 through August 21, 2003
P.O. Box 2588 Oakland, CA 94614		

District: Supply and install 30 "no-skate plates" at Cabrillo Elementary School; to be installed ASAP.

Contract #: 001319
Fund/Site: Building Fund/Cabrillo

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

13. Pacific Coast Painting & Waterproofing	\$2,600.00	July 16, 2003 through August 18, 2003
1745 Adrian Road Burlingame, CA 94010		

District: Seal and varnish 2 teaching cabinets per QKA specifications at portable classroom on Cabrillo campus.

Contract #: 001317
Fund/Site: Building Fund/Cabrillo

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

14. Julie Lancelle 224 Modoc Place Pacifica, CA 94044	\$25 per hour, NTE \$40,000	August 1, 2003 through July 31, 2004
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District: Pacifica Collaborative Coordinator**Contract #:** 000869**Fund/Site:** Peninsula Community Foundation Grant**Budget Account Code: 01-9010-0-1110-2490-005-5826-0381**

15. Barry M. Nadell Construction, Inc. 520 San Pedro Avenue, Suite 1 Pacifica, CA 94044	\$13,800.00	July 29, 2003 through August 29, 2003
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District: Portable ramps and landings for day care buildings at Cabrillo Elementary School.**Contract #:** 001325**Fund/Site:** Building Fund/Cabrillo**Budget Account Code: 21-9012-0-0000-8500-030-6274-0828**

16. Traditional Painting & Decorating 480 Collins Avenue, Unit B Colma, CA 94014-3208	NTE \$1,350.00	July 21, 2003 through August 21, 2003
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District: Make necessary repairs to wall and patch wallpaper supplied by owner at Cabrillo Elementary School.**Contract #:** 001318**Fund/Site:** Building Fund/Cabrillo**Budget Account Code: 21-9012-0-0000-8500-030-6274-0828**

17. Pacific Door & Hardware 2935-F Kerner Boulevard San Rafael, CA 94901	\$8,973.41	July 22, 2003 through August 22, 2003
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District: Supply and install FRP doors for Cabrillo Portable classrooms.**Contract #:** 001321**Fund/Site:** Building Fund/Cabrillo**Budget Account Code: 21-9012-0-0000-8500-030-6274-0828**

18. Roto Rooter 1831 Bayshore Highway Burlingame, CA 94010	NTE \$3,000.00	July 28, 2003 through August 28, 2003
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District: Coordinate Jetter service with video service to examine sewer systems at Ocean Shore School.

Contract #: 001324

Fund/Site: Building Fund/Ocean Shore

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

19. Mike Lewis Concrete 520 San Pedro Avenue, Suite 1 Pacifica, CA 94044	\$27,000.00	July 28, 2003 through August 28, 2003
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District: Construct hardscape in courtyard at Vallemar School..

Contract #: 001323

Fund/Site: Building Fund/Vallemar

Budget Account Code: 21-9012-0-0000-8500-033-6274-0828
01-0000-0-1110-8500-033-6160-0828

20. Pacific Coast Tree Service 1359 Grand Avenue Pacifica, CA 94044	\$14,500.00	July 15, 2003 through August 15, 2003
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District: Trim 20 trees (all trees along Crespi Drive and parking lot area) to school building. Sculpt trees to have “wind-swept Cypress” look.

Contract #: 001315

Fund/Site: Building Fund/Cabrillo

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

21. Traditional Painting & Decorating 480 Collins Avenue, Unit B Colma, CA 94014-3208	\$486.00	July 29, 2003 through August 29, 2003
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District: Repair wall and wallpaper wall (paper supplied by owner) in room D-2 at Sunset Ridge School.

Contract #: 001327

Fund/Site: Deferred Maintenance/Sunset Ridge

Budget Account Code: 14-0000-0-0000-8100-015-5800-0812

22. Barry M. Nadell Construction, Inc. 520 San Pedro Avenue, Suite 1 Pacifica, CA 94044	\$7,000.00	August 5, 2003 through September 5, 2003
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District: Demo and remove existing portables at Cabrillo School.

Contract #: 001328
Fund/Site: Building Fund/Cabrillo

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

23. Barry M. Nadell Construction \$2,100.00 C/O signed July 2003
 520 San Pedro Avenue, Suite 1
 Pacifica, CA 94044

District: Change Order #1 (Additional work at Cabrillo Daycare Portables)

1. Construct new wall between portables. -- \$500
2. Excavate extra 80 lineal feet of trench for plumbing @ \$20.00/ft at the request of building inspector. -- \$1,600

Contract #: Original Contract 001307 dated June 23, 2003 for \$28,800.00
Fund/Site: Building Fund/Cabrillo

Budget Account Code: 21-9012-0-0000-8500-030-6274-0828
(original) 21-9012-0-0000-8500-030-6271-0828 (change order)

24. Pacific Coast Painting & Waterproofing \$2,350.00 C/O signed August 2003
 1745 Adrian Road, #11
 Burlingame, CA 94010

District: Change Order #1 (Additional interior painting)

1. Apply Oil Stain Kill Primer and 2 finish coats on all walls (stained paneling), doors, frames and window sill to be included.

Contract #: Original Contract 001302 dated June 6, 2003 for \$14,900.00
Fund/Site: Building Fund/Cabrillo

Budget Account Code: 21-9012-0-0000-8500-030-6274-082 (original)
21-9012-0-0000-8500-030-6271-0828 (change order)

25. Dryco Construction, Inc. \$1,800.00 C/O signed August 2003
 5275 Central Avenue
 Fremont, CA 94536-6532

District: Change Order #1 (Asphalt Trench Paving).

1. Starting with trench backfilled and compacted along with all edges cut and cleaned by others. DRYCO will apply tack oil then furnish, place and compact 3" of asphaltic concrete pavement.

Contract #: Original Contract 001294 dated May 20, 2003 for \$43,039.00
Fund/Site: Building Fund/Cabrillo

Budget Account Code: 21-9012-0-0000-8500-030-6160-0828
(original)
21-9012-0-0000-8500-030-6161-0828 (change order)

26. Breon Shaeffer & Bryant Attorney at Law 225 Bush Street, Suite 1600 San Francisco, CA 94104	\$175.00 per hour	July 1, 2003 through July 30, 2004
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District: Legal services for fiscal year 2003-2004.

Contract #: 000870

Fund/Site: General Fund/Human Resources

Budget Account Code: 01-0000-0-0000-7200-002-5816-0641

27. Monica Smith 237 Village South San Francisco, CA 94080	\$630.00	July 16, 2003 through July 24, 2003
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District: Behavior Implementation Services for a student during the remainder of the district Summer School Program at Sunset Ridge School as indicated through the IEP process.

Contract #: 000868

Fund/Site: General Fund/Pupil Services

Budget Account Code: 01-0000-0-1110-3130-004-5800-0500

28. Rick Bauman Floors 235 Rockaway Beach Avenue #3 Pacifica, CA 94044	\$6,069.15	August 14, 2003 through September 24, 2003
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District: Supply and install commercial carpet in 3 portables: Day Care Portables, D-33 and D-34.

Contract #: 001332

Fund/Site: Building Fund/Cabrillo Day Care Portables

Budget Account Code: 21-90125-0-0000-8500-030-6274-082800

29. Barry M. Nadell Construction 520 San Pedro Avenue, Suite 1 Pacifica, CA 94044	\$2,400.00	August 11, 2003 through September 28, 2003
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District: 1. Install railings to match new portables. -- \$1,400
 2. Trench approximately 50 lineal ft. 1' wide x 2' deep for new electric and backfill -- \$1,000

Contract #: 001333

Fund/Site: Building Fund/Cabrillo

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

30. TERRASEARCH, INC. 6840 Via Del Oro, Suite 110 San Jose, CA 95119	\$4,500.00 (estimate)	August 11, 2003 through November 11, 2003
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District: Conduct a supplemental soil investigation for the Ocean Shore Elementary School Modernization. and provide geotechnical engineering, soils testing and observations.

Contract #: 000871
Fund/Site: Building Fund/Ocean Shore

Budget Account Code: 21-9012-0-0000-8500-031-6290-0828

31. Chris's Hauling Service, Inc. 1074 Yosemite Drive Pacifica, CA 94044	\$5,000.00	August 12, 2003 through September 12, 2003
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District: Clean up weeds and debris from behind the school. Spread wood chips out and sweep area clean. Clean out swail area of drain on lower part.

Contract #: 001334
Fund/Site: Building Fund/Cabrillo

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

The following are contracts for Human Resource Services:

Consultant/Contractor	Dollar Amount	Term of Contract
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32. Non-Public Agency Master Agreement

Wings Learning Center Behavior Education Services	\$2,760.00	July 1, 2003 – June 30, 2004
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Maureen Barton Pediatric Therapy Occupational Therapy and Speech Services	\$ 2,576.00	July 1, 2003 – June 30, 2004
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Melisa Kaye Occupational Therapy Services	\$28,000.00	July 1, 2003 – June 30, 2004
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District: Non-Public Agency services
Fund/Site: General Fund

Budget Account Code: 01-6500-0-5001-1180-004-5876-0250**33. Non-Public School Master Agreements**

Sand Paths Academy Continuing Non Public School services for a special education student.	\$ 47,880.00	July 1, 2003 – June 30, 2004
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The Morgan Center
Continuing Non Public School services for a
special education student.

\$ 61,240.95

July 1, 2003 – June 30, 2004

District: Non-Public School services
Fund/Site: General Fund

Budget Account Code: 01-6500-0-5001-1180-004-5875-0250

34. Sound & Signal, Inc.
277 Rickenbacker Circle
Livermore, CA 94551

\$5,475.00

August 12, 2003
through September 12, 2003

District: Provide and install a 4-port Comdial small office voice processing system.

Contract #: 001335
Fund/Site: Building Fund/Cabrillo

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

(e) Student Teacher Agreement

It is recommended that the Board approve the Student Teaching Agreement between the Laguna Salada Union School District and the State of California through the Trustees of the California State University, Monterey Bay – CalState TEACH.

(f) Board Bylaws, Policies and /or Administrative Regulations

(1) 5145.7 Sexual Harassment (Annual Review)

It is recommended that the Board adopt BP/AR 5147.7.

(2) 0520.2 Title I Program Improvement Schools

It is recommended that the Board adopt BP/AR 0520.2.

(3) 0450 Comprehensive Safety Plan

It is recommended that the Board adopt BP/AR 0450.

(4) 9223 Filling Board Vacancies

It is recommended that the Board adopt Board Bylaw 9223.

(g) Food Service Agreement for Alma Heights Christian Academy

It is recommended that the Board approve the Food Services Agreement with Alma Heights Christian Academy for the 2003-04 school year.

(h) MOU with the North San Mateo County Boys and Girls Club

It is recommended that the Board approve the MOU with the North San Mateo County Boys and Girls Club to provide after school support and recreation programs at Ocean Shore School.

ROLL CALL:**Ayes: Frankel, Massie, Menefee, O'Neill, Weideman****Noes: None****MOTION CARRIED 5-0****6. COMMUNICATIONS**

- (a) LSEA (Laguna Salada Education Association)

Mr. Eric Edwards, President of LSEA, said that the California Teachers Association's High Interest Based Bargaining Training has been scheduled. Mr. Zach had researched other organizations that offer similar training and CTA's seems to be the most appropriate. Mr. Edwards said the teachers are excited about the start of the new school year.

- (b) CSEA (Classified School Employees Association) – None

- (c) People Wishing to Address the Board – None

Mr. Steve Kwok, Architect for the modernization of the schools, said that he went to the Ingrid B. Lacy Middle School and met the contractor. He was happy to report that they are almost done with the punch list items. Mr. Kwok said that as a token of QKA's gratitude and congratulations to the Board for having realized the dream of the Ingrid B. Lacy Middle School, he presented each Board member with replicas of the plaque at Ingrid B. Lacy Middle School.

- (d) Correspondence

1. *A letter from the San Mateo Community College District with a check for approximately \$3.7million for the close of escrow for the Pacific Heights Middle School property.*

- (e) Board/Superintendent Communications

Ms. Massie visited the Ingrid B. Lacy Middle School and said that the field is complete. She said she was delighted to visit the new Cabrillo School facilities and received a personalized tour from Mrs. Wycke, the new principal. She complimented Mr. Kwok about the light and openness in the entrance to the school.

Mr. Frankel said that he was excited that his son's first AYSO practice would be at Ingrid B. Lacy Field. Mr. Frankel attended the Curriculum Institute in Monterey with Ms. Weideman. He highly recommended the two-day conference focused on curriculum and high stakes testing. There was concern on the part of the California School Boards Association, CSBA, regarding the No Child Left Behind legislation. There was also discussion about the effects of budget cuts.

Mr. O'Neill said that he visited Cabrillo and saw the remodeled school. He was also happy to see that the fences were up and the demolition work at Ortega had begun. He said it was nice that the fields would still be in use during construction, although parking would be at a premium. He said that he was glad that no one on the Board was running for Governor.

Dr. Garside noted that Amy Windley, a Terra Nova graduate, was injured in an automobile accident. Amy's mother, Peggy Windley, is a Special Education Aide at Vallemar School. The District is sending them its best wishes for her speedy recovery.

Dr. Garside said that Ingrid B. Lacy Middle School is the place to be. The Leadership Council will meet for a two-day retreat there. Also, the entire district will have its Back to School fête there. The dedication for the Ingrid B. Lacy Field is being planned with Mr. Horace Hinshaw's assistance. The District is hoping to have a Giant baseball player throw out the first ball.

Ms. Weideman said that she went to the Curriculum Institute with Mr. Frankel. She presented a written report to the Board and gave some highlights. This year's focus was on accountability. The first speaker was from the American Institute of Research, which is contracted by the legislature to study schools since the passage of the Public School Accountability Act. The study found that the key factor that impacted increases in test scores in certain schools was instructional coherence; specifically the internal capacity of a school to have a professional teaching community based on collaboration; strong site leadership of principals and coaches; and ongoing, effective staff development. The study also found that these schools had clear and consistent intervention strategies for children who are struggling and an active and participant school board. The unintended consequence of the legislation is that many schools are teaching only math and language arts, and other academic areas, even the socio-emotional development of the students are being deferred in order to increase test scores. Other topics that were presented include multiple intelligence and lessons from the Academic Audit. Ms. Weideman said that what she came away with from the conference was that the District must ensure that it is addressing the needs of each and every child.

Ms Massie presented her suggestions (to be discussed at a later date) for the type of information she thought the Board would need in the site plans.

7. PRESENTATIONS

(a) Curriculum Display: Ocean Shore School

Dr. Garside introduced Ocean Shore Principal Marc Lorenzen who presented the curriculum display in the School Board Room. As part of the introduction, Dr. Garside stated it was important to realize that these displays are the work of district students demonstrating the standards based education available in the school district. Ocean

Shore's display is about oceans from Oceans Week. Oceans Week is a phenomenal program that the District has submitted for the CSBA's Golden Bell Award this year.

Mr. Marc Lorenzen said the display incorporated artifacts from our signature, award winning program, Oceans Week. Oceans Week is an interdisciplinary, Marine Environment Education program in which parents, faculty and students annually plan, develop and teach a thematic, focused curriculum designed to expand awareness, understanding and knowledge of the world's oceans. The goals are to develop and reinforce students' personal connection to the ocean through active learning and community based participation. The program's objectives are to foster student awareness and understanding of the local and global marine environments, promote active participation and enthusiasm for learning, and to include all members of the school community in the learning process. The curriculum is team taught mostly by middle school students, some parents and teachers at local beaches. Each year the program focuses on an ocean topic. This year's theme was Deep Ocean. There are seven topics, which rotate every seven years.

He stated it was important to create a program that helps students develop their sense of place, which is an overall theme in the school. Mr. Lorenzen said that the rigorous curriculum teaches the standards based science concepts and methods that result in a significant improvement in student achievement. The project based approach used in the school is interactive, experiential, logic based, and incorporates cross-aged learning and teaching and is tied to the standards.

Mr. Lorenzen explained the decorated panels in the School Board Room. The first panel contained models of deep ocean creatures created by the 3rd and 6th grade students out of various materials that were made available to them. The models demonstrate the identifying features that enable the creatures to adapt to the cold temperatures and extreme pressures in the deep ocean. The students made illustrations and wrote reports to accompany their models. Ms. Patty McNally's 4th and 5th grade class and Ms. Shelley Denny's county class worked together on their projects. They also took a field trip to the beach; wheel chairs were carried across the sand. Everyone had a great time.

Another panel contained examples of the evaluation process in which students, parents and teachers write their reflections. There are pre- and post-tests, illustrations, and an activity guide that the students complete daily. At the end of the year, the assessments were evaluated to determine effectiveness and content knowledge. A result of the evaluation was to have 7th and 8th graders teach during Ocean Week. About 10 years ago, it was realized that the upper grade students were no longer engaged in the program after having participated for several years in the lower grades. The 8th graders teach the 3rd through 6th graders, and the 7th graders teach the kindergarteners through 2nd graders. The student teachers prepare for about 3 weeks prior to Oceans Week, and then teach their lessons and activities several times over the course of the week. Teachers and adults evaluate the 7th and 8th grade student teachers who also do a self-reflection. They're evaluated on their standards based activity, their teaching process, their preparation and their organization.

One panel held artifacts from the main hallways. The hallways are covered with data, materials, and questions on the deep sea. Parents and students are excited about the recent discoveries of creatures that live in extreme vent environments such as those found in the Marianas Trench. The 1st and 2nd graders loved creating the submersibles, which are displayed on the wall.

Mr. Lorenzen invited the audience to visit Ocean Shore during Oceans Week. The 7th graders began leading spontaneous docent tours of the halls with their younger classmates. They read and explain the interactive captions for the displays. Lastly, Mr. Lorenzen explained the student-decorated shoes. He said that the main hallway has become the school's art gallery. The shoes have been a hit and will probably become another Ocean Shore tradition. Dr. Garside said that the shoes have caught the attention of many people who come to the District, and some have asked if they were for sale. Mr. Lorenzen presented each Board member and staff member with binders displaying the Ocean Shore logo.

(b) Introduction of New Principal of Cabrillo School: *Alice Wycke*

Dr. Garside said it was her pleasure to present to the Board and the community, the new principal at Cabrillo School, Ms. Alice Wycke. Ms. Wycke has had experience with both K-5 and K-8 schools. She is credentialed in many programs including Special Education. She is CLAD certified. She has worked with both BASRC and NOYCE Foundation programs. In the past, she has worked with Ms. Susan Vickrey at another school district.

Ms. Wycke said she signed her contract on July 3rd and was graciously allowed to continue with her vacation before coming to tonight's Board meeting. She said it was fun to come school in the past 4 weeks. At that time, the ceilings or the floors weren't done, and everyday was magical. Each day when she walked in, it was like fairies had been there while she was out of the school. There was always something new that was happening. She stated that it's a delight to come to a school that is so well respected and supported by families and staff. She is pleased to have the opportunity to work in the Pacifica School District.

8. DISTRICT BUSINESS

(d) Literacy Plan Update – Information

As is the custom of the Board, this item was moved up in the agenda in consideration of those in the audience who wished to speak to it.

Ms. Vickrey stated the Literacy Team undertook a number of major activities related to improving student learning in language arts; one of which was a revision of the Literacy Plan. She introduced Ms. Laurel Trask, chairperson of the team.

Ms. Trask presented a 40 page Literacy Plan to the Board and an overview of the work that has been done by the Literacy Team in the past two years. Last year, much of the work consisted of creating the 4th – 8th grade portion of the Literacy Plan. The team worked on blending in the 4 – 8 portion and the already developed K-3 portion into a coherent K-8 Literacy Plan that would serve as a structural model.

Ms. Pickard explained the structure of the Literacy Team. Jeannie Bosley, a consultant from West Ed, attended every meeting. The other members of the Literacy Team are:

<i>Jennifer Ryan – Cabrillo</i>	<i>Judy Hanson – Ingrid B. Lacy</i>
<i>Mike Barden – Linda Mar School</i>	<i>Molly Sheriff – Sunset Ridge</i>
<i>Kathryn Martin – Ocean Shore</i>	<i>Susan Pickard – Oddstad</i>
<i>Kim Bossi – Vallemar School</i>	<i>Eric Edwards – Vallemar School</i>
<i>Beverly Burri</i>	<i>Sandy Ramirez</i>

Mr. Edwards explained that the new elements of listening and speaking, not previously addressed in terms of standards and ways of teaching assessment, were added this year. The team also selected the language arts books.

Mr. Barden said the Literacy Team made a few changes in communications in how it received feedback from teachers. Time is allotted during faculty meetings for district literacy members to talk with teachers. The team receives suggestions, feedback, and concerns using email.

Ms. Recchia said that to bolster communications, the team instituted grade level meetings held throughout the year. This year, two teachers from each grade level, K-8, will lead three meetings.

Ms. Massie commented on the effectiveness of the site plans in having a convergence in every grade level through the literacy trainers.

Ms. Weideman noted the collaboration and buy-in through communication with the teachers.

Mr. Lorenzen said it was a very creative idea to have an early out training. Even though funding is difficult, he encouraged the District to continue with the early out days.

Ms. Vickrey said it was a great joy to work with the Literacy Team. She pointed to the conciseness, clarity and volume of the Literacy Plan as evidence of the quality of teamwork the members experienced.

Dr. Garside said that when the plan is finalized, it would come before the Board in the fall for approval.

(a) Effects of State Budget Adoption – Information

Mr. Lianides said that the District has been addressing the budget since January in anticipation of the 2003-04 school year. In May, the Governor released his May Revise. In the May Revise, there was a reduction in the revenue limit to school districts of 1.2% of the unrestricted moneys. In other words, school districts would have less money to spend per student than in 2002-03. On the restricted side, cuts ranged from 10%-35%. Programs that are used for staff development, SIP and individual assistance for students received the deepest cuts.

The budget was deliberated in the Legislature through most of the summer. Finally, the budget was signed. The budget has a built in \$8 billion deficit, the long-term impacts of which may be seen in the weeks to come.

Mr. Lianides said that thanks to Mr. and Mrs. Dellman, the one bright spot in the budget is equalization funding. For Pacifica School District, this would amount to about \$31,000 or a little over \$10 per student. Mr. Lianides stated that basically the May Revise was adopted by the Legislature with minor fluctuations. However, these changes were not significant enough to bring the budget back to the Board prior to the first interim.

Mr. Lianides said that what is key for the Board to consider as the District goes into the 2004-05 year is its deficit. Expenditures exceed the revenue by \$640,000 which is money taken out of reserves. This figure includes the \$31,000 equalization money. This means that the three-year plan crafted by the Board in Work Study Sessions last spring would include not only cuts enacted this year, but an additional round of cuts for the following school year. He said that whatever the outcome at the State Legislature, the District is in store for additional cuts until it is able to get revenue and expenditures into alignment. The District runs a bare bones operation. There is not much more that can be reduced before it affects classroom learning. Mr. Lianides hoped that education would be given a greater priority in the future, so that the District is able to bring its budget into alignment.

Mr. Lianides said that \$640,000 is a significant amount. The closure of Linda Mar School a year from now will realize a little over \$200,000, but the District will have additional cuts beyond that. The District has gone into the summer with very tight staffing. It is waiting on enrollment, especially at Sunset Ridge, before committing to new teachers.

Mr. Lianides said that not only was the amount of funding reduced for every school district in the State, expenses are up and out of control in certain areas. The District budgeted a 15% increase in health benefits at the beginning of January. However, CALPERS increased by 18%, adding to a 23% increase in 2003 and a 12% increase in 2002. Worker Compensation costs is similarly out of control for every employer in the State. He said the District does not have a high incidence of injuries, but our rate went up by \$97,000 for this coming school year. This is based upon a 50% increase for Worker Compensation premium for every school district in the County. No one wants to insure Workers Compensation and self-insuring runs a considerable risk in the event of a serious injury.

Mr. Lianides cautioned that the District should look carefully at its enrollment. Actually within the last year, it's been the District's bright spot. The District had been declining rapidly in enrollment. Four years ago, enrollment was 3600 students. Currently, the District has 3100 students. Last year, the District grew by 20 students. It was the first year that the District did not experience a decline in enrollment. Mr. Lianides said that he was being conservative in budgeting, with a decline of 20 students this coming year. He said he hopes that he is pleasantly surprised. The enrollment number does not have a significant effect this year. Funding from the State is based on the previous year's enrollment. So the budgeted number should guarantee a level of funding for the 2004-05 school year that would help in doing projections. Mr. Lianides said the District should be proud that unlike many school districts, it did not have mass lay offs. We were able to retain our employees and preserve our programs through some creative solutions. Mr. Lianides said in reality, a school district is all about people. And, we are a people providing a service. So, basically when you remove people, you remove your services. We made a commitment to hold onto the level of service we are providing. Hopefully, with our reserves and a better future, we will be able to hold onto our programs and ride out the current economy. Also recognizing the importance of staff development, we have set aside moneys to make sure that we have highly trained teachers in all of our classrooms. The Board has made this a high priority. We hired many new teachers this summer to replace those who participated in the incentive program for early retirement.

Mr. Lianides said that the Board reduced its expenditures by a little over \$500,000 going into this year. A large portion of the reduction, about \$250,000, was the incentive program for early retirement. He said eliminating the Personnel Commission for Classified Personnel and allocating half of his time to the building fund because of his modernization work, made significant differences on the general fund. In a year from now, the District will realize a reduction of \$210,000 for the closure of Linda Mar School. Mr. Lianides assured the Board that as a District, we are doing all we can to preserve our programs in an environment of significantly reduced spending. However, Mr. Lianides cautioned that the District is not immune and will face some tough decisions such as the field use that is being discussed tonight. He said our mission is to provide the best possible education for children. The types of decisions the Board has made in the past and recommends keeping the District focused on that mission.

Ms. Massie thanked Mr. Lianides for his presentation and the work he has done. She clarified for the public that when Mr. Lianides said we are using reserves, the District is mandated to have a 3% which is not being used. In fact, the District bolstered its reserve in anticipation of the budget cuts and increases in the employee benefits costs. Ms. Massie went on to say that what could have been a precipitous situation, the leadership and planning on the part of the staff has made a difficult task far less onerous than what it could have been.

Mr. Frankel said that he seconded what Ms. Massie said; we are living off of moneys that were saved. He agreed with Mr. Lianides that the District has done a tremendous amount of work to meet this challenge within the past year. Basically, we eliminated \$1.5 million in spending. Meanwhile, we face more and more challenges everyday in meeting that goal. We may have to cut more because our expenses are going up. When

you consider Workers Compensation, health benefits, and a chronic under-funding of our District by the State, it is a tough situation. Mr. Frankel said it is commendable that we took the steps that we did, but that he is still very concerned as a Board member. So many other districts in the State are in the same position or worse. He said that unless funding from the State increases, he doesn't see a way out. We can cut and cut and cut, but we are close to cutting core programs. It's important for the public to absorb this point. We basically cut the last of the items that wouldn't have a programmatic impact. What we're looking at next year and the year after are the "sacred cow" type programs. The public needs to know they must lobby their legislators. In not giving revenue limit increases or COLA increases, it means teachers will not get raises, and the District will just keep up with health benefits. These are serious issues. School districts are talking about other funding resources and ways to "de-couple" from the chaos of this cyclical State funding. Mr. Frankel said that we are doing the best that we can, but we may have to look at other funding options.

Ms. Menefee thanked Gretchen and Dennis Delman for their persistent effort in saving the equalization money.

(f) Facilities – Information

(2) Field Maintenance and Community use of Fields and Facilities – Discussion/Action

It was moved by Ms. Massie and seconded by Ms. Weideman that the Board approve a usage fee effective August 21, 2003 for use of district fields and multipurpose rooms for sport activities. The outdoor rates will be \$25 for half day and \$35 for full day. The indoor rate will be \$20 for half day and \$30 for full day.

Mr. Lianides reported that last spring the District was informed by the City of Pacifica that it would no longer maintain district fields. For 20 years, they had maintained six of the District's fields and had recently entered into an agreement for the new Ingrid B. Lacy Field. Mr. Lianides said that for the most part, our schools are the city parks in Pacifica. The impact on the school district to maintain the additional fields would require a full time groundskeeper, in addition to the staffing the district currently has in the maintenance department. Last June, most of the sports organizations in Pacifica gave feedback at a Board Work Study Session for field maintenance. Field maintenance was a discussion/action item in the July Regular Board Meeting, at which time the District received additional feedback from sports organizations. Mr. Lianides said that he met with almost all of the groups, and staff is now prepared to make its recommendation to the Board as requested. Staff recommends that the Board approve an assessment for the community use of fields, similar to Option 4 that was presented to the Board at its July meeting.

Mr. Lianides explained that the dollar amount of the fees was based on the usage of the fields and multipurpose rooms for last year and factoring this into the cost, salary and

benefits, for a full time groundskeeper. If the fees were \$25.00 for a half day and \$35.00 for a full day of use for the fields; and \$20 and \$30, respectively, for indoor use, then the District would break even in terms of hiring another groundskeeper. The alternatives are less appealing: give up the fields and pave them over as the San Francisco Unified School District has done or delegate the fields to an "as time allows" task in which fields are infrequently mowed and rendered unsafe through lack of maintenance. Mr. Lianides said in hiring a new groundskeeper, the District would be better poised to maintain and upgrade the fields into high quality, community assets that would serve all of the people of Pacifica.

People Wishing to Address the Board:

Ms. Valerie Torres, President of Pacifica Girls Softball League, PGSL, apologized for the lateness of their appeal. She said a PGSL board member was to follow through on this issue and did not. Last Friday, she received Mr. Lianides message and was quite alarmed. According to Ms. Torres, PGSL is unlike the other organizations of the City, in that it is a very small organization of about a 100 families. If the league loses the use of the fields, it would impact the families and players. In comparison, they have a small budget – about a half to a third of the other organizations. She said in one fell swoop, the fees would wipe out their program. They can't come up with the money that Little League and Soccer are able to do. She has estimated that using Cabrillo alone would be at least \$3000 through July. Sometimes the league plays fall ball, which is August through November. The boys' league and soccer have access to Fairway, Sanchez and Tonini Fields, which they share at no charge.

Ms. Torres said that she would not want to put anyone in the position of fighting with the boys for those fields. She agreed that this matter is not as critical as education. In her many years of residency in Pacifica, she has coached basketball, soccer, and an Ingrid B. Lacy volleyball team last September. She said it would be pitiful to have to shut down this program. So, they are appealing to the Board and would go as far as to volunteer to maintain the field. They basically maintain the field and the City mows it for them. They have painted, provided wood and put dirt on the field. The City did the work and the league provided the materials. She gave a copy of the proposed PGSL budget for next year to each board member.

Mr. Steve Humphrey introduced his daughter Haley who has played softball for four years. He said softball does not have as many players or money as the other leagues in Pacifica. The other programs are fantastic. He said this City lives and dies on volunteers. Ms. Torres has been involved since the seventies. There are a lot of volunteers. The girls love softball. He is a coach and has done so for many years. He acknowledged the budget crunch and said that the fees would wipe out girls softball. He requested an appeal for them to continue to look for other options.

He has observed that softball is a perfect fit for certain girls. They look forward to it and love it. They get to do something they've never done before—get a hit, steal a base, meet other girls on the team. When he told his daughter that there might be chance that girls softball would be eliminated, her reaction was disheartening to him. He reiterated

their appeal for a plan B. He didn't want to step on anyone's toes. He's coached boys' baseball. They have access to other fields that they don't have to pay. The girls' softball would have to pay for the other fields. He said that he appreciated what the District was trying to do but requested a Plan B. He thanked the Board for the open forum.

Board Discussion:

Mr. O'Neill said his daughter is in the Pacifica Girls Softball League. Ms. Menefee said that she too has a daughter in PGSL, and that Mr. Humphrey is her daughter's coach and his daughter is the team's awesome pitcher.

Mr. O'Neill said that he was pleased with the program. He has two daughters and a son who played in Little League. He observed that as the players get older, the girls tend to drop out of the boys league. What is unique with Girls Softball is that once a player starts with a team, she stays with the team until they go to the Majors. It is the only sport in town, except for CYO volleyball, specifically for girls. Mr. O'Neill acknowledged PGSL's budget and requested a discussion about the possibility of a Plan B.

Mr. Frankel asked if the Cabrillo field was the main field that the league uses. Mr. Humphrey affirmed. Mr. Frankel asked if there were other organizations that used Cabrillo. Mr. Lianides said that the cheerleaders use the indoor facility and CYSA, California Youth Soccer Association, has requested the use of the field one day a week. Mr. Lianides said that the District could easily book that field five days a week.

Mr. O'Neill said the PGSL has a snack shack at that field and they installed metal bleachers.

Ms. Massie stated she was interested in Mr. Frankel's direction in the discussion. She understands that Cabrillo is a different type of field in the sense of sports than the other fields. She said she would like to pass this item with the understanding that the Board looks at the possibility of Adopt-a-Field for Cabrillo. She addressed Ms. Torres' statement that someone had not followed through and assured her that the Board would not let it adversely affect the players because an adult had made a mistake.

Mr. Frankel said that he would like to pass this item because of the work that has already taken place, referring to the work study sessions and meetings. He said he would like to find an equitable way to maintain the fields. He encouraged the organization to look at their budget, in terms of expenses and/or fees, and see if there is something they could do in the future. Mr. Frankel said that this would be an issue with the District for a while, until the City takes back the maintenance of the fields. He asked what the organization could do in terms of some fees for some fields at some time versus an Adopt-a-Field agreement. He said that there had been discussions about Adopt-a-Field and it was unclear how it would work when some organizations use the field for different seasons.

Ms. Massie acknowledged an equality issue in the use of the fields with some fields being adopted and not others. She heard the suggestion from PGSL about obtaining access for other fields that are being maintained by the City like Fairway Park.

Ms. Weideman said that it was important to her that the Board be consistent with the groups, so that everyone has the same options before them. She said she hears how stressful this is for the PGSL organization. Budgets aren't easy. She asked when their season starts. Ms. Torres said that it has just ended, but they're considering two fall ball teams. Ms. Weideman said she was interested in hearing the impact of the fees on all the organizations. She said she feels strongly about being fair and that every organization be given the same options.

Ms. Menefee said that she disclosed an obvious conflict of interest, but that she had to agree with Ms. Weideman. She said that otherwise the District would have groups asking for waivers, sliding scales and exceptions. It's difficult for us to try to weigh fairness and equity issues with district budget pressures. She stated the district has wrestled through several options to try and come up with the most equitable solution.

Ms. Torres asked to address the Board for clarification about Adopt-a-Field.

Ms. Massie said that at the work study sessions, which were collaborative, the Board asked the groups if the Adopt-a-Field proposal would work. After reviewing their input, staff said it was unfeasible. Mr. Lianides responded to Ms. Torres that Adopt-a-Field means that an organization takes over the full maintenance of the field for 12 months to district standards.

Dr. Garside agreed that the fee must be consistent for everyone. She expressed a concern for PGSL and hoped there could be other forms of support for them in the City. She suggested that Mr. Lianides meet with the Pacifica Girls Softball League to discuss their options.

ROLL CALL:

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

Noes: None

MOTION CARRIED 5-0

(b) Marketing – Information

Dr. Garside said this information item brings closure to a year- long project that the Board had developed for a strong marketing plan for the District. Gordon Consulting completed the brochure model and templates for all of the schools. They will be available for District use in early fall. There is some content editing that each Principal must do. The confidential staff is refining the graphics. Dr. Garside recalled for the Board the discussions about the District name change with input from the public. At that time Joel Wellborn, a citizen and graphic artist, supported the name change but questioned the District's proposed logo. Although he and his wife are moving out of the area, he has agreed to work on the logo. It will be available for the Board's approval in

the fall. The plan, prototypes for the brochures and logo complete the marketing work with Gordon Consulting.

Dr. Garside responded to Mr. O'Neill's question that the logo is similar to the one that the Board liked. Mr. Wellborn's point was that it was too much of a picture and should be simplified and more like a logo. The logo is supposed to express the magic of the ocean and the wonder and curiosity of the child and adult. The sunburst will be on the logo.

(c) Kinder Camp – Information

Ms. Vickrey this year 132 children who are enrolled in Kindergarten this fall attended camp. The camps were held at each school except Cabrillo, which was closed this summer. The final report to the Peninsula Foundation is not due until the end of September. The surveys from the parents are with Ms. Julie Lancelle, the new Pacifica Collaborative Coordinator. The program was well attended and ran on budget. It seems to be the success it has been in previous years. This was a three-year grant. This is the District's third year of Pre-Kindergarten Camp. Ms. Vickrey said the District is hopeful the program will be re-funded next year. It has been a very successful program for the entering Kindergarten children.

Mr. Frankel asked as a parent of a 4 year-old, when should he register for Kindergarten.

Ms. Vickrey said that the Kindergarten lotteries are held in January. The District mails a letter to the parents of every entering Kindergarten child and encourages them to send in their registration forms immediately. Vallemar and Cabrillo Kinder camps are always full. She said there are times when we're not able to accommodate children in those schools. Ocean Shore and Oddstad are frequently full. When the camps are full at the school where the child is going to attend Kindergarten, that child may attend at a camp that is not full.

Ms. Vickrey responded to Ms. Weideman's question that the Collaborative would know how many of the children at the camps have had no preschool experience. She said the Collaborative files their report to the Peninsula Foundation at the end of September.

Mr. O'Neill asked about the possibilities of the program being funded again. Ms. Vickrey said that the program is funded with Proposition 10 money. Her best guess was that the money would be there for the future. She said writing letters always help.

(e) Promotion/Retention 2003-04 – Information

Dr. Garside said the Board had requested information regarding the District's retention rates based on California law. Dr. Garside asked Ms. Vickrey to explain provisional placement and to summarize the information in the back up materials.

Ms. Vickrey said that California law requires districts to retain children who don't meet academic standards after the second grade. The truth is there are always a number of

children at every grade level who don't meet academic standards. There is considerable research that shows retention is seldom in the child's best interest, and that virtually every child who is retained will not graduate from high school. There is little evidence that show a child doing well in a program that he or she repeats. The evidence shows that the child who is retained does better, because he or she has had the materials once before. It does little to solve the problem if in fact they learn at different rates and have difficulty mastering the materials. When they move up to the next grade, the rate at which they master the material doesn't change, and they fall behind again.

Ms. Vickrey said when a child isn't meeting standards, the District has an obligation to approach that child's learning in a different way, so that s/he has the opportunity to master skills. The provisional law states that the District can automatically promote the child in the best interests of the child. In an attempt to force appropriate interventions, to ensure that something changes in the way the District provides educational opportunities to the child, the District has created a provisional placement. Provisional placement would allow a child who does not meet standards but has completed a grade to be provisionally placed in the next grade. When the child arrives at the next grade, the District requires that the principal, parents, teachers and other appropriate personnel make an intervention plan. The plan outlines different actions or interventions for the child such as after school tutoring, attending summer school, changing where the child is seated in the class, or asking the parent to ensure that the child is in school everyday.

The plan is a formal document called a Provisional Placement Plan with specific goals. If the child is two years behind, it is not realistic to expect the child to catch up in the current grade. Part of the assessment is to have the child close a portion of the gap, not the entire gap. Then in the spring, the provisional placement plan is revisited. If the child met the goal of the provisional placement, then s/he is promoted. If at the end of the year, s/he has fully met standards in that grade then s/he is promoted the next year. Provisional placement is an opportunity for the child to close the gap with appropriate intervention and to pressure the child, the parents, and the school to do something appropriate to help the child meet standards.

Ms. Vickrey then summarized the back up material, noting that this year the District retained 7 children. Substantially more children have been placed provisionally. The principal and teacher carefully monitor the children in an attempt to get the children up to standard by the end of the year.

Ms. Massie said that it was nice to see that the District has made something positive out of a negative movement against social promotion in Sacramento. This plan is a way to address the children's need before they completely fail as opposed to retention. She said she appreciated the intervention strategy.

Ms. Weideman said she noticed that Kindergarten and first grade retention is going up. She asked if the District were identifying more children who are not ready for school. Ms. Vickrey said that the law on mandatory retention does not apply to Kindergarten and first grade. Generally retention in Kindergarten or first grade is an agreement

between the parent and the school. To enter Kindergarten, most States require children to be five on September 1st, yet children grow up at different rates. A change in the law is that districts can force retention, starting at the end of second grade whether the parent agrees or not.

Ms. Weideman said the Hesperian School District found that the earlier the intervention, the better the chance of that student meeting standards at grade level.

Ms. Vickrey confirmed that if the child slips through the system and there is no intervention, then every year that child gets further behind.

(f) Facilities – Information

(1) Update

Ingrid B. Lacy – There are a few punch list items to complete. The District is holding approximately \$76,000 from West Bay in order to complete the Ingrid B. Lacy project. Unfortunately with the long lead-time in ordering, the District wanted the covered walkway completed before the school opened. It was not until June that DSA approved the final plan. The incomplete section is over a walkway as one walks through the gates into the school. The materials will not arrive in the area until after the Labor Day weekend.

Cabrillo – The project finished on time. The school moved in during the first week of August. There were many parents and volunteers helping to get the school ready. The two playground structures have been installed. The ten station Par Course will be installed in the upper field.

The Day Care portables are being finalized. The former city-owned portable has been painted inside and out, new carpeting installed, and fixtures replaced. The goal is to make the portable comfortable and functional for students for one year, then it will be demolished and the two Kindergarten portables from Ocean Shore will be installed. The District continues to upgrade the standard for Day Care each year. The standard now is two bathrooms and sinks inside. The District has trimmed trees, slurried playgrounds, and the stairway from Crespi to the entrance of the school could be poured this week. Mike Lewis, the contractor will start constructing the pathways onto the school grounds.

Ortega – Midstate Construction Company has been there for a little over a month. The abatement in all but one wing has been completed. There has not been a single change order for HazMat for this project.

(g) Board Procedures: Evaluation Sheets – Discussion

Dr. Garside said that at a previous meeting, the Board discussed the feedback that it wanted to give each other in terms of the running of the meeting. Not all of the Board members were present at the meeting, so it was requested that this item be on the agenda.

Ms. Massie said that she had asked that this be placed on the agenda as a discussion item, because she was aware of some feeling among the Board that the evaluation

sheets were not necessary. The reason she had brought this up was because she thought that one of the ground rules had been broken at a previous meeting. She said breaking a ground rule was less of an issue than finding a method of communicating it; and that it applied less to an individual than to the Board as a whole. She suggested to the Board that it set aside five minutes of the agenda to review two areas of each meeting: 1) adherence to ground rules; and 2) feedback to the President on the process – for example, was a discussion too long or not long enough.

Mr. O'Neill said he found the specific evaluation form rather cumbersome. He saw the pros and cons for either a written or verbal review. If the Board decides on a written review, then he would like a different form.

Mr. Frankel asked if Ms. Massie was proposing to not to do the form. She affirmed. She said that she sees the feedback as a positive, not a negative; and as an opportunity for the members to grow as a Board.

Mr. O'Neill said that he does not see a problem discussing actions of Board members, but he thought it would be a problem to include the public or the staff. Mr. Frankel agreed that the Board should not critique the public, but should limit the feedback to Board actions; how it interacted or how the President conducted the meeting. If there were comments related to staff presentations, then the Board should address those through Dr. Garside.

Dr. Garside reiterated Mr. Frankel's comments: the review would be limited to whether the ground rules were adhered to and feedback to the President on process.

Ms. Menefee said she didn't feel it was necessary, and that it adds to the bureaucracy of the agenda.

After a short discussion among the Board, it was agreed to place a review of the meeting on the agenda at the end of the meeting. If Board members wished to express concerns about the ground rules or to give feedback to the President, they could do so at that time. Mr. O'Neill suggested that the Board could try it for six months and determine whether or not it works.

9. FUTURE AGENDA ITEMS

- Annual Report of Student Performance for Every School Site – October 8th
- Scheduling Back to School Nights – September 17th
- Grand Opening of Cabrillo School will be at 6:30 p.m. – September 25th

10. ADJOURNMENT

Mr. O'Neill adjourned the meeting at 9:47 p.m.