

**PACIFIC SCHOOL DISTRICT**  
**BOARD OF TRUSTEES REGULAR MEETING**  
**Thursday, December 18, 2014 @ 4:00 PM**  
**PACIFIC ELEMENTARY SCHOOL, Davenport, CA**

Pacific School Mission Statement

Pacific School's mission is to prepare children for life through experiential learning that addresses the needs of the whole child. We create a safe and secure school environment that promotes social and academic growth and develops an enthusiasm for learning, a positive self-image, and cross-cultural understanding.

PLEASE NOTE: All persons are encouraged to attend and, where appropriate, to participate in meetings of the Pacific School Board of Trustees. Persons wishing to address the Board are asked to state their names for the record. Consideration of all matters is conducted in open session except for those relating to litigation, personnel, and employee negotiations, which, by law, may be considered in executive (closed) session.

Meeting facilities are accessible to persons with disabilities. By request alternative agenda document formats are available to persons with disabilities. To arrange an alternative agenda document format or to arrange aid or services to modify or accommodate persons with a disability to participate in a public meeting, please provide a written request to: Kris Stanga, Superintendent/Principal at the Pacific School District Office at least three working days prior to any public meeting.

**REGULAR BOARD MEETING AGENDA**

**People present at 4:10: Leslie Miles, Josh Headley, Kris Stanga, Elizabeth Andrews, Susie Devergranne, Rodger Knapp, Andy Wilson, Don Croll. Gwyn Rhabyt arrived at 4:25.**

**1.0 OPENING PROCEDURES FOR PUBLIC SESSION**

1.1 Swearing in of New Board Members Don Croll and Rodger Knap (conducted by Kris Stanga)

1.2 CALL TO ORDER & Roll Call Called to order at 4:14 p.m. by Don Croll

- Gwyn Rhabyt, Board President arrived at 4:25.
- Don Croll, Board Trustee - present
- Roger Knapp, Board Trustee - present

1.3 Approve the Agenda for December 18, 2014: Approved 2 in favor, 0 opposed, 0 abstentions, 1 absence

*Additions or Deletions to the agenda may be made, however, no action will be taken on items added at this time.*

**2.0 CONSENT AGENDA**

*These matters may be passed by one roll call motion. Items may be removed from the Consent Agenda for discussion and separate action*

2.1 Approve the Minutes for Regular Meeting, November 20, 2014 Approved: 2 in favor, 0 opposed, 0 abstentions, 1 absence

### **3.0 CORRESPONDENCE: No correspondence**

#### **7.0 DISCUSSION ITEMS (Action if Needed)**

7.1 Building Project update – Weston Miles – Moved up in the agenda.

So far we have only been involving DSA. There are other agencies we aren't working with.

As they went through the design process, it came out that none of the portables had been closed out with DSA. The preschool building were never certified, but they weren't required to be. The lower IS portable never went through a complete DSA process. It is impossible to get it certified at this point. All K-6 structures have to be closed with certification by the end of the project. The upper IS portable could be certified if the ramp was modified to be up to current code.

The project came in over budget, partly because we needed to add a classroom. Santa Cruz County initially said they wouldn't even need to review the project, but then changed their minds and decided they did need to be involved, and required an additional list of items that came to about \$150,000 total. The County and the Coastal Commission act in concert in this context, so these modifications (including keeping existing pine trees) were required ultimately by a county employee acting on behalf of the Coastal Commission. The grading permit posed many challenges. It is desirable to keep under a certain threshold of disturbance in order to avoid triggering even more expensive regulations.

In addition, the fire marshal decided that we need a 20 foot gate instead of a 12 foot gate, and an enlarged asphalt pad (which then caused there to be more impervious surface).

There's a new person in charge of CDE (Calif. Department of Ed.). Any project that receives state funds has to go through CDE. They approve the site plan and the "educational specifications" which is basically just the intent of the building. The person at CDE recommended we connect with OPSC. Leslie contacted Hannah at OPSC. OPSC has funding for seismic. OPSC facilitates use of state bond money. Our site would qualify for modernization and new construction but there are no funds available. However, occasionally, there are little bits of money that didn't get spent and get returned to the state, and since our project is small and cheap compared to most projects, it might be possible we could obtain use of such money. The Santa Cruz level OPSC rep. agreed that we should apply for facilities hardship money, then get rejected, and then appeal the rejection. It's possible that there aren't a lot of other schools applying for funding in this manner. Our application may be different than others because we are asking for augmentation to funding we already raised (through the bond).

CDE is looking for site compliance.

Leslie and Kris have been working on revising the budget. If we go this route, we will be submitting a request for the entire amount needed above and beyond funding provided by the bond, i.e. without including the reserve money.

If the state committed to funding the project, then we could apply for a bridge loan (or perhaps use our own funds or the County Office of Ed.) if there is a delay between the need to build and the final funds coming through.

With the lease-lease back situation, we don't get change order expenses, unless we decide to add

to the scope of the project. The only other unknown condition is the soil. If the soil is radically different than anticipated, that could cause additional costs.

Construction folks tend to bid lower in the winter because they are hungrier for work.

The options are lease-lease back or public bid, take the lowest bid. Leslie can really vouch for the reliability, organization, and efficiency of PenCon, unlike other builders. There's nothing stopping us from getting public bids. However, if they had to manage a low bid contractor their management fee would be higher. Also, it can be expensive to take a project out to bid. However, PenCon does this internally somewhat by taking 3 or more bids for every subcontractor, and most of their work is done by subcontractors. Also, keeping the overall project done fast helps keep costs down, because there are costs associated with just having the construction going.

If we set up competitive bids, then we can't do lease-lease back. That leaves us vulnerable to change orders, which can get extremely expensive. In addition, it requires "certified payroll" which is complex.

Why did the bid come in so much higher than originally anticipated? Because building costs went up and the site work became more extensive and expensive.

Leslie is proposing that her firm do some work to get these additional funds, and if we do get them, her firm would get compensated for this additional work. However, if we don't get the money, she will not get paid for this additional work. She could potentially manage the logistics of both applying for this additional money and applying soft political pressure to get it funded. The school would need to pay a \$2,500 application fee. To do this application we would make the case that the lower IS portable is not certifiable. That is what qualifies this as an emergency – as well as the fact that we now have students without a classroom – housed instead in a multipurpose room/computer lab.

Don Croll: If this plan to get money from the state doesn't work, there's no way we can build the building as envisioned.

Standard construction cost is \$280-\$320 per square foot (for a school). Our building is currently estimated at closer to \$250 per square foot. It's possible that putting it out to bid now could get a slightly lower quote.

Perhaps we can generate two bids – one for the "value engineered" building (cheaper) and one for the desired building (more expensive).

Another way to potentially lower costs is to see if we can lower the site list.

Rhabyt: We need a list of the exact issues which contributed to unexpectedly high site costs. We may be able to pull some political strings to get some more generous interpretations.

Leslie will ask Nathan to provide this.

Leslie: We have gone \$92,000 over our budget. Let's please work as a team to make this project

happen.

Don: I'm completely enthusiastic about your comments about working as a team. We need leadership to tell us how to best contribute to making this project happen.

The fire requirements are not going to be lessened and aren't worth trying to fight any more.

It is possible to break ground without everything completely nailed down and approved by DSA.

We need some clarity around what the value-engineered building might be, as our back up plan assuming state funding doesn't come through. Leslie and Josh need work with the board to come up with a value-engineered project that could be built within our budget.

Josh will not put out the project for rebid to his subcontractors unless the board commits to the lease-lease back process. To do the rebid process there has to be a hard start time. The April 15 start time would probably be the most cost effective.

Don: Ultimately there are three options: no project, value engineered project, project as originally designed. We need to make this decision this year.

Rhabyt moves to approve \$2,500 application fee for the CDE portion of this request. Don seconds. Approved: 3 in favor, 0 opposed, 0 abstentions, 0 absences.

Kris will share with Leslie our fundraising appeal letters.

#### **4.0 PUBLIC COMMUNICATIONS**

*For items not on the agenda, this is an opportunity for the public to address the Board directly related to school business. The President may allot time to those wishing to speak, but no action will be taken on matters presented (Ed. Code Sec. 35145.5)*

*For items on the agenda, the public will have the opportunity to speak at the time the agenda item is discussed. Please address the Board President.*

Andy Wilson addressed the board:

If there is any possibility that we ever want to use the lower IS portable for anything at all there are some very inexpensive things we could do to keep it usable. It needs new gutters, caulk, sealing, air space behind the mural, and leaving the heat on low.

Don & Kris: This is good advice. We need some bids on a number of maintenance issues around the school.

Elizabeth: The office needs storage space, and the portable could be used for that purpose.

#### **5.0 ORGANIZATION REPORTS**

##### **5.1 Superintendent/Principal, Kris Stanga**

Kris asked Keenan if there are any liability issues involved in selling the school bus. Keenan says we should put on the bill of sale that it is being sold as is and we recommend taking it to an

approved repair place, but if we do that there should be no problem with selling it.

Due to the play, it would make sense to move conference week back one week.

Kris will be working with a friend of hers who has expertise in Common Core curriculum to provide resources to the teachers.

We have improved our technology infrastructure, fixed the library computer, migrated files, etc.

We had a surprise preschool inspection and need to address some issues. The preschool bathroom doors should be changed to half doors. Kris needs to be fingerprinted again. Etc.

Progress is being made on making a plan for spending the energy efficiency upgrade money.

## 5.2 School Board Trustees

We use an open source library system. Rhabyt is going to update it over winter break.

State budget has been good. May increase our LCAP funding. Maybe.

## 5.3 School Site Council

For small schools with no title 1 money, LCAP can also serve as our single school plan. The new LCAP template is out, but there are still a lot of questions.

Kris has been attending the state categorical directors meeting, which has been useful.

## 5.4 Pacific Parents' Club

Parents' Club is looking for a site for the spring play.

## **6.0 INFORMATION ITEMS**

None.

## **7.1 was handled above**

## 7.2 Budget Study Session: Review First Interim Budget Report 2014-15

Budget cycle: 1. Set budget. 2. Revise for 1<sup>st</sup> interim. 3. Revise for 2<sup>nd</sup> interim. 4. Unaudited actuals. 5. Audited actuals.

Our money comes mostly from Average Daily Attendance. Our options for balancing our budget is mostly raise revenue or cut people and programs.

Fund 1 is the bulk of our money, most of our salaries, etc.

Fund 12 is preschool. We receive state and county moneys for preschool. State moneys support our 10 free spots.

Fund 13 is cafeteria.

Fund 14 is deferred maintenance. We put money into it from fund 1. In the past the state provided money for this kind of thing, but they don't any more. This is a logical place to spend money from if we decide to fix some building maintenance issues.

Fund 17 is our reserve fund. If we spend a lot of money out of it on the building, that means we lose our ability to deficit spend.

Fund 21 is the building project.

Fund 25 is developer fees.

Fund 61 is friends of food lab.

Students come from other districts for a variety of reasons, including food lab, IS, small school community, etc. IS is approximately a break even program.

To balance the budget we need to make cuts and let more students in. We can also hope that we get more state funding. Absenteeism isn't too bad (probably not much room for improvement there).

7.3 Review Annual Financial Report as prepared by Robertson & Associates, CPAs, for the 2013-14 Fiscal Year

We have an audit report on both the school and the bond. There were no negative findings for either.

## **8.0 ACTION ITEMS**

### **8.1 Approve the 2014-15 First Interim Budget Report**

Don moved, Rhabyt seconded. Approved: 2 in favor, 0 against, 1 abstention, 0 absent.

### **8.2 Approve the Annual Financial Report**

Rhabyt moved, Rodger seconded. Approved: 3 in favor, 0 against, 0 abstention, 0 absent.

### **8.3 Approve Resolution # Designation of Preschool Site Director**

Rhabyt moved, Rodger seconded. Approved: 3 in favor, 0 against, 0 abstention, 0 absent.

8.4 Approve State Form J-13 Request for Allowance of Attendance because of Emergency Conditions

Don moved, Rhabyt seconded. Approved: 3 in favor, 0 against, 0 abstention, 0 absent.

## **9.0 CLOSED SESSION**

Confidential Personnel Issues (which may include leaves, reassignments, medical issues, disciplines, separation, etc.) (Government Code 54957)

Closed Session – Public Employee – Discipline/Dismissal/Release

Closed session completed and there was nothing to report.

## **10.0 SCHEDULE OF COMING EVENTS**

10.1 Next Regular Board Meeting, January 15, 2015

## **11.0 ADJOURNMENT The meeting was adjourned at 7:37.**

cc: Gwyn Rhabyt, Don Croll, Roger Knapp, Kris Stanga

Agenda posted at: Davenport Post Office, Pacific School and School Website