

**SANTEE SCHOOL DISTRICT  
REGULAR MEETING  
OF THE BOARD OF EDUCATION**

July 15, 2008  
**MINUTES**

Douglas E. Giles  
Educational Resource Center  
9619 Cuyamaca Street  
Santee, California

The Board met in closed session for the following:

1. Public Employment (Gov't Code §54957)  
*Principal(s)*

**A. OPENING PROCEDURES**

**1. Call to Order and Welcome**

President Bartholomew called the meeting to order at 7:03 p.m. and read the District Mission Statement.

Members present:

Dan Bartholomew, President  
Dianne El-Hajj, Vice President  
Dustin Burns, Clerk  
Barbara Ryan, Member  
Allen Carlisle, Member

Administration present:

Dr. Lisbeth Johnson, Superintendent and Secretary to the Board  
Bill Clark, Assistant Superintendent, Business Services  
Emily Andrade, Assistant Superintendent, Educational Services  
Minnie Malin, Director, Human Resources  
Linda Vail, Executive Assistant and Recording Secretary

2. President Bartholomew invited Mrs. Stephanie Pierce, former principal of Chet F. Harritt School, to lead the members, staff and audience in the Pledge of Allegiance.

**3. Approval of Agenda**

Member Carlisle moved to add an emergency Consultant request item to the consent agenda. It was moved and seconded to approve the agenda with the emergency item added.

**Motion: Carlisle Second El-Hajj Vote: 5-0**  
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**B. REPORTS AND PRESENTATIONS**

**1. Superintendent's Report**

- 1.1. Developer Fees Collection Report
- 1.2. Use of Facilities Report
- 1.3. Schedule of Upcoming Events
- 1.4. Update on Golf Tournament

Emily Andrade reported on the Foundation Golf Classic held on June 25<sup>th</sup>. The total net income was approximately \$46,00. The Chamber will receive 25% of the net profits leaving a net for the Foundation of \$34,500. There were 130 golfers and the committee worked to lower expenses to increase profits this year.

**2. Update on Board Policy Workshop with CSBA**

Dr. Johnson reported that on July 1-2, 2008 Executive Council and the confidential secretaries met with Bode Owalaya from CSBA to update the entire Board Policy manual. The Board Policy Review representatives, Dan Bartholomew and Dustin Burns, will meet with the Superintendent to review the policies. Following the review, CSBA will provide the District with a revised Policy Manual and the Board representatives will discuss the best format to bring the policies to the Board for approval.

**3. Introduction of Director II, Human Resources**

Dr. Johnson introduced Minnie Malin, the new Director II of Human Resources and Board members welcomed her to her first Board meeting.

**C. PUBLIC COMMUNICATION**

President Bartholomew invited members of the audience to address the Board about any item not on the agenda. There were no public comments.

**D. CONSENT ITEMS**

Items listed under Consent are considered to be routine and are all acted on by the Board with one single motion. President Bartholomew invited comments from the public on any item listed under Consent.

- 1.1. **Approval of Minutes**
- 1.2. **Adoption of Resolution #0809-07 Designating Public Office of Location of Public Records as Required by Government Code Section 54957.5 (b)(2) and Providing for Related Matters. (per SB 343)**
  - 2.1. *Pulled for separate consideration*
  - 2.2. **Approval/Ratification of Expenditure Warrants**
  - 2.3. *Pulled for separate consideration*
  - 2.4. **Acceptance of Donations**
  - 2.5. **Approval/Ratification of Revolving Cash Report**
  - 2.6. **Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement**
  - 2.7. **Approval of Quarterly Financial Disclosure, SB 564**
  - 2.8. **Approval of Issuance of New Warrants**
  - 3.1. **Approval/Ratification of Builders' Risk Insurance**
  - 3.2. *Pulled for separate consideration*
  - 4.1. **Adoption of Resolution #0809-04 Designating Personnel and Approval of 2008-09 Child Development Services Contract**
  - 4.2. **Approval of Annual Application to Renew Funding to Support the Current English Language Acquisition Program (ELAP) for 2008-09**
  - 5.1. **Personnel, Regular**
  - 5.2. **Approval of Credential Waiver**

**Emergency Consent Item: Request for Consultant Services**

It was moved and seconded to approve Consent Items, including the emergency consent item, with the exclusion of consent items 2.1., 2.3., and 3.2., which were pulled for separate consideration.

**Motion: Ryan Second Carlisle Vote: 5-0**  
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**2.1. Approval/Ratification of Travel Requests (Pulled by Member El-Hajj for separate consideration.)**  
Member El-Hajj asked to confirm the name of the conference the AVID teachers were attending, "Avidizing". Member El-Hajj moved to approve consent item 2.1.

**Motion: El-Hajj Second Ryan Vote: 5-0**  
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**2.3. Approval/Ratification of Purchase Orders (Pulled by Member Burns for separate consideration.)**  
Member Burns asked about the purchase orders that exceeded 10% of the original approved amount, specifically the Nextel bill. He asked where the extra costs would be paid from. Mr. Clark said some of the schools have purchased additional Nextel phones and there is also more phone usage instead of radio use when our prepaid minutes are mostly for radio use. E-rate offsets 75-80% of our telecommunication costs, with the remaining coming from individual site or department budgets. President Bartholomew asked what the impact of increased costs for fuel and SDGE would be to the district. Mr. Clark said next year's budget will reflect these inevitable increases.

Member Burns asked if modernization will lower some costs. Bill Clark said more efficient systems, such as the new HVAC systems, should help lower costs but it is hard to know the impact until completed. The solar project will definitely have a positive impact on energy costs. Member Burns moved to approve Consent Item 2.3.

**Motion: Burns Second El-Hajj Vote: 5-0**  
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**3.2. Approval/Ratification of Kindergarten Corner Bids at Cajon Park School (Pulled by Member Burns for separate consideration.)**

Member Burns asked about the additional \$10,000 in costs over what the Board approved in August for the kindergarten corner at Cajon Park and asked where the extra dollars will come from. Mr. Clark said the dollars would come from fund 17 mandated costs reserves, the same fund the original cost is being paid from. This money will be returned to the fund from future property revenues. Mr. Clark also shared that the roof joist repair



Ryan said there are times, when professionally, there are differences of opinion with parents and how long we let a child continue without intervention before something is done. It is difficult to provide appropriate resources not knowing if it is a special education issue or they are academically at risk.

**1.2. Administrative Intern Program for 2008-09**

Dr. Johnson introduced the concept of an Administrative Intern Program that would provide our current employees with professional development opportunities, assist in providing administrative substitutes, and grow administrators from our District community. This past year a pilot program was implemented and 13 teachers began the “teacher leader” program. Terry Heck and Stephanie Southcott met with them monthly and provided shadowing opportunities. There are teachers who are currently in an administrative credentialing program and others who would like to begin. Dr. Johnson would like to offer a program similar to the La Mesa Spring Valley model, with a formal application process, competencies, possible stipends, and evaluation. There may be up to 10 teachers interested in participating in such a program.

Board members liked the idea and believe all organizations should be involved in moving their own employees up in the organization. Dr. Johnson and Minnie Malin will bring a recommended Administrative Intern Program for program with specifics to the Board in August.

**1.3. Strategic Plan 2005-2008**

Dr. Johnson gave a third and recent summary of the 3-year strategic plan achievements and provided a copy of *10 Trends*, which was used as a foundation in the strategic planning process. This is the last year of our plan.

Administration gave a “grade” to each area but outside stakeholders have not provided input. Administration believes the strategic plan area grades are:

- Student Learning-B (Professional Learning Communities and Technology have been implemented.)
- Student Resiliency-B (Character Counts has been implemented and includes Counseling Support)
- Educational Opportunities-A (Accomplishments are the ASES program, afterschool Programs, Arts Attack, Spanish, and preschool) The Band and YMCA programs are areas that are being worked on.
- Fiscal Solvency-A (Bill Clark completed a 6% reserve and funding sources for modernization and other areas.) We need to answer the question: Does the community have confidence in our ability to remain fiscally solvent?
- Facilities Modernization-A+++ (Modernization is well underway and great things are happening.)
- Marketing-A (Administration developed many brochures and communication with parents.)
- Partnerships-B+ (Administration is still working on one-stop shopping.)

Dr. Johnson shared an updated scorecard which will be placed on the website. She recommends assessing achievement through a parent survey and a Baldrige visit. She suggested taking time to reflect and assess what has been accomplished and where we want to go before entering into another strategic planning process.

Board members support the Superintendent’s recommendation and would like a Baldrige presentation. President Bartholomew is interested in the sustaining of the systems implemented and achieved, i.e., Professional Learning Communities, and would like to discuss how that can be evaluated.

**1.4. LightSpeed System “Total Traffic Control” Solution for Network Security and Management**

Dr. Johnson shared the technology recommendation to purchase the LightSpeed Systems Total Traffic Control Solution which offers an anti-virus protection. This system also provides content filtering, spam management, bandwidth management, email archiving, and comprehensive reporting. The new system is superior to the existing system and purchasing the new system will save approximately \$52,530 over the next three years. Member Carlisle moved to approve the purchase and implementation of the LightSpeed Systems Total Traffic Control Solution.

**Motion: Carlisle                      Second Burns                      Vote: 4-0 (Ryan, absent)**  
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**1.5. District Voice Mail Server Upgrade**

Dr. Johnson shared the technology recommendation to purchase an upgrade to the existing voice mail system. The current system is no longer serviceable and needs to be replaced before there is a failure. The advantages of this upgrade include a seamless migration progress, system integration, and unified messaging. Member Burns moved to approve upgrading of the existing voicemail system to the selected AVST CallXpress 7.x messaging system.

**Motion: Burns                      Second Ryan                      Vote: 5-0**



Mr. Clark reported administration worked with the San Diego County Office of Education to prepare a Management Plan to begin to meet the new government accounting standards for the GABS 45 requirements. The Plan calls for setting aside a one-time deposit of \$500,000 and annual payments of \$1M to meet the District's promised post-retirement benefit obligations. The deposit would be transferred to a newly established Special Reserve Fund, Fund 20. The one-time deposit would be taken from the District's unrestricted general fund reserve which may be available for Board designation and the annual contribution would be included in the 2008-09 District budget. This would leave \$60,000 remaining for Board designation.

Member Carlisle asked if the \$1 M covers past liability or future liability and if we would still be showing a liability. Mr. Clark said yes, the District would show an unfunded liability but a plan has been put together to amortize the liability. Minnie Malin shared this plan with the Association presidents and it is based on continued negotiations with the bargaining units. Member El-Hajj moved to approve the proposed GASB 45 Management Plan.

**Motion: El-Hajj                      Second Burns                      Vote: 5-0**  
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**2.5. Adoption of Resolution #0809-06 for Emergency Waiver**

Bill Clark shared the need for an emergency waiver to contract for the demolition of water damaged items and asbestos abatement in a timely manner without the formal bid process due to the flood at Carlton Oaks. Mr. Clark reported the insurance company has been out to investigate, the principal has completed an inventory, and the teachers who had items damaged have been notified. The item replacement should be resolved by August. Member Ryan moved to adopt Resolution #0809-06 to authorize preliminary approval of an emergency waiver, per Public Contract Code section 20113.

**Motion: Ryan                      Second Carlisle                      Vote: 5-0**  
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**2.6. Approval to Issue Request for Qualifications for Security Services**

Bill Clark shared the progress toward transition to new security by bringing in a patrol service as one leg of the process to provide much more effective security. Bringing in a qualified consultant as we transition from our Sonitrol will provide campus security and evening custodial support. We have recently experienced some copper theft, mostly at Cajon Park, and hope to curtail this through a patrol service. Member Burns moved to authorize administration to issue a Request for Qualifications (RFQ) for District security and night-time campus support services.

**Motion: Burns                      Second Carlisle                      Vote: 5-0**  
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**3.1. Capital Improvement Projects Contingency Reserves**

Bill Clark shared the contingency plan for capital improvement projects. Recently, it was discovered there was faulty installation of roof joists at Cajon Park. The unforeseen cost to repair the damaged roof structures is estimated to be between \$150,000 to \$300,000. The District's \$121.4 M Capital Improvement Project budget includes a \$13.3 M contingency reserve for unforeseen construction costs such as this. Although the hope is to not utilize the reserve, because these dollars could cover the cost of the additional junior highs, Mr. Clark will bring any requests to use the contingency reserve to the Board to authorize as the need arises. Member Carlisle asked Mr. Clark to be very diligent that additional scope of work is not being added at the schools without Board approval. Mr. Clark said he watches this very closely. No action was requested.

**3.2. Award of Playground Equipment Installation, Phase III**

Bill Clark presented the bids received today for this quick start project and was pleased they came in under budget. GEM was the low bidder and administration requested the bid be awarded to them. Member Carlisle confirmed the same playground equipment used in Phases I and II of playground equipment installation would be used at the Phase III sites. Member Carlisle moved to award Bid #2007/8-06-001, Playground Equipment Installation, Phase III to GEM, as the lowest responsive, and responsible bidder.

**Motion: Carlisle                      Second Burns                      Vote: 5-0**  
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**4.1. Educational Services and Special Education Department Restructuring**

Emily Andrade reported that as a result of the FCMAT review and recommendation to provide a stronger core for special education, Educational Services is looking to better address communication and collaboration

between special education and general education teachers. Mrs. Andrade proposed the retired program specialist resources be restructured to provide a Director of Instructional Development. The plan includes the Director of Special Education and Pupil Services assume the responsibilities of the program specialist, the Coordinator of Special Education and Pupil Service be redefined as a ½ time position and a ½ time vice principal, and the Clerk Typist position for special education be redefined as a Secretary II (Department) position. Member Ryan moved to approve the restructuring plan of Educational Services and Special Education.

**Motion: Ryan Second Burns Vote: 5-0**  
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#### **4.2. Recommendation to Expand YALE Preschool Program for 2008-09**

Mrs. Andrade said since the Board approved a pilot preschool program in October 2007 there has been an overwhelming response from the community, with 80 children now on the interest list. She would like to implement an additional part-time program at Hill Creek School. Although a part-time program is not required to be licensed, the program will follow the same standards as the licensed program at Sycamore Canyon. Member Carlisle asked if the District will consider accreditation in the future to assure we are providing the best service possible. Emily said accreditation could be sought. Member Burns moved to approve the opening of an additional site for a part-time preschool program in order to accommodate the needs of the community.

**Motion: Burns Second El-Hajj Vote: 5-0**  
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#### **5.1. Approval to Increase the Work Hours for an Identified Classified Position**

Minnie Malin shared that Grossmont Adult ESL has approved an increase in their classes from four to five days per week. As a result, the adult ESL assistant position provided by the Santee School District needs to be increased from four to five days per week, or from 12 to 15 hours per week. This position is funded through the Community Based English Tutoring (CBET) program and will not have an impact on the general fund. Member Burns moved to approve the increase in work hours for this classified position.

**Motion: Burns Second Ryan Vote: 5-0**  
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#### **5.2. Approval to Increase Salary of a Classified Management Position**

Mrs. Malin shared the Assistant Superintendent of Educational Services has reviewed the increased job scope assigned to the Director of Out-of-School Time Programs and has determined that an increase on the classified management salary schedule is advisable to align with the current job description. Administration provided the current job description with highlighted responsibilities that have been added for this position which was revised and approved by the Board on January 9, 2007. The increase of \$5,237 annually will be paid from a fee-based program and will not impact the general fund. Member Ryan moved to approve the increase in salary for the Director of Out-of-School Time Programs.

**Motion: Ryan Second Burns Vote: 5-0**  
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#### **5.3. Approval of Appointment of Curriculum Coordinator**

Minnie Malin reported that as part of an initial Educational Services restructuring approved by the Board on March 4, 2008, a Curriculum Coordinator position was created to support the implementation of curriculum instruction and assessment. Administration recommends Ted Hooks, current vice principal at Hill Creek School, be appointed as the Curriculum Coordinator effective August 12, 2008. This position will be funded through categorical dollars and will have no impact on the general fund. Member Burns moved to approve the appointment of Ted Hooks to the Curriculum Coordinator position, effective August 12, 2008.

**Motion: Burns Second Ryan Vote:**  
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#### **5.4. Approval of New Job Description, Appointment of Director of Instructional Development, and Department Position Restructuring**

Minnie Malin reported that as another part of the initial Educational Services restructuring approved by the Board on March 4, 2008, a Director of Instructional Development position was created to oversee the implementation of a district wide instruction intervention process, coordinate curriculum and instruction and facilitate collaboration between general education and special education. Administration recommends that Stephanie Pierce, currently principal of Chet. F. Harritt School, be appointed as the Director of Instructional

Development effective July 1, 2008. Administration also recommended as additional restructuring, that Bob Kull be appointed as half-time Coordinator of Special Education, Behavior, and Pupil Services and half-time vice principal at Cajon Park School, effective August 12, 2008 and the Clerk Typist II position in the special education department be redefined as a Secretary II (Department) position, effective July 1, 2008. Member Burns moved to approve the:

- Appointment of Stephanie Pierce as Director of Instructional Development, effective July 1, 2008;
- Appointment Bob Kull as half-time Coordinator of Special Education, Behavior, and Pupil Services and half-time vice principal at Cajon Park School, effective August 12, 2008;
- Redefining of the Clerk Typist II position in the special education department as a Secretary II (Department) position, effective July 1, 2008.

**Motion: Burns Second El-Hajj Vote: 5-0**  
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#### **G. BOARD POLICIES AND BYLAWS**

- 1.1. Revised BP 4333.1 Executive Council Mileage and Travel Expense Reimbursement**  
Revised Board Policy 4333.1, Executive Council Mileage and Travel Expense Reimbursement was submitted for a first reading. No action was taken.
- 1.2. Revised BP 4040 Technology Acceptable Use**  
Revised Board Policy 4040, Technology Acceptable Use was submitted for a first reading. No action was taken.
- 2.1. Mandatory Biennial Review: Board By-Law 9270 Conflict of Interest**  
Board Bylaw 9270 was submitted for a review only. No action was taken.
- 3.1. Revised BP 5145.7 Sexual Harassment of Students**  
Member Burns moved to approve the revisions to BP 5145.7, Sexual Harassment.

**Motion: Burns Second El-Hajj Vote: 5-0**  
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#### **H. BOARD COMMUNICATION AND ORGANIZATION ITEMS**

Member Carlisle welcomed Minnie Malin to Executive Council and the Board meeting. He walked the construction site at Carlton Hills with Dr. Johnson and Christina Becker and it was so exciting to see what is happening. Sub-contractors are going above and beyond to consider the students and teachers. He would like to send a thank you from the Board to the subcontractor and construction superintendent.

Member El-Hajj enjoyed the pleasure of Barnhart's company at the Padre game with tickets she won at the Golf Tournament.

Member Burns said the Golf Tournament was outstanding and he golfed with the Barnhart team and they were excited to be there to support Santee.

Member Bartholomew was very touched by the special education parent forum. He reported school construction tours will be conducted on August 20<sup>th</sup> and he will plan to attend.

Dr. Johnson shared a draft Sycamore Landfill letter from a consultant who is working to garner support in opposition of the expansion of the landfill. Linda is contacting the PTA presidents providing them the option to contact the consultant. Board members said they do not believe the letter is appropriate to send home with students. District consultant, Eric Hall, said he could address several of the issues that may impact schools, such as odor, in a response letter to the City of San Diego. Board members would like a draft letter returned to the Board for consideration to send to the City of San Diego.

Dr. Johnson shared some sample earphones for cellular phones for employees to use with the implementation of the "hands-free" law.

#### **I. CLOSED SESSION**

President Bartholomew announced that the Board would meet in closed session for:

1. Public Employee Discipline/Dismissal/Release (Govt. Code § 54957)
2. Public Employee Appointment (Govt. Code § 54957)  
Principal(s)
3. Conference with Legal Counsel-Anticipated Litigation (Govt. Code §54957)  
*One potential case.*

4. Public Employee Performance Evaluation (Govt. Code § 54957)  
*Assistant Superintendent, Business Services  
Superintendent*

The Board entered closed session at 10:00 p.m.

**J. RECONVENE TO PUBLIC SESSION**

The Board reconvened to public session at 11:35 p.m. President Bartholomew reported the Board took action to appoint Terry Heck as principal of Carlton Hills School and Andrew Johnston as principal of Chet F. Harritt School, and to assign Leighangela Brady to the next open principal position, with her assignment to be determined at that time. The vote of the Board was unanimous.

**K. ADJOURNMENT**

The July 15, 2008 regular meeting adjourned at 11:40 p.m.

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Dustin Burns, Clerk

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Lisbeth A. Johnson, Ed.D., Secretary