

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

November 21, 2006
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome
President Ryan called the meeting to order at 7:02 p.m.
Members present:
Barbara Ryan, President
Allen Carlisle, Vice President
Dan Bartholomew, Clerk
Dianne El-Hajj, Member
Dustin Burns, Member
Administration present:
Dr. Lisbeth Johnson, Superintendent and Secretary to the Board
Bill Clark, Assistant Superintendent, Business Services
Emily Andrade, Assistant Superintendent, Educational Services
Linda Vail, Executive Assistant and Recording Secretary
2. President Ryan invited Lauryn Grant, a 3rd grade student in the Alternative School, to lead the members, staff and audience in the Pledge of Allegiance.
3. Approval of Agenda
It was moved and seconded to approve the agenda.

Motion: Burns

Second: Carlisle

Vote: 5-0

B. REPORTS AND PRESENTATIONS

1. **Superintendent's Report**
 - 1.1. Requests for Use of Facilities
 - 1.2. Developer Fees Collection Report
 - 1.3. Enrollment Report
 - 1.4. Schedule of Upcoming Events
2. **Spotlight on Learning – Katy Grant-Papa John's Essay Contest Winner**

Dr. Johnson introduced Katy Grant, a 5th grade student in the Alternative School program, who achieved the top award in Papa John's countywide "Who's Your Hero" essay contest. Dr. Johnson read the heartwarming essay about Katy's hearing impaired brother who is her "hero." She also introduced Laura Smith, Katy's teacher. Katy received a \$1,000 bond award from Papa John's for her essay entry. President Ryan presented a certificate of recognition to Katy and a certificate of appreciation to Mrs. Smith for her great teaching skills and work with the Alternative School students.
3. **Spotlight on Learning-Carlton Hills' Students Persuasive Essays to the City**

Dr. Johnson reported on two Carlton Hills' students who read their essays at the City Council meeting, asking the City to consider providing an adult crossing guard at the intersection of Pike and Carlton Oaks Blvd. She introduced Mr. Terry Heck, vice principal at Carlton Hills School, who shared that the City Planner visited the school today and brainstormed with the students some other safety additions they could implement, such as flashing lights. Following the meeting with students, the City Planner notified Mr. Heck that the City is paying attention to the students' concerns and within two weeks the City will be repainting the crosswalk brighter. They also said they would be working with the school district to see if they are willing to pay 50% of the cost to place an adult crossing guard at the intersection. Dr. Johnson recognized the students' teacher, Mrs. Robynn Bennett, for her work in teaching students writing using relevant context. President Ryan presented certificates of recognition to the students, and certificates of appreciation to Mrs. Bennett and Mr. Heck. Member El-Hajj said the essays were awesome and commended Mrs. Bennett.
4. **Spotlight on Learning-Principal Presentations from Carlton Hills and Chet F. Harritt Schools on Instructional Leadership to Meet Student Achievement Proficiency Targets**

Carlton Hills' Principal Minnie Malin, with Vice Principal Terry Heck, presented current academic programs in place at Carlton Hills School. Mrs. Malin shared data that demonstrated academic growth by students last year. She reported the focus for continuous improvement using data, SMART Goals, PLC's, Collaborative Teams, Intensive Interventions, to move achievement to an API target of 848. Mr. Heck reported that poor attendance proved to be a factor in the decline in achievement in the low social-economic

student sub-group, and shared that attendance improvement will continue to be a focus to improve achievement in this sub-group. Mrs. Malin thanked the Board for giving her the opportunity to attend the Professional Learning Communities training this past summer. She shared that Carlton Hills has a positive school climate with student empowering programs that work to actively involve students in a variety of learning activities. Mrs. Malin reported a great decrease in suspension rates over the past four years. She also shared that parent involvement makes it possible to establish high expectations and collaborative learning.

Member Burns asked what Mrs. Malin would like to see as the Board's priority for funding to support student success. Mrs. Malin said that sharing one counselor with three schools has greatly impacted social services for students. Funding counselors at one per school would be very beneficial.

Stephanie Pierce, Principal at Chet F. Harritt, presented information about the current status of student achievement and the continuing goals for increasing student achievement. Mrs. Pierce shared that there are many different ways to demonstrate learning and the entire staff is looking at what can be learned across grade levels to increase proficiency levels. She reported that the school leadership is working on several "big ideas": ensuring that students learn, a culture of collaboration, commitment and persistence, a focus on results, and school wide commitments. Mrs. Pierce thanked the Board for the staff development opportunities in Professional Learning Communities and Curriculum Mapping. Their Action Plan is not just short term goals.

Kim Lytle, Vice Principal, shared information about after school enrichment programs available for Chet F. Harritt students. The programs include: Karate classes, Heartlight aerobics, Spanish, Higher Ground Christian Club, and OnStage InSchool performing arts. Michael's provides after school opportunities in creative arts and crafts and there is a large student participation in the after school instrumental music program at West Hills.

Member El-Hajj believes that the investment in Professional Learning Communities (PLC's) has helped promote the culture of collaboration and it was money well spent.

Member Burns asked what the Board can do to help support student success. Mrs. Pierce said that it is costly to send teachers to another school to collaborate, which is what is demonstrated in PLC's, so she would request staff development money to assist teachers to work together to solve problems. Mrs. Pierce said counselors were important also.

C. PUBLIC COMMUNICATION

President Ryan invited members of the audience to address the Board about any item not on the agenda.

Suzanne Michels, parent of a student at Cajon Park, addressed the Board. She shared information about Setzer Park, which provides field trips for students with autism. Although there are no dates available this year, she would like to look into this field trip for next year.

Mrs. Michels thanked the parents and the voters for passing Prop R. She also wanted to share some of the problems that have occurred with Prop MM and suggested that the Board look at groups that have been successful in modernization and construction and investigate their oversight committees and bylaws. She said many bond projects have turned out to be disasters and would like to see the District utilize a consultant or be trained on infrastructure. She reported that the League of Women Voters may have people who are interested in participating on the oversight committee. Mrs. Michels also shared that the District is eligible for grants and foundation money with the passing of Prop R and recommended that facilities staff are aggressive on getting funding because there is money available. President Ryan thanked Mrs. Michels for her information.

President Ryan reported that the school board election had taken place on November 7th. She congratulated Dustin Burns on winning seat #3 and thanked Mr. Towle for his interest in joining the school board.

D. CONSENT ITEMS

Items listed under Consent are considered to be routine and are all acted on by the Board with one single motion.

Superintendent

- 1.1. Approval of Minutes
- 1.2. Set Date and Time of Board's Annual Organizational Meeting
- 1.3. Approval of Cancellation of the December 19, 2006 Regularly Scheduled Board Meeting

Business Services

- 2.1 Approval of Travel Requests
- 2.2. Approval/Ratification of Expenditure Warrants
- 2.3. Approval/Ratification of Purchase Orders (Pulled for separate consideration.)
- 2.4. Approval/Ratification of Revolving Cash Reports

- 2.5. Acceptance of Donations
- 2.6. Approval of Transportation Services Agreement Between the Santee School District and the City of Santee (Pulled for separate consideration.)
- 2.7. Approval to Submit Application for PL 81-874 and Designation of Authorized Representative
- 2.8. Approval of Response to Request for Agency Recommendation Form

Educational Services

- 3.1. Approval of Contract Agreement for Speech and Language Therapy Services with Progressus Therapy, Inc.
- 3.2. Approval of 2006-2009 Student Teaching Agreement with Chapman University
- 3.3. Approval of Santee Collaborative Reallocation Request to Use LEA Medi-Cal Funds to Support Project PEACE
- 3.4. Approval of Memorandum of Understanding with San Diego Youth and Community Services – Community Assessment Team for Project PEACE.
- 3.5. Approval of Extended Field Trip for Fifth Grade Students from Cajon Park School to Colonial Chesterfield at Riley's Farm in Oak Glen, CA
- 3.6. Approval of Master Contract for Nonpublic, Nonsectarian School/Agency Services and Individual Services Agreement for Nonpublic, Nonsectarian School/Agency Services

Human Resources

- 4.1. Personnel, Regular (Pulled for separate consideration.)

It was moved and seconded to approve Consent Items with items 2.3., 2.6., and 4.1.pulled for separate consideration

Motion: Bartholomew

Second: El-Hajj

Vote: 5-0

Items pulled for separate consideration:

D.2.3. Approval/Ratification of Purchase Orders (Pulled by Member Carlisle)

Member Carlisle asked about the playground equipment purchase and if the future modernization plan was taken into consideration when the installation was completed. Mr. Clark said that all equipment and installation are considered in long-term planning and the placement is appropriate with the modernization plans. Member Carlisle asked if there has been a history of the schools paying a portion of the cost with PTA to purchase playground equipment. Mr. Clark said that there have been instances when schools and PTA's have combined funds to purchase playground equipment and also instances where the District has provided funds towards playground equipment. Member Carlisle moved to approve Consent Item D.2.3.

Motion: Carlisle

Second: Burns

Vote: 5-0

D.2.6. Approval of Transportation Services Agreement Between the Santee School District and the City of Santee (Pulled by Member Carlisle)

Member Carlisle said he would abstain from voting on this item because he manages the Teen Center, which will be using the services provided by this contract. Member El-Hajj moved to approve Consent Items D.2.6.

Motion: El-Hajj

Second: Bartholomew

Vote: 4-0 (Carlisle, abstain)

D.4.1. Personnel, Regular (Pulled by Member Bartholomew)

Member Bartholomew would like to vote on K.1. separately from the rest of the personnel items. Member Bartholomew moved to approve Consent Items D.4.1., with the exception of item K.1.

Motion: Bartholomew

Second: El-Hajj

Vote: 5-0

Member El-Hajj moved to approved item K.1.

Motion: El-Hajj

Second: Burns

Vote: 3-2 (Carlisle, Bartholomew, no)

F. DISCUSSION AND/OR ACTION ITEMS

1.1. California School Board Association 2006 Delegate Assembly Nominations

President Ryan shared the annual nomination process to the Delegate Assembly.

Member El-Hajj said she wished to nominate Barbara Ryan to the Delegate Assembly if she was interested in continuing as a member. Mrs. Ryan said she would like to continue because three of the delegates whose terms have expired were not re-elected to their boards. The Board agreed to nominate Mrs. Ryan.

1.2. Review of Electronic Board Meetings

Dr. Johnson shared that the Board has been using electronic agendas for almost a year and although there have been a few glitches, it seems to have been a successful transition. She reported that administration and staff have seen great cost and staff time savings as projected, but also behind-the-scenes and benefits not known when first implemented. She said other East County superintendents visited Santee recently and are interested in working with their boards to implement electronic board meetings and will be contacting

Santee for recommendations. Dr. Johnson reported that some Executive Council users did not find the Tablet to be a productive tool and found that it required a great deal of maintenance. She asked the Board discuss their experiences. Dr. Johnson said that if Board members wished to change to a new tool, the Tablets could be given to teachers to use as a electronic learning tool in their classrooms, as several teachers have expressed the desire or intent to purchase one for their classroom use. She asked the Board to discuss the electronic board meetings and provide administration with direction to assure that the process continues to work smoothly.

Member El-Hajj cannot imagine going back to paper and said it was great to not have all of the paper to deal with, before and after the meetings. President Ryan and Member Bartholomew said that it would be very helpful the have bookmarks in the expulsion hearing documents. Linda will provide that direction to staff.

Dr. Johnson introduced Bernard Yeo, Director of Information Technology, who shared that new and more functional equipment is currently being reviewed by department staff. He showed a tablet PC from Gateway, with both laptop and tablet functions, and a DVD slot, which the current tablets do not have. He also previewed a Hewlett Packard laptop/tablet and a traditional laptop from Coastline. He is waiting for additional demos from vendors for staff to review. Several board members shared that not having a CD-Rom on the Tablets has limited the functions they would like to use.

Member Bartholomew likes the current Tablet for convenience and has other alternatives to view media. Dr. Johnson said that not all Board members need to use the same equipment but each person should be supported by the equipment that works best with their style. Member Carlisle prefers using a traditional laptop but wanted assurance that the Tablets would go to teachers for classroom use. Dr. Johnson assured Board members that any Tablets that are replaced will go directly to teachers for classroom use. Member El-Hajj said she used her Tablet in her classroom and it works great for teaching and teachers will be happy to have them.

Board members agreed that some would like to use a different tool for their style and directed administration to move forward to accomplish providing new tools as desired. President Ryan suggested that administration work with each member individually to select the equipment that will work best for them and that the Tablets go to teachers for classroom use. The direction was given to administration to complete this task.

2.1. Approval of Monthly Financial Report

Bill Clark presented the Monthly Financial Report for July through October 2006 and asked for Board approval. Member Carlisle asked about the \$5.5 million disbursement variance. Mr. Clark said it shows as a variance because of the QZAB grant carry-over on last year's unexpended balances. Member Carlisle asked about the reserve for SB 18 of \$1,110,000. Mr. Clark said that was a typo and the correct number should be \$110,000.

Member Bartholomew asked why the carryover was not reflected in the adopted budget. Mr. Clark answered that it is not reflected as a general accounting policy. Member Bartholomew asked if the Board could have reports on other funds included in this monthly report, such as, the cafeteria, capital facilities, and maintenance funds. Mr. Clark said yes, the other funds can be included.

Member Carlisle suggested that the fund accounts be reviewed by the facilities committee to keep on target. Mr. Clark said that was a good idea and he would bring the reports to the facilities committee meetings.

Member Bartholomew asked how the reserve and declining enrollment recovery is being determined and if it was based on projections. Mr. Clark said it is generally based on the estimate of the turn-around expense in the recovery year, and based on the number of teachers.

Motion: Bartholomew

Second: Carlisle

Vote: 5-0

2.2. Authorization to Recruit and Hire Director of Facilities and Approval of Job Description

Mr. Clark reported that with the passing of Prop R, there is a need to begin to move quickly on project management resources. He explained having a competent and experienced supervisor is the most cost effective method of ensuring successful project delivery. The supervisor needs to be highly skilled and highly successful in the state funding process and project management so dollars are expended by someone with expertise.

Member Bartholomew asked where the funding would come from. Mr. Clark shared that a portion of the funding would come from the unrestricted general fund from the current maintenance and operations department budget, where they have a recognized savings through the transfer of some expenses to a restricted fund. Member Bartholomew asked what restricted sources Mr. Clark was referring to. Mr. Clark said the restricted resources would include grant funding sources, contributions/chargeback sources, and indirect costs. Member Bartholomew asked for clarification that the money was coming from unrestricted funds and not from carry over dollars. Mr. Clark shared that the funds are being realized from transfer of unrestricted expenditures to the restricted maintenance and operations budget and a planned attrition of one position in the business services department. He explained that some current maintenance expenditures will be transferred to restricted funds. Member Burns asked if there were any dollars that would need to be used that were already budgeted for student achievement. Mr. Clark said no. Member Burns asked how it would be funded after this year. Mr. Clark said that the HVAC position would continue to be funded from the restricted budget. Member Bartholomew asked if the capacity of the restricted account could bear the cost and he is worried about the funding for this position. Member Carlisle said the report shows there is a \$50,000 balance after encumbrances. Member Carlisle believes that the position is needed but wants to assure that no dollars are taken from the classroom. Mr. Clark assured him that this would not impact classroom funding.

Member Burns said he checked with other districts and they said it is crucial to have a manager to be successful. He also wants assurance that the other positions will be able to continue to be funded from the restricted funds. Member Burns said it is important to get this information out to the community so they know that hiring additional staff is not impacting the educational process.

Member Carlisle moved to approve the addition of a Facilities Director to Santee School District's Business Services Department and authorize the immediate recruitment and hiring of this position to ensure the District's timely compliance with Proposition 39 bond requirements, and place the District in a position to expeditiously meet facility needs and voter expectations.

Motion: Carlisle

Second: Burns

Vote: 5-0

The Board asked Mr. Clark to provide assurance of the funding source.

2.3. Approval of Agreement for Architectural Services with Sprotte Watson

Bill Clark presented the contract for modernization architectural services with Sprotte Watson. Member Burns asked if a due diligence process was needed. Mr. Clark said the bid went through the County Office review as well as another school district review, and it is competitive. Member Burns suggested that it may be advantageous to have an outside review of the fee schedule. Mr. Clark agreed and will provide an outside review.

Member Burns asked about the sixth set of blue prints, if that is six sets of each school's blueprints. Mr. Clark said that is correct.

Member Carlisle would like the architect to provide the record drawings in hard copy and digital format to the District upon completion. He said this is very valuable for the future and would like this included as part of the contract.

Member Burns moved approval contingent that the fee schedule is reviewed by both professional and legal consultants and making sure that a digital copy of the blue prints is provided to the District.

Motion: Burns

Second: El-Hajj

Vote: 5-0

2.4. Adoption of Resolution #0607-14 to Establish a Citizens Bond Oversight Committee

Bill Clark presented the resolution to establish a citizens' oversight committee for the bond and asked for Board approval. Member El-Hajj said the minimum number of committee members is 7, and she would like to discuss if the committee should be larger and if the Board is able to determine what categories they would like to have as members. Mr. Clark said the resolution just allows for the establishment of a committee and would indicate a minimum only, and other decisions about number of members and categories could be determined by the Board later.

Member Burns asked if members had to be a resident of Santee. Mr. Clark said that the Board will make that decision. Member Burns moved that the Board of Education adopt Resolution #0607-14 establishing the Citizen's Oversight Committee in accordance with applicable law and adopting policies and regulations to be applicable to the Committee once it is established.

Motion: Burns

Second: Carlisle

Vote: 5-0

2.5. Approval of Underwriter's Agreement

Mr. Clark shared the passing of Prop R creates the need for a financing plan and issuance of the debt. He shared the issuance schedule and that administration with the assistance of a consultant, worked hard to get a competitive rate. Member Carlisle asked if there were any other fees associated with the issuance of the bonds. Mr. Clark said yes, but they are included in the agreement fees. Member El-Hajj moved to approve the Agreement for Investment Banking Services with UBS Securities for essential services leading up to the sale of Bonds; underwriting the Bonds on a firm commitment basis; and providing certain services after the sale of bonds.

Motion: El-Hajj

Second: Burns

Vote: 5-0

3.1. After School Education & Safety (ASES) Program

Emily Andrade shared that in August the Board approved providing an after school program funded by Prop 49. The Board asked administration to bring back a plan for implementation. Pam Brasher, Director, presented the proposed plan and shared the program requirements, staffing requirements, locations for the program, use of funds, budget, sample weekly activities, and the next steps.

Member Burns asked about the program times and how an early dismissal time may impact the funding. Ms. Brasher said a policy would need to be developed and other districts have already done this. She reported that December 11th will be the initial notification and that is when we will know if all of our sites are funded. Member Burns moved to approve the implementation plan for the After School Education and Safety (ASES) Program.

Motion: Burns

Second: Carlisle

Vote: 5-0

G. BOARD COMMUNICATION

Member Carlisle wished everyone a happy Thanksgiving.

Member Bartholomew congratulated Member Burns on winning the board seat election.

Member Burns thanked members of the District and the community for their support in his re-election.

President Ryan confirmed the scheduled Board Workshop for December 13, 2006 at 5:30 p.m.

President Ryan reported that Linda is working to schedule a City-Board meeting.

Dr. Johnson said at the December 5th Board meeting, Mr. Nevares will be available to take photos of Board members if desired. He has taken pictures of staff for web pages and the photos are very nice.

H. ADJOURNMENT

The November 21, 2006 regular meeting adjourned at 9:00 p.m.