

SANTEE SCHOOL DISTRICT
REGULAR MEETING
OF THE BOARD OF EDUCATION

June 21, 2005
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome
Vice President Ryan called the meeting to order at 7:00 p.m.
Members present:
 Barbara Ryan, Vice President
 Allen Carlisle, Clerk
 Dan Bartholomew, Member
 Dianne El-Hajj, Member
Members absent:
 Dustin Burns, President (Excused)
Administration present:
 Dr. Lisbeth Johnson, Superintendent and Secretary to the Board
 Bill Clark, Assistant Superintendent, Business Services
 Dr. Patrick Shaw, Assistant Superintendent, Educational Services
 John Tofflemire, Director, Human Resources
 Linda Vail, Executive Assistant and Recording Secretary
2. Vice President Ryan invited Mr. Joey Sutera, a 3/4 teacher at Carlton Oaks, to lead the members, staff and audience in the Pledge of Allegiance.
3. Vice President Ryan asked the audience to share a moment of silence in honor of Jon Burns, the father of Board President Dustin Burns.
4. Approval of Agenda
It was moved and seconded to approve the agenda with Agenda Items D.1. and F.4.1. pulled from the agenda.

Motion: Carlisle

Second: El-Hajj

Vote: 4-0 (Burns, absent)

B. REPORTS AND PRESENTATIONS

1. Superintendent's Report
 - 1.1. Requests for Use of Facilities
 - 1.2. Enrollment Report
 - 1.3. Developer Fees Collection Report
 - 1.4. Schedule of Upcoming EventsDr. Johnson invited Board members to attend the end-of-the-year Management Team Meeting on Thursday, June 23rd. At this meeting Dr. Johnson will be sharing a video on the leadership in Santee.
2. Spotlight on Learning: Beginning Teacher Support and Assessment
Jim Williams, Lead Teacher
Dr. Pat Shaw introduced Jim Williams, the Beginning Teacher Support and Assessment (BTSA) Lead Teacher and he shared with the Board the scope of his duties as the Lead Teacher and the outstanding job he has done to coordinate and implement the BTSA program for Santee's new teachers. Vice President Ryan presented Mr. Williams with a certificate of appreciation for his fine work.
3. Introduction of New Vice Principal
Mr. John Tofflemire introduced Ted Hooks, a vice principal candidate in Santee School District. After completion of the hiring process, Mr. Hooks will begin the 2005-06 year at Hill Creek School.
4. Introduction of New Probationary Teachers
Mr. Tofflemire introduced staff members being recommended for probationary status:

Sharon Hodges, special education teacher at Pepper Drive
Michelle Meyers, District Nurse
Joey Sutera, teacher at Carlton Oaks

C. PUBLIC COMMUNICATION

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

D. PUBLIC HEARINGS (None)

E. CONSENT ITEMS

Items listed under Consent are considered to be routine and are all acted on by the Board with one single motion. It was moved and seconded to approve the Consent Items with Items E.2.4., E.2.10, and E.4.11. pulled for separate consideration.

Superintendent

1.1. Approval of Minutes

Business Services

2.1. Approval of Travel Requests

Approval/Ratification of Expenditure Warrants

2.2. Approval/Ratification of Purchase Orders

2.3. Approval of Financial Reports

2.4. Approval/Ratification of Revolving Cash Reports (Pulled for separate consideration.)

2.5. Acceptance of Donations

2.7. Approval/Ratification of 2005-06 Annual Agreements

2.8. Award of Contract to Fordyce Construction for Portable Moves & Setups

2.9. Adoption of Resolutions Authorizing Specific Designated Agents

2.10. Adoption of Resolution #0405-59 Authorizing FBC Master Vendor List Offered Through the San Diego and Imperial County Schools Fringe Benefit Consortium 457/403(b), 401(a) Plan (Pulled for separate consideration.)

2.11. Authorization to Contract Asbestos Removal Inspection and Monitoring Services

2.12. Adoption of Resolution #0405-60 for Transfer Between the General Fund and All Other Funds

2.13. Authorization to Seek Requests for Proposals (RFP) for Architectural and Engineering Services

2.14. Approval of Outdoor Education Contracts

Educational Services

3.1. Approval of Application to Renew Funding to Support the Current English Language Acquisition Program (ELAP) for 2005-06

3.2. Approval of the Consolidated Application, Part I, for the 2005-06 School Year

Human Resources

4.1. Personnel, Regular

4.2. Approval of New Job Description for Craftworker I/Storekeeper

4.3. Approval of New Job Description for Maintenance & Operations Lead

4.4. Approval of New Job Description for Grounds Maintenance Worker III

4.5. Approval of New Job Description for Buyer/Accounting Assistant II

4.6. Approval of Revised Job Description for Accounting Assistant II

4.7. Approval of Revised Job Description for Accounting Assistant III

4.8. Approval of Change in Salary Range for Craftworker I/Warehouse Worker/Delivery Driver

4.9. Approval of Revised Job Description for Braille Transcriber

4.10. Approval of Reduced Workload Agreements

4.11. Adoption of Resolution No. 0405-58 to Reduce Hours and/or Work Year of Identified Classified Employee (Pulled for separate consideration.)

Motion: Bartholomew

Second: Carlisle

Vote: 4-0 (Burns, absent)

E.2.4. **Approval/Ratification of Revolving Cash Reports**-Pulled for separate consideration by Member Carlisle. Member Carlisle asked about attachments E and F, and asked if there is an area that shows the overhead charged. Mr. Clark shared that it is in the 7000 line item. Member Carlisle thanked Mr. Clark and moved to approve.

Motion: Carlisle

Second: El-Hajj

Vote: 4-0 (Burns, absent)

E.2.10. **Adoption of Resolution #0405-59 Authorizing FBC Master Vendor List Offered Through the San Diego and Imperial County Schools Fringe Benefit Consortium 457/403(b), 401(a) Plan-** Pulled for separate consideration by Member Bartholomew

Member Bartholomew asked about the 403(b) contributions and if any employees were contributing to vendors on the "non-approved" list. Mr. Clark shared that some members still contribute to the "non-approved" vendors. Member Bartholomew asked what the timeline was and how many employees will be affected. Mr. Clark shared that we have about 14 employees affected and we are now preparing letters for those employees. New law requires that hold harmless agreements be on file with the County Office to prevent employees from holding the District responsible for investment losses.

Motion: Bartholomew

Second: Carlisle

Vote: 4-0 (Burns, absent)

E.4.11. **Adoption of Resolution No. 0405-58 to Reduce Hours and/or Work Year of Identified Classified Employee-** Pulled for separate consideration by Member Carlisle

Member Carlisle asked what school is affected by this work reduction. Mr. Tofflemire reported that this is a position at Carlton Hills School that is reducing in hours because the School Site Council will no longer be funding additional hours for 2005-06.

Motion: Carlisle

Second: Bartholomew

Vote: 4-0 (Burns, absent)

F. DISCUSSION AND/OR ACTION ITEM

Superintendent

1.1. Strategic Planning Update

Dr. Johnson shared the update and revised timeline on Strategic Planning with the Board. She provided information about the different stakeholder needs and shared the recommended identification of members of the Strategic Planning Team Coordinating Committee. Their role would be to collect information from the community and synthesize the information to present to the Board. She also shared the suggestion from the County Office to gather "3 critical issues" and develop themes from the provided feedback. Dr. Johnson asked Board members for direction.

Member Carlisle shared that he believes using community business members throughout Santee is important and having members with a different perspective is helpful. He suggested that it would probably be more effective to keep the group smaller than 20 people if it is possible. Member Bartholomew echoed Member Carlisle's sentiments that using the business community is a good suggestion. He would like to increase the number of people involved and would like to see members from the local faith community be a part of the group. Member El-Hajj shared that she believes that a larger committee works best, as some members do not attend each meeting. Board members agreed that using the same strategy as the School Closure Criteria Committee would be good, as it seems to be working well. Dr. Johnson explained that a coordinating committee comprised of a smaller group of committee members could synthesize the themes and would provide less biased information than using only staff.

Vice President Ryan shared that her hospital just went through a planning process similar to this. They used a consultant who interviewed over 300 people. The information was brought back to a committee to synthesize. She believes it is a good process but feels that more questions need to be asked than just the 3 critical issues. Additional questions may be:

- What is the ideal in terms of student academic achievement?
- Where do you see the district in 10 years?

She feels that parents, businesses, and the faith community should be involved in answering the questions. She believes that there would be a better outcome with more questions. She would like the opportunity to gather as much information as possible from a wide variety of community members for the Board to get the information needed to set direction.

In the past the District has had meetings where the community was invited to provide feedback and large portions of the community attended. Member Bartholomew asked about using a survey. Member Ryan shared that a survey can be used but it is not as effective. She feels it is important to gather as much information as possible for the Board to make a Strategic Plan. A consultant would gather the answers to the questions and bring the information to the Planning group. Dr. Johnson suggested that staff could be trained by Dr. Barker to collect the information and the Coordinating Committee could then synthesize the information to bring to the Strategic Planning Committee. Dr. Johnson shared that Dr. Barker said that she would like to be involved in the process and probably would train a core group to gather the information. Vice President Ryan said that rather than having two Board representatives, any Board member who would like to be

involved should be able to attend meetings. Member Bartholomew shared that usually members are formally appointed to the committees and any or all Board members are able to attend. Meetings will be posted so any or all Board members may attend as desired.

Dr. Johnson asked for direction about including members of the Faith community in order to begin the orientation. Board members would like to include at least one member of the ministerial council; perhaps the chair of the council, or the council could select a representative to be on the committee.

Dr. Johnson would like to begin preparing for the orientation and the 3-day planning workshop. The Board workshop on August 16th would be the time to develop the questions. Board members requested Dr. Johnson to ask Dr. Barker to develop some key questions to provide to the Board on August 16th. Board members provided comments to Dr. Johnson to develop the invitation letter she submitted in draft form and agreed that once members were selected it could be sent out with the recommendations provided.

Business Services

2.1. Approval of 2004-05 Budget Revisions for May

Mr. Clark shared the 2004-05 General Fund budget revisions, with an estimated uncommitted ending balance of \$1,793,708, less the amount designated for debt repayment through Phase II of the Fiscal Recovery Plan of \$1,250,723 resulting in a total estimated uncommitted ending balance of \$542,985.

Motion: Carlisle

Second: Bartholomew

Vote: 4-0 (Burns, absent)

2.2. Presentation of 2005-06 Preliminary Santee School District Budget

Mr. Clark presented a summary of the Phase III implementation of the Fiscal Recovery Plan and preliminary Santee School District Budget for 2005-06, projected to end with a 6% ending reserve. Member Bartholomew asked about Doc. A.1. showing a \$200,000 debt repayment in the 05/06 column and not in the 04/05 column and about a designation/reserve for expenditure contingencies. Mr. Clark explained that the 2005-06 budget included a designation for a settlement agreement. Mr. Clark also explained that the designated/reserve fund is set aside for additional items that are not identified that may impact the budget in the future.

Member Bartholomew asked to always include the 3% reserve amount on reports in order to be consistent. Mr. Clark said that he would continue to include the 3% reserve in reports. Member Bartholomew shared that he thinks staff is doing a fantastic job but is a little uneasy that we are a step ahead of the County. Member Carlisle asked if there is a textbook adoption during the 2005-06 school year. Dr. Shaw said that there is no new adoption next year but that there is money needed for ongoing costs of items such as math consumables. He also shared that 30% of discretionary funds will be used for science kits for grades 4 and 5. Member Carlisle asked if the preliminary budget for 2005-06 includes the STRS shift of costs. Mr. Clark said that it does.

Vice President Ryan asked for an explanation of the 2004-05 total revenue and expenditures, as it appears that we are spending more that we are receiving. Mr. Clark shared that restricted dollar balances are added to expenditures for the following year, although it appears as a deficit, it is actually a carryover of restricted funding.

Dr. Johnson presented some program restoration designations on a chart for Board consideration when adopting the 2005-06 budget. Dr. Johnson shared the most urgent item to consider before the next Board meeting would be restoring the 12-month work year for technology employees. Vice President Ryan asked which BAC recommendations were included in the presented budget. Administration is recommending \$85,000 of the BAC recommendations at this time but the savings have not yet been included in the current budget projections. If the Board approves the recommendation, the dollars will be additional discretionary funds. Member Bartholomew asked if there were CSEA implications with eliminating three transportation positions as recommended by the BAC. Mr. Tofflemire explained that there would be no reduction in force as there are no layoffs needed because these positions are vacant from route consolidation and attrition.

Member El-Hajj moved to restore one month to the work year for eight 11-month employees in the technology department, beginning in the 2005-06 school year at a cost of \$27,449 additional dollars to the general fund. This left \$ 317,551 in the discretionary projection chart. The Superintendent will bring the undesignated budget back to the next meeting for Board designation decisions.

Motion: El-Hajj

Second: Bartholomew

Vote: 4-0 (Burns, absent)

Member El-Hajj moved to put into place three recommendations from the Budget Advisory committee totaling \$85,216:

1. Transportation consolidation, totaling \$60,000
2. Unrestricted Account revisions, totaling \$15,216
3. Phone Service savings, totaling \$10,000

Motion: El-Hajj

Second: Carlisle

Vote: 4-0 (Burns, absent)

2.2.A. PUBLIC HEARING ON 2005-06 SANTEE SCHOOL DISTRICT BUDGET

Vice President Ryan opened the public hearing on the 2005-06 Santee School District Budget. There were no public comments. Vice president Ryan closed the hearing.

2.3. Adoption of 2005-06 Santee School District Budget

Vice President Ryan asked for questions or comments and verified the ending balance of \$342,551. Member Carlisle moved to adopt the budget with the approved changes.

Motion: Carlisle

Second: Bartholomew

Vote: 4-0 (Burns, absent)

2.4. Sports League Field Usage Direct Cost Recovery

Mr. Clark shared that administration has evaluated the Use of Facility policy and investigated cost recovery, state law, and the usefulness to our community. Per Board direction, Mr. Doughty worked with the sports council and together they have developed a recommendation. Member Carlisle shared some concerns about the fees and asked if the fee would be \$5 per child registered to play. Mr. Doughty shared that the fees would be assessed for any team using District fields and would be based on the requests for use of facilities. Mr. Doughty shared that the fee for each league player in Santee would go to the school District. Member Carlisle asked how the City and the sports council feel about the new fee. Mr. Coates is supportive and is willing to begin discussion of matching or exceeding the donation in the future. All league presidents were present and supported the fees. Mr. Doughty also shared that the City is now assessing teams for lighted fields. Member El-Hajj feels that this is a more organized way that sports leagues can contribute toward the use of District fields and seems to be an equitable way for all participants to pay their share. She also asked if this was a proposal from the sports council. Mr. Doughty shared that he opened the conversation but they were the ones that were interested in seeing the money focus on the areas that they use and recommended the restricted account.

Member Carlisle moved to approve the field usage fee of \$5 per registered player. Member Bartholomew seconded. Vice President Ryan believes that this would be a hardship for some families and does not support imposing a fee for sports groups to use District fields. Members discussed that President Burns has previously indicated that he is not in favor of charging leagues for using District fields. Although President Burns was not present, Board members determined that three Board members supported fees and that the Board could move forward with action because if Mr. Burns was present their vote would remain the same.

Motion: Carlisle

Second: Bartholomew

Vote: 3-1 (Burns, absent: Ryan, no)

2.5. Approval of Cash Management Proposal

Mr. Clark shared the proposed cash management system that would provide for a bank courier to collect daily receipts from each school. The benefits are that no district vehicle would be used and checks would not need to be held, which will increase interest earning. This process would move the Child Nutrition account to Mission Federal Credit Union. The increase in earned interest would remain in the Child Nutrition account. This proposal also includes Project SAFE accepting credit cards for their fees. The District would like to try credit card acceptance for Project SAFE as a pilot before bringing the use to the Child Nutrition department. The credit card fees would cost the District less than the revenue lost in returned checks. Recommendations are:

- Approval of automation of deposit process,
- Move Child Nutrition accounts to Mission Federal Credit Union,
- Move Child Nutrition capitol facilities account to Mission Federal Credit Union, according to state law, and
- Approval of the credit card payment process for Project SAFE parents.

It was moved and seconded to accept and approve the recommendations.

Motion: El-Hajj

Second: Carlisle

Vote: 4-0 (Burns, absent)

2.6. Adoption of Resolution #0405-61 Authorizing Lease Agreement, Signatories, and Notice of Intent to be Reimbursed for Lease Purchase of Bus

Mr. Clark shared that this item reflects the modernization of the district maintenance fleet. It was moved and seconded to adopt Resolution #0405-61.

Motion: Bartholomew

Second: El-Hajj

Vote: 4-0 (Burns, absent)

G. BOARD POLICIES AND BYLAWS (none)

H. BOARD COMMUNICATION

Member Bartholomew shared that he enjoyed the promotion exercises. He felt that although they were all different they each met the needs of the students at their schools.

Member Carlisle thanked Mr. Doughty for his work with the sports council. He also shared that he was impressed with his children's teachers this year at Carlton Hills School.

Member El-Hajj thanked Linda for her help this week.

Vice President Ryan reported on the golf tournament and shared the need for golfers. Members Carlisle and Bartholomew will be playing with President Burns. Member Bartholomew has several foursomes from Sony and Member El-Hajj knows of a foursome. Vice President Ryan asked administration to check with classified staff and to continue to encourage golfers.

Vice President Ryan asked Member Carlisle to report on the City/Board meeting held on June 15th. Member Carlisle shared that the attending Board members expressed their concerns about increased gang activity and issues with the local parks, especially located near the schools. They discussed how the sheriff's department would service the schools with the SRO eliminated. The District will send some information on expulsion information to the City to keep them informed on locations and issues. It was reported to be a very good and helpful meeting.

Dr. Johnson reported that the Foundation has received \$725 in donations in response to the donation letters sent in early June.

I. CLOSED SESSION

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

1. Public Employee Discipline/Dismissal/Release
2. Conference with Labor Negotiator
Agency Negotiator: John Tofflemire, Director, Human Resources
Employee Organizations: Santee Teachers Association (STA)
California School Employees Association (CSEA)
3. Student Discipline Matters
4. Conference with Real Property Negotiator
Agency Negotiator: Bill Clark, Assistant Superintendent, Business
Real Property: All District Surplus Properties
5. Public Employee Performance Evaluation
Superintendent

The Board entered closed session at 9:15 p.m.

J. RECONVENE TO PUBLIC SESSION/ ADJOURNMENT

The Board reconvened to public session at 10:15 p.m. No action was reported. The June 21, 2005, regular meeting adjourned at 10:15 p.m.