

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

May 5, 2009  
**MINUTES**

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

**A. OPENING PROCEDURE**

1. Call to Order and Welcome  
President El-Hajj called the meeting to order at 7:02 p.m. and read the District Mission Statement.  
Members present:  
Dianne ElHajj, President  
Dustin Burns, Vice President  
Barbara Ryan, Clerk  
Allen Carlisle, Member  
Dan Bartholomew, Member  
Administration present:  
Dr. Lisbeth Johnson, Superintendent and Secretary to the Board  
Emily Andrade, Assistant Superintendent, Educational Services  
Minnie Malin, Director, Human Resources  
Linda Vail, Executive Assistant and Recording Secretary
2. President El-Hajj invited Evonn Avila, Administrative Secretary in Business Services, 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. Developer Fees Collection Report
  - 1.2. Use of Facilities Report
  - 1.3. Enrollment Report
  - 1.4. Schedule of Upcoming Events
  - 1.5. End of Year Employee Celebration

Dr. Johnson reported that Cinco de Mayo was celebrated today in America, although Mexico celebrates their independence day on September 13<sup>th</sup>.

Dr. Johnson reported the District has been working with the County Health Department and the County Office of Education with the swine flu situation. At this time, unless there is a cluster of students identified with the flu, schools will stay open. She shared that there have been no identified cases of H1N1 Flu in Santee schools.

Minnie Malin reported on the upcoming end of year employee celebration on May 28th at Casa de Pico. The celebration will include a buffet hosted by Mission Federal Credit Union and California Coast Credit Union, business partner sponsors for this event.

**2. Recognition of Classified Employees of the Year**

Minnie Malin introduced the classified employees of the year for 2008-09 who were nominated by their peers. The classified employees for 2008-09 are:

Lorie Schmitz, Business Services	Debbie Sullivan, Business Services
Janet Brent, Carlton Hills	Karen Keyes, Cajon Park
Kathy Rasmussen, Sycamore Canyon	John Morstad, Maintenance & Operations
Lisa Peddy, Prospect Avenue	Louise Jones, Sycamore Canyon
Candice Byerly, Transportation	Vicki Torres, Pepper Drive
Elizabeth Perez, Cajon Park	Debra Phillips, Sycamore Canyon
Kris Gilbert, Carlton Oaks	

The District Employee of the Year, representing classified employees at the County level, is Carol Osteen, site custodian at Prospect Avenue School.

Dr. Johnson reported that the Teachers of the Year will be recognized in September of 2009.

### **3. Recognition of Professional Leadership Employee of the Year**

Dr. Johnson introduced Bernard Yeo, the Professional Leadership Team (PLT) Employee of the Year. Each year a PLT employee is selected to be recognized from nominations by their peers. Bernard has been in Santee for 3 years and has had a great impact on the progress of technology in the District. He has a high level of responsibility, great talent and true professionalism. Bernard always has a smile and seeks ways to save money.

### **C. PUBLIC COMMUNICATION**

President El-Hajj 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 El-Hajj invited comments from the public on any item listed under Consent.

- 1.1. Approval of Minutes
- 2.1. Approval/Ratification of Travel Requests
- 2.2. Approval/Ratification of Revolving Cash Report
- 2.3. Acceptance of Donations
- 2.4. Adoption of Resolution #0809-46 Requesting Temporary Transfer of Funds
- 2.5. Approval of Interdistrict Attendance Agreements
- 2.6. Adoption of Resolutions Authorizing Specific Designated Agents
- 2.7. Adoption of Resolution #0809-44, Declaring Intention to Reimburse Expenditures Using Proceeds of Issued Debt and Securities
- 3.1. Approval/Ratification of Final Contract Amount for Cajon Park Modernization
- 3.2. Approval of C&V Consulting, Inc. for Survey Work at Pepper Drive, Chet F. Harritt, and Hill Creek Schools
- 3.3. *(Pulled for separate consideration with amended contract amount of \$13,250)*
- 4.1. Approval of CareerStaff Agreement for Occupational Therapy (OT) Services
- 4.2. Approval of Agreement with Maxim Healthcare Services, Inc.
- 4.3. Approval of Memorandum of Understanding with Camp CLUE for Chet F. Harritt and Prospect Avenue Schools
- 4.4. *Pulled for separate consideration.*
- 4.5. *Pulled for separate consideration.*
- 5.1. Personnel, Regular
- 5.2. Approval of Declaration of Need for Fully Qualified Educators

President El-Hajj pulled item D.3.3. for separate consideration and reported it was amended to show a contract amount of \$13,250. Member Bartholomew moved to approve Consent Items with the exception of items D.3.3., D.4.4., and D.4.5., which were pulled for separate consideration.

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

**D.3.3. Approval of Performance Auditor Anthony Fulton/AF Consultants for Contract Services and Audit Reporting Services for the Independent Citizens' Oversight Committee Capital Improvement Program** (Pulled for separate consideration with amended contract amount of \$13,250)

Member Ryan moved to approved Consent Item with the amended contract amount of \$13,250.

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

**D.4.4. Approval to Submit Early Mental Health Initiative Grant for the Primary Intervention Program (PIP) for Carlton Hills and Carlton Oaks Schools (*Pulled by Member Ryan for separate consideration.*)** Member Ryan said some employees funded by grants were recently laid off. She wishes to assure that if we are granted these funds we will hire some of those people back. Emily Andrade said that was the intention of the grant, if funded. Member Ryan moved to approve submission of the grant.

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

**D.4.5. Approval of the 2009-10 Proposed Instructional Schedules (*Pulled by Member Ryan for separate consideration.*)** Member Ryan asked why many schools indicate full day Kindergarten but have different instructional minutes. Emily Andrade said there is a variation in instructional minutes at schools. As long as the Kindergarten meets the minimum required instructional minutes of 1<sup>st</sup> thru 3<sup>rd</sup> grade, it is called full day. Member Ryan expressed concern with the wide variation in the total number of instructional minutes at schools and asked if Chet F. Harritt was actually full day Kindergarten. Mrs. Andrade said the Chet F. Harritt Kindergarten is full day and students attend the most instructional minutes of any school. Member Ryan also said it appeared that Carlton Hills reduced their instructional minutes. Mrs. Andrade explained Carlton Hills added an afternoon recess into the Kindergarten day. Carlton Oaks had full day Kindergarten last year but have decreased to extended day for next year. Member Ryan commended the schools that go over and above the minimum required instructional minutes. Member Ryan moved to approve the 2009-10 proposed instruction schedules.

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

## **F. DISCUSSION AND/OR ACTION ITEMS**

President El-Hajj invited comments from the public on any item listed under Discussion and/or Action.

### **1.1. Approval of Proposal to Install Santee-Lakeside Rotary Safety Signs**

Dr. Johnson reported that Ron Durrett, from the Santee Lakeside Rotary Club, has requested the District consider installing safety signs provided by the Rotary Club. The signs provide a "drive safely" message and have the Rotary insignia. The Rotary provides the hardware and the signs, and will do the installation if the District desires at sites selected by the District.

Member Burns supports this project because it is provided by a service organization that is helping to protect out students. Member Ryan suggested checking with the City of Santee for placement and installation criteria before installing the signs and have conversations with the school sites about the installation locations.

Member Burns moved to have the District work with the Santee-Lakeside Rotary Club to install safety signs at appropriate locations at each of our schools after administration has a discussion with the City of Santee and the school principals about location and installation of the signs.

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

### **1.2. Reading Committee Update**

Dr. Johnson introduced Directors Kristin Baranski and Stephanie Pierce, the chairs of the Reading Committee, to share the outcomes of the committee to date. She shared that while the posted recommendation is to approve this plan tonight as it is a vital plan, it might be helpful to approve the direction of the plan and wait to approve the budget in light of the State budget crisis.

Mrs. Baranski shared the charge of the Reading Committee, to analyze best practices in reading instruction and to develop systematic approaches to improve the achievement of students who struggle to read. The outcomes of the Committee include a vision for literacy, a Literacy Plan, professional development, and supplemental curriculum materials. She provided Board members with a copy of the Literacy Plan developed by the Committee. The plan contains effective instructional strategies, methods of assessment, curricular programs, and learning protocols.

Mrs. Pierce shared an example from the Literacy Plan: Fluency Automaticity. The fluency domain included the definition, instructional strategies, instructional time, assessment, interventions, and a learning protocol.

Administration will be visiting every school sharing the Literacy Plan A multi-year professional development plan is being developed and will be implemented at every school. Mrs. Baranski and Mrs. Pierce would like to continue working with a subcommittee of the Language Arts Specialists to work on assessments, intervention materials, and development of a writing domain in the Literacy Plan. Stephanie Pierce proposed that the LAS teachers be trained to have a coaching role. This was learned when Lis, Stephanie, Lisa and Dustin attended the NSDC conference. Coaches assist the regular classroom teacher in supporting improved instructional strategies for struggling readers."

The resources required to implement the plan include release time for trainers and trainees (\$65,000), professional reading materials (\$5,500), Stieglitz IRI for grade 4-8 (\$5,500) and interventions materials for each school site (\$40,000), for a total of \$116,000.

Member Carlisle thanked the committee for their hard work and effort to develop the Literacy Plan. This type of plan can capture students before they develop a dislike of reading. Member Carlisle said the District needs to make this happen and he hopes the momentum continues. Member Ryan believes the District has the money, based on the monthly financial report, and should do the whole plan because everything centers around reading. She asked if the committee would provide a recommendation of how long we let students struggle before we intervene. Mrs. Pierce said there is a 6-week window to make judgments and collect data on a student's reading. There is a research-based program that the committee would like to see replace the core curriculum in the future to be able to provide extensive intervention instruction. There also needs to be a Distinct recommended amount of program time dedicated for specific interventions

Member Burns said this is very important and he is excited to see the Language Arts Specialist in a specific role and providing schools with a go-to person who will be a trained expert for teacher support.

Member El-Hajj supports the recommendations and expenditure. She asked, since we are potentially facing program improvement, if that would change the District's options for curriculum and how that would impact this program. Stephanie Pierce said if that were to occur, the State would require more frequent assessment than we require but the components of the Plan are fully under that umbrella. Member El-Hajj said she would like to see that these funds are set aside, even if not spent at this time, and be available for later, to eliminate the sense of urgency to spend it to not lose it.

Member Bartholomew asked if this was a phased implementation and if at the end of 3 years all the training would be complete and the materials provided to teachers. Mrs. Baranski said the training would fall about the same time as a new Language Arts adoption and teachers would be able to pilot it through that lens. Member Bartholomew said teachers need to have the materials that are required to implement the program.

Member Ryan moved to approve the District Literacy Plan, a multi-year professional development plan, and continuation of the work of the subcommittee, with the costs of the program to be considered in the context of the whole budget.

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

### **1.3. Custodial Services Update**

Dr. Johnson reported that in December 2008 Bill Clark and Cathy Abel presented concepts for efficiency through a study of custodial services. Cathy Abel shared she has been working with the custodians addressing their concerns and equipment needs. With new buildings, administration has learned that there are new cleaning supplies and equipment that are needed to keep the new buildings in good shape. The discussion of restructuring for the "crew" concept has been put on hold at this time and will be reviewed by the new Director of Maintenance and Operations.

Mrs. Abel shared she has met with the custodians, who have a big job to do, and shared new cleaning chemicals. The "green" cleaners were not working well so they switched to better cleaning products. The new carpet requires a full suction vacuum that does not have a beater bar. This type of vacuum is recommended by the carpet manufacturer and Mrs. Abel is weighing what they recommend to what the custodians recommend and desire. The custodians do not prefer the backpack vacuums but because

they were recommended by the carpet manufacturer, 9 were purchased and the custodians have been trying them. The District has also purchased 4 carpet extractors. On Thursday, May 7, the custodians will be receiving carpet care training.

At this time, Mrs. Abel said, the District should maybe not consider cutting back on custodians to help the schools continue to look nice. She does support moving toward the crew concept for the night custodial cleaning.

Ernesto Gutierrez Jr., a Custodian II, shared his concerns with the crew concept that is being investigated.

Celia Beckwith, a Custodian II, said the backpack vacuums don't fit correctly and fill up too quickly. One new vacuum broke about 2 weeks ago. She said the custodians would also like to have more choices in cleaning products.

President El-Hajj asked Mrs. Abel to respond to the comments about the back pack vacuum. Mrs. Abel said there are smaller backpack vacuums if needed.

Member Burns asked if the District could offer different types of vacuums for the custodians to use. Mrs. Abel said she would like to have both types at each site. She can see a great benefit using the backpack vacuums in the 2 story buildings instead of the canisters but we may not have the budget to do this.

President El-Hajj asked Mrs. Abel about the crew concept. Mrs. Abel supports moving to the crew concept for efficiency and believes that it would eliminate the custodians from spending their time doing a lot of things at schools that are not part of cleaning.

Dr. Johnson said the crew concept was recommended but is not certain it is the best way. There is more study that needs to be done before a decision is made and that in this item we have not requested that the board discuss or approve the crew concept. When a new Director of Maintenance & Operations is hired, they will be asked to review the crew concept.

Mrs. Abel said the equipment order was based on the team concept but more can be ordered if the team concept is not implemented.

Member Bartholomew supports the purchase of needed new equipment. He asked why there is not a larger selection of the cleaning chemicals. Mrs. Abel said she is working exclusively with one distributor because you get a better price doing this as opposed to working with multiple vendors. She said Ms. Beckwith desires products from other distributors. President El-Hajj asked if there is a reason to use only one distributor. Mrs. Abel said a she is trying to save money, as directed by Mr. Clark, and it is a cost savings to the District to use one distributor.

Member Bartholomew said the custodial study is an efficiency study and an efficiency audit should be conducted by someone with expertise in the field. Dr. Johnson said the efficiency study has not been done because we found the custodians needed other help first. The new buildings have brought new issues to be addressed. Procedures also need to be developed for teachers to assist the custodians by having their rooms ready for cleaning. There are a lot of things that need to be addressed in tandem with an efficiency study is conducted. The Board requested that administration review the issues before the Board this evening with or without a crew concept restructuring.

Member Bartholomew asked if there are firms that can provide an efficiency audit. Dr. Johnson said there are a number of firms that can do that. She recommends a study and a decision on restructuring should wait until a new Director of Maintenance & Operations is hired.

Member Ryan said, from her perspective, if a single vendor saves money, it may save jobs, and she supports that.

Member Carlisle thanked the night custodians for the work they do for kids. All Board members concurred. President El-Hajj said the Board wishes to make things better for the custodians while assuring the schools are cleaned appropriately and efficiently.

Member Carlisle moved to approve the training continues to take place and equipment be ordered prior to developing a start date schedule for the team concept and making a decision about restructuring.

**Motion:** Carlisle                      **Second:** Bartholomew                      **Vote:** 5-0

**2.1. Approval of Monthly Financial Report**

Member Ryan said the reserve is still in tack and believes the money for the reading recommendations may be there. Member Bartholomew moved to approve the Monthly Financial Report.

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

**2.2. Issuance and Sale of 2009 General Obligation Bond Anticipation Notes of the Santee School District; Authorizing Execution of Documents and Taking Related Actions**

Dr. Johnson said this item was placed in the Board agenda as a placeholder and an opportunity for her to update the Board on the progress toward securing the Bond Anticipation Note. Dr. Johnson said administration is progressing positively and has a phone conference with the County Office of Education and the District's finance team this week. She projects a request for approval will come to the Board on May 19th. If this money is not available to the District and we cannot get financing for the BAN, Phase II work must not begin. Administration is working vigilantly to make it happen.

**3.1. Relocation of the Santee Success Program**

Emily Andrade shared the need to relocate the Santee Success Program (SSP) next year. She provided relocation options and administration's recommended relocation of Option 1, to the Annex building on the corner of Magnolia and El Nopal. Photographs of the current facility and the recommended facility were presented. The cost to move the SSP to the Annex would be approximately \$2,000 and would provide greater classroom and meeting room space, separate restrooms for boys, girls and teachers, a larger playing area, and facilities for small group instruction and/or counseling.

Member Ryan asked if the classes will be on the side the EAK program was previously held. Mrs. Andrade said yes, and the rooms housed temporary classrooms during modernization. Member Ryan said there needs to be a fence that separates the SSP from the alternative school and asked about separation inside the building. Mrs. Andrade said when she visited she made sure the doors between the classes are secure. Member Burns has visited the SSP a number of times and the building and the playground are not the best for these students. The students need to be put into an environment that seems like a school setting. He is concerned there are many areas students can go without supervision. He suggested the fence that separates Cajon Park School and the Annex should have privacy slats installed. He does believe that having the Alternative School staff nearby in the event of an emergency would be helpful.

Member Carlisle emphasized the need to keep the SSP students separated from the Cajon Park School students and the students at the Alternative School. Member Carlisle asked if the Alternative School staff is comfortable with this recommendation. Mrs. Andrade said the Alternative School staff are aware and have not expressed any concern. Member Carlisle said it sounds like a great plan.

Member Burns moved to approve the implementation of Option I, moving the Santee Success Program to the north side of the annex facility, with up to \$5,000 in expenses for fencing and slats.

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

**G. BOARD POLICIES AND BYLAWS**

**1.1. First Reading: Revised Board Policy #5132 Dress and Grooming**

Revised Board Policy #5132, Dress and Grooming was presented for a first reading. No action was taken and the policy will return for a second reading and approval on May 19<sup>th</sup>.

**1.2. First Reading: New and Revised Board Policies: BP 3280 – Sale, Lease, Rental of District-Owned Real Property; BP 3541.2 – Transportation for Students with Disabilities; BP 7123 – School Size**

Board Policies 3280; 3541.2; and 7123 were presented to the Board of Education for a first reading. Member Ryan said these policies were brought to the Board for specific review before sending to CSBA with all of the business policies for inclusion in the new policy book. School size is especially in the forefront in the event of declining enrollment. She asked the Board members to review these policies and inform administration if there are any concerns. These policies will return to the Board on May 19, 2009 for a second reading and request for approval.

**2.1. Second Reading: New Board Policy 6130 Professional Development and Revised Board Policies BP 2201 Administrative Responsibilities and BP 9240 Board Development**

Brad Hunt, Chief Job Steward from CSEA, spoke about BP 6130 asking if Board Policy allows for non-instructional classified staff to be provided professional development opportunities. Dr. Johnson explained this policy is under the instructional category of the policies and specifically addresses certificated and classified instructional staff. She believes there is a policy in place addressing professional development for classified employees. Member Burns moved to approve the new Board Policy 6130 and revised Board Policies 2201 and 9240 and requested administration provide the policies for non-instructional staff to Brad Hunt.

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

**2.2. Second Reading: New Board Policy #6020 Parent Involvement**

Member Burns moved to adopt new Board Policy #6020, Parent Involvement.

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

**2.3. Second Reading: New and Revised Board Policies-Series 4000 (Personnel)**

Member Burns moved to adopt the new Board Policies and approve the revisions to existing Board Policies in the 4000 series, Personnel.

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

**H. BOARD COMMUNICATION**

Member Burns reported he visited the Santee Success Program students and tries to stop in there frequently. He shared that earlier that morning he had an interesting conversation with a community member about their perception of spending general fund dollars on this program. Member Ryan said she periodically stops in because the Board tells the students they will be checking on them. She asked Mrs. Andrade if teacher reports are being provided and she would like to receive the reports. She also recommended administration ask the teacher periodically how it is going to allow the teacher an opportunity to update administration about any current concerns.

Member Bartholomew reported he will attend the May 12 special meeting via video or telephone.

President El-Hajj reported that Mr. Sanchez from the Union Tribune called her with questions about proceeding with the bridge funding and the selection of a new Assistant Superintendent of Business Services.

**I. CLOSED SESSION**

President El-Hajj announced that the Board would meet in closed session for:

**1. Public Employment Matters (Govt. Code § 54957)**

*Public Employee Discipline/Dismissal/Release*

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

**J. RECONVENE TO PUBLIC SESSION**

The Board reconvened to public session at 10:20 p.m. No action was reported.

**K. ADJOURNMENT**

The May 5, 2009 regular meeting adjourned at 10:20 p.m.