

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

January 18, 2005
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome

President Burns called the meeting to order at 7:02 p.m.

Members present:

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

Staff present:

Dr. Lisbeth Johnson, Superintendent and Secretary to the Board
Dr. Patrick Shaw, Assistant Superintendent, Educational Services
Bill Clark, Assistant Superintendent, Business Services
John Tofflemire, Director, Human Resources
Linda Vail, Executive Assistant and Recording Secretary

2. President Burns invited Austin Prida, an employee's son, 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: Ryan

Second: El-Hajj

Vote: 5-0

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. Claims Against the District
- 1.5. Schedule of Upcoming Events

Dr. Johnson thanked all of the schools for reaching and exceeding the 1% attendance improvement goal for the months of November and December. Dr. Johnson introduced Bill Clark, Assistant Superintendent of Business, who shared some of the highlights of the Governor's proposed budget. The proposed budget was disappointing to education.

Member Ryan asked if the contents of Agenda Item B.1, Superintendent's Report, are officially approved by the Board at the time of presentation or if the information comes to the Board in another form for approval. Dr. Johnson reported that the information is presented only under the Superintendent's Report as information only, and any items needing approval would come to the Board as action items for the future. Member Ryan shared that Requests for Use of Facilities are often presented "after-the-fact" and Board members have not been provided the opportunity to review the requests.

Dr. Johnson said this time was planned for return on February 1st. Member Carlisle expressed that the Board would also like to have information provided about how it will be determined who is responsible for field maintenance costs, who is responsible for maintaining fields, and who is responsible to recover expenses when appropriate.

2. Recognition of Support Staff for Board Document Preparation
Dr. Johnson asked Dr. Pat Shaw to introduce Kathleen Prida, Secretary II for the Student Support Services and Special Education departments. Dr. Shaw shared that Kathleen is a very important person on the Educational Services staff and thanked Ms. Prida for her hard work and wished her well in her new position in Human Resources. President Burns presented Ms. Prida with a certificate of appreciation and thanked her for her support to the Board.
3. Spotlight on Learning
Presentations on Student Achievement from Cajon Park and Rio Seco Schools
Dr. Johnson introduced Marcia Ginn-May, principal of Cajon Park School, and Cheryl Bowen, principal of Rio Seco School. Each principal shared information with the Board on their school, including school demographics and current student achievement data. The principals reported on their individual action plans to increase student learning and achievement this school year and shared their wishes for the Board to consider when budgets are developed. Their ideas included reading specialists and vice principals.

C. PUBLIC COMMUNICATION

President Burns 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. Items E.2.3, E.3.2, and E.4.2 were pulled for separate consideration. It was moved and seconded to approve the remainder of Consent Items.

Superintendent

- 1.1. Approval of Minutes
- 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 of Financial Reports
 - 2.5. Approval/Ratification of Revolving Cash Reports
 - 2.6. Acceptance of Donations
 - 2.7. Approval of Issuance of New Warrant
 - 2.8. Approval of Memorandum of Understanding between Poway Unified School District and San Diego County Region VIII Disaster Zone Districts (Lakeside Union, Santee, Ramona Unified) to Participate in Project ASSERT
 - 2.9. Authorization to Issue a Request for Proposal for Audit Services from Financial Audit Firms to Conduct the District's Annual Audit
 - 2.10. Approval and Adoption of Resolution #0405-24 to Continue the Date to Receive Sealed Bids for the Disposition of Surplus Real Property Commonly Known as the Santee School Site
 - 2.11. Approval of Contract for Appraisal of Renzulli and Santee School Sites
- Educational Services
- 3.1. Approval to Submit Application for Tobacco Use Prevention Education (T.U.P.E.) Competitive Grant Program
 - 3.2. Approval of Administrative Recommendation for Districtwide K-3 Special Education *Language Arts Adoption and Purchase (Pulled for separate consideration.)*
- Human Resources
- 4.1. Personnel, Regular
 - 4.2. *Adoption of Resolution No. 0405-25 to Reduce Hours and/or Work Year of Identified Classified Employee (Pulled for separate consideration.)*

Motion: Ryan

Second: El-Hajj

Vote: 5-0

The following Consent Items were pulled for separate consideration:

E.2.3. Approval/Ratification of Purchase Orders (Pulled by Member Bartholomew)

Member Bartholomew would like administration to provide a comparison graph to show precisely where each expenditure is coming from. He is unable to determine by the current chart which budgets the expenditures are charged to and what departments the expenditures are made from. Carlisle agrees that it would be helpful to see a graph depicting the bigger picture. Mr. Clark requested the opportunity to bring information to the Board about adding appropriate software and technology to the business department to make the process more effective because the current process is very time consuming for reduced staff, and asked for a target date to provide the expanded information requested. Member Bartholomew prefers it sooner rather than later because he sees dollars that may be being spent with best intentions, but may not be channeling into the vision of the District. Member Ryan asked what additional information would help to clarify the report. Member Bartholomew noted computers and Thin Clients purchased in November and December. He also suggested that there may be computers in other schools or departments that are not being used that could be transferred instead of purchasing new equipment. He stated that it would also be helpful to see if we are putting money into maintaining equipment that may be more cost effective to have replaced. Member Ryan shared that she is concerned about the time that it may take staff to produce the information that Member Bartholomew is requesting and that the expenditures are coming from budgets that have been approved by the Board. Member Bartholomew believes that it is his job as a Board Member to understand and ratify the expenses that are incurred and to possibly analyze the information to determine if there may be a savings. Member El-Hajj agrees that there may be a different way to present the material but is concerned about staff time required to present it in a more complex format. Members discussed that it may suffice to show the specific department budget remainder after each expenditure but it would need to be streamlined. Member Carlisle shared that when Board members vote to ratify expenditures, they are saying that they agree with everything that is contained in the document. President Burns believes the best venue to continue expenditure report discussion would be at the Board workshop on January 29, 2005. As a community member, Member Bartholomew believes that the Board must do everything they can do to be sure that dollars are spent properly. Member El-Hajj moved to approve the purchase orders as presented.

Motion: El-Hajj

Second: Ryan

Vote: 4-1(Bartholomew, no)

E.3.2. Approval of Administrative Recommendation for Districtwide K-3 Special Education Language Arts Adoption and Purchase (Pulled by Member Carlisle)

Member Carlisle asked if there was a specific budget for adoption materials. Dr. Shaw responded that there was a specific budget for adoption materials. Member Carlisle moved approval.

Motion: Carlisle

Second: Ryan

Vote: 5-0

E.4.2. Adoption of Resolution No. 0405-25 to Reduce Hours and/or Work Year of Identified Classified Employee (Pulled by Member Carlisle)

Member Carlisle asked if the employee involved in the reduction of hours was aware of the change and why the reduction was being made. Mr. Tofflemire responded that a student's IEP had been changed which impacted the employee's hours and that the employee was aware of the change.

Motion: Carlisle

Second: Ryan

Vote: 5-0

F. DISCUSSION AND/OR ACTION ITEMS

Superintendent

1.1. Student Forum

Dr. Johnson shared information from the student forum held on November 2, 2004. The Board indicated they wanted a second student forum in February. She asked the Board to discuss the logistics for the next meeting and provide staff with direction for this forum format. Member El-Hajj shared the specifics from the previous student forum with new Board members and that the Board had decided to have another forum after the new Board members took office to allow new members to discuss individual visions on the topics that were discussed at the first forum and may be discussed at future meetings. She mentioned that since the high schools are currently discussing "dress code," it would probably be a good topic for discussion again. She

2.4. **Approval of Duplicate W-2 Fee**

Mr. Clark introduced the rationale for implementing a fee for duplicate W-2 forms requested by employees who have lost their originals. Duplicating W-2 forms for an employee requires staff time that should be compensated. Board members wanted to be certain that employees had adequate notice of the fee implementation. Mr. Clark shared that W-2 forms will be sent at the end of January and employees will be notified of the fee in advance. President Burns requested that the fee implementation for duplicate forms is communicated clearly to employees and in a timely manner. Member Carlisle moved to approve implementing the proposed fee.

Motion: Carlisle

Second: El-Hajj

Vote: 4-1 Ryan no

Educational Services

3.1. **Approval of Extended Day Kindergarten Proposal for Sycamore Canyon School**

Tracy Gertsch, vice principal of Sycamore Canyon School, presented Sycamore Canyon's Kindergarten staff's proposal to implement extended day kindergarten. All kindergarten staff, primary staff, school site council and PTA were supportive of the plan. Ms. Gertsch reported that the parents were informed in November of the proposal and overwhelming support was received. In the formal survey of parents 98% of the parents supported the program. An option will be provided to students for any parents not wishing to participate. Staff investigated the programs at Pepper Drive and Rio Seco and found them to be very successful. Student progress will be monitored and communication with parents will be on-going to assure that the extended day kindergarten program is optimal for students. If approved, staff would like to implement extended day kindergarten on January 31, 2005. Member Ryan moved to approve the request to implement extended day kindergarten at Sycamore Canyon School.

Motion: Ryan

Second: Bartholomew

Vote: 5-0

G. BOARD POLICIES AND BYLAWS

1. **First Reading: Review/Revision: Revised BP 3110 Business and Non-instructional Operations Transfer of Funds**

This policy revision was presented as a first reading only. There were no comments from Board members. No action was taken and the policy will return to the next Board meeting for a second reading.

H. BOARD COMMUNICATION

Member Ryan mentioned a letter to the editor about Sycamore Canyon School in the East County Californian and asked the Board if they felt that a response was needed in the Californian. She asked if a notice should go out to the community about Prop X rather than cause additional discomfort by addressing the nastiness of the editorial. President Burns would like to be assured that staff knows that the Board does not agree with the opinion and that the Board fully supports the Sycamore Canyon staff and school community. Member El-Hajj believes that the silence demonstrates that there is nothing to say and that a letter to the Sycamore Canyon community is appropriate and should be sent out quickly. Member Carlisle believes that the Sycamore community needs to receive information that the Board supports Sycamore Canyon fully. After discussion, it was the consensus of the Board to send out a letter to the Sycamore Canyon staff and community stating their support of the staff and the educational program at the school.

The Board also decided that they would send out information about how Proposition X would impact the District. Members Ryan and El-Hajj will work on developing the letter and Member Bartholomew will also assist. The letter will be reviewed by all Board members before being distributed.

Member Bartholomew shared information that he received from Pam Barber about how other districts are supporting their teaching staff in pursuing National Board Certification. The document will be shared with Board members in their January 21st Friday report.

President Burns suggested the Board cover the We Agree statements on February 12, 2005.

President Burns brought up the abuse of "over-the-counter" drugs at home. He has spoken with SRO's from the high school district and it is becoming a seriously impacting issue. Dr. Shaw shared that the District is currently preparing a letter to send home to the community at this time because it is becoming a issue of concern in our District. The Board asked that the junior high letters be mailed home rather than sent with students and agreed that parents of students in grades 4 through 8 should receive the letters.

President Burns recommended sending the principals a thank you letter for their presentations. Member Ryan suggested that the Board use the requests of the principals as they are considering budget for next year.

Member El-Hajj asked Dr. Shaw about the Trimester 1 assessments and the validity of proficiency level determinations. Dr. Shaw shared that tracking all three trimester assessments would give a good indication of proficiency of students on the California Standards Test.

President Burns mentioned planning a fifth Tuesday meeting with principals. Because a fifth Tuesday is not available until May, another date will be determined. The Board would like to use this meeting to meet with principals and to have the meeting occur near the end of February or beginning of March. The meeting would begin at 6:30 p.m.

I. CLOSED SESSION

President Burns 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 Negotiators
Location: Renzulli Site and Santee School Site
Agency Negotiator: Bill Clark, Assistant Superintendent

The Board entered closed session at 9:10 p.m.

J. RECONVENE TO PUBLIC SESSION/ ADJOURNMENT

The Board reconvened to public session at 12:30 a.m. No action was reported. The January 4, 2005, regular meeting adjourned at 12:30 a.m.

Allen Carlisle, Clerk

Lisbeth A. Johnson, Ed.D., Secretary