

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

December 16, 2008
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome

President Bartholomew called the meeting to order at 7:00 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 Joe Carey, a member of the audience, to lead the members, staff and audience in the Pledge of Allegiance.

3. Oath of Office for Incoming Board Members

Dr. Lis Johnson, Superintendent administered the oath of office to the re-elected Board members, Dan Bartholomew and Dianne El-Hajj.

4. Approval of Agenda

It was moved and seconded to approve the agenda with the addition of adjourning in the memory of Kathy Tofflemire.

Motion: Ryan Second Burns Vote: 5-0

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President Bartholomew reported that the Santee family had a very trying week with the passing of beloved teacher Kathy Tofflemire, who had recently retired after 35 years at Chet. F. Harritt School. He announced the Board would adjourn this meeting in her memory.

B. ORGANIZATIONAL MEETING

1. Rotation of Board of Education Officers

Member Ryan moved to approve the election of Board officers by rotation according to Board Bylaw 9120, revise Board Bylaw 9120 to reflect the officer rotation for 2009, and appoint the superintendent as secretary to the Board.

Motion: Ryan Second Carlisle Vote: 5-0

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Board officers for 2009 will be:

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

Newly elected Board President El-Hajj presented an engraved gavel to Dan in appreciation for his service as Board President for 2008. She thanked him for the wonderful job as president and said she was proud to serve on the Board under his presidency. President El-Hajj presented flowers to Mrs. Bartholomew, and thanked her for the sacrifice of her husband's time during the past year. Member Bartholomew shared that with his wife returning to work full time as a teacher in Santee it was very taxing on her with his time away from the family and he greatly appreciated her patience during his year as president. Member Bartholomew thanked Dr.

Johnson and Linda Vail for their support during his presidency, and thanked Dianne El-Hajj for chairing Board meetings in his absence.

Dr. Johnson expressed her appreciation for working with Mr. Bartholomew as president. She appreciated his analytical mind which helped her look through a different window about presentations in Board meetings. She presented him with an appreciation gift.

President El-Hajj introduced her daughters Andrea and Dawn, and Andrea's husband Joe, and thanked them for attending.

2. Board Meeting Calendar for 2009

Dr. Johnson presented the proposed calendar for 2009. The calendar proposed January 6th not be scheduled as a regular board meeting but as a board workshop on budget. Member Burns moved to approve continuation of the existing meeting schedule with the exception of January 6 and April 7, 2009 which fall immediately after or during school holidays.

Motion: Burns **Second** Ryan **Vote:** 5-0
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3. Board of Education Representatives to District Committees

Board members asked for the committee representation to remain the same as 2008 with the exception of the joint City/Board Committee, where the new Board president and vice president will become the representative.

Member Burns suggested the safety committee meet every other month instead of monthly and asked if they might be able to convene at a later time to accommodate Board members' schedules. Bill Clark will investigate this with the committee because the composition is based on the time of their availability at this time. This change could be easily accommodated at the beginning of next year.

C. 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

Dr. Johnson confirmed a budget workshop for budget on January 6, 2009. Board members agreed the meeting would begin at 6:00 p.m.

D. 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.

E. PUBLIC HEARINGS

1. Language Arts and Mathematics Instructional Materials Waiver to the State Board of Education

President El-Hajj opened the public hearing on the Language Arts and Mathematics Instructional Materials waiver to the State Board of Education. There were no public comments. The public hearing was closed.

F. 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. There were no public comments.

- 1.1. Approval of Minutes**
- 1.2. Approval of Appointments to Board Advisory Committees**
- 2.1. Approval/Ratification of Travel Requests**
- 2.2. Approval/Ratification of Expenditure Warrants**
- 2.3. Approval/Ratification of Purchase Orders**

- 2.4. **Approval/Ratification of Revolving Cash Report**
- 2.5. **Acceptance of Donations**
- 2.6. *Pulled for separate consideration.*
- 2.7. *Pulled for separate consideration.*
- 2.8. **Adoption of Resolution #0809-19 Authorizing the Replacement of Warrants**
- 2.9. **Claim Against the District**
- 3.1. **Adoption of Resolution #0809-21 on High Performance Schools Energy Star Equipment**
- 4.1. **Approval of Agreement with San Diego State University for a Social Worker Intern Program**
- 4.2. **Approval of Addendum to Memorandum of Understanding with San Diego Youth and Community Services to Provide Additional Services for the Santee Success Program**
- 4.3. **Approval of Memorandum of Understanding with Home Start Incorporated to Provide Counseling Services for Students Who Have Experienced Trauma**
- 4.4. **Approval of Submittal of Waiver to the State Board of Education to Delay Adoption of Language Arts and Mathematics Curriculum**
- 4.5. *Pulled for separate consideration.*
- 5.1. **Personnel, Regular**
- 5.2. **Certification of Competence in Evaluation and Instructional Methodologies**

It was moved and seconded to approve Consent Items with the exception of items F.2.6., F.2.7., and F.4.5., which were pulled for separate consideration.

Motion: Burns Second Ryan Vote: 5-0
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- 2.6. **Approval of Agreement with the San Diego Air Pollution Control Board for Pre-1976 Bus Replacement** (*Pulled by Member Carlisle for separate consideration.*) Member Carlisle asked Mr. Clark what funds would be used to purchase a replacement bus. Mr. Clark said the bus would be purchased entirely from a State grant. This was made possible because the Transportation Director fortunately held on to an old bus.

Motion: Carlisle Second Bartholomew Vote: 5-0
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- 2.7. **Authorization to Seek Bids for Removal of Underground Storage Tank** (*Pulled by Member Carlisle for separate consideration.*)

Member Carlisle said he agrees with the long term cost savings and it makes sense to remove the underground fuel storage tank but asked if there was any consideration of the potential to wait in case we could use the dollars for other areas in the district during the economic crisis. Mr. Clark said this item would provide authorization to seek bids only and it would be helpful to seek bids to know what the actual cost will be. This will help to determine if it will be financially advantageous. The Department of Environmental Health is encouraging us to remove the tank and we will seek additional information about their position. After bids are received, this item would return to the Board for approval to proceed with the work. Member Carlisle moved to proceed to seek bids.

Motion: Carlisle Second Burns Vote: 5-0
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- 4.5. **Approval of Contract Amendment to the Memorandum of Agreement with San Diego County Office of Education for Additional Funds for Project PEACE** (*Pulled by Member Burns for separate consideration.*)

Member Burns supports this MOU but will abstain because the agreement is with his employer.

Motion: Carlisle Second Bartholomew Vote: 4-0 (Burns, abstain)
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Member Ryan asked if administration was monitoring the type of personnel that are provided to interact with students under MOU's with agencies such as SDYCS and Home Start. She also asked administration to continue to monitor that Harmonium services are coordinated. Meredith Riffel, Collaborative Coordinator said these programs are being monitored very carefully. Home Start interns have their Masters and are supervised. The District offers facilities space for these agencies and they are providing the service at no cost. Member Ryan's concern is to be sure District staff knows who is

seeing students, and what their skills are when they are sent from these agencies and she wishes to advise the families about the support they are getting.

G. 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 Revised Job Description for Executive Assistant

Dr. Johnson presented the revised job description for the Executive Assistant. She said the job responsibilities have evolved over the past few years and she is recommending the revisions to the job description to recognize the enhanced skills, independence, and initiative that have become the expectations in the position of the Executive Assistant. The Executive Assistant has also become an integral part of Executive Council. These enhanced skills of independence, initiative, and collaborative problem solving would be expected in the future and it is anticipated the District would recruit personnel that possess these skills and talents. Member Ryan moved to approve the revisions to the Executive Assistant job description.

Motion: Ryan Second Bartholomew Vote: 5-0
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1.2. Governance Calendar

Dr. Johnson shared the updated governance calendar for the fiscal year of 2008-09, highlighting what has been completed and what is yet to be completed. PE assessment results are due She mentioned that the Board has not had regularly scheduled City/Board Joint Committee meetings because the Board was waiting for more information on the Santee site. President El-Hajj believes it would be good to schedule a meeting and asked Linda to set a meeting. .

Dr. Johnson asked if there is anything else that needed to be added to the calendar but no recommendations were received. Member Bartholomew asked if the calendar was getting too long to be useful. Dr. Johnson said it is useful but some things could be combined. She will review the governance calendar and see if it can be streamlined. It has been a useful tool for Executive Council.

Member Burns asked if there would be a report from the Superintendent on the annual goals. There will not be a need for the evaluation process but a report on the strategic plan goals would be welcome. No action was taken.

2.1. State Budget Update and Mid-Year Recommendations

Bill Clark shared the hard news about the state of the California budget. There is growing concern that the State will fail to meet its payment obligation in the next 90 days and it is anticipated the District will be required to make mid-year budgetary reductions.

Based on this information, administration recommended the Board hold a budget workshop on January 6, 2009 to discuss possible detailed mid-year reductions and budget options to ensure the District remains fiscally solvent. Administration would be prepared to bring forth specific recommendations.

Based on administrative assessment of the State budget at this time, Administration is requesting board discussion to:

- Begin discussion and evaluation of staffing,
- Freeze all Capital purchases,
- Freeze all non-essential travel unless already committed and funds will be lost,
- Freeze all open and future vacant, non-classroom teacher positions,
- Freeze all overtime and non-classroom teacher substitute costs,
- Freeze all unrestricted and flexible restricted carryover, and
- Review all open purchase orders, contracts, and agreements.

President El-Hajj offered an opportunity for communication from the public. Principal Cheryl Bowen asked if freezing non-classroom substitutes would affect RSP classes and such similar teachers. President El-Hajj said that this probably would need to be a discussion by the Board.

Member Bartholomew believes these recommendations are wise and necessary. He asked how purchase orders will be reviewed and asked if the Board was being asked to review them item by item.

Bill Clark said administration would like Board direction on future purchases. Administration could rank larger purchases by dollar amount and bring back for the Board to address.

Member Burns believes it is a smart thing to do. He asked that if essential positions that remain vacant are creating problems or difficulties Administration will come to the Board for a different approach.

Member Carlisle- is concerned with freezing all capital purchases, and would like to assure that purchases that deal with the health and safety of students or staff be excluded. Those items must be handled and maybe there is a mechanism to review those purchases at the Superintendent level. The freezing should focus on all unnecessary and/or non-essential items.

Dr. Johnson reported Executive Council has already met with principals and directors and will look at a proactive approval process for items they need to purchase. The principals and directors will meet with their staffs this week. There is a rumor that we are freezing step and class increases and there has been no discussion to do that.

Member Carlisle asked that the lines of communication continue to be open and that staff understands this is a unique situation and why the Board must make these decisions.

Member Ryan believes we need to use the word "non-essential" when discussing the purchasing freeze. If there are items necessary for health and safety, those items can come forward. Non-essential should address Mrs. Bowen's concerns. Member Ryan moved to authorize a spending and hiring freeze for "non-essential purchases and positions", until it can review, discuss, and take action on budget options, including possible mid-year reductions, at its special Board workshop scheduled for January 6, 2009.

Motion: Ryan Second Burns Vote: 5-0
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2.2. Cash Flow Analysis/Planning and Short-Term Borrowing

Bill Clark shared that according to finance expert reports and the legislative analysis, the state of California will be out of cash in a matter of weeks and will be forced to issue IOUs. This is a great concern and because of the uncertainty that the District may need to survive on internal cash resources for 90 days or longer, estimated at \$15 M, Administration is requesting authorization to proceed with the following to bridge the fiscal cash flow in order to meet payroll:

- Maximizing the existing TRANS,
- Proceed with a second TRANS for \$10 M,
- Initiate a low interest loan through the County Office,
- Proceed with formal discussions with contractors for financing opportunity for construction costs, and
- Other opportunities to borrow if cash is needed.

Member Bartholomew asked what the likelihood of getting a TRANS loan would be because many school districts will be in the same situation. Mr. Clark said Santee School District is being aggressive and proactive in seeking a TRANS and seems to be a bit ahead of other districts in planning for a cash flow deficit. The District will need approval from the County Office of Education to put us into position to borrow.

Member Bartholomew asked what the interest rate was. Mr. Clark said typically it is very low, probably as low as 1%. Investors are looking hard at California agencies as a credit risk and it may be difficult to find investors to support the TRANS.

Member Bartholomew asked what the benefit would be to finance with contractors and if the capital project funds could be used for other items. Bill Clark said capital projects funds can be borrowed and if the Board needed to make a choice to pay payroll costs or contractors, the choice would be pretty clear.

Member Ryan believes we need to be prepared and move forward with these recommendations. Hopefully the legislature will act soon. Member Ryan complemented Mr. Clark on thoroughly preparing the District to deal with the State financial issues. The list of the infrastructure projects that will be halted was sent out today, and

Santee is on the list. Mr. Clark said Administration may need the Board to use their relationships to seek help in being proactive.

Member Burns also agrees we need to be proactive and asked what the financial risk would be if we go forward and are prepared and do not need the funds. Mr. Clark said the TRAns is the safest form of investment and the funds do not need to be drawn if not needed.

President El-Hajj agrees and is surprised more districts are not looking at these options.

Member Burns said there are supplies and/or equipment principals have waited to purchase and asked if those funds could be used, along with the carryovers and site funds.

Mr. Clark said holding those funds helps build cash funds. Member Burns said there would need to be an understanding that there is a need for those funds and that the money would be paid back.

Member Ryan moved to approve the five recommended strategies presented to address the possibility of a State default on its obligations to fund school District operations.

Motion: Ryan Second Carlisle Vote: 5-0
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2.3. Approval of Monthly Financial Report

Bill Clark reported the monthly operating expense report for the month of November, 2008. Member Burns moved to approve the Monthly Financial Report, as presented.

Motion: Burns Second Bartholomew Vote: 4-0 (Carlisle absent)
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2.4. Transportation Operations Review

Bill Clark reported there are opportunities to improve District transportation services through a FCMAT study by standardizing school start and ending times and looking to see how we can improve the efficiency of these services. Member Bartholomew believes a study is a good idea. Member Burns asked Mr. Clark if he was confident that the savings realized would pay for the cost of the study. Mr. Clark said he was certain the \$15,000 cost of the study would be more than covered through a projected \$70,000 to \$100,000 savings. Member Ryan moved to enter into an agreement with FCMAT to review the District's transportation operations.

Motion: Ryan Second Barth Vote: 5-0
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2.5. Reclaimed Water Update

Bill Clark reported that Mr. Doughty, on behalf of the District, has worked hard with Padre Dam to create drought tolerant landscaping and utilize reclaimed water. Development of the use of reclaimed water is a mutually beneficial activity. At this time reclaimed water is being used for athletic fields at Prospect Avenue, Rio Seco, Chet F Harritt, Cajon Park and now at Carlton Hills School. Unfortunately, the infrastructure does not provide for reclaimed water availability to the remaining schools. The District is currently entering into negotiations with Padre Dam regarding capacity fees and is hoping they will continue to support us in our water savings and use of reclaimed water, which are important factors in capacity fees. Some potential easement issues at the Chet F. Harritt field may provide mutually beneficial opportunities. This was a report and no action was requested.

3.1. Learning Resource Center Book Stack Systems

Bill Clark shared Administration's recommendation to provide furniture and free-standing shelving for the new library facilities in Phase 1 of modernization. Member Bartholomew asked how this purchase would relate to the expenditure freeze and regarding the capital improvement program funding concerns. He asked if this purchase could be postponed until the State budget issues are resolved.

Lis Johnson said there is a 12 week lead time and the libraries may not have shelving when they are ready to open for students if this purchase is not made with the lead time in mind. Board members discussed holding the purchase of new shelving and plan to temporarily use the old shelves if needed. Dr. Johnson said the new libraries would need shelving by mid summer.

Bill Clark said the state treasurer may cut off modernization and capital projects funding which means that funds we have qualified for may not come through. Member Ryan said because we are in progress our chances are

greater to receive funding than those who have not yet begun. We should not panic but need to be prepared. There is much that is unknown at this time.

Board members asked Administration to hold on the purchase of shelving and return this item on January 20th when hopefully there will be more certainty with the State finances.

3.2. Adoption of Resolution #0809-22 to Pursue and Obtain New Construction Grant Eligibility for Classroom Additions at Cajon Park, Carlton Hills, Carlton Oaks, Rio Seco, Pepper Drive, Chet F. Harritt, and Hill Creek Schools

Bill Clark shared that Christina Becker continues to seek additional funding for our modernization and capital improvement projects. Administration requested Board adoption of resolution #0809-22 to transfer unhoused pupil eligibility to the 5-8 grade expansion projects planned at seven schools to determine eligibility at a different grade level than originally allowed. Member Ryan moved to adopt Resolution #0809-22 to use the K-6 grants and SDC grants within the new classroom additions for grades 5-8, at Cajon Park, and 10-classroom additions at Carlton Hills, Carlton Oaks, Rio Seco, Pepper Drive, Chet F. Harritt, and Hill Creek Schools. Member Ryan moved to adopt resolution #0809-22.

Motion: Ryan Second Burns Vote: 5-0
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3.3. Approval to Submit Qualified Zone Academy Bonds (QZAB) Application

Mr. Clark reported Administration is seeking other funding sources for our modernization projects and would like to submit an application for a QZAB bond. If granted, a QZAB bond would provide the District with zero percent interest financing.

Member Ryan asked Mr. Clark if the infrastructure list has been submitted as requested by CSBA. Mr. Clark said he has received the survey and will submit the information right away.

Member Ryan moved approval for administration to submit an additional QZAB application.

Motion: Ryan Second Carlisle Vote: 5-0
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3.4. Bright Schools Energy Audit and Loan Program

Mr. Clark shared that Bright Schools is another low interest borrowing opportunity for energy saving projects. This opportunity would provide cash for our modernization program and Administration is requesting authorization to submit an application.

Member Bartholomew moved to authorize the completion of the Bright Schools application, authorize completion application for financing, and adopt the Resolutions #0809-24 and #0809-25.

Motion: Bartholomew Second Ryan Vote: 5-0
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4.1. Approval of California Healthy Kids Survey Implementation Plan

Emily Andrade introduced Kristin Baranski, Director of Curriculum & Assessment, who shared information on the California Healthy Kids Survey (CHKS) implementation plan for 2009. Although the survey is usually given every two years, last year we administered the survey for the Peace grant, and this is our required year for another submission. Section A is required in California. There is no change this year in the modules content. The District will be requesting active parent consent this year, meaning a signed permission form will be required for all students participating in the survey and it is optional for students and parents to opt out. Students are also informed that during the assessment they can omit a question or stop taking the survey at any time. The survey is planned to be administered during the same timeline as years past, a couple of weeks prior to spring break. The Peace Grant will fund the cost so there will be no cost to the district. Mrs. Baranski requested Board approval to place the survey on the District web site.

Member Burns asked if there was a reason the survey is administered before testing. Mrs. Baranski said no there was no specific reason. That has been the practice of the District. Member Burns said since it takes two periods of instruction time, we may want to consider administering the survey after testing or consider taking the

survey during PE class instead of a core class. Mrs. Baranski said Administration will move forward to schedule the survey after testing to not take away valuable instruction time.

Member Carlisle asked about the question referencing sexual orientation and if that question could be removed. Member Bartholomew said the question about harassment is somewhat vague. Mrs. Baranski said those questions are not on an optional module and must remain in the survey.

President El-Hajj said although the questions may be sensitive in nature, the Board cannot put programs in place for students unless we know what is happening in our schools. Member Carlisle agrees but believes parents need to know the content of the survey prior to giving consent.

Member Carlisle asked that parents be strongly encouraged to review the survey before it is administered. There are topics on the survey parents may not wish their children exposed to such as suicide and sexual orientation. Mrs. Baranski shared there is a list of the question topics on the permission form but the sexual orientation item is not overt. Board members asked Mrs. Baranski to place a note on the permission form that states, "We strongly encourage you, due to the sensitive nature of the survey, to review the questionnaire prior to giving your consent." Board members would like the survey placed on the website to make it easily accessible to parents. They would like it placed on the right column of the home page.

H. BOARD COMMUNICATION

Following the reorganization of Board officers, Members Burns and Bartholomew will change seats.

Dr. Johnson provided the We Agree Statements and asked for direction following the December 4th Board workshop. President El-Hajj asked Dr. Johnson to bring to the Board at a later date to discuss.

Bill Clark provided the Board a copy of a draft EIR response for Las Colinas.

The Board set the Budget workshop for January 6th to begin at 6:00 p.m.

Dr. Johnson reported the Cajon Park dedication date has moved to February 12, 2009 and Administration will be planning an agenda and other details for the event. This dedication will be the template for the other schools' celebrations.

Member Bartholomew shared a letter of response from Dianne Jacob. This was a response to the letter the Board sent about Las Colinas. Her response said the matter was being referred to the Sherriff. Their plan to mitigate some of the concern is to move the new facility further back from Magnolia Avenue.

Member Burns said the Board would like to have the opportunity to say goodbye to Ted Doughty, who is leaving for a position in San Diego Unified. Dr. Johnson said she would make arrangements for Mr. Doughty to come to a Board meeting.

Member Burns said the students have moved into the new building at Cajon Park and everyone is excited
Member Ryan said it was great to see how excited the teachers were.

President El-Hajj asked Board members if they would mind if Member Bartholomew continues to be the liaison with Leadership Associates during the Superintendent search since he has been the point of contact. Board members all agreed Member Bartholomew should continue to be the contact for this.

Member Ryan is a little concerned about the lack of communication from Leadership Associates. In the past there has been more frequent and specific details provided to the Board, such as a list of the people interviewed. Member Bartholomew will communicate frequently with Mr. Thome and request more specific information be provided to the Board as the process continues.

I. CLOSED SESSION

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

- 1. Public Employee Discipline/Dismissal/Release (Govt. Code § 54957)**
- 2. Public Employment**

Superintendent

3. Conference with Legal Counsel (Govt. Code § 54956.9 subdivision b)

Pending litigation (One case.)

Legal Representation: Tim Garfield, Attorney at Law

The Board entered closed session at 9:22 p.m.

J. RECONVENE TO PUBLIC SESSION

The Board reconvened to public session at 10:25 p.m. No action was reported.

K. ADJOURNMENT

The December 16, 2008 regular meeting adjourned at 10:25 p.m. in memory of Kathy Tofflemire.

Barbara Ryan, Clerk

Lisbeth A. Johnson, Ed.D., Secretary