

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

September 2, 2014  
**MINUTES**

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

**A. OPENING PROCEDURES**

1. Call to Order and Welcome

President Fox called the meeting to order at 7:00 p.m.

Members present:

Ken Fox, President  
Dustin Burns, Vice President  
Barbara Ryan, Clerk  
Elana Levens-Craig, Member  
Dianne El-Hajj, Member

Administration present:

Dr. Cathy Pierce, Superintendent and Secretary to the Board  
Karl Christensen, Assistant Superintendent, Business Services  
Tim Larson, Assistant Superintendent, Human Resources/Pupil Services  
Dr. Stephanie Pierce, Assistant Superintendent, Educational Services  
Lisa Arreola, Recording Secretary

2. President Fox invited the audience to recite the District Mission and asked Tim Larson, Assistant Superintendent, 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 with the removal of Consent Item 4.2. Approval of Agreements for COBRA and Custom Billing Administrative Services for consideration at another meeting.

Member Burns announced the meeting would be adjourned in memory of Andrea Freedman, a former Santee School District employee who passed away on August 26. Ms. Freedman retired from Santee School District in June of 2010, after 37 years of teaching 3<sup>rd</sup> grade at Carlton Oaks. He mentioned her passing leaves a void in the lives of her family and friends as well as many teachers and administrators, but her spirit remains alive through the more than 1,200 students who passed through her classroom over the years. Her love of art was her passion and she shared that love with her students, who will in turn continue to carry it on into the future. The Board extended their deepest sympathy to Andrea's family and friends.

Superintendent Pierce mentioned interviews had been conducted for the vice principal position at Carlton Hills and the committee selected Angelo Benedetto. She introduced Mr. Benedetto and mentioned he is currently employed by Sweetwater Union High School District where he has served as an intervention specialist and an eighth grade English language arts teacher. Mr. Benedetto expressed his gratitude towards the Board of Education for the opportunity to join Santee School District.

President Fox shared Member Burns, Member Ryan, and himself were running unopposed for their seats on the School Board.

**Motion:** Burns  
**Second:** El-Hajj  
**Vote:** 5-0

|              |                   |                     |                   |
|--------------|-------------------|---------------------|-------------------|
| <b>Fox</b>   | <u><b>Aye</b></u> | <b>Levens-Craig</b> | <u><b>Aye</b></u> |
| <b>Burns</b> | <u><b>Aye</b></u> | <b>El-Hajj</b>      | <u><b>Aye</b></u> |
| <b>Ryan</b>  | <u><b>Aye</b></u> |                     |                   |

## **B. REPORTS AND PRESENTATIONS**

1. Superintendent's Report
  - 1.1. Developer Fees Collection Report
  - 1.2. Use of Facilities Report
  - 1.3. Enrollment Report
  - 1.3. Schedule of Upcoming Events

2. **Spotlight: Chet F. Harritt – Green Ventures Summer Program**  
Andy Johnston, principal, mentioned Chet F. Harritt was awarded a grant from Cuyamaca College and Green Ventures to offer a summer STEAM program to provide students with hands-on skills necessary to build a green garden. Mr. Johnston commended Marybeth Atkinson, Jeanne Johnston, Tory Bryant, and Joan Terhaar, Chet F. Harritt staff for their work in making the summer program a success. Students Brody Snyder and Isabel Lopez were present to share their experience in the program.

Marybeth Atkinson, teacher, explained the grant was awarded through the Green Ventures program at Cuyamaca College. Ms. Atkinson acknowledged Molly Ash, of Cuyamaca College, for their partnership and support of the summer program.

Tori Bryant, teacher, mentioned 5<sup>th</sup> and 6<sup>th</sup> grade students had the opportunity to listen and learn from speakers on STEAM career paths. Isabel Lopez, student, explained she was unsure of what profession to pursue prior to participating in the summer program. She shared she was grateful for the guest speakers because she became interested in pursuing a career in engineering.

Joanie Terhaar shared she enjoyed being the instructional assistant in the program and observing students enjoying and gaining confidence while working on the STEAM projects. Brody Snyder, student, mentioned he learned about pollination, composting, irrigation systems, and cooking with fruit and vegetables. Brody shared pictures of students building raised beds, assembling containers, working with rain gutter gardens, and planting seedlings. Marybeth Atkinson mentioned students went on a field trip to the Cuyamaca water conservation garden where students learned the importance of water conservation and enjoyed the butterfly garden.

President Fox presented Chet F. Harritt staff, Marybeth Atkinson, Jeanne Johnston, Tory Bryant, and Joan Terhaar with certificates for their work during the summer program. Additionally, President Fox presented a certificate of appreciation to Molly Ash for the partnership with Cuyamaca College.

3. **Leading the Learning in the 21<sup>st</sup> Century**
  - District Benchmark Writing

Dr. Pierce explained that with the implementation of the Common Core State Standards and Smarter Balanced Assessments, this current school year is one with focus on implementation. Implementation provides an opportunity to transform practices, processes, and structures. She commended Kristin Baranski for her assistance in the development of the district benchmarking writing assessments.

Kristin Baranski explained the trimester writing assessments were developed in collaboration with Educational Services staff and teacher leaders. They are aligned to the California Common Core State Standards and address all three of text types: narrative, information, and opinion/argument. Ms. Baranski shared a few of the assessments and explained the resources available for teachers.

Member El-Hajj commended staff on the resources being provided to teachers. Member Burns shared hearing from teachers would provide guidance for the future years on what worked and/or requires modification.

## **C. PUBLIC COMMUNICATION**

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

**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 Fox 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. Acceptance of Donations
- 2.3. Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)
- 2.4. Approval of Consultants and General Service Providers
- 2.5. Adoption of Resolution No. 1415-07 to Certify 2013-14 Gann Limit Appropriations Recalculation and an Estimated Limit for 2014-15
- 2.6. Authorization to Sell/Dispose of Surplus Items
- 3.1. Approval of Supplemental Educational Services Contracts for the 2014-15 School Year
- 3.2. Approval of Memorandum of Understanding Between Santee School District and Lakeside Union School District Regarding Participation in the California Mathematics and Science Participation Grant
- 3.3. Approval of Memorandum of Understanding for Host Teachers with San Diego Christian College
- 4.1. Personnel, Regular
- 4.2. Approval of Agreements for COBRA and Custom Billing Administrative Services – pulled for consideration at another meeting – *removed from agenda for consideration at another meeting*
- 4.3. Adoption of Resolution No. 1415-06 to Eliminate a Vacant Classified Non-Management Position

|                |                     |              |                   |                     |                   |
|----------------|---------------------|--------------|-------------------|---------------------|-------------------|
| <i>Motion:</i> | <i>Burns</i>        | <i>Fox</i>   | <u><i>Aye</i></u> | <i>Levens-Craig</i> | <u><i>Aye</i></u> |
| <i>Second:</i> | <i>Levens-Craig</i> | <i>Burns</i> | <u><i>Aye</i></u> | <i>El-Hajj</i>      | <u><i>Aye</i></u> |
| <i>Vote:</i>   | <i>5-0</i>          | <i>Ryan</i>  | <u><i>Aye</i></u> |                     |                   |

**E. DISCUSSION AND/OR ACTION ITEMS**

**Human Resource/Pupil Services**

**1.1. Granting Tenure to Eligible Certificated Employees**

Tim Larson requested the Board's approval to grant tenure to certificated employees who have worked two years in the district and have demonstrated quality instructional service. Member Ryan moved approval. President Fox presented the following employees with a certificate.

| <u>Name</u>              | <u>Site</u>     | <u>Name</u>             | <u>Site</u>     |
|--------------------------|-----------------|-------------------------|-----------------|
| Kelso, Bonnie            | Cajon Park      | Boerman, Julie          | PRIDE Academy   |
| Lister, Amanda (Collier) | Cajon Park      | Fusi, Jera              | PRIDE Academy   |
| Sithideth, Jennifer      | Cajon Park      | Gigliotti, Edward       | PRIDE Academy   |
| Stretton, Kirsten        | Cajon Park      | Houfek, Megan           | PRIDE Academy   |
| Butler, Elisabeth        | Carlton Hills   | Lovell-Wauschek, Dennae | PRIDE Academy   |
| Rowan, Heidi             | Carlton Hills   | Fleischer, Laya         | Rio Seco        |
| Ehnis, Morgan            | Chet F. Harritt | Helms-Sullivan, Gina    | Rio Seco        |
| Thompson, Carrie         | Chet F. Harritt | Mahoney, Jennifer       | Rio Seco        |
| Treglio, Elizabeth       | Chet F. Harritt | Mazzola, Kristen        | Rio Seco        |
| Saksa, Daniel            | Hill Creek      | Ginn, Candace           | Sycamore Canyon |
| Durand, Sarah            | Pepper Drive    |                         |                 |

|                |                     |              |                   |                     |                   |
|----------------|---------------------|--------------|-------------------|---------------------|-------------------|
| <i>Motion:</i> | <i>Ryan</i>         | <i>Fox</i>   | <u><i>Aye</i></u> | <i>Levens-Craig</i> | <u><i>Aye</i></u> |
| <i>Second:</i> | <i>Levens-Craig</i> | <i>Burns</i> | <u><i>Aye</i></u> | <i>El-Hajj</i>      | <u><i>Aye</i></u> |
| <i>Vote:</i>   | <i>5-0</i>          | <i>Ryan</i>  | <u><i>Aye</i></u> |                     |                   |

**1.2. Approval to Conduct California Healthy Kids Survey to Evaluate Department of Defense Educational Activities Grant for Chet F. Harritt and PRIDE Academy**

Tim Larson explained the Santee School District Department of Defense Education Activity grant provides \$135,000 per year for three years to support military-connection with school districts and ease the challenges facing military students at Chet F. Harritt and PRIDE Academy. He explained that in order to measure school connection, the district needs to have students in 6<sup>th</sup> – 8<sup>th</sup> grade complete the student Connectedness questions, and the Military Module of the California Healthy Kids Survey. Mr. Larson mentioned the survey would take approximately 30 minutes and must be conducted in September and June in 2015 and 2016. Parents will be informed and have an opportunity to remove their student from participating in the survey. Member El-Hajj moved approval. Member Burns asked for clarification that the comprehensive California Healthy Kids Survey would be administered in the spring. Mr. Larson clarified it was a different survey and it would be offered in the spring. Member Ryan suggested the survey be readily available to parents on the website.

**Motion:** *El-Hajj*  
**Second:** *Burns*  
**Vote:** *5-0*

|              |                   |                     |                   |
|--------------|-------------------|---------------------|-------------------|
| <i>Fox</i>   | <u><i>Aye</i></u> | <i>Levens-Craig</i> | <u><i>Aye</i></u> |
| <i>Burns</i> | <u><i>Aye</i></u> | <i>El-Hajj</i>      | <u><i>Aye</i></u> |
| <i>Ryan</i>  | <u><i>Aye</i></u> |                     |                   |

**Business Services**

**2.1. Approval of 2013-14 Unaudited Actuals Report**

Karl Christensen commended Tory Long, Business Services Coordinator, for her work on compiling the data for the 2013-14 unaudited actuals report. Mr. Christensen explained the General Fund ended with a surplus in the Unrestricted General fund of \$606,000 and \$967,000 in the Restricted General fund. He clarified the majority of the Restricted General Fund surplus was for the common core funds that are being carried over to use in 2014-15.

Mr. Christensen explained the Child Development Fund (State Preschool Fund) had no change in fund balance meaning all the funds were expended. He noted there was not a need for a contribution from the general fund to the child development fund this year. The program's expenditures were less than what was budgeted.

The Cafeteria Fund ended with a \$152,439 deficit. However, a \$270,000 deficit had been anticipated. The revenue was higher and the expenditures lower. Although there is less of a deficit, the district is only allowed to carry-over up to 3 months of expenditures. However, with the smaller deficit the district did carryover approximately \$77,000 more than allowed. The district is expecting a deficit of \$190,000 for 2014-15. It is expect the excess cash resources to be depleted by the end of this year.

Mr. Christenson noted there was \$101,825 carryover in the Deferred Maintenance fund. Member Levens-Craig inquired on the carryover. Mr. Christenson mentioned there were some unused funds in an asphalt project and some projects that didn't get completed in 2013-14 that would be completed in 2014-15.

Fund 17 is the special reserve fund. He clarified the reserve that is calculated in the general fund includes this amount. Special Reserve Fund 40 is the account for the Hill Creek solar project. The Building Fund accounts for the bond funds and these funds have been completely expended as of the end of the 2013-14 fiscal year. The Capital Facilities Fund includes the former RDA funds of approximately \$242,000 which are used for a portion of the COPS payment, \$105,500 for the deposit received for the Renzulli land sale, and developer fees which are used for capital improvement projects and facility projects. The County School Facilities Fund are state grants the district receives and those have been expended leaving a zero ending fund balance. Enterprise Fund 63 is a merge of the YALE and Project SAFE funds. Mr. Christensen explained Project SAFE completely paid the General Fund earlier than projected. Project SAFE ended the year with \$115,195 in surplus. Because of this, Project SAFE was able to pay the General Fund back two years earlier than anticipated. Mr. Christensen mentioned Project SAFE is attempting to create a reserve in this fund of two months of operating expenses which equates to \$286,000. Project SAFE is expecting a surplus of \$158,000; which should get them close to this goal. YALE ended with a \$95,000 surplus and is attempting to create a reserve in this fund of two months of

operating expenses which equates to approximately \$143,000. It is anticipated YALE will have a \$21,000 surplus at the end of 2014-15 which should help meet the goal.

Member Burns expressed his concern on the fluctuation of surplus/deficit of Project SAFE and YALE budgets. He mentioned the rates in Project SAFE were recently increased and that employee discounts are not feasible. However, both programs ended in surplus. Mr. Christensen explained staff does its best in projecting the programs' revenue and staff has been working with Pam Brasher on a month-to-month basis to reduce expenditures. He explained it is essential that staff has a good model for projecting revenue and collecting all the available revenue; and some of the expenditures were high. Ms. Brasher worked on eliminating some expenditures and being more conservative with staffing. Mr. Christensen mentioned staff takes all the projected staffing, projected supplies and materials and develops a projected budget. He explained the projects should be able to sustain column and step salary increases, and be self-sustainable in the event enrollment decreases.

Mr. Christensen shared the estimated actuals to the unaudited actuals. He made reference to the estimated actuals in the unrestricted general fund projecting an \$840,000 deficit. However the district ended the year with a \$606,000 surplus. Mr. Christensen went on to explain the steps taken to produce a savings in the unrestricted general fund. The district was projecting a 23.37% reserve. The district ended with a 26% reserve.

Mr. Christensen shared a comparison of the updated multi-year projection and the one that was presented with the adopted budget. He noted a lot of revisions were incorporated after the budget was adopted. He explained the only thing not factored in was the one-time mandated cost reimbursement funds that were in the state's adopted budget. It is estimated to be approximately \$66 per ADA or \$400,000 for Santee. Because of the uncertainty of how the funds would be allocated, School Services recommended not including in the budget until districts are given an amount. These one-time funds would reduce the deficit in 2014-15 and increase the reserve percentage. Member Burns moved approval.

**Motion:** Burns  
**Second:** El-Hajj  
**Vote:** 5-0

|       |            |              |            |
|-------|------------|--------------|------------|
| Fox   | <u>Aye</u> | Levens-Craig | <u>Aye</u> |
| Burns | <u>Aye</u> | El-Hajj      | <u>Aye</u> |
| Ryan  | <u>Aye</u> |              |            |

### Capital Improvement Program

#### 3.1. Consideration of Bidding the Pepper Drive School Admin/LRC Building Project and Obtaining a Joint Use State Grant

Mr. Christensen provided a review of remaining projects under the original Capital Improvement Program that have not been completed. He explained this item was being brought forth for discussion in that the district currently has a joint use grant for the Pepper Drive Admin/LRC building that is funded and allocated by the State Allocation Board. The District was awarded a joint use grant for constructing the Admin/LRC building at Pepper Drive in the amount of \$1,063,026. To qualify for these funds, the district executed a joint use agreement with Grossmont Union High School District Adult Education Program and also designated it as a Teacher training facility.

The grant has been funded and allocated to the district. However, in order for the district to be awarded the funds, it requires contracting for at least the amount of the grant on or before December 18, 2014 or the funds expire.

He reminded the Board the item was bid in 2012 for the classroom addition and the Admin/LRC concurrently. But the bid was higher than estimated and the project was suspended. The district worked with the architect and Balfour Beatty Construction in looking for ways to lower the cost.

With the prospect of obtaining funds from the Renzulli land sale, and the joint-use grant the district would like to begin the bidding process in order to be ready to award at the December 16<sup>th</sup> meeting.

Mr. Christensen explained this item required two authorizations, 1) Authorization to use a traditional bidding process for the Admin/LRC building; 2) Authorization to conduct the bidding process now for possible award at the December 16<sup>th</sup> Board meeting. He explained the previous capital improvement projects were done through a lease/lease back agreement with Balfour Beatty. However, staff and the architect believe that the district can get better pricing with the traditional bid process because it is a small project and it has already been valued engineered, redesigned, and scoped. A traditional bid process would allow us to get costs. At the same time, staff would procure the services of attorney Laura Romano to craft a contingency plan. Ms. Romano has expertise in facilities and can provide valuable expertise to ensure the district is protected. Mr. Christensen explained the best scenario would be to have the Renzulli land sale proceeds in the bank prior to awarding a contract for the full project at the December 16<sup>th</sup> meeting. However, if the district does not have the Renzulli revenue in the bank by December 16<sup>th</sup> but have reasonable assurance that we may have it within a month or two, the district would consider ways to protect the district financially but still award the contract at the December 16<sup>th</sup> meeting to retain the grant.

The Board discussed the bidding process, options, and inquired about potential savings and risks, and the working relationship with Balfour Beatty Construction. Mr. Christensen explained he would have to thoroughly investigate all the options and ensure the district is protected prior to making any recommendation to award a contract at the December 16<sup>th</sup> meeting. The item will be brought back for the Board's consideration at the next meeting. No action was taken.

**F. BOARD POLICIES AND BYLAWS**

**1.1. Second Reading: Revised BP 6163.4 - Student Use of Technology**

Superintendent Pierce presented BP 6163.4 – Student Use of Technology as a second reading with the suggested changes. Member Burns moved approval.

|                |              |              |                   |                     |                   |
|----------------|--------------|--------------|-------------------|---------------------|-------------------|
| <i>Motion:</i> | <i>Burns</i> | <i>Fox</i>   | <u><i>Aye</i></u> | <i>Levens-Craig</i> | <u><i>Aye</i></u> |
| <i>Second:</i> | <i>Ryan</i>  | <i>Burns</i> | <u><i>Aye</i></u> | <i>El-Hajj</i>      | <u><i>Aye</i></u> |
| <i>Vote:</i>   | <i>5-0</i>   | <i>Ryan</i>  | <u><i>Aye</i></u> |                     |                   |

Member Burns clarified he did not support the Administrative Regulation that states iPads can go home with students immediately. Member El-Hajj moved approval.

|                |                |              |                   |                     |                   |
|----------------|----------------|--------------|-------------------|---------------------|-------------------|
| <i>Motion:</i> | <i>El-Hajj</i> | <i>Fox</i>   | <u><i>Aye</i></u> | <i>Levens-Craig</i> | <u><i>Aye</i></u> |
| <i>Second:</i> | <i>Ryan</i>    | <i>Burns</i> | <u><i>Nay</i></u> | <i>El-Hajj</i>      | <u><i>Aye</i></u> |
| <i>Vote:</i>   | <i>4-1</i>     | <i>Ryan</i>  | <u><i>Aye</i></u> |                     |                   |

**G. BOARD COMMUNICATION**

Tim Larson provided a staffing update. He shared the 2013-14 CBEDS enrollment was 6,146. The current CBEDS enrollment is 6,224. The current enrollment is 6,502. Staffing in grades K-3 is 124.5; staffing in grades 4-8 is 103.5. The K-3 staffing average across the district is 23.41 with ten classes of 25. There is an average of 31.97 in grades 4-8 with two classes at 36 and three at 35 and all others at 34 or below. District wide, there are fifteen K-3 combination classes, nineteen in grades 4-8, and one 3/4 combination class.

Superintendent Pierce shared the Board Advisory Committee application and shared the application would be available online. She shared proposed dates for principal meetings with the Board and Student Forums; and the LCAP annual review. Member Ryan suggested the LCAP annual review might be too early for parents to attend at 5:00 p.m., and suggested inquiring with PTA on the best start time.

Member Burns shared being at Cajon Park and Hill Creek for the first day of school; and shared observing the students' excitement on the first day of school. Member Burns asked that the Principals avoid scheduling Back-to-School nights that conflict with Board meetings.

Member Levens-Craig mentioned she would be hosting a community coffee at her house the morning of October 11.

Member El-Hajj mentioned she had volunteered to be on the smarter balanced review panel but was not selected.

**H. CLOSED SESSION**

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

1. Public Employee Discipline/Dismissal/Release (Gov. Code § 54956)
2. Conference with Labor Negotiator (Gov't Code § 54956.8)  
Agency Negotiators: Karl Christensen, Assistant Superintendent; and Tim Larson, Assistant Superintendent  
Employee Organization: Santee Teachers Association
3. Conference with Labor Negotiator (Govt Code § 54956.8)  
Agency Negotiators: Karl Christensen, Assistant Superintendent; and Tim Larson, Assistant Superintendent  
Employee Organization: Classified School Employees Association
3. Conference with Real Property Negotiators (Govt. Code § 54956.8)  
Property Addresses:
  - Parcels 383-112-05 and 383-112-28 located on the north side of Prospect Avenue east of Marrokal Lane (known as the Renzulli Site)
  - 10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)Agency Negotiator: Karl Christensen, Assistant Superintendent
4. Public Employee Performance Evaluation (Govt Section § 54957)  
Superintendent

The Board entered closed session at 8:50 p.m.

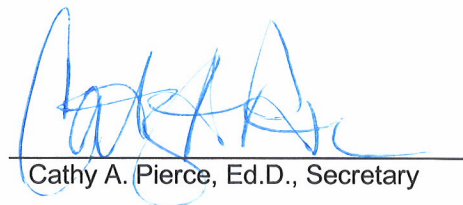
**I. RECONVENE TO PUBLIC SESSION**

The Board reconvened to public session at 10:00 p.m. No action was reported.

**J. ADJOURNMENT**

The September 2, 2014 regular meeting adjourned at 10:00 a.m. The meeting was adjourned in memory of Andrea Freedman, a retired teacher.

  
Barbara Ryan, Clerk

  
Cathy A. Pierce, Ed.D., Secretary