

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

March 1, 2016
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome
President Ryan called the meeting to order at 7:00 p.m.
Members present:
 Barbara Ryan, President
 Elana Levens-Craig, Vice President
 Dianne El-Hajj, Clerk
 Ken Fox, Member
 Dustin Burns, 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, Executive Assistant and Recording Secretary

2. President Ryan invited the audience to recite the District Mission and then invited students from Chet F. Harritt and Vice Principal Martin, to lead the members, staff, and audience in the Pledge of Allegiance.

3. Approval of Agenda
Member Burns moved approval.

<i>Motion:</i> <u>Burns</u>	<i>Ryan</i> <u>Aye</u>	<i>Fox</i> <u>Aye</u>
<i>Second</i> <u>Levens-Craig</u>	<i>Levens-Craig</i> <u>Aye</u>	<i>Burns</i> <u>Aye</u>
<i>Vote:</i> <u>5-0</u>	<i>El-Hajj</i> <u>Aye</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
 - 1.4. Claims Against the District
 - 1.5. Schedule of Upcoming Events

2. **Spotlight: Hill Creek School**

Stephanie Southcott, Principal, thanked and introduced members of her Hill Creek team. Principal Southcott shared a video that depicted teacher collaboration and strong classroom instruction, kindergarten students developing presentations on their iPads, increased cognizant demand in student assignments, student engagement, and student hands-on learning. The Board expressed their gratitude to Hill Creek staff for their hard work and presentation.

3. **Spotlight: Chet F. Harritt STEAM School**

Andy Johnston, Principal, thanked and introduced the members of the Chet F. Harritt team. Mr. Johnston shared the development of the presentation was a team effort of staff, parents, and students. The presentation showed a rendition of the "Cheetah News" that portrayed integrated teaching and learning, enriching learning opportunities, community partnerships, and a caring and dedicated faculty going above

and beyond to reach every student. The Board commended the students for their hard work and narration of the video and thanked the staff for their hard work and making great things happen at Chet.

4. 2015-16 Trimester 1 District Assessment Results

Stephanie Pierce, Assistant Superintendent of Educational Services; Kristin Baranski, Director of Curriculum and Assessment; and Bonner Montler, Coordinator of Assessment and English Learners, presented District assessment results for Trimester 1. The presentation included an overview of multiple assessment measures, how these results relate to two District LCAP goals, and ongoing support for improving student learning.

C. PUBLIC COMMUNICATION

Erick Weiss, President of Weiss and Associates in El Cajon and Santee resident, shared he was pleased to be able to see the students' enthusiasm and teachers' hard work in the prior presentations. Mr. Weiss also addressed the Trimester 1 Assessment Results and mentioned he believed the scores could be increased by using the funds from the sale of the Santee School Site to provide additional resources in the classroom. He encouraged the Board to hire a broker to assist with the sale of the property. President Ryan explained the Board was unable to take any action on items not on the agenda and encouraged Mr. Weiss to work with Karl Christensen, Assistant Superintendent of Business Services.

D. CONSENT ITEMS

President Ryan 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 of Consultants and General Service Providers
- 2.4. Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)
- 2.5. E-Rate Competitive Bid Process: Selection of SEHI Computer Product Inc. as the Vendor for the District's Network Equipment
- 2.6. E-Rate Competitive Bid Process: Selection of Cox Communication, Inc. as the Vendor for the District's Wide Area Network Services
- 2.7. E-Rate Competitive Bid Process: Selection of Sprint Business as the Vendor for the District's Cellular (Wireless) Communication
- 2.8. Educator Effectiveness Funds Expenditure Plan
- 2.9. Approval to Submit Request for Allowance of Attendance Due to Emergency Conditions for Material Decrease in ADA Due to Power Outage at Sycamore Canyon School
- 3.1. Approval to Increase Contract Amount for Winkler Inspector Services, LLC for the Pepper Drive Admin/LRC Building Project
- 4.1. Approval of Affiliation Agreement with Idaho State University for Student Teacher Placement
- 5.1. Personnel, Regular
- 5.2. Adoption of Resolution No. 1516-19 for Non-Reelection of Temporary Certificated Employees
- 5.3. Approval of New Probationary Teachers

Member Burns moved approval of Consent Items.

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

E. DISCUSSION AND/OR ACTION ITEMS

Business Services

1.1. Approval of Second Interim Report

Mr. Christensen explained that while working on the Second Interim report and revising the budget, a significant accounting error was brought to his attention. The error resulted in expenditures for certificated salaries being higher by \$415,000 on an on-going basis than that included in the Multi-Year Projections previously presented to the Board. He explained that in August, a credit was booked to the budget to account for the estimated amount of savings for retirees who had retired from the District at the end of the 2014-15 school year and had been included in the 2015-16 Adopted Budget. The credit entry was \$415,000. Mr. Christensen explained the way these "plug figures" are supposed to work are as a retiree is removed from a position and a new staff member is added, the savings from each retiree replacement transaction is to be offset against the August credit entry; thereby eventually reducing it to zero. Unfortunately, these offsetting entries were not made thereby keeping the credit at its original value and causing the retiree savings to be "double-counted" at First Interim and in recent multi-year projections. When the error was discovered, staff searched through the budget to identify any areas where other errors may exist and looked for savings that would offset the error. Some savings were identified; thereby reducing the impact of the error to approximately \$350,000. Mr. Christensen mentioned he believed there were still some other areas of the budget where additional savings were expected to drop to the bottom line. However, there were some budgets that were close to maximum so it was best to wait until the net savings materialized at Estimated Actuals and Unaudited Actuals. Mr. Christensen apologized for the error and mentioned a new system had been established to download budget accounts at regular intervals and identify any with a negative budget amount or that do not have any expenditure or encumbrance transactions so they can be verified, and justified, or eliminated. He explained he believed this system would prevent a similar error from reoccurring.

Mr. Christensen shared information about the Second Interim report. He provided the Board with a snapshot of all District funds. Mr. Christensen mentioned the Change in Fund Balance in the Unrestricted General Fund was \$364,390; and \$403,685 in the Restricted General Fund. He mentioned the employee compensations had been factored. Mr. Christensen noted the Child Development Fund had a Change in Fund Balance of approximately \$4,123; the Cafeteria Fund had a negative Change in Fund Balance of \$72,714. He mentioned the projected fund balance in the Deferred Maintenance Fund was approximately \$337,001; and explained the goal was to end with some carryover to use in the upcoming Pepper Drive HVAC project. Special Reserve Fund 17 showed a Projected Fund Balance of \$2,895,789; a Projected Fund Balance of \$3,217,446 in Special Reserve Fund 40; a Projected Fund Balance of \$3,235,652; and a Projected Fund Balance of \$737,660 in Enterprise Fund 63.

Mr. Christensen made reference to the Projected Budget Summary handouts. He explained the first summary was for the Second Interim report. This included assumptions for 2015-16 based on the Governor's proposal; ADA estimates based on the P1 Report; Unduplicated Pupil Counts; 2015-16 and 2016-17 compensation increases for all employees; and the use of the Educator Effectiveness Funds for existing/planned expenditures. Mr. Christensen mentioned this report showed a reserve percentage of 19.78% in 2015-16; and an Estimated Structural Surplus of \$1,758,068. He explained the estimated Change in Fund Balance in 2016-17 showed a deficit of \$1,174,406; and a drop in reserve percentage to 17.32%. Mr. Christensen explained the 2017-18 and 2018-19 projections were based on estimates from the Department of Finance and School Services of California. The reserve percentage for 2017-18 is estimated at 15.56%; and 11.88% in 2018-19. He explained the projected Estimated Structural Surplus is estimated at a deficit of \$2,106,870; which is due to the anticipated end of Prop 30 funds.

Mr. Christensen mentioned the second summary handout included the Second Interim multi-year projections with the budget workshop augmentations. He explained this included the addition of the counselor, special education set-aside funds, and accounting assistant. President Ryan mentioned the second summary was provided for informational purposes only. Member Burns inquired if the proposed augmentations would be brought back for approval. Mr. Christensen

mentioned they would be brought back for approval at a subsequent meeting. Member Burns moved approval.

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

1.2. Approval of Monthly Financial Report

Mr. Christensen provided the financial report for cash and budget transactions through January 2016. The month of January ended with a general fund cash balance of \$13.9 million and the District will be able to meet all financial obligations with internal cash this fiscal year. Member Burns moved approval.

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

Human Resources/Pupil Services

2.1. Approval to Rescind Resignation

President Ryan asked Tim Larson, Assistant Superintendent of Human Resources/Pupil Services, to introduce the item. She mentioned a Request to Speak card had been submitted for this item and the speaker would follow the introduction. Mr. Larson explained an employee had submitted a retirement notification and since then has requested to rescind her notification. He referenced current Board Policy 4117.2 and mentioned discussion and action was at the discretion of the Board.

Cindy Wittbrodt, a teacher in the District since 1977, mentioned since she submitted her notification to retire, her circumstances had changed and asked the Board to allow her to rescind her notification.

Member El-Hajj asked if there were any other individuals in the same situation. Mr. Larson explained a CSEA employee was in a similar situation. However, the CSEA employee had already started collecting PERS; and Ms. Wittbrodt was still employed. Member Burns stressed his support of Ms. Wittbrodt and commended her for being a great teacher. He clarified that his vote tonight was not precedent setting and mentioned he understood circumstances change and that Board Policy allowed for this type of situation and Board discussion. Member El-Hajj moved approval.

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

Superintendent

3.1. California School Boards Association 2016 Delegate Assembly Election

Superintendent Pierce reported it was time to cast a unit vote to fill the vacancies in the CSBA Delegate Assembly. The Board asked for President Ryan's recommendation. She recommended voting for the incumbents. She clarified she did not see a need for multiple members from the same Board be elected to serve on Delegate Assembly. Member Burns moved to cast their unit vote for the incumbents to fill the vacancies for the CSBA Delegate Assembly Region 17 representatives. Member Levens-Craig moved approval.

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

F. BOARD POLICIES AND BYLAWS

1.1. Review of Administrative Regulation 1325 – Distribution of Advertising and Promotion for Organizations Outside Santee School District

Superintendent Pierce mentioned the Board had been reviewing Administrative Regulation 1325 and the latest draft was being presented for the Board's consideration. President Ryan mentioned the majority of the Board was in consensus to move forward with the Administrative Regulation as presented. Member Burns mentioned he objected the change and supported the Principals on not sending material home with students. Member El-Hajj inquired on the price for the use of Peachjar for flyer distribution. Lisa Arreola, Executive Assistant, explained it was a one-time fee of approximately \$100 per school and the organization wanting to distribute the flyer incurred the cost of distribution. The Board asked Member Fox to inquire on with the Santee Sports Council on their thoughts on electronic flyer distribution. Member El-Hajj mentioned this is something that can possibly be implemented in the upcoming year.

G. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

Superintendent Pierce reminded the Board of the upcoming LCAP Annual Review on Monday, March 7 at Rio Seco. She shared a draft of the agenda and mentioned the majority of the meeting would be reviewing the LCAP Executive Summary and providing the stakeholders an opportunity to provide input. President Ryan reminded the Board of their protocols and asked that they be listeners and not communicators during the LCAP Annual Review.

President Ryan made reference to material presented by Dr. Patricia White for the Board's 360-evaluation. She asked the Board to review the material before the meeting and mentioned the meeting would consist of the Board and Superintendent.

Member Burns mentioned his appreciation of Principals asking to discuss counselors during their meeting and the need for the Board to address and assess how the counseling services were dispersed throughout the District. President Ryan mentioned the LCAP Annual Review would be a good place to hear parent and teacher input on counseling services. Member Fox suggested the Board meet with the counselors.

Member El-Hajj mentioned she shared information from the Healthy Kids Initiative with the Wellness Committee. Since the report included data from 2010, she mentioned the committee decided to look at the Wellness policy to evaluate where the District currently stands.

Member Levens-Craig expressed her gratitude towards Suzie Martin for coordinating the Art Show; and to Administration for their support. Member Levens-Craig mentioned there were four District students who moved forward in the PTA Reflections competition and asked if they could be recognized at an upcoming Board meeting. President Ryan suggested they be recognized at the end of the year with the other student recognitions. Member Levens-Craig reported meeting with a few Santee Teacher Association members and shared it was a great meeting. She mentioned sharing her meeting notes with the Board members.

H. CLOSED SESSION

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

1. Public Employee Discipline/Dismissal/Release (Gov. Code § 54957)
2. Conference with Legal Counsel – Anticipated Litigation (Gov. Code § 54956.9)
- *One Case*
3. Conference with Labor Negotiator (Gov. Code § 54956.8)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Karl Christensen, Assistant Superintendent
Employee Organization: Santee Teachers Association (STA)

4. **Conference with Labor Negotiator** (Gov. Code § 54956.8)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Karl Christensen, Assistant Superintendent
Employee Organization: Classified School Employees Association (CSEA)

5. **Conference with Real Property Negotiators** (Govt. Code § 54956.8)
Property:
 - *Elliot Site #2 (Parcel #: APN 366 050 16 - east of landfill; North of West Hills High School – area commonly known as Camp Elliott)*
 - *10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)**Agency Negotiator: Karl Christensen, Assistant Superintendent*

6. **Public Employee Performance Evaluation** (Govt. Code § 54957)
Superintendent

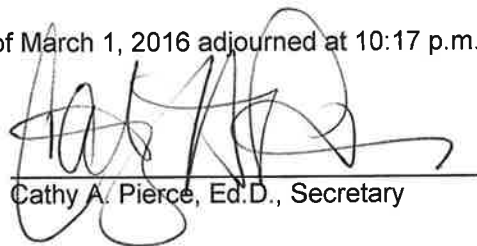
The Board entered closed session at 8:45 p.m.

I. RECONVENE TO PUBLIC SESSION

J. ADJOURNMENT

With no further business, the regular meeting/budget workshop of March 1, 2016 adjourned at 10:17 p.m.


Dianne El-Hajj, Clerk


Cathy A. Pierce, Ed.D., Secretary