

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

October 4, 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. District Mission

President Ryan invited the audience to recite the District Mission.

3. Pledge of Allegiance

President Ryan invited JoHanna Simko, Vice Principal at Cajon Park, to lead the members, staff, and audience in the Pledge of Allegiance.

4. Approval of Agenda

Member Burns moved approval.

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

B. REPORTS AND PRESENTATIONS

1. Superintendent's Report

- 1.1. Developer Fees and Collection Report
- 1.2. Use of Facilities Report
- 1.3. Enrollment Report
- 1.4. Schedule of Upcoming Events

2. Process for Development of Local Control Accountability Plan Annual Update for 2017-18

Superintendent Pierce shared it was a time to present the Local Control Accountability Plan timeline and the process for developing the annual update. Assistant Superintendents Dr. Stephanie Pierce and Karl Christensen proceeded to provide the Development of the Local Control Accountability Plan (LCAP) annual update.

Dr. S. Pierce explained the District's Mission and Vision statements are used as guidance in the development of the LCAP. She mentioned Strategic Planning is an organizational management activity used to set priorities and to focus our energy and resources to strengthen the District's operations and to make sure our stakeholders are all working towards a common goal and to establish agreement on intended outcomes and results. Dr. S. Pierce mentioned the District continually assesses and adjusts the organization's direction to continually increase student

achievement. She shared the Board's goals and action steps as part of this continuous cycle of improvement. Dr. S. Pierce shared this acts as a strategic plan. She mentioned the next component is to make sure the action steps are supported in the Eight State Priority Areas. Dr. S. Pierce reminded those in attendance that as the District creates this blueprint for innovation, or academic excellence, some of the things Administration has to look at is our timeline for continuous cycle of improvement, the data analysis to bring forward to our stakeholders, and have a stakeholder involvement process. She explained we refine the LCAP based on stakeholder input to reach the student achievement goals. Dr. S. Pierce shared the Department of Education developed a new draft of the new template and it now includes the district mission. Dr. S. Pierce shared the new template was designed to be more of a strategic planning tool. Mr. Christensen provided an overview of the LCAP Annual Update Stakeholder Input and Development Timeline.

C. PUBLIC COMMUNICATION

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

D. PUBLIC HEARING

1. Compliance with Education Code Section 60119 (Williams Settlement): K-12 Textbook and instructional Materials Funding Realignment Program

President Ryan opened the public hearing in Compliance with Education Code Section 60119 (Williams Settlement): K-12 Textbooks and Instructional Materials Funding Realignment Program. There were no comments. The public hearing was closed.

E. 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. Approval/Ratification of Revolving Cash Report
- 2.3. Acceptance of Donations
- 2.4. Approval of Consultants and General Service Providers
- 2.5. Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)
- 2.6. Adoption of Proclamation for National School Lunch Week
- 2.7. Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement
- 3.1. Certification and Adoption of Resolution of Sufficiency of Instructional Materials 2016-17
- 3.2. Approval of Nonpublic Master Contract with Devereux Advanced Behavior Health for Residential Treatment Center Services and Nonpublic School Services
- 4.1. Personnel, Regular
- 4.2. Approval of Influenza Vaccine Administration Program Agreement
- 4.3. Adoption of Proclamation Endorsing Drug Awareness Week, October 23 – 31, 2016
- 4.4. Approval of San Diego County Interagency Agreement for Providing Educational Support to Foster Youth
- 4.5. Approval of Memorandum of Understanding with San Diego Youth Services (SDYS)
- 4.6. Approval of Memorandum of Understanding to Share Information Across Agencies to Build Better Systems to Support Youth and Families
- 4.7. Approval to Increase Work Hours for Classified Non-Management Position
- 4.8. Adoption of Resolution No. 1617-09 to Eliminate a Vacant Classified Non-Management Position
- 4.9. Adoption of Resolution No. 1617-10 to Reinstate a Classified Non-Management Position

Member El-Hajj moved approval.

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

Ryan Aye
Levens-Craig Aye
El-Hajj Aye

Fox Aye
Burns Aye

F. DISCUSSION AND/OR ACTION ITEMS

Superintendent

1.1. Update on Long-Term Debt Refinancing Plan

Superintendent Pierce shared that during the 2015-16 fiscal year, the District embarked on a long-term debt refinancing plan in order to create overall debt service savings for taxpayers and the General Fund. She mentioned Dale Scott, with Dale Scott & Company, the District's financial advisor was present to provide an update. Superintendent Pierce shared if the Board decided to move forward, a resolution and other documents would be presented at the following meeting for their consideration and approval.

Mr. Scott explained long-term interest rates had fallen and the short-term interest rates had risen since the last time the District reviewed refinancing and there now was additional opportunity for savings. He proceeded to view the District's assessed valuation from 2000-2016 and shared the District's assessed valuation had grown by 14% over the past three years. Mr. Scott proceeded to provide information on the District's debt service and tax rate projections. He explained the debt service for both Capital Improvement Bonds (CIBs) and Capital Appreciation Bonds (CABs) does not change; unless it is refinanced. He added the tax rates will change based on assessed evaluation; a 3.0% annual assessed valuation growth rate is assumed. He explained the Series B bonds were not refunded, remain outstanding, and are current interest bonds.

Mr. Scott shared two alternatives to refinancing the Series B bonds. He explained Alternative A refunding could save taxpayers up to \$3.8 million. Alternative B refunding could save taxpayers up to \$5.2 million. He explained *Escrow Fund Negative Arbitrage* meant all the bonds are callable and can be refinanced; except they cannot be refinanced right now. Which meant this type of refinancing is called an "advanced refunding." He explained these could be refunded today, monies raised would be placed in an escrow account until the bonds would be callable. Once that is completed, the old bonds become defeased. Mr. Scott explained the cost of the money in escrow is going to be higher than the amount of interest that will be earned from that escrow due to the rising of short-term interest rates.

Mr. Scott shared a prospective financing schedule in case the Board decided to move forward with refinancing of Series B bonds. He added that his previous contract with the District did not include financial services for Series B bonds and it would have to be amended if the Board decided to move forward. Mr. Scott also mentioned that there was a recent bill signed by the Governor, SB 1065 that requires school districts, after January 1, 2017, to have a debt plan before they issue bonds. Mr. Scott explained that if the Board decided to proceed, there was a possibility that the District would be required to have a debt plan if the financing closed after January 1. He mentioned reviewing the District's plan with Mr. Christensen and it would have to be slightly modified.

Upon discussion, the Board provided direction to proceed with refunding of Series B bonds using Alternative B. Member Burns thanked Mr. Scott for his assistance in providing the Santee community with debt reduction savings.

Educational Services

2.1. Middle School Elective Application: Cajon Park School

Mike Olander, Principal at Cajon Park School, extended his gratitude towards the Board for allowing him to present the school's middle school elective application. He introduced Vice Principal, JoHanna Simko; a special guest, Timothy Paul.

Ms. Simko provided a summary of the school's vision. She mentioned the elective classes were designed to optimize creativity, collaboration, and critical thinking skills. Ms. Simko shared the proposed electives as follows: Video Journalism/Leadership, Robotics/Coding, Pre-Engineering, and Culinary Arts. Mr. Olander explained the stakeholder input process. He shared the school site council discussed and provided input on elective opportunities; and visited Feaster Charter School to observe its engineering and arts program. The Leadership Committee visited the Design 39 campus to observe integration of design thinking and engineering. Mr. Olander

mentioned staff met and visited the Qualcomm Thinkabit Lab and collaborated with the Lab Director and teachers; Junior High teachers collaborated with Santana High School elective course instructors; he and Junior High teachers met with Santana Administration and the Directors of the Grossmont Union High School District Career and Technical Education Department; and he presented and obtained stakeholder input from parents during "Coffee with the Principal." Mr. Olander mentioned stakeholder input was used to determine the elective course content, develop the schedule for electives, and to determine optimal equipment. He mentioned they hope that the students will find a passion that they may not have known about.

Mr. Olander mentioned the proposed electives budget was approved by the school site council on September 26. Mr. Olander explained students will rotate through the elective, taking one of three electives offered each trimester. He mentioned their goal was for students to be exposed to the career pathways that are offered at Santana High School. He explained the site will budget \$10,000 each year to support the successful continuation of the elective courses, including: replenishment of engineering and design consumable materials, media for 3D printing, purchase of storage units for mechanical engineering supplies, purchase additional technology as needed (i.e., replacement of Arduinos, sensors, servos, etc.); and additional personnel and professional learning support as needed. He mentioned the coding/robotics and pre-engineering classes will utilize the lab as soon as it is furnished; and that Administration is exploring additional elective opportunities that broaden student college, career and life preparedness using the strengths of existing and future staff members (i.e., financial management, chorus, etc.). Mr. Olander explained that the Culinary Arts program was scheduled to begin in the 2017-18 school year.

Item	Cost	Quantity	Total
Tables	\$674	24	\$16,176
Laptops	\$1,100	18	\$19,800
Arduinos	\$25	75	\$1,875
Engineering Materials	\$4,255		\$4,255
Flat Screen T.V. to act as a display	\$1,000	1	\$1,000
3D Printer	\$5,000	1	\$5,000
Laser Cutter	\$5,000	1	\$5,000
Ovens	\$2,000	1	\$2,000
Industrial Microwaves	\$250	2	\$500
Fridge & Freezer	\$2,990.00	1	\$2,990
Shop Stools	\$39.00	36	\$1,404
			\$60,000

Mr. Olander mentioned meeting with one of the Boy Scouts of America leaders and discussing partnership possibilities. He asked if there was an Eagle Scout candidate, preferably from Santana High School, who had an interest in robotics and engineering. The leader recommended Timothy Paul. Mr. Olander mentioned he and Timothy went to visit the Qualcomm Thinkabit lab to give him a perspective of the lab. He commended Mr. Paul for his work that will benefit the Cajon Park students. Mr. Olander added that part of this project will include working with the primary students on the maki-makis to expose them to electrical engineering and coding components. Mr. Olander explained the school's goal is to have students rotate through the electives and to expose them to career pathways that are offered at Santana High School.

Mr. Paul mentioned he was a student at Santana High School and a member of the robotics team since his freshman year. He explained part of being an Eagle Scout required a community service project component. Mr. Paul mentioned that when he became aware of the opportunity with Cajon Park, he was excited to be able to incorporate robotics, technology, and the leadership component to get him to becoming an Eagle Scout.

The Board expressed their gratitude towards the Cajon Park team and Mr. Paul. Member Burns moved approval of Cajon Park's elective application.

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

Business Services

3.1. Approval of Monthly Financial Report

Mr. Christensen provided the financial report for cash and budget transactions through August 2016. The month of August ended with a general fund cash balance of a little less than \$11.9 million. Mr. Christensen noted including the projected cash balances next to the actuals. He explained it was important to note that these projections were done at budget adoption before the District closed its books. Mr. Christensen explained these projections are updated three times a year at Adopted Budget, 1st Interim, and 2nd Interim. Therefore, the next cash projection revision would be included in December's report for transactions through October 31st. Mr. Christensen mentioned the budget revisions report reflects an estimated \$1.7 million deficit in the Unrestricted General Fund and a \$567,000 deficit in the Restricted General Fund. He explained it was important to note that budget revisions are still in process. For this report, only a few of the budget revisions enacted since adoption of the budget were posted to the District's books by August 31st. Mr. Christensen mentioned we should expect to have some more of those posted for the September report to be presented in November and all posted for the October report to be presented in December.

Member Burns asked for clarification on the difference of the ending cash balance projection of \$1.7 million and the actual of \$11.9 million. Mr. Christensen explained it was due in part because the District ended the year with a higher reserve when the books were closed. He also explained that when the projection is done, Administration has to budget in terms of when they anticipate these monies will come in; and these will in evidently change and shift from month to month. The projection is based on the adopted budget and is subject to change. Mr. Christensen mentioned Administration had discussed reviewing the cash flow projection and providing more frequent updates so the information presented is more current. Member Burns moved approval.

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

3.2. Municipal Storm Water Management Plan Annual Implementation Update

Mr. Christensen mentioned that in May 2006, the Board adopted the District's Storm Water Management Plan. He explained the District is part of a consortium of districts administered by the County Office of Education that assists districts in complying with more stringent, and ever changing storm water management requirements.

Mr. Christensen explained the District's storm water management activities are broken down into two major components: 1) The Industrial component that deals with implementing best practices for the bus yard; and 2) the Municipal component that deals with implementing best practices for all other aspects of district operations including construction, custodial, maintenance, and grounds. Mr. Christensen mentioned this presentation was related to the Annual Progress Report for the Municipal component. Mr. Christensen mentioned there was no report being presented on the Industrial component and provided a synopsis of measures undertaken addressing that component. Mr. Christensen mentioned the component is overseen by the Director of Transportation, Charles Myers. Ms. Becker provided a brief summary of measures implemented and those planned for implementation. 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>El-Hajj</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>		

G. BOARD POLICIES AND BYLAWS

1.1. Second Reading: Board Policy 1312.3 – Uniform Complaint Procedures

Board Policy 1312.3, Uniform Complaint Procedures was presented for a second reading and approval. 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>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>		

H. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

Member Burns mentioned receiving an email from a Carlton Oaks student who asked to interview him for his community leadership project. The student is in the process of earning a merit badge. Member Burns mentioned some of his questions included why he ran for school board and community leadership. He mentioned the student had done expensive research and knew a great deal about the superintendent search and shared possibly attending the Community Forum. Member Burns mentioned he was proud of the student for asking great questions and taking an interest in what is happening on in the District.

Member Levens-Craig mentioned attending the first Communication Committee. She shared the committee's discussion of the charges and roles and responsibilities was beneficial. Member Levens-Craig shared the meeting was well attended and everyone took the time to share things going on at each school site. Member Levens-Craig mentioned she enjoyed hearing everyone's excitement about the things that are going on at each school site.

Member El-Hajj shared she was unable to attend the Wellness Committee. She mentioned Cathy Abel, Director of Child Nutrition, was very appreciative of the new charges for the committee and felt they were very helpful. Member Burns extended his gratitude towards staff for providing the meeting agendas and minutes. He shared it was very helpful.

President Ryan reminded the Board of their meeting upcoming meetings on October 5 with the Santee Teachers Association at 5:00 pm and the Community Forum at 6:00 pm at Rio Seco School.

Superintendent Pierce mentioned the deadline for registration was approaching for the California School Boards Association Annual Conference. She asked the Board to convey their attendance preference to the Executive Assistant. Superintendent Pierce shared information on a Safety Fair being hosted by the East County Parent Forum, in partnership with the East County School Districts on October 27. She mentioned Grossmont High School District had taken more of the lead on this partnership. Superintendent Pierce shared the forum would include information on new option based responses to active shooters; known as "run, hide, fight." She mentioned the East County Elementary Superintendents wanted to have a meeting to include site administration before the school safety happened. She mentioned Bob Mueller, from the San Diego County Office of Education, would be addressing the East County school administrators on the new option based responses to active shooters on October 20 at Rio Seco School.

I. CLOSED SESSION

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

1. **Public Employee Discipline/Dismissal/Release** (Govt. Code § 54957)
2. **Conference with Labor Negotiator** (Govt. Code § 54956.8)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Employee Organization: Santee Teachers Association (STA)

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

4. **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)
 - Property adjacent to 9219 Fenway Road, Santee, CA 92071 located at 10201 Settle Road, Santee, CA 92071 (Sycamore Canyon School)
 - Sycamore Canyon School, 10201 Settle Road, Santee, CA 92071*Agency Negotiator:* Karl Christensen, Assistant Superintendent

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

The Board entered closed session at 8:00 p.m.

J. RECONVENE TO PUBLIC SESSION

The Board reconvened to public session at 9:35 p.m. and reported no action was taken.

K. ADJOURNMENT

With no further business, the regular meeting of October 4, 2016 was adjourned.


Dianne El-Hajj, Clerk


Cathy A. Pierce, Ed.D., Secretary