

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

November 18, 2003

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 7:00p.m.

Members present:

Barbara Ryan, President
Dianne El-Hajj, Vice President
Dustin Burns, Member
Julie McIntosh, Member

Member absent:

Cathy Abel, Clerk

Staff present:

Dr. Lisbeth Johnson, Superintendent and Secretary to the Board
Carolyn Harness, Assistant Superintendent, Business Services
Dr. Patrick Shaw, Assistant Superintendent, Educational Services
John Tofflemire, Director, Human Resources
Arletta Schaffer, Recording Secretary

2. President Ryan invited Clare Taft, Carlton Oaks PTA president, to lead the members, staff and audience in the Pledge of Allegiance.
3. Approval of Agenda

It was moved and seconded to approve the agenda.

Motion:	McIntosh
Second:	El-Hajj
Vote:	4 – 0

B. REPORTS AND PRESENTATIONS

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

The Superintendent made a few brief comments. Parent conferences start November 19 through November 25. The Sycamore Canyon Enrollment Advisory Committee met last week for its organizational meeting. The Santee School Property Disposition Committee concluded their work and will bring a final report in December.

2. Presentation by Scott Farquar of American Flag Flown Over U.S. Embassy in Kabul, Afghanistan

Scott Farquar, who works for the U.S. State Department and is the spouse of teacher Donna Farquar, presented to the Board a flag flown over the U.S. Embassy in Kabul, Afghanistan. He graciously made the arrangements to photograph the flag raising in Kabul during Operation Enduring Freedom in October 2003 and showed the photos of the flag and the Afghan citizens. President Ryan, on receiving the flag, asked that it be shared with schools, if possible.

3. Automatic External Defibrillator (AED) Presentation

Bob Pfohl, City of Santee fire captain, fully supports the AED program and it is his mission to expand AEPs in the community. He introduced Officer Maureen O'Connor, who oversees Operation Heartbeat. She reported that sudden cardiac arrest is the leading cause of death in the country and is not age or gender specific. Officer O'Connor demonstrated the use of an AED. Training is recommended but is very minimal. She seeks the blessing of the Board to begin fund raising for placing an AED in each Santee school. Budget and legalities are always concerns for organizations.

Member El-Hajj asked if the units would be available for after school activities at school sites. The Fire Department will work with each site to develop a site-specific plan. Clare Taft stated that PTA would participate in fund raising plans. El-Hajj suggested that employee groups be invited to aid with the planning. Officer O'Connor recommends that the entire community become involved for successful and affordable implementation. There are pediatric electric pads to be used for children aged 3 to 8 years. President Ryan would insist that proper protocol be in place for children but would support having the units placed in schools. She asked to see the written protocol from Carlsbad School District. The cost of an AED unit is about \$2,000 plus maintenance. The four Board members present indicated their interest, but stated that they could not take action. However, they encouraged Clare Taft to move ahead with her planning with principals and PTA presidents.

C. PUBLIC COMMUNICATION

President Ryan invited members of the audience to address the Board about any item not on the agenda. There were no public comments.

D. PUBLIC HEARING

1. A Public Hearing on a Proposal to Submit a Parcel Tax Measure to the District's Voters at the March 2, 2004, Statewide Primary Election and the Board's Intent to Adopt a Resolution Ordering a Special Parcel Tax Election, Requesting the County Elections Department to Conduct the Election, Requesting Consolidation of the Election, and Specifications of the Election Order.

President Ryan opened the public hearing on the proposal to submit a parcel tax measure for the March 2, 2004 primary election. There were no public comments.

E. CONSENT ITEMS

Items listed under Consent are considered to be routine and are all acted on by the Board with one single motion. It was moved and seconded to approve Consent Items with the exception of Item E.1.1, which was held for separate consideration.

Motion:	Burns	
Second:		El-Hajj
Vote:	4 – 0	

Superintendent

- 1.1. Held for separate consideration

Business Services

- 2.1. Approval of Travel Requests
- 2.2. Approval/Ratification of Expenditure Warrants
- 2.3. Approval/Ratification of Purchase Orders
- 2.4. Approval of Financial Reports
- 2.5. Approval/Ratification of Revolving Cash Report
- 2.6. Acceptance of Donations

- 2.7. Adoption of Resolution #0304-13 to Offer Early Retirement Incentive to Executive Secretary
- 2.8. Approval of Agreement with the California Department of Education (CDE) for Submission of Language Census (LCEN) Data through the California School Information Services (CSIS) Program.
- 2.9. Authorization to Submit Application to the California Department of Education for Average Daily Attendance (ADA) and Instructional Minutes Credit Due to Fires
- 2.10. Award of Quote for Purchase of HVAC Chiller
- 2.11. Approval of Use of Facilities by Religious Organizations

Educational Services

- 3.1. Approval of 2003-2004 Memorandum of Understanding with Cajon Valley Union School District for Beginning Teacher Support and Assessment Program (BTSA) Consortium
- 3.2. Acceptance of the Report on Harmonium, Inc., East County Project
- 3.3. Acceptance of the Report on the Early Periodic Screening Diagnosis and Treatment (EPSDT) Program
- 3.4. Acceptance of 2002-2003 Student Services Year End Report
- 3.5. Approval of the 2003-2004 Alternative School Accountability Model (ASAM) Third Indicator Selection Form

Human Resources

- 4.1. Personnel, Regular, (revised) with a copy to be made a part of the minutes. Consultants approved: Nada Sawaya

For separate consideration

- E.1.1. Approval of Minutes

Member Burns asked that language be revised in the minutes of November 4, 2003, in Item F.4.1. "Member Burns believes the Board has an obligation to employees to assure their annual salary after the Board has established a plan for the year." It was moved and seconded to approve the minutes as amended.

Motion: Burns
Second: El-Hajj
Vote: 4 – 0

F. DISCUSSION AND/OR ACTION ITEMS

Superintendent

- 1.1. Consideration to Establish a Santee School District Foundation as a Proposed Nonprofit Public Benefit Corporation

Presented for Board consideration is a request from a formation committee to support the establishment of the Santee School District Foundation. The proposed foundation would be a nonprofit public benefit corporation to raise funds in support of current goals of the District. Marcia Johnson, retired superintendent, presented the proposed articles of incorporation and bylaws. It was moved and seconded to approve the establishment of the Santee School District Foundation as a nonprofit public benefit corporation.

Motion: McIntosh
Second: El-Hajj
Vote: 4 – 0

- 1.2. California School Boards Association 2004 Delegate Assembly Nominations

Board members made no nomination for Delegate Assembly.

Business Services

2.1. Approval of 2003-04 Budget Revisions Through October

It was moved and seconded to approve October budget revisions, reflecting an estimated unappropriated ending balance of \$101,000

Motion: El-Hajj
Second: McIntosh
Vote: 4 – 0

2.2. Parcel Tax Discussion

Following the public hearing earlier in the agenda, the Board was asked to review the suggested changes to the draft resolution ordering a special assessment election. President Ryan asked the rationale for deleting references about declining enrollment from the resolution. Charles Heath, consultant, explained he wanted to put the language in commonly understood terms for the public. The public may think declining enrollment means less costs versus reduced revenue with similar costs. Only minor editing was suggested. December 5 is the deadline for submission of the resolution to the County. The final draft of the resolution will be considered at the December 2 Board meeting.

2.3. Redesignation of Supplemental Grant Funds

AB 1266 provides school districts with the opportunity to change its designation of Supplemental Grant funds prior to December 1, 2003. This change in designation will be a permanent change. Carolyn Harness stated that this is a very complicated issue with far reaching implications. Currently, Supplemental Grant funds are designated for Home-to-School Transportation, Miller-Unruh and Educational Technology programs. The funding of the Miller-Unruh program is in question and it seems prudent to allocate funds in a different manner.

Because of the complexity of the decision, the Board decided to hold a special workshop to consider the options. The date selected was Monday, November 24 at 6 pm.

Educational Services

3.1. Approval of an Additional Contracted Registered Nurse for the 2003-2004 School Year

Currently, the position of district nurse is open and administration is seeking a qualified candidate. In the interim, the position is being filled by a contracted nurse. In addition, administration is seeking authorization to contract for a second registered nurse as opposed to hiring a District employee to support the needs of students. The funding would come from a vacant LVN position, and the LEA Medi-Cal and Med-Cal Administrative Activities (MAA) programs. The rationale for contracting out for a second nurse is to avoid lay-offs next year if this funding is reduced or eliminated. It was moved and seconded to approve an additional contracted registered nurse.

Motion: Burns
Second: McIntosh
Vote: 4 – 0

3.2. Approval to Reallocate Lottery Funds

In the past the Board has designed a specific amount of funding from Lottery money to purchase audiovisual materials. Educational Services is asking to redesignate those funds for the purchase of award-winning books for school libraries. Last year library funds that traditionally funded these books was cut. The transfer would provide \$14,400 for Caldecott, Newberry, and

California Young Reader titles. It was moved and seconded to reallocate lottery /audiovisual to lottery/district library.

Motion: McIntosh
Second: Burns
Vote: 4 – 0

Human Resources

4.1. Approval of New Job Description, Occupational Therapist, and Authorization to Recruit and Hire

For the past 5 years we have contracted for the needed services of an occupational therapist. Because of increased demand for services and compliance issues, it is anticipated that there would be a substantial savings to the District by hiring an occupational therapist. Member Burns motioned to approve recruitment for the position and asked to review the job description, which was absent from the packet, at the special meeting on November 24.

Motion: Burns
Second: El-Hajj
Vote: 4 – 0

G. BOARD POLICIES AND BYLAWS (none)

H. BOARD COMMUNICATION

Member McIntosh reported that a revised county library agreement would be presented for Board consideration, probably at the December 16 meeting. She also reported that she and Member Abel serve on the Sycamore Canyon Enrollment Advisory Committee. The meetings are held on Thursdays from 4 to 6 pm. Ground rules were established at the first meeting. All committee materials will be shared.

Member Burns reported that the committee studying attendance has met twice. At issue is at what point does administration send letters to parents about excessive student absences. A recommendation is: letter #1 is sent after 7 absences; letter #2 is sent after 10 absences; and letter #3 is sent after 15 absences. A child with 15 or more non-medical absences is referred to SARB. Our schools are not consistent at this time with the number of absences that generate letters so Mr. Burns believes that establishing criteria will be useful. President Ryan suggested that whoever is going to do the work should be represented on the committee. Also she supports principals being represented on the committee.

Member Burns asked if Board members would support a self-evaluation. He supplied a sample used by another district. Board members supported a discussion of the idea when all Board members were present.

Member El-Hajj commented that school calendars in East County have not been aligned with Grossmont UHSD for the last couple years. She asked if a two-week difference in schedule would create a problem. Members McIntosh and Burns would not support a calendar that interferes with summer school for eighth graders.

Dr. Johnson reported that the District has been invited by the SDCOE to provide a seven-minute presentation on an exemplary program at its next County Board meeting. She would like to highlight the Standards in Action program with an emphasis on the writing/reading comprehension program. The presentation will be Wednesday, December 3 at 6 pm and Members McIntosh and El-Hajj will attend. President Ryan asked that Board members take some part in the presentation.

Dr. Johnson provided the selection criteria for wireless phone service that lead to the selection of Nextel phones. Our current services expire in June 2004. The Technology staff will look at comparative and competitive services. E-rate bids will be posted in December and received by January. It is administration's recommendation that staff analyze phone service during the E-rate bidding window in

order to reduce costs of new or expanded cell phone purchases. Discounts are provided to districts during the E-rate window.

I. CLOSED SESSION

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

1. Public Employee Discipline/Dismissal/Release
2. Conference with Labor Negotiator
Agency Negotiator: John Tofflemire, Director, Human Resources
Employee Organizations: Santee Teachers Association (STA)
California School Employees Association (CSEA)
3. Student Discipline Matters
4. Conference with Real Property Negotiators
Location: Renzulli Site
Agency Negotiator: Carolyn Harness, Assistant Superintendent, Business Services

The Board entered closed session at 8:40 p.m.

J. RECONVENE TO PUBLIC SESSION/ ADJOURNMENT

The Board reconvened to public session at 11:25p.m. No action was reported. The November 18, 2003, regular meeting adjourned at 11:25 p.m.

Cathy Abel, Clerk

Dr. Lisbeth A. Johnson, Secretary