

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

January 18, 2005  
**MINUTES**

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

**A. OPENING PROCEDURES**

1. Call to Order and Welcome

President Burns called the meeting to order at 7:02 p.m.

Members present:

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

Staff present:

Dr. Lisbeth Johnson, Superintendent and Secretary to the Board  
Dr. Patrick Shaw, Assistant Superintendent, Educational Services  
Bill Clark, Assistant Superintendent, Business Services  
John Tofflemire, Director, Human Resources  
Linda Vail, Executive Assistant and Recording Secretary

2. President Burns invited Austin Prida, an employee's son, 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: Ryan*

*Second: El-Hajj*

*Vote: 5-0*

**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. Claims Against the District
- 1.5. Schedule of Upcoming Events

Dr. Johnson thanked all of the schools for reaching and exceeding the 1% attendance improvement goal for the months of November and December. Dr. Johnson introduced Bill Clark, Assistant Superintendent of Business, who shared some of the highlights of the Governor's proposed budget. The proposed budget was disappointing to education.

Member Ryan asked if the contents of Agenda Item B.1, Superintendent's Report, are officially approved by the Board at the time of presentation or if the information comes to the Board in another form for approval. Dr. Johnson reported that the information is presented only under the Superintendent's Report as information only, and any items needing approval would come to the Board as action items for the future. Member Ryan shared that Requests for Use of Facilities are often presented "after-the-fact" and Board members have not been provided the opportunity to review the requests.

Dr. Johnson said this time was planned for return on February 1<sup>st</sup>. Member Carlisle expressed that the Board would also like to have information provided about how it will be determined who is responsible for field maintenance costs, who is responsible for maintaining fields, and who is responsible to recover expenses when appropriate.

2. Recognition of Support Staff for Board Document Preparation  
Dr. Johnson asked Dr. Pat Shaw to introduce Kathleen Prida, Secretary II for the Student Support Services and Special Education departments. Dr. Shaw shared that Kathleen is a very important person on the Educational Services staff and thanked Ms. Prida for her hard work and wished her well in her new position in Human Resources. President Burns presented Ms. Prida with a certificate of appreciation and thanked her for her support to the Board.
3. Spotlight on Learning  
Presentations on Student Achievement from Cajon Park and Rio Seco Schools  
Dr. Johnson introduced Marcia Ginn-May, principal of Cajon Park School, and Cheryl Bowen, principal of Rio Seco School. Each principal shared information with the Board on their school, including school demographics and current student achievement data. The principals reported on their individual action plans to increase student learning and achievement this school year and shared their wishes for the Board to consider when budgets are developed. Their ideas included reading specialists and vice principals.

**C. PUBLIC COMMUNICATION**

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

**D. PUBLIC HEARINGS (None)**

**E. CONSENT ITEMS**

Items listed under Consent are considered to be routine and are all acted on by the Board with one single motion. Items E.2.3, E.3.2, and E.4.2 were pulled for separate consideration. It was moved and seconded to approve the remainder of Consent Items.

**Superintendent**

- 1.1. Approval of Minutes
- Business Services
- 2.1. Approval of Travel Requests
  - 2.2. Approval/Ratification of Expenditure Warrants
  - 2.3. *Approval/Ratification of Purchase Orders (Pulled for separate consideration.)*
  - 2.4. Approval of Financial Reports
  - 2.5. Approval/Ratification of Revolving Cash Reports
  - 2.6. Acceptance of Donations
  - 2.7. Approval of Issuance of New Warrant
  - 2.8. Approval of Memorandum of Understanding between Poway Unified School District and San Diego County Region VIII Disaster Zone Districts (Lakeside Union, Santee, Ramona Unified) to Participate in Project ASSERT
  - 2.9. Authorization to Issue a Request for Proposal for Audit Services from Financial Audit Firms to Conduct the District's Annual Audit
  - 2.10. Approval and Adoption of Resolution #0405-24 to Continue the Date to Receive Sealed Bids for the Disposition of Surplus Real Property Commonly Known as the Santee School Site
  - 2.11. Approval of Contract for Appraisal of Renzulli and Santee School Sites
- Educational Services
- 3.1. Approval to Submit Application for Tobacco Use Prevention Education (T.U.P.E.) Competitive Grant Program
  - 3.2. Approval of Administrative Recommendation for Districtwide K-3 Special Education *Language Arts Adoption and Purchase (Pulled for separate consideration.)*
- Human Resources
- 4.1. Personnel, Regular
  - 4.2. *Adoption of Resolution No. 0405-25 to Reduce Hours and/or Work Year of Identified Classified Employee (Pulled for separate consideration.)*

Motion: Ryan

Second: El-Hajj

Vote: 5-0

The following Consent Items were pulled for separate consideration:

**E.2.3. Approval/Ratification of Purchase Orders (Pulled by Member Bartholomew)**

Member Bartholomew would like administration to provide a comparison graph to show precisely where each expenditure is coming from. He is unable to determine by the current chart which budgets the expenditures are charged to and what departments the expenditures are made from. Carlisle agrees that it would be helpful to see a graph depicting the bigger picture. Mr. Clark requested the opportunity to bring information to the Board about adding appropriate software and technology to the business department to make the process more effective because the current process is very time consuming for reduced staff, and asked for a target date to provide the expanded information requested. Member Bartholomew prefers it sooner rather than later because he sees dollars that may be being spent with best intentions, but may not be channeling into the vision of the District. Member Ryan asked what additional information would help to clarify the report. Member Bartholomew noted computers and Thin Clients purchased in November and December. He also suggested that there may be computers in other schools or departments that are not being used that could be transferred instead of purchasing new equipment. He stated that it would also be helpful to see if we are putting money into maintaining equipment that may be more cost effective to have replaced. Member Ryan shared that she is concerned about the time that it may take staff to produce the information that Member Bartholomew is requesting and that the expenditures are coming from budgets that have been approved by the Board. Member Bartholomew believes that it is his job as a Board Member to understand and ratify the expenses that are incurred and to possibly analyze the information to determine if there may be a savings. Member El-Hajj agrees that there may be a different way to present the material but is concerned about staff time required to present it in a more complex format. Members discussed that it may suffice to show the specific department budget remainder after each expenditure but it would need to be streamlined. Member Carlisle shared that when Board members vote to ratify expenditures, they are saying that they agree with everything that is contained in the document. President Burns believes the best venue to continue expenditure report discussion would be at the Board workshop on January 29, 2005. As a community member, Member Bartholomew believes that the Board must do everything they can do to be sure that dollars are spent properly. Member El-Hajj moved to approve the purchase orders as presented.

*Motion: El-Hajj*

*Second: Ryan*

*Vote: 4-1(Bartholomew, no)*

**E.3.2. Approval of Administrative Recommendation for Districtwide K-3 Special Education Language Arts Adoption and Purchase (Pulled by Member Carlisle)**

Member Carlisle asked if there was a specific budget for adoption materials. Dr. Shaw responded that there was a specific budget for adoption materials. Member Carlisle moved approval.

*Motion: Carlisle*

*Second: Ryan*

*Vote: 5-0*

**E.4.2. Adoption of Resolution No. 0405-25 to Reduce Hours and/or Work Year of Identified Classified Employee (Pulled by Member Carlisle)**

Member Carlisle asked if the employee involved in the reduction of hours was aware of the change and why the reduction was being made. Mr. Tofflemire responded that a student's IEP had been changed which impacted the employee's hours and that the employee was aware of the change.

*Motion: Carlisle*

*Second: Ryan*

*Vote: 5-0*

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

**Superintendent**

**1.1. Student Forum**

Dr. Johnson shared information from the student forum held on November 2, 2004. The Board indicated they wanted a second student forum in February. She asked the Board to discuss the logistics for the next meeting and provide staff with direction for this forum format. Member El-Hajj shared the specifics from the previous student forum with new Board members and that the Board had decided to have another forum after the new Board members took office to allow new members to discuss individual visions on the topics that were discussed at the first forum and may be discussed at future meetings. She mentioned that since the high schools are currently discussing "dress code," it would probably be a good topic for discussion again. She

asked the Board what their philosophy is on site dress codes versus a district wide dress code, or no specific dress code mandates. Members Carlisle and Bartholomew both believe that dress codes should be consistent across the District. Member Carlisle said he would like to see everyone have uniforms. Dr. Johnson responded that there was one school in the past with a uniform policy, Santee School, but these decisions are made on a school-by-school basis so the parent community becomes fully involved in this decision. President Burns also believes that dress code should be consistent throughout the District and would like to invite the student representative to the Grossmont High School District Board to attend the student discussion on dress code. He believes that if the policy in high school is very rigid, then Santee needs to set the students up for success by beginning the concept at the elementary level. Member Ryan stated that the students shared with the Board what their recommendations were at the student forum and the Board should take that information into consideration in setting a policy. She would like to begin developing a policy and bring a proposed policy to the next student forum.

President Burns was impressed that the students were excited about how the governing process worked and suggested that the students be present at the policy development. President Burns would also want to involve principals in the process because they deal with the issues daily. The Board would like the Superintendent to work with principals to dialogue and get their input into a dress code policy.

Member Ryan believes that the Board needs to move forward by answering the content of the topics that were addressed by students. After some discussion it was decided that the Board would address the topics discussed and share with the students at the next forum what the Board has done with the information. The Board will also share with the students the great improvement in school attendance.

The next student forum was calendared for February 15<sup>th</sup> at 5:00 p.m. The Board would like to have the information on Grossmont High School's dress code for this meeting. The topics that will be addressed at this student forum will focus on dress code and if time allows will also include:

PE program	Drug Awareness and Interventions
Homework	Cafeteria Food

### 1.2. **Business Forum**

Dr. Johnson reported on the previous business forum and requested Board discussion about having a second forum in the Spring. She asked what the Board outcomes would be and for a proposed date. Member Ryan suggested waiting until after April 15<sup>th</sup> because businesses are very busy during tax time. She also suggested waiting until the May Revise was received to determine the outcomes of the business forum.

Members El-Hajj and Ryan will assist the Superintendent in planning for the next event. An appropriate date will be determined and brought back for Board consideration at the March 1<sup>st</sup> meeting.

## **Business Services**

### 2.1. **Approval of 2004-05 Budget Revisions for November through December**

Mr. Clark, Assistant Superintendent of Business Services, presented the budget revisions. Member Ryan moved to approve the revisions for November through December 2004.

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

### 2.2. **Award of Bid #0405-002 for the Telephone System Backbone Network**

Member El-Hajj moved to approve award of the bid as presented.

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

### 2.3. **Long-Term Debt Refinance Proposal Follow-up**

Mr. Clark recommended that the Board move from a debt refinance strategy, introduced at the August 17, 2004 Board meeting, to a debt repayment strategy. Member Ryan moved to approve the recommendation.

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

#### 2.4. **Approval of Duplicate W-2 Fee**

Mr. Clark introduced the rationale for implementing a fee for duplicate W-2 forms requested by employees who have lost their originals. Duplicating W-2 forms for an employee requires staff time that should be compensated. Board members wanted to be certain that employees had adequate notice of the fee implementation. Mr. Clark shared that W-2 forms will be sent at the end of January and employees will be notified of the fee in advance. President Burns requested that the fee implementation for duplicate forms is communicated clearly to employees and in a timely manner. Member Carlisle moved to approve implementing the proposed fee.

*Motion: Carlisle*

*Second: El-Hajj*

*Vote: 4-1 Ryan no*

### **Educational Services**

#### 3.1. **Approval of Extended Day Kindergarten Proposal for Sycamore Canyon School**

Tracy Gertsch, vice principal of Sycamore Canyon School, presented Sycamore Canyon's Kindergarten staff's proposal to implement extended day kindergarten. All kindergarten staff, primary staff, school site council and PTA were supportive of the plan. Ms. Gertsch reported that the parents were informed in November of the proposal and overwhelming support was received. In the formal survey of parents 98% of the parents supported the program. An option will be provided to students for any parents not wishing to participate. Staff investigated the programs at Pepper Drive and Rio Seco and found them to be very successful. Student progress will be monitored and communication with parents will be on-going to assure that the extended day kindergarten program is optimal for students. If approved, staff would like to implement extended day kindergarten on January 31, 2005. Member Ryan moved to approve the request to implement extended day kindergarten at Sycamore Canyon School.

*Motion: Ryan*

*Second: Bartholomew*

*Vote: 5-0*

### **G. BOARD POLICIES AND BYLAWS**

#### 1. **First Reading: Review/Revision: Revised BP 3110 Business and Non-instructional Operations Transfer of Funds**

This policy revision was presented as a first reading only. There were no comments from Board members. No action was taken and the policy will return to the next Board meeting for a second reading.

### **H. BOARD COMMUNICATION**

Member Ryan mentioned a letter to the editor about Sycamore Canyon School in the East County Californian and asked the Board if they felt that a response was needed in the Californian. She asked if a notice should go out to the community about Prop X rather than cause additional discomfort by addressing the nastiness of the editorial. President Burns would like to be assured that staff knows that the Board does not agree with the opinion and that the Board fully supports the Sycamore Canyon staff and school community. Member El-Hajj believes that the silence demonstrates that there is nothing to say and that a letter to the Sycamore Canyon community is appropriate and should be sent out quickly. Member Carlisle believes that the Sycamore community needs to receive information that the Board supports Sycamore Canyon fully. After discussion, it was the consensus of the Board to send out a letter to the Sycamore Canyon staff and community stating their support of the staff and the educational program at the school.

The Board also decided that they would send out information about how Proposition X would impact the District. Members Ryan and El-Hajj will work on developing the letter and Member Bartholomew will also assist. The letter will be reviewed by all Board members before being distributed.

Member Bartholomew shared information that he received from Pam Barber about how other districts are supporting their teaching staff in pursuing National Board Certification. The document will be shared with Board members in their January 21<sup>st</sup> Friday report.

President Burns suggested the Board cover the We Agree statements on February 12, 2005.

President Burns brought up the abuse of "over-the-counter" drugs at home. He has spoken with SRO's from the high school district and it is becoming a seriously impacting issue. Dr. Shaw shared that the District is currently preparing a letter to send home to the community at this time because it is becoming a issue of concern in our District. The Board asked that the junior high letters be mailed home rather than sent with students and agreed that parents of students in grades 4 through 8 should receive the letters.

President Burns recommended sending the principals a thank you letter for their presentations. Member Ryan suggested that the Board use the requests of the principals as they are considering budget for next year.

Member El-Hajj asked Dr. Shaw about the Trimester 1 assessments and the validity of proficiency level determinations. Dr. Shaw shared that tracking all three trimester assessments would give a good indication of proficiency of students on the California Standards Test.

President Burns mentioned planning a fifth Tuesday meeting with principals. Because a fifth Tuesday is not available until May, another date will be determined. The Board would like to use this meeting to meet with principals and to have the meeting occur near the end of February or beginning of March. The meeting would begin at 6:30 p.m.

#### **I. CLOSED SESSION**

President Burns 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 and Santee School Site*  
*Agency Negotiator: Bill Clark, Assistant Superintendent*

The Board entered closed session at 9:10 p.m.

#### **J. RECONVENE TO PUBLIC SESSION/ ADJOURNMENT**

The Board reconvened to public session at 12:30 a.m. No action was reported. The January 4, 2005, regular meeting adjourned at 12:30 a.m.

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Allen Carlisle, Clerk

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Lisbeth A. Johnson, Ed.D., Secretary