

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

February 20, 2007

MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome

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

Members present:

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

Administration present:

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

President Carlisle read the District Mission: Santee School District, supported by an involved community, an outstanding staff, and a shared vision, assures a quality education that supports students in achieving academic excellence and in developing life skills needed for success in a diverse and changing society.

2. President Carlisle invited Debbie Panfili, mother of Carlton Oaks teacher Angela Panfili, 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: Burns

Second: El-Hajj

Vote: 5-0

B. REPORTS AND PRESENTATIONS

1. **Superintendent's Report**

- 1.1. Requests for Use of Facilities
- 1.2. Developer Fees Collection Report
- 1.3. Enrollment Report
- 1.4. Schedule of Upcoming Events
- 1.5. Board Committee Appointments
- 1.6. Writing Samples from Carlton Hills School

Dr. Johnson shared writing samples with the Board from Robynn Bennett's 5th grade class at Carlton Hills.

Dr. Johnson reported that she will be continuing to share writing samples with Board members over the next few months, to acknowledge the great job that teachers are doing in improving writing. Writing is a major focus for the District and she is anxious to share the great writing that students are doing. This year teachers have been attending professional development opportunities to help them develop strategies to improve student writing. Dr. Johnson would like the Board to see the improvement in writing and may also post writing on the walls of the Board room.

2. **Spotlight on Learning-Carlton Oaks Performing Arts Club**

Dr. Johnson shared an after school performing arts program for students developed by four Carlton Oaks teachers. The teachers donate their time teaching students guitar, choir, dance, and drama. President Carlisle presented teachers Alisa Williams, Kim Olsen, Angela Panfili, and Debbie Medearis certificates of appreciation for their commitment and dedication in providing opportunities in the arts to students. President Carlisle said he believes it is commendable that they have put this program together on their own time. Member Burns said that the guitar class has been a strong motivational learning tool for his nephew Tyler, and he thanked the teachers for their dedication to students.

3. Spotlight on Learning-Principal Presentation from Carlton Oaks School

Carlton Oaks Principal, Lisa McColl, and Vice Principal, Leighangela Brady, shared a short video highlighting teachers and classrooms at their school. They developed the video to celebrate their teachers last week and presented it to the Board to demonstrate that Carlton Oaks has the “right people on the bus” working hard to teach and develop the whole child.

Mrs. McColl presented information to the Board about the school focus of teaching to learn. They use continuous data analysis to guide instruction. The school provides interventions during and outside of the regular school day. They use small flexible learning environments and the support staff works with all students. Language Arts and Math interventions are offered at every grade level. Mrs. McColl reported first trimester proficiency scores in language arts, math, and writing. There is still some work to do in writing and every grade level has now exceeded the district average in writing for the first semester.

The staff recognizes the focus on the whole child at Carlton Oaks. This focus is a great motivator for students and includes character education, Peace Patrol, Peer Mediation, vocational opportunities, and ASB.

The school also works toward the emotional development of the students which includes spirit activities, team building, mentors, student of the month recognition assemblies, and the Second Steps program. Artistic development programs include art, drama, dance, choir, and instrumental musical.

Monthly, the staff uses a modified day to meet together for professional development opportunities such as RTI, SMART Goals, ELD catch up plans, content area literacy, and community issues and awareness. Other modified days are used for teachers to work in grade level teams to share student learning and data analysis, curriculum implementation, and effective instructional strategies. They also focus once per month on Interest Groups and strategies for differentiation. The entire staff has made commitments toward teacher expectations and student success.

The mission at Carlton Oaks School is to give all students a way to be successful at school and “Failure is Not an Option.”

Member Burns asked Mrs. McColl how the Board, when making budgetary decisions, could assist or help Carlton Oaks to achieve the proficiency targets. Mrs. McColl said that she is working with a staff of professionals and the greatest need is to have a budget to provide release time for staff to support professional development, which in turn supports their professionalism.

C. PUBLIC COMMUNICATION

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

D. CONSENT ITEMS

Items listed under Consent are considered to be routine and are all acted on by the Board with one single motion.

- 1.1. **Approval of Minutes**
- 2.1. **Approval of Travel Requests**
- 2.2. **Approval/Ratification of Expenditure Warrants**
- 2.3. **Approval/Ratification of Purchase Orders**
- 2.4. **Approval/Ratification of Revolving Cash Report**
- 2.5. **Acceptance of Donation**
- 2.6. **Approval of Issuance of New Warrant**
- 3.1. **Approval of Request to apply for First 5 Commission of San Diego County Capital Project Funds**
- 4.1. **Personnel, Regular**
- 4.2. **Approval of Revisions to Classified Position Job Descriptions Requiring Instructional Duties to Include NCLB Requirements**
- 4.3. **Approval of Revisions to Secretary II (School) Job Description to Include CPR/AED Certification**
- 4.4. **Acceptance of Report on Certificated Credentials and Assignments**

President Carlisle invited audience members to address the Board about any Consent Item on the agenda. There were no public comments. Member Ryan moved and seconded to approve Consent Items.

Motion: Ryan

Second: Burns

Vote: 5-0

E. DISCUSSION AND/OR ACTION ITEMS

President Carlisle invited the audience to address the Board on any Discussion and Action item.

1.1. California School Boards Association 2007 Delegate Assembly Election

Board members are asked annually to vote to fill vacancies for the CSBA Delegate Assembly Region 17 representatives. Board members reviewed the list of candidates and cast their votes for Twila Godley, Kelli Moors, Barbara Ryan, Priscilla Schreiber, Carol Skiljan, and Emma Turner.

Motion: Ryan

Second: El-Hajj

Vote: 5-0

2.1. Approval of Monthly Financial Report

Bill Clark shared that the January reports show mixed results. There is strong growth in the restricted revenue resources but cash deposits are low. He explained that the low cash reserve corresponds with not accessing a loan through a TRANS this year. There is a significant drop in student attendance most likely associated with the flu season this year. The district continues to operate within the established budget parameters.

Member Burns asked what the projection of the ADA loss is with this flu season. Mr. Clark reported that the projection is unknown at this time and the flu season is not over. Member Ryan reported that Children's Hospital has been greatly impacted with sick children demonstrating the severity of this year's flu season. Member Ryan moved to approve the Monthly Financial Report as presented.

Motion: Ryan

Second: El-Hajj

Vote: 5-0

2.2. Authorization for the Utilization of Rio Seco School Property for the Installation of Parking Lot Improvements

Mr. Clark reported that at the direction of the Board, administration has sought resolutions to the traffic and parking at Rio Seco School. Administration has worked with the City of Santee on a proposed agreement that will help resolve many of the school issues and will also provide an additional bus drop off point at no cost to the District if the City can attain the rights to the channel property where they are currently developing Town Center Park.

Member El-Hajj asked what it would cost the District to resolve the issues on our own. Mr. Clark said just correcting traffic and parking would cost about \$1.5 million. He further explained moving the playing field on Cuyamaca would have to also be considered so the cost could approach \$3 million.

Member Burns asked if the District is giving permanent easement permission to the City, and wished to confirm that in years to come, if the City wanted to extend their development, it could only be used as a parking lot. He asked if something else, such as a snack bar would be inconsistent with the agreement. Mr. Clark confirmed that any expansion could only include parking.

Member Ryan shared a concern about some of the wording in the agreements that stated, "the sole satisfaction of the City," and asked if the District's attorneys had reviewed and approved the agreement. She wanted assurance that this wording is acceptable. She believes that the agreement is written one-sided to benefit the City because they are paying for it. Mr. Clark said the agreement had been reviewed by the District's attorney and that the City would expect to be able to modify the scope of the construction without further negotiations with the school district.

Member Ryan moved to authorize entering into an agreement with the City of Santee to complete parking improvements on the Rio Seco School site.

Motion: Ryan

Second: Bartholomew

Vote: 5-0

2.3. Authorization to Proceed with Amendment to Joint Use Agreement with City of Santee

Mr. Clark shared that the City is proposing investing \$750,000 in improvements to District athletic fields. The City has provided an agreement for the improvements and an amendment to the Joint Use Agreement with the City for Board approval. The agreement contains the reference to new Board Policy #3130.1, which addresses District requirements for improvements to District property, as requested by the Board. This amendment indicates that development of the fields has to be approved by the District.

Member Burns said that most of the schools involved in the improvements have junior high physical education classes that use the fields during the school day. He asked administration to make sure that the construction plans and timelines are shared with the junior high teachers so they their physical education activities can be planned around the construction projects. Member Burns moved that the Board of Education authorize the agreement with the City of Santee providing for specifically identified field improvements valued at approximately \$750,000 and following Board Policy 3130.1, and approval of the amendment to the agreement between the City of Santee and the District for cooperative facilities utilization.

President Carlisle said that he would like to have the opportunity for the Board to thank the City for providing improvements to District property and their efforts to seek collaborative solutions that support both the District and City's interests.

Motion: Burns

Second: El-Hajj

Vote: 5-0

2.4. Authorization to Complete Asset Management Study

Mr. Clark reported that administration continues to look for innovative ideas in managing District assets, especially surplus property. The market, property value, and demographics have changed dramatically since the 2002 study. Mr. Clark said a new report, which could be obtained from Capitol Public Finance at a minimal cost, would provide a valuation of the property for the first and best use, which is also a different outcome from the 2002 study. The report will be presented to the Board in March or April 2007.

Member El-Hajj asked if Capitol Public was willing to do an extensive study at the low price of \$3,000. Mr. Clark said that the Superintendent negotiated a great price with the vendor because they can use some of the existing data and administration will work with them to provide additional information.

Member Bartholomew asked for a description of the asset management plan. Mr. Clark said an asset management plan would provide a current evaluation of the value and interests of all district assets and the opportunities and options available for discussion by the Board. The focus is on vacant and/or unused District properties. Member Bartholomew asked what the difference is between an appraisal and an asset management plan and what an asset management plan would provide the District. Mr. Clark said an appraisal gives you a market value on the proposed zoning of a property. An asset management plan will evaluate the site and provide a menu of options in addition to selling, such as leasing, for revenue generation. Mr. Clark shared that other Districts have benefited by this process and their properties are now being used in unique ways.

Member Bartholomew asked if one conceivable outcome would be that a property that was declared surplus may no longer meet the requirements as surplus. Mr. Clark said it was a possibility because the person completing the asset management plan report would look at all District properties and options.

Member Ryan supports an asset management plan and believes it is time to do another study. The last study was to ask the community to tell us if we needed all of our school sites for schools. It is worth doing again, especially for a relatively small fee.

Member El-Hajj said it would be an outside prospective and would bring a different lens to the surplus property perspective.

President Carlisle said he supports the plan and believes the market has changed dramatically. He also believes that Capitol Public has done an outstanding job for us in other areas and will provide good information.

Board members asked what the scope of the study would include. Mr. Clark said Summit, Santee School, and Renzulli would be the focus of the study. Board members would like to have the Elliott property included in the study as well.

Member Ryan moved to authorize Capitol Public Finance Group to complete an Asset Management Study report at a cost not to exceed \$3,000. The report will be presented to the Board in March/April 2007.

Motion: Ryan

Second: Bartholomew

Vote: 5-0

2.5. Authorization to Attend ICSC Annual Conference

Mr. Clark reported that City administration has suggested that the Board consider attendance at the ICSC Annual Conference. The conference includes information on a great variety of facility needs including HVAC, lighting and energy management, landscaping, etc. It is an opportunity to see the latest technology and would be of great benefit as the District enters into modernization.

Member Bartholomew believes that the Board should attend to get information about modernization and because the City Council has asked us to attend. He is concerned about the funding to attend a conference such as this and is not supportive of using educational dollars.

Member Ryan said that from the information she received the conference appears to be something that really is for cities to see what type of developers they may be interested in and the types of developments that are available. She sees it as a City role and not a school board role. She also believes that it may be a little premature because the asset management plan has not been developed. She believes there are other ways to build relationships with the City and suggested maybe the city would be willing to pay if they feel it is that important for a Board Member to attend.

Member Burns said he supports attending if the City believes that it will benefit our school district but the entire City Council has not invited us, only one or two members of the Council. Dr. Johnson said she received an email today from Councilmember Jones requesting our attendance and shared a copy of the email with the Board. President Carlisle said the Mayor approached him last week and expressed interest in sending someone. President Carlisle responded to the Mayor that it is a Board decision and asked what benefit the district would receive.

President Carlisle does believe it may be an opportunity to educate the Board about commercial property since the District owns a 13 acre commercial zoned property. The information may be useful in property negotiations coupled with the asset management plan. Also, the City has made it clear that they would really like the District to participate. If the Board chooses not to fund the conference, he would like to send the message to the City that the Board really wanted to go but could not spend funds to attend. President Carlisle said the District needs to be proactive and take a different look at our property and believes that the Board should attend if possible.

Member Burns asked that a phone call be made from the Superintendent to the City Manager to be sure that the entire City Council is supportive of the Board attending. Dr. Johnson will follow-up to make sure that the City Council welcomes the Board to attend the conference.

Member El-Hajj at first thought it was ludicrous but upon further investigation she has found that it is the ultimate in development conferences. Her daughter has attended and said it is something different than first thought and it probably would be a worthy conference. She would like to advocate sending a Board member and a staff member. Member El-Hajj is willing to attend and if she attends, she would not have the hotel expense because she has been offered to join her daughter who will also be attending the conference. Member El-Hajj asked if the Board's attendance resulted in a connection with a purchaser or a developer, could the expense be written off from the cost of sale? Mr. Clark believes it could be a property related expense if that were to occur. Member Bartholomew asked Mr. Clark what his thoughts were about attending the conference. Mr. Clark said a lot of the transaction issues come with interpersonal relationships and he believes that Board members could have some relationship building by attending the conference.

Member El-Hajj asked which Board member could attend if she was unable to attend. Member Bartholomew was the only one who could possibly attend, but he would need to check his work calendar.

Member Bartholomew would like to seek alternative funds to pay for the conference attendance rather than use general fund dollars and he requested that Bill Clark pursue alternate funding options.

The Board directed administration to move forward in planning for Member El-Hajj to attend, with Member Bartholomew as the alternate. Formal approval for the travel and expense will take place then the travel request is brought for Board approval. Administration will continue to seek ways to lower any cost associated with attending the conference.

3.1. **ETS/IDMS**

Emily Andrade, Assistant Superintendent of Educational Services, shared that in May 2006, the Board approved a three year contract for a web based data assessment system and she wished to demonstrate the great impact on assessment data availability the Board decision has made. Patricia Noujaim and Bonner Montler, resource teachers for assessment, presented many of the reports that are available for teachers and administrators from this data assessment system to make instructional decisions for their students.

Member El-Hajj shared that La Mesa-Spring Valley has a data assessment system (*Edusoft*) and there are some issues with the reports that teachers can access. She asked the resource teachers, "What happens to the answer sheet after the students complete them?" The teachers said that the answer sheet goes to the teacher and then to the assessment resource teachers in the ERC for scoring and data input, and they are then filed for one year. Member El-Hajj said she believes there needs to be a discussion with the students about the test and students need to see what happens to their tests. She said the test is worthless to students if they have nothing in their hand to see what answers were wrong and what the correct answer should have been.

Mrs. Andrade said that the students don't need their answer sheets to accomplish this goal, but there needs to be a copy of the test for the teacher to go through the answers. She said that they are working on making this happen in classrooms. Mrs. Andrade also shared that teachers are asking for the results shortly after the assessments and are using the data to drive their instruction.

Board members were pleased to see the data reports and know how the quick data access is helping teachers to increase student achievement.

3.2. **Oral Health Assessment**

Mrs. Andrade reported the new state requirement for kindergarten, or first grade students who did not attend kindergarten, to obtain an oral health assessment prior to May 31st. This impacts our current kindergarten students for May 31, 2007. A letter has been prepared to inform parents about the new requirement and provide them with necessary resources to accomplish this. Member Ryan said this Bill was addressed because there are many students who begin school with serious dental problems.

4.1. **Prop R Citizens' Oversight Committee Interview and Selection Process**

Mr. Tofflemire presented a proposed process for forming the Bond Citizens' Oversight Committee. He presented a timeline and reported the committee must be in place before March 9, 2007. Applications are now being accepted with a deadline of February 23rd. Reference checks and application review will be conducted and on March 5, 2007, applicants may make a presentation to the Board at a special meeting on March 5th. After the presentations, the Board will select committee members.

Mr. Tofflemire asked the Board if they wish to go through each application or have administration review the applications and bring recommendations. Mr. Tofflemire explained that if an applicant is not qualified through paper screening, administration will eliminate them from consideration. He asked if the Board would like to conduct reference checks or have administration check the references.

Member Bartholomew does not desire to be involved in the criteria screening process. The paper screening process should only include meeting the categories and qualifications of membership. Dr. Johnson said that employment by the District would disqualify an applicant but someone who may be a consultant and wishes to resign, could then be considered. The Board asked administration to check with the attorney to see if there is a "cooling period" if someone resigns as a consultant, that would not qualify them as an Oversight Committee member.

Member Ryan believes everyone that is not excluded based on criteria should come to the Board for a presentation. Members Ryan and Bartholomew do not believe that reference checks are needed. It was decided that administration would validate the criteria for applicants but not conduct reference checks.

The Board asked administration to screen applications and validate eligibility criteria. Member Burns asked administration if the Board could invite others to fill vacancies that did not have eligible applicants. Mr. Tofflemire will check to see if applications would need to be opened again or for other options to fill vacant memberships.

4.2. **Staffing Plan for the 2007-08 School Year**

John Tofflemire reported that the District is anticipating a 3% enrollment decline for next year, which will result in 8-10 fewer regular education classrooms. The teacher attrition will take place with non-re-election of temporary teachers. If openings are available, temporary teachers will be offered positions. It is hoped that in the next few years the enrollment decline will turn around. Member Bartholomew moved to approve the staffing plan for the 2007-08 school year.

Motion: Bartholomew

Second: Ryan

Vote: 5-0

G. BOARD POLICIES AND BYLAWS

1. First Reading

1.1. **Review of New Board Policy No 4200, Classified Personnel, and Consideration to Rescind Board Policy 4010, Certificated and Classified Personnel**

Mr. Tofflemire recommended that the Board of Education review new Board Policy 4200, Classified Personnel, and consider rescinding Board Policy 4010, Certificated and Classified Personnel. Board Policy 4100, Certificated Personnel, was Board approved on 10/13/06, and CSEA has agreed to create Board Policy 4200, Classified Personnel. These policies are intended to replace 4010, Certificated and Classified Personnel.

1.2. **Revised Board Policy #5131 ~~Safe, Secure and Peaceful Campus Guidelines~~ Student Conduct**

Dr. Johnson shared that revised Board Policy #5131 is presented for a First Reading.

H. BOARD COMMUNICATION

Member Burns mentioned that Rio Seco has an after school tutoring program and he believes that it is an outstanding resource for District families. If it is successful he would like to see it offered at all of our sites. It is a fee-based program and he suggested that it may be something the Foundation can sponsor for needy students. Member Burns appreciates that President Carlisle is reading the Mission Statement before each meeting.

Member Bartholomew said he is pleased to move forward on the improvement projects. He suggests that a Board member go to the City Council to express the Board's appreciation for working collaboratively to improve our schools. President Carlisle said that as the Board president, he would go if Board members desired.

President Carlisle reported he received a call from Assemblyman Anderson, who is very optimistic that the District will receive a grant that he sponsored.

Board members discussed topics for the upcoming Student Forum on March 6th. The last topic of discussion was Wellness.

Some of the topics suggested included:

- The kinds of assemblies or media presentations that are useful, especially regarding the impact of assemblies about not bringing prescription medications to school,
- Things that motivate students,
- The impact of the Peace Builders program, and
- The California Healthy Kids Survey.

Member Burns would like to talk to students about Internet safety and use of My Space. Other student safety issues could include:

- Student safety going to or from school,
- Students feeling safe at school, and/or
- Students concerns about their schools.

Board members decided that students should have an opportunity to share concerns from their schools. Student representatives will be asked to seek concerns from students at their schools and bring for discussion with the Board.

Board members requested to hold a special meeting on March 12, 2007 for the completion of the self-evaluation process. President Carlisle asked Board members to bring their highlighted preferences for governance instruments, standards, or norms on March 12th to review, compile, and develop their team governance agreement.

Member Ryan shared that often when you have a facilitator come work with you, there is an interest in getting feedback about the meeting and outcomes. She said she would like to talk with Ron Bennett to get feedback about the discussion and about how the Board functions as a group. All Board members agreed they were comfortable if individual Board members wish to receive feedback.

President Carlisle presented a governance calendar template that he received at the CSBA Board Presidents' workshop. Administration assisted in completing the calendar and he believes it will be a valuable tool for the Board. Board members agreed that it appeared to be an excellent resource. President Carlisle asked Board members to inform Linda of anything they would like added to the calendar.

Member Bartholomew would like trimester assessments added to the calendar and Member El-Hajj would like student assessments added. Member Carlisle would like property items, such as appraisal, asset management analysis and Board conference attendance included. President Carlisle said that he would like to begin regular meetings with the City again, maybe in April or May. President Carlisle will let Linda know when to begin scheduling the meetings.

I. CLOSED SESSION

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

1. Public Employee Discipline/Dismissal/Release (Govt. Code § 54957)
2. Public Employee Performance Evaluation
Superintendent

The Board entered closed session at 9:25 p.m.

J. RECONVENE TO PUBLIC SESSION/ ADJOURNMENT

The Board reconvened to public session at 11:30 p.m. No action was reported. The February 20, 2007 regular meeting adjourned at 11:30 p.m.

Dianne El-Hajj, Clerk

Lisbeth A. Johnson, Ed.D., Secretary