

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

June 1, 2021
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 7:02 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. Kristin Baranski, 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 welcomed those in attendance and recited the District Mission.

3. Pledge of Allegiance

Vice President Levens-Craig led members, staff, and audience, in the Pledge of Allegiance.

4. Approval of Agenda

President Ryan presented the agenda for approval and noted Consent Item E.4.1., Personnel, Regular was being pulled from consent and being considered separately. Member Fox moved approval with the noted change.

<i>Motion:</i>	<u>Fox</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 and Collection Report
- 1.2. Use of Facilities Report
- 1.3. Enrollment Report

2. Spotlight on Education: Eighth Grade Academic Leaders

Dr. Stephanie Pierce shared it was time to honor students from each school who achieved academic excellence during the current school year; and were selected to participate in this competition by their 8th grade teachers in collaboration with the school principal.

This year the Academic Achievement Award Competition integrated the areas of writing, speech and mathematics. Students completed an authentic math task with real world data and problems. The students used their mathematical solutions, combined with several informational articles to draft an informative essay and craft a persuasive speech with visuals to inform an audience about their topic. The participating students were:

Cajon Park Madison Buquet Ava Kinser	Chet F. Harritt Megan Zinky Alexia Nunez	PRIDE Academy Blake Tingle Liliana Marquez
Carlton Hills Margaret Cline Joey Hamilton	Hill Creek Beorn Brown Layla Figgs	Rio Seco Fiona Szeto Brady Morris
Carlton Oaks Riley Smith Kai Kussman	Pepper Drive Ellie Groff Trevor Eckis	Distance Learning Elizabeth Kuhl

Each student received a scholar ribbon and a plaque. The top scholars, in each academic area, were as follows:

Speech – Liliana Marquez, PRIDE Academy
Writing – Fiona Szeto, Rio Seco
Mathematics – Blake Tingle, Pride Academy

Elizabeth McCune, Santee School District Foundation President, presented Blake Tingle with a \$100 Barbara Ramsey Scholarship check.

The overall winner of the competition was Margaret “Maggie” Cline from Carlton Hills School. Superintendent Baranski noted Margaret would receive a \$100 scholarship check on behalf of the Santee Chamber of Commerce. President Ryan read a proclamation naming her the 2020-21 Eighth Grade Academic Student of the Year. Mayor John Minto read a proclamation from the City of Santee proclaiming June 2, 2021 as Margaret “Maggie” Cline Day in the City of Santee.

3. **Communication Audit**

Superintendent Baranski noted the District was working with a communication consultant, Steven Baratte, to help streamline and identify areas of need in District communication. She noted survey results were very positive and invited Mr. Baratte to share the summary of findings. Mr. Baratte explained the purpose, methodology, and result summary as follows.

PURPOSE

- Gather data, opinions and perceptions from district stakeholder groups
- Determine themes and attitudes with regards to communication
- Generate recommendations to improve the effectiveness and management of communications based on gathered data and information

METHODOLOGY

- One-on-one interviews with all nine principals
- Group interviews with vice principals and school secretaries
- Parents, staff and community member surveys

RESULTS SUMMARY

- In general, communications are seen as positive throughout the district, at all levels
- It is notable that responses are consistent among all surveyed groups
- Communications have improved during the pandemic
- Improvement could be made in frequency and format of communications

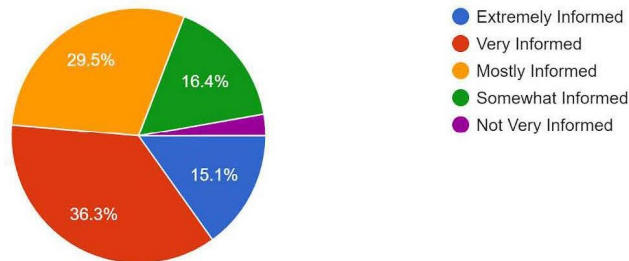
STAFF AND PARENT SURVEY

1. How informed are you about district events, news?
2. Where do you get most of your information about the district? (Select all that apply)
3. Which format would you prefer to receive news or updates? (Select up to three)
4. Is the communication you receive from the district relevant to your work?
5. Thinking about the frequency of communications, do you get information by (choices):
6. Do you have any suggestions for improving district communications?

Staff Questions 1 and 2

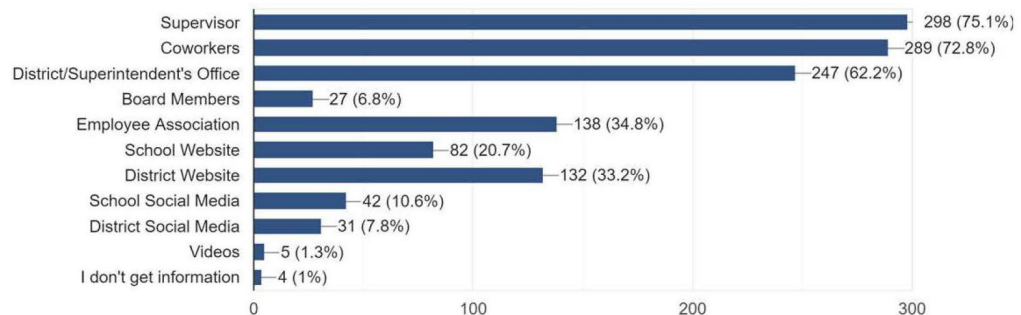
How informed are you about district events, news?

397 responses



Where do you get your information about the district? (Select all that apply.)

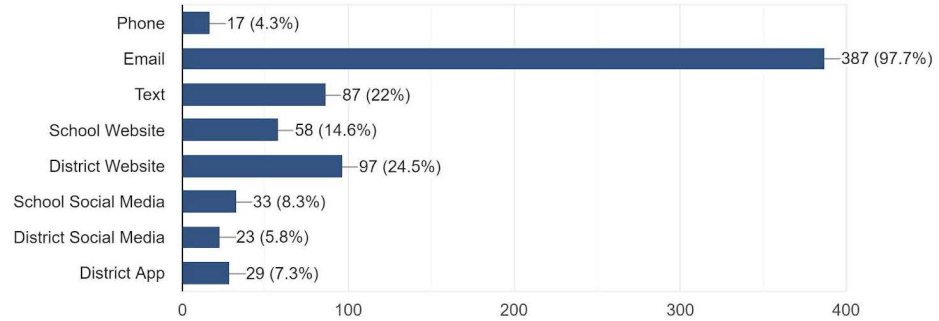
397 responses



Staff Questions 3 and 4

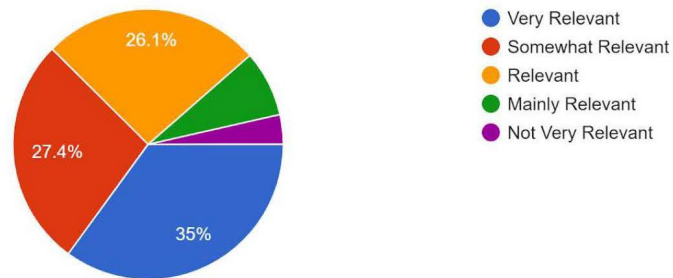
Which format would you prefer to receive news or updates? (Select up to three.)

396 responses



Is the communication you receive from the district relevant to your work?

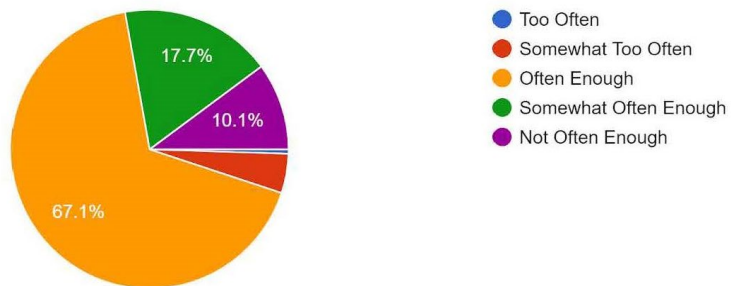
394 responses



Staff Questions 5 and 6

Thinking about the frequency of communications, do you get information:

395 responses



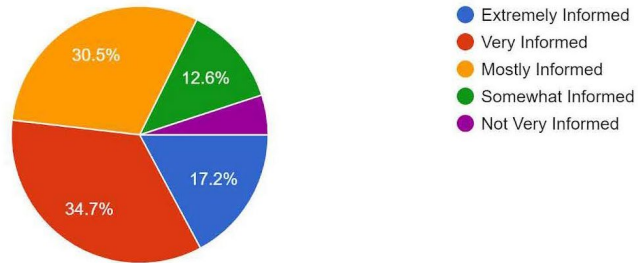
More than 100 responses for the open-ended question about ways to improve communications.

- Some were complimentary.
- Several people suggested getting information in a timely manner and ensuring communication is consistent across the district.

Parent Questions 1 and 2

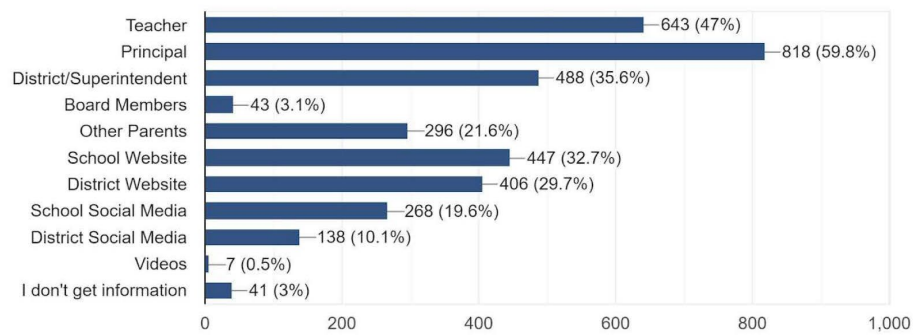
How informed are you about district news and events?

1,376 responses



Where do you get your information about the district? (Select all that apply.)

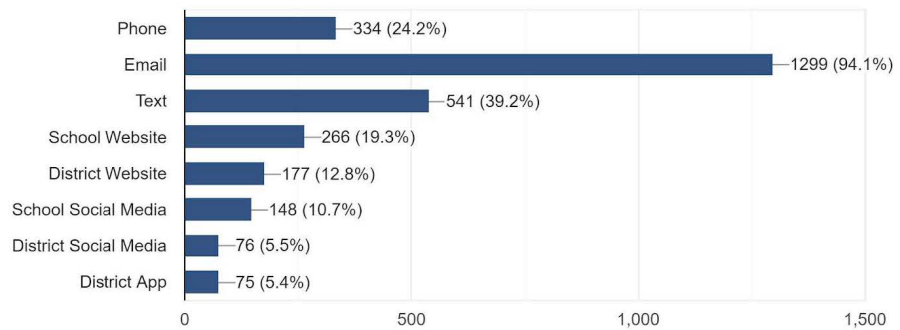
1,369 responses



Parent Questions 3 and 4

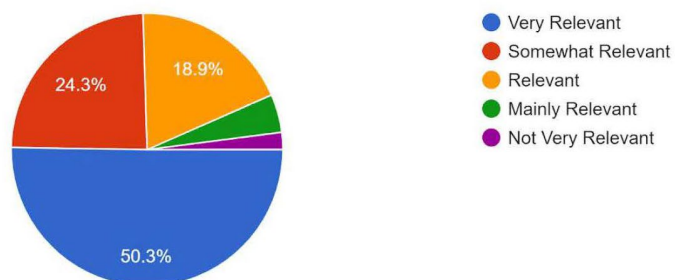
Which format would you prefer to receive news or updates? (Select up to three.)

1,381 responses



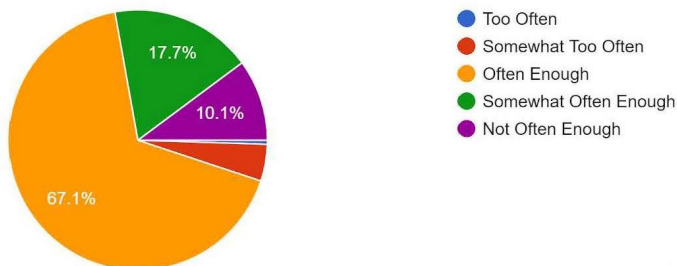
How relevant is the communication you receive from your school?

1,373 responses



Parent Questions 5 and 6

Thinking about the frequency of communications, do you get information:
395 responses



Nearly 300 responses for the open-ended question about ways to improve communications.

- Some were complimentary.
- Mixed response – more/less communication; different format choices.

COMMUNITY SURVEY

- Respondents indicated that they received information from staff, district/superintendent's office, board members, parents, friends, school website, district website, and school social media evenly
- Respondents were satisfied with communications
- Response level was too low to draw any meaningful conclusions or make any recommendations

OPEN-ENDED QUESTION 6 – SUGGESTIONS FOR IMPROVING STAFF SAMPLING

- All principals and schools should hear the same information.
- Parent communications should be sent to staff too; first, if possible.
- Ensure all employees, classified, off-site, etc., have direct access to information.
- Ask staff in the field advice when making decisions and not just assume something or take advice from a select few. Have a wide range of perspectives.
- Capability for office/administration to text parents.
- Program directors should reach out directly to each staff member (email or text).
- District website needs to be easier to use.
- Provide Board meeting notifications and decisions made, in case you are unable to attend a meeting.

OPEN-ENDED QUESTION 6 – SUGGESTIONS FOR IMPROVING PARENT SAMPLING

- A dedicated school app would be good, but since not everyone is tech savvy, texts, emails, and "robocalls" are good to reach everyone who wants to be informed.
- Avoid duplicate communications.
- Ability to opt out of weekly calls; only want calls for emergencies.
- A "lively" communication from schools showcasing student work and highlighting teachers.
- Common district content embed in all school communications.
- Pre-board meeting notification and post-communication with a recap of decisions.
- Utilize various modes of communication, including social media, for news.
- Texting would be convenient as well.

RECOMMENDATIONS

Recommendation 1:
Communicate at least once a week to staff and parents

Recommendation 2:
Communicate with all staff

Recommendation 3:
Consider new modes of communication

Recommendation 4:
Centralize communication

Recommendation 5:
Contextualize the communication

Superintendent Baranski noted learning from the findings, including common messaging, contextualizing decisions, District Office messaging, etc. Member Burns noted wanting to see the action plan based on the audit results. The Board expressed their gratitude towards Mr. Baratte for the report.

C. PUBLIC COMMUNICATION

President Ryan explained that given the current circumstances with COVID-19, the public was given the opportunity to submit comments online or by phone prior to the meeting. There were no public comments.

D. PUBLIC HEARINGS

1. 2021-22 Local Control Accountability Plan (LCAP)

President Ryan opened the public hearing for the 2021-22 Local Control Accountability Plan (LCAP) and explained the District is required by law to hold an official public hearing to review the District's proposed Local Control Accountability Plan (LCAP). She explained the proposed LCAP has been available for public review on the District's website and shared the Board of Education will consider the LCAP for approval at its June 15, 2021 Regular Meeting. President Ryan noted there were no public comments. The public hearing was closed.

2. 2021-22 Santee School District Adopted Budget

President Ryan opened the public hearing on the 2021-22 Santee School District Budget and explained the proposed budget had been available for public inspection on the District's Business Services website. She shared that in accordance with regulations imposed by Senate Bill 858, the District must also report on certain elements pertaining to its projected reserves:

- The district's calculated minimum required reserve for 2021-22 is \$2,504,337
- The amount of the assigned and unassigned fund balances that exceed the minimum required reserve amount is \$20,195,864
- The reasons for the District maintaining an assigned and unassigned fund balance in excess of the minimum required reserve amount are:
 - to provide an economic uncertainty reserve of at least 10% to ensure adequate cash flow and cushion against revenue declines
 - to provide a reserve for projected and potential cost increases
 - to set-aside funds for technology replenishment and replacement
 - to set-aside funds for future instructional materials adoptions and purchases
 - to set-aside funds for facility needs not addressed with other funding sources

A listing of the specific amounts set-aside for each of the aforementioned items was posted on the Business Services [Budget and & Related Documents website](#) for public viewing. President Ryan noted there were no public comments. The public hearing was closed.

E. CONSENT ITEMS

President Ryan shared comments from the public were requested in advance and there were no public comments on consent items.

- 1.1. Approval of Minutes
- 2.1. Approval/Ratification of Revolving Cash Report
- 2.2. Acceptance of Donations, Grants, and Bequests
- 2.3. Approval/Ratification of General Services Agreements
- 2.4. Approval/Ratification of Agreements for Mileage Reimbursement in Lieu of District Transportation
- 2.5. Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)
- 2.6. Adoption of Resolution No. 2021-32, to Establish Temporary Interfund Transfers
- 2.7. Approval/Ratification of Annual Agreements for 2021-22
- 2.8. Approval of 2021-22 Student Accident Insurance
- 2.9. Authorization to Sell/Dispose of Surplus Items
- 3.1. Approval of Nonpublic Agency Master Contract with S.T.A.R. Academy-Haynes Family of Programs
- 3.2. Approval of Services Agreement with San Joaquin County Office of Education to Provide Claims Administration Services for the Medi-Cal Billing Option Program
- 3.3. Approval of Individual Services Agreement with The Institute for Effective Education Nonpublic School Services
- 4.1. Personnel, Regular – *pulled for separate consideration*
- 4.2. Approval of Memorandum of Understanding with Jewish Family Services to Provide Positive
- 4.3. Adoption of Resolution No. 2021-31 to Reduce and/or Eliminate Classified Non-Management Positions
- 4.4. Approval of Short-Term Services Agreements

Member Burns moved approval of Consent Items, with the exception of Item 4.1., Personnel, Regular, which was pulled from the agenda for separate consideration.

<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>		

- 4.1. Personnel, Regular – *pulled for separate consideration*
 Tim Larson, Assistant Superintendent of Human Resources/Pupil Services, noted an employee has rescinded their resignation and the revised item was being brought forth for approval. Member Burns moved approval of the revised Item 4.1. Personnel, Regular.

<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>		

F. DISCUSSION AND/OR ACTION ITEMS

Superintendent

- 1.1. Appointment of Director, Community Collaborative
 Superintendent Baranski explained that with the retirement of Meredith Riffel, Administration had conducted a thorough application review and interview process to find her replacement; and was recommending the appointment of Angela Tomlinson as Director, Community Collaborative. Superintendent Baranski noted Ms. Tomlinson has served as the Family Resource Center Program Manager for the Chula Vista Community Collaborative since November 2018 and comes to the District with the background and

experiences necessary to implement the Collaborative's mission. Member Burns moved approval. The Board welcomed Ms. Tomlinson to the District.

Ms. Tomlinson expressed her gratitude for the opportunity and shared she was ready to continue to implement the Collaborative's mission.

<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. 2020-21 School Reopening Update and 2021-22 School Year Status

Superintendent Baranski noted there were six (6) days left in the school year; and expressed being proud of the Board, staff, parents, etc., for their all their hard work during this year. She noted that since May 16, there is only one positive student case on the dashboard and the District is heading into the summer with low case rates. Superintendent Baranski shared an 84% parent completion of the Annual Information Renewal (AIR) process. She commended the schools and Educational Services staff for doing an amazing job in following up with parents who have not completed the process. Superintendent Baranski noted there were only a few distance learning parents who inquired on alternative learning options; but the majority of distance learning students are returning to their school sites. Superintendent Baranski shared schools were awaiting updated guidance from the California Department of Public Health (CDPH) and noted some parents may be waiting to complete the AIR process after the new guidance is released.

1.3. Future Board of Education Meeting Format

Superintendent Baranski explained that in anticipation of returning to usual operations, discussion was needed on the format of future Board meetings. She noted there would be some capacity for in-person attendance, but explained she was not sure if it would still require social distancing, etc. and noted continuing with a virtual option would be a good idea. Superintendent Baranski shared consulting with the technology department and they recommended using Microsoft Teams as a webinar option. The Board would return to the dais and Executive Council return to their regular seating format. A camera would project the room as it currently does, and a new camera would be added to project any in-person public speakers. Superintendent Baranski recommended the use of this format beginning in July. President Ryan inquired on those joining virtually and addressing the Board. Superintendent Baranski clarified that those joining the meeting virtually would continue to address the Board online and would not be allowed to address the Board during the meeting.

Member Burns expressed his support of the Superintendent's proposed format but noted he did not support the online public comments and shared anyone wishing to address the Board should do so in-person. He explained staff and constituents currently have access to their email addresses to communicate online, and explained the importance of being able to understand the person's concerns, tone of voice, etc., when the message is delivered personally instead of in writing. Member Burns shared he supported the current recommendation on a trial basis but preferred in-person public comments for long-term. Member El-Hajj shared she supported the current format of online public comments and noted she did not feel the need for someone to be present to address the Board. Member Burns noted the need to bring the idea back for a vote, as he felt the platform for addressing the Board was during a public meeting; and reiterated the public already has the option to email them.

President Ryan noted the new format would not take place until July and that at some point, Administration needed direction on the preferred format.

Business Services

2.1. Approval of Monthly Financial Report

Karl Christensen, Assistant Superintendent of Business Services, reported the monthly financial report was for cash and budget revision transactions posted through April 30, 2021; and shared the District is projected to meet all financial obligations with internal cash. He shared the District ended the month with a cash balance in the General Fund of approximately \$13,986,668. Mr. Christensen noted the budget revisions included a \$2 million surplus in the unrestricted general fund and a surplus in the restricted general fund. He explained the reserve percentage had a slight decline and are currently outdated. Mr. Christensen shared the most updated information would be presented during the second meeting in June, during the 2021-22 budget adoption. 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>		

2.2. Authorization to Piggyback on Bid for Lease/Purchase of Portable Classroom Buildings Awarded by Chawanakee Unified School District and Authorization to Solicit Informal Bids for Installation of Portable Classrooms at Rio Seco School

Karl Christensen, Assistant Superintendent of Business Services, noted the District's Learning Recovery and COVID Protection Plan for 2021-22 incorporates significantly reducing class sizes for Grades 4 – 8 as compared with normal operating years and required expanding the number of classrooms at each school. He explained initial analysis of existing classroom counts and the number of general education classrooms needed next year indicated that both Carlton Hills and Rio Seco schools would benefit from receiving portable classrooms. Mr. Christensen noted the need at Carlton Hills was identified based on a desire to move the two YALE Preschool classes from the main campus to new portables near the current ones used by Project SAFE; and consolidate Out of School Time (OST) Programs into one area. An analysis of enrollment and the number of general education teachers needed for 2021-22 at Carlton Hills indicates they have sufficient space for the number of teachers projected, even if YALE continues to use two main campus classrooms.

Mr. Christensen shared the portables at both Carlton Hills and Rio Seco were to be funded with the Federal funds provided for learning loss mitigation and total budget for both projects was established at \$460,000. He explained that due to significant upgrades required by the Division of State Architect and site conditions, the estimated costs for installing two (2) portable classrooms, with restrooms, at Carlton Hills is considerably higher than originally thought. Consequently, Administration recommends postponing the project at Carlton Hills School until the Board of Education discusses this project in light of other facility needs to be funded with remaining land sale proceeds and the Facility Needs Set-Aside in Fund 40. Mr. Christensen noted Administration recommended moving forward with the (4) portable classroom building project using the following mechanisms:

1. Piggybacking on the bid awarded by Chawanakee Unified School District for lease/purchase of the portable classroom buildings;
2. Soliciting informal bids through the California Uniform Public Construction Cost Accounting Act (CUPCAA) process for site work and construction costs associated with installation of the portable classroom buildings.

Mr. Christensen shared a timeline on the bid process and noted the need to hold a special meeting on Wednesday, June 23, to award the bid. The meeting could be held via zoom.

Mr. Christensen shared a map with the proposed location of the portables. Member Burns asked if the District had inquired on the use of two-story portable buildings; and shared his concerns with the proposed installation location and supervision of Project SAFE students. Member Levens-Craig and Member Burns shared the importance of having the portables ready for the teachers and students upon their return. Member El-Hajj moved approval. Member Burns noted he supported the modular buildings but not the proposed installation location.

Upon discussion, it was the Board's consensus to hold a special meeting on June 23 to award the bid.

<i>Motion:</i>	<u>El-Hajj</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>		

F. BOARD POLICIES AND BYLAWS

President Ryan explained item F.1.1. were second readings of Volunteer Assistance (BP 1240) and Visitors/Outsiders (BP 1250). She noted item F.1.2. were first readings of Uniform Compliant Procedures (BP 1312.3) and Access to District Records (BP 1340) and encouraged the Board to review and discuss any questions with administration.

1.1. Second Readings of Board Bylaws (BB):

- BP 1240 – Volunteer Assistance
- BP 1250 – Visitors/Outsiders

1.2. First Readings of Board Bylaws (BB):

- BP 1312.3 – Uniform Complaint Procedures
- BP 1340 – Access to District Records

Member Burns moved approval of Second Readings: Volunteer Assistance (BP 1240) and Visitors/Outsiders (BP 1250).

<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>		

H. EMPLOYEE ASSOCIATION COMMUNICATION

Melanie Hirahara, Santee Teachers Association President, shared well wishes for the promoting 8th grade students and congratulated fellow teachers and staff for their hard work this year. The Board concurred with Mrs. Hirahara's sentiments.

I. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

Superintendent Baranski noted it was great and seeing employees, retirees, PTA presidents, and their guests at the Salute to Excellence event. Member Burns agreed it was great seeing everyone being honored; and noted this time of year is busy for everyone and liking that the current format allowed the honorees and guests the opportunity and flexibility to stay for the entire program and/or leave, if needed. He recommended keeping the new format for future events and alternating schools. The Board shared liking the Principals on stage to help celebrate their employees and honorees; and agreed the new format felt more personable.

Superintendent Baranski noted registration for the CSBA Annual Conference & Trade Show was opening and inquired on the Board's interest in attending. Upon discussion, it was the Board's consensus to attend the event.

Superintendent Baranski noted that although the Chet F. Harritt's project was not complete, it was looking a lot better and ready for the ribbon cutting ceremony tomorrow, (Wednesday, June 2). She noted a City Council representative, a student, and members of the Chet F. Harritt family were amongst those attending.

Member Burns noted attending the Character Education Advisory and School Climate committee meeting where results of the Panorama survey results were discussed. He noted looking forward to next year's results to compare with the current year. Member Burns suggested a letter of appreciation on the Boards' behalf, be sent to all staff thanking them for their hard work and overcoming obstacles.

Member El-Hajj noted the CSA-69 committee, a consortia of emergency services organizations and other entities, may be disbanded. She explained being the current representative on the committee, replacing Member Fox who was the representative for many years.

J. CLOSED SESSION

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

1. **Conference with Labor Negotiator** (Gov't. Code § 54956.8)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Employee Organizations: Santee Teachers Association (STA); and
Classified School Employees Association (CSEA)

2. **Public Employee Performance Evaluation** (Gov't. Code § 54957)
Superintendent

The Board entered closed session at 8:36 p.m.

K. RECONVENE TO OPEN SESSION

The Board reconvened to public session at 10:15 p.m. and reported no action was taken.

L. ADJOURNMENT

With no further business, the regular meeting of June 1, 2021 was adjourned at 10:15 p.m.



Dianne El-Hajj, Clerk



Dr. Kristin Baranski, Secretary