

**SANTEE SCHOOL DISTRICT  
REGULAR MEETING/BUDGET WORKSHOP  
OF THE BOARD OF EDUCATION**

February 16, 2016  
**MINUTES**

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

**A. OPENING PROCEDURES**

1. Call to Order and Welcome  
President Ryan called the meeting to order at 7:00 p.m.  
Members present:  
Barbara Ryan, President  
Elana Levens-Craig, Vice President  
Dianne El-Hajj, Clerk  
Ken Fox, Member  
Dustin Burns, Member  
Administration present:  
Dr. Cathy Pierce, Superintendent and Secretary to the Board  
Karl Christensen, Assistant Superintendent, Business Services  
Tim Larson, Assistant Superintendent, Human Resources/Pupil Services  
Dr. Stephanie Pierce, Assistant Superintendent, Educational Services  
Lisa Arreola, Executive Assistant and Recording Secretary
2. President Ryan invited the audience to recite the District Mission and then invited Tory Long, Business Coordinator, to lead the members, staff, and audience in the Pledge of Allegiance.
3. Approval of Agenda  
Member Fox moved approval.

<i>Motion:</i> <u>Fox</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>	

**B. REPORTS AND PRESENTATIONS**

1. **Superintendent's Report**
  - 1.1. Developer Fees Collection Report
  - 1.2. Use of Facilities Report
  - 1.3. Enrollment Report
  - 1.4. Claims Against the District
  - 1.5. Schedule of Upcoming Events

Superintendent Pierce mentioned there were no scheduled presentations for the evening in light of the budget workshop. Presentations would resume at the March 1 meeting.

**C. PUBLIC COMMUNICATION**

Lori Meaux, Santee Teachers Association President and Teacher at Carlton Oaks, expressed her gratitude towards the Board for listening to the needs and concerns of the teachers. She mentioned the tentative agreement showed the District values its teachers. Ms. Meaux extended her appreciation to the Board for the time they've spent making Santee a great District.

**D. CONSENT ITEMS**

President Ryan invited comments from the public on any item listed under Consent.

- 1.1. Approval of Minutes
- 2.1. Approval/Ratification of Travel Requests

- 2.2. Approval/Ratification of Expenditure Warrants
- 2.3. Approval/Ratification of Purchase Orders
- 2.4. Approval/Ratification of Revolving Cash Report
- 2.5. Acceptance of Donations
- 2.6. Approval of Consultants and General Service Providers
- 2.7. Approval/Ratification of Agreement with American Logistics Company to Provide Student Transportation Services
- 3.1. Approval of Open Ended Student Teaching and Practicum Agreement with National University
- 3.2. Approval of Open Ended Affiliation Agreement with Maricopa County Community College District for Rio Salado College for Student Teacher Placement
- 3.3. Approval of Amended Nonpublic Agency Master Contract Appendix B with SPOT KIDS Therapy for Speech Therapy
- 4.1. Personnel, Regular
- 4.2. Approval of 2016-2017 District School Calendar
- 4.3. Approval of Internship Contract Agreement with Brandman University
- 4.4. Approval of Internship Credential Program Agreement with National University

Member Burns moved approval of Consent Items.

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

#### E. DISCUSSION AND/OR ACTION ITEMS

##### Human Resources/Pupil Services

##### 1.1. Ratification of Tentative Agreement between Santee School District and Santee Teachers Association (STA)

Tim Larson, Assistant Superintendent of Human Resources/Pupil Services, presented the Tentative Agreement between Santee School District and Santee Teachers Association (STA) for Ratification. Member El-Hajj moved approval.

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

##### Business Services

##### 2.1. Presentation of Educator Effectiveness Funds Expenditure Plan

Karl Christensen, Assistant Superintendent of Business Services, explained that in the final 2015-16 budget, the Governor included an allocation of \$490 million for educator effectiveness to be spend on specific categories. As a condition of receiving the funds, an expenditure plan must be presented for discussion and then brought back to a subsequent meeting for approval. Mr. Christensen mentioned the expenditure plan was being brought forth for discussion and would be presented at the March 1 meeting for approval. He proceeded to explain the proposed activities and expenditure descriptions. Mr. Christensen mentioned the funds had to be expended by June 30, 2018. Member Levens-Craig inquired on the total allocation of funds and if teacher input had been solicited on the expenditure plan. Mr. Christensen clarified the District's total allocation was \$477,677 and that discussion had not been held with teachers on the use of the funds. President Ryan explained the item was being presented for informational purposes only and inquired on Board input.

		2014-16 Cert Count	Amount Per	Total Funding	
		326	1,467	477,677	
		<i>Available Funding--&gt;</i>			
Activity	Expenditure Description	2016-16	2016-17	2017-18	Total
Beginning teacher and administrator support and mentoring, including, but not limited to, programs that support new teacher and administrator ability to teach or lead effectively and to meet induction requirements adopted by the Commission on Teacher Credentialing	20% of Four (4) Curriculum Resource Teachers, 30% for category	33,887	36,803	37,809	108,499
	New teacher training for Achieve 3000, Dreambox, SchoolNET	20,200			20,200
Professional development, coaching, and support services for teachers who have been identified as needing improvement or additional support by LEA's	20% of Four (4) Curriculum Resource Teachers, 20% for category	22,591	24,535	25,206	72,332
Professional development for teachers and administrators that is aligned to the state content standards adopted pursuant to Ed Code sections	20 Personalized Learning Plan Stipends for Teachers per Year	7,194	7,333	7,468	21,995
	Digital Learning Training for Teachers through USD	3,372			3,372
	20% of Four (4) Curriculum Resource Teachers, 50% for category	56,478	61,338	63,015	180,831
To promote educator quality and effectiveness, including, but not limited to, training on mentoring and coaching certificated staff and training certificated staff to support effective teaching and learning	5% of Director, Curriculum and Instruction	16,408	16,962	17,340	50,710
					0
Other	Indirect Costs	6,902	6,334	6,501	19,737
<b>Total</b>		<b>167,032</b>	<b>153,305</b>	<b>157,340</b>	<b>477,677</b>

**F. BUDGET WORKSHOP**

Administration provided information and recommendations to the Board of Education regarding the development of the operating budget for the 2016-17 school year. The main topics of information included the following:

**1. Local Control Accountability Plan (LCAP) Executive Summary Draft**

Mr. Christensen and Dr. Stephanie Pierce provided an update on the LCAP and walked the Board through a draft of the LCAP Executive Summary. Mr. Christensen explained the Executive Summary would be presented for stakeholder input at the LCAP Annual Review meeting on March 7. Dr. Pierce highlighted the Board goals. She explained the goals guide decision making, the schools' single plan for student achievement, and are imbedded on the Local Educational Agency (LEA) plans. Mr. Christensen provided a brief overview of the Actions and Services and explained the majority of the actions were completed and a few would be completed by the annual review workshop. He explained Action 3, to improve network infrastructure, was 80% complete because the core switch replacement was tentatively scheduled for the summer. Action 16 was the creation of a summer bridge program. He explained an Administrator had been hired to begin planning for a Summer 2016 program. Dr. Pierce provided an overview of the metrics and data and explained the stakeholders would have an opportunity to review the data and analyze how services for students could be improved.

**2. Review of Multi-Year Projection and Assumptions**

Mr. Christensen provided an overview of the projected budget summary and clarified staff was still in the process of finalizing the Second Interim report and the numbers could change slightly when the report was presented at the March 1 meeting. He mentioned these numbers included changes based on the Governor's proposal, updated Average Daily attendance (ADA) based on the estimate from Period 1 (P1), the compensation increase for all employees, and the use of the Educator Effectiveness Funds. Mr. Christensen referenced the reserve percentage of expenditures for 2015-16 was approximately 20.91%. He explained Estimated Structural Surplus (deficit) meant the difference between ongoing revenue and ongoing expenditures. Mr.

Christensen mentioned based on the Governor's proposal, the Estimated Structural Surplus (deficit) in 2015-16, \$2,063,669; \$613,609 in 2016-17; (\$110,472) in 2017-18; and (\$1,735,001) in 2018-19. He explained the high Estimated Structural Surplus (deficit) in 2018-19 was under the assumption that the Prop 30 taxes would be eliminated and there would be minimal revenue increase from the State. Member Burns inquired on the District's reserve percentage when the State's economic downturn occurred. Mr. Christensen mentioned it was approximately 19%. Member Burns inquired on the State's minimal reserve requirement; and mentioned it was important to address to inform the public. Mr. Christensen explained it was three-percent (3%). Member Burns inquired on districts that had the minimal State requirement when the downturn occurred. Mr. Christensen explained they had the minimal reserve but expended their cash. He explained this occurs when the State does deferrals. Member Burns mentioned he had received inquiries and wanted to clarify why the District chose to maintain a higher reserve percentage than that required by the State. Member Fox asked how long the District would operate using the 19% reserve. Mr. Christensen explained it was hard to provide an estimate but most likely it would be 1-2 years. He explained that even with the 19% during the downturn, the District had to make significant reductions. President Ryan mentioned it would be beneficial to know the reserve percentage required for the District to operate for a year. She also noted the District did not lay off employees during the downturn because the District maintained a 19% reserve.

### 3. 2016-17 Budget Revisions/Augmentations Considerations

Mr. Christensen made reference to the 2016-17 Budget Revisions/Augmentations Considerations handout and explained Items 1-12 were already included in the multi-year projections. These included the onetime cost of textbooks/instructional materials; instructional support; 1:1 Digital Learning Program/Technology; Physical Education; and Facilities/Equipment. Proposed augmentation considerations included Items 13-16 – Staffing, and Facilities/Equipment.

Item #	Category/Project	Description	2016-17		Status
			One-Time	On-Going	
1	Textbooks/Instructional Materials	Purchase of Math for Grades 6 - 8	315,000		Included in Current MYP
2		Purchase of ELA Textbooks and Instructional Materials	2,027,550	10,000	
3	Instructional Support	Middle School Elective and Course Expansion	435,000		
4		Science Equipment	60,000		
5		Summer Bridge Program Commencement	108,433		
6		Technology Reserve Transfer		802,000	
7	1:1 Digital Learning Program/Technology	Teacher Laptop Replacement/Provision	94,303		
8		Digital Devices for Students	52,846		
9		Apps/Software for Teachers and Students	50,810		
10	Physical Education	Training for PE (\$160k for equipment allocated 2015-16)	10,000		
11	Facilities/Equipment	Remodel 13 classrooms at Pepper Drive	104,000		
12		Bus Replacement Plan Transfer		175,000	
13	Staffing	1 FTE Counselor/Social Worker		78,501	New Budget Considerations
14		Set-Aside For Unforeseen SE Program Needs and Services		210,000	
15		1 FTE Acct Asst II for Peoplesoft/Benefits		57,305	
16	Facilities/Equipment	Outdoor Emergency Communication System	161,280		

Mr. Christensen mentioned the District currently has three Counselor/Social Workers and Administration was proposing for an additional Counselor/Social Worker based on stakeholder input. Member Levens-Craig inquired on current Interns and the possibility of adding an additional intern. Dr. Pierce explained the District currently has one Intern; and it is at the universities' discretion on their placement based on availability.

Mr. Christensen mentioned Administration was proposing to set-aside \$210,000 for unforeseen special education program needs and services. He explained it is anticipated the District will have 40 moderate/severely handicap students entering kindergarten next year. The \$210,000 would be equivalent to the addition of two certificated staff members and two classified instructional aides. Member Fox asked that in addition to staffing, what other services could be provided. Mr.

Christensen mentioned a non-public school placement could cost approximately \$50,000; use of non-public agencies, etc. Member Levens-Craig inquired on the average number of moderate/severely handicap students entering kindergarten in previous years. Dr. Pierce mentioned this is an unusual cohort of students (average is 15) and explained the earlier the District intervenes the most likely it is able to offer services and eliminate the need for non-public school services. She mentioned Administration was looking at being pro-active and prepared. Member Burns mentioned he supported the District having a reserve for unforeseen services but wanted to hear input by the new Director now that she's had time to assess the program. He wants the District to have a plan and not just expend the funds because they are available. President Ryan mentioned the majority of items come to the Board for approval. However, if there was a concern, the Board could stipulate the need for approval from the Board before expenses occur from this set-aside fund. Member El-Hajj mentioned some expenses might be hard to quantify. Dr. Pierce mentioned an expenditure plan can be presented; and explained some of the considerations were suggestions from the new Director after assessing the program. Member Burns reiterated he supports the set-aside but wants accountability. Superintendent Pierce mentioned Administration would need Board direction on these issues but could present a plan and look at enrollment and needs by grade-level, staffing, the number of incoming/outgoing students, and programmatic needs. She explained it was Administration's intention to provide a high quality educational program for the District's special needs students; and wanted to make the Board aware of the needs and when expenditures would be brought forth the services could be provided using that allocation of funds. Member Burns clarified that his family has seen the direct impact of services the District provides and fully supports special education funding. Member Levens-Craig mentioned she agrees with Member Burns on wanting to see a plan. However, some things are mandated and do not require Board approval. Mr. Christensen provided a summary of how the budget considerations correlate with the Board's goals. Member El-Hajj mentioned the Board had previously looked at people, protection, and programs and inquired where the considerations stood within those categories. Mr. Christensen explained the Counselor/Social Work and Set-Aside for Unforeseen Special Education Program Needs and Services were related to people and programs. He mentioned the Set-Aside for Special Education was also related to protection; as the District is planning for unforeseen expenses. The Outdoor Emergency Communication System was related to places. Member Burns asked how the needs of the Social Worker were going to be disbursed across the District; as enrollment varies throughout the schools. He mentioned having a school with high enrollment does not necessarily mean there is greater need.

Mr. Christensen mentioned the proposed 1 FTE Accounting Assistant II was to assist with the implementation of Peoplesoft/Benefits and assist with the health care benefits. He explained with the implementation of the Affordable Care Act, benefit accounting has become more complicated. Member Burns reminded the Board he did not support the implementation of PeopleSoft when it was brought forth for implementation. He mentioned the implementation of Peoplesoft has been unsuccessful throughout the County. Member Burns explained the San Diego County Office of Education's (SDCOE) role was too support the Districts. However, they are now causing additional expenses to the Districts. He mentioned he did not support the addition of an Accounting Assistant II. Member Burns mentioned it was his understanding the SDCOE was going to provide additional support to the Districts and feels the Santee should wait to see if the addition of personnel will be required. Member El-Hajj confirmed that the implementation of Peoplesoft has been very challenging and does not want to overload current staff. She mentioned she would support setting funds aside for the implementation of new personnel, if needed. Member Burns mentioned he would support hiring extra help for implementation of Peoplesoft. He explained he felt more comfortable hiring a temporary employee instead of hiring a permanent employee and then finding out the employee is not needed and having to lay the employee off. Member Fox mentioned he supported Member Burns in the hiring of a temporary employee for assistance with the implementation of Peoplesoft. President Ryan mentioned Rady Children's Hospital uses Peoplesoft and it has been very successful. She explained the implementation takes a while but it is a benefit to all employees.

Mr. Christensen mentioned another budget consideration included the Outdoor Emergency Communication System. He reminded the Board it was discussed, at the prior meeting, on piloting the program at Rio Seco. Mr. Christensen mentioned the estimated cost is \$161,280. He

mentioned it was currently as a budget consideration but this would be proper use of Fund 40 (facility set-aside funds).

#### **4. New Budget Revision/Augmentation Consideration for 2016-17**

Mr. Christensen explained the last handout, Proposed Budget Summary was an overall summary of the Multi-Year Projection with the proposed budget considerations. He explained the totals did not include the expenses for the Outdoor Emergency Communication System because of the recommended use of Fund 40. Mr. Christensen noted that in 2016-17 the District is looking at a structural surplus of \$270,000; a reserve percentage of approximately 18%. He noted that in 2017-18, the structural deficit increases due to the ongoing expenditures and it estimated at \$475,000; a reserve percentage of approximately 16%; and decreasing to 12.55% in 2018-19 and a larger structural deficit. Member El-Hajj noted that the structural deficit assumes all of the funds are expended. However, there is a possibility they will not be expended.

#### **G. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS**

The Board had a discussion on making parents aware of the Morgan Hill Concerned Parents Association and the Concerned Parent Association lawsuit against the California Department of Education (CDE) regarding how IEPs and 504 plans are implemented in California. Superintendent Pierce explained direction from CDE included posting the information on the website. Member El-Hajj shared the notification from La Mesa-Spring Valley School District included a letter to parents; a follow-up phone message and email as follow-up. Member Burns mentioned he preferred the notification letter be sent home with students and Principals follow-up with a school messenger. It was the Board's consensus to send a letter to parents with students and it be placed on the school and District websites.

Superintendent Pierce shared the draft of Administrative Regulation 1325 – Distribution of Advertising and Promotion for Organizations Outside Santee School District. Member Levens-Craig offered some language changes that included adding “non-profit” in front of performing arts; and change language to specify youth sports leagues that are members of the Santee Sports Council. Member Burns inquired on the Principals' preference of sending flyers home with students. Superintendent Pierce mentioned they did not support flyers going home. Member Burns clarified he supported the Principals preference of not sending flyers home with students. President Ryan asked that the AR be back to a subsequent meeting as an action item.

Superintendent Pierce shared the new logo designed in honor of the District's 125<sup>th</sup> Anniversary. She mentioned it would be shared with the Principals and staff to use for calendar year 2016. The Board was very complimentary of the new logo design.

Superintendent Pierce shared April 13 at 5:15 pm as the proposed date for the dedication of the Administrative/Learning Resource Center at Pepper Drive. She mentioned it would be in conjunction with their Open House.

President Ryan reminded the Board of other upcoming events.

Member Burns discussed information on the Board's 360-degree review. He mentioned Dr. Pat White had been recommended by the San Diego County Office of Education and others. It was the Board's consensus for the President to have a conversation with Dr. White to see if she was able to assist with the 360-degree review. The Board viewed a video, by Steven Covey, relating to a 360-degree review.

Member Burns proposed meeting as a Governing Body with State Legislators in Sacramento. He recalled a past experience of meeting with State Legislators during the CSBA Legislative Day and shared it was not very productive; since the meeting was held in conjunction with other school districts. Member Burns shared today marked the 100<sup>th</sup> day of education in the District and mentioned visiting Cajon Park and enjoying seeing the kindergarten students dressed up as if they were 100 years old.

President Ryan inquired on the Board's preference to meet with members of the San Diego Delegation in Sacramento. It was the Board's consensus to pursue travel to Sacramento. Member El-Hajj inquired on the difference on meeting with them locally versus Sacramento. President Ryan explained it is an opportunity not to just meet with the Legislator, but also to meet and interact with their staff. She explained their staff have different roles; while the local staff's role include constituent concerns, the

Sacramento staff are focused on legislation. Member Ryan mentioned it might be possible to attend an education committee hearing.

Member Fox announced his daughter was expecting a baby boy. The Board congratulated Member Fox.

Member Levens-Craig mentioned she enjoyed participating at the Jump for Heart event; and was looking forward to Chet F. Harritt STEAM School at the East County Chamber meeting.

President Ryan shared the San Diego County School Boards Association extended an invitation to Boards and Superintendents to an upcoming meeting with CSBA CEO and Executive Director, Vernon Billy; and CSBA Leadership Staff on February 29, from 5:30-8:00pm, at the San Diego County Office of Education.

#### H. CLOSED SESSION

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

1. **Conference with Labor Negotiator** (Gov. Code § 54956.8)  
*Purpose: Negotiations*  
*Agency Negotiators: Tim Larson, Assistant Superintendent*  
*Karl Christensen, Assistant Superintendent*  
*Employee Organization: Santee Teachers Association (STA)*
2. **Conference with Labor Negotiator** (Gov. Code § 54956.8)  
*Purpose: Negotiations*  
*Agency Negotiators: Tim Larson, Assistant Superintendent*  
*Karl Christensen, Assistant Superintendent*  
*Employee Organization: Classified School Employees Association (CSEA)*
4. **Conference with Real Property Negotiators** (Govt. Code § 54956.8)  
*Property:*
  - *Elliot Site #2 (Parcel #: APN 366 050 16 - east of landfill; North of West Hills High School – area commonly known as Camp Elliott)*
  - *10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)**Agency Negotiator: Karl Christensen, Assistant Superintendent*
5. **Public Employee Performance Evaluation** (Govt. Code § 54957)  
*Superintendent*

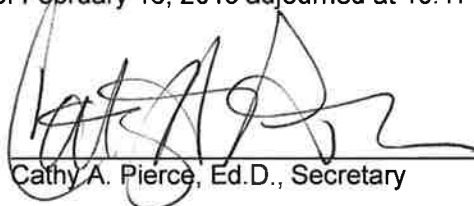
The Board entered closed session at 8:45 p.m.

#### I. RECONVENE TO PUBLIC SESSION

#### J. ADJOURNMENT

With no further business, the regular meeting/budget workshop of February 16, 2016 adjourned at 10:17 p.m.

  
Dianne El-Hajj, Clerk

  
Cathy A. Pierce, Ed.D., Secretary