SANTEE SCHOOL DISTRICT REGULAR MEETING OF THE BOARD OF EDUCATION

August 5, 2014 MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome

President Fox called the meeting to order at 7:00 p.m. Members present:

Ken Fox, President

Dustin Burns, Vice President

Barbara Ryan, Clerk

Elana Levens-Craig, Member

Dianne El-Hajj, 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, Recording Secretary

- President Fox invited the audience to recite the District Mission and Girl Scout Troops 6102 and 5322 to lead the members, staff, and audience in the Pledge of Allegiance.
- Approval of Agenda

It was moved and seconded to approve the agenda with noted change to Consent Item 4.7. Adoption of Resolution No. 1415-02 to Eliminate Vacant Classified Non-Management Positions.

Motion:BurnsFox AyeLevens-Craig AyeSecond:El-HajjBurns AyeEl-Hajj AyeVote:5-0Ryan Aye

B. REPORTS AND PRESENTATIONS

- 1. Superintendent's Report
 - 1.1. Use of Facilities Report
 - 1.2. Schedule of Upcoming Events

Superintendent Pierce introduced Jeri Billick as the new principal at Sycamore Canyon. She shared Ms. Billick was an elementary math and science teacher, a vice principal, and since 2008 a principal in Lake Elsinore Unified School District. Ms. Billick extended her gratitude for the opportunity to join Santee School District.

Superintendent Pierce introduced Karen Hohimer as the new vice principal at Hill Creek. She shared Ms. Hohimer was a former teacher at Carlton Hills. Ms. Hohimer shared her excitement to return to Santee School District.

Superintendent Pierce introduced Mark Starky as the new systems administrator in Technology Services. She shared Mr. Starkey comes from Oregon where he provided technical support to Jefferson County administrative offices. Mr. Starkey shared he is a former Aztec graduate and happy to return to San Diego County.

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Superintendent Pierce introduced Kristen Bonser as the new administrative intern at Cajon Park and Rio Seco. She shared Ms. Bonser is a well-respected and talented teacher and will offer great support to the teachers.

Superintendent Pierce introduced Jennifer Rolf and Katy Hammack as new curriculum resource teachers. She shared both teachers are well-respected, revered, and cherished teachers. Superintendent Pierce explained Ms. Rolf and Ms. Hammack were two of four curriculum resource teachers. However, Kristen Eveland and Tiffani Brown were unable to attend the meeting.

C. PUBLIC COMMUNICATION

President Fox invited members of the audience to address the Board about any item not on the agenda.

D. CONSENT ITEMS

Items listed under Consent are considered to be routine and are all acted on by the Board with one single motion. President Fox 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 Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)
- 2.8. Approval of Agreement with Capitol Public Finance Group to act as Dissemination Agent for Continuing Disclosure Requirements for 2014-15 pulled for separate consideration
- 2.9. Approval of Agreement with Merrick & Associates to Provide Mechanical Engineering Services for the District Office HVAC Replacement Project
- 2.10. Adoption of Resolution No. 1415-03 to Commit the Ending Fund Balance in Fund 40 for the Hill Creek Solar Energy Project Debt Service
- 2.11. Approval/Ratification of Attorney-Client Fee Agreement with Fischbeck & Oberndorfer for Land Use and Real Estate Matters
- 2.12. Approval of Agreement with Western Environmental for Hazardous Materials Testing, Inspection, and Reporting for the District Office Building
- 2.13. Approval of Interdistrict Attendance Agreement
- 3.1. Approval of Supervised Fieldwork Agreement with Brandman University
- 3.2. Approval of Student Teaching Agreement with San Francisco State University
- 3.3. Approval of Student Teaching Memorandum of Understanding with Azusa Pacific University
- 3.4. Approval of Outdoor Education Program Agreements with the San Diego County Office of Education *pulled for separate consideration*
- 4.1. Personnel, Regular- pulled for separate consideration
- 4.2. Approval of Credential Waiver
- 4.3. Approval of Agreement for Mandated Student Health Screenings (Vision, Hearing, and Scoliosis) with Rady Children's Hospital, San Diego pulled for separate consideration
- 4.4. Approval of Memorandum of Understanding with Rady Children's Hospital and Health Center (RCHHC) for the Early, Periodic Screening, Diagnosis and Treatment (EPSDT) Program pulled for separate consideration
- 4.5. Approval of Interagency Agreement with San Diego Unified School District to Provide Access to the STEPS Program Barbara expressed her gratitude that the program is being continued.
- 4.6. Approval of Revisions to Health Clerk Job Description and Recommendation of Classified Non-Management Reclassification / Reallocation Study

- 4.7. Adoption of Resolution No. 1415-02 to Eliminate Vacant Classified Non-Management Positions
- 4.8. Approval to Renew Agreement and Rate Structure with Atkinson, Andelson, Loya, Ruud, & Romo
- 4.9. Approval of Short Term Position for Child Nutrition Services Utility Driver

It was moved and seconded to approve Consent Items with the exception of D. 2.8., 3.4., 4.1, .4.3., and 4.4., which were pulled for separate consideration. Member Ryan expressed her gratitude for the continuance of the STEPS Program. Member Levens-Craig expressed her gratitude for the reduction in legal fees and moved approval.

Motion:	Levens-Craig	Fox	Aye	Levens-Craig	Aye	
Second:	El-Hajj	Burns	Aye	El-Hajj	Aye	
Vote:	5-0	Ryar	Aye	•		

2.8. Approval of Agreement with Capitol Public Finance Group to act as Dissemination Agent for Continuing Disclosure Requirements for 2014-15

Member Ryan asked for clarification on the services being provided by Capitol Public Finance Group. Mr. Christensen explained the Security Exchange Commission requires continuing disclosure for all long-term debt issuances. These requirements involve an annual filing of financial information and periodic updates for any material changes in, or significant events related to, a District's financial condition or bond rating. Capital Public Finance group will develop the annual disclosure filings. Member Ryan moved for approval.

Motion:	Ryan	Fox	_Aye	Levens-Craig	Aye
Second:	El-Hajj	Burns	Aye	El-Hajj	Aye
Vote:	5-0	Ryan	Aye		

3.4. Approval of Outdoor Education Program Agreements with the San Diego County Office of Education

Member Burns mentioned he is employed by the San Diego County Office of Education and would abstain on this item. He explained the San Diego County Office of Education is currently billing Districts for 80% of the guaranteed number of estimated attendees submitted on the contract. He asked administration to monitor the projected number of students being submitted to avoid being charged for students that are not attending. Member Ryan moved approval.

Motion:	Ryan	Fo	X	Aye	Levens-Craig	Aye	
Second:	El-Hajj	Burn	S	Abstain	El-Hajj	Aye	
Vote:	4-0	Rya		Aye			

4.1. Personnel, Regular- pulled for separate consideration

Members Burns removed this item from consent to welcome new and returning employees; and moved approval.

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

4.3. Approval of Agreement for Mandated Student Health Screenings (Vision, Hearing, and Scoliosis) with Rady Children's Hospital, San Diego – pulled for separate consideration

Member Ryan mentioned she is employed by Rady Children's Hospital and would abstain on this item. Member Burns moved approval.

Motion:	Burns	Fox	Aye	Levens-Craig	Aye
Second:	Levens-Craig	Burns	Aye	El-Hajj	Aye
Vote:	4-0	Ryan	Abstain		

4.4. Approval of Memorandum of Understanding with Rady Children's Hospital and Health Center (RCHHC) for the Early, Periodic Screening, Diagnosis and Treatment (EPSDT) Program – pulled for separate consideration

Member Ryan mentioned she is employed by Rady Children's Hospital and would abstain on this item. Member Burns moved approval.

Motion:BurnsFoxAyeLevens-CraigAyeSecond:Levens-CraigBurnsAyeEl-HajjAyeVote:4-0RyanAbstain

E. DISCUSSION AND/OR ACTION ITEMS

President Fox invited comments from the public on any item listed under Discussion and/or Action.

1.1. Leading the Learning in the 21st Century

Personalized Learning Plan

Dr. Pierce explained the Personalized Action Plan resource manual was a source for teachers to assist them with the design of their personalized learning plan.

Tim Larson shared the district worked collaboratively with the Santee Teachers Association to discuss the composing of the Personalized Learning Plan (PLP). He explained its intent was for a teacher to study something they always wanted to do, but never had the time. A \$300 stipend is provided as an incentive. The committee worked together to develop questions and a process that provided flexibility and accountability. Teachers must submit an application. Part I of the application consists of five questions. These questions are designed for teachers to provide details as to their intent and/or what they plan to do. Applications are submitted to the principal for review; no approval from their principal is required. Upon the principals' review, they are submitted to Human Resources as their intent to continue. Part II asks for a summary of their activities and how they demonstrated the application of their learning. Plans can be submitted starting August 20 through March 2; and the completed plan must be submitted by March 31. Mr. Larson referenced the *Frequently Asked Questions* and mentioned their main objective was to clarify the process and insight as the projects were developed.

Eileen Moreno, Director of Curriculum and Assessment, explained the district also worked collaboratively with the Santee Teachers Association in determining the type of content they wanted to see and the type of support they wanted to provide them with a starting point. This led to the development of the *PLP Resource for Teachers to create their own Learning Pathway* handbook. Ms. Moreno shared the handbook provides hyperlinks to facilitate teachers in obtaining the resources. She explained, Part II consists of resources by topic area and provided an overview of the English Language Arts page as an example. Part III provides information on close reading, accountable talk, collaborative conversations, and vocabulary modules. She provided an overview of the vocabulary module.

Member Levens-Craig inquired if the manual would be sent to teachers electronically; and why the stipend amount was not on the application. Dr. Pierce mentioned the document would be provided electronically. She mentioned including the stipend was overlooked and would be included. Member Levens-Craig shared her excitement and asked if some of the plans could be highlighted at an upcoming meeting.

Member Burns inquired if the estimated \$100,000 in stipends were included in the budget. Dr. Pierce clarified they had been included. Member Burns asked if the plan could be aligned with the goals on the strategic plan. Dr. Pierce mentioned this was aligned with the professional development portion of the plan. Member Burns asked that the district consider compiling all the plans and using them as a resource. He asked that a summary of the plans be provided to the Board.

1.2. Partnership with Chet F. Harritt School for a Field Trial and Approval of Agreement with the Lawrence Hall of Science (LHS) and Amplify

Dr. Pierce explained the Lawrence Hall of Science and Amplify have requested a partnership with Chet F. Harritt to conduct a field trial of life science lessons aligned with the Next Generation Science Standards and the Common Core Standards. Member Levens-Craig moved approval.

Motion:Levens-CraigFoxAyeLevens-CraigAyeSecond:RyanBurnsAyeEl-HajjAyeVote:5-0RyanAye

2.1. Prop 39 Energy Audit Results and Conceptual 5-Year Expenditure Plan

Karl Christensen presented a conceptual plan of Proposition 39 expenditures that will be submitted to the California Energy Commission. Mr. Christensen acknowledged Christina Becker, Director of Maintenance and Operations; and Bob Webb and Debra Vaughn-Cleff, architects, for their work in analyzing the energy audits, finding the projects that are going to meet the requirements in order for the district to submit the plan and obtain the money that is needed to complete these energy efficiency projects.

He explained Prop 39 was passed by the voters in November 2012. Prop 39 provides funding for school districts over five years (2013-14 through 2017-18) for energy efficiency and renewable energy projects. The legislature decided to fund schools districts on an allocation method. School districts are required to submit a plan. Santee School District received its first allocation of planning funds. Project funds will be received until the district submits an expenditure plan and it is approved.

The planning and implementation is divided into an 8-step process to qualify projects and receive funding. These steps and their current status are as follows.

Step#	Action	Status	
1	Provide CEC access to electrical/gas usage data	Complete	
2	Benchmark and determine energy use intensity (EUI) for all schools	Complete	
3	Prioritize energy projects using CEC provided criteria		
	Sequence projects for energy efficiency first, then on-site energy		
4	generation, then other non-renewable projects	Complete	
5	Perform energy usage analysis to identify potential	Complete	
	Ensure selected project(s) meet minimum Savings to Investment ratio		
6	of 1.05	In Process	
7	Complete and submit an expenditure plan	In Process	
	Submit report of project expenditures 12 to 15 months after plan		
8	submission	Future Task	

Mr. Christensen explained the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Level 2 audits were conducted at all 10 sites (9 schools and District Office). Level 2 audits consist of a detailed analysis of building energy systems (i.e., building envelope, lighting, HVAC, and plug loads).

With the audit, each school was assigned an energy use index (EUI). The energy use index is based on an average use of electricity and gas throughout the State of California for elementary, high schools, etc. and its comparison is based on square footage or size. If you're above the 100% of the average then you're higher than the average. If you're below 100% then you're lower than the average. Santee School District's energy audit findings were as follows.

	Elec	Electricity		Gas	Combined	
Site	Energy Use Index	% of CA Median Elem Sch	Energy Use Index	% of CA Median Elem Sch	Energy Use Index	% of CA Median Elem Sch
Cajon Park	21.10	111%	3.50	58%	24.60	94%
Carlton Hills	17.30	91%	4.60	77%	21.90	84%
Carlton Oaks	16.39	86%	3.61	60%	20.00	77%
Chet F Harritt	15.80	83%	7.20	120%	23.00	88%

Hill Creek*	(1.96)	-110%	6.10	102%	4.20	17%
Pepper Drive	27.80	146%	17.00	283%	44.80	172%
PRIDE Academy	17.82	94%	5.93	99%	23.75	91%
Rio Seco	15.00	79%	2.90	48%	17.90	69%
Sycamore Canyon	19.86	105%	9.58	160%	29.44	113%
District Office	39.10	N/A	19.30	N/A	58.40	N/A

^{*}Electricity significantly lower than State-wide average due to solar

Mr. Christensen presented the identified energy efficiency projects and the proposed phasing and funding plan containing the project, estimated cost, and the five year expenditure plan. The financial summary was as follows.

Estimated Total Project Cost	\$2,134,850
Estimated Prop 39 Funding Available (\$284,271/yr less planning)	1,401,855
Estimated Deferred Maintenance (\$350,000/yr)	1,050,000
Estimated SDG&E Rebates	64,627
Estimated Total Resources	2,516,482
Difference (Reimburse Prop 39 to Differed Maintenance)	381,632
Net District Share	688,368

Mr. Burns inquired on why the replacement of the exterior lighting with LED was not addressed during earlier construction. Mrs. Becker explained the cost of LED lighting has recently become viable. Member Burns asked that the identified energy efficiency projects are not something that will be replaced in future building modernizations; and that funds are not misused.

Member El-Hajj asked if the timeline would allow work on Pepper Drive prior to the work at the district office and ERC. Mr. Christensen explained work at Pepper Drive required Division of the State Architect (DSA) approval and that would take approximately a year; work at the district office does not.

2.2. Approval to Join Coalition of Public Agencies Intervening in the SDG&E Rate Design Window Filing to Shift Summer Peak Periods

Karl Christenson explained that in 2012 when SDG&E submitted its proposed changes for their Rate Case before the Public Utilities Commission, the District joined a coalition of public agencies to intervene in the case. At that time, the changes proposed by SDG&E would have increased electricity rates for the DG-R tariff by over 60%. This tariff rate was established in early 2000 to make solar more favorable for school districts. Ultimately, the coalition and others were successful in eliminating the change to the DG-R tariff from the final PUC ruling. Shortly after the final ruling was issued, SDG&E filed a Rate Design Window change with the PUC. In this filing, SDG&E proposes to shift the high cost peak period for summer (May thru Oct) from its current range of 11am to 6pm to 2pm to 9pm. Although most school districts would experience a small reduction in cost with this shift, solar customers would experience a large increase in their rates on these meters due to less offsetting of high cost periods. Shortly after filing their Rate Design change, SDG&E announced a meeting with school districts to discuss their filing and a possible alteration of the proposed changes in order to mitigate the impact on school districts, especially those with solar. Any changes to SDG&E's proposal for specific customers requires those customers to formally intervene in the proceeding, thereby requiring legal assistance. Sophie Akins, with the law firm of Best, Best & Krieger has formed another coalition to intervene in this proceeding with a fixed cost of \$2,500 per agency. Administration recommends joining this coalition in order to protect its investment in solar at Hill Creek and any possible future solar projects. Member Burns moved approval.

Motion:	Burns	Fox	Aye	Levens-Craig	Aye
Second:	El-Hajj	Burns	Aye	El-Hajj	Aye
Vote:	5-0	Ryan	Aye		

2.3. Approval of Membership in School Energy Coalition

Mr. Christensen mention that in February 2011, a coalition was formed out of CASH, the Coalition of Adequate School Housing, to support districts in implementing energy conservation, efficiency, or renewable projects. Most recently, the School Energy Coalition has been working on issues surrounding the Prop 39 program. The coalition has conceptual plans to try and introduce legislation and Public Utility Commission actions to provide more favorable rates and treatment of school districts. This is especially important since school districts must bear the full burden of rate increases by cutting their budgets in other areas since districts have very few options for raising revenue to offset these increased costs. Administration recommends joining the School Energy Coalition to mitigate the impact of electricity and natural gas rates on its budget. Member Burns moved approval.

Motion:	Burns	Fox _A	Aye	Levens-Craig	Aye
Second:	Ryan	Burns	Aye	El-Hajj	Aye
Vote:	5-0	Ryan	Aye		

3.1. Approval to Award RFP/Q for the Water Well Irrigation Project at Pepper Drive School through the CUPCCAC Process

Mr. Christensen explained the window period has expired for the CEQA exemption filing and no inquiries or challenges were received. The District sought proposals through the CUPCCAC process for design, construction, and installation of a water well at Pepper Drive. One proposal was received from Tri-County drilling, the same company that installed the well at Hill Creek. Administration recommends awarding the contract to Tri-County and authorize initiation of the design and drilling process and asks for authorization to complete the installation if sufficient water volume and pressure is found. The total cost for the project, if completed through installation, would range from \$104,394 to \$155,244 depending on circumstances encountered. If sufficient water volume and pressure is not found, the District could incur up to \$53,840 in discovery costs without having a functioning water well. Member Ryan moved approval.

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

F. BOARD POLICIES AND BYLAWS

1.1. Second Reading: BB 9270 Conflict of Interest – Biannual Review

Revised BB 9270 was presented to the Board for a second reading and approval. Member Ryan moved approval.

Motion:	Ryan	Fox Aye Leve	ens-Craig	Aye
Second:	Burns	Burns Aye	El-Hajj	_Aye
Vote:	5-0	Ryan Aye		

G. BOARD COMMUNICATION

Superintendent Pierce presented a draft resolution from the California School Boards Association (CSBA) for consideration regarding the opposition on the local reserve cap. Upon discussion and short timeline, the Board asked that a copy of the letter sent to the Governor opposing the local reserve cap be sent to CSBA in lieu of the resolution.

Superintendent Pierce presented a draft of the program for the Back to School event on August 20.

Superintendent Pierce shared she would be working with President Fox on an agenda for the Board and Cabinet retreat. She shared the school beautification day is August 23; and the first of school is August 25.

Member El-Hajj and Member Ryan inquired on the development of the school bond transparency score card. Mr. Christensen explained the report was developed by the Taxpayers' Association with information gathered from school district websites. Member El-Hajj asked that a letter be written to the Tax Payers Association explaining the district's priority for transparency and explaining the omitted information is not posted on the website but is available. The Board requested the letter ask the report be revised.

Member Ryan inquired on the common core professional development being provided to teachers. She mentioned a neighboring district used their own teachers to provide professional development workshops on common core standards using technology. Dr. Pierce shared there has been extensive professional development amongst teachers and with consultants.

Member El-Hajj mentioned free apps are limited. She asked who would pay for the expense of purchasing the complete apps, if needed. Mr. Christensen explained there was \$75 allocated per teacher device; and \$45 per student devices as an ongoing cost.

H. CLOSED SESSION

1. Conference with Labor Negotiator (Gov. Code § 54957.6)

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 § 54957.6)

Purpose: Negotiations

Agency Negotiators: Tim Larson, Assistant Superintendent

Karl Christensen, Assistant Superintendent

Employee Organization: Classified School Employees Association (CSEA)

3. Conference with Real Property Negotiators (Govt. Code § 54956.8)

Property Addresses:

- Parcels 383-112-05 and 383-112-28 located on the north side of Prospect Avenue east of Marrokal Lane (known as the Renzulli Site)
- 10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)

Agency Negotiator: Karl Christensen, Assistant Superintendent

4. Public Employee Performance Evaluation (Govt. Code § 54957)

Superintendent

The Board entered closed session at 8:00 p.m.

I. RECONVENE TO PUBLIC SESSION

The Board reconvened to public session at 9:30 p.m. No action was reported.

J. ADJOURNMENT

The August 5, 2014 regular meeting adjourned at 9:30 p.m.

Barbara Ryan, Clerk

Cathy A. Pierce, Ed.D., Secretary