

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

September 1, 2015  
**MINUTES**

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

**A. OPENING PROCEDURES**

1. Call to Order and Welcome  
President Burns called the meeting to order at 7:00 p.m.  
Members present:  
Dustin Burns, President  
Barbara Ryan, Vice President  
Elana Levens-Craig, Clerk  
Dianne El-Hajj, Member  
Ken Fox, Member  
Administration present:  
Dr. Cathy A. Pierce, Superintendent  
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 Burns invited the audience to recite the District Mission and then invited Jeff Atkins, with Pathways Community Church, 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.

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

**B. REPORTS AND PRESENTATIONS**

1. **Superintendent's Report**
  - 1.1. Developer Fees Collection Report
  - 1.2. Schedule of Upcoming Events
2. **Spotlight: 6<sup>th</sup> Annual School Beautification Day Appreciation**

Karl Christensen shared that on Saturday, August 22<sup>nd</sup>, over 400 volunteers worked at all of our campuses to beautify them for the start of school. This was the 6<sup>th</sup> Annual School Beautification Day coordinated by Pathways Community Church. Entities that participated in this year's event included Rise City Church, Riverview Community Church, Carlton Hills Baptist Church, San Diego Christian College, and Pathways Community Church.

Jeff Atkins, representing Pathways Community Church, played a video to highlight the event and presented the Board and Executive Cabinet with t-shirts. The Board thanked these organizations for another School Beautification Day. Santee School District greatly appreciates the efforts of over 400 volunteers from these organizations who worked to freshen and rejuvenate the visual appearance around the schools and prepare them for the first day of school each fall. President Burns presented appreciation certificates.
3. **Maintenance and Operations Department Update**

Christina Becker, Director of Maintenance and Operations, provided an update on the department's accomplishments, challenges, and upcoming plans. Mrs. Becker shared the work orders in progress average approximately 350; and in 2014-15 the department completed 2,844 work orders. She discussed the District-wide summer projects included a focus on water conservation/reduction, irrigation management and repairs, water saving projects, iPad electrical

and cabinet lock work, warehouse iPad secure safe room, custodial equipment repairs in July and planning and preparation for Volunteer Day. Projects at Pepper Drive focused on two classroom wings to make them equitable to modernization schools, new counters and accessible classroom sinks, new painted walls and tackable walls, iPad electrical and cabinet lock work, set-up of temporary office in the multi-purpose room, renovation of restrooms for temporary office, and relocation of the temporary library. Mrs. Becker mentioned pending projects include the new Pepper Drive Administration/LRC building, solar shade structures at Pepper Drive, District office reroofing, recarpeting, and HVAC replacement, Prop 39 energy efficiency measures, implementation of a drought response outreach program for schools, replacement of central kitchen steam boiler, and demolition of locker building at Sycamore Canyon.

Mrs. Becker extended her gratitude towards Board of Education for their support of staffing and maintenance funds; and to the maintenance and operations staff for their contributions to the success of the District. The Board commended Mrs. Becker and maintenance and operations staff for their hard work and dedication.

### C. PUBLIC COMMUNICATION

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

### D. CONSENT ITEMS

President Burns 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 Revolving Cash Report**
- 2.3. **Acceptance of Donations**
- 2.4. **Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)**
- 2.5. **Adoption of Resolution No. 1516-06 to Certify 2014-15 Gann Limit Appropriations Recalculation and an Estimated Limit for 2015-16**
- 2.6. **Approval of Agreement with MT Security and Investigations for Security Services for 2015-16**
- 3.1. **Approval of Supplemental Educational Services Contracts for the 2015-16 School Year**
- 3.2. **Approval of Indemnity and Hold Harmless Agreement with AccentCare Home Health of California, Inc. for Use of Private Nurse**
- 3.3. **Approval of Indemnity and Hold Harmless Agreement with Maxim Healthcare for Use of Private Nurse**
- 4.1. **Personnel, Regular**
- 4.2. **Approval of Fee Increase for Ed-Join**
- 4.3. **Approval of Short Term Positions**
- 4.4. **Approval to Accept the Memorandum of Understanding with CASA**
- 4.5. **Approval to Accept Partner Agreements for Santee Project Primary Success**

President Burns reported there was a revision on Consent Item D.4.1. Personnel, Regular. It was moved and seconded to approve Consent Items with the noted revision.

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

### E. DISCUSSION AND/OR ACTION ITEMS

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

#### Business Services

##### 1.1. **Approval of 2014-15 Unaudited Actuals Report**

Mr. Christensen provided a summary of the 2014-15 Unaudited Actuals and an update to the multi-year projections. He commended Tory Long, Business Services Coordinator, and the Business Services staff for their hard work in compiling the data for the 2014-15 Unaudited

Actuals report. Mr. Christensen provided a summary of all funds and their ending balances. He explained the General Fund ended with a deficit of approximately \$1.1 million; which brings the projected ending fund balance to approximately \$9.4 million. Mr. Christensen noted there was \$437,720 in non-spendable fund balance and \$810,985 in the assigned fund balance; and three percent for economic uncertainty. The remaining unassigned balance is approximately \$6.5 million. The Restricted General Fund balance has a \$666,012 deficit; bringing the projected ending fund balance to \$684,398. He explained the largest portion of that ending fund balance is Prop 39 funds. The Child Development fund had a change in fund balance of \$411. The Cafeteria Fund ended with a change in fund balance of \$55,243; and a projected ending fund balance of \$703,161. Mr. Christensen explained that because the District is constrained to a maximum of three month operating expense reserve requirement, the District had about a \$150,000 surplus. He mentioned working with Cathy Abel, Director of Child Nutrition, to identify some projects to use the surplus (i.e., the replacement of the steam boiler). The deferred maintenance fund ended with a change in fund balance of \$174,633; bringing the projected ending fund balance to \$276,458. He explained these funds would be accumulated within the next few years to use for the HVAC replacement at Pepper Drive School. Mr. Christensen explained Special Reserve Fund 17 included the funds that were set aside for technology. However, he mentioned these funds would be transferred to Fund 40 this year. Special Reserve Fund 40 is the account for the Hill Creek solar fund project; and this year, will include the technology reserve. Special Reserve Fund 40 ended with a Projected Ending Fund Balance of \$479,703.

The Capital Facilities Fund is a combination of the former Redevelopment Agency funds that are used to pay a portion of the COPS payment and developer fee fund. He explained the Capital Facilities Fund includes the funds from the Renzulli land sale. The County School Facilities fund accounts for the grant received from the State for the Pepper Drive Admin/LRC building. Fund 63 accounts for Project SAFE and YALE. Mr. Christensen mentioned Fund 63 had more revenue that projected and Project SAFE has approximately a twenty-five percent reserve. He explained it is their goal to create a reserve of two months of operating expenses to absorb program expenses (i.e., salary and step increases, decrease in enrollment, etc.).

Mr. Christensen shared a Comparison of Estimated Actuals to the Unaudited Actuals. He explained the budget is adopted based on estimates. Budget revisions occur during the 1<sup>st</sup> and 2<sup>nd</sup> Interims. Then the District develops estimated actuals when the budget is adopted for the next year. During this time, the District is making assumptions on revenues and expenditures. He explained one of the reasons the District ends up with a higher reserve than projected, is that the District assumes all budgets will be expended. For example, the District budgets for utilities based on estimates and at the end of the year they are different. Additionally, monies allocated to the schools and departments are not fully expended. The remaining balances go back into the fund balance and into reserve. He explained this year's change in the fund balance is higher than in past years. This year the District is ending with a little less than 4% higher reserve. Mr. Christensen mentioned this is associated to the unrestricted MAA payments of approximately \$120,000 that were received in July and booked as an accrual of revenue for 2014-15. Additionally, the LCFF revenue was higher by \$77,000 due to the change in the final gap percentage that the State instituted; and local revenue was higher by \$230,985 because of donations, field trips, 6<sup>th</sup> grade camp, etc.

Mr. Christensen shared a comparison of the updated multi-year projections. He explained the 2014-15 budget is adjusted based on the State's adopted budget (i.e., changes in revenue assumptions). Mr. Christensen explained that when the budget was developed, the District was still under the assumption that the routine restricted maintenance account still required it to be 3% in 2015-16. However, the State's adopted budget included language that allows district's to transition to that 3% over the same time the LCFF is being transitioned. Rather than having to have a 3% set-aside in 2015-16, the districts can have the same amount as they did in 2014-15. Once LCFF is fully implemented, Districts have to comply with the required 3%. Because of this, the District adjusted the routine restricted maintenance account set aside because it had not been committed. The routine restricted maintenance account decreased to the level of expected expenditures. Mr. Christensen explained expenditures for teacher laptops, the additional technology set-aside, a new Admin Intern/Demonstration Teacher for Hill Creek and Pepper Drive, and two teachers for enrollment growth were also added. Not factored is additional LCFF revenue that is likely because of enrollment growth, use of educator effectiveness funds (funds for certificated staff professional development) or negotiated salary increases. He mentioned the

ending reserve percentage in the third year is a little less than 30%. Member El-Hajj moved approval.

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

**1.2. Drought Response Intervention Plan**

Karl Christensen explained that on April 1, 2015, Governor Brown issued a proclamation and executive order to respond to California's extreme water shortage. The executive order mandates several agencies to issue emergency regulations to reduce water consumption. Mr. Christensen explained local water authorities have announced mandated reductions and restrictions on the watering of landscaping. He mentioned District staff has been working on a response to the drought and have formulated a draft of a Drought Response Intervention Plan. Mr. Christensen shared a perspective on water usage for the District office and each school. He explained the current actions being implemented at all sites include reduction of irrigation to joint-use fields and ornamental lawn areas, if not on a well water. Mr. Christensen mentioned this included installation of water restrictors on all sinks; requiring live-on residents to reduce water use at Cajon Park, Carlton Oaks, and Pepper Drive; and where economical, convert additional landscape areas to reclaimed water. He explained fields at Carlton Oaks and Sycamore Canyon required more reduction because they are not on reclaimed water. Mr. Christensen explained he needed direction from the Board on proposed actions to remove ornamental lawn areas and replace them with drought tolerant landscaping. These include changing tree irrigation to a drip system; the creation of outdoor educational spaces (i.e., benches); and consideration of water runoff and storm water management. He clarified this would not include Preschool, Kindergarten, or areas irrigated by well water.

Member Fox inquired on wells at other schools sites. Mr. Christensen mentioned wells at other schools could be a consideration. Member Levens-Craig shared she understood the District's obligation to save water but still wants the community to be proud of our schools. Member El-Hajj mentioned she dislikes artificial turf; and is concerned it is too hot and poses safety concerns. President Burns asked that Administration work with the schools on the development of drought tolerant landscaping for their sites. Member Ryan asked that PTA and the parents be included in the discussions.

**F. BOARD POLICIES AND BYLAWS**

**1.1. Third Reading: Board Policy 4158 – "Employee Security"**

Board Policy 4158 – Employee Security was presented for a third reading. President Burns explained the policy now includes language on staff intimidation by a student and/or staff member. Superintendent Pierce mentioned the revised policy would be shared with administration.

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

**G. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS**

Tim Larson provided an enrollment and staffing update. He mentioned there were 55 certificated positions filled by in-house movement or external job postings. The District received 413 applicants for K-6 teaching positions; and 196 for grades 6-8. Mr. Larson mentioned the addition of three "to-be-determined" classrooms at Pepper Drive in K-3; a 2/3 combination class at Carlton Oaks; a 1/2 combo class at Chet F. Harritt; and a 2/3 combo class at PRIDE Academy. He explained these were contingent on actual enrollment of students. Other combination classes District-wide include 19 in grades K-3; and 15 in grades 4-6. Mr. Larson explained PRIDE Academy had selected to create all 4/5 combination classes; and Sycamore Canyon had selected to create all 5/6 combination classes. There are ten 7/8 combo classes due to PRIDE Academy and Chet F. Harritt selecting to form these combination classes; and there is one 6/7 combo at Hill Creek due to enrollment. Mr. Larson explained teachers and site administrators have requested to redistribute the classes and have some teachers take larger classes to avoid having combo classes. Site Administration and teachers have been assured that the District is monitoring enrollment numbers and making a determination of collapsing these combo classes after

Labor Day. President Burns expressed his gratitude towards Administration for their work on staffing. He shared his confidence in administration and asked that they keep a close watch on combination classes.

Superintendent Pierce mentioned Member Levens-Craig was asked to speak to the Kiwanis and presented a draft brochure for the Board's review.

Superintendent Pierce mentioned we were recently notified that the articles for the Santee Magazine were due in a week; and shared a draft of the centerfold. President Burns asked that the District seal be larger.

Superintendent Pierce asked for direction on topics for the "school spotlights." It was the Board's consensus to allow the schools to depict what they are proud of in their presentation. President Burns asked that the presentation include students.

President Burns shared the first day of school was September 2; and he had 14 family members at Cajon Park and one at Rio Seco.

#### H. CLOSED SESSION

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

1. Public Employee Discipline/Dismissal/Release (Gov't Code § 54957)
2. Conference with Labor Negotiator (Gov't Code § 54957.6)  
*Agency Negotiators: Karl Christensen, Assistant Superintendent; and  
Tim Larson, Assistant Superintendent*  
*Employee Organization: Santee Teachers Association*
3. Conference with Labor Negotiator (Gov't Code § 54957.6)  
*Agency Negotiators: Karl Christensen, Assistant Superintendent; and  
Tim Larson, Assistant Superintendent*  
*Employee Organization: Classified School Employees Association*
4. Conference with Real Property Negotiators (Gov't Code § 54956.8)  
*Property:*
  - *Parcels 383-112-05 and 383-112-28 located on the north side of Prospect Avenue east of Marrokal Lane (known as Renzulli site)*
  - *10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)**Agency Negotiator: Karl Christensen, Assistant Superintendent*
5. Public Employee Performance Evaluation (Gov't Section § 54957)  
*Superintendent*

The Board entered closed session at 8:06 p.m.


#### I. RECONVENE TO PUBLIC SESSION

The Board reconvened to public session at 8:53 p.m. No action was reported.

#### J. ADJOURNMENT

With no further business, the regular meeting of August 18, 2015 adjourned at 10:50 p.m.

  
Elana Levens-Craig, Clerk

  
Cathy A. Pierce, Ed.D., Secretary