

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

October 7, 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 (arrived at 9:22 p.m.)
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
Lisa Arreola, Recording Secretary

2. President Fox invited the audience to recite the District Mission and then invited Linda Vail, Project Coordinator, 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. President Fox announced Member El-Hajj would be arriving late to the meeting.

Motion: *Ryan*

Second: *Burns*

Vote: *4-0*

<i>Fox</i>	<u><i>Aye</i></u>	<i>Levens-Craig</i>	<u><i>Aye</i></u>
<i>Burns</i>	<u><i>Aye</i></u>	<i>El-Hajj</i>	<u><i>Not Present</i></u>
<i>Ryan</i>	<u><i>Aye</i></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. Schedule of Upcoming Events

2. Emergency Procedures and School Safety Manuals

Linda Vail, Project Coordinator, shared the District's focus has been on preparing school sites for emergencies by scheduling drills and providing emergency crash carts. However, the past few years have brought emergency situations such as fires and power outages, demonstrating the need for a District management plan that includes a pattern of organization and assigned responsibilities to respond in these types of circumstances to meet the needs and safety of students and staff during and after emergencies.

The District's Emergency Operations Plan was developed in response to this need and establishes an emergency management process to prepare for, respond to, and recover from both localized or District-wide emergencies and/or disasters. Once finalized, designated employees with an assigned District-level emergency responsibility will receive a copy. Members of the Professional Leadership Team will have a copy to reference. The plan will also be downloaded to administrators' iPads as an iBook for quick

access. Ms. Vail shared a copy of the District-level organizational structure which referenced the structure taps into the areas of expertise of the District office administrative staff.

Mrs. Vail explained the District's Emergency Operations Plan encompasses the information and procedures Administration will need to access quickly during an emergency situation. This information includes: Communication Strategies; Operations Procedures; Emergency Operations Planning; Logistics; Finance Administration; and Information Technology. The Emergency Plan will be reviewed annually by the District Facilities and Safety Committee.

The District plan also compliments the school Emergency Redbooks which were originally developed in 2008-09 for schools in East County through a Readiness and Emergency Management Grant. Although the Redbooks are updated at each site annually, they are being reviewed and revised to offer a less complex reference and to bring current processes and procedures that have evolved as emergency organizations and law enforcement learn more about responding to emergencies.

On October 16, at 10:16 p.m., all District schools and departments will participate in the Great California Shakeout. This will be a duck, cover, and hold drill, and when "safe", classes will complete a full evacuation drill.

On October 2, District personnel met with representatives from the Santee Sheriff's Department and shared the suggested implementations from the meeting in February 2013. An extensive discussion about safety in the event of an armed intruder was held. Law enforcement personnel shared a few new recommendations that have come out of more recent tragedies.

Mrs. Vail shared the District's next steps are to complete and publish the District Emergency Operations Plan and update Administration and staff Redbooks for schools.

Member Levens-Craig inquired on law enforcements' involvement in prior years. Superintendent Pierce shared law enforcement officers went to each school to evaluate the lockdown procedures. Member Burns mentioned in prior situations, teachers are asked to check their voicemail as a form of communication. However, because everyone is trying to access the system at once, there has been instances where the system is not accessible. He asked Administration to look into other ways of communication in case the phone system not available.

The Board of Education expressed their gratitude towards Mrs. Vail for her work on District's Emergency Procedures and School Safety Manuals.

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 Revolving Cash Report**
- 2.3. **Acceptance of Donations**
- 2.4. **Approval of Consultants and General Service Providers**
- 2.5. **Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)**
- 2.6. **Adoption of Proclamation for National School Lunch Week**
- 2.7. **Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement**
- 2.8. **Approval of Compensation Agreement with City of El Cajon for Retention of Property Previously Owned by El Cajon Redevelopment Agency**

- 3.1. **Approval of Additional Services with Webb-Cleff Architecture for Pepper Drive School Admin/LRC Building Project**
- 3.2. **Adoption of Resolution No. 1415-10 to Authorize Piggyback on Palo Verde Unified School District Bid #B-111202 for Flooring**
- 4.1. **Ratification of Amended Nonpublic Agency Master Contract with Maxim Healthcare for Nursing Services**
- 4.2. **Approval of Amended Nonpublic Agency Master Contract with Vista Hill d/b/a Learning Assistance Center and GPS Services for Educationally Related Mental Health Services (ERMHS)**
- 5.1. **Personnel, Regular**
- 5.2. **Approval of Santee Collaborative Reinvestment Plan for the Use of LEA Medi-Cal Funds**
- 5.3. **Approval of Agreements for COBRA and Custom Billing Administrative Services**
- 5.4. **Approval to Renew Annual Service Level Agreement (SLA) and Rate Increase with San Diego Fire-Rescue Department Automatic External Defibrillation (AED) / Public Access Defibrillation (PAD) Program**
- 5.5. **Approval of Short Term Positions**

It was moved and seconded to approve Consent Items. Member Ryan expressed her gratitude towards Meredith Riffel, Family Services Collaborative Coordinator, for her work on the Santee Collaborative. Mrs. Ryan thanked the Board for their commitment as a District to support the Santee Collaborative.

Motion:	Ryan	Fox	<u>Aye</u>	Levens-Craig	<u>Aye</u>
Second:	Levens-Craig	Burns	<u>Aye</u>	El-Hajj	<u>Not Present</u>
Vote:	4-0	Ryan	<u>Aye</u>		

E. DISCUSSION AND/OR ACTION ITEMS

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

Superintendent

1.1. Approval of Appointments to Board Advisory Committees

Superintendent Pierce shared the recommended appointments to serve on the Board Advisory Committees. Member Levens-Craig moved approval.

Motion:	Levens-Craig	Fox	<u>Aye</u>	Levens-Craig	<u>Aye</u>
Second:	Burns	Burns	<u>Aye</u>	El-Hajj	<u>Not Present</u>
Vote:	4-0	Ryan	<u>Aye</u>		

Business Services

2.1. Approval of Agreement for Joint Use Partnership with Lakeside AYSO for Development and Use of Pepper Drive School Field

Karl Christensen, Assistant Superintendent of Business Services, mentioned that at the last Board meeting Administration presented information regarding the possibility of moving forward with constructing a joint-use field at Pepper Drive to replace the one removed for the construction of the 10-classroom addition. He reminded the Board, Supervisor Dianne Jacob had verbally committed \$200,000 towards this project which is estimated to cost \$425,000, including the water well. He explained the District's next step was to draft a joint-use agreement with Lakeside AYSO.

Mr. Christensen mentioned the District worked with Jim Schilling, President of the Lakeside AYSO, on a draft joint-use agreement. Mr. Schilling was in attendance at the meeting. Mr. Christensen walked the Board through the draft and explained certain provisions to give them a feel for the business relationship the District is contemplating. Mr. Christensen asked direction from the Board and mentioned the agreement would be brought back to the October 21 meeting for action.

Member Levens-Craig inquired on allowing pets on the fields. President Fox mentioned pets are not allowed on school grounds. Mr. Christensen mentioned he would include language addressing pets on the agreement.

President Fox inquired if the field would be used for practice or games and the length of the season. Mr. Schilling shared the composition of the Lakeside AYSO and mentioned the field would be used for practice and games. He estimated approximately 30–40 children between 4:30–7:00 p.m. would be practicing on the field. He explained the fall season runs from August through mid-November and the spring season runs from March through May. Mr. Christensen reiterated the item would be brought back for action at the next meeting.

2.2. Scheduling Process for Joint Use Fields

Mr. Burns explained he had requested this item be placed on the agenda for discussion. Since the last meeting, he had received clarification from President Fox on the process for scheduling the joint use fields and additional discussion was not required. Member Burns asked that the Board receive annual copies of the joint-use field schedules.

Member Ryan inquired on why the use of the Pepper Drive field was not being scheduled by the Sports Council. It was clarified Pepper Drive is outside of the City of Santee boundaries and located in the City of El Cajon. Mr. Christensen mentioned he would inquire with the Sports Council on the possibility of scheduling the use of the field at Pepper Drive and bring the information to an upcoming meeting.

2.3. City of Santee Parks and Recreation Department Buildings on District Property

Mr. Christensen made reference to copies of letters between the District and the City of Santee regarding the City buildings on District property. He showed the location of the buildings on Google maps.

Member Burns asked that the Board have an opportunity of reviewing contracts and Memorandum of Understanding on an annual basis. He asked Administration to look at a fee structure for allowing the buildings on District property and suggested using the same fee structure used with District programs. Member Levens-Craig suggested inquiring with other districts in similar situations. Member Burns mentioned this was not a priority and asked Mr. Christensen to bring back the information to a subsequent meeting for discussion.

2.4. Storm Water Management Plan Update

Mr. Christensen mentioned the District adopted a Storm Water Management Plan in 2006. Each year, more stringent requirements are added for public agencies to ensure that only rain water enters storm drains. The District's Storm Water Management Plan is overseen by both Debbie Griffin, Director of Transportation, and Christina Becker, Director of Maintenance and Operation, since storm water requirements extend to both of their areas.

Mrs. Becker mentioned the District belongs to a consortium of school districts through the Facilities JPA (FACJPA) at the County Office of Education. She explained the FACJPA provides guidance, compliance assistance and coordinated/consolidated efforts to the districts. She clarified the storm water requirements are separated into two broad categories, municipal and industrial. Mrs. Becker explained municipal pertains to general District-wide operations and industrial pertains to maintenance areas and bus yard.

Mrs. Becker spoke about future goals for municipal water management. She explained the District is doing a great job with program management (i.e., cleaning the drains, looking at inlets, etc.). The District is trying to do additional educational outreach. Mrs. Becker expressed the need for additional public involvement and participation and avoiding illicit discharge elimination. She mentioned a lot of people do not understand that what is thrown down the drain goes directly to the San Diego River. Mrs. Becker mentioned meeting with City personnel and one of the things that was brought to her attention was custodians should be placing a mat over the drain, hosing off the lunch area and using their shopvac to remove the excess water from the floor and pouring it down the sewer. She mentioned Encinitas School District incorporated storm water management into their 6th grade curriculum and she hopes to incorporate something similar in the District. Mrs. Becker explained new permit discharge restrictions include fire sprinkler flushing, irrigation runoff, and air conditioning condensate. Piles of dirt are required to be covered and all trash cans are required to have lids.

Mrs. Griffin provided an overview of the industrial storm water management plan. She explained current procedures are in place until July 1, 2015. The District is currently reviewing the facility layout and storage; and making sure best management practices are in place.

Under current regulations, school districts are only required to do storm water management sampling once every three years. After July 1, all districts will be required to do monthly visual observations. This entails looking at all outdoor industrial equipment and storage areas, outdoor industrial areas, best management practices, and all other potential sources of industrial pollutants to make sure nothing is entering the storm drain system during dry weather. She explained Districts are required to ensure only rain water enters the storm drain. If visual pollutants (floating/suspended materials, oil/grease, discolorations, turbidity, odors, and/or trash/debris) are present, districts are required to find and abate the source.

Mrs. Griffin explained all Districts will be required to do a sampling twice every year. The first sample will be required between from July – December. A second sample will be required between January – June. Parameters have changed that require a sampling with six hours of a qualified storm event.

By December 31, the District must post the Storm Water Management Plan on the website; document existing public education and involvement; and prepare storm drain system maps. Annually, the District must conduct training with staff; maintain drainage inlet labels to ensure they are legible; ensure storm drain inlets are free of debris, trash, and sediment prior to rain events; and submit site drainage maps and other information to FACJPA for documentation.

The Board of Education expressed their gratitude towards Mrs. Becker and Mrs. Griffith for their presentation.

2.5. Approval of Monthly Financial Report

Mr. Christensen explained the monthly financial report includes cash and budget revision activity through the month of August. He explained the District ended the month with a general fund cash balance of approximately \$8.2 million. The budget revision amounts are the same as that reported when the books were closed and presented the Unaudited Actuals for 2013-14. Mr. Christensen explained the District is still estimating a \$2.5 million deficit in the Unrestricted General Fund and an approximate \$1 million deficit in the Restricted General Fund based on assumptions included through August. Under these assumptions, the District is projecting continuing deficits in 2015-16 and 2016-17 that will spend down reserves to less than 6% in the third year assuming modest State revenue growth. Ms. Levens-Craig moved approval.

Motion: Levens-Craig
Second: Ryan
Vote: 4-0

<u>Fox</u>	<u>Aye</u>	<u>Levens-Craig</u>	<u>Aye</u>
<u>Burns</u>	<u>Aye</u>	<u>El-Hajj</u>	<u>Not Present</u>
<u>Ryan</u>	<u>Aye</u>		

Educational Services

3.1. Leading the Learning in the 21st Century: Achieve 3000

Eileen Moreno, Director of Curriculum and Assessment, presented information on Achieve 3000. Ms. Moreno explained the lexile reading levels are the foundation of Achieve3000. This is a scientific approach used to measure the levels of text to match readers to text appropriately. The common core standards refer to the Lexile measures as the key indicators of text complexity and they provide recommended lexile bands for reading comprehension development by grade levels to ensure students are on track for college and career text demands.

Achieve3000 allows the District to continue in the journey of personalized learning. Achieve3000 takes real life articles and it lexiles them into 12 levels. This means all students can be reading the same topic at their appropriate reading level. All the students are building the background knowledge and allowing the teacher to do more instruction knowing the students have accessed this information at their own level. Member Levens-Craig asked if the articles are current. Ms. Moreno explained the articles are current articles from the Associated Press.

Achieve3000 supports English learners, struggling readers, and advanced learners. Samples of support include audio support and assistance with vocabulary. Member Burns asked how often students are assessed on their lexile levels. Ms. Moreno explained Achieve3000 looks at the performance of students (assuming they completed at least 4 activities) on a monthly basis and adjusts the student's lexile level as appropriate so that the articles being sent to students are automatically adjusted to their level.

Ms. Moreno explained Achieve3000 looks at student progress monthly and adjusts the lessons to the students' lexile level. Members Burns asked if students are expected to reach a certain goal. She clarified that the goal is to get them to grade level and/or stay or advance at their current grade level. Achieve3000 is currently working on features to mimic the SBAC. Some of the latest features include the option to highlight text in different colors and making annotations. Ms. Moreno shared Wi-Fi isn't required to run the application. This will allow the student to access the program at anytime and anywhere.

To determine the student's lexile level or reading level, students take a Levelset Assessment. The five-step routine includes:

- Poll. Bring students' prior knowledge into the classroom as they make connections to and express opinions about the topic of the day
- Article. Students derive information from non-fiction articles differentiated to their level. Repeated exposure to vocabulary and embedded strategy support enables all students to participate in classroom discussions. Access to grade-level text and activities ensure that students have frequent interactions with grade-appropriate complex text
- Activity. Students demonstrate successful close reading of text by responding to text-dependent questions that require higher-order thinking skills
- Poll. All students express their opinions again, based on the reading they did that day, with teachers requiring students to provide evidence for their opinion. Teachers then facilitate discussion and debates in the classroom
- Thought Question. A critical thinking activity leads students to write in more formal scenarios with the intent to either argue or inform about a situation or narrate an event

For optimal results in student achievement, students should be completing 40 activities per semester or 80 per year and achieving at 75% on the activities. Ms. Moreno explained that under regular teaching circumstances without Achieve3000, it is expected that students would grow 69 lexile points in one year. Using Achieve3000 produces results and the more it is used, the higher the achievement.

Teacher highlights include the ability to search for the topic they will be teaching and assign that article to students at their level. No longer does the teacher have to "shoot for the middle" or spend hours searching for texts. Achieve serves a dual purpose:

- To an extent, it serves as independent reading when students are assigned the article and then work through the activities on their own.
- The additional power of Achieve3000 comes from the teaching that should occur based on the articles. Achieve calls this "simple rigor" combining student independent work with direct instruction around grade level text. So first, the students can work at their grade level, and then the teacher provides direct instruction. This is called the stretch article which is the grade level version of that text.

Support for teachers includes access to prebuilt units, the ability for teachers to create units, answer keys, graphic organizers, standards alignment, strategy lessons (e.g. how to cite evidence), and supports for special populations. Achieve3000 allows teachers to check on student progress through various usage reports. The program allows for teacher collaboration.

Member Levens-Craig inquired about alignment with Common Core Standards. Mrs. Moreno confirmed all are aligned with Common Core Standards.

She shared teacher reports and school level reports. Member Burns inquired on access to the data collected for the reports. Ms. Moreno explained student information is sent to Achieve3000 in an Excel spreadsheet. Member Ryan asked if any personal information such as a social security number is required. Ms. Moreno explained no sensitive or personal information is collected. Student data is tracked using a student identification number. The home edition of Achieve3000 allows parents and teachers to work together within the Achieve environment to assure student progress and success.

Superintendent Pierce explained this is a multi-year contract and the item was being presented as an information item and action was at the discretion of the Board.

Member Ryan inquired on the auditory component. Ms. Moreno clarified the program had the ability to read to the student who was an auditory learner. Member Burns asked that the District make sure that sensitive information is not released. Member Ryan moved approval.

Motion: Ryan
Second: Burns
Vote: 4-0

<u>Fox</u>	<u>Aye</u>	<u>Levens-Craig</u>	<u>Aye</u>
<u>Burns</u>	<u>Aye</u>	<u>El-Hajj</u>	<u>Not Present</u>
<u>Ryan</u>	<u>Aye</u>		

Capital Improvement Program

4.1. Update on Process for Obtaining Pricing for the Construction of the Pepper Drive School Admin/LRC Building Project

Mr. Christensen explained he met with staff from Balfour Beatty Construction and they presented preliminary pricing for the Pepper Drive Admin/LRC building under the Lease/Leaseback agreement of approximately \$3.1 million. He mentioned this number is higher than expected but believes there are opportunities available to lower this number. Mr. Christensen mentioned it is important to note that the District asked for this estimate with a short timeline. Balfour Beatty Construction simply asked the same sub-contractors, who were preliminarily selected for the last bidding process, to update their numbers. He mentioned there have been two prevailing wage increases and some increases to materials costs since the last bidding process. To finalize the guarantee maximum price, Balfour Beatty Construction would do a bidding process with the sub-contractors and work with the District to select those providing the best pricing and value. Mr. Christensen explained the District also used the expertise of the sub-contractors to do additional value engineering and scope reduction. Balfour Beatty Construction expressed their commitment to working with the District to help get the numbers to work and provide the best value.

Mr. Christensen mentioned that during discussions of scheduling, it was determined that construction work cannot begin until the summer. The District had originally thought that work could start at Spring Break but when the existing building is demolished, an electrical transformer has to be removed and the electrical feeds have to be re-routed to a new service. This means that electricity will be completely shut down at the campus for more than 2 weeks, thereby necessitating the work be done in the summer. Given the unique circumstances of this project and all its conditions and required contingency provisions, Administration believes the lease/lease-back agreement with a contractor who has a proven track record of flexibility and collaboration is the best delivery method for producing the highest value and mitigating risk to the District. Therefore, Administration is recommending continuing with Balfour Beatty Construction as the contractor for this project under lease/lease-back and not initiating a traditional bid process.

Member Burns inquired on the increase in cost. Mr. Christensen explained that since the last estimate, there has been an increase in prevailing wages and an increase in the price of materials. President Fox asked if construction would take place while school was in session. Mr. Christensen explained work to the Administration building would continue while school was in session. It is estimated staff would be able to move in during winter break. Mrs. Becker explained a temporary office for administration would set-up in the interim.

Member Burns reiterated the District has a great relationship with Balfour Beatty Construction. Mr. Christensen mentioned preliminary numbers would be brought forth in December. Member Levens-Craig inquired on which funds would be used to fund the project. Mr. Christensen explained it is estimated \$2.4 million would be needed to complete the project and part of the Renzulli funds would be allocated for this purpose, if available.

H. BOARD COMMUNICATION

Member Burns mentioned attending a meeting at one of the schools and mentioned staff was unable to operate the air conditioning system. He asked that staff take proper measures to make sure the air conditioning units are working for meetings held outside of the regular work day. He asked that Principals be given instructions on how to control and/or override the system.

Superintendent Pierce inquired on suggested topics for the Student Forum. Upon discussion, the Board proposed discussing suggested changes for improving learning at home and/or school. Superintendent Pierce discussed exploring the option of bringing Tom DeLapp to offer High Profile Communication training in March 5. She mentioned exploring the development of a more detailed website for the Board. Member Ryan mentioned the page would look similar to Chula Vista Elementary School District. The page has a short bio on each member. Member Burns shared he liked the picture of the entire Board.

Member Levens-Craig mentioned she would be presenting at a Chamber of Commerce leadership class; and would be hosting coffee at her house for Senator Anderson.

The Board entered closed session at 9:00 p.m. Member El-Hajj joined closed session at 9:22 p.m.

I. CLOSED SESSION

President Fox 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 Legal Counsel - Anticipated Litigation (Gov't Code § 54956.9)
 - Two Cases
 - *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)*
5. Public Employee Performance Evaluation (Govt Section § 54957)
Superintendent


J. RECONVENE TO PUBLIC SESSION

The Board reconvened to public session at 10:30 p.m. No action was reported.

K. ADJOURNMENT

The October 7, 2014 regular meeting adjourned at 10:30 p.m.


Barbara Ryan, Clerk


Cathy A. Pierce, Ed.D., Secretary