



Santee School District

SCHOOLS:
 Cajon Park
 Carlton Hills
 Carlton Oaks
 Chet F. Harritt STEAM
 Hill Creek
 Pepper Drive
 PRIDE Academy
 at Prospect Avenue
 Rio Seco
 Sycamore Canyon
 Alternative
 Success Program

**BOARD OF EDUCATION
 REGULAR MEETING
 AGENDA
 July 19, 2022**

District Mission

Providing an extraordinary education in an inspiring environment with caring people

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A.	OPENING PROCEDURES – 6:00 p.m.	5
	1. Call to Order and Welcome	
	2. District Mission	
	3. Pledge of Allegiance	
	4. Approval of Agenda	
B.	REPORTS AND PRESENTATIONS	6
	1. BOE Proud Moment	
	2. Superintendent’s Report	
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	2.2. Developer Fees Collection Report 2022-23	12
	2.3. Use of Facilities Report	13
C.	PUBLIC COMMUNICATION	14
	<i>During this time, citizens are invited to address the Board of Education about any item not on the agenda. Requests-to-speak should be submitted in advance. The Board may not take action on any item presented. The Board has a policy limiting any speaker to three (3) minutes. Meetings are recorded.</i>	
D.	CONSENT ITEMS	15
	<i>Items listed under Consent are considered to be routine and are acted on by the Board with a single motion. There is no discussion of these items prior to the Board vote unless a member of the Board, staff, or public requests specific items be considered separately. Request to speak cards should be submitted in advance.</i>	
	Superintendent	
	1.1. <u>Approval of Minutes</u>	16
	<i>It is recommended that the Board of Education approve meeting minutes with any necessary modifications.</i>	
	Business Services	
	2.1. <u>Approval/Ratification of Travel Requests</u>	26
	<i>It is recommended that the Board of Education ratify the authorization granted to personnel requesting out-of-district travel as listed in the item.</i>	

- 2.2. Approval/Ratification of Expenditure Warrants** 28
It is recommended that the Board of Education approve and ratify the expenditure warrants for the month of June 2022.
- 2.3. Approval/Ratification of Purchase Orders** 30
It is recommended that the Board of Education approve and ratify purchase orders for the month of June 2022 as presented in the item.
- 2.4. Approval/Ratification of Revolving Cash Report** 40
It is recommended that the Board of Education approve/ratify revolving cash checks as listed.
- 2.5. Approval/Ratification of General Services Agreements** 42
It is recommended that the Board of Education approve/ratify agreements with General Service Providers as presented.
- 2.6. Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)** 44
It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the month of May 2022.
- 2.7. Authorization to Sell/Dispose of Surplus Items** 49
It is recommended that the Board of Education declare the described items as surplus with an estimated value of \$0 and authorize the sale or disposal of them in accordance with the recommended terms.
- 2.8. Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement** 53
It is recommended that the Board of Education approve the quarterly report for the period ending June 30, 2022, required by the Williams Settlement.
- 2.9. Approval/Ratification of Contract with Office Savvy to Inventory, Remove, and Reorganize Classroom Furniture in Storage Containers at Nine District Schools** 54
It is recommended that the Board of Education approve/ratify the contract with Office Savvy to inventory, remove, and reorganize classroom furniture in storage containers at all nine District school campuses.

Educational Services

- 3.1. Approval of Memorandum of Understanding with San Diego County Office of Education for Data Sharing Services** 55
It is recommended that the Board of Education approve the Memorandum of Understanding with San Diego County Office of Education for Data Sharing Services.
- 3.2. Approval of Individual Service Agreement with The Winston School for Nonpublic School Services** 69
It is recommended that the Board of Education approve the Individual Service Agreement with The Winston School for Nonpublic School Services.

Human Resource/Pupil Services

- 4.1. Personnel, Regular** 70
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations, and dismissals.
- 4.2. Approval of Memorandum of Understanding with Jewish Family Services to Provide Positive Parenting Program** 74
It is recommended that the Board of Education approve the Memorandum of Understanding with Jewish Family Services to provide the three-part Positive Parenting Program during the 2022-2023 school year.

- 4.3. **Approval of Short-Term Services Agreements** 77
It is recommended that the Board of Education approve the short-term services agreements.

- 4.4. **Approval to Revise Out-of-School Time Programs Job Descriptions** 78
- **Out-of-School Time Regional Leader**
 - **Out-of-School Time Site Leader**
 - **Out-of-School Time Assistant Site Leader**
 - **Out-of-School Time Group Leader**
 - **Early Childhood Group Leader II**
 - **Early Childhood Group Leader I**
 - **Early Childhood Assistant II**

It is recommended that the Board of Education approve the revisions to the Out-of-School Time Program job descriptions.

- 4.5. **Ratification of Side Letter Agreements between Santee School District and Santee Teachers Association** 94
- **District COVID Leave**
 - **Personalized Learning Plan**

It is recommended that the Board of Education approve the side letter agreements between Santee School District and Santee Teachers Association.

- E. **DISCUSSION AND/OR ACTION ITEMS** 102
Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.

Superintendent

- 1.1. **Appointment of Vice Principal** 103
It is recommended that the Board approve the appointment of Amanda Ramirez, as Vice Principal for Carlton Hills, effective July 29, 2022, pending successful completion of pre-employment requirements.

Business Services

- 2.1. **Approval of Monthly Financial Report** 104
It is recommended that the Board of Education approve the Monthly Financial Report for May 2022.

- 2.2. **Approval of Agreements with San Joaquin Valley Unified Air Pollution Control District for Grants to Purchase Two Electric School Busses through the Volkswagen Mitigation Trust Fund** 107
It is recommended that the Board of Education approve two agreements with the San Joaquin Valley Unified Air Pollution Control District to secure grants for the purchase of two electric school busses through the Volkswagen Mitigation Trust Fund.

Human Resources

- 3.1. **Ratification of Declaration of Need for Fully Qualified Educators** 172
It is recommended that the Board of Education ratify the Declaration of Need to Fully Qualified Educators.

F.	BOARD POLICIES AND BYLAWS	177
1.1.	<u>Third Reading: Revised Board Policies (BP)/Administrative Regulation (AR):</u> <ul style="list-style-type: none">BP/AR 4119.2 – Professional Adult to Student Boundaries <p>It is recommended that the Board of Education adopt revised Board Policy/Administrative Regulation 4119.2 – Professional Adult to Student Boundaries, being presented in a third reading.</p>	178
1.2.	<u>Second Reading: Revised Board Policies (BP)/Administrative Regulation (AR):</u> <ul style="list-style-type: none">BP 3515.1 – Safety During School Hours – Securing Gates <p>It is recommended that the Board of Education adopt revised Board Policy 3515.1, Safety During School Hours – Securing Gates, being presented in a second reading.</p>	188
G.	EMPLOYEE ASSOCIATION COMMUNICATION	190
H.	BOARD COMMUNICATION	190
I.	ORGANIZATIONAL BUSINESS	190
J.	CLOSED SESSION	190
1.	<u>Conference with Labor Negotiator</u> (Gov't. Code § 54957.6) <i>Purpose: Negotiations</i> <i>Agency Negotiators: Tim Larson, Assistant Superintendent</i> <i>Employee Organizations: Santee Teachers Association (STA); and Classified School Employees Association (CSEA)</i>	
2.	<u>Public Employee Performance Evaluation</u> (Gov't. Code § 54957) <i>Superintendent</i>	
K.	RECONVENE TO PUBLIC SESSION	190
L.	ADJOURNMENT	190

Please note: Per SB 343, the supporting documents for this meeting agenda are available in the lobby at the Santee School District Office, located at 9625 Cuyamaca St., Santee, CA 92071 and will be available for viewing at the meeting. As of this posting, the next regular meeting of the Board of Education will be held in-person on August 2, 2022, at 6:00 p.m. Santee School District complies with the Americans with Disabilities Act. If you require reasonable accommodations including alternate formats for this meeting, contact the Superintendent's Office at (619) 258-2304 at least two (2) days before the meeting date.

Members present:

- Levens-Craig
- El-Hajj
- Fox
- Burns
- Ryan

ITEM A. OPENING PROCEDURES – 6:00 P.M.

1. Call to Order and Welcome

2. District Mission
 - *Providing an extraordinary education in an inspiring environment with caring people*

3. Pledge of Allegiance

4. Approval of Agenda for the July 19, 2022, regular meeting

Agenda Item A.

Item B. REPORTS AND PRESENTATIONS

The following items are presented for Board information:

1. Superintendent's Report
 - 1.1. Developer Fees Collection Report 2021-22
 - 1.2. Developer Fees Collection Report 2022-23
 - 1.3. Use of Facilities Report

DEVELOPER FEES COLLECTION REPORT
2021-22
CUMULATIVE THROUGH JUNE 30, 2022

Residential Rate: \$3.38 per square foot - effective 3/18/20; \$2.53 per square foot - effective 3/18/2021
Commercial Rate: \$0.38 per square foot - effective 6/20/18; \$0.41 per square foot - effective 5/17/2020
Self Storage Rate: \$0.07 per square foot - effective 6/20/18; \$0.03 per square foot - effective 5/17/2020

COM	RES	SS	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
	X		8615 Placid View Dr	08/24/21	895	\$3,025.10	CFH
	X		313, 317, 321, 325, 329 Brookside Way & 312, 316, 320, 324, 328 Canoe Court	09/01/21	20,388	\$68,911.44	RS
	X		8531 S Slope Dr	09/07/21	687	\$2,322.06	CFH
	X		10963 Columbus St	09/07/21	1,312	\$4,434.95	HC
X			8617 Cuyamaca St	09/13/21	4,127	\$1,692.07	PA
	X		8874 Ellsworth Circle	09/17/21	994	\$3,359.72	PA
	X		401, 405, 409, 413 Lake Shore Way	11/03/21	8,208	\$27,743.04	RS
	X		313, 317, 321, 325, 329 Canoe Ct & 312, 316, 320, 324, 328 Paddle Ct	11/03/21	20,388	\$68,911.44	RS
	X		312, 316, 320, 324, 328 Waverunner Ct & 313, 317, 321, 325, 329 Paddle Ct	11/03/21	20,388	\$68,911.44	RS
	X		421, 425, 429 Lake Shore Way	11/03/21	6,238	\$21,084.44	RS
X			8701 Cuyamaca St	11/22/21	969	\$397.29	PA
	X		9223 Dalehurst Rd	11/24/21	715	\$2,416.70	SC
	X		1341 Clove St	12/02/21	510	\$1,723.80	PD
	X		10653 Holborn Ct.	12/03/21	749	\$2,531.62	HC
	X		10723 Valor Pl	12/21/21	522	\$1,764.36	HC
	X		8657 Rumson Dr	01/10/22	769	\$2,599.22	CO
	X		11305 Canyon Park Dr.	01/13/22	1,000	\$3,380.00	PD
	X		9369 Prospect Ave	01/14/22	1,000	\$3,380.00	PA
	X		9756 Domer Rd	01/25/22	623	\$2,105.74	SC
	X		11537 Woodside Terrace	01/26/22	1,924	\$6,503.12	PD
	X		10009 Beck Dr	01/31/22	568	\$1,919.84	RS
X			9310 Dalehurst Rd	02/15/22	2,500	\$1,025.00	SC
	X		303, 307, 311 Lagoon Way	02/16/22	6,238	\$21,084.44	RS
	X		312, 316, 320, 324, 328 Lagoon Way & 313, 317, 321, 325, 329 Waverunner Ct	02/16/22	20,388	\$68,911.44	RS
	X		1251 1/2 Bates Ln Adu	03/21/22	1,200	\$4,056.00	PD
	X		9388 Painted Trails Way	03/21/22	2,016	\$6,814.08	HC
	X		9372 Painted Trails Way	03/21/22	2,226	\$7,523.88	HC
	X		9356 Painted Trails Way	03/21/22	2,384	\$8,057.92	HC
	X		9340 Painted Trails Way	03/21/22	2,016	\$6,814.08	HC
	X		9324 Painted Trails Way	3/21/2022	2,226	\$7,523.88	HC
	X		9308 Painted Trails Way	03/21/22	2,016	\$6,814.08	HC
	X		9335 Painted Trails Way	03/21/22	2,016	\$6,814.08	HC
TOTAL PAGE 1						\$444,556.27	

- *Additional square footage (total is over 500 square feet)
- ** Fee Exempt - Senior / Elder Care Facility
- *** Fee Exempt - Less than 500 square feet
- **** Fee Exempt - Religious Facility

DEVELOPER FEES COLLECTION REPORT
2021-22
CUMULATIVE THROUGH JUNE 30, 2022

Residential Rate: \$3.38 per square foot - effective 3/18/20; \$2.53 per square foot - effective 3/18/2021
Commercial Rate: \$0.38 per square foot - effective 6/20/18; \$0.41 per square foot - effective 5/17/2020
Self Storage Rate: \$0.07 per square foot - effective 6/20/18; \$0.03 per square foot - effective 5/17/2020

COM	RES	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
X		9351 Painted Trails Way	03/21/22	2,384	\$8,057.92	HC
X		9367 Painted Trails Way	03/21/22	2,226	\$7,523.88	HC
X		9383 Painted Trails Way	03/21/22	2,384	\$8,057.92	HC
X		9384 Walker Way	03/21/22	2,016	\$6,814.08	HC
X		9368 Walker Way	03/21/22	2,226	\$7,523.88	HC
X		9352 Walker Way	03/21/22	2,384	\$8,057.92	HC
X		10315 Park Ave	04/18/22	995	\$3,363.10	HC
X		8657 Rumson Dr (refunded-City voided bldg permit)	05/11/22	(769)	(\$2,599.22)	CO
X		9315 Woodruff Way	05/24/22	729	\$1,844.37	CH
X		1362 Roxanne Dr ADU	06/03/22	767	\$1,940.51	PD
X		9369 Remuda Ct	06/10/22	550	\$1,391.50	SC
X		10430 Park Ave	06/13/22	999	\$2,527.47	HC
X		1338 Somermont Dr ADU	06/15/22	732	\$1,851.96	PD
X		1251 1/2 Bates Ln ADU Refund for overpmt	06/14/22	1,200	(\$1,020.00)	PD
X		10653 Holborn Ct Refund for overpmt	06/14/22	749	(\$636.65)	HC
X		9223 Dalehurst Rd Refund for overpmt	06/14/22	715	(\$607.75)	SC
X		10963 Columbia St Refund for overpmt	06/14/22	1,312	(\$1,115.59)	HC
X		8055 Rancho Fanita Dr Refund for overpmt	06/14/22	1,260	(\$1,071.00)	CFH
X		6237 Monticello St Refund for overpmt	06/14/22	858	(\$729.30)	PD
X		8541 Carlton Oaks Dr Refund for overpmt	06/14/22	850	(\$722.50)	CP
X		9258 Carita Rd Refund for overpmt	06/14/22	735	(\$624.75)	SC
X		401, 405, 409, 413 Lake Shore Way Refund for overpmt	06/14/22	8,208	(\$6,976.80)	RS
X		313, 317, 321, 325, 329 Brookside Way & 312, 316, 320, 324, 328 Canoe Court Refund for overpmt	06/14/22	20,388	(\$17,329.80)	RS
X		300, 301, 304, 305, 308, 309 Cricket Ct & 316, 320, 324, 328 Millstream Ct Refund for overpmt	06/14/22	20,684	(\$17,581.40)	RS
X		332, 336, 340, 344, 348 Canal Ct & 333, 337, 341, 345, 349 Millstream Ct Refund for overpmt	06/14/22	20,388	(\$17,329.80)	RS
X		336, 340, 344, 348 Millstream Ct Refund for overpmt	06/14/22	5,880	(\$4,998.00)	RS
X		349, 345, 341, 337, 333 Canal Ct & 332, 336, 340, 344, 348 Stillwater Ct Refund for overpmt	06/14/22	20,388	(\$17,329.80)	RS
X		313, 317, 321, 325, 329 Canoe Ct & 312, 316, 320, 324, 328 Paddle Ct Refund for overpmt	06/14/22	20,388	(\$17,329.80)	RS
X		312, 316, 320, 324, 328 Waverunner Ct & 313, 317, 321, 325, 329 Paddle Ct Refund for overpmt	06/14/22	20,388	(\$17,329.80)	RS
TOTAL					\$378,178.82	

*Additional square footage (total is over 500 square feet)
**Fee Exempt - Senior / Elder Care Facility
***Fee Exempt - Less than 500 square feet
****Fee Exempt - Non-Habitable

DEVELOPER FEES COLLECTION REPORT
2021-22
CUMULATIVE THROUGH JUNE 30, 2022

Residential Rate: \$3.38 per square foot - effective 3/18/20; \$2.53 per square foot - effective 3/18/2021
Commercial Rate: \$0.38 per square foot - effective 6/20/18; \$0.41 per square foot - effective 5/17/2020
Self Storage Rate: \$0.07 per square foot - effective 6/20/18; \$0.03 per square foot - effective 5/17/2020

COM	RES	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
X		421, 425, 429 Lake Shore Way Refund for overpmt	06/14/22	6,238	(\$5,302.30)	RS
X		312, 316, 320, 324, 328 Lagoon Way & 313, 317, 321, 325, 329 Waverunner Ct Refund for overpmt	06/14/22	20,388	(\$17,329.80)	RS
X		11305 Canyon Park Dr Refund for overpmt	06/14/22	1,000	(\$850.00)	PD
X		9372 Painted Trails Way Refund for overpmt	06/14/22	2,226	(\$1,892.10)	HC
X		9388 Painted Trails Way Refund for overpmt	06/14/22	2,016	(\$1,713.60)	HC
X		10336 Sandy Cove Way Refund for overpmt	06/14/22	2,466	(\$2,096.10)	HC
X		10324 Sandy Cove Way Refund for overpmt	06/14/22	2,770	(\$2,354.50)	HC
X		10312 Sandy Cove Way Refund for overpmt	06/14/22	2,839	(\$2,413.15)	HC
X		9356 Painted Trails Way Refund for overpmt	06/14/22	2,384	(\$2,026.40)	HC
X		9340 Painted Trails Way Refund for overpmt	06/14/22	2,016	(\$1,713.60)	HC
X		9324 Painted Trails Way Refund for overpmt	06/14/22	2,226	(\$1,892.10)	HC
X		9308 Painted Trails Way Refund for overpmt	06/14/22	2,016	(\$1,713.60)	HC
X		9335 Painted Trails Way Refund for overpmt	06/14/22	2,016	(\$1,713.60)	HC
X		9351 Painted Trails Way Refund for overpmt	06/14/22	2,384	(\$2,026.40)	HC
X		9367 Painted Trails Way Refund for overpmt	06/14/22	2,226	(\$1,892.10)	HC
X		9383 Painted Trails Way Refund for overpmt	06/14/22	2,384	(\$2,026.40)	HC
X		9384 Walker Way Refund for overpmt	06/14/22	2,016	(\$1,713.60)	HC
X		9368 Walker Way Refund for overpmt	06/14/22	2,226	(\$1,892.10)	HC
X		9352 Walker Way Refund for overpmt	06/14/22	2,384	(\$2,026.40)	HC
X		1341 Clove St Refund for overpmt	06/14/22	510	(\$433.50)	PD
X		10315 Park Ave Refund for overpmt	06/14/22	995	(\$845.75)	HC
X		8874 Ellsworth Circle Refund for overpmt	06/14/22	994	(\$844.90)	PA
X		9756 Domer Rd Refund for overpmt	06/14/22	623	(\$529.55)	SC
X		10267 Mast Blvd Refund for overpmt	06/14/22	5,738	(\$4,877.30)	RS
X		9751 Castaic Ct Refund for overpmt	06/14/22	988	(\$839.80)	RS
X		9353 Willowgrove Ave Refund for overpmt	06/14/22	988	(\$839.80)	CH
X		2083 Farrington Dr Refund for overpmt	06/14/22	673	(\$572.05)	PA
X		10009 Beck Dr Refund for overpmt	06/14/22	568	(\$482.80)	RS
X		8351 S Slope Dr Refund for overpmt	06/14/22	687	(\$583.95)	CFH
X		10200 Noble Way Refund for overpmt	06/14/22	17,166	(\$14,591.10)	CP
TOTAL					\$298,150.47	

*Additional square footage (total is over 500 square feet)

**Fee Exempt - Senior / Elder Care Facility

***Fee Exempt - Less than 500 square feet

DEVELOPER FEES COLLECTION REPORT
2021-22
CUMULATIVE THROUGH JUNE 30, 2022

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Self Storage Rate: \$0.07 per square foot - effective 6/20/18; \$0.03 per square foot - effective 5/17/2020

COM	RES	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
X		8615 Placid View Dr Refund for overpmt	06/14/22	895	(\$760.75)	CFH
X		10015 Buena Vista Ave Refund for overpmt	06/14/22	900	(\$765.00)	PA
X		9369 Prospect Ave Refund for overpmt	06/14/22	1,000	(\$850.00)	PA
X		10723 Valor Pl Refund for overpmt	06/14/22	522	(\$443.70)	HC
X		9960 Conejo Rd Refund for overpmt	06/14/22	711	(\$604.35)	RS
X		11537 Woodside Terrace Refund for overpmt	06/14/22	1,924	(\$1,635.40)	PD
X		9432 Mandeville Ct	06/16/22	1,712	\$4,331.36	CH
X		9359 Willowgrove Ave	06/16/22	1,030	\$2,605.90	CH
X		9339 Willowgrove Ave	06/21/22	742	\$1,877.26	CH
X		7739 Mission Gorge Rd - Bldg 5 Phase 2	06/29/22	8,717	\$22,054.01	CFH
X		7739 Mission Gorge Rd - Bldg 4 Phase 1	06/29/22	8,717	\$22,054.01	CFH
X		7739 Mission Gorge Rd - Bldg 3 Phase 1	06/29/22	8,717	\$22,054.01	CFH
X		7739 Mission Gorge Rd - Bldg 1 Models	06/29/22	8,717	\$22,054.01	CFH
X		7739 Mission Gorge Rd - Bldg 6 Phase 2	06/29/22	8,717	\$22,054.01	CFH
X		8604, 8608, 8612,8616 Sunrise Dr	06/30/22	6,630	\$16,773.90	CFH
X		8620, 8624, 8628, 8632, 8636, 8640 Sunrise Dr	06/30/22	9,728	\$24,611.84	CFH
X		8644, 8648, 8652 Sunrise Dr	06/30/22	4,206	\$10,641.18	CFH
X		8641, 8645, 8649 Sunrise Dr	06/30/22	4,206	\$10,641.18	CFH
X		8625, 8629, 8633, 8637 Sunrise Dr	06/30/22	6,630	\$16,773.90	CFH
X		8601, 8605, 8609, 8613 Sunrise Dr	06/30/22	6,630	\$16,773.90	CFH
X		10298 Sandy Cove Way	06/30/22	2,226	\$5,631.78	HC
X		10288 Sandy Cove Way	06/30/22	2,016	\$5,100.48	HC
X		10280 Sandy Cove Way	06/30/22	2,384	\$6,031.52	HC
X		10272 Sandy Cove Way	06/30/22	2,226	\$5,631.78	HC
X		10260 Sandy Cove Way	06/30/22	2,384	\$6,031.52	HC
X		10248 Sandy Cove Way	06/30/22	2,016	\$5,100.48	HC
X		10236 Sandy Cove Way	06/30/22	2,384	\$6,031.52	HC
X		10224 Sandy Cove Way	06/30/22	2,226	\$5,631.78	HC
X		10212 Sandy Cove Way	06/30/22	2,016	\$5,100.48	HC
X		10200 Sandy Cove Way	06/30/22	2,384	\$6,031.52	HC
X		9392 Song Bird Way	06/30/22	2,016	\$5,100.48	HC
X		9376 Song Bird Way	06/30/22	2,226	\$5,631.78	HC
X		9360 Song Bird Way	06/30/22	2,016	\$5,100.48	HC
X		9344 Song Bird Way	06/30/22	2,384	\$6,031.52	HC
X		9353 Song Bird Way	6/30/2022	2,016	\$5,100.48	HC
TOTAL					\$591,679.34	

*Additional square footage (total is over 500 square feet)
**Fee Exempt - Senior / Elder Care Facility
***Fee Exempt - Less than 500 square feet

Requests for Use of Facilities

<i>Fiscal Year:</i>		2021-2022		<i>Report For:</i>		July 19, 2022								
Site	Organization	Facility(ies) Used	Date From	Date To	Day(s) of the Week	From Time	To Time	Total Days	Total Hours	Attend	Fees	This Week	Board Meeting	
Cajon Park	AYSO 341	Grass Field	8/15/2022	11/4/2022	Mon - Fri	4:00 PM	7:00 PM	65					7/19/2022	
Cajon Park	AYSO 341	Grass Field	9/10/2022	11/19/2022	Saturday	7:00 AM	3:00 PM	11					7/19/2022	
Carlton Hills	AYSO 341	Grass Field	8/15/2022	11/4/2022	Mon - Fri	4:00 PM	7:00 PM	65					7/19/2022	
Carlton Hills	AYSO 341	Grass Field	9/10/2022	11/19/2022	Saturday	7:00 AM	3:00 PM	11					7/19/2022	
Chet F Harritt	AYSO 341	Grass Field	8/15/2022	12/30/2022	Mon - Fri	4:00 PM	8:30 PM	100					7/19/2022	
Hill Creek	AYSO 341	Grass Field	8/15/2022	11/4/2022	Mon - Fri	4:00 PM	7:00 PM	65					7/19/2022	
Hill Creek	AYSO 341	Grass Field	9/10/2022	12/11/2022	Saturday	7:00 AM	5:00 PM	14					7/19/2022	
Hill Creek	AYSO 341	Grass Field	9/11/2022	12/12/2022	Sunday	7:00 AM	3:00 PM	14					7/19/2022	
Sycamore Canyon	AYSO 341	Grass Field	8/15/2022	11/4/2022	Mon - Fri	4:00 PM	7:00 PM	65					7/19/2022	
PRIDE Academy	NFL Flag Football SD	Grass Field	7/20/2022	11/4/2022	Mon - Thurs	4:00 PM	7:30 PM	54					7/19/2022	
Chet F Harritt	MVP Hustle SD	Baseball Field	6/28/2022	7/21/2022	Tues & Thurs	5:30 PM	7:30 PM	6					7/19/2022	
Chet F Harritt	Santee Natl Little League	Grass Field/Dirt Field	8/1/2022	8/12/2022	Mon - Fri	4:00 PM	8:00 PM	10					7/19/2022	
Chet F Harritt	Santee Natl Little League	Grass Field/Dirt Field	8/6/2022	11/19/2022	Saturday	8:00 AM	8:00 PM	16					7/19/2022	
Chet F Harritt	Santee Natl Little League	Grass Field/Dirt Field	8/7/2022	11/20/2022	Sunday	8:00 AM	6:00 PM	16					7/19/2022	
Rio Seco	Santee Natl Little League	Grass Field/Dirt Field	8/1/2022	11/18/2022	Mon - Fri	4:00 PM	8:00 PM	16					7/19/2022	
Rio Seco	Santee Natl Little League	Grass Field/Dirt Field	8/6/2022	11/19/2022	Saturday	8:00 AM	8:00 PM	16					7/19/2022	
Rio Seco	Santee Natl Little League	Grass Field/Dirt Field	8/7/2022	11/20/2022	Sunday	8:00 AM	6:00 PM	16					7/19/2022	
Rio Seco	Santee SD Out-of-School Time Programs	Multi-Purpose Room	8/10/2022	8/10/2022	Wednesday	1:00 PM	4:30 PM	1					7/19/2022	
Rio Seco	Superintendent's Office	Multi-Purpose Room	2/28/2023	2/28/2023	Tuesday	3:30 PM	8:30 PM	1					7/19/2022	

Item C. PUBLIC COMMUNICATION

During this time, citizens are invited to address the Board of Education about any item not on the agenda. The Board has a policy limiting any speaker to three (3) minutes. The Board may not take action on any item presented. Requests-to-speak, should be submitted in advance. Meetings are recorded.

Agenda Item C.

Item D. CONSENT ITEMS

Items listed under Consent are considered to be routine and are acted on by the Board with a single motion. There is no discussion of these items prior to the Board vote unless a member of the Board, staff, or public requests specific items be considered separately. Requests-to-speak should be submitted in advance.

Agenda Item E.

Consent Item D.1.1.
Prepared by Dr. Kristin Baranski
July 19, 2022

Approval of Minutes

BACKGROUND:

Presented for Board approval –

- June 21, 2022, regular meeting minutes
- July 11, 2022, special meeting minutes

RECOMMENDATION:

It is recommended that the Board of Education approve the attached minutes with any necessary modifications.

Motion: _____ Second: _____ Vote: _____ Item D.1.1.

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

June 21, 2022
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome

Vice President El-Hajj called the meeting to order at 6:00 p.m., and shared President Levens-Craig was unable to attend the meeting.

Members present:

Dianne El-Hajj, Vice President
Ken Fox, Clerk
Dustin Burns, Member
Barbara Ryan, Member

Administration present:

Dr. Kristin Baranski, Superintendent and Secretary to the Board
Karl Christensen, Assistant Superintendent, Business Services
Tim Larson, Assistant Superintendent, Human Resources/Pupil Services
Dr. Stephanie Pierce, Assistant Superintendent, Educational Services
Lisa Arreola, Executive Assistant and Recording Secretary

2. District Mission

Vice President El-Hajj welcomed those present and invited the audience to recite the District Mission.

3. Pledge of Allegiance

Karen Fleck, Community Member, led members, staff, and audience, in the Pledge of Allegiance.

4. Approval of Agenda

Vice President El-Hajj presented the agenda for approval. Member Fox moved approval.

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

B. REPORTS AND PRESENTATIONS

1. SSD Proud Moments

Vice President El-Hajj shared the following slides for those in attendance and read the following highlight on behalf of President Levens-Craig.

As our school year comes to an end, this SSD Proud Moment focuses on our promoting students and incredible staff. From staff/student kickball games to kindergarten promotions, to 8th grade students parading the halls before promotion, we are proud of everyone who made this school year successful. Thank you teachers, support staff and administrators for providing an extraordinary education in an inspiring environment. Congratulations to our promoting 8th graders. We wish you success in high school and beyond.



2. **Superintendent's Report**

- 2.1. Developer Fees and Collection Report
- 2.2. Enrollment Report

3. **Presentation of Classified School Employees Association and its Chapter #557 (CSEA) Initial Proposal to Modify Articles of the Collective Bargaining Agreement between Santee School District and CSEA**

Tim Larson, Assistant Superintendent of Human Resources/Pupil Services, presented the Classified School Employees Association and its Chapter #557 initial proposal to modify articles of the collective bargaining agreement between Santee School District and CSEA, which include:

- Article 13: Layoff Reemployment, Involuntary Reduction in Hours and the Impacts & Effects of Such Matters
- Article 14: Holidays
- Article 16: Transfers
- Article 18: Leave Provisions
- Article 19: Compensation
- Article 20: Health & Welfare
- Article 24: Term

C. PUBLIC COMMUNICATION

Vice President El-Hajj invited members of the audience to address the Board about any item not on the agenda. There were no requests to speak.

D. PUBLIC HEARING

1. Use of Education Protection Account Funds for 2022-23

Vice President El-Hajj opened the public hearing on the Use of Education Protection Account Funds for 2022-23. She explained the District estimates it will receive \$12,360,734 in Education Protection Account (EPA) funds for the 2022-23 fiscal year; and that these funds will be used for certificated non-management salaries. There were no comments. The public hearing was closed.

2. Proposed Increase to Level 1 Developer Fees

Vice President El-Hajj opened the public hearing for the proposed increase to Level 1 Developer Fees. There were no comments. The public hearing was closed.

3. Public Hearing for Classified School Employees Association and its Chapter #557 (CSEA) Initial Proposal to Modify Articles of the Collective Bargaining Agreement between Santee School District and CSEA

Vice President El-Hajj opened the public hearing for Classified School Employees Association and its Chapter #557 (CSEA) Initial Proposal to modify Articles of the Collective Bargaining Agreement between Santee School District and CSEA. There were no comments. The public hearing was closed.

E. CONSENT ITEMS

Vice President El-Hajj invited comments from the public on any item listed under Consent. There were no public comments.

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 General Services Agreements

2.5. Adoption of Resolution No. 2122-25 Designating Use of Education Protection Account Funds for 2022-23

2.6. Adoption of Resolution No. 2122-26 of the Santee School District Board of Education Authorizing the Transfer of Budgetary Funds Between Expenditure Classifications After June 30, 2022 for the 2021-22 Fiscal Year

2.7. Authorization to Award Bid #2022-23-090-02 For Commodities, Non-Commodities, Grocery, and Snack Foods

2.8. Adoption of Resolution No. 2122-23 Increasing Level 1 Fees on Development Projects

2.9. Authorization to Sell/Dispose of Surplus Items

3.1. Approval of Affiliation Agreement with Purdue University for College of Education Students

3.2. Approval of Individual Service Agreement with The Institute for Effective Education (TIEE) for Nonpublic School Services

3.3. Approval to Increase the Agreement with San Joaquin County Office of Education to Provide Claims Administration Services for the Medi-Cal Billing Option Program

3.4. Approval of Transitional Kindergarten/Early Admission to Kindergarten Curriculum

3.5. Approval of Increase to Nonpublic School Master Contract with Community School of San Diego for Nonpublic School Services

4.1. Personnel, Regular

4.2. Approval of Field Education Affiliation Agreement with California State University San Marcos

4.3. Approval of Memorandum of Understanding with San Diego Youth Services – East County Behavioral Health Clinic

- 4.4. **Approval of Agreement for School-Based Services of Counseling Consultant between Wellness Together, Inc. and Santee School District**
- 4.5. **Approval of Contract Agreement between San Diego County Superintendent of Schools and Santee School District for Improving Chronic Absence Network Cohort Three**
- 4.6. **Approval of Short-Term Positions**

Member Burns moved approval.

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

F. DISCUSSION AND/OR ACTION ITEMS

Superintendent

1.1. Appointment of Vice Principal

Superintendent Baranski shared that with the recent resignation of a vice principal Administration recommended the appointment of Monica Farren, as Vice Principal. She noted Ms. Farren has been serving Lakeside Union School District since 2007, most recently as a Flex Lead Teacher at Lakeside Union Flex School, and prior to that as a K-8 multiple subject teacher at Albert Einstein Academy Charter Middle School. Ms. Farren holds a Master of Education in Curriculum Design from the University of San Diego. Superintendent Baranski noted, pending approval of Ms. Farren’s appointment, she will begin her career at Hill Creek School.

Ms. Farren introduced her husband, family, and friends in attendance and expressed her gratitude for the opportunity.

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

Educational Services

2.1. 2022-2023 California Schools Dashboard

Dr. Stephanie Pierce, Assistant Superintendent of Educational, shared the local indicators that are required as self-reported surveys include Basic Services, Implementation of State Standards, Parent Involvement, School Climate, and Broad Course of Study.

She explained Basic Services are items associated with the Williams Act which include instructional materials sufficiency, facilities in good repair and teachers assigned to courses with the appropriate credentials. The District met these requirements.

Dr. Pierce noted that for the Implementation of the State Standards, the District identified content areas in the adoption cycle.

1. Progress in providing professional learning for teaching to the recently adopted academic standards and/or curriculum frameworks identified below.
2. Progress in making instructional materials that are aligned to the recently adopted academic standards and/or curriculum frameworks identified below available in all classrooms where the subject is taught.
3. Progress in implementing policies or programs to support staff in identifying areas where they can improve in delivering instruction aligned to the recently adopted academic standards and/or curriculum frameworks identified below (e.g., collaborative time, focused classroom walkthroughs, teacher pairing)
4. Other Adopted Academic Standards
5. Support for Teachers and Administrators

6. Santee will pilot science programs for grades K – 5th during the 2022-23 school year. Middle school and Transitional Kindergarten will fully implement science curriculum in the fall.
7. Other areas that we have a lower score in implementation is related to our TK-8 structure.

Dr. Pierce explained there is a new survey for the Parent and Community engagement indicator. The District used the rating system and wrote a narrative regarding strengths and areas of progress. She noted most of the narrative for this survey was connected to the Local Control Accountability Plan (LCAP) goal 3 on parent engagement and the theme related to the District's input sessions.

Dr. Pierce shared the strengthening family engagement provided more opportunities for parents to engage in meaningful partnerships within the school community and at the District level and improve and increase communication. She shared it was clear from feedback that parents wanted more discussion with Administration around school-based decisions either through Principal coffees and/or chats and discussions around school topics.

Dr. Pierce noted the School Climate summary used data from the Panorama survey to meet the requirement. The District is reporting the topics of School Safety and School Connectedness to meet the criteria for California Dashboard. She explained the evidence provided in the narrative is based on an earlier Board presentation on Panorama data. Dr. Pierce noted this data would be presented in September prior to uploading data on the Dashboard; and shared incorporating goals for Safety and Social Emotional Learning into School Site Safety and School Plan Student Achievement plans.

Dr. Pierce explained the Broad Course of Study included the following:

1. Identify local tools – The District used the Student Information System (SIS) PowerSchool, excel and access spreadsheets to summarize data.
2. All students had access to core courses as required by the California Department of Education (CDE).
3. For identifying barriers, the District discussed the current structure of a TK – 8 district and the limitations on the number of electives and enrichment classes that may be offered; factors include credentialing and the size of each schools' 6th – 8th grade structure.
4. The District continues to seek innovative ways to provide more elective courses, such as robotics, coding, performing and visual arts, and culinary arts.

In closing, Dr. Pierce noted the new template for Priority 3 included the narrative information around District's strength and progress around family and community engagement. She explained guidelines required the presentation of the Dashboard survey responses at the same Governing Board meeting where the LCAP is presented for adoption. Dr. Pierce noted these local measures support the development of the annual LCAP and will be uploaded to the California Dashboard when California Department of Education opens the modules in last August – early September.

2.2. Adoption of the Second Year of the Three-Year Local Control Accountability Plan for 2022-23

Dr. Stephanie Pierce, Assistant Superintendent of Educational Services shared Year-2 of the three-year LCAP for 2022-23. She explained the District has three (3) goals with 21 corresponding actions; and three (3) actions that are no longer being funded. Dr. Pierce shared the addition of an action for the Expanded Learning Opportunities Program (ELOP) which is funding specific to the District's afterschool program; a full time Homeless Liaison to the counseling goal; two (2) Administrative Interns to support our unduplicated students and students with disabilities; and the inclusion of the Director of Communication and Community Engagement into the parent engagement action. She noted the LCAP includes

the adopted budget and explained that by statute, the District is required to adopt the LCAP prior to the adopted budget at the same Governing Board meeting.

Vice President El-Hajj expressed her gratitude towards Dr. Pierce for her presentation and her work in developing the LCAP. She noted this was Dr. Pierce's last LCAP presentation, as she would be retiring June 2023. Member Burns shared receiving compliments from San Diego County Office of Education staff on the District's plan and noted it was often used as a model for other Districts.

Member Burns noted the Panorama Survey data on student suspensions (School Climate indicator) and noted for the record there were suspendable offences in which consequences were too lenient; and the need to discuss behavior expectations and consequences with staff. He also noted the need to hire a properly credentialed teacher for the shop class at Hill Creek. Member Ryan moved approval.

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

Business Services

2.1. Adoption of 2022-23 Budget

Karl Christensen, Assistant Superintendent of Business Services, provided an overview of the 2022-23 Santee School District budget using a [user-friendly budget report](#) as review. Mr. Christensen explained that since adoption of the State Budget rarely coincides with this timeline, the District's budget is adopted using a set of assumptions outlined in the Governor's May Revise proposal as well as actions taken or contemplated by other regulatory and governmental agencies. As of the time of development of the District's Adopted Budget, the State Budget had not yet been adopted. Therefore, State revenue assumptions in the District budget include those contained in the Governor's May Revise proposal. He noted a listing of the key assumptions on the District's Adopted Budget as follows (K-8 CBEDS Enrollment, page 10; Enrollment vs Average Daily Attendance, page 13; Funding Account, page 14; Projected Revenues, Expenditures, and Changes to Fund Balance for all District Funds, pages 17-18; General Fund Set-Asides and Commitments, page 22; Significant Position Changes, page 30; Statutory Benefit Rates, page 31; Interfund Transfers, page 33; Normal Annual Cost Increases, page 35; General Fund Multi-Year Projection, page 37; and Analysis of Projected Budget Reserves, page 43) of the [user-friendly budget report](#):

- Total TK-8 CBEDs Enrollment: 6,205
- P-2 Estimated ADA: 5,770.65
- Funded ADA: 6,412.80 (highest of current year, two prior years, or average of those 3 years)
- Local Control Funding Formula (LCFF) Funding:
 - o Statutory COLA = 6.56%
 - o Funded COLA = 9.85%
 - o Unduplicated Pupil Count Percentage Budget Year = 37.00%
 - o Unduplicated Pupil Count Percentage For Funding = 37.58% (average of two prior years and budget year)
 - o Estimated Change in Total Funding Compared to Prior Year = 7.65%
 - o Estimated Change in LCFF Base Grant Only Funding Compared to Prior Year = 7.35%
- STRS Rate = 19.10%
- PERS Rate = 25.37%
- SUI Rate = 0.50%
- Workers Comp Rate = 1.90%

Mr. Christensen noted revenues, expenditures, and ending fund balance for 2021-22 are estimates based on the latest analysis of activity and transactions posted through the

middle of May. He explained these will be finalized upon closing of the books and the Unaudited Actuals will be presented at the September 6, 2022 Board meeting. Vice President El-Hajj expressed her appreciation to the Business Services staff for their hard work and diligence throughout the years. She noted Mr. Christensen was also retiring in June 2023. Member Ryan moved approval.

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

G. BOARD POLICIES AND BYLAWS

1.1. Second Reading: Board Bylaws (BB)/Revised Board Policies (BP)/Administrative Regulation (AR):

- **BB 9270 – Conflict of Interest, Biennial Review**
- **BP/AR 4119.2 – Professional Adult to Student Boundaries**

President El-Hajj presented BB 9270 – Conflict of Interest, Biennial Review; and BP/AR 4119.2 – Professional Adult to Student Boundaries for approval and/or discussion. Member Ryan moved to adopt BB 9270 – Conflict of Interest, Biennial Review, in a second reading.

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

It was the Board’s consensus to discuss BP/AR 4119.2 – Professional Adult to Student Boundaries. Melanie Hirahara, Santee Teachers Association (STA) President, was invited to address concerns and share recommendations with current language. Mrs. Hirahara noted areas that required additional clarification, explanations, and examples. She stressed the need and importance for professional development and staff communication.

The Board expressed their appreciation to Mrs. Hirahara for the input and asked that Board Policy (BP) and Administrative Review (AR) 4119.2 be brought back for a third reading. The Board agreed with the need for communication and professional development. No action was taken on BP/AR 4119.2 – Professional Adult to Student Boundaries.

1.2. First Reading: Revised Board Policies (BP)/Administrative Regulation (AR):

- **BP 3515.1 – Safety During School Hours – Securing Gates**

Dr. Baranski noted this policy was updated to reflect current practices. She explained that a few years ago, sites started locking gates immediately and that someone at each site, usually the custodian or other staff, walk around to make sure all gates are closed. She noted the importance of communicating this information to families, given the recent incidents and some concerned Project SAFE parents. Dr. Baranski explained that anyone coming onto campus after the gates are closed has to go through the office. Member Burns suggested an inventory of gate keys for groups that use our facilities (i.e., sports leagues) as presidents and coaches change frequently.

H. EMPLOYEE ASSOCIATION COMMUNICATION

Melanie Hirahara, Santee Teachers Association (STA) President, had no additional communication. Mrs. Hirahara addressed the Board with concerns during the discussion of Board Policy/Administrative Regulation 4119.2 – Professional Adult to Student Boundaries (Item G.1.1.).

I. BOARD COMMUNICATION

Member Burns noted public education is a partnership with parents and the need to also include them in communication/education on expectations (i.e., student behavior expectations at assemblies, recess, etc.). He explained the need and importance to remind parents of expectations and/or educate new parents. Member Burns noted some parents may not have ever experienced

student assemblies or have had a “normal” school year. Member Burns asked that campus security be added on a future agenda for discussion. He noted the need for transparency and to give parents an opportunity to express their concerns. Superintendent Baranski noted information on the security systems were being brought forth in August and would work with President Levens-Craig on presenting information in phases, after staff returns from summer break.

J. ORGANIZATIONAL BUSINESS

Superintendent Baranski shared the District had been awarded a Pivotal Practice Award for the student-well being work that was done during the school closure. She noted the flag was displayed on the back of the room.

Member Fox asked for an update of any security measures that would be completed before the start of the school year.

J. CLOSED SESSION

Vice President El-Hajj announced that the Board would meet in closed session for:

1. **Conference with Labor Negotiator** (Gov't. Code § 54957.6)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Employee Organizations: Santee Teachers Association (STA); and
Classified School Employees Association (CSEA)

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

The Board entered closed session at 7:38 p.m.

K. RECONVENE TO OPEN SESSION

The Board reconvened to public session at 9:15 p.m. and reported no action was taken.

L. ADJOURNMENT

With no further business, the regular meeting of June 21, 2022, was adjourned at 9:15 p.m.

Ken Fox, Clerk

Dr. Kristin Baranski, Secretary

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

July 11, 2022
MINUTES

Charles E. Skidmore
Administration Center
9619 Cuyamaca Street
Santee, California

A. OPENING PROCEDURES

1. Call to Order and Welcome

The meeting was called to order at 3:00 p.m.

Members present:

Elana Levens-Craig, President
Dianne El-Hajj, Vice President
Ken Fox, Clerk
Dustin Burns, Member
Barbara Ryan, Member

B. PUBLIC COMMUNICATION

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

C. CLOSED SESSION

President Levens-Craig announced that the Board would meet in closed session for:

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

The Board entered closed session at 3:05 p.m.

D. RECONVENE TO PUBLIC SESSION

The Board reconvened to public session at 4:50 p.m. and reported no action was taken.

E. ADJOURNMENT

With no further business, the July 11, 2022, special meeting was adjourned at 4:50 p.m.

Ken Fox, Clerk

Dr. Kristin Baranski, Secretary

Consent Item D.2.1. Approval/Ratification of Travel Requests
Prepared by Karl Christensen
July 19, 2022

BACKGROUND:

In accordance with BP 3350 of the Board of Education, an employee may attend conventions, conferences, or meetings of boards, committees, and commissions; to travel for the purpose of recruiting personnel; to visit other school districts; to appear before legislative committees; and to perform other out-of-district travel which is in the best interests of the school district and which assists employees to perform their jobs successfully.

A list of travel and professional staff events is presented for the Board's review and approval/ratification. Included on the report are dates, names of meetings and locations, and either categorical, grant, or general funding sources that support such travel.

RECOMMENDATION:

It is recommended that the Board of Education approve/ratify the Travel Report for personnel requesting travel on the attached schedule.

This recommendation supports the following District goal:

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Staff Development	Implement a staff development plan as the cornerstone of employee performance and growth.

FISCAL IMPACT:

The estimated travel expenses are \$3,044.00 as disclosed on the following page.

STUDENT ACHIEVEMENT IMPACT:

This is a fiscal item. All fiscal resources impact student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.1.

Board Travel Report - July 19, 2022												
Travel Dates		Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Travel	District Goal		
Saturday,	07/16/22		Leigh Whitmann	Child Nutrition Services	Premier Food Safety	San Diego	\$0	\$149	Child Nutrition Services	This is a food safety training.	2	
Wed-Thurs,	08/24/22 - 08/25/22	Pam Mitchell	Educational Services	SDCOE Teacher Leadership Academy 2022	SDCOE	\$0	\$403	Educational Services	This is an intensive professional learning academy.	1, 2		
Wed-Thurs,	08/24/22 - 08/25/22	Charlene Stanley	Educational Services	SDCOE Teacher Leadership Academy 2022	SDCOE	\$0	\$403	Educational Services	This is an intensive professional learning academy.	1, 2		
Wed-Thurs,	03/24/22 - 08/25/22	Haley Cydell	Educational Services	SDCOE Teacher Leadership Academy 2022	SDCOE	\$0	\$403	Educational Services	This is an intensive professional learning academy.	1, 2		
Tues-Wed,	09/06/22 - 09/07/22	Bonner Montler	Educational Services	Project GLAD: Research and Theory Foundation	SDCOE	\$0	\$562	Educational Services	Instructional model for English Learner educational programs.	1		
Tues-Wed,	09/06/22 - 09/07/22	Charlene Stanley	Educational Services	Project GLAD: Research and Theory Foundation	SDCOE	\$0	\$562	Educational Services	Instructional model for English Learner educational programs.	1		
Tues-Wed,	09/06/22 - 09/07/22	Haley Cydell	Educational Services	Project GLAD: Research and Theory Foundation	SDCOE	\$0	\$562	Educational Services	Instructional model for English Learner educational programs.	1		
Travel Requests That Require Airfare, Overnight Stay, and/or Travel Outside of the State of California												
(NONE)												

District Goals:

1. Raise mastery of reading and writing grade level literacy standards with annual, incremental growth of at least five percentage points resulting in 90% mastery by June 2023.
2. Raise percentage of students feeling safe or very safe at school with annual, incremental growth of at least seven percentage points resulting in 100% of students feeling safe by June 2023.

Consent Item D.2.2.
 Prepared by Karl Christensen
 July 19, 2022

Approval/Ratification of Expenditure Warrants

BACKGROUND:

Warrants issued by the District are required by law to be approved or ratified by the Board of Education.

Commercial Warrants issued for the period of June 2022:

<u>Fund #/Name</u>	<u>Warrant #'s</u>	<u>Amount</u>
0100 General	4014 TO 14913481	\$ 1,013,183.28
0900	N/A	N/A
1200	4285 TO 4559	\$ 12,348.21
1300	4452 TO 14913478	\$ 98,450.59
1400	14909055	\$ 400.00
2109	N/A	N/A
2139 / 2108	N/A	N/A
2518	14903094 TO 14912013	\$ 223,321.81
2538	N/A	N/A
3500	N/A	N/A
4000	04335	\$ 1,800.00
6300	4390 TO 14912043	\$ 6,699.11
TOTAL:		\$ 1,356,203.00

Student Body Warrants issued for the period of June 2022:

\$ 4,843.00

Payroll Warrants issued for the period of June 2022:

<u>Fund #/Name</u>	<u>Amount</u>
01 00	\$6,084,712.40
12 00	\$ 26,636.54
13 00	\$ 109,008.59
14 00	\$0
25 18	\$0
63 00	\$ 208,505.28
\$6,428,862.81	

RECOMMENDATION:

It is recommended that the Board of Education approve the expenditure warrants for the month of June 2022 as presented.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact of commercial, student body, and payroll expenditure warrants total \$7,789,908.81 and is disclosed above.

STUDENT ACHIEVEMENT IMPACT:

This is a fiscal item. All fiscal resources impact student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.2.

BACKGROUND:

A numerical listing of purchase orders, including the date issued, the name of the vendor, a general description of items requested, and the anticipated cost of the purchase is attached for the review and approval of the Board of Education. Actual copies of the purchase orders are available for review upon request. As a part of the report, any payment to vendors that increases the amount of the purchase order by 10% or more, or change orders that increase the amount of the bid, will be presented for Board approval/ratification. The table below is a summary of total purchase orders by location for the month of June 2022:

AMOUNT	LOCATION
\$281,625.77	BUSINESS SERVICES
\$3,330.50	CAJON PARK SCHOOL
\$13,103.82	CARLTON HILLS SCHOOL
\$3,460.92	CARLTON OAKS SCHOOL
\$36,138.04	CENTRAL KITCHEN
\$345.32	CHET F HARRITT SCH
\$1,650.00	EDUCATIONAL PROJECTS
\$22,257.82	EDUCATIONAL SERVICES
\$116.20	HILL CREEK SCHOOL
\$1,536.87	HUMAN RESOURCES
\$7,869.13	MAINTENANCE
\$12,946.00	OPERATIONS/CUSTODIAL
\$24,582.11	PEPPER DRIVE SCHOOL
\$8,887.72	PROJECT SAFE
\$16,076.33	PROSPECT AVENUE SCH
\$5,000.00	PUPIL SERVICES
\$13,563.04	RIO SECO SCHOOL
\$258.68	SANTEE SUCCESS
\$7,447.55	SPECIAL EDUCATION
\$9,819.75	SUPERINTENDENT DEPT
\$1,042.37	SYCAMORE CANYON SCH
\$204,941.21	TECHNOLOGY SERVICES
\$3,308.92	TRANSPORTATION
\$22,297.23	WAREHOUSE
\$701,605.30	Grand Total

RECOMMENDATION:

Administration recommends approval of purchase orders #0000013906 through 0000014047 issued June 1, 2022 through June 30, 2022.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact of \$701,605.30 is disclosed on the following pages.

STUDENT ACHIEVEMENT IMPACT:

This is a fiscal item. All fiscal resources impact student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.3.

LOCATION LIST 2021-22

01	Santee School
02	Pepper Drive School
03	Carlton Hills School
04	Sycamore Canyon School
05	Prospect Avenue School
06	Cajon Park School
07	Chet F. Harritt School
08	Carlton Oaks School
09	Rio Seco School
10	Hill Creek School
11	Cajon Park Annex
12	Prospect Avenue Annex
26	Cajon Park Junior High
60	Board of Education
62	Superintendent
64	Business Services
65	Personnel
66	Educational Services
67	Special Education, Centralized
68	Special Projects, Centralized
69	Professional Development
70	Student Support Services
71	Library Media Services
72	Project SAFE
73	Technology
74	Operations
75	Maintenance

M = Monthly Blanket
A = Annual Blanket
L = Lottery

76	Transportation
78	Warehouse
90	Central Kitchen
92	Publications
97	District Wide
100	Summer School
108	Carlton Oaks Summer School
110	Hill Creek Summer School

Fund Numbers

03 00	General - Unrestricted
06 00	General - Restricted
12 06	Child Development Fund
13 00	Cafeteria Fund
14 00	Deferred Maintenance Fund
17 42	Special Reserve - Other Than Cap/Out
21 09	Other Building Fund
21 10	Building Fund
25 18	Capital Facilities Account Fund
25 24	Capital Projects Fund
25 38	Capital Facilities Redevelopment
30 00	State School Building Fund (Modernization) and Lease/Purchase
40 00	Special Reserve Fund - Capital Projects
53 26	Tax Override Fund - SSBF
67 30	Deductible Ins Loss Fund

**PURCHASE ORDER LISTING
JUNE 2022
REPORT BY SITE TOTAL**

PO Number	DATE	VENDOR	DESCRIPTION	FUND	AMOUNT	LOC	LOCATION
0000013906	6/1/2022	AMAZON.COM SERVICES, INC.	OFFICE SUPPLIES - BS	0100	8.61	064	BUSINESS SERVICES
0000013917	6/2/2022	STEVE AND/OR PAMELA ISAACSON	DEVELOPER FEES REIMBURSEMENT	2518	572.05	064	BUSINESS SERVICES
0000013921	6/2/2022	TAYLOR MORRISON OF CALIFORNIA, LLC (SCA)	DEVELOPER FEES REIMBURSEMENT	2518	17581.40	064	BUSINESS SERVICES
0000013921	6/2/2022	TAYLOR MORRISON OF CALIFORNIA, LLC (SCA)	DEVELOPER FEES REIMBURSEMENT	2518	4998.00	064	BUSINESS SERVICES
0000013921	6/2/2022	TAYLOR MORRISON OF CALIFORNIA, LLC (SCA)	DEVELOPER FEES REIMBURSEMENT	2518	17329.80	064	BUSINESS SERVICES
0000013921	6/2/2022	TAYLOR MORRISON OF CALIFORNIA, LLC (SCA)	DEVELOPER FEES REIMBURSEMENT	2518	17329.80	064	BUSINESS SERVICES
0000013921	6/2/2022	TAYLOR MORRISON OF CALIFORNIA, LLC (SCA)	DEVELOPER FEES REIMBURSEMENT	2518	5302.30	064	BUSINESS SERVICES
0000013921	6/2/2022	TAYLOR MORRISON OF CALIFORNIA, LLC (SCA)	DEVELOPER FEES REIMBURSEMENT	2518	5302.30	064	BUSINESS SERVICES
0000013921	6/2/2022	TAYLOR MORRISON OF CALIFORNIA, LLC (SCA)	DEVELOPER FEES REIMBURSEMENT	2518	6976.80	064	BUSINESS SERVICES
0000013921	6/2/2022	TAYLOR MORRISON OF CALIFORNIA, LLC (SCA)	DEVELOPER FEES REIMBURSEMENT	2518	17329.80	064	BUSINESS SERVICES
0000013921	6/2/2022	TAYLOR MORRISON OF CALIFORNIA, LLC (SCA)	DEVELOPER FEES REIMBURSEMENT	2518	17329.80	064	BUSINESS SERVICES
0000013921	6/2/2022	TAYLOR MORRISON OF CALIFORNIA, LLC (SCA)	DEVELOPER FEES REIMBURSEMENT	2518	17329.80	064	BUSINESS SERVICES
0000013921	6/2/2022	TAYLOR MORRISON OF CALIFORNIA, LLC (SCA)	DEVELOPER FEES REIMBURSEMENT	2518	17329.80	064	BUSINESS SERVICES
0000013921	6/2/2022	TAYLOR MORRISON OF CALIFORNIA, LLC (SCA)	DEVELOPER FEES REIMBURSEMENT	2518	17329.80	064	BUSINESS SERVICES
0000013923	6/2/2022	SAM - SANTEE, LLC	DEVELOPER FEES REIMBURSEMENT	2518	2413.15	064	BUSINESS SERVICES
0000013923	6/2/2022	SAM - SANTEE, LLC	DEVELOPER FEES REIMBURSEMENT	2518	2354.50	064	BUSINESS SERVICES
0000013923	6/2/2022	SAM - SANTEE, LLC	DEVELOPER FEES REIMBURSEMENT	2518	2096.10	064	BUSINESS SERVICES
0000013923	6/2/2022	SAM - SANTEE, LLC	DEVELOPER FEES REIMBURSEMENT	2518	1713.60	064	BUSINESS SERVICES
0000013923	6/2/2022	SAM - SANTEE, LLC	DEVELOPER FEES REIMBURSEMENT	2518	1892.10	064	BUSINESS SERVICES
0000013923	6/2/2022	SAM - SANTEE, LLC	DEVELOPER FEES REIMBURSEMENT	2518	1713.60	064	BUSINESS SERVICES
0000013923	6/2/2022	SAM - SANTEE, LLC	DEVELOPER FEES REIMBURSEMENT	2518	1713.60	064	BUSINESS SERVICES
0000013923	6/2/2022	SAM - SANTEE, LLC	DEVELOPER FEES REIMBURSEMENT	2518	2026.40	064	BUSINESS SERVICES
0000013923	6/2/2022	SAM - SANTEE, LLC	DEVELOPER FEES REIMBURSEMENT	2518	2026.40	064	BUSINESS SERVICES
0000013923	6/2/2022	SAM - SANTEE, LLC	DEVELOPER FEES REIMBURSEMENT	2518	2026.40	064	BUSINESS SERVICES
0000013923	6/2/2022	SAM - SANTEE, LLC	DEVELOPER FEES REIMBURSEMENT	2518	1892.10	064	BUSINESS SERVICES
0000013923	6/2/2022	SAM - SANTEE, LLC	DEVELOPER FEES REIMBURSEMENT	2518	1892.10	064	BUSINESS SERVICES
0000013923	6/2/2022	SAM - SANTEE, LLC	DEVELOPER FEES REIMBURSEMENT	2518	1892.10	064	BUSINESS SERVICES
0000013923	6/2/2022	SAM - SANTEE, LLC	DEVELOPER FEES REIMBURSEMENT	2518	2026.40	064	BUSINESS SERVICES
0000013923	6/2/2022	SAM - SANTEE, LLC	DEVELOPER FEES REIMBURSEMENT	2518	1713.60	064	BUSINESS SERVICES
0000013923	6/2/2022	SAM - SANTEE, LLC	DEVELOPER FEES REIMBURSEMENT	2518	1713.60	064	BUSINESS SERVICES
0000013927	6/2/2022	TAD AND/OR WENDY STONE	DEVELOPER FEES REFUND	2518	624.75	064	BUSINESS SERVICES
0000013928	6/2/2022	ROSA JOULDJIAN	DEVELOPER FEES REFUND	2518	839.80	064	BUSINESS SERVICES
0000013929	6/2/2022	MARVIN C. MALLARI	DEVELOPER FEES REFUND	2518	722.50	064	BUSINESS SERVICES
0000013930	6/2/2022	JORGE DOMINGUEZ	DEVELOPER FEES REFUND	2518	765.00	064	BUSINESS SERVICES
0000013931	6/2/2022	GUADALUPE LANCE AND/OR JOSE ARREOLA	DEVELOPER FEES REFUND	2518	604.35	064	BUSINESS SERVICES
0000013932	6/2/2022	F & F MAST, LP	DEVELOPER FEES REIMBURSEMENTS	2518	4877.30	064	BUSINESS SERVICES
0000013933	6/2/2022	MA BUILDERS AND DESIGN LLC	DEVELOPER FEES REIMBURSEMENTS	2518	729.30	064	BUSINESS SERVICES
0000013934	6/2/2022	KENNETH AND/OR TRACY JUSTO	DEVELOPER FEES REIMBURSEMENTS	2518	839.80	064	BUSINESS SERVICES
0000013935	6/2/2022	G.A. ABELL, INC dba PRECISION ELECTRIC	DEVELOPER FEES REIMBURSEMENTS	2518	14591.10	064	BUSINESS SERVICES
0000013936	6/2/2022	JOSHUA J. VALLEJOS	DEVELOPER FEES REIMBURSEMENTS	2518	1071.00	064	BUSINESS SERVICES
0000013937	6/2/2022	ARNOLDO V. ESPINOSA	DEVELOPER FEES REIMBURSEMENTS	2518	760.76	064	BUSINESS SERVICES
0000013938	6/2/2022	SANDRA AND/OR RICHARD GROW	DEVELOPER FEES REIMBURSEMENTS	2518	583.95	064	BUSINESS SERVICES
0000013939	6/2/2022	RILEY LUNCHE	DEVELOPER FEES REIMBURSEMENTS	2518	1115.59	064	BUSINESS SERVICES
0000013940	6/2/2022	CINDY NGUYEN AND/OR TOM CHOW	DEVELOPER FEES REIMBURSEMENTS	2518	844.90	064	BUSINESS SERVICES
0000013941	6/2/2022	OMRI MOTALE	DEVELOPER FEES REIMBURSEMENTS	2518	607.75	064	BUSINESS SERVICES
0000013942	6/2/2022	CHERIE AND/OR HARLEY PETRIE	DEVELOPER FEES REIMBURSEMENTS	2518	433.50	064	BUSINESS SERVICES
0000013943	6/2/2022	WEST COAST BUILDING AND DESIGN	0000002509	2518	636.65	064	BUSINESS SERVICES

0000013944	6/2/2022	WADE AND/OR LAICO COOK	DEVELOPER FEES REIMBURSEMENT	2518	443.70	064	BUSINESS SERVICES
0000013945	6/2/2022	M. SUNA-SITTO AND/OR SAM SITTO	DEVELOPER FEES REIMBURSEMENT	2518	850.00	064	BUSINESS SERVICES
0000013946	6/2/2022	ANNETTE AND/OR MICHAEL CRONE	DEVELOPER FEES REIMBURSEMENT	2518	850.00	064	BUSINESS SERVICES
0000013947	6/2/2022	NAJMNA LLC	DEVELOPER FEES REIMBURSEMENT	2518	529.55	064	BUSINESS SERVICES
0000013948	6/2/2022	ALETO CONSTRUCTION COMPANY INC.	DEVELOPER FEES REIMBURSEMENT	2518	1635.40	064	BUSINESS SERVICES
0000013949	6/2/2022	MARK L. HAYS	DEVELOPER FEES REIMBURSEMENT	2518	482.80	064	BUSINESS SERVICES
0000013950	6/2/2022	IRADJ TOM ZOKAEI	DEVELOPER FEES REIMBURSEMENT	2518	1020.00	064	BUSINESS SERVICES
0000013951	6/2/2022	HA PANG	DEVELOPER FEES REIMBURSEMENT	2518	845.75	064	BUSINESS SERVICES
0000013979	6/7/2022	OFFICE DEPOT INC	SCHOOL SITE ORDERS	0100	191.26	064	BUSINESS SERVICES
0000013970	6/6/2022	SUNBELT RENTALS	TEST SITE GENERATOR	0100	2265.41	064	BUSINESS SERVICES
0000013972	6/6/2022	NUCOR HARRIS REBAR SOUTHWEST, INC.	DEFERRED MAINT LIGHTING - CO	1400	400.00	064	BUSINESS SERVICES
0000013981	6/7/2022	SUPERINTENDENT OF SCHOOLS	SDCOE AWARDS	0100	139.00	064	BUSINESS SERVICES
0000013989	6/9/2022	COMPUTERSHARE CORPORATE TRUST	SANTEE COP 2010 SOLAR ENERGY	4000	1800.00	064	BUSINESS SERVICES
0000014025	6/21/2022	AWARDS BY NAVAJO	SALUTE TO EXCELLENCE	0100	1687.72	064	BUSINESS SERVICES
0000014032	6/21/2022	SOUTHERN CALIFORNIA PERMANENTE	HR - MASK FIT TEST	0100	2976.00	064	BUSINESS SERVICES
0000014033	6/22/2022	CORODATA SHREDDING INC.	SHREDDING	0100	512.43	064	BUSINESS SERVICES
0000014040	6/24/2022	PORTABLE STORAGE CORP	STORAGE CONTAINER	0100	2354.00	064	BUSINESS SERVICES
0000014041	6/24/2022	FREEWAY TOYOTA	VEHICLE - TECHNOLOGY	0100	23917.88	064	BUSINESS SERVICES
0000014044	6/27/2022	DOWNTOWN FORD SALES	NEW F150 - M&O	0100	32250.86	064	BUSINESS SERVICES
					281625.77		BUSINESS SERVICES Total
0000013907	6/1/2022	ROCHESTER 100 INC	CLASSROOM SUPPLIES - CP	0100	1259.60	006	CAJON PARK SCHOOL
0000013915	6/2/2022	OFFICE DEPOT INC	DISTRICT ORDERS	0100	63.94	006	CAJON PARK SCHOOL
0000013956	6/3/2022	IDENT-A-KID SERVICES OF AMERICA, INC	SCHOOL SUPPLIES - CP	0100	700.38	006	CAJON PARK SCHOOL
0000013956	6/3/2022	IDENT-A-KID SERVICES OF AMERICA, INC	SCHOOL SUPPLIES - CP	0100	53.88	006	CAJON PARK SCHOOL
0000013979	6/7/2022	OFFICE DEPOT INC	SCHOOL SITE ORDERS	0100	536.67	006	CAJON PARK SCHOOL
0000013971	6/6/2022	WASTE MANAGEMENT OF EL CAJON -	ROLL-OFF BIN - CP	0100	716.03	006	CAJON PARK SCHOOL
					3330.50		CAJON PARK SCHOOL Total
0000013912	6/2/2022	EDMENTUM, INC	PROGRAM LICENSE	0100	1600.00	003	CARLTON HILLS SCHOOL
0000013915	6/2/2022	OFFICE DEPOT INC	DISTRICT ORDERS	0100	254.92	003	CARLTON HILLS SCHOOL
0000013952	6/3/2022	FITNESS FINDERS INC	STUDENT INCENTIVE - CH	0100	127.15	003	CARLTON HILLS SCHOOL
0000013952	6/3/2022	FITNESS FINDERS INC	STUDENT INCENTIVE - CH	0100	89.38	003	CARLTON HILLS SCHOOL
0000013952	6/3/2022	FITNESS FINDERS INC	STUDENT INCENTIVE - CH	0100	94.21	003	CARLTON HILLS SCHOOL
0000013952	6/3/2022	FITNESS FINDERS INC	STUDENT INCENTIVE - CH	0100	349.92	003	CARLTON HILLS SCHOOL
0000013954	6/3/2022	GLOBAL VENDING GROUP, INC.	BOOK VENDING - CH	0100	6090.00	003	CARLTON HILLS SCHOOL
0000013964	6/3/2022	DIESEL PRINT COMPANY	BANNERS - CH	0100	482.72	003	CARLTON HILLS SCHOOL
0000013965	6/3/2022	HAGER PHOTOGRAPHY	YEARBOOKS - CH	0100	212.50	003	CARLTON HILLS SCHOOL
0000013979	6/7/2022	OFFICE DEPOT INC	SCHOOL SITE ORDERS	0100	62.02	003	CARLTON HILLS SCHOOL
0000013988	6/9/2022	SUNDANCE STAGE LINES	FIELD TRIP - CH	0100	3310.00	003	CARLTON HILLS SCHOOL
0000014011	6/15/2022	MY BINDING.COM	OFFICE SUPPLIES - CH	0100	431.00	003	CARLTON HILLS SCHOOL
					13103.82		CARLTON HILLS SCHOOL Total
0000013915	6/2/2022	OFFICE DEPOT INC	DISTRICT ORDERS	0100	237.57	008	CARLTON OAKS SCHOOL
0000013979	6/7/2022	OFFICE DEPOT INC	SCHOOL SITE ORDERS	0100	228.35	008	CARLTON OAKS SCHOOL
0000013985	6/9/2022	YMCA - SANTEE	FILED TRIP - CO	0100	1000.00	008	CARLTON OAKS SCHOOL
0000013986	6/9/2022	PARKWAY BOWL	FIELD TRIP - CO	0100	1995.00	008	CARLTON OAKS SCHOOL
					3460.92		CARLTON OAKS SCHOOL Total
0000013915	6/2/2022	OFFICE DEPOT INC	DISTRICT ORDERS	1300	99.62	090	CENTRAL KITCHEN
0000013979	6/7/2022	OFFICE DEPOT INC	SCHOOL SITE ORDERS	1300	345.30	090	CENTRAL KITCHEN
0000014001	6/14/2022	HEYNOW HEATING AND AIR CONDITIONING	HVAC SYSTEM - CNS	0100	1400.00	090	CENTRAL KITCHEN
0000014002	6/14/2022	JOHNSTONE SUPPLY	CNS HVAC SYSTEM	0100	698.21	090	CENTRAL KITCHEN
0000014002	6/14/2022	JOHNSTONE SUPPLY	CNS HVAC SYSTEM	0100	119.59	090	CENTRAL KITCHEN
0000014002	6/14/2022	JOHNSTONE SUPPLY	CNS HVAC SYSTEM	0100	33.61	090	CENTRAL KITCHEN

0000014003	6/14/2022	CITY ELECTRIC SUPPLY	HVAC SYSTEM - CNS	0100	66.27	090	CENTRAL KITCHEN
0000014042	6/24/2022	DOWNTOWN FORD SALES	VEHICLE - CNS	1300	33375.44	090	CENTRAL KITCHEN
					36138.04		CENTRAL KITCHEN Total
0000013915	6/2/2022	OFFICE DEPOT INC	DISTRICT ORDERS	0100	175.12	007	CHET F HARRITT SCH
0000013979	6/7/2022	OFFICE DEPOT INC	SCHOOL SITE ORDERS	0100	170.20	007	CHET F HARRITT SCH
					345.32		CHET F HARRITT SCH Total
0000014009	6/15/2022	SDSU RESEARCH FOUNDATION	CGI SUMMER SESSION TRAINING	0100	1650.00	068	EDUCATIONAL PROJECTS
					1650.00		EDUCATIONAL PROJECTS Total
0000013915	6/2/2022	OFFICE DEPOT INC	DISTRICT ORDERS	0100	132.39	066	EDUCATIONAL SERVICES
0000014005	6/14/2022	CITI CARDS /	DISTRICT PURCHASES	0100	125.43	066	EDUCATIONAL SERVICES
0000014008	6/15/2022	SDSU RESEARCH FOUNDATION	GSA - CGI TRAINING	0100	22000.00	066	EDUCATIONAL SERVICES
					22257.82		EDUCATIONAL SERVICES Total
0000013979	6/7/2022	OFFICE DEPOT INC	SCHOOL SITE ORDERS	0100	75.79	010	HILL CREEK SCHOOL
0000013980	6/7/2022	TROPHY MASTER	AWARDS - HC	0100	19.40	010	HILL CREEK SCHOOL
0000013980	6/7/2022	TROPHY MASTER	AWARDS - HC	0100	21.01	010	HILL CREEK SCHOOL
					116.20		HILL CREEK SCHOOL Total
0000014010	6/15/2022	ATKINSON, ANDELSON, LOYA, RUUD	LEGAL SERVICES	0100	1490.00	065	HUMAN RESOURCES
0000014024	6/21/2022	SUPERINTENDENT OF SCHOOLS	SDCOE HIRING INCENTIVE BANNER	0100	46.87	065	HUMAN RESOURCES
					1536.87		HUMAN RESOURCES Total
0000013969	6/6/2022	EWING IRRIGATION PRODUCTS	IRRIGATION SUPPLIES - M&O	0100	1591.28	080	MAINTENANCE
0000013984	6/9/2022	AZUMA TECH SYSTEMS, INC.	FIRE PANEL WORK - CP	0100	170.00	075	MAINTENANCE
0000014017	6/17/2022	HAWTHORNE MACHINERY CO	RENTAL EQUIPMENT - M&O	0100	3143.52	075	MAINTENANCE
0000014018	6/17/2022	EWING IRRIGATION PRODUCTS	LANDSCAPE SUPPLIES - M&O	0100	457.69	080	MAINTENANCE
0000014018	6/17/2022	EWING IRRIGATION PRODUCTS	LANDSCAPE SUPPLIES - M&O	0100	95.23	080	MAINTENANCE
0000014019	6/17/2022	CITY OF SANTEE	FIRE INSPECTION	0100	452.00	075	MAINTENANCE
0000014022	6/21/2022	EWING IRRIGATION PRODUCTS	IRRIGATION SUPPLIES	0100	547.91	080	MAINTENANCE
0000014038	6/23/2022	EPA K-9 & INVESTIGATIVE SERVICES, INC.	INVENTORY - M&O	0100	980.00	075	MAINTENANCE
0000014039	6/23/2022	EWING IRRIGATION PRODUCTS	IRRIGATION SUPPLIES	0100	80.12	080	MAINTENANCE
0000014047	6/27/2022	CINTAS CORPORATION	UNIFORMS	0100	351.38	075	MAINTENANCE
					7869.13		MAINTENANCE Total
0000013959	6/3/2022	MAINTEX INC	CUSTODIAL SUPPLIES	0100	8422.01	074	OPERATIONS/CUSTODIAL
0000013959	6/3/2022	MAINTEX INC	CUSTODIAL SUPPLIES	0100	488.56	074	OPERATIONS/CUSTODIAL
0000013959	6/3/2022	MAINTEX INC	CUSTODIAL SUPPLIES	0100	621.12	074	OPERATIONS/CUSTODIAL
0000014004	6/14/2022	GRAINGER	CUSTODIAL SUPPLIES	0100	233.75	074	OPERATIONS/CUSTODIAL
0000014015	6/15/2022	MAINTEX INC	CUSTODIAL ORDERS	0100	3031.92	074	OPERATIONS/CUSTODIAL
0000014047	6/27/2022	CINTAS CORPORATION	UNIFORMS	0100	148.64	074	OPERATIONS/CUSTODIAL
					12946.00		OPERATIONS/CUSTODIAL Total
0000013915	6/2/2022	OFFICE DEPOT INC	DISTRICT ORDERS	0100	1923.11	002	PEPPER DRIVE SCHOOL
0000013957	6/3/2022	AMAZON.COM SERVICES, INC.	OUTDOOR FURNITURE - PD	0100	1549.01	002	PEPPER DRIVE SCHOOL
0000013973	6/6/2022	HATCHING RESULTS, LLC	TRAINING - PD	0100	298.00	002	PEPPER DRIVE SCHOOL
0000013977	6/7/2022	SCHOLASTIC INC., EDUCATION	BOOK FAIR - PD	0100	4572.15	002	PEPPER DRIVE SCHOOL
0000013978	6/7/2022	SCHOLASTIC INC., EDUCATION	BOOK ORDER - PD	0100	3586.08	002	PEPPER DRIVE SCHOOL
0000013979	6/7/2022	OFFICE DEPOT INC	SCHOOL SITE ORDERS	0100	1819.42	002	PEPPER DRIVE SCHOOL
0000013979	6/7/2022	OFFICE DEPOT INC	SCHOOL SITE ORDERS	0100	10834.34	002	PEPPER DRIVE SCHOOL
					24582.11		PEPPER DRIVE SCHOOL Total
0000013911	6/2/2022	ADVERTISING EDGE INC	TROPHIES - OSTP	6300	487.94	072	PROJECT SAFE
0000013915	6/2/2022	OFFICE DEPOT INC	DISTRICT ORDERS	6300	337.90	072	PROJECT SAFE
0000013979	6/7/2022	OFFICE DEPOT INC	SCHOOL SITE ORDERS	6300	262.16	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	0100	11.31	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	0100	6.01	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	0100	5.37	072	PROJECT SAFE

0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	0100	12.64	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	0100	4.51	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	0100	9.46	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	0100	2.87	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	0100	10.22	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	0100	3.76	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	0100	2.89	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	0100	11.84	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	0100	10.36	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	0100	2.41	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	6300	11.30	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	6300	6.01	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	6300	5.39	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	6300	12.65	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	6300	4.53	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	6300	9.47	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	6300	2.89	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	6300	10.24	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	6300	3.77	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	6300	2.90	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	6300	11.85	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	6300	10.35	072	PROJECT SAFE
0000013987	6/9/2022	AMAZON.COM SERVICES, INC.	SUMMER CAMP - OSTP	6300	2.43	072	PROJECT SAFE
0000014005	6/14/2022	CITI CARDS /	DISTRICT PURCHASES	0100	31.30	072	PROJECT SAFE
0000014005	6/14/2022	CITI CARDS /	DISTRICT PURCHASES	0100	30.00	072	PROJECT SAFE
0000014005	6/14/2022	CITI CARDS /	DISTRICT PURCHASES	6300	202.33	072	PROJECT SAFE
0000014005	6/14/2022	CITI CARDS /	DISTRICT PURCHASES	6300	3840.24	072	PROJECT SAFE
0000014005	6/14/2022	CITI CARDS /	DISTRICT PURCHASES	6300	439.42	072	PROJECT SAFE
0000014006	6/15/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - OSTP	6300	294.00	072	PROJECT SAFE
0000014007	6/15/2022	ZOOLOGICAL SOCIETY OF SAN DIEGO	FIELD TRIP - OSTP	0100	435.00	072	PROJECT SAFE
0000014016	6/16/2022	RAY TRINIDAD IMPACT PEOPLE INC.	PROFESSIONAL DEVELOP - OSTP	6300	1500.00	072	PROJECT SAFE
0000014023	6/21/2022	ZOOLOGICAL SOCIETY OF SAN DIEGO	FIELD TRIP - OSTP	0100	420.00	072	PROJECT SAFE
0000014023	6/21/2022	ZOOLOGICAL SOCIETY OF SAN DIEGO	FIELD TRIP - OSTP	6300	420.00	072	PROJECT SAFE
					8887.72		PROJECT SAFE Total
0000013908	6/1/2022	APPLE INC	TECHNOLOGY SUPPLIES	0100	48.00	005	PROSPECT AVENUE SCH
0000013908	6/1/2022	APPLE INC	TECHNOLOGY SUPPLIES	0100	13951.47	005	PROSPECT AVENUE SCH
0000013915	6/2/2022	OFFICE DEPOT INC	DISTRICT ORDERS	0100	269.33	005	PROSPECT AVENUE SCH
0000013924	6/2/2022	SEA WORLD OF CALIFORNIA	FIELD TRIP - PA	0100	1470.00	005	PROSPECT AVENUE SCH
0000013966	6/3/2022	MAINTEX INC	CUSTODIAL UPLIES - PA	0100	116.46	005	PROSPECT AVENUE SCH
0000013979	6/7/2022	OFFICE DEPOT INC	SCHOOL SITE ORDERS	0100	221.07	005	PROSPECT AVENUE SCH
					16076.33		PROSPECT AVENUE SCH Total
0000014037	6/23/2022	HODGE, PATRICIA	EVALUATION - DODEA GRANT	0100	5000.00	070	PUPIL SERVICES
					5000.00		PUPIL SERVICES Total
0000013915	6/2/2022	OFFICE DEPOT INC	DISTRICT ORDERS	0100	84.65	064	RIO SECO SCHOOL
0000013915	6/2/2022	OFFICE DEPOT INC	DISTRICT ORDERS	0100	714.53	009	RIO SECO SCHOOL
0000013926	6/2/2022	YMCA - SANTEE	FIELD TRIP - RS	0100	625.00	009	RIO SECO SCHOOL
0000013967	6/3/2022	SUNDANCE STAGE LINES	FELD TRIP - RS	0100	3200.00	009	RIO SECO SCHOOL
0000013968	6/3/2022	LEARNING A-Z	SUBSCRIPTION - RS	0100	3335.40	009	RIO SECO SCHOOL
0000013979	6/7/2022	OFFICE DEPOT INC	SCHOOL SITE ORDERS	0100	393.58	009	RIO SECO SCHOOL
0000014012	6/15/2022	AWARDS BY NAVAJO	AWARDS - RS	0100	34.37	009	RIO SECO SCHOOL
0000014013	6/15/2022	LANGUAGE CIRCLE ENTERPRISES, INC.	PROJECT REAAD - RS	0100	1440.00	009	RIO SECO SCHOOL

0000014013	6/15/2022	LANGUAGE CIRCLE ENTERPRISES, INC.	PROJECT REAAD - RS	0100	2520.00	009	RIO SECO SCHOOL
0000014014	6/15/2022	MAINTEX INC	CUSTODIAL SUPPLIES - RS	0100	115.51	009	RIO SECO SCHOOL
0000014021	6/21/2022	BLUE COAST CONSULTING	DSA INSPECTION - RS	2538	1100.00	009	RIO SECO SCHOOL
					13563.04		RIO SECO SCHOOL Total
0000013915	6/2/2022	OFFICE DEPOT INC	DISTRICT ORDERS	0100	258.68	016	SANTEE SUCCESS
					258.68		SANTEE SUCCESS Total
0000013955	6/3/2022	MINDWING CONCEPTS, INC.	CURRICULUM - SPED	0100	879.22	067	SPECIAL EDUCATION
0000013962	6/3/2022	MOBILITY SOLUTIONS INS	CLASSROOM SUPPLIES - SPED	0100	5981.20	067	SPECIAL EDUCATION
0000013979	6/7/2022	OFFICE DEPOT INC	SCHOOL SITE ORDERS	0100	478.38	067	SPECIAL EDUCATION
0000014010	6/15/2022	ATKINSON, ANDELSON, LOYA, RUUD	LEGAL SERVICES	0100	108.75	067	SPECIAL EDUCATION
					7447.55		SPECIAL EDUCATION Total
0000013961	6/3/2022	ABIGAIL GOMEZ	SALLUTE TO EXCELLENCE	0100	460.00	062	SUPERINTENDENT DEPT
0000013975	6/6/2022	SANTEE-LAKESIDE ROTARY CLUB	MEMBERSHIP DUES - SUPER	0100	200.00	062	SUPERINTENDENT DEPT
0000014005	6/14/2022	CITI CARDS /	DISTRICT PURCHASES	0100	89.76	062	SUPERINTENDENT DEPT
0000014005	6/14/2022	CITI CARDS /	DISTRICT PURCHASES	0100	69.99	062	SUPERINTENDENT DEPT
0000014035	6/22/2022	SANTEE CHAMBER OF COMMERCE	SANTEE MAGAZINE	0100	9000.00	062	SUPERINTENDENT DEPT
					9819.75		SUPERINTENDENT DEPT Total
0000013915	6/2/2022	OFFICE DEPOT INC	DISTRICT ORDERS	0100	79.11	004	SYCAMORE CANYON SCH
0000013953	6/3/2022	SUNTEX INTERNATIONAL INC	STUDENT SUBSCRIPTION - SC	0100	240.00	004	SYCAMORE CANYON SCH
0000013958	6/3/2022	MAINTEX INC	CUSTODIAL SUPPLIES - SC	0100	36.64	004	SYCAMORE CANYON SCH
0000013958	6/3/2022	MAINTEX INC	CUSTODIAL SUPPLIES - SC	0100	13.90	004	SYCAMORE CANYON SCH
0000013958	6/3/2022	MAINTEX INC	CUSTODIAL SUPPLIES - SC	0100	38.19	004	SYCAMORE CANYON SCH
0000013958	6/3/2022	MAINTEX INC	CUSTODIAL SUPPLIES - SC	0100	62.78	004	SYCAMORE CANYON SCH
0000013963	6/3/2022	AMAZON.COM SERVICES, INC.	OUTDOOR FURNITURE - SC	0100	500.98	004	SYCAMORE CANYON SCH
0000013979	6/7/2022	OFFICE DEPOT INC	SCHOOL SITE ORDERS	0100	70.77	004	SYCAMORE CANYON SCH
					1042.37		SYCAMORE CANYON SCH Total
0000013915	6/2/2022	OFFICE DEPOT INC	DISTRICT ORDERS	0100	1653.17	073	TECHNOLOGY SERVICES
0000013979	6/7/2022	OFFICE DEPOT INC	SCHOOL SITE ORDERS	0100	1006.14	073	TECHNOLOGY SERVICES
0000013990	6/14/2022	DATEL SYSTEMS	WIRELESS ERATE -ALT SCHOOL/SSA	0100	5040.30	073	TECHNOLOGY SERVICES
0000013991	6/14/2022	DATEL SYSTEMS	WIRELESS ERATE - CP	0100	24382.54	073	TECHNOLOGY SERVICES
0000013992	6/14/2022	DATEL SYSTEMS	WIRELESS ERATE - CH	0100	18165.19	073	TECHNOLOGY SERVICES
0000013993	6/14/2022	DATEL SYSTEMS	WIRELESS ERATE - CO	0100	21503.34	073	TECHNOLOGY SERVICES
0000013994	6/14/2022	DATEL SYSTEMS	WIRELESS ERATE - CFH	0100	14260.88	073	TECHNOLOGY SERVICES
0000013995	6/14/2022	DATEL SYSTEMS	WIRELESS ERATE - DO	0100	18581.42	073	TECHNOLOGY SERVICES
0000013996	6/14/2022	DATEL SYSTEMS	WIRELESS ERATE - PD	0100	22412.21	073	TECHNOLOGY SERVICES
0000013997	6/14/2022	DATEL SYSTEMS	WIRELESS ERATE - PA	0100	17870.14	073	TECHNOLOGY SERVICES
0000013998	6/14/2022	DATEL SYSTEMS	WIRELESS ERATE - HC	0100	20533.71	073	TECHNOLOGY SERVICES
0000013999	6/14/2022	DATEL SYSTEMS	WIRELESS ERATE - RS	0100	23639.99	073	TECHNOLOGY SERVICES
0000014000	6/14/2022	DATEL SYSTEMS	WIRELESS ERATE - SC	0100	12892.18	073	TECHNOLOGY SERVICES
0000014034	6/22/2022	CALIFORNIA IT IN EDUCATION	CSPA 21/22 FEE	0100	3000.00	073	TECHNOLOGY SERVICES
					204941.21		TECHNOLOGY SERVICES Total
0000013914	6/2/2022	CINTAS CORPORATION	TRANSPORTATION UNIFORMS	0100	134.28	076	TRANSPORTATION
0000013914	6/2/2022	CINTAS CORPORATION	TRANSPORTATION UNIFORMS	0100	134.28	076	TRANSPORTATION
0000013974	6/6/2022	O'REILLY AUTO PARTS	TRANSPORTATION SUPPLIES	0100	11.90	076	TRANSPORTATION
0000014026	6/21/2022	A-Z BUS SALES, INC.	TRANSPORTATION SUPPLIES	0100	746.47	076	TRANSPORTATION
0000014026	6/21/2022	A-Z BUS SALES, INC.	TRANSPORTATION SUPPLIES	0100	508.88	076	TRANSPORTATION
0000014027	6/21/2022	INTERSTATE BATTERY OF SAN DIEGO INC	TRANSPORTATION SUPPLIES	0100	169.50	076	TRANSPORTATION
0000014028	6/21/2022	MASON'S SAW & LAWNMOWER SERVICE, INC.	TRANSPORTATION SUPPLIES	0100	13.51	076	TRANSPORTATION
0000014029	6/21/2022	BORDER TIRE	TRANSPORTATION SUPPLIES	0100	235.41	076	TRANSPORTATION
0000014029	6/21/2022	BORDER TIRE	TRANSPORTATION SUPPLIES	0100	155.41	076	TRANSPORTATION
0000014030	6/21/2022	O'REILLY AUTO PARTS	TRANSPORTATION SUPPLIES	0100	23.22	076	TRANSPORTATION

0000014030	6/21/2022	O'REILLY AUTO PARTS	TRANSPORTATION SUPPLIES	0100	50.38	076	TRANSPORTATION
0000014030	6/21/2022	O'REILLY AUTO PARTS	TRANSPORTATION SUPPLIES	0100	91.22	076	TRANSPORTATION
0000014031	6/21/2022	County of San Diego	TRANSPORTATION SUPPLIES	0100	831.00	076	TRANSPORTATION
0000014043	6/27/2022	CINTAS CORPORATION	UNIFORMS - TRANSPORTATION	0100	33.91	076	TRANSPORTATION
0000014043	6/27/2022	CINTAS CORPORATION	UNIFORMS - TRANSPORTATION	0100	33.91	076	TRANSPORTATION
0000014047	6/27/2022	CINTAS CORPORATION	UNIFORMS	0100	67.82	076	TRANSPORTATION
0000014047	6/27/2022	CINTAS CORPORATION	UNIFORMS	0100	67.82	076	TRANSPORTATION
					3308.92		TRANSPORTATION Total
0000013909	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	99.30	078	WAREHOUSE
0000013909	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	68.27	078	WAREHOUSE
0000013909	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	93.10	078	WAREHOUSE
0000013909	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	57.41	078	WAREHOUSE
0000013909	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	69.82	078	WAREHOUSE
0000013909	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	34.91	078	WAREHOUSE
0000013909	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	85.34	078	WAREHOUSE
0000013909	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	50.81	078	WAREHOUSE
0000013909	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	320.66	078	WAREHOUSE
0000013909	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	219.81	078	WAREHOUSE
0000013909	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	732.70	078	WAREHOUSE
0000013909	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	439.62	078	WAREHOUSE
0000013909	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	366.35	078	WAREHOUSE
0000013909	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	219.81	078	WAREHOUSE
0000013909	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	366.35	078	WAREHOUSE
0000013909	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	146.54	078	WAREHOUSE
0000013909	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	219.81	078	WAREHOUSE
0000013909	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	219.81	078	WAREHOUSE
0000013909	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	293.08	078	WAREHOUSE
0000013909	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	219.81	078	WAREHOUSE
0000013909	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	200.16	078	WAREHOUSE
0000013909	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	251.36	078	WAREHOUSE
0000013909	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	145.46	078	WAREHOUSE
0000013909	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	519.79	078	WAREHOUSE
0000013910	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	219.81	078	WAREHOUSE
0000013910	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	219.81	078	WAREHOUSE
0000013910	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	366.35	078	WAREHOUSE
0000013910	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	293.08	078	WAREHOUSE
0000013910	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	293.08	078	WAREHOUSE
0000013910	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	586.16	078	WAREHOUSE
0000013910	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	293.08	078	WAREHOUSE
0000013910	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	293.08	078	WAREHOUSE
0000013910	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	146.54	078	WAREHOUSE
0000013910	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	1465.40	078	WAREHOUSE
0000013910	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	293.08	078	WAREHOUSE
0000013910	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	53.15	078	WAREHOUSE
0000013910	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	85.50	078	WAREHOUSE
0000013910	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	103.25	078	WAREHOUSE
0000013910	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	93.89	078	WAREHOUSE
0000013910	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	121.82	078	WAREHOUSE
0000013910	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	59.20	078	WAREHOUSE
0000013910	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	59.63	078	WAREHOUSE
0000013910	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	121.82	078	WAREHOUSE

0000013910	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	45.26 078	WAREHOUSE
0000013910	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	45.26 078	WAREHOUSE
0000013910	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	45.26 078	WAREHOUSE
0000013910	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	45.26 078	WAREHOUSE
0000013910	6/1/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	45.26 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	555.18 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	77.32 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	111.93 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	123.63 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	108.61 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	90.51 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	108.61 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	36.20 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	54.31 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	108.61 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	18.10 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	108.61 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	108.61 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	54.31 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	91.80 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	45.90 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	90.51 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	133.18 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	152.57 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	152.57 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	152.57 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	152.57 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	608.23 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	77.32 078	WAREHOUSE
0000013913	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	77.32 078	WAREHOUSE
0000013916	6/2/2022	STAPLES ADVANTAGE	INVENTORY REPLENISHMENT	0100	484.10 078	WAREHOUSE
0000013919	6/2/2022	QUILL CORPORATION	INVENTORY REPLENISHMENT	0100	771.21 078	WAREHOUSE
0000013919	6/2/2022	QUILL CORPORATION	INVENTORY REPLENISHMENT	0100	396.53 078	WAREHOUSE
0000013920	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	20.47 078	WAREHOUSE
0000013920	6/2/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	263.77 078	WAREHOUSE
0000013922	6/2/2022	DELL MARKETING L.P.	INVENTORY REPLENISHMENT	0100	2500.92 078	WAREHOUSE
0000013922	6/2/2022	DELL MARKETING L.P.	INVENTORY REPLENISHMENT	0100	3428.78 078	WAREHOUSE
0000013925	6/2/2022	THE TREE HOUSE INC	INVENTORY REPLENISHMENT	0100	68.96 078	WAREHOUSE
0000013983	6/8/2022	SCHOOL SPECIALTY, INC	INVENTORY REPLENISHMENT	0100	129.30 078	WAREHOUSE
					22297.23	WAREHOUSE Total
					701605.30	Grand Total

Consent Item D.2.4.
Prepared by Karl Christensen
July 19, 2022

Approval/Ratification of Revolving Cash Report

BACKGROUND:

The Revolving Cash Fund of \$20,000 is used for prompt payment to vendors and saves the costs associated with processing payments of small amounts through the County Superintendent of Schools. The attached report of numerical listings by check number include the issue date, name of payee, a general description of items purchased, and the amount of the check.

RECOMMENDATION:

It is recommended that the Board of Education approve check #22737 on the \$20,000 Revolving Cash Account.

This recommendation supports the following District goal:

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact is \$495.87 as disclosed on the following report.

STUDENT ACHIEVEMENT IMPACT:

This is a fiscal item. All fiscal resources impact student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.4.

**SANTEE SCHOOL DISTRICT
REVOLVING CASH REPORT- \$20,000**

Date	Number	Name	Memo	Amount
06/29/22	22737	Mission Federal Credit Union	Mission Capt Maint Charge - May 2022	\$492.54

Total Checks Written \$492.54

May 2022 Bank Fees \$2.01

June 2022 Bank Fees \$1.32

Amount to be reimbursed by SDCOE

Total to be Reimbursed \$495.87

Total to Deduct from Future Reimbursement \$0.00

BACKGROUND:

From time to time, the District contracts with individuals, companies, or organizations to provide various types of general services such as educational presentations/assemblies, or specialized student services. Some services are on an as-needed basis billed on an hourly or daily rate while other services are billed by the job. The Internal Revenue Service requires an analysis of the nature and type of work performed to determine whether the service provider qualifies as an independent contractor to be paid by commercial warrant. Service providers that do not qualify as an independent contractor will be processed through Human Resources under a short-term employment services agreement.

Approval of the following General Services Agreements is requested:

Vendor Name	Description of Services (Location)	Date(s) of Service	Amount	Funding
San Diego Center for Vision Care	Vision Therapy (Districtwide)	07/01/2022 – 06/30/2023	\$170.00/session (not to exceed \$4,080.00)	Special Education
Little Movers Physical Therapy	Physical Therapy (Districtwide)	07/01/2022 – 06/30/2023	\$85.00/hour (not to exceed \$15,000.00)	Special Education
Kara Dodds and Associates, Inc.	Speech & Language / Occupational Therapy Evaluations / Services (Districtwide)	07/01/2022 – 06/30/2023	\$1,650.00/S&L Evaluation \$370.00/OT Evaluation \$1,000.00/IEP Attendance \$120.00/Speech Therapy \$120.00/OT Services (not to exceed \$10,000.00)	Special Education
Learning Convergence	One-on-One Tutoring Services (Districtwide)	07/01/2022 – 06/30/2023	\$75.00/hour (not to exceed \$6,000.00)	Special Education
Helen Rosati	External Evaluator (required by DODEA Grant) (Districtwide)	07/01/2022 – 06/30/2023	\$5,000.00 (not to exceed)	Collaborative
Rachel Matteson	Cognitively Guided Instruction (mathematics) (Districtwide)	09/01/2022 – 05/31/2023	\$1,800.00/Session (not to exceed \$19,800.00)	Educational Services
Kristen Eveland	Cognitively Guided Instruction (mathematics) (Districtwide)	09/01/2022 – 05/31/2023	\$1,800.00/Session (not to exceed \$27,000.00)	Educational Services
Dinah Brown	Cognitively Guided Instruction (mathematics) (Districtwide)	09/01/2022 – 05/31/2023	\$1,800.00/Session (not to exceed \$5,400.00)	Educational Services

RECOMMENDATION:

It is recommended that the Board of Education approve/ratify agreements with General Service Providers as presented.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Educational Achievement	Assure the highest level of educational achievement for all students
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact of the General Service Agreements is detailed in the table above.

STUDENT ACHIEVEMENT IMPACT:

This is a fiscal item. All fiscal resources impact student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.5.

Consent Item D.2.6. Approval/Ratification of Expenditure Transactions
Prepared by Karl Christensen Charged to District Issued Purchasing Cards (P-Cards)
July 19, 2022

BACKGROUND:

The District has issued Purchasing Cards (P-Cards) to certain management, supervisory, or confidential employees to expedite and streamline purchases of goods and services. P-Card transactions are tracked and monitored to ensure they are properly accounted for and supported by documentation. P-Card transactions are limited to a specified amount each month and approval of the Superintendent is required to exceed these limits.

RECOMMENDATION:

It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the period May 1, 2022 through May 31, 2022.

This recommendation supports the following District goal:

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

There were 201 transactions totaling \$47,331.72 charged to various funds.

STUDENT ACHIEVEMENT IMPACT:

This is a fiscal item. All fiscal resources impact student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.6.

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20220504	ABEL,CATHY	CHILD NUTRITION	SERVICE CASTER CORPORA	348.90	Casters for Handcarts.
20220505	ABEL,CATHY	CHILD NUTRITION	TARGET 00014852	40.51	Gluten Free Items.
20220506	ABEL,CATHY	CHILD NUTRITION	SMART AND FINAL 929	41.95	Dairy Free Items.
20220510	ABEL,CATHY	CHILD NUTRITION	ULINE *SHIP SUPPLIES	767.03	Platform Trucks.
20220523	ABEL,CATHY	CHILD NUTRITION	THE WEBSTRAURANT STORE	206.64	Kitchen supplies.
				1,405.03	
20220503	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	AMZN MKTP US*1Q6R005H2	263.45	Board meeting supplies.
20220503	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SMART AND FINAL 929	23.98	Board/PLT meeting supplies.
20220504	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SANDWICH BAGS DELI & C	103.15	Board meeting supplies.
20220505	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS #1897	12.10	Board meeting supplies.
20220508	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	PANERA BREAD #204874 O	273.94	Superintendent's Leadership Series.
20220508	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS #1897	5.98	PLT meeting supplies.
20220508	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS #1897	64.61	PLT meeting supplies.
20220508	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	PARTY CITY 441	7.43	PLT meeting supplies.
20220509	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	AMZN MKTP US*136S720X2	9.68	Miscellaneous office supplies.
20220511	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	AMZN MKTP US*136X42Q50	37.17	Miscellaneous office supplies.
20220511	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	USPS PO 0570200071	58.00	Postage.
20220512	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	AMAZON.COM*138PQ8DA0 A	35.22	Miscellaneous office supplies.
20220517	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SMART AND FINAL 929	58.99	Miscellaneous meeting supplies.
20220518	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SANDWICH BAGS DELI & C	106.53	Board meeting supplies.
20220519	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	AMZN MKTP US*1L4GB3QG0	14.00	Office supplies.
20220519	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS #1897	12.10	Board meeting supplies.
20220520	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	ACT*SANTEE COMM SERV	150.00	Custodial fees for use of Town Center Park for Salute to Excellence.
20220526	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS #1897	96.96	Supplies for awards ceremony.
20220530	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	ARENSON OFFICE FURNITU	21.56	Arm rest replacement part.
				1,354.85	
20220520	BENEDETTO,LINDSAY	CHET F. HARRITT	AMZN MKTP US*1L7XH9U82	47.08	Promotion materials.
20220520	BENEDETTO,LINDSAY	CHET F. HARRITT	AMZN MKTP US*1L8XF5UX2	17.22	Promotion materials.
20220524	BENEDETTO,LINDSAY	CHET F. HARRITT	AMZN MKTP US*1R3KU9NM0	168.66	Promotion materials.
20220524	BENEDETTO,LINDSAY	CHET F. HARRITT	AMZN MKTP US*1X4U04P11	177.70	Promotion materials.
20220527	BENEDETTO,LINDSAY	CHET F. HARRITT	SEAWORLD-SAN DIEGO	1,428.00	7th Grade end of the year activity.
				1,838.66	
20220504	BONSER,KRISTEN	PRIDE ACADEMY	AMZN MKTP US*137LY42N1	42.55	Parent involvement materials.
20220504	BONSER,KRISTEN	PRIDE ACADEMY	STARFALL EDUCATION	355.00	Supplemental curriculum.
20220505	BONSER,KRISTEN	PRIDE ACADEMY	TEACHERSPAYTEACHERS.CO	106.12	Supplemental curriculum.
20220510	BONSER,KRISTEN	PRIDE ACADEMY	LOWES #01661*	211.19	Parent involvement materials.
20220511	BONSER,KRISTEN	PRIDE ACADEMY	AMAZON.COM*132CC0Q02	9.69	Parent involvement supplies.
20220511	BONSER,KRISTEN	PRIDE ACADEMY	THE HOME DEPOT #0673	34.91	Custodial supplies.
20220512	BONSER,KRISTEN	PRIDE ACADEMY	SOCIAL STUDIES SCHOOL	95.74	Supplemental curriculum.
20220513	BONSER,KRISTEN	PRIDE ACADEMY	SMART AND FINAL 931	65.94	Testing supplies.
20220515	BONSER,KRISTEN	PRIDE ACADEMY	AMZN MKTP US*1L7QP0Q22	46.32	Promotion supplies.
20220518	BONSER,KRISTEN	PRIDE ACADEMY	AMZN MKTP US*1L5GR48E2	19.37	Technology supplies.
				986.83	
20220504	BORDEN,STEPHANIE	EDUCATIONAL SERVICES	THE STEM LABORATORY	397.00	SAI - Professional Development for Chelsea Clixby.
20220520	BORDEN,STEPHANIE	EDUCATIONAL SERVICES	SANDWICH BAGS DELI & C	209.25	Working lunch for the Student Attendance Clerks.
20220520	BORDEN,STEPHANIE	EDUCATIONAL SERVICES	BOARD AND BREW - SANTE	92.08	CRT's working lunch.
20220525	BORDEN,STEPHANIE	EDUCATIONAL SERVICES	AMAZON.COM*1R4FZ2HW2 A	129.36	ELA Instructional Materials.
				827.69	
20220518	BORTS,KATHERINE	HUMAN RESOURCES	RUBIOS 249 ECOM	80.42	Interview materials.
20220524	BORTS,KATHERINE	HUMAN RESOURCES	SANDWICH BAGS DELI & C	153.40	Interview materials.
				233.82	
20220525	BROGAN-BARANSKI,KRISTIN	SUPERINTENDENT'S OFFICE	ZOOM.US 888-799-9666	29.98	Online meeting platform service.
				29.98	
20220515	CARRILLO,JESSICA	OST PROGRAMS	CSP* SPEED CIRCUIT EAS	900.00	Summer Camp Field Trip.
20220529	CARRILLO,JESSICA	OST PROGRAMS	SQ *CATERING & BANQUET	2,521.35	Staff Recognition Event.
				3,421.35	
20220505	DOBBINS,TIMOTHY	CAJON PARK	AMZN MKTP US*1Q5PN89M0	494.60	Testing supplies.
20220506	DOBBINS,TIMOTHY	CAJON PARK	SP THESUNNYNESTDECOR	350.00	Office supplies.
20220511	DOBBINS,TIMOTHY	CAJON PARK	SP THESUNNYNESTDECOR	(21.00)	Credit for billing error.
20220512	DOBBINS,TIMOTHY	CAJON PARK	AMZN MKTP US*136D14732	53.82	office supplies
20220515	DOBBINS,TIMOTHY	CAJON PARK	AMZN MKTP US*1R6CW94V1	49.32	Lunch on the Lawn supplies
20220519	DOBBINS,TIMOTHY	CAJON PARK	THE HOME DEPOT #0673	63.36	Office supplies.
20220520	DOBBINS,TIMOTHY	CAJON PARK	SP THESUNNYNESTDECOR	38.10	Office supplies.
20220524	DOBBINS,TIMOTHY	CAJON PARK	SP WIPEBOOK CORP.	81.98	Math supplies
				1,110.18	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20220506	FLAMION,AMANDA	CHILD NUTRITION	AMZN MKTP US*1Q8D76YY2	89.12	Office supplies.
				89.12	
20220513	FORSTER,CHASITY	HILL CREEK	LOWES #00907*	744.42	Outdoor seating.
20220513	FORSTER,CHASITY	HILL CREEK	SMART AND FINAL 929	59.74	Student snacks for State Testing.
20220518	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*1L2DI3MK0	45.22	Branded table runner.
20220519	FORSTER,CHASITY	HILL CREEK	AMAZON.COM*1R4T73771 A	75.40	Literacy books.
20220519	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*1L7OS8DA2	100.98	Promethean board cables.
20220520	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*1X9MG6CZ1	226.20	Writing composition books.
20220520	FORSTER,CHASITY	HILL CREEK	AMAZON.COM*1R0EH99A1 A	27.42	Reading resource books.
20220520	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*1L9TW09R2	32.28	Writing materials.
20220520	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*1L7XN0SU0	135.92	Writing training supplies.
20220524	FORSTER,CHASITY	HILL CREEK	HELLO LITERACY, INC.	178.00	Teacher PD.
20220524	FORSTER,CHASITY	HILL CREEK	AMAZON.COM*1R9I64PK2 A	74.47	Level based reading organization.
20220525	FORSTER,CHASITY	HILL CREEK	HEGGERTY LITERACY RES	97.00	Curriculum.
20220527	FORSTER,CHASITY	HILL CREEK	HEGGERTY LITERACY RES	39.99	Teacher support resource.
				1,837.04	
20220508	GREEN,CHRISHAUN	OST PROGRAMS	SANDIEGOPADRES	670.00	San Diego Padres tickets (Summer Camp Field Trip).
20220520	GREEN,CHRISHAUN	OST PROGRAMS	HOBBY LOBBY ECOMM	34.64	Summer Camp supplies.
20220524	GREEN,CHRISHAUN	OST PROGRAMS	SQ *CATERING & BANQUET	800.00	Staff recognition event.
				1,504.64	
20220505	HICKS,TYLENE	SYCAMORE CANYON	AMAZON.COM*1Q5ER7R52	59.13	Braun Thermometer - Health Office.
20220505	HICKS,TYLENE	SYCAMORE CANYON	AMAZON.COM*133LR6JU1 A	11.84	Chicken scratch.
20220505	HICKS,TYLENE	SYCAMORE CANYON	AMAZON.COM*1Q36C9IF0	31.20	Braun Thermometer Covers - Health Office.
20220505	HICKS,TYLENE	SYCAMORE CANYON	ALS SPORT SHOP	10.76	Plaque for Cougar of the Year.
20220520	HICKS,TYLENE	SYCAMORE CANYON	AMAZON.COM*1L43G1A2	23.68	Chicken scratch for Summer feeding.
20220522	HICKS,TYLENE	SYCAMORE CANYON	AMZN MKTP US*1R57I2CG2	36.62	Social Stories - Picture Cards for Social Skill Building.
20220522	HICKS,TYLENE	SYCAMORE CANYON	AMZN MKTP US*1L7QK2KQ0	77.12	Chicken feed for Summer feeding.
20220523	HICKS,TYLENE	SYCAMORE CANYON	AMAZON.COM*1L5JQ3Y00 A	70.95	Books on Social Skills and Kindness.
20220524	HICKS,TYLENE	SYCAMORE CANYON	AMZN MKTP US*1R0Y90P12	41.49	Floor Mats for Social Awareness/Time Out Spaces.
20220525	HICKS,TYLENE	SYCAMORE CANYON	AMAZON.COM*1R5FH20Y0	261.09	Cart for Transporting Materials to Outdoor Learning Areas.
				623.88	
20220504	HOHIMER,KAREN	CAJON PARK	AMZN MKTP US*132NE9611	215.45	Classroom headphones.
20220520	HOHIMER,KAREN	CAJON PARK	KNOTTS BERRY FARM BACK	3,816.00	Knott's Berry Farm tickets for 8th grade trip.
				4,031.45	
20220504	HOOKS,TED A	CHET F. HARRITT	AMAZON.COM*1Q1PS26A0 A	230.80	Playground equipment.
20220506	HOOKS,TED A	CHET F. HARRITT	SP BRAIN FLAKES TOYS	69.99	STEAM materials.
20220506	HOOKS,TED A	CHET F. HARRITT	AMAZON.COM*1Q5RO7YY2 A	15.92	Playground equipment.
20220510	HOOKS,TED A	CHET F. HARRITT	AMAZON.COM*1L7G025T1 A	63.68	Playground equipment.
20220520	HOOKS,TED A	CHET F. HARRITT	AMZN MKTP US*1R92J2IT1	83.99	Promotion supplies.
20220522	HOOKS,TED A	CHET F. HARRITT	SEESAW LEARNING	(120.00)	Subscription refund (cancelled subscription).
				344.38	
20220520	JOHNSTON,ANDREW	CARLTON OAKS	TASSEL DEPOT	143.79	Promotion supplies.
				143.79	
20220504	LOCKE,SUMMER	PEPPER DRIVE	AMZN MKTP US*1Q83Z12A0	64.50	Adapter for Q Ball speakers.
20220504	LOCKE,SUMMER	PEPPER DRIVE	AMZN MKTP US*1Q4DX4DD2	366.00	Sight Word Bingo games-Prizes for Title 1 Family Reading Night "Mystery in May".
20220506	LOCKE,SUMMER	PEPPER DRIVE	AMZN MKTP US*137J07YW1	219.67	Costumes for Spring Festival.
20220508	LOCKE,SUMMER	PEPPER DRIVE	WALMART.COM AA	224.77	Costumes for Spring Festival (Dance Performance).
20220511	LOCKE,SUMMER	PEPPER DRIVE	AMZN MKTP US*1L6I33QZ1	79.96	Fabric for dance performance (Spring Festival) costumes.
				954.90	
20220503	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	MOSYLE COR* MOSYLE_MAN	0.92	Software License.
20220508	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*1L4CO9JR1	43.09	Laptop battery.
20220513	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*134AV9RW0	43.09	Laptop battery replacement.
20220518	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	SIMPLISAFE	24.99	Security system.
20220522	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	THE HOME DEPOT #0673	155.07	Security cameras - iPad Project.
20220523	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*1X7I07AF1	28.00	Door security camera holder.
20220526	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	BESTBUYCOM806650185618	544.74	Display monitor - CFH.
20220529	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*1R1UE3R40	40.93	Laptop battery replacement.
				880.83	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20220504	MCGINTY,MIMI	SPECIAL EDUCATION	AMZN MKTP US*1Q1TA22J0	94.75	Item for SDC class.
20220504	MCGINTY,MIMI	SPECIAL EDUCATION	SP MHS: MULTI HEALTH	99.75	Protocols.
20220504	MCGINTY,MIMI	SPECIAL EDUCATION	SP MHS: MULTI HEALTH	106.25	Protocols.
20220504	MCGINTY,MIMI	SPECIAL EDUCATION	AMAZON.COM*1Q72E86N2	28.96	OT item.
20220504	MCGINTY,MIMI	SPECIAL EDUCATION	TEACHERSPAYTEACHERS.CO	384.00	Learning Loss.
20220504	MCGINTY,MIMI	SPECIAL EDUCATION	THINK SOCIAL PUBLISHIN	54.16	Learning Loss.
20220505	MCGINTY,MIMI	SPECIAL EDUCATION	AMAZON.COM*131MC39I1	23.61	Item for SDC class.
20220506	MCGINTY,MIMI	SPECIAL EDUCATION	AWL*PEARSON EDUCATION	176.71	Protocols.
20220506	MCGINTY,MIMI	SPECIAL EDUCATION	AMZN MKTP US*137B49RE1	14.00	OT item.
20220508	MCGINTY,MIMI	SPECIAL EDUCATION	AMZN MKTP US*138M39L92	12.30	OT item.
20220510	MCGINTY,MIMI	SPECIAL EDUCATION	CE*SPEECHPATHOLOGY.COM	99.00	Membership.
20220511	MCGINTY,MIMI	SPECIAL EDUCATION	AMZN MKTP US*134FW8H80	10.76	OT item.
20220511	MCGINTY,MIMI	SPECIAL EDUCATION	ALL ABOUT LEARNING	164.96	Learning Loss.
20220512	MCGINTY,MIMI	SPECIAL EDUCATION	AWL*PEARSON EDUCATION	66.00	Protocols.
20220512	MCGINTY,MIMI	SPECIAL EDUCATION	AMZN MKTP US*133HE5DB0	51.71	Ink for SDC class.
20220518	MCGINTY,MIMI	SPECIAL EDUCATION	AMAZON.COM*1L05K9HT2 A	21.51	Wipes for SDC class.
20220522	MCGINTY,MIMI	SPECIAL EDUCATION	AMZN MKTP US*1R1GF3ZQ2	52.68	Ink for SDC class.
				1,461.11	
20220502	MINUTELLI,DAWN	EDUCATIONAL SERVICES	AMZN MKTP US*1Q2I00XG2	75.03	State Preschool supplies.
20220505	MINUTELLI,DAWN	EDUCATIONAL SERVICES	VONS #1897	20.07	Snacks for TK Professional Development Session.
20220522	MINUTELLI,DAWN	EDUCATIONAL SERVICES	HOZZ INC. SHOP	1,113.27	State Preschool - Nature Reading Haven.
20220527	MINUTELLI,DAWN	EDUCATIONAL SERVICES	AMZN MKTP US*1R6Q516J0	140.00	ELA Instructional supplies.
20220529	MINUTELLI,DAWN	EDUCATIONAL SERVICES	SCREENCASITIFY UNLIMITE	58.00	Subscription to make PD Videos.
				1,406.37	
20220502	MONTLER,BONNER M	EDUCATIONAL SERVICES	IN *J.E.S. ENGRAVING C	331.00	Award medals for reclassification of English Learners.
20220504	MONTLER,BONNER M	EDUCATIONAL SERVICES	GRAVIC, INC	500.00	Annual maintenance for Remark Classic software. Software used for scanning OMR sheets.
20220508	MONTLER,BONNER M	EDUCATIONAL SERVICES	THE HOME DEPOT #0673	21.52	Extension cord for assessment department presentation system.
				852.52	
20220512	MURPHY,GRETCHEN	CARLTON OAKS	KNOTTS BERRY FARM BACK	3,240.00	8th grade promotion field trip.
				3,240.00	
20220504	NELSON,REBECCA	HILL CREEK	AMAZON.COM*1389O3KE1	26.56	Nurses office supplies.
20220527	NELSON,REBECCA	HILL CREEK	AMZN MKTP US*1R6U14DA0	83.94	Toner.
20220529	NELSON,REBECCA	HILL CREEK	INSTACART	52.21	Science lesson supplies.
				162.71	
20220511	OGDEN,LINDSAY	PRIDE ACADEMY	AMZN MKTP US*138553QR0	13.98	Student incentives.
20220516	OGDEN,LINDSAY	PRIDE ACADEMY	TARGET 00014852	7.74	Office supplies.
20220520	OGDEN,LINDSAY	PRIDE ACADEMY	BREAKOUT	99.00	Instructional materials.
20220524	OGDEN,LINDSAY	PRIDE ACADEMY	AMZN MKTP US*1R4JA23X0	132.91	Student incentives.
20220525	OGDEN,LINDSAY	PRIDE ACADEMY	AMZN MKTP US*1R7ZJ0GF0	51.30	Office supplies.
20220525	OGDEN,LINDSAY	PRIDE ACADEMY	AMAZON.COM*8H8GX57O3	21.22	Classroom supplies.
20220525	OGDEN,LINDSAY	PRIDE ACADEMY	TEACHERSPAYTEACHERS.CO	76.00	Supplemental curriculum.
20220525	OGDEN,LINDSAY	PRIDE ACADEMY	THE HOME DEPOT #0673	127.33	School garden supplies.
20220525	OGDEN,LINDSAY	PRIDE ACADEMY	THE HOME DEPOT #0673	201.19	School garden supplies.
20220526	OGDEN,LINDSAY	PRIDE ACADEMY	LOWES #01661*	74.95	Custodial supplies.
20220527	OGDEN,LINDSAY	PRIDE ACADEMY	PARTY CITY BOPIS	33.40	Parent involvement supplies.
20220527	OGDEN,LINDSAY	PRIDE ACADEMY	AMAZON.COM*BZ1PT0203	10.71	Office supplies.
				849.73	
20220517	OLANDER,MICHAEL	PUPIL SERVICES	AWL*PEARSON EDUCATION	198.00	Psych Protocols - SPED.
20220518	OLANDER,MICHAEL	PUPIL SERVICES	AWL*PEARSON EDUCATION	118.55	OT Protocols - SPED.
20220522	OLANDER,MICHAEL	PUPIL SERVICES	LAKESHORE LEARNING MAT	50.08	Items for SDC Class - learning loss - SPED.
20220523	OLANDER,MICHAEL	PUPIL SERVICES	AMAZON.COM*1R20Z4342	31.78	File Dividers for SDC Class - SPED.
20220523	OLANDER,MICHAEL	PUPIL SERVICES	AMAZON.COM*1R5LI7420 A	24.22	Wipes for SDC Class - SPED.
20220526	OLANDER,MICHAEL	PUPIL SERVICES	AWL*PEARSON EDUCATION	132.00	Psych Protocols - SPED.
20220527	OLANDER,MICHAEL	PUPIL SERVICES	RIFTON EQUIPMENT	67.89	Chest strap for SDC Class - SPED.
				622.52	
20220506	PARKER,HEIDI MARIA	PEPPER DRIVE	AMAZON.COM*131L16O10 A	347.57	Literature for professional learning.
20220524	PARKER,HEIDI MARIA	PEPPER DRIVE	SMART AND FINAL 933	24.35	Student incentives.
20220529	PARKER,HEIDI MARIA	PEPPER DRIVE	SEAWORLD-SAN DIEGO	2,898.00	8th grade end of year field trip.
				3,269.92	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20220506	PEABODY,LESLIE	TRANSPORTATION	GRAINGER	49.43	Key box.
20220511	PEABODY,LESLIE	TRANSPORTATION	AMTRAK .COM	61.80	Transportation Leadership Academy.
20220512	PEABODY,LESLIE	TRANSPORTATION	AMZN MKTP US*1L5970U1	33.79	Outdoor key drop box.
20220516	PEABODY,LESLIE	TRANSPORTATION	AMZN MKTP US*1L7UH4AW2	63.56	Keyboard and Mouse.
20220516	PEABODY,LESLIE	TRANSPORTATION	AMTRAK	(10.70)	Refund for distance (I got off the train earlier than I was originally planning to).
20220516	PEABODY,LESLIE	TRANSPORTATION	DOUBLETREE	142.62	Transportation Leadership Academy hotel.
20220517	PEABODY,LESLIE	TRANSPORTATION	AMAZON.COM*1L7SU9192	204.70	Running boards truck 209.
				<u>545.20</u>	
20220526	PEZONE,MELYNDA	CARLTON HILLS	SEAWORLD-SAN DIEGO	3,192.00	SeaWorld Tickets for 7th and 8th Grade Citizenship Trip.
				<u>3,192.00</u>	
20220510	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	SUNTEX INTERNATIONAL I	173.44	Materials for Math Fluency Activities for K-7 Summer School Teachers.
20220511	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	LAKESHORE LEARNING MAT	1,471.77	Materials for ELA Support for K-7 Summer School Teachers.
20220511	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	AMZN MKTP US*1L9FF0QG1	1,038.25	Materials for Math Fluency Activities for K-7 Summer School Teachers.
20220512	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	ASCD	89.00	ASCD Membership for Dr. Pierce.
20220513	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	OTC BRANDS INC	285.00	Summer School Supplies.
20220519	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	THINK SOCIAL PUBLISHIN	207.00	Professional Development for Kylie Hopwood.
				<u>3,264.46</u>	
20220517	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMZN MKTP US*1L1G8GV2	43.04	Adapters for portable microphones.
				<u>43.04</u>	
20220504	RIFFEL,MEREDITH	PUPIL SERVICES	DOLLAR TREE, INC.	114.97	DoDea Supplies - Ice Cube Trays.
				<u>114.97</u>	
20220529	ROGERS,CHRISTOPHER	RIO SECO	ALS SPORT SHOP	19.37	Engraving for Mile record plaque.
				<u>19.37</u>	
20220506	SALCIDO,DELIA M	OST PROGRAMS	SMART AND FINAL 929	81.59	YALE snacks.
20220506	SALCIDO,DELIA M	OST PROGRAMS	DOLLARTREE	35.02	26 Buckets for YALE.
20220506	SALCIDO,DELIA M	OST PROGRAMS	WAL-MART #1917	128.67	YALE classroom supplies.
20220511	SALCIDO,DELIA M	OST PROGRAMS	OFFICE DEPOT #846	10.84	Children's Designer paper.
20220517	SALCIDO,DELIA M	OST PROGRAMS	WAL-MART #1917	59.14	HP Ink.
20220517	SALCIDO,DELIA M	OST PROGRAMS	SMART AND FINAL 929	44.56	YALE classroom snacks.
20220517	SALCIDO,DELIA M	OST PROGRAMS	DOLLARTREE	6.73	Classroom supplies.
20220517	SALCIDO,DELIA M	OST PROGRAMS	DOLLAR TREE	17.60	Ring pops.
20220517	SALCIDO,DELIA M	OST PROGRAMS	WAL-MART #1917	12.54	Labeler tape.
20220524	SALCIDO,DELIA M	OST PROGRAMS	TEACHERSPAYTEACHERS.CO	2.00	Class rings (ring pops) for YALE Promotion.
20220525	SALCIDO,DELIA M	OST PROGRAMS	DOLLARTREE	21.65	Graduation supplies.
20220529	SALCIDO,DELIA M	OST PROGRAMS	SMART AND FINAL 929	58.51	YALE snacks.
20220529	SALCIDO,DELIA M	OST PROGRAMS	MICHAELS STORES 3256	97.33	YALE classroom supplies.
				<u>576.18</u>	
20220504	SIMPSON,DEBRA	CARLTON HILLS	AMZN MKTP US*1Q97E62P2	107.72	Wireless camera for Owl Boxes.
20220518	SIMPSON,DEBRA	CARLTON HILLS	AMZN MKTP US*1L6G71502	23.02	Walkie antenna.
20220519	SIMPSON,DEBRA	CARLTON HILLS	AMZN MKTP US*1L0AM4B70	161.62	Whiteboards for RSP.
20220519	SIMPSON,DEBRA	CARLTON HILLS	VISTAPRINT	35.71	Mission Statement signs.
20220524	SIMPSON,DEBRA	CARLTON HILLS	AMZN MKTP US*1R0ZQ3AH2	36.30	Promotion ribbons.
				<u>364.37</u>	
20220518	SOUTHCOTT,STEPHANIE	RIO SECO	SQ *TAQUIZAS LOS CHUCH	1,522.50	8th Grade Dinner/Dance.
20220525	SOUTHCOTT,STEPHANIE	RIO SECO	AMZN MKTP US*1R20O4VC2	36.62	2nd Grade Rainforest play backdrop.
				<u>1,559.12</u>	
20220505	STARKEY,MARK	INFORMATION TECHNOLOGY	AMZN MKTP US*1Q01R77P0	323.10	10 iPad mini cases for new AAC devices - Special Education.
20220505	STARKEY,MARK	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY	(232.60)	Return 10 iPad mini cases for new AAC devices due to change in design of case.
20220506	STARKEY,MARK	INFORMATION TECHNOLOGY	AMZN MKTP US*134474Y71	49.44	Case for 6th Generation iPad AAC device - Special Education.
20220508	STARKEY,MARK	INFORMATION TECHNOLOGY	APPLE.COM/US	1,499.80	Twenty licenses for TouchChat with Word Power for AAC devices - Special Education.
20220526	STARKEY,MARK	INFORMATION TECHNOLOGY	BAY SHRED INC	2,389.50	Payment to destroy 1062 hard drives that have accumulated in Technology.
				<u>4,029.24</u>	
20220515	STORM,BRYCE	FACILITIES, MAINTENANCE & OPERATIONS	UBER TRIP	31.98	Uber driver.
20220516	STORM,BRYCE	FACILITIES, MAINTENANCE & OPERATIONS	LIONS GATE HOTEL	108.49	Lodging.
				<u>140.47</u>	
				<u>47,331.72</u>	

Authorization to Sell/Dispose of Surplus Items

BACKGROUND:

Board Policy (BP) and Administrative Regulation (AR) 3270 govern the sale or disposal of surplus books, equipment, and supplies in accordance with applicable Education Code provisions. AR 3270 provides the following options for sale or disposal of surplus items:

<u>Category</u>	<u>Value/Condition</u>	<u>Option</u>	<u>Requirements</u>
<i>Obsolete Instructional Materials</i>	<ul style="list-style-type: none"> Usable for educational purposes Any value 	<ul style="list-style-type: none"> Donate to any governing board, county free library or other state institution; any United States public agency or institution; any nonprofit charitable organization; or children or adults in California or foreign countries for the purpose of increasing literacy Sell to any organization that agrees to use the materials for educational purposes 	<ul style="list-style-type: none"> Receiving entity shall certify to the Board that it agrees to use the materials for educational purposes and make no charge to any persons to whom the materials are given or lent Notify public of intent at least 60 days prior to disposition
	<ul style="list-style-type: none"> Unusable for educational purposes or cannot be disposed of as above Any value 	<ul style="list-style-type: none"> Mutilate so as not to be salable and sold for scrap Destroy beyond any economical means 	<ul style="list-style-type: none"> For destruction, provide at least 30 day prior notice to those requesting notice
<i>All Other Personal Property</i>	<ul style="list-style-type: none"> Value insufficient to defray costs of arranging a sale 	<ul style="list-style-type: none"> Donate to charitable organization deemed appropriate by the Board Dispose of at local dump 	<ul style="list-style-type: none"> Requires unanimous vote by Board
	<ul style="list-style-type: none"> \$2,500 or less (one or more items) 	<ul style="list-style-type: none"> Sell without advertising 	<ul style="list-style-type: none"> Requires unanimous vote by Board
	<ul style="list-style-type: none"> More than \$2,500 (one or more items) 	<ul style="list-style-type: none"> Advertise for Bids or Conduct Public Auction 	<ul style="list-style-type: none"> Post notices in 3 public places and advertise once a week for 2 weeks in

<u>Category</u>	<u>Value/Condition</u>	<u>Option</u>	<u>Requirements</u>
			general circulation newspaper <ul style="list-style-type: none"> • Accept highest bid or reject all bids • If no qualified bid received, may be sold to any individual or entity
		<ul style="list-style-type: none"> • Without advertising for bids, sell to agencies of federal, state or local government, to any other school district, or to any agency eligible under the federal surplus property law 	<ul style="list-style-type: none"> • Sale price shall equal cost of property plus estimated cost of purchasing, storing, and handling
		<ul style="list-style-type: none"> • Without advertising for bids, sell or lease the property to agencies of federal, state or local government or to any other school district 	<ul style="list-style-type: none"> • Price and terms of sale or lease fixed by the Board and approved by County Superintendent of Schools

The District has the option of using the services of a vendor that uses an on-line bidding methodology to satisfy the advertising for bids and public auction requirements. If used, the vendor retains a portion of the sale proceeds for their fee.

The items to declare surplus are described below:

<u>Qty</u>	<u>UOM</u>	<u>Description</u>	<u>Site</u>	<u>Storage Location</u>	<u>Condition</u>	<u>Estimated Value/Price</u>
6	Each	Trapezoid Desks	PRIDE	Container (backstops)	Poor	\$0
26	Each	Rectangular Desks	PRIDE	Container (backstops)	Poor	\$0
1	Each	Rolling Cabinet	PRIDE	Container (backstops)	Poor	\$0
8	Each	Conference Chairs	PRIDE	Container (backstops)	Poor	\$0
1	Each	Computer Chair	PRIDE	Container (backstops)	Poor	\$0
2	Each	Rolling Chairs	PRIDE	Container (backstops)	Poor	\$0
2	Each	Metal Book Shelves	PRIDE	Container (backstops)	Poor	\$0
1	Each	Round Table	PRIDE	Container (backstops)	Poor	\$0
1	Each	Rolling White Board	PRIDE	Container (backstops)	Poor	\$0
6	Each	Double Desks	PRIDE	Container (backstops)	Poor	\$0

<u>Qty</u>	<u>UOM</u>	<u>Description</u>	<u>Site</u>	<u>Storage Location</u>	<u>Condition</u>	<u>Estimated Value/Price</u>
4	Each	Toy Colored Bins	PRIDE	Container (backstops)	Poor	\$0
3	Each	Red Rectangular Tables	PRIDE	Container (backstops)	Poor	\$0
24	Each	Plastic Student Chairs	PRIDE	Container (backstops)	Poor	\$0
100	Each	Blue Metal Student Chairs	PRIDE	Container (backstops)	Poor	\$0
1	Each	Student Weight Scale	Pepper Drive	Girls Middle School Locker Room (side room)	Broken	\$0
1	Each	Teacher Desk	Pepper Drive	Girls Middle School Locker Room (side room)	Broken	\$0
1	Each	10' Dry Erase Board	Pepper Drive	Girls Middle School Locker Room (side room)	No Longer Erasable	\$0
1	Each	Shop Vacuum	Pepper Drive	Girls Middle School Locker Room	Broken	\$0
1	Each	Wood Shelf	Pepper Drive	Girls Middle School Locker Room	Missing Shelves, Old and Worn	\$0
3	Each	Chubby Cabinets with Wheels	Pepper Drive	Girls Middle School Locker Room	Worn Out; Out Dated	\$0
4	Each	Round Tables (large)	Pepper Drive	Girls Middle School Locker Room	Poor; Old; Heavy	\$0
1	Each	Teacher Desk	Pepper Drive	Girls Middle School Locker Room	Warped; Falling Apart	\$0
1	Each	Sound System	Pepper Drive	Girls Middle School Locker Room	Outdated; obsolete	\$0
3	Each	Buckets of Partal Paint	Pepper Drive	Girls Middle School Locker Room	Old Paint	\$0
2	Each	4-Drawer File Cabinets (tan)	Pepper Drive	Girls Middle School Locker Room	Broken	\$0
1	Each	4-Drawer File Cabinet (black)	Pepper Drive	Girls Middle School Locker Room	Broken	\$0
1	Each	Medal Cabinet	Pepper Drive	Girls Middle School Locker Room	Missing Drawers	\$0
1	Each	20' Dry Erase Board	Pepper Drive	Girls Middle School Locker Room	Old; Too Heavy for Wall Mount	\$0
1	Each	Metal Folding Card Table	Pepper Drive	Girls Middle School Locker Room	Outdated; Worn Out	\$0
1	Lot	PE Mats	Warehouse	Warehouse	Obsolete	\$0

The recommended terms for sale or disposal of the aforementioned personal property is as follows:

Type	Method	Option? (X)
Obsolete Instructional Materials	Donate to any governing board, county free library or other state institution; any United States public agency or institution; any nonprofit charitable organization; or children or adults in California or foreign countries for the purpose of increasing literacy	
	Sell to any organization that agrees to use the materials for educational purposes	
	Mutilate so as not to be salable and sold for scrap	
	Destroy beyond any economical means	
Other Personal Property	Value insufficient to defray costs of arranging a sale: Donate to charitable organization deemed appropriate by the Board	
	Value insufficient to defray costs of arranging a sale: Discard/Scrap	X
	Value \$2,500 or less: Sell without advertising	X
	Advertise for Bids (including on-line services)	
	Conduct Public Auction (including on-line services)	
	Without advertising for bids, sell to agencies of federal, state or local government, to any other school district, or to any agency eligible under the federal surplus property law with sale price to equal cost of property plus estimated cost of purchasing, storing, and handling	
	Without advertising for bids, sell or lease the property to agencies of federal, state or local government or to any other school district with price and terms of sale or lease fixed by the Board and approved by County Superintendent of Schools	

RECOMMENDATION:

It is recommended that the Board of Education declare the described item as surplus with an estimated value of Zero Dollars (\$0) and authorize the sale or disposal of it in accordance with the recommended terms.

This recommendation supports the following District goal:

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

Income estimated at \$0.

STUDENT ACHIEVEMENT IMPACT:

This is a fiscal item. All fiscal items impact student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.7.

Consent Item D.2.8.
 Prepared by Karl Christensen
 July 19, 2022

Approval of Uniform Complaint Quarterly Report
 Required by the Williams Settlement

BACKGROUND:

The Williams Settlement requires school districts to submit quarterly reports to the San Diego County Office of Education (SDCOE) on complaints each district has received related to instructional materials, emergency facilities issues, and teacher vacancies and mis-assignments. The report must include the number of complaints in each area that have been received, resolved, and unresolved. The report must be publicly reported on a quarterly basis at a regularly scheduled meeting of the district’s governing board (Ed Code § 35186(d)) and is due to SDCOE thirty (30) days following the close of each quarter.

SANTEE SCHOOL DISTRICT Uniform Complaint Quarterly Report April 1, 2022 through June 30, 2022			
	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and Mis-assignment	0	0	0
Total	0	0	0

RECOMMENDATION:

It is recommended that the Board of Education approve the Uniform Complaint Report for the quarter ending June 30, 2022 and authorize administration to submit the report to SDCOE.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning

FISCAL IMPACT:

There is no direct fiscal impact but there is staff in-kind time involved in researching, assembling, and developing this report.

STUDENT ACHEIVEMENT IMPACT:

The Williams Law mandates that staff engage in procedures that ultimately may have an impact on student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.8.

Consent Item D.2.9.
Prepared by Karl Christensen
July 19, 2022

Approval/Ratification of Contract with Office Savvy to
Inventory, Remove and Reorganize Classroom
Furniture in Storage Containers at Nine District
Schools

BACKGROUND:

In 2020, to ensure 6 feet of distance between students when school reconvened after closing because of the pandemic, the District removed most classroom furniture and replaced tables and double student desks with single desks. The removed furniture was stored in large storage containers on every school campus.

To inventory, remove, and reorganize furniture in all storage containers and move some furniture back into classrooms for the 2022-23 school year, it is necessary to contract with a moving company to expedite the work.

RECOMMENDATION:

It is recommended that the Board of Education approve/ratify the contract with Office Savvy to inventory, remove, and reorganize classroom furniture in storage containers at all nine District school campuses.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning

FISCAL IMPACT:

The fiscal impact is \$70,995 from the General Fund.

STUDENT ACHIEVEMENT IMPACT:

This is a fiscal item. All fiscal resources impact student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.9.

Consent Item D.3.1. Approval of Memorandum of Understanding with San Diego
County Office of Education for Data Sharing Services
Prepared by Dr. Stephanie Pierce
July 19, 2022

BACKGROUND:

Administration is seeking approval to enter into a Memorandum of Understanding (MOU) with San Diego County Office of Education (SDCOE) to share our student data such as state and local dashboard data for a deeper analysis and to empower our schools to focus on School Quality Improvement systems. This SDCOE MEGA dashboard will provide us these statistically significant predictors to set targets for schools in their School Plans for Student Achievement (SPSA).

RECOMMENDATION:

Administration recommends the Board of Education approve the MOU with SDCOE for Data Sharing Services for the term of July 2022 through June 30, 2027.

This program supports the following District goals:

- Assure the highest level of educational achievement for all students.

FISCAL IMPACT:

There is no fiscal impact for this MOU. All costs will be covered by SDCOE

STUDENT ACHIEVEMENT:

This MOU includes all of our State measures to analyze growth, Social Emotional learning and Climate surveys as well as high school readiness measures. The model looks at student change and growth over time and will allow us the opportunity to study best practices.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.1.

**SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS
6401 Linda Vista Road
San Diego, California 92111**

MEMORANDUM OF UNDERSTANDING FOR DATA SHARING SERVICES

This Memorandum of Understanding (“MOU”) is entered into the **1st of July 2022 through June 30th, 2027** by and between the **SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS (“SDCOE”)** and the **SANTEE SCHOOL DISTRICT (“LEA,”** together with SDCOE, the “Parties”).

WHEREAS, SDCOE and LEA enter into this MOU to facilitate the mutual sharing of data and establish responsibilities between the Parties; and

WHEREAS, the Parties wish to protect the privacy of pupil records, and to comply with any applicable privacy statutes, including the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended; “FERPA”); California Education Code § 49073.1; the Student Online Personal Information Protection Act (California Business and Professions Code § 22584; “SOPIPA”); California Civil Code § 1798.29; and California Government Code § 6250 et seq.; and

WHEREAS, the purpose of this MOU is to set forth the rights and responsibilities of SDCOE and LEA with respect to data collected or retained by LEA or by SDCOE pursuant to this MOU.

NOW THEREFORE, in consideration of the terms and conditions hereof, including the recitals, the Parties agree as follows:

1. Role of SDCOE

1.1 SDCOE shall provide services designed to assist LEA with certain requirements and mandates for managing or reporting on data collected by LEA, potentially including the integration of data between disparate systems, and staff and pupil records, which include any information that is directly related to a student that is maintained by LEA or acquired directly through the use of instructional software or applications assigned to a student by a teacher or other LEA employee (collectively, “Data”). Services rendered under this MOU shall be referred to as “Core Services” and be identified in Exhibit A hereto.

The LEA may request in writing to opt into participation in one or more core services outlined in Exhibit A. SDCOE reserves the right to accept or deny such request for services. Once this decision is made, SDCOE shall provide a written response to the LEA either accepting or denying the request within 10 working days of receipt of the request to add services.

2. Responsibilities of SDCOE

SDCOE will provide any services it delivers in a timely and professional manner.

2.1 SDCOE will ensure any systems it develops with such Data to serve the needs of LEA or public agencies will have appropriate levels of security, as further detailed in Section 11 (Data Security) of this MOU.

2.2 SDCOE shall help ensure Data available can only be viewed or accessed by agencies legally allowed to do so, and as agreed upon by LEA and SDCOE.

2.3 Should it be deemed necessary, SDCOE will specify and assist in allowing network access to resources, in a controlled and secure manner.

3. LEA Rights and Responsibilities

LEA shall provide system linkages or necessary Data extracts or permission access from LEA's student information or other systems on an agreed upon or pre-defined schedule between the Parties. Any such schedule agreed upon in writing (including email) between the Parties shall be deemed incorporated herein and made a part hereof upon such mutual agreement.

3.1 Data extracts will be provided through secure electronic transmission by LEA to SDCOE.

3.2 LEA will be responsible for providing the data needed to integrate LEA's Data into SDCOE's data repositories as needed to perform the required tasks.

3.3 Data provided by LEA shall include Data relevant to the purpose of this MOU or specific system requirements.

3.4 LEA shall be responsible for determining which of their staff has access to system, communicating to SDCOE the roles and responsibilities of each person with said access, including the person who is responsible for maintaining LEA's main and sub-accounts, and communicating the names of individuals for whom access should be removed due to change of position or separation from the LEA.

3.5 LEA shall designate those individuals who can: (a) transmit Data to SDCOE; (b) request release of Data to LEA or third parties; or (c) request extracts or analysis of LEA's Data.

4. Third-Party Agencies

Third parties may include but are not limited to public agencies the Parties desire to collaborate with, public agencies the Parties are required to share Data with, and/or any third-party vendor of either Party. Permission for SDCOE to share Data with a third party must be first granted by LEA in writing.

5. Amendments to MOU

The MOU shall be supplemented by amendments or other attachments that will reflect specific undertakings by SDCOE and LEA.

6. Applicable Law

6.1 Data sharing under this MOU will from time to time include SDCOE collecting and maintaining educational records that contain personally identifiable information (PII) on students or staff of LEA. SDCOE is bound by the same regulations and laws for access and management of this Data, and will conform to all legal requirements. SDCOE and LEA agree that the disclosure of information under this MOU complies with the requirements of Education Code § 49073 et seq., FERPA, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), SOPIPA, and other state and federal/European Union laws and regulations regarding educational, personnel, medical and financial records.

6.2 The Parties understand that certain federal and state programs and laws, including the free and reduced lunch program and laws governing the provision of special education services, have additional legal requirements for data security, and both Parties agree to maintain full compliance with such requirements. Without limitation to the foregoing, SDCOE and LEA additionally agree that aggregated (non-individually identifiable) and non-aggregated PII Data may be reported upon or shared as allowable by law.

6.3 SDCOE and LEA shall ensure joint coordination and cooperation with one another to ensure compliance with FERPA, 20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended. The foregoing notwithstanding, SDCOE and LEA agree that LEA shall be responsible for providing notices to parents required under FERPA, obtaining necessary parental consent required under FERPA, and for providing parent(s), guardian(s) or student(s) with an opportunity to inspect and challenge the contents of Data shared with SDCOE pursuant to this MOU.

7. Ownership of Data

SDCOE and LEA agree that LEA will continue to maintain ownership of and control over its source Data. SDCOE agrees that it will not alter LEA's source Data without explicit authorization from LEA, and is not responsible for any errors therein. SDCOE shall not be responsible for the type or quality of the Data provided by LEA, and SDCOE makes no warranty as to the Data itself. LEA understands that though SDCOE may notify it of issues it discovers with the source Data, LEA is responsible for any corrections required to its own Data or will authorize SDCOE to make any limited explicit changes. LEA acknowledges that accurate reports rely upon accurate source Data being maintained by LEA. Each party owns or controls its data systems and the work product generated by such systems.

8. Prohibited Use of Data

Except as otherwise permitted by the terms of this MOU, SDCOE shall not use the Data supplied to it in an unauthorized manner. Specifically, SDCOE shall not sell or release Data, nor enable or permit third parties to engage in targeted advertising to students or to build student profiles unrelated to the purposes contemplated by this MOU.

9. Student and Parent Access to Data

SDCOE shall work with LEA to provide a means by which employees, when authorized by LEA, can search and access student Data through reasonable procedures for LEA to respond to a parent, legal guardian, or eligible student who seeks to review PII in the pupil's records and to correct erroneous information. The foregoing notwithstanding, SDCOE shall cooperate with LEA to help ensure this record correction will be consistent with LEA's policies regarding record correction.

10. Third-Party Vendors

SDCOE will have contracts with third parties to help SDCOE maintain the SDCOE data system ("SDCOE Contractors"). SDCOE may not distribute student or staff Data to any SDCOE Contractors without LEA's written consent or as permitted by this MOU, unless required by law. SDCOE shall ensure that approved subcontractors adhere to this MOU. SDCOE will help ensure that any subcontractor or sub-processor that it engages, to process, store, or access Data, has adequate technical security and organizational measures in place to keep Data secure and comply with this MOU. SDCOE will require any third-party vendors and subcontractors to comply with any applicable state and federal laws and

regulations regarding educational records and data privacy, including but not limited to: Education Code §§ 49073.1, 49076, and 49076.5; FERPA; HIPAA; and SOPIPA.

11. Data Security

Both Parties agree to maintain appropriate security protocols in the transfer or transmission of Data, including ensuring Data may only be viewed or accessed by Parties legally allowed to do so. SDCOE shall maintain Data obtained or generated pursuant to this MOU in a secure computer environment and not copy, reproduce, or transmit Data obtained pursuant to this MOU, except as requested by LEA. SDCOE shall provide security training to those of its employees who operate or have access to the system. SDCOE may also provide an initial security training to LEA. SDCOE shall provide LEA with contact information for the person at SDCOE who LEA may contact if LEA has security concerns or questions. Where applicable, SDCOE will require unique account identifiers, user names, and passwords that must be entered each time a client or user signs in. A description of SDCOE's data security practices and procedures is attached to this MOU as Exhibit B.

12. Data Breach Notification

SDCOE shall maintain Information Security & Privacy Insurance with Electronic Media Liability policy with coverage limits of no less than one million dollars (\$1,000,000.00) per occurrence and five million dollars (\$5,000,000.00) aggregate for the duration of this MOU. Such policy shall cover damages resulting from the unauthorized access to, or theft of, data obtained by SDCOE in connection to this MOU, as well as the unauthorized disclosure or use of (PII) that SDCOE may acquire from LEA ("Data Breach"). It is further agreed and understood that the policy shall include coverage for crisis management costs, credit-monitoring expenses, payment of monies requested in connection to cyber extortion of LEA Data, and defense costs, fines, and penalties related to a Data Breach. Parties agree that the insurance requirements referred to herein shall apply to any third-party vendors hired by SDCOE that may obtain or maintain LEA Data, as well as the outside agencies referred to in Section 10 of this MOU. LEA reserves the right to request proof of insurance from SDCOE, third-party vendors, and outside agencies to confirm compliance with these insurance requirements. Upon becoming aware of any unlawful or unauthorized access to student or staff Data stored on equipment used by SDCOE or in facilities used by SDCOE, SDCOE will take the following measures:

12.1 Promptly file a claim with SDCOE's Information Security & Privacy Insurance with Electronic Media Liability policy provider.

12.2 Promptly notify LEA of the suspected or actual incident, including the type of Data subject to unauthorized access.

12.3 Promptly investigate the incident and provide LEA with detailed information regarding the incident, including the identity of the affected users, and the estimated date of the breach.

12.4 Assist LEA in notifying either the student or their legal guardian, and take commercially reasonable steps to mitigate the effects and to minimize any damages resulting from the incident.

13. Outside Agencies

13.1 SDCOE may be required by subpoena or other lawfully issued order to divulge Data to law enforcement or another agency. When permitted by the requesting agency, SDCOE shall provide LEA with notice of the request and types of information requested. Both SDCOE and LEA have periodic needs to share Data, as legally allowed, with public agencies needing access to such Data to provide services to students. SDCOE and LEA understand that sharing Data for use in such systems streamlines the process of providing services to students. SDCOE agrees that no Data will be made accessible to any such agency for any purpose other than those limited to the Data required and only under conditions allowed by law. Education Code §§ 49076 and 49076.5, as amended, and 20 U.S.C. § 1232g and 34 C.F.R. § 99.31, as amended, provides specific conditions under which Data may be accessed by or shared with public agencies.

13.2 SDCOE may have periodic needs to share Data, as legally allowed, with university researchers for academic purposes to allow university researchers to collaborate with LEA and SDCOE or to perform relevant research studies. SDCOE shall notify LEA in writing of any Data sharing pursuant to this Section, as follows:

1. Describe the identity of the researchers/organizations to whom the Data will be transmitted
2. Provide contracts when requested, which shall include provisions binding the researcher/organization to the terms of this MOU
3. Describe the types of Data to be transmitted
4. Describe the manner in which the Data shall be de-identified or aggregated.
5. To the extent that any Data that will be shared with outside researchers/organizations satisfies the definition of “pupil records” under FERPA, confirm that the disclosure of such Data complies with FERPA requirements.

14. Independent Contractors

Both Parties may engage the services of outside professionals in the course of administration, development or technical support of data systems. Any such professionals will be bound at all times by the same confidentiality and security requirements which are applicable to any data within the Parties’ systems, and by state and federal law governing such access.

15. Indemnification and Liability

Each Party agrees to indemnify the other against any and all liability, actions, claims, damages, losses, costs, and expenses (including attorneys’ fees) arising out of or in any way resulting from the indemnifying Party’s own negligent or intentional acts, errors, or omissions in connection to the performance of the responsibilities of each Party, per this MOU. The Parties shall not be held liable for any special, consequential, indirect or incidental damages incurred as a result of this MOU. The Parties shall be held harmless for any claims or lawsuits arising out of the release of information pursuant to a request by one of the Parties in conformity with this MOU or pursuant to law, excluding such release in connection to the negligence of either Party, or that of its officers, agents, or employees. If liability, damages, or any other claim relating to Data shared pursuant to this MOU is a result of a third party’s act or omission, then the indemnification and defense that the third party contractually owes to SDCOE and/or LEA shall also be extended to the other Party to this MOU, to the maximum extent possible.

16. Severability

If any provision of this MOU is determined by a court to be invalid, unenforceable or otherwise ineffective, that provision shall be severed from the rest of this MOU, and the remaining provisions shall remain in effect and enforceable.

17. Term

This MOU may be periodically or annually updated to incorporate changes if required upon mutual agreement of the Parties. LEA understands that this MOU is part of an effort to standardize data sharing and management between SDCOE and all districts it serves, and as such, every effort will be made to maintain a common agreement across all agencies. Notwithstanding the foregoing, this MOU shall terminate effective June 30, 2027.

18. Termination

Either Party may terminate this MOU upon ninety (90) days' written notice. Upon termination or expiration of this MOU, SDCOE shall work with LEA for the orderly cessation of extracts of student Data. Upon termination or expiration of this MOU, SDCOE shall return or delete personally identifiable student Data unless otherwise provided by law or mutual agreement of the Parties. SDCOE and LEA understand that SDCOE may have an ongoing need to reference the raw Data it acquired during the term of this MOU. In the event that such need arises, SDCOE shall, to the extent possible and subject to the mutual agreement of the LEA, only retain anonymized, aggregated Data that it obtained from LEA during the term of this MOU. However, SDCOE certifies that such anonymized, aggregated Data shall be purged when the Data has exceeded its useful life and shall not be kept for more than seven (7) years unless otherwise legally required.

19. Dispute Resolution

In the event of a dispute between any Party to this MOU, the parties shall attempt to resolve their disputes informally, in discussions involving the decision-makers for each of the parties. If these discussions are not successful, the parties shall retain a mediator to resolve the dispute with the mediation to be held within ninety (90) days of the date the dispute arises. If mediation is not successful, either party shall have the right to bring the dispute before the San Diego County Superior Court.

IN WITNESS WHEREOF, the Parties agree to this Memorandum of Understanding to be executed by their duly authorized officers in the County of San Diego, State of California.

[Signatures on Following Page]

<p>SAN DIEGO COUNTY OFFICE OF EDUCATION</p>	<p>SANTEE SCHOOL DISTRICT</p>
<p>By: _____</p>	<p>By: _____</p>
<p>Name: _____</p> <p>Title: _____</p> <p>Dated: _____</p> <p>By: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Dated: _____</p>	<p>Name: <u>Dr. Stephanie Pierce</u></p> <p>Title: <u>Assistant Superintendent, Ed Serv</u></p> <p>Dated: <u>July 20, 2022</u></p>

EXHIBIT A

SDCOE Data Related Services

Service Provider	Application/ Project Name	Division/ Department	Ed Code 49073.1(a)	Employee Information	HIPAA/ Medical Info
<p>College Board</p> <p>Data can be collected from the college board at the district and school site level in support of district improvement efforts. The LEA agrees to provide permission for the SDCOE to access College Board data to accurately track the progress of the LEA's students in terms of high school success, college preparedness, college persistence as well as student course taking and course completion patterns, selection of Institutes of Higher Education as well as student level performance on assessments administered by the College Board including but not limited to PSAT, SAT and Advanced Placement exams</p>	College Board Data Set	LLS/Innovation	YES	NO	NO
<p>SDCOE facilitated data projects that are designed to support LEAs with data visualizations related to student performance, progress, language acquisition, or attendance.</p> <p>Data provided to SDCOE may also be leveraged to support</p>	<p>SDCOE facilitated projects may include but are not limited to:</p> <ul style="list-style-type: none"> ● Improving Chronic Absenteeism network ● BTSC Freshmen Success Network ● MTSS Collaborative ● Migrant Education ● Student Services and Programs ● Early Education ● Qualitative Services 	LLS/AAE ITS/BI	YES	NO	NO

Service Provider	Application/ Project Name	Division/ Department	Ed Code 49073.1(a)	Employee Information	HIPAA/ Medical Info
<p>the LEA with data visualizations and the development of dashboards through the use of platforms including Power BI, Tableau, R, and additional platforms leveraged by SDCOE to conduct analyses as well as produce high quality visualizations and reports.</p>	<ul style="list-style-type: none"> ● Assessment Performance ● Program Evaluation ● Grant performance evaluation and reporting ● Improvement communities ● Middle School Aspire Network ● Career pathways implementation ● Differentiated Assistance ● Graduate profile development ● Strategic planning ● CSI/ATSI ● Technical Assistance ● Multilingual education including ELLIC and ELSA ● Performance assessment ● LCAP Development and LCAP after action meetings ● District/LEA profile 				
<p>SDCOE LLS/MEGA</p> <p>SDCOE shall provide the MEGA dashboard to support the LEA in understanding and monitoring the progress of language learners. The MEGA Dashboard is a tool that utilizes business intelligence software, establishing a dynamic, multi-faceted assessment system to monitor the progress of language learners. This tool provides visualizations of both academic and linguistic data at the district level, site level, and classroom</p>	<p>MEGA EL Dashboard</p> <ul style="list-style-type: none"> ● Provide data monitoring for students including English learners ● Monitor progress towards reclassification at the student level ● Monitor the progress of reclassified students per CDE requirements ● Provide LCAP metrics ● Monitoring of English Learner students within core subjects as required 	<p>ITS/ITS LLS/MEGA</p>	<p>YES</p>	<p>NO</p>	<p>NO</p>

Service Provider	Application/ Project Name	Division/ Department	Ed Code 49073.1(a)	Employee Information	HIPAA/ Medical Info
<p>level, which is instrumental in data analysis and targeted planning. Data provided to SDCOE may also be leveraged to support the LEA with data visualizations and the development of dashboards through the use of platforms including Power BI and Tableau.</p>					
<p>Ed-Fi Interoperability In coordination with third party services providers or grantors including the Ed-Fi Alliance and/or Michael and Susan Dell Foundation, SDCOE shall provide the LEA metrics output from combined data sets, utilizing the Ed-Fi data structure and platforms including SQL, R, Power BI and Tableau to combine student information system data with one or more additional sources of data as needed to customize outputs for the LEA. The LEA shall provide any additional sources of data through either data submissions through secure transfer or via APIs to software as services the LEA uses.</p> <p>Data provided to SDCOE may also be leveraged to support the LEA with data visualizations and the development of dashboards through</p>	<p>SDCOE Data Interoperability</p>	<p>LLS/ITS/ Innovation</p>	<p>YES</p>	<p>NO</p>	<p>NO</p>

Service Provider	Application/ Project Name	Division/ Department	Ed Code 49073.1(a)	Employee Information	HIPAA/ Medical Info
the use of platforms including R, Power BI and Tableau.					
SDCOE Data Reporting System SDCOE facilitated data system that combines various reports, dashboards and visualizations into a single interface designed to support LEAs with data related to student performance, progress, well-being; student portfolio, work-based learning and college-career planning; as well as school-community metrics.	SDCOE Data Reporting System	Innovation, LLS, ITS, SSP, Migrant Education	YES	No	No

EXHIBIT B

SDCOE Data Security Practices and Procedures

Introduction: SDCOE has established an Information Security (InfoSec) Program based on industry best practices and the needs of California K12 systems. The InfoSec program involves several departments, including Operational Support Services, Personnel Services, and Information Technology Services. The departments are primary functional units that will engage with legal counsel and security service/solution providers to develop and execute improvement plans. This plan may be periodically updated to take into account improving practices and technologies and to respond to a changing threat environment. LEA's will be provided with annual updates where there have been material modifications to the practices and procedures stated below.

As of January 1, 2019, the Program has identified the following areas to be part of the continual improvement of the SDCOE InfoSec practices.

1. Anti-Virus/Malware Administration and Configuration
 - a. Regularly review and examine the policies and procedures related to Anti-virus/Malware controls and the configuration of Anti-virus/Malware software and appliances
 - b. Continual improvement of Anti-virus/Malware software configuration, operation and security
 - c. Provide Anti-virus/Malware training and awareness
 - d. Practice in depth Anti-virus/Malware defense for server and end user computers

2. Continuity of Operations Plan (COOP) and Disaster Recovery Plan (DRP)

COOP is the collection of sets of processes and procedures carried out by an organization to ensure that essential business functions continue to operate during and after a disaster. As part of the COOP there is a **DRP**. These are the technical plans developed for specific groups within an organization to allow them to recover a particular business application. SDCOE addresses these plans by:

 - a. Performing annual Business Impact Analysis with various departments to identify mission critical
 - b. processes and/or departments and prioritize the recovery processes and/or departments in accordance with their level of criticality.
 - c. Secure Executive Oversight and Support for the COOP
 - d. Continual updates of documentation, content, sufficiency, testing and documentation of test results of the plans.

3. Firewall Administration and Configuration
 - a. Examine and document the policies and procedures related to the administration of the organizations firewall(s)
 - b. Examine and document configuration files and access control lists for the devices and/or applications and operating systems
 - c. Implement least privilege access
 - d. Documentation, content and sufficiency of firewall policies and procedures
 - e. Logical placement of firewalls
 - f. Restricted access to management interfaces
 - g. Continual evaluation of applied rule sets
 - h. Backup, recovery, and storage of configuration files
 - i. Firewall event log review and sufficient storage for retention policy

4. Network Systems and Database Vulnerability Scanning

Perform scheduled simulations of attacks on the network and database systems by utilizing industry best of breed tools, which identify the vulnerabilities in the systems and provide recommendations for remediation.

5. Network Monitoring & Intrusion Detection

- a. Regularly review the event logs to identify and correlate unauthorized, unusual, and sensitive access activity, such as:
 1. Attempted unauthorized logical and physical access;
 2. Access trends and deviations from those trends;
 3. Access to sensitive data and resources;
 4. Highly-sensitive privileged access, such as the ability to override security controls;
 5. Access modifications made by security personnel; and
 6. Unsuccessful attempts to logon to a system.
- b. Improve documentation, content and sufficiency of network monitoring and intrusion detection policies and procedures

6. Patch Management

- a. Regularly review and update systems, configuration, and applications for required systems
- b. Sufficient testing of systems before and after patching
- c. Maintain documentation of patch history of required systems

7. Physical Security

To prevent unauthorized personnel from gaining direct access to SDCOE facilities that house sensitive information, the following areas are under regular review and improvement process:

- a. Documentation, content and sufficiency of physical security policies and procedures
- b. External: facility perimeter, perimeter lighting, parking areas, parking area lighting, landscaping, exterior building lighting, exterior doors and locks and other entry points
- c. Internal: doors, windows, ceilings, raised floors, wiring and utility closets, ceilings, attics, basements, crawlspaces, public areas
- d. Lock and Key control
- e. Access control including identification systems in use and access points
- f. Intrusion alarms
- g. Fire detection, suppression and prevention
- h. CCTV/digital imaging technologies
- i. Power system and utility control points
- j. Documentation, retired network storage, and refuse disposal
- k. Mail Handling
- l. Hard copy record storage
- m. Network Operations Center

8. Server (Data Center Systems) Administration and Configuration

Continual improvement of the following areas:

- a. Documentation of server implementations, policies, and procedures
- b. Hardware, operating system, and application security
- c. User account policy and rights assignments
- d. Auditing policies, system changes, user rights, and access to sensitive data
- e. Event and security log retention and regular review
- f. Critical file and folder permissions
- g. Remote access and security

Consent Item D.3.2.

Approval of Individual Service Agreement with
The Winston School for Nonpublic School
Services

Prepared by Dr. Stephanie Pierce
July 19, 2022

BACKGROUND:

At times, students with disabilities require enrollment in an alternative educational setting (i.e., nonpublic school) due to their specific needs and to demonstrate educational progress. One student with disabilities requires enrollment at The Winston School for ESY to address the student’s unique needs.

RECOMMENDATION:

Administration recommends the Board of Education approve the Nonpublic School Master Contract with The Winston School for one student for the period of July 1, 2021 through June 30, 2022. The contract will be available at the Board Meeting for review.

This recommendation supports the following District goal:

- Assure the highest level of educational achievement for all students.

FISCAL IMPACT:

The terms of the Contract are as follows:

School/Agency	Number of Students	Duration of Service	Cost per Day	Total Cost
The Winston School	1 student	2 days ESY	\$189.04	\$378.08

STUDENT ACHIEVEMENT:

Some students require alternative settings to demonstrate educational progress.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.2.

BACKGROUND:

The following personnel appointments, changes of status, leave requests, resignations, dismissals, and consultant requests are submitted for Board consideration. Italicized information indicates a change.

Certificated Staff

A. New Appointments:

Employee	Location	Class/Step/Position #	Previous Annual Salary	New Annual Salary	Effective Date

B. Temporary Rehires:

Employee	Location	Class/Step/Position #	Previous Annual Salary	New Annual Salary	Effective Date

C. Change of Status/Location:

Employee	Location	Class/Step/Position #	Previous Annual Salary	New Annual Salary	Effective Date

D. Unpaid Leave Requests:

Employee	Location	Class/Step	Reason	Recommendation	Effective Date

E. Resignations:

Employee	Location	Class/Step	Reason	Effective Date
1. Harris, Emily	Rio Seco	VI-05	Resignation	07-22-22
2. Meehan, Sarah	Hill Creek	IV-02	Resignation	06-08-22
3. Parker, Heidi Maria	Pepper Drive	VI-04	Resignation	06-30-22
4. Pezone, Melynda	Carlton Hills	VI-05	Resignation	07-18-22
5. Sesma, Julian	Pepper Drive	VI-04	Resignation	06-08-22
6. Smasal-Kwak, Jillaine	Special Education	VI-11	Resignation	06-17-22

F. 39-Month Reemployment:

Employee	Location	Class/Step	Reason	Effective Date

G. Dismissals:

Employee	Location	Class/Step	Effective Date

Classified Staff

H. New Appointments:

Employee	Location	Position/Class/Hours/ Position #	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Ko, Lily	Technology	Computer Support Technician I 28.5 A / 8.0 hrs #10327921	\$0.00	\$4,286.53	07-05-22

I. Rehires:

Employee	Location	Position/Class/Hours/ Position #	Previous Monthly Salary	New Monthly Salary	Effective Date

J. Change of Status/Location:

Employee	Location	Position/Class/Hours/ Position #	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Boldin, Mary	Technology	IT System Technician 28.5 B / 8.0 hrs #30014973 to <i>IT System Technician</i> 28.5 B PGI / 8.0 hrs #30014973	\$5,016.53	\$5,034.53	07-01-22
2. Craft, Heather	Rio Seco	Instructional Assistant Special Education I 20 E / 6.25 hrs #10327185 to <i>Instructional Assistant</i> <i>Special Education II</i> 21 E / 6.25 hrs #30020427	\$2,685.14	\$2,819.56	07-01-22
3. Davis, Mahraya	Hill Creek to <i>Out of School Time</i>	Out of School Time Site Leader 22 A / 6.0 hrs #10325068 to <i>Out of School Time</i> <i>Regional Leader</i> 25 A / 8.0 hrs #30019919	\$2,338.70	\$3,608.80	07-01-22
4. Erwin, Tyler	Out-Of-School- Time Programs	Early Childhood Group Leader II 24 D / 8.0 hrs #30018776 to <i>Out of School Time</i> <i>Regional Leader</i> 25 E / 8.0 hrs #30019967	\$3,978.00	\$4,387.07	07-01-22
5. Garrabrant, Ana Maria	Cajon Park	Instructional Assistant Special Education I 20 E / 6.0 hrs #10327182 to <i>Instructional Assistant</i> <i>Special Education II</i> 21 E / 6.0 hrs #30020437	\$2,681.02	\$2,814.86	07-01-22
6. Gaus, Brittany	Rio Seco	Instructional Assistant Special Education I 20 E / 6.25 hrs #30015679 to <i>Instructional Assistant</i> <i>Special Education II</i> 21 E / 6.25 hrs #30020429	\$2,685.48	\$2,819.56	07-01-22
7. Gimm, Anne	Carlton Oaks	Instructional Assistant Special Education I 20 E / 6.25 hrs #10327168 to <i>Instructional Assistant</i> <i>Special Education II</i> 21 E / 6.25 hrs #30020431	\$2,792.90	\$2,932.34	07-01-22
8. Gribble, Deborah	Cajon Park	Instructional Assistant Special Education I 20 E / 6.25 hrs #10327175 to <i>Instructional Assistant</i> <i>Special Education II</i> 21 E / 6.25 hrs #30020439	\$3,043.36	\$3,211.90	07-01-22
9. Jose, Kathleen	Rio Seco	Instructional Assistant Special Education I 20 E / 6.25 hrs #10327183 to <i>Instructional Assistant</i> <i>Special Education II</i>	\$3,330.00	\$3,496.25	07-01-22

		21 E / 6.25 hrs #30020426			
10. Low, Parker	Carlton Oaks	Instructional Assistant Special Education I 20 E / 6.25 hrs #10327188 to <i>Instructional Assistant Special Education II</i> 21 E / 6.25 hrs #30020432	\$2,435.99	\$2,558.18	07-01-22
11. Millsap, Cassandra	Chet F. Harritt	Secretary II - School 27 C / 8.0 hrs #10327604 to <i>Secretary II - School</i> 27 C PGI / 8.0 hrs #10327604	\$4,011.99	\$4,029.99	07-01-22
12. Permetti, Victoria	Rio Seco	Instructional Assistant Special Education I 20 E / 6.25 hrs #30009023 to <i>Instructional Assistant Special Education II</i> 21 E / 6.25 hrs #30020428	\$2,685.14	\$2,819.56	07-01-22
13. Pierce, Sharon	Carlton Oaks	Instructional Assistant Special Education I 20 E / 6.25 hrs #10327207 to <i>Instructional Assistant Special Education II</i> 21 E / 6.25 hrs #30020433	\$3,007.74	\$3,157.90	07-01-22
14. Pratt, Cindy	Carlton Hills	Out of School Time Site Leader 22 E / 6.0 hrs #10325045 to <i>Out of School Time Site Leader</i> 22 E PGI / 6.0 hrs #10325045	\$2,841.80	\$2,859.80	07-01-22
15. Ramirez, Amy	Transportation	Driver/Office Assistant 25.5 A / 8.0 hrs #10326237 to <i>Safety/Training Instructor</i> 27.5 A / 8.0 hrs #30019827	\$3,702.40	\$4,082.00	06-27-22
16. Robles, Carol	Carlton Oaks	Instructional Assistant Special Education I 20 E / 6.25 hrs #10327237 to <i>Instructional Assistant Special Education II</i> 21 E / 6.25 hrs #30020425	\$3,007.74	\$3,157.90	07-01-22
17. Shands, Debra	Cajon Park	Instructional Assistant Special Education I 20 E / 6.25 hrs #10327174 to <i>Instructional Assistant Special Education II</i> 21 E / 6.25 hrs #30020436	\$2,685.48	\$2,819.56	07-01-22
18. Thomas, Michelle	Chet F. Herritt	Out Of School Time Group Leader 19.5 E / 5.75 hrs #10325017 to <i>Out of School Time Site Leader</i> 21 D / 6.0 hrs #10325006	\$2,413.35	\$2,706.60	06-21-22

19. Torres Sanchez, Teresa	Hill Creek to <i>Human Resources</i>	Clerk Typist II 22 E / 3.75 hrs #30003481 to <i>Personnel Assistant</i> 24.5 D / 8.0 hrs #30014791	\$1,691.81	\$4,082.00	07-25-22
20. Vogel, Barbara	Cajon Park	Instructional Assistant Special Education I 20 E / 6.0 hrs #10327170 to <i>Instructional Assistant</i> <i>Special Education II</i> 21 E / 6.0 hrs #30020440	\$2,887.25	\$3,031.39	07-01-22
21. Whitacre, Kimberly	Educational Resource Center	School Office Receptionist/Clerk 23.5 E / 5.0 hrs #10327601 to <i>School Office</i> <i>Receptionist/Clerk</i> 23.5 E PGI / 5.0 hrs #10327601	\$2,322.66	\$2,340.66	07-01-22
22. Whitacre, Kimberly	Educational Resource Center	Student Attendance Clerk 22 E / 1.0 hrs #10327751 to <i>Student Attendance</i> <i>Clerk</i> 22 E PGI / 1.0 hrs #10327751	\$437.26	\$455.26	07-01-22

K. Unpaid Leave Requests:

Employee	Location	Position/Class/Hours	Reason	Recommendation	Effective Date

L. Resignations:

Employee	Location	Position	Reason	Effective Date
1. Atalig, Daniela	Rio Seco	Campus Aide	Resignation	06-08-22
2. Galan Mata, Sandra	Cajon Park	Campus Aide	Resignation	06-08-22
3. Ko, Lily	Technology	Computer Support Technician I	Resignation	07-05-22
4. Krull, Nerette	Sycamore Canyon	Early Childhood Group Leader I	Retirement	07-15-22
5. Lozano Garcia, Jasmine	Carlton Oaks	Project Safe Assistant	Resignation	07-01-22
6. Santana, Danielle	Carlton Hills	Instructional Assistant Special Education II	Resignation	07-08-22

M. 39-63 Month Reemployment:

Employee	Location	Position/Class/Hours	Effective Date

N. Dismissals:

Employee	Location	Position	Effective Date

RECOMMENDATION:

It is recommended that the Board of Education approve the listed personnel appointments, changes of status, leave requests, resignations, dismissals, and consultants.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.1.

Consent Item D.4.2.
Prepared by Tim Larson
July 19, 2022

Approval of Memorandum of
Understanding with Jewish Family
Services to Provide Positive Parenting
Program

BACKGROUND:

Jewish Family Services (JFS) has a county contract to provide the evidence-based Positive Parenting Program, also known as “Triple P”, at school sites around San Diego County. They have provided these classes in Santee School District since 2010 with a great success and are a part of our District Family Engagement plan. JFS would like to partner with us again to offer three, ninety-minute sessions to parents of Santee School District.

RECOMMENDATION:

It is recommended that the Board of Education approve the Memorandum of Understanding with Jewish Family Services to provide this three-part parenting series during the 2022-2023 school year.

This recommendation supports the following District goal:

- Provides the social, emotional and health service integrated with community services to foster student character and personal well-being.

FISCAL IMPACT:

Presenter and child supervision costs are covered by a county contract with Jewish Family Services.

STUDENT ACHIEVEMENT IMPACT:

Students who need and receive parenting and mental health support services are more likely to succeed academically in school.

Motion: _____ Second: _____ Vote: _____

Consent Item D.4.2.

MEMORANDUM OF UNDERSTANDING

Between **JEWISH FAMILY SERVICE** and **SANTEE SCHOOL DISTRICT**

Parties: This Memorandum of Understanding is between Jewish Family Service [JFS] and SANTEE SCHOOL DISTRICT.

Purpose: To establish a collaborative relationship between Jewish Family Service and SANTEE SCHOOL DISTRICT that will enable students and parents to benefit from the San Diego County Positive Parenting Behavioral Health Contract [SD County Agreement 553898] "Triple P" Positive Parenting Program.

Responsibilities of Parties: In order to achieve the purpose set out above, the parties will perform the following activities:

Jewish Family Service will:

- JFS will partner with SANTEE SCHOOL DISTRICT to provide services through the Positive Parenting Program to children and families at the school.
- JFS will provide the following services to each school site that chooses to host the program:
 - Three parent education seminars using the evidence-based "Triple P" curriculum to interested SANTEE SCHOOL DISTRICT parents and staff of children from the school.
- If the option of in-person visitation is not allowed due to COVID-19 CDHP/SD County/District guidelines, parent education seminars may be provided remotely in a virtual space.
- JFS will provide referral services and information to both participants and school administration without breaking the confidentiality of the participants.

SANTEE SCHOOL DISTRICT will:

- SANTEE SCHOOL DISTRICT will engage JFS in a partnership to implement the Positive Parenting Program for the parents/caregivers.
- SANTEE SCHOOL DISTRICT, when choosing to host the Positive Parenting Program will provide adequate space for the Seminars and distribute information regarding the program to parents and staff.
- SANTEE SCHOOL DISTRICT will work closely with JFS ensure that the program reaches and serves as many people as possible at the schools that request the Triple P program.

If requested:

- JFS will provide child supervision, with caregivers who have cleared a criminal background check and tested negative for TB.

OR

- JFS will reimburse SANTEE SCHOOL DISTRICT for qualified employees (with a clear TB test and background check) no more than \$15 per hour (not to exceed a total of \$250 per person) to provide supervision during child activity groups.
 - SANTEE SCHOOL DISTRICT will comply with standard California and Federal labor regulations, including worker's compensation and payroll taxes when providing qualified employees for child supervision.
 - SANTEE SCHOOL DISTRICT will provide an invoice for child supervision to the JFS Positive Parenting Program Manager at the completion of the class, not later than 30 days after completing the service.

General Terms of the Agreement: Both Jewish Family Service Positive Parenting Program and SANTEE SCHOOL DISTRICT agree to work cooperatively during the term of the agreement to achieve the purposes set out above. Parties will abide by necessary requirements of program confidentiality and agree to indemnify, defend and hold harmless each other against any and all potential penalties incurred in the event that they violate any portion of this agreement. This agreement does not create a legal partnership or contract between the parties. The initial term of this agreement is July 1, 2022, to June 30, 2023.

JEWISH FAMILY SERVICE

SANTEE SCHOOL DISTRICT

Signed: _____

Signed: _____

Name: Shreya Sasaki

Name: Tim Larson

Title: Sr. Director, Family and Community Svcs

Title: Assistant Superintendent

Date: _____

Date: July 20, 2022

For further information, please contact:

Shreya Sasaki (858) 637-3000
8804 Balboa Avenue
San Diego, CA 92123

Address:

9625 Cuyamaca Street
Santee, CA 92071
(619) 258-2310

BACKGROUND:

From time to time, the Santee School District contracts with individuals to provide various types of general services. Some services are on an as-needed basis billed at an hourly or daily rate, while other services are billed by the job.

RECOMMENDATION:

It is recommended that the Board of Education approve the following short-term services agreements:

Vendor Name	Description of Services	Dates (s) of Service	Amount	Funding
Richard Griswold	School Psychologist Services	07/01/2022 – 06/30/2023	\$68.00/hour (not to exceed \$49,000.00)	Special Education
Diane Cartier	Speech Language Pathology Services	07/01/2022 – 06/30/2023	\$68.00/hour (not to exceed \$49,000.00)	Special Education
Marian Rashap	Speech Language Pathology Services	07/01/2022 – 06/30/2023	\$68.00/hour (not to exceed \$49,000.00)	Special Education
Tonya Hendrix	Specialized Academic Instructor	07/01/2022 – 06/30/2023	\$68.00/hour (not to exceed \$49,000.00)	Special Education

This recommendation supports the following District goal:

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact of the Short-Term Services Agreement is detailed in the table above.

STUDENT ACHIEVEMENT IMPACT:

This is a fiscal item. All fiscal resources impact student achievement.

Motion: _____ Second: _____ Vote: _____

BACKGROUND:

The Expanded Learning Opportunities Program (ELO-P) provides funding for afterschool and summer school enrichment programs for Transitional Kindergarten through Sixth Grade. With the introduction of the ELO-P, the Out-of-School Time Department has undergone a reorganization and job descriptions have been updated to reflect these changes. The following job descriptions have been revised:

- Out-of-School Time Regional Leader
- Out-of-School Time Site Leader
- Out-of-School Time Assistant Site Leader
- Out-of-School Time Group Leader
- Early Childhood Group Leader II
- Early Childhood Group Leader I
- Early Childhood Assistant II

A key revision to most job descriptions include the addition of California Paraprofessional Proficiency requirements, which state the employee must possess one of the following:

1. An Associate's Degree **OR**
2. 48 Units of College Semester Credit **OR**
3. Completion of a District-approved Paraprofessional Proficiency Exam

This addition is a key component of the California Education Code §46120.

RECOMMENDATION:

It is recommended that the Board of Education approve the revisions to the Out-of-School Time job descriptions.

FISCAL IMPACT:

The Out-of-School Time positions will remain at their current classifications on the Classified Non-Management salary schedule.

STUDENT ACHIEVEMENT IMPACT:

This is a personnel item.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.4.



Position Title	Out-of-School Time Regional Leader	Department	Out-of-School Time Programs
Direct Report	Director of OST Programs	Approval/Revision Date	
Classification	25	Pay Type	Hourly

Job Summary/Definition
Under direct supervision of Director of Out-of-School Time Programs and the general direction of the school principal and/or Out-of-School Time Coordinator, to assist in the supervision and direction of students.

Examples of Duties/Responsibilities
<ul style="list-style-type: none"> • May provide support coverage as needed. • Assists, leads, and monitors out-of-school time personnel in planning, organizing, and implementing a variety of creative indoor and outdoor activities through the use and implementation of “Activity Planning Sheets.” • Maintains records of monetary collections, weekly work schedules and requested materials. • Communicates and assists with the implementation of directions from Director and/or Coordinator concerning department and district programs, goals, and procedures. • Supports the development and implementation of the student discipline plan. • Orders and purchases snacks and instructional materials. • Attends meetings and in-services at supervisor’s request. • Collects information pertinent to out-of-school time programs. • Prepares written and oral reports as requested. • Supports and facilitates the operation of out-of-school time programs within budgetary constraints and grant guidelines. • Supports as needed, the Director of Out-of-School Time Programs and Out-of-School Time Programs Coordinator with planning, implementing, and coordinating a safety program (disaster plan, fire drill, earthquake) with the school site. • Plans and implements events, field trips, and fundraisers. • Promotes and maintains a cooperative relationship with school staff and other district personnel. • Creates and maintains a positive child-centered climate. • Assists in preparation of department handbook(s) around student focused activities, field trips and fundraisers. • Meets scheduled timelines. • Train and provide work guidance as assigned. • Work with and around hazardous materials. • Secure substitute employees for OST resulting from employee absences/vacancies. • Other related duties as assigned.

Qualifications Guide
<p>Knowledge of:</p> <ul style="list-style-type: none"> • General goals of the district and Out-of-School Time Programs. • Developmental stages, behaviors, and characteristics of school-age students. • Developmental and behavioral characteristics of students with special needs. • Effective methods of working with students in an out-of-school time setting. • Current positive methods for controlling and motivating a variety of students.



<ul style="list-style-type: none"> • Basic accounting skills. • Previous leadership experience with adults. • Principles of training and providing work guidance to adults. • Health and safety practices and procedures in a variety of settings. • Basic computer programs and district computer programs. • Operation of commercial food equipment. • Proper handling techniques of hazardous materials.
<p>Ability to:</p> <ul style="list-style-type: none"> • Communicate effectively with supervisors, employees, students, parents, and school staff. • Act quickly with sound judgment. • Understand and carry out oral and written instructions. • Work independently and with minimal direction. • Organize and maintain a safe and caring environment for students. • Relate effectively to students with special needs including physical and learning disabilities and emotional problems.
<p>Characteristics:</p> <p>Possess: good health and freedom from communicable diseases; good physical condition, agility, and strength commensurate with the duties of the class; honesty; industry; initiative; dependability and good judgment in conjunction with position duties; loyalty and other related qualities.</p>

Training/Education and Experience
<p>Equivalent to completion of the twelfth grade. Twenty-four (24) semester units in School-Age Child Development and Adult Supervision Early Childhood Education or any combination of education/training totaling 24 semester units or experience in school-age/after school programming that provides the required knowledge and ability. Prefer two years' experience in a leadership position within an after-school setting.</p>

Licenses:
<p>Possession of a First Aid/CPR/AED Certificate issued by an authorized agency. District Paraprofessional Proficiency Exam certification mandated by the State of California for Instructional Assistants. Certification may be granted in three ways:</p> <ol style="list-style-type: none"> 1) Possession of an associate degree (AA). 2) Completion of 48 college semester units (official transcripts required); or 3) Completion of a District-approved NCLB proficiency test.

Working Conditions/Physical Requirements:
<p>Classroom and off campus setting and playground environments: subject to bending, stooping, lifting, subject to noise, standing for long periods, temperature extremes.</p>

Board Adopted:	March 7, 2006
Revised:	January 9, 2007; September 7, 2021



Position Title	Out-of-School Time Site Leader	Department	Out-of-School Time Programs
Direct Report	Director of OST Programs	Approval/Revision Date	
Classification	22	Pay Type	Hourly

Job Summary/Definition
Under direct supervision of Director of Out-of-School Time Programs and the general direction of the school principal and/or OST Coordinator, to assist in the supervision of students.

Examples of Duties/Responsibilities
<ul style="list-style-type: none"> • Supervises facilities and assigned areas to ensure student safety. • Encourages proper student behavior and implements the approved student behavior plan. • Monitors students' arrival and departure to the out-of-school time program and implements the policies on checking on absent students. • Tracks student attendance with appropriate accounting program. • Assists, directs, and monitors assigned personnel in planning, organizing, and implementing a variety of creative indoor/outside activities. • Reports any unusual or improper actions to appropriate personnel. • Checks restrooms and other facilities to ensure rules of the school are being followed by students using these areas. • Halts disturbances and reports actions to appropriate administrators. • Detains students pending the arrival of local administrator, law enforcement officer, and/or emergency medical service when necessary. • Maintains records of monetary collections and requested materials. • Monitors preparation and sanitary distribution of nutritious snacks. • Communicates and implements to staff directions from supervisor concerning program and district structure, changes, and goals. • Implements program discipline plan. • Provides written and verbal communication to parents. • Orders and purchases snacks and instructional materials. • Operates out-of-school time program within the stated budget, and within District Strategic Plan. • Attends meetings and in-services at supervisor's request. • Collects information pertinent to out-of-school time program. • Works with the Regional Leader to conduct regularly scheduled staff meetings in training new personnel and substitutes at individual sites. • Promotes communication and positive public relations. • Assists in arranging for events sponsored by out-of-school time program. • Administers medication, first aid as needed, and health-related services as needed. • Follows, implements, and coordinates a safety plan (disaster plan, fire drill, earthquake) with the school site. • Assists in planning and implementing field trips and fundraisers. • Promotes and maintains a cooperative relationship with school staff. • Creates and maintains a positive child-centered climate. • Meets scheduled timelines. • Work with and around hazardous materials. • Other related duties as assigned.



Qualifications Guide	
Knowledge of:	
<ul style="list-style-type: none"> • General goals, vision, and mission statement of Out-of-School Time Programs. • Developmental stages, behaviors, and characteristics of school-age students. • Developmental and behavioral characteristics of students with special needs. • Effective methods of working with students in an out-of-school time setting. • Basic accounting skills. • Previous leadership experience with adults. • Current positive behavior management and motivation techniques. • Basic computer programs and district computer programs. • Health and safety practices and procedures in kitchen area. • Operation of commercial food equipment. • Proper handling techniques of hazardous materials. 	
Ability to:	
<ul style="list-style-type: none"> • Communicate effectively with supervisors, employees, students, and parents. • Act quickly with mature judgment. • Understand and carry out oral and written instructions. • Work independently and with minimal direction. • Establish and maintain cooperative relationships with those contacted in the course of work. • Organize and maintain a safe and caring environment for students. • Relate effectively to students with special needs including physical and learning disabilities and emotional problems. 	
Characteristics:	
Possess: good health and freedom from communicable diseases; good physical condition, agility and strength commensurate with the duties of the class; honesty, industry; initiative; dependability and good judgement in conjunction with position duties; loyalty and other related qualities.	

Training/Education and Experience
Equivalent to completion of the twelfth grade. Any combination of education/training or experience that provides the required knowledge and ability. Prefer two years experience working with school-age children.

Licenses:
Possession of a First Aid/CPR/AED Certificate issued by an authorized agency. District Paraprofessional Proficiency Exam certification mandated by the State of California for Instructional Assistants. Certification may be granted in three ways: <ol style="list-style-type: none"> 1) Possession of an associate degree (AA). 2) Completion of 48 college semester units (official transcripts required); or 3) Completion of a District-approved NCLB proficiency test.

Working Conditions/Physical Requirements:
Classroom and off campus setting and playground environment: subject to walking, bending, stooping, lifting, subject to noise, standing for long periods, temperature extremes.

Board Adopted:	June 5, 1990
Revised:	December 6, 1994; January 9, 2007



Position Title	Out-of-School Time Assistant Site Leader	Department	Out-of-School Time Programs
Direct Report	Director of OST Programs	Approval/Revision Date	
Classification	21	Pay Type	Hourly

Job Summary/Definition
Under direct supervision of Director of Out-of-School Time Programs and the general direction of the school principal and/or OST Coordinator, to oversee the day-to-day operation of out-of-school time programs.

Examples of Duties/Responsibilities
<ul style="list-style-type: none"> • Supervises facilities and assigned areas to ensure student safety. • Encourages proper student behavior and implements the approved student behavior plan. • Monitors students' arrival and departure to the out-of-school time program and implements the policies on checking on absent students. • Tracks student attendance with appropriate accounting program. • Provides a variety of activities in support of the program goals. • Implements the Homework program, reinforcing instruction in a learning environment. • Reports any unusual or improper actions to appropriate personnel. • Checks restrooms and other facilities to ensure rules of the school are being followed by students using these areas. • Halts disturbances and reports actions to appropriate administrators. • Detains students pending the arrival of local administrator, law enforcement officer, and/or emergency medical service when necessary. • Maintains program records. • Monitors preparation and sanitary distribution of nutritious snacks. • Communicates and implements to staff directions from supervisor concerning program and district structure, changes, and goals. • Implements program discipline plan. • Provides written and verbal communication to parents. • Operates out-of-school time program within District Strategic Plan. • Attends meetings and in-services at supervisor's request. • Coordinates with the Regional Leader to arrange regularly scheduled staff meetings at individual sites. • Works with the Regional Leader to conduct regularly scheduled staff meetings in training new personnel and substitutes at individual sites. • Promotes communication and positive public relations. • Assists in arranging for events sponsored by out-of-school time program. • Administers medication, first aid as needed, and health-related services as needed. • Follows, implements, and coordinates a safety plan (disaster plan, fire drill, earthquake) with the school site. • Assists in planning and implementing field trips and fundraisers. • Promotes and maintains a cooperative relationship with school staff. • Creates and maintains a positive child-centered climate. • Meets scheduled timelines. • Work with and around hazardous materials. • Other related duties as assigned.



Qualifications Guide	
Knowledge of:	
<ul style="list-style-type: none"> • General goals, vision, and mission statement of out-of-school time programs. • Developmental stages, behaviors, and characteristics of school-age students. • Developmental and behavioral characteristics of students with special needs. • Effective methods of working with students in an out-of-school time setting. • Basic accounting skills. • Previous leadership experience with adults. • Current positive behavior management and motivation techniques. • Basic computer programs and district computer programs. • Health and safety practices and procedures in kitchen area. • Operation of commercial food equipment. • Proper handling techniques of hazardous materials. 	
Ability to:	
<ul style="list-style-type: none"> • Communicate effectively with supervisors, employees, students and parents. • Act quickly with mature judgment. • Understand and carry out oral and written instructions. • Work independently and with minimal direction. • Establish and maintain cooperative relationships with those contacted in the course of work. • Organize and maintain a safe and caring environment for students. • Relate effectively to students with special needs including physical and learning disabilities and emotional problems. 	
Characteristics:	
Possess: good health and freedom from communicable diseases; good physical condition, agility and strength commensurate with the duties of the class; honesty; industry; initiative; dependability and good judgment in conjunction with position duties; loyalty and other related qualities.	

Training/Education and Experience
Equivalent to completion of the twelfth grade. Any combination of education/training or experience that provides the required knowledge and ability. Prefer two years experience working with school-age children.

Licenses:
Possession of a First Aid/CPR/AED Certificate issued by an authorized agency. District Paraprofessional Proficiency Exam certification mandated by the State of California for Instructional Assistants. Certification may be granted in three ways: <ol style="list-style-type: none"> 1) Possession of an associate degree (AA). 2) Completion of 48 college semester units (official transcripts required); or 3) Completion of a District-approved NCLB proficiency test.

Working Conditions/Physical Requirements:
Classroom and off campus setting and playground environment: subject to walking, bending, stooping, lifting, subject to noise, standing for long periods, temperature extremes.

Board Adopted:	March 16, 2010
Revised:	



Position Title	Out-of-School Time Group Leader	Department	Out-of-School Time Programs
Direct Report	OST Coordinator	Approval/Revision Date	
Classification	19.5	Pay Type	Hourly

Job Summary/Definition
Under the direct supervision of the Out-of-School Time Coordinator; and under the general direction of the Director of Out-of-School Time, work with individual and groups of students.

Examples of Duties/Responsibilities
<ol style="list-style-type: none"> 1. Provides careful and effective supervision of student groups, on and off campus, in accordance with the established policies and procedures. 2. Encourages proper student behavior and maintains students' safety and discipline, through the implementation of the approved behavior plan. 3. Provides a variety of activities in support of the program goals. 4. Organizes and supervises indoor/outdoor activities for student groups. 5. Maintains records. 6. Prepares and distributes nutritious snacks. 7. Monitors students' arrival and departure from Out-of-School Time program. 8. Reports any unusual or improper actions to appropriate personnel. 9. Checks restrooms and other facilities to ensure rules of the school are being followed by students using these areas. 10. Halts disturbances and reports actions to appropriate personnel. 11. Communicates positively and appropriately with parents regarding their child in relationship to the out-of-school time programs. 12. Provides information regarding student progress or problems when appropriate. 13. Provides first aid and health-related services as needed. 14. Prepare and maintain inventories of materials. 15. Straighten and organize classroom or learning facility. 16. Accompany students on field trips. 17. Attends meetings and in-services. 18. Meets scheduled timelines. 19. Works with and around hazardous materials. 20. Other related duties as may be assigned.

Qualifications Guide
<p>Knowledge of:</p> <ul style="list-style-type: none"> • General goals, vision, and mission statement of the District and Out-of-School Time Programs. • Developmental stages and behaviors of school-age students. • Developmental and behavioral characteristics of students with special needs. • Methods for validating and motivating students. • Basic methods used in overseeing and directing student's activities in a variety of age-appropriate settings • Correct grammar and spelling • Oral and written communication skills. • Recordkeeping techniques • Effective interpersonal skills • Proper handling techniques of hazardous materials.



<ul style="list-style-type: none"> • Basic computer programs and district computer programs.
<p>Ability to:</p> <ul style="list-style-type: none"> • Provide specialized enrichment opportunities for students. • Communicate effectively with students, parents, and co-workers. • Act quickly with mature judgment. • Understand and carry out oral and written instructions. • Establish and maintain cooperative relationships with those contacted in the course of work. • Maintain confidentiality of student information. • Learn basic tutoring techniques and methods. • Begin work as early as 6:30 a.m. and/or work as late as 6:00 p.m. • Supervise a variety of student groups in a variety of settings. • Work independently and with a minimum of direction. • Maintain a professional appearance while at work.
<p>Characteristics:</p> <p>Possess: good health and freedom from communicable diseases; good physical condition, agility and strength commensurate with the duties of the class; honesty; industry; initiative; dependability and good judgment in conjunction with position duties; loyalty and other related qualities.</p>

Training/Education and Experience
<p>Equivalent to completion of the twelfth grade. Any combination of education/training or experience that provides the required knowledge and ability. Prefer two years experience working with school-age children.</p>

Licenses:
<p>Possession of a First Aid/CPR/AED Certificate issued by an authorized agency. District Paraprofessional Proficiency Exam certification mandated by the State of California for Instructional Assistants. Certification may be granted in three ways:</p> <ol style="list-style-type: none"> 1) Possession of an associate degree (AA). 2) Completion of 48 college semester units (official transcripts required); or 3) Completion of a District-approved NCLB proficiency test.

Working Conditions/Physical Requirements:
<p>Classroom and off campus settings and playground environment: subject to bending, stooping, lifting, subject to noise, standing for long periods, temperature extremes.</p>

Board Adopted:	February 7, 2006
Revised:	January 9, 2007



Position Title	Early Childhood Group Leader II	Department	Out-of-School Time Programs
Direct Report	OST Coordinator	Approval/Revision Date	
Classification	24	Pay Type	Hourly

Job Summary/Definition
Under the direct supervision of the Out-of-School Time Coordinator; and under the general direction of the Director OST, to assist in the supervision of students.

Examples of Duties/Responsibilities
<ol style="list-style-type: none"> 1. Maintain and oversee a positive, developmentally appropriate, organized, and creative learning environment. 2. Plan and implement the program goals. 3. Supervise facilities and assigned areas to ensure child safety. 4. Encourage proper child behavior and implement the approved behavior plan. 5. Monitor children’s arrival and departure to the preschool program. 6. Track child attendance with appropriate accounting program. 7. Assist, and monitor Group Leader I and Early Childhood Assistants in planning, organizing, and implementing a variety of activities which are developmentally appropriate and provide opportunities for staff and child directed learning. 8. Revise, as necessary, the educational program dependent on the needs of the individual child, recognizing interests, disabilities, special talents, and the style and pace of learning. 9. Report any unusual or improper actions to appropriate personnel. 10. Check restrooms and other facilities to ensure rules of the school are being followed by children using these areas. 11. Halt disturbances and reports actions to appropriate administrators. 12. Detain children pending the arrival of local administrator, law enforcement officer, and/or emergency medical service when necessary. 13. Maintain records. 14. Monitor preparation and sanitary distribution of nutritious snacks and lunches. 15. Communicate to staff and implement directions from supervisor concerning program and district structure, changes, and goals. 16. Implement program discipline plan. 17. Communicate with prospective parents and various organizations to explain the early Childhood program. 18. Provide written and verbal communication to parents. 19. Operate program within the stated budget, and within District Strategic Plan. 20. Attend meetings and in-services. 21. Collect information pertinent to preschool program. 22. Assist Regional Leader in training new personnel and substitutes. 23. Promote communication and positive public relations. 24. Assist in arranging for events sponsored by preschool program. 25. May be required to attend to the physical needs of the children (i.e., feeding, toileting, resting, etc.) and be trained to provide specialized procedures as required (i.e., tube feeding, epi pen, catheterization, etc.). 26. Administer medication, first aid as needed, and health-related services as needed. 27. Follow, implement, and coordinate a safety plan (disaster plan, fire drill, earthquake, etc.) with the school site. 28. Assist in planning and implementing field trips and fundraisers. 29. Promote and maintain a cooperative relationship with school staff.



- 30. Meet scheduled timelines.
- 31. Work with and around hazardous materials.
- 32. Perform related duties as assigned.

Qualifications Guide

Knowledge of:

- General goals, vision, and mission statement of the District and Out-of-School Time Programs
- Appropriate curriculum as well as current developments in the fields of child development, health, and safety practices
- Developmental stages and behaviors of preschool age students
- Developmental and behavioral characteristics of students with special needs
- Effective methods of working with students in preschool environment
- Basic methods used in overseeing and directing children’s activities in a variety of age-appropriate settings
- Effective interpersonal skills
- Positive behavior management and motivation techniques
- Correct grammar and spelling
- Oral and written communication skills
- Recordkeeping techniques and basic accounting skills
- Basic computer programs and district computer programs.
- Health and safety practices and procedures in kitchen area
- Proper handling techniques of hazardous materials

Ability to:

- Communicate effectively with supervisors, staff, children, and parents
- Act quickly with mature judgment
- Provide an education program for children
- Maintain classroom management
- Evaluate children’s progress
- Establish and maintain a safe and healthy environment for children
- Maintain confidentiality
- Understand and carry out oral and written instructions
- Work independently and with minimal direction
- Establish and maintain cooperative relationships with those contacted in the course of work
- Organize and maintain a safe and caring environment for children
- Relate effectively to children with special needs including physical and learning disabilities and emotional problems

Characteristics:

Possess: good health and freedom from communicable diseases; good physical condition, agility and strength commensurate with the duties of the class; honesty; industry; initiative; dependability and good judgment in conjunction with position duties; loyalty and other related qualities.

Training/Education and Experience

Any combination of education, training, and/or experience which demonstrated ability to perform the required duties. A typical qualifying background would include equivalent to completion of the twelfth grade. Fifteen semester units in early childhood education, including units in child development, child-family, and community, and curriculum. Three units of administration or staff relations is required. Four years experience in working in a group preschool childcare setting is desired. Child Development



Site Supervisor Permit or Program Director Permit issued by the California Commission on Teacher Credentialing also qualifies.

Licenses:

Possession of First Aid/CPR/AED Certificate issued by an authorized agency
District Paraprofessional Proficiency certification mandated by the State of California for Instructional Assistants. Certification may be granted in three ways:

- 1) Possession of an Associates Degree (AA);
- 2) Completion of 48 college semester units (official transcripts required); or
- 3) Completion of a District-approved Paraprofessional Proficiency test.

Working Conditions/Physical Requirements:

Classroom setting and playground environment: subject to standing for long periods, walking, bending, stooping, lifting, reaching using hands and arms, climbing, balancing, kneeling, crouching, or crawling. May be required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; taste or smell. Must be able to regularly lift 25 pounds and occasionally lift and/or move up to 50 pounds. Exposure to intermittent noise, constant interruptions, and temperature extremes. Potential for contact with blood-borne pathogens and communicable diseases.

Board Adopted:	April 1, 2008
Revised:	December 4, 2018



Position Title	Early Childhood Group Leader I	Department	Out-of-School Time Programs
Direct Report	OST Coordinator	Approval/Revision Date	
Classification	19.5	Pay Type	Hourly

Job Summary/Definition
Under the direct supervision of the Out-of-School Time Coordinator; and under the general direction of the Director OST, to assist in the supervision of students.

Examples of Duties/Responsibilities
<ul style="list-style-type: none"> • Provide careful and effective supervision of children. • Provide a positive, developmentally appropriate, organized, and creative learning environment. • Encourage proper behavior and maintain children’s safety and discipline, through the implementation of the approved behavior guidance plan. • Work with the Early Childhood Group Leader II or other staff to provide an educational program that meets the needs of the individual child recognizing interests, handicaps, special talents, and the style and pace of learning. • Maintain records. • Maintain classroom environment in a sanitary, neat, and orderly manner. • Assist with snacks and other meals as appropriate including the maintenance of a cleanly environment for snacks and meals. • Monitor children’s arrival to and departure from the program. • Report any unusual or improper actions to appropriate personnel. • Check restrooms and other facilities to ensure rules of the program are being followed by students using these areas. • Halt disturbances and report actions to appropriate personnel. • Perform routine clerical tasks as needed or assigned. • Communicate positively and appropriately with parents regarding their child in relationship to the early childhood program. • Maintain a cooperative relationship with school staff. • Assure the health and safety of children by following health and safety practices and regulations. • Provide first aid and health-related services as needed. • Prepare and maintain inventories of materials. • Straighten and organize classroom or learning facility. • Accompany students on field trips. • Attend meetings and in-services at the Director’s request. • Meet scheduled timelines. • Work with and around hazardous materials. • Other related duties as may be assigned.

Qualifications Guide
<p>Knowledge of:</p> <ul style="list-style-type: none"> • General goals, vision, and mission statement of the District and Out-of-School Time Programs • Preschool instructional/tutorial procedures and practices • Developmental stages and behaviors of preschool age students • Developmental and behavioral characteristics of students with special needs



<ul style="list-style-type: none"> • Methods for controlling and motivating students • Basic methods used in overseeing and directing student’s activities in a variety of age-appropriate settings • Correct grammar and spelling • Oral and written communication skills • Recordkeeping techniques • Effective interpersonal skills Proper handling techniques of hazardous materials • Basic computer programs and district computer programs
<p>Ability to:</p> <ul style="list-style-type: none"> • Communicate effectively with students, parents and co-workers Act quickly with mature judgment Understand and carry out oral and written instructions • Establish and maintain cooperative relationships with those contacted in the course of work • Maintain confidentiality of student information • Learn basic tutoring techniques and methods • Supervise a variety of student groups in a variety of settings • Work independently and with a minimum of direction
<p>Characteristics:</p> <p>Possess: good health and freedom from communicable diseases; good physical condition, agility, and strength commensurate with the duties of the class; honesty; industry; initiative; dependability and good judgment in conjunction with position duties; loyalty and other related qualities.</p>

Training/Education and Experience
<p>Equivalent to completion of the twelfth grade. Twelve semester units in early childhood education, including units in child development, child-family, and community, and curriculum and two years experience in a group preschool childcare setting is desired. Child Development Associate Teacher Permit, Child Development teacher Permit or Child Development Master Teacher Permit also qualifies.</p>

Licenses and Other Certifications:
<p>Possession of First Aid/CPR/AED Certificate issued by an authorized agency District Paraprofessional Proficiency certification mandated by the State of California for Instructional Assistants. Certification may be granted in three ways:</p> <ol style="list-style-type: none"> 1) Possession of an Associates Degree (AA); 2) Completion of 48 college semester units (official transcripts required); or 3) Completion of a District-approved Paraprofessional Proficiency test.

Working Conditions/Physical Requirements:
<p>Classroom setting and playground environment: subject to standing for long periods, walking, bending, stooping, lifting, reaching using hands and arms, climbing, balancing, kneeling, crouching, or crawling. May be required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; taste or smell. Must be able to regularly lift 25 pounds and occasionally lift and/or move up to 50 pounds. Exposure to intermittent noise, constant interruptions, and temperature extremes. Potential for contact with blood-borne pathogens and communicable diseases.</p>

Board Adopted:	April 1, 2010
Revised:	



Position Title	Early Childhood Assistant II	Department	Out-of-School Time Programs
Direct Report	OST Coordinator	Approval/Revision Date	
Classification	18	Pay Type	Hourly

Job Summary/Definition
Under the direct supervision of the Out-of-School Time Coordinator; and under the general direction of the Out-of-School Time Director, assist in the supervision of students.

Examples of Duties/Responsibilities
<ol style="list-style-type: none"> 1. Assist in the creation of a learning environment designed to develop the physical, cognitive, emotional, creative, and social skills of preschool aged students. 2. Assist in maintaining a positive, developmentally appropriate, organized, and creative learning environment. 3. Provide leadership to children engaged in developmental activities. 4. Encourage proper student behavior and maintains student safety and discipline. 5. Assist in the preparation and distribution of nutritious snacks and lunch. 6. Maintain records upon request. 7. Assist with preparing charts, bulletin boards and displays. 8. Report any unusual or improper actions to appropriate personnel. 9. Check restrooms and other facilities to ensure rules are being followed by children using these areas. 10. Halt disturbances and reports actions to appropriate personnel. 11. Maintain cooperative working relationships with children, staff, and parents. 12. Assist in the implementation of program and discipline plans. 13. Maintain a physically and emotionally healthy environment for the children, staff, parents and public. 14. Assist in the preparation of the classroom for custodial staff cleaning (i.e., stacking chairs, making sure toys are put away, tabletops are cleared, etc.). 15. Provide first aid and health-related services as needed. 16. Correct and/or report any conditions hazardous to the health and safety of pupils, staff and the public. 17. Work with and around hazardous materials. 18. Perform related duties as may be assigned.

Qualifications Guide
<p>Knowledge of:</p> <ul style="list-style-type: none"> • Early childhood growth/development and child behavior characteristics • Methods for validating and motivating preschool children • General goals, vision, and mission statement of the District and Out-of-School Time Program • Correct English usage, grammar, spelling, punctuation and vocabulary • Mathematics principles • Oral and written communication skills • Proper handling techniques of hazardous materials
<p>Ability to:</p> <ul style="list-style-type: none"> • Communicate so others will clearly understand normal conversation • Act quickly with mature judgment • Understand and carry out oral and written instructions



- Establish and maintain cooperative relationships with those contacted in the course of work
- Establish and maintain a safe and healthy environment for children
- Assist in implementing a variety of creative activities
- Participate in meetings, conferences, and in-service training programs as assigned
- Attend field trips as assigned
- Maintain classroom in a clean, sanitary, orderly, and safe condition
- Maintain confidentiality

Characteristics:

Possess: good health and freedom from communicable diseases; good physical condition, agility and strength commensurate with the duties of the class; honesty; industry; initiative; dependability and good judgment in conjunction with position duties; loyalty and other related qualities.

Training/Education and Experience

Equivalent to completion of the twelfth grade. Six semester units in early childhood education, including units in child development, child-family, and community or curriculum, or completion of at least two postsecondary semester units or equivalent quarter units in early childhood education or child development each semester or quarter following initial employment, and continuation in the educational program each semester or quarter until six units have been completed **are required**.

Licenses:

Possession of First Aid/CPR and AED certificates issued by an authorized agency.

Working Conditions/Physical Requirements:

Classroom setting and playground environment: subject to standing for long periods, walking, bending, stooping, lifting, reaching using hands and arms, climbing, balancing, kneeling, crouching, or crawling. May be required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; taste or smell. Must be able to regularly lift 25 pounds and occasionally lift and/or move up to 50 pounds. Exposure to intermittent noise, constant interruptions, and temperature extremes. Potential for contact with blood-borne pathogens and communicable diseases.

Board Adopted:	April 1, 2008
Revised:	January 19, 2010

Consent Item E.4.5.
Prepared by Tim Larson
July 19, 2022

Ratification of Side Letter Agreements
Between Santee School District and
Santee Teachers Association (STA)

BACKGROUND:

Santee School District and Santee Teachers Association have negotiated a side letter regarding leave provisions for COVID-19 related employee absences.

Santee School District and the Santee School Teachers Association (STA) have negotiated a Side Letter Agreement regarding the negotiable impacts and effects of providing a stipend to certificated employees who participate in a professional development learning activity outside of their contractual work hours.

- Stipend of \$345 for certificated employees participating in professional development activities outside of their contractual work hours.

STA leadership approved the side letter agreements on June 6, 2022. The negotiated language is attached for your consideration.

RECOMMENDATION:

It is recommended that the Board of Education ratify the Side letter Agreements between Santee School District and the Santee Teachers Association (STA).

FISCAL IMPACT:

The Disclosures of Collective Bargaining Agreement are attached. The fiscal impacts of the agreements for the 2022 – 2023 school year are:

- Personalized Learning Plans - \$127,253.25
- District COVID Leave – There is no fiscal impact associated with this item.

STUDENT ACHIEVEMENT IMPACT:

This is a personnel item.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.4.5.

Disclosure of Collective Bargaining Agreement

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213);
GC § 3547.5 (Statutes of 2004, Chapter 52)

Santee School District

Name of Bargaining Unit: Santee Teachers Association (STA) Certified: x Classified: _____

The proposed agreement covers the period: Beginning: 7/1/2022 Ending: 6/30/2023

This agreement will be acted upon by the Governing Board at its meeting on: 7/19/2022
Date

A. Proposed Change in Compensation

Compensation	Cost Prior to Proposed Agreement (a) \$	Fiscal Impact of Proposed Agreement					
		Current Year 2022 - 23		Year 2 2023 - 24		Year 3 2024 - 25	
		(b) \$	(c) %	(b) \$	(c) %	(b) \$	(c) %
1. Step & Column - Increase (Decrease) due to movement plus any changes due to settlement	\$30,907,202.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
2. Salary Schedule - Increase (Decrease)	\$30,907,202.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
3. Other Compensation - Increase (Decrease) in Stipends, Bonuses, etc.	\$30,907,202.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
4. Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	\$7,124,472.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
5. Health/Welfare Benefits - Increase (Decrease)	\$2,837,507.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
6. Total Compensation - Increase (Decrease) Total Lines 1(a) thru 5(a)	\$40,869,181.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
7. Total Number of Represented Employees	374.00	374.00	374.00	374.00	374.00	374.00	374.00
8. Total Compensation Cost for Average Employee - Increase (Decrease)	\$109,275.89	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%

Impact on other Funds: See attached for impact to Fund 12

Disclosure of Collective Bargaining Agreement

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213);
GC § 3547.5 (Statutes of 2004, Chapter 52)

Santee School District

Name of Bargaining Unit: Santee Teachers Association (STA) Certified: x Classified: _____

The proposed agreement covers the period: Beginning: 7/1/2022 Ending: 6/30/2023

This agreement will be acted upon by the Governing Board at its meeting on: 7/19/2022
Date

A. Proposed Change in Compensation

Compensation	Cost Prior to Proposed Agreement	Fiscal Impact of Proposed Agreement					
		Current Year 2022 - 23		Year 2 2023 - 24		Year 3 2024 - 25	
		(a) \$	(b) \$	(c) %	(b) \$	(c) %	(b) \$
1. Step & Column - Increase (Decrease) due to movement plus any changes due to settlement	\$116,945.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
2. Salary Schedule - Increase (Decrease)	\$116,945.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
3. Other Compensation - Increase (Decrease) in Stipends, Bonuses, etc.	\$116,945.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
4. Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	\$26,904.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
5. Health/Welfare Benefits - Increase (Decrease)	\$20,093.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
6. Total Compensation - Increase (Decrease) Total Lines 3(a), 4(a), 5(a)	\$163,942.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
7. Total Number of Represented Employees	3.00	3.00	3.00	3.00	3.00	3.00	3.00
8. Total Compensation Cost for Average Employee - Increase (Decrease)	\$54,647.33	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%

Impact on other Funds: _____

A. Provide a brief narrative of the proposed change in compensation, including percentage change(s), effective date(s), and comments and explanations as necessary:

None

B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development days, teacher prep time, etc.)

Provide COVID District Leave to employees who are restricted from work due to testing positive and who cannot work from home through June 30, 2023.

C. What are the specific impacts on instructional/support programs to accommodate the settlement? Include the impact of non-negotiated changes such as staff reductions and program

None

D. What contingency language is included in the proposed agreement? Include specific areas identified for reopeners, applicable fiscal years, and specific contingency language.

None

E. Source of Funding for Proposed Agreement

1. Current Year

Not applicable - no compensation increase

2. How will the ongoing cost of the proposed agreement be funded in future years?

No fiscal impact in future years

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations)

One-time agreement for 2022-23

F. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$89,546,235
b. State Standard Minimum Reserve Percentage for this District	3.00%
c. Projected P-2 ADA	5,770.65
d. State Standard Minimum Reserve Amount for this District <i>(Line 1a times Line 1b, or \$50,000, whichever is greater, for a district with less than 1,001 ADA)</i>	\$2,686,387.05

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Budgeted Unrestricted Designated for Economic Uncertainties	\$2,686,387.05
b. General Fund Budgeted Unrestricted Unappropriated Amount	\$6,104,657.55
c. Special Reserve Fund 17-Budgeted Designated for Economic Uncertainties	\$0.00
d. Special Reserve Fund 17-Budgeted Unappropriated Amount	
e. Total District Budgeted Unrestricted Reserves	\$8,791,044.60

3. Do unrestricted reserves meet the state standard minimum reserve amount? Yes No

G. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement in accordance with the requirements of AB 1200 and Government Code § 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.

[Handwritten Signature]

District Superintendent
(Signature)

6-16-2022

Date

[Handwritten Signature]

Chief Business Official
(Signature)

6-16-2022

Date

Contact Person: *KARL CHRISTENSEN*

Telephone No.: *619-258-2321*

H. Impact of Proposed Agreement on Current Year Operating Budget

Date of governing board approval of budget revisions in Col. 2: 7/19/2022
 in accordance with Education Code § 42142 and Government Code § 3547.5

Provide a copy of board-approved budget revisions and board minutes. In addition, provide two expenditure reports generated by the district’s financial system: one showing the budget by major object before the changes and a second showing the budget by major object after the changes.

If the board-approved revisions are different from the proposed budget adjustments in Col. 2, provide a revised report upon approval of the district governing board.

	(Col. 1) Latest Board- Approved Budget Before Settlement as of	(Col. 2) Adjustments as a Result of Settlement	(Col. 3) Other Revisions As Of:	(Col. 4) (Cols. 1 + 2 + 3) Total Impact on Budget
2022-23 Adopted Budget	6/21/2022		6/21/2022	
REVENUES:				
LCFF Sources (8010-8099)	66,968,305			66,968,305
Remaining Revenues (8100-8799)	31,034,368			31,034,368
TOTAL REVENUES	98,002,673	0	0	98,002,673
EXPENDITURES:				0
1000 Certificated Salaries	37,153,474	0		37,153,474
2000 Classified Salaries	13,665,927	0		13,665,927
3000 Employee Benefits	22,242,433	0		22,242,433
4000 Books and Supplies	4,453,353			4,453,353
5000 Services and Operating Expenses	7,464,377			7,464,377
6000 Capital Outlay	180,000			180,000
7000 Other	650,448			650,448
TOTAL EXPENDITURES	85,810,012	0	0	85,810,012
OPERATING SURPLUS (DEFICIT)	12,192,661	0	0	12,192,661
OTHER SOURCES AND TRANSFERS IN	0		0	0
OTHER USES AND TRANSFERS OUT	3,736,223	0	0	3,736,223
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	8,456,438	0	0	8,456,438
BEGINNING BALANCE	25,930,668			25,930,668
CURRENT YEAR-ENDING BALANCE	34,387,106			34,387,106
COMPONENTS OF ENDING BALANCE:				
Nonspendable (9711-9719)	517,886		0	517,886
Restricted (9740)	3,200,980		0	3,200,980
Committed (9750/9760)	21,877,196		0	21,877,196
Assigned (9780)	0		0	0
Reserve Economic Uncertainties (9789)	2,686,387	0	0	2,686,387
Unassigned/Unappropriated (9790)	6,104,658			6,104,658

If the total amount of the adjustment in Column 2 does not agree with the amount of the total cost shown on page 1, please explain:

Step and Column costs already included in Latest Board-Approved Budget Before Settlement.

H. Impact of Proposed Agreement on Current Year Operating Budget

Date of governing board approval of budget revisions in Col. 2: 7/19/2022
 in accordance with Education Code § 42142 and Government Code § 3547.5

Provide a copy of board-approved budget revisions and board minutes. In addition, provide two expenditure reports generated by the district's financial system: one showing the budget by major object before the changes and a second showing the budget by major object after the changes.

If the board-approved revisions are different from the proposed budget adjustments in Col. 2, provide a revised report upon approval of the district governing board.

	(Col. 1) Latest Board- Approved Budget Before Settlement as of	(Col. 2) Adjustments as a Result of Settlement	(Col. 3) Other Revisions	(Col. 4) (Cols. 1 + 2 + 3) Total Impact on Budget
2022-23 Adopted Budget	06/21/22			
REVENUES:				
LCFF Sources (8010-8099)	0			0
Remaining Revenues (8100-8799)	387,934			387,934
TOTAL REVENUES	387,934	0	0	387,934
EXPENDITURES:				0
1000 Certificated Salaries	133,223	0		133,223
2000 Classified Salaries	114,796			114,796
3000 Employee Benefits	85,557	0		85,557
4000 Books and Supplies	122,701			122,701
5000 Services and Operating Expenses	4,250			4,250
6000 Capital Outlay	0			0
7000 Other	4,807			4,807
TOTAL EXPENDITURES	465,334	0	0	465,334
OPERATING SURPLUS (DEFICIT)	(77,400)	0	0	(77,400)
OTHER SOURCES AND TRANSFERS IN	0			0
OTHER USES AND TRANSFERS OUT	0			0
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	(77,400)	0	0	(77,400)
BEGINNING BALANCE	114,487			114,487
CURRENT YEAR-ENDING BALANCE	37,087			37,087
COMPONENTS OF ENDING BALANCE:				
Nonspendable (9711-9719)	0			0
Restricted (9740)	37,087	0	0	37,087
Committed (9750/9760)	0			0
Assigned (9780)	0			0
Reserve Economic Uncertainties (9789)	0			0
Unassigned/Unappropriated (9790)	0			0

If the total amount of the adjustment in Column 2 does not agree with the amount of the total cost shown on page 1, please explain:

Step and Column costs already included in Latest Board-Approved Budget Before Settlement.

Item E. DISCUSSION AND/OR ACTION ITEMS

Agenda Item F.

Discussion and/or Action Item E.1.1.
Prepared by Dr. Kristin Baranski
July 19, 2022

Appointment of Vice Principal

BACKGROUND:

With the recent resignation of vice principal Ms. Melynda Pezone, administration recommends the appointment of Amanda Ramirez, as a vice principal in Santee School District.

Mrs. Ramirez has been serving as Dean of Students, at Bancroft Elementary School in La Mesa Spring Valley, since July 2015. Mrs. Ramirez holds a Master of Arts in Psychology from San Diego State University, and teaching credential from Point Loma Nazarene University.

Pending approval of her appointment, and successful completion of all pre-employment requirements, Mrs. Ramirez will begin his career in Santee School District at Carlton Hills School.

RECOMMENDATION:

It is recommended the Board of Education approve the appointment of Amanda Ramirez, as vice principal, effective July 29, 2022, pending successful completion of pre-employment requirements.

FISCAL IMPACT:

The vice principal appointee will be provided with a salary and benefits package commensurate to the District's posted salary schedule and her experience level.

STUDENT ACHIEVEMENT IMPACT:

It is the District's intention to provide essential staffing to support the transitions in education for students, staff, and parents.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.1.1.

Discussion and/or Action Item E.2.1. Approval of Monthly Financial Report
Prepared by Karl Christensen
July 19, 2022

BACKGROUND:

Administration has prepared the accompanying Monthly Financial Report covering the period May 1, 2022 through May 31, 2022 prepared on a cash and modified accrual basis and include the District’s revenue, expenditure, and cash activities.

RECOMMENDATION:

It is recommended that the Board of Education approve the Monthly Financial Report, as presented.

This recommendation supports the following District goal:

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The Monthly Financial Report shows a beginning cash balance of \$27,521,647; cash receipts of \$4,499,732; and disbursements of \$7,053,412 are reflected for the period of May 1, through May 31, 2022 resulting in an ending cash balance of \$24,967,967 as of May 31, 2022.

STUDENT ACHIEVEMENT IMPACT:

This is a fiscal item. All fiscal resources impact student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.1.

Monthly Financial Report - May

1

CASH REPORT FOR MAY

	Actual	Projected*	Difference
Beginning Cash Balance as of May 1, 2022	\$27,521,647	\$27,521,647	\$ -
INCOME			
A. Local Control Funding Formula			
State Aid	2,393,943	2,393,943	\$ -
Property Taxes	896,517	896,517	\$ -
B. Federal Income			
Federal Funding	133,024	133,024	\$ -
C. State Income			
Other State Funding	421,569	421,569	\$ -
D. Local Income			
Other Local Income	74,720	74,720	\$ -
Spec Ed	542,691	542,691	\$ -
E. Due to/Due from other funds	37,268	37,268.00	\$ -
F. Debt Proceeds	-	-	\$ -
TOTAL INCOME	\$4,499,732	\$4,499,732	\$ -
Beginning Balance Plus Income	\$32,021,379	\$32,021,379	\$ -
DISBURSEMENTS			
G. Commercial Warrants	\$ 1,014,645	\$ 1,014,645	\$ -
H. Salary and Benefits	5,926,029	5,926,029	\$ -
I. Other Outgo	112,738	112,738	\$ -
J. Interfund Transfers Out	-	-	\$ -
K. Debt Service	-	-	\$ -
TOTAL DISBURSEMENTS	\$7,053,412	\$7,053,412	\$ -
Ending Cash Balance as of May 31, 2022	\$24,967,967	\$24,967,967	\$ -

* Based on Cash Flow Projection at 2022-23 Budget Adoption- June 2022

**Budget Revisions
Through May 31, 2022
2021-22 Revised Budget**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Beginning Fund Balance	21,024,472	2,548,151	23,572,622
Estimated Income	52,083,855	35,997,824	88,081,679
Estimated Expenditures	50,419,750	35,303,883	85,723,633
Change in Fund Balance	1,664,105	693,941	2,358,046
Projected Ending Fund Balance	22,688,577	3,242,092	25,930,668
Less: Restricted Program Carryovers	-	3,242,092	3,242,092
Less: Non-Spendable			
Prepaid Expenses	375,869	-	375,869
Revolving Cash Fund	20,000	-	20,000
Stores Inventory	122,017	-	122,017
Less: Assigned Vacation Carryover	474,800	-	474,800
Assigned Site Carryover Balances	-	-	-
Less: Economic Uncertainty Reserve	2,571,709	-	2,571,709
Less: Reserve for State Budget Uncertainty	-	-	-
Uncommitted/Unassigned/Unappropriated Fund Balance	19,124,182	-	19,124,182
Fund 17 Projected End of Year Balance	-	-	-
Projected Reserves	<u>21,695,891</u>	<u>-</u>	<u>21,695,891</u>
	<u>May</u>	<u>April</u>	
Projected Reserve % 2021-22¹	25.31%	24.12%	
Projected Reserve % 2022-23^{2,3}	9.82%	16.72%	
Projected Reserve % 2023-24^{3,4}	34.28%	10.37%	

As a % of the Estimated Expense Total¹

Assumes commitment of Fund Balance²

Based on Multi-Year Projection at 2022-23 Budget Adoption- June 2022³

Assumes no commitment of Fund Balance⁴

Discussion and/or Action Item E.2.2.
Prepared by Karl Christensen
July 19, 2022

Approval of Agreements with San Joaquin Valley Unified Air Pollution Control District for Grants to Purchase Two Electric School Busses through the Volkswagen Mitigation Trust Fund

BACKGROUND:

The San Joaquin Valley Unified Air Pollution Control District (“SJVAPCD”) is the Project Administrator overseeing use of the Volkswagen Mitigation Trust Fund (“VMTF”). The VMTF was established to settle a lawsuit brought against Volkswagen for violation of emission standards. One of the allowed projects through the VMTF is the Zero-Emission Transit, School and Shuttle Bus Project. Santee School District qualifies for receiving up to \$800,000 for purchase of two electric school busses under this grant in accordance with submitted applications.

To continue in the process, it is necessary to execute agreements with SJVAPCD. Although the timeline may be accelerated, it is currently expected that these busses would not be available to the District for 12 to 18 months.

RECOMMENDATION:

It is recommended that the Board of Education approve two agreements with the San Joaquin Valley Unified Air Pollution Control District to secure grants for the purchase of two electric school busses through the Volkswagen Mitigation Trust Fund.

This recommendation supports the following District goals:

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact is up to \$800,000 in grant funding.

STUDENT ACHIEVEMENT IMPACT:

This is a fiscal item. All fiscal resources impact student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.2.

Agreement G-85811-A1

**SAN JOAQUIN VALLEY UNIFIED AIR POLLUTION CONTROL DISTRICT
Volkswagen Mitigation Trust Fund Transit Bus
FUNDING AGREEMENT**

This Agreement, made this ____ day of _____, _____, between the San Joaquin Valley Unified Air Pollution Control District (“District”) and **Santee School District** (“Participant”).

RECITALS:

WHEREAS, the Zero-Emission Transit, School and Shuttle Bus Project (“the Project”) is one of the eligible projects included in California’s Beneficiary Mitigation Plan, developed to summarize how the State of California plans to use the VW Mitigation Trust Funds allocated under the Environmental Mitigation Trust that resulted from the Volkswagen “defeat device” settlement; and

WHEREAS, past and future excess NOx emissions emitted from Volkswagen vehicles are intended to be mitigated, in part, by the Zero-Emission Transit, School and Shuttle Bus Project, which also assists in furthering the State’s long-term goals; and

WHEREAS, the Zero-Emission Transit, School and Shuttle Bus Project provides funding to be used toward the purchase of new zero-emission replacement buses for owners of transit, school, and shuttle buses, to mitigate excess NOx emissions, reduces pollution in disadvantaged and low-income communities, supports advanced technology vehicle and equipment deployments and accelerates the zero-emission transformation of the heavy-duty fleet; and

WHEREAS, the District is the Project Administrator for using VW Mitigation Trust Funds to replace eligible used transit, school, and shuttle buses throughout the State in accordance with the Project Agreement and Volkswagen Mitigation Trust Fund Implementation Manual; and

WHEREAS, Participant has submitted an application for funding under the Project, attached hereto and incorporated herein as **Exhibit A**; and

WHEREAS, Participant has reviewed and is familiar with the Program Guidelines, attached hereto and incorporated herein as **Exhibit C**, and agrees to adhere to them; and

NOW, THEREFORE, based on their mutual promises, covenants, and conditions, the parties hereby agree as follows:

1. PROJECT

The purpose of this Agreement is to provide incentives to Participants in the Volkswagen Environmental Mitigation Trust. Under this program, District provides cash incentives to be used toward the purchase of new zero-emission replacement buses. Participant shall receive Project funding from the VW Mitigation Trust Fund, administered by District, to be applied towards the purchase of a new, Project-eligible electric school replacement bus (hereinafter the “new bus”), to replace Participant’s current internal combustion engine school bus (hereinafter the “current bus”), for use primarily within the state of California. Participant has agreed to undertake such participation through their submission of their application, attached hereto and incorporated herein as Exhibit A.

2. DESCRIPTION OF VEHICLE(S)

- A. Funding under this Agreement shall be utilized by Participant for the purchase of the following new electric Replacement bus; hereinafter the “new bus;” to replace Participant’s current bus; hereinafter the “current bus.” Specifications for the current bus and the new bus, including the specifications for the motor, are identified in **Exhibit B**, attached hereto and incorporated herein.
- B. No payment shall be made toward the new bus other than as listed in § 2.A.
- C. Participant agrees that the current bus as listed in **Exhibit B**, as the vehicle to be replaced, will be permanently removed from operation, dismantled and reported to the California Department of Motor Vehicles (DMV) as a dismantled bus.
 - Definition of “dismantle” for the purpose of this Agreement, is as follows: to punch, crush, stamp, hammer, shred, or otherwise render permanently and irreversibly incapable of functioning as originally intended, any vehicle or vehicle part.

3. OBLIGATIONS OF DISTRICT

- A. District shall provide **up to \$400,000.00** of VW Mitigation Trust Funds to Participant for the purchase of **one (1)** new bus as indicated in § 2.A, **and not to exceed the funding levels specified in the Guidelines**, attached hereto and incorporated herein as **Exhibit C**.
- B. District shall make payment to Participant upon receipt and verification of a properly supported Claim for Payment including itemized invoices.
- C. Funding shall only be allowed toward the purchase of the new bus described in § 2.A, which complies with the VW Mitigation Trust Fund and all program

requirements, which must be met for the full three (3) year Project Implementation Phase.

- D. Payment will be issued upon verification that the new bus is purchased and program eligible including, but not limited to, verification that the new vehicle is California Highway Patrol (CHP) safety certified (for school buses only), insured, and operating.

4. AGREEMENT TERM

- A. Project Completion Phase – Participant shall take delivery and place the new bus into service within **eighteen (18) months** of the effective date of this Agreement, as indicated on Page 1, Paragraph 1. This includes dismantling the current bus and placement of the new bus into service.
- B. Claim for Payment Request for Reimbursement: Participant shall submit a complete claim for payment request to be reimbursed for the purchase of the new bus within **eighteen (18) months** of the effective date of this Agreement, as indicated in Page 1, Paragraph 1. The claim for payment request must be made through the VW Mitigation Trust Fund website at: <http://vwbusmoney.valleyair.org>
- C. Project Implementation Phase – Participant shall own, operate, and maintain the new electric bus according to the terms of this Agreement for a period of not less than **three (3) years** from the date in which the new electric bus is first placed into service. Participant agrees to cooperate with District in implementation, monitoring, enforcement, and other efforts to assure the emissions benefits are real, quantifiable, surplus, and enforceable.
- D. If Participant cannot meet the **eighteen (18) month** Project Completion Phase, Participant must notify District in writing with justification explaining why the Project Completion Phase cannot be met. District will review the request and determine, in its sole discretion, whether to amend the Agreement to account for Participant’s written request. Participant agrees to amend the Agreement as necessary, if requested by District, to ensure the project is completed in a timely manner. Though District agrees it will not unreasonably deny Participant’s request, Participant understands that even with written justification; District does not guarantee an amendment will be made to the Agreement to adjust Project Implementation Phase, and expressly reserves the right to deny such request. Participant may be subject to conditions in § 8 for noncompliance with Project Completion Terms.
- E. Participant will meet the following milestones unless prior arrangements have been submitted to District and approved in writing:
 - Purchase Order Milestone: A copy of the purchase order must be submitted to District within ninety (90) days of the contract execution, unless otherwise authorized by District.

- Implementation Milestone: Entire project must be completed, and claim for payment submitted, within eighteen (18) months of the date of contract execution, unless otherwise authorized by District.
- Date of Delivery Milestone: The estimated delivery date of the new bus.
- Scrapping of Current Bus Milestone: Participant must scrap the current bus within sixty (60) days of the receipt of the new bus by rendering the current bus permanently and irreversibly incapable of functioning as originally intended.
- Annual Report Milestone: Participant must supply the requested report information annually for a period of three (3) years from the date the new bus is placed into service.
- Record Retention Milestone: Participant must retain project documentation for the contract term plus three (3) years after contract term.

Milestone Name	Milestone Timeframe
Purchase Order	Submitted within 90 days of contract execution
Implementation	Completed within 18 months of contract execution
Estimated Delivery	Within 12 months of Purchase Order date
Current Bus Scrapping	Within 60 days of receipt of new bus
Annual Report	12, 24, 36 months after new bus in service
Record Retention	Six (6) years from contract execution

5. REPORTING

- A. Participant affirms that the information reported on the current bus, as identified in Exhibit B, is true and accurate.
- B. Participant shall submit annual reports on new bus operation, annual miles traveled, program participation rates, identified problems and proposed solutions, maintenance and any other pertinent information requested by District on a form to be provided to Participant by District. Participant must submit annual reports each year for the duration of the Project Implementation Phase as described in § 4.C.
- C. Annual reports are due at 12, 24, and 36 months after the date that the new bus in this project is in service.
- D. Noncompliance with the reporting requirements shall require on-site monitoring by District personnel.
- E. District reserves the right to monitor and enforce the terms of this Agreement at any time during the Project Implementation Phase as described in § 4.C and for a period of **three (3) years** after.

6. OBLIGATIONS OF PARTICIPANT

- A. Participant shall purchase the new bus specified in § 2.A and indicated in **Exhibit B**. It is the responsibility of Participant to ensure the new bus purchased through this Agreement meets all program eligibility requirements. Participant must ensure the new bus purchased through this Agreement adheres to all the requirements set forth in § 2.A. If Participant purchases a new bus that does not meet program requirements, District may deny the disbursement of project funds.
- B. If the new bus is a school bus, the new bus must undergo a CHP safety certification inspection after its purchase and prior to transporting children.
- C. The new bus shall be operated and maintained according to the manufacturer's specifications.
- D. In the event Participant does not complete the three (3) year Project Implementation Phase required by this Agreement, Participant shall refund to District a pro-rated incentive amount.
- E. If necessary, Participant shall obtain through other sources sufficient additional funds to purchase the new bus specified herein.
- F. In the event Participant cannot obtain sufficient funds to complete the purchase of the new bus, District reserves the right to terminate this Agreement. In that event, if requested by District, Participant shall return any District funds received.
- G. All forms and documents necessary for the submission of the claim for payment for reimbursement will be available at: <http://vwbusmoney.valleyair.org>. Participant must submit all necessary forms and documents required for reimbursement to District through the website at: <http://vwbusmoney.valleyair.org>.
- H. The following records are required for payments. No payments will be made until the following documents are submitted to District:
- The vendor delivers of the eligible replacement bus to Participant.
 - Participant dismantles the current bus through an approved dismantler.
 - District receives itemized invoices from Participant.
 - District receives proof that the current bus has been scrapped: the current bus must be scrapped within 60 days of the receipt of the new bus and proof of scrap must be provided before District can make any payments.
 - District receives self-certification from Participant that match funds are not either: (1) from funding sources where any portion of the resulting NOx reductions could be double counted, including but not limited to Carl

Moyer Program, AB923, and AB617; or (2) from the Hybrid and Zero Emission Truck and Bus Voucher Incentive Project (HVIP).

- Participant provides a copy of the Department of Motor Vehicle registration for the new vehicle to District.
- The documentation of the new vehicle and verification of the new vehicle specifications have been provided to District.
- (For school buses only) CHP has inspected the school bus and has completed written documentation signifying that the school bus is safe to operate with children aboard and the applicant has provided a copy of the documentation to District.

I. Initial Reporting by Participant will include, but is not limited to:

- Current bus information,
- New bus information,
- Funding information (including match funding amounts and sources),
- Selected applicant information, and
- Supporting documentation needed such as engine serial numbers, data tag photos, etc.

J. Participant must complete the Disclosure of Funds form, self-certifying that match funds are not either: (1) from funding sources where any portion of the resulting NOx reductions could be double counted, including but not limited to Carl Moyer Program, AB923, and AB617; or (2) from the Hybrid and Zero Emission Truck and Bus Voucher Incentive Project (HVIP).

K. Participant must scrap the current bus with a VW Mitigation Trust Fund approved dismantler within sixty (60) days of the receipt of the new bus by rendering the current bus permanently and irreversibly incapable of functioning as originally intended. VW Mitigation Trust Fund approved dismantlers can be found at: <http://vwbusmoney.valleyair.org>.

L. Payment for Scrap: Income for scrap is not allowed. District will allow Participant to receive payment for scrap under the following conditions:

- Participant provides to District the receipt for any scrap payment showing the amount of funds received from the dismantler.
- District will reduce the VW Mitigation Trust Funds awarded to Participant by the scrap payment amount if the scrap amount, plus VW Mitigation Trust Funds amount, plus match exceeds the new bus purchase price.
- District and Participant will retain documentation of any scrap payment as part of the project record.

- M. Participant agrees to maintain the new bus per the manufacturer's specifications.
- N. District shall only reimburse Participant for project costs incurred on or after the date of execution and subject to the provision limits in Project Expenditure Limitations Section of the VW Mitigation Trust Fund Guidelines. Funds will be disbursed within 30 days of District's receipt and approval of all required documentation.

7. GENERAL CONDITIONS

- A. Participant agrees that as of the date of execution of this Agreement, it has not yet purchased and/or received delivery of the new bus.
- B. Participant agrees that, for the three (3) year Project Implementation Phase plus **three (3) years**, District shall be allowed upon request to inspect the new replacement bus and/or records relating to the new bus including but not limited to those listed in **Exhibit C**.
- C. Participant agrees that the gross vehicle weight rating of the new bus shall be 14,001 pounds or greater.
- D. Participant agrees that the new bus shall, by a test method approved by the United States Environmental Protection Agency (US EPA) or the California Air Resources Board (CARB), be new and certified for sale in California, or under an experimental permit for operation in California, and must be a part of the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) eligible vehicle catalog, unless previously approved in writing by District and CARB. The new bus shall meet or exceed said requirements.
- E. Participant agrees and represents that the new bus will operate primarily within the state of California and shall remain so for the three (3) year Project Implementation Phase.
- F. Participant acknowledges that they are prohibited from making or allow any modifications to the vehicle's emissions control systems, hardware, or software calibrations, (Vehicle Code Section 27156), and not install any combustion source such as a fuel fired heater.
- G. Participant waives all rights to any emission reduction credits that may accrue as a result of purchase of the new bus. Any such potential credits shall be the sole property of the VW Mitigation Trust Fund.
- H. If Participant intends to sell or transfer ownership of the new bus in this Agreement during the three (3) year Project Implementation Phase specified in paragraph 4(C), Participant must notify and receive approval from District prior to

the sale or transfer of the new bus. In the event Participant sells or transfers ownership of said new bus to a buyer outside of the state of California during the three (3) year Project Implementation Phase specified in paragraph 4(BC), Participant shall return, if requested by District, pro-rated incentive funds to District.

- I. District reserves the right to reduce the incentive amount if it is determined that the actual costs paid by Participant are less than the costs indicated on the Application, as indicated in **Exhibit A** and **Exhibit B**, or if the incentive amount exceeds the funding levels specified in the Guidelines, as identified in Exhibit C. Additionally, District reserves the right to disallow certain ineligible costs submitted on the Claim for Payment and thereby reduce the incentive amount. A determination of cost eligibility will be at the sole discretion of District.
- J. Participant agrees that the project will comply with the Volkswagen Environmental Mitigation Trust Fund Guidelines and shall meet all program requirements for the three (3) year Project Implementation Phase of the Agreement, all of which are incorporated herein by reference.
- K. For projects involving installation or construction of infrastructure, Participant agrees that only licensed professionals will be used to perform services under this Agreement where such services are called for and licensed professionals are required for those services under state law.
- L. If applicable, Participant agrees to be bound by all the provisions of State Labor Code Section 1771 regarding prevailing wages. If applicable, Participant shall monitor all services subject to reimbursement from this Agreement to ensure that the prevailing wage provisions of State Labor Code Section 1771 are being met.
- M. Participant shall be responsible for work and for persons or entities engaged in work, including, but not limited to, contractors, subcontractors, suppliers, and providers of services. Participant shall be responsible for any and all disputes arising out of its contracts for work funded by this Agreement, including, but not limited to, payment disputes with contractors, subcontractors, and providers of services. District will not mediate disputes between Participant and any other entity concerning responsibility for performance of work.

8. REPERCUSSIONS FOR NONPERFORMANCE

- A. Participant must operate the new bus purchased through this Agreement according to the terms of the Agreement and cooperate with District and CARB in implementation, monitoring, enforcement, and other efforts to assure the emission benefits are real, quantifiable, surplus, and enforceable.
- B. Repercussions for noncompliance with the requirements, terms, and conditions set forth in this Agreement shall result in, including but not limited to, District

cancelling the Agreement with Participant and recapturing project funds in proportion to any loss of emissions reductions as agreed to in this Agreement.

- C. District and CARB have authority to seek any remedies available under the law for noncompliance with VW Mitigation Trust Fund requirements and nonperformance with the Agreement. District may consider unforeseen circumstances beyond Participant's control in determining repercussions for nonperformance.
- D. CARB, as an intended third party beneficiary, reserves the right to enforce the terms of this Agreement at any time during the contract term to ensure emission reductions are obtained.

9. INDEPENDENT CONTRACTOR

In performance of the work, duties, and obligations assumed by Participant under this Agreement, it is mutually understood and agreed that Participant, including any and all of Participant's officers, agents, and employees, shall act in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner, or associate of District.

10. INSURANCE

Participant shall insure the new bus in an amount not less than the full replacement value of the bus and provide satisfactory evidence of such insurance to District. The evidence shall be provided at the time of claim and with the annual report through the full three (3) year Implementation Phase of this Agreement.

11. FUNDING OUT

The terms of this Agreement and the services to be provided hereunder are contingent on the approval and receipt of funds by the appropriating government agency. Should sufficient funds not be allocated, the services provided may be modified or this Agreement terminated at any time by giving Participant thirty (30) days' prior written notice.

12. NON ASSIGNMENT

Neither party shall assign, transfer, or subcontract this Agreement, nor their rights or duties under this Agreement, without the prior express, written consent of the other party.

13. TERMINATION

District may immediately suspend or terminate this Agreement, in whole or in part, or withhold payment where District determines there is:

- A. An illegal or improper use of funds;
- B. A failure to comply with any term of this Agreement; or
- C. A substantially incorrect or incomplete report submitted to District.

In no event shall any payment by District constitute a waiver by District of any breach of this Agreement or any default that may then exist on the part of Participant. Neither shall such payment impair or prejudice any remedy available to District with respect to the breach or default. District shall have the right to demand of Participant the repayment to District of any funds disbursed to Participant under this Agreement that, in the judgment of District, were not expended in accordance with the terms of this Agreement. Participant shall promptly refund any such funds upon demand. In addition to immediate suspension or termination, District may impose any other remedies available by law, in equity, or otherwise specified in this Agreement.

14. INDEMNIFICATION

Participant agrees to indemnify, defend and hold harmless the District, State and CARB and their respective officers, employees, agents, representatives, and successors in interest against any and all liability, loss, and expense, including reasonable attorneys' fees, from any and all claims for injury or damages arising out of the performance by Participant, and/or out of the operation of equipment that is purchased with trust funds.

15. RECORD KEEPING

Participant shall maintain records sufficient to provide, on an annual basis for the full term of this Agreement, information regarding annual mileage, fuel usage, general maintenance details, and any other available information that may be deemed pertinent to the evaluation of the program. Participant shall agree to maintain such records for possible audit for a minimum of the Agreement term plus **three (3) years**. Participant shall agree to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Participant agrees to include a similar right to the State and CARB to audit records and interview staff in any subcontract related to performance of the Agreement. This includes the right to review and to copy any records and supporting documentation pertaining to the performance of the Agreement – this includes programmatic and fiscal records and documentation.

On-going Recordkeeping and Reporting will include:

- Participant must supply the required information annually and for three (3) years after contract term, including:

- The new bus mileage at 12, 24, and 36 months after date the new bus is in service,
- Self-certify that the bus is still owned by Participant, and
- Self-certify that the bus is still in operation in California.

16. AVAILABILITY OF DATA

District will make project documentation, records, reports, and other material available to CARB upon request and as needed to respond to legislative inquiries. District will make data summaries available to the public in response to data requests.

17. NOTICES

The persons and their addresses having authority to give and receive notices under this Agreement are as follows:

PARTICIPANT

Karl Christensen
 Assistant Superintendent Business
 Services
 9625 Cuyamaca Street
 Santee, CA 92071

DISTRICT

Samir Sheikh
 Executive Director/APCO
 1990 E. Gettysburg Avenue
 Fresno, California 93726

Any and all notices between District and Participant provided for or permitted under this Agreement or by law shall be in writing and shall be deemed duly served when personally delivered to one of the parties, or in lieu of such personal service, when deposited in the United States mail, postage prepaid, addressed to such party.

18. CONFLICT OF INTEREST

No officer, employee, or agent of District who exercises any function or responsibility for planning and carrying out the services provided under this Agreement shall have any direct or indirect personal financial interest in this Agreement. Participant shall comply with all federal and state conflict of interest laws, statutes, and regulations, which shall be applicable to all parties and beneficiaries under this Agreement and any officer, agent, or employee of District.

19. GOVERNING LAW

This Agreement shall be governed in all respects by the laws of the State of California. Venue for any action arising out of this Agreement shall only be in Fresno County, California.

20. COMPLIANCE WITH LAWS

Participant shall comply will all federal and state laws, statutes, regulations, rules, and guidelines which apply to its performance under this Agreement, including California driving eligibility and financial liability laws.

21. TIME IS OF THE ESSENCE

It is understood that for Participant's performance under this Agreement, time is of the essence. Participant will, to the reasonable satisfaction of District, complete all activities provided herein within the time schedule outlined in this Agreement, provided that Participant is not caused unreasonable delay in such performance. District reserves the right to cancel the Agreement if the owner does not execute it in a timely manner.

22. ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement between Participant and District with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings, advertisements, publications, and understandings of any nature whatsoever unless expressly included in this Agreement.

23. MODIFICATION

Any matters of this Agreement may be modified from time to time by the written consent of all the parties without in any way affecting the remainder.

24. NO FINANCIAL THIRD-PARTY BENEFICIARIES

Notwithstanding anything else stated to the contrary herein, it is understood that Participant's services and activities under this Agreement are being rendered only for the benefit of District, and no other person, firm, corporation, or entity shall be deemed an intended financial third-party beneficiary of this Agreement.

25. SEVERABILITY

In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be unenforceable in any respect by a court of competent jurisdiction, such holding shall not affect any other provisions of this Agreement, and the Agreement shall then be construed as if such unenforceable provisions are not a part hereof.

26. AUDIT

District reserves the right to audit and enforce the terms of this Agreement at any time during the agreement term plus **three (3) years**. Additionally, District shall be permitted to inspect the project equipment during the entire Agreement term plus **three (3) years** and as long as it is still in use after the Agreement term.

27. FORCE MAJEURE

Neither District nor Participant shall be liable for or deemed to be in default for any delay or failure in performance under this Agreement or interruption of services resulting, directly or indirectly, from acts of God, enemy or hostile governmental action, civil commotion, strikes, lockouts, labor disputes, fire, or other casualty, etc.

28. NON-DISCRIMINATION

During the performance of this Agreement, Participant and its contractors shall not unlawfully discriminate against, harass, or allow harassment against any employee or applicant for employment because of sex, race, religion, color, national origin, ancestry, disability, sexual orientation, medical condition, marital status, age (over 40) or allow denial of family-care leave, medical-care leave, or pregnancy-disability leave. Participant and its contractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination and harassment.

PARTICIPANT

Santee School District

Karl Christensen
Assistant Superintendent
Business Services

DISTRICT

**San Joaquin Valley Unified Air Pollution
Control District**

Monte Reyes
Governing Board Chair

Recommended for approval:
San Joaquin Valley Unified Air
Pollution Control District

Samir Sheikh
Executive Director/APCO

Approved as to legal form:
San Joaquin Valley Unified Air Pollution
Control District

Annette A. Ballatore
District Counsel

Approved as to accounting form:
San Joaquin Valley Unified Air Pollution
Control District

Ryan Buchanan
Director of Administrative Services

For accounting use only:
San Joaquin Valley Unified Air Pollution
Control District

Program: _____
Account No.: _____

EXHIBIT A

COPY OF APPLICATION



Applicant Information

1. Applicant Type:		
2. Applicant Name (as it will appear on the contract and IRS W9):		
3. Physical Address:		
4. City:	5. State:	6. ZIP Code:
7. Mailing Address (if different from above):		
8. City:	9. State:	10. ZIP Code:
11. County of Operation:		12. Tax ID

Primary Contact Information

1. First Name:		2. Last Name:	
3. Title:		4. E-Mail:	
5. Phone Number:	6. Alternate Contact Number:	7. Fax Number:	

Agreement Signing Authority

1. First Name:		2. Last Name:	
3. Title:		4. E-Mail:	
5. Phone Number:	6. Alternate Contact Number:	7. Fax Number:	

Existing Old Bus Information

1. Bus Identification Number:	
2. Bus Storage Address:	
3. City, State, Zip Code:	
4. Total Mileage:	5. Annual Mileage for the Bus:
6. Percent of Miles Traveled within CA:	7. Bus Make:
8. Bus Model:	9. Bus Model Year:
10. Gross Vehicle Weight Rating (GVWR):	11. Vehicle Identification Number (VIN):
12. License Plate Number:	
13. Bus Type:	

Engine Information

1. Engine Make:	2. Engine Model:
3. Engine Model Year:	4. Horsepower:
5. Engine Serial Number:	
6. EPA-Certified Family Name (e.g., XCEXH0123MAH):	7. Two Stroke Engine:
8. Displacement:	9. Fuel Type:
10. If this has a retrofitted DPF, please list the DPF make, model and serial number:	

New Electric Bus Information

1. New Bus Make:	2. New Bus Model:
3. New Bus Model Year:	4. GVWR:
5. New Bus Type:	
6. Range of Electric Bus (in Miles):	7. Total Cost of New Bus:

Proposed New Electric Motor Information

1. Motor Make:	2. Motor Model:
3. Motor Model Year:	4. Horsepower:
5. EPA-Certified Family Name (e.g., XCEXH0123MAH):	

Electric Bus Charging Station

1. Do you require charging station installation or upgrades to support this bus?
--

New Electric Bus Dealer Information

1. Dealership Name:		
2. Address:		
3. City:	4. State:	5. Zip Code:
6. Contact Name:	7. Contact E-Mail:	
8. Contact Phone Number:	9. Contact Fax Number:	
10. May we share your project information directly with the Dealer? Yes or No		

Signature Form Signing Authority

Certifications

By signing this Certifications form, I certify that I have read and understand the Eligibility Criteria and Application Guidelines document and agree to adhere to its requirements. Additionally, by signing this Certifications form, I certify to the statements and agree to adhere to the terms and conditions described below:

1. The emission reductions obtained through this program are not required by any federal, state, or local regulation, memorandum of agreement/understanding (MOA/MOU) with a regulatory agency, settlement agreement, mitigation requirement, or other legal mandate.
2. Projects funded by VW Mitigation Trust Funds will not be used as marketable emission reduction credits, to offset any emission reduction obligation, or for credit under any federal or state emission averaging, banking and trading program. In addition, projects funded through this program may not be used to generate a compliance extension or extra credit for determining regulatory compliance.
3. Proposed project has not received funding or is not under agreement with any other air district, ARB, or any other public agency. Any current financial incentive that directly reduces the project cost; including tax credits or deductions, grants, or other public financial assistance for the same engine or equipment; must be disclosed.
4. Any funding received, including funding from other sources, combined with this grant must not exceed the full cost of the new bus.
5. Applicant agrees that the bus identified in this application has a current CHP Safety Certification and agrees to obtain and maintain CHP Safety Certification on the new bus for at least three (3) years from the date that the new bus is put into service.
6. The bus within this application is based within the state of California and operate within the state of California for at least three (3) years from the date the new bus is purchased, unless prior written authorization has been granted by the SJVPACD to travel outside of the state of California.
7. During the previous 24 months, at least 51% of the total usage of this bus was within California.
8. Bus identified in this application is currently in compliance with the State of California's Truck and Bus Regulation, and Applicant acknowledges that their funding may be reduced if the bus is not in compliance.
9. Applicant understands the VW Mitigation Trust Project Administrator (SJVPACD), CARB, or their designee maintains the right to inspect the bus at any time during the agreement period.
10. Applicant will not order, purchase, make payment, or take delivery of the new bus without an executed agreement from the VW Mitigation Trust Funds.

I hereby certify that all information provided in this application and any attachments are true and correct to the best of my knowledge.

Signing Authority Signature

Date

Exhibit B

DESCRIPTION OF VEHICLE

G-85811-A1
Santee School District

	Current Bus	New Bus
Make:	Blue Bird	Blue Bird
Model:	TCRE 3904	T3RE 3904
VIN:	1BAANB7A0XF083785	
Year:	1999	2021
Fleet ID:	121	
	Current Engine	New Engine
Make:	Cummins	Cummins
Model:	ISC 275	TM4
Serial #:	45742779	
Year:	1998	2021
HP:	275	260
GVWR:	36,200	36,200
EPA Family Name:	WCEXH0505CAD	MBBB2VOCVEHD
Fuel:	DSL	ELECTRIC

Equipment Usage	
Average Annual Mileage:	4,000
Geographic Area:	San Diego
Project Life (reporting length):	3

Estimated Eligible Cost ¹	Grant Amount ^{2, 3}
\$415,814.51	\$400,000.00

¹ Estimated Total Cost may differ from the final invoice amount.

² Grant amount cannot exceed the funding levels specified in the Guidelines (Exhibit C)

³ Funding amounts for non-government owned transit, school, and shuttle buses must not exceed 75 percent of eligible project costs and funding amounts for government owned transit, school, and shuttle buses must not exceed 100 percent of eligible project costs

EXHIBIT C

Volkswagen Mitigation Trust Fund Guidelines

Volkswagen Mitigation Trust Fund Guidelines

Zero-Emission Transit, School and Shuttle Bus Project

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Volkswagen Mitigation Trust Fund Guidelines

Zero-Emission Transit, School and Shuttle Bus Project

I. Project Overview

The Zero-Emission Transit, School and Shuttle Bus Project provides funding for new zero-emission replacement buses for owners of transit, school, and shuttle buses. This project mitigates excess NOx emissions, reduces pollution in disadvantaged and low-income communities, supports advanced technology vehicle and equipment deployments and accelerates the zero-emission transformation of the heavy-duty fleet.

Applicants will complete the application and meet the other requirements of the project such as submitting required documentation, scrapping the old vehicle, and complying with reporting requirements.

II. Project Requirements

A. Application Requirements

1. **Applications:** The applicant for transit, school and shuttle buses must apply through the online application portal for each individual bus.
2. **Statewide:** Applications must be submitted for each individual bus through the web based application portal from entities that own buses domiciled in California and operate primarily within the state of California.
 - a. Applicants must receive prior written authorization from the SJVAPCD for new buses that will travel outside of the state of California at any time during their contract life.
3. **First come, first served:** Applications will be selected on a first come, first served basis based off a complete and eligible application per bus, subject to the maximum funding expenditures per Entity specified in [Table 2: Maximum-Funding Expenditures per Entity](#)
4. **Authorization for submittal:** Applicants must obtain authorization for the submittal of the applications and identification of the individual authorized to implement the bus purchase project.
5. **Multiple buses allowed:** Applicants must submit a separate application for each individual bus to be replaced.
6. **Prior Purchases:** Applicants must not purchase, make down payments, become financially committed, or take possession of the new replacement bus under funding consideration prior to the issuance of a completely executed

contract that is signed by all parties – doing so will render the project ineligible.

- a. A fully refundable deposit is allowed, as long as it is clearly stated that the deposit is fully refundable
- 7. Information for reports:** Applicants must include information needed to fulfill the reporting requirements in [Project Reporting](#)
- 8. Information to determine eligibility:** Applicants must submit required documentation to determine eligibility of the applicant and of the old bus.

B. Eligible Applicants

1. Eligible Applicants are owners of transit buses, school buses and shuttle buses.
2. Indian Tribes are eligible for this program. In addition, Indian Tribes Beneficiaries (i.e., for federally-recognized Indian Tribes) have entered into their own Environmental Mitigation Trust Agreement. For more information, please visit the Volkswagen Diesel Emissions Environmental Mitigation Trust site at: <https://www.vwenvironmentalmitigationtrust.com/tribe-trust>
3. Agencies that are the lessors that lease or rent applicable transit, school and shuttle buses to third parties may apply, however, additional requirements must be met. These requirements are specified in [Vehicle Leasing or Rental Agencies](#)

C. Requirements for the Old Bus

1. Only buses with internal combustion engines are eligible
2. Fuel type of the old bus can be gasoline, diesel, or compressed natural gas (CNG), or propane.
3. Engine Model Year of the old school bus must be 2006 or older
4. Engine Model Year of the old transit or shuttle bus must be 2009 or older
5. Gross Vehicle Weight Rating (GVWR) must be 14,001 pounds or greater
6. Current California Highway Patrol (CHP) certification for school buses is required
7. All old school buses may be eligible regardless of their compliance with the Truck and Bus Regulation. However, noncompliant school buses are subject to additional funding limitations specified in [Project Expenditure Limitations](#)
8. Compliance with the Truck and Bus Regulation must be submitted with the application. Acceptable documentation includes, but is not limited to, any of the following:
 - a. Invoice(s) for the purchase of the Diesel Particulate Filter (DPF) and its installation on the old bus specified on the application.
 - b. Pictures of the DPF on the bus engine specified on the application. The pictures must be able to identify both the DPF and the old bus.
 - c. CHP 292 school bus safety inspection of the installed DPF on the old bus

specified on the application.

- d. Compliance certificate from CARB TRUCRS database.

D. Requirements for the New Bus

1. **Zero emission:** Hydrogen fuel cell and battery electric-powered vehicle technologies are eligible projects. Eligible buses must be listed as an Eligible Vehicle for the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) and listed on the HVIP website at www.californiahvip.org/. SJVAPCD may consider other zero emission technologies for eligibility on a case by case basis, subject to approval by the California Air Resources Board (CARB).
2. **New Vehicle:** The vehicle must be a new vehicle as defined in California Vehicle Code Section 430.
3. **Not converted:** SJVAPCD and CARB does not consider a new vehicle to be a new chassis that has been converted with aftermarket parts or equipment to create a zero-emission vehicle, unless the completed zero emission vehicle has obtained CARB new vehicle certification. Eligible vehicles (and vehicle chassis) must be new and not yet have been registered in any state or paid for by the purchaser (other than a vehicle down payment). Used vehicles (including vehicles used by dealers, manufacturers, or other entities or for demonstration purposes) are not eligible.
4. **GVWR 14,001 pounds or greater:** Zero-emission vehicle makes/models must be 14,001 pounds GVWR or greater.
5. **CARB certified:** The manufacturer must have obtained CARB approval/certification of the vehicle model.
6. **HVIP eligible:** Stacking VW Mitigation Trust Funds with HVIP funds is prohibited. For additional information regarding match funding, please see section [Match Funding](#)
7. **CHP certification:** Current CHP 292 certification is required for the new school bus.

E. Project Expenditures

1. **Eligible Costs:** Eligible costs include purchase price and taxes for new eligible buses.
2. **Maximum Project Funding Expenditures:** Listed in Table 1: Maximum Funding Expenditures per Bus.

Table 1: Maximum Funding Expenditures per Bus

New Bus	Maximum Funding Level
Battery Electric Transit bus	\$180,000
Fuel Cell Transit bus	\$400,000
Electric School bus (replacing a compliant old bus)	\$400,000
Electric School bus (replacing a non-compliant old bus)	\$380,000
Electric Shuttle bus	\$160,000

F. Project Expenditure Limitations

1. **Entity Funding Limitation:** The maximum funding expenditures per Entity, as determined by Tax Identification Number, is \$3,250,000.
 - a. If insufficient applications are received to expend trust funds, SJVAPCD reserves the right to issue additional contracts beyond the above stated limit.

Table 2: Maximum-Funding Expenditures per Entity, per Installment

Entity	Maximum Funding Level
Determined by Tax ID	\$3,250,000

2. **Category Funding Limitation:** Of the three bus categories – transit, school bus, and shuttle – funding for a single bus category must not exceed 50 percent of the available VW Mitigation Trust Funds, including earned interest, in each installment.
3. **Equipment Options:** While not specifying any particular ineligible equipment options, SJVAPCD reserves the right to deny reimbursement for non-standard accessories and equipment considered excessive peripheral costs. The applicant may still choose to purchase these options, however, they are not eligible for reimbursement nor will they be used in the calculation of the limitations of funding amounts specified below.
4. **Bus Funding Limitation:** Funding amounts for buses must not exceed actual project costs.
5. **Non-government owned limitation:** Funding amounts for non-government owned transit, school, and shuttle buses must not exceed 75 percent of project costs.
6. **Non-Compliant School Bus:** For school buses that are not compliant with the CARB Truck and Bus Regulation, the maximum funding amounts will be reduced by \$20,000 to account for the cost of compliance through the purchase of a DPF.
7. **Multiple Funds Limitation:** Selected applicants may not receive more funds

than the eligible project costs, whether funded solely with the VW Mitigation Trust Funds or funded with multiple funding sources.

- 8. Leasing Limitations:** Replacement bus owners can lease the buses purchased using VW Mitigation Trust Funds to third parties, provided the following requirements are met:
 - a. Lease agreement must be a minimum of 36 months
 - b. Lease agreements must contain program requirements, including, but not limited to: requirements of the new bus, contract requirements, record requirements, reporting requirements. Additional requirements can be found in Section [Vehicle Leasing or Rental Agencies](#)
- 9. Returned VW Mitigation Trust Funds:** The SJVAPCD must spend returned trust funds on eligible projects, or return trust funds to the Trustee.
- 10. Unspent VW Mitigation Trust Funds:** CARB Executive Officer or designee reserves the right in his or her sole discretion to award any remaining unspent trust funds to another Project Administrator or other mitigation projects.

G. Match Funding (Co-Funding)

Match funding from the applicant is encouraged and required for school bus purchases (at least 5 percent) and all non-government owned purchases (at least 25 percent). For school bus purchases, the cost of the required infrastructure for the new, replacement bus is used to meet the required 5 percent match.

Match funding may include funding from other State, local, federal, non-profit, or private revenue sources. Match funding may not include funding where any portion of the resulting NOx reductions could be double-counted, including but not limited to Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP), Carl Moyer Program, AB923, and AB617.

The applicant must report all match funding amounts and sources to SJVAPCD prior to contract and again during the reimbursement process.

H. Payment for Scrap

The selected applicant must scrap the old bus within 60 days of the receipt of the new bus by rendering the old bus permanently and irreversibly incapable of functioning as originally intended

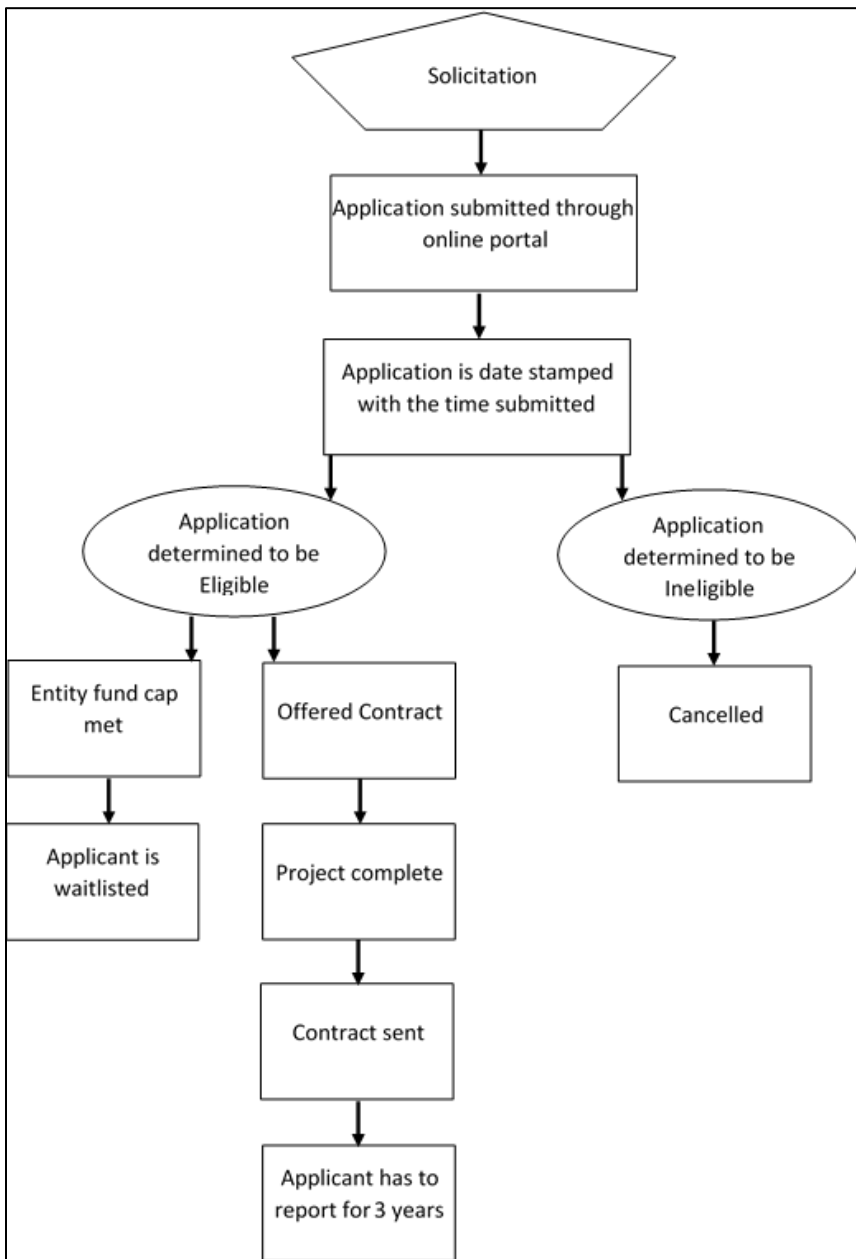
Income for scrap is not allowed. SJVAPCD will allow a selected applicant to receive payment for scrap under the following conditions

- a. The selected applicant provides to the SJVAPCD the receipt for any scrap payment showing the amount of funds received from the dismantler.
- b. SJVAPCD will reduce the VW Mitigation Trust Funds award by the scrap payment amount if the scrap amount, plus VW Mitigation Trust Funds

amount, plus match exceeds the new bus purchase price.

- c. SJVAPCD and the selected applicant will retain documentation of any scrap payment as part of the project record.

Table 3: Processing Flow Chart



L. Vehicle Purchasers

1. **Responsibilities for Vehicle Purchasers:** The bus purchaser is responsible for completing an application, executing a contract with SJVAPCD, complying with

the terms of the contract, and obtaining funding for or paying the match portion of the vehicle cost.

- 2. Requirements for Vehicle Purchasers:** The bus purchaser must be an individual, business, non-profit, or government entity that is based in California or has a California-based affiliate. A bus leasing/rental agency based outside of California is also eligible if the vehicle is leased/rented to an entity that will meet all operational, reporting, and other applicable requirements.
- 3. Restriction for Vehicle manufacturers and Dealers:** Vehicle manufacturers and dealers may apply for no more than two vehicles in each installment. This applies to vehicles the manufacturer produces and for vehicles the dealer makes available for sale. Vehicle manufacturers and dealers will be required to provide SJVAPCD and CARB additional information including, but not limited to, manufacturing costs and dealer invoice or acquisition costs. If a vehicle manufacturer or dealer chooses to purchase a vehicle they do not produce or sell, then this condition will not apply.
- 4. Insurance Requirement:** Maintain insurance as required by law. If an accident or other cause destroys or otherwise renders permanently inoperable the purchased vehicle, the bus purchaser must notify SJVAPCD within one week of the occurrence. The written notification must provide proof that the funded vehicle has become inoperable, including photographs of the inoperable vehicle with license plates or other identifying markings, as well as any applicable insurance or police documentation.
- 5. Expectation to Operate:** SJVAPCD expects the vehicle to operate primarily in California for three years after purchase.
- 6. Prohibition to Modify Vehicle:** Not make or allow any modifications to the vehicle's emissions control systems, hardware, or software calibrations, (Vehicle Code Section 27156), and not install any combustion source such as a fuel fired heater.
- 7. Reporting Requirement:** Submit annual activity reports for three years. SJVAPCD requires the funded vehicle owner to complete activity reports. SJVAPCD and CARB reserve the right to bar a fleet that does not provide timely and accurate usage surveys/questionnaires as required from future project participation.
- 8. Access to DMV Records:** Allow CARB, SJVAPCD, or their designees to verify the bus registration with the DMV for three years after initial registration.
- 9. Inspection Availability:** Be available for follow-up inspection if requested by the SJVAPCD, CARB, or designees.
- 10. Penalty for Falsifying Information:** The bus purchaser is responsible for ensuring the accuracy of the vehicle and purchaser information on the application forms. SJVAPCD and CARB may consider submission of false information on these forms a criminal offense, punishable under penalty of perjury under the laws of the State of California.

- 11. Requirement to Maintain Records:** Bus purchasers must keep written records of the bus purchase for buses funded with mitigation trust funds – including the vehicle invoice, proof of purchase, and DMV records – for the contract term plus three years.
- 12. Requirement to Provide Records:** A bus purchaser must provide SJVAPCD, CARB, or its designees with all requested information related to any bus purchased with mitigation trust funds within ten days of a written request for such information. Requested information may include but is not limited to purchase orders or agreements, vehicle payment information and related bank records, and purchaser fleet information. SJVAPCD and CARB may require selected applicants that submit false information to return the full mitigation trust fund amount and may exclude them from future project participation. In addition, SJVAPCD and CARB may pursue other remedies available under the law.

M. Resale of Vehicles

- 1. Notification of Intent to Resell:** The original vehicle purchaser must notify SJVAPCD in writing of its intent to sell the vehicle at least seven calendar days prior to the vehicle resale.
- 2. CARB Approval:** CARB and SJVAPCD expects selected applicants to keep the vehicle and meet all applicable project requirements for a minimum three-year period after the vehicle purchase date. However, unforeseen or unavoidable circumstances may allow for the resale of a vehicle within this three-year period. Resale of a funded vehicle must receive SJVAPCD and CARB written approval prior to resale.
- 3. Prohibition To Resell More Than Once in Three-Year Project Life:** A funded vehicle may not be resold more than once within three years of the original purchase date.
- 4. Contract Amendment (Novation):** For vehicles resold within three years of the original vehicle purchase date (and after SJVAPCD and CARB provides written approval), the original vehicle purchaser must inform the new purchaser in writing about the project requirements – by sharing a copy of the project contract. The new vehicle purchaser must agree in writing to meet all applicable requirements of original vehicle purchasers – by signing an amended version of the project contract with SJVAPCD.
- 5. Notification of Resell:** Within seven calendar days after the vehicle resale, the original vehicle or purchaser must notify SJVAPCD that the vehicle has been resold and provide the mailing address, phone number and email (if any) of the purchaser as well as the vehicle resale price.
- 6. Information Required from Second Owner During Three-Year Project Life:** Within thirty calendar days after the vehicle resale, the entity buying the vehicle from the original vehicle purchaser must also provide SJVAPCD with:
 - a. Mailing address**

- b. Phone number and email (if any)
 - c. A copy of the new DMV title documenting the vehicle resale
 - d. A written commitment to meet the project requirements
 - e. A written commitment to complete and return the annual usage survey/questionnaire as required by the project contract.
- 7. Prorated Funds for Resell or Moving Out-of-State:** For funded vehicles resold or moved out of the State, the vehicle purchaser must refund promptly to SJVAPCD a prorated portion of their mitigation trust funds received, in an amount equivalent to the original amount divided by 36 months and then multiplied by the number of months remaining in the original 60 month period (rounded to the nearest month): $(\text{Original Voucher Amount} \div 36 \text{ Months}) \times (36 - \text{months since vehicle purchase date})$.
- 8. Pursuit of Remedies for Noncompliance:** SJVAPCD and CARB reserve the right to pursue all remedies available under the law for noncompliance with these requirements.

N. Vehicle Leasing or Rental Agencies

Any vehicle lease or rental entity that leases or rents a vehicle purchased with VW Mitigation Trust Funds maintains responsibility for all recordkeeping and reporting requirements, and must disclose the recordkeeping and reporting requirements to the vehicle renter or lessee. The lease or rental agreement must include all commitments needed from the lessee or renter to ensure that:

1. The vehicle operates primarily in California as required by the contract with SJVAPCD; and
2. The lease must ensure that all required annual activity reports are submitted to SJVAPCD.

SJVAPCD, CARB or its designees reserve the right to review lease or rental agreements to confirm appropriate disclosures are made regarding VW Mitigation Trust Funds received and vehicle activity and reporting requirements. Selected applicants must provide SJVAPCD, CARB, or its designee all requested information related to any vehicle purchased with VW Mitigation Trust Funds (including lease or rental agreements) within ten days of SJVAPCD or CARB's written request for such information. The selected applicant (i.e. the lessor for lease agreements) is responsible for ensuring annual activity reports are accurate and are submitted as required. SJVAPCD provides a contract at time of vehicle purchase only, and not at the time a vehicle is leased or rented.

III. Project Non-Performance

SJVAPCD, CARB or its designee has the authority to recoup VW Mitigation Trust Funds received based upon misinformation or fraud, or for which SJVAPCD or its subcontractors, a dealership, manufacturer, or vehicle purchaser is in significant or

continual non-compliance with this Implementation Manual or State law. SJVAPCD and CARB also retains the authority to prohibit any entity from participating in other incentive programs due to non-compliance with project requirements.

Agreement G-85814-A1

**SAN JOAQUIN VALLEY UNIFIED AIR POLLUTION CONTROL DISTRICT
Volkswagen Mitigation Trust Fund Transit Bus
FUNDING AGREEMENT**

This Agreement, made this ____ day of _____, _____, between the San Joaquin Valley Unified Air Pollution Control District (“District”) and **Santee School District** (“Participant”).

RECITALS:

WHEREAS, the Zero-Emission Transit, School and Shuttle Bus Project (“the Project”) is one of the eligible projects included in California’s Beneficiary Mitigation Plan, developed to summarize how the State of California plans to use the VW Mitigation Trust Funds allocated under the Environmental Mitigation Trust that resulted from the Volkswagen “defeat device” settlement; and

WHEREAS, past and future excess NOx emissions emitted from Volkswagen vehicles are intended to be mitigated, in part, by the Zero-Emission Transit, School and Shuttle Bus Project, which also assists in furthering the State’s long-term goals; and

WHEREAS, the Zero-Emission Transit, School and Shuttle Bus Project provides funding to be used toward the purchase of new zero-emission replacement buses for owners of transit, school, and shuttle buses, to mitigate excess NOx emissions, reduces pollution in disadvantaged and low-income communities, supports advanced technology vehicle and equipment deployments and accelerates the zero-emission transformation of the heavy-duty fleet; and

WHEREAS, the District is the Project Administrator for using VW Mitigation Trust Funds to replace eligible used transit, school, and shuttle buses throughout the State in accordance with the Project Agreement and Volkswagen Mitigation Trust Fund Implementation Manual; and

WHEREAS, Participant has submitted an application for funding under the Project, attached hereto and incorporated herein as **Exhibit A**; and

WHEREAS, Participant has reviewed and is familiar with the Program Guidelines, attached hereto and incorporated herein as **Exhibit C**, and agrees to adhere to them; and

NOW, THEREFORE, based on their mutual promises, covenants, and conditions, the parties hereby agree as follows:

1. PROJECT

The purpose of this Agreement is to provide incentives to Participants in the Volkswagen Environmental Mitigation Trust. Under this program, District provides cash incentives to be used toward the purchase of new zero-emission replacement buses. Participant shall receive Project funding from the VW Mitigation Trust Fund, administered by District, to be applied towards the purchase of a new, Project-eligible electric school replacement bus (hereinafter the “new bus”), to replace Participant’s current internal combustion engine school bus (hereinafter the “current bus”), for use primarily within the state of California. Participant has agreed to undertake such participation through their submission of their application, attached hereto and incorporated herein as Exhibit A.

2. DESCRIPTION OF VEHICLE(S)

- A. Funding under this Agreement shall be utilized by Participant for the purchase of the following new electric Replacement bus; hereinafter the “new bus;” to replace Participant’s current bus; hereinafter the “current bus.” Specifications for the current bus and the new bus, including the specifications for the motor, are identified in **Exhibit B**, attached hereto and incorporated herein.
- B. No payment shall be made toward the new bus other than as listed in § 2.A.
- C. Participant agrees that the current bus as listed in **Exhibit B**, as the vehicle to be replaced, will be permanently removed from operation, dismantled and reported to the California Department of Motor Vehicles (DMV) as a dismantled bus.
 - Definition of “dismantle” for the purpose of this Agreement, is as follows: to punch, crush, stamp, hammer, shred, or otherwise render permanently and irreversibly incapable of functioning as originally intended, any vehicle or vehicle part.

3. OBLIGATIONS OF DISTRICT

- A. District shall provide **up to \$400,000.00** of VW Mitigation Trust Funds to Participant for the purchase of **one (1)** new bus as indicated in § 2.A, **and not to exceed the funding levels specified in the Guidelines**, attached hereto and incorporated herein as **Exhibit C**.
- B. District shall make payment to Participant upon receipt and verification of a properly supported Claim for Payment including itemized invoices.
- C. Funding shall only be allowed toward the purchase of the new bus described in § 2.A, which complies with the VW Mitigation Trust Fund and all program

requirements, which must be met for the full three (3) year Project Implementation Phase.

- D. Payment will be issued upon verification that the new bus is purchased and program eligible including, but not limited to, verification that the new vehicle is California Highway Patrol (CHP) safety certified (for school buses only), insured, and operating.

4. AGREEMENT TERM

- A. Project Completion Phase – Participant shall take delivery and place the new bus into service within **eighteen (18) months** of the effective date of this Agreement, as indicated on Page 1, Paragraph 1. This includes dismantling the current bus and placement of the new bus into service.
- B. Claim for Payment Request for Reimbursement: Participant shall submit a complete claim for payment request to be reimbursed for the purchase of the new bus within **eighteen (18) months** of the effective date of this Agreement, as indicated in Page 1, Paragraph 1. The claim for payment request must be made through the VW Mitigation Trust Fund website at: <http://vwbusmoney.valleyair.org>
- C. Project Implementation Phase – Participant shall own, operate, and maintain the new electric bus according to the terms of this Agreement for a period of not less than **three (3) years** from the date in which the new electric bus is first placed into service. Participant agrees to cooperate with District in implementation, monitoring, enforcement, and other efforts to assure the emissions benefits are real, quantifiable, surplus, and enforceable.
- D. If Participant cannot meet the **eighteen (18) month** Project Completion Phase, Participant must notify District in writing with justification explaining why the Project Completion Phase cannot be met. District will review the request and determine, in its sole discretion, whether to amend the Agreement to account for Participant's written request. Participant agrees to amend the Agreement as necessary, if requested by District, to ensure the project is completed in a timely manner. Though District agrees it will not unreasonably deny Participant's request, Participant understands that even with written justification; District does not guarantee an amendment will be made to the Agreement to adjust Project Implementation Phase, and expressly reserves the right to deny such request. Participant may be subject to conditions in § 8 for noncompliance with Project Completion Terms.
- E. Participant will meet the following milestones unless prior arrangements have been submitted to District and approved in writing:
 - Purchase Order Milestone: A copy of the purchase order must be submitted to District within ninety (90) days of the contract execution, unless otherwise authorized by District.

- Implementation Milestone: Entire project must be completed, and claim for payment submitted, within eighteen (18) months of the date of contract execution, unless otherwise authorized by District.
- Date of Delivery Milestone: The estimated delivery date of the new bus.
- Scrapping of Current Bus Milestone: Participant must scrap the current bus within sixty (60) days of the receipt of the new bus by rendering the current bus permanently and irreversibly incapable of functioning as originally intended.
- Annual Report Milestone: Participant must supply the requested report information annually for a period of three (3) years from the date the new bus is placed into service.
- Record Retention Milestone: Participant must retain project documentation for the contract term plus three (3) years after contract term.

Milestone Name	Milestone Timeframe
Purchase Order	Submitted within 90 days of contract execution
Implementation	Completed within 18 months of contract execution
Estimated Delivery	Within 12 months of Purchase Order date
Current Bus Scrapping	Within 60 days of receipt of new bus
Annual Report	12, 24, 36 months after new bus in service
Record Retention	Six (6) years from contract execution

5. REPORTING

- A. Participant affirms that the information reported on the current bus, as identified in Exhibit B, is true and accurate.
- B. Participant shall submit annual reports on new bus operation, annual miles traveled, program participation rates, identified problems and proposed solutions, maintenance and any other pertinent information requested by District on a form to be provided to Participant by District. Participant must submit annual reports each year for the duration of the Project Implementation Phase as described in § 4.C.
- C. Annual reports are due at 12, 24, and 36 months after the date that the new bus in this project is in service.
- D. Noncompliance with the reporting requirements shall require on-site monitoring by District personnel.
- E. District reserves the right to monitor and enforce the terms of this Agreement at any time during the Project Implementation Phase as described in § 4.C and for a period of **three (3) years** after.

6. OBLIGATIONS OF PARTICIPANT

- A. Participant shall purchase the new bus specified in § 2.A and indicated in **Exhibit B**. It is the responsibility of Participant to ensure the new bus purchased through this Agreement meets all program eligibility requirements. Participant must ensure the new bus purchased through this Agreement adheres to all the requirements set forth in § 2.A. If Participant purchases a new bus that does not meet program requirements, District may deny the disbursement of project funds.
- B. If the new bus is a school bus, the new bus must undergo a CHP safety certification inspection after its purchase and prior to transporting children.
- C. The new bus shall be operated and maintained according to the manufacturer's specifications.
- D. In the event Participant does not complete the three (3) year Project Implementation Phase required by this Agreement, Participant shall refund to District a pro-rated incentive amount.
- E. If necessary, Participant shall obtain through other sources sufficient additional funds to purchase the new bus specified herein.
- F. In the event Participant cannot obtain sufficient funds to complete the purchase of the new bus, District reserves the right to terminate this Agreement. In that event, if requested by District, Participant shall return any District funds received.
- G. All forms and documents necessary for the submission of the claim for payment for reimbursement will be available at: <http://vwbusmoney.valleyair.org>. Participant must submit all necessary forms and documents required for reimbursement to District through the website at: <http://vwbusmoney.valleyair.org>.
- H. The following records are required for payments. No payments will be made until the following documents are submitted to District:
- The vendor delivers of the eligible replacement bus to Participant.
 - Participant dismantles the current bus through an approved dismantler.
 - District receives itemized invoices from Participant.
 - District receives proof that the current bus has been scrapped: the current bus must be scrapped within 60 days of the receipt of the new bus and proof of scrap must be provided before District can make any payments.
 - District receives self-certification from Participant that match funds are not either: (1) from funding sources where any portion of the resulting NOx reductions could be double counted, including but not limited to Carl

Moyer Program, AB923, and AB617; or (2) from the Hybrid and Zero Emission Truck and Bus Voucher Incentive Project (HVIP).

- Participant provides a copy of the Department of Motor Vehicle registration for the new vehicle to District.
- The documentation of the new vehicle and verification of the new vehicle specifications have been provided to District.
- (For school buses only) CHP has inspected the school bus and has completed written documentation signifying that the school bus is safe to operate with children aboard and the applicant has provided a copy of the documentation to District.

I. Initial Reporting by Participant will include, but is not limited to:

- Current bus information,
- New bus information,
- Funding information (including match funding amounts and sources),
- Selected applicant information, and
- Supporting documentation needed such as engine serial numbers, data tag photos, etc.

J. Participant must complete the Disclosure of Funds form, self-certifying that match funds are not either: (1) from funding sources where any portion of the resulting NOx reductions could be double counted, including but not limited to Carl Moyer Program, AB923, and AB617; or (2) from the Hybrid and Zero Emission Truck and Bus Voucher Incentive Project (HVIP).

K. Participant must scrap the current bus with a VW Mitigation Trust Fund approved dismantler within sixty (60) days of the receipt of the new bus by rendering the current bus permanently and irreversibly incapable of functioning as originally intended. VW Mitigation Trust Fund approved dismantlers can be found at: <http://vwbusmoney.valleyair.org>.

L. Payment for Scrap: Income for scrap is not allowed. District will allow Participant to receive payment for scrap under the following conditions:

- Participant provides to District the receipt for any scrap payment showing the amount of funds received from the dismantler.
- District will reduce the VW Mitigation Trust Funds awarded to Participant by the scrap payment amount if the scrap amount, plus VW Mitigation Trust Funds amount, plus match exceeds the new bus purchase price.
- District and Participant will retain documentation of any scrap payment as part of the project record.

- M. Participant agrees to maintain the new bus per the manufacturer's specifications.
- N. District shall only reimburse Participant for project costs incurred on or after the date of execution and subject to the provision limits in Project Expenditure Limitations Section of the VW Mitigation Trust Fund Guidelines. Funds will be disbursed within 30 days of District's receipt and approval of all required documentation.

7. GENERAL CONDITIONS

- A. Participant agrees that as of the date of execution of this Agreement, it has not yet purchased and/or received delivery of the new bus.
- B. Participant agrees that, for the three (3) year Project Implementation Phase plus **three (3) years**, District shall be allowed upon request to inspect the new replacement bus and/or records relating to the new bus including but not limited to those listed in **Exhibit C**.
- C. Participant agrees that the gross vehicle weight rating of the new bus shall be 14,001 pounds or greater.
- D. Participant agrees that the new bus shall, by a test method approved by the United States Environmental Protection Agency (US EPA) or the California Air Resources Board (CARB), be new and certified for sale in California, or under an experimental permit for operation in California, and must be a part of the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) eligible vehicle catalog, unless previously approved in writing by District and CARB. The new bus shall meet or exceed said requirements.
- E. Participant agrees and represents that the new bus will operate primarily within the state of California and shall remain so for the three (3) year Project Implementation Phase.
- F. Participant acknowledges that they are prohibited from making or allow any modifications to the vehicle's emissions control systems, hardware, or software calibrations, (Vehicle Code Section 27156), and not install any combustion source such as a fuel fired heater.
- G. Participant waives all rights to any emission reduction credits that may accrue as a result of purchase of the new bus. Any such potential credits shall be the sole property of the VW Mitigation Trust Fund.
- H. If Participant intends to sell or transfer ownership of the new bus in this Agreement during the three (3) year Project Implementation Phase specified in paragraph 4(C), Participant must notify and receive approval from District prior to

the sale or transfer of the new bus. In the event Participant sells or transfers ownership of said new bus to a buyer outside of the state of California during the three (3) year Project Implementation Phase specified in paragraph 4(BC), Participant shall return, if requested by District, pro-rated incentive funds to District.

- I. District reserves the right to reduce the incentive amount if it is determined that the actual costs paid by Participant are less than the costs indicated on the Application, as indicated in **Exhibit A** and **Exhibit B**, or if the incentive amount exceeds the funding levels specified in the Guidelines, as identified in Exhibit C. Additionally, District reserves the right to disallow certain ineligible costs submitted on the Claim for Payment and thereby reduce the incentive amount. A determination of cost eligibility will be at the sole discretion of District.
- J. Participant agrees that the project will comply with the Volkswagen Environmental Mitigation Trust Fund Guidelines and shall meet all program requirements for the three (3) year Project Implementation Phase of the Agreement, all of which are incorporated herein by reference.
- K. For projects involving installation or construction of infrastructure, Participant agrees that only licensed professionals will be used to perform services under this Agreement where such services are called for and licensed professionals are required for those services under state law.
- L. If applicable, Participant agrees to be bound by all the provisions of State Labor Code Section 1771 regarding prevailing wages. If applicable, Participant shall monitor all services subject to reimbursement from this Agreement to ensure that the prevailing wage provisions of State Labor Code Section 1771 are being met.
- M. Participant shall be responsible for work and for persons or entities engaged in work, including, but not limited to, contractors, subcontractors, suppliers, and providers of services. Participant shall be responsible for any and all disputes arising out of its contracts for work funded by this Agreement, including, but not limited to, payment disputes with contractors, subcontractors, and providers of services. District will not mediate disputes between Participant and any other entity concerning responsibility for performance of work.

8. REPERCUSSIONS FOR NONPERFORMANCE

- A. Participant must operate the new bus purchased through this Agreement according to the terms of the Agreement and cooperate with District and CARB in implementation, monitoring, enforcement, and other efforts to assure the emission benefits are real, quantifiable, surplus, and enforceable.
- B. Repercussions for noncompliance with the requirements, terms, and conditions set forth in this Agreement shall result in, including but not limited to, District

cancelling the Agreement with Participant and recapturing project funds in proportion to any loss of emissions reductions as agreed to in this Agreement.

- C. District and CARB have authority to seek any remedies available under the law for noncompliance with VW Mitigation Trust Fund requirements and nonperformance with the Agreement. District may consider unforeseen circumstances beyond Participant's control in determining repercussions for nonperformance.
- D. CARB, as an intended third party beneficiary, reserves the right to enforce the terms of this Agreement at any time during the contract term to ensure emission reductions are obtained.

9. INDEPENDENT CONTRACTOR

In performance of the work, duties, and obligations assumed by Participant under this Agreement, it is mutually understood and agreed that Participant, including any and all of Participant's officers, agents, and employees, shall act in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner, or associate of District.

10. INSURANCE

Participant shall insure the new bus in an amount not less than the full replacement value of the bus and provide satisfactory evidence of such insurance to District. The evidence shall be provided at the time of claim and with the annual report through the full three (3) year Implementation Phase of this Agreement.

11. FUNDING OUT

The terms of this Agreement and the services to be provided hereunder are contingent on the approval and receipt of funds by the appropriating government agency. Should sufficient funds not be allocated, the services provided may be modified or this Agreement terminated at any time by giving Participant thirty (30) days' prior written notice.

12. NON ASSIGNMENT

Neither party shall assign, transfer, or subcontract this Agreement, nor their rights or duties under this Agreement, without the prior express, written consent of the other party.

13. TERMINATION

District may immediately suspend or terminate this Agreement, in whole or in part, or withhold payment where District determines there is:

- A. An illegal or improper use of funds;
- B. A failure to comply with any term of this Agreement; or
- C. A substantially incorrect or incomplete report submitted to District.

In no event shall any payment by District constitute a waiver by District of any breach of this Agreement or any default that may then exist on the part of Participant. Neither shall such payment impair or prejudice any remedy available to District with respect to the breach or default. District shall have the right to demand of Participant the repayment to District of any funds disbursed to Participant under this Agreement that, in the judgment of District, were not expended in accordance with the terms of this Agreement. Participant shall promptly refund any such funds upon demand. In addition to immediate suspension or termination, District may impose any other remedies available by law, in equity, or otherwise specified in this Agreement.

14. INDEMNIFICATION

Participant agrees to indemnify, defend and hold harmless the District, State and CARB and their respective officers, employees, agents, representatives, and successors in interest against any and all liability, loss, and expense, including reasonable attorneys' fees, from any and all claims for injury or damages arising out of the performance by Participant, and/or out of the operation of equipment that is purchased with trust funds.

15. RECORD KEEPING

Participant shall maintain records sufficient to provide, on an annual basis for the full term of this Agreement, information regarding annual mileage, fuel usage, general maintenance details, and any other available information that may be deemed pertinent to the evaluation of the program. Participant shall agree to maintain such records for possible audit for a minimum of the Agreement term plus **three (3) years**. Participant shall agree to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Participant agrees to include a similar right to the State and CARB to audit records and interview staff in any subcontract related to performance of the Agreement. This includes the right to review and to copy any records and supporting documentation pertaining to the performance of the Agreement – this includes programmatic and fiscal records and documentation.

On-going Recordkeeping and Reporting will include:

- Participant must supply the required information annually and for three (3) years after contract term, including:

- The new bus mileage at 12, 24, and 36 months after date the new bus is in service,
- Self-certify that the bus is still owned by Participant, and
- Self-certify that the bus is still in operation in California.

16. AVAILABILITY OF DATA

District will make project documentation, records, reports, and other material available to CARB upon request and as needed to respond to legislative inquiries. District will make data summaries available to the public in response to data requests.

17. NOTICES

The persons and their addresses having authority to give and receive notices under this Agreement are as follows:

PARTICIPANT

Karl Christensen
 Assistant Superintendent Business
 Services
 9625 Cuyamaca Street
 Santee, CA 92071

DISTRICT

Samir Sheikh
 Executive Director/APCO
 1990 E. Gettysburg Avenue
 Fresno, California 93726

Any and all notices between District and Participant provided for or permitted under this Agreement or by law shall be in writing and shall be deemed duly served when personally delivered to one of the parties, or in lieu of such personal service, when deposited in the United States mail, postage prepaid, addressed to such party.

18. CONFLICT OF INTEREST

No officer, employee, or agent of District who exercises any function or responsibility for planning and carrying out the services provided under this Agreement shall have any direct or indirect personal financial interest in this Agreement. Participant shall comply with all federal and state conflict of interest laws, statutes, and regulations, which shall be applicable to all parties and beneficiaries under this Agreement and any officer, agent, or employee of District.

19. GOVERNING LAW

This Agreement shall be governed in all respects by the laws of the State of California. Venue for any action arising out of this Agreement shall only be in Fresno County, California.

20. COMPLIANCE WITH LAWS

Participant shall comply will all federal and state laws, statutes, regulations, rules, and guidelines which apply to its performance under this Agreement, including California driving eligibility and financial liability laws.

21. TIME IS OF THE ESSENCE

It is understood that for Participant's performance under this Agreement, time is of the essence. Participant will, to the reasonable satisfaction of District, complete all activities provided herein within the time schedule outlined in this Agreement, provided that Participant is not caused unreasonable delay in such performance. District reserves the right to cancel the Agreement if the owner does not execute it in a timely manner.

22. ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement between Participant and District with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings, advertisements, publications, and understandings of any nature whatsoever unless expressly included in this Agreement.

23. MODIFICATION

Any matters of this Agreement may be modified from time to time by the written consent of all the parties without in any way affecting the remainder.

24. NO FINANCIAL THIRD-PARTY BENEFICIARIES

Notwithstanding anything else stated to the contrary herein, it is understood that Participant's services and activities under this Agreement are being rendered only for the benefit of District, and no other person, firm, corporation, or entity shall be deemed an intended financial third-party beneficiary of this Agreement.

25. SEVERABILITY

In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be unenforceable in any respect by a court of competent jurisdiction, such holding shall not affect any other provisions of this Agreement, and the Agreement shall then be construed as if such unenforceable provisions are not a part hereof.

26. AUDIT

District reserves the right to audit and enforce the terms of this Agreement at any time during the agreement term plus **three (3) years**. Additionally, District shall be permitted to inspect the project equipment during the entire Agreement term plus **three (3) years** and as long as it is still in use after the Agreement term.

27. FORCE MAJEURE

Neither District nor Participant shall be liable for or deemed to be in default for any delay or failure in performance under this Agreement or interruption of services resulting, directly or indirectly, from acts of God, enemy or hostile governmental action, civil commotion, strikes, lockouts, labor disputes, fire, or other casualty, etc.

28. NON-DISCRIMINATION

During the performance of this Agreement, Participant and its contractors shall not unlawfully discriminate against, harass, or allow harassment against any employee or applicant for employment because of sex, race, religion, color, national origin, ancestry, disability, sexual orientation, medical condition, marital status, age (over 40) or allow denial of family-care leave, medical-care leave, or pregnancy-disability leave. Participant and its contractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination and harassment.

PARTICIPANT

Santee School District

Karl Christensen
Assistant Superintendent
Business Services

DISTRICT

**San Joaquin Valley Unified Air Pollution
Control District**

Monte Reyes
Governing Board Chair

Recommended for approval:
San Joaquin Valley Unified Air
Pollution Control District

Samir Sheikh
Executive Director/APCO

Approved as to legal form:
San Joaquin Valley Unified Air Pollution
Control District

Annette A. Ballatore
District Counsel

Approved as to accounting form:
San Joaquin Valley Unified Air Pollution
Control District

Ryan Buchanan
Director of Administrative Services

For accounting use only:
San Joaquin Valley Unified Air Pollution
Control District

Program: _____
Account No.: _____

EXHIBIT A
COPY OF APPLICATION



Applicant Information

1. Applicant Type:		
2. Applicant Name (as it will appear on the contract and IRS W9):		
3. Physical Address:		
4. City:	5. State:	6. ZIP Code:
7. Mailing Address (if different from above):		
8. City:	9. State:	10. ZIP Code:
11. County of Operation:		12. Tax ID

Primary Contact Information

1. First Name:		2. Last Name:	
3. Title:		4. E-Mail:	
5. Phone Number:	6. Alternate Contact Number:	7. Fax Number:	

Agreement Signing Authority

1. First Name:		2. Last Name:	
3. Title:		4. E-Mail:	
5. Phone Number:	6. Alternate Contact Number:	7. Fax Number:	

Existing Old Bus Information

1. Bus Identification Number:	
2. Bus Storage Address:	
3. City, State, Zip Code:	
4. Total Mileage:	5. Annual Mileage for the Bus:
6. Percent of Miles Traveled within CA:	7. Bus Make:
8. Bus Model:	9. Bus Model Year:
10. Gross Vehicle Weight Rating (GVWR):	11. Vehicle Identification Number (VIN):
12. License Plate Number:	
13. Bus Type:	

Engine Information

1. Engine Make:	2. Engine Model:
3. Engine Model Year:	4. Horsepower:
5. Engine Serial Number:	
6. EPA-Certified Family Name (e.g., XCEXH0123MAH):	7. Two Stroke Engine:
8. Displacement:	9. Fuel Type:
10. If this has a retrofitted DPF, please list the DPF make, model and serial number:	

New Electric Bus Information

1. New Bus Make:	2. New Bus Model:
3. New Bus Model Year:	4. GVWR:
5. New Bus Type:	
6. Range of Electric Bus (in Miles):	7. Total Cost of New Bus:

Proposed New Electric Motor Information

1. Motor Make:	2. Motor Model:
3. Motor Model Year:	4. Horsepower:
5. EPA-Certified Family Name (e.g., XCEXH0123MAH):	

Electric Bus Charging Station

1. Do you require charging station installation or upgrades to support this bus?
--

New Electric Bus Dealer Information

1. Dealership Name:		
2. Address:		
3. City:	4. State:	5. Zip Code:
6. Contact Name:	7. Contact E-Mail:	
8. Contact Phone Number:	9. Contact Fax Number:	
10. May we share your project information directly with the Dealer? Yes or No		

Signature Form Signing Authority

Certifications

By signing this Certifications form, I certify that I have read and understand the Eligibility Criteria and Application Guidelines document and agree to adhere to its requirements. Additionally, by signing this Certifications form, I certify to the statements and agree to adhere to the terms and conditions described below:

1. The emission reductions obtained through this program are not required by any federal, state, or local regulation, memorandum of agreement/understanding (MOA/MOU) with a regulatory agency, settlement agreement, mitigation requirement, or other legal mandate.
2. Projects funded by VW Mitigation Trust Funds will not be used as marketable emission reduction credits, to offset any emission reduction obligation, or for credit under any federal or state emission averaging, banking and trading program. In addition, projects funded through this program may not be used to generate a compliance extension or extra credit for determining regulatory compliance.
3. Proposed project has not received funding or is not under agreement with any other air district, ARB, or any other public agency. Any current financial incentive that directly reduces the project cost; including tax credits or deductions, grants, or other public financial assistance for the same engine or equipment; must be disclosed.
4. Any funding received, including funding from other sources, combined with this grant must not exceed the full cost of the new bus.
5. Applicant agrees that the bus identified in this application has a current CHP Safety Certification and agrees to obtain and maintain CHP Safety Certification on the new bus for at least three (3) years from the date that the new bus is put into service.
6. The bus within this application is based within the state of California and operate within the state of California for at least three (3) years from the date the new bus is purchased, unless prior written authorization has been granted by the SJVAPCD to travel outside of the state of California.
7. During the previous 24 months, at least 51% of the total usage of this bus was within California.
8. Bus identified in this application is currently in compliance with the State of California's Truck and Bus Regulation, and Applicant acknowledges that their funding may be reduced if the bus is not in compliance.
9. Applicant understands the VW Mitigation Trust Project Administrator (SJVAPCD), CARB, or their designee maintains the right to inspect the bus at any time during the agreement period.
10. Applicant will not order, purchase, make payment, or take delivery of the new bus without an executed agreement from the VW Mitigation Trust Funds.

I hereby certify that all information provided in this application and any attachments are true and correct to the best of my knowledge.

Signing Authority Signature

Date

Exhibit B

DESCRIPTION OF VEHICLE

G-85814-A1
Santee School District

	Current Bus	New Bus
Make:	Blue Bird	Blue Bird
Model:	TCRE 3904	T3RE
VIN:	1BAANB7A6XF083788	
Year:	1999	2021
Fleet ID:	124	
	Current Engine	New Engine
Make:	Cummins	Cummins
Model:	ISC	TM4
Serial #:	45748857	
Year:	1998	2021
HP:	275	260
GVWR:	36,200	36,200
EPA Family Name:	WCEXH0505CAD	MBBB2VOCVEHD
Fuel:	DSL	ELECTRIC

Equipment Usage	
Average Annual Mileage:	4,000
Geographic Area:	San Diego
Project Life (reporting length):	3

Estimated Eligible Cost ¹	Grant Amount ^{2, 3}
\$415,814.51	\$400,000.00

¹ Estimated Total Cost may differ from the final invoice amount.

² Grant amount cannot exceed the funding levels specified in the Guidelines (Exhibit C)

³ Funding amounts for non-government owned transit, school, and shuttle buses must not exceed 75 percent of eligible project costs and funding amounts for government owned transit, school, and shuttle buses must not exceed 100 percent of eligible project costs

EXHIBIT C

Volkswagen Mitigation Trust Fund Guidelines

Volkswagen Mitigation Trust Fund Guidelines

Zero-Emission Transit, School and Shuttle Bus Project

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Volkswagen Mitigation Trust Fund Guidelines

Zero-Emission Transit, School and Shuttle Bus Project

I. Project Overview

The Zero-Emission Transit, School and Shuttle Bus Project provides funding for new zero-emission replacement buses for owners of transit, school, and shuttle buses. This project mitigates excess NOx emissions, reduces pollution in disadvantaged and low-income communities, supports advanced technology vehicle and equipment deployments and accelerates the zero-emission transformation of the heavy-duty fleet.

Applicants will complete the application and meet the other requirements of the project such as submitting required documentation, scrapping the old vehicle, and complying with reporting requirements.

II. Project Requirements

A. Application Requirements

1. **Applications:** The applicant for transit, school and shuttle buses must apply through the online application portal for each individual bus.
2. **Statewide:** Applications must be submitted for each individual bus through the web based application portal from entities that own buses domiciled in California and operate primarily within the state of California.
 - a. Applicants must receive prior written authorization from the SJVAPCD for new buses that will travel outside of the state of California at any time during their contract life.
3. **First come, first served:** Applications will be selected on a first come, first served basis based off a complete and eligible application per bus, subject to the maximum funding expenditures per Entity specified in [Table 2: Maximum-Funding Expenditures per Entity](#)
4. **Authorization for submittal:** Applicants must obtain authorization for the submittal of the applications and identification of the individual authorized to implement the bus purchase project.
5. **Multiple buses allowed:** Applicants must submit a separate application for each individual bus to be replaced.
6. **Prior Purchases:** Applicants must not purchase, make down payments, become financially committed, or take possession of the new replacement bus under funding consideration prior to the issuance of a completely executed

contract that is signed by all parties – doing so will render the project ineligible.

- a. A fully refundable deposit is allowed, as long as it is clearly stated that the deposit is fully refundable
- 7. Information for reports:** Applicants must include information needed to fulfill the reporting requirements in [Project Reporting](#)
- 8. Information to determine eligibility:** Applicants must submit required documentation to determine eligibility of the applicant and of the old bus.

B. Eligible Applicants

1. Eligible Applicants are owners of transit buses, school buses and shuttle buses.
2. Indian Tribes are eligible for this program. In addition, Indian Tribes Beneficiaries (i.e., for federally-recognized Indian Tribes) have entered into their own Environmental Mitigation Trust Agreement. For more information, please visit the Volkswagen Diesel Emissions Environmental Mitigation Trust site at: <https://www.vwenvironmentalmitigationtrust.com/tribe-trust>
3. Agencies that are the lessors that lease or rent applicable transit, school and shuttle buses to third parties may apply, however, additional requirements must be met. These requirements are specified in [Vehicle Leasing or Rental Agencies](#)

C. Requirements for the Old Bus

1. Only buses with internal combustion engines are eligible
2. Fuel type of the old bus can be gasoline, diesel, or compressed natural gas (CNG), or propane.
3. Engine Model Year of the old school bus must be 2006 or older
4. Engine Model Year of the old transit or shuttle bus must be 2009 or older
5. Gross Vehicle Weight Rating (GVWR) must be 14,001 pounds or greater
6. Current California Highway Patrol (CHP) certification for school buses is required
7. All old school buses may be eligible regardless of their compliance with the Truck and Bus Regulation. However, noncompliant school buses are subject to additional funding limitations specified in [Project Expenditure Limitations](#)
8. Compliance with the Truck and Bus Regulation must be submitted with the application. Acceptable documentation includes, but is not limited to, any of the following:
 - a. Invoice(s) for the purchase of the Diesel Particulate Filter (DPF) and its installation on the old bus specified on the application.
 - b. Pictures of the DPF on the bus engine specified on the application. The pictures must be able to identify both the DPF and the old bus.
 - c. CHP 292 school bus safety inspection of the installed DPF on the old bus

specified on the application.

- d. Compliance certificate from CARB TRUCRS database.

D. Requirements for the New Bus

1. **Zero emission:** Hydrogen fuel cell and battery electric-powered vehicle technologies are eligible projects. Eligible buses must be listed as an Eligible Vehicle for the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) and listed on the HVIP website at www.californiahvip.org/. SJVAPCD may consider other zero emission technologies for eligibility on a case by case basis, subject to approval by the California Air Resources Board (CARB).
2. **New Vehicle:** The vehicle must be a new vehicle as defined in California Vehicle Code Section 430.
3. **Not converted:** SJVAPCD and CARB does not consider a new vehicle to be a new chassis that has been converted with aftermarket parts or equipment to create a zero-emission vehicle, unless the completed zero emission vehicle has obtained CARB new vehicle certification. Eligible vehicles (and vehicle chassis) must be new and not yet have been registered in any state or paid for by the purchaser (other than a vehicle down payment). Used vehicles (including vehicles used by dealers, manufacturers, or other entities or for demonstration purposes) are not eligible.
4. **GVWR 14,001 pounds or greater:** Zero-emission vehicle makes/models must be 14,001 pounds GVWR or greater.
5. **CARB certified:** The manufacturer must have obtained CARB approval/certification of the vehicle model.
6. **HVIP eligible:** Stacking VW Mitigation Trust Funds with HVIP funds is prohibited. For additional information regarding match funding, please see section [Match Funding](#)
7. **CHP certification:** Current CHP 292 certification is required for the new school bus.

E. Project Expenditures

1. **Eligible Costs:** Eligible costs include purchase price and taxes for new eligible buses.
2. **Maximum Project Funding Expenditures:** Listed in Table 1: Maximum Funding Expenditures per Bus.

Table 1: Maximum Funding Expenditures per Bus

New Bus	Maximum Funding Level
Battery Electric Transit bus	\$180,000
Fuel Cell Transit bus	\$400,000
Electric School bus (replacing a compliant old bus)	\$400,000
Electric School bus (replacing a non-compliant old bus)	\$380,000
Electric Shuttle bus	\$160,000

F. Project Expenditure Limitations

1. **Entity Funding Limitation:** The maximum funding expenditures per Entity, as determined by Tax Identification Number, is \$3,250,000.
 - a. If insufficient applications are received to expend trust funds, SJVAPCD reserves the right to issue additional contracts beyond the above stated limit.

Table 2: Maximum-Funding Expenditures per Entity, per Installment

Entity	Maximum Funding Level
Determined by Tax ID	\$3,250,000

2. **Category Funding Limitation:** Of the three bus categories – transit, school bus, and shuttle – funding for a single bus category must not exceed 50 percent of the available VW Mitigation Trust Funds, including earned interest, in each installment.
3. **Equipment Options:** While not specifying any particular ineligible equipment options, SJVAPCD reserves the right to deny reimbursement for non-standard accessories and equipment considered excessive peripheral costs. The applicant may still choose to purchase these options, however, they are not eligible for reimbursement nor will they be used in the calculation of the limitations of funding amounts specified below.
4. **Bus Funding Limitation:** Funding amounts for buses must not exceed actual project costs.
5. **Non-government owned limitation:** Funding amounts for non-government owned transit, school, and shuttle buses must not exceed 75 percent of project costs.
6. **Non-Compliant School Bus:** For school buses that are not compliant with the CARB Truck and Bus Regulation, the maximum funding amounts will be reduced by \$20,000 to account for the cost of compliance through the purchase of a DPF.
7. **Multiple Funds Limitation:** Selected applicants may not receive more funds

than the eligible project costs, whether funded solely with the VW Mitigation Trust Funds or funded with multiple funding sources.

- 8. Leasing Limitations:** Replacement bus owners can lease the buses purchased using VW Mitigation Trust Funds to third parties, provided the following requirements are met:
 - a. Lease agreement must be a minimum of 36 months
 - b. Lease agreements must contain program requirements, including, but not limited to: requirements of the new bus, contract requirements, record requirements, reporting requirements. Additional requirements can be found in Section [Vehicle Leasing or Rental Agencies](#)
- 9. Returned VW Mitigation Trust Funds:** The SJVAPCD must spend returned trust funds on eligible projects, or return trust funds to the Trustee.
- 10. Unspent VW Mitigation Trust Funds:** CARB Executive Officer or designee reserves the right in his or her sole discretion to award any remaining unspent trust funds to another Project Administrator or other mitigation projects.

G. Match Funding (Co-Funding)

Match funding from the applicant is encouraged and required for school bus purchases (at least 5 percent) and all non-government owned purchases (at least 25 percent). For school bus purchases, the cost of the required infrastructure for the new, replacement bus is used to meet the required 5 percent match.

Match funding may include funding from other State, local, federal, non-profit, or private revenue sources. Match funding may not include funding where any portion of the resulting NOx reductions could be double-counted, including but not limited to Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP), Carl Moyer Program, AB923, and AB617.

The applicant must report all match funding amounts and sources to SJVAPCD prior to contract and again during the reimbursement process.

H. Payment for Scrap

The selected applicant must scrap the old bus within 60 days of the receipt of the new bus by rendering the old bus permanently and irreversibly incapable of functioning as originally intended

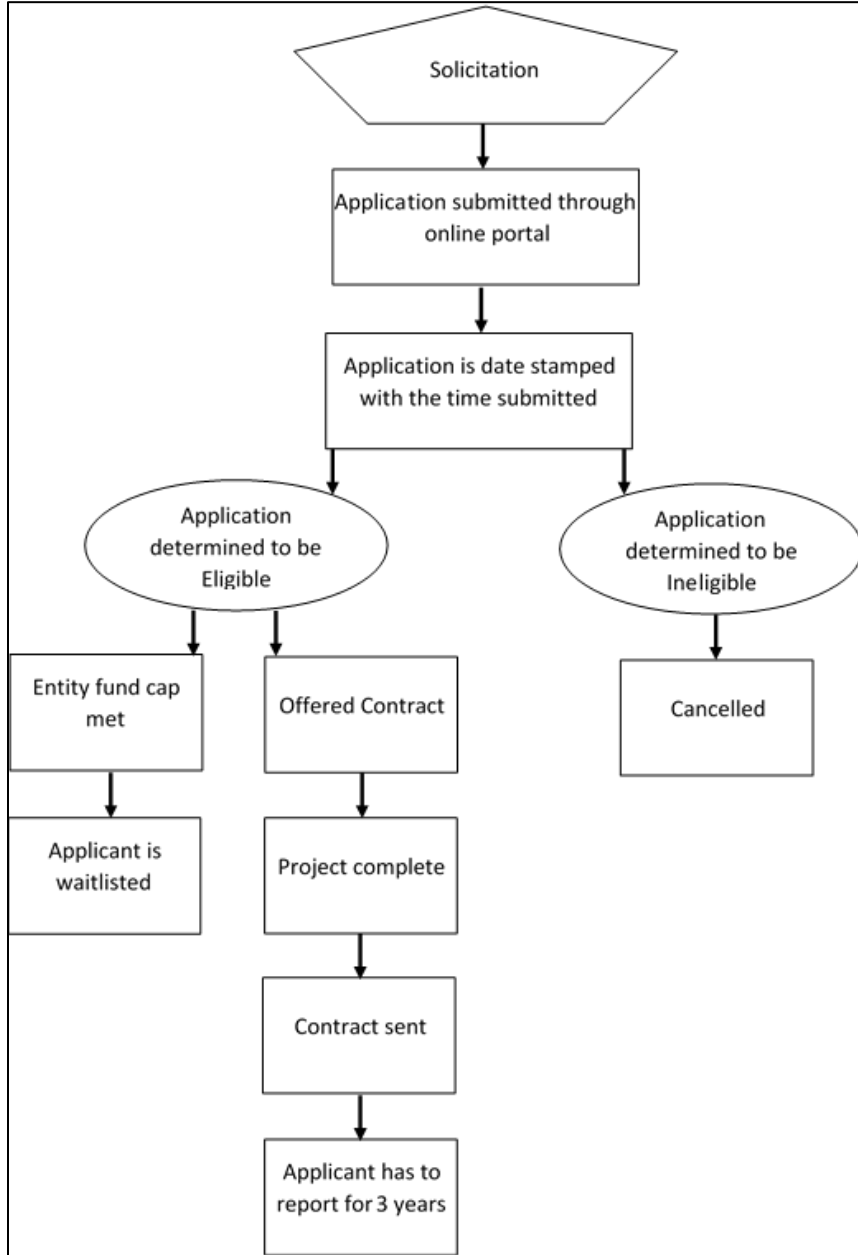
Income for scrap is not allowed. SJVAPCD will allow a selected applicant to receive payment for scrap under the following conditions

- a. The selected applicant provides to the SJVAPCD the receipt for any scrap payment showing the amount of funds received from the dismantler.
- b. SJVAPCD will reduce the VW Mitigation Trust Funds award by the scrap payment amount if the scrap amount, plus VW Mitigation Trust Funds

amount, plus match exceeds the new bus purchase price.

- c. SJVAPCD and the selected applicant will retain documentation of any scrap payment as part of the project record.

Table 3: Processing Flow Chart



L. Vehicle Purchasers

- 1. **Responsibilities for Vehicle Purchasers:** The bus purchaser is responsible for completing an application, executing a contract with SJVAPCD, complying with

the terms of the contract, and obtaining funding for or paying the match portion of the vehicle cost.

- 2. Requirements for Vehicle Purchasers:** The bus purchaser must be an individual, business, non-profit, or government entity that is based in California or has a California-based affiliate. A bus leasing/rental agency based outside of California is also eligible if the vehicle is leased/rented to an entity that will meet all operational, reporting, and other applicable requirements.
- 3. Restriction for Vehicle manufacturers and Dealers:** Vehicle manufacturers and dealers may apply for no more than two vehicles in each installment. This applies to vehicles the manufacturer produces and for vehicles the dealer makes available for sale. Vehicle manufacturers and dealers will be required to provide SJVAPCD and CARB additional information including, but not limited to, manufacturing costs and dealer invoice or acquisition costs. If a vehicle manufacturer or dealer chooses to purchase a vehicle they do not produce or sell, then this condition will not apply.
- 4. Insurance Requirement:** Maintain insurance as required by law. If an accident or other cause destroys or otherwise renders permanently inoperable the purchased vehicle, the bus purchaser must notify SJVAPCD within one week of the occurrence. The written notification must provide proof that the funded vehicle has become inoperable, including photographs of the inoperable vehicle with license plates or other identifying markings, as well as any applicable insurance or police documentation.
- 5. Expectation to Operate:** SJVAPCD expects the vehicle to operate primarily in California for three years after purchase.
- 6. Prohibition to Modify Vehicle:** Not make or allow any modifications to the vehicle's emissions control systems, hardware, or software calibrations, (Vehicle Code Section 27156), and not install any combustion source such as a fuel fired heater.
- 7. Reporting Requirement:** Submit annual activity reports for three years. SJVAPCD requires the funded vehicle owner to complete activity reports. SJVAPCD and CARB reserve the right to bar a fleet that does not provide timely and accurate usage surveys/questionnaires as required from future project participation.
- 8. Access to DMV Records:** Allow CARB, SJVAPCD, or their designees to verify the bus registration with the DMV for three years after initial registration.
- 9. Inspection Availability:** Be available for follow-up inspection if requested by the SJVAPCD, CARB, or designees.
- 10. Penalty for Falsifying Information:** The bus purchaser is responsible for ensuring the accuracy of the vehicle and purchaser information on the application forms. SJVAPCD and CARB may consider submission of false information on these forms a criminal offense, punishable under penalty of perjury under the laws of the State of California.

- 11. Requirement to Maintain Records:** Bus purchasers must keep written records of the bus purchase for buses funded with mitigation trust funds – including the vehicle invoice, proof of purchase, and DMV records – for the contract term plus three years.
- 12. Requirement to Provide Records:** A bus purchaser must provide SJVAPCD, CARB, or its designees with all requested information related to any bus purchased with mitigation trust funds within ten days of a written request for such information. Requested information may include but is not limited to purchase orders or agreements, vehicle payment information and related bank records, and purchaser fleet information. SJVAPCD and CARB may require selected applicants that submit false information to return the full mitigation trust fund amount and may exclude them from future project participation. In addition, SJVAPCD and CARB may pursue other remedies available under the law.

M. Resale of Vehicles

- 1. Notification of Intent to Resell:** The original vehicle purchaser must notify SJVAPCD in writing of its intent to sell the vehicle at least seven calendar days prior to the vehicle resale.
- 2. CARB Approval:** CARB and SJVAPCD expects selected applicants to keep the vehicle and meet all applicable project requirements for a minimum three-year period after the vehicle purchase date. However, unforeseen or unavoidable circumstances may allow for the resale of a vehicle within this three-year period. Resale of a funded vehicle must receive SJVAPCD and CARB written approval prior to resale.
- 3. Prohibition To Resell More Than Once in Three-Year Project Life:** A funded vehicle may not be resold more than once within three years of the original purchase date.
- 4. Contract Amendment (Novation):** For vehicles resold within three years of the original vehicle purchase date (and after SJVAPCD and CARB provides written approval), the original vehicle purchaser must inform the new purchaser in writing about the project requirements – by sharing a copy of the project contract. The new vehicle purchaser must agree in writing to meet all applicable requirements of original vehicle purchasers – by signing an amended version of the project contract with SJVAPCD.
- 5. Notification of Resell:** Within seven calendar days after the vehicle resale, the original vehicle or purchaser must notify SJVAPCD that the vehicle has been resold and provide the mailing address, phone number and email (if any) of the purchaser as well as the vehicle resale price.
- 6. Information Required from Second Owner During Three-Year Project Life:** Within thirty calendar days after the vehicle resale, the entity buying the vehicle from the original vehicle purchaser must also provide SJVAPCD with:
 - a. Mailing address**

- b. Phone number and email (if any)
 - c. A copy of the new DMV title documenting the vehicle resale
 - d. A written commitment to meet the project requirements
 - e. A written commitment to complete and return the annual usage survey/questionnaire as required by the project contract.
- 7. Prorated Funds for Resell or Moving Out-of-State:** For funded vehicles resold or moved out of the State, the vehicle purchaser must refund promptly to SJVAPCD a prorated portion of their mitigation trust funds received, in an amount equivalent to the original amount divided by 36 months and then multiplied by the number of months remaining in the original 60 month period (rounded to the nearest month): $(\text{Original Voucher Amount} \div 36 \text{ Months}) \times (36 - \text{months since vehicle purchase date})$.
- 8. Pursuit of Remedies for Noncompliance:** SJVAPCD and CARB reserve the right to pursue all remedies available under the law for noncompliance with these requirements.

N. Vehicle Leasing or Rental Agencies

Any vehicle lease or rental entity that leases or rents a vehicle purchased with VW Mitigation Trust Funds maintains responsibility for all recordkeeping and reporting requirements, and must disclose the recordkeeping and reporting requirements to the vehicle renter or lessee. The lease or rental agreement must include all commitments needed from the lessee or renter to ensure that:

1. The vehicle operates primarily in California as required by the contract with SJVAPCD; and
2. The lease must ensure that all required annual activity reports are submitted to SJVAPCD.

SJVAPCD, CARB or its designees reserve the right to review lease or rental agreements to confirm appropriate disclosures are made regarding VW Mitigation Trust Funds received and vehicle activity and reporting requirements. Selected applicants must provide SJVAPCD, CARB, or its designee all requested information related to any vehicle purchased with VW Mitigation Trust Funds (including lease or rental agreements) within ten days of SJVAPCD or CARB's written request for such information. The selected applicant (i.e. the lessor for lease agreements) is responsible for ensuring annual activity reports are accurate and are submitted as required. SJVAPCD provides a contract at time of vehicle purchase only, and not at the time a vehicle is leased or rented.

III. Project Non-Performance

SJVAPCD, CARB or its designee has the authority to recoup VW Mitigation Trust Funds received based upon misinformation or fraud, or for which SJVAPCD or its subcontractors, a dealership, manufacturer, or vehicle purchaser is in significant or

continual non-compliance with this Implementation Manual or State law. SJVAPCD and CARB also retains the authority to prohibit any entity from participating in other incentive programs due to non-compliance with project requirements.

Discussion and/or Action Item E.3.1.
Prepared by Tim Larson
July 19, 2022

Ratification of Declaration of Need for
Fully Qualified Educators

BACKGROUND:

In the past, requests for emergency certification required individual statements of need which were signed by the Superintendent and approved by the Commission on Teacher Credentialing. Effective July 1, 1994, legislation altered the method by which districts declare the need for utilization of individuals on emergency certification. By submitting an annual declaration, the District is certifying that a diligent search to recruit a fully prepared teacher for the assignment(s) was made, and that if a suitable fully prepared teacher is not available to the school district, the District will make a reasonable effort to recruit based on the priority requirements stated in the declaration.

Approval of the attached declaration will meet this requirement.

RECOMMENDATION:

It is recommended that the Board of Education ratify the Declaration of Need for Fully Qualified Educators.

FISCAL IMPACT:

This is a personnel item and does not have an impact on the general fund.

STUDENT ACHIEVEMENT IMPACT:

Providing qualified educators is essential for student achievement.

Motion: _____ Second: _____ Vote: _____ Agenda Item E.3.1.



State of California
 Commission on Teacher Credentialing
 Certification Division
 1900 Capitol Avenue
 Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
 Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2022-23

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: Santee School District District CDS Code: 68361

Name of County: San Diego County CDS Code: 37

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 07 / 19 / 2022 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2023.

Submitted by (Superintendent, Board Secretary, or Designee):

Tim Larson  Asst. Supt. Human Resources
Name Signature Title

619.258.2305 619.258.2309 07/14/2023
Fax Number Telephone Number Date

9625 Cuyamaca Street, Santee, CA 92071
Mailing Address

tim.larson@santeesd.net
E-Mail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY, CHARTER SCHOOL OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ___/___/___, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

_____	_____	_____
<i>Name</i>	<i>Signature</i>	<i>Title</i>
_____	_____	_____
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>

<i>Mailing Address</i>		

<i>E-Mail Address</i>		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	15 _____
Bilingual Authorization (applicant already holds teaching credential)	_____ _____
List target language(s) for bilingual authorization: _____	
Resource Specialist	15 _____
Teacher Librarian Services	_____ _____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	25
Single Subject	25
Special Education	25
TOTAL	75

AUTHORIZATION(S) FOR SINGLE SUBJECT LIMITED ASSIGNMENT PERMITS (A separate page may be used if needed)	ESTIMATED NUMBER NEEDED

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. Contracts with outside agencies for interns

Does your agency participate in a Commission-approved college or university internship program? Yes No

If yes, how many interns do you expect to have this year? 5

If yes, list each college or university with which you participate in an internship program.
National University, Brandman University, California State University San Marcos

If no, explain why you do not participate in an internship program.

Item F. BOARD POLICES AND BYLAWS

Agenda Item F.

Board Policies and Bylaws Item F.1.1.
Prepared by Dr. Kristin Baranski
July 19, 2022

Third Reading: New Board Policy (BP)/
Administrative Regulation (AR)
• New BP/AR 4119.2 – Professional Adult to
Student Boundaries

BACKGROUND:

The new Board Policy/Administrative Regulation 4119.2 – Professional Adult to Student Boundaries was presented for a first reading on June 7, and for a second reading at the June 21, 2022 meeting.

BP/AR 4119.2 – Professional Adult to Student Boundaries

New policy addresses the avoidance of unlawful and inappropriate interactions between staff and students, an employee's responsibility to report another employee's violation of this policy, disciplinary consequences for staff, referral to law enforcement when appropriate, and examples of conduct that are inappropriate or can create the appearance of impropriety.

RECOMMENDATIONS:

New BP/AR 4119.2 – Professional Adult to Student Boundaries, is being presented for a third reading and adoption.

FISCAL IMPACT:

There is no fiscal impact to the district by revising this board policy.

Motion: _____ Second: _____ Vote: _____

Agenda Item G.1.1.

PROFESSIONAL ADULT to STUDENT BOUNDARIES

The Governing Board expects all adults to maintain professional, moral, and ethical relationships with students that are conducive to an effective, safe learning environment. This policy applies to district employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds.

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

Employees are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other adults when interacting with students.

As with other forms of communication, when communicating electronically, employees shall maintain professional boundaries with students.

A boundary violation by an employee is an act or omission that does not have a legitimate educational purpose and has the potential to abuse the employee-student relationship. A boundary violation that constitutes serious misconduct is an act, omission, or pattern of such behavior by an adult that does not have a legitimate educational purpose and results in abuse of the staff-student professional relationship.

Any employee who is found to have engaged in conduct in violation of law, this policy, or other board policies shall be subject to disciplinary action up to and including dismissal.

Confidentiality and Retaliation

Santee School District prohibits retaliation against anyone who files a complaint under this policy. Any employee who retaliates against any such complainant, reporter, or other participant in Santee School District's complaint process shall be subject to discipline.

Reporting Inappropriate or Suspicious Conduct

Any person who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall promptly notify their immediate supervisor and/or an Administrator.

District employees are expected to follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate.

(Legal References on next page)

PROFESSIONAL ADULT to STUDENT BOUNDARIES

Legal References:

State

5 CCR 80303 Reports of change in employment status, alleged misconduct

5 CCR 80304 Notice of sexual misconduct

Ed. Code 44030.5 Reporting change in employment status due to alleged misconduct

Ed. Code 44050 Employee code of conduct; interaction with students

Ed. Code 44242.5 Reports and review of alleged misconduct

Ed. Code 44940 Compulsory leave of absence for certificated persons

Ed. Code 48980 Parent/Guardian notifications

Pen. Code 11164-11174.3 Child Abuse and Neglect Reporting Act

Policy approved: _____

SANTEE SCHOOL DISTRICT
Santee, California

PROFESSIONAL ADULT to STUDENT BOUNDARIES

Purpose

The purpose of this policy is to provide all staff, students, volunteers, and community members with information to increase their awareness of their role in protecting children from inappropriate conduct and failure to maintain appropriate boundaries by adults. All adults are expected to maintain professional, moral, and ethical relationships with students that are conducive to an effective, safe learning environment. The provisions of this policy apply to all Santee School District staff, volunteers, and community members relative to their conduct with students in schools and programs under the jurisdiction of the Santee School District Superintendent.

This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also boundary-blurring and grooming behaviors that undermine the professional adult-student relationship and can lead to misconduct or the appearance of impropriety. The behaviors addressed herein include in-person interactions, text messages, and communication through social media sites, including but not limited to, Facebook, Instagram, Snapchat, Twitter, and WhatsApp.

General Standards

The governing board expects adults to maintain the highest professional, moral, and ethical standards in their interaction with students. Employees are required to maintain an atmosphere conducive to learning, through consistently and appropriately applied discipline, as well as establishing and maintaining professional boundaries.

The interactions and relationships between employees and students should be based upon mutual respect and trust, and an understanding of the appropriate boundaries between adults and students in and outside of the educational setting. Relationships between adults and students should also be consistent with the educational mission of Santee School District.

Employees will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve a legitimate educational purpose. Violations of emotional boundaries include, but are not limited to: an employee showing favoritism toward a student; mismanaging feelings of frustration toward a student; failing to recognize that an employee is not a peer, parent, therapist, or friend to a student; and inquiring about overly sensitive or personal topics without a legitimate educational purpose for doing so.

For purposes of this policy, the term "legitimate educational purpose" includes matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's injury or other medical needs, school administration, or other purposes within the scope of the adult's employment duties.

PROFESSIONAL ADULT to STUDENT BOUNDARIES

Appearances of Impropriety

Employees are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other adults when interacting with students.

Even though the intent of the employee may be professional and there is a legitimate education purpose for the conduct, the following activities can may create the appearance of impropriety:

1. Being alone with an individual student out of the view of others;
2. Inviting or allowing individual students to visit the employee's home;
3. Remaining on campus with student(s) after the last administrator leaves the school site; and/or
4. Visiting a student's home unless home visits are a required and expected duty of the adult.

Whenever possible, employees should avoid these situations. ~~If unavoidable, these activities should be pre-approved by the appropriate administrator. If not pre-approved, the employee must report the occurrence to the appropriate administrator within 48 hours.~~

Electronic Communications

As with other forms of communication, when communicating electronically, employees shall maintain professional boundaries with students.

Electronic and other communications with students shall be for legitimate educational purposes only. Employees shall not maintain personal contact with a student outside of school by phone, letter, electronic communication, or other means (beyond legitimate educational purposes) without including the parent/guardian and/or school principal.

When available, Santee School District email and communication devices shall be used when communicating electronically with students. The use of Santee School District email or other Santee School District communication devices shall be in accordance with Santee School District policies and procedures.

Employees shall not communicate with students, for any reason, through use of a medium that is designed to eliminate all traces or records of the communication (e.g., Snapchat).

Employees shall not follow or accept requests from current students or non-adult former students to be friends or connections on personal social networking sites and shall not create or participate in any networking site for communication with students other than those provided by Santee School District for this purpose, without the prior written approval of the school principal.

PROFESSIONAL ADULT to STUDENT BOUNDARIES**Boundary Violations**

A boundary violation by an employee is an act or omission that does not have a legitimate educational purpose and has the potential to abuse the employee-student relationship. Examples of employee conduct that violate professional adult-student boundaries include but are not limited to the following:

1. Singling out a particular student or students for personal attention and friendship beyond the professional staff-student relationship.
2. For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships.

If a student initiates such discussions, employees shall be attentive to the student's concerns but shall disclose to the student that they must immediately provide any information shared by the student to the appropriate guidance/counseling staff and notify the student that such guidance/counseling staff is in the best position to serve the student's concerns. In either case, employee involvement should be limited to a direct connection to the student's school performance.

3. Addressing students or permitting students to address staff members with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
4. Maintaining personal contact with a student outside of school by phone, email, instant messenger or Internet chat rooms, social networking websites, such as Facebook, or letters beyond homework or other legitimate school business without including the parent/guardian.

This prohibition specifically includes "friending" or "following" students on social media unless the social media page is dedicated to legitimate school business. This also specifically includes the posting of student images or other personally identifiable information of students on an adult's personal website.

5. Exchanging personal gifts, cards, or letters with an individual student for which it is directly or implicitly suggested that a student is to say or do something in return.
6. Touching students or initiating inappropriate physical contact without a legitimate educational purpose.

Legitimate purposes could include the following: (a) assisting an injured student; (b) assisting a student with special needs who requires assistance with toileting or other physical assistance; (c) appropriate coaching instruction; (d) appropriate music instruction; or (e) to protect the safety of students or staff, (f) consoling a child.

PROFESSIONAL ADULT to STUDENT BOUNDARIES

7. Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals, movies, shopping, traveling, recreational activities, or visiting the student’s home) outside of school- sponsored events, except as participants in organized community activities.
8. Transporting student(s) in a personal vehicle is not permitted.
9. Being alone with a student without a legitimate educational purpose.

Boundary Violations Constituting Serious Misconduct

A boundary violation that constitutes serious misconduct is an act, omission, or pattern of such behavior by an adult that does not have a legitimate educational purpose and results in abuse of the staff-student professional relationship.

A. Romantic or Sexual Relationships

Employees are prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any non-adult aged student.

B. Social and Other Interactions

Employees are prohibited from engaging in social and other interactions with students which abuse the student/staff professional relationship.

Prohibited social and other interaction involving students includes, but is not limited to:

1. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose;
2. Furnishing alcohol, drugs or tobacco to a student, or being present where any student is consuming these substances;
3. Disclosing personal, sexual, family, employment, or other private matters and concerns to one or more students;
4. Sharing personal secrets with a student;
5. Unnecessarily invading a student’s privacy (e.g., walking in on the student in the bathroom);
6. Taking a student out of class without a legitimate educational purpose;

PROFESSIONAL ADULT to STUDENT BOUNDARIES

7. Giving a student a ride alone in a vehicle in a non-emergency situation is not permitted;
or
8. Engaging in harassing or discriminatory conduct prohibited by other Santee School District policies or by state or federal law and regulations;

Exceptions

An emergency situation or a legitimate educational purpose may justify deviation from professional boundaries set out in this policy. The employee shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

There may be circumstances where there is an appropriate pre-existing personal relationship between an employee and a student's family that exists independently of the employee's position with Santee School District (e.g., when their children are friends). This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Employees are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that adults may be involved in other roles in the community through civic, religious, athletic, scouting, or other organizations and programs whose participants may include Santee School District students. This policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Duty to Report

When an employee observes conduct or has knowledge of another employee violating this policy that creates a reasonable suspicion of child abuse (including sexual abuse), or when an employee has reasonable suspicion of an adult harming or endangering a child, the employee shall report the conduct to San Diego County's Department of Child Support Services in accordance with state law and Santee School District Board Policy and Administrative Regulation 5141.4 – Child Abuse Prevention and Reporting.

An adult who observes or has knowledge of another adult's violation of this policy shall immediately report the information to the site supervisor. If the supervisor is the subject of the report, the adult will report instead directly to the director of Human Resource Services. The supervisor who receives a report must document, in writing, the concern and provide a copy of the documentation to the director of Human Resource Services.

PROFESSIONAL ADULT to STUDENT BOUNDARIES

Investigation

Whenever Santee School District receives a report concerning a possible boundary violation, the supervisor, in collaboration with the Assistant Superintendent of Human Resources, will conduct a prompt investigation utilizing the procedures for investigations of allegations of serious misconduct. The investigation shall include a review of the full history of concerns relating to the subject of the concern/complaint.

Immediate intervention shall be considered and implemented when necessary to protect student safety and/or the integrity of the investigation.

Disciplinary Action

Any employee who is found to have engaged in conduct in violation of law, this policy, or other board policies shall be subject to disciplinary action up to and including dismissal. In the case of a certificated employee, the employee may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

A volunteer, student teacher, independent contractor, or an employee of an independent contractor who violates this policy may be prohibited from working or serving in schools and programs under the jurisdiction of the Superintendent or designee for an appropriate period of time or permanently, as determined by the Superintendent or designee.

Confidentiality and Retaliation

Santee School District prohibits retaliation against anyone who files a complaint under this policy. Any employee who retaliates against any such complainant, reporter, or other participant in Santee School District's complaint process shall be subject to discipline.

Reporting employees are specifically advised of the following:

1. Reporting employees are neither permitted nor responsible for investigating whether the conduct is inappropriate; and
2. Reporting employees are required to maintain confidentiality.

Confidentiality protects both the student(s) and the adult who is the subject of the report. Failure to maintain confidentiality may impede the investigation and foster untrue and potentially harmful rumors. Nothing in this policy shall prevent any represented employee from consulting with his/her exclusive representative.

Personnel

AR 4119.2 (g)

PROFESSIONAL ADULT to STUDENT BOUNDARIES

Regulation approved:

SANTEE SCHOOL DISTRICT

Santee, California

Board Policies and Bylaws Item F.1.2.
Prepared by Dr. Kristin Baranski
July 19, 2022

Second Reading: Board Policy (BP):
• BP 3515.1 – Safety During School Hours –
Securing Gates

BACKGROUND:

The attached revised Board Policies were updated to conform with California School Board Association’s (CSBA) language. BP 3515.1 – Safety During School Hours – Securing Gates was presented as a first reading at the June 21, 2022 meeting.

BP 3515.1 – Safety During School Hours – Securing Gates
Policy revised to meet current practices.

RECOMMENDATIONS:

Revised BP 3515.1 Safety During School Hours – Securing Gates – is being presented for a second reading and adoption.

FISCAL IMPACT:

There is no fiscal impact to the district by revising this board policy.

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.2.

SAFETY DURING SCHOOL HOURS - SECURING GATES

It is the policy of the Governing Board to provide for a safe and secure school campus. During school hours, employees and students need to be assured that schools are not open to unknown visitors, intruders or distractions that impede learning. Fences with lockable gates are constructed around the entire perimeter of each school in order to protect the school campus during times when school is in session.

In order to create a consistent security procedure for all of Santee schools, it is the policy of the Santee School District Board that all school principals or their designee are responsible to establish guidelines to secure all school gates in the following manner:

1. All gates to school campuses shall be locked ~~twenty minutes after~~ **at** the start of the school day. ~~Schools that do not have an exterior office door may leave only the gate nearest the school office unlocked for access during the school day.~~
2. **Gates will remain locked and secured until student dismissal.** ~~shall be opened twenty minutes prior to school dismissal times.~~
3. When school is not in session and students are not on campus, a procedure shall be developed by the school principal to lock the school premises.
4. The Principal shall designate which staff shall have keys to the gates. Once these keys are distributed, any staff member who opens a gate(s) during school hours for ingress and/or egress is responsible for locking the gate(s) during school hours as they transition in and out of the school. It is advisable for the Principal to have an inventory of staff keys on site.
5. District office personnel (Administration) are responsible for disseminating keys to league coaches as assigned to specific schools. All league personnel shall be advised by District Office personnel of the gate lock policies of the Santee School District.

~~An exception to the twenty minute gate lock rule is designated for days when schools have special activities such as promotion ceremonies, open houses, back to school schedules, and other festive events. It is advisable for all principals or their site designees to develop an annual calendar and note days when the gate locking procedure is deemed to be flexible.~~

Item G. EMPLOYEE ASSOCIATION COMMUNICATION

Item H. BOARD COMMUNICATION

Item I. ORGANIZATIONAL BUSINESS

Item J. CLOSED SESSION

Item K. RECONVENE TO PUBLIC SESSION

Item L. ADJOURNMENT

Agenda Items G, H, I, J, K, and L.