



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

In accordance with Government Code Section 54956, written notice is hereby given that the following meeting of the Santee School District Board of Education will be conducted in-person and streamed online.

JOINING THE MEETING ONLINE ON MICROSOFT TEAMS

[Click this link to join from a PC, Mac, iPad, iPhone, or Android device](#)

Please note: Public comments are in-person only. Request-to-speak cards are available at the meeting.



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

**BOARD OF EDUCATION
 REGULAR MEETING
 AGENDA
 November 7, 2023**

District Mission

Providing an extraordinary education in an inspiring environment with caring people

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<i>During this time, citizens are invited to address the Board of Education about any item not on the agenda. Request-to-speak cards should be submitted in advance. Please note the Board is not allowed to discuss or take any action on an item that is not listed on today's agenda. However, if deemed appropriate, the Board may refer Administration to follow up on comments. The Board has a policy limiting any speaker to three (3) minutes. Meetings are recorded and streamed live.</i>	

BOARD OF EDUCATION · Dustin Burns, Dianne El-Hajji, Ken Fox, Elana Levens-Craig, Barbara Ryan
 DISTRICT SUPERINTENDENT · Kristin Baranski, Ed.D.

9625 Cuyamaca Street · Santee, California 92071-2674 · (619) 258-2300 · www.santeesd.net

D. CONSENT ITEMS

15

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.

Superintendent

1.1. Approval of Minutes

16

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

1.2. Establish Date and Time of Board of Education Annual Organizational Meeting

26

It is recommended that the Board of Education establish December 19, 2023, at 6:00 p.m., as the date and time for their annual organizational meeting.

Business Services

2.1 Approval of Travel Requests

27

It is recommended that the Board of Education approve the authorization granted to personnel requesting out-of-district travel as listed in the item.

2.2. Approval/Ratification of General Services Agreements

29

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

2.3. Acceptance of Donations, Grants, and Bequests

31

It is recommended that the Board of Education approve the donations, grants, and/or bequests for the District and authorization to send a letter of appreciation on behalf of the governing Board.

2.4. Authorization to Sell/Dispose of Surplus Items

33

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.

2.5. Approval/Ratification of Agreements for Mileage Reimbursement In Lieu of District Transportation

36

It is recommended that the Board of Education approve/ratify the Parent/Guardian agreements for mileage reimbursement in lieu of District transportation.

2.6. Acknowledgment of DS&C Municipal Advisory Services Agreement

38

It is recommended that the Board of Education continue contracting with DS&C for municipal advisory services.

2.7. Approval of Consulting Service Agreement with Capitol Public Finance Group, LLC for Developer Fee Justification Study

40

It is recommended that the Board of Education approve the consulting service agreement with Capital Public Finance Group, LLC for Developer Fee Justification Study.

2.8. Approval to Submit Application for PL 81-784 and Designation of Authorized Representative

44

It is recommended that the Board of Education approve filing the application for PL 81-874 Federal Impact Aid funds for fiscal year 2023-24 and name Dr. Marcia Hamilton, Assistant Superintendent of Business Services, as the authorized District representative.

- 2.9. Update Resolution 1213-03 to Add Maintenance to the California Uniform Public Construction Cost Accounting Act (CUPCCAA) Under the Umbrella of the California Uniform Public Construction Cost Accounting Commission** 45
It is recommended that the Board of Education update Resolution No. 1213-03 to add maintenance to CUPCCAA under the California Uniform Public Construction Cost Accounting Commission.
- 2.10. Approval to Contract through the CUPCCAA Informal Bid Process by Awarding the Lowest Responsive and Responsible Bid for Asphalt** 46
It is recommended that the Board of Education provide approval to contract with Kirk Paving, Inc. through CUPCCAA process to complete asphalt repair at three school sites.
- 2.11. Approval of Continued Copy Services with uniFLOW Systems** 47
It is recommended that the Board of Education approve a uniFLOW license for December 1, 2023, through June 30, 2024, and the addition of uniFLOW to the annual purchase orders commencing July 1, 2024.

Educational Services

- 3.1. Adoption of Resolution #2324-08 Designating Personnel and Approval of 2024-25 Child Development Services Contract and Continued Funding Application** 49
It is recommended that the Board of Education approve the 2024-25 Child Development Services Contract and Continued Funding Application.
- 3.2. Ratification of Nonpublic School Master Contract with Sierra School of San Diego Nonpublic School Services** 73
It is recommended that the Board of Education ratify the nonpublic school master contract with Sierra School of San Diego Nonpublic School Services.
- 3.3. Ratification of Nonpublic Agency Master Contract with Sunbelt Staffing, LLC for Speech Therapy** 74
It is recommended that the Board of Education ratify the nonpublic agency master contract with Sunbelt Staffing, LLC for speech therapy.

Human Resource/Pupil Services

- 4.1. Personnel, Regular** 75
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 Short-Term Services Agreements** 78
It is recommended that the Board of Education approve the short-term services agreements.
- 4.3. Approval of Side Letter Agreement between Santee School District and Santee Teachers Association Regarding Health and Welfare Benefits for the 2023-2024 School Year** 79
It is recommended that the Board of Education approve the side letter agreement between Santee School District and Santee Teachers Association regarding health and welfare benefits for the 2023-2024 school year.
- 4.4. Acceptance of Report on Certificated Credentials and Assignments for the 2023-2024 School Year** 93
It is recommended that the Board of Education accept this annual report of certificated credentials and assignments for the 2023-2024 school year.

E.	DISCUSSION AND/OR ACTION ITEMS	96
	<i>Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.</i>	
	Superintendent	
1.3.	<u>California School Boards Association (CSBA) Delegate Assembly Call for Nominations</u> Nominations are at the discretion of the Board of Education.	97
	Business Services	
2.1.	<u>Approval of Monthly Financial Report</u> It is recommended that the Board of Education approve the Monthly Financial Report, as presented.	98
2.2.	<u>Approval of Contracting with DS&C for Voter Survey Research</u> It is recommended that the Board of Education contract with DS&C for voter survey research.	101
2.3.	<u>Approval of Prequalification Questionnaire and Scoring Rubric for the Electric Vehicle Infrastructure Request for Qualifications (RFQ)</u> It is recommended that the Board of Education approve the Prequalification Questionnaire and scoring rubric for the Electric Vehicle Supply Equipment Infrastructure Project Request for Qualifications procedure.	102
F.	BOARD POLICIES AND BYLAWS	142
1.1.	<u>First Reading: Revised Board Policies (BP)/Administrative Regulation (AR):</u> <ul style="list-style-type: none">• BP 6174 – Education for English Language Learners Revised Board Policies/Administrative Regulations are being presented for a First Reading. Action, if any, is at the discretion of the Board of Education.	143
G.	EMPLOYEE ASSOCIATION COMMUNICATION	152
H.	BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS	152
I.	CLOSED SESSION	152
1.	<u>Conference with Labor Negotiator</u> (Gov't. Code § 54957.6) <i>Purpose: Negotiations</i> <i>Agency Negotiators: David MacLeod, 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>	
J.	RECONVENE TO PUBLIC SESSION	152
K.	ADJOURNMENT	152

Please note: Per SB 343, the supporting documents for this meeting agenda are available at the Santee School District Office and will be available for viewing at the meeting. The next regular meeting of the Board of Education will be on December 5, 2023, 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:

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

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 November 7, 2023, regular meeting

Item B. REPORTS AND PRESENTATIONS

The following items are presented for Board information:

1. Superintendent's Report
 - 1.1. Developer Fees Collection Report
 - 1.2. Use of Facilities Report
 - 1.3. Enrollment Report
 - 1.4. Schedule of Upcoming Events
2. Spotlight on Education: Hill Creek School
3. 2024-25 LCAP Timeline and Process

DEVELOPER FEES COLLECTION REPORT
2023-24
CUMULATIVE THROUGH NOVEMBER 7, 2023

Residential Rate: \$2.53 per square foot - effective 3/18/21; \$2.97 per square foot - effective 8/20/2022
Commercial Rate: \$0.41 per square foot - effective 5/17/20; \$0.48 per square foot - effective 8/20/2022
Self Storage Rate: \$0.03 per square foot - effective 5/17/20; \$0.02 per square foot - effective 8/20/2022

COM	RES	SS	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
X			1756 Weld Blvd	07/06/23	361,184	\$173,368.32	PA
	X		7839 Cypress Dr	07/19/23	1,813	\$5,384.61	CFH
	X		7838 Cypress Dr	07/19/23	1,813	\$5,384.61	CFH
	X		7835 Cypress Dr	07/19/23	1,746	\$5,185.62	CFH
	X		7834 Cypress Dr	07/19/23	1,746	\$5,185.62	CFH
	X		7831 Cypress Dr	07/19/23	1,818	\$5,399.46	CFH
	X		7830 Cypress Dr	07/19/23	1,818	\$5,399.46	CFH
	X		7829 Cypress Dr	07/19/23	1,813	\$5,384.61	CFH
	X		7828 Cypress Dr	07/19/23	1,813	\$5,384.61	CFH
	X		7825 Cypress Dr	07/19/23	1,746	\$5,185.62	CFH
	X		7824 Cypress Dr	07/19/23	1,746	\$5,185.62	CFH
	X		7821 Cypress Dr	07/19/23	1,818	\$5,399.46	CFH
	X		7820 Cypress Dr	07/19/23	1,818	\$5,399.46	CFH
X			8801 Mission Gorge Road	07/19/23	48,913	\$23,478.24	CO
	X		8614 Dunwoodie Rd.	07/26/23	1,000	\$2,970.00	CO
	X		7808 Cypress Dr.	08/01/23	1,813	\$5,384.61	CFH
	X		7819 Cypress Dr	08/01/23	1,813	\$5,384.61	CFH
	X		7818 Cypress Dr	08/01/23	1,813	\$5,384.61	CFH
	X		7809 Cypress Dr	08/01/23	1,813	\$5,384.61	CFH
	X		7811 Cypress Dr	08/01/23	1,818	\$5,399.46	CFH
	X		7810 Cypress Dr	08/01/23	1,818	\$5,399.46	CFH
	X		7801 Cypress Dr	08/01/23	1,818	\$5,399.46	CFH
	X		7800 Cypress Dr	08/01/23	1,818	\$5,399.46	CFH
	X		7805 Cypress Dr	08/01/23	1,746	\$5,185.62	CFH
	X		7804 Cypress Dr	08/01/23	1,746	\$5,185.62	CFH
	X		7814 Cypress Dr	08/01/23	1,746	\$5,185.62	CFH
	X		7815 Cypress Dr	08/01/23	1,746	\$5,185.62	CFH
	X		10396 Sandy Cove Way	08/30/23	2,384	\$7,080.48	HC
	X		10341 River Bluff Dr	08/30/23	2,016	\$5,987.52	HC
	X		10373 River Bluff Dr	8/30/2023	2,226	\$6,611.22	HC
	X		10300 Sandy Cove Way	08/30/23	2,016	\$5,987.52	HC
	X		10319 River Bluff Dr	08/30/23	2,016	\$5,987.52	HC
TOTAL PAGE 1						\$359,228.34	

*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
2023-24
CUMULATIVE THROUGH NOVEMBER 7, 2023

Residential Rate: \$2.53 per square foot - effective 3/18/21; \$2.97 per square foot - effective 8/20/2022
 Commercial Rate: \$0.41 per square foot - effective 5/17/20; \$0.48 per square foot - effective 8/20/2022
 Self Storage Rate: \$0.03 per square foot - effective 5/17/20; \$0.02 per square foot - effective 8/20/2022

COM	RES	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
	X	10372 Sandy Cove Way	08/30/23	2,016	\$5,987.52	HC
	X	10348 Sandy Cove Way	08/30/23	2,384	\$7,080.48	HC
	X	10349 River Bluff Dr	08/30/23	2,384	\$7,080.48	HC
	X	10327 River Bluff Dr	08/30/23	2,384	\$7,080.48	HC
	X	10381 River Bluff Dr	08/30/23	2,384	\$7,080.48	HC
	X	10365 River Bluff Dr	08/30/23	2,384	\$7,080.48	HC
	X	10335 River Bluff Dr	08/30/23	2,226	\$6,611.22	HC
	X	10303 River Bluff Dr	08/30/23	2,226	\$6,611.22	HC
	X	10357 River Bluff Dr	08/30/23	2,226	\$6,611.22	HC
	X	10384 Sandy Cove Way	08/30/23	2,226	\$6,611.22	HC
	X	10360 Sandy Cove Way	08/30/23	2,226	\$6,611.22	HC
	X	10393 River Bluff Dr	08/30/23	2,016	\$5,987.52	HC
	X	8708 Cottonwood Ave	09/07/23	1,118	\$3,320.46	PA
X		8708 Cottonwood Ave	09/07/23	880	\$422.40	PA
	X	8654 Ellsworth Lane	09/13/23	960	\$2,851.20	PA
TOTAL					\$446,255.94	

*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

Requests for Use of Facilities

<i>Fiscal Year:</i> 2023-2024		<i>Report For:</i> November 7, 2023										<i>Week Starting</i>	
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
Carlton Oaks	PTA	Court/Hardscape/Parking Lot	10/13/2023	10/13/2023	Friday	2:30 PM	9:30 PM	1					11/7/2023
Carlton Oaks	PTA Fall Carnival	Court/Hardscape/Parking Lot/Grass Field/Dirt Field/RR's	11/4/2023	11/4/2023	Saturday	2:30 PM	6:30 PM	1			\$255.00		11/7/2023
Chet F Harritt	Pacific Hills Chess Academy	Classroom(s)	12/1/2023	6/7/2024	Friday	1:30 PM	3:00 PM	8					11/7/2023
Pepper Drive	PTA Trunk or Treat	Parking Lot	10/27/2023	10/27/2023	Friday	3:00 PM	9:00 PM	1					11/7/2023
PRIDE Academy	PTA Bylaw Committee	Learning Resource Center	10/17/2023	10/17/2023	Tuesday	5:30 PM	6:30 PM	1					11/7/2023
PRIDE Academy	PTA Fall Festival	Grass Field/Court/Hardscape/RR's	10/20/2023	10/20/2023	Friday	2:00 PM	9:00 PM	1					11/7/2023
PRIDE Academy	PTA	Learning Resource Center	11/6/2023	11/6/2023	Monday	4:00 PM	5:00 PM	1					11/7/2023
Rio Seco	PTSA	Multi-Purpose Room	10/23/2023	10/23/2023	Monday	4:00 PM	8:00 PM	1					11/7/2023
Rio Seco	Girl Scouts of San Diego	Classroom 10	11/6/2023	6/10/2024	Monday	5:30 PM	7:00 PM	24					11/7/2023

**Santee School District
ENROLLMENT REPORT
11/3/2023
Month 4 Week 1
School Week 11**

SCHOOL	REGULAR ED													SPECIAL ED													Total All				
	TK5	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	11/03/23	11/04/22	# Diff	% Diff	TK5	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	11/03/23	11/04/22	# Diff	% Diff	11/03/23	10/27/23	# Diff
Cajon Park	35	51	69	77	70	81	97	100	108	101	789	822	-33	-4.0%	6	10	6	11	6	6	6	11	4	66	65	1	1.5%	855	853	2	
Carlton Hills	15	48	49	51	58	52	53	57	61	69	513	529	-16	-3.0%	8	11	11	7	4	9	3	5	1	59	54	5	9.3%	572	572	0	
Carlton Oaks	32	69	67	87	78	73	81	84	94	113	778	767	11	1.4%	6	13	9	6	10	7	13	9	13	86	86	0	0.0%	864	867	-3	
Chet F. Harritt	17	55	67	70	63	72	59	64	55	78	600	586	14	2.4%	0	0	0	0	0	3	4	9	3	19	22	-3	-13.6%	619	619	0	
Hill Creek	31	65	79	70	71	76	78	61	69	55	655	639	16	2.5%	4	5	4	4	7	0	0	0	0	24	26	-2	-7.7%	679	681	-2	
Pepper Drive	14	62	64	55	75	53	83	84	85	73	648	713	-65	-9.1%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	648	648	0
Pride Academy	20	56	58	62	71	69	48	50	63	62	559	563	-4	-0.7%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	559	557	2
Rio Seco	20	70	82	102	102	87	91	89	123	80	846	860	-14	-1.6%	5	5	8	8	9	6	8	10	10	69	72	-3	-4.2%	915	916	-1	
Sycamore Canyon	32	48	39	48	48	53	27	41	0	0	336	320	16	5.0%	13	0	0	0	0	0	0	0	0	13	0	13	0.0%	349	351	-2	
SUBTOTAL	216	524	574	622	636	616	617	630	658	631	5724	5799	-75	-1.3%	13	29	44	38	36	36	31	34	44	31	336	325	11	3.4%	6060	6064	-4
Alternative School	0	2	3	1	1	1	1	1	1	3	14	17	-3	-17.6%										0	0	0	0.0%	14	14	0	
Santee Success										2	5	3	2	66.7%											0	0	0	0.0%	5	5	0
NPS											0	0	0	0.0%	0	0	0	0	0	2	1	3	3	3	12	9	3	33.3%	12	12	0
SUBTOTAL	2	3	1	1	1	1	1	3	6	19	20	-1	-5.0%	0	0	0	0	0	2	1	3	2	3	12	9	3	33.3%	31	31	0	
TOTAL	216	526	577	623	637	617	618	631	661	637	5743	5819	-76	-1.3%	13	29	44	38	36	38	32	37	46	34	348	334	14	4.2%	6091	6095	-4

Please note: Special Ed, PK, & TK 4 yr olds listed below are not reflected in the total count above because they do not receive ADA.

Prepared by R.Wright

	PK	TK4	Total All
Cajon Park	0	9	864
Carlton Hills	0	5	577
Carlton Oaks	0	11	875
Chet F Harritt	0	7	626
Hill Creek	0	12	691
Pepper Dr	0	6	654
Pride Academy	0	3	562
Rio Seco	0	4	919
Sycamore Canyon	81	10	440
ALT	0	0	14
Total PK/EAK	81	67	148

Total Enrollment Including PK/TK4
6239

Schedule of Upcoming Events

Meeting Locations:

Educational Resource Center (ERC) – 9619 Cuyamaca, Santee
 District Office (DO) Conference Room – 9625 Cuyamaca, Santee

Date	Event
November 6	Communication Committee; 3:30 pm, ERC
November 7	Board of Education Meeting; 6:00 pm, ERC
November 9	Character Education and School Climate Advisory Committee; 4:00 pm, ERC
November 10 (Friday)	No School/District Offices Closed Veterans' Day Observance
November 13-17	Parent/Teacher Conference
November 20-24	Schools Closed for Thanksgiving Break
December 5	Board of Education Meeting; 6:00 pm, ERC
December 12	Wellness Advisory Committee; 3:30 pm; DO Conf Room
December 14	Budget Advisory Committee; 6:00 pm, DO Conf Room
December 19	Board of Education Organizational Meeting; 6:00 pm, ERC
December 25 - January 5	Winter Break (no school)
January 11	District Advisory Committee (DAC); 6:00 pm, ERC
February 1	Budget Advisory Committee; 6:00 pm, DO Conf Room
February 5	Communication Committee; 3:30 pm, ERC
February 7	Wellness Advisory Committee; 3:30 pm; DO Conf Room
February 8	Character Education and School Climate Advisory Committee; 4:00 pm, ERC
February 23	Special Education Advisory Committee; 6:00 pm, Online
February 27	Local Control Accountability Plan (LCAP) Annual Review; 6:00 pm, Location TBD
April 11	District Advisory Committee (DAC); 6:00 pm, ERC
April 24	Wellness Advisory Committee; 3:30 pm; DO Conf Room
May 6	Communication Committee; 3:30 pm, ERC

Reports and Presentations Item B.2.
Prepared by Dr. Kristin Baranski
November 7, 2023

Spotlight on Education: Hill Creek School

BACKGROUND:

Hill Creek School staff will be present this evening to provide the Board of Education with an update on student assessment and survey results from the 2022-23 school year. School staff will also inform the Board of student academic and climate and culture goals for the 2023-24 school year.

BACKGROUND:

Expenditure of Local Control Funding Formula (LCFF) funds is to be governed by a Local Control Accountability Plan (LCAP) that each school district must adopt to cover a three (3) year period and update annually. Development of the LCAP is a year-long process involving the following steps:

- Consultation with teachers, principals, school personnel, parents, students, and local bargaining units
- Presentation of draft LCAP to District Advisory Council (DAC) and District English Learner Advisory Council (DELAC) for review
- Written response to comments from DAC and DELAC
- Public Hearing to solicit input from parents and the community
- Written response to comments received during the Public Hearing process
- Adoption of LCAP at the same meeting at which the District's budget is adopted

Administration will provide the Board of Education an update on the timeline and process for LCAP 2024-25.

Motion _____ Second: _____ Vote: _____

Item C. PUBLIC COMMUNICATION

During this time, citizens are invited to address the Board of Education about any item not on the agenda. Request-to-speak cards should be submitted in advance. Please note the Board is not allowed to discuss or take any action on an item that is not listed on today's agenda. However, if deemed appropriate, the Board may refer Administration to follow up on comments. The Board has a policy limiting any speaker to three (3) minutes. Meetings are recorded and streamed live.

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.

Consent Item D.1.1.
Prepared by Dr. Kristin Baranski
November 7, 2023

Approval of Minutes

BACKGROUND:

Presented for Board approval –

- October 3, 2023, special meeting minutes
- October 17, 2023, regular 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**

October 17, 2023
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome

President El-Hajj called the meeting to order at 6:00 p.m.

Members present:

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

Administration present:

Dr. Kristin Baranski, Superintendent
Dr. Marcia Hamilton, Assistant Superintendent, Business Services
Dr. Lisa Paisley, Assistant Superintendent, Educational Services
David MacLeod, Assistant Superintendent, Human Resources/Pupil Services
Lisa Arreola, Executive Assistant and Recording Secretary

President El-Hajj acknowledged and welcomed Tom Castonguay, a former Board Member, who was in attendance. Mr. Castonguey served on the Santee School District Board from 1977-1981.

2. District Mission

President El-Hajj invited everyone to recite the District Mission.

3. Pledge of Allegiance

Brooke Miles and Bristol Digby, 5th grade students at Chet F. Harritt School, led the Pledge of Allegiance.

4. Approval of Agenda

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

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

B. REPORTS AND PRESENTATIONS

1. Superintendent's Report

- 1.1. Developer Fees and Collection Report
- 1.2. Use of Facilities Report
- 1.3. Enrollment Report
- 1.4. Schedule of Upcoming Events

2. Spotlight on Education: Chet F. Harritt School

Superintendent Baranski welcomed Ted Hooks, Principal, and Christina Conerly, Vice Principal, to share all the great things happening at Chet F. Harritt STEAM School. Mr. Hooks and Ms. Conerly discussed the strong school community, and goals around CAASPP, iReady, and Panorama Survey data. They highlighted the multitiered levels of support (MTSS) and Santee systems of support (First Best instruction, interventions, PBIS

implementation, Unity Day, and Visual and Performing Arts). Mr. Hooks noted that Joey Sutera, Visual and Performing Arts (VAPA) teacher, focuses on vocal and instrumental music and visits each grade K-5 classroom weekly. He noted middle school students are also getting lunch time and after school opportunities to explore their musical interests. Fifth-grade students from Mrs. Rush's class, along with Mr. Sutera, were present to perform a song.

The Board commended Chet F. Harritt staff and students for all the great things happening at the school.

C. PUBLIC COMMUNICATION

President El-Hajj invited members of the audience to address the Board about any item not on the agenda and noted public comments were in-person only.

Tom Castonguay, former Santee School District Board member, inquired about obtaining surplus books to donate to Hope Street Margolis Family Center.

Debbie Williams, teacher at Cajon Park, asked the Board of Education to consider the current economic impacts, their dedication and hard work, when discussing pay increases.

D. CONSENT ITEMS

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 Revolving Cash Report
- 2.4. Approval/Ratification of Purchase Orders
- 2.5. Acceptance of Donations, Grants, and Bequests
- 2.6. Approval/Ratification of General Services Agreements
- 2.7. Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)
- 2.8. Approval/Ratification of Agreements for Mileage Reimbursement In Lieu of District Transportation
- 2.9. Approval to Purchase and Install GateKeeper Security Camera Systems on Santee School District Buses
- 2.10. Approval of Additional Services with PowerSchool including Attendance Interventions and Unified Insights
- 2.11. Approval of a Request for Proposal to receive bid for Wide Area Network (WAN) services in accordance with Federal E-Rate requirement
- 2.12. Adoption of Resolution No. 2324-05 to Approve the Conveyance of a Quitclaim Deed to the Owner of Real Property Adjacent to Sycamore Canyon School
- 2.13. Adoption of Resolution No. 2324-07 to Authorize District Designee's to File Necessary Applications Under Programs Administered by the State Allocation Board (SAB)
- 2.14. Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement
- 2.15. Approval of Agreement with Howard E. Nyhart Company, Inc. for GASB 75 Actuarial Service
- 3.1. Ratification of Individual Service Agreement with New Haven Youth Services for Therapeutic Behavioral Services
- 3.2. Ratification of Nonpublic Agency Master Contract with Soliant Health for Behavior Intervention Services
- 4.1. Personnel, Regular

Member Ryan moved approval.

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

E. DISCUSSION AND/OR ACTION ITEMS

Superintendent

1.1. Appointment of Coordinator, Out-of-School Time Programs

Superintendent Baranski presented Kaylene Shake for appointment as Out-of-School Time Programs Coordinator. Ms. Shake holds a Bachelor of Science in Child and Family Development and has been employed by the YMCA since 2016. Superintendent Baranski noted Ms. Shake was a student at Carlton Oaks School while she served as Principal. Member Burns moved approval. Ms. Shake introduced those accompanying her and expressed her appreciation for the opportunity.

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

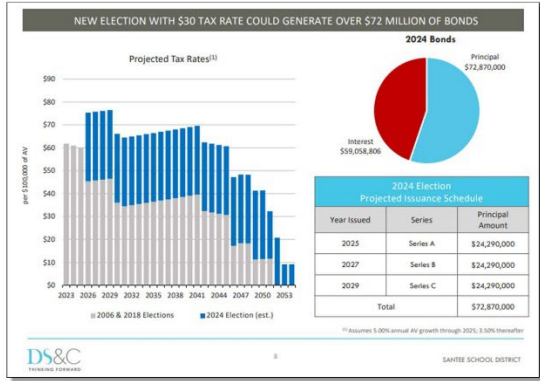
Business Services

2.1. Presentation on Potential Projects for a Future Bond and Financing Options for Capital Improvement

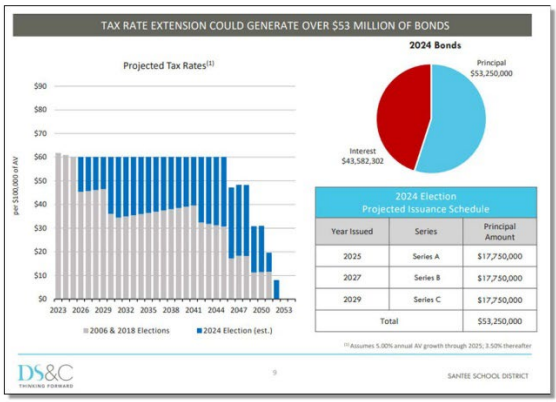
Dr. Marcia Hamilton, Assistant Superintendent of Business Services, presented an overview of potential projects for a future bond and financing options for capital improvement projects, based on information received from Dale Scott & Company at the July 18, 2023 meeting. She noted no action was required and the presentation was informational only. Dr. Hamilton shared the District is proud of their learning environments at each of the school sites, as provided by past capital improvement decisions, and noted the need for additional capital improvement projects and safety measures that could be addressed in the next several years.

She explained that during his presentation, Dale Scott reviewed four (4) potential options for funding capital improvement projects: New Tax (\$72,870,000); Tax Extension (\$53,250,000); Tax Extension (\$30,620,000); and/or a Tax Extension (\$14,400,000).

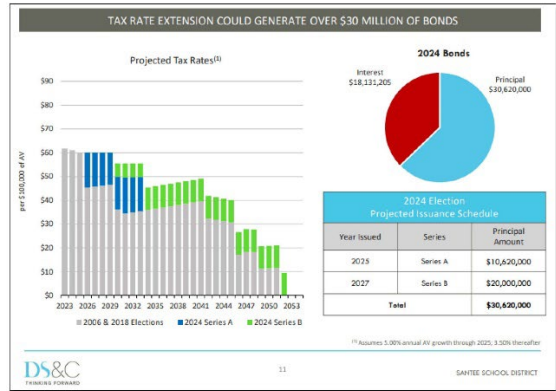
New Tax \$72,870,000



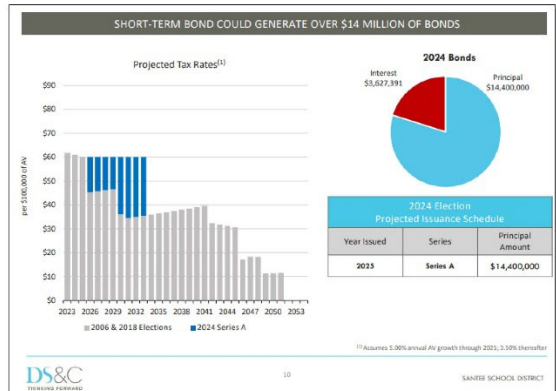
Tax Extension \$53,250,000



Tax Extension \$30,620,000



Tax Extension \$14,400,000



Dr. Hamilton shared a list of security and capital improvement projects and explained the chart included the site, need, bond category, estimated purchase/construction cost, and the bond options. She clarified the bond categories were listed at the bottom and did not imply the order of importance/need (Code 1=Improve Safety and Security of School Campuses; Code 2=Implement Water and Energy Efficiency Measures; Code 3=Improve/Renovate Permanent Classrooms; Code 4=Improve/Renovate Playground/Fitness Equipment; and N/A=Additional Soft Costs).

District Security and Capital Improvement Projects

Site(s)	Need	Bond Category	Estimated Purchase/Construction Cost	New Tax \$72,870,000	Extension \$53,250,000	Extension \$30,620,000	Extension \$14,400,000
All Sites	Install Keyless Entry All Locks	1	\$ 5,624,000.00	\$ 5,624,000.00	\$ 5,624,000.00	\$ 5,624,000.00	\$ 5,624,000.00
All Sites	Door Buzzers	1	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
All Sites	Upgrade Fencing	1	\$ 925,000.00	\$ 925,000.00	\$ 925,000.00	\$ 925,000.00	\$ 925,000.00
Multiple Sites	Window Glazing and Decals	1	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00
Multiple Sites	Additional Cameras and Monitors	1	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00
All Sites	Install HVAC - Merv 13 Filters	2	\$ 6,200,000.00	\$ 6,200,000.00	\$ 6,200,000.00	\$ 6,200,000.00	\$ 6,200,000.00
PD, CP, PA & SC	Install New Sewer Lines	2	\$ 40,000,000.00	\$ 40,000,000.00	\$ 20,000,000.00	\$ -	\$ -
Trans/M&O/CNS	Install Solar Structures	2	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00	\$ -
Trans/M&O/CNS	Install Electric Vehicle Infrastructure	2	\$ 1,500,000.00	\$ 1,500,000.00	\$ 1,500,000.00	\$ -	\$ -
Multiple Sites	Install Carpeting in Permanent Classrooms	3	\$ 5,000,000.00	\$ 5,000,000.00	\$ 5,000,000.00	\$ 5,000,000.00	\$ -
Multiple Sites	Install Shade Structures	4	\$ 2,250,000.00	\$ 2,250,000.00	\$ 2,250,000.00	\$ 2,250,000.00	\$ -
All Sites	Increase fitness equipment and expand/add additional playground equipment	4	\$ 5,000,000.00	\$ 5,000,000.00	\$ 5,000,000.00	\$ 4,000,000.00	\$ -
All Sites	Improve Fall Zones for playground equipment by replacing certified wood chips with ADA accessible, pour in place rubber material	4	\$ 2,700,000.00	\$ 2,700,000.00	\$ 2,700,000.00	\$ 2,700,000.00	\$ -
Additional Soft Costs	Soft costs are running around 30%. This will provide a buffer.	n/a	\$ 891,000.00	\$ 891,000.00	\$ 1,271,000.00	\$ 1,141,000.00	\$ 871,000.00
TOTAL			\$ 72,870,000.00	\$ 72,870,000.00	\$ 53,250,000.00	\$ 30,620,000.00	\$ 14,400,000.00

Code	Description	
1	Improve the Safety and Security of School Campuses	\$ 7,329,000.00
2	Implement Water and Energy Efficiency Measures	\$ 49,700,000.00
3	Improve/Renovate Permanent Classrooms	\$ 5,000,000.00
4	Improve/Renovate Playground/Fitness Equipment	\$ 9,950,000.00
n/a	Additional Soft Costs	\$ 891,000.00
TOTAL		\$72,870,000

Dr. Hamilton noted the District also had land sale proceeds that could be used to address capital improvement projects. She explained the following chart and noted the top graph (2023-24 Land Sale Proceeds) were projects that were either completed and/or in process and beginning and remaining balances. The second graph (Future Use of Land Sale Proceeds) showed Future Use of Land Sale Proceeds (i.e., water wells, kitchen renovation at Pepper Drive, electric vehicle infrastructure, and remodel of the Board room) based on the 2023-24 completed projects and/or projects currently in process.

2023-24 Land Sale Proceeds					Beginning Balance	\$3,278,012
Site Location	Project	Priority	Progress	Total Estimate	Land Sale Proceeds	
Pepper Drive	Add Enclosure to JH Building Elevator	1	Completed	\$36,956	\$36,956	
District Office	Upgrade Audio and Visual Capabilities in Board Room	1	Completed	\$20,425	\$20,425	
All Sites	School Exterior Video System - Phase 2	1	In Process	\$617,976	\$617,976	
Transportation	Cameras on Busses	1	In Process	\$59,066	\$59,066	
All Sites	Stone Campus Safety Security and Emergency Management Consulting Services	1	In Process	\$34,000	\$34,000	
Grand Total				\$768,423	\$768,423	
Remaining					\$2,509,589	

Future Use of Land Sale Proceeds					Beginning Balance	\$2,509,589
Site Location	Project	Priority	Progress	Total Estimate	Land Sale Proceeds	
CP, CH, CFH & RS	Install Irrigation Water Wells	2	N/A	\$880,000	\$880,000	
Pepper Drive	Renovate and Expand Kitchen - Kitchen Infrastructure Grant \$400,000 & \$100,000 LSP	2	N/A	\$500,000	\$100,000	
District Office	Electric Vehicle Infrastructure - Carl Moyer Grant \$400,000 & \$165,000 LSP	3	N/A	\$565,000	\$165,000	
District Office	Remodel Board Room	3	N/A	\$785,393	\$0	
Grand Total				\$2,730,393	\$1,145,000	
Remaining					\$1,364,589	

Dr. Hamilton noted the District dedicates three percent (3%) to deferred maintenance each year. This year the District had approximately \$1,160,273.29 in total funds available in deferred maintenance (approximate carryover of \$600,000 of unused funds and \$555,664 in transfer of funds and interest). She explained some of the expenses had been completed (ramp at Sycamore Canyon, painting and asphalt projects, and some building repairs) and the remaining balance was approximately \$160,273.29; of which could be used for capital improvement projects.

Fund 14 (Deferred Maintenance) Funds Available as of 09-18-2023		
Resource		0000000
		Deferred Maintenance
Revenue		
Carryover	604,009.29	
Anticipated CY Funding	555,864.00	Required Transfer In & Interest
Total Funds Available	1,160,273.29	
Expenses		
Purpose 1	68,300.00	SC Ramp
Purpose 2	31,700.00	Agreements
Purpose 3	295,300.00	District Painting - Actual
Purpose 4	504,700.00	Asphalt - Unallocated
Purpose 5	99,000.00	Building Repair - Unallocated
Purpose 6	1,000.00	Advertising
Purpose 7		
Purpose 8		
Purpose 9		
Total Expenses	1,000,000.00	
Total Remaining to be Spent	160,273.29	

Dr. Hamilton reiterated tonight's presentation was informational and shared wanting to bring back an item to the November 7th meeting to discuss the possibility of moving forward with contracting with Dale Scott & Company to poll the community on bond support. She noted that based on the information, she could bring back the land sale proceeds as a separate item to discuss use of the funds. Member Levens-Craig inquired on the carryover balance. Dr. Hamilton explained the District devotes three percent (3%) annually to deferred maintenance, and that the current carryover included the funds from when the schools were shut down and deferred maintenance projects were on hold. She concurred with Member Levens-Craig and noted sometimes funds have to be accumulated from year to year because the projects are too large and cannot be funded and/or completed in the same year. President El-Hajj inquired on the unallocated funds for asphalt (\$504,700) and building repairs (\$99,000). Dr. Hamilton explained there were over \$200,000 in asphalt projects that were completed and/or due for completion during the winter and/or summer breaks and then Administration would reassess if any additional projects are needed and/or to carry over the difference. Member Levens-Craig inquired on the four (4) potential options for funding capital improvement projects. Dr. Hamilton explained that the tax extension options were only available during the 2024 election. Member Burns inquired on the bond categories (presented on the District Security and Capital Improvement Projects slide) and the need to see the items in order of priority. Dr. Hamilton explained these were not the priority order and that a priority list could be established based on current needs.

Superintendent Baranski noted the item would be brought back to the next meeting in priority order based on need, and Administration would be asking for guidance to contract with Dale Scott & Company to poll the community on tax extensions and/or a new tax. Superintendent Baranski noted the cost for community polling, if any, would be presented at the next meeting.

F. BOARD POLICIES AND BYLAWS

President El-Hajj noted Item F.1.1. was the second reading of BP 5131.1 – Bus Conduct. Member Burns moved approval.

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

- BP 5131.1 – Bus Conduct

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

G. EMPLOYEE ASSOCIATION COMMUNICATION

Melanie Hirahara, Santee Teachers Association (STA) President, was present but did not have a report.

H. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

Member Levens-Craig shared enjoying the Fall carnivals and congratulated Stacy Roberts, Cajon Park teacher, for being selected to participate in San Diego State University's Noyce Project Master Teaching fellowship program for math and science teachers, leading to the completion of a doctorate degree.

President El-Hajj noted attending the Special Education Advisory Committee meeting and noted the great teacher participation and dedication.

Member Burns suggested receiving parent, and teacher, input on the dress code. President El-Hajj noted a letter was sent to Student Forum participants thanking them for their input and potential dates for the adoption of the revised policy. She noted a survey was being sent to junior high teachers for areas of concern with student dress. Member Levens-Craig suggested surveying all teachers. Member Burns suggested survey questions vary for grades K-5 and 6-8. Superintendent Baranski noted there would be two surveys, each including two (2) or three (3) questions with a space for written comments.

I. CLOSED SESSION

President El-Hajj explained that although Closed Session was on the agenda, the Board did not have anything to discuss. The Board did not meet in Closed Session.

J. ADJOURNMENT

With no further business, the regular meeting of October 17, 2023, was adjourned at 6:59 p.m.

Dustin Burns, Clerk

Dr. Kristin Baranski, Secretary

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

October 3, 2023
MINUTES

Douglas E. Giles
Educational Services
9619 Cuyamaca Street
Santee, California

A. OPENING PROCEDURES

1. Call to Order and Welcome

The meeting was called to order at 4:30 p.m.

Members present:

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

Administration present:

Dr. Kristin Baranski, Superintendent

B. PUBLIC COMMUNICATION

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

C. STUDENT FORUM

The Board of Education met with student representatives to gather input on the current dress code.

D. ADJOURNMENT

With no further business, the October 3, 2023, special meeting was adjourned at 5:50 p.m.

Dustin Burns, Clerk

Dr. Kristin Baranski, Secretary

Consent Item D.1.2.
Prepared by Dr. Kristin Baranski
November 7, 2023

Establish Date and Time of Board of
Education Annual Organizational Meeting

BACKGROUND:

Education Code section 35143 requires that the 2023 annual organizational meeting of governing boards be held between December 1 and December 20, inclusive. The day and time of the annual organizational meeting shall be selected by the Board at its regular meeting held immediately prior to December 1. If a Board fails to select the day and time of its annual meeting, the County Superintendent of Schools sets the date.

The regularly scheduled Board meeting, which meets the requirements for this organizational process, is December 19, 2023.

RECOMMENDATION:

Administration recommends that the Board of Education set their December 19, 2023 meeting as their annual organizational meeting, and authorize completion of the Notice of December 2023 Organizational Meeting of the Governing Board.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.1.2.

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 \$7,893.00 as disclosed on the following page.

STUDENT ACHIEVEMENT IMPACT:

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

Board Travel Report - November 7, 2023

Travel Dates		Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Travel	District Goal
Mon-Fri	12/11/23 - 12/15/23	Shannon Borden Janessa Nedney	Education Resource Center	2023 DoDEA Grant Program Professional Learning Meeting	Savannah, GA		\$ 4,398.00	DoDEA Project Resilience	The primary goal of this meeting is to provide capacity building resources that will enable us to work towards our shared goal of academic excellence for all students.	1, 2
Thur-Sun	02/08/24 - 02/11/24	Jaqueline Stiles Madeline Thompson	Education Resource Center	CSNO 74th Annual Conference	Rancho Mirage, CA		\$ 3,495.00	Nursing	CSNO 74th Annual Conference will have dynamic keynote speakers, exemplary breakout sessions, an array of school nursing products and resources to support your professional school nursing practice and networking opportunities	2

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 2024.
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 2024.

\$0 \$ 7,893.00

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 of Services)	Date(s) of Service	Amount	Funding
Alliance for African Assistance	Interpretation and Translation Services (Districtwide)	08/24/2023 – 06/30/2024	\$22,000.00 (Not to exceed)	Educational Services
The Living Coast Discovery Center	Assembly (State Preschool)	12/1/2023	\$1,100.00 (Not to exceed)	Prospect Annex
History Brought to Life	Assembly (Carlton Oaks School)	04/11/2024	\$820.00 (Not to exceed)	Carlton Oaks School

Amendment of the following General Service Agreement is requestd:

Vendor Name	Description of Services	Dates of Service	Previously Approved Amount	Amount Added to Contract	New Contract Amount	Funding
School Nutrition Concepts	Interim Director of Child Nutrition Services (Districtwide)	06/01/23 – 12/31/23	\$82,800.00	\$15,000.00	\$97,800.00	Child Nutrition 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
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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.2.2.

Consent Item D.2.3.
 Prepared by Dr. Marcia Hamilton
 November 7, 2023

Acceptance of Donations, Grants, and Bequests

BACKGROUND:

Board of Education policy #3290 specifies that gifts and donations, with a value over \$50, must be officially received by the Board of Education. The following donations, grants, and/or bequests have been offered to the District:

<i>Item</i>	<i>Approximate Value</i>	<i>Received From</i>	<i>Designated For Use At</i>
DONATIONS			
6th Grade Camp Donations	\$350	CSEA	Chet F. Harritt School
6th Grade Camp Donations	\$350	CSEA	Carlton Hills School
6th Grade Camp Donations	\$350	CSEA	Carlton Oaks School
6th Grade Camp Donations	\$300	CSEA	Cajon Park School
6th Grade Camp Donations	\$350	CSEA	Hill Creek School
6th Grade Camp Donations	\$300	CSEA	PRIDE Academy
6th Grade Camp Donations	\$350	CSEA	Rio Seco School
6th Grade Camp Donations	\$300	CSEA	Sycamore Canyon School
6th Grade Camp Donations	\$350	CSEA	Pepper Drive School
200 Raising Canes Kids Combo Meals	\$1298	Raising Canes	Extended Learning Program
GRANTS			
(None)			
BEQUESTS			
(None)			
TOTAL RECEIVED	\$4,298.00		

RECOMMENDATION:

It is recommended that the Board of Education approve the donations, grants, and/or bequests listed above for the District and authorization to send a letter of appreciation on behalf of the governing Board.

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 donations, grants, and/or bequests listed above are valued at \$3,200.00.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.3.

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:

Category	Value/Condition	Option	Requirements
<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>
4		File Cabinets	ERC	ERC	Used	\$0.00

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

<u>Type</u>	<u>Method</u>	<u>Option? (X)</u>
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	

Type	Method	Option? (X)
	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	
	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 items as surplus with an estimated value of \$0 and authorize the sale or disposal of them 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:

The items listed as surplus are valued at \$0.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.4.

Consent Item D.2.5.
 Prepared by Dr. Marcia Hamilton
 November 7, 2023

Approval/Ratification of Agreements for Mileage
 Reimbursement In Lieu of District Transportation

BACKGROUND:

The Santee School District is required to provide transportation of Special Education students when their Individualized Education Plan (IEP) includes the need for this service. In lieu of the District providing transportation, the District offers parents/guardians the opportunity to transport their own children and receive reimbursement for their incurred mileage at the IRS-approved rate.

The Commercial Warrants Audit manual stipulates that an agreement is to be executed with the Parent/Guardian whenever mileage reimbursement is provided. Agreements with parents/guardians opting to receive mileage reimbursement during the 2023-24 school year for the transportation of their own child(ren) are listed below:

School of Attendance	Round Trip Miles Per Day	# of Days	Per Mile Rate	Total Estimated Annual Cost
Cajon Park School	9.2	10	\$0.655	\$60.26
Cajon Park School	20	180	\$0.655	\$2,358.00
Cajon Park School	14.4	180	\$0.655	\$1,697.76
Carlton Hills School	17.6	180	\$0.655	\$2,075.04
Carlton Hills School	13.2	180	\$0.655	\$1,556.28
Carlton Hills School	5.6	180	\$0.655	\$660.24
Carlton Hills School	5.2	180	\$0.655	\$ 613.08
Carlton Hills School	7.2	180	\$0.655	\$848.88
Carlton Oaks School	11.2	180	\$0.655	\$1,320.48
Carlton Oaks School	12.8	180	\$0.655	\$1,509.12
Chet F. Harritt School	22	180	\$0.655	\$2,593.80
Chet F. Harritt School	10.4	180	\$0.655	\$1,226.16
Hill Creek School	14.4	180	\$0.655	\$1,697.76
Hill Creek School	9.2	180	\$0.655	\$1,084.68
Hill Creek School	13.6	180	\$0.655	\$1,603.44
LEAPP	20	180	\$0.655	\$2,358.00
LEAPP	26.8	180	\$0.655	\$3,159.72
PRIDE Academy	6	180	\$0.655	\$707.40
Rio Seco School	15.2	180	\$0.655	\$1,792.08
Rio Seco School	7.6	180	\$0.655	\$896.04
Rio Seco School	6.8	180	\$0.655	\$801.72
Rio Seco School	13.6	180	\$0.655	\$1,603.44
Rio Seco School	17.6	180	\$0.655	\$2,075.04
Sycamore Canyon School	10	180	\$0.655	\$1,179.00
Sycamore Canyon School	9	180	\$0.655	\$1,061.10

Sycamore Canyon School	12	180	\$0.655	\$1,414.80
Sycamore Canyon School	13.2	180	\$0.655	\$1,556.28
Sycamore Canyon School	14.8	180	\$0.655	\$1,744.92
Total:				\$41,254.52

RECOMMENDATION:

It is recommended that the Board of Education approve/ratify the Parent/Guardian agreements for mileage reimbursement in lieu of District transportation.

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 \$13,251.96 is paid in lieu of District provided transportation.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.5.

BACKGROUND:

At the May 2, 2023 Board meeting, the Board voted to approve the Municipal Services Agreement with DS&C. This item is to acknowledge the costs for various services within the Agreement should the Board choose to proceed with addressing its capital funding needs by exploring options for placing one or more general obligation bonds before the voters. DS&C has provided advisory services to the District for continuing financial disclosures as well as supporting the District's Proposition R and Measure S GO Bonds while ensuring compliance with all aspects of the law related to pre-election services, voter survey research, and bond issuance services. The term of the Agreement began May 3, 2023 and remains in effect for five years. Either party may terminate the Agreement at any time with 30-days written notice and payment for expenses and services performed to such date.

RECOMMENDATION:

It is recommended that the Board of Education to continue contracting with DS&C for municipal advisory services.

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 for municipal advisory services are:

- For Pre-Election Services: \$15,000 per election contingent on the adoption by the Board of a resolution calling for a bond election.
- For Voter Survey Research: \$15,000 per survey for preparation and analysis plus third-party data collection services billed at cost payable upon the completion of the survey.
- For Bond Issuance Services: the District shall pay DS&C a fee for each series of Bonds contingent on the sale of each bond series.
 - General obligation bonds and certificates of participation: \$85,000 per series of bonds issued.
 - Bond anticipation notes: \$42,500 per series of bonds issued.
- The District agrees to reimburse DS&C all reasonable and necessary third-party and out-of-pocket expenses at their direct cost plus 5% payable upon receipt of invoice.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.6.

Consent Item D.2.7.
Prepared by Dr. Marcia Hamilton
November 7, 2023

Approval of Consulting Service
Agreement with Capitol Public Finance
Group, LLC for Developer Fee
Justification Study

BACKGROUND:

School districts are continually evaluating the condition of their capital facilities and identifying whether construction of new facilities and/or improvements to existing facilities are necessary to sufficiently house their student body. Districts may use various sources of funds for these capital facility projects, including Developer Fees, State program funds, redevelopment funds, certificates of participation, sale of capital assets, and mitigation measures.

In September 1986, the Governor signed into law Assembly Bill 2926 (Chapter 887/Statutes 1986), which granted school district governing boards the authority to impose developer fees. This authority is codified in Education Code Section 17620 which states in part "...the governing board of any school district is authorized to levy a fee, charge, dedication or other requirement against any construction within the boundaries of the district for the purpose of funding for the construction or reconstruction of school facilities".

A Developer Fee Justification Study determines whether the District accepts Level I or Level II fees. Every two years the State Allocation Board (SAB) establishes the fees. February 23, 2022 Level I fees were set at \$4.79 per square foot for residential construction and \$0.78 per square foot for commercial/industrial construction. SAB will establish new fees in early 2024.

RECOMMENDATION:

It is recommended that the Board of Education approve the consulting service agreement with Capital Public Finance Group, LLC for Developer Fee Justification Study.

This recommendation supports the following District goal(s):

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 \$6,500 for the Developer Fee Justification Study needed for Level I fees and \$11,000 for a School Facilities Needs Analysis for Level II fees. This will be funded from Capital Facilities Fund 25. Due to declining enrollment the Santee School District will likely only be able to collect Level I fees and therefore will require the Developer Fee Justification Study.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.7.



Capitol | PFG

Crafting Optimal Financial Solutions

CONSULTING SERVICES AGREEMENT

This Consulting Services Agreement (this "Agreement") is hereby made between the Santee School District ("Client") and Capitol Public Finance Group, LLC ("Capitol PFG"). Capitol PFG agrees to provide the "Services," as more fully defined below, to Client and Client agrees to pay to Capitol PFG based on the terms of the attached Consultant Services Order, as more fully defined below.

1. Definitions. The following definitions shall apply to this Agreement.
 - a. The "Commencement Date" shall be October 12, 2023.
 - b. The "Termination Date" shall be June 30, 2024.
 - c. The "Agreement Term" shall begin with the Commencement Date and shall end with the Termination Date.
 - d. The "Consulting Services Order" shall include the Services and the Consultant Services Fee.
2. Services. The duties and tasks to be performed by Capitol PFG (the "Services") shall be outlined in the attached Consulting Services Order(s). During the performance of such Services by Capitol PFG, the Client will retain and exercise decision-making authority over the Services performed by Capitol PFG. The Services may include a development schedule and milestones. Under the terms of this Agreement, Capitol PFG and Client may add additional Services as agreed upon. These additional Services shall be put in writing in a Consulting Services Order and attached to this Agreement.
3. Payment. Client shall pay Capitol PFG based on the terms of the attached Consulting Services Order(s). The attached Consulting Services Order(s) includes a "Payment Schedule" that shall include invoicing terms of the Consulting Services.
4. Termination. Either party may without cause terminate this Agreement by delivering to the other party written notice via U.S. Mail, facsimile, or personal delivery (but not by electronic mail transmission) expressing a desire to terminate this Agreement (a "Termination Notice"). Termination shall be effective immediately upon receipt of a Termination Notice.

Christopher Terry
Capitol Public Finance Group, LLC

Dr. Marcia Hamilton
Assistant Superintendent, Business Services
Santee School District

Date: 10/12/2023

Date _____

CSO No. 2023-1

CONSULTING SERVICES ORDER

This Consulting Services Order (“CSO”) is an attachment to the Consulting Services Agreement made between the Santee School District (“Client”) and Capitol Public Finance Group, LLC (“Capitol PFG”).

Services:

Completion of a Developer Fee Justification Study or School Facilities Needs Analysis as described in the proposal to Client dated October 3, 2023.

Consulting Service Fee:

To complete a Developer Fee Justification Study a flat fee of \$6,500 plus the costs of the required Notice of Public Hearing publication. To complete a School Facility Needs Analysis a flat fee of \$11,000 plus the costs of the required Notice of Public Hearing publication.

Payment Schedule:

The Consulting Service Fee will be invoiced upon completion and delivery of the Developer Fee Justification Study or School Facilities Needs Analysis.

Consent Item D.2.8.
Prepared by Dr. Marcia Hamilton
November 7, 2023

Approval to Submit Application for PL 81-
784 and Designation of Authorized
Representative

BACKGROUND:

PL 81-874 Federal Impact Aid is available to districts for students whose parents live or work on military bases or at other federal facilities. Part of the application process for obtaining the PL 81-874 money requires that we receive approval for the application process, which is prepared online in January, from our Board of Education. The Board is also required to name an authorized District representative.

RECOMMENDATION:

It is recommended that the Board of Education approve filing the application for PL 81-874 Federal Impact Aid funds for fiscal year 2023-24 and name Dr. Marcia Hamilton, Assistant Superintendent of Business Services, as the authorized District representative.

This recommendation supports the following District goal(s):

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:

Estimated revenue of \$120,000. For 2022-23, the District received \$169,117 in Federal Impact Aid funds.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.8.

Consent Item D.2.9.
Presented by Dr. Marcia Hamilton
November 7, 2023

Update Resolution 1213-03 to Add Maintenance
to the California Uniform Public Construction
Cost Accounting Act (CUPCCAA) Under the
Umbrella of the California Uniform Public
Construction Cost Accounting Commission

BACKGROUND:

On September 4, 2012, the Board of Education approved a resolution to utilize the California Uniform Public Construction Cost Accounting Act (CUPCCAC) for public works projects over the \$15,000 informal bid threshold. Staff has developed an approved vendor list following the procedures of the CUPCCAC process. This allows staff to seek formal bids or quotes for public works projects using the qualified vendors list for projects over the \$200,000 limit. This resolution will allow maintenance projects to follow the same procedures.

RECOMMENDATION:

It is recommended that the Board of Education update Resolution No. 1213-03 to add maintenance to CUPCCAA under the California Uniform Public Construction Cost Accounting Commission.

This recommendation supports the following District goal(s):

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 is no fiscal impact.

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.2.10.
 Prepared by Dr. Marcia Hamilton
 November 7, 2023

Approval to Contract through
 CUPCCAA Informal Bid Process by
 Awarding the Lowest Responsive and
 Responsible Bid for Asphalt

BACKGROUND:

On September 4, 2012, the Board of Education approved a resolution to utilize the California Uniform Public Construction Cost Accounting Act (CUPCCAA) for public works projects over the \$200,000 formal bid threshold. Staff has developed an approved vendor list following the procedures of the CUPCCAA process. This allows staff to seek informal bids or quotes for public works projects using the qualified vendors list for projects over the \$15,000 informal limit and under the \$200,000 formal bid limit. Bids that are anticipated to be above the \$200,000 threshold require a formal bid.

Contractor	Traffic Tech	Kirk Paving, Inc.
CAJON PARK SSP	\$28,141.00	\$24,900.00
PEPPER DRIVE UPPER	\$11,401.00	\$10,350.00
PRIDE ACADEMY KINDER	\$4,210.00	\$4,100.00
<i>TOTAL</i>	\$43,752.00	\$39,350.00

RECOMMENDATION:

It is recommended that the Board of Education provide approval to contract with Kirk Paving, Inc. through CUPCCAA process to complete asphalt repair at the above three school sites.

This recommendation supports the following District goal(s):

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 \$39,350.00 from the Deferred Maintenance Fund 14.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.10.

BACKGROUND:

uniFLOW is a print management solution developed by Canon that helps businesses optimize their printing processes, reduce costs, and enhance document security by providing centralized control over their print environment. This system is currently in use with 36 copiers and printers in the district.

In Santee, uniFLOW is currently providing:

- **Cost Savings:** Redirection to more cost-effective copiers and reduction of more expensive prints on inkjet and laser equipment.
- **Enhanced Security:** Secure print release and authentication features ensure that confidential information and staff documents remain protected.
- **Improved Productivity:** Streamlined printing processes enable teachers and staff to print from and scan to district desktops, laptops, and iPads through any copier in the district.

This software reduces operational costs and maintains essential services. In the 2022-2023 school year, IT spent \$12,000 on printers and an additional \$18,500 on ink and toner, excluding direct site purchases. Currently, 2023-2024 costs for ink and toner stand at \$10,000. By minimizing new printer acquisitions and reducing ink and toner consumption, there is a potential for significant savings.

RECOMMENDATION:

It is recommended that the Board of Education approve a uniFLOW license for December 1, 2023, through June 30, 2024, and the addition of uniFLOW to the annual purchase orders commencing July 1, 2024.

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 \$2,688.84 for the December 1, 2023 – June 30, 2024 term and then \$4,609.44 annually.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Solutions Available

HARDWARE

Multifunction Copiers

Single Purpose Scanners

Color Large Format Printer/Plotters

Facsimile

Laser Printers

SOFTWARE

Automated workflow software

Electronic Forms creation

PDF conversion/OCR and editing software

Print tracking software

Middleware connectors to back-end enterprise client software

Capture, process & distribute documents

File and Storage solutions

OTHER BUSINESS PROCESSES

Managed Print Services

HP toner replenishment

Augmented Reality Marketing Services



Santee School District

Coterminous uniFLOW Quote

uniFLOW Online is a secure cloud print and scan solution which enables organizations to manage their entire print environment. The solution aims to upgrade document security, control costs and increase employee productivity while simultaneously reducing internal IT requirements. It has been designed to meet the needs of organizations that do not wish to invest in or manage local servers but still need to control their full printing and scanning process.



Item Code	Description	Device Licenses	NASPO Montly Cost Single Unit	Co-Term Time	Coterm Cost
3575B807AA	Print & Scan, Type 1, 25-49 devices*	36	\$ 10.67	7	\$2,688.84

Delivery/Installation and Initial Training Included. Add sales tax where applicable.

NASPO ValuePoint - Copiers & Managed Print Services
Canon Participating State Addendum NASPO #: 7-19-70-46-01
Lead State Master Agreement #: 140595

Consent Item D.3.1.

Adoption of Resolution #2324-08 Designating Personnel and Approval of 2024-25 Child Development Services Contract and Continued Funding Application

Prepared by Dr. Lisa Paisley
November 7, 2023

BACKGROUND:

Each year the California Department of Education (CDE) has a process for seeking approval to receive funds to operate a State Preschool Program. Administration will be seeking approval for the Continued Funding Application (CFA) process, and our contract will be automatically renewed in accordance with all applicable federal and state laws, as well as all California State Preschool Program Funding Terms and Conditions and Program Requirements.

Presented for Board approval is the 2024-2025 contract for child development services to operate the State Preschool Program with the California Department of Education (CDE) and an attached resolution designating personnel to sign contract documents for fiscal year 2024-2025. The maximum Reimbursable Amount (MRA) payable is estimated at \$575,606.00.

RECOMMENDATION:

Administration recommends approval of the 2024-25 contract for child development services to operate the State Preschool Program with the California Department of Education and adoption of Resolution #2324-08 designating personnel to sign contract documents for fiscal year 2024-25 as presented.

This recommendation supports the following District goals:

- Assure the highest level of educational achievement for all students.
- 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 maximum Reimbursable Amount (MRA) payable is estimated at \$575,606.00.

STUDENT ACHIEVEMENT IMPACT:

Children who participate in the State Preschool program increase their opportunity to enter kindergarten ready to learn.

Fiscal Year 2024–25 Continued Funding Application
DUE DATE: 5:00p.m. December 1, 2023

Contractors holding a current California State Preschool Program (CSPP) contract, and if applicable a Prekindergarten and Family Literacy Support (CPKS) contract, who wish to be considered for continued funding for fiscal year (FY) 2024–25 must complete this application for continued funding. The FY 2024–25 CFA Overview and Instructions may be accessed on the [CFA web page](#).

Contractors who apply for and are approved for continued funding do not need to sign a contract with the CDE to provide CSPP and CPKS services for FY 2024–25. Contracts will be automatically renewed in accordance with all applicable federal and state laws and Contract Terms and Conditions (CT&Cs). By signing this CFA, the contractor is indicating that it wishes to automatically renew its contract(s) for FY 2024–25 and accepts all of the terms and conditions of the 2024–25 CSPP contract, and if applicable the 2024–25 CPKS contract, which will be provided to the contractor no later than June 1, 2024.

Upon completion of this CFA, the California Department of Education (CDE) will review the application and may contact your agency seeking additional information. If the CFA is returned to the CDE in a timely manner but is not fully and accurately completed, funding for FY 2024–25, if approved, may be delayed.

Please also note that contractors have no vested right to a subsequent contract. Completion of this CFA does not guarantee a renewal of funding. If the CDE determines your agency will not be renewed for a subsequent contract year, you will be notified in writing no later than April 7, 2024, pursuant to the *California Code of Regulations*, Title 5 (5 CCR) Section 17828.

Contractors that wish to reject the terms of the FY 2024–25 CSPP and/or CPKS contract must provide the CDE with a written notice that the terms of the contract(s) are rejected by emailing EarlyEducationContracts@cde.ca.gov on or before June 30, 2024. The email should come from the Executive Director/Superintendent of the contracting entity or their authorized representative and state that the terms of the FY 2024–25 CSPP and, as applicable, the CPKS contract are rejected. Contractors providing such notice to the CDE of the rejection of the terms of the contract will not have a contract/s in effect for FY 2024–25. Note that while contractors who currently receive CPKS funding may reject their 2024–25 CPKS contract, they cannot reject their 2024–25 CSPP contract and still receive funding under a CPKS contract since CPKS funding is tied to having a CSPP contract.

If a contractor wishes to terminate the contract for any reason during the FY 2024–25 contract term, the contractor shall notify the CDE of its intent to terminate the contract at least 90 calendar days in advance of contract termination and shall follow CCR 17795.

If you have any questions regarding the CFA, please contact CFA@cde.ca.gov.

Section I – Contractor Information	
Contractor Legal Name:	
Contractor “Doing Business As” (DBA):	
Headquartered County:	
Vendor Number:	
Executive Director Name:	
Executive Director Telephone Number:	
Executive Director Email Address:	
Legal Business Address:	
City:	
Zip Code:	
Mailing Address (if different from above):	
City:	
Zip Code:	
Name of Person Completing the CFA:	
Title of Contact Person Completing the CFA:	
Contact Person Telephone Number:	
Contact Person Email Address:	

Contractor Name Vendor # County

Section II, Part 1 – Contract and Program Type

Check all applicable boxes indicating the programs the contractor intends to continue to administer for FY 2024–25. The contractor agrees to continue implementation of these programs with funds provided by the CDE.

Contract Type (select all that apply)

- CSPP
- CPKS

Does the CSPP operate a Family Childcare Home Education Network (FCHEEN)?

- Yes
- No

Program Type (select all that apply)

Full-Day/Full-Year
 Part-Day/Part-Year
 Full-Day/Part-Year
 Part-Day/Full-Year

REQUIRED DOCUMENT: A completed program calendar (EED 9730) form is required. If the contractor operates both a full-day and a part-day program, a separate program calendar (EED 9730) must be submitted for each.

Section II, Part 2 – Projected Enrollment

Insert the number of subsidized children your agency expects to enroll with the CSPP contract for each county services are provided, as applicable.

How many counties does your agency operate in?

1. County Name:

Number of Children to be Enrolled in Part-Day CSPP in the County:

Number of Children to be Enrolled in Full-Day CSPP in the County:

Total Number of Children to be Enrolled in the County:

2. County Name:

Number of Children to be Enrolled in Part-Day CSPP in the County:

Number of Children to be Enrolled in Full-Day CSPP in the County:

Total Number of Children to be Enrolled in the County:

3. County Name:

Number of Children to be Enrolled in Part-Day CSPP in the County:

Number of Children to be Enrolled in Full-Day CSPP in the County:

Total Number of Children to be Enrolled in the County:

Total Number of CSPP Children to be Enrolled:

Contractor Name

Vendor # County

Section III – Contractor’s Officers and Board of Directors Information				
Does the contractor have a board of directors?		Yes	No	
If no, please explain the entity type and the governance structure (i.e., number of owners and partnership)				
List all officers and board members/governing individuals (i.e., owner, director, etc.) Attach additional sheets as necessary.				
Name	Title	Telephone Number	Mailing Address	Email Address
Have any of the listed officers, board members, owners or other governing individuals ever served as an officer, board member, owner or governing individual with an agency that received state or federal funding and which agency funding was terminated or involuntarily non-renewed, or the agency was debarred from funding for any period of time? <div style="display: flex; justify-content: space-around;"> Yes No </div> If yes, list on a separate page the officer(s), board member(s), owner(s) or other governing individual(s) to which this applies and include the former agency(ies) with which the individual(s) was/were previously affiliated and the circumstances leading to the termination, involuntary non-renewal or debarment.				

Contractor Name

Vendor # County

Section IV – Program Narrative

A. Please select the box below if the contractor **does not** have program **or** minimum days of operation (MDO) changes.

No changes

B. If the contractor **does** have program and/or MDO changes, please select the type(s) of change and answer the questions below. **NOTE:** Making changes to the MDO does not change the contract Maximum Reimbursable Amount (MRA).

Program change

MDO change

1) Identify the program component(s) for which you are requesting a change.

2) Describe how the program currently provides services to children and families in relation to the above-identified program component(s).

3) Describe the proposed change(s), and how services will be improved if the change(s) is/are implemented.

Signature of the Contractor's Authorized Representative:

Printed Name and Title of the Contractor's Authorized Representative:

Date of Signature:

Contractor Name

Vendor # County

<p>Section V – Subcontract Certification</p> <p>(Subcontractor refers to a separate agency subcontracted to provide CSPP services in accordance with the provisions contained in the 5 CCR, and the CT&Cs.)</p>	
<p>A. Please select the box below if the contractor does not have subcontractors.</p> <p style="text-align: center;">No subcontractors</p>	
<p>B. Please select the box below if the contractor does have subcontractors.</p> <p style="text-align: center;">Subcontractors</p> <p>REQUIRED DOCUMENT: Contractors who subcontract CSPP services must also submit a completed Subcontractor Information Form (EED-3704B).</p>	
<p>I certify that the contractual arrangement(s) listed above are made in adherence to the required subcontract provisions contained in the California Education Code, 5 CCR, and the CT&Cs.</p> <p>I understand that signing this certificate does not lessen the legal responsibility for the contract requirements. As the contractor, it is my responsibility to monitor the performance of the subcontractor to ensure services are provided appropriately through the entire contract term and that the contractor is ultimately responsible for the actions of any subcontractor.</p>	
<p>Signature of the Contractor’s Authorized Representative:</p>	
<p>Printed Name and Title of the Contractor’s Authorized Representative:</p>	
<p>Date of Signature:</p>	
<p>Authorized Representative’s Telephone Number:</p>	
<p>Authorized Representative’s Email Address:</p>	

Contractor Name

Vendor # County

Section VI – Contractor Certification

Under penalty of perjury, I certify the following statements as true and correct to the best of my knowledge:

- I have read and understand the staffing requirements for Program Director, Site Supervisor, and Teacher. All staff employed by the contractor for the provision of preschool services are fully qualified for their respective positions. The exception to this certification is a person employed as Program Director or Site Supervisor who possesses a current Staffing Qualifications Waiver approved by the Early Education Division.
- I am authorized by the contractor's Board of Directors or other governing authority to execute this CFA, signifying their intent to automatically renew the current CSPP contract, and CPKS contract if applicable, for FY 2024–25, under new terms and conditions to be established by the CDE, unless rejected in writing prior to the effective date of the new contract(s) on June 30, 2024.
- On behalf of the contractor and its governing authority, I understand that some information requested in this CFA is intended for use by CDE auditors in connection with future audit work and performance reviews and may not be used, reviewed, or considered by the CDE until after the contract has expired, if ever. Therefore, the contractor further understands that the information (and any underlying transactions) disclosed by this CFA shall not be considered properly noticed to the CDE, nor approved, accepted, or authorized by the CDE, even if the contractor's request for continued funding by the CDE is subsequently approved.
- The governing board members or persons with governing authority have been trained in understanding conflict of interest requirements associated with their positions on the board and have reported all known conflicts of interest.
- As the signer on this CFA I have supervisory authority over the CSPP and have actual, personal knowledge of the information provided in this CFA. I am familiar with and will ensure that the contractor complies with all applicable program statutes and regulations in effect for FY 2024-25, including but not limited to:
 - Subcontracting requirements, including competitive bidding, CDE approval, and audit requirements in 5 CCR.
 - Prohibitions on conflicts of interests, including (i) the assurances required to establish that transactions with officers, directors and other related party transactions are conducted at arm's length, and (ii) employment limitations stated in EC.
 - Cost reimbursement requirements, including reimbursable and non-reimbursable costs, documentation requirements, the provisions for determining the reimbursable amount and other provisions in 5 CCR, and accounting and reporting requirements in 5 CCR.

Contractor Name Vendor # County

- Operational and programmatic requirements.
- Personnel requirements as stipulated in the *California Education Code*, 5 CCR; and the CT&Cs.
- As the authorized representative of the CSPP contractor named in this application, I certify that:
 - I have reviewed all of the information for my agency and, to the best of my knowledge, the information on the CDMIS website reflects accurate information for my agency as of the date this certification is signed.
 - I understand my obligation as a CSPP contractor to ensure the accuracy of information in CDMIS on an ongoing basis and will update the information in CDMIS as needed throughout the contract period.

By signing this CFA, the contractor is indicating that it wishes to automatically renew the current contract for FY 2024–25 and, if approved, is willing to, and does accept, all terms and conditions of the CSPP contract, which will be provided to the contractor no later than June 1, 2024.

The contractor may reject the FY 2024–25 contract by providing the CDE with a written notice of rejection no later than June 30, 2024. Contractors that wish to reject the terms of the FY 2024–25 contract must provide written notice that the terms of the contract are rejected by emailing EarlyEducationContracts@cde.ca.gov on or before June 30, 2024. The email should come from the Executive Director/Superintendent of the contracting entity or their authorized representative and state that the terms of the FY 2024–25 CSPP contract, and CPKS contract if applicable, are rejected. Contractors providing such notice to the CDE of the rejection of the terms of the contract(s) will not have a contract(s) in effect for FY 2024–25. I understand that failure to timely reject the terms of the contract means that the contract may be automatically renewed for FY 2024-25 starting on July 1, 2024.

Signature of the Contractor’s Authorized Representative:	
Printed Name and Title of the Contractor’s Authorized Representative:	
Date of Signature:	
Authorized Representative’s Telephone Number:	
Authorized Representative’s Email Address:	

Contractor Name **Vendor #** **County**

Section VII – CFA Checklist

1. Is the Contractor a public or non-public agency?
*The State Administrative Manual defines a **public agency** as any state agency, city, county, special district, school district, community college district, county superintendent of schools, or federal agency. A charter school is also a public agency. Any agency that does not meet these criteria is considered a “**non-public agency**.”*
- Public Agency Non-Public Agency
2. Is the Contractor a community college or community college district in California?
 Yes No
3. Is the Contractor a local educational agency (LEA)?
 Yes No

Please review your CFA package carefully before submission. Check the boxes below to confirm that each CFA section is complete and each applicable required attachment is included in the CFA package. Insert each required attachment after the last page of the CFA. Forms for attachment are located on the [CFA web page](#).

CFA Section	Check Box
Section I – Contractor Information	
Section II – Contract and Program Type	
Section III – Contractor’s Officers and Board of Directors Information	
Section IV – Program Narrative*	
Section V – Subcontract Certification*	
Section VI – Contractor Certification*	
Section VII – CFA Checklist	

All Sections must be included in the CFA package.
***Bolded sections require a signature.**

Contractor Name **Vendor #** **County**

Required Attachments	Public Agency	Non-Public Agency	Check Box
CSPP Program Calendar(s) (EED 9730) (all contractors)	Yes	Yes	
California Civil Rights Laws Certification (CO-005) (all contractors)	Yes	Yes	
Contractor Certification Clauses (CCC) (all contractors)	Yes	Yes	
Federal Certification (CO.8) (all contractors)	Yes	Yes	
CDMIS Agency Information Certification (all contractors)	Yes	Yes	
State of California, Payee Data Record (STD. 204) (non-public agencies only)	No	Yes	
Payee Data Record Supplement (STD. 205) (non-public agencies only)	No	Required only if payment address differs from mailing address on STD. 204	
Secretary of State certification or search results (non-public agencies only)	No	Yes	
Verification of LEA Name and Address: Information page printed from California School Directory web page OR California Community College Chancellor’s web page, as applicable (LEAs only)	LEAs only	No	
Subcontractor Certification (EED 3704B) (as applicable)	Required only if subcontracting	Required only if subcontracting	
Authorizing board resolution or meeting minutes (As applicable)	As applicable	As applicable	
Application for License Exemption (as applicable)	Required only from LEAs applying to be exempt from licensure pursuant to <i>Health & Safety Code</i> Section 1596.792(o).	No	

California State Preschool Program Fiscal Year 2024–25 Program Calendar

Contractor Name:

County:

Vendor Number:

Contract Type:

Program Type:

Instructions: Check the box on each date your program will operate. Total days of operation will automatically calculate.

July 2024 Days of Operation

SUN	MON	TUE	WED	THU	FRI	SAT
N/A	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	N/A	N/A	N/A

January 2025 Days of Operation

SUN	MON	TUE	WED	THU	FRI	SAT
N/A	N/A	N/A	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	N/A

August 2024 Days of Operation

SUN	MON	TUE	WED	THU	FRI	SAT
N/A	N/A	N/A	N/A	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2025 Days of Operation

SUN	MON	TUE	WED	THU	FRI	SAT
N/A	N/A	N/A	N/A	N/A	N/A	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	N/A

September 2024 Days of Operation

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	N/A	N/A	N/A	N/A	N/A

March 2025 Days of Operation

SUN	MON	TUE	WED	THU	FRI	SAT
N/A	N/A	N/A	N/A	N/A	N/A	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	N/A	N/A	N/A	N/A	N/A

October 2024 Days of Operation

SUN	MON	TUE	WED	THU	FRI	SAT
N/A	N/A	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	N/A	N/A

April 2025 Days of Operation

SUN	MON	TUE	WED	THU	FRI	SAT
N/A	N/A	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	N/A	N/A	N/A

November 2024 Days of Operation

SUN	MON	TUE	WED	THU	FRI	SAT
N/A	N/A	N/A	N/A	N/A	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2025 Days of Operation

SUN	MON	TUE	WED	THU	FRI	SAT
N/A	N/A	N/A	N/A	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December 2024 Days of Operation

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	N/A	N/A	N/A	N/A

June 2025 Days of Operation

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	N/A	N/A	N/A	N/A	N/A

Total Days of Operation:

EED Consultant Initials (For EED Use Only)
Date Approved by EED (For EED Use Only)

CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract in the amount of \$100,000 or more on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

1. **CALIFORNIA CIVIL RIGHTS LAWS:** For contracts \$100,000 or more, executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. **EMPLOYER DISCRIMINATORY POLICIES:** For contracts \$100,000 or more, executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

CERTIFICATION

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

1. Proposer/Bidder Firm Name (Printed):
2. Federal ID Number:
3. By (Authorized Signature):
4. Printed Name and Title of Person Signing:
5. Date Executed:
6. Executed in the County and State of:

Contractor Certification Clauses

CCC 04/2017

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

Contractor/Bidder Firm Name (Printed)	Federal ID Number
---------------------------------------	-------------------

By (Authorized Signature)

Printed Name and Title of Person Signing

Date Executed	Executed in the County of
---------------	---------------------------

CONTRACTOR CERTIFICATION CLAUSES

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,

2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably

required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and

Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

FEDERAL CERTIFICATIONS

CO.8 (REV.06/20)

California Department of Education

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 45 CFR Part 93, "New restrictions on Lobbying," and 45 CFR Part 76, "Government-wide Debarment and Suspension (Non procurement) and Government-wide requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 45 CFR Part 93, Sections 93.105 and 93.110, the applicant certifies that:

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement:

(b) If any funds other than federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an employee of Congress, or any employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," in accordance with this instruction;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by executive Order 12549, Debarment and Suspension, and other responsibilities implemented at 45 CFR Part 76, for prospective participants in primary or a lower tier covered transactions, as defined at 45 CFR Part 76, Sections 76.105 and 76.110.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency:

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period proceeding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

(b) Establishing an on-going drug-free awareness program to inform employees about-

(1) The danger of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title,

to: Director, Grants, and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571.

Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency:

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee shall insert in the space provided below the

site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610-

- a. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant, and
- b. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and contracts Service, U.S. department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3) Washington, DC 20202-4571. Notice shall include the identification numbers(s) of each affected grant.

ENVIRONMENTAL TOBACCO SMOKE ACT

As required by the Pro-Children Act of 1994, (also known as Environmental Tobacco Smoke), and implemented at Public Law 103-277, Part C requires that:

The applicant certifies that smoking is not permitted in any portion of any indoor facility owned or leased or contracted and used routinely or regularly for the provision of health care services, day care, and education to children under the age of 18. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day. (The law does not apply to children's services provided in private residence, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for in-patient drug and alcohol treatment.)

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

FISCAL YEAR 2024-25

CONTRACTOR NAME

VENDOR ID NUMBER

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE

Child Development Division Agency Information Certification

I certify, as the authorized representative of the agency listed below, I have reviewed all the information for and updates, additions, or deletions have been submitted as needed for information in all of the areas below:

- Executive Director/Superintendent information
- Program Director information
- Sites and Licenses and/or Office information
- Family Child Care Home summary information

To the best of my knowledge, the information on the CDMIS Web site reflects accurate information for as of the date this certification was signed.

Dawn Minutelli

11-7-2023

Program Director/Authorized Representative Signature

Date Signed

Dawn Minutelli



Printed Name of Program Director/Authorized Representative

Name of Agency User Generating Certification: Dawn Minutelli

Date Generated: 10/23/2023


Assigned CDD Consultant: Richard Miller

Santee

County	San Diego
District	Santee List of active district's schools
CDS Code	37 68361 0000000
District Address	9625 Cuyamaca St. Santee, CA 92071-2674 Google Map 
Mailing Address	9625 Cuyamaca St. Santee, CA 92071-2674
Phone Number	(619) 258-2300
Fax Number	Information Not Available
Email	Information Not Available
Web Address	www.santeesd.net 
Superintendent	Kristin Baranski Superintendent (619) 258-2304 kristin.baranski@santeesd.net
Chief Business Official	Marcia Hamilton Asst. Business Services (619) 258-2320 marcia.hamilton@santeesd.net
Status	Active
District Type	Elementary School District
Low Grade	K
High Grade	8
NCES/Federal District ID	0635880
CDS Coordinator (Contact for Data Updates)	Bernard Yeo (619) 258-2240 Request Data Update(s)
Last Updated	October 23, 2023

Directory Disclaimer

The California School Directory and related public school and district data files (collectively referred to as the “Directory”), contain information about California schools, districts, and school/district administrators that is voluntarily self-reported by local education agencies (LEAs) to the California Department of Education (CDE) as a public convenience. Because the information is voluntarily self-reported, the Directory does not contain information for every LEA and the information that is in the Directory may be outdated or have errors, omissions, typos and other inaccuracies. Therefore, information, or the absence of information, in the Directory should not be relied upon for any purpose and should be used only to contact the LEA. The CDE makes no representation or warranty, express or implied, with respect to Directory information.

For information regarding LEA accreditation, please visit the US Department of Education’s [Accreditation and Quality Assurance](#)  web page.



RESOLUTION

BE IT RESOLVED that the Governing Board of Santee School District authorizes that the persons who are listed below, are designated as Licensing Representatives and have signature rights as Community Care Licensing Liaisons for the licensee for Prospect Avenue State Preschool, Facility #370806402.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
Dawn Minutelli	Director, Curriculum & Assessment	_____
Dr. Lisa Paisley	Assistant Superintendent Educational Services	_____
Kristen Bonser	Principal, PRIDE Academy	_____

PASSED AND ADOPTED THIS 7th day of November 2023, by the Governing Board of Santee School District of San Diego County, in the State of California.

I, Dustin Burns, Clerk of the Governing Board of Santee School District, of San Diego County, in the State of California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a School Board meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

Dustin Burns, Clerk

November 7, 2023

Date

Consent Item D.3.2.

Ratification of Nonpublic School Master Contract with Sierra School of San Diego Nonpublic School Services

Prepared by Dr. Lisa Paisley
November 7, 2023

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 Sierra School of San Diego for the remainder of the 2023-2024 school year to address their unique needs.

RECOMMENDATION:

Administration recommends the Board of Education approve the Nonpublic School Master Contract with Sierra School of San Diego for one student for the term of October 6, 2023 to June 30, 2024. These contracts 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 Master Contract are as follows:

School/Agency	Number of Students	Duration of Service	Cost	Total Cost
Sierra Academy	1 student	10/6/23-6/30/24 (156 Days) including ESY	\$244.90 per day	\$38,204.40

TOTAL \$38,204.40

STUDENT ACHIEVEMENT:

Some students require alternative settings to demonstrate educational progress.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.2.

Consent Item D.3.3.

Ratification of Nonpublic Agency Master Contract with Sunbelt Staffing, LLC for Speech Therapy

Prepared by Dr. Lisa Paisley
November 7, 2023

BACKGROUND:

As part of a student’s Individual Education Program (IEP), speech therapy is necessary for some students with disabilities to demonstrate educational progress. Currently, there are 2 unfilled Speech Language Pathologist Assistant (SLPA) positions. Until permanent employees are hired, Sunbelt Staffing, LLC can provide a SLPA to support students.

RECOMMENDATION:

Administration recommends the Board of Education approve the Nonpublic Agency Master Contract with Sunbelt Staffing, LLC for a SLPA for the term of October 2, 2023 through June 30, 2024. The Nonpublic Agency Master 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:

FTE	Hourly Rate	Hours Per Day	Days Per Year	Total
0.6 Speech and Language Pathologists Assistant (SLPA)	\$69	7 (3 days/ week)	96	\$46,368

Total \$46,368

STUDENT ACHIEVEMENT:

Speech Therapy is necessary for some students with disabilities to demonstrate educational progress.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.3.

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
1. Elkin, Rita	Carlton Hills	III-01 #30024647	\$0.00	\$58,493.00	10-23-23
2. San Roman, Crystal	Sycamore Canyon	VI-01 #10321551	\$0.00	\$65,699.00	10-23-23

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
1. Capitano, Corinne	Pepper Drive	V-01 to V-11 #10321541	\$61,319.00	<i>\$88,085.00</i>	10-09-23
2. San Roman, Crysyal	Sycamore Canyon	VI-01 to VI-10 #10321551	\$65,699.00	<i>\$91,979.00</i>	10-23-23

D. Unpaid Leave Requests:

Employee	Location	Class/Step	Reason	Recommendation	Effective Date

E. Resignations:

Employee	Location	Class/Step	Reason	Effective Date
1. Dubnicka, Kathleen	Sycamore Canyon	VI-15	Retirement	11-17-23
2. Panggat, Ysabella	Rio Seco	VI-01	Resignation	11-06-23
3. Tackett, Danielle	Special Education	VI-3	Resignation	11-15-23
4. Uribe, Gayle	Hill Creek	V-14	Resignation	12-22-23

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. Campos, Richard	Transportation	Van Driver 22 A / 5.0 hrs #30002104	\$0.00	<i>\$2,186.44</i>	10-23-23
2. Claiborne, Bridget	Business Services	Coordinator, Payroll Services MGT 04 / 4.0 hrs #30024698	\$0.00	<i>\$3,861.87</i>	10-20-23
3. Cuevas, Adriana	Hill Creek	Food Service Worker I-A 20 A / 1.25 hrs #10326314	\$0.00	<i>\$944.13</i>	10-16-23

4. Velasquez, Sandra	Business Services	Coordinator, Payroll Services MGT 04 / 4.0 hrs #30024699	\$0.00	\$3,272.53	10-20-23
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I. Rehires:

Employee	Location	Position/Class/Hours/ Position #	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Cooper, Heather	Carlton Hills	Instructional Assistant Special Education II 21 B / 6.0 hrs #30018267	\$2,498.60	\$2,732.88	10-17-23

J. Change of Status/Location:

Employee	Location	Position/Class/Hours/ Position #	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Borts, Katherine	Human Resources	Coordinator, Human Resources MGT 04 / 8.0 hrs #30016126 to <i>Coordinator, Human Resources</i> 12/4+PGI#1 / 8.0 hrs #30016126	\$7,615.58	\$7,633.58	10-01-23
2. Claiborne, Bridget	Business Services	Accounting Assistant III 28 E / 8.0 hrs #30012151 to <i>Accounting Assistant III</i> 28 E / 4.0 hrs #30012151	\$5,644.15	\$2,822.07	10-20-2023
3. Hayes, Lacey	Carlton Hills to Cajon Park	ELP Enrichment Leader 21 A / 6.25 hrs #30019939 to <i>Instructional Assistant I</i> 19 C / 3.75 hrs #30023558	\$2,478.28	\$1,487.03	10-16-23
4. Houser, Lawrence	Maintenance and Operations	Grounds Maintenance Worker I 23.5 B / 8.0 hrs #10326470 to <i>Craftsworker I</i> 24.5 B / 8.0 hours #10326113	\$3,759.60	\$3,946.80	10-23-23
5. Mundt, Tessa	Cajon Park to Business Services	Secretary II - School 27 E / 8.0 hrs #10327610 to <i>Accounting Assistant III</i> 28 E / 8.0 hrs #10327804	\$4,727.90	\$5,427.07	10-23-23
6. Neder, Erin	Cajon Park to Carlton Hills	Instructional Assistant Special Education II 21 E / 6.25 hrs #30023201 to <i>Instructional Assistant Special Education II</i> 21 E / 6.0 hrs #30015534	\$3,013.21	\$2,892.50	10-25-23
7. Wright, Dannah	Carlton Hills	Instructional Assistant Special Education II 21 E / 6.0 hrs #30010904 to <i>Instructional Assistant Special Education II</i> 21 E / 6.25 hrs #30024333	\$2,892.50	\$3,013.21	10-12-23
8. Velasquez, Sandra	Business Services	Accounting Assistant III 28 A / 8.0 hrs #30007669 to	\$4,465.07	\$2,232.53	10-20-23

		<i>Accounting Assistant III</i> <i>28 A / 4.0 hrs</i> <i>#30007669</i>			
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K. Unpaid Leave Requests:

Employee	Location	Position/Class/Hours	Reason	Recommendation	Effective Date

L. Resignations:

Employee	Location	Position	Reason	Effective Date
1. Byerley, Farm	Sycamore Canyon	Instructional Assistant Special Education II	Resignation	11-03-23
2. Campbell, Hillary	Pepper Drive	Campus Aide	Resignation	10-19-23
3. Daniels, Tina	Sycamore Canyon	ELP Assistant Site Lead	Resignation	10-24-23
4. Elkin, Rita	Carlton Hills	Instructional Assistant Special Education II	Resignation	10-20-23
5. Hunter, Julianna	Hill Creek	Instructional Assistant Special Education II	Resignation	10-27-23
6. Impastato, Janine	Carlton Oaks	Instructional Assistant Special Education II	Resignation	10-31-23
7. Limes, Marielle	Chet F. Harritt	Campus Aide	Resignation	10-27-23
8. Long, Elena	Cajon Park	Food Service Worker I-A	Resignation	09-21-23
9. Ramirez, Amy	Transportation	Safety and Training Instructor	Resignation	10-31-23
10. Roca, Juliana	Sycamore Canyon	Campus Aide	Resignation	11-08-23
11. Temple, Candace	Hill Creek	Student Support Assistant	Resignation	11-03-23

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: _____

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 agreement:

Vendor Name	Description of Services	Dates (s) of Service	Amount	Funding
Dr. Stephanie Pierce	Professional Development	01/08/2024 - 06/30/2024	\$91.46 per hour NTE \$50,655	Professional Development

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.

Consent Item D.4.3.
Prepared by David MacLeod
November 7, 2023

Approval of Side Letter Agreement
between Santee School District and
Santee Teachers Association Regarding
Health and Welfare Benefits for the 2023-
2024 School Year

BACKGROUND:

Santee School District and Santee Teachers Association (STA) have negotiated a side letter agreement regarding the District's health and welfare contributions as it relates to dental insurance for employees and their eligible dependents. The disclosure of collective bargaining is attached to this item.

Existing language in the STA collective bargaining agreement creates ambiguity regarding which benefits are paid for out of the District's contribution. This side letter agreement serves to clarify that the District shall include dental premiums under the District's contribution. The term of this agreement will be from January 1, 2024 – December 31, 2024 and shall continue in effect until both parties agree to modify current contract language.

STA leadership approved the side letters on August 21, 2023.

RECOMMENDATION:

It is recommended that the Board of Education approve the side letter agreement between Santee School District and Santee Teachers Association regarding health and welfare benefits for the 2023-2024 school year.

FISCAL IMPACT:

The total increased cost of this agreement is estimated to be \$103,060 and \$990, paid from the General Fund and Child Development Fund, respectively for the period of January through June, 2024. For further fiscal years, the cost will increase to an estimated \$208,099 with a full annual impact of benefits.

STUDENT ACHIEVEMENT IMPACT:

This is a personnel item.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.3.

San Diego County Office of Education

PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Name of School District:	Santee School District
Name of Bargaining Unit:	Santee Teachers Association
Certificated, Classified, Other:	Certificated

The proposed agreement covers the period beginning:	January 1, 2024	and ending:	June 30, 2024
	(date)		(date)

If this agreement is part of a multi-year agreement, indicate all fiscal years covered by the agreement.
 Enter the on-schedule % increase for each fiscal year. (Do not report off-schedule increases in this section)

Fiscal Year			
% Increase			

The Governing Board will act upon this agreement on:	November 7, 2023
	(date)

Budget Revisions to be input by: (no later than 45 days after approval)	December 22, 2023
	(date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Bargaining Unit Compensation Fund 01- General Fund		Fiscal Impact of Proposed Agreement (Complete Years 2 and 3 for ongoing costs, multiyear and overlapping agreements)			
		Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) 2023-24	Year 2 Increase/(Decrease) 2024-25	Year 3 Increase/(Decrease) 2025-26
1.	Salary Schedule On-Schedule increase	\$ 33,287,592	-	-	-
			0.00%	0.00%	0.00%
2.	Step & Column Increase or decrease in the cost of step & column as a result of the settlement				
3.	Other Compensation Stipends, Off-schedule payments, Longevity, Overtime, Differential, one-time bonuses, etc.		-	-	-
4.	Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 7,635,809	\$ -	\$ -	\$ -
			0.00%	0.00%	0.00%
5.	Health/Welfare Plans	\$ 3,347,727	103,060.00	206,119.00	206,119.00
			3.08%	5.97%	5.64%
6.	Total Bargaining Unit Compensation Add Items 1 through 5 to equal 6	\$ 44,271,128	\$ 103,060	\$ 206,119	\$ 206,119
			0.23%	0.46%	0.46%
7.	Total Number of Bargaining Unit Employees (Use FTEs if appropriate)	356.30			
8.	Total Compensation Average Cost per Bargaining Unit Employee	\$ 124,252	\$ 289	\$ 578	\$ 578
			0.23%	0.46%	0.46%

Will this agreement trigger a "Me Too" agreement with another bargaining unit? No

Impact on Other Funds

Will this agreement have an impact on any other funds?	Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) 2023-24	Year 2 Increase/(Decrease) 2024-25	Year 3 Increase/(Decrease) 2025-26
Y/N Adult Education Fund				
Yes Child Development Fund	18,086	990	1,980	1,980
Y/N Cafeteria Fund				
Y/N Other Enterprise Fund				
Y/N Other Fund				

Public Disclosure of Proposed Collective Bargaining Agreement

Santee School District

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

When STA negotiated for a higher health benefits cap of \$12,000 last year, dental was not part of that agreement. This agreement allows for dental to be included in the \$12,000 health benefits cap.

10. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

No additional steps, columns, or ranges were added to the salary schedules.

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

No changes to non-compensation items

C. What are the specific impacts on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

There were no impacts to instructional or support programs to accommodate the settlement.

Will the increase in costs as a result of the agreement necessitate budget reductions in the current or subsequent two fiscal years?

YES NO

If yes, please specify the amount of the budget reductions necessary for each fiscal year

2023-24	2024-25	2025-26

Public Disclosure of Proposed Collective Bargaining Agreement

Santee School District
Santee Teachers Association

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

No contingency language was included in the proposed agreement.

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

There were no changes to other major provisions.

F. Source of Funding for Proposed Agreement:

1. Current Year

Unrestricted and Restricted General Fund (01) as well as Child Development Fund (12)

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

This will be an ongoing cost to the district.

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

Unrestricted and Restricted General Fund (01) as well as Child Development Fund (12). District will continue to monitor whether there is a structural surplus/deficit and make expenditure adjustments as needed.

Public Disclosure of Proposed Collective Bargaining Agreement

Santee School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Bargaining Unit: **Unrestricted General Fund**
Santee Teachers Association

Object Code		Column 1	Column 2**	Column 3	Column 4
		Latest Board- Approved Budget Before Settlement (As of 06-20-2023)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	\$ 71,014,976		\$ -	\$ 71,014,976
Federal Revenue	8100-8299	\$ 50,000		\$ -	\$ 50,000
Other State Revenue	8300-8599	\$ 2,030,159		\$ -	\$ 2,030,159
Other Local Revenue	8600-8799	\$ 344,031		\$ -	\$ 344,031
TOTAL REVENUES		\$ 73,439,166		\$ -	\$ 73,439,166
EXPENDITURES					
Certificated Salaries	1000-1999	\$ 29,589,590	\$ -	\$ -	\$ 29,589,590
Classified Salaries	2000-2999	\$ 8,277,938	\$ -	\$ -	\$ 8,277,938
Employee Benefits	3000-3999	\$ 13,405,880	\$ 76,988	\$ -	\$ 13,482,868
Books and Supplies	4000-4999	\$ 2,616,792		\$ -	\$ 2,616,792
Services and Other Operating Expenditures	5000-5999	\$ 4,655,945		\$ -	\$ 4,655,945
Capital Outlay	6000-6999	\$ 75,000		\$ -	\$ 75,000
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	\$ 515,981		\$ -	\$ 515,981
Transfers of Indirect Costs	7300-7399	\$ (1,797,408)		\$ -	\$ (1,797,408)
TOTAL EXPENDITURES		\$ 57,339,718	\$ 76,988	\$ -	\$ 57,416,706
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	\$ 1,134,737	\$ -	\$ -	\$ 1,134,737
Transfers Out and Other Uses	7600-7699	\$ 1,701,868	\$ -	\$ -	\$ 1,701,868
Contributions	8980-8999	\$ (16,054,129)	\$ -	\$ -	\$ (16,054,129)
OPERATING SURPLUS (DEFICIT)*		\$ (521,812)	\$ (76,988)	\$ -	\$ (598,800)
BEGINNING FUND BALANCE					
	9791	\$ 26,057,482			\$ 26,057,482
Audit Adjustments/Other Restatements	9793/9795				\$ -
ENDING FUND BALANCE		\$ 25,535,670	\$ (76,988)	\$ -	\$ 25,458,682
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	\$ 640,804	\$ -	\$ -	\$ 640,804
Restricted	9740				
Committed	9750-9760	\$ 13,922,066	\$ -	\$ -	\$ 13,922,066
Assigned	9780	\$ -	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties	9789	\$ 2,890,549	\$ -	\$ -	\$ 2,890,549
Unassigned/Unappropriated Amount	9790	\$ 8,082,251	\$ (76,988)	\$ -	\$ 8,005,263

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Public Disclosure of Proposed Collective Bargaining Agreement

Santee School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Bargaining Unit: **Restricted General Fund**
Santee Teachers Association

Object Code	Column 1	Column 2**	Column 3	Column 4
	Latest Board-Approved Budget Before Settlement (As of 06-20-2023)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
LCFF Revenue 8010-8099	\$ 474,040		\$ -	\$ 474,040
Federal Revenue 8100-8299	\$ 2,791,459		\$ -	\$ 2,791,459
Other State Revenue 8300-8599	\$ 9,577,402		\$ -	\$ 9,577,402
Other Local Revenue 8600-8799	\$ 5,239,181			\$ 5,239,181
TOTAL REVENUES	\$ 18,082,082		\$ -	\$ 18,082,082
EXPENDITURES				
Certificated Salaries 1000-1999	\$ 11,124,231	\$ -	\$ -	\$ 11,124,231
Classified Salaries 2000-2999	\$ 7,240,475	\$ -	\$ -	\$ 7,240,475
Employee Benefits 3000-3999	\$ 11,450,550	\$ 26,071	\$ -	\$ 11,476,621
Books and Supplies 4000-4999	\$ 2,339,092		\$ -	\$ 2,339,092
Services and Other Operating Expenditures 5000-5999	\$ 2,950,293			\$ 2,950,293
Capital Outlay 6000-6999	\$ 15,000			\$ 15,000
Other Outgo (excluding Indirect Costs) 7100-7299 7400-7499			\$ -	\$ -
Transfers of Indirect Costs 7300-7399	\$ 1,660,397		\$ -	\$ 1,660,397
TOTAL EXPENDITURES	\$ 36,780,038	\$ 26,071	\$ -	\$ 36,806,109
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources 8900-8979		\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ 530,000	\$ -		\$ 530,000
Contributions 8980-8999	\$ 16,054,129	\$ -		\$ 16,054,129
OPERATING SURPLUS (DEFICIT)*	\$ (3,173,827)	\$ (26,071)	\$ -	\$ (3,199,898)
BEGINNING FUND BALANCE 9791	\$ 11,245,339			\$ 11,245,339
Audit Adjustments/Other Restatements 9793/9795	\$ -			\$ -
ENDING FUND BALANCE	\$ 8,071,512	\$ (26,071)	\$ -	\$ 8,045,441
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable 9711-9719	\$ -	\$ -	\$ -	\$ -
Restricted 9740	\$ 6,440,891	\$ (26,071)	\$ -	\$ 6,414,820
Committed 9750-9760				
Assigned Amounts 9780				
Reserve for Economic Uncertainties 9789		\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount 9790	\$ 1,630,621	\$ -	\$ -	\$ 1,630,621

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Public Disclosure of Proposed Collective Bargaining Agreement

Santee School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Bargaining Unit: **Combined General Fund**
Santee Teachers Association

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board-Approved Budget Before Settlement (As of 06-20-2023)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
LCFF Revenue 8010-8099	\$ 71,489,016		\$ -	\$ 71,489,016
Federal Revenue 8100-8299	\$ 2,841,459		\$ -	\$ 2,841,459
Other State Revenue 8300-8599	\$ 11,607,561		\$ -	\$ 11,607,561
Other Local Revenue 8600-8799	\$ 5,583,212		\$ -	\$ 5,583,212
TOTAL REVENUES	\$ 91,521,248		\$ -	\$ 91,521,248
EXPENDITURES				
Certificated Salaries 1000-1999	\$ 40,713,821	\$ -	\$ -	\$ 40,713,821
Classified Salaries 2000-2999	\$ 15,518,413	\$ -	\$ -	\$ 15,518,413
Employee Benefits 3000-3999	\$ 24,856,430	\$ 103,059	\$ -	\$ 24,959,489
Books and Supplies 4000-4999	\$ 4,955,884		\$ -	\$ 4,955,884
Services and Other Operating Expenditures 5000-5999	\$ 7,606,238		\$ -	\$ 7,606,238
Capital Outlay 6000-6999	\$ 90,000		\$ -	\$ 90,000
Other Outgo (excluding Indirect Costs) 7100-7299 7400-7499	\$ 515,981		\$ -	\$ 515,981
Transfers of Indirect Costs 7300-7399	\$ (137,011)		\$ -	\$ (137,011)
TOTAL EXPENDITURES	\$ 94,119,756	\$ 103,059	\$ -	\$ 94,222,815
OTHER FINANCING SOURCES/USES				
Transfer In and Other Sources 8900-8979	\$ 1,134,737	\$ -	\$ -	\$ 1,134,737
Transfers Out and Other Uses 7600-7699	\$ 2,231,868	\$ -	\$ -	\$ 2,231,868
Contributions 8980-8999	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*	\$ (3,695,639)	\$ (103,059)	\$ -	\$ (3,798,698)
BEGINNING FUND BALANCE				
9791	\$ 37,302,821			\$ 37,302,821
Audit Adjustments/Other Restatements 9793/9795	\$ -			\$ -
ENDING FUND BALANCE	\$ 33,607,182	\$ (103,059)	\$ -	\$ 33,504,123
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable 9711-9719	\$ 640,804	\$ -	\$ -	\$ 640,804
Restricted 9740	\$ 6,440,891	\$ (26,071)	\$ -	\$ 6,414,820
Committed 9750-9760	\$ 13,922,066	\$ -	\$ -	\$ 13,922,066
Assigned 9780	\$ -	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties 9789	\$ 2,890,549	\$ -	\$ -	\$ 2,890,549
Unassigned/Unappropriated Amount 9790	\$ 9,712,872	\$ (76,988)	\$ -	\$ 9,635,884

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Public Disclosure of Proposed Collective Bargaining Agreement

Santee School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 12 - Child Development Fund

Bargaining Unit:

Santee Teachers Association

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board-Approved Budget Before Settlement (As of 06-20-2023)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
Federal Revenue 8100-8299	\$ -		\$ -	\$ -
Other State Revenue 8300-8599	\$ 575,606			\$ 575,606
Other Local Revenue 8600-8799	\$ 899		\$ -	\$ 899
TOTAL REVENUES	\$ 576,505		\$ -	\$ 576,505
EXPENDITURES				
Certificated Salaries 1000-1999	\$ 149,803	\$ -	\$ -	\$ 149,803
Classified Salaries 2000-2999	\$ 123,046	\$ -	\$ -	\$ 123,046
Employee Benefits 3000-3999	\$ 90,428	\$ 990		\$ 91,418
Books and Supplies 4000-4999	\$ 74,089		\$ -	\$ 74,089
Services and Other Operating Expenditures 5000-5999	\$ 7,750		\$ -	\$ 7,750
Capital Outlay 6000-6999	\$ 100,000		\$ -	\$ 100,000
Other Outgo (excluding Indirect Costs) 7100-7299	\$ -		\$ -	\$ -
Transfers of Indirect Costs 7300-7399	\$ 30,490		\$ -	\$ 30,490
TOTAL EXPENDITURES	\$ 575,606	\$ 990	\$ -	\$ 576,596
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources 8900-8979	\$ -	\$ -		\$ -
Transfers Out and Other Uses 7600-7699	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*	\$ 899	\$ (990)	\$ -	\$ (91)
BEGINNING FUND BALANCE				
9791	\$ 188,178			\$ 188,178
Audit Adjustments/Other Restatements 9793/9795	\$ -			\$ -
ENDING FUND BALANCE	\$ 189,077	\$ (990)	\$ -	\$ 188,087
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable 9711-9719	\$ -	\$ -	\$ -	\$ -
Restricted 9740	\$ -	\$ -	\$ -	\$ -
Committed 9750-9760	\$ -	\$ -	\$ -	\$ -
Assigned 9780	\$ -	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties 9789	\$ -	\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount 9790	\$ 189,077	\$ (990)	\$ -	\$ 188,087

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Public Disclosure of Proposed Collective Bargaining Agreement

Explanations for Column 3 "Other Revisions" entered on Pages 4a through 4h:

Page 4a: Unrestricted General Fund	Amount	Explanation
Revenues		
Expenditures	\$ -	
Other Financing Sources/Uses	\$ 1,134,737	Ongoing transfers from Fund 17 for 24-25 & 25-26 are being removed as it was intended to be a one-time transfer.

Page 4b: Restricted General Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4d: Fund 11 - Adult Education Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4e: Fund 12 - Child Development Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4f: Fund 13/61 - Cafeteria Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4g: Fund 63 - Other Enterprise Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4h: Other	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Additional Comments:

Public Disclosure of Proposed Collective Bargaining Agreement

Santee School District

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Unrestricted General Fund MYP

Bargaining Unit: **Santee Teachers Association**

Object Code	2023-24	2024-25	2025-26
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCFF Revenue 8010-8099	\$ 71,014,976	\$ 69,721,496	\$ 68,675,541
Federal Revenue 8100-8299	\$ 50,000	\$ 50,000	\$ 50,000
Other State Revenue 8300-8599	\$ 2,030,159	\$ 1,973,758	\$ 1,929,868
Other Local Revenue 8600-8799	\$ 344,031	\$ 264,031	\$ 264,031
TOTAL REVENUES	\$ 73,439,166	\$ 72,009,285	\$ 70,919,440
EXPENDITURES			
Certificated Salaries 1000-1999	\$ 29,589,590	\$ 30,299,503	\$ 31,180,603
Classified Salaries 2000-2999	\$ 8,277,938	\$ 8,524,992	\$ 8,780,370
Employee Benefits 3000-3999	\$ 13,482,868	\$ 13,894,638	\$ 14,115,676
Books and Supplies 4000-4999	\$ 2,616,792	\$ 2,594,792	\$ 2,594,792
Services and Other Operating Expenditures 5000-5999	\$ 4,655,945	\$ 5,590,513	\$ 5,708,378
Capital Outlay 6000-6999	\$ 75,000	\$ -	\$ -
Other Outgo (excluding Indirect Costs) 7100-7299 7400-7499	\$ 515,981	\$ 586,670	\$ 607,225
Transfers of Indirect Costs 7300-7399	\$ (1,797,408)	\$ (1,751,090)	\$ (1,751,090)
Other Adjustments		\$ -	\$ -
TOTAL EXPENDITURES	\$ 57,416,706	\$ 59,740,018	\$ 61,235,954
OTHER FINANCING SOURCES/USES			
Transfers In and Other Sources 8900-8979	\$ 1,134,737	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ 1,701,868	\$ 708,409	\$ 715,212
Contributions 8980-8999	\$ (16,054,129)	\$ (17,055,698)	\$ (17,815,440)
OPERATING SURPLUS (DEFICIT)*	\$ (598,800)	\$ (5,494,840)	\$ (8,847,166)
BEGINNING FUND BALANCE			
9791	\$ 26,057,482	\$ 25,458,682	\$ 19,963,842
Audit Adjustments/Other Restatements 9793/9795	\$ -		
ENDING FUND BALANCE	\$ 25,458,682	\$ 19,963,842	\$ 11,116,676
COMPONENTS OF ENDING FUND BALANCE:			
Nonspendable 9711-9719	\$ 640,804	\$ 640,804	\$ 640,804
Restricted 9740			
Committed 9750-9760	\$ 13,922,066	\$ -	\$ -
Assigned 9780	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties 9789	\$ 2,890,549	\$ 2,900,210	\$ 2,941,951
Unassigned/Unappropriated Amount 9790	\$ 8,005,263	\$ 16,422,828	\$ 7,533,921

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Public Disclosure of Proposed Collective Bargaining Agreement

Santee School District

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Restricted General Fund MYP

Bargaining Unit: Santee Teachers Association

Object Code	2023-24	2024-25	2025-26
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCFF Revenue 8010-8099	\$ 474,040	\$ 474,040	\$ 474,040
Federal Revenue 8100-8299	\$ 2,791,459	\$ 2,519,942	\$ 2,519,942
Other State Revenue 8300-8599	\$ 9,577,402	\$ 9,577,403	\$ 9,577,403
Other Local Revenue 8600-8799	\$ 5,239,181	\$ 4,963,139	\$ 4,963,139
TOTAL REVENUES	\$ 18,082,082	\$ 17,534,524	\$ 17,534,524
EXPENDITURES			
Certificated Salaries 1000-1999	\$ 11,124,231	\$ 11,139,923	\$ 11,366,932
Classified Salaries 2000-2999	\$ 7,240,475	\$ 7,365,663	\$ 7,491,284
Employee Benefits 3000-3999	\$ 11,476,621	\$ 11,954,449	\$ 12,103,443
Books and Supplies 4000-4999	\$ 2,339,092	\$ 873,413	\$ 266,625
Services and Other Operating Expenditures 5000-5999	\$ 2,950,293	\$ 2,950,293	\$ 2,950,293
Capital Outlay 6000-6999	\$ 15,000	\$ -	\$ -
Other Outgo (excluding Indirect Costs) 7100-7299 7400-7499	\$ -	\$ -	\$ -
Transfers of Indirect Costs 7300-7399	\$ 1,660,397	\$ 1,617,608	\$ 1,617,608
Other Adjustments		\$ -	\$ -
TOTAL EXPENDITURES	\$ 36,806,109	\$ 35,901,349	\$ 35,796,185
OTHER FINANCING SOURCES/USES			
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ 530,000	\$ 530,000	\$ 530,000
Contributions 8980-8999	\$ 16,054,128	\$ 17,055,697	\$ 17,815,440
OPERATING SURPLUS (DEFICIT)*	\$ (3,199,899)	\$ (1,841,128)	\$ (976,221)
BEGINNING FUND BALANCE			
9791	\$ 11,245,339	\$ 8,045,440	\$ 6,204,312
Audit Adjustments/Other Restatements 9793/9795	\$ -		
ENDING FUND BALANCE	\$ 8,045,440	\$ 6,204,312	\$ 5,228,091
COMPONENTS OF ENDING FUND BALANCE:			
Nonspendable 9711-9719	\$ -	\$ -	\$ -
Restricted 9740	\$ 6,414,820	\$ 6,204,312	\$ 5,228,091
Committed 9750-9760			
Assigned 9780			
Reserve for Economic Uncertainties 9789	\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount 9790	\$ 1,630,621	\$ -	\$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Public Disclosure of Proposed Collective Bargaining Agreement

Santee School District

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund MYP

Bargaining Unit: **Santee Teachers Association**

Object Code	2023-24	2024-25	2025-26
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCFF Revenue 8010-8099	\$ 71,489,016	\$ 70,195,536	\$ 69,149,581
Federal Revenue 8100-8299	\$ 2,841,459	\$ 2,569,942	\$ 2,569,942
Other State Revenue 8300-8599	\$ 11,607,561	\$ 11,551,161	\$ 11,507,271
Other Local Revenue 8600-8799	\$ 5,583,212	\$ 5,227,170	\$ 5,227,170
TOTAL REVENUES	\$ 91,521,248	\$ 89,543,809	\$ 88,453,964
EXPENDITURES			
Certificated Salaries 1000-1999	\$ 40,713,821	\$ 41,439,426	\$ 42,547,535
Classified Salaries 2000-2999	\$ 15,518,413	\$ 15,890,655	\$ 16,271,654
Employee Benefits 3000-3999	\$ 24,959,489	\$ 25,849,087	\$ 26,219,119
Books and Supplies 4000-4999	\$ 4,955,884	\$ 3,468,205	\$ 2,861,417
Services and Other Operating Expenditures 5000-5999	\$ 7,606,238	\$ 8,540,806	\$ 8,658,671
Capital Outlay 6000-6999	\$ 90,000	\$ -	\$ -
Other Outgo (excuding Indirect Costs) 7100-7299 7400-7499	\$ 515,981	\$ 586,670	\$ 607,225
Transfers of Indirect Costs 7300-7399	\$ (137,011)	\$ (133,482)	\$ (133,482)
Other Adjustments	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 94,222,815	\$ 95,641,367	\$ 97,032,139
OTHER FINANCING SOURCES/USES			
Transfers In and Other Sources 8900-8979	\$ 1,134,737	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ 2,231,868	\$ 1,238,409	\$ 1,245,212
Contributions 8980-8999	\$ (1)	\$ (1)	\$ -
OPERATING SURPLUS (DEFICIT)*	\$ (3,798,699)	\$ (7,335,968)	\$ (9,823,387)
BEGINNING FUND BALANCE			
9791	\$ 37,302,821	\$ 33,504,122	\$ 26,168,154
Audit Adjustments/Other Restatements 9793/9795	\$ -		
ENDING FUND BALANCE	\$ 33,504,122	\$ 26,168,154	\$ 16,344,767
COMPONENTS OF ENDING FUND BALANCE:			
Nonspendable 9711-9719	\$ 640,804	\$ 640,804	\$ 640,804
Restricted 9740	\$ 6,414,820	\$ 6,204,312	\$ 5,228,091
Committed 9750-9760	\$ 13,922,066	\$ -	\$ -
Assigned 9780	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties 9789	\$ 2,890,549	\$ 2,900,210	\$ 2,941,951
Unassigned/Unappropriated Amount 9790	\$ 9,635,883	\$ 16,422,828	\$ 7,533,921

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Public Disclosure of Proposed Collective Bargaining Agreement

Santee School District
Santee Teachers Association

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2023-24	2024-25	2025-26
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 96,454,683	\$ 96,879,776	\$ 98,277,351
b.	Less: Special Education Pass-Through Funds	\$ -	\$ -	\$ -
c.	Net Expenditures, Transfers Out, and Uses	\$ 96,454,683	\$ 96,879,776	\$ 98,277,351
d.	Projected P-2 ADA	5,531	5,297	5,084
e.	State Standard Minimum Reserve Percentage for this District	3.00%	3.00%	3.00%
f.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line e, or \$69,000)	\$ 2,893,640	\$ 2,906,393	\$ 2,948,321

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

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	\$ 2,890,549	\$ 2,900,210	\$ 2,941,951
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	\$ 5,888,943	\$ 16,422,828	\$ 7,533,921
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	\$ -	\$ -	\$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	\$ -	\$ -	\$ -
e.	Total Available Reserves	\$ 8,779,492	\$ 19,323,038	\$ 10,475,872
f.	Reserve for Economic Uncertainties Percentage	9.10%	19.95%	10.66%

3. Do unrestricted reserves meet the state minimum reserve amount?

2023-24	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2024-25	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2025-26	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

4. If no, how do you plan to restore your reserves?

Public Disclosure of Proposed Collective Bargaining Agreement

J. CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year-All Funds

Budget Adjustment Categories:

Revenues/Other Financing Sources
Expenditures/Other Financing Uses
Ending Balance(s) Increase/(Decrease)

**Budget Adjustment
Increase/(Decrease)**

\$	-
\$	104,050
\$	(104,050)

Subsequent Years- All Funds

Budget Adjustment Categories:

Revenues/Other Financing Sources
Expenditures/Other Financing Uses
Ending Balance(s) Increase/(Decrease)

**Budget Adjustment
Increase/(Decrease)**

\$	416,198
\$	(416,198)

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Certifications

I hereby certify

I am unable to certify

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 (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

The costs incurred by the school district as a result of this agreement can be met by the district during the term of the agreement.



District Superintendent
(Signature)

10/18/2023

Date

I hereby certify

I am unable to certify

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 (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

The costs incurred by the school district as a result of this agreement can be met by the district during the term of the agreement.



Chief Business Official
(Signature)

10/18/23

Date

Contact Person:

Marcia Hamilton

Telephone Number:

619-258-2321

BACKGROUND:

Education Code Section 44258.9 requires that administration inform the Board of Education annually about any certificated employees who are assigned to perform services not authorized by their credential. Accordingly, all certificated management and non-management employees are legally authorized to serve in their respective 2023-2024 assignments. All certificated management, all K-6 classroom teachers, and most upper grade certificated staff, hold the appropriate credentials for their specific assignment. The qualifications regarding upper grade certificated staff requiring additional authorizations beyond their original credentials supported with proper experience and training are summarized below.

Special Authorizations

Listed below by Education Code are the methods approved by CTC to license teachers for instruction in grades K-8:

Education Code Section 44258.7(c) and (d)

Allows forty-six (46) full-time teachers with special skills and preparation outside of their credential authorization to be assigned to teach in the area of their special skills for an elective course (a course other than English, Math, Science or Social Studies), provided the assignment is approved by the local Assignment Committee. The Assignment Committee consisting of STA and administrative members; Melanie Hirahara, Lori Meaux, Dr. Lisa Paisley, and David MacLeod, have approved these assignments.

Education Code Section 44258.1

- a. At this time there are no elementary teachers with credentials authorizing instruction in self-contained classrooms to teach in grades five through eight in a middle school, provided that the teacher teaches two or more subjects for two or more periods a day to the same group of students; and
- b. Allows elementary teachers to teach subjects they are already teaching for an additional period or periods at the same grade level for up to 50% of the total teaching assignment.

Education Code Section 44258.3

Allows five (5) teachers to instruct any subject(s) in departmentalized classes in any of grades kindergarten through eighth upon local verification of knowledge of the subject(s) to be taught with the teachers' consent.

Teachers are also providing instruction for part of their assignments based on adopted Board resolutions under the following provisions:

Education Code Section 44256(b)

At this time there are no teachers to instruct in departmentalized classes because they have completed twelve semester units, or six upper division or graduate units, in the subject taught.

Education Code Section 44263

At this time, there are no teachers to instruct in departmentalized classes because they have completed eighteen semester units, or nine upper division or graduate semester units, in the subject taught.

Education Code Section 44865

Allows three (3) teachers to teach in an opportunity and alternative classroom setting.

Education Code Section 44258.2

At this time, there are no teachers having a single subject secondary credential instructing another subject in a departmentalized situation because the teacher has completed twelve semester units, or six upper division or graduate semester units, in the subject taught.

Additionally, teachers are authorized under legal provisions designed to alleviate recruitment constraints:

University Internships

Allows four (4) teachers enrolled at a college or university in a Commission-approved intern program, to be issued University Intern Credentials. These one to two-year programs are administered by California colleges and universities in partnership with local school districts and are designed to provide participants with classroom experience while they complete course work requirements for the preliminary credential. University Intern Credentials authorize the holder to serve, under the supervision of a Commission-approved college or university and the holder's employer, in the area or subject listed on the credential.

Recruitment

Special Education, Math, Science, and Bilingual instruction continue to be areas where qualified candidates are scarce. The district works to identify promising candidates who demonstrate a strong potential for success and who will commit to regularly taking the course work needed for their assignment's authorization to obtain the proper credential.

RECOMMENDATION:

It is recommended that the Board of Education accept this annual report of certificated credentials and assignments for the 2023-2024 school year.

FISCAL IMPACT:

There is no fiscal impact as a result of this item.

STUDENT ACHIEVEMENT IMPACT:

Qualified teachers are the keystone to obtaining student achievement. The required authorizations presented tonight are based upon training and special skills of current staff to support student achievement, according to required Education Codes.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.4.

Item E. DISCUSSION AND/OR ACTION ITEMS

Discussion and/or Action Item E.1.1.
Prepared by Dr. Kristin Baranski
November 7, 2023

California School Boards Association
(CSBA) Delegate Assembly Call for
Nominations

BACKGROUND:

Nominations are now being accepted for the California School Boards Association (CSBA) Delegate Assembly. Any CSBA member Board is eligible to nominate board members within their geographic region or sub region. Each Board may make as many nominations as it chooses. All nominees must serve on a CSBA member board.

Nominations will be accepted until Sunday, January 7, 2024. CSBA will prepare and distribute ballots to the Board to vote for Delegate Assembly members in February. Elected delegates will begin their two-year terms on April 1, 2024 through March 31, 2026.

REGION 17 – 21 Delegates (16 elected/5 appointed*)

Director: Debra Schade (Solana Beach ESD)

County: San Diego

Maria Betancourt-Castaneda (National SD), 2024

Stacy Carlson (San Marcos USD), 2024

Eleanor Evans (Oceanside USD), 2024

Eddie Jones (Fallbrook Union HSD), 2024

Julie Kelly (Vista USD), 2024

Rudy Lopez (San Ysidro ESD), 2024

Dawn Perfect (Ramona USD), 2024

Nicholas Segura (Sweetwater Union HSD)*, 2024

Marla Strich (Encinitas Union ESD), 2024

Gee Wah Mok (Del Mar Union SD), 2024

Sharon Whitehurst-Payne (San Diego USD)*, 2024

RECOMMENDATION:

Nominations are at the discretion of the Board of Education.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.1.1.

Discussion and/or Action Item E.2.1.
Prepared by Dr. Marcia Hamilton
November 7, 2023

Approval of Monthly Financial Report

BACKGROUND:

Administration has prepared the accompanying Monthly Financial Report covering the period September 1, 2023 through September 30, 2023 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 \$30,544,859 cash receipts of \$10,521,703; and disbursements of \$8,142,341 are reflected for the period of September 1, through September 30, 2023 resulting in an ending cash balance of \$32,924,221 as of September 30, 2023.

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 - September

1

CASH REPORT FOR SEPTEMBER

	Actual	Projected*	Difference
Beginning Cash Balance as of September 1, 2023	\$30,544,859	\$24,000,999	\$ 6,543,860
INCOME			
A. Local Control Funding Formula			
State Aid	2,959,399	2,928,813	\$ 30,586
Property Taxes	157,252	60,064	\$ 97,188
B. Federal Income			
Federal Funding	1,040,541	735,691	\$ 304,850
C. State Income			
Other State Funding	282,003	315,000	\$ (32,997)
EPA Funding	4,824,921	4,313,189	\$ 511,732
D. Local Income			
Other Local Income	255,324	22,419	\$ 232,905
Spec Ed	1,002,263	516,529	\$ 485,734
E. Due to/Due from other funds			\$ -
F. Debt Proceeds			\$ -
TOTAL INCOME	\$ 10,521,703	\$ 8,891,705	\$ 1,629,998
Beginning Balance Plus Income	\$ 41,066,562	\$ 32,892,704	\$ 8,173,858
DISBURSEMENTS			
G. Commercial Warrants	1,656,698	1,210,704	\$ 445,994
H. Salary and Benefits	6,301,565	6,589,092	\$ (287,527)
I. Other Outgo	184,078	134,252	\$ 49,826
J. Interfund Borrowing Out	-	-	\$ -
K. Debt Service	-	223,071	\$ (223,071)
TOTAL DISBURSEMENTS	\$ 8,142,341	\$ 8,157,119	\$ (14,778)
Ending Cash Balance as of September 30, 2023	\$ 32,924,221	\$ 24,735,585	\$ 8,188,636

* Based on Cash Flow Projection at Estimated Actuals FY 2022-23

Budget Revisions
Through September 30, 2023
2023-24 Revised Budget

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Beginning Fund Balance	26,057,482	11,245,339	37,302,821
Estimated Income	59,519,773	34,170,150	93,689,923
Estimated Expenditures	59,539,573	38,341,421	97,880,994
Change in Fund Balance	(19,800)	(4,171,271)	(4,191,071)
Projected Ending Fund Balance	26,037,682	7,074,068	33,111,750
Less: Restricted Program Carryovers	-	7,074,068	7,074,068
Less: Non-Spendable			
Prepaid Expenses	375,869	-	375,869
Revolving Cash Fund	20,000	-	20,000
Stores Inventory	260,965	-	260,965
Less: Assigned Vacation Carryover	338,216	-	338,216
Assigned Site Carryover Balances	-	-	-
Less: Economic Uncertainty Reserve	2,936,430	-	2,936,430
Less: Reserve for State Budget Uncertainty	-	-	-
Uncommitted/Unassigned/Unappropriated Fund Balance	22,106,202	-	22,106,202
Fund 17 Projected End of Year Balance	-	-	-
Projected Reserves	<u>25,042,632</u>	<u>-</u>	<u>25,042,632</u>
	<u>September</u>	<u>August</u>	
Projected Reserve % 2023-24¹	25.58%	25.85%	
Projected Reserve % 2024-25^{1, 2}	19.65%	19.65%	
Projected Reserve % 2025-26^{1, 2}	11.19%	11.19%	

¹As a % of the Estimated Total Outgo

²Based on Multi-Year Projection at 2022-23 Unaudited Actuals September, 2023

Next Update is to Occur December 2023 for 1st Interim

Discussion Item E.2.2.
Prepared by Dr. Marcia Hamilton
November 7, 2023

Approval of Contract with DS&C for
Voter Survey Research

BACKGROUND:

At the October 17, 2023, Board meeting, Administration provided the Board of Education with information on four bond options as a follow-up to Dale Scott’s presentation at the July 2023 meeting. The presentation highlighted a variety of projects to improve the safety and security of school campuses, implement water and energy efficiency measures, and improve/renovate classrooms and playgrounds.

The San Diego County Tax-Payer Association has published the timeline for School Bond applications. If the Board moves forward with placing a general obligation bond before the voters, the District would need to submit a program justification study including a Facilities Master Plan and Facilities Condition Assessment by February 9, 2024. The next deadline is May 9, 2024, and at that point, the District will need ballot and resolution language which will require Board action.

In May 2023, the Board approved a Municipal Advisory Service Agreement with DS&C. Advisory services include pre-election services, voter survey research, and bond issuances services.

RECOMMENDATION:

To aid in determining if the Board moves forward with placing a general obligation bond before the voters, it is recommended that the Board contract with DS&C for voter survey research. Should the Board decide to proceed with the voter survey research, this does not obligate them in further pursuit of placing a bond measure before the voters.

This recommendation supports the following District goal(s):

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 would be \$15,000 from Unrestricted General fund as outline in the service agreement with DS&C.

STUDENT ACHIEVEMENT IMPACT:

All fiscal resources impact student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.2..

Discussion Item E.2.3.
Prepared by Dr. Marcia
Hamilton November 7, 2023

Approval of Prequalification Questionnaire
and Scoring Rubric for the Electric Vehicle
Infrastructure Request for Qualifications
(RFQ)

BACKGROUND:

On December 7, 2021, Administration presented, and the Board of Education approved, a conceptual plan for electrifying the District's vehicle fleet. Since then, staff has been working diligently to identify grants and other funding sources to pay for the infrastructure and new electric vehicles.

Santee School District is interested in contracting with a firm to construct, install, and commission electric vehicle supply equipment (EVSE) infrastructure to supply electricity to the District's electric school bus and white fleet vehicles. The Electric Vehicle Supply Equipment Infrastructure Project will consist of twenty (20) fully functional, 30kW level 3, DC chargers installed at the District's Transportation Yard. The District will separately procure the 20 charging stations directly and provide the chargers to the selected firm for installation. Construction is expected to occur summer 2024.

The District has been approved for funding through the Carl Moyer Program and plans to participate in the San Diego Gas & Electric's (SDG&E) Power Your Drive for Fleets Program. SDG&E will design and install a new electrical service at the site. The selected firm will be required to comply with all the terms of the SDG&E Power Your Drive program and the Carl Moyer Program.

Districts may prequalify contractors for public projects pursuant to Public Contract code 20111.5. This allows the District to select a qualified company to build the infrastructure and Administration is recommending moving forward with Request for Qualifications (RFQ) in which contractors submit a Prequalification Questionnaire and financial statements. The Prequalification Questionnaire is then scored using a standardized rubric to determine which contracts are approved to formally bid on the project.

RECOMMENDATION:

It is recommended that the Board of Education approve the Prequalification Questionnaire and scoring rubric for the Electric Vehicle Supply Equipment Infrastructure Project RFQ procedure.

This recommendation supports the following District goal(s):

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 is no fiscal impact at this point. Should the Board of Education choose to move forward with inviting eligible contractors identified through the RFQ process to formally bid on the electric vehicle infrastructure construction, they are not fiscally obligated until they approve and execute a contract. This would be an additional Board item in the future.

STUDENT ACHIEVEMENT IMPACT:

All fiscal resources impact student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.3.

Uniform Prequalification Questionnaire and Financial Statement

Santee School District

Electric Vehicle Supply Equipment Infrastructure Project

Submission Deadline: _____

CONTACT INFORMATION

Firm Name: _____ Check One: Corporation
(as it appears on license) Partnership

Sole Prop.

Contact Person: _____

Address: _____

Phone: _____ Fax: _____

If firm is a sole proprietor or partnership:

Owner(s) of Company _____

Contractor's License Number(s):

PART I. ESSENTIAL REQUIREMENTS FOR QUALIFICATION

Contractor will be immediately disqualified if the answer is “no” to any of the following questions: 1, 2, 3, 4, 5, 11, 12 or 13.¹

Contractor will be immediately disqualified if the answer to any of questions 6 through 10 is “yes.”²

If the answer to question 10 is “yes,” and if debarment would be the sole reason for denial of pre-qualification, any pre-qualification issued will exclude the debarment period.

1. Contractor possesses a valid and current California Contractor’s license and either itself or its designated subcontractor holds a C-10 California Contractor’s license.
 Yes No
2. Contractor has a liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate.
 Yes No
3. Contractor has current workers’ compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et. seq.
 Yes No

 Contractor is exempt from this requirement, because it has no employees
4. Have you attached your latest copy of a reviewed or audited financial statement with accompanying notes and supplemental information.³
 Yes No

NOTE: A financial statement that is not either reviewed or audited is not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.

5. Have you attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance) and authorized to issue bonds in the State of California, which states: (a) that your current bonding capacity is sufficient for the project for which you

¹ A “no” answer to Question 4 will not be disqualifying if the contractor is exempt from complying with Question 4, for reasons explained in footnote 7.

² A contractor disqualified solely because of a “Yes” answer given to question 6, 7, or 9 may appeal the disqualification and provide an explanation of the relevant circumstances during the appeal procedure.

³ Public Contract Code section 20101(e) exempts from this requirement a contractor who has qualified as a small business pursuant to Government Code section 14837(d)(1), if the bid is “no more than 25 per cent of the qualifying amount provided in section 14837(d)(1).” As of January 1, 2001, the qualifying amount is \$10 million, and 25 per cent of that amount, therefore, is \$2.5 million.

seek pre-qualification if you are seeking pre-qualification for a single project; or (if you are seeking pre-qualification valid for a year) (b) your current available bonding capacity?⁴

Yes No

NOTE: Notarized statement must be from the surety company, not an agent or broker.

6. Has your contractor's license been revoked at any time in the last five years?
 Yes No
7. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five (5) years?
 Yes No
8. At any time during the last five years, has your firm, or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?
 Yes No
9. Are you now, or have you within the last three (3) years, been in a public works contract dispute, whether formal or informal, with the Santee School District that was not finally adjudicated or subject to an arbitration decision in your favor?
 Yes No
10. At the time of submitting this pre-qualification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?
 Yes No

If the answer is "Yes," state the beginning and ending dates of the period of debarment:

11. At the time of submitting this pre-qualification form, your firm meets the Customer-Make Ready Infrastructure Construction contractor requirements for San Diego Gas & Electric's Power Your Drive program.
 Yes No

If the answer is "No," do you affirm that you will subcontract all relevant project elements necessary to meet the Customer-Make Ready Infrastructure Construction contractor requirements for San Diego Gas & Electric's Power Your Drive program?

Yes No

12. At the time of submitting this pre-qualification form, your firm has an Experience Modification Rating (EMR) of 1.25 or lower.
 Yes No

⁴ An additional notarized statement from the surety may be requested by *Santee School District* at the time of submission of a bid, if this pre-qualification package is submitted more than 60 days prior to submission of the bid.

13. Contractor meets the credential requirements for the Electric Vehicle Infrastructure Training Program (EVITP) as required for this Project under Public utilities Code section 740.20.

Yes No

PART II. ORGANIZATION, HISTORY, ORGANIZATIONAL PERFORMANCE, COMPLIANCE WITH CIVIL AND CRIMINAL LAWS

A. Current Organization and Structure of the Business

For Firms That Are Corporations:

- 1a. Date incorporated : _____
- 1b. Under the laws of what state: _____
- 1c. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least ten per cent of the corporation’s stock.

Name	Position	Years with Co.	% Ownership	Social Security #

- 1d. Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

NOTE: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or 10 per cent or more of its stock, if the business is a corporation.

Person’s Name	Construction Firm	Dates of Person’s Participation with Firm

For Firms That Are Partnerships:

- 1a. Date of formation: _____
- 1b. Under the laws of what state: _____
- 1c. Provide all the following information for each partner who owns 10 per cent or more of the firm.

Name	Position	Years with Co.	% Ownership	Social Security #

- 1d. Identify every construction company that any partner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

NOTE: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.

Person’s Name	Construction Company	Dates of Person’s Participation with Company

For Firms That Are Sole Proprietorships:

- 1a. Date of commencement of business. _____
- 1b. Social security number of company owner. _____
- 1c. Identify every construction firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

NOTE: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.

Person’s Name	Construction Company	Dates of Person’s Participation with Company

For Firms That Intend to Make a Bid as Part of a Joint Venture:

- 1a. Date of commencement of joint venture. _____
- 1b. Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects:

Name of firm	% Ownership of Joint Venture

B. History of the Business and Organizational Performance

- 2. Has there been any change in ownership of the firm at any time during the last three years?
NOTE: A corporation whose shares are publicly traded is not required to answer this question.

Yes No

If “yes,” explain on a separate signed page.

3. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?
NOTE: Include information about other firms if one firm owns 50 per cent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.

Yes No

If "yes," explain on a separate signed page.

4. Are any corporate officers, partners or owners connected to any other construction firms.
NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.

Yes No

If "yes," explain on a separate signed page.

5. State your firm's gross revenues for each of the last three years:

6. How many years has your organization been in business in California as a contractor under your present business name and license number? _____ years

7. Is your firm currently the debtor in a bankruptcy case?

Yes No

If "yes," please attach a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed.

8. Was your firm in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question 7, above)

Yes No

If "yes," please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued.

Licenses

9. List all California construction license numbers, classifications and expiration dates of the California contractor licenses held by your firm:

10. If any of your firm's license(s) are held in the name of a corporation or partnership, list below the names of the qualifying individual(s) listed on the CSLB records who meet(s) the experience and examination requirements for each license.

-
11. Has your firm changed names or license number in the past five years?
 Yes No
If “yes,” explain on a separate signed page, including the reason for the change.
12. Has any owner, partner or (for corporations:) officer of your firm operated a construction firm under any other name in the last five years?
 Yes No
If “yes,” explain on a separate signed page, including the reason for the change.
13. Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five years?
 Yes No
If “yes,” please explain on a separate signed sheet.

Disputes

14. At any time in the last five years has your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner?
 Yes No
If yes, explain on a separate signed page, identifying all such projects by owner, owner’s address, the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.
15. In the last five years has your firm, or any firm with which any of your company’s owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?
NOTE: “Associated with” refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in response to question 1c or 1d on this form.
 Yes No
If “yes,” explain on a separate signed page. State whether the firm involved was the firm applying for pre-qualification here or another firm. Identify by name of the company, the name of the person within your firm who was associated with that company, the year of the event, the owner of the project, the project and the basis for the action.
16. In the last five years has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?
 Yes No
If “yes,” explain on a separate signed page. Identify the year of the event, the owner, the project and the basis for the finding by the public agency.

* * * * *

NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about “pass-through” disputes in which the actual dispute is between a sub-contractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$50,000.

17. In the past five years has any claim **against** your firm concerning your firm’s work on a construction project been **filed in court or arbitration**?

Yes No

If “yes,” on separate signed sheets of paper identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

18. In the past five years has your firm made any claim against a project owner concerning work on a project or payment for a contract and **filed that claim in court or arbitration**?

Yes No

If “yes,” on separate signed sheets of paper identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

* * * * *

19. At any time during the past five years, has any surety company made any payments on your firm’s behalf as a result of a default by your firm, to satisfy any claims made against a performance or payment bond issued on your firm’s behalf, in connection with a construction project, either public or private?

Yes No

If “yes,” explain on a separate signed page the amount of each such claim, the name and telephone number of the claimant, the date of the claim, the grounds for the claim, the present status of the claim, the date of resolution of such claim if resolved, the method by which such was resolved if resolved, the nature of the resolution and the amount, if any, at which the claim was resolved.

20. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

Yes No

If “yes,” explain on a separate signed page. Name the insurance carrier, the form of insurance and the year of the refusal.

Criminal Matters and Related Civil Suits

21. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?
 Yes No
 If “yes,” explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.
22. Has your firm or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to construction?
 Yes No
 If “yes,” explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the conviction and the grounds for the conviction.
23. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?
 Yes No
 If “yes,” identify on a separate signed page the person or persons convicted, the court (the county if a state court, the district or location of the federal court), the year and the criminal conduct.

Bonding

24. Bonding capacity: Provide documentation from your surety identifying the following:

Name of bonding company/surety: _____

Name of surety agent, address and telephone number:

25. If your firm was required to pay a premium of more than one per cent for a performance and payment bond on any project(s) on which your firm worked at any time during the last three years, state the percentage that your firm was required to pay. You may provide an explanation for a percentage rate higher than one per cent, if you wish to do so.

26. List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the dates during which each wrote the bonds:

-
-
27. During the last five years, has your firm ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?

Yes No

If yes, provide details on a separate signed sheet indicating the date when your firm was denied coverage and the name of the company or companies which denied coverage; and the period during which you had no surety bond in place.

C. Compliance with Occupational Safety and Health Laws and with Other Labor Legislation Safety

28. Has CAL OSHA cited and assessed penalties against your firm for any “serious,” “willful” or “repeat” violations of its safety or health regulations in the past five years?

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

Yes No

If “yes,” attached a separate signed page describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision.

29. Has the federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five years?

NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

Yes No

If “yes,” attach a separate signed page describing each citation.

30. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five years?

NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

Yes No

If “yes,” attach a separate signed page describing each citation.

31. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

32. List your firm's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years:
NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.

Current year: _____

Previous year: _____

Year prior to previous year: _____

If your EMR for any of these three years is or was 1.00 or higher you may, if you wish, attach a letter of explanation.

33. Within the last five years has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?

Yes No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate signed page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the last five years. (If your firm has been in the construction business for less than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in the construction business.)

Prevailing Wage and Apprenticeship Compliance Record

34. Has there been more than one occasion during the last five years in which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the **state's** prevailing wage laws?

NOTE: This question refers only to your own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.

Yes No

If "yes," attach a separate signed page or pages, describing the nature of each violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that you were required to pay.

35. During the last five years, has there been more than one occasion in which your own firm has been penalized or required to pay back wages for failure to comply with the **federal Davis-Bacon prevailing wage requirements?**

Yes No

If “yes,” attach a separate signed page or pages describing the nature of the violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid, the amount of back wages you were required to pay along with the amount of any penalty paid.

36. Provide the **name, address and telephone number** of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your company for use on any public work project for which you are awarded a contract by *Santee School District*.

37. If your firm operates its own State-approved apprenticeship program:

(a) Identify the craft or crafts in which your firm provided apprenticeship training in the past year.

(b) State the year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).

(c) State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.

38. At any time during the last five years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?

NOTE: You may omit reference to any incident that occurred prior to January 1, 1998, if the violation was by a subcontractor and your firm, as general contractor on a project, had no knowledge of the subcontractor’s violation at the time they occurred.

Yes No

If “yes,” provide the date(s) of such findings, and attach copies of the Department’s final decision(s).

PART III. RECENT SIMILAR PROJECTS COMPLETED

39. Contractor shall provide information about three public works projects similar to the Project (EVSE installation project with at least 8 dispensers, including Level 3 DC charging equipment) completed within the last five years.⁵ At least one of the projects listed must have been successfully constructed in San Diego Gas & Electric (SDG&E) territory. Names and references must be current and verifiable. Use separate sheets of paper that contain all of the following information for each project:

Project Name: _____

Location: _____

Owner: _____

Owner Contact (name and current phone number):

Architect or Engineer: _____

Architect or Engineer Contact (name and current phone number):

Construction Manager (name and current phone number):

Description of Project, Scope of Work Performed:

⁵ If you wish, you may, using the same format, also provide information about other projects that you have completed that are similar to the project(s) for which you expect to bid.

Total Value of Construction (including change orders): _____

Original Scheduled Completion Date: _____

Time Extensions Granted (number of days): _____

Actual Date of Completion: _____

The Applicant understands, acknowledges and agrees that the District may contact any or all of the person listed in relation to projects completed and that the contents of those communications shall remain confidential as between the District and the other party.

* * * * *

I, the undersigned, certify and declare that I have read all the foregoing answers to this prequalification questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

Dated: _____
(Name)

A LIST OF THE SCORABLE QUESTIONS AND THE SCORING INSTRUCTIONS

Note: Not all questions in the questionnaire are scorable; some questions simply ask for information about the contractor firm's structure, officers and history. This document includes only those questions that are "scorable." The question numbers in this document are the numbers used in the questionnaire. Thus, the questions included here begin with question number 6, and there are a few breaks in the numerical sequence.

The Scores Needed for Prequalification

To prequalify, a contractor would be required to have a passing grade within each of the three large categories referred to above.

For Section I, "History of the business and organizational performance," DIR recommends use of a passing score of **57** on this portion of the questionnaire (of a maximum score of 76 on this portion of the questionnaire).

For Section II, Compliance with occupational safety and health laws, workers' compensation and other labor legislation DIR recommends use of a passing score of **38** on this portion of the questionnaire (of a maximum score of 53 points on this portion of the questionnaire).

DIR makes no recommendation about how to score a contractor's answers about recently completed past projects. Because of the wide range of projects that a public agency may be planning, and the similarly wide range in the skills, abilities, and experience that a public agency will consider most important for a pending project, it is impossible to propose a useful model scoring system to apply to the answers given about a contractor's completed projects. See, also, note, below, re past projects.

A LIST OF THE SCORABLE QUESTIONS AND THE SCORING INSTRUCTIONS

The scorable questions arise in three different areas:

- (I) History of the business and organizational performance;
- (II) Compliance with occupational safety and health laws, workers' compensation and other labor legislation; and
- (III) Completion of recent projects and quality of performance.

Questions about History of the Business and Organizational Performance

(16 questions)

1. How many years has your organization been in business in California as a contractor under your present business name and license number? _____ years

3 years or more = 2 points
4 years = 3 points 5 years = 4 pts.
6 years or more = 5 points

2. Is your firm currently the debtor in a bankruptcy case?

Yes No

“No” = 3 points“ “Yes” = 0 points

3. Was your firm in bankruptcy any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question 7, above).

Yes No

“No” = 3 points“ “Yes” = 0 points

4. Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five years?

Yes No

No = 5 points Yes = 0 points

5. At any time in the last five years, has your firm been assessed and paid liquidated damages after completion of a project, under a construction contract with either a public or private owner?

Yes No

No projects with liquidated damages of more than \$50,000, or one project with liquidated damages = 5 points.

Two projects with liquidated damages of more than \$50,000 = 3 points

Any other answer: no points

6. In the last five years has your firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

NOTE: "Associated with" refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in response to question 1c or 1d on this form.

Yes No

No = 5 points Yes = 0 points

7. In the last five years, has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?

Yes No

No = 5 points Yes = 0 points

* * * * *

NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about "pass-through" disputes in which the actual dispute is between a sub-contractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$50,000.

8. In the past five years, has any claim **against** your firm concerning your firm's work on a construction project, been **filed in court or arbitration?**
 Yes No

If the firm's average gross revenue for the last three years was less than \$50 million, scoring is as follows:

*5 points for either "No" or "Yes" indicating 1 such instance.
3 points for "Yes" indicating 2 such instances.
0 points for "Yes" if more than 2 such instances.*

If your firm's average gross revenue for the last three years was more than \$50 million, scoring is as follows:

*5 points for either "No" or "Yes" indicating 1, 2, or 3 such instances.
3 points for "Yes" indicating either 4 or 5 such instances.
0 points for "Yes" if more than 5 such instances.*

9. In the past five years, has your firm made any claim against a project owner concerning work on a project or payment for a contract, and **filed that claim in court or arbitration?**
 Yes No

If your firm's average gross revenues for the last three years was less than \$50 million scoring is as follows:

*5 points for either "No" or "Yes" indicating 1 such instance.
3 points for "Yes" indicating 2 such instances.
0 points for "Yes" if more than 2 such instances.*

If your firm's average gross revenues for the last three years was more than \$50 million, scoring is as follows:

*5 points for either "No" or "Yes" indicating 1, 2, or 3 such instances.
3 points for "Yes" indicating either 4 or 5 such instances.
0 points for "Yes" if more than 5 such instances.*

10. At any time during the past five years, has any surety company made any payments on your firm's behalf as a result of a , to satisfy any claims made against a performance or payment bond issued on your firm's behalf in connection with a construction project, either public or private?
 Yes No

***5 points for either "No" or "Yes" indicating 1 such claim.
3 points for "Yes" indicating no more than 2 such claims
Subtract five points for "Yes" if more than 2 such claims***

11. In the last five years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?
 Yes No

***5 points for either "No" or "Yes" indicating 1 such instance.
3 points for "Yes" indicating 2 such instances.
0 points for "Yes" or if more than 2 such instances.***

12. Has your firm, or any of its owners, officers, or partners ever been found liable in a civil suit, or found guilty in a criminal action, for making any false claim or material misrepresentation to any public agency or entity?
 Yes No

No = 5 points Yes = subtract 5 points

13. Has your firm, or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to construction?
 Yes No

No = 5 points Yes = subtract 5 points

14. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?
 Yes No

No = 5 points Yes = subtract 5 points

15. If your firm was required to pay a premium of more than one per cent for a performance and payment bond on any project(s) on which your firm worked at any time during the last three years, state the percentage that your firm was required to pay. You may provide an explanation for a percentage rate higher than one per cent, if you wish to do so.

_____ %

***5 points if the rate is no more than one per cent
3 points if the rate was no higher than 1.10 per cent.
0 points for any other answer.***

16. During the last five years, has your firm ever been denied bond credit by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?

Yes No

No = 5 points Yes = 0 points

**Questions about compliance with safety, workers compensation,
prevailing wage and apprenticeship laws.**

(11 questions)

1. Has CAL OSHA cited and assessed penalties against your firm for any “serious,” “willful” or “repeat” violations of its safety or health regulations in the past five years?

Note: If you have filed an appeal of a citation and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

Yes No

If the firm’s average gross revenues for the last three years was less than \$50 million, scoring is as follows:

***5 points for either “No” or “Yes” indicating 1 such instance.
3 points for “Yes” indicating 2 such instances.
0 points for “Yes” if more than 2 such instances.***

If the firm’s average gross revenues for the last three years was more than \$50 million, scoring is as follows:

***5 points for either “No” or “Yes” indicating 1, 2, or 3 such instances.
3 points for “Yes” indicating either 4 or 5 such instances.
0 points for “Yes” if more than 5 such instances.***

2. Has the federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five years?

Note: If you have filed an appeal of a citation and the appropriate appeals Board has not yet ruled on your appeal, you need not include information about it.

Yes No

If yes, attach a separate signed page describing each citation.

If the firm's average gross revenues for the last three years was less than \$50 million, scoring is as follows:

5 points for either "No" or "Yes" indicating 1 such instance.

3 points for "Yes" indicating 2 such instances.

0 points for "Yes" or if more than 2 such instances.

If the firm's average gross revenues for the last three years was more than \$50 million, scoring is as follows:

5 points for either "No" or "Yes" indicating 1, 2, or 3 such instances.

3 points for "Yes" indicating either 4 or 5 such instances.

0 points for "Yes" if more than 5 such instances.

3. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five years?

NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

Yes No

If the firm's average gross revenues for the last three years was less than \$50 million, scoring is as follows:

5 points for either "No" or "Yes" indicating 1 such instance.

3 points for "Yes" indicating 2 such instances.

0 points for "Yes" or if more than 2 such instances.

If the firm's average gross revenues for the last three years was more than \$50 million, scoring is as follows:

5 points for either "No" or "Yes" indicating 1, 2, or 3 such instances.

3 points for "Yes" indicating either 4 or 5 such instances.

0 points for "Yes" if more than 5 such instances.

4. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

*3 points for an answer of once each week or more often.
0 points for any other answer*

5. List your firm's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years:

NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.

Current year: _____

Previous year: _____

Year prior to previous year: _____

If your EMR for any of these three years is or was 1.00 or higher, you may, if you wish, attach a letter of explanation.

NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.

5 points for three-year average EMR of .95 or less

3 points for three-year average of EMR of more than .95 but no more than 1.00

0 points for any other EMR

6. Within the last five years, has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?

Yes No

5 points for either "No" or "Yes" indicating 1 such instance.

0 points for any other answer.

7. Has there been more than one occasion during the last five years on which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the **state's** prevailing wage laws?

Yes No

NOTE: This question refers only to your own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.

If your firm's average gross revenues for the last three years was less than \$50 million, scoring is as follows:

5 points for either "No," or "Yes" indicating either 1 or 2 such instance.

3 points for "Yes" indicating 3 such instances.

0 points for "Yes" and more than 3 such instances.

If your firm's average gross revenues for the last three years was more than \$50 million, scoring is as follows:

5 points for either "No" or "Yes" indicating no more than 4 such instances.

3 points for "Yes" indicating either 5 or 6 such instances.

0 points for "Yes" and more than 6 such instances.

8. During the last five years, has there been more than one occasion on which your own firm has been penalized or required to pay back wages for failure to comply with the **federal** Davis-Bacon prevailing wage requirements?

Yes No

If your firm's average gross revenues for the last three years was less than \$50 million, scoring is as follows:

5 points for either "No," or "Yes" indicating either 1 or 2 such instance.

3 points for "Yes" indicating 3 such instances.

0 points for "Yes" and more than 3 such instances.

If your firm's average gross revenues for the last three years was more than \$50 million, scoring is as follows:

5 points for either "No" or "Yes" indicating no more than 4 such instances.

3 points for "Yes" indicating either 5 or 6 such instances.

0 points for "Yes" and more than 6 such instances.

9. Provide the **name, address and telephone number** of the apprenticeship program sponsor(s) (approved by the California Division of Apprenticeship Standards) that will provide apprentices to your company for use on any public work project for which you are awarded a contract by *Santee School District*.
-
-

***5 points if at least one approved apprenticeship program is listed.
0 points for any other answer.***

10. If your firm operates its own State-approved apprenticeship program:
- (a) Identify the craft or crafts in which your firm provided apprenticeship training in the past year.
 - (b) State the year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
 - (c) State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.

5 points if one or more persons completed an approved apprenticeship while employed by your firm.

0 points if no persons completed an approved apprenticeship while employer by your firm.

11. At any time during the last five years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?

NOTE: You may omit reference to any incident that occurred prior to January 1, 1998 if the violation was by a subcontractor and your firm, as general contractor on a project, had no knowledge of the subcontractor's violation at the time they occurred.

Yes No.

If yes, provide the date(s) of such findings, and attach copies of the Department's final decision(s).

If your firm's average gross revenues for the last three years was less than \$50 million, scoring is as follows:

5 points for either "No," or "Yes" indicating either 1 or 2 such instance.

3 points for "Yes" indicating 3 such instances.

0 points for "Yes" and more than 3 such instances.

If your firm's average gross revenues for the last three years was more than \$50 million, scoring is as follows:

5 points for either "No" or "Yes" indicating no more than 4 such instances.

3 points for "Yes" indicating either 5 or 6 such instances.

0 points for "Yes" and more than 6 such instances.

Questions concerning recent construction projects completed:
(one question)

1. Contractor shall provide information about its six most recently completed public works projects and its three largest completed private projects within the last three years.⁶ Names and references must be current and verifiable. Use separate sheets of paper that contain all of the following information:

Project Name: _____

Location: _____

Owner: _____

Owner Contact (name and current phone number):

Architect or Engineer: _____

Architect or Engineer Contact (name and current phone number):

Construction Manager (name and current phone number):

Description of Project, Scope of Work Performed:

Total Value of Construction (including change orders): _____

Original Scheduled Completion Date: _____

Time Extensions Granted (number of days): _____

Actual Date of Completion: _____

* * * * *

⁶ If you wish, you may, using the same format, also provide information about other projects that you have completed that are similar to the project(s) for which you expect to bid.

NOTE: Scoring of previous projects completed:

For pre-qualification for a single project that may require specific skills and capabilities, such as MEP subcontractors, you may (but do not necessarily have to) choose to score contractors for the number of similar projects completed, and the degree of similarity between past projects and the planned project. DIR has not suggested any scoring for this aspect of the pre-qualification process, because of the numerous possible variations in both the type of project to be built and the points of similarity between the pending project and past projects that may be significant to the public agency. Alternatively, you may only want to ask the generic question about past projects to give an overall impression of fitness, without need to delve into specific types of projects, particularly for MEP subcontractors whose work will be within their license classifications in any case.

**REQUEST FOR
PRE-QUALIFICATION OF
BIDDERS COMMENCING
WITH FORTHCOMING
PUBLIC WORK BID**

**REQUEST FOR PRE-QUALIFICATION OF BIDDERS COMMENCING
WITH FORTHCOMING PUBLIC WORK BID
[Pre-qualification procedure begun at the same time as RFP]**

Santee School District is interested in contracting with a firm to construct, install, and commission electric vehicle supply equipment (EVSE) infrastructure to supply electricity to the District's battery electric school bus and white fleet vehicles. The Electric Vehicle Supply Equipment Infrastructure Project will consist of twenty (20) fully functional, 30kW level 3, DC chargers installed at the District's Transportation Yard at 9880 Riverwalk Dr, Santee, CA 92071. The District will separately procure the 20 charging stations directly and provide the chargers to the selected firm for installation. Construction is expected to occur in Summer 2024.

The District has been approved for funding through the Carl Moyer Program and plans to participate in the San Diego Gas & Electric's (SDG&E) Power Your Drive for Fleets Program. SDG&E will design and install a new electrical service at the site. The selected firm will be required to comply with all the terms of the SDG&E Power Your Drive program and the Carl Moyer Program.

Notice is hereby given that Santee School District has determined that all bidders on the Electric Vehicle Supply Equipment Infrastructure Project (Project) to be undertaken by the Santee School District must be pre-qualified prior to submitting a bid on the Project. It is mandatory that all Contractors who intend to submit a bid, fully complete the pre-qualification questionnaire, provide all materials requested herein, and be approved by Santee School District to be on the final qualified Bidders list for the Project. No bid on the Project will be accepted from a Contractor that has failed to comply with these requirements. If two or more business entities submit a bid as part of a Joint Venture, or expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid. The last date to submit a fully completed questionnaire is **mm/dd/yy. [must be 10 days prior to the bid closing date]**. Contractors are encouraged to submit pre-qualification packages as soon as possible, so that they may be notified of omissions of information to be remedied or of their pre-qualification status well in advance of the bid advertisement for the Project.

Answers to questions contained in the attached questionnaire, information about current bonding capacity, notarized statement from surety, and the most recent reviewed or audited financial statements, with accompanying notes and supplemental information, are required. Santee School District will use these documents as the basis of rating Contractors in respect to the size and scope of contracts upon which each Contractor is qualified to bid the Project. Santee School District reserves the right to check other sources available. Santee School District's decision will be based on objective evaluation criteria.

Santee School District reserves the right to adjust, increase, limit, suspend or rescind the pre-qualification rating based on subsequently learned information. Contractors whose rating changes sufficient to disqualify them will be notified, and given an opportunity for a hearing consistent with the hearing procedures described below for appealing a pre-qualification rating.

While it is the intent of the pre-qualification questionnaire and documents required therewith to assist Santee School District in determining bidder responsibility prior to bid and to aid Santee School District in selecting the lowest responsible bidder, neither the fact of pre-qualification, nor any pre-

qualification rating, will preclude Santee School District from a post-bid consideration and determination of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness.

The pre-qualification packages should be submitted under seal and marked “CONFIDENTIAL” to Dr. Marcia Hamilton, Assistant Superintendent Business Services, Santee School District, 9625 Cuyamaca Street, Santee, CA 92071.

The pre-qualification packages (questionnaire answers and financial statements) submitted by Contractors are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. However, the contents may be disclosed to third parties for purpose of verification, or investigation of substantial allegations, or in the appeal hearing. State law requires that the names of contractors applying for pre-qualification status shall be public records subject to disclosure, and the first page of the questionnaire will be used for that purpose.

Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has the legal authority to bind the Contractor on whose behalf that person is signing. If any information provided by a Contractor becomes inaccurate, the Contractor must immediately notify Santee School District and provide updated accurate information in writing, under penalty of perjury.

Santee School District reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted, to make all final determinations, and to determine at any time that the pre-qualification procedures will not be applied to a specific future public works project.

Contractors may submit pre-qualification packages during regular working hours on any day that the offices of Santee School District are open. Contractors who submit a complete pre-qualification package will be notified of their qualification status no later than ten business days after submission of the information.

Santee School District may refuse to grant pre-qualification where the requested information and materials are not provided, or not provided by mm/dd/yy [date specified in first paragraph – must be 10 days before bid closing]. There is no appeal from a refusal for an incomplete or late application, but re-application for a later project is permitted. The closing time for bids will not be changed in order to accommodate supplementation of incomplete submissions, or late submissions.

Where a timely and completed application results in a rating below that necessary to pre-qualify, an appeal can be made. An appeal is begun by the Contractor delivering notice to Santee School District of its appeal of the decision with respect to its pre-qualification rating, no later than ten business days prior to the closing time for the receipt of bids for this public works project. Without a timely appeal, the Contractor waives any and all rights to challenge the decision of Santee School District, whether by administrative process, judicial process or any other legal process or proceeding.

If the Contractor gives the required notice of appeal and requests a hearing, the shall be conducted so that it is concluded no later than five business days after Santee School District's receipt of the notice of appeal, and no later than five business days prior to the last date for the receipt of bids on the project. The hearing shall be an informal process conducted by a panel to whom the governing body of Santee School District has delegated responsibility to hear such appeals (the "Appeals Panel"). At or prior to the hearing, the Contractor will be advised of the basis for Santee School District's pre-qualification determination. The Contractor will be given the opportunity to present information and present reasons in opposition to the rating. Within one day after the conclusion of the hearing, the Appeals Panel will render its decision. It is the intention of Santee School District that the date for the submission and opening of bids will not be delayed or postponed to allow for completion of an appeal process.

Note: A contractor may be found not pre-qualified for bidding on a specific public works contract to be let by Santee School District, or on all contracts to be let by Santee School District until the contractor meets Santee School District's requirements. In addition, a contractor may be found not pre-qualified for either:

- (1) Omission of requested information or
- (2) Falsification of information

* * * * *

NOTICE: To contractors who are using subcontractors for this job, please be advised that Santee School District **may** require, as to subcontractors, one of the following:

The qualification of subcontractors in the following crafts or trades, following acceptance of your bid, but before the award is made:

Pre-qualification of all subcontractors.

Pre-qualification of subcontractors in certain crafts.

SOURCES FOR VERIFICATION OF INFORMATION GIVEN BY CONTRACTORS

SOURCES FOR VERIFICATION OF INFORMATION GIVEN BY CONTRACTORS

A CAUTIONARY NOTE: *The information that will be given to public agencies by contractors seeking pre-qualification is provided under oath, with the understanding that the intentional providing of false information is, in itself, grounds for disqualification. We expect that the information given should be and will be accepted at face value. The following information is provided for use in the few instances in which a public agency reviewing the answers given in a questionnaire has specific reason to believe that one or more answers should be verified by reference to publicly available information.*

Information about a contractor's license(s) (Questionnaire Part I, question 6, and Part II, questions 6 and 9-13)

Names and addresses of licensed contractors, information about the type of license(s) issued and the dates when licenses were issued (and certain other information), are available from the Contractors' State Licensing Board (CSLB).

Information about workers' compensation insurance (Part I, question 3 and Part II, questions 32-33)

Every workers' compensation insurance carrier issues to each of its insured businesses a Certificate of Insurance. The contractor should be willing to provide a copy upon request.

Each contractor's Experience Modification Rate for the year should be stated in a letter to the contractor from the contractor's workers' compensation insurance carrier.

Some large companies are legally self-insured for workers' compensation, with the consent and authorization of the Department of Industrial Relations. The names of companies that are legally self-insured are available from the Department's Office of Self-Insurance Plans, Workers' Compensation.

The names of each business's current and recent workers' compensation insurance carriers are available from the Workers' Compensation Insurance Reporting Bureau (WCIRB).. It will provide the names of the current and recent workers' compensation insurance carriers of every employer in California, in response to a written request, for a fee of \$8 for every year for which you seek information.

**Information about whether surety insurance carriers
are “admitted” to do business in California
(Part I, question 5)**

The California Department of Insurance will verify whether an insurance carrier is “admitted” to issue insurance policies within the State.

**Information on disqualification from bidding on public contracts
(Part I, question 8 and Part II, question 15)**

Information on the identities of contractors that have been disqualified from bidding on public works contracts is available from the California Labor Commissioner, Division of Labor Standards Enforcement.

**Information available from the Secretary of State about corporations
(Part II, questions 1a-1d, 2-4)**

The California Secretary of State has certain current and historical information about all corporations that operate in California: dates of incorporation, articles of incorporation, the name of the original incorporators, the names of the corporate officers (who are not necessarily the corporate stockholders) and an agent for service of process for the corporation. This information is available from the Secretary of State upon written request. (Secretary of State, Business Programs Division). The Secretary of State does not ordinarily have a listing of the names of initial stockholders or current stockholders, and that information is generally not available in any public record.

**Information available from County Clerks about
partnerships and sole proprietorships
(Part I, questions 1a-1d,2-4)**

Every business, including a partnership, that operates under a “fictitious name” (for example, “Ajax Sheet Metal Contractors” or “Smith Brothers Electrical Contractors”) is required to file with the County Clerk in the county in which its home office is located a “Fictitious Business Name” statement. This statement will indicate the owner of the business, if the business is a sole proprietorship, and the names of partners, if the business is a partnership. The information is available to the public from the County Clerk upon request. A written request may be necessary.

**Information about bankruptcy proceedings
(Part II, questions 7 and 8)**

Bankruptcy petitions, which include the names of the person or business that is seeking protection from the Bankruptcy Court, are available for public inspection at the office of the Clerk of each Bankruptcy Court (which are federal courts). In California, Bankruptcy Courts are located in Sacramento, Modesto, Fresno, San Francisco, Oakland, San Jose, Los Angeles, Santa Ana, Riverside, and San Diego. Most documents filed in court in bankruptcy proceedings are available for public inspection, at the Bankruptcy Court clerk's office. Some information on bankruptcy filings may also be available from commercial enterprises that collect and sell information from public records). In addition some information about bankruptcy cases filed August 1990 and later is available on-line through the "PACER" (Public Access to Court Electronic Records) system. To obtain information from PACER, you must register with the system, and pay a fee for the materials obtained.

**Information about civil suits and arbitration cases
(Part II, questions 14, 17 and 18)**

Each court keeps records of every civil suit filed in that court, and of the judgments that are issued after trials. However, the exact terms of pre-trial settlements are generally not recorded in court files. Documents related to disputes submitted to arbitration are generally not available for public inspection. Public agencies, however, are required to disclose the terms of such settlements, when documents are requested under the California Public Records Act.

**Information about criminal convictions
(Part I, question 9, and Part II, questions 21, 22, and 23)**

Criminal convictions are a matter of public record. Each courthouse (in both the federal and state court systems) has an index of its own criminal records. In addition, a few data collection businesses have collected criminal conviction information from public records throughout the state, and the collected information about particular individuals or businesses is available for sale from these private businesses.

**Information about Federal court civil and criminal cases
(Part I, question 9)**

Information about federal criminal cases (filed August 1991 and later) and civil cases (filed August 1990 and later) is available on-line through the "PACER" (Public Access to Court Electronic Records) system. To obtain information from PACER, you must register with the system, and pay a fee for the materials obtained.

**Information about citations issued for violation of
industrial safety and health laws**
(Part II, questions 28 and 29)

Information about citations issued by both the federal Occupational Safety and Health Administration and the California Division of Occupational Safety and Health (Cal OSHA) are available on a web-site maintained by federal OSHA, <http://www.osha.gov>.

Information about prevailing wage law violations
(Part II, question 34)

Information about recent prevailing wage law violations is available from the Division of Labor Standards Enforcement.

**Citations from either Air Quality or Water Quality Board
for violations of regulations**
(Part II, question 30)

Information about citations issued by the California Air Resources Board is available from that agency under the Public Records Act. In addition, Regional Air Quality Management Districts and Regional Water Quality Control Boards throughout the state may issue citations for violation of air quality or water quality standards. Consult the appropriate board in your area for information about how to gather appropriate information.

**Information about state-approved apprenticeship plans
and violations of state apprenticeship laws**
(Part II, questions 36-38)

Information about violations of state apprenticeship laws can be obtained from the Division of Apprenticeship Standards.

Item F. BOARD POLICIES AND BYLAWS

Board Policies and Bylaws Item F.1.1.
Prepared by Dr. Lisa Paisley
November 7, 2023

First Reading: Revised Board Policy (BP):
• BP 6174 – Education for English Language Learners

BACKGROUND:

The attached revised Board Policy and Board Bylaw were updated to conform with California School Board Association’s (CSBA) language.

BP 6174 -EDUCATION FOR ENGLISH LANGUAGE LEARNERS

Policy updated to remove outdated material and reflect SB 941, which permits a district to enter into an instruction collaboration agreement with another school district, county office of education, or charter school to offer the same or similar courses and coursework to students who have been impacted by teacher shortages, disruptions, or cancellations to science, technology, engineering, and mathematics classes, or dual language immersion programs.

RECOMMENDATIONS:

Revised Board Policy, BP 6174 – Education for English Language Learners is being presented for first reading. Action, if any, is at the discretion of the Board.

FISCAL IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.1.

EDUCATION FOR ENGLISH LANGUAGE LEARNERS

The Governing Board intends to provide English learners with challenging curriculum and instruction that maximize the attainment of high levels of proficiency in English, advance multilingual capabilities, and facilitate student achievement in the district's regular course of study. ~~develop proficiency in English as rapidly and effectively as possible while facilitating student achievement in the district's regular course of study.~~

English learners shall be provided differentiated English language development instruction which is targeted to their English proficiency level. Such instruction shall be based on sound instructional theory, be aligned with state content standards, emphasize inquiry-based learning and critical thinking skills, and be integrated across all subject areas.

No middle or high school student who is an English learner shall be denied enrollment in any of the following: (Education Code 60811.8)

1. Courses in the core curriculum areas of reading/language arts, mathematics, science, and history/social science, courses required to meet state and local high school graduation requirements, or courses required for middle school grade promotion

However, an English learner who has been enrolled in a school in the United States for less than 12 months or is enrolled in a program designed to develop the basic English skills of newly arrived immigrant students may be denied participation in any such course, if the course of study provided to the student is designed to remedy academic deficits incurred during participation and reasonably calculated to enable the student to attain parity of participation in the standard instructional program within a reasonable length of time after the student enters the school system.

2. A full course load of courses specified in Item #1 above
3. ~~Other courses that meet the "A-G" course requirements for college admission or are advanced courses such as honors or Advanced Placement courses, on the sole basis of the student's classification as an English learner~~

The district shall identify in its local control and accountability plan (LCAP) goals and specific actions and services to enhance student engagement, academic achievement, and other outcomes for English learners.

The Superintendent or designee shall encourage parent/guardian and community involvement in the development and evaluation of programs for English learners. The Superintendent or designee may also provide an English development literacy training program for parents/guardians and community members so that they may better support students' English language development.

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Staff Qualifications and Training

The Superintendent or designee shall ensure that all staff employed to teach English learners possess the appropriate authorization from the Commission on Teacher Credentialing.

The district shall provide effective professional development to teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), administrators, and other school or community-based organization personnel to improve the instruction and assessment of English learners and enhance staff's ability to understand and use curricula, assessment, and instructional strategies for English learners. Such professional development shall be of sufficient intensity and duration to produce a positive and lasting impact on teachers' performance in the classroom. (20 USC 6825)

Staff development shall also address the sociocultural needs of English learners and provide opportunities for teachers to engage in supportive, collaborative learning communities.

Identification and Assessment

The Superintendent or designee shall maintain procedures for the early identification of English learners and an assessment of their proficiency using the English Language Proficiency Assessments for California (ELPAC). To oversee test administration, the Superintendent or designee shall annually designate a district ELPAC coordinator and a site coordinator for each test site in accordance with 5 CCR 11518.40-11518.45.

Once identified as an English learner, a student shall be annually assessed for language proficiency until the student is reclassified based on criteria specified in the accompanying administrative regulation.

In addition, English learners' academic achievement in English language arts, mathematics, science, and any additional subject required by law shall be assessed using the California Assessment of Student Performance and Progress. As necessary, the test shall be administered with testing variations in accordance with 5 CCR 853. English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law. (Education Code 60603, 60640; 5 CCR 853)

Formative assessments may be utilized to analyze student performance and appropriately adapt teaching methodologies and instructions.

Language Acquisition Programs

The district shall offer research-based language acquisition programs that are designed to ensure English acquisition as rapidly and as effectively as possible and that provide instruction to students on the state-adopted academic content standards, including the English language

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development standards. (Education Code 306; 5 CCR 11300)

At a minimum, the district shall offer a structured English immersion program which includes designated and integrated English language development. In the structured English immersion program, nearly all of the classroom instruction shall be provided in English, but with the curriculum and presentation designed for students who are learning English. (Education Code 305-306; 5 CCR 11309)

For the purpose of determining the amount of instruction to be conducted in English in the structured English immersion program, "nearly all" means that all classroom instruction shall be conducted in English except for clarification, explanation, and support as needed.

In addition, language acquisition programs offered by the district may include, but are not limited to, the following: (Education Code 305-306)

1. A dual-language immersion program that provides integrated language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding
2. A transitional or developmental program for English learners that provides literacy and academic instruction in English and a student's native language and that enables an English learner to achieve English proficiency and academic mastery of subject matter content and higher order thinking skills, including critical thinking, in order to meet state academic content standards

The district's language acquisition programs for grades K-3 shall comply with class size requirements specified in Education Code 42238.02. (Education Code 310)

In establishing the district's language acquisition programs, the Superintendent or designee shall consult with parents/guardians and the community during the LCAP development process. The Superintendent or designee shall also consult with administrators, teachers, and other personnel with appropriate authorizations and experience in establishing a language acquisition program. (Education Code 305)

At the beginning of each school year or upon a student's enrollment, parents/guardians shall be provided information on the types of language acquisition programs available to students enrolled in the district, including, but not limited to, a description of each program, the process to be followed in making a program selection, identification of any language to be taught in addition to English when the program includes instruction in another language, and the process to request establishment of a language acquisition program. (Education Code 310; 5 CCR 11310)

Whenever a student is identified as an English learner based on the results of the ELPAC, the

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student's parents/guardians may choose a language acquisition program that best suits their child. To the extent possible, any language acquisition program requested by the parents/guardians of 30 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school. (Education Code 310; 5 CCR 11311)

Until July 1, 2029, the Superintendent or designee may, with Board approval, and as specified in BP 5117 - Interdistrict Attendance, enter into an instruction collaboration agreement (ICA) with another school district, county office of education, or charter school to offer the same or similar courses and coursework to students who have been impacted by teacher shortages, disruptions, or cancellations, or teacher shortages to dual language immersion programs. (Education Code 48345)

Reclassification

When an English learner is determined based on state and district reclassification criteria to have acquired a reasonable level of English proficiency pursuant to Education Code 313 and 52164.6, or upon request by the student's parent/guardian, the student shall be transferred from a language acquisition program into an English language mainstream classroom.

~~The district shall identify in its local control and accountability plan (LCAP) specific actions and services to enhance student engagement, academic achievement, and other outcomes for English learners.~~

~~English learners shall be provided English language development instruction targeted to their English proficiency level and aligned with the state content standards and curriculum framework. The district's program shall be based on sound instructional theory, use standards-aligned instructional materials, and assist students in accessing the full educational program.~~

~~The Superintendent or designee shall ensure that all staff employed to teach English learners possess the appropriate authorization from the Commission on Teacher Credentialing.~~

~~The Superintendent or designee shall provide to teachers, administrators, and other school staff research-based professional development that is designed to improve the instruction and assessment of English learners and enhance staff's ability to understand and use curricula, assessment, and instructional strategies for English learners.~~

~~The Superintendent or designee shall encourage parent/guardian and community involvement in the development, implementation, and evaluation of English language development programs. In addition, to support students' English language development, the Superintendent or designee may provide an adult literacy training program that leads to English fluency for parents/guardians and community members.~~

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Identification and Assessment

The Superintendent or designee shall maintain procedures which provide for the accurate identification of English learners and an assessment of their proficiency and needs in the areas of listening, speaking, reading, and writing in English.

Once identified as an English learner, a student shall be annually assessed for language proficiency until he/she is reclassified based on criteria specified in the accompanying administrative regulation.

English learners' academic achievement in English language arts, mathematics, science, and any additional subject required by law shall be assessed using the California Assessment of Student Performance and Progress. As necessary, the test shall be administered with allowable testing variations in accordance with 5 CCR 853.5 and 853.7. English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law.

Placement of English Learners

Students who are English learners shall be educated through "structured English immersion" (also known as "sheltered English immersion"), as defined in law and the accompanying administrative regulation, for a temporary transition period not normally intended to exceed one year. Nearly all of the classroom instruction in the district's structured English immersion program shall be in English, but with the curriculum and presentation designed for students who are learning the language.

"Nearly all," for the purpose of determining the amount of instruction to be conducted in English, means that all classroom instruction shall be conducted in English except for clarification, explanation, and support as needed.

When an English learner has acquired a reasonable level of English proficiency as measured by any of the state designated assessments approved by the California Department of Education, any district assessments, and/or other criteria adopted by the Board, he/she shall be transferred from a structured English immersion classroom to an English language mainstream classroom in which the instruction is overwhelmingly in English.

An English learner has acquired a "reasonable level of English proficiency" when he/she has achieved the following:

Grade	District Reading Assessment		CAASPP English Language Arts
	Achieve 3000 – Required Lexile Level		Required Overall Scale Score
	General Ed	Special Ed	

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4	390 or higher (3 rd grade results)	300 or higher (3 rd grade results)	2399 or higher (3 rd grade results)
5	560 or higher (4 th grade results)	460 or higher (4 th grade results)	2444 or higher (4 th grade results)
6	665 or higher (5 th grade results)	565 or higher (5 th grade results)	2472 or higher (5 th grade results)
7	740 or higher (6 th grade results)	640 or higher (6 th grade results)	2493 or higher (6 th grade results)
8	800 or higher (7 th grade results)	700 or higher (7 th grade results)	2515 or higher (7 th grade results)

Grade	District Benchmark English Language Arts Performance Task	CELDT	Report Card Grades
4	Achievement Level of 2 or higher on most recent administration of ELA performance task (Narrative, Informational, or Opinion)	<p>Overall: Early Advanced or Advanced</p> <p>Domains: Listening, Speaking, Reading & Writing: Intermediate or Early Advanced or Advanced</p>	Achievement level of 2 or higher in English Language Arts on Standards based report card.*
5			<p>Average report card grade of C or better in English Language Arts and ELD class.*</p> <p>*If grades are lower than above, teacher may answer the following question to determine if the grades are due to language acquisition issues: Can this student complete grade-level course work without the need for additional English Language Development or Academic Language Development and/or sheltered content instruction? Yes or No</p>
6			
7			
8			

At any time during the school year, the parent/guardian of an English learner may have his/her child moved into an English language mainstream program.

EDUCATION FOR ENGLISH LANGUAGE LEARNERS**Program Evaluation**

To evaluate the effectiveness of the district's educational program for English learners, the Superintendent or designee shall report to the Board, at least annually, regarding:

1. Progress of English learners towards proficiency in English
2. The number and percentage of English learners reclassified as fluent English proficient
3. The number and percentage of English learners who are or are at risk of being classified as long-term English learners in accordance with Education Code 313.1
4. The achievement of English learners on standards-based tests in core curricular areas
5. For any language acquisition program that includes instruction in a language other than English, student achievement in the non-English language in accordance with 5 CCR 11309
6. Progress toward any other goals for English learners identified in the district's LCAP
7. A comparison of current data with data from at least the previous year in regard to Items #1-6 above with data from at least the previous year.
8. A comparison of data between the different language acquisition programs offered by the district

The Superintendent or designee also shall provide the Board with regular reports from any district or schoolwide English learner advisory committees.

*Legal Reference:*EDUCATION CODE5 CCR 11300-11316 English learner education5 CCR 11510-11517.5 California English Language Development Test5CCR 11517.6-11519.5 English Language Proficiency Assessments for California5 CCR 853 Administration of CAASPP200 Prohibition of discrimination300-340 English language education for immigrant children310 Language acquisition programs313-313.5 Assessment of English proficiency33050 Nonwaivable provisions42238.02 Local Control Funding Formula430-446 English Learner and Immigrant Pupil Federal Conformity Act44253.1-44253.11 Qualifications of teachers of English learners42238.02 42238.03 Local control funding formula44253.1 44253.11 Qualifications for teaching English learners48345 Interdistrict instruction collaboration agreements48980 Parent/Guardian notifications

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48985 *Notices to parents in language other than English*
 52052 *Academic Performance Index; numerically significant student subgroups*
52052 *Accountability; numerically significant student subgroups*
 52060-52077 *Local control and accountability plan*
 52130-52135 *Impacted languages act of 1984*
 52160-52178 *Bilingual Bicultural Act of 1976*
 56305 *CDE manual on English learners with disabilities*
 60200.7 *Suspension of state instructional materials adoptions*
 60605.87 *Supplemental instructional materials, English language development*
60603 *Definition; recently arrived English learner*
 60640 *California Assessment of Student Performance and Progress*
 60810-60812 *Assessment of language development*
 62005.5 *Continuation of advisory committee after program sunsets*

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853.5-853.7 *Test administration; universal tools, designated supports, and accommodations*
 11300-11316 *English Learner Education*

11510-11517 *California English Language Development Test*

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1701-1705 *Equal Educational Opportunities Act 6312*

Local education agency plans

6801-6871 *Title III, Language instruction for limited English proficient and immigrant students*

7012 *Parental notification*

COURT DECISIONS

Valeria G. v. Wilson, (2002) 307 F.3e 1036

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(2000) Management Resources:

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Academic Criterion for Reclassification, CDE Correspondence, August 11, 2014

California English Language Development Test (CELDT): 2013-14 CELDT Information Guide, 2013-

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Transitional Kindergarten Through Grade Twelve, 2014

English Language Development Standards for California Public Schools: Kindergarten Through Grade Twelve, 2012

Matrix of Test Variations, Accommodations, and Modifications for Administration of California Statewide Assessments

U.S. DEPARTMENT OF EDUCATION NONREGULATORY GUIDANCE

Assessment and Accountability for Recently Arrived and Former Limited English Proficient (LEP) Students, May 2007

WEB SITES

California Department of Education: <http://www.cde.ca.gov/sp/el>

U.S. Department of Education: <http://www.ed.gov>

Item G. EMPLOYEE ASSOCIATION COMMUNICATION

Item H. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

Item I. CLOSED SESSION

Item J. RECONVENE TO PUBLIC SESSION

Item K. ADJOURNMENT