



# 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

Douglas E. Giles  
 Educational Resource Center  
 9619 Cuyamaca Street  
 Santee, California  
 - and -  
 Via Teleconference  
 Mandarin Oriental Hotel  
 1330 Maryland Avenue SW  
 Washington, DC

**BOARD OF EDUCATION  
 REGULAR MEETING  
 AGENDA  
 February 7, 2017**

**District Mission**

*Santee School District assures a quality education, empowering students to achieve academic excellence and to develop life skills needed for success in a diverse and changing society.*

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**A. CLOSED SESSION – 5:30 p.m.**

1. **Public Employee Discipline/Dismissal/Release** (Gov't. Code § 54957)
2. **Conference with Legal Counsel – Existing Litigation** (Govt. Code § 54956.9)
  - OAH Case No. 2016120670
3. **Conference with Labor Negotiator** (Gov't. Code § 54956.8)
 

*Purpose: Negotiations*  
*Agency Negotiators: Tim Larson, Assistant Superintendent*  
*Employee Organization: Santee Teachers Association (STA)*
4. **Conference with Labor Negotiator** (Gov't. Code § 54956.8)
 

*Purpose: Negotiations*  
*Agency Negotiators: Tim Larson, Assistant Superintendent*  
*Employee Organization: Classified School Employees Association (CSEA)*
5. **Conference with Real Property Negotiators** (Gov't. Code § 54956.8)
 

*Property:*
  - 10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)*Agency Negotiator: Karl Christensen, Assistant Superintendent*
6. **Public Employee Performance Evaluation** (Gov't. Code § 54957)
 

*Superintendent*

**B. OPENING PROCEDURES – 7:00 p.m.**

8

1. Call to Order and Welcome
2. District Mission
3. Pledge of Allegiance
4. Approval of Agenda

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

<b>C. REPORTS AND PRESENTATIONS</b>	9
1. Superintendent's Report	
1.1. Developer Fees and Collection Report	10
1.2. Use of Facilities Report	11
1.3. Enrollment Report	12
1.4. Schedule of Upcoming Events	13
2. Spotlight on Education: Cajon Park School	14
3. 2016-17 Trimester 1 District Assessment Results	15
<b>D. PUBLIC COMMUNICATION</b>	16
<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. The Board may not take action on any item presented. The Board has a policy limiting any speaker to five minutes. Meetings are recorded.</i>	
<b>E. CONSENT ITEMS</b>	17
<i>Items listed under Consent are considered to be routine and are acted on by the Board with a single motion. There is no discussion of these items prior to the Board vote unless a member of the Board, staff, or public requests specific items be considered separately. Request to speak cards should be submitted in advance.</i>	
<b>Superintendent</b>	
1.1. <b><u>Approval of Minutes</u></b>	18
It is recommended that the Board of Education approve meeting minutes with any necessary modifications.	
<b>Business Services</b>	
2.1. <b><u>Approval/Ratification of Travel Requests</u></b>	27
It is recommended that the Board of Education ratify the authorization granted to personnel requesting out-of-district travel as listed in the item.	
2.2. <b><u>Approval/Ratification of Revolving Cash Report</u></b>	30
It is recommended that the Board of Education approve/ratify revolving cash checks as listed.	
2.3. <b><u>Acceptance of Donations</u></b>	32
It is recommended that the Board of Education accept donations listed in the item and authorize letters of appreciation to be sent on behalf of the Board.	
2.4. <b><u>Approval of Consultants and General Service Providers</u></b>	33
It is recommended that the Board of Education approve agreements with Consultants and General Service Providers as presented.	
2.5. <b><u>Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)</u></b>	35
It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the month of December 2016.	
2.6. <b><u>Approval of First Amendment to Grant of Easement to San Diego Gas &amp; Electric (SDG&amp;E) at Cajon Park School</u></b>	39
It is recommended that the Board of Education approve the First Amendment to Grant of Easement to San Diego Gas & Electric for electrical equipment at Cajon Park School.	

- 2.7. **Approval of Amendment 1 to MOU with the City of Santee and Pioneer National Little League for Improvements to the Chet F. Harritt Ball Fields** 49  
It is recommended that the Board of Education approve Amendment 1 to the MOU with the City of Santee and Pioneer National Little League for improvements to the Chet F. Harritt ball fields.
- 2.8. **Authorization to Solicit Informal Bids through the CUPCCAC Process for Replacement of Steam Boiler at the Central Kitchen** 52  
It is recommended that the Board of Education authorize soliciting informal bids through the CUPCCAC process for the replacement of the steam boiler at the Central Kitchen.
- 2.9. **Approval/Ratification of Agreement with Merrick & Associates for Mechanical Engineering Services for the Steam Boiler Replacement Project at the Central Kitchen** 53  
It is recommended that the Board of Education approve/ratify the Agreement with Merrick & Associates for mechanical engineering services for the steam boiler replacement project at the Central Kitchen.
- 2.10. **Approval/Ratification of Agreement with Western Environmental Safety Technologies Inc. for Hazardous Material Sampling, Monitoring, and Abatement for the Central Kitchen Steam Boiler Replacement Project** 56  
It is recommended that the Board of Education approve/ratify the Agreement with Western Environmental Safety Technologies Inc. for hazardous materials testing, inspection, and reporting services for the Central Kitchen Steam Boiler Replacement Project.
- 2.11. **Approval of Agreement with Hendrix California School Construction Services for Inspector of Record and Staff Extension Services for the HVAC/Ceiling/Lighting Replacement Project at the District Office Building** 60  
It is recommended that the Board of Education approve a consultant contract with Hendrix California School Construction Services to Provide Inspector of Record and Staff Extension Services for the HVAC/Ceiling/Lighting Replacement Project at the District Office Administration Building.
- 2.12. **Approval of Agreement with Western Environmental Safety Technologies Inc. for Hazardous Materials Monitoring and Reporting for the HVAC/Ceiling/Lighting Replacement Project at the District Office** 62  
It is recommended that the Board of Education approve Western Environmental Safety Technologies Inc. for hazardous materials testing, inspection, and reporting services for the HVAC / Lighting Project at the District Office Administration Building.
- 2.13. **Adoption of Resolution Authorizing Specific Designated Agents** 64  
It is recommended that the Board of Education adopt:  
- Resolution No. 1617-21 - Resolution Designating Authorized Agent to Receive Mail and Pick Up Warrants at the County Office of Education.  
- Resolution No. 1617-22 - Resolution Designating Authorized Agent to Sign Payroll Payment Order.  
- Resolution No. 1617-23 - Designating Authorized Agent to Sign School Orders (Commercial Warrants).  
- Resolution No. 1617-24 - Resolution Authorizing the Replacement of Warrants

### **Educational Services**

- 3.1. **Approval of Supervised Fieldwork Agreement with Brandman University** 69  
It is recommended that the Board of Education approve the Supervised Fieldwork Agreement with Brandman University.

- 3.2. Approval of Practicum Agreement with California State University, San José State University** 78  
It is recommended that the Board of Education approve the Practicum Agreement with California State University, San José State University.
- 3.3. Approval of Nonpublic Agency Master Contract with Banyan Tree Learning Center** 84  
It is recommended that the Board of Education approve the Nonpublic Agency Master Contract with Banyan Tree Learning Center.
- 3.4. Approval of Nonpublic Agency Master Contract with Xcite Steps** 85  
It is recommended that the Board of Education approve the Nonpublic Agency Master Contract with Xcite Steps.
- 3.5. Approval of Nonpublic Agency Master Contract with Coast Music Therapy** 86  
It is recommended that the Board of Education approve the Nonpublic Agency Master Contract with Coast Music Therapy.
- 3.6. Approval of Amended Nonpublic Agency Master Contract Appendix B with SPOT Kids Therapy for Psycho-educational Assessments** 87  
It is recommended that the Board of Education approve the amended Nonpublic Agency Master Contract Appendix B with Spot Kids Therapy for Psycho-educational assessments.

#### **Human Resource/Pupil Services**

- 4.1. Personnel, Regular** 88  
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 Position** 90  
It is recommended that the Board of Education approve the short term position.
- 4.3. Adoption of Resolution No. 1617-21 to Reduce a Classified Non-Management Position** 91  
It is recommended that the Board of Education adopt Resolution No. 1617-21 to reduce a classified non-management position.
- 4.4. Proclamation for National School Counseling Week (2/6/17-2/10/17) and National School Social Work Week (3/6/17 – 3/10/17)** 93  
It is recommended that the Board of Education proclaim the week of February 6-10, 2017 as National School Counseling Week, and the week of March 6 – 10, 2017 as National School Social Work Week.
- 4.5. Approval of New Probationary Teachers** 103  
It is recommended that the Board of Education approve probationary status for identified teachers.

- F. DISCUSSION AND/OR ACTION ITEMS** 104  
*Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.*

#### **Superintendent**

- 1.2. Review/Adoption of Santee School District Governance Standards** 105  
It is recommended that the Board of Education annually review and adopt the Santee School District Governance Standards. Action is at the discretion of the Board.

**Business Services**

- 2.1. Approval of Monthly Financial Report** 109  
It is recommended that the Board approve the Monthly Financial Report for December 2016.
- 2.2. Adoption of Environmental Categorical Exemption for DROPS Projects at Nine Schools** 112  
It is recommended that the Board of Education adopt an Environmental Categorical Exemption for construction of DROPS Projects at all nine schools as follows: Pepper Drive School, Carlton Hills School, Sycamore Canyon School, PRIDE Academy at Prospect Avenue, Cajon Park School, Chet F. Harritt School, Carlton Oaks School, Rio Seco School, and Hill Creek School, and authorize staff to file Notices of Exemption with the County Clerk.
- 2.3. Adoption of Environmental Categorical Exemption for Shade Structure Replacement at Five Schools** 123  
It is recommended that the Board of Education adopt an Environmental Categorical Exemption for construction of shade structure replacements at five schools; Carlton Hills, Chet F Harritt, Cajon Park, Rio Seco, and Sycamore Canyon; and authorize staff to file Notices of Exemption with the County Clerk.
- 2.4. Authorization to Solicit Informal Bids Through CUPCCAC for a Deep Irrigation Water Well System at Sycamore Canyon School** 130  
It is recommended that the Board of Education authorize use of the Uniform Public Construction Cost Accounting Act process to solicit informal bids for the installation of a deep irrigation water well system at Sycamore Canyon School.
- 2.5. Authorization to Seek Informal Bids Through the CUPCCAC Process for a Deep Irrigation Water Well System at Carlton Oaks School** 132  
It is recommended that the Board of Education provisionally authorize use of the Uniform Public Construction Cost Accounting Act process to solicit informal bids for the installation of a deep irrigation water well system at Carlton Oaks School; contingent upon the success of drilling and finding adequate underground water at Sycamore Canyon School.
- 2.6. Adoption of Environmental Categorical Exemption for Deep Irrigation Water Well Systems at Sycamore Canyon School and Carlton Oaks School** 134  
It is recommended that the Board of Education adopt an Environmental Categorical Exemption for construction of deep irrigation water well systems at Sycamore Canyon School and Carlton Oaks School and authorize staff to file Notices of Exemption with the County Clerk.
- G. BOARD POLICIES AND BYLAWS** 161
- 1.1. First Reading: Revisions to BP6174 and AR 6174, Education for English Language Learners** 162  
Board Policy and Administrative Regulation 6174, Education for English Language Learners, are presented for a first reading. Action is at the discretion of the Board.
- 1.2. Second Reading: Revisions to BP/AR 3270, Sale and Disposal of Books, Equipment, and Supplies** 175  
It is recommended that the Board of Education review, approve, and adopt the proposed revisions to BP / AR 3270, "Sale and Disposal of Books, Equipment, and Supplies," in a second reading as presented.

1.3.	<b><u>Second Reading: AR 5030, Student Wellness</u></b> It is recommended that the Board of Education review, approve, and adopt the proposed revisions to AR 5030, "Student Wellness," in a second reading as presented.	181
1.4.	<b><u>Second Reading: AR 3300, Expenditures and Purchases</u></b> It is recommended that the Board of Education review, approve, and adopt the proposed AR 3300, "Expenditures and Purchases," in a second reading as presented.	191
H.	<b>BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS</b>	198
I.	<b>CLOSED SESSION</b>	198
1.	<b><u>Public Employee Discipline/Dismissal/Release</u></b> (Gov't. Code § 54957)	
2.	<b><u>Conference with Legal Counsel – Existing Litigation</u></b> (Govt. Code § 54956.9) <ul style="list-style-type: none"><li>• OAH Case No. 2016120670</li></ul>	
3.	<b><u>Conference with Labor Negotiator</u></b> (Gov't. Code § 54956.8) <i>Purpose: Negotiations</i> <i>Agency Negotiators: Tim Larson, Assistant Superintendent</i> <i>Employee Organization: Santee Teachers Association (STA)</i>	
4.	<b><u>Conference with Labor Negotiator</u></b> (Gov't. Code § 54956.8) <i>Purpose: Negotiations</i> <i>Agency Negotiators: Tim Larson, Assistant Superintendent</i> <i>Employee Organization: Classified School Employees Association (CSEA)</i>	
5.	<b><u>Conference with Real Property Negotiators</u></b> (Gov't. Code § 54956.8) <i>Property:</i> <ul style="list-style-type: none"><li>• 10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)</li></ul> <i>Agency Negotiator: Karl Christensen, Assistant Superintendent</i>	
6.	<b><u>Public Employee Performance Evaluation</u></b> (Gov't. Code § 54957) <i>Superintendent</i>	
J.	<b>RECONVENE TO PUBLIC SESSION</b>	198
K.	<b>ADJOURNMENT</b>	198

**Please note:** Per SB 343, the supporting documents for this meeting agenda are available in the lobby at the Santee School District Office, located at 9625 Cuyamaca St., Santee, CA 92071 and will be available for viewing at the meeting. The next regular meeting of the Board of Education is scheduled for February 21, 2017 at 7:00 p.m., in the Douglas E. Giles Educational Resource Center. Santee School District complies with the Americans with Disabilities Act. If you require reasonable accommodations including alternate formats for this meeting, contact the Superintendent's Office at (619) 258-2304 at least two (2) days before the meeting date.

Members present:

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

**ITEM A. CLOSED SESSION – 5:30 P.M.**

1. **Public Employee Discipline/Dismissal/Release** (Gov't. Code § 54957)
2. **Conference with Legal Counsel – Existing Litigation** (Govt. Code § 54956.9)
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*Property:*
  - *10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)**Agency Negotiator: Karl Christensen, Assistant Superintendent*
6. **Public Employee Performance Evaluation** (Gov't. Code § 54957)  
*Superintendent*

Agenda Item A.

**ITEM B. OPENING PROCEDURES – 7:00 P.M.**

1. Call to Order and Welcome
  
2. District Mission  
*Santee School District assures a quality education empowering students to achieve academic excellence and to develop life skills needed for success in a diverse and changing society.*
  
3. Pledge of Allegiance
  
4. Approval of Agenda for the February 7, 2017, regular meeting



## **Item C. REPORTS AND PRESENTATIONS**

The following items are presented for Board information:

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: Hill Creek School
3. Spotlight on Education: Cajon Park School
4. 2016-17 Trimester 1 District Assessment Results

**DEVELOPER FEES COLLECTION REPORT**  
**2016-17**  
**CUMULATIVE THROUGH NOVEMBER 17, 2016**

Residential Rate: \$2.08 per square foot - effective 5/5/14 - 6/19/16; \$2.16 per square foot effective 6/20/16  
Commercial Rate: \$0.33 per square foot - effective 5/5/14 - 6/19/16; \$0.35 per square foot - effective 6/20/16  
Self Storage Rate: \$0.14 per square foot - effective 4/20/10-6/19/16; \$0.15 per square foot - effective 6/20/16

COM	RES	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
	X	10130 Woodpark Dr.	08/05/16	952	\$2,056.32	CP
	X	10140 Strathmore Dr.	08/09/16	766	\$1,654.66	SC
	X	Braverman Dr. (model home)	08/16/16	2,210	\$4,773.60	HC
	X	Braverman Dr. (model home)	08/16/16	2,554	\$5,516.64	HC
	X	Braverman Dr. (model home)	08/16/16	2,853	\$6,162.48	HC
	X	8746 Bushy Hill	08/24/16	16,982	\$36,681.12	CFH
	X	3943-3953 Magnolia Ave.	09/28/16	22,590	\$48,794.40	PD
	X	8931 Sunwood Dr.	11/08/16	1,068	\$2,306.88	CH
X		9480 Cuyamaca St.	11/09/16	5,079	\$1,777.65	RS
	X	1309 Rex Lane	01/04/17	640	\$1,382.40	PD
<b>TOTAL PAGE 1</b>					<b>\$111,106.15</b>	

\*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

**Requests For Use Of Facilities - February 7, 2017**

<b>Group</b>	<b>Location</b>	<b>Date</b>	<b>Days</b>	<b>Time</b>	<b>Attend.</b>	<b>Fees Applied</b>
<b><u>Cajon Park</u></b>						
Santana National Little League (SNLL) practices	Ball Fields	1/2017 - 6/2017	Mon - Sat	4:00 pm - dusk	25	
Santana National Little League (SNLL) Board Meeting	Multi-Purpose	1/19/17 & 1/20/17	Thurs & Fri	5:00 pm - 9:00 pm	30	
Woodglen Vista Apartments/Jamboree Housing Corp	Multi-Purpose	2/6/17 - 3/31/17	Mon & Fri	2:15 pm - 3:45 pm	5 - 20	
<b><u>Carlton Hills</u></b>						
West Hills Little League (baseball practice)	Baseball Fields	1/23/17 - 6/30/17	Mon - Fri	3:00 pm - 8:00 pm	30	
West Hills Little League (baseball practice)	Baseball Fields	1/23/17 - 6/30/17	Saturday	9:00 am - 6:00 pm	30	
Santee ASA (practice)	Softball Fields	2/13/17 - 4/28/17	Mon - Fri	4:00 pm - dusk	15 - 20	
<b><u>Carlton Oaks</u></b>						
West Hills Little League (baseball practice)	Baseball Fields	1/23/17 - 6/30/17	Mon - Fri	3:00 pm - 8:00 pm	30	
West Hills Little League (baseball practice)	Baseball Fields	1/23/17 - 6/30/17	Saturday	9:00 am - 6:00 pm	30	
PTA (Family Bingo Night)	Multi-Purpose	2/10/17	Friday	5:00 pm - 7:00 pm	150	
<b><u>Chet F. Harritt</u></b>						
SPNLL (games & practices)	Fields	1/2017 - 7/21/17	Mon - Fri	4:00 pm - 10:00 pm	100	\$177.50
SPNLL (games & practices)	Fields	1/2017 - 7/21/17	Saturday	8:00 am - 10:00 pm	100	
PTA (Daughter Tea)	Multi-Purpose	1/28/17	Saturday	10:30 am - 3:30 pm	50	
PTA (1-on-1 Basketball After School Hoops)	Black Top	2/2/17 - 3/23/17	Thursday	1:40 pm - 3:05 pm	20	
PTA (Father/Daughter Dance)	Multi-Purpose	2/17/17	Friday	6:00 pm - 8:00 pm	150	
Santee School District Foundation (Music Class)	Classroom	3/1/17 - 5/10/17	Wednesday	2:00 pm - 3:15 pm	10	
<b><u>Hill Creek</u></b>						
Santee ASA (practice)	Softball Fields	1/23/17 - 4/28/17	Mon - Fri	4:00 pm - dusk	15 - 20	
CYT @ School (CYT Showcase)	Multi-Purpose	3/3/17	Friday	5:00 pm - 7:45 pm	120	
<b><u>Pepper Drive</u></b>						
SPNLL (games & practices)	Fields	1/2017 - 7/21/17	Tues & Thurs	4:00 pm - 7:00 pm	100	
<b><u>PRIDE ACADEMY (Prospect Avenue)</u></b>						
SPNLL (games & practices)	Fields	1/2017 - 7/21/17	Mon - Fri	4:00 pm - 7:00 pm	100	
SPNLL (games & practices)	Fields	1/2017 - 7/21/17	Saturday	8:00 am - 4:00 pm	100	
Santee ASA (practice)	Softball Fields	2/13/17 - 4/28/17	Mon - Fri	4:00 pm - dusk	15 - 20	
Santee School District Foundation (Music Class)	Multi-Purpose	3/3/17 - 5/12/17	Friday	2:00 pm - 3:15 pm	10	
<b><u>Rio Seco</u></b>						
Santana National Little League (SNLL)	Ball Fields	1/2017 - 6/2017	Mon - Sat	8:00 am - 10:00 pm	25	\$195.25
PTSA (Mother/Son Laser Tag)	Front Lawn/Multi-Purpose	1/29/17	Sunday	11:30 am - 5:00 pm	200	
Santee School District Foundation (Music Class)	Classroom	2/27/17 - 5/5/17	Monday	3:00 pm - 4:00 pm	10	
Superintendent's Office (LCAP Annual Review)	Multi-Purpose	3/14/17	Tuesday	3:30 pm - 8:00 pm	80	
Santee Special Education (SDC Job Alike)	Multi-Purpose	5/25/17	Thursday	12:30 pm - 3:00 pm	25	
Santee School District (Instr. Leadership Team Mtg)	Multi-Purpose	5/25/17	Thursday	3:30 pm - 5:00 pm	25 - 30	
<b><u>Sycamore Canyon</u></b>						
Cub Scouts Pack 383 (Den 2 Meeting - Bears)	Classroom	1/9/17 - 6/12/17	Monday	6:30 pm - 8:00 pm	10	
West Hills Little League (baseball practice)	Baseball Fields	1/23/17 - 6/30/17	Mon - Fri	3:00 pm - 8:00 pm	30	
West Hills Little League (baseball practice)	Baseball Fields	1/23/17 - 6/30/17	Saturday	9:00 am - 6:00 pm	30	
Santee School District Foundation (Music Class)	Classroom	3/2/17 - 5/11/17	Thursday	3:00 pm - 4:00 pm	10	

\*\*\*NOTE: USE MAY BE LIMITED DUE TO MODERNIZATION AT VARIOUS SITES & ALL CARNIVALS TAKE PRECEDENCE OVER GROUPS.

Santee School District  
 ENROLLMENT REPORT  
 1/27/2017  
 Month 7 Week 2  
 School Week 23

SCHOOL	REGULAR ED														SPECIAL ED								Total All											
	TK	EAK 5yo	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	01/27/17	02/05/16	# Diff	% Diff	TK	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	01/27/17	02/05/16	# Diff	% Diff	01/27/17	01/20/17	# Diff		
Cajon Park			111	99	91	101	119	112	95	107	93	928	957	-29	-3.0%	1	13	3	5	3	11	7	16	8	8	75	58	17	29.3%	1003	1001	2		
Carlton Hills	23	18	78	69	77	59	44	47	41	62	53	571	562	9	1.6%	3	2	3	3	4	3	6	3	4	31	33	-2	-6.1%	602	601	1			
Carlton Oaks			78	81	76	65	87	75	96	85	119	762	792	-30	-3.8%	5	4	8	3	7	12	8	6	7	58	63	5	9.4%	820	822	-2			
Chet F. Harritt	23	15	79	85	81	76	56	54	64	61	64	659	633	26	4.1%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	659	661	-2		
Hill Creek	25	15	83	84	78	85	78	72	78	67	92	755	762	-7	-0.9%	1	2	1	1	5	6	2	0	0	0	18	17	1	5.9%	773	774	-1		
Pepper Drive	25		109	107	86	141	114	101	113	89	71	956	910	46	5.1%	0	0	0	0	0	1	2	2	3	8	5	3	60.0%	964	964	0			
Pride Academy	22	17	75	67	59	58	75	54	52	56	44	579	578	1	0.2%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	579	579	0		
Rio Seco			101	101	108	113	124	122	83	104	97	953	937	16	1.7%	4	1	1	4	7	13	7	8	9	54	59	-5	-8.5%	1007	1006	1			
Sycamore Canyon	18		72	47	48	48	41	47	49	0	0	366	347	19	5.5%	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	366	365	1			
<b>SUBTOTAL</b>	<b>118</b>	<b>83</b>	<b>785</b>	<b>741</b>	<b>702</b>	<b>744</b>	<b>738</b>	<b>884</b>	<b>669</b>	<b>631</b>	<b>633</b>	<b>6529</b>	<b>6478</b>	<b>51</b>	<b>0.8%</b>	<b>2</b>	<b>27</b>	<b>11</b>	<b>16</b>	<b>18</b>	<b>35</b>	<b>38</b>	<b>39</b>	<b>27</b>	<b>31</b>	<b>244</b>	<b>225</b>	<b>19</b>	<b>8.4%</b>	<b>6773</b>	<b>6773</b>	<b>0</b>		
Alternative School			3	4	4	1	2	6	4	8	2	34	30	4	13.3%																			
Santee Success							1		2	3	5	11	9	2	22.2%											0	0	0	0.0%	11	11	0		
NPS												0	0							2		1		2	1	6	5	1	20.0%	6	5	1		
<b>SUBTOTAL</b>			<b>3</b>	<b>4</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>6</b>	<b>8</b>	<b>11</b>	<b>7</b>	<b>45</b>	<b>39</b>	<b>6</b>	<b>15.4%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>6</b>	<b>5</b>	<b>1</b>	<b>20.0%</b>	<b>61</b>	<b>52</b>	<b>-1</b>		
<b>TOTAL</b>	<b>118</b>	<b>83</b>	<b>789</b>	<b>745</b>	<b>706</b>	<b>745</b>	<b>741</b>	<b>890</b>	<b>675</b>	<b>642</b>	<b>640</b>	<b>6574</b>	<b>6,617</b>	<b>57</b>	<b>0.8%</b>	<b>2</b>	<b>27</b>	<b>11</b>	<b>16</b>	<b>20</b>	<b>35</b>	<b>39</b>	<b>39</b>	<b>29</b>	<b>32</b>	<b>250</b>	<b>230</b>	<b>20</b>	<b>8.7%</b>	<b>6824</b>	<b>6826</b>	<b>-1</b>		

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

SCHOOL	PK	EAK 4yo	Total All
Cajon Park	1	0	1004
Carlton Hills	0	7	609
Chet F. Harritt	0	10	669
Hill Creek	0	9	782
Prospect Ave	0	8	587
Sycamore Canyon	56	8	428
<b>Total PK/EAK</b>	<b>57</b>	<b>40</b>	

<b>Total Enrollment Including PK</b>
<b>6921</b>

## Schedule of Upcoming Events

Date	Event
February 6	Communication Committee; 3:30 p.m., ERC Character Education Committee; 4:00 p.m., at DO Conf. Room
February 7	Board Meeting; 7:00 p.m.
February 9	District Advisory Committee (DAC); 6:00 p.m., at ERC
February 13	Lincoln Holiday – Schools and Departments Closed
February 20	President’s Day Holiday – Schools and Departments Closed
February 21	Board Meeting; 7:00 p.m.
February 27	Wellness Committee; 3:30 p.m., District Library
February 28	Foundation Art Show, 5:30-7:30 p.m., Sonrise Community Church
March 1	Safety/Facilities Committee; 3:30 p.m., DO Conf. Room
March 7	Board meets with Principals; 6:00 p.m., DO Conf Room Board Meeting; 7:00 p.m.
March 9	District Advisory Committee (DAC); 6:00 p.m., at ERC
March 10	District English Learner Advisory Committee (DELAC); 9:00 a.m., at ERC
March 14	LCAP Annual Review; 6:00 p.m., Rio Seco School Multi-purpose Room
March 21	Student Forum; 6:00 p.m., ERC Board Meeting; 7:00 p.m.
March 23	Budget Advisory Committee (BAC); 6:00 p.m., DO Conf. Room
March 30	English Learner Reclassification Celebration; 6:00 p.m., Rio Seco School

Reports and Presentations Item C.2.  
Prepared by Kristin Baranski  
February 7, 2017

Spotlight on Learning: Cajon Park School

**BACKGROUND:**

Cognitively complex tasks, personalized learning, and accessible technology are the foundations of Santee School District's educational program. In our schools, students are asked to think differently about solving problems, apply learning to real-world situations, and purposefully collaborate with peers. As students deepen their understanding of Common Core State Standards and optimize their growth and performance on the Smarter Balanced Assessments (SBAC), the vision of a high-quality instructional program becomes a reality.

Along with academic excellence, schools provide a positive culture where students embrace the facets of character education in their daily interactions with others.

Tonight, Principal Mike Olander and his team will spotlight student learning at Cajon Park School.

Agenda Item C.2.

Report and Presentations Item C.3.

2016-17 Trimester 1 District  
Assessment Results

Prepared by Dr. Stephanie Pierce  
February 7, 2017

**BACKGROUND:**

Tonight Bonner Montler, Director of Assessment and Learning Support, will present District assessment results for Trimester 1. This presentation will include an overview of multiple assessment measures, how these results relate to two District LCAP goals, and ongoing support for improving student learning.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item C.3.

## **Item D. PUBLIC COMMUNICATION**

*During Public Communication, 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. The Board may not take action on any item presented. The Board has a policy limiting any speaker to five minutes. Meetings are recorded.*

Agenda Item D.



## **Item E. 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 Board discussion of these items prior to the vote unless a member of the Board, staff, or public requests specific items be considered separately. Citizens are invited at this time to address the Board about any item listed under Consent.*

Agenda Item E.

Consent Item E.1.1.  
Prepared by Kristin Baranski  
February 7, 2017

Approval of Minutes

**BACKGROUND:**

Presented for Board approval –

- January 17, 2017, regular meeting minutes

**RECOMMENDATION:**

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_ Item E.1.1.

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

January 17, 2017  
**MINUTES**

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

**A. OPENING PROCEDURES – 7:00**

**1. Call to Order and Welcome**

President Levens-Craig called the meeting to order at 7:00 p.m.

Members present:

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

Administration present:

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

**2. District Mission**

President Levens-Craig invited the audience to recite the District Mission.

**3. Pledge of Allegiance**

President Levens-Craig invited Maya Archer, 6<sup>th</sup> grade student at Sycamore Canyon School, to lead the members, staff, and audience in the Pledge of Allegiance.

**4. Approval of Agenda**

Member El-Hajj moved approval.

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

**C. REPORTS AND PRESENTATIONS**

President Levens-Craig acknowledged Superintendent Pierce's upcoming retirement and presented her with flowers and her portrait that had been displayed in the ERC. The Board acknowledged Superintendent Pierce for her hard work and dedication to the students, staff, and community of Santee School District. Superintendent Pierce expressed her gratitude and mentioned it had been an honor and privilege to serve the community of Santee School District.

**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

Superintendent Pierce acknowledged Karl Christensen, Assistant Superintendent of Business Services, and his staff for having an audit without any findings for the second consecutive year.

**2. Spotlight on Learning: Sycamore Canyon School**

Principal Jeri Billick mentioned staff and students were very excited to spotlight the learning at Sycamore Canyon. She acknowledged staff and students for their hard work on the implementation of common core standards. Principal Billick mentioned the SBAC scores showed a substantial growth within all grade levels in both English Language Arts (ELA) and Mathematics.

She explained that instead of showing a video, students were present to showcase the fun and amazing things at Sycamore Canyon School. The students role played a family that had recently moved to Santee and their steps in selecting which school was best for their students.

The students took turns roleplaying and describing why Sycamore Canyon was the best choice. The students described all the educational opportunities available at Sycamore Canyon (i.e., job training on video broadcasting, student newspaper, safety patrol, students valets to help with traffic flow, peer conflict workers during recess for primary grades, community circles in the classroom, focus on physical education, and the outdoor learning environment).

Principal Billick acknowledged Lynne Baker, teacher, for her assistance in the presentation. The Board commended Principal Billick, staff, and students for highlighting the great work at Sycamore Canyon.

### **3. Spotlight on Learning: Carlton Hills School**

Principal Jerelyn Lindsay and Vice Principal Angelo Benedetto highlighted the steps Carlton Hills School is taking to build a sense of community amongst staff and teachers. Principal Lindsay shared using data from the Caring School survey, LCAP Student Forum, and 2015-16 CAASP Data as guidance. Vice Principal Benedetto shared the pathway the school used in building a sense of community included: Lifting Student Learning; Team Identified need to focus on Social-Emotional needs and school connectedness; Teacher leaders took idea to staff for discussion and survey; Redesigned Professional Learning Plan; Formed Action Committee; Jr. Jaguars program; and Improving Student Achievement. He shared some of the programs at Carlton Hills include: College Connections and Jr. High Spirit Teams to prepare students for college; Adaptive PE Buddies, Buddy Classes for Cross-aged Tutoring/Support, Jump Rope for Heart, Santee Santas, and Kindness Week for Community Outreach; Caught with Clean Paws, Project Wisdom, Character Lessons with Counselor, and Reflective Circles for Character Building; and DJ Club and Fishing Trips for connecting students across grade-levels. Principal Lindsay shared one of the most positive changes at Carlton Hills this year, was the additional counseling time provided to the students. She expressed her appreciation to the Board for making this service available to the students.

Principal Lindsay ended the presentation by thanking Vice Principal Benedetto for his work and participation on the presentation; and the Carlton Hills Staff for their dedication to their profession and for continually supporting all the students who walk through the school's gates. The Board expressed her gratitude to Carlton Hills staff for their presentation and their hard work.

## **D. PUBLIC COMMUNICATION**

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

## **E. CONSENT ITEMS**

President Levens-Craig invited comments from the public on any item listed under Consent.

- 1.1. Approval of Minutes
- 2.1. Approval/Ratification of Travel Request
- 2.2. Approval/Ratification of Expenditure Warrants
- 2.3. Approval/Ratification of Purchase Orders
- 2.4. Approval/Ratification of Revolving Cash Report
- 2.5. Acceptance of Donations
- 2.6. Approval/Ratification of Consultants and General Service Providers
- 2.7. Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)
- 2.8. Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement
- 2.9. Acceptance of 2015-16 Audit Report
- 2.10. Authorization to Sell/Dispose of Surplus Items
- 3.1. Approval of School Accountability Report Cards for the 2015-16 School Year
- 3.2. Approval of Nonpublic Master Contract with Copper Hills Youth Center for Residential Treatment Center Services and Nonpublic School Services

- 3.3. **Approval of Amended Nonpublic Agency Master Contract Appendix B with ABA Education Foundation for Behavioral Support**
- 3.4. **Approval of Comprehensive School Safety Plans**
- 4.1. **Personnel, Regular** – *pulled for separate consideration*
- 4.2. **Certification of Competence in Evaluation and Instructional Methodologies**

Member Burns moved approval of consent items, with the exception of Item 4.1. Personnel, Regular, which was pulled for separate consideration.

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

**4.1. Personnel, Regular**

President Levens-Craig explained she had pulled this item for separate consideration to acknowledged the hiring of Daisy De La Cruz as an Early Admission to Kindergarten (EAK) teacher at Chet F. Harritt. She mentioned Ms. De La Cruz, began her career with the District as a Project SAFE Lead. President Levens-Craig shared she knew Ms. De La Cruz had earned her teaching credential and was happy to see her being recommended for hiring within the District. She moved approval.

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

**F. DISCUSSION AND/OR ACTION ITEMS**

**Educational Services**

**1.1. Middle School Elective Application: Sycamore Canyon**

Dr. Stephanie Pierce, Assistant Superintendent of Educational Services, shared the presentation was part of the LCAP goals, in the Action/Service steps. Dr. Pierce shared that although Sycamore Canyon was not a middle school, Principal Billick was presenting ways to enhance opportunities for students.

Principal Jeri Billick provided an overview of Sycamore Canyon’s enrichment proposal. She shared Sycamore Canyon’s vision included building an outdoor learning habitat; creating a learning environment that equips itself with hands on learning opportunities to solve real world problems; students pose questions and use the space to answer these questions; and the use of technology to enhance problem solving. She mentioned the proposal had been compiled by gathering input from various stakeholder groups (i.e., school site council; PTA; and students).

Principal Billick discussed the proposed enrichments included how technology could help study and compare organisms, places, and events. She explained it all tied in with the Common Core State Standards in reading, foundational skills, writing, speaking and listening, language, and all mathematical practice standards; and the Next Generation Science Standards (NGSS) connections include physical, life, earth, space, and engineering domains supported by the environment.

Principal Billick explained this would lead students into their preparation in entering the middle school pathway and enrichment would build background knowledge to support their middle school journey. She shared pictures of students learning in the learning habitat. Principal Billick mentioned researched showed school gardens impact academic performance and shared the proposed budget.

MODEL #	DESCRIPTION	STORE	COST	QTY	TOTAL
	Healthy Planet USA Partnership		\$3,000.00	1	\$3,000.00
UR361860	Shelving -60in.Hx36in.Wx18in.	Home Depot	\$59.97	6	\$359.82
SD380	Cart - Vertex Super-Duty	Home Depot	\$99.00	2	\$198.00
FW3820	Utility Cart - Sandusky 3cu.ft.	Home Depot	\$69.42	1	\$69.42
GOR1201B	Gorilla Cart - Heavy Duty Utility	Home Depot	\$132.70	1	\$132.70
2030	Gloves - G&F Women (3 pk)	Home Depot	\$10.71	25	\$267.75
1823-3	Gloves - G&F Kids (3 pk)	Home Depot	\$8.67	15	\$130.05
TSDIGGER-4	Tool Kit - Little Diggers Series Kid Garden Tools (4 piece set)	Home Depot	\$21.98	5	\$109.90
2951	Rake - Metal 5-Teeth Rake	Home Depot	\$7.93	3	\$23.79
1245-1	Kid Rake - Little Diggers	Home Depot	\$6.98	3	\$20.94
100184	Kid Rake - Garden (Green)	Home Depot	\$6.99	3	\$20.97
100183	Kid Rake - Garden (Yellow)	Home Depot	\$6.99	3	\$20.97
P755	Leaf Claw - Power Dynamics28in	Home Depot	\$24.99	5	\$124.95
1789300	Shrub Rake - 11-Tine Steel	Home Depot	\$7.98	5	\$39.90
2915900	Shrub Rake - 8 in. Poly	Home Depot	\$9.97	5	\$49.85
1994100	Hand Trowel - Wood Handle	Home Depot	\$3.97	10	\$39.70
2531800	Shovel - D-Handle Utility Shovel	Home Depot	\$9.97	5	\$49.85
19889804	70 Qt. Tote - (4 pk)16x26x13.5in	Home Depot	\$42.24	3	\$126.72
19858606	30 Qt. Tote - 12x18x11.5in	Home Depot	\$9.97	10	\$99.70
19848606	18 Qt. Tote - 12x18x7in	Home Depot	\$6.97	10	\$69.70
VPK900	Propagation Kit - Viagrow 10x20in	Home Depot	\$11.99	4	\$47.96
VSSP50	Organic Starters - Viagrow (50ct)	Home Depot	\$12.72	4	\$50.88
479497	Gravel - 1,100lbs. Grvl/Crshd Rock	Home Depot	\$24.95	10	\$249.50
30138W	Weed Control Fabric - 6ft. X 100ft.	Home Depot	\$124.97	1	\$124.97
WKBNCH72X22	Workbench-Signatre72in.Fold-Out	Home Depot	\$75.47	4	\$301.88
	Shipping	Home Depot	\$99.00	1	\$99.00
X-TT30608ADJ	DryEraseTopTble-Qte # 8129875	Virco Inc	\$623.55	2	\$1,247.10
	Curriculum - Printing of Garden	PUBS	\$200.00	7	\$1,400.00
757214942809	Caddy - Rolling Garden Tool	Orgniz. Stre	\$79.97	2	\$159.94
	Irrigation - Both sides of Quad	M & O	\$1,200.00	2	\$2,400.00
	Labor - For Irrigation	M & O	\$900.00	2	\$1,800.00
553107148	Canopy - Coleman UV 10x10	Walmart	\$114.00	4	\$456.00
HN-GU1024	Greenhouse -Gardman35x27x25in	Hayneedle	\$75.04	2	\$150.08
	Misc.Costs-Labor,Consumable,etc	Various	\$1,560.00	1	\$1,560.00
<b>GRAND TOTAL =</b>			<b>\$15,001.99</b>		

The Board extended her gratitude towards Principal Billick and the Sycamore Canyon staff for their work. Member El-Hajj moved approval.

Motion: El-Hajj  
 Second Burns  
 Vote: 5-0

Levens-Craig Aye  
 El-Hajj Aye  
 Fox Aye

Burns Aye  
 Ryan Aye



**2.3. Authorization to Award Bid for District Office HVAC/Ceiling/Lighting Replacement Project**

Mr. Christensen explained that at the August 16, 2016, the Board authorized Administration to go out for another bid to replace the antiquated HVAC system, along with ceiling and lighting, in the District Office. He mentioned Bids were solicited for a Base Bid plus two (2) additive alternates; one (1) for installing skylights for additional energy efficiency and one (1) for removing hazardous materials from the old boiler room. Mr. Christensen shared seven (7) bids were received and the lowest bid was submitted by MA Stevens Construction with a Base Bid plus alternates of \$426,075. He explained that when estimated soft costs were factored in, the total estimated cost for this project becomes about \$496,000; roughly \$24,000 over the estimate provided in August. Mr. Christensen mentioned Administration recommended awarding the Base Bid and the two (2) additive alternates to MA Stevens Construction for work to be performed this summer. Member Burns moved approval.

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

**2.4. Billing to Pioneer National Little League for Electricity Usage at Chet F. Harritt**

Mr. Christensen shared that on December 15, 2015, the Board approved a three-way Memorandum of Understanding (MOU) with the City of Santee, the District, and Pioneer National Little League to obtain funding from the City for the construction of certain improvements to the ballfields at Chet F. Harritt School. He explained the MOU also contained terms to bill the League for electricity usage at Chet F. Harritt School using a particular calculation methodology. This methodology assumed that the sports lights were on the same sub-meter as the snack bar, adjacent conference/storage room, and batting cage. Consequently, the amount billed to the City of Santee for light usage was to be deducted from the amount to bill the League. Sometime after execution of the MOU, it was discovered that the sports lights are on their own sub-meter. Consequently, the calculation methodology in the current MOU is flawed. Mr. Christensen shared some background information related to the League's use of electricity at the old Santee School Site and at Chet F. Harritt. He explained the document included information about the League's activities throughout the year, the appliances and electricity using devices used by the League, historical kilowatt hour usage and SDG&E costs at the Santee School Site, and amounts calculated for billing the League both including and excluding deductions for amounts billed the City for sports light usage. Mr. Christensen explained no invoices have been generated and submitted to the League yet but the calculations had been shared with Member Fox over the last several months. Mr. Christensen explained this Board item was for information only and being brought forth to allow the Board to engage in a discussion about the League's electricity usage at Chet F. Harritt and to provide direction to Administration on amounts to bill the League. Upon discussion, the Board asked that Administration work with the Pioneer Little League on the billing and exploring options with SDG&E; and based on the outcomes, revise the MOU and bring back to the Board for approval.

**Superintendent**

**3.1. Approval of Agreement with Leadership Associates for Consultant Services**

Member Levens-Craig mentioned a revised contract was provided to the Board for consideration. She explained the cost was the same however the revised contract had corrected dates of service and more details on the services being provided. Member Burns moved approval.

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

**3.2. Board of Education Self-Evaluation**

President Levens-Craig explained Board Bylaw 9400 addressed the annual Board's Self-Evaluation. Upon discussion, it was the Board's consensus to complete and discuss the results of the survey conducted in June with the self-evaluation during the team building workshop.



**G. BOARD POLICES AND BYLAWS**

**1.1. Second Reading: Deletion of Board Policy 4333.1, Executive Council Mileage and Travel Expense Reimbursement**

Deletion of Board Policy 4333.1, Executive Council Mileage and Travel Expense Reimbursement was presented for a second reading. Member Ryan moved approval.

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

**1.2. First Reading: Revisions to BP/AR 3270, Sale and Disposal of Books, Equipment, and Supplies**

BP/AR 3270, Sale and Disposal of Books, Equipment, and Supplies was presented for a first reading. BP/AR 3270 will return to the next meeting for a second reading and request for approval.

**1.3. First Reading: AR 5030, Student Wellness**

AR 5030, Student Wellness, was presented for a first reading. AR 5030 will return to the next meeting for a second reading and request for approval. Member Ryan inquired on clarification on suggested wording on the Administrative Regulation. Mr. Christensen clarified the wording and mentioned he would work with Cathy Abel, Child Nutrition Director, on revising the wording based on the Board's discussion and suggestions.

**1.4. First Reading: AR 3300, Expenditures and Purchases**

AR 3300, Expenditures and Purchases, was presented for a first reading. AR 3300 will return to the next meeting for a second reading and request for approval.

**H. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS**

Superintendent Pierce shared the upcoming Annual PTA Meeting and Founders Day on Wednesday, February 22, from 8:00 -11:30 am, at Scottish Rite Event Center; and the Tierra Del Sol Council PTA Founders Day, on Wednesday, March 8, at 6:00 pm. She mentioned the location of the Tierra Del Sol event was unknown at this time. Superintendent Pierce mentioned the Executive Assistant would follow-up on their availability for attendance.

President Levens-Craig shared speaking with School Services of California on conducting a team building workshop. She inquired on the Board's interest to hold the workshop towards the end of February/early March. Member Burns mentioned he preferred to include the incoming Superintendent in the discussion. President Levens-Craig mentioned the item would be brought back for discussion.

President Levens-Craig mentioned there was a need to schedule three expulsion hearings and presented some possible dates. She mentioned she had shared notes from a CSBA webcast and that she would be participating in another CSBA budget webcast; President Levens-Craig shared it was an extreme pleasure to attend the Dr. Steven Lane presentations.

President Levens-Craig inquired on displaying Board items on the screen during the Board meeting. Member El-Hajj mentioned some of the documents would be hard to see because of the small print and the location of the screen. Superintendent Pierce mentioned hard copies are provided for the public. The Board agreed that the President work with the Superintendent, during agenda review, to make sure all material is provided for the public to review.

**I. CLOSED SESSION**

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

1. Public Employee Discipline/Dismissal/Release (Govt. Code § 54957)
2. Public Employee Matters (Govt. Code § 54957)

3. **Conference with Labor Negotiator** (Govt. Code § 54957.6)  
*Agency Representative: Mark Thompson Esq.*  
*Unrepresented Employee: Superintendent*
  
4. **Conference with Labor Negotiator** (Govt. Code § 54957.6)  
*Purpose: Negotiations*  
*Agency Negotiator: Tim Larson, Assistant Superintendent*  
*Employee Organization: Santee Teachers Association (STA)*
  
5. **Conference with Labor Negotiator** (Govt. Code § 54957.6)  
*Purpose: Negotiations*  
*Agency Negotiator: Tim Larson, Assistant Superintendent*  
*Employee Organization: Classified School Employees Association (CSEA)*
  
6. **Conference with Real Property Negotiators** (Govt. Code § 54956.8)  
*Property:*
  - 10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)*Agency Negotiator: Karl Christensen, Assistant Superintendent*
  
7. **Public Employee Performance Evaluation** (Govt. Code § 54957)  
*Superintendent*

The Board entered closed session at 8:35 p.m.

**J. RECONVENE TO PUBLIC SESSION**

The Board reconvened to public session at 10:15 p.m. and reported no action was taken.

**K. ADJOURNMENT**

With no further business, the regular meeting of January 17, 2017 was adjourned.

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Ken Fox, Clerk

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Cathy A. Pierce, Ed.D., Secretary

Consent Item E.2.1. Approval/Ratification of Travel Requests  
Prepared by Karl Christensen  
February 7, 2017

**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.

In accordance with Sections 35044, 35172, and 35173 of the Education Code, the Board of Education shall provide for payment of travel expenses for any representative of the Board when performing services on behalf of the District. In the summer of 2008, following implementation of the Formatta Software, a network-based paperless forms travel processing solution was introduced District-wide in accordance with BP 3350 and AR 3350.

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.

A list of requests for travel which require air travel, and/or an overnight stay and/or are out of the State will be reviewed and approved by the Executive Council or Superintendent and submitted for Board of Education approval **prior** to the travel date.

**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:

**Staff Development**

- Implement a staff development plan as the cornerstone of employee performance and growth.

**FISCAL IMPACT:**

The estimated travel expenses are \$11,430, with substitute costs of \$2,530, as disclosed on the following page.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item E.2.1.

**Board Travel Report - February 7, 2017**

Travel Dates	Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Travel
Wednesday, 01/25/17 & Monday, 02/06/17	Rosanne Davis Lori Petchauer Kelly Farmer Michelle Yother-Johnson Tracy Meza Hannah Fields Katie Vick Lindsay Ogden Jamie LaFuze	Cajon Park Cajon Park Cajon Park Cajon Park Cajon Park Cajon Park Cajon Park Cajon Park Cajon Park	Introduction to Restorative Practices	SDCOE	\$230 \$230 \$230 \$230 \$230 \$230 \$230 \$230 \$230	\$100 \$100 \$100 \$100 \$100 \$100 \$100 \$100 \$100	LCFF Site Allocation LCFF Site Allocation LCFF Site Allocation LCFF Site Allocation LCFF Site Allocation LCFF Site Allocation LCFF Site Allocation LCFF Site Allocation LCFF Site Allocation	This 2-day workshop will provide training on how to use Restorative Practices.
Wed-Thurs, 02/01/17 - 02/02/17	Barb Knoll	Pepper Drive	Project Phenomenon Workshop	SDCOE	\$230	\$165	Title I / Site Budget	This 2-day workshop will identify engaging phenomena which anchors NGSS instruction.
Friday, 02/03/17	Christina Becker	Maint/Opers/Facs	CASBO Annual Conference	UCSD	\$0	\$72	Facilities	This conference will provide updates regarding school facilities including new lease/leaseback rules and State bond information.
Friday, 02/10/17	Stacy Rawson	Carlton Hills	Trauma Informed Practices for Schools - Trainer of Trainers	SDCOE	\$0	\$53	United Way Grant	This workshop will provide training of techniques and strategies for TIPS (Trauma Informed Practices for Schools).
Wednesday, 03/08/17	Robyn Accardi Christina McPhillips	Sycamore Canyon Sycamore Canyon	Autism: Across the Spectrum	San Diego	\$115 \$115	\$200 \$200	Special Education Special Education	This training will focus on developing the framework to guide problem-solving and decision making along with intervention strategies for day to day success.
Thursday, 03/09/17	Kristin Baranski Stephanie Pierce Dan Prouty Bonner Montler Mimi McGinty Mike Olander Jerelyn Lindsay Andy Johnston Tylene Hicks Ted Hooks Terry Heck Debra Simpson Staci Block Jeri Billick Tiffani Brown Kristen Eveland Stacy Roberts Jennifer Rolf	Superintendent Educational Services Educational Services Educational Services Special Education Cajon Park Carlton Hills Carlton Oaks Chet F. Harritt Pepper Drive PRIDE Academy Rio Seco District Office Sycamore Canyon Educational Services Educational Services Educational Services Educational Services	San Diego County Achievement Gap Task Force Forum	La Jolla	\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	\$56 \$56 \$56 \$56 \$56 \$56 \$56 \$56 \$56 \$56 \$56 \$56 \$56 \$56 \$56 \$56 \$56 \$56 \$56 \$56	Educational Services Educational Services Educational Services Educational Services Educational Services Educational Services Educational Services Educational Services Educational Services Educational Services Educational Services Educational Services Educational Services Educational Services Educational Services Educational Services Educational Services Educational Services Educational Services Educational Services	This forum will focus on accelerating learning opportunities through innovation.
Friday, 03/17/17	Mia Morales Carrie Thompson Ed Gigliotti	Santee Success Program Chet F. Harritt PRIDE Academy	Trauma Informed Practices for Schools - Trainer of Trainers	SDCOE	\$0 \$0 \$0	\$53 \$53 \$53	Santee Empowerment Grant DODEA Grant DODEA Grant	This workshop will provide training of techniques and strategies for TIPS (Trauma Informed Practices for Schools).
Wednesday, 05/17/17	Kristin Baranski Karl Christensen Tim Larson Stephanie Pierce Tory Long	Superintendent Business Services HR/Pupil Services Educational Services Business Services	Governor's May Revision Workshop	Escondido	\$0 \$0 \$0 \$0 \$0	\$165 \$165 \$165 \$165 \$165	Business Services Business Services Business Services Business Services Business Services	This workshop will review the Governor's May revision to the State budget.
Friday, 06/16/17, Saturday, 06/17/17, Friday, 09/08/17, Saturday, 09/09/17, Saturday, 01/06/18	Jeri Billick	Sycamore Canyon	Women in Educational Leadership (WEL) Institute	San Marcos (CSU)	\$0	\$575	Fundraiser/Donation Budget	This is a 5-day conference for women in education.

**Board Travel Report - February 7, 2017**

Travel Dates	Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Travel	
Travel Requests That Require Airfare; Overnight Stay; and/or Travel Outside of the State of California									
Wednesday,	02/08/17	Christina Becker	Maint/Opers/Facs	Education Committee Assembly Hearing	Sacramento	\$0	\$618	Facilities	Ms. Becker will address the Assembly Education Committee on school facilities issues.
Thurs - Sat,	03/16/17 - 03/18/17	Stephanie Pierce Daniel Prouty Jennifer Rolf Stacy Roberts Tiffani Brown Kristen Eveland	Educational Services Educational Services Educational Services Educational Services Educational Services	Computer Using Educators 2017 Conference	Palm Springs	\$0 \$0 \$0 \$0 \$0 \$0	\$624 \$624 \$624 \$624 \$624 \$624	Professional Development Professional Development Professional Development Professional Development Professional Development	The CUE conference focuses on advancing student achievement and the use of educational technology in instruction.
Sun - Fri,	4/30/17 - 05/05/17	Cathy Abel	Child Nutrition Services	California School Nutrition Association Industry Conference	Monterey	\$0	\$1,337	Child Nutrition Services	This conference will provide an update on State laws and regulations relating to school nutrition programs.
Wed - Fri,	.06/21/17- .06/23/17	Mimi McGinty	Special Education	Alternative Dispute Resolution	Malibu	\$0	\$1,574	Special Education	This 2-day workshop will focus on mediation strategies.

Consent Item E.2.2. Approval/Ratification of Revolving Cash Report  
Prepared by Karl Christensen  
February 7, 2017

**BACKGROUND:**

The Revolving Cash Fund of \$198,677 is used for prompt payment to vendors and saves the costs associated with processing payments of small amounts through the County Superintendent of Schools. The attached report of numerical listings by check number include the issue date, name of payee, a general description of items purchased, and the amount of the check.

**RECOMMENDATION:**

It is recommended that the Board of Education approve checks #22446 through #22452 on the \$198,677 Revolving Cash Account.

This recommendation supports the following District goal:

**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 \$3,447.95 as disclosed on the following report.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item E.2.2.

**SANTEE SCHOOL DISTRICT  
REVOLVING CASH REPORT- \$198,677**

Date	Number	Name	Memo	Amount
01/09/17	22446	State Board of Equalization	Diesel Fuel Tax	53.59
01/10/17	22447	Nick Bosjolie	Paycheck for substitute employee	402.36
01/10/17	22448	Steven Layne	Literacy Consultation invoice	750.00
01/12/17	22449	Santee School District	Reduction of Revolving Cash Balance	178,677.00
01/17/17	22450	California Dept of Education	Conference Registration	1,000.00
01/17/17	22451	California State University Sacramento	Bus Driver Instructor Certification Course	200.00
01/17/17	22452	Candace Byerly	Cash Advance for Bus Driver Training Program travel	1,042.00

Total Checks Written \$182,124.95

Less check #22449 reducing the balance held in Revolving Cash -178,677.00

Total to be Reimbursed \$3,447.95

Total to Deduct from Future Reimbursement

Consent Item E.2.3. Acceptance of Donations  
 Prepared by Karl Christensen  
 February 7, 2017

**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 have been offered to the District:

<i>Item</i>	<i>Approximate Value</i>	<i>Donated By</i>	<i>Designated For Use At</i>
Funds to Support the Instructional Program and Supplement Classroom Supplies	\$1,000.00	Lisa & John Castillo	Carlton Oaks School
Supplies and Hands-On Activities for Phonics, Sight Words, and Writing	\$712.61	DonorsChoose.org	Chet F. Harritt School
Funds for Multi-Media Accessories	\$500.00	Marsh & McLennan Companies, Inc.	Hill Creek School
Grant to Support the Outdoor Classroom Program	\$5,000.00	Santee School District Foundation	Sycamore Canyon School
Art Supplies for the Arts Attack Program	\$50.00	Melody Marcusen	Sycamore Canyon School
<b>TOTAL DONATIONS RECEIVED</b>	<b>\$7,262.61</b>		

**RECOMMENDATION:**

It is recommended that the Board of Education accept the donations listed above for the District and authorize staff to send letters of appreciation on behalf of the governing Board.

This recommendation supports the following District goals:

**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 above are valued at \$7,262.61.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item E.2.3.



Consent Item E.2.4. Approval of Consultants and General Service Providers  
Prepared by Karl Christensen  
February 7, 2017

**BACKGROUND:**

From time to time, the District contracts with individuals, companies, or organizations to provide various types of services within the following scopes:

- Consultants: Those providing professional advice or specialized technical or training services
- General Service Providers: Those providing general services not fitting the description of a consultant

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 or an employee to be paid by payroll warrant for withholding and payment of appropriate payroll taxes. This analysis generally involves an assessment of the degree of control the District will have over the service provider's schedule and work methods.

The attached table presents requests for Consultants and General Service Providers. (NOTE: Those providing services on an annual, on-going basis are approved separately by the Board as Annual Contract Renewals)

**RECOMMENDATION:**

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

This recommendation supports the following District goals:

**Educational Achievement**

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

**Fiscal Accountability**

- Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility.

**FISCAL IMPACT:**

The fiscal impact is disclosed on the attached page.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item E.2.4.

**Consultant / General Service Provider Report  
February 7, 2017**

Vendor Name	Type (Consultant or General Service Provider)	Description of Services	Date(s) of Service	Amount	Funding	Payment Type (Independent Contractor or Employee)
Jill Weckerly, Ph.D.	Consultant	Neuropsychological Independent Evaluation	2/7/17 - 6/30/17	Not to Exceed \$2,500	Special Education	Employee
Kara Dodds & Associates	Consultant	Independent Occupational Therapy Evaluation	2/7/17 - 6/13/17	Not to Exceed \$1,000	Special Education	Independent Contractor
Donna Farquar	Consultant	Writing Classes for Home School Population	3/1/17 - 4/30/17	Not to Exceed \$500 (\$32.97/hour)	Alternative School LCFF	Employee
Mad Science	General Service Provider	Mad Science Workshop	02/09/17	Not to Exceed \$1,500	YALE Preschool	Independent Contractor
Lexia Learning	General Service Provider	Professional Development	1/1/17 - 6/30/17	Not to Exceed \$1,169.35	Title I (PRIDE Academy)	Independent Contractor
Elena Luz Gomez dba Ms. Smarty Plants	General Service Provider	Educational Assembly on Drought Tolerant Planting	04/13/17	Not to Exceed \$750.00	OST Program	Independent Contractor

Consent Item E.2.5. Approval/Ratification of Expenditure Transactions  
Prepared by Karl Christensen Charged to District Issued Purchasing Cards (P-Cards)  
February 7, 2017

**BACKGROUND:**

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

**RECOMMENDATION:**

It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the period December 1, 2015 through December 31, 2015.

This recommendation supports the following District goal:

**Fiscal Accountability**

- Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility.

**FISCAL IMPACT:**

There were 153 transactions totaling \$14,565.26 charged to various funds.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item E.2.5.

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20161202	ABEL,CATHY	CHILD NUTRITION	ACE MART RESTAURANT SU	89.53	Pan Carners
20161205	ABEL,CATHY	CHILD NUTRITION	THE WEBSTAURANT STORE	179.15	Food Pans - various sizes
20161206	ABEL,CATHY	CHILD NUTRITION	SMART AND FINA10809291	6.78	Almond Milk
20161211	ABEL,CATHY	CHILD NUTRITION	REPLACEMENT PART INC	62.01	Replacement Power Cord for Burr Mixer in Central Kitchen
20161213	ABEL,CATHY	CHILD NUTRITION	ATLAS PUMPING SERVICE	125.00	Grease Trap Pumping Central Kitchen
				<b>462.57</b>	
20161201	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	THINGS REMEMBERED 0709	70.53	Board meeting supplies
20161204	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	ALBERTSONS #6710	11.99	Board meeting supplies
20161205	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	PANERA BREAD #4299	197.61	Catering for special Board meeting
20161205	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS STORE00018978	9.49	Board meeting supplies
20161206	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	BASKIN #354764 ONLINEC	26.99	Board meeting supplies
20161207	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	ALBERTSONS #6710	11.99	Board meeting supplies
20161207	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	AWARDS BY NAVAJO	20.00	Board meeting supplies
20161208	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	TARGET 00009977	39.95	Supplies for PLT meeting
20161208	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS STORE00018978	17.87	Board meeting supplies
20161208	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SPROUTS FARMERS MARK	7.98	Board meeting supplies
20161209	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SMART AND FINA10809317	12.32	Board meeting supplies
20161209	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	DOLLAR TREE	27.58	Supplies for PLT meeting
20161215	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	USPS PO 0570200071	101.27	Shipping and postage fees
20161216	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS STORE00018978	43.18	Board/City Council meeting supplies
20161218	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS STORE00018978	12.27	Board meeting supplies
20161220	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	ASS CAL SCH ADMIN ACS	995.00	Registration for Kristin Baranski to attend Supt Symposium
20161222	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	7-ELEVEN 20321	2.91	Board meeting supplies
20161222	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS STORE00018978	20.00	Board meeting supplies
				<b>1,628.93</b>	
20161208	BAKER,HOPE	OST PROGRAMS	WAL-MART #1917	62.01	ITEMS FOR YALE HOLIDAY PROGRAM
20161209	BAKER,HOPE	OST PROGRAMS	VONS STORE00018978	18.00	ITEMS FOR YALE HOLIDAY PROGRAM
20161213	BAKER,HOPE	OST PROGRAMS	WAL-MART #1917	41.36	ITEMS FOR YALE HOLIDAY PROGRAM
20161213	BAKER,HOPE	OST PROGRAMS	DOLLAR TREE	16.20	YALE HOLIDAY PROGRAM ITEMS
20161214	BAKER,HOPE	OST PROGRAMS	SMART AND FINA10809291	17.34	ITEMS FOR YALE HOLIDAY PROGRAM
20161214	BAKER,HOPE	OST PROGRAMS	WAL-MART #1917	46.23	ITEMS FOR YALE HOLIDAY PROGRAM
20161216	BAKER,HOPE	OST PROGRAMS	WM SUPERCENTER #2253	288.51	OTHER/INSTRUCTIONAL-CLASSROOM SUPPLIES
20161218	BAKER,HOPE	OST PROGRAMS	MICHAELS STORES 3256	70.76	OTHER/INSTRUCTIONAL-CLASSROOM SUPPLIES
20161218	BAKER,HOPE	OST PROGRAMS	WAL-MART #1917	139.48	OTHER/INSTRUCTIONAL-CLASSROOM SUPPLIES
20161220	BAKER,HOPE	OST PROGRAMS	WAL-MART #1917	118.51	OTHER/INSTRUCTIONAL-CLASSROOM SUPPLIES
20161229	BAKER,HOPE	OST PROGRAMS	KMART 3678	19.38	YALE NAP BLANKETS
20161230	BAKER,HOPE	OST PROGRAMS	HOMEGOODS #295	59.37	YALE OFFICE FURNITURE
				<b>897.15</b>	
20161205	BECKER,CHRISTINA	FACILITIES & MAINTENANCE	ONTARIO AIRPORT HOTEL	102.56	Hotel for Overnight Stay for Mgmt Training
20161207	BECKER,CHRISTINA	FACILITIES & MAINTENANCE	APPA VCB	300.86	Operational Guidelines Trilogy Package (Books-Custodial, Grounds, Maintenance) Facilities
20161216	BECKER,CHRISTINA	FACILITIES & MAINTENANCE	CA DEPT PEST REG PUBLI	60.00	Pesticide Training - Qualified Applicator License Renewal - Chris Erwin M&O Lead
20161216	BECKER,CHRISTINA	FACILITIES & MAINTENANCE	CA DEPT PEST REG PUBLI	30.00	Training - QAC Pesticide License Renewal - Vince Zelaskowski Grounds Dept
20161218	BECKER,CHRISTINA	FACILITIES & MAINTENANCE	CA DEPT PEST REG PUBLI	60.00	QAC Pesticide License Renewal - John Burchard - Grounds Dept
20161223	BECKER,CHRISTINA	FACILITIES & MAINTENANCE	MARIOS FAMILY CLOTHING	37.78	Safety Supplies
				<b>591.20</b>	
20161208	BENEDETTO,ANGELO	CARLTON HILLS	WAL-MART #1917	16.21	Funds were used to develop photos from student of the month.
				<b>16.21</b>	
20161202	BONSER,KRISTEN	PEPPER DRIVE / RIO SECO	REI*GREENWOODHEINEMANN	225.20	Materials and Supplies
				<b>225.20</b>	
20161205	BRASHER,PAMELA	OST PROGRAMS	WALMART COM	12.82	OTHER/INSTRUCTIONAL-WINTER BREAK SUPPLIES
20161215	BRASHER,PAMELA	OST PROGRAMS	MICHAELS STORES 3256	53.49	OTHER/INSTRUCTIONAL-ART & CRAFT SUPPLIES
20161215	BRASHER,PAMELA	OST PROGRAMS	LOWES #01661*	21.54	OTHER/INSTRUCTIONAL-OFFICE SUPPLIES
20161215	BRASHER,PAMELA	OST PROGRAMS	WAL-MART #3494	175.21	OTHER/INSTRUCTIONAL-ARTS & CRAFT SUPPLIES
20161216	BRASHER,PAMELA	OST PROGRAMS	WAL-MART #5996	74.52	OTHER/INSTRUCTIONAL-ARTS AND CRAFT SUPPLIES
20161216	BRASHER,PAMELA	OST PROGRAMS	DOLLAR TREE	14.04	OTHER/INSTRUCTIONAL-CRAFT SUPPLIES
20161222	BRASHER,PAMELA	OST PROGRAMS	IKEA SAN DIEGO	259.04	YALE OFFICE FURNITURE
20161227	BRASHER,PAMELA	OST PROGRAMS	WAL-MART #5996	81.21	OTHER/INSTRUCTIONAL-SUPPLIES FOR CAMP
20161228	BRASHER,PAMELA	OST PROGRAMS	WAL-MART #1917	282.77	OTHER/INSTRUCTIONAL-SUMMER SUPPLIES
				<b>974.64</b>	
20161214	EDMONSTON,ERICA	RIO SECO	TARGET 00014852	20.10	Positive School Culture - Candy Canes given as reward for classes with highest Santee Santas Donations.
				<b>20.10</b>	
20161215	HECK,TERRY	PRIDE ACADEMY	SMART AND FINA10805810	41.11	Refreshments & supplies for Holiday breakfast
20161215	HECK,TERRY	PRIDE ACADEMY	WAL-MART #1917	43.11	Coffee Urn
				<b>84.22</b>	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20161201	HICKS,TYLENE	CHET F. HARRITT	WAL-MART #2253	49.68	Supplies for staff meeting
20161206	HICKS,TYLENE	CHET F. HARRITT	BEST BUY MHT 00011452	26.98	DVI adapter
20161207	HICKS,TYLENE	CHET F. HARRITT	BEST BUY MHT 00011452	(26.98)	DVI adapter returned. Wrong one
20161212	HICKS,TYLENE	CHET F. HARRITT	AMAZON.COM	8.05	Drawing books for students
20161212	HICKS,TYLENE	CHET F. HARRITT	AMAZON.COM	17.43	Drawing books for students
20161214	HICKS,TYLENE	CHET F. HARRITT	AMAZON MKTPLACE PMTS	23.08	Pocket Etch-A-Sketch (two) Student rewards.
20161215	HICKS,TYLENE	CHET F. HARRITT	BARNES & NOBLE #2135	16.20	Building projects for students
20161216	HICKS,TYLENE	CHET F. HARRITT	TEACHERSPAYTEACHERS.CO	88.00	So Simple Sightwords DVD's
20161219	HICKS,TYLENE	CHET F. HARRITT	BARNES & NOBLE #2135	74.25	Books for the library
20161222	HICKS,TYLENE	CHET F. HARRITT	CPM EDUCATIONAL PROGRA	257.94	CPM - Core Connections Algebra Curriculum
				<b>534.63</b>	
20161214	HOHIMER,KAREN	PEPPER DRIVE	PARTY CITY	58.21	Student rewards/incentives
				<b>58.21</b>	
20161215	HOOKS,TED A	PEPPER DRIVE	AMAZON.COM	18.35	Incentives for students - books (Donations account)
20161215	HOOKS,TED A	PEPPER DRIVE	AMAZON.COM	101.09	Incentives for students - books (Donations account)
20161216	HOOKS,TED A	PEPPER DRIVE	AMAZON.COM	33.14	Incentives for students - books (Donations account)
20161216	HOOKS,TED A	PEPPER DRIVE	MARIE CALLENDERS	215.76	6th Grade Camp Fundraiser (pie certificates)
20161219	HOOKS,TED A	PEPPER DRIVE	AMAZON.COM	38.68	Incentives for students - books (Donations account)
				<b>407.02</b>	
20161205	JOHNSTON,ANDREW	CARLTON OAKS	LOVE AND LOGIC INSTITU	261.35	Instructional Materials
20161218	JOHNSTON,ANDREW	CARLTON OAKS	AMAZON MKTPLACE PMTS	(401.37)	Returned office furniture
				<b>(140.02)</b>	
20161202	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMAZON.COM AMZN.COM/BI	20.51	3D Print Filament
20161207	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMAZON MKTPLACE PMTS	624.50	5 Digital Signage Devices
20161207	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMAZON MKTPLACE PMTS	70.55	Laptop Docking Station
20161211	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	WWW.NEWEGG.COM	170.28	2 Dell Monitors
20161213	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMAZON MKTPLACE PMTS	12.99	Mini display port adapter
20161213	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMAZON MKTPLACE PMTS	13.16	Canon black & color ink
20161216	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMAZON.COM	139.27	Canon mobile printer
20161216	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	WILLY'S ELECTRONICS	36.72	Batteries, display port adapter
20161219	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	SIMPLISAFE.COM	24.99	Security System
20161221	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMAZON MKTPLACE PMTS	12.99	Mini display port adapter
20161221	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMAZON.COM	92.78	Classroom speakers
20161222	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMAZON MKTPLACE PMTS	(12.99)	Mini display port adapter
20161222	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	WILLY'S ELECTRONICS	138.65	Tech Supplies
20161222	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	WAL-MART #1917	21.52	Air Conditioner Supplies
20161223	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	WILLY'S ELECTRONICS	17.73	Vga cables
				<b>1,383.65</b>	
20161204	MARTIN,SUZANNE	CHET F. HARRITT	AMAZON.COM AMZN.COM/BI	32.64	Office flyer display- plastic sheet guards- fundraiser budget.
20161205	MARTIN,SUZANNE	CHET F. HARRITT	GROUPON INC	39.98	Playing/character cards for positive behavior incentives. Fundraiser budget.
20161206	MARTIN,SUZANNE	CHET F. HARRITT	TARGET 00018150	79.42	Alternative lunch recess activities- board games for "Zen Garden." Fundraiser budget.
20161211	MARTIN,SUZANNE	CHET F. HARRITT	MOBILEGALLERYUSA.COM	7.99	Pokeman cards for behavioral goal setting and monitoring incentives. Fundraiser budget.
20161211	MARTIN,SUZANNE	CHET F. HARRITT	MOBILEGALLERYUSA.COM	7.99	Pokeman cards for behavioral goal setting and monitoring incentives. Fundraiser budget.
20161218	MARTIN,SUZANNE	CHET F. HARRITT	AMAZON MKTPLACE PMTS	61.84	EAK classroom reading center stuffed chairs- classroom set-up. Fundraiser account.
20161231	MARTIN,SUZANNE	CHET F. HARRITT	EDUCATIONCLOSET	99.00	Professional development online course- integrating Arts into STEAM curriculum. Marybeth Atkinson. Title I budget.
				<b>328.86</b>	
20161209	MCGINTY,MIRIAM	SPECIAL EDUCATION	PP*SELF MATCH	249.50	Items purchased from Self and Match <b>Training including Posters for classroom use</b>
20161211	MCGINTY,MIRIAM	SPECIAL EDUCATION	THINK SOCIAL PUBLISHIN	102.22	Classroom management tools including social/emotional literature and posters purchased with grant money
20161212	MCGINTY,MIRIAM	SPECIAL EDUCATION	AMAZON MKTPLACE PMTS	253.76	Classroom management tools including 2 Wobble chairs and fidgets using grant money awarded
20161212	MCGINTY,MIRIAM	SPECIAL EDUCATION	AMAZON.COM	13.63	What to do When Life Stinks book for Social/Emotional education
20161213	MCGINTY,MIRIAM	SPECIAL EDUCATION	PACIFIC NORTHWEST PUBL	75.20	Teacher's Encyclopedia of Behavioral Management
20161214	MCGINTY,MIRIAM	SPECIAL EDUCATION	AMAZON MKTPLACE PMTS	(199.99)	Refund for incorrect item purchased for printer
20161215	MCGINTY,MIRIAM	SPECIAL EDUCATION	AMAZON MKTPLACE PMTS	36.82	Office supplies for Special Ed Department including organization folders
20161216	MCGINTY,MIRIAM	SPECIAL EDUCATION	JOHN WILEY & SONS, INC	65.40	Essentials of Planning book purchased for Adrienne Barker, School Psych
20161216	MCGINTY,MIRIAM	SPECIAL EDUCATION	AMAZON MKTPLACE PMTS	128.95	Protective cases for iPads
				<b>725.49</b>	
20161206	MCKINNON,KATHY	EDUCATIONAL SERVICES	GIH*GLOBALINDUSTRIALEQ	292.87	PD - Supplies - Whiteboard
20161209	MCKINNON,KATHY	EDUCATIONAL SERVICES	GSDMIC	300.00	PD - GSDM Conference Registration - CRT's
20161212	MCKINNON,KATHY	EDUCATIONAL SERVICES	APL*APPLEONLINESTOREUS	31.32	ERC Admin - Supplies
				<b>624.19</b>	
20161206	MYERS,CHARLES	TRANSPORTATION	SNAP ON TOOLS M MOLAND	79.16	Mechanics tools for shop
				<b>79.16</b>	
20161201	OLANDER,MICHAEL	CAJON PARK	AMAZON MKTPLACE PMTS	883.38	TV monitor for elective engineering lab
				<b>883.38</b>	
20161201	ORTEGA,KAREN	HUMAN RESOURCES	TARGET 00014652	16.20	Supplies for HR
				<b>16.20</b>	
20161211	PIERCE,CATHY A	SUPERINTENDENT'S OFFICE	ACE PARKING 0462	10.00	Parking expenses while attending Grant Jury interview
20161214	PIERCE,CATHY A	SUPERINTENDENT'S OFFICE	MIMIS CAFE 86	175.45	Cabinet and Principals meeting
				<b>185.45</b>	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20161208	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	APL* ITUNES COM/BILL	8.98	Evaluation of apps for classroom use
20161208	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMAZON.COM	11.87	HDMI cable for monitor.
20161219	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	APL* ITUNES COM/BILL	3.99	Evaluation of apps for classroom use
20161221	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMAZON.COM	(11.87)	Return of HDMI cables.
20161221	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	PAY*HOMEAWAY HA-77KWSZ	569.80	Partial payment for lodgings for Asst. Supt. and four CRTs for CUE Conference in Palm Springs
				<u>582.77</u>	
20161202	RIFFEL,MEREDITH	PUPIL SERVICES	KIWI CRATE INC	108.58	Materials for SSP
20161215	RIFFEL,MEREDITH	PUPIL SERVICES	VARIDESK	405.01	Standup work station
20161219	RIFFEL,MEREDITH	PUPIL SERVICES	CONTOUR DESIGN INC	94.99	Keyboard and mouse (27.22%)
20161219	RIFFEL,MEREDITH	PUPIL SERVICES	CONTOUR DESIGN INC	253.96	Keyboard and mouse (72.78%)
				<u>862.54</u>	
20161201	ROSA,JIM	HILL CREEK	AMAZON MKTPLACE PMTS	155.84	Toner
20161202	ROSA,JIM	HILL CREEK	SMART AND FINA10809291	6.49	Meeting supplies
20161205	ROSA,JIM	HILL CREEK	AMAZON MKTPLACE PMTS	13.99	Teacher supplies
20161208	ROSA,JIM	HILL CREEK	AMAZON.COM AMZN.COM/BI	25.34	Classroom supplies
20161208	ROSA,JIM	HILL CREEK	AMAZON.COM AMZN.COM/BI	30.23	Classroom supplies
20161211	ROSA,JIM	HILL CREEK	AMAZON.COM	15.64	Campus Aide Supplies
20161213	ROSA,JIM	HILL CREEK	AMAZON MKTPLACE PMTS	27.86	Classroom supplies
20161214	ROSA,JIM	HILL CREEK	AMAZON.COM	39.65	Teacher supplies
20161215	ROSA,JIM	HILL CREEK	PANDA EXPRESS #739 T	19.76	Incentive award
20161216	ROSA,JIM	HILL CREEK	THE HOME DEPOT #0673	194.21	PE Supplies
20161223	ROSA,JIM	HILL CREEK	VOKI VOKI	(39.99)	REFUND
				<u>489.02</u>	
20161205	SAUNDERS,LEAH	CARLTON OAKS	AMAZONPRIME MEMBERSHIP	106.92	Merchant charged membership fee to wrong credit card. Fee will be reversed and reflect on next months statement.
20161206	SAUNDERS,LEAH	CARLTON OAKS	HOMEGOODS #295	36.86	Staff Meeting Supplies
20161208	SAUNDERS,LEAH	CARLTON OAKS	SMART AND FINA10805810	21.36	Staff Meeting Supplies
20161211	SAUNDERS,LEAH	CARLTON OAKS	WWW DICKSPORTNGGOODS	680.25	Physical Education Equipment
20161211	SAUNDERS,LEAH	CARLTON OAKS	OTC BRANDS, INC	53.85	Behavior Incentives
20161219	SAUNDERS,LEAH	CARLTON OAKS	BIG 5 SPORTING GOODS 4	38.85	Safety Equipment
20161229	SAUNDERS,LEAH	CARLTON OAKS	AMAZON.COM AMZN.COM/BI	21.61	Office Supplies
				<u>959.50</u>	
20161201	SCHWELLER,JOHN	PUPIL SERVICES	NORTHERN SPEECH SERVIC	(179.00)	Refund for cancelled training
20161207	SCHWELLER,JOHN	PUPIL SERVICES	BESTBUYCOM793895058303	296.58	TV for SSP
20161212	SCHWELLER,JOHN	PUPIL SERVICES	AMAZON MKTPLACE PMTS	331.95	Materials for K. Stretton - CP
20161212	SCHWELLER,JOHN	PUPIL SERVICES	AMAZON MKTPLACE PMTS	56.81	Materials for K. Stretton - CP
20161213	SCHWELLER,JOHN	PUPIL SERVICES	THINK SOCIAL PUBLISHIN	(121.00)	Refund for cancelled training
20161218	SCHWELLER,JOHN	PUPIL SERVICES	BEST BUY MHT 00011452	(21.59)	Returned item
				<u>363.75</u>	
20161209	SHEEN,KRISTINA D	OST PROGRAMS	FOOD4LESS #0349	279.44	Food Fundraiser Items
20161216	SHEEN,KRISTINA D	OST PROGRAMS	LITTLE CAESARS 1872-00	129.60	Food Items
				<u>409.04</u>	
20161205	SIMPSON,DEBRA	RIO SECO	NAESP.ORG	235.00	Professional Resource for Principals supporting a positive school climate.
20161212	SIMPSON,DEBRA	RIO SECO	WAL-MART #1917	43.14	Storage shelves for science materials storage.
20161220	SIMPSON,DEBRA	RIO SECO	OFFICE DEPOT #908	37.79	Ink cartridge for single copy copier in conference room.
				<u>315.93</u>	
20161201	SOUTHCOTT,STEPHANIE	HILL CREEK	BARNES & NOBLE #2135	157.86	Books for classrooms
20161205	SOUTHCOTT,STEPHANIE	HILL CREEK	AMAZON MKTPLACE PMTS	11.80	Office supplies
				<u>169.66</u>	
20161216	STARKEY,MARK	INFORMATION TECHNOLOGY	VARIDESK	426.61	Stand/sit desk for Tracy F.
				<u>426.61</u>	
				<u>14,565.26</u>	

Consent Item E.2.6.  
Prepared by Karl Christensen  
February 7, 2017

Approval of First Amendment to Grant of Easement to  
San Diego Gas & Electric (SDG&E) at Cajon Park  
School

**BACKGROUND:**

At the November 15, 2011 meeting, the Board of Education adopted a resolution to grant an 11' by 28' easement at Cajon Park to San Diego Gas & Electric for the installation of new electrical equipment.

The project has been completed and ownership of some of the equipment has been transferred to the District. Therefore, the easement to continue is that necessary for SDG&E's transformer which is a smaller 12' by 12' area.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the First Amendment to Grant of Easement to San Diego Gas & Electric for electrical equipment at Cajon Park School.

This recommendation supports the following District goals:

**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:**

None.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item E.2.6.

Recording Requested by  
San Diego Gas & Electric Company

When recorded, mail to:

San Diego Gas & Electric Company  
P O Box 129831  
San Diego, CA 92123  
Attn: Real Estate Records – SD1170

SPACE ABOVE FOR RECORDER'S USE

Project No.: 056330-020  
Const. No.: 2951700  
APN.: 381-020-41  
SR No.: 242435

Transfer Tax None  
**SAN DIEGO GAS & ELECTRIC COMPANY**

**R/W366882**

FIRST AMENDMENT TO GRANT OF EASEMENT

THIS FIRST AMENDMENT TO GRANT OF EASEMENT (the "First Amendment") is entered into as of \_\_\_\_\_, 2017 by and between SANTEE SCHOOL DISTRICT OF THE COUNTY OF SAN DIEGO, CALIFORNIA, ("Grantor") and SAN DIEGO GAS & ELECTRIC COMPANY, a corporation ("Grantee").

RECITALS

A. Grantor is the owner of that certain parcel of real property (the "Property") more particularly described as follows:

Lots 1 and 8 in Block 12 of Cajon Park, according to Map thereof No. 767, filed in the Office of the County Recorder of said County of San Diego.

B. On November 16, 2011, Grantor entered into that certain Grant of Easement (the "Grant") with Grantee, recorded on December 2, 2011 at Document No. 2011-0647824 of Official Records of said County of San Diego, whereby the Grantor granted to Grantee an easement over the Property for the purpose of:

1. Underground facilities and appurtenances for the transmission and distribution of electricity.
2. Communication facilities, and appurtenances.



C. Grantor and Grantee desire to amend the Grant to change the EASEMENT AREA and EXHIBIT 'A' described above.

AMENDMENT

NOW, THEREFORE, Grantor and Grantee agree as follows:

1. The easement in the aforesaid property shall be a 12.00 foot by 12.00 foot strip of land, the approximate location being shown and delineated as "EASEMENT AREA", on the Exhibit "A", consisting of one (1) sheet, attached hereto and made a part hereof.

2. Exhibit "A" is hereby amended and replaced in its entirety with a revised Exhibit "A", attached hereto and made a part hereof.

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to be duly executed effective as of the date first written above.

SANTEE SCHOOL DISTRICT OF THE COUNTY OF SAN DIEGO, CALIFORNIA

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

SAN DIEGO GAS & ELECTRIC COMPANY, a California corporation

By: \_\_\_\_\_

John Hutter  
Right of Way Supervisor

Prepared by: C. Echeverria  
Date: 01/17/17  
R/W No.: 166383  
*BSL*

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

COUNTY OF \_\_\_\_\_

On \_\_\_\_\_, before me \_\_\_\_\_,  
(name, title of officer)

personally appeared \_\_\_\_\_,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
(Signature of Notary Public)

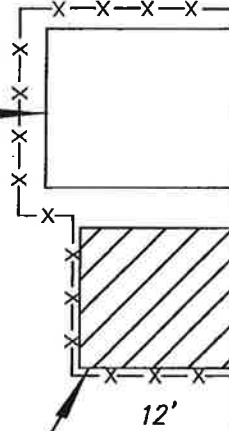
(Notary Seal)



SANTEE SCHOOL DISTRICT  
OF THE COUNTY OF  
SAN DIEGO, CALIFORNIA

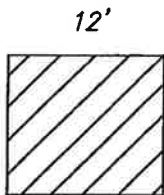
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CUSTOMER OWNED  
AND MAINTAINED  
ELECTRICAL EQUIPMENT,  
NOT SDG&E



CAJON PARK  
MAP NO. 767  
BLOCK 12

LOT 1



12' EASEMENT  
AREA

EXHIBIT "A"

<b>SAN DIEGO GAS &amp; ELECTRIC</b> SAN DIEGO, CALIFORNIA		ORIGINATOR:	OK TO INSTALL:	PROJECT NO. 056330-020		
		MLeon				
<b>TL13821-Fan to Magnolia</b> Magnolia Avenue Santee		SURVEYED BY:	R/W OK:	CONST. NO. 2951700		
		NONE				
		DRAWN BY:	DATE:	DRAWING NO.		
		Echeverria	THOS. BROS.			
DATE:	SCALE:					
01/19/17	NONE					
NO.	SUPPLEMENTS	DATE:	BY	APP'D		

Recording Requested by  
San Diego Gas & Electric Company

When recorded, mail to:

San Diego Gas & Electric Company  
8335 Century Park Court, Suite 100  
San Diego, CA 92123-1569  
Attn: Real Estate Records - CP11D

THE ORIGINAL OF THIS DOCUMENT  
WAS RECORDED ON DEC 02, 2011  
DOCUMENT NUMBER 2011-0647824  
Ernest J. Dronenburg, Jr., COUNTY RECORDER  
SAN DIEGO COUNTY RECORDER'S OFFICE  
TIME: 11:08 AM

SPACE ABOVE FOR RECORDER'S USE

Project No.: 056330-020  
Const. No.: 2951700  
A.P. No. : 381-020-41  
Sketch No.: OS-14822

Transfer Tax None  
SAN DIEGO GAS & ELECTRIC COMPANY

**RW166383**

EASEMENT

SANTEE SCHOOL DISTRICT OF THE COUNTY OF SAN DIEGO, CALIFORNIA, (Grantor), grants to SAN DIEGO GAS & ELECTRIC COMPANY, a corporation (Grantee), an easement and right of way in, upon, over, under and across the lands hereinafter described, to erect, construct, change the size of, improve, reconstruct, relocate, repair, maintain and use facilities consisting of:

1. Underground facilities and appurtenances for the transmission and distribution of electricity.
2. Communication facilities, and appurtenances.

The above facilities will be installed at such locations and elevations upon, along, over and under the hereinafter described easement as Grantee may now or hereafter deem convenient or necessary. Grantee also has the right of ingress and egress, to, from and along this easement in, upon, over and across the hereinafter described lands. Grantee further has the right, but not the duty to clear and keep this easement clear from explosives, buildings, structures and materials.

The property in which this easement and right of way is hereby granted is situated in the County of San Diego, State of California described as follows:

Lots 1 and 8 in Block 12 of Cajon Park, according to Map thereof No. 767, filed in the Office of the County Recorder of said County of San Diego.

The easement in the aforesaid property shall be that certain strip of land, 11.00 feet by 28.00 feet, the approximate location shown and delineated as "EASEMENT AREA", on the Exhibit "A", consisting of one (1) sheet, attached hereto and made a part hereof.

Grantor grants to Grantee the right to erect and maintain on Grantor's property immediately adjacent to this easement retaining walls and/or protective barricades as may be necessary for Grantee's purposes.

Grantor shall not erect, place or construct, nor permit to be erected, placed or constructed, any building or other structure, plant any tree, drill or dig any well, within this easement.

Grantor shall not increase or decrease the ground surface elevations within this easement after installation of Grantee's facilities, without prior written consent of Grantee, which consent shall not unreasonably be withheld.

Grantor further grants to Grantee the right to assign any or all of the rights granted in this easement in whole or in part to other companies providing utility or communication facilities/services.

Grantee shall have the right but not the duty, to trim or remove trees and brush along or adjacent to this easement and remove roots from within this easement whenever Grantee deems it necessary. Said right shall not relieve Grantor of the duty as owner to trim or remove trees and brush to prevent danger or hazard to property or persons.

CONDUITS CARRY HIGH VOLTAGE ELECTRICAL CONDUCTORS, therefore Grantor shall not make or allow any excavation or fill to be made within this easement WITHOUT FIRST NOTIFYING SAN DIEGO GAS & ELECTRIC COMPANY BY CALLING (619) 696-2000, and OBTAINING PERMISSION.

The legal description for this easement was prepared by San Diego Gas & Electric Company pursuant to Section 8730 of the Business and Professions Code, State of California.

This easement shall be binding upon and inure to the benefit of successors, heirs, executors, administrators, permittees, licensees, agents or assigns of Grantor and Grantee.

IN WITNESS WHEREOF, Grantor executed this instrument this 16th day of November, 2011.

SANTEE SCHOOL DISTRICT OF THE COUNTY OF SAN DIEGO, CALIFORNIA

BY: 

NAME: Karl Christensen

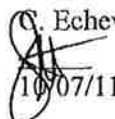
TITLE: Assistant Superintendent

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

Drawn  
Checked  
Date

  
C. Echeverria  
10/07/11

T:\and\data:

STATE OF CALIFORNIA

COUNTY OF San Diego ) SS.

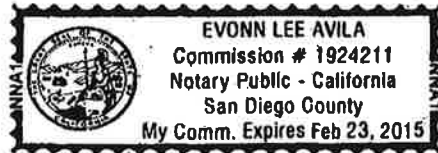
On November 16, 2011 before me EVONN Lee Avila, Notary Public  
(name, title of officer), appeared KARL CHRISTENSEN

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/~~she/they~~ executed the same in his/~~her/their~~ authorized capacity(ies), and that by his/~~her/their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Evonn Lee Avila



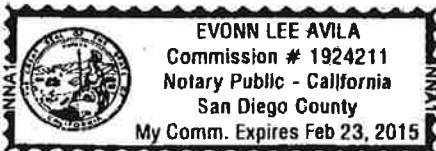
**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

State of California

County of San Diego

On November 16, 2011 before me, Evonn Lee Avila, Notary Public

personally appeared Karl Irwin Christensen



who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Evonn Lee Avila  
Signature of Notary Public

Place Notary Seal Above

**OPTIONAL**

*Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.*

**Description of Attached Document**

Title or Type of Document: Easement

Document Date: 11-16-2011 Number of Pages: 2

Signer(s) Other Than Named Above: NONE

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: Karl Irwin Christensen

- Individual
- Corporate Officer — Title(s): \_\_\_\_\_
- Partner —  Limited  General
- Attorney in Fact
- Trustee
- Guardian or Conservator

Other: Assistant Superintendent

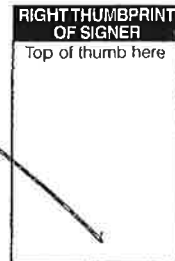
Signer Is Representing: Santee School District



Signer's Name: \_\_\_\_\_

- Individual
- Corporate Officer — Title(s): \_\_\_\_\_
- Partner —  Limited  General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_



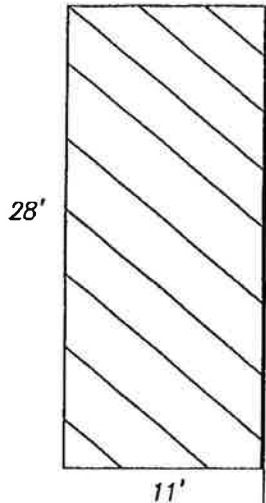


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# CAJON PARK MAP NO. 767 BLOCK 12

LOT 1

SANTEE SCHOOL DISTRICT OF  
THE COUNTY OF SAN DIEGO,  
CALIFORNIA



11'

28'



11' x 28'  
EASEMENT AREA

P671320  
TO BE REMOVED ●

Z671321  
TO BE REMOVED ●

NEW POLE Z671321 ○

SIDEWALK

CURB

TO WOODGLEN VISTA DR.

MAGNOLIA AVENUE

1'+/-

## UG ELEC.

## EXHIBIT "A"

SAN DIEGO GAS & ELECTRIC SAN DIEGO, CALIFORNIA		ORIGINATOR: TPascoe	OK TO INSTALL:	PROJECT NO.
		SURVEYED BY: NONE	R/W OK:	056330-020
TL13821-Fan. To Magnolia OH Distribution Magnolia Avenue Santee		DRAWN BY: Echeverria	DATE:	CONST. NO.
		DATE: 10/07/11	THOS. BROS.	2951700
		SCALE: NONE		DRAWING NO. <b>OS-14822</b>
NO.	SUPPLEMENTS	DATE:	BY	APP'D



Consent Item E.2.7.  
Prepared by Karl Christensen  
February 7, 2017

Approval of Amendment 1 to MOU with the City of  
Santee and Pioneer National Little League for  
Improvements to the Chet F. Harritt Ball Fields

**BACKGROUND:**

At the December 15, 2015 meeting, the Board approved a Memorandum of Understanding (MOU) with the City of Santee and the Pioneer National Little League (PNLL) regarding certain improvements to be made to the Chet F. Harritt ballfields.

The MOU contained terms that require the PNLL to reimburse the District for electricity usage associated with the league’s snack bar, adjacent conference/storage room, and batting cage.

At the January 17, 2017 meeting, the Board was presented with information regarding the calculation methodology for determining the amount to bill the PNLL for electricity usage. The Board directed that an amendment be executed to the MOU to revise the calculation methodology to more closely match actual usage.

This Amendment 1 revises Clause 2.LEAGUE.h.b on Page 4 of the MOU. Once the amendment is executed by signature of all three parties, invoices will be generated to PNLL and the District will cooperate with PNLL to establish reasonable payment terms for past month invoices.

**RECOMMENDATION:**

It is recommended that the Board of Education approve Amendment 1 to the MOU with the City of Santee and Pioneer National Little League for improvements to the Chet F. Harritt ball fields.

This recommendation supports the following District goal:

**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 estimated at \$6,000 of annual electricity costs to be reimbursed to the District.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item E.2.7.

AMENDMENT TO MEMORANDUM OF UNDERSTANDING  
**IMPROVEMENTS TO CHET F HARRITT BALL FIELDS**

This Amendment 1 to the Memorandum of Understanding (“MOU”) between the City of Santee (“CITY”), the Santee School District (“DISTRICT”), and Pioneer National Little League (“LEAGUE”), collectively referred to as the “PARTIES”, is entered into and executed on this \_\_\_\_ day of \_\_\_\_\_, 2017 (“Amendment 1”).

**RECITALS**

**WHEREAS**, on December 16, 2015, the PARTIES entered into an MOU to construct certain improvements to the ball fields at Chet F Harritt; and,

**WHEREAS**, the MOU contained a calculation methodology for determining the amount the DISTRICT would bill the LEAGUE for electricity usage (“LEAGUE Electricity Usage Calculation”); and,

**WHEREAS**, the DISTRICT desires to change the LEAGUE Electricity Usage Calculation to more closely match actual usage;

NOW THEREFORE, the PARTIES do hereby mutually agree as follows:

1. Clause 2.LEAGUE.h.b on Page 4 of the MOU is deleted in its entirety and replaced with the following:

*Sub-Meter Method:* If a Separate Service Meter is not installed, sub-meters have been installed by DISTRICT to record kilowatt hour (“kWh”) usage for the Field Electrical Connections (“Sub-Meters”). DISTRICT shall use the following methodology to calculate the amount owed by LEAGUE for electricity usage:

1. Record the starting and ending kWh cumulative quantity from the Sub-Meter connected to the snack bar building, office storage building, and batting cage (“Sub-Meter 1”) on a written log (“Sub-Meter Log”)
2. Subtract the ending kWh cumulative quantity from the starting kWh cumulative quantity on the Sub-Meter Log for Sub-Meter 1 to calculate the kWh usage for the recording period (“Recording Period kWh Usage”)
3. Calculate a blended rate for each monthly SDG&E invoice for the Chet F Harritt school site (“SDGE Invoice”) by dividing the total dollar amount billed by the total kWh usage on the SDGE Invoice (“Blended Rate”).
4. Calculate the amount to invoice LEAGUE (“LEAGUE Invoice Amount”) by:
  - a. Multiplying the Recording Period kWh Usage by the Blended Rate derived from the SDGE Invoice nearest the Recording Period kWh Usage
  - b. Multiplying the result from 4a above by 98% to account for Other Entity Electrical Usage
5. Prepare and submit an invoice to LEAGUE for the LEAGUE Invoice Amount

LEAGUE shall reimburse DISTRICT no later than thirty (30) calendar days after the date invoiced by DISTRICT, unless alternate payment terms have been mutually agreed to, in writing, between the DISTRICT and LEAGUE.

2. All other terms, conditions, and provisions of the MOU shall remain in full force and effect.

In witness whereof, the PARTIES have caused this Amendment 1 to be executed by action of their respective governing bodies or designees and to be effective and operative upon the fixing of the last signature hereto.

Signatures of the PARTIES:

**CITY**

**LEAGUE**

\_\_\_\_\_  
Marlene Best  
City Manager

\_\_\_\_\_  
Jamie Moreno  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**DISTRICT:**

\_\_\_\_\_  
Kristin Baranski,  
Superintendent

\_\_\_\_\_  
Date

**Approved as to Form:**  
BEST, BEST, and KRIEGER LLP

\_\_\_\_\_  
Attorney for City of Santee

\_\_\_\_\_  
Date

Consent Item E.2.8.  
Prepared by Karl Christensen  
February 7, 2017

Authorization to Solicit Informal Bids through the  
CUPCCAC Process for Replacement of Steam  
Boiler at the Central Kitchen

**BACKGROUND:**

Over 55 years ago, the Central Kitchen was built with a very large steam boiler that is used for steam kettles, dishwashing and steam cooking ovens. The boiler is very old, inefficient in use of natural gas, and is in its last years of service. Three years ago, the annual boiler inspector recommended replacement within the next five years.

The Facilities Department and the Child Nutrition Services Department Administrators toured the Cajon Valley Elementary School District's central kitchen facility to assess their steam boiler. Staff recommends continued use of steam for the central kitchen operations in the future and replacement of the 55-year old boiler with a new efficient steam boiler.

On September 4, 2012, the Board approved a resolution to utilize the California Uniform Public Construction Cost Accounting Act (CUPCCAC) for public works projects over the \$15,000 formal bid threshold. Staff has developed an approved vendor list following the procedures of the CUPCCAC process. This allows staff to seek informal bids for public works projects using the qualified vendors list for projects up to \$175,000.

Administration recommends using the CUPCCAC process for soliciting informal bids for the replacement of the old steam boiler. Due to the limited time periods during which this major work can occur, lead time for the equipment, and design of the new system size for future needs for this project, staff requests Board approval to begin the design process and informal bidding to allow the work to be done over Summer 2017. Consideration for award of the bid would be brought back at a future meeting for Board consideration.

**RECOMMENDATION:**

It is recommended that the Board of Education authorize soliciting informal bids through the CUPCCAC process for the replacement of the steam boiler at the Central Kitchen.

This recommendation supports the following District goal:

**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 estimated at \$110,000 to be funded from the Child Nutrition Fund excess resources above 3 months operating expenses.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item E.2.8.

Consent Item E.2.9.  
Prepared by Karl Christensen  
February 7, 2017

Approval/Ratification of Agreement with Merrick & Associates for Mechanical Engineering Services for the Steam Boiler Replacement Project at the Central Kitchen

**BACKGROUND:**

The Steam Boiler Replacement Project at the Central Kitchen will require the services of a mechanical engineer to design and prepare construction bid documents. Administration recommends using Merrick & Associates for these services.

**RECOMMENDATION:**

It is recommended that the Board of Education approve/ratify the Agreement with Merrick & Associates for mechanical engineering services for the steam boiler replacement project at the Central Kitchen.

This recommendation supports the following District goals:

**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 estimated at \$9,300 to be funded from the Child Nutrition Fund.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item E.2.9.



9606 Tierra Grande Street, Suite 206  
San Diego, California 92126  
Phone: (858) 549-9980  
Fax: (858) 549-9987

## PROPOSAL / CONTRACT

**Date:** January 13, 2017  
**Attention:** Christina Becker - Director of Maintenance, Operations & Facilities  
**Regarding:** Santee School District - Central Kitchen Steam Boiler

### A. Design Scope

1. Our proposal is based on a site visit to the Santee School District Central Kitchen.
2. We will provide site visits to verify existing conditions.
3. There is a very large capacity and old steam boiler which serves the large dishwasher and three steam kettles in the central kitchen. The old steam boiler appears to have at one time served the hot water needs of the kitchen plus other space heating needs.
4. Since there are no hot water or other space heating needs the steam boiler can be greatly reduced in size. In addition the old boiler is very inefficient and a new boiler would provide natural gas energy savings.
5. Our design will include a new steam boiler and associated piping and accessories.
6. We will design new steam and condensate piping at the new boiler and connect to the existing steam piping within the boiler room.
7. The gas piping to the boiler will be resized for the lower natural gas capacity.
8. Equipment schedules, fixture lists and plumbing design details will be provided.
9. Specifications.

### B. Construction Administration

1. Review of submittals.
2. We will review and respond to all requests for information (RFI).
3. We will provide two site observations during construction. One site observation at 50% of project completion. Another site observation for the final punch list.

### C. Fees

1. Design Fee ..... \$7,800.00
2. Construction Administration ..... \$1,500.00

**D. Insurance Coverage**

1. Professional Liability Insurance: \$1,000,000 Limit Annual Aggregate.
2. General Liability Insurance: \$1,000,000 Limit - Bodily Injury & Property Damage Combined.

**E. Reimbursable Expenses**

1. Santee School District will pay printing costs.
2. Additional design work will be a reimbursable expense and will be charged on an hourly basis.

**F. Background Drawings**

1. Santee School District will supply background drawings.
2. AutoCAD drawings (file.dwg) for computer drafting.

**G. Hourly Fee Schedule**

1. Principal \$125.00/HR
2. Associate \$115.00/HR
3. Engineer \$90.00/HR
4. Designer \$75.00/HR
5. Drafting \$55.00/HR
6. Clerical \$30.00/HR

**H. Exclusions from Our Design Scope**

1. Electrical and civil design.
2. All fees required by government authorities.
3. Kitchen appliance design.
4. Steam Piping to kettles and dishwasher.

Santee School District  
9625 Cuyamaca Street  
Santee, CA 92071

Merrick & Associates, Inc.  
9606 Tierra Grande Street, Suite 206  
San Diego, CA 92126



---

Christina Becker  
Director of Maintenance, Operations & Facilities

---

David Merrick, P.E.  
President

Date: \_\_\_\_\_

Date: January 13, 2017

Consent Item E.2.10.  
Prepared by Karl Christensen  
February 7, 2017

Approval/Ratification of Agreement with Western  
Environmental Safety Technologies Inc. for  
Hazardous Material Sampling, Monitoring, and  
Abatement for the Central Kitchen Steam Boiler  
Replacement Project

**BACKGROUND:**

The Central Kitchen Steam Boiler Replacement Project will require sampling, monitoring, and abatement of hazardous materials. The District has used Western Environmental and Safety Technologies, Inc. (WEST) to provide hazardous materials testing, inspection, and consultation services for several years. This company has continuously provided excellent service and is very familiar with the District's facilities.

WEST provided a proposal to sample materials, create bid documents and conduct asbestos abatement monitoring with expedited testing, and reporting services for the Central Kitchen Steam Boiler Replacement Project. Staff has reviewed the proposal and determined it to be reasonable.

**RECOMMENDATION:**

It is recommended that the Board of Education approve/ratify the Agreement with Western Environmental Safety Technologies Inc. for hazardous materials testing, inspection, and reporting services for the Central Kitchen Steam Boiler Replacement Project.

This recommendation supports the following District goals:

**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:**

\$6,060 to be paid from the Child Nutrition Fund.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item E.2.10.



January 26, 2017

Christina Becker  
Director Maintenance & Operations, Facilities  
Santee School District  
9625 Cuyamaca Street  
Santee, CA 92071

**Re. Asbestos Removal Consultation – Central Kitchen Boiler Room Project**

I am pleased to offer you the following information regarding professionally conducted asbestos removal consultation services and asbestos removal oversight services for the project located within the Central Kitchen Boiler Room Project.

**Scope of Work / Specification Design / Asbestos Removal On-site Consultation and Oversight Services**

- 1) Prepare Asbestos Removal Specification - based on sampling reports and site visits conducted by WEST. Prepared by State of California Certified Staff – Certified Asbestos Consultant / CDPH Certified Lead Professional.
- 2) The removal specifications will be prepared in a manner that the project can be bid by abatement contractors and can also be followed during the hazardous material in association with the modernization.
- 3) WEST will provide an estimated cost for the abatement of the known asbestos building materials.
- 4) WEST will conduct a review of the received bids for the hazardous material removal to pre-qualify the low bid received prior to formal award of the bid.
- 5) Provide State of California Certified personnel to conduct asbestos control procedures / removal operations approval and pre-removal background air sampling. Provide State of California Certified personnel to conduct on site asbestos removal air monitoring during the actual asbestos removal activities. **Abatement in Progress samples** measures the air/fiber concentration in various areas in and around the asbestos control area. These samples are also known as area during samples. (PCM air sampling)
- 6) Analyzed air samples collected during the asbestos removal. (Phase Contrast Microscopy Analysis – PCM Samples)
- 7) Provide State of California Certified personnel to conduct asbestos removal verification of completion and final visual inspections of the asbestos removal containment spaces.
- 8) Collect and analyze clearance samples after abatement work has been completed – PCM / TEM clearance rounds.
- 9) Prepare a written report of findings and information regarding the asbestos removal that has been completed. The information will be reviewed, approved, and signed off by a State of California Certified Asbestos Consultant.

**Asbestos Removal: On-site Third Party Oversight Consultants Estimate**

<b>Specification:</b>	Asbestos Removal Specification (Certified Asbestos Consultant approved)
<b>On-site days:</b>	2.5 Days on-site (Monday – Friday) Regular shifts
<b>Air Sampling:</b>	Phase Contrast Microscopy (PCM) – Back ground and during removal sampling (15 samples)
<b>Clearances:</b>	Transmission Electron Microscopy (TEM) – Interior Removal spaces (1 clearance areas)
<b>Consultation:</b>	General consultation, site meetings, additional services if needed. (8 hours)
<b>Reporting:</b>	Completion of final reporting

*The above listed are merely a consultant's estimates of time and services to complete this project. Additional time, changes in scope of work, and any other unforeseen changes may cause the estimates to increase. Additional Services and associated costs above and beyond the consultants estimates listed above shall be completed following a pre approved rate sheet between WEST and the Santee School District.*

**I am pleased to provide you with an asbestos removal air monitoring, project oversight / monitoring, final air clearance sampling, air sample analysis, and final report preparation cost estimate of \$4,975.00.**

If I can answer any questions or supply you with any additional information in regard to this cost proposal, please do not hesitate to contact me at (619) 571-3987.

Respectfully submitted,



**David Christy**  
Certified Asbestos Consultant - CAC# 92-0703  
DHS Certified Lead Supervisor - S-5463  
☎ Tel: (858) 271-1842 (office) ☎ Tel: (619) 571-3987 (cell)  
☎ FAX: (858) 271-1856 ☎ Email: [gowestdc@msn.com](mailto:gowestdc@msn.com)

7966 Arjons Drive • Suite #110 • San Diego • California • 92126  
phone (858) 271-1842 fax (858) 271-1856  
Arizona • California

January 5, 2017

Christina Becker  
Santee School District  
9880 River Walk Drive  
Santee, CA 92071-5209

Re. Limited Asbestos Sampling Proposal – Central Kitchen – Old Boiler Sampling

Dear Ms. Becker,

I am pleased to offer you the following information regarding the professionally completed limited asbestos sampling / inspection services in conjunction with the proposed project:

**Sampling Strategies**

**Proposed samples to be collected:** Central Kitchen located at District Office – Old Boiler – Limited Asbestos Sampling and Reporting. (Approximately 15-20 samples collected, analyzed, and reported)

**Scope of Work / Inspection Services:**

WEST will collect asbestos bulk samples of suspect building materials that will be impacted by the proposed project. The following environmental consultation activities will be conducted:

1. WEST will utilize State of California Certified Staff to field collect all asbestos bulk samples and prepare written report field data. (California Certified Asbestos Consultant and/or Site Surveillance Technician SST – working under the direction of a CAC) **All asbestos bulk sampling will be conducted of suspect building materials located above ground, conducting semi-destructive sampling, for suspect building materials accessible during the on-site inspection – per the locations listed within the RFP.**
2. WEST will utilize a NVLAP and California Accredited Laboratory to provide: “Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy (PLM). (If needed, point count verification samples using the “Quantization 1000 Point Count” procedure will be an additional cost of \$155 per sample)
3. WEST will prepare a comprehensive asbestos sampling report that includes: inspector’s field notes, laboratory results, and locations of hazardous materials within the building that was sampled.

<p><b>Asbestos Sampling, Analysis, and Reporting</b></p> <p>On-site Inspectors, Certified Staff (California Certified Asbestos Consultant) Asbestos Bulk Sample Analysis (15-20 samples estimated) Certified Asbestos Consultant - Inspection Report Preparation &amp; Approval</p> <p><b>Cost Estimate: Asbestos Inspection Services and Reporting \$1,085.00</b></p>
--

If I can answer any questions or supply you with any additional information in regard to this cost proposal, please do not hesitate to contact me at (619) 571-3987. Please see the attached time table to complete the inspection activities.

Respectfully submitted,

**David Christy**  
Certified Asbestos Consultant - CAC# 92-0703  
DHS Certified Lead Supervisor - S-5463  
☎ Tel: (858) 271-1842 (office)  
☎ Tel: (619) 571-3987 (cell)  
☎ FAX: (858) 271-1856  
✉ Email: [gowestdc@msn.com](mailto:gowestdc@msn.com)

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**Limited Asbestos Sampling / Inspection Services**

**Central Kitchen located at District Office – Old Boiler**

*(Proposed / Estimated Time Schedule)*

- 1. Schedule Inspection**  
 WEST is available to start next week
- 2. Conduct field Inspection and Sampling**  
 1 Day
- 3. Complete Sample Analysis**  
 3 Day's
- 4. Prepare, Duplicate and Distribute Inspection Reports**  
 1 Day

**Proposed / Estimated inspection schedule: 5 Day's (Working Days)**  
 (This schedule may be accelerated and/or extended if needed. Please contact WEST to discuss time options)

**WEST has prepared this cost estimate based on what building materials are assumed to be in place once the survey is started at the time of the on-site field sampling.**

*Acceptance and notice to proceed with this asbestos and lead paint limited survey cost proposal:*

\_\_\_\_\_  
 Name / Title / Signature

\_\_\_\_\_  
 Date

**Payment Terms and Conditions**

*New clients or other clients out of terms may be expected to pay in advance for the services listed within the cost proposal as completed by Western Environmental & Safety Technologies I.L.C.*

*All other invoices issued by Western Environmental & Safety Technologies LLC shall be paid by the Client within thirty (30) days of the date of invoice unless otherwise agreed in writing by Western Environmental & Safety Technologies LLC. In the event of late payment, Western Environmental & Safety Technologies LLC may charge interest on the amount outstanding before and after judgment until the date of payment.*

*If any amount of an invoice is disputed then the Client shall inform Western Environmental & Safety Technologies LLC of the grounds for such dispute within seven days of completion of services and shall pay Western Environmental & Safety Technologies LLC the value of the invoice less the disputed amount in accordance with these payment terms. Once settlement of the dispute has been agreed, any sum then outstanding shall also be payable in accordance with these payment terms.*

*Western Environmental & Safety Technologies LLC reserves the right to increase a quoted fee / invoice in the event that the client requests a variation to the work agreed. An increase within this cost quote and/or associated invoice may also take place due to the scope of work as described by the client varies from the actual conditions discovered during field related activities.*

*This cost proposal as prepared by Western Environmental & Safety Technologies LLC is valid for 60 days from the date of this proposal.*

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 phone (858) 271-1842 fax (858) 271-1856  
 Arizona • California

Consent Item E.2.11.  
Prepared by Karl Christensen  
February 7, 2016

Approval of Agreement with Hendrix California School  
Construction Services for Inspector of Record and  
Staff Extension Services for the HVAC/Ceiling/Lighting  
Replacement Project at the District Office Building

**BACKGROUND:**

The Board of Education approved Hendrix California School Construction Services as the Inspector for the CIP program and they have provided Inspector of Record (IOR) and staff extension services for 10 years. Administration recommends Hendrix California School Construction Services to provide services for the HVAC/Ceiling/Lighting Replacement Project at the District Office Administration Building which is to start in May and continue through August, 2017.

**RECOMMENDATION:**

It is recommended that the Board of Education approve a consultant contract with Hendrix California School Construction Services to Provide Inspector of Record and Staff Extension Services for the HVAC/Ceiling/Lighting Replacement Project at the District Office Administration Building.

This recommendation supports the following District goal:

**Learning Environment**

- Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning.

**FISCAL IMPACT:**

Not to exceed \$16,300 based on the estimated construction hours to be funded from Deferred Maintenance funds.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item E.2.11.

January 18, 2017

Christina Becker, Director  
Facilities and Modernization / Maintenance & Operations  
Santee School District  
9625 Cuyamaca Street  
Santee, Ca. 92071

Ms. Becker:

RE: District Office SE services for HVAC install for Santee School District.

In response to your request per, I propose to provide Staff Extension services for your District Office HVAC install from May 23, 2016, through August 4, 2016, on an as needed basis assumed to not exceed 2 hours per day. The price based on the above will not be more than \$9,300.00

All work will be based on the Districts approved plans provided by the District. Our pricing is based on regular daytime construction work hours and will include any days your contractor feels they need to work to complete the scheduled construction so long as prior notice is provided by the contractor.

All Hendrix California School Construction Services employees are covered by workers compensation insurance and all our services are covered by a \$1 million dollar error and omission insurance policy for your agencies protection.

Hendrix California School Construction Services has not reviewed any drawings and the proposal is based strictly on the term of service for the particular project identified above. In the event the contractor does not complete their work within the time frame identified, or requires more Staff Extension Services due to work not identified or unexpected work or added work the following hourly rates for the extended time will apply, Staff Extension Services \$93.00 per hour.

If inspection services are also desired for compliance with your plans for structural, electrical and fire life safety issues those services will be provided based on a 30 day schedule of such work at 5 hours per day for 3 of the 10 weeks and will not be more than \$7,000.00 so long as the contractor completes the schedule within the time frame above.

Additional services, if any, will be by mutual agreement, Hendrix California School Construction will bill for services rendered at the completion of each month specifying number of hours worked and the rate charged for that month in each category with payment due within 30 day's and all checks are to be made payable to: L. L. Hendrix.

Thank you for your interest in our services

  
L. L. "Don" Hendrix, JD.  
Principal

Consent Item E.2.12.  
Prepared by Karl Christensen  
February 7, 2017

Approval of Agreement with Western  
Environmental Safety Technologies Inc. for  
Hazardous Materials Monitoring and  
Reporting for the HVAC/Ceiling/Lighting  
Replacement Project at the District Office

**BACKGROUND:**

On January 17, 2017 the Board of Education approved the HVAC/Ceiling/Lighting Replacement Project at the District Office Administration Building. The District has used Western Environmental and Safety Technologies, Inc. (WEST) to provide hazardous materials testing, inspection, and consultation services for several years. This company has continuously provided excellent service and is very familiar with the District's facilities.

WEST provided a proposal to conduct asbestos abatement monitoring with expedited testing, and reporting services for the HVAC/Ceiling/Lighting Replacement Project at the District Office. Staff has reviewed the proposal and determined it to be reasonable.

**RECOMMENDATION:**

It is recommended that the Board of Education approve Western Environmental Safety Technologies Inc. for hazardous materials testing, inspection, and reporting services for the HVAC / Lighting Project at the District Office Administration Building.

This recommendation supports the following District goals:

**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:**

\$8,975 to be paid from Deferred Maintenance funds.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item E.2.12.

January 26, 2017

Christina Becker  
Director Maintenance & Operations, Facilities  
Santee School District  
9625 Cuyamaca Street  
Santee, CA 92071

**Re. Asbestos Removal Consultation – District Office Project**

I am pleased to offer you the following information regarding professionally conducted asbestos removal consultation services and asbestos removal oversight services for the project located within the District Office Project.

**Asbestos Removal On-site Consultation and Oversight Services**

- 1) Provide State of California Certified personnel to conduct asbestos control procedures / removal operations approval and pre-removal background air sampling. Provide State of California Certified personnel to conduct on site asbestos removal air monitoring during the actual asbestos removal activities. **Abatement in Progress samples** measures the air/fiber concentration in various areas in and around the asbestos control area. These samples are also known as area during samples. (PCM air sampling)
- 2) Analyzed air samples collected during the asbestos removal. (Phase Contrast Microscopy Analysis – PCM Samples)
- 3) Provide State of California Certified personnel to conduct asbestos removal verification of completion and final visual inspections of the asbestos removal containment spaces.
- 4) Collect and analyze clearance samples after abatement work has been completed – PCM / TEM clearance rounds.
- 5) Prepare a written report of findings and information regarding the asbestos removal that has been completed. The information will be reviewed, approved, and signed off by a State of California Certified Asbestos Consultant.

**Asbestos Removal: On-site Third Party Oversight Consultants Estimate**

<b>On-site days:</b>	5 Days on-site (Monday – Friday) Regular shifts
<b>Air Sampling:</b>	Phase Contrast Microscopy (PCM) – Back ground and during removal sampling (50 samples)
<b>Clearances:</b>	Phase Contrast Microscopy (PCM) – Interior Removal spaces (5 clearance areas)
<b>Clearances:</b>	Transmission Electron Microscopy (TEM) – Interior Removal spaces (1 clearance areas)
<b>Consultation:</b>	General consultation, site meetings, additional services if needed. (16 hours)
<b>Reporting:</b>	Completion of final reporting

*The above listed are merely a consultant's estimates of time and services to complete this project. Additional time, changes in scope of work, and any other unforeseen changes may cause the estimates to increase. Additional Services and associated costs above and beyond the consultants estimates listed above shall be completed following a pre approved rate sheet between WEST and the Santee School District.*

**I am pleased to provide you with an asbestos removal air monitoring, project oversight / monitoring, final air clearance sampling, air sample analysis, and final report preparation cost estimate of \$8,975.00.**

If I can answer any questions or supply you with any additional information in regard to this cost proposal, please do not hesitate to contact me at (619) 571-3987.

Respectfully submitted,



**David Christy**  
Certified Asbestos Consultant - CAC# 92-0703  
DHS Certified Lead Supervisor - S-5463  
☎ Tel: (858) 271-1842 (office)  
☎ Tel: (619) 571-3987 (cell)  
☎ FAX: (858) 271-1856  
✉ Email: gowestdc@msn.com

7966 Arjons Drive • Suite #110 • San Diego • California • 92126  
phone (858) 271-1842 fax (858) 271-1856  
Arizona • California

**BACKGROUND:**

In order to maintain a current register of persons authorized to act on behalf of the District pursuant to various sections of the Education Code, it is necessary that the Board of Education pass a series of resolutions prior to the beginning of each fiscal year.

**RECOMMENDATION:**

It is recommended that the Board of Education adopt the attached resolutions:

- Resolution No. 1617-21 - Resolution Designating Authorized Agent to Receive Mail and Pick Up Warrants at the County Office of Education.
- Resolution No. 1617-22 - Resolution Designating Authorized Agent to Sign Payroll Payment Order.
- Resolution No. 1617-23 - Designating Authorized Agent to Sign School Orders (Commercial Warrants).
- Resolution No. 1617-24 - Resolution Authorizing the Replacement of Warrants

This recommendation supports the following District goal:

**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 in adopting these resolutions. The purpose of adopting these resolutions is to maintain a current register of persons authorized to act on behalf of the District.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item E.2.13.



**RESOLUTION # 1617-21**  
**RESOLUTION DESIGNATING AUTHORIZED AGENT TO RECEIVE MAIL**  
**AND PICK UP WARRANTS AT THE COUNTY OFFICE OF EDUCATION**

Santee School District, San Diego County ON MOTION

OF member \_\_\_\_\_, seconded by member \_\_\_\_\_

effective February 1, 2017 through June 30, 2017.

IT IS RESOLVED AND ORDERED that:

1. The authorized agent (**one person only**) to receive mail from the Accounting/Payroll Sections is Tory Long.
2. The authorized person(s) or district(s) to pick up warrants from the County Office (other than the mail addressee) are:

Karl Christensen, Tory Long, Karen Lippert, Dianne Brown, Kiva Quezada, Lorie Schmitz, Jennifer Ashburn, Nancy Stasch

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- |    |           |                          |                                     |                          |   |
|----|-----------|--------------------------|-------------------------------------|--------------------------|---|
|    |           | mail                     | hold                                | consortium               |   |
| 3. | Check one | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Monthly payroll warrants each and every month.      |
|    | Check one | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Daily/Hourly payroll warrants each and every month. |

IT IS FURTHER RESOLVED that, this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on February 7, 2017 by the following vote:  
 (date)

AYES: \_\_\_\_\_ MEMBERS  
 NOES: \_\_\_\_\_ MEMBERS  
 ABSENT: \_\_\_\_\_ MEMBERS

STATE OF CALIFORNIA )  
 COUNTY OF SAN DIEGO ) SS

I, Ken Fox, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

\_\_\_\_\_  
 Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:  
 (Rubber Stamp)

\_\_\_\_\_

\_\_\_\_\_

**RESOLUTION # 1617-22**  
**PAYMENT ORDER RESOLUTION**

Santee \_\_\_\_\_ School District, San Diego County ON MOTION  
OF member \_\_\_\_\_, seconded by member \_\_\_\_\_  
effective February 1, 2017 through June 30, 2017.

IT IS RESOLVED AND ORDERED that, in accordance with the provisions of Section 3100 et seq., Chapter 8, Division 4, Title I of the Government Code (**all districts**), the following person(s) be and is hereby designated to ascertain and certify that each employee of said district has taken the oath of allegiance.

Kristin Baranski or Karl Christensen or Tim Larson.

IT IS FURTHER RESOLVED AND ORDERED that, in accordance with the payroll procedure provided in Education Code Section 45310 (**merit system districts only**), no warrant shall be drawn by or on behalf of the governing board of this district for the payment of any salary or wage to any employee in the classified service unless the assignment bears the certification of the following person:

N/A, Personnel Director

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on February 7, 2017 by the following vote:  
(date)

AYES: \_\_\_\_\_ MEMBERS

NOES: \_\_\_\_\_ MEMBERS

ABSENT: \_\_\_\_\_ MEMBERS

STATE OF CALIFORNIA )  
COUNTY OF SAN DIEGO ) SS

I, Ken Fox, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

\_\_\_\_\_  
Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:  
(Rubber Stamp) Gov Code Sec. 5501

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESOLUTION #** 1617-23  
**RESOLUTION DESIGNATING AUTHORIZED AGENT TO SIGN SCHOOL ORDERS**  
**(COMMERCIAL WARRANTS)**

Santee School District, San Diego County ON MOTION

OF member \_\_\_\_\_, seconded by member \_\_\_\_\_  
effective February 1, 2017 through June 30, 2017.

IT IS RESOLVED AND ORDERED that, pursuant to the provisions of Education Code Section 42632 or 85232, Kristin Baranski, Karl Christensen, Tim Larson be and is hereby authorized to sign any and all orders in the name of said District, drawn on the funds of said District.

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on February 7, 2017 by the following vote:  
(date)

AYES: \_\_\_\_\_ MEMBERS

NOES: \_\_\_\_\_ MEMBERS

ABSENT: \_\_\_\_\_ MEMBERS

STATE OF CALIFORNIA )  
COUNTY OF SAN DIEGO ) SS

I, Ken Fox, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

\_\_\_\_\_  
Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:  
(Rubber Stamp)

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**SANTEE SCHOOL DISTRICT  
RESOLUTION NO. 1617-24 AUTHORIZING THE REPLACEMENT OF WARRANTS**

On a motion of Member \_\_\_\_\_, seconded by Member \_\_\_\_\_, the resolution is adopted:

**WHEREAS**, during the course of business, Santee School District issues payroll and commercial warrants for the payments of goods and services received by the District; and

**WHEREAS**, payroll and commercial warrants are lost, stolen, mutilated, or expire upon occasion; and

**WHEREAS**, a petition for issuance of a new warrant may be presented by the payee pursuant to Government Code section 29802.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Education of the Santee School District of San Diego County, California, that the following persons shall be authorized to reissue new payroll and commercial warrants upon presentation of a properly completed petition for issuance of a new warrant if such new warrant does not exceed the amount of the original warrant.

	Manual Signature	Facsimile Signature
<b>Superintendent</b>	_____ <b>Kristin Baranski</b>	_____
<b>Assistant Superintendent Business Services</b>	_____ <b>Karl Christensen</b>	_____
<b>Assistant Superintendent Human Resources</b>	_____ <b>Tim Larson</b>	_____
<b>Director Education Services</b>	_____ <b>Dr. Stephanie Pierce</b>	_____
<b>Business Services Coordinator</b>	_____ <b>Tory Long</b>	_____

**PASSED AND ADOPTED** by said Board of Education on February 7, 2017.

**AYES:** \_\_\_\_ **NOES:** \_\_\_\_ **ABSENT:** \_\_\_\_ **ABSTAIN:** \_\_\_\_

I, Ken Fox, Clerk of the Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the Board of Education at a regularly called and conducted meeting held on said date.

\_\_\_\_\_  
Clerk of the Board of Education

Consent Item E.3.1

Approval of Supervised Fieldwork Agreement  
with Brandman University

Prepared by Dr. Stephanie Pierce  
February 7, 2017

**BACKGROUND:**

Santee School District has entered into cooperative agreements with various universities in the past to provide field laboratory classroom placement for student teachers. Santee School District has received a Supervised Fieldwork Agreement from Brandman University.

The attached agreement provides Santee School District and Brandman University with options for placing student teachers, school psychologists, school counselors, and administrative personnel on campuses in an unpaid status. The terms of the agreement shall commence on March 1, 2017 and continue through February 28, 2020.

**RECOMMENDATION:**

Administration recommends that the proposed agreement with Brandman University for educational fieldwork be approved by the Board of Education.

This recommendation supports the following District goal:

- Implement a staff development plan as the cornerstone of employee performance and growth.

**FISCAL IMPACT:**

Brandman University shall pay the District for field laboratory classroom placement of student teachers at the rate of \$200 per eight-week session for each full-time multiple and single subject candidates and \$200 per eight-week session for special education candidates. This money is designated to the Master Teacher's instructional budget.

**STUDENT ACHIEVEMENT IMPACT:**

This agreement supports student learning by placing a student teacher in the classroom for directed teaching and provides students with an additional instructional resource.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item E.3.1.



**SUPERVISED FIELDWORK AGREEMENT**

Please check below all the applicable supervised fieldwork in which in your District will be participating with Brandman University San Diego Campus.

<b>TEACHER EDUCATION</b>	<input checked="" type="checkbox"/>	<b>SCHOOL PSYCHOLOGY</b>	<input checked="" type="checkbox"/>
<b>SCHOOL COUNSELING</b>	<input checked="" type="checkbox"/>	<b>EDUCATION ADMINISTRATION</b>	<input checked="" type="checkbox"/>

THIS AGREEMENT is made and entered into by and between Brandman University hereinafter called the "UNIVERSITY," and the Santee School District, hereinafter called "FIELDWORK SITE."

**I. RESPONSIBILITIES OF THE UNIVERSITY**

- A. The UNIVERSITY will assure that the student shall have completed the necessary educational prerequisites, to be eligible for supervised fieldwork including proof of negative TB test current within one year of supervised fieldwork and issuance of finger print clearance.
- B. The UNIVERSITY shall designate a faculty or staff member to coordinate, consult, and collaborate with the classroom teacher or district designee of the FIELDWORK SITE, the activities of each student assigned to FIELDWORK SITE and student fieldwork experience.
- C. The UNIVERSITY shall complete periodic observations and/or evaluations of the student regarding his/her performance at the FIELDWORK SITE as per arrangement between the UNIVERSITY faculty or staff member and the FIELDWORK SITE supervisor.
- D. The UNIVERSITY may provide monetary compensation for services rendered by the FIELDWORK SITE in an amount not to exceed the actual cost of the services rendered by the FIELDWORK SITE per Appendix A.

**II. RESPONSIBILITIES OF THE FIELDWORK SITE**

- A. The FIELDWORK SITE shall provide students with experiences with a student population that is diverse in terms of ethnicity, culture, language, socio-economics and/or special needs.
- B. The FIELDWORK SITE staff will promptly and thoroughly investigate any complaint by any participating student of unlawful discrimination or harassment at the FIELDWORK SITE or involving employees or agents of the FIELDWORK SITE, take prompt and effective remedial action when discrimination or harassment is found to have occurred, and promptly notify the UNIVERSITY of the existence and outcome of any complaint of harassment by, against, or involving any participating student.
- C. The FIELDWORK SITE staff will provide, upon request by any participating student, such reasonable accommodations at the FIELDWORK SITE as required by law in order to allow qualified disabled students to participate in the program.

- D. To provide for emergency health care of the student in case of accident at the expense of the student.
- E. To provide all participating students with a copy of the FIELDWORK SITE'S rules, regulations, policies, and procedures with which the students are expected to comply and notify the UNIVERSITY of any change in its personnel, operation, or policies which may affect the field education experience.
- F. Comply with all federal, state and local statutes and regulations applicable to the operation of the program, including without limitation, laws relating to the confidentiality of student records.
- G. The FIELDWORK SITE staff shall comply with APPENDIX B regarding the FIELDWORK SITE'S supervision of UNIVERSITY students.

### **III. THE PARTIES MUTUALLY AGREE**

- A. The FIELDWORK SITE shall provide field experiences in such schools or classes of the FIELDWORK SITE and under the direct supervision and instruction of such employees of the FIELDWORK SITE, as specified by the duly authorized representatives of the FIELDWORK SITE and the UNIVERSITY.
- B. The FIELDWORK SITE may, for good cause, refuse to accept for field experiences, or terminate the field experience assignment of any student of the UNIVERSITY assigned to the FIELDWORK SITE in writing. Prior to removal of a student, the FIELDWORK SITE shall consult with the UNIVERSITY about its concerns and proposed course of action. The UNIVERSITY may terminate the field experience assignment or student teaching assignment of any student of the UNIVERSITY at the FIELDWORK SITE at any time, and may do so if the FIELDWORK SITE so requests in writing with a statement of reasons why the FIELDWORK SITE desires to have the student withdrawn.
- C. Neither party shall discriminate in the assignment of students on the basis of race, color, disability, sex, religion, national origin, ancestry, sexual orientation, or any other basis prohibited by law.
- D. The UNIVERSITY agrees to indemnify, hold harmless, and defend the FIELDWORK SITE, its agents, and employees from and against all loss or expense (including costs and attorney fees) resulting from liability imposed by law upon the FIELDWORK SITE because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligence of the UNIVERSITY, its agents, employees, or students.
- E. The FIELDWORK SITE agrees to indemnify, hold harmless, and at the UNIVERSITY'S request, defend the UNIVERSITY, its agencies and employees from and against all loss or expenses (including costs and attorney fees) resulting from liability imposed by law upon the UNIVERSITY because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement, and due or claimed to be due to the negligence of the FIELDWORK SITE, its agents, or employees.
- F. The parties agree that the students are considered learners who are fulfilling specific requirements for field experiences as part of a degree and/or credential requirement. Therefore, regardless of the nature or extent of the acts performed by them, students are not to be considered employees or agents of either the UNIVERSITY or the FIELDWORK SITE for any purpose including Workers' Compensation or any other employee benefit programs. The students shall not be entitled to any monetary remuneration for services performed by them in the course of their training.

- G. The parties mutually agree each shall provide and maintain commercial general liability insurance or self-insurance acceptable to both parties in the minimum amounts of \$1,000,000 per occurrence, \$3,000,000 general aggregate and upon request shall furnish proof thereof in the form of a certificate of insurance within 30 days of the effective date of this Agreement. Each Certificate of Insurance shall specify that should any above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.
- H. Both parties acknowledge they are independent contractors, and nothing contained in this Agreement shall be deemed to create an agency, joint venture, franchise or partnership relation between the parties and neither party shall so hold itself out. Neither party shall have the right to obligate or bind the other party in any manner whatsoever, and nothing contained in this Agreement shall give or is intended to give any right of any kind to third persons.
- I. Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any provisions contained herein.
- J. Notices required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class to the parties that signed this agreement and to the addresses below.

FIELDWORK SITE CONTACT INFORMATION:

Santee School District  
 9619 Cuyamaca St.  
 Santee, CA 92071  
 Attn: Kathy McKinnon, Administrative Secretary  
 Tel: (619) 258-2351

UNIVERSITY CONTACT INFORMATION:

Brandman University  
 16355 Laguna Canyon Road  
 Irvine, CA 92618  
 Attn: School of Education, Dean  
 Fax: (800) 775-0128

- K. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.
- L. In the event of any material default under this Agreement, which default remains uncured for a period of twenty-one (21) days after receipt of written notice of such default, or in the event of the loss of WASC accreditation by the UNIVERSITY, this Agreement may be immediately terminated by the non-defaulting party.
- M. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.
- N. This Agreement shall be construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such suit or action shall be Orange County, California.



**IV. TERM AND TERMINATION OF AGREEMENT**

- A. THE TERM of this Agreement shall be effective March 1, 2017 and shall continue in full force and effect through February 28, 2020. This Agreement may be renewed for one (1) additional term of the contract by mutual written consent of the parties.
  
- B. THIS AGREEMENT may be terminated by either the UNIVERSITY or the FIELDWORK SITE with or without cause upon thirty (30) days written notice provided that (subject to the other terms of this Agreement) all students performing fieldwork at the time of notice of termination are given the opportunity to complete their fieldwork at the Fieldwork Site.

**SIGNATURES:**

FIELDWORK SITE:      Signature: \_\_\_\_\_  
Name:                    Dr. Stephanie Pierce  
Title:                    Assistant Superintendent, Educational Services  
Date:                    \_\_\_\_\_

UNIVERSITY:            Signature: \_\_\_\_\_  
Name:                    Phillip L. Doolittle  
Title:                    Executive Vice Chancellor of Finance and  
Administration and Chief Financial Officer  
Date:                    \_\_\_\_\_

Appendix A  
Payment for Master Teachers for Teacher Education Fieldwork Only

**I. SPECIAL PROVISIONS – RATES and PAYMENTS**

- (a) \$ 200 Master Teacher stipend per eight (8) week session of full-time student teaching consisting of three to six (3-6) units for Multiple and Single Subject Credential candidates.
- (b) \$ 200 Master Teacher stipend per eight (8) week session of full-time student teaching consisting of three to six (3-6) units for Education Specialist Instruction Credential (Special Education) candidates.

METHOD OF PAYMENT: Stipend is to be paid directly to the Master Teacher.

In the event the assignment of a UNIVERSITY student is terminated by the UNIVERSITY and/or the FIELDWORK SITE for any reason after the student has been in student teaching and has been at the assignment for a minimum of two weeks, MASTER TEACHER shall receive payment for one assignment on account of each student as though there had been no termination of the assignment. Said payment is to exceed no more than six (6) units per session of terminated assignment. In the event the field experience of a UNIVERSITY student is terminated by the UNIVERSITY and/or the MASTER TEACHER for any reason after the student has been in the field experience for a minimum of two weeks, MASTER TEACHER shall receive payment for one assignment on account of each student as though there had been no termination of the assignment.

Within thirty (30) days following the close of each session or academic session of the UNIVERSITY, the MASTER TEACHER shall submit an invoice and I-9 form as provided and signed to them by the UNVIERSITY, to the UNIVERSITY for payment at the rate provided therein for all field experiences provided by the FIELDWORK SITE under and in accordance with this agreement during said session. This process may be altered according to individual districts procedures as to the manner in which the invoicing will proceed so long as the parties mutually agree to such alteration in advance.

**Appendix B**  
**Specific Supervision Requirements for Each Program**

**Teacher Education Fieldwork:**

- A. "Field Experience" as used herein and elsewhere in this agreement means active participation in the duties and function of classroom under the direct supervision and instruction of employees of the FIELDWORK SITE who hold valid teaching credentials issued by the California Commission on Teacher Credentialing, authorizing them to serve as classroom teachers in the schools or classes in which the field experience is provided, and have completed a minimum of three years successful teaching experience. "Student Teaching" is used herein and elsewhere in this agreement means participation in the duties and function of classroom teaching under the direct supervision and instruction of employees of the FIELDWORK SITE who hold valid, teaching credentials issued by the California Commission on Teacher Credentialing, authorizing them to serve as classroom teachers in the schools or classes in which the student teaching experience is provided, and have completed a minimum of three years successful teaching experience.
- B. The UNIVERSITY'S Teacher Education Policy provides that student teachers without emergency or substitute permits may not be asked by the school districts to serve and be paid for substitute teaching as, under California law, student teachers are not certificated personnel and as they require full-time supervision. Those holding substitute or emergency permits may substitute for their master teacher only (a maximum of four (4) days only): when s/he is ill; when it is determined by the principal that this is in the best interest of the students in the classroom as well as the candidate; after the first four weeks of the first assignment; and/or when the candidate is paid.
- C. "Session of Student Teaching," for Multiple Subject and Single Subject Credential candidates as used herein and elsewhere in this agreement is considered to be a full day of student teaching daily for five (5) days a week for a minimum of eight (8) weeks for elementary credential candidates (for this, the elementary credential candidate receives three to six (3-6) session units of practice teaching credit), and three periods a day for five (5) days a week for a minimum of eight (8) weeks for secondary credential candidates (for this, the secondary credential candidate receives three to six (3-6) session units of practice teaching credit).
- D. "Session of Student Teaching," for Education Specialist Instruction Credential (Special Education) candidates as used herein and elsewhere in this agreement is considered to be a full day of student teaching daily for five (5) days a week for a minimum of eight (8) weeks for elementary credential candidates (for this, the elementary credential candidate receives three to six (3-6) session units of practice teaching credit), and three periods a day for five (5) days a week for a minimum of eight (8) weeks for secondary credential candidates (for this, the secondary credential candidate receives three to six (3-6) session units of practice teaching credit).
- E. An assignment of a Multiple Subject and Single Subject Credential candidate of the UNIVERSITY to student teaching in classes of schools of the FIELDWORK SITE shall be for a two eight (8) week session as mutually agreed between the UNIVERSITY and FIELDWORK SITE.
- F. An assignment of an Education Specialist Instruction Credential (Special Education) candidate of the UNIVERSITY to student teaching in classes of schools of the FIELDWORK SITE shall be for a single eight (8) week session as mutually agreed between the UNIVERSITY and FIELDWORK SITE.
- G. The assignment of a UNIVERSITY student to field experiences and student teaching at FIELDWORK SITE shall be deemed to be effective for the purposes of this agreement as of the date the student presents to the proper FIELDWORK SITE officials the assignment papers or

other documents provided by the UNIVERSITY effecting such assignment, but not earlier than the date of such assignment as shown on such card or other document.

**School Counseling Fieldwork:**

- A. Provide an average of one (1) hour of individual or one-and-one-half (1.5) hours of small group supervision per week from an experienced school counselor with at least two years of professional experience.
- B. Provide opportunities for students to gain a broad range of experiences, including experiences in:
  - a. Personal and career assessments
  - b. Personal counseling experience in either an individual or group context
  - c. Experience in School-based programs serving parents and family members
  - d. Observing classroom instruction
  - e. Attending district and school based meetings
  - f. Mapping school-based community resources
  - g. The candidate is to perform, under supervision, the functions of school counselors in school counseling domains.
  - h. Participating in professional development activities.
  - i. Participating in individual or group supervision.
  - j. Learning about and using technology and information systems.
  - k. Learning about Individual differences and student diversity.
- C. The FIELDWORK SITE shall provide activities that occur across at minimum of two of four settings, including, (a) middle school or junior high, and (b) high school.
- D. The FIELDWORK SITE in collaboration with the UNIVERSITY will designate one school counselor who has at least two years experience in school counseling to serve as the primary supervisor. The student may also work with other experienced school counselors for specific activities. In no case shall any supervisor be assigned by the FIELDWORK SITE to provide concurrent supervision for more than two interns or students.
- E. The FIELDWORK SITE shall ensure that the student receives an average of one hour of individual or one and one-half hours of group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.
- F. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete at least one written evaluation of the student's performance near the end of each university session.
- G. The FIELDWORK SITE shall ensure that the student will be treated by the district as part of the professional staff and provided a supportive work environment, adequate supplies, counseling and test materials. In addition, it shall see that the student is encouraged to participate in district, SELPA, or county committees; and that he/she is provided release time as needed to attend professional development experiences or professional association meetings.

**I. Specific Supervision Requirements School Psychology Fieldwork:**

- A. Provide an average of one (1) hour of individual or one-and-one-half (1.5) hours of small group supervision per week from an experienced school psychologist with at least two years of professional experience.
- B. Provide experiences with a diverse student population.
- C. Provide experiences with a variety of educational programs.
- D. Provide opportunities for students to gain a broad range of experiences, including experiences in:

- a. Data based decision making: Assessing and reevaluating individual pupils and their programs.
  - b. Collaboration and consultation with school personnel and participation on interdisciplinary teams.
  - c. Developing, implementing and evaluating academic and behavioral interventions.
  - d. Providing counseling and other mental health interventions.
  - e. Home, school, community collaboration: working with parents and community members.
  - f. Learning about, helping develop, or evaluating policy, practices and programs.
  - g. Participating in professional development activities.
  - h. Participating in individual or group supervision.
  - i. Learning about and using technology and information systems.
  - j. Learning about Individual differences and student diversity.
- E. The FIELDWORK SITE shall provide activities that occur across at minimum of two of four settings, including (a) preschool, (b) elementary, (c) middle school or junior high, and (d) high school.
  - F. The FIELDWORK SITE in collaboration with the UNIVERSITY will designate one school psychologist who has at least two years experience in School Psychology to serve as the primary supervisor. The student may also work with other experienced school psychologists for specific activities. In no case shall any supervisor be assigned by the FIELDWORK SITE to provide concurrent supervision for more than two interns or students.
  - G. The FIELDWORK SITE shall ensure that the student receives an average of one hour of individual or one and one-half hours of group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.
  - H. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete at least one written evaluations of the student's performance near the end of each university session.
  - I. The FIELDWORK SITE shall ensure that the student will be treated by the district as part of the professional staff and provided a supportive work environment, adequate supplies, counseling and test materials. In addition, it shall see that the student is encouraged to participate in district, SELPA, or county committees; and that he/she is provided release time as needed to attend professional development experiences or professional association meetings.

**School Administration:**

- A. The FIELDWORK SITE shall provide student with individual and/or small group supervision from an experienced school administrator.
- B. The FIELDWORK SITE shall ensure that the student receives an average of one hour of individual and/or one and one-half hours of group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.
- C. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete at least one written evaluation of the student's performance near the end of each university session.

Consent Item E.3.2.

Approval of Practicum Agreement with California State University, San José State University

Prepared by Dr. Stephanie Pierce  
February 7, 2017

**BACKGROUND:**

Santee School District has entered into cooperative agreements with various universities in the past to provide field laboratory classroom placement for student teachers. Santee School District has received an agreement with California State University, San José State University for this purpose in the field of Social Work. The terms of the agreement shall commence on February 8, 2017 and continue through June 30, 2022.

**RECOMMENDATIONS:**

Administration recommends that the Board approve the proposed Practicum Agreement with California State University, San José State University.

This recommendation supports the following District goal:

- Implement a staff development plan as the cornerstone of employee performance and growth.

**FISCAL IMPACT:**

There is no fiscal impact to the general fund. No payment will be received from California State University, San José State University for the placement of students in the field of Social Work to receive field training experience.

**STUDENT ACHIEVEMENT IMPACT:**

This agreement supports student learning by placing social worker interns which provides students with an additional resource.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item E.3.2.

**PRACTICUM AGREEMENT**  
FOR FURNISHING FIELD TRAINING  
FOR THE SCHOOL OF SOCIAL WORK

This Agreement is entered into between the Trustees of the California State University on behalf of San José State University, located at One Washington Square, San Jose, CA 95192 hereinafter called the (“the University”), and **Santee School District**, located at 9619 Cuyamaca Street, Santee, CA 92071, hereinafter called the (“Facility”). The University and Facility are referred to collectively as the Parties.

**Witnesseth:**

WHEREAS, the Trustees have approved Bachelor of Arts in Social Work (“BASW”) and Masters of Social Work (“MSW”) Programs for the University and such programs require field work experience and the use of facilities; and

WHEREAS, it is to the mutual benefit of the parties hereto that students of the University’s Social Work Programs use facilities for their experience,

WHEREAS, the SOCIAL WORK PRACTICUM is an essential part of professional education for Social Work: an essential element of the practicum must be the inclusion of learning experiences that provide for students’ direct engagement in service activities. The intent of the Practicum is to enhance student learning within all areas of the curriculum. The Practicum should provide all students with opportunities for development, integration, and reinforcement of competence through performance in actual service situations. It should permit students to acquire and test skills relevant to emerging conditions of Social Work practice. The Practicum should also foster for all students the integration and reinforcement of knowledge, value and skill learning acquired through particular courses, with a focus on transcultural generalist practice and populations at-risk. In the Practicum the students should have an opportunity to delineate and comprehend questions for research which arise in the course of practice.

NOW, THEREFORE, in consideration of the covenants, conditions, and stipulations hereinafter expressed and in consideration of the mutual benefits to be derived therefrom, the parties hereto agree as follows:

**I. FACILITY SHALL:**

- A. Permit each student who is designated by the University pursuant to Paragraph II. A below to receive field training experience at the Facility, and shall furnish, and permit such students and University instructors free access to appropriate facilities for field work experience.
- B. It is expected, in accordance with the presently established values and goals of the University and School of Social Work, that placement facilities provide the following:

1. A field setting that offers the opportunity to serve various at-risk populations. This includes opportunities to work with clients who are oppressed, marginalized, and/or disenfranchised by virtue of their ethnicity, sexual orientation, socioeconomic status, immigration experience, age, and/or disability;
2. A setting that offers opportunities to students to examine their own commitment to these at-risk populations;
3. Setting that offers students opportunities to test, modify and integrate the ideas, concepts and values of the Social Work curriculum into their emerging professional selves; and
4. A setting that provides students with an opportunity to develop skills and practical knowledge by working with at-risk clients under the guidance of a skilled supervisor.

C. It is required that each Placement Facility shall:

1. Provide a learning experience that entails a commitment to service compatible with the values and ethics of the Social Work profession;
2. Provide a qualified field supervisor to be provided either by the agency or the School of Social Work. Assessment of qualifications will take into account professional education, commitment to the values of the Social Work profession, competence in practice, and interest and competence in teaching and supervising;
3. Accept the guiding principle that placement of not less than two (2) Social Work students is highly desirable from the educational perspective;
4. Make available suitable desk space, telephones, word processing facilities, supplies, transportation costs, clerical services and interviewing facilities. This provision may be waived under exceptional circumstances if the educational benefits resulting from a Practicum experience in a particular agency or setting could not be otherwise realized;
5. Provide sufficient structure for the necessary learning experience, i.e. acceptable field instruction, and proper assumption of responsibility by administration, staff, sponsor or constituency, when the Practicum is located in organizations in fields other than social welfare;
6. Provide periodic supervisory conferences and semester evaluations, and open communications between the setting, the field supervisor, and School must be satisfactorily met as spelled out by the School of Social Work in the Field Practicum Manual; and



7. Have the right, after consultation with the University, to refuse to accept for further experience any of the University's students who in the Facility's judgment are not participating satisfactorily in said program.

**II. TRUSTEES, THROUGH THE UNIVERSITY, SHALL:**

- A. Designate the students who are enrolled in the San José State University's Practicum Programs of the School of Social Work to be assigned for field experience at the Facility, in such numbers as are mutually agreed to by both parties;
- B. Monitor all instruction for field work experience given at the Facility to the assigned students and provide the necessary Social Work instructor(s) when the Facility field supervisor is not a Social Worker;
- C. Keep all attendance and academic records of students participating in said Program;
- D. Require every student to conform to all applicable Facility policies, procedures, and restrictions specified jointly by representatives of the University and Facility; and
- E. Require University's School of Social Work instructors to notify Facility in advance of:
  1. Student(s) assigned to the facility.
  2. Student Schedules
  3. Changes in placement assignments

**III. FACILITY AND UNIVERSITY SHALL AGREE AS FOLLOWS:**

- A. THIS AGREEMENT will become effective as of the date of the last executed signature and shall remain in effect for a term of five (5) years, unless terminated sooner. Either party, after giving the other party 30 days advance written notice of its intention to so terminate, or for just cause, this agreement can be terminated immediately by either party.  
Should either party terminate this agreement for any reason, the terms of this Agreement may remain in full force for those existing Student Interns and Staff Interns still participating in SJSU's MSW program for as long as they are enrolled as students of SJSU, and the University is satisfied that the Facility meets the Field Placement requirements of the MSW Program.
- B. In order to insure the satisfaction of all, the student and the field supervisor must jointly formulate a practicum Contract to be submitted for approval by the Faculty Field Liaison and the Field Education Director of the BASW or MSW Program.

C. Mutual Indemnification

SJSU shall indemnify, defend, and hold harmless Facility, its officers, agents and employees from any claim, liability, loss, injury or damage arising out of the performance of this Agreement by SJSU and/or its agents, employees or sub-contractors, excepting only loss, injury or damage caused by the negligence or willful misconduct of personnel employed by the Facility. SJSU shall reimburse Facility for all costs, attorneys' fees, expenses and liabilities incurred with respect to any claim or litigation for which SJSU is obligated to indemnify, defend and hold harmless Facility under this Agreement.

Facility shall indemnify, defend and hold harmless SJSU, its officers, agents and employees from any claim, liability, loss, injury or damage arising out of the performance of this Agreement by Facility and/or its agents, employees, subcontractors, excepting only loss, injury or damage caused by the negligence or willful misconduct or personnel employed by the SJSU. Facility shall reimburse SJSU for all costs, attorneys' fees, expenses and liabilities incurred with respect to any claim or litigation for which Facility is obligated to indemnify, defend and hold harmless SJSU under this Agreement.

The parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities of this Agreement, provided that nothing shall require either party to disclose any documents, records or communications which are protected under the peer review privilege, the attorney-client privilege or the attorney work-product privilege. The provisions of this section shall survive the termination of this Agreement.

D. Insurance

Without limiting the indemnification of either party to this Agreement, each party shall maintain or cause to be maintained the following insurance coverage: (i) a policy of commercial general liability with limits of liability not less than one million dollars (\$1,000,000) per occurrence and one million dollars (\$1,000,000) annual aggregate; (ii) a policy of workers' compensation providing statutory coverage; and (iii) such other insurance or self-insurance as shall be necessary to insure it against any claim or claims for damages arising under the Agreement. Insurance afforded by the commercial general liability policy shall be endorsed to provide coverage to the other party of the Agreement as an additional insured. Each party to this Agreement shall provide a Certificate of Insurance certifying that coverage as required herein has been obtained. The requirements of this section may be satisfied by the provision of similar coverage through a self-insurance program.

E. THIS AGREEMENT may at any time be altered, changed or amended by mutual agreement of the parties in writing.

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of the parties hereto, the day and the year first above written.

**FACILITY,**

Agency Name Santee School District  
Authorized Signature \_\_\_\_\_  
Print Name Dr. Stephanie Pierce  
Title Assistant Superintendent, Educational Services  
Date \_\_\_\_\_

**UNIVERSITY, COLLEGE OF APPLIED SCIENCES AND ARTS**

Department \_\_\_\_\_  
Authorized Signature \_\_\_\_\_  
Print Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_  
Print Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

**SAN JOSE STATE UNIVERISTY, CONTRACTS AND PURCHASING SERVICES**

San José State University

Authorized Signature \_\_\_\_\_  
Print Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

Revised June 13, 2016

Consent Item E.3.3.

Approval of Nonpublic Agency Master Contract with Banyan Tree Learning Center

Prepared by Dr. Stephanie Pierce  
February 7, 2017

**BACKGROUND:**

At times, students with disabilities require additional services to demonstrate educational progress at school. Banyan Tree Learning Center provides individual tutoring services.

**RECOMMENDATION:**

Administration recommends the Board of Education approve the Nonpublic Agency Master Contract with Banyan Tree Learning Center. 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:**

Banyan Tree Learning Center	50 hours	\$75/hour	\$3,750.00
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**STUDENT ACHIEVEMENT:**

Individual tutoring can be beneficial for some students with disabilities to demonstrate educational progress.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item E.3.3.

Prepared by Dr. Stephanie Pierce  
February 7, 2017

**BACKGROUND:**

At times, students with disabilities require behavioral support to demonstrate educational progress at school. Xcite Steps, a nonpublic agency, provides behavior support consultation services for students with developmental disabilities, autism, other pervasive developmental disorders, and behavior challenges based on the principles of Applied Behavior Analysis (ABA).

**RECOMMENDATION:**

Administration recommends the Board of Education approve the Nonpublic Agency Master Contract with Xcite Steps. 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:**

Xcite Steps	30 hours of consultation	\$125/hour	\$3,750.00
-------------	--------------------------	------------	------------

**STUDENT ACHIEVEMENT:**

Consultation from Xcite Steps can be beneficial for some students with disabilities to demonstrate educational progress.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item E.3.4.

Consent Item E.3.5.

Approval of Nonpublic Agency Master Contract  
with Coast Music Therapy

Prepared by Dr. Stephanie Pierce  
February 7, 2017

**BACKGROUND:**

At times, students with disabilities require additional services to demonstrate educational progress at school. Coast Music Therapy provides music therapy assessments for the purpose of developing Tuned In to Learning curriculum at school. District staff will include the use of music to work on IEP goals for one special education student.

**RECOMMENDATION:**

Administration recommends the Board of Education approve the Nonpublic Agency Master Contract with Coast Music Therapy. 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:**

Coast Music Therapy	Evaluation	Not to exceed \$1000.00
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**STUDENT ACHIEVEMENT:**

Music therapy assessments can be beneficial for some students with disabilities to demonstrate educational progress.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item E.3.5.

Consent Item E.3.6.

Approval of Amended Nonpublic Agency Master Contract Appendix B with SPOT Kids Therapy for Psycho-Educational Assessments

Prepared by Dr. Stephanie Pierce  
February 7, 2017

**BACKGROUND:**

To determine if a child qualifies or re-qualifies for special education, a school psychologist is required to complete a psycho-educational assessment. In order to continue to meet the assessment timelines, a substitute psychologist is needed during this time to support with assessments in order to stay in compliance. Spot Kids Therapy can provide a short term psychologist. The Santee School District has a current contract with this agency for speech therapy services and occupational therapy services.

**RECOMMENDATION:**

Administration recommends the Board of Education approve the Nonpublic Agency Master Contract with SPOT Kids Therapy for up to 200 hours for a school psychologist for the term of February 7, 2017 through June 30, 2017. 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:**

Hourly Rate	Total Hours	Total
\$80	200	\$16,000

**STUDENT ACHIEVEMENT:**

Psycho-educational assessments are required to determine if a child qualifies for special education.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item E.3.6.

**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	Previous Annual Salary	New Annual Salary	Effective Date
1. Gormican, Ashley	Chet F. Harritt	IV-01	\$0.00	\$50,504.00	01-30-17 to 06-13-17

**B. Temporary Rehires:**

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

**C. Change of Status/Location:**

Employee	Location	Class/Step	Previous Annual Salary	New Annual Salary	Effective Date
1. Brogan-Baranski, Kristin (replacing Cathy Pierce)	Educational Resource Center to <i>Superintendent's Office</i>	MGT 5 + \$1,500 to MGT Contract	\$146,436.00	<i>\$198,000.00</i>	02-01-17

**D. Unpaid Leave Requests:**

Employee	Location	Class/Step	Reason	Effective Date

**E. Resignations:**

Employee	Location	Class/Step	Reason	Effective Date

**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	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Anderson, Nicole	Chet F. Harritt	Campus Aide CA A / 3.25 hrs	\$0.00	\$739.46	01-23-17
2. Birch, Shannon (replacing Krista D'Agostino)	Carlton Oaks	Secretary II (School) 27 A / 8.0 hrs	\$0.00	\$3,317.31	02-01-17
3. Caraveo, Stephanie (replacing Lindsay Williams)	Chet F. Harritt	Campus Aide CA A / 0.5 hrs	\$0.00	\$113.75	01-26-17
4. Fick, Candace	Cajon Park	Food Service Worker1-A 20 A / 2.5 hrs	\$0.00	\$805.93	02-02-17
5. Oropeza, Katelyn	Pepper Drive	Campus Aide CA A / 2.0 hrs	\$0.00	\$455.00	01-17-17

**I. Rehires:**

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



## Classified Staff - continued

### J. Change of Status/Location:

Employee	Location	Position/Class/Hours	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Canada, Ian Adam	PRIDE Academy	Out of School Time Group Leader 19.5 A / 3.75 hrs to 19.5 A + PGI 1 / 3.75 hrs	\$1,076.79	\$1,080.92	02-01-17
2. Garrabrandt, Ana Marie	Cajon Park	Instructional Assistant Special Ed I 20 E / 5.0 hrs to 20 E / 6.0 hrs	\$1,963.75	\$2,356.50	01-27-17
3. Hoye, Leslie	Cajon Park	Instruction Assistant Special Ed I 20 B / 3.0 hrs to 20 B / 6.0 hrs	\$1,015.12	\$2,030.25	01-27-17
4. Korhummel, Ilene	Carlton Hills to Carlton Hills/Sycamore Canyon	Early Childhood Group Leader I 19.5 D / 5.75 hrs	\$2,097.51	\$2,097.51	01-09-17
5. Leon, Denise	Carlton Hills	Early Childhood Group Leader II 22 E / 8.0 hrs / 10 mos to 22E / 8.0 hrs / 11 mos	\$3,465.00	\$3,465.00	07-01-17
6. Malott, Homer (replacing Lynn Barton)	Cajon Park to Carlton Oaks	Custodian II 23 B / 4.0 hrs to 23 B / 8.0 hrs	\$1,571.00	\$3,142.00	01-30-17
7. Prochazka, Alanda	Chet F. Harritt to Hill Creek	Instructional Assistant Special Ed II 21 D / 6.0 hrs	\$2,356.50	\$2,356.50	01-30-17
8. Sawaya, Nada (replacing Guadalupe Brambila)	PRIDE Academy/Pepper Drive to PRIDE Academy	Instructional Assistant Limited English Proficient Services 20 E / 3.5 hrs	\$1,374.62	\$1,374.62	02-06-17

### K. Unpaid Leave Requests:

Employee	Location	Position/Class/Hours	Reason	Recommendation	Effective Date

### L. Resignations:

Employee	Location	Position	Reason	Effective Date
1. Agent-Martinez, Amber	Cajon Park	Project SAFE Assistant	Outside employment	02-09-17
2. Bradley, Cynthia	Rio Seco	Campus Aide	Outside employment	01-26-17
3. Enslow, Erin	Rio Seco	Instructional Assistant Special Ed I	Student teaching	03-01-17
4. Nash, Fred	Rio Seco	Campus Aide	Personal	01-14-17
5. Mann, Sarah	Sycamore Canyon	Instructional Assistant Special Ed II	Outside employment	02-11-17
6. Pierce, Cathy	Superintendent's Office	Superintendent	Retirement	02-01-17

### M. 39-63 Month Reemployment:

Employee	Location	Position/Class/Hours	Effective Date

### N. Dismissals:

Employee	Location	Position	Effective Date

### **RECOMMENDATION:**

Administration recommends approval of listed personnel appointments, changes of status, leave requests, resignations, dismissals, and consultants. This recommendation supports the following District goal: Assure the highest quality of school district services, including, but not limited to, academic, social, emotional and health services by hiring and retaining employees with not only required technical skills in the areas of their responsibilities but also the ability to handle diverse challenges.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item E.4.1.

**BACKGROUND:**

Administration has determined that instructional assistance for a 1:1 student at Chet F. Harritt School will no longer be necessary effective March 31, 2017. Currently, the position is vacant due to a recent transfer opportunity. Hiring a short term position will eliminate the necessity of a layoff situation when 1:1 assistance is no longer required.

Education Code section 45103 allows a governing Board to employ "short term employees" by designating the classification needed and a start and end time for the service. Presented tonight for Board approval is the short term employment opportunity.

**RECOMMENDATION:**

It is recommended that the Board of Education approve short term employment for the following position:

- One (1) 6.0-hour Instructional Assistant, Special Ed II position at Chet F. Harritt School

**FISCAL IMPACT:**

The approximate cost to employ the short term position will be \$4,564 and paid from the Special Education Fund.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item E.4.2.

Consent Item E.4.3. Adoption of Resolution No. 1617-25 to Reduce a Classified Non-Management Position

Prepared by Tim Larson  
February 7, 2017

**BACKGROUND:**

The Out-of-School Time Program has determined that there is a need to reduce an Out-of-School Time Site Leader position at Sycamore Canyon due to low enrollment. As a result, the affected employee currently in this position will be offered a vacant position within the same classification and with the same number of hours.

**RECOMMENDATION:**

It is recommended that the Board of Education approve to reduce the Out-of-School Time Site Leader position at Sycamore Canyon from 6.0 hours per day to 5.5 hours per day effective April 10, 2017.

**FISCAL IMPACT:**

There annual savings to reduce this position will be \$5,774.

**STUDENT ACHIEVEMENT IMPACT:**

It is the District's intention to provide support for all programs and departments.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item E.4.3.

**SANTEE SCHOOL DISTRICT  
Resolution No. 1617-25**

**REDUCTION OF A  
CLASSIFIED NON-MANAGEMENT POSITION**

**WHEREAS**, it has been determined that there is a need to reduce an Out-of-School Time Site Leader position at Sycamore Canyon due to low enrollment;

**NOW, THEREFORE, BE IT RESOLVED** that as of the 7<sup>th</sup> day of February 2017, the Governing Board of Santee School District approved to reduce the following position effective April 10, 2017:

- ✓ One (1) Out-of-School Time Site Leader position at Sycamore Canyon from 6.0 hours per day to 5.5 hours per day

**BE IT FURTHER RESOLVED** that the Board authorizes the District Superintendent to give notice to the affected classified employees that their position will be eliminated and/or reduced in work hours/year pursuant to applicable provisions of the Education Code of the State of California, such notice to be given sixty (60) days prior to the effective date of reduction/layoff as set forth above.

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board of the Santee School District on the 7<sup>th</sup> day of February 2017, by the following vote:

**AYES:** \_\_\_\_\_  
**NOES:** \_\_\_\_\_  
**ABSENT:** \_\_\_\_\_

Dated 2/7/17

\_\_\_\_\_  
Clerk, Board of Education

Consent Item E.4.4.

Proclamation for National School Counseling Week (2/6/17 - 2/10/17) and National School Social Work Week (3/6/17 - 3/10/17)

Prepared by Tim Larson  
February 7, 2017

**BACKGROUND:**

School counseling and school social work has been a contributing factor in the success of students in Santee School District for 15 years. These programs have vastly evolved during this time serving students at all Santee Schools. Nationally, the American School Counselor Association (ASCA) has sponsored the National School Counseling Week program for many years to shed light on the valuable contribution school counselors make in helping students focus on academic, personal, social, and career development by declaring February 6 – 10 as National School Counseling Week.

In addition, the National School Social Work Association has declared March 6 - 10 as National School Social Work Week. School social workers partner with school, community, and agency personnel to address at-risk student concerns.

Santee is fortunate to have six school counselor/school social workers that work with more than 1,000 students each year to help students reach their full potential by implementing school counseling and social work programs that are a vital part of the educational process for all students as they meet the challenges of the 21st century. Smart goals for each counselor this year include addressing attendance and bullying behavior.

**RECOMMENDATION:**

It is recommended that the Board of Education proclaim the week of February 6-10, 2017 as National School Counseling Week, and the week of March 6 – 10, 2017 as National School Social Work Week.

**FISCAL IMPACT:**

There is no cost to implement this proclamation.

**STUDENT ACHIEVEMENT:**

School counselors and school social workers directly support academic and social emotional growth of students in the Santee School District.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item E.4.4.

# PROCLAMATION

## **SCHOOL COUNSELING: HELPING STUDENTS REACH THEIR FULL POTENTIAL**

### **NATIONAL SCHOOL COUNSELING WEEK – FEBRUARY 6-10, 2017**

### **NATIONAL SCHOOL SOCIAL WORK WEEK – MARCH 6-10, 2017**

**Whereas** school counselors and school social workers are employed to help students reach their full potential by implementing comprehensive school counseling programs that are a vital part of the educational process for all students as they meet the challenges of the 21st century; and

**Whereas** school counselors and school social workers are actively committed to helping students explore their abilities, strengths, interests, and talents as these traits relate to career awareness and development; and

**Whereas** school counselors and school social workers, help parents focus on ways to further the educational, personal, and social growth of their children; and

**Whereas** school social workers and school counselors work with teachers and other educators to help students explore their potential and set realistic goals for themselves; and

**Whereas** school social workers and school counselors seek to identify and utilize community resources that can enhance school sites and help students to become productive members of society; and

**Whereas** comprehensive developmental school counseling programs are considered an integral part of the educational process that enables all students to achieve success in school; and

**Whereas** Santee School District is fortunate to have outstanding school counselors and school social workers that have worked with more than 1,000 students in past years to support and enhance learning, as well as help students become resilient members of the community;

**NOW THEREFORE BE IT PROCLAIMED** that the Santee School District Board of Education does hereby proclaim February 6-10, 2017 as National School Counseling Week and March 6-10, 2017 as National School Social Work Week in Santee School District.

Congratulations to all of our school social workers and school counselors on making such an impact in the lives of our students and their families.

Adopted this 7<sup>th</sup> day of February 2017.

\_\_\_\_\_  
Elana Levens-Craig, President

\_\_\_\_\_  
Dianne El-Hajj, Vice-President

\_\_\_\_\_  
Ken Fox, Clerk

\_\_\_\_\_  
Dustin Burns, Member

\_\_\_\_\_  
Barbara Ryan, Member

\_\_\_\_\_  
Kristin Baranski, Superintendent

# CAJON PARK SCHOOL COUNSELING



Kirsten Stretton

## School Wide Counseling Goal:

To provide Social/Emotional tiered interventions

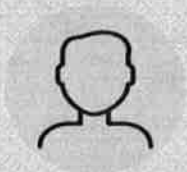


Tier 1 goal	100%
Current Tier 1	78%
Tier 2 Goal	15%
Current Tier 2	12%
Tier 3 Goal	5%
Current Tier 3	3%



### Current Tier 1 Services Schoolwide/Classroom

- \*Classroom lessons on self-regulation
- \*Calm down kits
- \*Social Emotional Learning instruction (SEL) programs
- \*Schoolwide SEL promotion assemblies
- \*Proactive behavior management- (Think sheets, Rewards, etc)
- \*PBIS- Falcon Proud- Behavioral Pathways
- \*Club Live- Leadership



### Current Tier 2 Services Student Specific

- \*Individual Counseling
- \*Small groups for Social Emotional Learning (SEL)
- \*Sensory opportunities to manage anxiety and stress
- \*TLC Grant- Community Partner program management
- \*Consultation Team Referral-Social-Emotional RTI
- \*Check and Connect- Adult mentoring



### Current Tier 3 Services Community Collaboration

- \*Referral to Mental Health Individualized services/Agency Referrals- (Wrap-around programs, SDYS, Family Forces, Homestart, CAT, etc)
- \*Coordination with community-based treatment
- \*On-site MFT therapy support- SDSU

## Students Receiving Counseling Services



- Classroom lessons (17.20%)
- Individual/Group (10.11%)
- TLC Grant- Community Pa.. (2.93%)
- Schoolwide SEL Promotion (69.77%)

## TLC Grant Managed Program Partners

San Diego State University  
School of Nursing

- \*Provided age appropriate presentations on self regulation to assigned K-6 classrooms
- \*Will be teaching lessons on dental health and disaster preparedness

San Diego State University  
Department of Counseling and School Psychology

- \*Providing individual and family therapy on-site

Azuza Pacific University  
School of Nursing

- \*Collaborating and working in our SDC classrooms to teach health lessons

powered by

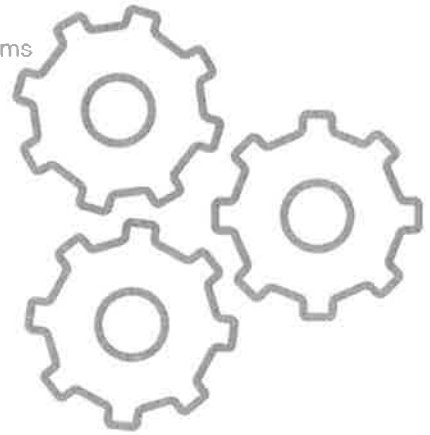
# Hill Creek and Carlton Hills



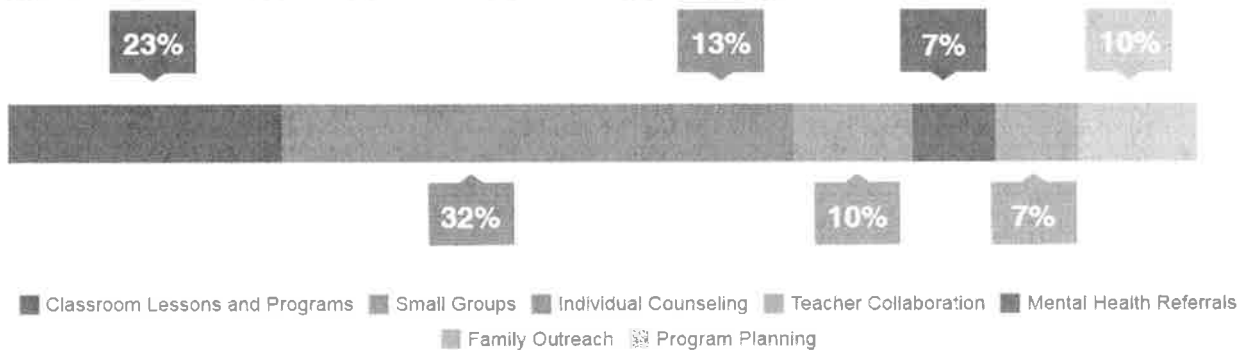
**Stacey  
Rawson**

## Program Components

- School-wide prevention programs
- Classroom guidance lessons
- Small group interventions
- Individual counseling
- Teacher/admin collaboration
- Community referrals
- Family outreach



## How does Mrs. Rawson use her time?



**100**

Percentage of students who will receive at least 4 classroom lessons on empathy topics. (does not include SDC classes)



**176**

Number of students who received at least 6 weeks of small group counseling from school counselor or intern.



**28**

Number of students who received at least 6 weeks of individual counseling from counselor or intern.



# School Counseling at a Glance

Carlton Oaks and Chet F. Harritt

## Where does Ms. Thompson spend her time?



- Group Counseling (48.39%)
- Individual Counseling (32.26%)
- School Wide Activities/Clubs (9.68%)
- Crisis Management (8.45%)
- Community Referrals (3.23%)

## School Wide Activities

- Trevor Romain Transition and Resilience Program (Chet)
- Junior Student to Student - JS2S (Chet)
- Club Live (Chet & Oaks)

## 6th Grade Classroom Lessons with Mrs. Rosati

- Team Building
- Mental Health Safety
- Middle School Issues

## Individual Sessions

1:1 Individual meetings based on students individual needs

## Group Counseling Topics

- Social Skills/Friendship
- Emotion Management
- Mindfulness/Self-Regulation
- Decision Making
- Self-Esteem



87

Number of students who have received at least 8 weeks of small group counseling



20

Number of students who are receiving ongoing individual counseling services

powered by

# School Counseling Snapshot

Pepper Drive School - August-December 2016

## School-wide Interventions

### Classroom Guidance Lessons

Grades K-8



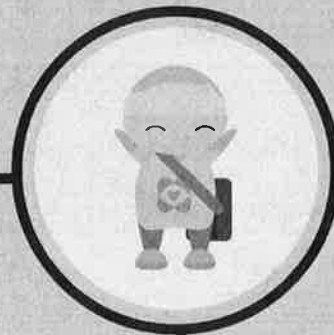
Over 75 classroom lessons were provided to students K-8 at Pepper Drive in Trimester 1. Topics included: goal-setting, calming down strategies, empathy & compassion, accepting differences, treating others with respect, friendship qualities, getting along with others, taking responsibility for actions and the learning brain.

## Individual Student Interventions

### Individual School Counseling

Grades K-8

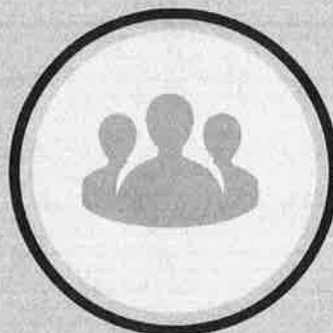
The counseling team piloted the use of an online referral system for teacher and parent referrals for individual school counseling using a free website called Jotform. Once a referral is received, the teacher and parent are contacted in order to identify needs. We received 25 teacher referrals and 6 parent referrals in Trimester 1.



## Providing Resources

### In School & Outside of School

Parents and Family Outreach



We made 5 referrals to Rady Children's Hospital in Trimester 1 in addition to the carryover students already receiving therapy on campus with both Rady's and Family Forces from last school year. We also provided many families with outside counseling and community resources.

### Looking ahead to Trimesters 2 & 3

Beginning Small Groups featuring topics such as **Social Skills** (Grades 3,4), **Self Regulation** (Grades K, 1, 2), **Girls Empowerment** (Grade 5) and **Young Men's Success** (Grade 5,6,7,8)

Beginning Practicum Program with focus on **Strengthening Sanford Harmony Skills** in Grades K-3  
Continuing Classroom Guidance and Individual Counseling

# School Counseling Snapshot

PRIDE Academy at Prospect Avenue School - August-December 2016

## School-wide Interventions

### Classroom Guidance Lessons

Grades K-8



Approximately 55 classroom lessons were provided to students K-8 at PRIDE in Trimester 1. Topics included: goal-setting, calming down strategies, empathy & compassion, accepting differences, treating others with respect, friendship qualities, getting along with others, taking responsibility for actions and the learning brain.

## Individual Student Interventions

### Individual School Counseling

Grades K-8

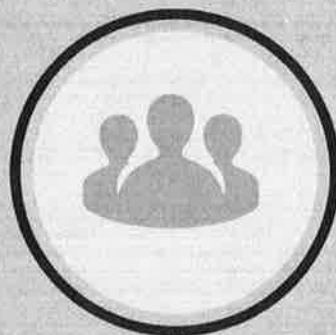
The counseling team piloted the use of an online referral system for teacher and parent referrals for individual school counseling using a free website called Jotform. Once a referral is received, the teacher and parent are contacted in order to identify needs. We received 12 staff referrals and 7 parent referrals in Trimester 1.



## Providing Resources

### In School & Outside of School

Parents and Family Outreach



We made 4 referrals to Rady Children's Hospital and 2 referrals for Family Forces in Trimester 1 in addition to the carryover students already receiving therapy on campus with both Rady's and Family Forces from last school year. We also provided many families with outside counseling and community resources.

### Looking ahead to Trimesters 2 & 3

Beginning Small Groups featuring topics such as **Social Skills** (Grades K,3,4,5), **Attendance** (Grades 6,7,8) and **Young Men's Success** (Grade 6,7)

Beginning Practicum Program with focus on **Increasing School Connection** in Grades 4-8

Continuing Classroom Guidance and Individual Counseling

# School Counseling Snapshot

Rio Seco and Sycamore Canyon, August-December 2016

## Counseling Interventions

### Classroom and Small Group Lessons



Grades K-8

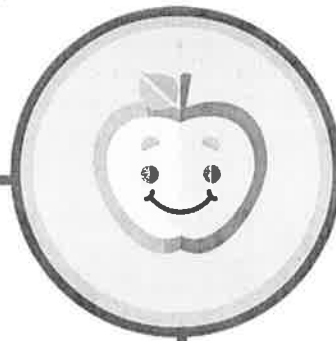
6 small groups and 15 class lessons were provided to students K-8 at Rio Seco and Sycamore Canyon in Trimester 1. Topics included: self-regulation strategies, empathy & compassion, anxiety, treating others with respect, friendship qualities, getting along with others, taking responsibility for actions, and mindfulness.

## Individual Student Interventions

### Individual School Counseling

Grades K-8

The counseling team piloted the use of an online referral system for teacher and parent referrals for individual school counseling using a free website called Jotform. Once a referral is received, the teacher and parent are contacted in order to identify needs. I received a total of 46 referrals.



## Providing Resources In School & Outside of School



Parents and Family Outreach

I made 4 referrals to Rady Children's Hospital and 3 to SDYS in Trimester 1 in addition to the carryover students already receiving therapy on campus from last school year. I also referred 3 students to Home Base Ranch and provided many families with outside counseling and community resources.

### Looking ahead to Trimesters 2 & 3

Beginning Small Groups featuring topics such as Social/Friendship Skills, Self Regulation, Girls Empowerment, Worry Warriors, Girls and Boys Relational Aggression, Beginning True Goals curriculum with At-Risk 8th grade students  
Continuing Classroom Guidance, Individual Counseling and Club Live (Rio Seco)

# Santee Success Program

School Counseling  
Mia Morales

## Counseling Resources



Each student meets individually with Ms. Morales for a total of 45 minutes a week. Individual counseling is strength based focused. Students work to identify personal strengths, past successes, and support systems. Goals are made based on student's academic plan and future interests.

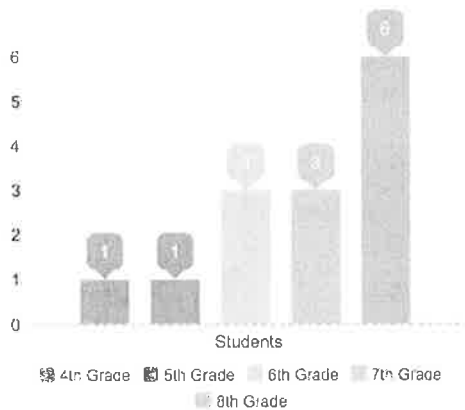


Every Wednesday, students and staff travel to Home Base Ranch in Lakeside to participate in two hours of group counseling and mentoring with HBR staff. Home Base Ranch helps develop self awareness, accountability and confidence while working directly with horses.

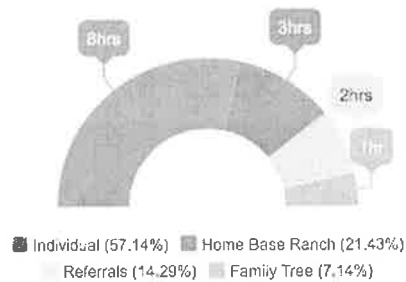


Partnered with reInterpret Art, students at Santee Success Program are working to complete a Family Tree. The goal is to acknowledge family dynamics and identify support systems while using expressive arts. This Family Tree project is ongoing and will be completed by the time the student is placed by in a comprehensive program.

### Student Break Down



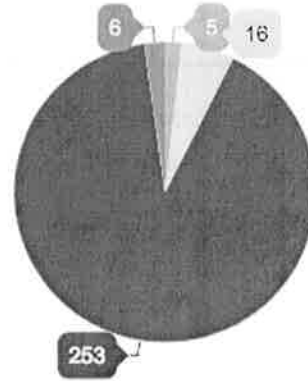
### Ms. Morales' Time



# Community Outreach Liaison

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Within Santee School District, there are over 250 students that fall under the McKinny Vento Act. With this identification, it is the Liaison's job to support with attendance and remove obstacles that interfere with education.



Hotels/Moteis (1.79%) Emergency Shelters (5.71%)  
Doubled-Up (90.36%) Unsheltered (2.14%)

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## Resources Offered



**57**  
Parents  
Contacted



**15**  
Referrals to  
HomeStart



**10**  
Referrals to  
Crisis House



**6**  
Transportation  
support



## Caring Closet

Santee's Caring Closet is now in business! We have collected over 650 pieces of gently used clothing for all ages; including more than 200 jackets donated from Cajon Park School. Two families have been able to go shopping in the closet. The Caring Closet is located in the Cajon Park Annex.

**BACKGROUND:**

Administration has reviewed the performance of various temporary certificated employees with the possibility of offering probationary contracts. At tonight's meeting, administration recommends the Board approve probationary status to twenty-four (24.0 FTE) temporary teachers.

**RECOMMENDATION:**

It is recommended that the Board of Education approve probationary status to twenty-four (24.0 FTE) temporary teachers.

<u>Name</u>	<u>Location</u>	<u>FTE</u>
Chacon, Hannah	Chet F. Harritt	1.0
Zobel, Rita	Chet F. Harritt	1.0
Davis, Stephan	Carlton Hills	1.0
Rawson, Stacey	Carlton Hills, Hill Creek	1.0
Bodenstadt, Lisa	Carlton Oaks	1.0
Chiang, Tony	Carlton Oaks	1.0
Clixby, Chelsey	Cajon Park	1.0
Regan, Heather	Hill Creek	1.0
Alex, Heather	Hill Creek	1.0
Droegemeier, Joanna	Hill Creek	1.0
Fernandes-Perez, Tracie	Pupil Services	1.0
Quan, Joanne	PRIDE Academy	1.0
Cline, Monica	PRIDE Academy	1.0
Schiering, Jolie	PRIDE Academy /Pepper Drive	1.0
Gervase, Audra	PRIDE Academy /Sycamore Canyon	1.0
Hayward, Mary	Pepper Drive	1.0
Johansen, Michelle	Pepper Drive	1.0
Dawson, Robin	Pepper Drive	1.0
Pittman, Natalie	Pepper Drive	1.0
Morales, Mia	Pepper Drive, PRIDE Academy/Santee Success Program	1.0
Hunt, Char	Rio Seco	1.0
McPhillips, Christina	Sycamore Canyon	1.0
Hoffman, Beth	Sycamore Canyon	1.0
Downing, Brienne	Special Ed	1.0

**FISCAL IMPACT:**

There will not be an additional fiscal impact to the general fund as a result of this item.

**STUDENT ACHIEVEMENT IMPACT:**

It is the District's intent to promote the highest quality of school district staff to achieve our student achievement goals.

**Item F. DISCUSSION AND/OR ACTION ITEMS**

*The Board invites citizens to address the Board about any of the items listed under Discussion and/or Action. Citizens wishing to address the Board about a Discussion and/or Action item are requested to submit a Request to Speak card in advance.*



Discussion and/or Action Item F.1.2.  
Prepared by Kristin Baranski  
February 7, 2017

Review/Adoption of Santee School District  
Governance Standards

**BACKGROUND:**

Annually, Board of Education adopts the Santee School District Governance Standards as a guideline to help increase effectiveness and improve the quality of governance and leadership for the District. The Governance Standards were presented for review/adoption at the September 20<sup>th</sup> meeting. The Board asked that the item be brought back for review/adoption once the new Superintendent was hired.

The Santee School District Governance Standards were last adopted by the Board of Education at the January 19, 2016 meeting.

**RECOMMENDATION:**

It is recommended that the Board of Education annually review and adopt at the Santee School District Governance Standards. Action is at the discretion of the Board.

**FISCAL IMPACT:**

There is no fiscal impact.

**STUDENT ACHIEVEMENT IMPACT:**

Effective governance assures a quality education for students.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_ Agenda Item F.1.2.

# SANTEE SCHOOL DISTRICT



Guidelines to help clarify roles, increase effectiveness, raise the level of understanding and improve the quality of governance and leadership.

**February 2017**

## **BOARD OF EDUCATION MISSION STATEMENT**

*Santee School District, supported by an involved community, an outstanding staff, and a shared vision, assures a quality education that supports students in achieving academic excellence and in developing life skills needed for success in a diverse and changing society.*

# CALIFORNIA SCHOOL BOARDS ASSOCIATION

## PROFESSIONAL GOVERNANCE STANDARDS

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### The Individual Trustee

*In California's public education system, a trustee is a person elected or appointed to serve on a school district or county board of education. Individual trustees bring unique skills, values and beliefs to their board. In order to govern effectively, individual trustees must work with each other and the superintendent to ensure that a high quality education is provided to each student.*

#### To be effective, an individual trustee:

- Keeps learning and achievement for all students as the primary focus.
- Values, supports and advocates for public education.
- Recognizes and respects differences of perspective and style on the board and among staff, students, parents and the community.
- Acts with dignity, and understands the implications of demeanor and behavior.
- Keeps confidential matters confidential.
- Participates in professional development and commits the time and energy necessary to be an informed and effective leader.
- Understands the distinctions between board and staff roles, and refrains from performing management functions that are the responsibility of the superintendent and staff.
- Understands that authority rests with the Board as a whole and not with individuals.

### The Board

*School districts and county offices of education are governed by boards, not by individual trustees. While understanding their separate roles, the board and superintendent work together as a "governance team." This team assumes collective responsibility for building unity and creating a positive organizational culture in order to govern effectively.*

#### To operate effectively, the board must have a unity of purpose and:

- Keep the district focused on learning and achievement for all students.
- Communicate a common vision.
- Operate openly, with trust and integrity.
- Govern in a dignified and professional manner, treating everyone with civility and respect.
- Take collective responsibility for the board's performance.
- Periodically evaluate its own effectiveness.
- Ensure opportunities for the diverse range of views in the community to inform board deliberations.
- Govern within board-adopted policies and procedures.

### The Board's Jobs

*The primary responsibilities of the board are to set a direction for the district, provide a structure by establishing policies, ensure accountability and provide community leadership on behalf of the district and public education. To fulfill these responsibilities, there are a number of specific jobs that effective boards must carry out.*

#### Effective Boards:

- Involve the community, parents, students and staff in developing a common vision for the district focused on learning and achievement and responsive to the needs of all students.
- Adopt, evaluate and update policies consistent with the law and the district's vision and goals.
- Maintain accountability for student learning by adopting the district curriculum and monitoring student progress.
- Hire and support the superintendent so that the vision, goals and policies of the district can be implemented.
- Conduct regular and timely evaluations of the superintendent based on the vision, goals and performance of the district, and ensure that the superintendent holds district personnel accountable.
- Adopt a fiscally responsible budget based on the district's vision and goals, and regularly monitor the fiscal health of the district.
- Ensure that a safe and appropriate educational environment is provided to all students.
- Establish a framework for the district's collective bargaining process and adopt responsible agreements.
- Provide community leadership on educational issues and advocate on behalf of students and public education at the local, state and federal levels.



# SANTEE SCHOOL DISTRICT GOVERNANCE STANDARDS

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1. We will rely on our District goals and value statements when deliberating and taking action.
2. We will be responsive to the needs of our constituents and an advocate for children.
3. We will respect the opinions of others, including Board members, staff and community members and their right to express those opinions publicly as allowed by law.
4. When you are acting as a representative of the Board in an official capacity, you will represent the direction of the Board or uphold the majority of the Board's decision, even if it's counter to your point of view. It's our responsibility to hold each other accountable.
5. If any Board member feels that another Board member appears to be violating the Professional Governance Standards, we will seek to resolve our differences, and address the issue initially directly with the individual or as the next step, the differences can be taken to the entire Board to resolve the issue.
6. The Board's intention is not to surprise the Superintendent, or his/her staff; however, this may sometimes occur. The Board will use all due diligence to try to contact administration prior to the Board meetings about questions or issues that may come up in this forum that need to be addressed.
7. The Superintendent's intention is not to surprise the Board, or his/her staff; however, this may sometimes occur. The Superintendent will use all due diligence to try to contact the Board prior to the Board meetings about questions or issues that may come up in this forum that need to be addressed.
8. An assessment of the Board's performance will be conducted annually and the Professional Governance Standards will be subject to Board adoption annually.

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Elana Levens-Craig, President

---

Barbara Ryan, Member

---

Dianne El-Hajj, Vice President

---

Dustin Burns, Member

---

Ken Fox, Clerk

---

Kristin Baranski, Superintendent

---

Date Adopted by the Board

Discussion and/or Action Item F.2.1. Approval of Monthly Financial Report  
Prepared by Karl Christensen  
February 7, 2017

**BACKGROUND:**

Administration has prepared the accompanying Monthly Financial Report covering the period December 1, 2015 through December 31, 2015 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:

**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 \$7,951,681; cash receipts of \$9,347,449; and disbursements of \$5,704,312 are reflected for the period of December 1, through December 31, 2016 resulting in an ending cash balance of \$11,594,818 as of December 31, 2016.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item F.2.1.

# Monthly Financial Report - December

1

## CASH REPORT FOR DECEMBER

		Actual	Projected*
Beginning Cash Balance as of December 1, 2016		\$7,951,681	\$8,191,601
<b>INCOME</b>			
A. Local Control Funding Formula			
State Aid	\$ 2,738,571		
Property Taxes	\$ 4,102,329		
		6,840,900	
B. Federal Income			
IDEA			
Federal Funding	117,020		
		117,020	
C. State Income			
Unrestricted State Funding			
EPA Funding	2,007,976		
		2,007,976	
D. Local Income			
Other Local Income	3,216		
Spec Ed	339,025		
		342,241	
E. Due to/Due from other funds		39,312	
F. Debt Proceeds		-	
<b>TOTAL INCOME</b>		<b>\$9,347,449</b>	<b>\$10,468,536</b>
Beginning Balance Plus Income		<b>\$17,299,130</b>	<b>\$18,660,137</b>
<b>DISBURSEMENTS</b>			
G. Commercial Warrants	\$ 1,030,715		
H. Salary and Benefits	4,559,073		
I. Other Outgo	114,524		
J. Interfund Borrowing Out	-		
K. Budget Adjustments	-		
<b>TOTAL DISBURSEMENTS</b>		<b>\$5,704,312</b>	<b>\$5,300,488</b>
Ending Cash Balance as of December 31, 2016		<b>\$11,594,818</b>	<b>\$13,359,649</b>

\* Based on Cash Flow Projection at First Interim FY 2016-17

**Budget Revisions  
Through December 31, 2016  
2016-17 Revised Budget**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
<b>Beginning Fund Balance</b>	12,665,955	966,446	13,632,401
<b>Estimated Income</b>	46,771,684	15,008,582	61,780,266
<b>Estimated Expenditures</b>	49,694,852	15,593,566	65,288,418
<b>Change in Fund Balance</b>	(2,923,168)	(584,984)	(3,508,152)
<b>Projected Ending Fund Balance</b>	9,742,787	381,462	10,124,249
<b>Less: Restricted Program Carryovers</b>	-	381,462	381,462
<b>Less: Non-Spendable</b>			
<b>Prepaid Expenses</b>	375,869	-	375,869
<b>Revolving Cash Fund</b>	15,000	-	15,000
<b>Stores Inventory</b>	54,828	-	54,828
<b>Less: Assigned Vacation Carryover</b>	251,095	-	251,095
<b>Assigned Site Carryover Balances</b>	-	-	-
<b>Less: Economic Uncertainty Reserve</b>	1,958,653	-	1,958,653
<b>Less: Reserve for State Budget Uncertainty</b>	-	-	-
<b>Uncommitted/Unassigned/Unappropriated Fund Balance</b>	7,087,342	-	7,087,342
<b>Fund 17 Projected End of Year Balance</b>	2,885,713	-	2,885,713
<b>Projected Reserves</b>	<u>11,931,708</u>	<u>-</u>	<u>11,931,708</u>
	<u>December</u>	<u>November</u>	
<b>Projected Reserve % 2016-17<sup>1</sup></b>	18.28%	18.34%	
<b>Projected Reserve % 2017-18<sup>2</sup></b>	14.93%	14.93%	
<b>Projected Reserve % 2018-19<sup>2</sup></b>	9.19%	9.19%	

As a % of the Estimated Expense Total<sup>1</sup>

Based on Multi-Year Projection at 1st Interim- October 2016<sup>2</sup>

**BACKGROUND:**

The California Environmental Quality Act (CEQA) requires an analysis of potential adverse environmental impacts for projects planned by public agencies. Generally, there are 3 options for responses to the analysis:

- **Exemption:** 14 Calif. Code of Regulations Sec. 15061(b)(3) provides in part that “Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.” There are 2 broad categories for exemption; statutory and categorical. Notices of Exemption are filed with the County Clerk and must be available for inspection within 24 hours and remain posted for a minimum of 30 days. The filing of the notice with the County Clerk begins a 35 day statute of limitations time period for legal challenges.
- **Negative Declaration:** A negative declaration may be adopted when there is no substantial evidence in light of the whole record that the project may result in a significant adverse environmental effect. This includes projects for which a potential effect was identified, but revisions or mitigation measures imposed on the project will avoid the effect or reduce it to a level of insignificance (mitigated negative declaration). This level requires publication in a newspaper, posting of notices in various locations, and direct mailings to interested parties.
- **Environmental Impact Report (EIR):** When significant adverse impacts to the environment are expected, the public entity may determine that a complete Environmental Impact Report is necessary. An EIR requires more substantial notification and public input requirements over a longer period of time.

Drought Response Outreach Programs for Schools (DROPS) Projects are planned at all none District schools to include installation of rain barrels and bio-retention landscapes at existing storm drain inlets. These projects require a response to CEQA regulations.

Staff has determined that a categorical exemption for new construction of small structures and minor alterations to land are appropriate for the DROPS Projects.

Staff requests Board approval to adopt a determination of Environmental Categorical Exemption for New Construction of Small Structures and Minor Alterations to Land, Sections 15303 and 15304 (attached) for the DROPS Projects.

**RECOMMENDATION:**

It is recommended that the Board of Education adopt an Environmental Categorical Exemption for construction of DROPS Projects at all nine schools as follows: Pepper Drive School, Carlton Hills School, Sycamore Canyon School, PRIDE Academy at Prospect Avenue, Cajon Park School, Chet F. Harritt School, Carlton Oaks School, Rio Seco School, and Hill Creek School, and authorize staff to file Notices of Exemption with the County Clerk.



This recommendation supports the following District goal:

**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 cost of filing the Notices of Exemption is \$50.00 per school, for a total of \$450.00 to be funded from the DROPS grant.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item F.2.2.

**Notice of Exemption**

**Appendix E**

To: **Office of Planning and Research**  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

From: **(Public Agency) Santee School District**  
9625 Cuyamaca Street  
Santee CA 92071

**County Clerk**  
**County of:** San Diego  
1600 Pacific Hwy, Room 210  
San Diego CA 92101-2422

(Address)

**Project Title:** Drought Response Outreach Program for Schools (DROPS) Project for Santee School District

**Project Applicant:** Santee School District

**Project Location (Specific):** Chet F. Harritt School, 8120 Arlette Street, Santee, CA 92071 – AP # 383-100-13

**Project Location (City):** Santee

**Project Location (County):** San Diego

**Description of Nature, Purpose and Beneficiaries of Project:**

Rain Barrels and Bio Retention Landscapes at Existing Storm Drain Inlets

**Name of Public Agency Approving Project:** Santee School District

**Name of Person or Agency Carrying Out Project:** Santee School District

**Exempt Status (check one)**

- Ministerial (Sec. 21080(b)(1): 15268):**
- Declared Emergency (Sec. 21080(b)(3): 15269(a)):**
- Emergency Project (Sec. 21080(b)(4): 15269(b)(c)):**
- Categorical Exemption: State type and section number: 15303 New Const./Conversion of small structures**
- Categorical Exemption: State type and section number: 15304 Minor Alterations to Land**
- Statutory Exemptions: State code number:**

**Reasons why project is exempt:**

15303 New construction of Rain Barrels at Existing Roof Downspouts to Existing School Gardens; and 15304 Minor Landscape Alterations to Storm Drain Inlets to Reduce Silt and Improve Storm Water and Prevent Storm Water Pollution at Existing Inlets.

**Lead Agency Contact Person:** Christina Becker

**Area Code/Telephone/Extension:** (619) 258-2323

**If filed by applicant:**

1. **Attach certified document of exemption finding.**
2. **Has a Notice of Exemption been filed by the public agency approving the project?**  **Yes**  **No**

**Signature:** \_\_\_\_\_ **Date:** February 8, 2017 **Title:** Director of M&O / Facilities

**Signed by Lead Agency**  **Signed by Applicant**

**Date received for filing at OPR:** \_\_\_\_\_

**Authority cited:** Sections 21083 and 21110, Public Resources Code.  
**Reference:** Sections 21108, 21153, and 21152.1, Public Resources Code.

Revised 2011

# Notice of Exemption

# Appendix E

To: Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

From: (Public Agency) Santee School District  
9625 Cuyamaca Street  
Santee CA 92071

County Clerk  
County of: San Diego  
1600 Pacific Hwy, Room 210  
San Diego CA 92101-2422

(Address)

**Project Title:** Drought Response Outreach Program for Schools (DROPS) Project for Santee School District

**Project Applicant:** Santee School District

**Project Location (Specific):** Carlton Hills School, 9353 Pike Road, Santee, CA 92071 – AP # 381-040-10

**Project Location (City):** Santee

**Project Location (County):** San Diego

**Description of Nature, Purpose and Beneficiaries of Project:**

Rain Barrels and Bio Retention Landscapes at Existing Storm Drain Inlets

**Name of Public Agency Approving Project:** Santee School District

**Name of Person or Agency Carrying Out Project:** Santee School District

**Exempt Status (check one)**

- Ministerial (Sec. 21080(b)(1): 15268):
- Declared Emergency (Sec. 21080(b)(3): 15269(a)):
- Emergency Project (Sec. 21080(b)(4): 15269(b)(c)):
- Categorical Exemption: State type and section number: 15303 New Const./Conversion of small structures
- Categorical Exemption: State type and section number: 15304 Minor Alterations to Land
- Statutory Exemptions: State code number:

**Reasons why project is exempt:**

15303 New construction of Rain Barrels at Existing Roof Downspouts to Existing School Gardens; and 15304 Minor Landscape Alterations to Storm Drain Inlets to Reduce Silt and Improve Storm Water and Prevent Storm Water Pollution at Existing Inlets.

**Lead Agency Contact Person:** Christina Becker

**Area Code/Telephone/Extension:** (619) 258-2323

**If filed by applicant:**

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

**Signature:** \_\_\_\_\_ **Date:** February 8, 2017 **Title:** Director of M&O / Facilities

Signed by Lead Agency  Signed by Applicant

**Date received for filing at OPR:** \_\_\_\_\_

Authority cited: Sections 21083 and 21110, Public Resources Code.  
Reference: Sections 21108, 21153, and 21152.1, Public Resources Code.

Revised 2011

**To:** Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

**From:** (Public Agency) Santee School District  
9625 Cuyamaca Street  
Santee CA 92071

**County Clerk**  
**County of:** San Diego  
1600 Pacific Hwy, Room 210  
San Diego CA 92101-2422

(Address)

**Project Title:** Drought Response Outreach Program for Schools (DROPS) Project for Santee School District

**Project Applicant:** Santee School District

**Project Location (Specific):** Carlton Oaks School, 9353 Wethersfield Road, Santee, CA 92071 – AP # 383-071-01

**Project Location (City):** Santee

**Project Location (County):** San Diego

**Description of Nature, Purpose and Beneficiaries of Project:**

Rain Barrels and Bio Retention Landscapes at Existing Storm Drain Inlets

**Name of Public Agency Approving Project:** Santee School District

**Name of Person or Agency Carrying Out Project:** Santee School District

**Exempt Status (check one)**

- Ministerial (Sec. 21080(b)(1): 15268):
- Declared Emergency (Sec. 21080(b)(3): 15269(a)):
- Emergency Project (Sec. 21080(b)(4): 15269(b)(c)):
- Categorical Exemption: State type and section number: 15303 New Const./Conversion of small structures**
- Categorical Exemption: State type and section number: 15304 Minor Alterations to Land**
- Statutory Exemptions: State code number:

**Reasons why project is exempt:**

15303 New construction of Rain Barrels at Existing Roof Downspouts to Existing School Gardens; and 15304 Minor Landscape Alterations to Storm Drain Inlets to Reduce Silt and Improve Storm Water and Prevent Storm Water Pollution at Existing Inlets.

**Lead Agency Contact Person:** Christina Becker

**Area Code/Telephone/Extension:** (619) 258-2323

**If filed by applicant:**

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

**Signature:** \_\_\_\_\_ **Date:** February 8, 2017 **Title:** Director of M&O / Facilities

Signed by Lead Agency  Signed by Applicant

**Date received for filing at OPR:** \_\_\_\_\_

**Authority cited:** Sections 21083 and 21110, Public Resources Code.  
**Reference:** Sections 21108, 21153, and 21152.1, Public Resources Code.

Revised 2011

# Notice of Exemption

# Appendix E

To: Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

From: (Public Agency) Santee School District  
9625 Cuyamaca Street  
Santee CA 92071

County Clerk  
County of: San Diego  
1600 Pacific Hwy, Room 210  
San Diego CA 92101-2422

(Address)

**Project Title:** Drought Response Outreach Program for Schools (DROPS) Project for Santee School District

**Project Applicant:** Santee School District

**Project Location (Specific):** Cajon Park School, 10300 N. Magnolia Avenue, Santee, CA 92071 – AP # 381-020-04

**Project Location (City):** Santee

**Project Location (County):** San Diego

**Description of Nature, Purpose and Beneficiaries of Project:**

Rain Barrels and Bio Retention Landscapes at Existing Storm Drain Inlets

**Name of Public Agency Approving Project:** Santee School District

**Name of Person or Agency Carrying Out Project:** Santee School District

**Exempt Status (check one)**

- Ministerial (Sec. 21080(b)(1): 15268):
- Declared Emergency (Sec. 21080(b)(3): 15269(a)):
- Emergency Project (Sec. 21080(b)(4): 15269(b)(c)):
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- Statutory Exemptions: State code number:

**Reasons why project is exempt:**

15303 New construction of Rain Barrels at Existing Roof Downspouts to Existing School Gardens; and 15304 Minor Landscape Alterations to Storm Drain Inlets to Reduce Silt and Improve Storm Water and Prevent Storm Water Pollution at Existing Inlets.

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9625 Cuyamaca Street  
Santee CA 92071

County Clerk  
County of: San Diego  
1600 Pacific Hwy, Room 210  
San Diego CA 92101-2422

(Address)

**Project Title:** Drought Response Outreach Program for Schools (DROPS) Project for Santee School District

**Project Applicant:** Santee School District

**Project Location (Specific):** Hill Creek School, 9665 Jeremy Street, Santee, CA 92071 – AP # 381-160-03

**Project Location (City):** Santee

**Project Location (County):** San Diego

**Description of Nature, Purpose and Beneficiaries of Project:**

Rain Barrels and Bio Retention Landscapes at Existing Storm Drain Inlets

**Name of Public Agency Approving Project:** Santee School District

**Name of Person or Agency Carrying Out Project:** Santee School District

**Exempt Status (check one)**

- Ministerial (Sec. 21080(b)(1): 15268):
- Declared Emergency (Sec. 21080(b)(3): 15269(a)):
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**Reasons why project is exempt:**

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**Lead Agency Contact Person:** Christina Becker

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**Date received for filing at OPR:** \_\_\_\_\_

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9625 Cuyamaca Street  
Santee CA 92071

**County Clerk**  
County of: San Diego  
1600 Pacific Hwy, Room 210  
San Diego CA 92101-2422

(Address)

**Project Title:** Drought Response Outreach Program for Schools (DROPS) Project for Santee School District

**Project Applicant:** Santee School District

**Project Location (Specific):** PRIDE Academy at Prospect Avenue School, 9303 Prospect Avenue,  
Santee, CA 92071 – AP # 386-410-24

**Project Location (City):** Santee

**Project Location (County):** San Diego

**Description of Nature, Purpose and Beneficiaries of Project:**

Rain Barrels and Bio Retention Landscapes at Existing Storm Drain Inlets

**Name of Public Agency Approving Project:** Santee School District

**Name of Person or Agency Carrying Out Project:** Santee School District

**Exempt Status (check one)**

- Ministerial (Sec. 21080(b)(1): 15268):
- Declared Emergency (Sec. 21080(b)(3): 15269(a)):
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- Categorical Exemption: State type and section number: 15304 Minor Alterations to Land
- Statutory Exemptions: State code number:

**Reasons why project is exempt:**

15303 New construction of Rain Barrels at Existing Roof Downspouts to Existing School Gardens; and 15304 Minor Landscape Alterations to Storm Drain Inlets to Reduce Silt and Improve Storm Water and Prevent Storm Water Pollution at Existing Inlets.

**Lead Agency Contact Person:** Christina Becker

**Area Code/Telephone/Extension:** (619) 258-2323

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County Clerk  
County of: San Diego  
1600 Pacific Hwy, Room 210  
San Diego CA 92101-2422

(Address)

**Project Title:** Drought Response Outreach Program for Schools (DROPS) Project for Santee School District

**Project Applicant:** Santee School District

**Project Location (Specific):** Pepper Drive School, 1935 Marlinda Way, El Cajon, CA 92020 – AP #388-520-03

**Project Location (City):** El Cajon

**Project Location (County):** San Diego

**Description of Nature, Purpose and Beneficiaries of Project:**

Rain Barrels and Bio Retention Landscapes at Existing Storm Drain Inlets

**Name of Public Agency Approving Project:** Santee School District

**Name of Person or Agency Carrying Out Project:** Santee School District

**Exempt Status (check one)**

- Ministerial (Sec. 21080(b)(1): 15268):
- Declared Emergency (Sec. 21080(b)(3): 15269(a)):
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- Statutory Exemptions: State code number:**

**Reasons why project is exempt:**

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**Lead Agency Contact Person:** Christina Becker

**Area Code/Telephone/Extension:** (619) 258-2323

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**Signature:** \_\_\_\_\_ **Date:** February 8, 2017 **Title:** Director of M&O / Facilities

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Revised 2011



**Notice of Exemption**

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Santee CA 92071**

**County Clerk  
County of: San Diego  
1600 Pacific Hwy, Room 210  
San Diego CA 92101-2422**

(Address)

**Project Title: Drought Response Outreach Program for Schools (DROPS) Project for Santee School District**

**Project Applicant: Santee School District**

**Project Location (Specific): Rio Seco School 9545 Cuyamaca Street, Santee, CA 92071 – AP # 381-051-03**

**Project Location (City): Santee**

**Project Location (County): San Diego**

**Description of Nature, Purpose and Beneficiaries of Project:**

**Rain Barrels and Bio Retention Landscapes at Existing Storm Drain Inlets**

**Name of Public Agency Approving Project: Santee School District**

**Name of Person or Agency Carrying Out Project: Santee School District**

**Exempt Status (check one)**

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- Declared Emergency (Sec. 21080(b)(3): 15269(a)):
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**Reasons why project is exempt:**

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**Lead Agency Contact Person: Christina Becker**

**Area Code/Telephone/Extension: (619) 258-2323**

**If filed by applicant:**

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

**Signature: \_\_\_\_\_ Date: February 8, 2017 Title: Director of M&O / Facilities**

**Signed by Lead Agency**  **Signed by Applicant**

**Date received for filing at OPR: \_\_\_\_\_**

**Authority cited: Sections 21083 and 21110, Public Resources Code.  
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Revised 2011

# Notice of Exemption

# Appendix E

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County Clerk  
County of: San Diego  
1600 Pacific Hwy, Room 210  
San Diego CA 92101-2422

(Address)

**Project Title:** Drought Response Outreach Program for Schools (DROPS) Project for Santee School District

**Project Applicant:** Santee School District

**Project Location (Specific):** Sycamore Canyon School, 10201 Settle Rd., Santee, CA 92071 – AP # 378-090-01

**Project Location (City):** Santee

**Project Location (County):** San Diego

**Description of Nature, Purpose and Beneficiaries of Project:**

Rain Barrels and Bio Retention Landscapes at Existing Storm Drain Inlets

**Name of Public Agency Approving Project:** Santee School District

**Name of Person or Agency Carrying Out Project:** Santee School District

**Exempt Status (check one)**

- Ministerial (Sec. 21080(b)(1): 15268):
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**Reasons why project is exempt:**

15303 New construction of Rain Barrels at Existing Roof Downspouts to Existing School Gardens; and 15304 Minor Landscape Alterations to Storm Drain Inlets to Reduce Silt and Improve Storm Water and Prevent Storm Water Pollution at Existing Inlets.

**Lead Agency Contact Person:** Christina Becker

**Area Code/Telephone/Extension:** (619) 258-2323

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Signed by Lead Agency  Signed by Applicant

**Date received for filing at OPR:** \_\_\_\_\_

**Authority cited:** Sections 21083 and 21110, Public Resources Code.  
**Reference:** Sections 21108, 21153, and 21152.1, Public Resources Code.

Revised 2011

**BACKGROUND:**

The California Environmental Quality Act (CEQA) requires an analysis of potential adverse environmental impacts for projects planned by public agencies. Generally, there are 3 options for responses to the analysis:

- **Exemption:** 14 Calif. Code of Regulations Sec. 15061(b)(3) provides in part that “Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.” There are 2 broad categories for exemption; statutory and categorical. Notices of Exemption are filed with the County Clerk and must be available for inspection within 24 hours and remain posted for a minimum of 30 days. The filing of the notice with the County Clerk begins a 35 day statute of limitations time period for legal challenges.
- **Negative Declaration:** A negative declaration may be adopted when there is no substantial evidence in light of the whole record that the project may result in a significant adverse environmental effect. This includes projects for which a potential effect was identified, but revisions or mitigation measures imposed on the project will avoid the effect or reduce it to a level of insignificance (mitigated negative declaration). This level requires publication in a newspaper, posting of notices in various locations, and direct mailings to interested parties.
- **Environmental Impact Report (EIR):** When significant adverse impacts to the environment are expected, the public entity may determine that a complete Environmental Impact Report is necessary. An EIR requires more substantial notification and public input requirements over a longer period of time.

The Shade Structure Replacement Project requires a response to CEQA regulations. Staff has determined that a categorical exemption for replacement of and new construction of small structures is appropriate for this project.

Staff requests Board approval to adopt a determination of Environmental Categorical Exemption for New Construction of Small Structures and Replacement Sections 15302 and 15303 (attached). It is necessary to file the CEQA exemption documents before awarding a bid for the project in order to allow sufficient time for the 35-day public comment period to elapse in time for construction to begin.

**RECOMMENDATION:**

It is recommended that the Board of Education adopt an Environmental Categorical Exemption for construction of shade structure replacements at five schools; Carlton Hills, Chet F Harritt, Cajon Park, Rio Seco, and Sycamore Canyon; and authorize staff to file Notices of Exemption with the County Clerk.

This recommendation supports the following District goals:

**Learning Environment**

- Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning.

**FISCAL IMPACT:**

The cost of filing the Notices of Exemption is \$50.00 per site, for a total of \$250.00, to be funded from Renzulli Land Sale Proceeds.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item F.2.3.

# Notice of Exemption

# Appendix E

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Sacramento, CA 95812-3044

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9625 Cuyamaca Street  
Santee CA 92071

County Clerk  
County of: San Diego  
1600 Pacific Hwy, Room 210  
San Diego CA 92101-2422

(Address)

Project Title: Replacement of Shade Structure

Project Applicant: Santee School District

Project Location (Specific): Chet F. Harritt School, 8120 Arlette Street, Santee, CA 92071 – AP # 383-100-13

Project Location (City): Santee

Project Location (County): San Diego

**Description of Nature, Purpose and Beneficiaries of Project:**

Replacing old wood lunch shade structures with new pre-engineered steel structures.

Name of Public Agency Approving Project: Santee School District

Name of Person or Agency Carrying Out Project: Santee School District

**Exempt Status (check one)**

- Ministerial (Sec. 21080(b)(1): 15268):
- Declared Emergency (Sec. 21080(b)(3): 15269(a)):
- Emergency Project (Sec. 21080(b)(4): 15269(b)(c)):
- Categorical Exemption: State type and section number: 15303 Conversion of small structures
- Categorical Exemption: State type and section number: 15302 Replacement or Reconstruction
- Statutory Exemptions: State code number:

**Reasons why project is exempt:**

15302 Replacement of existing structures; and 15303 New construction or conversion of small structures.

Lead Agency Contact Person: Christina Becker

Area Code/Telephone/Extension: (619) 258-2323

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Signature: \_\_\_\_\_ Date: February 8, 2017 Title: Director of M&O / Facilities

Signed by Lead Agency  Signed by Applicant

Date received for filing at OPR: \_\_\_\_\_

Authority cited: Sections 21083 and 21110, Public Resources Code.  
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Revised 2011

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County Clerk  
County of: San Diego  
1600 Pacific Hwy, Room 210  
San Diego CA 92101-2422

(Address)

Project Title: Replacement of Shade Structure

Project Applicant: Santee School District

Project Location (Specific): Carlton Hills School, 9353 Pike Road, Santee, CA 92071 – AP # 381-040-10

Project Location (City): Santee

Project Location (County): San Diego

**Description of Nature, Purpose and Beneficiaries of Project:**

Replacing old wood lunch shade structures with new pre-engineered steel structures.

Name of Public Agency Approving Project: Santee School District

Name of Person or Agency Carrying Out Project: Santee School District

**Exempt Status (check one)**

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County Clerk  
County of: San Diego  
1600 Pacific Hwy, Room 210  
San Diego CA 92101-2422

(Address)

Project Title: Replacement of Shade Structure

Project Applicant: Santee School District

Project Location (Specific): Cajon Park School, 10300 N. Magnolia Avenue, Santee, CA 92071 – AP # 381-020-04

Project Location (City): Santee

Project Location (County): San Diego

**Description of Nature, Purpose and Beneficiaries of Project:**

Replacing old wood lunch shade structures with new pre-engineered steel structures.

Name of Public Agency Approving Project: Santee School District

Name of Person or Agency Carrying Out Project: Santee School District

**Exempt Status (check one)**

- Ministerial (Sec. 21080(b)(1): 15268):
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Signature: \_\_\_\_\_ Date: February 8, 2017 Title: Director of M&O / Facilities

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County Clerk  
County of: San Diego  
1600 Pacific Hwy, Room 210  
San Diego CA 92101-2422

(Address)

Project Title: Replacement of Shade Structure

Project Applicant: Santee School District

Project Location (Specific): Rio Seco School 9545 Cuyamaca Street, Santee, CA 92071 – AP # 381-051-03

Project Location (City): Santee

Project Location (County): San Diego

**Description of Nature, Purpose and Beneficiaries of Project:**

Replacing old wood lunch shade structures with new pre-engineered steel structures.

Name of Public Agency Approving Project: Santee School District

Name of Person or Agency Carrying Out Project: Santee School District

**Exempt Status (check one)**

- Ministerial (Sec. 21080(b)(1): 15268):
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**Reasons why project is exempt:**

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(Address)

**Project Title:** Replacement of Shade Structure

**Project Applicant:** Santee School District

**Project Location (Specific):** Sycamore Canyon School, 10201 Settle Rd., Santee, CA 92071 – AP # 378-090-01

**Project Location (City):** Santee

**Project Location (County):** San Diego

**Description of Nature, Purpose and Beneficiaries of Project:**

Replacing old wood lunch shade structures with new pre-engineered steel structures.

**Name of Public Agency Approving Project:** Santee School District

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**Exempt Status (check one)**

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**Signature:** \_\_\_\_\_ **Date:** February 8, 2017 **Title:** Director of M&O / Facilities

Signed by Lead Agency  Signed by Applicant

**Date received for filing at OPR:** \_\_\_\_\_

Authority cited: Sections 21083 and 21110, Public Resources Code.  
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Revised 2011

Discussion and Action Item F.2.4.  
 Prepared by Karl Christensen  
 February 7, 2017

Authorization to Solicit Informal Bids Through  
 CUPCCAC for a Deep Irrigation Water Well  
 System at Sycamore Canyon School

**BACKGROUND:**

On September 4, 2012, the Board approved a resolution to utilize the California Uniform Public Construction Cost Accounting Act (CUPCCAC) for public works projects over the \$15,000 formal bid threshold. Staff has developed an approved vendor list following the procedures of the CUPCCAC process. This allows the District to seek informal bids for public works projects using the qualified vendors list for projects up to \$175,000.

Administration is seeking authorization to solicit informal bids through the CUPCCAC process for the installation of a deep water well at Sycamore Canyon School. Below is a summary of irrigation water costs at Sycamore Canyon School for the last five years:

Cost	2011/12	2012/13	2013/14	2014/15	2015/16
Irrigation Water	\$13,501.77	\$13,411.59	\$18,863.88	\$17,141.11	\$5,417.61 *

\* Drought Reduction

With an estimated cost of \$150,000, the development of an irrigation water well system like the ones installed at Hill Creek and Pepper Drive Schools could pay for itself within 8 to 10 years and ultimately save hundreds of thousands of general fund dollars. However, there is an inherent risk in this endeavor as the District could incur roughly half of that cost to engineer and dig the well and potentially not find adequate water. Nonetheless, Administration believes the rewards outweigh the risk, especially given the prospect of providing an improved turfed field for Sycamore Canyon School

This project is part of the Other Non-CIP Facility Needs Provision Plan approved by the Board on September 26, 2016. In addition to the water well, the Board also provisionally approved a project to improve the irrigation system and reseed the lower field at Sycamore Canyon. This add-on project to the water well installation, which also includes improvements to irrigation and reseeded at Pepper Drive, was provisionally approved with a budget of \$50,000; \$30,000 for Sycamore Canyon and \$20,000 for Pepper Drive.

The tentative schedule for this water well project is as follows:

Board Adoption of Categorical Exemption	February 7, 2017
Board Initiation of Bid Process	February 7, 2017
30-Day Filing/Waiting Period	February 8, through March 10, 2017
CUPCCAC Distribution of Bid to Interested Parties	February 8 through March 9, 2017
Bid Due Date	March 9, 2017
Board Approval of Contract	March 21, 2017
Construction/Drilling	April 2017
Phase I Pump System/Operation Completion	May through June 2017
Phase II Reconstruction of Field/Irrigation	Summer 2017

**RECOMMENDATION:**

It is recommended that the Board of Education authorize use of the Uniform Public Construction Cost Accounting Act process to solicit informal bids for the installation of a deep irrigation water well system at Sycamore Canyon School.

This recommendation supports the following District goal:

**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 cost of the water well project is \$150,000. The estimated cost for field improvements is \$30,000. All funded from Fund 40 facility project set-aside.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item F.2.4.

Discussion and Action Item F.2.5.  
 Prepared by Karl Christensen  
 February 7, 2017

Authorization to Seek Informal Bids Through the  
 CUPCCAC Process for a Deep Irrigation Water  
 Well System at Carlton Oaks School

**BACKGROUND:**

On September 4, 2012, the Board approved a resolution to utilize the California Uniform Public Construction Cost Accounting Act (CUPCCAC) for public works projects over the \$15,000 formal bid threshold. Staff has developed an approved vendor list following the procedures of the CUPCCAC process. This allows the District to seek informal bids for public works projects using the qualified vendors list for projects up to \$175,000.

Below is a summary of irrigation water costs at Carlton Oaks School for the prior five years:

<b>Cost</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>
All Water	\$16,309.75	\$22,785.99	24,257.40	\$23,747.09	\$18,630.10
Estimated Irrigation Costs at 60%	\$9,783.85	\$13,671.59	\$14,554.44	\$14,248.25	\$11,178.06

With an estimated cost of \$150,000, the development of an irrigation water well system like the ones installed at Hill Creek and Pepper Drive Schools could pay for itself within 9-11 years and ultimately save hundreds of thousands of general fund dollars. However, there is an inherent risk in this endeavor as the District could incur roughly half of that cost to engineer and dig the well and potentially not find adequate water. Nonetheless, Administration believes the rewards outweigh the risk, especially given the prospect of irrigating and maintaining the joint-use play field.

This project is part of the Other Non-CIP Facility Needs Provision Plan approved by the Board on September 26, 2016. The tentative schedule for this project is as follows:

Board Adoption of Categorical Exemption	February 7, 2017
30-Day Filing/Waiting Period	February 8, through March 10, 2017
Board Initiation of Bid Process	February 8, 2017
Phase II Bid	Wait for successful Sycamore drill
CUPCCAC Distribution of Bid to Interested Parties	March 27, through April 20, 2017
Bids Due Date	April 20, 2017
Board Approval of Contract	May 2, 2017
Construction/Drilling	May through June 2017
Pump System/Operation Completion	July 2017

The above schedule allows sufficient time to determine if there is adequate underground water to make the Sycamore Canyon School water well project successful before bidding the Carlton Oaks project. If adequate water is not found at Sycamore Canyon, informal bids would not be solicited for Carlton Oaks before bringing it back to the Board for further consideration at a future meeting.

**RECOMMENDATION:**

It is recommended that the Board of Education provisionally authorize use of the Uniform Public Construction Cost Accounting Act process to solicit informal bids for the installation of a deep irrigation water well system at Carlton Oaks School; contingent upon the success of drilling and finding adequate underground water at Sycamore Canyon School.

This recommendation supports the following District goal:

**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 cost of the water well project is \$150,000 to be funded from Fund 40 facility project set-aside.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item F.2.5.

**BACKGROUND:**

The California Environmental Quality Act (CEQA) requires an analysis of potential adverse environmental impacts for projects planned by public agencies. Generally, there are 3 options for responses to the analysis:

- **Exemption:** 14 Calif. Code of Regulations Sec. 15061(b)(3) provides in part that “Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.” There are 2 broad categories for exemption; statutory and categorical. Notices of Exemption are filed with the County Clerk and must be available for inspection within 24 hours and remain posted for a minimum of 30 days. The filing of the notice with the County Clerk begins a 35 day statute of limitations time period for legal challenges.
- **Negative Declaration:** A negative declaration may be adopted when there is no substantial evidence in light of the whole record that the project may result in a significant adverse environmental effect. This includes projects for which a potential effect was identified, but revisions or mitigation measures imposed on the project will avoid the effect or reduce it to a level of insignificance (mitigated negative declaration). This level requires publication in a newspaper, posting of notices in various locations, and direct mailings to interested parties.
- **Environmental Impact Report (EIR):** When significant adverse impacts to the environment are expected, the public entity may determine that a complete Environmental Impact Report is necessary. An EIR requires more substantial notification and public input requirements over a longer period of time.

Staff has determined that a categorical exemption for new construction of small structures is appropriate for the deep irrigation water well projects at Sycamore Canyon School and Carlton Oaks School. The amount of water to be pumped for the planned irrigation water wells is negligible compared to the amount of water available in the aquifer.

Staff requests Board approval to adopt a determination of Environmental Categorical Exemption for New Construction of Small Structures Sec. 15303 (attached) for both water well projects.

**RECOMMENDATION:**

It is recommended that the Board of Education adopt an Environmental Categorical Exemption for construction of deep irrigation water well systems at Sycamore Canyon School and Carlton Oaks School and authorize staff to file Notices of Exemption with the County Clerk.

This recommendation supports the following District goal:

**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 cost of filing the Notices of Exemption is \$50.00 for each project; \$100 total to be funded from Fund 40 Facility Needs Set-Aside.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item F.2.6.

DETERMINATION OF  
**ENVIRONMENTAL EXEMPTION**

Pursuant to the California Environmental Quality Act (CEQA) and State CEQA Guidelines

Agency: Santee School District Project Number: N/A

Date: February 8, 2017

Action/Permit(s)

**Description of Activity:** The Santee School District is investigating the potential to use groundwater from the Santee- El Monte Formation Basin and proposes to construct an irrigation well on the Sycamore Canyon School campus. The quantity in gallons of the Santee Basin at 50,000 acre feet of groundwater is approximately 16.3 billion gallons (Exhibit "A"). One-acre foot of water equals 325.861 gallons. Sycamore Canyon School uses approximately 675 gallons per day to irrigate the campus/landscape. The school is located on the Santee-El Monte groundwater basin (Exhibit "B"). The well will be located on the campus' existing dirt field. Site disturbance involves boring an approximate 10-inch diameter borehole with a six-inch casing and screen, installation of an approximate 1,300-foot-deep groundwater irrigation well and 9-foot diameter concrete pad, with a flush mount well cover on the pad. Existing site conditions are decomposed granite (DG) dirt play field and the project will temporarily impact up to 900 square feet of un-vegetated dirt field (Exhibit "C"). The pad and well will be constructed within the developed school property. The existing improved access to the construction site is an existing driveway and maintenance access (Exhibit "D"). Approximately 20 cubic yards of soil will be drilled to create the test well; spoils will be spread onsite, around the access path to the well. Best Management Practices for erosion and sediment control will be in conformance with State Storm Water Standards. Drilling will occur on a five-day work week between 7 a.m. and dusk for a three- to four-week period. Drilling noise will only be during allowed times.

**Location of Activity:** The project site is located at 10201 Settle Rd, Santee, CA 92071; APN # 378-090-01 in the County of San Diego. The project will occur in improved school property.

1.  This activity is EXEMPT FROM CEQA pursuant to:
  - Section 15060(b) (3) of the State CEQA Guidelines (the activity is not a project as defined in Section 15378).
2.  This project is EXEMPT FROM CEQA pursuant to the State CEQA Guidelines section checked below:

**ARTICLE 19 of GUIDELINES  
CATEGORICAL EXEMPTIONS**

Section	Short Name
<input type="checkbox"/> 15301	Existing Facilities
<input type="checkbox"/> 15302	Replacement or Reconstruction
<input checked="" type="checkbox"/> 15303	New Construction or Conversion of Small Structures
<input type="checkbox"/> 15304	Minor Alterations to Land
<input type="checkbox"/> 15305	Minor Alteration in Land Use
<input type="checkbox"/> 15306	Information Collection
<input type="checkbox"/> 15311	Accessory Structures
<input type="checkbox"/> 15312	Surplus Government Property Sales
<input type="checkbox"/> 15315	Minor Land Divisions
<input type="checkbox"/> 15317	Open Space Contracts or Easements
<input type="checkbox"/> 15319	Annexation of Existing Facilities and Lots for Exempt Facilities
<input type="checkbox"/> 15325	Transfer of Ownership of Interest in Land to Preserve Open Space
<input type="checkbox"/> Other	_____

**ARTICLE 18 of GUIDELINES  
STATUTORY EXEMPTIONS  
(Incomplete List)**

Section	Short Name
<input type="checkbox"/> 15261	Ongoing Project
<input type="checkbox"/> 15262	Feasibility and Planning Studies
<input type="checkbox"/> 15265	Adoption of Coastal Plans and Programs
<input type="checkbox"/> 15268	Ministerial Projects
<input type="checkbox"/> 15269	Emergency Projects
<input type="checkbox"/> Other	

It is hereby certified that the Santee School District has determined the above activity to be exempt:

Distribution: Exemption or Project File

\_\_\_\_\_  
Christina Becker,  
Director of Maintenance, Operations & Facilities

Responsible Departments: Maintenance,  
Operations & Facilities



**Notice of Exemption**

**Appendix E**

**To: Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044**

**From: (Public Agency) Santee School District  
9625 Cuyamaca Street  
Santee CA 92071**

**County Clerk  
County of: San Diego  
1600 Pacific Hwy, Room 210  
San Diego CA 92101-2422**

(Address)

**Project Title:** Sycamore Canyon School Irrigation Water Well System

**Project Applicant:** Santee School District

**Project Location (Specific):** 10201 Settle Road, Santee, CA 92071 – AP # 378-090-01

**Project Location (City):** Santee

**Project Location (County):** San Diego

**Description of Nature, Purpose and Beneficiaries of Project:**

The Santee School District is investigating the potential to use groundwater from the Santee- El Monte Formation Basin and proposes to construct an irrigation well on the Sycamore Canyon School campus. The quantity in gallons of the Santee Basin at 50,000 acre feet of groundwater is approximately 16.3 billion gallons (Exhibit "A"). One-acre foot of water equals 325,861 gallons. Sycamore Canyon School uses approximately 675 gallons per day to irrigate the campus/landscape. The school is located on the Santee-El Monte groundwater basin (Exhibit "B"). The well will be located on the campus' existing dirt field. Site disturbance involves boring an approximate 10-inch diameter borehole with a six-inch casing and screen, installation of an approximate 1,300-foot-deep groundwater irrigation well and 9-foot diameter concrete pad, with a flush mount well cover on the pad. Existing site conditions are decomposed granite (DG) dirt play field and the project will temporarily impact up to 900 square feet of un-vegetated dirt field (Exhibit "C"). The pad and well will be constructed within the developed school property. The existing improved access to the construction site is an existing driveway and maintenance access (Exhibit "D"). Approximately 20 cubic yards of soil will be drilled to create the test well; spoils will be spread onsite, around the access path to the well. Best Management Practices for erosion and sediment control will be in conformance with State Storm Water Standards. Drilling will occur on a five-day work week between 7 a.m. and dusk for a three- to four-week period. Drilling noise will only be during allowed times.

**Name of Public Agency Approving Project:** Santee School District

**Name of Person or Agency Carrying Out Project:** Santee School District

**Exempt Status (check one)**

- Ministerial (Sec. 21080(b)(1): 15268):
- Declared Emergency (Sec. 21080(b)(3): 15269(a)):
- Emergency Project (Sec. 21080(b)(4): 15269(b)(c)):
- Categorical Exemption: State type and section number:** New Construction of small structures Sec. 15303
- Statutory Exemptions: State code number:**

**Reasons why project is exempt:**

New construct of a single, small structure (well), located on a currently improved area, Section 15303 Categorical Exemption. The impact of water extraction needed to irrigate the Sycamore Canyon campus at approximately 675 gallons daily and 246,375 gallons annually will have little or no significant impact due to the sheer size and capacity of the groundwater basin's 16,293,050,000 gallons (16.3 million). The Santee El-Monte Basin is one of the largest in the Greater San Diego County with capacity of over 50,000 acre feet. The Santee El-Monte Basin is approximately 15 miles long and ranges from 500 to 5000 feet in width. The basin begins from El Capitan reservoir to Mission Gorge. The basin includes Lakeside and extends south into the City of El Cajon. Supporting documentation and reports from the United States Department of Interior Bureau of Reclamation and Project Clean Water are available on file at Santee School District.

**Lead Agency Contact Person:** Christina Becker

**Area Code/Telephone/Extension:** (619) 258-2323

**If filed by applicant:**

1. **Attach certified document of exemption finding.**
2. **Has a Notice of Exemption been filed by the public agency approving the project?**  Yes  No

**Signature:** \_\_\_\_\_ **Date:** February 8, 2017 **Title:** Director of M&O / Facilities

**Signed by Lead Agency**  **Signed by Applicant**

**Date received for filing at OPR:** \_\_\_\_\_

**Authority cited:** Sections 21083 and 21110, Public Resources Code.  
**Reference:** Sections 21108, 21153, and 21152.1, Public Resources Code.

Revised 2011

Santee School District Site Map  
Sycamore Canyon School  
10201 Settle Road  
Santee, CA 92071

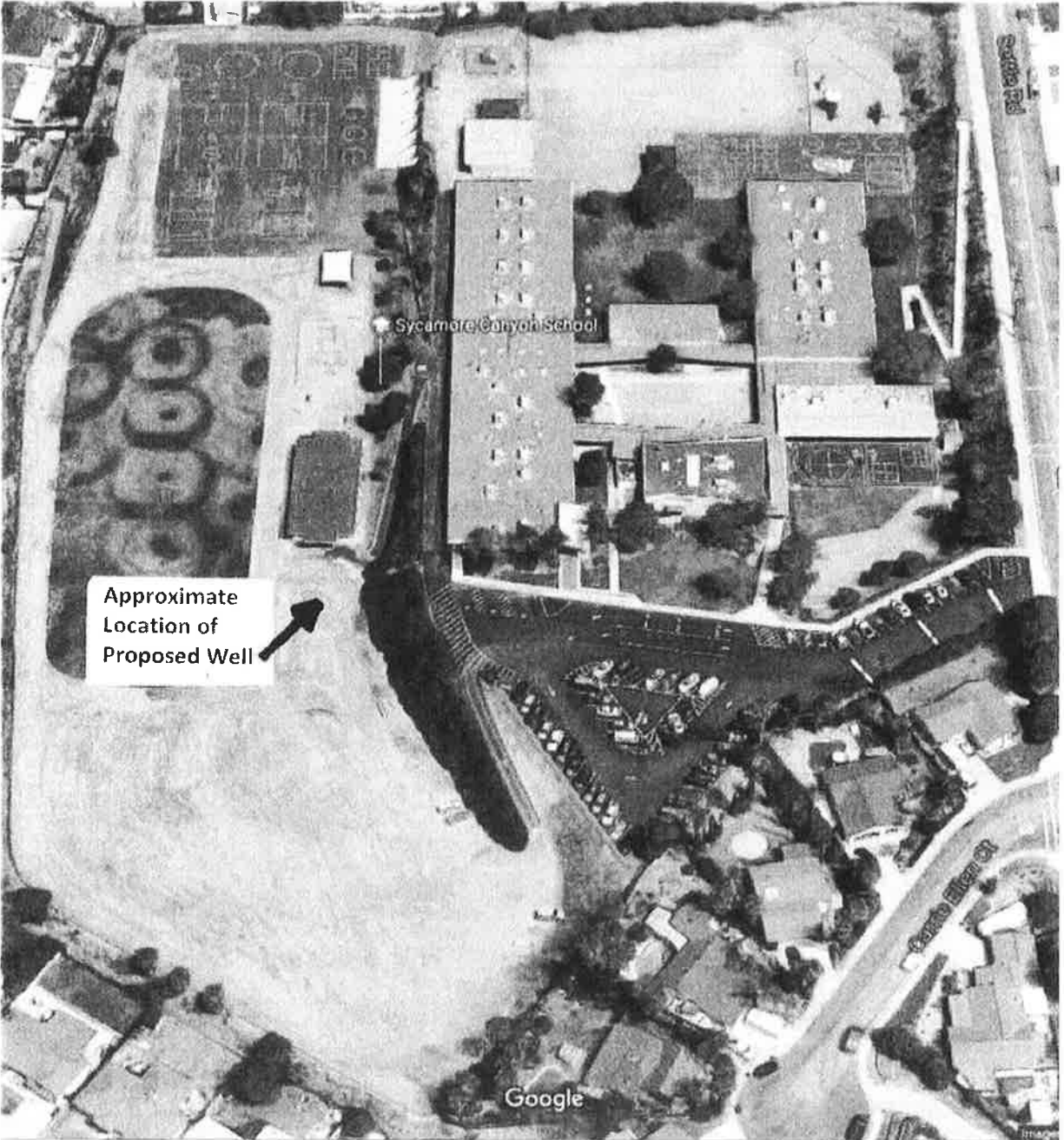


Exhibit "D"

**Santee School District  
Sycamore Canyon School  
Water Well System**



**Parameter of water well construction site approximately 30'x30'**

**Exhibit "C"**

DETERMINATION OF  
**ENVIRONMENTAL EXEMPTION**

Pursuant to the California Environmental Quality Act (CEQA) and State CEQA Guidelines

Agency: Santee School District Project Number: N/A

Date: February 8, 2017

**Action/Permit(s)**

**Description of Activity:** The Santee School District is investigating the potential to use groundwater from the Santee- El Monte Formation Basin and proposes to construct an irrigation well on the Carlton Oaks School campus. The quantity in gallons of the Santee Basin at 50,000 acre feet of groundwater is approximately 16.3 billion gallons (Exhibit "A"). One-acre foot of water equals 325,861 gallons. Carlton Oaks School uses approximately 900 gallons per day to irrigate the campus/landscape. The school is located on the Santee-El Monte groundwater basin. (Exhibit "B"). The well will be located on the campus' existing dirt field. Site disturbance involves boring an approximate 10-inch diameter borehole with a six-inch casing and screen, installation of an approximate 1,300-foot-deep groundwater irrigation well and 9-foot diameter concrete pad, with a flush mount well cover on the pad. Existing site conditions is a grass turf field and decomposed granite (DG) dirt play field and the project will temporarily impact up to 900 square feet of existing turf/asphalt overflow parking and un-vegetated dirt field (Exhibit "C"). The pad and well will be constructed within the developed school property. The existing improved access to the construction site is an existing driveway and maintenance access. (Exhibit "D"). Approximately 20 cubic yards of soil will be drilled to create the test well; spoils will be spread onsite, around the access path to the well. Best Management Practices for erosion and sediment control will be in conformance with State Storm Water Standards. Drilling will occur on a five-day work week between 7 a.m. and dusk for a three- to four-week period. Drilling noise will only be during allowed times.

**Location of Activity:** The project site is located at 9353 Wethersfield Road, Santee, CA 92071; APN # 383-071-01 in the County of San Diego. The project will occur in improved school property.

1.  This activity is EXEMPT FROM CEQA pursuant to:  
 Section 15060(b) (3) of the State CEQA Guidelines (the activity is not a project as defined in Section 15378).
2.  This project is EXEMPT FROM CEQA pursuant to the State CEQA Guidelines section checked below:

**ARTICLE 19 of GUIDELINES  
CATEGORICAL EXEMPTIONS**

Section	Short Name
<input type="checkbox"/> 15301	Existing Facilities
<input type="checkbox"/> 15302	Replacement or Reconstruction
<input checked="" type="checkbox"/> 15303	New Construction or Conversion of Small Structures
<input type="checkbox"/> 15304	Minor Alterations to Land
<input type="checkbox"/> 15305	Minor Alteration in Land Use
<input type="checkbox"/> 15306	Information Collection
<input type="checkbox"/> 15311	Accessory Structures
<input type="checkbox"/> 15312	Surplus Government Property Sales
<input type="checkbox"/> 15315	Minor Land Divisions
<input type="checkbox"/> 15317	Open Space Contracts or Easements
<input type="checkbox"/> 15319	Annexation of Existing Facilities and Lots for Exempt Facilities
<input type="checkbox"/> 15325	Transfer of Ownership of Interest in Land to Preserve Open Space
<input type="checkbox"/> Other	_____

**ARTICLE 18 of GUIDELINES  
STATUTORY EXEMPTIONS  
(Incomplete List)**

Section	Short Name
<input type="checkbox"/> 15261	Ongoing Project
<input type="checkbox"/> 15262	Feasibility and Planning Studies
<input type="checkbox"/> 15265	Adoption of Coastal Plans and Programs
<input type="checkbox"/> 15268	Ministerial Projects
<input type="checkbox"/> 15269	Emergency Projects
<input type="checkbox"/> Other	

It is hereby certified that the Santee School District has determined the above activity to be exempt:

Distribution: Exemption or Project File

\_\_\_\_\_  
Christina Becker,  
Director of Maintenance, Operations & Facilities

Responsible Departments: Maintenance,  
Operations & Facilities

# Notice of Exemption

# Appendix E

To: **Office of Planning and Research**  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

From: **(Public Agency) Santee School District**  
9625 Cuyamaca Street  
Santee CA 92071

County Clerk  
County of: San Diego  
1600 Pacific Hwy, Room 210  
San Diego CA 92101-2422

(Address)

**Project Title:** Carlton Oaks School Irrigation Water Well System

**Project Applicant:** Santee School District

**Project Location (Specific):** 9353 Wethersfield Road, Santee, CA 92071 – AP # 383-071-01

**Project Location (City):** Santee

**Project Location (County):** San Diego

### Description of Nature, Purpose and Beneficiaries of Project:

The Santee School District is investigating the potential to use groundwater from the El Monte-Santee Formation Basin and proposes to construct an irrigation well on the Carlton Oaks School campus. The quantity in gallons of the Santee Basin at 50,000 acre feet of groundwater is approximately 16.3 billion gallons. One-acre foot of water equals 325,861 gallons. Carlton Oaks School uses approximately 900 gallons per day to irrigate the campus/landscape. The school is located on the Santee-El Monte groundwater basin. The well will be located on the existing school campus. Site disturbance involves boring an approximate 10-inch diameter borehole with a six-inch casing and screen, installation of an approximate 1,300-foot-deep groundwater irrigation well and 9-foot diameter concrete pad, with a flush mount well cover on the pad. Existing site conditions are turf field, overflow parking and decomposed granite (DG) dirt play field and the project will temporarily impact up to 900 square feet. The pad and well will be constructed within the developed school property. The existing improved access to the construction site is an existing driveway and maintenance access. Approximately 20 cubic yards of soil will be drilled to create the test well; spoils will be spread onsite. Best Management Practices for erosion and sediment control will be in conformance with State Storm Water Standards. Drilling will occur on a five-day work week between 7 a.m. and dusk for a three- to four-week period. Drilling noise will only be during allowed times.

**Name of Public Agency Approving Project:** Santee School District

**Name of Person or Agency Carrying Out Project:** Santee School District

### Exempt Status (check one)

- Ministerial (Sec. 21080(b)(1): 15268):
- Declared Emergency (Sec. 21080(b)(3): 15269(a)):
- Emergency Project (Sec. 21080(b)(4): 15269(b)(c)):
- Categorical Exemption: State type and section number:** New Construction of small structures Sec. 15303
- Statutory Exemptions: State code number:**

### Reasons why project is exempt:

New construct of a single, small structure (well), located on a currently improved area, Section 15303 Categorical Exemption. The impact of water extraction needed to irrigate the Carlton Oaks campus at approximately 900 gallons daily and 246,375 gallons annually will have little or no significant impact due to the sheer size and capacity of the groundwater basin's 16,293,050,000 gallons (16.3 million). The Santee El-Monte Basin is one of the largest in the Greater San Diego County with capacity of over 50,000 acre feet. The Santee El-Monte Basin is approximately 15 miles long and ranges from 500 to 5000 feet in width. The basin begins from El Capitan reservoir to Mission Gorge. The basin includes Lakeside and extends south into the City of El Cajon. Supporting documentation and reports from the United States Department of Interior Bureau of Reclamation and Project Clean Water are available on file at Santee School District.

**Lead Agency Contact Person:** Christina Becker

**Area Code/Telephone/Extension:** (619) 258-2323

### If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

**Signature:** \_\_\_\_\_ **Date:** February 8, 2017 **Title:** Director of M&O / Facilities

Signed by Lead Agency  Signed by Applicant

**Date received for filing at OPR:** \_\_\_\_\_

Authority cited: Sections 21083 and 21110, Public Resources Code.  
Reference: Sections 21108, 21153, and 21152.1, Public Resources Code.

Revised 2011

Santee School District Site Map  
Carlton Oaks School  
9353 Wetherfield Road  
Santee, CA 92071

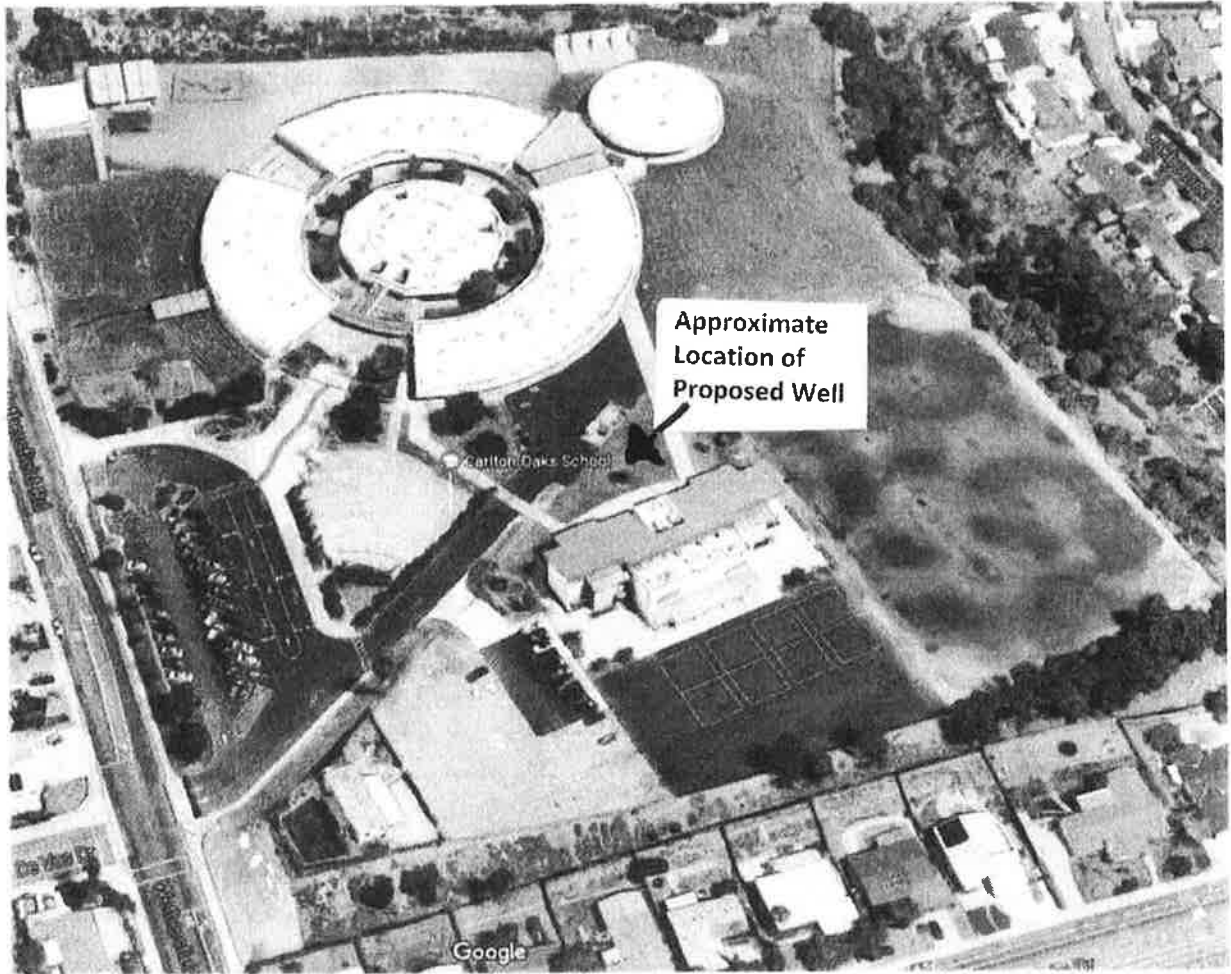


Exhibit "D"

Santee School District  
Carlton Oaks School  
Water Well System



Parameter of water well construction site approximately 30'x30'

Exhibit "C"

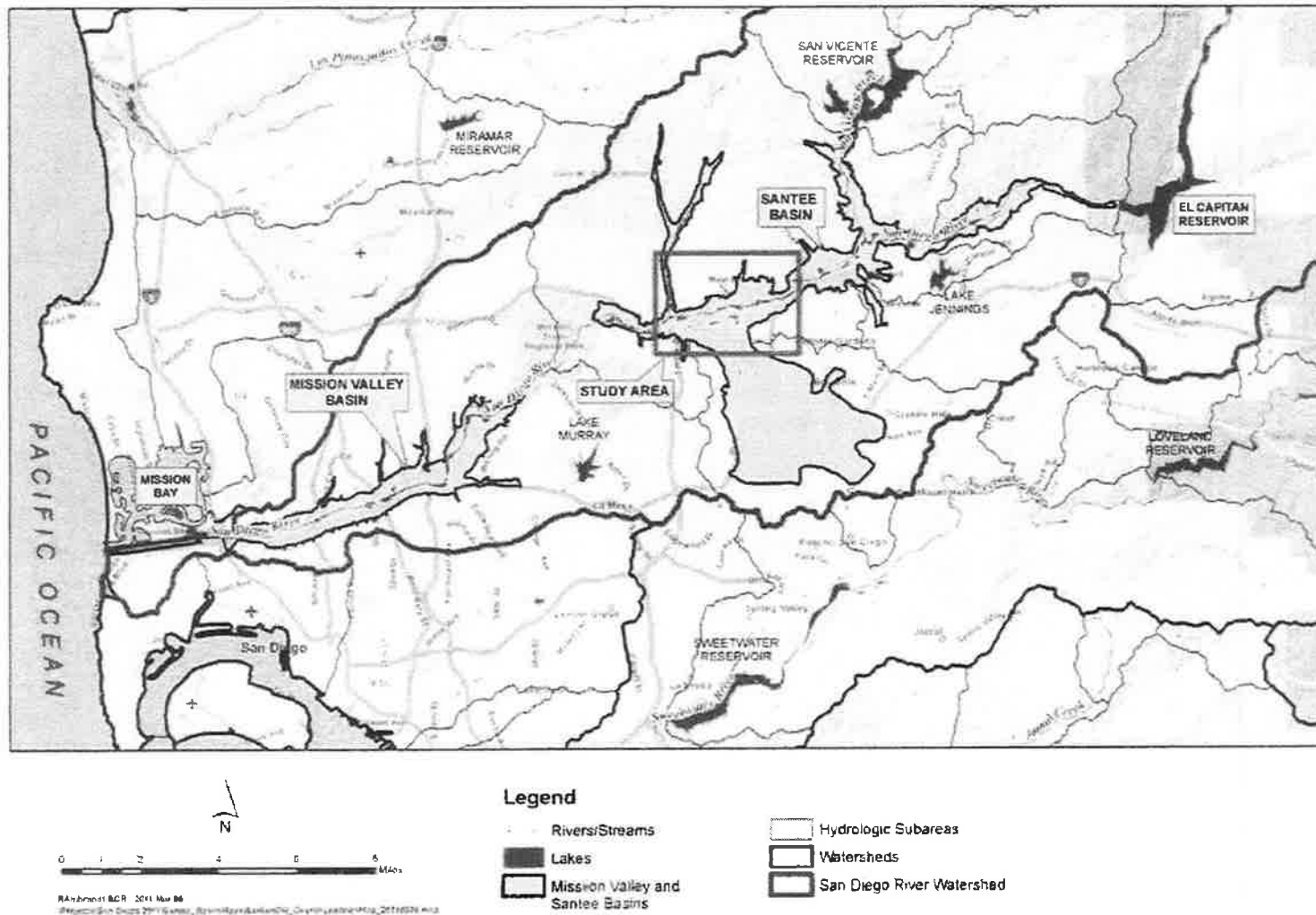
## Santee Basin Summary

*Source: US Department of Interior Bureau of Reclamation*

The Santee Basin aquifer is part of the greater San Diego River surface and groundwater system that extends from Mission Bay in the west to El Capitan Reservoir in the east (Figure 1). The San Diego River system may be broken generally into two major basins, the Missions Valley Basin and the Santee-El Monte Basin. The project site is located adjacent to the San Diego River as part of the Santee Basin, a subset of the Santee-El Monte system. The site is generally bordered by Cuyamaca Street on the west, Riverwalk Drive on the north, Magnolia Avenue on the east, and the Riverview Office Park on the south; the San Diego River and associated riparian area bisects the site, along with a natural flood control channel and riparian habitat that drains from north to south into the San Diego River.

The Santee-El Monte groundwater basin from Mission Gorge to El Capitan Dam is approximately 15 miles long, and ranges from 500 to 5,000 feet in width. The elevation ranges from approximately 280 feet above mean sea level at Mission Gorge to 600 feet above mean sea level at El Capitan Dam. The Study site is approximately 350 feet above mean sea level. The groundwater basin is an alluvial valley carved out by the San Diego River. Long term precipitation trends were evaluated for El Capitan Reservoir, which has the longest precipitation record in the watershed. Extended periods of dry conditions are evident from 1944 to 1977, and from 1983 to 1991. Conversely, wet conditions were recorded for the periods between 1936 to 194, 1977 to 1983, and 1991 to 1998. Inter-annual precipitation patterns were also assessed, indicating that 89% of precipitation generally occurs during the months of November through April, with 57% occurring with higher intensities between January and March. March, January and February are the wettest months, in that order.





**Figure 1. Vicinity Map of San Diego area. Shaded blue area represents approximate limits of the Santee-El Monte Basin (modified from the San Diego River Conceptual Groundwater Management Plan, CH2MHill, 2003[1], provided by the City of San Diego).**

## 2.6 Groundwater Aquifers

Groundwater occurs in several types of aquifers within the SDRW. The most productive aquifers within the SDRW are aquifers that exist in unconsolidated sediments along the San Diego River and key tributary streams (alluvial aquifers).

Alluvial aquifers are an important water resources component of the overall SDRW due to:

1. The large amount of groundwater stored in the aquifers.
2. Well yields and hydraulic conductivities of the aquifers are typically high.
3. Groundwater recharge rates are significant, as streamflow infiltration represents the primary source of recharge to the aquifers.
4. Groundwater from the alluvial aquifers may form a significant component of non-storm base flow in the San Diego River and key tributaries.

As shown in Figure 6, principal alluvial aquifers within the SDRW include:

- Mission Valley
- Santee/El Monte
- El Cajon

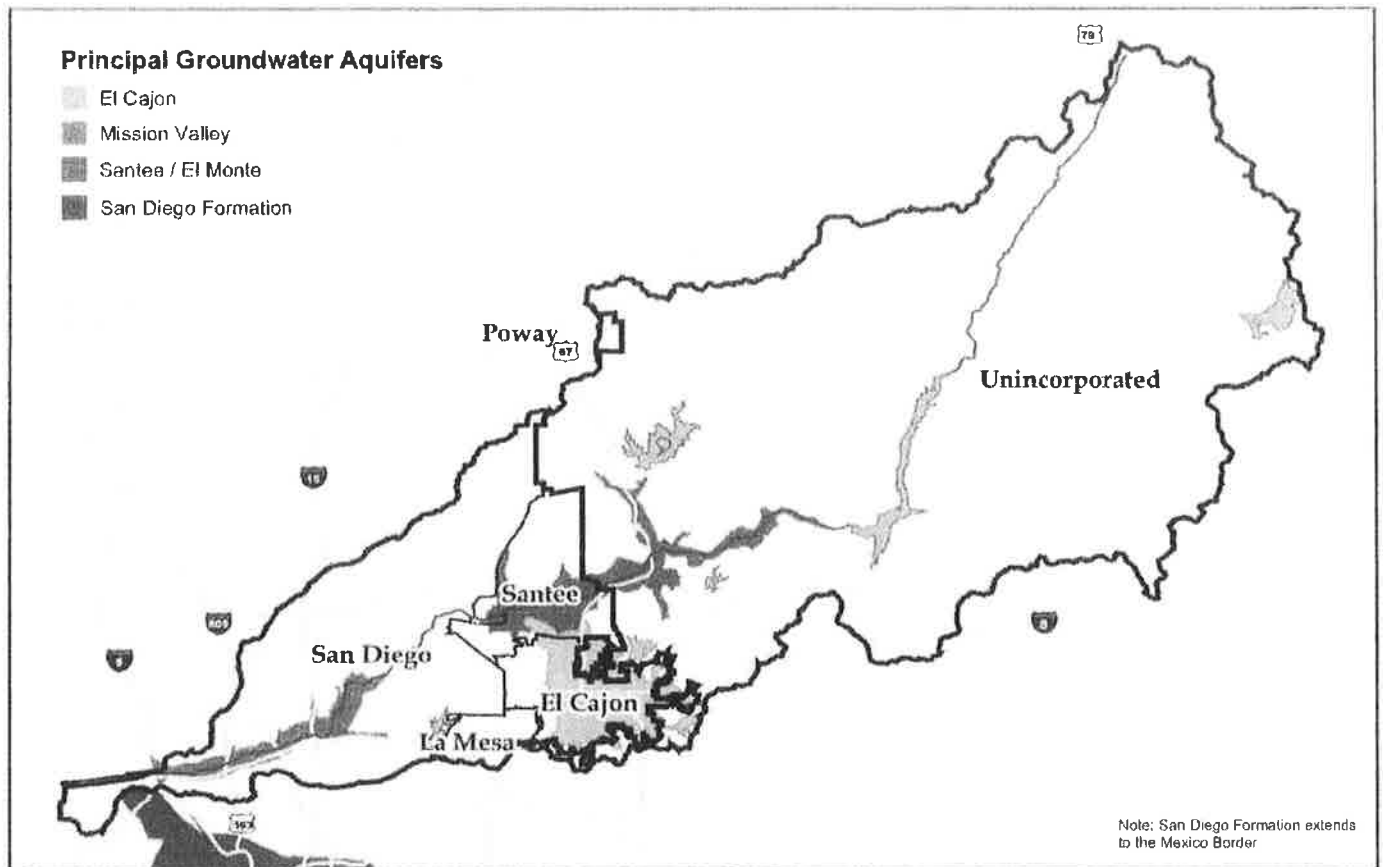
Of these aquifers, the Santee/El Monte aquifer is the largest and most important, with a groundwater storage capacity in excess of 50,000 acre-feet. Streamflow infiltration from the San Diego River is the dominant source of recharge for the Santee/El Monte aquifer. Groundwater extraction in the El Monte (eastern) portion of the basin is significant, due to high well yields and excellent water quality. Significant interchange can occur between surface flow in the San Diego River and alluvial groundwater within Santee/El Monte basin. Water quality is poorer (and groundwater use less) in the western portion of the basin. Surfacing groundwater in the western portion of the basin contributes to San Diego River base flow through Mission Gorge.

Mission Valley also is a significant groundwater aquifer with high well yields, but poor water quality currently limits groundwater use of this aquifer. As in the Santee/El Monte basin, significant interchange can occur between surface flow in the San Diego River and alluvial groundwater within Mission Valley.

Groundwater production within the El Cajon basin is limited by poor water quality, lower well yields, and less available recharge.

In addition to these principal aquifers, shallower bands of alluvium also exist along key tributaries upstream from the San Vicente Reservoir, upstream from El Capitan Reservoir, and immediately downstream from El Capitan Reservoir. Groundwater also occurs in consolidated sediments and fractured rock below and upgradient from the alluvial aquifers. Groundwater from consolidated sediments and fractured rock occurs throughout the entire eastern half of the SDRW. Well yields from the underlying consolidated sediments and fractured rock are typically moderate to low, and water quality is highly variable from location to location.

A sliver of the San Diego Formation lies along the southwestern edge of the watershed. This formation is part of a thick wedge of sediment that was deposited along the coast in the San Diego Bay area in southwestern San Diego County. The San Diego Formation is believed to be at least 1,000 feet thick in an area that extends from the U.S./Mexico border in the south, to Mission Bay in the North, and is bounded on the east by the La Nacion and Rose Canyon Fault Zones, located approximately two miles inland. The San Diego Formation is a potentially significant groundwater aquifer in areas south of the SDRW.



### Groundwater Aquifers

Name	Jurisdictional Acres						Totals
	San Diego	El Cajon	La Mesa	Poway	Santee	Unincorporated	
Mission Valley	3,852						3,852
Santee / El Monte	140	2			3,353	4,328	7,822
El Cajon		6,064			517	1,944	8,525
San Diego Formation	77						77
<b>Jurisdictional Totals</b>	<b>4,069</b>	<b>6,066</b>			<b>3,869</b>	<b>6,272</b>	<b>20,276</b>

FIGURE 6

## 2.7 NPDES and Water Reclamation Facilities

Several state- and federal-regulated water reclamation facilities exist within the SDRW (Figure 7). The Padre Dam Municipal Water District (PDMWD) operates the Padre Dam Water Reclamation Facility (PDWRF), located immediately north of the Santee Lakes. In addition to providing the exclusive source of water to the Santee Lakes, PDWRF provides recycled water to local irrigation customers within the Santee area. The Ramona Municipal Water District (RMWD) operates the San Vicente Water Reclamation Facility (SVWRF), located southeast of the community of Ramona. Recycled water from SVWRF is used for irrigation. PDMWD and RMWD recycled water treatment and reuse operations are regulated under discharge requirements issued by the State of California Regional Water Quality Control Board (Regional Board).

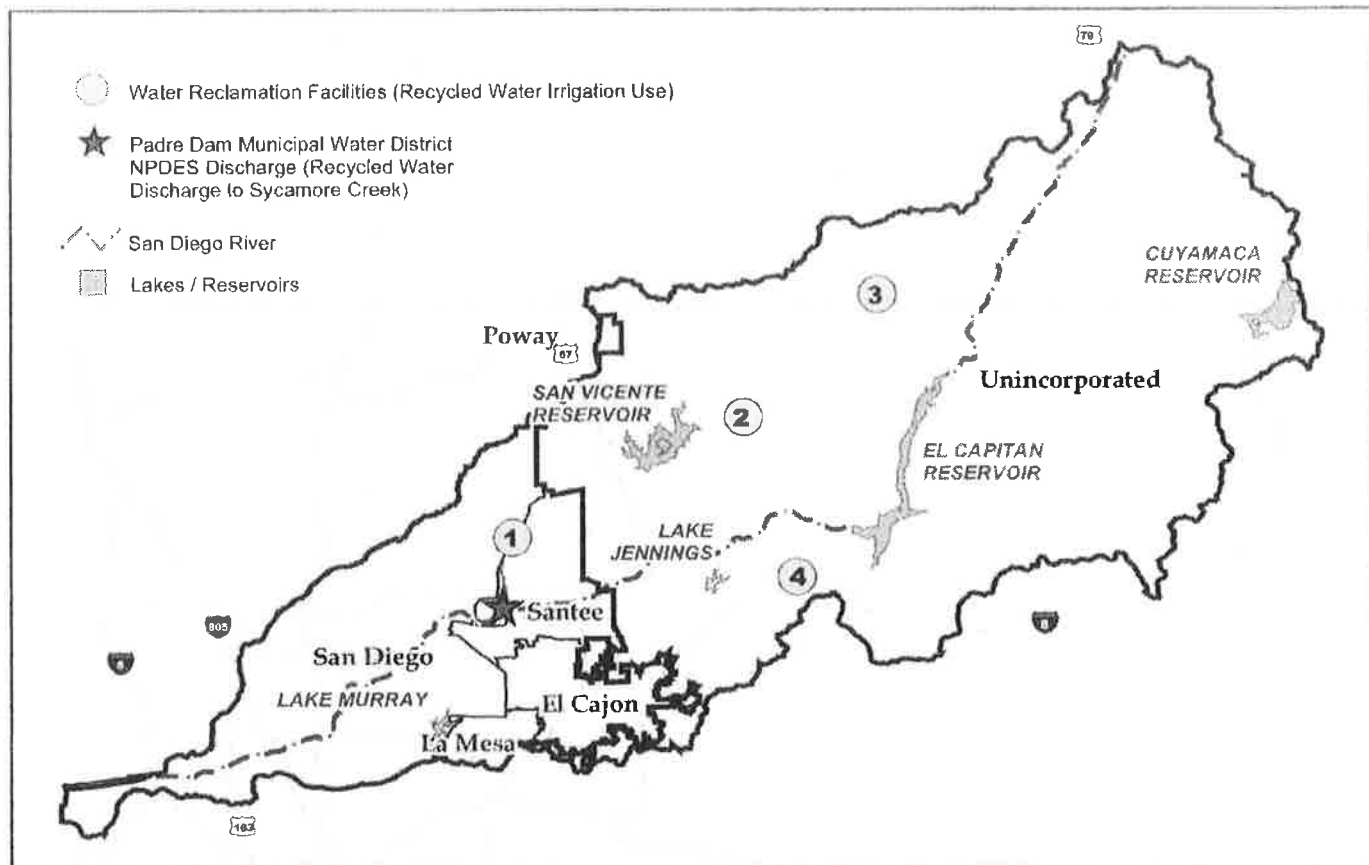
In addition to these two state-regulated water reclamation facilities, two water recycling facilities that are federally-regulated exist on Native American lands within the Barona and Viejas Reservations. Each of these water recycling facilities produces recycled water for onsite irrigation reuse. The Viejas Reservation straddles the boundary of the Sweetwater River Watershed and the San Diego River Watershed. The developed portions of the Viejas Reservation, and the area where reclaimed water is distributed discharged, is entirely in the Sweetwater River Watershed.

All discharges to surface waters are regulated through federal NPDES (National Pollutant Discharge Elimination System) discharge permits issued by the State of California under powers delegated by the Environmental Protection Agency (EPA). The release of waters from the Santee Lakes (which are exclusively fed by recycled water from PDWRF) represent the only recycled water point source NPDES discharge within the SDRW. The PDMWD Santee Lakes discharge is regulated under Regional Board Order No. 98-60 (NPDES No. CA010749).

Additional point or non-point discharges may occur within the SDRW under general permits issued by the State Water Resources Control Board and/or Regional Board. These general permits regulate:

- The discharge of urban runoff within San Diego County and municipalities within the SDRW (regulated under Order No. 2001-01, NPDES No. CAS0108758)

- The discharge of construction-related storm runoff from construction sites (regulated under State Water Resources Control Board Order No. 99-08-DWQ (NPDES No. CA5000002))
- The discharge of potable water from potable water systems (regulated by Regional Board Order No. R9-2002-0020, NPDES No. CAG679001)
- The discharge of extracted groundwater (regulated by Regional Board Order No. 2001-96, NPDES No. CAG919002)



## NPDES & Water Reclamation Facilities

1. Padre Dam MWD Water Reclamation Facility
2. Barona Water Reclamation Facility
3. Ramona MWD San Vicente Water Reclamation Facility
4. Viejas Water Reclamation Facility

Note: Municipalities and San Diego County are regulated under a NPDES permit for urban runoff (Regional Board Order No. 2001-01). Construction-related NPDES stormwater discharges may occur under a Statewide General Permit (State Board Order No. 99-08-DWQ). Additional NPDES discharges may occur within the watershed under general NPDES permits issued by the Regional Board, including groundwater dewatering discharges (regulated by Regional Board Order No. 2001-96) and potable water system discharges (regulated by Regional Board Order No. R9-2002-0020).

FIGURE 7

## 2.8 303(d) Impaired Water Bodies

Water quality objectives for surface waters within the SDRW are established by the Regional Water Quality Control Board, San Diego Region (Regional Board) in *Water Quality Control Plan for the San Diego Region* (Basin Plan). Surface water quality objectives established within the Basin Plan serve as state and federal water quality standards.

Section 303(d) of the Clean Water Act requires the State of California to identify surface waters that fail to meet designated water quality standards. The State Water Resources Control Board most recently updated California's 303(d) listings of non-complying (impaired) water bodies in 2003. Water bodies and pollutants/stressors in the SDRW that are part of the 303(d) impaired water bodies listing are summarized in Table 4 and shown on Figure 8. They include sections of the following:

- The lower San Diego River
- Forester Creek
- Famosa Slough

As part of the 303(d) listings, the State prioritizes the impaired water bodies for the development of Total Maximum Daily Load (TMDL) studies to assess control mechanisms necessary to bring the water bodies into compliance with the designated Basin Plan water quality standards. The priorities associated with each listing are also summarized in Table 4.

The State also publishes a Monitoring List that is not part of the formal 303(d) process. The Monitoring List includes water bodies that should be closely monitored for potential impairment by the constituents that are listed. Water bodies and pollutants/stressors that on the monitoring list for the SDRW are summarized in Table 5 and Figure 9, include:

- Alvarado Creek
- Boulder Creek
- Chocolate Creek
- Famosa Slough and Channel
- Forester Creek
- King Creek
- Murray Reservoir



- Padre Barona Creek
- San Diego River (Lower)
- San Diego River (Upper)
- Sycamore Canyon

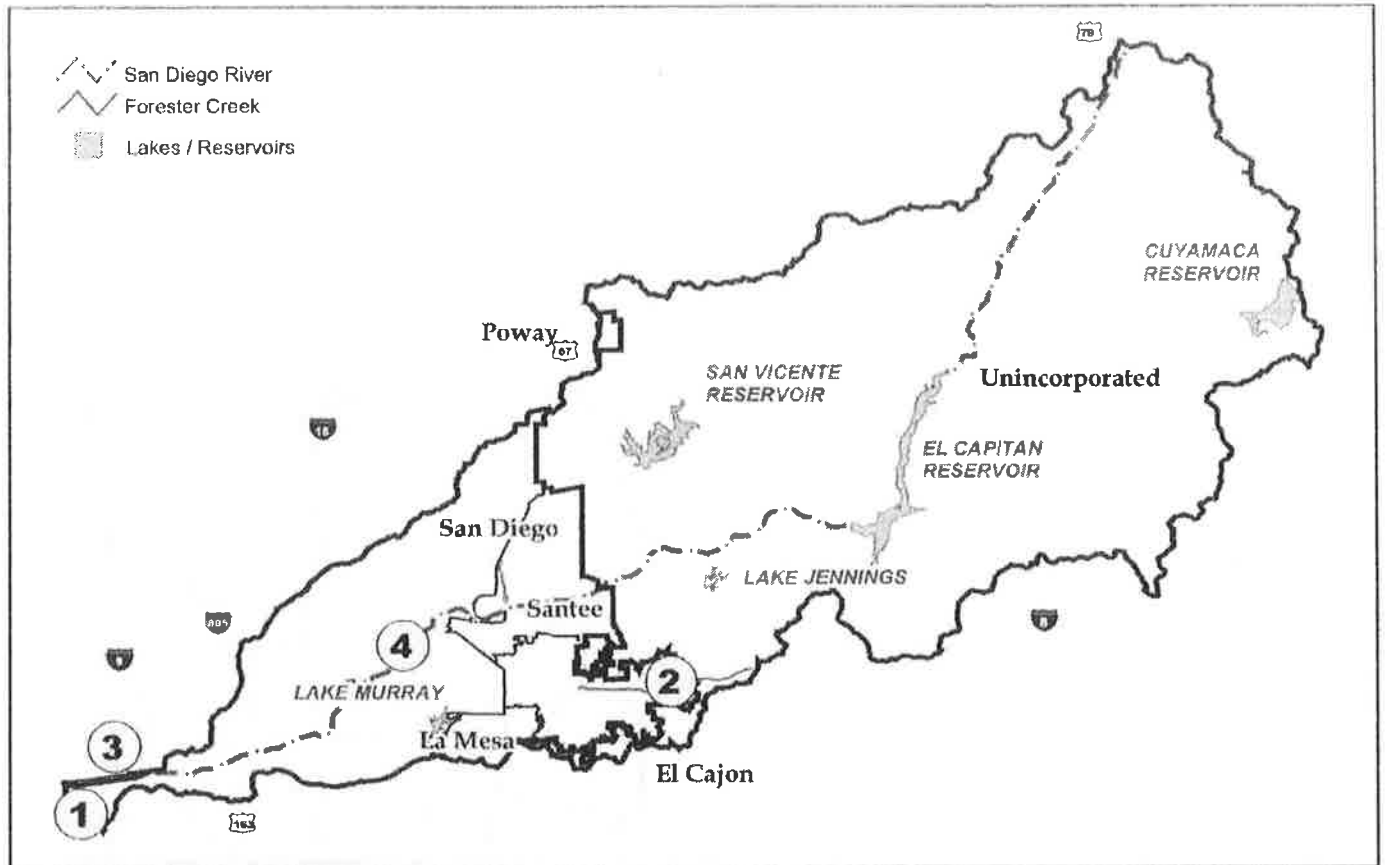
Future monitoring and assessment planning in the SDRW should consider both the 303(d) listed water bodies and water bodies on the Monitoring List.

**Table 4**  
**2002 Clean Water Act Section 303(d) list of water quality limited segment**

Name	CalWater Watershed	Pollutant/Stressor	Potential sources	TMDL Priority	Estimated Area Affected
Famosa Slough	907.11	Eutrophic	Nonpoint source	Low	32 acres
Forester Creek	907.12	Fecal Coliform	Urban runoff/storm sewers, unknown point source, nonpoint source	Medium	6.4 miles
Forester Creek	907.12	pH	Industrial point source, habitat modification, spills, unknown point source, nonpoint source	Low	Upper 3 miles
Forester Creek	907.12	Total Dissolved Solids	Agricultural return flows, urban runoff/storm sewers, flow regulation/modification, Unknown point source, Non point source	Low	Lower 1 mile
San Diego River Mouth at Dog Beach	907.11	Bacterial Indicators	Nonpoint/point sources	Medium	0.37 miles
San Diego River (Lower)	907.11	Fecal Coliform	Urban runoff/storm sewers, wastewater, Nonpoint/point sources	Low	Lower 6 miles
San Diego River (Lower)	907.11	Low dissolved oxygen	Urban runoff/storm sewers, unknown nonpoint/point sources	Low	12 miles
San Diego River (Lower)	907.11	Phosphorus	Urban runoff/storm sewers, unknown nonpoint/point sources	Low	12 miles
San Diego River (Lower)	907.11	Total Dissolved Solids	Urban runoff/storm sewers, flow regulation/modification, natural sources, unknown nonpoint/point sources	Low	12 miles

**Table 5  
State Water Quality Control Board Monitoring List, 2002**

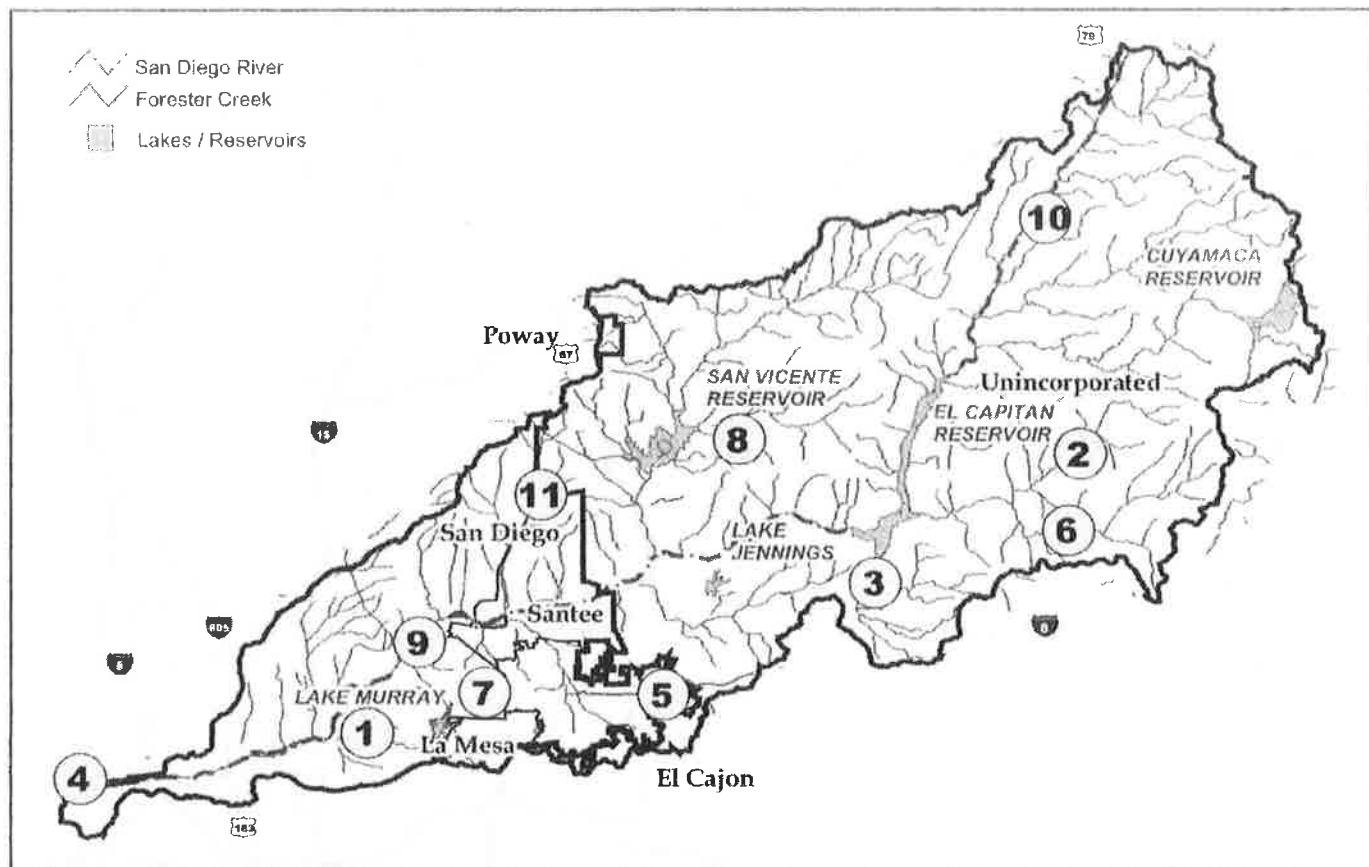
Name	CalWater Watershed	Pollutant/Stressor	Estimated Area Affected
Alvarado Creek	907.11	Benthic community effects, eutrophic, sedimentation/siltation, trash	5.1 miles
Boulder Creek	907.41	Exotic species, hydromodification	21 miles
Chocolate Creek	907.33	Eutrophic, sedimentation/siltation	4.5 miles
Famosa Slough and Channel	907.11	Chlordane, DDT, dieldrin, PCBs	32 acres
Forester Creek	907.12	Eutrophic, trash	6.4 miles
King Creek	907.31	Eutrophic	10 miles
Murray Reservoir	907.11	Bromodichloromethane, phosphorus, sodium	119 acres
Padre Barona Creek	907.24	Eutrophic, hydromodification	6.5 miles
San Diego River (Lower)	907.11	Benthic community effects, benzene, chlordane, eutrophic, exotic species, MTBE, trash	12 miles
San Diego River (Upper)	907.31	Benthic community effects, benzene, chlordane, eutrophic, exotic species, MTBE, trash	32 miles
Sycamore Canyon	907.12	Eutrophic, exotic species, phosphorus, trash	16 miles



### 303(d) Impaired Water Bodies

	Name	Pollutant/ Stressor	Estimated Area Affected
1	Famosa Slough	Eutrophic	32 acres
	Forester Creek	Fecal Coliform	6.4 miles
2	Forester Creek	pH	Upper 3 miles
	Forester Creek	Total Dissolved Solids	Lower 1 mile
3	San Diego River Mouth at Dog Beach	Bacterial Indicators	.37 miles
	San Diego River (Lower)	Fecal Coliform	Lower 6 miles
4	San Diego River (Lower)	Low dissolved oxygen	12 miles
	San Diego River (Lower)	Phosphorus	12 miles
	San Diego River (Lower)	Total Dissolved Solids	12 miles

FIGURE 8



### State Water Quality Control Board Monitoring List

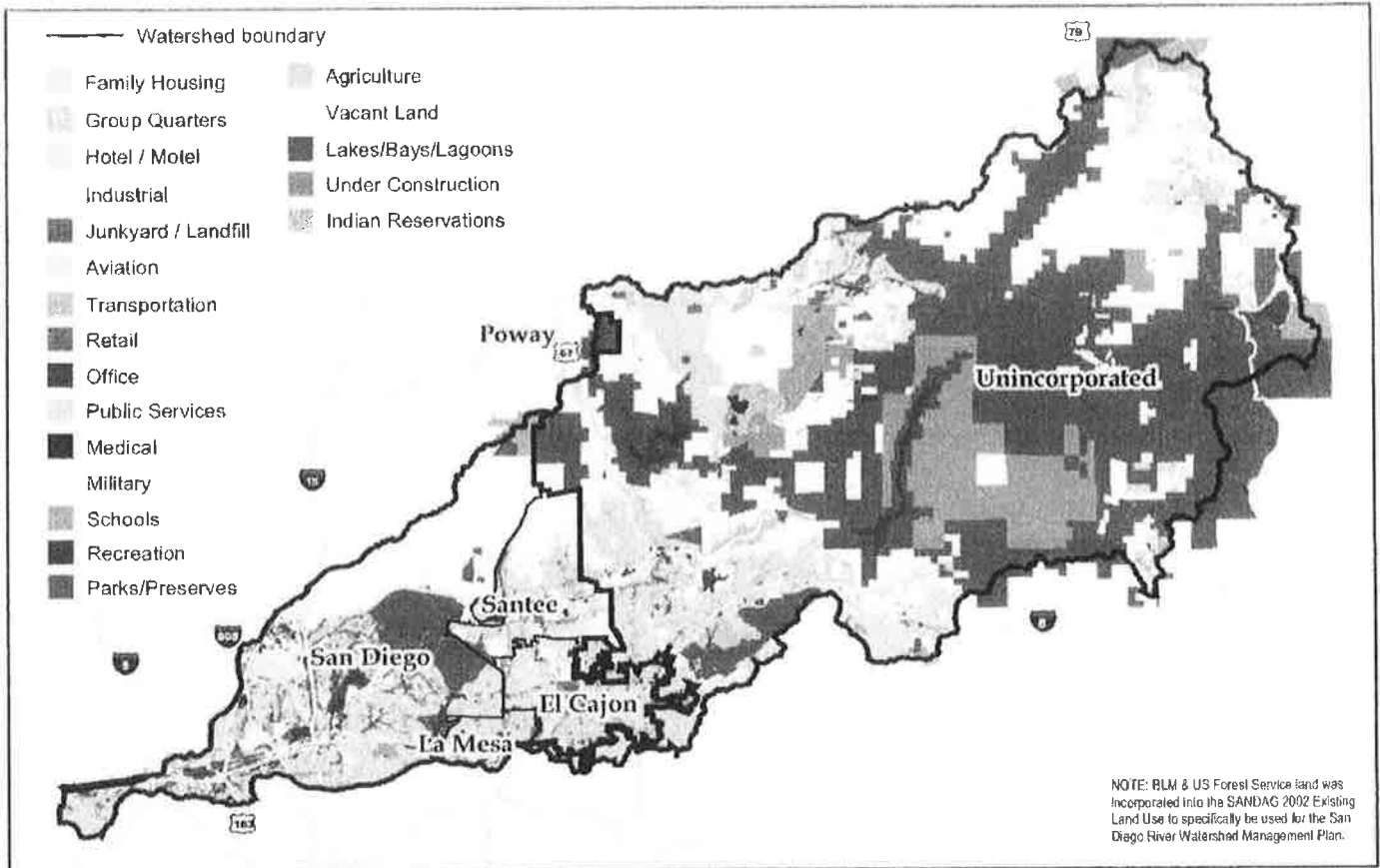
	Name	Pollutant/ Stressor	Estimated Area Affected
1	Alvarado Creek	Benthic community effects, eutrophic, sedimentation/siltation, trash	5.1 miles
2	Boulder Creek	Exotic species, hydromodification	21 miles
3	Chocolate Creek	Eutrophic, sedimentation/siltation	4.5 miles
4	Famosa Slough & Channel	Chlordane, DDT, dieldrin, PCBs	32 acres
5	Forester Creek	Eutrophic, trash	6.4 miles
6	King Creek	Eutrophic	10 miles
7	Murray Reservoir	Bromodichloromethane, phosphorus, sodium	119 acres
8	Padre Barona Creek	Eutrophic, hydromodification	6.5 miles
9	San Diego River (Lower)	Benthic community effects, benzene, chlordane, eutrophic, exotic species, MTBE, trash	12 miles
10	San Diego River (Upper)	Benthic community effects, benzene, chlordane, eutrophic, exotic species, MTBE, trash	32 miles
11	Sycamore Canyon	Eutrophic, exotic species, phosphorus, trash	16 miles

FIGURE 9

## 2.9 Existing and Planned Land Use

Land use patterns within the SDRW are very diverse. The lower watershed includes the Cities of San Diego, Santee, El Cajon, La Mesa and Poway and is heavily urbanized (77% of the total population of the watershed). Single and multi-family housing comprise about 63% of the total family housing in the watershed. Based on the GIS data from SANDAG, San Diego County is projected to increase in family housing by almost 77,000 acres from the years 2002 to 2020. Of those 77,000 acres, 92% falls in the rural family housing category. The largest area to gain rural housing is the unincorporated area with a 70,619-acre increase: The city of San Diego is second with 2,607 acres. El Cajon drops by 70% from 40 rural housing acres to 28 acres because of an increase in single & multi-family housing in those areas.

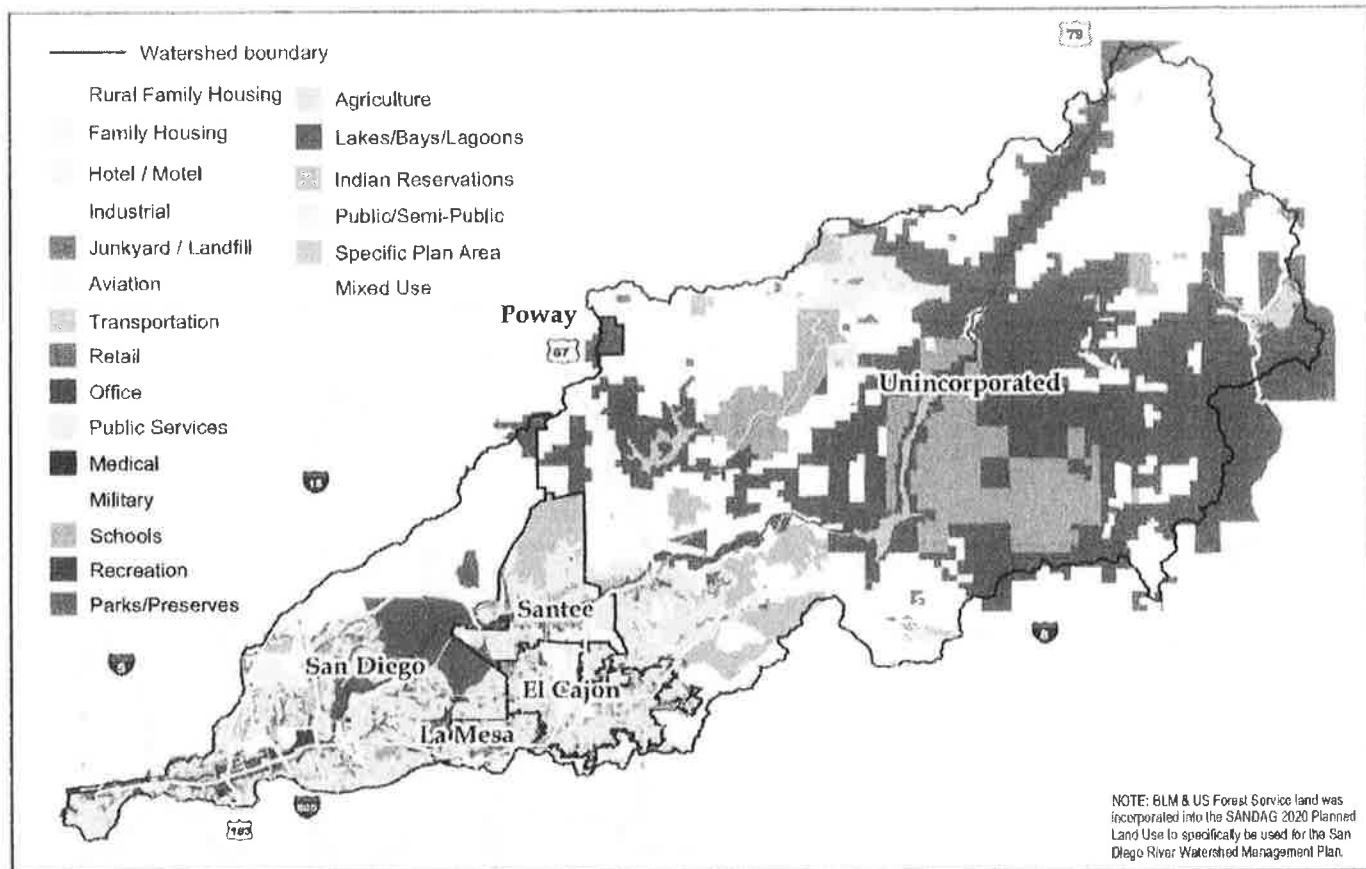
Retail development is projected to increase by 30% between 2002 and the year 2020, with the largest gain being in the unincorporated areas. Parks and preserves stay somewhat balanced through the next 20 years with only a slight increase in 2020 of 1,619 acres. This is due in large part to the US Forest Service and Indian Reservations, which encompass 46% of the unincorporated areas. As population spreads east, and land uses change in unincorporated areas of the watershed, management practices should be implemented for source water protection. Important habitats and habitat corridors should also be preserved to maintain the overall health and functionality of the SDRW.



### 2002 Existing Land Use

Existing Land Use	Jurisdictional Acres						Land Use
	San Diego	El Cajon	La Mesa	Poway	Santee	Unincorporated	Totals
Rural Family Housing		40			192	16,307	16,539
Family Housing	9,695	4,159	1,456		2,725	10,692	28,727
Group Quarters	79	28	19		16	73	215
Hotel / Motel	174	26	7			7	215
Industrial	1,549	566	27		331	860	3,334
Junkyard / Landfill	168					44	212
Aviation	504	318				7	830
Transportation	7,044	1,925	836		1,276	5,379	16,459
Retail	945	607	298		237	298	2,385
Office	631	56	31		12	33	764
Public Services	263	132	38		49	123	605
Medical	214	63	79		36	9	399
Military	9,892	5			0	1	9,897
Schools	915	501	81		245	270	2,012
Recreation	1,055	70	27		151	917	2,219
Parks / Preserves	8,607	210	102	581	324	77,618	87,442
Agriculture	1	0			8	6,030	6,039
Vacant Land	4,367	486	50	15	4,817	63,873	73,608
Lakes / Bays / Lagoons	698		3		121	3,593	4,339
Indian Reservations						21,036	21,036
Under Construction	49	51				89	189
<b>Jurisdictional Totals</b>	<b>46,850</b>	<b>9,244</b>	<b>3,052</b>	<b>596</b>	<b>10,540</b>	<b>207,259</b>	<b>277,540</b>

FIGURE 10



### 2020 Planned Land Use

	Jurisdictional Acres						Land Use Totals
	San Diego	El Cajon	La Mesa	Poway	Santee	Unincorporated	
Rural Family Housing	2,607	28		15	699	81,039	84,388
Family Housing	12,984	5,399	1,807		4,079	10,693	34,962
Hotel / Motel	4						4
Industrial	2,106	912	30		481	932	4,461
Junkyard / Landfill	482						482
Aviation	550	273			2		825
Transportation	1,863	411	283		80	714	3,351
Retail	1,182	814	480		305	647	3,428
Office	520	78	1		68		667
Public Services	357	88	10		406	26	887
Medical	135		32				167
Military	9,890				3	2	9,895
Schools	1,058	521	93		264	225	2,161
Recreation	560				57		617
Parks / Preserves	10,805	571	131	581	607	76,732	89,427
Lakes / Bays / Lagoons	270						270
Specific Plan Area	711				3,487	12,784	16,982
Indian Reservations						22,149	22,149
Public / Semi-Public						1,290	1,290
Mixed Use	766	149	185		2	26	1,128
<b>Jurisdictional Totals</b>	<b>46,850</b>	<b>9,244</b>	<b>3,052</b>	<b>596</b>	<b>10,540</b>	<b>207,259</b>	<b>277,540</b>

FIGURE 11



**Item G. BOARD POLICIES AND BYLAWS**

Agenda Item G.

Board Policies and Bylaws Item G.1.1.

First Reading of Board Policy and Administrative Regulation 6174, Education for English Language Learners

Prepared by Dr. Stephanie Pierce  
February 7, 2017

**BACKGROUND:**

Attached is revised BP 6174 and AR 6174, Education for English Language Learners, based upon California School Board Association’s (CSBA) sample Board Policies and Regulations.

In addition, policy is updated to reflect requirements to address goals and specific actions for English language learners in the district's Local Control Accountability Plan (LCAP), and measure progress toward district goals for English learners with specific reclassification requirements.

**RECOMMENDATIONS:**

This evening administration is presenting revised Board Policy and Administrative Regulation 6174, Education for English Language Learners, for a first reading. No action is requested at this time.

**FISCAL IMPACT:**

There is no fiscal impact to the district by revising this policy and administrative regulation.

**STUDENT ACHIEVEMENT IMPACT:**

Students that are identified as English Learners require a comprehensive approach to reach the goal of reclassification as English proficient and to achieve academic proficiency in the California Common Core standards.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item G.1.1.

**EDUCATION FOR ENGLISH LANGUAGE LEARNERS**

~~The Governing Board intends to provide English language learners with challenging curriculum and instruction that develop proficiency in English as rapidly and effectively as possible while facilitating student achievement in the district's in order to assist students in accessing the full educational program and achieving the district's academic standards. The district's program shall be based on sound instructional theory and shall be adequately supported so that English language learners can achieve results at the same academic level as their English proficient peers in the regular course of study.~~

~~The Board encourages staff to exchange information with staff in other districts and the county office of education about programs, options and strategies for English language learners that succeed under various demographic conditions.~~

~~The Superintendent or designee shall maintain procedures which provide for the identification, assessment and placement of English language learners and for their redesignation based on criteria adopted by the Board and specified in administrative regulations.~~

~~To evaluate program effectiveness, the Superintendent or designee shall regularly examine program results, including reports of the English language learners' academic achievement, their progress towards proficiency in English and the progress of students who have been redesignated as fluent English proficient. The Superintendent or designee shall annually report these findings to the Board and shall also provide the Board with regular reports from any district or schoolwide English learner advisory committees.~~

~~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.~~

## EDUCATION FOR ENGLISH LANGUAGE LEARNERS (continued)

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.

### **Type of Instruction**

The district offers two programs for students learning English as a second language. English Language learners receive English Language Development and ELD instruction daily:

- ~~Structured English Immersion Model (SEI)~~

~~(Beginning—Early Intermediate, ELD levels 1, 2 and 3)~~

~~This model provides instruction for all subjects in English for students with less than reasonable fluency in English. For students with a CELDT score at the Beginning Level, teachers will combine specially designed academic instruction in English (SDAIE) with primary language instructional support when needed and a strong, structured sequential English Language Development (ELD) program.~~

- ~~English Language Mainstream with Appropriate Support (ELM)~~

~~This model, designed for students with reasonable fluency, provides all instruction in English including English Language Development with additional and appropriate services as needed.~~

### **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.

**EDUCATION FOR ENGLISH LANGUAGE LEARNERS** (continued)**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:

<b>Grade</b>	<b>District Reading Assessment</b>		<b>CAASPP</b>
	<b>Achieve 3000 - Required Lexile Level</b>		<b>English Language Arts</b>
	<b>General Ed</b>	<b>Special Ed</b>	<b>Required Overall Scale Score</b>
<b>4</b>	390 or higher (3 <sup>rd</sup> grade results)	300 or higher (3 <sup>rd</sup> grade results)	2399 or higher (3 <sup>rd</sup> grade results)
<b>5</b>	560 or higher (4 <sup>th</sup> grade results)	460 or higher (4 <sup>th</sup> grade results)	2444 or higher (4 <sup>th</sup> grade results)
<b>6</b>	665 or higher (5 <sup>th</sup> grade results)	565 or higher (5 <sup>th</sup> grade results)	2472 or higher (5 <sup>th</sup> grade results)
<b>7</b>	740 or higher (6 <sup>th</sup> grade results)	640 or higher (6 <sup>th</sup> grade results)	2493 or higher (6 <sup>th</sup> grade results)
<b>8</b>	800 or higher (7 <sup>th</sup> grade results)	700 or higher (7 <sup>th</sup> grade results)	2515 or higher (7 <sup>th</sup> grade results)

**EDUCATION FOR ENGLISH LANGUAGE LEARNERS** (continued)

<b>Grade</b>	<b>District Benchmark English Language Arts Performance Task</b>	<b>CELDT</b>	<b>Report Card Grades</b>
<b>4</b>	Achievement Level of 2 or higher on most recent administration of ELA performance task (Narrative, Informational, or Opinion)	<b>Overall:</b> Early Advanced or Advanced	Achievement level of 2 or higher in English Language Arts on Standards based report card.*
<b>5</b>			Average report card grade of C or better in English Language Arts and ELD class.*
<b>6</b>			<b>Domains</b> <b>Listening, Speaking, Reading &amp; Writing:</b>
<b>7</b>			Intermediate or Early Advanced or Advanced
<b>8</b>			*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? <b>Yes or No</b>

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.

**Parental Exception Waiver**

~~Alternative program: When there are 20 students at grade level who speak the same primary language parents/guardians may request that an alternative program be established. An alternative program is a program provided in the primary language with English language development. Since the district does not have 20 students at a grade level who speak the same primary language we do not offer an alternative program. Parents/guardians may request a waiver to transfer to another district that provides an alternative program. The district is not required to provide transportation.~~

~~Parental exception waivers may be granted to:~~

- ~~• Children who already know English and possess good English language skills.~~
- ~~• Older children: 10 years or older and it is the informed belief of the school principal and the educational staff that an alternate course of educational study would be suited to the child's rapid acquisition of basic English language skills.~~
- ~~• Children with special needs.~~

**EDUCATION FOR ENGLISH LANGUAGE LEARNERS** (continued)**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. Progress toward any other goals for English learners identified in the district's LCAP
6. A comparison of current data with data from at least the previous year.

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

*Legal Reference:*EDUCATION CODE300-340 English language education for immigrant children430-446 English Learner and Immigrant Pupil Federal Conformity Act33050 State Board of Education waiver authority33308.5 CDE guidelines not binding42238.02-42238.03 Local control funding formula44253.1-44253.11 Qualifications for teaching English learners44253.5-44253.10 Certification for bilingual cross-cultural competence48985 Notices to parents in language other than English51101 Rights of parents to information51101.1 Rights for parents of English learners52052 Academic Performance Index; numerically significant student subgroups52060-52077 Local control and accountability plan52130-52135 Impacted languages act of 198452160-52178 Bilingual Bicultural Act52180-52186 Bilingual teacher training assistance program54000-54028 Programs for disadvantaged children60200.7 Suspension of state instructional materials adoptions60605.87 Supplemental instructional materials, English language development60640 California Assessment of Student Performance and Progress60810-60812 Assessment of language development62001-62005.5 Evaluation and sunseting of programs Continuation of advisory committee after program sunsets

**EDUCATION FOR ENGLISH LANGUAGE LEARNERS** (continued)CODE OF REGULATIONS, TITLE 5853.5-853.7 Test administration; universal tools, designated supports, and accommodations4320 Determination of funding to support program to overcome the linguistic difficulties of English learners11300-11316 English Language-Learner Education11510-11517 California English Language Development TestUNITED STATES CODE, TITLE 201701-1705 Equal Educational Opportunities Act6312 Local education agency plans6801-6871 Title III, Language instruction for limited English proficient and immigrant students7012 Parental notificationCOURT DECISIONSValeria G. v. Wilson, (9<sup>th</sup> Circuit) (2002) 307 F.3e 1036 U.S. App. Lexis 20956California Teachers Association et al. v. State Board of Education et al., (9<sup>th</sup> Circuit, 2001) 271 F.3d 1141McLaughlin v. State Board of Education, (1999) 75 Cal.App.4<sup>th</sup> 196Teresa P. et al v. Berkeley Unified School District et al, (1989) 724 F.Supp. 698Casteneda v. Pickard, (5<sup>th</sup> Cir. 1981) 648 F.2d 989ATTORNEY GENERAL OPINIONS83 Ops.Cal.Atty.Gen. 40 (2000)*Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSAcademic Criterion for Reclassification, CDE Correspondence, August 11, 2014California English Language Development Test (CELDT): 2013-14 CELDT Information Guide, 2013English Language Arts/English Language Development Framework for California Public Schools: Transitional Kindergarten Through Grade Twelve, 2014English Language Development Standards for California Public Schools: Kindergarten Through Grade Twelve, 2012Matrix of Test Variations, Accommodations, and Modifications for Administration of California Statewide AssessmentsU.S. DEPARTMENT OF EDUCATION NONREGULATORY GUIDANCEAssessment and Accountability for Recently Arrived and Former Limited English Proficient (LEP) Students, May 2007Guidelines for Reclassification of English Learners, September 2002Accommodations for the California English Language Development Test, Revised 8/13/01WEB SITESCDE: <http://www.cde.ca.gov>CSBA: <http://www.esba.org>California Department of Education: <http://www.cde.ca.gov/sp/el>U.S. Department of Education: <http://www.ed.gov>

Policy  
adopted: August 17, 2010

**SANTEE SCHOOL DISTRICT**  
Santee, California



**EDUCATION FOR ENGLISH LANGUAGE LEARNERS**

**Definitions**

*English learner* means a student who does not speak English or whose native language is not English and who is not currently able to perform ordinary classroom work in English, also known as a limited English proficient or LEP child.

*English language classroom* means a classroom in which the language of instruction used by the teaching personnel is overwhelmingly the English language, and in which such teaching personnel possess a good knowledge of the English language.

*English language mainstream classroom* means a classroom in which the students either are native English language speakers or already have acquired reasonable fluency in English.

*Sheltered English immersion* or *structured English immersion* means an English language acquisition process in which nearly all classroom instruction is in English but with the curriculum and presentation designed for students who are learning the language.

*Bilingual education/native language instruction* means a language acquisition process for students in which much or all instruction, textbooks, and teaching materials are in the student's native language.

**Identification, Assessment, and Parent Notification**

Upon enrollment, each student's primary language shall be determined through use of a home language survey.

Within 30 calendar days of their initial enrollment, students who are identified as having a primary language other than English, as determined by the home language survey, and for whom there is no record of results from an English language development test shall be assessed using the California English Language Development Test (CELDT).

All students shall have sufficient time to complete the CELDT as provided in the directions for test administration.

Any student with a disability shall take the CELDT with those accommodations for testing that the student has regularly used during instruction and classroom assessment as delineated in the student's individualized education program (IEP) or Section 504 plan that are appropriate and necessary to address the student's individual needs.

The district shall notify parents/guardians of their child's results on the CELDT within 30 calendar days.

**EDUCATION FOR ENGLISH LANGUAGE LEARNERS (continued)**

Within 90 days of initial enrollment, students identified as having limited English proficiency shall be further assessed for primary language proficiency in comprehension, speaking, reading and writing. The Superintendent or designee shall develop criteria for determining student needs on the basis of these assessments.

Before students are enrolled in a program for English language learners, parents/guardians shall receive information about the program and their opportunities for parental involvement. This information shall include the fact that an individual student's participation in the program is voluntary on the part of the parent/guardian.

Not later than 30 calendar days after the beginning of the school year, each parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title III funds shall receive notification of the assessment of his/her child's English proficiency. The notice shall include all of the following:

- a) Their child's level of English proficiency level
- b) How such level was assessed
- c) The status of the child's academic achievement
- d) Their child's language designation
- e) Descriptions of program options, educational strategies, and educational materials to be used in different options, including the option to immediately remove a child from a particular program or choose another program or method of instruction, if available
- f) Program placement
- g) Exit criteria
- h) For ELs on an active IEP, how such program will meet the objectives of the IEP

**Parental Exception Waivers**

At the beginning of each school year, parents/guardians shall be informed of the placement of their children in a structured English immersion program and shall be notified of an opportunity to apply for a parental exception waiver.

**EDUCATION FOR ENGLISH LANGUAGE LEARNERS (continued)**

A parent/guardian may request that the district waive the requirements of Education Code 305, pertaining to the placement of a student in a structured English immersion program if the one of the following circumstances exists:

1. Students who already know English: The student already possesses good English language skills, as measured by standardized tests of English vocabulary comprehension, reading and writing, in which the student scores at or above the state average for his/her grade level or at or above the fifth-grade average, whichever is lower.
2. Older students: The student is age 10 years or older, and it is the informed belief of the school principal and educational staff that an alternate course of study would be better suited to the student's rapid acquisition of basic English skills.

When evaluating waiver requests pursuant to Education Code 311(a) for students who already know English and other waiver requests for those students for whom standardized assessment data are not available, other equivalent assessment measures may be used. These equivalent measures may include local assessments, local standards and teacher evaluations.

Parental exception waivers pursuant to Education Code 311(b) for students 10 years or older shall be granted if it is the informed belief of the principal and educational staff that an alternate course of educational study would be better suited to the student's rapid acquisition of basic English language skills.

Parental exception waivers pursuant to Education Code 311(c) for students with special needs shall be granted if it is the informed belief of the principal and educational staff that, due to the student's special physical, emotional, psychological or educational needs, an alternate course of educational study would be better suited to the student's overall educational development.

The principal shall consider all waiver requests made pursuant to Education Code 311(c) for students with special needs and shall submit a rationale of the decision regarding the waiver to the Superintendent or designee. When determining whether or not to recommend the approval of the waiver request, the principal shall assume that the facts justifying the request attested by the parent/guardian are a true representation of the child's condition.

**EDUCATION FOR ENGLISH LANGUAGE LEARNERS (continued)**

Each waiver shall be considered on its individual merits with great deference given to parental preference for student placement.

The principal or designee shall act upon all parental exception waivers within 20 instructional days of submission to the principal. However, parental waiver requests pursuant to Education Code 311(c) for students with special needs shall not be acted upon during the 30-day placement in an English language classroom. These waivers shall be acted upon no later than 10 calendar days after the expiration of that 30-day English language classroom placement or within 20 instructional days of submission of the waiver to the principal, whichever is later.

All parental exception waivers shall be granted unless the principal and educational staff have determined that an alternative program offered at the school would not be better suited for the overall educational development of the student.

Individual schools in which 20 students or more of a given grade level receive a waiver shall be required to offer such a class; otherwise they must allow the students to transfer to a public school in which such a class is offered.

Students wishing to transfer shall be subject to the district's intradistrict and interdistrict attendance policies and administrative regulations. Students wishing to transfer to another district shall also be subject to the receiving district's interdistrict attendance policies and administrative regulations.

In cases where a parental exception waiver pursuant to Education Code 311(b) or (c) is denied, the parent/guardian shall be informed in writing of the reason(s) for the denial and advised that he/she may appeal the decision to the Board if the Board authorizes such an appeal, or to the court.

Waiver requests shall be renewed annually by the parent/guardian.

**Reclassification/Redesignation**

The district shall continue to provide additional and appropriate educational services to English language learners for the purposes of overcoming language barriers until the English language learners have:

1. Demonstrated English language proficiency comparable to that of the district's average native English language speakers
2. Recouped any academic deficits which may have been incurred in other areas of the core curriculum as a result of language barriers

**EDUCATION FOR ENGLISH LANGUAGE LEARNERS (continued)**

English language learners shall be redesignated as fluent English proficient when they are able to comprehend, speak, read and write English well enough to receive instruction in the regular program and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English and who are in the regular course of study.

The following measures shall be used to determine whether an English language learner shall be reclassified as fluent English proficient:

1. Assessment of English language proficiency utilizing the CELDT as the primary criterion, and objective assessment of the student's English reading and writing skills
2. Participation of the student's classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions
3. Parent/guardian opinion and consultation during a redesignation interview

Parents/guardians shall receive notice and a description of the redesignation process, including notice of their right to participate in the process. Parent/guardian participation in the process shall be encouraged

4. Comparison of performance in basic skills, including performance on the English-Language Arts section of the California Standards Test and district summative assessments
5. Objective data on the student's academic performance in English

The Superintendent or designee shall provide subsequent monitoring and support for redesignated students, including but not limited to monitoring the performance of redesignated students in the core curriculum in comparison with their native-English speaking peers, monitoring the rate of redesignation, and ensuring correct classification and placement.

The Superintendent or designee shall develop a process to monitor the effectiveness of the district's program for English language learners. The district's program shall be modified as needed to help ensure language and academic success for each English language learner.

**Advisory Committees**

At the district level when there are more than 50 English language learners in the district and at each school with more than 20 English language learners, parent/guardian advisory committees shall be maintained to serve the advisory functions specified in law.

**EDUCATION FOR ENGLISH LANGUAGE LEARNERS (continued)**

Parents/guardians of English language learners shall constitute committee membership in at least the same percentage as their children represent of the total number of students in the school.

The district's English language advisory committee shall advise the Board on at least the following tasks:

1. The development of a district master plan of education programs and services for English learners, taking into consideration the school site plans for English learners
2. The districtwide needs assessment on a school-by-school basis
3. Establishment of a district program, goals and objectives for programs and services for English learners
4. Development of a plan to ensure compliance with applicable teacher or aide requirements
5. Administration of the annual language census
6. Review of and comment on the district's reclassification procedures
7. Review of and comments on the written notification required to be sent to parents/guardians pursuant to 5 CCR 11300-11316

In order to assist advisory members in carrying out their responsibilities, the Superintendent or designee shall ensure that committee members receive appropriate training and materials. This training shall be planned in full consultation with the members.

**BACKGROUND:**

The Board Policy and Administrative Regulation for Sale and Disposal of Books, Equipment, and Supplies has not been revised since March 2009.

This revision comes directly from the California School Boards Association (CSBA) and mostly changes the order and sequence of both the Board Policy and the Administrative Regulation. Therefore, rather than incorporating highlighted revisions in the existing BP and AR, the new BP and AR from CSBA is presented with the changes noted below:

Section	Paragraph	New Language	Revisions to Existing Language
<i>Board Policy</i>	New 2	The Board shall approve the price and terms of any sale or lease of personal property of the district.	
	New 3		Property not exceeding \$2,500 in value: Formerly in AR only, now in BP and AR. Revised to stipulate that value could be for one or more items.
	New 4		Value of property insufficient to defray costs of arranging sale: Formerly in AR only, now in BP and AR.
<i>Administrative Regulation</i>	New 5, 6, and 7	Equipment/Supplies Acquired with Federal Funds Section	
	Prior 7		School Buses section deleted as Education Code 42303 is no longer in existence

**RECOMMENDATION:**

It is recommended that the Board of Education review, approve, and adopt the proposed revisions to BP / AR 3270, "Sale and Disposal of Books, Equipment, and Supplies," in a second reading as presented.

**FISCAL IMPACT:**

This is a policy item. There is no fiscal impact.

**STUDENT ACHIEVEMENT IMPACT:**

Effective governance has a positive impact on student achievement.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item G.1.2.

## Business and Noninstructional Operations

### SALE AND DISPOSAL OF BOOKS, EQUIPMENT, AND SUPPLIES

The Governing Board recognizes its fiscal responsibility to maximize the use of district equipment, supplies, instructional materials, and other personal property while providing up-to-date resources that facilitate student learning and effective district operations. When the Board, upon recommendation of the Superintendent or designee, declares any district-owned personal property unusable, obsolete, or no longer needed, the Board shall determine the estimated value of the property and shall decide whether the property will be donated, sold, or otherwise disposed of as prescribed by law and administrative regulation.

The Board shall approve the price and terms of any sale or lease of personal property of the district.

If the Board members who are in attendance at a meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500 in value, the property may be sold without advertising for bids.

If the Board members who are in attendance at a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of in the local public dump. (Education Code 17546)

Instructional materials shall be considered obsolete or unusable by the district if they have been replaced by more recent editions or new materials selected by the Board, are not aligned with the district's academic standards or course of study, and have no foreseeable value in other instructional areas. Such materials may be sold or donated if they continue to serve educational purposes that would benefit others outside the district. Instructional materials are not appropriate for sale or donation if they meet any of the following criteria:

1. Contain information rendered inaccurate or incomplete by new research or technologies
2. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board policy
3. Are damaged beyond use or repair

The Superintendent or designee shall establish procedures to be used whenever the district sells equipment or supplies originally acquired under a federal grant or subgrant. Such procedures shall be designed to ensure the highest possible return.



Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

35168 Inventory, including record of time and mode of disposal

60510-60530 Sale, donation, or disposal of instructional materials

GOVERNMENT CODE

25505 District property; disposition; proceeds

CODE OF REGULATIONS, TITLE 5

3944 Consolidated categorical programs, district title to equipment

3946 Disposal of equipment purchased with state and federal consolidated application funds

UNITED STATES CODE, TITLE 40

549 Surplus property

CODE OF FEDERAL REGULATIONS, TITLE 2

200.0-200.521 Federal uniform grant guidance

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES

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

School Services of California, Inc.: <http://www.sscal.com>

Policy

Adopted: March 3, 2009

**SANTEE SCHOOL DISTRICT**

Santee, California

## **Business and Noninstructional Operations**

### **SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES**

#### **Instructional Materials**

Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be sold by the district. Alternatively, such materials may be donated to (Education Code 60510):

1. Another district, county free library, or other state institution
2. A United States public agency or institution
3. A nonprofit charitable organization
4. Children or adults in California or foreign countries for the purpose of increasing the general literacy of the people

Any organization, agency, or institution receiving obsolete instructional materials donated by the district shall certify to the Governing Board that it agrees to make no charge to any persons to whom it gives or lends these materials.(Education Code 60511)

At least 60 days before selling or donating surplus or undistributed obsolete instructional materials, the Superintendent or designee shall notify the public of the district's intention to do so through a public service announcement on a local television station, in a local newspaper, or by other means that will most effectively reach the entities described above. Representatives of those entities and members of the public also shall be notified of the opportunity to address the Board regarding the distribution of these materials.

Surplus or undistributed obsolete instructional materials which are unusable or which cannot be distributed as specified above may be disposed of by either of the following methods (Education Code 60530):

1. Mutilated as not to be salable as instructional materials and sold for scrap or for use in the manufacture of paper pulp or other substances at the highest obtainable price
2. Destroyed by any economical means, provided that the materials are not destroyed until at least 30 days after the district has given notice to all persons who have filed a request for such notice

#### **Equipment/Supplies Acquired with Federal Funds**

When the district has a need to replace equipment originally purchased with funds from a federal grant or subgrant, it may, subject to the approval of the agency that awarded the grant, trade in the

original equipment or sell the property and use the proceeds to offset the cost of the replacement property. (2 CFR 200.313)

When any original or replacement equipment or supplies acquired under a federal grant or subgrant are no longer needed for the original project or program or for other federally supported activities, the district may retain or sell such items or, if the item has a current fair market value of less than \$5,000, may otherwise dispose of the item in a manner approved by the Board. Whenever the district sells equipment or supplies that have a current fair market value of \$5,000 or more, it shall provide an amount to the federal agency equal to the agency's share of the current market value of the equipment or the proceeds from the sale of the equipment or supplies. (2 CFR 200.313, 200.314)

In the event that the district is provided equipment that is federally owned, the district shall request disposition instructions from the federal agency when it no longer needs the equipment. (2 CFR 200.313)

### **Other Personal Property**

The district may sell other surplus or obsolete district-owned personal property through any of the following methods:

1. The Superintendent or designee may advertise for bids by posting a notice in at least three public places in the district for at least two weeks, or by publishing a notice at least once a week for at least two weeks in a newspaper having a general circulation in the district and, if possible, publishing within the district. The district shall sell the property to the highest responsible bidder or shall reject all bids. (Education Code 17545, 17548)
  - a. Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee. (Education Code 17546)
2. The property may be sold by means of a public auction conducted by district employees, employees of other public agencies, or by contract with a private auction firm. (Education Code 17546)
3. The district may sell the property without advertising for bids under any of the following conditions:
  - a. The Board members in attendance at a meeting have unanimously determined that the property does not exceed \$2,500 in value. (Education Code 17546)
  - b. The district sells the property to agencies of the federal, state, or local government, to any other school district, or to any agency eligible under the federal surplus property law and the sale price equals the cost of the property plus the estimated cost of purchasing, storing, and handling. (Education Code 17540; 40 USC 549)

- c. The district sells or leases the property to agencies of the federal, state, or local government or to any other school district and the price and terms of the sale or lease are fixed by the Board and approved by the County Superintendent of Schools. (Education Code 17542)

Money received from the sale of surplus personal property shall be either deposited in the district reserve or general fund or credited to the fund from which the original purchase was made. (Education Code 17547)

Regulation  
Approved: March 3, 2009

**SANTEE SCHOOL DISTRICT**  
Santee, California

Board Policies and Bylaws Item G.1.3. Second Reading: AR 5030, Student Wellness  
Prepared by Karl Christensen  
February 7, 2017

**BACKGROUND:**

Each year, AR 5030, Student Wellness is reviewed to ensure that recent USDA and State requirements are incorporated.

The revisions to AR 5030, Student Wellness not only incorporate USDA changes but also include various recommendations made by Live Well San Diego.

**RECOMMENDATION:**

It is recommended that the Board of Education review, approve, and adopt the proposed revisions to AR 5030, "Student Wellness," in a second reading as presented.

**FISCAL IMPACT:**

This is a policy item. There is no fiscal impact.

**STUDENT ACHIEVEMENT IMPACT:**

Effective governance has a positive impact on student achievement.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item G.1.3.

**STUDENT WELLNESS**

The following regulations have been established as guidelines to reflect district practice in promoting student health and reducing childhood obesity:

**WELLNESS ADVISORY COMMITTEE**

**The Wellness Advisory Committee is charged with providing input on the Wellness Policy for the Board of Education.**

**NUTRITIONAL GUIDELINES FOR FOOD AVAILABLE AT SCHOOLS**

**Nutritional standards for all food and beverages including those served in the federally reimbursable meal programs, a la carte food sold by Child Nutrition Services, food sold by student organizations, food sold for fundraisers and any other food offered to students will strictly adhere to all laws and regulations of the federal, state, local governments, and the Santee School District Wellness Policy. These regulations will be in effect for services offered to students from midnight before to one half hour after school.**

- a) All meals offered by the Districts nutrition program shall meet **or exceed** all legal requirements for participation in the National School Lunch and Breakfast Programs.
- b) All menus will be food based using the USDA- Approved “Food Based Menu Planning” option.
- c) Only low fat and non-fat milk or 100% fruit juice shall be served for breakfast and lunch.
- d) ~~The Child Nutrition Department will increase the availability of whole wheat breads and pastas.~~ **All grains including bread, pasta, rice and cereal offered shall be whole grain rich.**
- e) The Child Nutrition Department will provide a variety of fresh fruits and vegetables daily **by offering salad bars consisting of fruits, vegetables, legumes, and other healthy foods from local sources to the greatest extent possible at all sites.**

**Menus and nutrition information for school meals shall be available to students, staff, and parents online and through the School Nutrition and Fitness app.**

**All eligible families shall be encouraged to apply for free and reduced meals. Applications will be provided to every household at the beginning of each school year. Online applications and printable copies will be available during the entire school year. Eligibility result letters shall be mailed home as soon as possible.**

## STUDENT WELLNESS

### Amount of Time Allowed for Students to Eat

**The District shall ensure students are provided adequate time to eat. As a general guideline, the District endeavors to provide students with at least 10 minutes to eat after sitting down for breakfast and 15 minutes after sitting down for lunch.** The Child Nutrition Department **District** shall continuously seek creative ways such as staggered lunches, additional serving lines, and “play **recess** first”, and ~~creative vending~~ to help eliminate long waits in line, thereby allowing students adequate time to eat, engage in physical activity, and socialize during their lunch period.

### **Drinking Water**

**To comply with the state and federal regulations, the District shall have clean drinking water available in all meal service areas.**

### **Child Nutrition Services Staff Training**

**All Child Nutrition services staff will receive required annual training in accordance with USDA professional standards requirements.**

### **Guidelines for Other Foods and Beverages Sold Outside Lunch Program**

Only compliant food and beverages may be sold on campus beginning midnight before school begins to one-half hour after school ends.

1. Compliant Snack Foods for Schools with Junior High Students are defined as:
  - a) No more than 35% of the total-calories from fat, (excluding nuts, nut butters, seeds, reduced-fat cheese, dried fruit + nut / seed combo), and
  - b) No more than 10% of the food’s total calories are from saturated fat (except reduced –fat cheese and dried fruit + nut/ seed combo), and
  - c) No more than 35% sugar by weight (excluding fruits, non –fried vegetables, dried fruit+nut/seed combo), and
  - d) Less than 0.5 grams trans-fat per serving (no exceptions), and
  - e) No more than ~~230~~ **200** milligrams sodium (no exceptions), and
  - f) No more than 200 calories per item / container ( no exceptions) ,and
  - g) Have fruit, vegetable, dairy, protein, or whole grain as the first ingredient, or
  - h) ~~Contain at least 10% Daily Value for calcium or potassium or Vitamin D or dietary fiber, or~~

**STUDENT WELLNESS**

- i) Be a combination food containing **at least two food groups that contain** at least  $\frac{1}{4}$  cup fruit or vegetable.
2. "Entrée" Food Items Must Be
- a) Meat /meat alternate and whole grain rich food; or
  - b) Meat /meat alternate and fruit or non-fried vegetable; or
  - c) Meat / meat alternate alone (cannot be yogurt, cheese, nuts, seeds or meat snacks - these are considered a snack, and

An entrée offered the day of or the day after on the reimbursable meal program menu sold a la carte must be;

- a) No more than 400 calories, and
- b) No more than 4 grams of fat per 100 calories.

An entrée sold by any other entity (PTA, student organization, etc.) must be:

- a) No more than 35% calories from fat, and
- b) No more than 10% calories from saturated fat, and
- c) No more than 35% sugar by weight, and
- d) No more than 0.5 grams' trans-fat per serving, and
- e) No more than 480 milligrams sodium, and
- f) No more than 350 calories, and
- g) Have fruit, vegetable, dairy, protein, or whole grain as the first ingredient, or
- ~~h) Contain more than 10% Daily Value for calcium or potassium or Vitamin D or dietary fiber, or~~
- i) Be a combination food containing **at least two food groups that contain** at least  $\frac{1}{4}$  cup of fruit or vegetable.

**Guidelines for Compliant Beverages for Schools with Junior High Students**

Compliant Beverages are as follows:

1. Fruit and vegetable juices containing:
  - a) At Least 50% juice
  - b) No added sweeteners
  - c) No more than 12 ounces per serving.
2. Milk
  - a) From cows or goats, and
  - b) 1% (unflavored non-fat (flavored or unflavored), and
  - c) Contain vitamins A and D, and
  - d) At least 25% of the Daily Value of calcium per 8 ounces, and



**STUDENT WELLNESS**

- e) No more than 28 grams of total sugar per 8 ounces.
- f) No more than 12 fluid ounces.
  
- 3. Non - Dairy Milk
  - a) Nutritionally equivalent to milk (see 7CFR 210.10(d)(3),220.8(i)(3), and
  - b) No more than 28 grams of total sugar per 8 fluid ounces, and
  - c) No more than 5 grams of fat per 8 fluid ounces.
  - d) No more than a 12 ounce serving size.
  
- 4. Water
  - a) No added sweeteners.
  - b) No serving size limit.

**Compliant Foods for K-6 Schools:**

- 1. Can only be a:
  - a) Fruit
  - b) Non - fried vegetable
  - c) Dairy Food
  - d) Nuts, Seeds, Legumes, Eggs, Cheese (allowable protein foods)
  - e) Whole grain item,

- and -
  
- 2. Must meet the following:
  - a) No more than 35% of calories from fat excluding nuts, nut butters, seeds, reduced-fat cheese, dried fruit and nut/seed combo, and
  - b) No more than 10% calories from saturated fat (except reduced- fat cheese, dried fruit +nut /seed combo), and
  - c) No more than 35% sugar by weight, (except fruits, non- fried vegetables, dried fruit +nut /seed combo, and
  - d) Less than 0.5 grams' trans-fat per serving (no exceptions), and
  - e) No more than 230 **200** milligrams sodium (no exceptions), and
  - f) No more than 175 calories per snack item / container (no exceptions)

-or-

**Compliant Beverages for K-6 Schools**

- 1. Fruit and vegetable juice
  - a) At least 50% juice, and
  - b) No added sweeteners, and
  - c) No more than 8 fluid ounce serving size.

**STUDENT WELLNESS**2. Milk

- a) From cows or goats, and
- b) 1% (unflavored), nonfat (flavored, unflavored), and
- c) Contain Vitamins A and D, and
- d) At least 25% of the calcium Daily Value per 8 fluid ounces, and
- e) No more than 28 grams of total sugar per 8 ounces, and
- f) No more than 8 fluid ounce serving size.

3. Non – Dairy Milk

- a) Nutritionally equivalent to milk (see 7 CFR 210.10(d)(3),220.8(i)(3)), Must contain per 8 fluid ounces at least:
  - 276 mg calcium
  - 8 grams of protein
  - 500 IU Vitamin A
  - 100 IU Vitamin D
  - 24 mg magnesium
  - 222 mg phosphorus
  - 349 mg potassium
  - 0.44 mg riboflavin
  - 1.1 mcg Vitamin B12, and
- b) No more than 28 grams of total sugar per 8 fluid ounces, and
- c) No more than 5 grams' fat per 8 fluid ounce, and
- d) No more than 8 fluid ounce serving size.

4. Water

- a) No added sweeteners
- b) No serving size

**Fundraising with Food/Beverages**

## Student Organizations at Schools with Junior High Students

*(Reference: California Code of Regulations Section 15501)*

*Effective during or after school hours. (Midnight before school begins to 30 minutes after the school day ends). Applies ONLY to food and beverage sales by student organizations.*

1. Up to three categories of foods or beverages may be sold each day (e.g. chips, sandwiches, juices etc.).
2. Food and beverage item(s) must be pre- approved by the Governing Board of the school district.

**STUDENT WELLNESS**

- 3. Only one student organization *may* be allowed to sell each day.
- 4. Food(s) and beverages cannot be prepared on campus.
- 5. The food or beverage categories sold cannot be the same as the categories sold in the food service program at that school during the same school day.
- 6. In addition to one student organization sale each day, any and all student organizations may sell on the same designated four days per year. School administration may set these dates.

**Fundraising with Food/Beverages by Non - Student Organizations and Other Food-Sales Taking Place Midnight Before School Begins to One-Half Hour After School Ends.**

All entities must sell food and beverages that adhere state and federal food sales regulations as listed above.

**Snacks and Beverages Served (Not Sold)**

Snacks served during the school day and in after school care or enrichment programs shall meet or exceed the guidelines listed above. The school day is defined as midnight before school begins to one half hour after school ends.

**Rewards, Celebrations & School Sponsored Activities**

Rewards, celebrations, or school sponsored activities that include federally regulated non-compliant food will be limited to once per month. Celebrations will only be planned after lunch.

**Role Models**

Santee School District staff is encouraged to serve as positive role models by promoting a healthy and active lifestyle.

**Adequate Facilities**

The Santee School District will strive to provide lunchroom facilities that are adequate, enjoyable, and promote a healthy atmosphere for students.

**GOALS FOR NUTRITION/HEALTH EDUCATION (Reference Board Policy 6142.8(a))**

- a) Students in pre K – 8 grades will receive nutrition education that provides the knowledge they need to adopt healthy lifestyles.
- b) Nutrition education will be integrated into curricular areas and will include developmentally appropriate, participatory activities.
- c) Nutrition education shall be linked to the cafeteria through events and opportunities that promote nutrition education.**

**STUDENT WELLNESS**

- d) **Staff is encouraged to integrate hands-on experiences with school gardens to include but not be limited to composting, planting, and harvesting.**
- e) Education will promote fruits, vegetables, whole grain products, proteins, low-fat, low-glycemic, and low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices including water consumption and vitamins and minerals.
- f) Education provides a balance between food intake and energy expenditure (physical activity/exercise); links with school meal programs, other school foods, and nutrition-related community services; teaches media literacy with an emphasis on food marketing.
- g) Training for teachers, staff, and parents/guardians will be included in the educational process.
- h) Provide parents/guardians nutritional information to support a healthy lifestyle.

**GOALS FOR PHYSICAL ACTIVITY AND OTHER SCHOOL-BASED ACTIVITIES**  
**(Reference Board Policy 6142.7(a))**

- a) **Daily Physical Education (PE) 1 – 8.** All students in grades 1 – 8, including students with disabilities, special health-care needs, and in alternative educational settings, will participate in moderate to vigorous physical education for a minimum of 200 minutes every 10 days (Education Code Section 51210) for the entire school year. Instructors of physical education will be provided the necessary training to be “qualified and trained” physical education teachers. Students will be expected to participate in moderate to vigorous physical activity during physical education time. Student involvement in other activities involving physical activity (e.g. after-school intramural sports programs) will not be substituted for meeting the physical education requirement.

**Moderate Physical Activity Defined.** Movement that causes moderate increases in breathing, sweating, and heart rate. Such activities include brisk walking, active play, active housework, and gardening.

**Vigorous Physical Activity Defined.** Movement that causes heavy breathing and sweating and large increases in heart rate. Examples of such activities include jogging, aerobic dancing, biking, swimming, skating, soccer or other active sports.

- b) **Daily Recess.** ~~It is recommended that elementary school students will have a daily supervised recess, preferably outdoors, during which schools would encourage physical activity.~~ **The District recognizes that recess provides a necessary break in the day for optimizing children’s development and that cognitive processing and academic performance depend on regular breaks from concentrated work.**

**STUDENT WELLNESS**

- c) **All elementary grades will offer no less than 15 minutes of recess on all or most days during the school year. This policy may be waived on early dismissal days.**
- d) **Outdoor recess will be offered when weather is feasible for outdoor play. In the event that the school or District must conduct indoor recess, teachers and staff will provide activities that promote physical activity for students to the extent practicable. Recess will complement not substitute for the physical education class. Recess monitors or teachers will encourage students to be active and will serve as role models by being active alongside the students whenever feasible.**
- e) **Physical Activity Opportunities Before and After School.** Santee School District will investigate extracurricular physical activity programs, such as physical activity clubs or intramural programs.
- ~~The Wellness committee will evaluate and recommend free and fee-based programs for site use.~~ The committee will research activities that meet the needs, interests, and abilities of all students. After-school childcare and enrichment programs will provide and encourage daily periods of moderate to vigorous activity for all participants.

**Integrating Physical Activity into the Classroom Setting**

For students to receive the nationally recommended amount of moderate to vigorous daily physical activity (at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- a) classroom health/nutrition education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- b) sites will be provided program opportunities to support physical activity on campus (before, during, after school programs);
- c) families will also be provided program opportunities to support physical activity at home/outside of school (before and after school programs).

**PLAN FOR MONITORING IMPLEMENTATION**

Policy implementation will occur in three phases:

- Phase One: Education of policy language to staff, students, parents, and community.
- Phase Two: Education of nutritional guidelines, healthy eating habits, physical education standards implementation and delivery.
- Phase Three: Development of nutrition standards and delivery.

**STUDENT WELLNESS**

The Santee School District School Board should be involved in establishing the goals for the school wellness policy, success indicators, reporting methodology, and frequency of reporting to the Board.

The Superintendent or designee ~~should~~ **shall** ensure district wide and individual school compliance with the adopted school wellness policy.

The principal or designee ~~should~~ **shall** ensure individual school compliance.

The Superintendent or designee ~~should~~ **shall** report ~~on a bi-annual basis~~ **at least every two years** as determined by the Board, on wellness policy compliance to the Board, ~~the~~ **the** Board Advisory Wellness Committee ~~representatives~~, parent/teacher organizations, and school administrators.

*Legal Reference:*

EDUCATION CODE

49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49493 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act

49540-49536 Childcare food program

49547-49548.3 Comprehensive nutrition services

49550-49560 Meals for needy students

49565-49565.8 California Fresh Start pilot program

49570 National School Lunch Act

51222 Physical education

51223 Physical education, elementary schools

CODE OF REGULATIONS, TITLE 5

15500-15501 Food sales by student organizations

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

15575-15578

UNITED STATES CODE, TITLE 42

1751-1769 National School Lunch Program, especially:

1751 Note Local wellness policy

*Legal Reference (continued):*

1771-1791 Child Nutrition Act, including:

1773 School Breakfast Program

1779 Rules and regulations, Child Nutrition Act

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

210.11-220.12

Administrative Regulation  
adopted: July 19, 2011  
Revised: January 27, 2015

**SANTEE SCHOOL DISTRICT**  
Santee, California

Board Policies and Bylaws Item G.1.4. Second Reading: AR 3300, Expenditures and Purchases  
Prepared by Karl Christensen  
February 7, 2017

**BACKGROUND:**

The California Department of Education (CDE) conducts reviews and audits of agencies that receive federal funds to offer School Nutrition Programs. These funds are governed and overseen by the United States Department of Agriculture (USDA).

USDA regulations now require agencies that operate School Nutrition Programs to develop procurement procedures specific to School Nutrition Program funds and to have these procedures adopted by their Governing Boards.

BP 3300, Expenditures and Purchases currently has no accompanying Administrative Regulation. Administration recommends adding an AR to this Board Policy to incorporate procurement procedures for the Child Nutrition Department.

**RECOMMENDATION:**

It is recommended that the Board of Education review, approve, and adopt the proposed AR 3300, "Expenditures and Purchases," in a second reading as presented.

**FISCAL IMPACT:**

This is a policy item. There is no fiscal impact.

**STUDENT ACHIEVEMENT IMPACT:**

Effective governance has a positive impact on student achievement.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item G.1.4.

## PROCUREMENT PROCEDURES

### PROCUREMENT PLAN FOR SCHOOL NUTRITION PROGRAM

Procurement is the multistep process for acquiring the best possible goods and services at the lowest possible price. The District will purchase food and other items for use in the School Nutrition Programs (SNP) in compliance with 2 CFR Part 200, State and District regulations, using the procedures outlined below.

The primary purpose of this procurement plan is to ensure that open and free competition exists to the maximum extent possible. The Board of Education believes that competition helps ensure that goods, equipment, and services will be obtained at the lowest possible cost. The procurement procedures used by the District will not unduly restrict or eliminate competition.

When making procurement decisions for the SNP, the District will follow the following four fundamentals:

1. Follow the Buy American provision and purchase food to the maximum extent possible grown and processed in the US.
2. Follow the more restrictive bid threshold, whether it be the federal, state or local threshold
3. Ensure that full and open competition exists to the maximum extent possible.
4. Award contracts to the most responsible and responsive bidders.

Prior to beginning the procurement procedures outlined in this document, the District will:

1. Complete a needs assessment and an accurate forecast – to the best ability of the District.
2. Determine that the items are necessary and do not duplicate items and/or bid(s) the District already has in place.
3. With equipment, the District will determine the most economical approach – lease vs. buy – prior to preparing a solicitation.
4. Determine the bid threshold in order to determine what method of procurement will be used for the goods or services.
5. Develop specifications for products needed including details such as product descriptions and requirements for goods or services. Descriptions must not unduly restrict competition. The description must describe the minimum essential characteristics and standards to which the product must conform.
6. Develop evaluation criteria if using a Request for Proposal (RFP) prior to releasing the bid document.

### PROCUREMENT OPTIONS

#### Micro Purchase Procedures

Micro Purchase procedures will be used to purchase goods and services that are needed on an emergency basis, for special or last minute catering events or for items needed only occasionally.



## PROCUREMENT PROCEDURES

Micro purchasing procedures shall be used under the following conditions:

- a. The aggregate value of the *single* transaction is under \$3500.
- b. The District considers the price to be reasonable.
- c. The determination that the price is reasonable is documented and included in the procurement file. Prices found on the internet can be used to verify that the price the District is paying is reasonable.
- d. Micro purchases are equally distributed among qualified suppliers. For emergency equipment repair, repair work will be distributed amongst those vendors who are familiar with the brand of equipment the District uses, are authorized to work on that brand by the manufacturer, and can respond within 24 hours.

### Small Purchase Procedures

Small Purchase procedures will be used to purchase goods, equipment, office supplies, and services where the aggregate cost is less than the more restrictive bid threshold whether it be the federal, state, or local threshold and greater than \$3,500.

When small purchase procedures are used, the following conditions must be met:

1. The goods, equipment, or services to be purchased will be adequately and consistently described for each prospective vendor so that each one can provide price quotes on the same merchandise or service. These specifications may be either verbal or written. It is not necessary to send price quotes in writing, but it is the preferred method. Both written and verbal methods must be documented.
2. Specifications/food descriptions must be sent by fax or e-mail or communicated by telephone or in person to an adequate number of vendors. A list of potential vendors will be developed, maintained, and added to throughout the course of the school year. During the summer, the District will solicit their interest level in being added to the small purchase procurement list. The District will network with other School District Food Service Department personnel to obtain vendor contact information, as well as to obtain feedback regarding service and product quality. The list developed will be used to contact interested vendors throughout the school year. Vendors will be added to this list upon request.
3. Responses from vendors can be either in the written or verbal form. Verbal quotes must be documented.
4. Price quotation responses will be retained by the District in the Purchasing or Child Nutrition Services Department with other program documentation and records for a period of three (3) years after the end of the fiscal year to which they pertain or until the findings of audits are resolved.

## PROCUREMENT PROCEDURES

### Competitive Formal Procurement

Competitive Formal Procurement, Information for Bid (IFB) or Request for Proposal (RFP), will be used to purchase goods, equipment, and services where the aggregate cost is greater than the more restrictive bid threshold whether it be the federal, state, or local threshold. When competitive formal procurement procedures are used, the following conditions, stipulations, and terms must be met:

1. The bid must be free of actions that might inhibit competition and allow the vendor adequate time to complete the bid.
2. The bid must be advertised and include the general nature of the goods or services to be procured; method of procurement that will be used; how the vendor can obtain more information; and the due date for responses to the bid. The bid must be publically advertised once a week for 2 weeks in a newspaper of general circulation per California Public Contract Code section 20112. The bid may also be advertised on the District website.
3. Bids shall be solicited from an adequate number of known suppliers in sufficient time prior to the date set for the opening of the bids. Bids will be mailed or emailed to those vendors who have previously requested to do business with the District.
4. The date that all addenda, changes, or answers to questions will be posted regarding the bid must be included in the original bid document as well as the website where the answers will be posted.
5. The invitations for bid will clearly define the items or services needed in order for the bidders to be able to properly respond. This includes product specifications and general purchasing conditions.
6. Vendors wishing to bid on the contract may not assist the District in the development of the bid or the specifications for product/goods.
7. The bid document must contain the following written requirement: "All rebates, discounts, and other applicable credits must be returned to the District".
8. Any and all bids may be rejected when there is sound documented reasons in the best interest of the District.
9. Bid award will be based on low bid after verifying that the vendor with the low bid is responsive and responsible, meets the product specifications, and after performing a cost analysis.
10. When using a Request for Proposal (RFP) in compliance with federal and state guidelines, the evaluation criteria must be included in the bid package and price must be the highest weighted factor. In addition to price, the evaluation criteria may include categories such as: Flavor & Quality, Past Performance, Minimums, Delivery Days and Times. A description of the Scoring System must be included in the RFP which will explain the scoring criteria for each category.
11. During the evaluation phase, evaluation criteria other than price must first be evaluated prior to evaluating price. There should be a committee of at least 2 persons who did not write the bid to evaluate the technical criteria of the RFP. The RFP is to be awarded to the most responsive, responsible vendor who submitted the lowest price as determined by the evaluation criteria.

**PROCUREMENT PROCEDURES**

12. Responses from vendors must be in writing; signed by the authorized authority to submit the bid, and be returned in a sealed envelope on or before the date and time specified and to the place specified in the bid documents.
13. Bids not received on time shall be returned to the vendor unopened.
14. Bid proposals shall be retained by the District with other program documentation and records for a period of three (3) years after the end of the fiscal year to which they pertain or until the findings of audits are resolved.
15. The recommendation for bid award must be submitted to the District's Board for the award of the bid.
16. When the District chooses, purchases may be made through a cooperative agreement or piggybacking with other school districts when all legal procurement procedures are followed as required.
17. For cooperative purchasing, the District must maintain on file for the current year plus three (3) additional years, a copy of the bid; proof of advertising; and bid award documents from the District's Board.

For piggybacking, the District must obtain documentation from the district awarding the bid of the vendor awarded the bid and proof that the bid is piggybackable. A copy of the bid, including the piggyback clause, proof of advertising, and proof of award from the awarding district's Board must be kept on file for the current year plus three (3) additional years.

**Non-Competitive Proposal (Sole Source)**

Non-Competitive proposals shall be used only when procurement is not feasible under the Small Purchase procedures and the Competitive Formal Procurement methods. The decision to use a non-competitive proposal shall be justified in writing, approved by CDE, and be available for audit and review.

Circumstances under which procurement may be conducted by non-competitive proposal shall be limited to one of the following:

1. The merchandise or service is available only from a single source.
2. An emergency exists, and the urgency for the requirement will not permit the delay involved with sealed bids (formal advertising) or competitive proposal.
3. After solicitation from a number of sources, competition is found to be lacking.

**Geographic Preference**

The 2008 USDA Farm Bill encourages purchase of locally grown and raised agricultural products, to the maximum extent practical and appropriate, and allows School Food Authorities to apply a geographic preference option in solicitations for such products. The District will include the following language in bid documents to encourage local purchases without being so restrictive as to limit the number of qualified firms that may compete for a contract: *The District will purchase to*

**PROCUREMENT PROCEDURES**

*the maximum extent possible, local produce sourced within the state of California and within a 350-mile radius of the county of San Diego.*

**PROTEST PROCEDURES**

Refer to Administrative Regulation 3311(a) Bids

**BRAND NAME OR EQUIVALENTS**

- A. When a brand name and code is used in the product description, the description will always include an "or equal" clause
- B. A copy of the specified brand/code will be posted on the District website at [www.santeesd.net](http://www.santeesd.net) so vendors can verify the product they are bidding is actually an equal.
- C. Vendors bidding an item as "equal" product may be required to furnish to the District a product specification sheet and a sample case for testing and verification as an "or equal" product.

**CONTRACT MANAGEMENT**

Vendors shall be monitored to ensure compliance with contract requirements. This can include:

1. **PRODUCT INSPECTION:** All items are subject to inspection by the District. Defective items must be made good by the successful vendor, and unsuitable items may be rejected. Any item found to be defective must be corrected to the District's satisfaction prior to payment.
2. **RIGHT TO AUDIT:** For contracts with fixed cost plus delivery fee, the District shall audit a minimum of 10 awarded items at a minimum of twice yearly to verify vendor is charging the correct fixed pricing.
3. **PRICING DISCREPANCY PENALTY:** The District shall verify all pricing on invoices with awarded bid pricing prior to payment. Should a vendor overcharge the District for any item, the District will request full reimbursement for the overcharge. The second time the vendor is notified of an overcharge, the District will assess an additional two hundred percent (200%) penalty.

**CONTRACTOR INVOLVEMENT**

Potential vendors shall not be allowed to assist the District in developing the specifications, bid documents or contracts.

When possible, small and minority businesses, Women's business enterprises and labor surplus area firms may be given preference as outlined in board policy.

Successful bidders must certify that they practice equal employment opportunity and that they do

**PROCUREMENT PROCEDURES**

not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. The successful bidder shall take affirmative actions to insure that applicants are employed, and that employees are treated fairly during their employment, without regard to their race, religion, color, sex or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising, lay-off, termination; rates of pay or other form of compensation; and selection for training, including apprenticeship.

The District shall require the successful bidder to provide proof of having and maintaining during the life of any contract with the District, Public Liability and Property Damage Insurance to protect the successful bidder and the District from all claims for personal injury, including accidental death, as well as from all claims for Property Damage arising from the operations of any contract into which the District enters. The minimum amounts of such insurance shall be:

- Bodily Injury and Accidental Death Liability Insurance including auto (both owned and non-owned): Not Less Than \$1,000,000/\$1,000,000 Aggregate
- Property Damage Liability Insurance including auto (both owned and non-owned): Not Less Than \$1,000,000 Aggregate.
- Insurance certificate must name the District as additional insured.
- The Insurance Certificate must be submitted by the successful bidder to the District prior to start of deliveries.

The District shall not enter into a contract with any company or individual that has been debarred or suspended.

Vendors awarded contracts are required to submit a completed Affidavit of Noncollusion, Debarment and Suspension Certificate, Certification of Lobbying, and Disclosure of Lobbying activities. These forms will be included in the proposal package and must be completed prior to commencement of work.

Regulation Approved:

SANTEE SCHOOL DISTRICT  
Santee, California

## Item H. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

### Item I. CLOSED SESSION

*Citizens wishing to address the Board about a Closed Session item are requested to submit a Request to Speak card in advance. The Board invites citizens at this time to address the Board about any of the items listed under Closed Session*

*The Board will go into Closed Session to discuss:*

1. **Public Employee Discipline/Dismissal/Release** (Gov't. Code § 54957)
2. **Conference with Legal Counsel – Existing Litigation** (Govt. Code § 54956.9)
  - *OAH Case No. 2016120670*
3. **Conference with Labor Negotiator** (Gov't. Code § 54956.8)  
*Purpose: Negotiations*  
*Agency Negotiators: Tim Larson, Assistant Superintendent*  
*Employee Organization: Santee Teachers Association (STA)*
4. **Conference with Labor Negotiator** (Gov't. Code § 54956.8)  
*Purpose: Negotiations*  
*Agency Negotiators: Tim Larson, Assistant Superintendent*  
*Employee Organization: Classified School Employees Association (CSEA)*
5. **Conference with Real Property Negotiators** (Gov't. Code § 54956.8)  
*Property:*
  - *10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)**Agency Negotiator: Karl Christensen, Assistant Superintendent*
6. **Public Employee Performance Evaluation** (Gov't. Code § 54957)  
*Superintendent*

### Item J. RECONVENE TO PUBLIC SESSION

### Item K. ADJOURNMENT

Agenda Items H, I, J, and K.