



Santee School District

SCHOOLS:

Cajon Park
Carlton Hills
Carlton Oaks
Chet F. Harritt
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

**BOARD OF EDUCATION
REGULAR MEETING
A G E N D A
March 19, 2013**

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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6:00 Tierra Del Sol PTA Reception and Annual Meeting	
A. OPENING PROCEDURES – 7:00 p.m.	5
1. Call to Order and Welcome	
2. District Mission	
3. Pledge of Allegiance	
4. Approval of Agenda	
B. REPORTS AND PRESENTATIONS	
1. Superintendent's Report	
1.1. Developer Fees Collection Report	7
1.2. Use of Facilities Report	8
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2. Recognition of ICOC Outgoing Member: Jim Montague	12
3. Spotlight on Learning: Pepper Drive School Presentation	13
C. PUBLIC COMMUNICATION	14
<i>During this time, citizens are invited to address the Board of Education about any item <u>not</u> 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>	

BOARD OF EDUCATION · Dustin Burns, Dianne El-Hajj, Ken Fox, Elana Levens-Craig, Barbara Ryan
DISTRICT SUPERINTENDENT · Cathy A. Pierce, Ed.D.

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

D. CONSENT ITEMS

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

Superintendent

- 1.1. **Approval of Minutes** 16
It is recommended that the Board of Education approve meeting minutes.
- 1.2. **Approval of Memorandum of Understanding (MOU) with the North County Professional Development Federation (NCPDF)** 23
It is recommended that the Board of Education approve the MOU with the North County Professional Development Federation through June 2014.
- 1.3. **Approval of Revised Job Description for Assistant Superintendent, Human Resources and Pupil Services** 27
It is recommended that the Board of Education approved the revisions to the job description for Assistant Superintendent, Human Resources and Pupil Services.

Business Services

- 2.1. **Approval/Ratification of Travel Requests** 31
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. **Approval/Ratification of Expenditure Warrants** 33
It is recommended that the Board of Education approve and ratify the expenditure warrants for the month of February 2013.
- 2.3. **Approval/Ratification of Purchase Orders** 35
It is recommended that the Board of Education approve and ratify purchase orders for the month of February 2013 as presented in the item.
- 2.4. **Approval/Ratification of Revolving Cash Report** 42
It is recommended that the Board of Education approve/ratify revolving cash checks as listed.
- 2.5. **Acceptance of Donations** 44
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.
- 2.6. **Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)** 45
It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the month of February 2013.
- 2.7. **Extension of Agreement with Riverview Church for Use of Facilities at Cajon Park School** 49
It is recommended that the Board of Education approve an extension of the agreement with Riverview Church for Use of Facilities at Cajon Park School.
- 2.8. **Amendment to Agreement with County of San Diego for Regional Communication System** 50
It is recommended that the Board of Education approve the amendment to the agreement with the County of San Diego for the Regional Communication System.

Capital Improvement Program	53
3.1. <u>Acceptance of 2011-12 General Obligation Bonds Building Fund Financial and Performance Audit</u>	
It is recommended that the Board of Education accept the 2011-12 General Obligation Bonds Building Fund Financial and Performance Audit.	
Educational Services	55
4.1. <u>Approval of Revised Local Education Agency (LEA) Plan for 2012-2013</u>	
It is recommended that the Board of Education approve the 2013 revision of the Local Education Agency Plan 2010-2015.	57
4.2. <u>Approval of Student Teaching Agreement with Western Governors University</u>	
It is recommended that the Board of Education approve the Student Teaching Agreement with Western Governors University.	63
4.3. <u>Approval of Alternative School of Choice Waiver 2013-2015</u>	
It is recommended that the Board of Education approve the Alternative School of Choice Waiver 2013-2015.	
Human Resources/Pupil Services	66
5.1. <u>Personnel, Regular</u>	
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations and dismissals.	68
5.2. <u>Approval of Short Term Positions</u>	
It is recommended that the Board of Education approve the short term positions listed in the item.	
E. DISCUSSION AND/OR ACTION ITEMS	
<i>Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.</i>	
Business Services	70
1.1. <u>Increase to Paid Lunch Price</u>	
It is recommended that the Board of Education approve an increase to the price of a paid student lunch from \$2.25 to \$2.50 effective July 1, 2013.	72
1.2. <u>Use of Facilities Rates</u>	
This is an information item. Action is at the discretion of the Board of Education.	
Human Resources/Pupil Services	73
2.1. <u>Adoption of Resolution No. 1213-18 to Layoff Identified Classified Non-Management Positions</u>	
It is recommended that the Board of Education adopt resolution no. 1213-18 to lay off identified classified non-management positions.	
F. BOARD POLICIES AND BYLAWS	

1.	<u>First Readings</u>	76
1.1	<u>First Reading: Revised Board Policy BP 4354.1, Early Retirement Health Benefits for Management/Confidential Employees</u> Revised BP 4354.1 is presented for a first reading. No action is requested.	
2.	<u>Second Readings</u>	78
2.1.	<u>Second Reading: Revised Board Policy 1312.3 Uniform Complaint Procedures</u> Revised Board Policy 1312.3 Uniform Complaint Procedures is presented for a second reading and request for approval.	88
G.	BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS	89
H.	CLOSED SESSION	
1.	<u>Conference with Labor Negotiator</u> (Govt. Code § 54956.8) <i>Agency Negotiator: Karl Christensen, Assistant Superintendent</i> <i>Employee Organizations: Santee Teachers Association</i>	
2.	<u>Conference with Labor Negotiator</u> (Govt. Code § 54956.8) <i>Purpose: Negotiations</i> <i>Agency Negotiator: Karl Christensen, Assistant Superintendent</i> <i>Employee Organization: Classified School Employees Association</i>	
3.	<u>Conference with Real Property Negotiators</u> (Govt. Code § 54956.8) <i>Property Address:</i> <ul style="list-style-type: none">▪ <i>Parcels 383-112-05 and 383-112-28 located on the north side of Prospect Avenue east of Marrokal Lane (known as the Renzulli Site)</i>▪ <i>10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)</i> <i>Agency Negotiator: Karl Christensen, Asst. Superintendent, Business Services</i>	
4.	<u>Public Employee Performance Evaluation</u> (Govt. Code § 54957) <i>Superintendent</i>	89
I.	RECONVENE TO PUBLIC SESSION	89
J.	ADJOURNMENT	

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 April 16, 2013, 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:

El-Hajj
 Fox
 Burns
 Ryan
 Levens-Craig

OPENING PROCEDURES ITEM A.

1. Call to Order and Welcome – 7:00 p.m.

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 March 19, 2013 regular meeting

Agenda Item A.

Reports and Presentations Item B.1. Superintendent's Report
Prepared by Cathy A. Pierce, Ed.D.
March 19, 2013

The following items are presented for Board information:

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

Agenda Item B.

**DEVELOPER FEES COLLECTION REPORT
2012-13
CUMULATIVE THROUGH MARCH 4, 2013**

Residential Rate: \$1.98 per square foot over 500 - effective 6/17/12

Commercial Rate: \$0.32 per square foot - effective 6/17/12

Self Storage Rate: \$0.14 per square foot - effective 4/20/10

COM	RES	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
X		10946 Woodside Avenue North	06/27/12	3,245	\$1,038.40	HC
	X	8780 Carlton Oaks Drive	06/27/12	2,304	\$4,561.92	CO
X		254 Town Center Parkway (Buffalo Wild Wings)	08/03/12	7,997	\$2,559.04	RS
	X	8340 O'Connell Road	08/16/12	3,216	\$6,367.68	PD
X		9336 Abraham Way (Scantibodies)	09/27/12	5,692	\$1,821.44	HC
X		9418 Mission Gorge Road (Chick-Fil-A)	10/02/12	4,734	\$1,514.88	RS
X		10350 Mission Gorge Road	10/16/12	480	\$153.60	RS
	X	1400-1415 Katie Lane, 1301-1313 Las Brisas Drive	10/26/12	782	\$1,548.36	PA
	X	9317 Pebble Beach Dr	12/03/12	1,590	\$3,148.20	CO
X		10055, 10075, 10095 Mission Gorge Rd	12/05/12	18,300	\$5,856.00	PA
	X	9256 Galstan Dr	12/18/12	803	\$1,589.94	SC
X		9216 Abraham Way	01/07/13	248	\$79.36	HC
	X	9450 Via Zapador	01/08/13	0	\$0.00	PA
X		10770 Rockville St	01/16/13	1,196	\$382.72	HC
	X	Lennar (Lots 152, 157-159 pd per mitig 2-2-2010)	01/22/13	13,229	\$0.00	PD
	X	Lennar (Lots 119-122 pd per mitig 2-2-2010)	01/22/13	13,229	\$0.00	PD
TOTAL PAGE 1					\$30,621.54	

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

**Fee Exempt - Senior / Elder Care Facility

***Fee Exempt - Less than 500 square feet

Requests For Use Of Facilities - March 19, 2013

Group	Location	Date	Days	Time	Attendance	Fees Applied
Cajon Park PTSA (Father/Daughter Dance)	Multi-Purpose	3/15/13	Friday	5:00 pm - 9:00 pm	350	
Carlton Hills PTA (Mother/Daughter Event)	Multi-Purpose	5/11/13	Saturday	10:30 am - 2:30 pm		\$60.50
PTA (School Picnic)	Lower Field/Upper Campus	6/15/13	Saturday	10:00 am - 4:00 pm	100	\$60.50
Prospect Avenue (PRIDE Academy) Grossmont Adult Education (Adult ESL Class)	Project Safe Portable	1/8/13 - 6/13/13	Mon - Thurs	8:30 am - 11:30 am	20	
AdvoCare (Business Meeting)	Multi-Purpose	3/9/13 & 4/6/13	Saturday	10:00 am - 12:00 pm	50 - 70	\$312.00
CSEA (Ratification/Voting)	Multi-Purpose	3/14/13 - 6/13/13	Thursday	4:15 pm - 6:00 pm	200	
CSEA (Ratification/Voting/Meeting)	Multi-Purpose	9/13/13 - 12/13/13	Thursday	4:15 pm - 6:30 pm	165+	
Rio Seco Santee ERC/English Learner Dept. (DELAC Meeting)	Multi-Purpose	3/1/13	Friday	8:00 am - 10:30 am	40	
English Learner Dept. (Reclassification Ceremony)	Multi-Purpose	3/21/13	Thursday	6:00 pm - 7:30 pm	300	
Sycamore Canyon PTA	Playground/Lower Field	3/10/13	Sunday	12:00 pm - 4:30 pm	125	

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

Santee School District
ENROLLMENT REPORT
 3/8/2013
 Month 7 Week 3

SCHOOL	REGULAR ED										SDC				Total All					
	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	03/08/13	03/09/12	# Diff	% Diff	03/08/13	03/09/12	# Diff	% Diff	03/08/13	03/01/13	# Diff
Cajon Park	107	109	97	111	114	126	106	109	124	1003	951	52	5.5%	63	68	-5	-7.4%	1066	1063	3
Carlton Hills	53	39	38	44	40	39	50	60	98	461	484	-23	-4.8%	30	28	2	7.1%	491	491	0
Carlton Oaks	83	72	92	83	89	73	93	111	99	795	824	-29	-3.5%	53	62	-9	-14.5%	848	850	-2
Chet F. Harritt	60	58	69	57	78	51	48	51	59	531	568	-37	-6.5%	0	0	0	0.0%	531	533	-2
Hill Creek	72	69	84	79	93	93	69	78	81	718	740	-22	-3.0%	15	19	-4	-21.1%	733	734	-1
Pepper Drive	94	93	90	86	76	80	72	82	89	762	749	13	1.7%	10	9	1	11.1%	772	771	1
Prospect Ave	68	72	53	67	51	56	49	54	66	536	527	9	1.7%	0	0	0	0.0%	536	536	0
Rio Seco	104	120	83	101	109	106	113	95	122	953	927	26	2.8%	42	49	-7	-14.3%	995	993	2
Sycamore Canyon	48	61	54	42	45	46	29	0	0	325	341	-16	-4.7%	0	1	-1	-100.0%	325	325	0
SUBTOTAL	689	693	660	670	695	670	629	640	738	6084	6111	-27	-0.4%	213	236	-23	-9.7%	6297	6296	1
Alternative School	2	2	3	8	3	7	5	12	6	48	38	10	26.3%	0	0	0	0.0%	48	48	0
Santee Success								3	4	7	11	-4	-36.4%	0	0	0	0.0%	7	7	0
TK	48									48	0	48	0.0%					48	48	0
EAK 5 yr olds	117									117	139	-22	-15.8%					117	112	5
NPS										0				2	3	-1	-33.3%	2	2	0
SUBTOTAL	167	2	3	8	3	7	5	15	10	220	188	32	17.0%					222	217	5
TOTAL	856	695	663	678	698	677	634	655	748	6304	6,299	5	0.1%	215	239	-24	-10%	6519	6,513	6

Please note: Special Ed. PK listed below are not reflected in the total count above because they do not receive ADA.

	PK	
Cajon Park	2	1068
Sycamore Canyon	50	375
EAK 4 yr olds	3	
Total PK	55	

Total Enrollment Including PK
6574

Schedule of Upcoming Events

Date	Event
March 21	English Learner Reclassification Ceremony 6:00 p.m. at Rio Seco School
March 25-April 5	Spring Break - Schools Closed District Offices Closed March 29
April 9	Special Education Advisory Committee 6:00-7:30 p.m. at ERC
April 11	District Advisory Committee 6:00-8:00 p.m. Strategic Plan Action Planning Committees (see chart)
April 16	Board Meeting – 7:00 p.m.
April 22	Foundation Meeting 6:00 p.m. @ District Office Conference Room
April 23	Board Workshop on Common Core State Standards 6:00-8:00 p.m. @ ERC
April 26	ACSA/SDCSBA Honor Our Own Awards Dinner 5:00 p.m. @ Sheraton Harbor Island
April 30	Strategic Action Leadership Team Meeting 6:00-8:00 p.m. @ ERC
May 6-10	Teacher Appreciation Week
May 6-17	STAR Testing
May 7	Board Meeting – 7:00 p.m. Student Technology Projects 6:30-7:00 p.m. @ District Library
May 9	District Advisory Committee 6:00-8:00 p.m. Strategic Plan Action Planning Committees (see chart)
May 20	Foundation Meeting 6:00 p.m. @ Chamber of Commerce
May 21	Board Meeting – 7:00 p.m.
May 27	Memorial Day Holiday Schools and Departments Closed
May 28	Santee School District-Salute to Excellence 5:30-7:30 p.m. @ Carlton Oaks Country Club

3/14/2013

May 30	Strategic Action Leadership Team Meeting 6:00-8:00 p.m. @ ERC
June 4	Board Meeting – 7:00 p.m. 8 th Grade Academic Achievement
June 17	Foundation Meeting 6:00 p.m. @ Chamber Bldg.
June 17-18	Eighth Grade Promotion Ceremonies
June 18	Board Meeting – 7:00 p.m.
June 19	Last Day of School
June 25	Foundation Golf Classic

Reports and Presentations Item B.2.
Prepared by Karl Christensen
March 19, 2013

Recognition of ICOC Outgoing Member
Jim Montague

BACKGROUND:

On March 5, 2007, the Board of Education appointed initial membership to the Independent Citizens' Oversight Committee (ICOC) for Proposition R, a \$60,000,000 bond funding a portion of a comprehensive modernization plan for Santee School District schools. The purpose of the ICOC is to actively review and report on the proper expenditure of taxpayer (Bond) money for school construction. The ICOC consists of qualifying community members from a variety of representative categories.

Mr. Jim Montague was appointed to the ICOC at the onset of the committee in March 2007, and as a member of the Santee Mobile Home Owners Action Committee, he has served in the capacity of "a member who is active in a senior citizens' organization." He assisted the District with community communications and distribution of ICOC newsletters and was a great asset to the ICOC.

Mr. Montague also serves on several other community committees and attends monthly City Council meetings.

Tonight, the Board of Education would like to recognize Mr. Montague for his six years of tireless service as a member of the Santee School District ICOC and for his tremendous contributions to the school district.

Agenda Item B.2.

Reports and Presentations Item B.3.

Spotlight on Learning:
Pepper Drive School Presentation

Prepared by Cathy A. Pierce, Ed.D.
March 19, 2013

BACKGROUND:

In our quest to develop every student to their fullest potential, schools embrace a myriad of strategies to increase student learning. Inherent in those strategies are an analysis of data and its implications. Although many different strategies are employed to raise the academic abilities of our students, numerous other opportunities to develop talents, such as artistic and athletic capabilities, are available for students to experience.

Tonight Principal Debbie Brenner and her team will highlight strategies they are using to increase student learning at Pepper Drive School and share opportunities students have to develop other abilities.

Agenda Item B.3.

PUBLIC COMMUNICATION Item C.

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 C.

CONSENT ITEMS Item D.

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 D.

Consent Item D.1.1. Approval of Minutes
Prepared by Cathy A. Pierce, Ed.D.
March 19, 2013

BACKGROUND:

Presented for Board approval –

- March 5, 2013, regular meeting minutes

RECOMMENDATION:

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

Motion:

Second:

Vote:

Item D.1.1.

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

March 5, 2013

MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome
President El-Hajj called the meeting to order at 7:00 p.m. and read the District Mission Statement.
Members present:
Dianne El-Hajj, President
Ken Fox, Vice President
Dustin Burns, Clerk
Barbara Ryan, Member
Elana Levens-Craig, Member
Administration present:
Dr. Cathy Pierce, Superintendent and Secretary to the Board
Karl Christensen, Assistant Superintendent, Business Services
Minnie Malin, Assistant Superintendent, Human Resources/Pupil Services
Dr. Stephanie Pierce, Director, Educational Services
Linda Vail, Executive Assistant and Recording Secretary
2. President El-Hajj invited the audience to recite the District Mission and then invited Drew Swaim, a 3rd grade student from Chet F. Harritt, to lead the members, staff and audience in the Pledge of Allegiance.
3. Approval of Agenda

President El-Hajj announced that this week has been proclaimed by ACSA as School Administrator Week. She recognized the school administrators in attendance and thanked them for the outstanding job they do leading our students down the path of success. President El-Hajj requested the Board approve revising the agenda, moving Item E.1.1. to follow the recognition of the Arts Attack Coordinators since it is a related item. It was moved to approve the agenda moving Item E.1.1. to occur under Reports and Presentations.

Motion: Ryan Second: Fox Vote: 5-0

B. REPORTS AND PRESENTATIONS

1. **Superintendent's Report**
 - 1.1. Developer Fees Collection Report
 - 1.2. Use of Facilities Report
 - 1.3. Enrollment Report
 - 1.4. Schedule of Upcoming Events
 - 1.5. Spring School Events

2. **Spotlight: Arts Attack Coordinators**

Dr. Pierce reported that this is a special night to recognize the Arts Attack Coordinators, the week following a successful Art Show and Auction. Site administrators introduced their site Arts Attack Coordinators and shared some glowing remarks about each. Each Arts Attack Coordinator was presented a certificate of appreciation from the Board. The Arts Attack Coordinators recognized were:

Kim Whitacre - Cajon Park	Mary Lee Myers – Hill Creek
Amber Hobbs - Carlton Hills	Alisa Marrone - Pepper Drive
DeAnna Tritthart - Carlton Oaks	Mylessia Brown - PRIDE Academy
Diana Cozzens - Chet F. Harritt	Christine Hartpence - Rio Seco
Patty Pavlik-Clem – Hill Creek	Shala Lamboy - Sycamore Canyon
Tammy Morgan – Hill Creek	

Dr. Pierce also introduced Mrs. Suzie Martin, Vice Principal at Cajon Park School, who chaired the Foundation Art Show and Auction. The Board thanked Mrs. Martin for the outstanding job and congratulated her on the success of the Art Show and Auction. Mrs. Martin thanked all of the volunteers

who make the Art Show and Auction possible, especially the Leadership Team who pitched in to frame pictures, set up, work the show, and clean up.

President El-Hajj said at this time she would like to present Board Item E.1.1. Adoption of Resolution Proclaiming March 2013 as Arts Education month in Santee School District to the Board for consideration.

E.1.1. Adoption of Resolution # 1213-17 Proclaiming March 2013 as Arts Education Month in Santee School District

Dr. Pierce reported that this proclamation is an item that has not come before our Board before but the State of California is recognizing March 2013 as Arts Education month and she believes to honor and recognize the efforts of volunteers and staff in teaching arts to students, the School Board would also like to proclaim it in Santee School District. Member Burns moved to adopt Resolution #1213-17 proclaiming March 2013 as Arts Education Month in Santee School District.

Motion: Burns **Second:** Levens-Craig **Vote:** 5-0

3. Spotlight: Chet F. Harritt School Presentation

Principal Andy Johnston and Vice Principal Dan Prouty presented some highlights of Chet F. Harritt School. The Chet F. Harritt community is proud of their 18 point API increase last year, which makes a 40 point increase over the past several years. Mr. Johnston highlighted three initiatives they are really excited about: I-Ready, Lucy Calkins Writing, and student enrichment opportunities that include Art Club, Club Live, running club, playground activity coaches, reading buddies, hiking club, science buddies, and their video production program.

Third grade teacher Crystal Matushek, shared how she is using her writing training and Writer's Workshop in her classroom with students to create meaningful writing with voice and emotion. Third grade student Drew Swaim read a story she authored about her fond memories of trips to Idyllwild with her mother and grandmother. The Board thanked Mr. Johnston and Mr. Prouty for their presentation.

C. PUBLIC COMMUNICATION

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

D. CONSENT ITEMS

Items listed under Consent are considered to be routine and are all acted on by the Board with one single motion. President El-Hajj invited comments from the public on any item listed under Consent.

- 1.1. Approval of Minutes
- 2.1. Approval/Ratification of Travel Requests
- 2.2. Approval/Ratification of Revolving Cash Report
- 2.3. Acceptance of Donations
- 2.4. Approval of Consultants and General Service Providers
- 2.5. Approval of Monthly Financial Report
- 3.1. Authorization to Utilize California Uniform Public Construction Cost Accounting Act Informal Bid Procedures for Certain Supplies and Materials for the Pepper Drive School 10-Classroom Addition Project
- 4.1. Approval of Individual Services Agreement for Nonpublic, Nonsectarian School/Agency Services
- 5.1. Personnel, Regular
- 5.2. Adoption of Resolution No. 1213-15 for Non-Reelection of Temporary Certificated Employees
- 5.3. Approval of Amended School Calendar for 2013-2014
- 5.4. Approval of Short-Term Positions for Out-of-School Time Programs for Field Trips During Spring Break

It was moved and seconded to approve Consent Items.

Motion: Ryan **Second:** Fox **Vote:** 5-0

Following the Consent Items, President El-Hajj shared that it was with mixed emotions that the Board approved the retirement of Assistant Superintendent, Minnie Malin on June 30th. She will be missed and thanked for all the hard work she has done. Board members said they have more to say but will wait for a time nearer her retirement.

E. DISCUSSION AND/OR ACTION ITEMS

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

1.1. Adoption of Resolution # 1213-17 Proclaiming March 2013 as Arts Education Month in Santee School District

This item was acted on during Reports and Presentations.

2.1. Approval of Second Period Interim Report

Karl Christensen shared information about the second period interim report. He provided the Board with a snapshot summary of all district funds. In reviewing the funds, he brought to the attention of the Board the general fund contribution of \$37,889 for the State Preschool program, and a transfer from the general fund to Project Safe fund 63. Administration is continuing efforts to decrease expenses in the Out-of-School Time program to eliminate the deficit. YALE Preschool is projecting a small surplus at this time but their step and column cost increase will be about 18% in the next year. President El-Hajj asked about the deficit in the cafeteria fund. Mr. Christensen said food cost increases as well as the new standards' requirements have increased costs. We just received notification we will be receiving \$.06 per meal reimbursement for the new standards. Next year the proposed increase in cost for meals would also help reduce the deficit but they will still be impacted by employee step and column increases. Member Ryan asked about the inter-fund transfer to the State Preschool. Mr. Christensen said Administration is looking at ways to align expenditures for that program so it will not encroach on the general fund.

Member Ryan said it is really important to make sure that the State Preschool, Project SAFE (Out-of-School Time Programs), and YALE Preschool budgets are not in deficit spending. When these programs were initiated, it was the desire and understanding of the Board that they would be self-supporting. If the general fund is going to be contributing, it needs to be a Board discussion.

Mr. Christensen said the "Local Control Funding Formula" (LCFF) was not included in this report, however, a 1.65% COLA, \$130,000 increase for staff development for CCSS, \$120,000 for a possible water well, and a \$25,000 increase in financial programs through the County Office were included. Mr. Christensen walked through the decrease in the reserves over the next two years' assumptions dropping the reserve fund to 15.67% in 2014-15.

Member Levens-Craig asked if money was included for technology to meet the needs of Smart Balanced Assessment. Mr. Christensen said yes, funds are allocated for a network controller and increased band width. Member Burns asked Mr. Christensen to include the COLA line in future reports.

Member Burns asked if there were any other dollars that are anticipated to be needed for strategic planning that should be included. Mr. Christensen said at this time only the known items that have been discussed with the Board have been included, such as digging a water well, Smarter Balance, bandwidth, etc. Member Ryan moved to approve the Second Period Interim Report.

Motion: Ryan Second: Burns Vote: 5-0

2.1. Annual Allocation for Deferred Maintenance Projects

Mr. Christensen provided a list of deferred maintenance projects that need to be addressed and reported there are not funds in CIP dollars to address them. He shared that in the past, State funding and the required District match provided \$460,000 every year for deferred maintenance projects. When these funds became flexible, these funds were no longer set aside for deferred maintenance. For 2013-14 the District will need to quantify and prioritize the needs for deferred maintenance. Member Levens-Craig said it is not fair to the taxpayers to have built all the new buildings and modernized the classrooms and then not take care of them. She hopes the Board agrees about the importance of deferred maintenance.

President El-Hajj asked if the \$500,000 for electrical repair for Pepper Drive would be covered by the modernization when it occurs at Pepper Drive and if the sewer and restroom repairs were skipped during modernization. Mr. Christensen said yes, the electrical at Pepper Drive would be address during modernization but it is a ways off. Modernization and construction did not impact the sewers and did very

little to the restrooms. Member Levens-Craig asked if the list was based on the formula schedules provided by the State or the real and current needs. Mr. Christensen said both are factored in. The asphalt repairs are at the top of the list at this time as there are some areas that need to be repaired very soon.

Member Burns said that Christina Becker is doing things smart. He has seen that some of the new buildings look better than others. If some are not being taken care of as they should be, it needs to be brought to the attention of the school. Mrs. Becker said she is aware of some operational ways that may reduce the wear and tear on the buildings and is discussing them with Administration. She said that custodial services also can have an impact on the wear and tear.

Mr. Christensen recommended at least \$535,000 to be set aside for deferred maintenance next year, which will be able to address the most urgent needs. Member Burns would like to see a list of what \$500,000 would be able to address. Mr. Christensen said if he removed the Pepper Drive items that would be addressed with modernization, most of the remaining items should be able to be addressed with \$500,000. Member Ryan moved to allocate \$500,000 for Deferred Maintenance for 2013-14.

Motion: Ryan Second: Levens-Craig Vote: 5-0

2.2. Castlerock Residential Development Project and Mitigation Update

Mr. Christensen shared there are two ways developers can pay school districts to mitigate the impacts their developments would have on the district facilities: Developer Fees or a Mellow Roos Community Facilities District (CFD). There are questions for the Board to consider as Pardee Homes draws nearer the onset of the Castlerock residential development: A) what school will be the school of residence for this development, and B) if the Board is interested in a CFD. Pardee has expressed an interest in pursuing a CDF. Mr. Christensen provided enrollment and capacity information with a 10-year projection. He shared the advantages and disadvantages of a CFD which include: 1) more revenue can be generated through a CFD however, it requires issuance of debt to access the funds; 2) a CFD requires students from that development to have priority attendance at their school of residence; 3) a CFD requires development of CFD goals with specific descriptions of how the funds generated from the CFD will be used; 4) a CFD creates an administrative burden for creating and administering the CFD; and 5) it increases scrutiny over how dollars are spent. Mr. Christensen share there are currently two additional small developments in motion and shared a capacity analysis chart.

President El-Hajj asked how we were able to receive level 2 fees in the past. Mr. Christensen said a few years ago we met the criteria which we no longer meet. Member El-Hajj asked how we could negotiate in order to receive premium fees. Mr. Christensen said we would have to provide the developer with the specific needs. The only way to get more than level 1 fees would be to go with a CFD. Mr. Christensen does not see any significant advantage to go with a CFD. Member Burns believes the CFD requirements oppose the Board's philosophy of equality and consistency, as much as possible, across the schools. Member Ryan does not believe the CFD makes sense, although they do this frequently. At this time, the Board is not ready to decide the school of attendance. No action was taken.

2.3. Authorization to Apply for Grant to Build a Kindergarten Fitness Zone at Carlton Hills School

Member Ryan moved to authorize administration to apply for a grant from Kaboom to build a Kindergarten Fitness Zone at Carlton Hills School.

Motion: Ryan Second: Fox Vote: 5-0

President El-Hajj mentioned that at the Wellness Committee meeting there was discussion about physical education throughout the District. The discussion brought interesting questions about what PE looks like in Santee School District. President El-Hajj asked the Superintendent to do a quick survey and Dr. Pierce reported the results show that PE varies from school to school and from grade level to grade level. There is not a credentialed PE teacher at every school. Junior High focuses more on the PE standards and is a more organized program. She discovered that 8-10 years ago a number of teachers were trained in the SPARK program but there are only remnants left.

Member Burns asked if the principals are seeing the classroom schedules when teachers develop them. Stephanie Pierce said yes, the principals see those schedules because they often have to schedule classes for time on the playgrounds.

President El-Hajj asked if there should be such inconsistencies and if there are ways to have a more cohesive PE program. Dr. Pierce said she would look closer at PE and work through the Wellness Committee or create an advisory committee for PE. A cohesive and coordinated program would require equipment purchases and professional development. Dr. Pierce will bring information back to the Board for further discussion.

2.4. Update on Strategic Action Plan Objectives for Fiscal Accountability

Mr. Christensen reported there are six objectives for fiscal accountability that the committee will be working on over the next 2 years. One significant objective is construction of a water well to save on irrigation costs. The District recently became aware that the City of Santee is pursuing a deep water well for irrigation at Town Center Community Park. A water well at Hill Creek would use water from the El Monte basin in Santee that is also accessed and used by other entities. Mr. Christensen shared the requirements and waivers that may be required to move forward. He has become aware that Padre Dam is opposing the City's plan for a water well and is concerned that we may face the same opposition. The Board asked Superintendent Pierce and Karl Christensen to schedule a meeting with Allen Carlisle, Padre Dam General Manager, to discuss the plan. They suggested taking as much information as possible to the meeting including how much water we would be using. If continued negotiations are needed, a meeting with Board members can be scheduled. No action was taken.

3.1. Approval of Comprehensive School Safety Plans

Dr. Stephanie Pierce shared about the Comprehensive School Safety Plans and how they fit into the grand scheme of student achievement. Students who perceive the school as safe have higher attendance rates and higher achievement. Each of the plans provides site goals and information on perimeter and building security. Member Burns moved to approve the 2012-13 Comprehensive School Safety Plans.

Motion: Burns **Second:** Fox **Vote:** 5-0

4.1. Adoption of Resolution No. 1213-16 to Layoff/Reduce Work Hours/Year of Identified Classified Non-Management Positions

Minnie Malin reported due to the promotion to high school of two eighth grade students requiring 1:1 special education instructional assistants there is no longer a need for these positions. Also, due to the lack of secured funding sources at PRIDE Academy next year, the Principal is requesting eliminating two instructional assistant positions and a community liaison position. Administration recommends that the Board adopt Resolution #1213-16 to layoff/reduce these identified classified non-management positions. Member Fox moved to adopt resolution no. 1213-16 to layoff/reduce work hours/years of identified classified non-management positions.

Motion: Fox **Second:** Burns **Vote:** 5-0

F. BOARD POLICIES AND BYLAWS

1.1. First Reading: Revised Board Policy 1312.3 Uniform Complaint Procedures

Revised Board Policy 1312.3 Uniform Complaint Procedures was presented for a first reading. No action was requested. Revised Board Policy 1312.3 will return to the Board for a second reading and request for approval of the revisions.

G. BOARD COMMUNICATION

The Board members shared possible goals to use to measure the effectiveness of the Board in the next self-evaluation process. Member Levens-Craig suggested a goal to "increase public awareness of positive things going on in schools." Board members liked this goal and will continue to dialogue about setting goals with measurable outcomes.

Dr. Pierce asked the Board for their recommendations for the content of the spring edition of the *Santee Magazine*. There was discussion about educating the community on Common Core State Standards. It was also mentioned that this is a marketing tool and should be more of an advertisement about what the schools are doing. Some suggested topics included information about the enrichment programs, community service, Pepper Drive construction, student achievement, the Strategic Action Plan, class size reduction, and 21st century learning. It was decided to provide a picture layout of what 21st century learning looks like. A draft will be brought to the next meeting for review.

The Board discussed their preferences for name badges. Name badges will be ordered.

Board members were provided their Form 700's to complete for 2012. Member Burns asked that the Board be made aware of any District designated reporter who receives gifts that they will be reporting on their Form 700.

Dr. Pierce reviewed important upcoming dates.

Member Levens-Craig thanked the Board for sending her to Masters in Governance and shared about her modules. Member Fox also attended. Member Fox has visited Carlton Oaks, Rio Seco, and SSP over the last few weeks. He said the SSP kids love Dr. Pierce because she has shown interest in what they are doing. He is planning more visits next week. Member Fox said, especially after attending Masters in Governance and hearing about other districts, he appreciate all of the hard work done by everyone in the school district.

Member Burns reported he attended the Pepper Drive staff meeting to discuss the construction and modernization. He also asked about the travel for the social workers/educational counselors and some of the workshops they are attending that deal with specific social/emotional issues. Member Burns shared that if those types of issues come to their attention at the schools, he believes the Board should be notified.

H. CLOSED SESSION

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

1. **Conference with Labor Negotiator** (Govt. Code § 54956.8)
Agency Negotiator: Karl Christensen, Assistant Superintendent
Employee Organizations: Santee Teachers Association
2. **Conference with Labor Negotiator** (Govt. Code § 54956.8)
Purpose: Negotiations
Agency Negotiator: Karl Christensen, Asst. Superintendent
Employee Organization: Classified School Employees Association

The Board entered closed session at 9:35 p.m.

I. RECONVENE TO PUBLIC SESSION

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

J. ADJOURNMENT

The March 5, 2013 regular meeting adjourned at 10:30 p.m.

Consent Item D.1.2. Approval of Memorandum of Understanding (MOU) with North
County Professional Development Federation (NCPDF)

Prepared by Cathy A. Pierce, Ed.D.

March 19, 2013

BACKGROUND

The North County Professional Development Federation (NCPDF) is a collaboration representing the San Diego County Office of Education, the College of Education at California State University San Marcos, and 24 San Diego County member districts, mostly in the northern part of San Diego County.

The mission of the NCPDF is to meet the needs of all students and staff in the areas of curriculum, instruction, assessment, and leadership in meeting the state standards.

The mission is accomplished by maximizing and focusing the resources of participating school districts, California State University San Marcos (CSUSM) and the San Diego County Office of Education (SDCOE) for professional development, using a process of networking, collaborative articulation, assessment, and evaluation.

All members of the NCPDF collaborative are committed to supporting the delivery of quality pre-service, induction, and ongoing professional development activities. Workshops are open to all educators countywide and are provided to member districts at a reduced rate. Professional development activities are held at individual districts, school sites, and the North County Regional Education Center, where NCPDF is located.

Membership in the NCPDF would provide Santee School District educational leadership and staff with opportunities to meet the educational challenges we face implementing 21st Century learning and moving into Common Core State Standards through:

- Collaborative conversations
- Exploring ideas and solutions
- Access to grant opportunities
- Expanding thinking and learning to strengthen core programs
- Collaborative conversations, explore ideas and solutions

Membership requirements for the districts are determined through a Memo of Understanding. The cost of membership is \$.68 per student based on P-1 ADA. The annual dues for this year for Santee would have been \$4, 291.08 based on a P-1 ADA of 6,281. The NCPDF has agreed to prorate the dues for the remainder of this school year, for March through June 2013, at \$1,430.36. Membership for the full 2013-14 school year would be approximately \$4291, based on current P-1 ADA.

RECOMMENDATION:

It is recommended that the Board of Education approve the Memorandum of Understanding with the North County Professional Development Federation for the remainder of the 2012-13 school year and through the 2013-14 school year.

This recommendation supports the following District Goal:

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

FISCAL IMPACT:

Current ADA = 6,281

Prorated Dues for March-June 2013	\$1,430.36
2013-14 Annual Dues	\$4,291.08 (approx.: \$.68 per ADA)

Total fiscal impact: \$5,721.44

Membership for 2012-13 would be paid during the current fiscal year. Membership for 2013-14 would be paid during the next fiscal year. The cost for membership would be paid from Professional Development Block Grant funds.

STUDENT ACHIEVEMENT:

Quality professional development supports the Vision and Mission to provide a quality education to the students in Santee School District.



Professional Development Federation



MEMORANDUM OF UNDERSTANDING

With Santee School District

SECTION I STATEMENT OF INTENT

WHEREAS, we believe in the North County Professional Development Federation mission which states:

The mission of the North County Professional Development Federation (NCPDF) is to meet the needs of all students and support staff in the areas of curriculum, instruction, assessment and leadership in meeting the state standards.

This mission can be accomplished by maximizing and focusing the resources of participating school districts, California State University San Marcos (CSUSM) and the San Diego County Office of Education (SDCOE) for professional development, using a process of networking, collaborative articulation, assessment, and evaluation.

SECTION II DISTRICT ADMINISTRATIVE COMMITMENT

The School District Administration will:

1. Designate district liaison to the Steering Committee Meetings;
2. Identify district NCPDF priorities based upon district needs;
3. Provide support and evaluation of NCPDF program activities and personnel; and
4. Provide annual membership fee up to \$.90 per ADA to NCPDF.

SECTION III
COLLEGE OF EDUCATION/CALIFORNIA STATE UNIVERSITY
SAN MARCOS COMMITMENT

The College of Education/California State University San Marcos will:

1. Ensure participation of College of Education by the Dean, or designee on the NCPDF Executive and Steering Committee(s);
2. Maintain close liaison with membership districts to ensure College of Education courses and activities effectively meet the growing needs of school districts;
3. Provide support, evaluation (as member of the Executive Committee) and evaluation of the NCPDF program activities;
4. Provide annual financial support in the amount of \$28,886 to NCPDF.

SECTION IV
SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS COMMITMENT

San Diego County Office of Education will:

1. Ensure participation of the SDCOE Superintendent or designee on the NCPDF Executive and Steering Committee(s) in collaborating on NCPDF activities;
2. Ensure close liaison with membership districts, CSUSM's College of Education and the San Diego County Office of Education staff to ensure that SDCOE programs and activities effectively meet the growing needs of School districts;
3. Provide support, supervision and evaluation of the NCPDF program activities and personnel;
4. Provide annual financial support in the amount of \$28,886 to NCPDF.

SECTION V
PARTIES TO THE AGREEMENT

In consideration of the spirit and intent of this Memorandum of Understanding, the following signatories confirm their understanding of and commitment to the principles and objectives embodied herein for a period of 16 months, March 1, 2013, through June 30, 2014.

District Superintendent
Santee School District

Dean, College of Education
California State University
San Marcos

Superintendent of Schools
San Diego County
Office of Education

By: _____
Authorized Signature

By: _____
Authorized Signature

By: _____
Authorized Signature

Date: _____

Date: _____

Date: _____

Consent Item D.1.3. Approval of Revised Job Description for Assistant Superintendent,
Human Resources and Pupil Services

Prepared by Cathy A. Pierce, Ed.D.

March 19, 2013

BACKGROUND

The Superintendent presents a revised job description for the Assistant Superintendent, Human Resources and Pupil Services position. With the June 30, 2013 retirement of the current Assistant Superintendent, Administration will be seeking to fill this position effective July 1, 2013.

The Superintendent has reviewed the current job description and provided revisions that further define the duties and responsibilities that the Superintendent desires for the individual in this position.

RECOMMENDATION:

It is recommended that the Board of Education approve the revised job description for Assistant Superintendent, Human Resources and Pupil Services.

FISCAL IMPACT:

The revised job description will not generate a fiscal impact to the District.

STUDENT ACHIEVEMENT:

Providing support for staff and students to meet educational and other needs has a positive impact on student well-being, student attendance, and educational achievement.

Item D.1.3.

SANTEE SCHOOL DISTRICT

ASSISTANT SUPERINTENDENT, HUMAN RESOURCES AND PUPIL SERVICES

JOB SUMMARY:

The Assistant Superintendent, Human Resources and Pupil Services, under direction of the District Superintendent, ~~is responsible for~~ **directs the** operation and administration of services related to certificated and classified personnel, **serves as a chief negotiator for collective bargaining**, ~~is responsible for contract management and administering~~ **administers** procedures pertaining to employer/employee relations, is responsible for the development, supervision and implementation of various health services including the Santee Community Collaborative, safe school services, Santee Success Program; Pupil Services; child welfare and attendance, ~~and supervision of the Out-of-School Time Programs~~ and other duties as assigned by the District Superintendent.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- **Directs the operation and administration of** ~~Administers~~ the Human Resources Department, including all aspects of recruiting, selecting, **recommending**, placing, transferring and promoting certificated and classified personnel, except those positions supervised by the Superintendent.
- **Serves as a chief negotiator for the District in collective bargaining agreements for all bargaining units.**
- **Administers the provisions of both certificated and classified bargaining agreements relevant to personnel functions.**
- Administers employee organization agreements and processes grievances.
- **Serves as the district's Uniform Complaint Officer, receives complaints, investigates, resolves, and takes or recommends appropriate action, assuring timely and appropriate compliance with Board Policy and Federal and State laws and regulations.** ~~Administers procedure for complaints about school district personnel.~~
- Determines correct salary placement for employees and initiates payroll authorizations.
- Administers salary advancement programs for certificated and classified personnel.
- Issues contracts, employment and rehiring notices.
- Coordinates evaluation procedures.
- ~~Develops designated criteria for employee selection and hiring under "No Child Left Behind" legislation.~~
- ~~Provides~~ **Coordinates and manages** substitute employees.
- Verifies **employee** attendance reports.
- Maintains master personnel records.
- Verifies employment.
- Administers dismissal, suspension, resignation, and retirement procedures.
- Maintains job descriptions for positions.
- Assists certificated personnel credential renewal.
- Supervises and evaluates management and non-management personnel assigned to the Human Resources and Pupil Services Departments.
- ~~Serves as an Executive Council Member~~ **a member of the Superintendent's Cabinet.**
- ~~Serves as a member of the District's negotiations team.~~

- Administers Workers' Compensation program.
- Administers employee health benefit program.
- Provides employees service and exemplary awards.
- Provides professional development for various positions, developing criteria related to job descriptions, and coordination of personnel testing.
- Responsible for supervision and implementation in areas of student services and school services.
- Implements, maintains, and evaluates the quality of student services.
- Supervises the district child welfare and attendance service, including pupil records, attendance, and disciplinary control.
- Coordinates district pupil resources with both governmental and non-governmental community resources for children.
- Coordinates the development and implementation of processes to secure reimbursement of Medi-Cal funding.
- Provides a vision for the direction of Human Resources and Pupil Services, such as discipline issues and instructional support services at-risk students.
- Develops resources to meet Pupil Service's needs, such as implementing grant writing and development supporting drug free and safe schools.
- Recommends policies and compliance procedures supporting drug free schools and practices essential to the needs of at-risk children for federal and state funding.
- Acts as a liaison between the district and other public agencies regarding those issues related to areas of responsibility. Such agencies include the County Health and Human Services Department, the Department of Social Services, the County Department of Education, the State Department of Education, the federal government and other school districts throughout the county and state.
- Provides leadership in assisting with the establishment of new programs and developing improved understanding of existing at-risk student programs.
- Arranges for the compilation, maintenance and filing of reports, records and other documents legally required or administratively useful.
- Develops program evaluation reports for the Superintendent and the Board of Education. Develops budget recommendations and provides expenditure control on established budgets for pupil services, T.U.P.E. and Safe & Drug Free Schools, physical and mental health, Medi Cal, etc.
- Supervises and coordinates activities of social services personnel.
- Monitors current social, physical, and mental health, and safe school services for operational effectiveness and makes changes or recommendations for improvement.
- Interprets the objectives and programs for student social, physical, and mental health services to the Board, administration, staff and public.
- Plans, develops, and coordinates the district's social, physical and mental health, and at-risk services.
- Reports on the status of pupil services programs at the request of the Superintendent.
- Serves as the Principal of the Santee Success Program.
- Assumes other duties and responsibilities as may be assigned by the District Superintendent.

ASSISTANT SUPERINTENDENT, HUMAN RESOURCES AND PUPIL SERVICES

EMPLOYMENT STANDARDS ~~Minimum~~ **Qualifications:**

Education: Master's Degree required, doctorate preferred.

Experience: Prior administrative or supervisory experience required. **Prior Human Resources experience preferred.**

Credential(s): Appropriate California Administrative credential(s).

Knowledge and Abilities:

- **Principles and practices of public personnel administration**
- **Applicable provisions of the State of California Education Code governing school district employees**
- **Labor relations and negotiations techniques**
- **Human relations and problem solving as it pertains to employees**
- **Personnel processing and record keeping of district employees**

~~Knowledge of district organization and operations, public sector bargaining, applicable federal and state laws for personnel practices, current management practices, school district staffing procedures and credential requirements and appropriate procedures for credential obtainment/renewal, as well as classified instructional requirements under "No Child Left Behind."~~

Work Year: Twelve (12) months with twenty-two (22) working days vacation.

BOARD ADOPTED July 1, 1995

REVISED October 4, 2005
July 20, 2010

Consent Item D.2.1. Approval/Ratification of Travel Requests
Prepared by Karl Christensen
March 19, 2013

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 \$12,371, as disclosed on the following page.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item D.2.1.
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Board Travel Report - March 19, 2013

Travel Dates	Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Travel
Friday, 03/15/13	Mary Shirley Kelley Herring	HC	Creating a Safe Space for Lesbian, Gay Bisexual and Transgender Youth	SDCOE	\$0	\$48	Santee Cares	This workshop will provide information on the Fair Education Act (SB48) and provide current training on Federal and State laws regarding bullying.
		HC			\$0	\$48	Santee Cares	
Wednesday, 03/20/13	Jean Setzer	SC	English Learners with Disabilities	San Diego	\$0	\$55	Special Education	This workshop will provide instructional strategies for teaching English learners with disabilities.
Thursday, 03/21/13	Bonner Montler Tammy Marble	Ed Services	Getting Smarter About Common Core Assessments	SDCOE	\$0	\$45	Professional Development	This workshop will explore summative and interim assessments with a particular focus on formative tools and practices.
		CO			\$0	\$45	School Library Improvement	
Saturday, 03/23/13	Teresa Lindart	Parent	30th Annual Involved Exceptional Parents' Day Conference	CO	\$0	\$40	*Special Education	This conference will focus on strengths in partnerships: Building stronger relationships in the home and community. *parent scholarship
Tues-Fri, 04/25/13 - 04/26/13	Dr. Cathy Pierce	Superintendent	California City School Superintendents' Spring Conference	San Diego	\$0	\$150	Superintendent	The conference will provide information about innovative and effective methods to navigate through the continuing fiscal and achievement accountability challenges for school districts.
Tuesday, 05/21/13	Dr. Cathy Pierce Dr. Stephanie Pierce Karl Christensen Tory Long	Superintendent	Governor's Budget May Revision Workshop	San Diego	\$0	\$135	Superintendent	This workshop will provide details of the Governor's May Revision of the State budget and its impact on public school districts.
		Ed Services			\$0	\$135	Educational Services	
		Business			\$0	\$135	Business Services	
		Business			\$0	\$135	Business Services	
Travel Requiring Airfare, Overnight Stay, and/or Out of County								
Sun-Fri, 08/04/13 - 08/09/13	Karla Ortiz Kristen Bonser Lindsay Ogden Barb Sprofera M. Yother-Johnson	SC	Teachers' College Reading and Writing Workshop: August Writing Institute	New York, NY	\$0	\$2,580	Title I/EIA-LEP/Title III	The writing institutes are designed to establish models of best practices in writing instruction and to increase competency in the area of writing.
		CP			\$0	\$2,205	EIA	
		CP			\$0	\$2,205	EIA	
		CP			\$0	\$2,205	EIA	
		CP			\$0	\$2,205	EIA	

Consent Item D.2.2. Approval/Ratification of Expenditure Warrants
 Prepared by Karl Christensen
 March 19, 2013

BACKGROUND:

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

Commercial Warrants issued for the period of February 2013:

<u>Fund #/Name</u>	<u>Warrant #'s</u>	<u>Amount</u>
03/06 General	12-141171 TO 12-150233	\$305,081.87
09 00	N/A	\$0.00
12 06	12-144192	\$70.07
13 00	12-141208 TO 12-141230	\$61,335.92
14 00	N/A	\$0.00
21 09	N/A	\$0.00
21 39 / 21 08	12-141231 TO 12-148758	\$22,625.69
25 18	N/A	\$0.00
25 38	N/A	\$0.00
35-00	N/A	\$0.00
40-00	12-145690	\$1,540.64
63 00	12-144193 TO 12-148759	\$1,901.49
		\$392,555.68

Student Body Warrants issued for the period of February 2013:

\$3,996.04

Payroll Warrant #'s beginning 10-199967 through 10-200028 and 10-542629 through 10-543403:

<u>Fund #/Name</u>	<u>Amount</u>
03 00	\$2,832,129.50
06 00	\$810,527.42
12 06	\$22,575.98
13 00	\$84,304.52
25-18	\$0.00
63 00	\$165,741.63
\$3,915,279.05	

RECOMMENDATION:

Administration recommends that the Board approve the expenditure warrants for the month of February 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 fiscal impact of commercial, student body, and payroll expenditure warrants total \$4,311,830.77 and is disclosed above.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item D.2.2.
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BACKGROUND:

A numerical listing of purchase orders, including the date issued, the name of the vendor, a general description of items requested, and the anticipated cost of the purchase is attached for the review and approval of the Board of Education. Actual copies of the purchase orders are available for review upon request. As a part of the report, any payment to vendors that increases the amount of the purchase order by 10% or more, or change orders that increase the amount of the bid, will be presented for Board approval/ratification. The table below is a summary of total purchase orders by location for the month of February 2013:

AMOUNT	LOCATION
\$ 4,764.91	PEPPER DRIVE SCHOOL
\$ 2,815.01	CARLTON HILLS SCHOOL
\$ 5,358.00	SYCAMORE CANYON SCH
\$ 3,248.67	PROSPECT AVENUE SCH
\$ 2,289.88	CAJON PARK SCHOOL
\$ 548.00	CHET F HARRITT SCH
\$ 931.00	CARLTON OAKS SCHOOL
\$ 9,595.35	RIO SECO SCHOOL
\$ 1,471.28	HILL CREEK SCHOOL
\$ 2,934.50	SUPERINTENDENT DEPT
\$ 5,431.51	BUSINESS SERVICES
\$ 2,075.00	HUMAN RESOURCES
\$ 376.84	EDUCATIONAL SERVICES
\$ 48,582.41	SPECIAL EDUCATION
\$ 2,632.18	EDUCATIONAL PROJECTS
\$ 285.00	EDUCATIONAL SERVICES
\$ 1,880.00	PUPIL SERVICES
\$ 1,571.35	PROJECT SAFE
\$ 3,119.88	TECHNOLOGY SERVICES
\$ 45,401.59	MAINTENANCE
\$ 5,300.80	TRANSPORTATION
	FACILITIES
\$ 267,671.69	MODERNIZATION
\$ 5,303.49	WAREHOUSE
\$ 423,588.34	Total Purchase Orders – February 2013

RECOMMENDATION:

Administration recommends approval of purchase orders #120964 through #121101 issued February 1, 2013 through February 28, 2013.

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 of \$423,588.34 is disclosed on the following pages.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item D.2.3.
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LOCATION LIST 2012-13

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

M = Monthly Blanket
A = Annual Blanket
L = Lottery

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

Fund Numbers

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

PURCHASE ORDER LISTING - FEBRUARY 2013
BY SITE

PO NBR	DATE	FUND	VENDOR	DESCRIPTION	AMOUNT	LOC	LOCATION
120967	2/4/2013	3	TERESA HERMAN	PERFORMANCE FEES	\$ 500.00	002	PEPPER DRIVE SCHOOL
120982	2/6/2013	3	CHRISTIAN YOUTH THEATER	ADMISSIONS	\$ 270.00	002	PEPPER DRIVE SCHOOL
120989	2/7/2013	3	TROXELL COMMUNICATIONS INC	ELECTRONIC EQUIPMENT	\$ 1,083.24	002	PEPPER DRIVE SCHOOL
120992	2/7/2013	6	APPLE COMPUTER INC	ELECTRONIC EQUIPMENT	\$ 1,289.52	002	PEPPER DRIVE SCHOOL
121034	2/15/2013	3	FLINN SCIENTIFIC INC	CLASSROOM MATERIALS	\$ 100.31	002	PEPPER DRIVE SCHOOL
121051	2/21/2013	3	CLASSICS FOR KIDS	ADMISSIONS	\$ 380.00	002	PEPPER DRIVE SCHOOL
121061	2/21/2013	6	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	\$ 125.00	002	PEPPER DRIVE SCHOOL
121086	2/26/2013	3	ADVERTISING EDGE INC	SPIRITWEAR - PD	\$ 1,016.84	002	PEPPER DRIVE SCHOOL
					TOTAL \$		PEPPER DRIVE SCHOOL
121000	2/7/2013	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$ 88.75	003	CARLTON HILLS SCHOOL
121092	2/27/2013	3	LIFETOUCH PUBLISHING	YEARBOOKS - CH	\$ 2,400.00	003	CARLTON HILLS SCHOOL
121093	2/27/2013	3	AMERICAN HEART ASSOCIATION	DONATIONS - CH	\$ 326.26	003	CARLTON HILLS SCHOOL
					TOTAL \$		CARLTON HILLS SCHOOL
121007	2/12/2013	3	MARITIME MUSEUM ASSOCIATION	ADMISSIONS	\$ 3,428.00	004	SYCAMORE CANYON SCH
121044	2/15/2013	3	SAN DIEGO NAT'L HISTORY MUSEUM	ASSEMBLY FEES	\$ 155.00	004	SYCAMORE CANYON SCH
121073	2/22/2013	6	EDMENTUM, INC	CLASSROOM MATERIALS	\$ 1,548.00	004	SYCAMORE CANYON SCH
121083	2/25/2013	3	FUNBELIEVABLE PLAY LLC	ADMISSIONS	\$ 200.00	004	SYCAMORE CANYON SCH
121085	2/26/2013	3	WILLY'S ELECTRONIC SUPPLY	ELECTRONIC EQUIP FOR REPAIRS	\$ 27.00	004	SYCAMORE CANYON SCH
					TOTAL \$		SYCAMORE CANYON SCH
120964	2/4/2013	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$ 172.86	005	PROSPECT AVENUE SCH
120965	2/4/2013	12 6	MAINTEX INC	CUSTODIAL SUPPLIES	\$ 70.07	005	PROSPECT AVENUE SCH
120966	2/4/2013	6	LEARNING A-Z	CLASSROOM MATERIALS	\$ 31.22	005	PROSPECT AVENUE SCH
120970	2/4/2013	6	SCHOOL CHECK IN	SOFTWARE LICENSES	\$ 125.00	005	PROSPECT AVENUE SCH
120971	2/4/2013	6	MOUNTAIN MATH/LANGUAGE	CLASSROOM MATERIALS	\$ 179.24	005	PROSPECT AVENUE SCH
120972	2/4/2013	6	SARGENT-WELCH SCIENTIFIC	CLASSROOM MATERIALS	\$ 67.68	005	PROSPECT AVENUE SCH
120981	2/6/2013	3	CHRISTIAN YOUTH THEATER	ADMISSIONS	\$ 678.00	005	PROSPECT AVENUE SCH
120990	2/7/2013	6	DELL MARKETING L.P.	COMPUTER	\$ 759.86	005	PROSPECT AVENUE SCH
120998	2/7/2013	6	LOGICAL CHOICE TECHNOLOGIES	CLASSROOM MATERIALS	\$ 116.47	005	PROSPECT AVENUE SCH
121003	2/8/2013	3	HARCOURT OUTLINES INC	FUNDRAISER - PA	\$ 125.33	005	PROSPECT AVENUE SCH
121032	2/14/2013	3	MAKE-A-WISH FOUNDATION OF	DONATION	\$ 226.99	005	PROSPECT AVENUE SCH
121050	2/21/2013	6	PLANTRONICS INC.	SUPPLIES	\$ 471.95	005	PROSPECT AVENUE SCH
121072	2/22/2013	3	AMERICAN HEART ASSOCIATION	DONATION	\$ 224.00	005	PROSPECT AVENUE SCH
					TOTAL \$		PROSPECT AVENUE SCH
120968	2/4/2013	3	LITERACY EMPOWERMENT	LIBRARY MATERIALS	\$ 293.76	006	CAJON PARK SCHOOL
121036	2/15/2013	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$ 34.12	006	CAJON PARK SCHOOL
121043	2/15/2013	3	MAD SCIENCE OF SAN DIEGO	ASSEMBLY FEES	\$ 340.00	006	CAJON PARK SCHOOL
121048	2/21/2013	3	SAN DIEGO SYMPHONY	ADMISSIONS	\$ 920.00	006	CAJON PARK SCHOOL
121049	2/21/2013	3	USS MIDWAY MUSEUM	ADMISSIONS	\$ 702.00	006	CAJON PARK SCHOOL
					TOTAL \$		CAJON PARK SCHOOL
120999	2/7/2013	3	GENERAL BINDING CORPORATION	MAINT. AGMT FOR LAMINATOR-CFH	\$ 348.00	007	CHET F HARRITT SCH

121037	2/15/2013	3	IKEA - SAN DIEGO STORE	CLASSROOM SUPPLIES	\$	200.00	007	CHET F HARRITT SCH
				TOTAL	\$	548.00		CHET F HARRITT SCH
121011	2/13/2013	3	REUBEN H FLEET SCIENCE CENTER	ADMISSIONS	\$	931.00	008	CARLTON OAKS SCHOOL
				TOTAL	\$	931.00		CARLTON OAKS SCHOOL
121087	2/26/2013	3	HARCOURT OUTLINES INC	FUNDRAISER - RS	\$	225.35	009	RIO SECO SCHOOL
121091	2/27/2013	3	WALT DISNEY WORLD TICKETING	8TH GRADE PROMOTION ADMISSIONS	\$	9,370.00	009	RIO SECO SCHOOL
				TOTAL	\$	9,595.35		RIO SECO SCHOOL
120985	2/6/2013	6	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	\$	50.00	010	HILL CREEK SCHOOL
120986	2/6/2013	3	KAPLAN EARLY LEARNING COMPANY	CLASSROOM MATERIALS	\$	58.31	010	HILL CREEK SCHOOL
120987	2/6/2013	3	NATIONAL SCHOOL PRODUCTS	CLASSROOM MATERIALS	\$	111.36	010	HILL CREEK SCHOOL
120988	2/6/2013	3	SCHOLASTIC BOOK CLUBS INC	CLASSROOM MATERIALS	\$	270.32	010	HILL CREEK SCHOOL
121008	2/12/2013	3	IDENT-A-KID SERVICES OF AM	SUPPLIES	\$	89.80	010	HILL CREEK SCHOOL
121038	2/15/2013	6	US SCHOOL SUPPLY INC	SUPPLIES	\$	181.24	010	HILL CREEK SCHOOL
121052	2/21/2013	6	ANDERSON'S IT'S ELEMENTARY	STUDENT INCENTIVES	\$	425.25	010	HILL CREEK SCHOOL
121101	2/28/2013	6	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	\$	285.00	010	HILL CREEK SCHOOL
				TOTAL	\$	1,471.28		HILL CREEK SCHOOL
121027	2/14/2013	3	SANTEE CHAMBER OF COMMERCE	ADMISSIONS	\$	900.00	062	SUPERINTENDENT DEPT
121042	2/15/2013	3	SUPERINTENDENT OF SCHOOLS	ADMISSIONS	\$	300.00	062	SUPERINTENDENT DEPT
121047	2/19/2013	3	GRAPHIC REOURCES	GRAPHIC DESIGN	\$	142.50	062	SUPERINTENDENT DEPT
121058	2/21/2013	3	SCHOOL SERVICES OF CALIFORNIA	FACILITATION SERVICES	\$	217.00	062	SUPERINTENDENT DEPT
121068	2/21/2013	3	ATKINSON, ANDELSON, LOYA, RUUD	PROFESSIONAL SERVICES	\$	1,375.00	062	SUPERINTENDENT DEPT
				TOTAL	\$	2,934.50		SUPERINTENDENT DEPT
120996	2/7/2013	3	6 OFFICE DEPOT INC	OFFICE SUPPLIES - ALL SITES	\$	4,017.85	064	BUSINESS SERVICES
120997	2/7/2013	63	OFFICE DEPOT INC	OFFICE SUPPLIES - PROJ. SAFE	\$	267.66	064	BUSINESS SERVICES
121012	2/13/2013	3	OFFICEMAX CONTRACT INC	OFFICE SUPPLIES - ALL SITES	\$	1,146.00	064	BUSINESS SERVICES
				TOTAL	\$	5,431.51		BUSINESS SERVICES
120995	2/7/2013	3	JUDY LEMM CONSULTING	CONSULTING SERVICES	\$	525.00	065	HUMAN RESOURCES
121056	2/21/2013	3	KONTRABAND INTERDICTION	DETECTION SERVICES	\$	750.00	065	HUMAN RESOURCES
121057	2/21/2013	3	SHARP REES-STEALY MEDICAL	CAPACITY EVALUATION	\$	800.00	065	HUMAN RESOURCES
				TOTAL	\$	2,075.00		HUMAN RESOURCES
121046	2/19/2013	3	FREY, NANCY	REIMBURSEMENT	\$	376.84	066	EDUCATIONAL SERVICES
				TOTAL	\$	376.84		EDUCATIONAL SERVICES
121001	2/8/2013	6	HERTZ FURNITURE SYSTEMS	CLASSROOM FURNITURE	\$	409.61	067	SPECIAL EDUCATION
121002	2/8/2013	6	MUNOZ, DEBORA ROCHA	CONSULTING SERVICES	\$	480.00	067	SPECIAL EDUCATION
121053	2/21/2013	6	SHAW, JENNIFER	CONSULTANT SERVICES	\$	100.00	067	SPECIAL EDUCATION
121054	2/21/2013	6	N2Y INC	SUBSCRIPTION RENEWAL	\$	429.00	067	SPECIAL EDUCATION
121055	2/21/2013	6	GROSSMONT UNION HIGH	TRANSPORTATION SERVICES	\$	775.00	067	SPECIAL EDUCATION
121088	2/26/2013	3	DEPENDABLE NURSING, LLC	CONSULTING SERVICES	\$	2,912.00	067	SPECIAL EDUCATION
121089	2/26/2013	3	DEPENDABLE NURSING, LLC	CONSULTING SERVICES 12/13	\$	43,160.00	067	SPECIAL EDUCATION
121090	2/26/2013	6	HOUGHTON MIFFLIN HARCOURT	CLASSROOM MATERIALS	\$	276.80	067	SPECIAL EDUCATION
121100	2/28/2013	6	IEP DAY	REGISTRATION FEES	\$	40.00	067	SPECIAL EDUCATION
				TOTAL	\$	48,582.41		SPECIAL EDUCATION
120969	2/4/2013	3	EDMIN.COM	ASSESSMENTS	\$	1,200.00	068	EDUCATIONAL PROJECTS
121019	2/13/2013	3	HARLAND TECHNOLOGY SERVICES	ANNUAL MAINT. AGREEMENT 12/13	\$	1,308.00	068	EDUCATIONAL PROJECTS

121020	2/13/2013	3	UNITED PARCEL SERVICE	SHIPPING CHARGES	\$	124.18	068	EDUCATIONAL PROJECTS
					TOTAL	\$ 2,632.18		EDUCATIONAL PROJECTS
120991	2/7/2013	6	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	\$	100.00	069	EDUCATIONAL SERVICES
121059	2/21/2013	6	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	\$	5.00	069	EDUCATIONAL SERVICES
121060	2/21/2013	6	EAST COUNTY SELPA	REGISTRATION FEES	\$	180.00	069	EDUCATIONAL SERVICES
					TOTAL	\$ 285.00		EDUCATIONAL SERVICES
120983	2/6/2013	6	LAKESIDE UNION SCHOOL DISTRICT	TRANSPORTATION CHARGES	\$	880.00	070	PUPIL SERVICES
121097	2/28/2013	6	SUPERINTENDENT OF SCHOOLS	MATERIALS	\$	880.00	070	PUPIL SERVICES
121099	2/28/2013	6	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	\$	120.00	070	PUPIL SERVICES
					TOTAL	\$ 1,880.00		PUPIL SERVICES
121062	2/21/2013	63	AMERICAN EXPRESS	SUPPLIES FOR PROJ. SAFE	\$	1,471.35	072	PROJECT SAFE
121070	2/22/2013	63	UNITED STATES POSTAL SERVICE	US MAIL FEES/CHARGES	\$	100.00	072	PROJECT SAFE
					TOTAL	\$ 1,571.35		
120993	2/7/2013	3	APPLE COMPUTER INC	COMPUTER	\$	2,501.28	073	TECHNOLOGY SERVICES
121098	2/28/2013	3	HYPHENET	COMPUTER	\$	618.60	073	TECHNOLOGY SERVICES
					TOTAL	\$ 3,119.88		
121004	2/8/2013	3	FORDYCE CONSTRUCTION INC	DOOR INSTALLATION - RS & CO	\$	5,950.00	077	FACILITIES MODERNIZATION
121005	2/8/2013	3	SOUTH BAY FENCE INC.	FENCING AT CP, PA, RS, & CO	\$	32,447.51	077	FACILITIES MODERNIZATION
121021	2/14/2013	6	W W GRAINGER INC	MAINT. SUPPLIES - CP	\$	265.96	075	MAINTENANCE
121022	2/14/2013	6	LAKESIDE EQUIPMENT SALES AND	EQUIPMENT RENTALS - CP	\$	285.60	075	MAINTENANCE
121023	2/14/2013	6	WASTE MANAGEMENT OF EL CAJON -	ROLL OFF - CO	\$	148.41	075	MAINTENANCE
121024	2/14/2013	6	DRAIN PROS INC	PLUMBING REPAIRS SVS - CH	\$	395.00	075	MAINTENANCE
121025	2/14/2013	6	JOHNSTONE SUPPLY	HVAC SUPPLIES - CFH	\$	168.96	075	MAINTENANCE
121026	2/14/2013	6	GEARY PACIFIC SUPPLY	HVAC SUPPLIES - CFH	\$	124.77	075	MAINTENANCE
121028	2/14/2013	6	US AIR CONDITIONING	HVAC SUPPLIES - PD	\$	152.84	075	MAINTENANCE
121029	2/14/2013	6	US AIR CONDITIONING	HVAC SUPPLIES - CP	\$	91.56	075	MAINTENANCE
121030	2/14/2013	6	ADVANCED AIR & VACUUM	HVAC SUPPLIES - PD	\$	52.32	075	MAINTENANCE
121031	2/14/2013	6	TRANE U.S. INC.	HVAC SUPPLIES - PD	\$	54.43	075	MAINTENANCE
121035	2/15/2013	3	RCP BLOCK & BRICK INC	GROUNDS SUPPLIES - CP	\$	21.60	075	MAINTENANCE
121063	2/21/2013	6	STRAIT-LINE CONCRETE CUTTING	CONCRETE CUTTING - CH	\$	465.00	075	MAINTENANCE
121064	2/21/2013	6	DRAIN PROS INC	PLUMBING REPAIRS - CO	\$	395.00	075	MAINTENANCE
121065	2/21/2013	6	PACIFICA GLASS CO., INC.	WINDOW REPAIRS - SC	\$	380.42	075	MAINTENANCE
121066	2/21/2013	6	US AIR CONDITIONING	HVAC SUPPLIES - ERC	\$	3.96	075	MAINTENANCE
121067	2/21/2013	6	ALLSTATE SIGN & PLAQUE CORP	SIGNS SUPPLIES - CH	\$	316.81	075	MAINTENANCE
121071	2/22/2013	6	CLARK SECURITY PRODUCTS INC	HARDWARE/LOCK SUPPLIES	\$	905.94	075	MAINTENANCE
121078	2/22/2013	6	CLARK SECURITY PRODUCTS INC	HARDWARE/LOCK SUPPLIES	\$	526.01	075	MAINTENANCE
121079	2/22/2013	6	CLARK SECURITY PRODUCTS INC	HARDWARE/LOCK SUPPLIES	\$	821.49	075	MAINTENANCE
121080	2/22/2013	6	CLARK SECURITY PRODUCTS INC	HARDWARE/LOCK SUPPLIES - CP	\$	71.28	075	MAINTENANCE
121081	2/22/2013	6	CLARK SECURITY PRODUCTS INC	HARDWARE/LOCK SUPPLIES	\$	496.69	075	MAINTENANCE
121084	2/25/2013	6	CLARK SECURITY PRODUCTS INC	HARDWARE/LOCK SUPPLIES	\$	176.24	075	MAINTENANCE
121094	2/27/2013	6	STANLEY SECURITY SOLUTIONS	HARDWARE/LOCK SUPPLIES	\$	665.54	075	MAINTENANCE
121095	2/27/2013	6	DIXIELINE LUMBER COMPANY	BUILDING REPAIRS SUPPLIES - CO	\$	18.25	075	MAINTENANCE
					TOTAL	\$ 45,401.59		
120973	2/6/2013	6	ASBURY ENVIRONMENTAL SERVICES	HAZARDOUS WASTE REMOVAL SVCS	\$	199.57	076	TRANSPORTATION

120974	2/6/2013	6	ROADONE	TOWING SERVICES	\$	299.20	076	TRANSPORTATION
120975	2/6/2013	6	DREW FORD	BUS REPAIRS & MAINTENANCE	\$	109.70	076	TRANSPORTATION
120976	2/6/2013	3	ALL STAR GLASS	REPAIRS DUE TO VANDALISM	\$	265.84	076	TRANSPORTATION
120977	2/6/2013	6	BETTY'S UPHOLSTERY	LAWNMOWER REPAIRS	\$	110.00	076	TRANSPORTATION
120978	2/6/2013	6	GCR TIRE CENTERS SAN DIEGO	TIRES FOR TECHNOLOGY & M&O	\$	989.88	076	TRANSPORTATION
120979	2/6/2013	6	A-Z BUS SALES, INC.	BUS REPAIRS & MAINTENANCE	\$	168.72	076	TRANSPORTATION
120980	2/6/2013	6	DION INTERNATIONAL TRUCKS LLC	BUS REPAIRS & MAINTENANCE	\$	254.61	076	TRANSPORTATION
121013	2/13/2013	6	COUNTY MOTOR PARTS CO INC	BUS REPAIRS & MAINTENANCE	\$	100.43	076	TRANSPORTATION
121014	2/13/2013	3	ROMAN'S TRUCK	VANDALISM REPAIRS TO VEHICLE	\$	1,570.52	076	TRANSPORTATION
121015	2/13/2013	6	INLAND KENWORTH (US) INC.	BUS REPAIRS & MAINTENANCE	\$	706.54	076	TRANSPORTATION
121016	2/13/2013	6	AUTO ZONE	BUS REPAIRS & MAINTENANCE	\$	97.91	076	TRANSPORTATION
121017	2/13/2013	6	PECK'S HEAVY FRICTION INC	BUS REPAIRS & MAINTENANCE	\$	210.52	076	TRANSPORTATION
121018	2/13/2013	6	UNITY SCHOOL BUS PARTS	BUS REPAIRS & MAINTENANCE	\$	217.36	076	TRANSPORTATION
					TOTAL	\$	5,300.80	TRANSPORTATION
120984	2/6/2013	21	39 DEPARTMENT OF GENERAL SERVICES	DSA FEES	\$	750.00	077	FACILITIES MODERNIZATION
121074	2/22/2013	21	39 DEPARTMENT OF GENERAL SERVICES	DSA PLAN CHECK FEES - CH	\$	3,450.69	077	FACILITIES MODERNIZATION
121075	2/22/2013	21	39 HENDRIX CALIFORNIA SCHOOL	INSPECTOR OF RECORD - PD CIP	\$	144,055.00	077	FACILITIES MODERNIZATION
121076	2/22/2013	21	39 NINYO & MOORE	GEOTECHNICAL & MAT. TESTING-PD	\$	114,900.00	077	FACILITIES MODERNIZATION
121077	2/22/2013	21	39 HANOVER INSURANCE GROUP	BUILDER'S RISK INS. - PD ADD'N	\$	4,516.00	077	FACILITIES MODERNIZATION
					TOTAL	\$	267,671.69	FACILITIES MODERNIZATION
120994	2/7/2013	3	MISSION JANITORIAL SUPPLIES	STORES SUPPLIES	\$	766.80	078	WAREHOUSE
121006	2/8/2013	3	SOUTHWEST SCHOOL SUPPLY	STORES SUPPLIES	\$	1,736.64	078	WAREHOUSE
121009	2/13/2013	3	OFFICE DEPOT INC	STORES SUPPLIES	\$	114.83	078	WAREHOUSE
121010	2/13/2013	3	SOUTHWEST SCHOOL SUPPLY	STORES SUPPLIES	\$	18.14	078	WAREHOUSE
121033	2/14/2013	3	CAMEO PAPER & JANITORIAL	STORES SUPPLIES	\$	359.96	078	WAREHOUSE
121039	2/15/2013	3	MAINTEX INC	STORES SUPPLIES	\$	491.18	078	WAREHOUSE
121040	2/15/2013	3	MISSION JANITORIAL SUPPLIES	STORES SUPPLIES	\$	279.16	078	WAREHOUSE
121041	2/15/2013	3	MOORE MEDICAL CORP	STORES SUPPLIES	\$	701.14	078	WAREHOUSE
121045	2/15/2013	3	SOUTHWEST SCHOOL SUPPLY	STORES SUPPLIES	\$	157.25	078	WAREHOUSE
121069	2/22/2013	3	CANNON SPORTS INC	STORES SUPPLIES	\$	92.92	078	WAREHOUSE
121096	2/28/2013	3	K/P CORPORATION	STORES SUPPLIES	\$	585.47	078	WAREHOUSE
					TOTAL	\$	5,303.49	WAREHOUSE
								\$ 423,588.34

Consent Item D.2.4. Approval/Ratification of Revolving Cash Report
Prepared by Karl Christensen
March 19, 2013

BACKGROUND:

The Revolving Cash Fund of \$15,000 is used for prompt payment to vendors and saves the costs associated with processing payments of small amounts through the County Superintendent of Schools. The attached report of numerical listings by check number include the issue date, name of payee, a general description of items purchased, and the amount of the check.

RECOMMENDATION:

Administration recommends approval of checks #22290 through #22291 on the \$15,000 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 \$1,379.30 as disclosed on the following report.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item D.2.4.
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SANTEE SCHOOL DISTRICT
REVOLVING CASH REPORT- \$15,000

Date	Number	Name	Memo	Amount
02/22/13	22290	Wal Mart	Lorene Foster Fund	150.00
03/04/13	22291	See's Candies	CH Camp Fund Raiser	1,229.30

Total Checks Written \$1,379.30

Bank Fees

Total to be Reimbursed \$1,379.30

Consent Item D.2.5 Acceptance of Donations
 Prepared by Karl Christensen
 March 19, 2013

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 Physical Education Program	\$150.00	Al's Sport Shop	Hill Creek School
	\$150.00	Parent	
TOTAL DONATIONS RECEIVED	\$300.00		

RECOMMENDATION:

Administration recommends acceptance of the donations listed above for the District and authorization 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 \$300.00.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item D.2.5.
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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 February 1, 2013 through February 28, 2013.

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 134 transactions totaling \$14,485.49 charged to various funds.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item D.2.6.
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PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20130206	ABEL,CATHY	CHILD NUTRITION	SPROUTS FARMERS MARK	22.47	Gluten Free supplies
20130206	ABEL,CATHY	CHILD NUTRITION	THE HOME DEPOT 673	18.31	Power Strips for school site
20130207	ABEL,CATHY	CHILD NUTRITION	O REPS COM	269.25	New walk-in handle at RS
20130208	ABEL,CATHY	CHILD NUTRITION	CENTRAL REST PRODUCTS	43.82	Thermometers
20130212	ABEL,CATHY	CHILD NUTRITION	CHEF CITY REST EQUIP	51.15	Food Pan
20130213	ABEL,CATHY	CHILD NUTRITION	SPROUTS FARMERS MARK	38.13	Food
20130221	ABEL,CATHY	CHILD NUTRITION	OFFICE DEPOT #908	24.07	Office Supplies
20130228	ABEL,CATHY	CHILD NUTRITION	WAL-MART #1917	21.49	Kitchen Supplies
				488.69	
20130224	ALBERT,DIANN L	PRIDE ACADEMY	WAL-MART#1917	25.00	
				25.00	
20130221	AVILA,EVONN	BUSINESS SERVICES	SCHOOL SERVICES OF CAL	175.00	Registration for Cash Flow Workshop - Tory Long attendee
				175.00	
20130203	BAKER,HOPE	OST PROGRAMS	WALMART.COM	37.49	OTHER/INSTRUCTIONAL
20130207	BAKER,HOPE	OST PROGRAMS	PAYPAL *SANTEECHAMB	150.00	AGREEMENTS
20130208	BAKER,HOPE	OST PROGRAMS	ADVERTISING EDGE, INC	313.76	OFFICE/FUNDRAISER
20130208	BAKER,HOPE	OST PROGRAMS	SEES CANDY 415	350.00	
20130213	BAKER,HOPE	OST PROGRAMS	SCHOLASTIC INC. KEY 6	70.63	INSTRUCTIONAL/FUNDRISER
20130227	BAKER,HOPE	OST PROGRAMS	MICHAELS #3256	31.30	
				953.18	
20130203	BRASHER,PAMELA	OST PROGRAMS	DS WATERS STANDARD COF	162.60	OTHER/OFFICE
20130214	BRASHER,PAMELA	OST PROGRAMS	ECC*DSS-DISC SCH SUPPL	130.42	OTHER/INSTRUCTIONAL
20130214	BRASHER,PAMELA	OST PROGRAMS	ECC*DSS-DISC SCH SUPPL	53.21	Split - PS OTHER/INSTRUCTIONAL (79.54%)
20130214	BRASHER,PAMELA	OST PROGRAMS	ECC*DSS-DISC SCH SUPPL	13.69	Split - YALE INSTRUCTIONAL (20.46%)
20130218	BRASHER,PAMELA	OST PROGRAMS	SPRINT *WIRELESS	24.45	Split - YALE (11.09%)
20130218	BRASHER,PAMELA	OST PROGRAMS	SPRINT *WIRELESS	24.45	Split - ASES (11.09%)
20130218	BRASHER,PAMELA	OST PROGRAMS	SPRINT *WIRELESS	171.51	Split - PROJECT SAFE (77.81%)
20130227	BRASHER,PAMELA	OST PROGRAMS	SCREEN IT	24.95	
20130228	BRASHER,PAMELA	OST PROGRAMS	AMAZON MKTPLACE PMTS	23.95	
				629.23	
20130204	BRENNER,DEBBIE	PEPPER DRIVE	ANSMAR PUBLISHERS, INC	415.80	Title - math intervention material
20130204	BRENNER,DEBBIE	PEPPER DRIVE	READ NATURALLY INC	524.21	Title - reading intervention
20130213	BRENNER,DEBBIE	PEPPER DRIVE	BARNES & NOBLE #2135	12.01	
20130225	BRENNER,DEBBIE	PEPPER DRIVE	WAL-MART#5140	21.72	
				973.74	
20130208	BROGAN-BARANSKI,K	CARLTON OAKS	BADGE A MINIT	71.95	6th grade camp
20130213	BROGAN-BARANSKI,K	CARLTON OAKS	WEST MUSIC	76.45	C.O. Fund. Donat
20130219	BROGAN-BARANSKI,K	CARLTON OAKS	AMAZON MKTPLACE PMTS	473.04	C.O. Fund/Donat
20130228	BROGAN-BARANSKI,K	CARLTON OAKS	LAKESHORE LEARNING #04	429.84	
				1,051.28	
20130210	GRIFFIN,DEBRA	TRANSPORTATION	OREILLY AUTO 00029686	123.61	VEHICLE REPAIR - OIL FILTERS
				123.61	
20130211	HECK,TERRY	CARLTON HILLS	COSTCO.COM *ONLINE	90.71	
				90.71	
20130213	HOOKS,TED A	CAJON PARK	AMAZON MKTPLACE PMTS	104.86	headphones (SLIB)
20130214	HOOKS,TED A	CAJON PARK	AMAZON MKTPLACE PMTS	44.94	headphones (SLIB)
20130214	HOOKS,TED A	CAJON PARK	AMAZON MKTPLACE PMTS	29.96	headphones (SLIB)
20130221	HOOKS,TED A	CAJON PARK	AMAZON.COM	146.57	books for school library (Book Fair Budget)
20130228	HOOKS,TED A	CAJON PARK	SCHOOL OUTFITTERS	485.94	headphones for computer lab/n-computing, K-3 (SLIB Budget)
				812.27	
20130210	JOINER,KRISTIE L	PEPPER DRIVE	BONITA DONUTS	15.98	EIA - ELAC
20130210	JOINER,KRISTIE L	PEPPER DRIVE	STARBUCKS #06839 BONIT	12.95	EIA - ELAC
20130222	JOINER,KRISTIE L	PEPPER DRIVE	AMAZON MKTPLACE PMTS	485.50	Title - covers for IPads
				514.43	
20130201	LINDSAY,JERELYN	SYCAMORE CANYON	AMAZON MKTPLACE PMTS	29.97	
20130207	LINDSAY,JERELYN	SYCAMORE CANYON	IMAGESTUFF.COM	87.45	
20130208	LINDSAY,JERELYN	SYCAMORE CANYON	247INKTONER.COM	88.97	
20130222	LINDSAY,JERELYN	SYCAMORE CANYON	BARNES & NOBLE #2135	100.12	
				306.51	
20130211	MALIN,MINNIE	HUMAN RESOURCES	VONS STORE0018978	16.19	Flower arrangement for County Classified EOY - D. Meza
				16.19	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20130201	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	LAPTOP SCREEN.COM	86.24	
20130201	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	WILLY'S ELECTRONICS	51.84	
20130201	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	FRY'S ELECTRONICS #15	28.06	
20130208	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	LAPTOP SCREEN.COM	112.54	
20130214	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	THE UPS STORE #4287	11.58	
20130221	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	LAPTOP SCREEN.COM	(67.99)	
20130226	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMAZON.COM	46.97	
20130228	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	WWW.NEWEGG.COM	64.49	
20130228	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	WWW.NEWEGG.COM	42.99	
				376.72	
20130206	MARTIN,SUZANNE	CAJON PARK	ORIENTAL TRADING CO	44.99	
				44.99	
20130210	MCCOLL,LISA	HILL CREEK	GREAT SOURCE*BOOK/TEST	696.07	
20130214	MCCOLL,LISA	HILL CREEK	STAPLES 00108217	62.62	
				758.69	
20130213	MCKINNON,KATHLEEN A	EDUCATIONAL SERVICES	FOOD4LESS #0349	13.44	
20130214	MCKINNON,KATHLEEN A	EDUCATIONAL SERVICES	TARGET 00014852	11.63	
20130226	MCKINNON,KATHLEEN A	EDUCATIONAL SERVICES	ALBERTSONS #6727	19.02	
				44.09	
20130205	MICHEL,HOPE	SPECIAL EDUCATION	PAYPAL *BRIDGESEUDC	200.00	
20130211	MICHEL,HOPE	SPECIAL EDUCATION	PAYPAL *BRIDGESEUDC	75.00	
20130211	MICHEL,HOPE	SPECIAL EDUCATION	AMAZON.COM	455.63	
20130221	MICHEL,HOPE	SPECIAL EDUCATION	MIMIS CAFE 86	16.20	
20130222	MICHEL,HOPE	SPECIAL EDUCATION	WAL-MART#1917	82.67	
20130226	MICHEL,HOPE	SPECIAL EDUCATION	VONS STORE00020792	7.07	
				836.57	
20130201	MONTLER,BONNER M	EDUCATIONAL SERVICES	SCANTRON CORPORATION	886.76	Answer forms for district assessment scoring.
20130211	MONTLER,BONNER M	EDUCATIONAL SERVICES	SCANTRON CORPORATION	(400.72)	RETURNED Answer forms for district assessment scoring.
20130214	MONTLER,BONNER M	EDUCATIONAL SERVICES	VONS STORE00030445	23.78	Houghton-Mifflin English Language Development program training supplies.
				509.82	
20130205	NUNNELLEY,LAURA G	OST PROGRAMS	SMARTNFINAL 10803989	138.99	Split - FOOD SUPPLIES (63.84%)
20130205	NUNNELLEY,LAURA G	OST PROGRAMS	SMARTNFINAL 10803989	78.74	Split - FOOD FUNDRAISER (36.16%)
20130208	NUNNELLEY,LAURA G	OST PROGRAMS	SEES CANDY 415	149.00	
20130210	NUNNELLEY,LAURA G	OST PROGRAMS	WAL-MART#1917	41.86	Split - FOOD SUPPLIES (29.86%)
20130210	NUNNELLEY,LAURA G	OST PROGRAMS	WAL-MART#1917	98.34	Split - FOOD FUNDRAISER (70.14%)
20130210	NUNNELLEY,LAURA G	OST PROGRAMS	WAL-MART#1917	57.23	OTHER/INSTRUCTIONAL
20130214	NUNNELLEY,LAURA G	OST PROGRAMS	TARGET 00014852	88.35	
20130215	NUNNELLEY,LAURA G	OST PROGRAMS	AMAZON MKTPLACE PMTS	49.74	OTHER/INSTRUCTIONAL
20130215	NUNNELLEY,LAURA G	OST PROGRAMS	AMAZON.COM	43.19	OTHER/INSTRUCTIONAL
20130228	NUNNELLEY,LAURA G	OST PROGRAMS	SMARTNFINAL 10803989	93.22	
				838.66	
20130208	ORTEGA,KAREN	HUMAN RESOURCES	USPS 05702095524902264	18.40	Postage for HR department
				18.40	
20130201	PIERCE,CATHY A	SUPERINTENDENT'S OFFICE	FIREWOOD CAFE #1 SFO	12.82	ACSA Travel Expense-Meal
20130201	PIERCE,CATHY A	SUPERINTENDENT'S OFFICE	SAN PEETS TEMP	2.97	ACSA Travel Expense-Meal
20130203	PIERCE,CATHY A	SUPERINTENDENT'S OFFICE	STARBUCKS #16079 MONTE	2.65	ACSA Travel Expense-Meal
20130203	PIERCE,CATHY A	SUPERINTENDENT'S OFFICE	MARRIOTT	3.00	ACSA Travel Expense-Meal
20130204	PIERCE,CATHY A	SUPERINTENDENT'S OFFICE	MAX S EATZ SFO30098511	16.95	ACSA Travel Expense-Meal
20130204	PIERCE,CATHY A	SUPERINTENDENT'S OFFICE	PORTOLA HOTEL AND SPA	409.04	ACSA Travel Expense-Lodging
20130205	PIERCE,CATHY A	SUPERINTENDENT'S OFFICE	YELLOW CAB/ODEN	20.00	ACSA Travel Expense-Cab
20130227	PIERCE,CATHY A	SUPERINTENDENT'S OFFICE	CHILI'S GRI79900007997	28.38	Business Lunch
				495.81	
20130215	PROUTY,DANIEL J	CHET F. HARRITT	WAL-MART#5140	20.96	
20130217	PROUTY,DANIEL J	CHET F. HARRITT	FOX'S PIZZA DEN - SANT	16.33	
20130221	PROUTY,DANIEL J	CHET F. HARRITT	AMAZON MKTPLACE PMTS	87.92	
20130225	PROUTY,DANIEL J	CHET F. HARRITT	AMAZON MKTPLACE PMTS	9.71	
20130227	PROUTY,DANIEL J	CHET F. HARRITT	AMAZON.COM	47.89	
				182.81	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20130203	REES,TAMMY	HILL CREEK	SQ *GSDMC	198.00	
20130204	REES,TAMMY	HILL CREEK	OWL BRAND DISCOVERY KI	23.70	
20130206	REES,TAMMY	HILL CREEK	SOUTHWEST SCHOOL & OFF	174.64	
20130224	REES,TAMMY	HILL CREEK	BRAINPOP.COM	205.00	
20130224	REES,TAMMY	HILL CREEK	CENTURYNOVELTY COM	30.70	
				632.04	
20130222	RIFFEL,MEREDITH	PUPIL SERVICES	ESPECIALNEEDS	175.80	OT equipment for Thor
20130224	RIFFEL,MEREDITH	PUPIL SERVICES	PAYPAL *BRIDGESEDUC	275.00	PECS Workshop for Marian Rashap
				450.80	
20130214	ROSA,JIM	RIO SECO	FOOD4LESS #0349	14.88	Supplies for ASB sponsored JH Dance; Please bill ASB
20130226	ROSA,JIM	RIO SECO	JOSTENS AR-USD	70.00	JH Yearbook Deposit
20130226	ROSA,JIM	RIO SECO	DELL SALES & SERVICE	239.74	Printer Cartridges for networked DELL printers.
20130227	ROSA,JIM	RIO SECO	CRAWFORD CYCLE AND MAR	485.91	Walkie-Talkies for Office, Campus Aides & other staff members
				810.53	
20130205	SHEEN,KRISTINA D	OST PROGRAMS	SMARTNFINAL 10803989	39.72	Split - YALE (40.1%)
20130205	SHEEN,KRISTINA D	OST PROGRAMS	SMARTNFINAL 10803989	59.34	Split - PROJECT SAFE (59.9%)
20130208	SHEEN,KRISTINA D	OST PROGRAMS	SCHOLASTIC INC. KEY 6	63.59	OTHER/INSTRUCTIONAL
20130208	SHEEN,KRISTINA D	OST PROGRAMS	SEES CANDY 415	470.40	
20130214	SHEEN,KRISTINA D	OST PROGRAMS	SCHOLASTIC INC. KEY 6	5.88	OTHER/INSTRUCTIONAL
20130222	SHEEN,KRISTINA D	OST PROGRAMS	JOANN FABRIC #1011	21.79	
20130226	SHEEN,KRISTINA D	OST PROGRAMS	DOLRTREE 3194 00031948	42.90	
20130227	SHEEN,KRISTINA D	OST PROGRAMS	TARGET 00014852	131.89	
20130227	SHEEN,KRISTINA D	OST PROGRAMS	WAL-MART #1917	151.37	
				986.88	
20130218	SIMPSON,DEBRA	RIO SECO	OFFICE DEPOT #908	23.07	Safety materials suggest by Santee Fire Dept. inspection
20130221	SIMPSON,DEBRA	RIO SECO	OFFICE DEPOT #2099	10.44	Safety materials suggest by Santee Fire Dept. inspection
20130224	SIMPSON,DEBRA	RIO SECO	SCHOLASTIC INC. KEY 6	122.20	Stuff The Turkey Funds for Second Grade Book Order
				155.71	
20130203	SOUTHCOTT,STEPHANIE	PRIDE ACADEMY	TECHSMITH CORPORATION	24.97	
20130203	SOUTHCOTT,STEPHANIE	PRIDE ACADEMY	AMAZON.COM	36.90	
20130207	SOUTHCOTT,STEPHANIE	PRIDE ACADEMY	REI*GREENWOODHEINEMANN	123.90	
20130211	SOUTHCOTT,STEPHANIE	PRIDE ACADEMY	AMAZON PRIME	(78.49)	
20130221	SOUTHCOTT,STEPHANIE	PRIDE ACADEMY	EVERNOTE.COM	7.50	
20130222	SOUTHCOTT,STEPHANIE	PRIDE ACADEMY	INSTANT MATH HELP	59.00	
20130226	SOUTHCOTT,STEPHANIE	PRIDE ACADEMY	PAYPAL *AIRSERVER	23.98	
				197.76	
20130210	SPENCER,LAURA K	EDUCATIONAL SERVICES	IBBS TEXTBOOKS	48.60	
				48.60	
20130201	VAIL,LINDA	SUPERINTENDENT'S OFFICE	CALIFORNIA SCHOOL BOAR	780.00	CSBA Masters in Governance Registration (2x2)
20130214	VAIL,LINDA	SUPERINTENDENT'S OFFICE	VONS STORE00018978	18.77	Strategic Plan Annual Review Meeting
20130215	VAIL,LINDA	SUPERINTENDENT'S OFFICE	LEARNING FORWARD	(138.00)	Reimbursement for Duplicated Charge
20130215	VAIL,LINDA	SUPERINTENDENT'S OFFICE	LEARNING FORWARD	138.00	Duplicated Charge-To be Reimbursed
20130215	VAIL,LINDA	SUPERINTENDENT'S OFFICE	LEARNING FORWARD	138.00	Membership-Supt.
				936.77	
				14,485.49	

Consent Item D.2.7.

Extension of Agreement with Riverview Church
for Use of Facilities at Cajon Park School

Prepared by Karl Christensen
March 19, 2013

BACKGROUND:

At the April 5, 2011 meeting, the Board of Education approved an Agreement with Riverview Church for Use of Facilities at Cajon Park School. The original agreement term was through December 31, 2011 and has been extended 1 time. The amended agreement expires April 30, 2013.

Riverview Church has indicated they have secured other facilities in Santee but the transaction may not be finalized before their Agreement with Santee School District expires.

Administration recommends extending the agreement for 3 additional months to give Riverview Church time to complete procurement of their new facilities.

RECOMMENDATION:

It is recommended that the Board of Education approve the extension of the Agreement with Riverview Church for Use of Facilities at Cajon Park School through July 31, 2013.

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 District receives \$180 per week in revenue for direct costs pursuant to Board Policy.1330.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item D.2.7.
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Consent Item D.2.8. Amendment to Agreement with County of San Diego
Prepared by Karl Christensen for Regional Communication System
March 19, 2013

BACKGROUND:

On May 5, 2009, the Board of Education approved to extend the Regional Communications System (RCS) Participating Agency Agreement between the County of San Diego and participating cities and jurisdictions from March 7, 2010 to March 31, 2013. This is a request to approve the extension of the RCS Agreement for another three years to March 31, 2016.

This second three-year extension to the Agreement will provide participating agencies continued service on the RCS system while County staff and the RCS Board of Directors complete planning efforts for the replacement of the system and to develop a new participating agency agreement.

The RCS provides effective and reliable radio communications for routine intra-agency operations with the Transportation Department as well as inter-agency communications throughout the region during mutual aid and disaster operations.

RECOMMENDATION:

It is recommended that the Board of Education approve the Amendment to the Agreement with the County of San Diego for Regional Communication System through March 31, 2016.

This recommendation supports the following District goal:

Learning Environment

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

FISCAL IMPACT:

The fiscal impact is \$13,674 annually.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item D.2.8.
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AMENDMENT TO THE MEMORANDUM OF AGREEMENT DATED AS OF
MARCH 7, 1995, BETWEEN THE COUNTY OF SAN DIEGO AND
PARTICIPATING CITIES AND JURISDICTIONS REGARDING THE
IMPLEMENTATION, GOVERNANCE, METHOD OF FUNDING AND COSTS OF A
REGIONAL RADIO SYSTEM PROVIDING COMMUNICATION SERVICES TO
PUBLIC SAFETY AND PUBLIC SERVICE AGENCIES OPERATING IN SAN
DIEGO COUNTY AND IMPERIAL COUNTY

THIS AMENDMENT to that Memorandum of Agreement dated as of March 7, 1995, providing for the establishment, governance and funding of a regional radio system providing communication services to public safety and public service agencies operating in San Diego County and Imperial County is entered into as of August 7, 2012, between the County of San Diego and the parties listed in Exhibit A as follows:

RECITALS

Whereas, pursuant to a Memorandum of Agreement (“RCS Agreement”) dated as of March 7, 1995, the parties established the Regional Communications System (“RCS”) and provided for its governance and funding; and

Whereas, other jurisdictions have become parties to the RCS Agreement; and

Whereas, the term of the RCS Agreement is 15 years from March 7, 1995, and will therefore expire March 6, 2010; and

Whereas, the term of the RCS Agreement was extended for three years from March 6, 2010 to March 31, 2013; and

Whereas, the present parties to the RCS Agreement desire to extend the term of the RCS Agreement for another three more years to terminate March 31, 2016;

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Section 20 of the RCS Agreement is amended by substituting the following language:

This Agreement shall terminate March 31, 2016.

2. In all other respects, the RCS Agreement shall remain the same.

IN WITNESS THEREOF, the parties hereto have affixed their signature on the attached Exhibit A.

Exhibit "A"
Amendment to the RCS Participating Agency Agreement

CITY OF SANTEE
Council Approval

Date: _____

By _____
Mayor

CITY OF SOLANA BEACH
Council Approval

Date: _____

By _____
Mayor

CITY OF VISTA
Council Approval

Date: _____

By _____
Mayor

STATE OF CALIFORNIA
CALIFORNIA HIGHWAY PATROL

State of California Approval

Date: _____

By _____

August 7, 2012

BACKGROUND:

In November 2006, Proposition R was passed by the voters of Santee authorizing \$60 million in General Obligation Bonds (GO Bonds) to be issued to finance a portion of the District's Capital Improvement Program (CIP), currently valued at \$140 million. The District's GO Bond is subject to the regulations of Proposition 39 (Prop 39) which was passed by California voters November 7, 2000. Prop 39 allows passage of a local GO Bond with 55% approval of the voters and requires operation of an Independent Citizen's Oversight Committee (ICOC) and preparation of annual financial and performance audits.

Until January of 2011, the performance audit component of Prop 39 requirements lacked specificity of standards for the audit. On September 24, 2010 then Governor of California, Arnold Schwarzenegger, signed into law Senate Bill 1473 (SB1473) which took effect January 1, 2011. SB1473 stipulates that performance audits for Prop 39 bonds must be conducted in accordance with Government Auditing Standards (also known as "Yellow Book Standards") issued by the Comptroller of the United States of America. Prior to SB1473, auditors elected to perform what is known as a review, which has a broad scope and lacks the depth of an audit. Generally, a review is a process where the auditors limit their procedures to inquiries of the local educational agency's (LEA's) management. In addition, procedures and reviewed and object code balances for the current year and the prior year are compared and all material differences are investigated. SB1473 now requires a more thorough process to satisfy the requirements of an audit.

For 2011-12, the District's Prop 39 Financial and Performance Audits were conducted by Vavrinek, Trine, Day & Co., LLP. There were no findings or restatements required for the financial component and the performance audit concluded that "in all significant respects, the Santee School District has properly accounted for the expenditures held in the Building Fund (Election 2006) and that such expenditures were made for authorized Bond projects."

The ICOC reviewed and accepted this audit report at their March 6, 2013 meeting.

RECOMMENDATION:

It is recommended that the Board of Education accept the 2011-12 General Obligation Bonds Building Fund Financial and Performance Audit.

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 as follows:

Beginning Fund Balance = \$26,825,182
Revenue and other sources = \$2,435,012
Expenditures and other outgo = \$24,056,427
Ending Fund Balance = \$5,203,767

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item D.3.1.
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BACKGROUND:

The No Child Left Behind (NCLB) legislation requires each district receiving federal funds to develop a five year Local Education Agency (LEA) Plan and revise the LEA Plan yearly as necessary. The focus of the plan is to provide a quality education for all children and the plan must address these goals:

1. All students will reach high standards at a minimum, attaining proficiency or better in language arts and mathematics, by 2013-2014.
2. All limited-English-proficient students will become proficient in English and reach high academic standards.
3. By 2005-2006 all students will be taught by highly qualified teachers.
4. All students will be educated in learning environments that are safe, drug-free, and conducive to learning.

The revised LEA Plan developed for the Santee School District was a collaborative effort between District personnel and the District Advisory Council (DAC). Plan goals and activities support the requirements of many state and federal categorical programs and District instructional priorities. The LEA Plan is to be reviewed and revised annually, as applicable, and approved by the Board of Education every five years. A copy of the revised LEA Plan will be available at the Board meeting for public review.

RECOMMENDATION:

Administration recommends approval of the 2013 revision of Local Education Agency Plan 2010-2015.

This recommendation supports the following District goals:

- Assure the highest level of educational achievement for all students.
- Provide a safe, engaging environment that promotes creativity, innovation and personalized learning.
- Pursue actively the funding and resources to fulfill our mission and vision, and maintain fiscal solvency.
- Implement a staff development plan as the cornerstone of employee performance and growth.
- Provide social, emotional, and health service programs, integrated with community resources, to foster student character and personal well-being.

FISCAL IMPACT:

Local Education Agencies are expected to have a current and annually updated LEA Plan. State and federal funding requested through the bi-annual Consolidated Application process, approximately \$1.1 million for Santee School District, ties directly to performance goals in the LEA Plan.

STUDENT ACHIEVEMENT:

Performance goals in the LEA Plan are aligned to providing a quality education for all children. To accomplish the goals, the plan addresses the needs of students and staff in the areas of English Language Arts and Mathematics, English Language Development for English Learners, integration of technology to improve instruction, and quality staff development activities.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.1.

Consent Item D.4.2.

Approval of Student Teaching Agreement with Western Governors University

Prepared by Dr. Stephanie Pierce
March 19, 2013

BACKGROUND:

Santee School District has entered into cooperative agreements with various universities in the past to provide field laboratory classroom placement for student teachers and interns. Santee School District has received a Student Teacher Agreement from Western Governors University for this purpose. The term of this agreement shall commence on March 19, 2013.

RECOMMENDATION:

Administration recommends that the Student Teacher Agreement with Western Governors University for teacher education 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:

Western Governors University shall pay the District for field laboratory classroom placement of student teachers at the rate of \$150 for each full-time student teacher per twelve-week assignment (sixteen-weeks for each special education assignment). These amounts are transferred to the school site budget for the master teacher's instructional budget.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____ Agenda Item D.4.2.



WESTERN GOVERNORS UNIVERSITY
ONLINE, AFFORDABLE, ACCREDITED

Student Teaching Agreement

This Student Teaching Agreement (the “Agreement”) is entered into this 19th day of March, 2013 (“Effective Date”) by and between Western Governors University, a Utah non-profit corporation and a regionally accredited institution of higher education (“WGU”), and Santee Elementary School District (“District”).

Article 1: Recitals

A. WGU is regionally accredited by the Northwest Association of Schools and Colleges and Universities and nationally accredited by the Distance Education and Training Council (DETC). The WGU Teacher Education programs are further accredited by the National Council for the Accreditation of Teacher Education (NCATE).

B. WGU conducts teacher training programs leading to degrees and desires to obtain student teaching experiences for the teacher candidates enrolled in its educational programs; and

C. The District recognizes the need for and desires to aid in the educational development of student teachers and is willing to make its premises available for such purposes and, further, wishes to host Teacher Candidates in its schools.

Article 2: Definitions

2.1. “Teacher Candidate” shall refer to a student enrolled in a program at WGU which leads to an education credential.

2.2. “Host Teacher” shall refer to an employee of the District who is the Teacher of Record within the classroom where the Teacher Candidate is assigned. Host Teachers may or may not be a Clinical Supervisor.

2.3. “Clinical Supervisor” shall refer to a present or former employee of the District, retired educator, or any other individual meeting the criteria of ‘Supervisor’ established by WGU for this position, and engaged by WGU or the District to supervise Teacher Candidate progress. Selection, assignment and compensation of Clinical Supervisors is the responsibility of WGU.

2.4. “Student Teaching” shall refer to the active participation by a Teacher Candidate in the duties and functions of classroom teaching under the direct supervision and instruction of a Host Teacher and/or Clinical Supervisor.

2.5. “Student Teaching Assignment” shall refer to the greater of the WGU 12-week requirement (16 weeks for special education assignments) or the State’s and/or District’s minimum requirement for Student Teaching. Student Teaching shall satisfy all WGU and State requirements.

Agreement

NOW THEREFORE, in consideration of the foregoing premises, the mutual covenants and agreements set forth herein, and other good and valuable consideration, WGU and the District agree as follows:

Article 3: District Responsibilities

- 3.1. Host Teacher. The District shall provide Teacher Candidate with Student Teaching experience in a school and classes of the District under the direct supervision and instruction of a certified Host Teacher.
- 3.2. Access for Clinical Supervisor. The District shall allow the Clinical Supervisor on-going access to the host school and classroom for the specific purpose of observing the Teacher Candidate.
- 3.3. Right to Accept or Terminate. The District may refuse to accept, or may terminate, any Teacher Candidate assigned to the District for Student Teaching based upon its good faith determination that the Teacher Candidate is not meeting performance standards or is otherwise deemed unacceptable to the District. Upon receipt of a written notice from the District stating the reasons for such decision, WGU shall promptly terminate the Teacher Candidate's assignment to the District.
- 3.4. District Policies Provided. The District shall provide Teacher Candidates with any of the District policies and procedures to which Teacher Candidates are expected to adhere during Student Teaching Assignments and while on District premises.
- 3.5. Other Requirements. The District shall inform Teacher Candidates of any requirements to comply with particular laws such as those regarding blood borne pathogen and infection control standards.
- 3.6. Evaluations. The District through the involvement of the Host Teacher shall participate with the Clinical Supervisor and the Teacher Candidate in two evaluations of Teacher Candidates: one mid-way through the Student Teaching Assignment and another at the end of the Student Teaching Assignment. WGU shall be responsible for the format of the evaluations.
- 3.7. Facilitation of Professional Development. The District shall facilitate Teacher Candidate professional growth through educational assignments and shall provide adequate space, equipment and supplies to meet the objectives of training.

Article 4: WGU Responsibilities

- 4.1. Teacher Training Program. WGU shall be responsible for monitoring and evaluating individual Teacher Candidate progress as well as curriculum planning, admission, administration, matriculation requirements, and other issues required by its Student Teaching program.
- 4.2. Designation of Contact. WGU shall designate a faculty point of contact for communication and coordination of Student Teaching Assignments.
- 4.3. Clinical Supervisor. The District or WGU shall appoint a Clinical Supervisor who shall observe Teacher Candidates in the classroom on six separate occasions during a Student Teaching Assignment. The Clinical Supervisor will assess the candidate's progress towards mastery of teaching competencies.
- 4.4. Teacher Candidate Preparation. WGU will use its best efforts to see that Teacher Candidates selected for participation in Student Teaching are prepared for effective participation in the clinical education phase of their teaching training program. WGU will retain ultimate responsibility for the evaluation of the Teacher Candidate.

4.5. Host Teacher Compensation. If District policies allow, WGU shall compensate either the District or the Host Teacher **\$150.00 per Teacher Candidate** for the Host Teacher services described in this Agreement. The District acknowledges that the issuance of such compensation directly to the Host Teacher will not render the Host Teacher an employee or agent of WGU and that WGU will not withhold or in any way be responsible for the payment of any federal, state or local income or occupational taxes, FICA taxes, unemployment compensation or workers' compensation, vacation pay, sick leave, retirement benefits or any other payments for or on behalf of the Host Teacher. No Host Teacher compensation will be provided where a Teacher Candidate acts as 'Teacher-of-Record' within District.

4.6. Clinical Supervisor Compensation. If the Clinical Supervisors are employees of the District, WGU shall compensate either the District or the Clinical Supervisors **\$500.00 per Teacher Candidate** for Clinical Supervisor services. The District acknowledges that where District policies allow the issuance of such compensation directly to employee Clinical Supervisors, WGU may contract directly with those individuals for Clinical Supervisor Services.

4.7. Termination of Assignment. Subject to Article 3.3, upon receipt of written notification from the District, WGU shall promptly terminate a Teaching Candidate's assignment to the District and shall have full responsibility for the conduct of any student disciplinary proceedings. In the event a Student Teaching Assignment is terminated before completion, compensation for Host Teacher and Clinical Supervisor services shall be pro-rated to the number of weeks completed.

4.8. Background Check. WGU shall require each Teacher Candidate to submit to a complete background check, including criminal history, as a condition of Student Teaching. WGU shall attest to District that WGU has completed a background check for each Teacher Candidate, and shall not recommend a teacher candidate for Student Teaching who fails to meet the standards established by District for acceptable background.

4.9. Representations. WGU represents that all Teacher Candidates assigned to the District for Student Teaching are validly enrolled in an approved WGU credentialing program and meet the District's background requirements. WGU makes no other representation, express or implied, about, or assumes any responsibility for, the Teacher Candidate's fitness or qualification to participate in the Student Teaching Assignment. Nothing in this Agreement shall be construed as a delegation by the District to WGU of any of the District's duties and responsibilities for operation or supervision of the school or classes of the District.

4.10. Insurance.

WGU shall provide and maintain general commercial liability insurance acceptable to the District in the minimum amounts of one million dollars (\$1,000,000) combined single limit, and three million dollars (\$3,000,000) general aggregate and, upon request of the District, shall furnish proof thereof in the form of certificate(s) of insurance which shall state that there shall be no cancellation, termination, material change, or reduction of limits of the insurance coverage without 30 days' written notice from the WGU's insurer to the District.

Professional Liability Insurance. WGU shall ensure that each Teacher Candidate, at their own expense, procures and maintains in force during the Student Teaching assignment, professional liability insurance in the amounts reasonably necessary to protect the Teacher Candidate against liability arising from any and all negligent acts or incidents caused by the Teacher Candidate. Coverage under such professional liability insurance shall not be less than one million dollars (\$1,000,000.00) for each occurrence and three million dollars (\$3,000,000.00) in the aggregate. WGU shall require each Teacher Candidate to provide evidence of his or her professional liability coverage to the District.

Workers' Compensation Insurance. WGU shall maintain at its sole expense workers' compensation insurance for participating Teacher Candidates.

4.11. Indemnification.

WGU shall hold harmless, defend and indemnify District and its elected and appointed governing board members, officers, employees, and agents from any and all losses, demands, claims, damages (including costs and attorney's fees), or causes of action arising from any negligent or willful acts or omissions of WGU, its officers, employees, or Teacher Candidates incurred in the performance of this Agreement.

If District policies allow, the District shall hold harmless, defend and indemnify WGU and its officers, employees, and agents from any and all losses, demands, claims, damages (including costs and attorneys fees), or causes of action arising from the negligence or willful act of the District, its officers, employees or agents incurred in the performance of this Agreement.

Article 5: General Provisions

5.1. Term. This Agreement shall commence on the Effective Date and shall continue until such time as either party gives the other party thirty days' written notice of its intent to terminate the Agreement, provided, however, that all Teacher Candidates receiving Student Teaching from the District as of the date of such notice shall be permitted to complete their Student Teaching Assignment.

5.2. Confidentiality of Educational Records.

Teacher Candidate Records. The District acknowledges that the education records of Teacher Candidates assigned to the District are protected by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g. The Parties agree to comply with the requirements of FERPA and its implementing regulations at 34 C.F.R. Part 99 and to protect the privacy of educational records concerning any Teacher Candidate assigned to the District under this Agreement. As a result of this Agreement, District shall be considered to be a "school official" of WGU and may transmit, share or disclose educational records without the Teacher Candidate's written consent, to other school officials of WGU who have a legitimate educational interest in the records. All other disclosures shall require the written consent of the affected Teacher Candidate and WGU.

District Student Records. Teacher Candidates and WGU employees shall not have access to, or have the right to review, any records of District's students, including medical records, except where authorized by the District in the regular course of Student Teaching. The discussion, transmission or narration in any form by Teacher Candidates or WGU employees of any District student information of a personal nature, medical or otherwise, obtained in the regular course of Student Teaching shall be forbidden, except as authorized by the District and not prohibited by law. The District shall not grant Teacher Candidates or WGU employees access to individually identifiable student information unless the affected student's parent or guardian has first given written consent using a form approved by District that complies with FERPA and other applicable law.

5.2. Non-Discrimination. Both parties agree to fully comply with all non-discrimination laws of the District's jurisdiction and of the United States. Both parties will accept, assign, supervise and evaluate qualified Teacher Candidates regardless of race, sex, color, religion or creed, national origin or ancestry, age, disability, Vietnam-era veteran status, in accordance with the laws of the state and the United States. In addition, both parties agree to accept, assign, supervise, and evaluate qualified Teacher Candidates without regard for sexual orientation.

5.3. Notices. All notices, demands, or other communications given under this Agreement shall be in writing and sent to the address listed at the end of this Agreement (unless a party has changed its address by giving notice as provided in this paragraph), and will be effective upon receipt if

delivered by personal or overnight delivery or facsimile, or effective five (5) days after being placed in the United States mail, postage pre-paid.

5.4. Arbitration. The parties agree that disputes arising hereunder shall be subject to arbitration pursuant to the rules of the American Arbitration Association and judgment upon the award may be entered in any court having jurisdiction thereof. The site of arbitration shall be the location of the defending Party.

5.5. Entire Agreement and Severability. This Agreement contains the entire agreement between the parties relating to the transactions contemplated hereby, and all prior or contemporaneous agreements, understandings, representations, and statements, whether oral or written, are merged herein. No modification, waiver, amendment, discharge, or change to the Agreement shall be valid unless the same is in writing and signed by both parties. If a court or arbitrator holds any provision of the Agreement to be illegal, unenforceable, or invalid, the remaining provisions will not be affected. No Teacher Candidate or other third party shall be a beneficiary of, or have any right to enforce the terms of this Agreement

5.6. General Provisions. This Agreement: (i) shall be binding and enforceable by the parties hereto and their respective legal representatives, successors, or assigns, (ii) may be executed in two or more counterparts including by facsimile or email copy, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement effective the day and year first above written.

WESTERN GOVERNORS UNIVERSITY SANTEE ELEMENTARY SCHOOL DISTRICT
("WGU") ("District")

By: _____

By: _____

Title: Field Placement Manager

Title: _____

Date: _____

Date: _____

For notice purposes, contact:

Laura Williams
Placement Specialist
Western Governors University
4001 S. 700 E. Suite 700
Salt Lake City, UT 84107-2533
(801) 428-5353
(801) 401-7961(fax)
fieldplacement@wgu.edu

For notice purposes, contact:

Name: _____
Title: _____
District: _____
Street: _____
City/State/Zip: _____
Phone: _____
Fax: _____
Email: _____

BACKGROUND:

Santee School District operates an Alternative Home School program allowing parents in the Santee community the opportunity to provide a home school experience. For schooling accountability purposes, parents and children submit weekly independent study contracts. These independent study contracts produce an average daily attendance and funding to maintain the program.

Education Code 51745.6a states that the ratio of average daily attendance for independent study pupils 18 years of age or less to school district full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio of pupils to full-time certificated employees for all other educational programs operated by the school district. A school district may request an Alternative School of Choice Waiver to increase by 10% the ADA-to-teacher ratio in the Alternative School.

Santee School District has a current waiver on file with the California Department of Education through the end of this school year. The Alternative School continues to experience enrollment fluctuations from month-to-month and the enrollment waiver will help support staffing needs based on enrollment fluctuations. Since this is a renewal waiver, a public hearing is not necessary for Board approval. A copy of the waiver request is attached.

RECOMMENDATION:

Administration recommends that the Board of Education approve the submission of Alternative School of Choice Waiver through June 2015.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

There is no fiscal impact in submitting the waiver to the California Department of Education.

STUDENT ACHIEVEMENT:

Many students interact with their learning through first-hand experiences while in the Alternative School program since students are not in a traditional classroom setting.

CALIFORNIA STATE DEPARTMENT OF EDUCATION
ALTERNATIVE SCHOOL OF CHOICE WAIVER REQUEST
 AEW-1 (Rev. 3/10)

Check one: First time waiver
 Renewal waiver

Return to: Educational Options Office
 California Department of Education
 1430 N Street, Suite 6408
 Sacramento, CA 95814-5901

 Telephone: 916-322-5012
 Fax: 916-323-2039

County and District Code:

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Local Educational Agency: Santee School District			Contact recipient of approval/denial notice: Dr. Stephanie Pierce		
Address: 9619 Cuyamaca Street	City: Santee	State: CA	ZIP: 92071	Phone: (619) 258-2351	
Period of request: (month/day/year) From: 07/01/2013 To: 06/30/2015		Local board approval date: (Required) March 19, 2013		Date of public hearing: <i>Note necessary for renewal waivers, unless controversial.</i>	

Part 1: LEGAL CRITERIA

(PLEASE PROVIDE THE INFORMATION REQUESTED IN THE SPACES DESIGNATED)

1. **Under the Waiver Authority of the *Education Code Section 58509*, the particular *Education Code* or the *California Code of Regulations* section(s), or portion(s) thereof to be waived:** Santee School District is requesting a 10% increase in student enrollment over the District K – 8 enrollment average. This request relates to Education Code 51745.6.

2. If this is a renewal of a previously approved waiver, list approval date, and attach a copy of the original document: January 5, 2010

3. **Position of the bargaining unit.** Does the district have any employee bargaining units? Yes No
Not necessary for Renewal Waivers unless controversial.

Date(s) the bargaining unit(s) was/were consulted: _____ / _____ / _____

Name of the bargaining unit person(s) consulted: _____ / _____ / _____

The position(s) of the bargaining unit(s) was/were: Neutral Support Oppose *Please summarize below.*

Comments (If appropriate):

4. **Public hearing requirement.** A public hearing is not simply a board meeting, but a properly noticed public hearing held during a board meeting at which time the public may testify on the waiver proposal. Distribution of local board agenda does not constitute notice of a public hearing. Acceptable ways to advertise include: (1) print a notice that includes the time, date, location, and subject of the hearing in a newspaper of general circulation; or (2) in small school districts, post a formal notice at each school and three public places in the district (modeled after *Education Code Section 5362*). *Not necessary for Renewal Waivers unless controversial.*

How was the required public hearing advertised?

Notice in a newspaper Notice posted at each school Other _____ *Please summarize below.*

5. **Advisory committies/school site councils.** Please identify the committee or council that reviewed this waiver:
Not necessary for Renewal Waivers unless controversial.

Date the committee/council reviewed the waiver request: _____

Check here, if there were objection(s) *Please summarize the objection(s) below.*

PART II. PURPOSE AND DESIRED OUTCOMES

1. Summary of the *Education Code* or *California Code of Regulations* section(s) or portion(s) to be waived.
 Please summarize the meaning, in plain language, of the *Education Code* or California Code of Regulations Section(s) or portion(s) to be waived. If a portion of a section is requested to be waived, include that portion verbatim.

Students attending the Alternative (Home) School program complete weekly independent study contracts. The number of students in the Alternative Home School would need to have the same ADA-to-teacher ratio as the District ADA-to-teacher ratio as the other educational programs operated in the school district.

2. Desired outcome/rationale.
 State what you hope to accomplish with the waiver. Describe briefly the circumstances that brought about the request and why the waiver is necessary to achieve improved student performance and/or streamline or facilitate local agency operations.

Santee School District has been operating an Alternative School for many years and has an existing waiver to allow for the fluctuation of student ADA. As in years past, the school expects to experience a monthly fluctuation of students enrolling and un-enrolling. Because of this fluctuation, the District is requesting the waiver to provide an increase of 10% above the District base ADA-to-teacher ratio of 26.68. The ADA-to-teacher ratio for the purposes of Independent Study Contracts would then be 29.34 to 1. This waiver would help the district with any future staffing needs, particularly as the enrollment grows.

3. For a waiver renewal, district also must certify:

- | | | |
|-------------------------------------|--------------------------|---|
| True | False | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The facts which precipitated the original waiver request have not changed. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The remedy for the problem has not changed. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Members of the local governing board and district staff are not aware of the existence of any controversy over the implementation of this waiver or the request to extend it. |

Renewals of Alternative School of Choice waivers must be submitted **two months prior** to the date the active waiver expires. The local governing board must approve the renewal request. Because the district certifications above assure the State Superintendent that there is no evidence of controversy associated with the waiver's renewal, it is not necessary to repeat the public hearing. Submit the renewal request **at least two months before the waiver expires** to ensure enough time for action by the State Superintendent before the present waiver expires. Retroactive waivers must go through the *first time waiver process*.

District or County Certification

I hereby certify that the information provided on this application is correct and complete.

	Director, Educational Services	03/19/2013
Signature of Superintendent or Designee	Title	Date

FOR CALIFORNIA DEPARTMENT OF EDUCATION USE ONLY

Responsible Office: _____ Guidelines: Met Not Met Don't Exist

CALIFORNIA DEPARTMENT OF EDUCATION RECOMMENDATION: Approve Deny

Staff (Type or print)	Staff (Signature)	Date:
Unit Manager (Type or print)	Unit Manager (Signature)	Date:
Division Director (Type or print)	Division Director (Signature)	Date:
Deputy (Type or print)	Deputy (Signature)	Date:

BACKGROUND:

Each year during spring break, the grounds department expands their operation to accommodate the needs of our school sites addressing special extra projects. This year, administration anticipates the need for one (1) short term employee from March 20 through April 12, 2013 to accomplish the following projects:

- Weed abatement for fire hazard control on vacant land
- Topping to re-grade ball fields at Chet F. Harritt

In addition, a recent special circumstances instructional assistance (SCIA) evaluation determined that there is a need for 1:1 assistance for a student at Carlton Hills through the end of the 2012-2013 school year. Administration anticipates that a short term Instructional Assistant, Special Ed II position will provide the temporary support that is required for this student.

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

RECOMMENDATION:

Administration recommends approving short term employment for the following:

- One (1) Grounds Maintenance Worker I short term position for up to eight (8) hours on work days from March 20 through April 12, 2013.
- One (1) Instructional Assistant, Special Ed II position for two (2) hours per day from March 20 through June 19, 2013.

FISCAL IMPACT:

The estimated cost to employ the short term positions will be approximately \$3,946 and will be paid from the General Fund.

STUDENT ACHIEVEMENT IMPACT:

This is a fiscal item.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.5.2.

DISCUSSION AND/OR ACTION ITEMS Item E.

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.

Agenda Item E.

Discussion and/or Action Item E.1.1. Increase to Paid Lunch Price
Prepared by Karl Christensen
March 19, 2013

BACKGROUND:

At the February 19, 2013 meeting, the Board of Education was provided an update on Federal Legislation passed December 2010 requiring school districts participating in the Federal Meal Program to charge at least the same price for a paid lunch as that received from the Federal Government for a free lunch.

The District currently receives \$2.86 for each free lunch and charges \$2.25 for a paid meal. Based on calculations required each year, the District must increase its paid meal price by at least \$0.15 for 2013-14. Because progress must be made each year toward the \$2.86 goal (adjusted for provided increases), another increase would be needed the following year. Furthermore, at 2nd Interim, an operating deficit was projected for the Child Nutrition Fund. Staff is working now to analyze the Child Nutrition Services budget to minimize/eliminate the current projected operating deficit.

In light of these factors, and to minimize the amount of coins needed for making change, Administration recommends increasing the paid lunch price from \$2.25 to \$2.50 effective July 1, 2013.

RECOMMENDATION:

It is recommended that the Board of Education approve an increase to the price of a paid student lunch from \$2.25 to \$2.50 effective July 1, 2013.

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 estimated increase in revenue is \$62,700 for the Child Nutrition Fund.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item E.1.1.
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BACKGROUND:

The District currently provides its facilities for use by other entities in accordance with Board Policy 1330 and its related Administrative Regulation. The most recent amendments of these documents were enacted August 2, 2005. The Schedule of Fees has not been revised since then and District costs for the various categories have increased.

Board Policy 1330 defines the following 3 categories of facility users:

- Free Use: Non-profit organizations affiliated with the District or a particular school site and created for the purpose of benefitting or supporting the District as an entity; a specific school site, and/or the students enrolled in any of the District's schools or educational programs. It also includes educational activities or programs created by other educational institutions or law enforcement agencies for the exclusive benefit of the District, its employees, or its students.
- Fair Rental Value: Organizations conducting functions, entertainment activities or meetings where admission fees are charged, or contributions are solicited and net receipts are not to be expended for the welfare of the students or a particular school or of the District as an entity or for charitable purposes.
- Direct Cost Fees: Activities other than those specified for free use or fair rental value.

On January 1, 2013, SB 1404 became effective. This law changes the definition of Direct Costs to include ongoing costs related to maintenance, repair, restoration, and refurbishment of the school facilities or grounds. Furthermore, the current per participant per season charge for Santee Sports Council leagues was established in June 2005 and has not been increased.

Administration will provide a report on costs associated with various aspects of facility use.

RECOMMENDATION:

This is an information item. Action, if any, is at the discretion of the Board of Education.

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:

Below is a summary of fees collected for Use of Facilities:

<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
\$19,344	\$23,318	\$35,471

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item E.1.2.
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Discussion and/or Action Item E.2.1. Adoption of Resolution No. 1213-18 to Layoff Identified Classified Non-Management Positions

Prepared by Minnie Malin
March 19, 2013

BACKGROUND:

Due to the uncertainty of Title I federal funding, Carlton Hills School is recommending the reduction of two (2) Instructional Assistant I positions effective May 25, 2013.

The affected employees will receive a 60-day notice of layoff and be placed on a reemployment list for no less than 39-months.

RECOMMENDATION:

Administration supports the following recommendation:

Reduce

- Two (2) Instructional Assistant I positions effective May 25, 2013.

FISCAL IMPACT:

Encroachment to Carlton Hills' Title I funding will be decreased by \$14,979 as a result of reducing the two (2) Instructional Assistant I positions.

STUDENT ACHIEVEMENT IMPACT:

It is the District's intention to provide support for all students.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.1.

SANTEE SCHOOL DISTRICT

Resolution No. 1213-18

WHEREAS, when a bona fide reduction or elimination of funds or services occurs within a school district, classified employees shall be subject to reduction of hours for either lack of work or lack of funds;

WHEREAS, the elimination of certain services being performed by the classified staff has resulted in an elimination of work;

WHEREAS, due to lack of funds and/or lack of work, the Board finds that it is in the best interest of this school district that certain services be eliminated and/or reduced in work hours:

Reduce

- Two (2) Instructional Assistant I positions effective May 25, 2013.

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, and the negotiated agreement with California School Employees Association Article XI, (Layoff, Reemployment, Involuntary Reduction in Hours, and the Impacts and Effects of Such Matters), 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 19th day of March 2013, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

Dated 3/19/13

Clerk, Board of Education

BOARD POLICIES AND BYLAWS Item F.

Agenda Item F.

Board Policies and Bylaws Item F.1.1. First Reading: Revised Board Policy 4354.1
Early Retirement Health Benefits for
Management/ Confidential Employees

Prepared by Minnie Malin
March 19, 2013

BACKGROUND:

The District GASB 45 committee recently met and reviewed BP 4354.1, Early Retirement Health Benefits for Management/ Confidential Employees, as part of their charge to reduce other post-employment benefits (OPEB). As a result, one of the recommendations made by the committee is to increase the years of age required to retire from 50 to 55 for all management/confidential employees hired by the District on or after January 1, 2013. The revision will align this policy with other District early retiree benefit policies.

RECOMMENDATION:

Administration recommends that the Board of Education review the first draft of revisions to BP 4354.1. No action is required at this time.

FISCAL IMPACT:

It is anticipated that significant savings will result from revisions to BP 4354.1.

STUDENT ACHIEVEMENT:

This is a fiscal item.

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.1.

**EARLY RETIREMENT HEALTH BENEFITS FOR
MANAGEMENT/CONFIDENTIAL EMPLOYEES**

Effective July 1, 1999, Management and Confidential employees who meet the qualifications for early retirement shall be eligible and may apply for paid medical and health insurance benefits on the following basis:

1. The certificated/classified employee in the PERS retirement system must have the equivalent of ten 10 years of full service with the district, the last five years of which must be consecutive, and the employee must have reached or passed the following ages of 50 years, and be in a paid status the year of retirement:
 - a. 50 years of age for employees hired by the District prior to January 1, 2013
 - b. 55 years of age for employees hired by the District on or after January 1, 2013
2. The certificated/classified employee in the STRS retirement system must have the equivalent of ten 10 years of full service with district, the last five years of which must be consecutive and the employee must have reached or passed the age of 55 years, and be in a paid status the year of retirement.
3. The coverage will be limited to health and medical benefits of the plan provided by the district under which the employee was insured during the last year of employment.
4. The district will pay the health and medical premiums for the retiree.
5. The district will continue to provide this coverage until the retiree reaches the age of 65 years, or is eligible for Medi-Care, whichever comes first.
6. Employees retiring may enroll dependents, at the retiree's expense, under the following conditions:
 - a. The dependent must have been enrolled one year prior to the effective date of retirement.
 - b. Rates and other conversion requirements for dependent coverage are at the discretion of the insurance company.
 - c. Spousal coverage may continue until the spouse reaches the age of 65 years, or is eligible for Medi-Care, whichever comes first. All other dependents may be covered at the discretion of the insurance carrier.
7. Pursuant to the insurance carrier regulations, the retiree may purchase dental and/or vision coverage at the district rate until he/she reaches the minimum Medicare-eligible age. Dependent dental and/or vision coverage will be limited to the district plan in place at the time of retirement.

Policy
adopted: November 20, 1979
amended: March 17, 1998
amended: May 16, 2006
reviewed: May 5, 2009
amended:

SANTEE SCHOOL DISTRICT
Santee, California

Board Policies and Bylaws Item F.2.1.
Prepared by Cathy A. Pierce, Ed.D.
March 19, 2013

Second Reading: Revised Board Policy 1312.3
Uniform Complaint Procedures

BACKGROUND:

Revised Board Policy 1312.3 Uniform Complaint Procedures is presented to the Board of Education in a first reading. The revisions were required by AB 9, known as Seth's Law, to assure school districts' compliance to applicable state and federal laws and regulations regarding unlawful harassment, intimidation, and bullying against any protected group as identified under Education Code 200 and 220 and Government Code 11135.

The revision includes the addition of harassment, intimidation, and/or bullying where appropriate and will address complaints filed alleging failure to comply with such laws.

This revision also includes requirements by AB 1575 for school districts to adopt procedures addressing the use of the Uniform Complaint Procedure to resolve student fees disputes. School districts are required to include information regarding the prohibition of student fees and the applicability of the Uniform Complaint Procedure in the annual notice provided to students and their families.

The draft of revised Administration Regulation 1312.3 is attached for Board review.

RECOMMENDATION:

Revised Board Policy 1312.3 Uniform Complaint Procedures is presented for a second reading and recommended for approval of the revisions.

FISCAL IMPACT:

This is a policy item. There is no fiscal impact to this item.

STUDENT ACHIEVEMENT:

Effective governance has a positive impact on student achievement.

UNIFORM COMPLAINT PROCEDURES

DRAFT

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. (5 CCR 4620)

The district shall follow uniform complaint procedures ~~when addressing~~ to resolve any complaints alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of ~~against any protected group as identified under Education Code 200 and 220 and Government Code 11135. (5 CCR 4610)~~ or based on association with a person or group of a protected group.

Uniform complaint procedures shall also be used when addressing complaints alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, and special education programs. (5 CCR 4610)

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and mis-assignments shall be investigated pursuant to the district's Williams uniform complaint procedure (AR 1312.4).

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of ~~the~~ all parties and the integrity of the process. ~~This may include keeping~~ As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designee may keep the identity of the complainant confidential, as appropriate and except to the extent that the investigation of the complaint is not obstructed. ~~necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.~~

The Board prohibits any form of retaliation against any complainant in the complaint process, ~~including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination.~~ Such Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32289 School safety plan, uniform complaint procedure

35186 Williams uniform complaint procedure

41500-41513 Categorical education block grants

48985 Notices in language other than English

49010-49013 Student Fees

49060-49079 Student records

49490-49590 Child nutrition programs

52160-52178 Bilingual education programs

52300-52490 Career-technical education

52500-52616.24 Adult schools

52800-52870 School-based coordinated programs

54000-54028 Economic impact aid programs

54100-54145 Miller-Unruh Basic Reading Act

54400-54425 Compensatory education programs

54440-54445 Migrant education

54460-54529 Compensatory education programs

56000-56867 Special education programs

59000-59300 Special schools and centers

64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

6301-6577 Title I basic programs

6601-6777 Title II preparing and recruiting high quality teachers and principals

6801-6871 Title III language instruction for limited English proficient and immigrant students

7101-7184 Safe and Drug-Free Schools and Communities Act

7201-7283g Title V promoting informed parental choice and innovative programs

7301-7372 Title V rural and low-income school programs

Policy adopted: February 17, 2009

Revised: _____

SANTEE SCHOOL DISTRICT
Santee, California

UNIFORM COMPLAINT PROCEDURES

DRAFT

Except as the Governing Board may otherwise specifically provide in other Board policies, the uniform complaint procedures shall be used only to investigate and resolve complaints alleging violations of federal or state laws or regulations governing specific educational programs, the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and unlawful discrimination, harassment, intimidation, or bullying, as specified in accompanying Board policy.

The district's uniform complaint procedures policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language.

Compliance Officers

The Governing Board designates the following compliance officer to receive and investigate complaints and to ensure district compliance with law:

Superintendent
9625 Cuyamaca St., Santee, CA 92071
619-258-2304

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

Notifications

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties.

The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints

UNIFORM COMPLAINT PROCEDURES (continued)

2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process ~~pursuant to Education Code 262.3~~, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:
 - a. The district is primarily responsible for compliance with applicable state and federal laws and regulations governing educational programs
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline
 - c. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying complaint must be filed not later than six months from the date the alleged discrimination occurred, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying
 - d. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 days of receiving the district's decision
 - e. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision

Procedures

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs

Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

UNIFORM COMPLAINT PROCEDURES (continued)

All complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of the district's alleged noncompliance with federal or state laws or regulations governing educational programs. ~~by the district~~

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. ~~unlawful discrimination.~~ A The complaint alleging unlawful discrimination shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 calendar days.

A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. The complaint shall be presented to the compliance officer who shall maintain a log of complaints received. providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.

Step 2: Mediation

Within ~~seven working~~ three business days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If ~~the complainant~~ all parties agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging discrimination, harassment, intimidation, or bullying, ~~complaint~~ the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

UNIFORM COMPLAINT PROCEDURES (continued)

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

Within 10 calendar days of receiving the complaint, the complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint. The compliance office also shall collect all documents and interview all witnesses with information pertinent to the complaint.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with the law, the district's refusal to shall provide the investigator with access to records and/or other information related to the allegation in the complaint and shall not in any way obstruct the investigation. ~~or its Failure or refusal of the district to cooperate in the investigation or its engagement in any other obstruction of the investigation,~~ may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Step 4: Response

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

UNIFORM COMPLAINT PROCEDURES (continued)

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initial receipt the complaint or within the time period that has been specified in a written agreement with the complainant.

Step 5: Final Written Decision

The district's decision shall be in writing and sent to the complainant.

The district's decision shall be written in English and when required by Education Code 48985, in the complainant's primary language. ~~in the language of the complainant whenever feasible or as required by law.~~

For all complaints, the decision shall include:

1. The findings of fact based on the evidence gathered
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition
5. Corrective actions, if any are warranted
6. Notice of the complainant's right to appeal the district's decision within 15 days to the CDE and procedures to be followed for initiating such an appeal

In addition, and decision concerning a ~~For~~ discrimination, harassment, intimidation, or bullying complaints, based on state law, shall include a notice that the complainant must wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies (Education Code 262.3)

If a student or employee or is disciplined as a result of the investigation of a complaint, the decision shall simply state that effective action was taken and that the student or employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

UNIFORM COMPLAINT PROCEDURES (continued)

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges is found to have merit, the district shall provide a remedy to all affected students and parents/guardians, which, where applicable, shall include reasonable efforts to ensure full reimbursement to them.

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the district's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision.

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE:

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file, including but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

UNIFORM COMPLAINT PROCEDURES (continued)

For complaints alleging discrimination, harassment, intimidation, and bullying, based on state law, ~~complaints however~~ a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. ~~The moratorium does not apply to injunctive relief and is applicable only if~~ provided the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law.

Regulation approved: February 17, 2009
Revised: _____

SANTEE SCHOOL DISTRICT
Santee, California

BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS Item G.

Agenda Item G.

CLOSED SESSION Item H.

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. **Conference with Labor Negotiator** (Govt. Code § 54956.8)
Agency Negotiator: Karl Christensen, Assistant Superintendent
Employee Organizations: Santee Teachers Association
2. **Conference with Labor Negotiator** (Govt. Code § 54956.8)
Purpose: Negotiations
Agency Negotiator: Karl Christensen, Asst. Superintendent
Employee Organization: Classified School Employees Association
3. **Conference with Real Property Negotiators** (Govt. Code § 54956.8)
Property Address:
 - *Parcels 383-112-05 and 383-112-28 located on the north side of Prospect Avenue east of Marrokal Lane (known as the Renzulli Site)*
 - *10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)**Agency Negotiator: Karl Christensen, Asst. Superintendent, Business Services*
4. **Public Employee Performance Evaluation** (Govt. Code § 54957)
Superintendent
Employee Organization: Classified School Employees Association

RECONVENE TO PUBLIC SESSION Item I.

ADJOURNMENT Item J.