

# 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  
 May 7, 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.*

**6:00 – 6:50 P.M Student project demonstrations in the Educational Resource Center**

<b>A.</b>	<b>OPENING PROCEDURES – 7:00 p.m.</b>	<u>Page #</u> 6
1.	Call to Order and Welcome	
2.	District Mission	
3.	Pledge of Allegiance	
4.	Approval of Agenda	
<b>B.</b>	<b>REPORTS AND PRESENTATIONS</b>	7
1.	Superintendent's Report	
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1.3.	Enrollment Report	10
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1.5.	Announcement of Selection for Assistant Superintendent of Human Resources and Pupil Services	
2.	Spotlight on Learning: Student Recognition	12
	• Greater San Diego County Science & Engineering Fair Participants	
	• San Diego County Spelling Bee Participants	
	• Barnes and Noble Essay Contest Winners	
3.	Spotlight: Cajon Park School Presentation	14
4.	21 <sup>st</sup> Century Grant Presentation	15

<b>C. PUBLIC COMMUNICATION</b>	16
<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>	
<b>CONSENT ITEMS</b>	17
<i>Items listed under Consent are considered to be routine and are acted on by the Board with a single motion. There is no discussion of these items prior to the Board vote unless a member of the Board, staff, or public requests specific items be considered separately. Request to speak cards should be submitted in advance.</i>	
<b>Superintendent</b>	
<b>1.1. <u>Approval of Minutes</u></b>	18
It is recommended that the Board of Education approve meeting minutes with any necessary modifications.	
<b>Business Services</b>	
<b>2.1. <u>Approval/Ratification of Travel Requests</u></b>	24
It is recommended that the Board of Education ratify the authorization granted to personnel requesting out-of-district travel as listed in the item.	
<b>2.2. <u>Approval/Ratification of Revolving Cash Report</u></b>	26
It is recommended that the Board of Education approve/ratify revolving cash checks as listed.	
<b>2.3. <u>Acceptance of Donations</u></b>	28
It is recommended that the Board of Education accept donations as listed.	
<b>2.4. <u>Approval of Consultants and General Service Providers</u></b>	30
It is recommended that the Board of Education approve agreements with Consultants and General Service Providers as presented.	
<b>2.5. <u>Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)</u></b>	32
It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the month of March 2013.	
<b>2.6. <u>Approval of Monthly Financial Report</u></b>	36
It is recommended that the Board of Education approve the Monthly Financial Report.	
<b>2.7. <u>Adoption of Resolution #1213-23 Requesting Temporary Transfer of Funds</u></b>	39
It is recommended that the Board of Education adopt Resolution #1213-23 requesting temporary transfer of funds for the 2013-14 school year.	
<b>2.8. <u>Approval of Interdistrict Attendance Agreements</u></b>	42
It is recommended that the Board of Education approve Interdistrict Attendance Agreements with neighboring districts as listed in the item.	
<b>2.9. <u>Approval to Contract for Asphalt Paving Projects at Various School Sites Through CUPCCAC Process</u></b>	44
It is recommended that the Board of Education authorize the award of a contract to Angus Asphalt Inc., for the Asphalt Paving Projects at Various School Sites.	

- 2.10. **Approval of Agreement for On-Site Resident Services at Carlton Oaks School** 45  
It is recommended that the Board of Education approve the Agreement with Daisy Delacruz to provide on-site resident services at Carlton Oaks School.
- 2.11. **Authorization to Declare Network Equipment as Surplus** 54  
It is recommended that the Board of Education declare unusable and/or obsolete Cisco network equipment as surplus and authorize disposal of the items either by sale or donation.
- 2.12. **Authorization to Distribute Request for Proposal for Purchase of New Hewlett-Packard Network Equipment and Trade-In of Surplus Cisco Network Equipment** 55  
It is recommended that the Board of Education authorize distribution of a Request for Proposal for purchase of new Hewlett-Packard network equipment to incorporate trade-in of surplus Cisco network equipment.
- 2.13. **Adoption of Resolution #1213-29 to Uncommit Fund Balance in the General Fund Originally committed for Possible Expansion of YALE Preschool at Old Cajon Park Junior High Site** 61  
It is recommended that the Board of Education adopt Resolution #1213-29 to uncommit fund balance in the General Fund of \$200,000 originally committed for possible expansion of YALE Preschool at the old Cajon Park Junior High site.

#### **Capital Improvement Program**

- 3.1. **Approval of Agreement with Webb-Cleff Architecture & Engineering to Provide Architectural Services for Closeout of Phase 1 and Phase 2 Capital Improvement Program Projects** 65  
It is recommended that the Board of Education approve the agreement with Webb-Cleff for Architectural and Engineering Services for the close out and certification process through DSA for various phase 1 and 2 CIP projects.

#### **Educational Services**

- 4.1. **Approval/Ratification to Submit San Diego Chargers Grant for Pepper Drive and Hill Creek Schools** 66  
It is recommended that the Board of Education ratify the submission of the San Diego Charger grant for Pepper Drive and Hill Creek Schools.
- 4.2. **Approval Individual Services Agreement for Nonpublic, Nonsectarian School Services** 68  
It is recommended that the Board of Education approve one Individual Services Agreement for a student requiring nonpublic, nonsectarian school services.

#### **Human Resources/Pupil Services**

- 5.1. **Personnel, Regular** 69  
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations and dismissals.
- 5.2. **Approval of New Job Descriptions for Director of English Language Arts and Social Studies, and Director of Mathematics and Science** 71  
It is recommended that the Board of Education approve the job descriptions for two (2) new director positions.

5.3.	<b><u>Approval to Revise Title for Coordinator of Pupil Services to Coordinator of Pupil Services and Student Well-Being, and Revisions to Job Description</u></b>	78
	It is recommended that the Board of Education approve the revised title for Coordinator of Pupil Services and Student Well-Being; and revisions to the job description.	
5.4.	<b><u>Approval of Revisions to Uniforms for Maintenance &amp; Operations Personnel Side Letter Agreement between Santee School District and California School Employees Association (CSEA)</u></b>	81
	it is recommended that the Board of Education approve the revisions to the side letter agreement between Santee School District and California School Employees Association (CSEA).	
E.	<b>BOARD POLICIES AND BYLAWS</b>	
1.	<b><u>Second Readings:</u></b>	
1.1.	<b><u>BP 3350, Travel Expenses</u></b>	84
	Presented for a second reading is revised BP 3350; It is recommended that the Board of Education approve the revisions to BP 3350.	
1.2.	<b><u>BP 1330, Use of School Facilities</u></b>	87
	Presented for a second reading is revised BP 1330; It is recommended that the Board of Education approve the revisions to BP 1330.	
F.	<b>DISCUSSION AND/OR ACTION ITEMS</b>	94
	<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>	
	<b>Superintendent</b>	
1.1.	<b><u>Resolution # 1213-21 in Support of Proposed Local Control Funding Formula (LCFF) and Letter Addressing Education Funding Issues</u></b>	95
	Adoption of Resolution # 1213-21 supporting the Governor's proposed Local Control Funding Formula for schools and/or the draft letter to the State Legislature addressing education funding issues is at the discretion of the Board.	
	<b>Human Resources/Pupil Services</b>	
2.1.	<b><u>Approval of Declaration of Need for Fully Qualified Educators</u></b>	99
	It is recommended that the Board of Education approve the declaration of need.	
	<b>Business Services</b>	
3.1.	<b><u>Adoption of Revised Use of Facilities Rates</u></b>	103
	It is recommended that the Board of Education adopt the revised Use of Facilities Rates for inclusion in AR 1330.	
3.2.	<b><u>Agreement with Rise City Church for Long-Term Use of Hill Creek School</u></b>	105
	It is recommended that the Board of Education approve the agreement with Rise City Church for Use of Facilities at Hill Creek School on Sunday mornings starting July 28, 2013 and ending June 30, 2014, subject to extension upon mutual agreement.	

- 3.3. Discussion of Disposition of Santee School Property** 111  
This is an information item and opportunity for members of the community to address the Board on this matter.
- G. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS** 112
- H. CLOSED SESSION** 113
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 Legal Counsel** (Subdivision (a) of Govt. Code § 54956.9)  
*Pending Litigation: Case # 37-2013-00034970-CU-PO-CTL*
  4. **Conference with Real Property Negotiators** (Govt. Code § 54956.8)  
*Property Address: 10335 Mission Gorge Road, Santee 92071*  
*(formerly known as Santee School Site)*  
*Agency Negotiator: Karl Christensen, Asst. Superintendent, Business Services*
- I. RECONVENE TO PUBLIC SESSION** 113
- J. ADJOURNMENT** 113

**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 May 21, 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 May 7, 2013 regular meeting

Agenda Item A.

Reports and Presentations Item B.1. Superintendent's Report  
Prepared by Cathy A. Pierce, Ed.D.  
May 7, 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.

Requests For Use Of Facilities - May 7, 2013						
Group	Location	Date	Days	Time	Attendance	Fees Applied
<u>Cajon Park</u> PTSA (Family Night) Boy Scouts (Eagle Scout Ceremony)	Entire School/Kitchen Multi-Purpose	4/17/13 5/31/13	Wednesday Friday	4:00 pm - 9:00 pm 7:00 pm - 9:00 pm	600 100 - 120	\$20.00
<u>Carlton Hills</u> Girl Scouts Santee Mission Creek HOA (HOA Meeting)	Classroom Classroom	4/29/13 - 6/10/13 4/29/13	Monday Monday	5:45 pm - 7:30 pm 6:30 pm - 8:30 pm	15 6 - 10	\$65.25
<u>Carlton Oaks</u> PTA (Father/Daughter Dance)	Multi-Purpose	4/20/13	Saturday	10:00 am - 10:00 pm	200	\$95.50
<u>Chet F. Harritt</u> Fleet & Family Support Center (Military Family Programs)	Classroom	3/21/13 - 6/20/13	Tues & Thurs	8:00 am - 8:00 pm		
<u>Hill Creek</u> Santee Santas (Meeting)	Multi-Purpose	4/11/13	Thursday	6:00 pm - 8:00 pm	30	
<u>PRIDE Academy (Prospect Avenue)</u> PTA (Academic Night Event)	Multi-Purpose & Classrooms	4/12/13	Friday	4:00 pm - 9:00 pm	150	
<u>Santee School Site</u> San Diego County Sheriff's Dept. (Sheriff K-9 Training)	Vacant Fenced Property	5/15/13	Wednesday	10:00 am - 4:00 pm	10	

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



**DEVELOPER FEES COLLECTION REPORT  
2012-13  
CUMULATIVE THROUGH APRIL 25, 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
	X	9210 Inverness Rd	04/01/13	4,125	\$8,167.50	CO
	X	2307 Nielsen St	04/01/13	1,112	\$2,201.76	PA
<b>TOTAL PAGE 1</b>					<b>\$40,990.80</b>	

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

\*\*Fee Exempt - Senior / Elder Care Facility

\*\*\*Fee Exempt - Less than 500 square feet

Santee School District  
 ENROLLMENT REPORT  
 5/3/2013  
 Month 9 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	05/03/13	05/04/12	# Diff	% Diff	05/03/13	05/04/12	# Diff	% Diff	05/03/13	04/26/13	# Diff
Cajon Park	107	108	95	111	110	123	106	106	122	988	962	26	2.7%	61	67	-6	-9.0%	1049	1050	-1
Carlton Hills	56	39	39	44	39	40	50	63	98	468	483	-15	-3.1%	30	28	2	7.1%	498	500	-2
Carlton Oaks	79	71	91	83	89	72	94	112	98	789	828	-39	-4.7%	54	63	-9	-14.3%	843	845	-2
Chet F. Harritt	59	58	71	57	78	51	48	53	61	536	560	-24	-4.3%	0	0	0	0.0%	536	535	1
Hill Creek	73	69	83	78	91	91	69	79	84	717	737	-20	-2.7%	16	19	-3	-15.8%	733	732	1
Pepper Drive	95	96	89	85	74	78	69	81	89	756	753	3	0.4%	10	9	1	11.1%	766	768	-2
Prospect Ave	67	70	53	67	51	57	48	55	64	532	523	9	1.7%	0	0	0	0.0%	532	534	-2
Rio Seco	103	120	80	102	108	106	113	97	121	950	932	18	1.9%	44	49	-5	-10.2%	994	994	0
Sycamore Canyon	47	59	53	40	44	46	30	0	0	319	335	-16	-4.8%	0	1	-1	-100.0%	319	322	-3
<b>SUBTOTAL</b>	<b>686</b>	<b>690</b>	<b>654</b>	<b>667</b>	<b>684</b>	<b>664</b>	<b>627</b>	<b>646</b>	<b>737</b>	<b>6055</b>	<b>6113</b>	<b>-58</b>	<b>-0.9%</b>	<b>215</b>	<b>236</b>	<b>-21</b>	<b>-8.9%</b>	<b>6270</b>	<b>6280</b>	<b>-10</b>
Alternative School	2	1	3	8	4	5	6	10	7	46	40	6	15.0%	0	0	0	0.0%	46	46	0
Santee Success								4	6	10	10	0	0.0%	1	1	0	0.0%	11	12	-1
TK	47									47	0	47	0.0%					47	47	0
EAK 5 yr olds	118									118	144	-26	-18.1%					118	118	0
NPS										0				2	3	-1	-33.3%	2	2	0
<b>SUBTOTAL</b>	<b>167</b>	<b>1</b>	<b>3</b>	<b>8</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>14</b>	<b>13</b>	<b>221</b>	<b>194</b>	<b>27</b>	<b>13.9%</b>					<b>224</b>	<b>225</b>	<b>-1</b>
<b>TOTAL</b>	<b>853</b>	<b>691</b>	<b>657</b>	<b>675</b>	<b>688</b>	<b>669</b>	<b>633</b>	<b>660</b>	<b>750</b>	<b>6276</b>	<b>6307</b>	<b>-31</b>	<b>-0.5%</b>	<b>218</b>	<b>240</b>	<b>-22</b>	<b>-9%</b>	<b>6494</b>	<b>6505</b>	<b>-11</b>

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

PK	
Cajon Park	3
Sycamore Canyon	52
EAK 4 yr olds	0
<b>Total PK</b>	<b>55</b>

<b>Total Enrollment Including PK</b>	<b>6549</b>
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## Schedule of Upcoming Events

<b>Date</b>	<b>Event</b>
May 6-10	Employee Appreciation Week Serving Ice Cream Sundaes
May 8	Day of the Teacher
May 7	Board Meeting – 7:00 p.m. Student Technology Projects 6:00-7:00 p.m.
May 9	District Advisory Committee 6:00-8:00 p.m. Strategic Plan Action Planning Committees (see chart)
May 13	East County SELPA Community Advisory Community Awards Dinner
May 20	Foundation Meeting 6:00 p.m. @ Chamber of Commerce
May 19-25	Classified Employee Week
May 21	Classified Employee Appreciation Luncheon 11:30 a.m.–1:00 p.m. @ ERC
May 21	Board Meeting – 7:00 p.m.
May 22	Classroom of the Future Foundation Awards Banquet
May 23	Biliteracy Symposium Awards Banquet
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
May 30	Strategic Action Leadership Team Meeting 6:00-8:00 p.m. @ ERC
June 4	Board Meeting – 7:00 p.m. 8 <sup>th</sup> 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 Presentation Item B.2.      Spotlight on Learning: Student Recognition
- Greater San Diego Science and Engineering Fair Participants
  - San Diego County Spelling Bee Participants
  - Barnes & Noble Essay Contest Winners

Prepared by Dr. Stephanie Pierce  
 May 7, 2013

**BACKGROUND:**

This evening, the Board of Education is recognizing Santee School District students who participated in County level programs: 2013 Greater San Diego County Science and Engineering Fair and the 2013 San Diego County Spelling Bee, and the Barnes and Noble “My Favorite Teacher” essay contest.

Thirteen student projects receiving high merit were honored on March 21 - 24, 2013 at the 2013 **Greater San Diego Science and Engineering Fair**. The list below highlights the achievements earned by these students.

**1<sup>st</sup> Place Awards:**

Jordyn Niemiec	Cajon Park	Engineering – Materials and Bioengineering
Jenna Killian	Carlton Hills	Animal Sciences

**2<sup>nd</sup> Place Award:**

William Swanson	Cajon Park	Physics and Astronomy
Morgan Turner	Cajon Park	Engineering – Energy and Transport
Austin Whitacre	Cajon Park	Product Testing/Consumer Science
Joshua Tayler	Carlton Hills	Physics and Astronomy

**3<sup>rd</sup> Place Awards:**

Sierra Raber	Cajon Park	Physics and Astronomy
Clarissa Rossman	Cajon Park	Product Testing/Consumer Science
Cameron Shands-Sparks	Cajon Park	Animal Sciences
Zach Taft	Cajon Park	Product Testing/Consumer Science
Natalie Lazor	Carlton Hills	Engineering – Energy and Transport
Joshua Gates	Carlton Hills	Medicine and Health Sciences
Sydney Gilbert	Carlton Hills	Physics and Astronomy

In addition to the student recognition this evening, the Board of Education would also like to commend the following teachers in their support of student participation at the 2013 Greater San Diego County Science and Engineering Fair: Mrs. Allwyn Gazi, Mr. Larry Barbary, Mr. Bruce Jennings, and Ms. Kathryn Ducharme.

Two 8<sup>th</sup> grade students, Nicholas Berhalter from Hill Creek and Tyler Wilson from Chet F. Harritt, participated in this year's **County Spelling Bee** on March 27, 2013. The Countywide Spelling Bee is coordinated by the San Diego Union Tribune and the San Diego County Office of Education. The Board of Education also recognizes Ms. Nancy Knudsen and Mr. Richard Mitchell for their organization of the Hill Creek and Chet F. Harritt Spelling Bees.

This evening the Board is also recognizing Ms. Kelly Brown and two of her Rio Seco 7<sup>th</sup> grade students, Megan Korhummel and Marin Galewski. Megan was the winner of a Barnes and Noble "My Favorite Teacher" essay contest and Marin had an honorable mention. Ms. Brown and the students were honored at ceremony and bookf at Barnes and Noble on April 26<sup>th</sup>. As a special bonus, Barnes and Noble donated a portion of its proceeds from the night to Rio Seco's book fund.

Reports and Presentations Item B.3.

Spotlight on Learning:  
Cajon Park School Presentation

Prepared by Cathy A. Pierce, Ed.D.  
May 7, 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 Ted Hooks and his team will highlight strategies they are using to increase student learning at Cajon Park School and share opportunities students have to develop other abilities.

Agenda Item B.3.

## BACKGROUND

On June 19, 2012, the Board approved a funding source for innovative technology grants.

Nine grants were awarded for the following:

1. **It's All in the Design: Introducing Inquiry and Project-Based Learning into the Enrichment Wheel** – Cajon Park School
2. **The Future is at our Fingertips: Opening the door to 21<sup>st</sup> Century Skills through Universally Designed Learning and Interactive Whiteboards** – Carlton Hills School
3. **Flipping the Algebra Classroom** – Carlton Hills School
4. **It's an iWorld** – Carlton Oaks School
5. **iPads @ Pepper Drive Middle School...Allowing Students To Be 21<sup>st</sup> Century Learners & Thinkers!** – Pepper Drive School
6. **Increasing Student Achievement and Fostering Creativity With a 1:1 Implementation** – PRIDE Academy
7. **Integrating Video and Photography in Project Based Learning** – PRIDE Academy
8. **Teaching the Way Students Learn: Incorporating 21<sup>st</sup> Century Skills into Junior High Curriculum** – Rio Seco School
9. **iPads in Primary Education** – Sycamore Canyon School

Before tonight's Board meeting, students demonstrated projects that resulted from the 21st Century Grants awarded.

Tonight Dr. Laura Spencer, Coordinator of Instructional Technology, will be presenting an overview of the projects from the 21<sup>st</sup> Century Grants that were awarded to teachers last June.

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.  
May 7, 2013

**BACKGROUND:**

Presented for Board approval –

- April 16, 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 E.1.1.

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

April 16, 2012  
**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 7:02 p.m.

Members present:

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

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

President El-Hajj asked the audience to join her in a moment of silence for the victims of the tragedy in Boston yesterday.

2. President El-Hajj invited the audience to recite the District Mission and then invited Grace Bayerle, an 8<sup>th</sup> grade student at PRIDE Academy, to lead the members, staff and audience in the Pledge of Allegiance.
3. Approval of Agenda  
President El-Hajj said a long-time volunteer as a parent and grandparent at Cajon Park School, Mr. Skip Pfister, recently passed away from cancer and the Board would like to adjourn the meeting in his memory. It was moved and seconded to approve the agenda with the addition of adjourning in the memory of Mr. Pfister.

**Motion: Burns 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
2. **AI's Sport Shop - Recognition for Support of the Santee School District Foundation**  
The Board recognized Rob Treadwell and AI's Sport Shop for their continued support of the Santee School District Foundation through service and goods. President El-Hajj presented Mr. Treadwell with a certificate of appreciation.
3. **Spotlight: PRIDE Academy Presentation**

Dr. Pierce introduced PRIDE Academy Principal Stephanie Southcott to present to the Board information about the instructional program and educational experiences at PRIDE Academy. Vice Principal DiAnn Albert shared with the implementation of 21<sup>st</sup> century learning and the use of technology, PRIDE Academy has seen a steady rise in their API, reaching 849. Seventh grade student Gracyn Rohlfs shared about academic and other enrichment opportunities at PRIDE Academy which include Yearbook, ASB, Rosetta Stone, school families, buddies, Club Live, and the drama club that is currently working on *The Wizard of Oz*. Helen Bayerly shared her experiences as a parent at PRIDE Academy. She continues to be impressed with the emotional well-being, self-responsibility, strong academic focus, and mutual respect practiced at PRIDE Academy. Over the past 2 years she has watched her daughter blossom. Teacher Julie Boerman, said PRIDE Academy is a special place to be a teacher. Teachers participate in gallery walks, visiting classrooms to view work, vertical articulation, and collaboration opportunities. Staff has brought in over \$23,000 in grants and awards this past year and there is great teacher enthusiasm felt across the entire campus. All teachers are GATE certified. Ms. Southcott shared about recent public recognition from *San Diego Family Magazine*, presentations at CUE Conference, a 3-day

visit from a school district from Georgia, a visit from Ashford University, a Greater San Diego Reading Association award winning teacher, and visits from other school districts across the County. PRIDE Academy was recently notified they have been selected by the Classroom of the Future Foundation to receive the *achieve Award*.

Member Burns shared how flexible the staff and students are as experienced last year during promotion when the sprinklers came on where all of the students were sitting. The students and staff handled it very well. President El-Hajj mentioned how inspiring it was when at promotion, Ms. Southcott asked parents of the students receiving honors to stand and be recognized. President El-Hajj said this has become a practice now at her school. President El-Hajj commended the PRIDE Academy staff for their commitment to providing students all of the opportunities of a larger school.

### **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. PUBLIC HEARINGS**

#### **1. Use of Educational Protection Account Funds for 2012-13**

President El-Hajj opened the public hearing on the Use of Educational Protection Account funds for 2012-13. There were no public comments. The public hearing was closed.

### **E. 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. There were no comments.

- 1.1. **Approval of Minutes**
- 2.1. **Approval/Ratification of Travel Requests**
- 2.2. **Approval/Ratification of Expenditure Warrants**
- 2.3. **Approval/Ratification of Purchase Orders**
- 2.4. **Approval/Ratification of Revolving Cash Report**
- Acceptance of Donations**
- 2.6. **Approval of Consultants and General Service Providers**
- 2.7. **Approval of Monthly Financial Report**
- 2.8. **Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement**
- 2.9. **Farmers' Markets for Students at Rio Seco, Carlton Hills, Sycamore Canyon, and Carlton Oaks**
- 2.10. **Adoption of Resolution #1213-22 Designating Use of Education Protection Account Funds for 2012-13**
- 2.11. **Approval of Addendum to Agreement with School Innovations and Advocacy for Mandated Cost Coordination Service**
- 3.1. **Authorization to Utilize the California Uniform Public Construction Cost Accounting Act Informal Bid Process for Chet F. Harritt School Snack Bar and Site Apparatus**
- 4.1. **Approval of Agreement with Professional Placement Resources, LLC d/b/a PPR Healthcare Staffing for a Language Speech Therapist**
- 5.1. **Personnel, Regular**
- 5.2. **Adoption of Resolution No. 1213-19, Declaring May 8, 2013 as the Day of the Teacher**
- 5.3. **Adoption of Resolution No. 1213-20, Declaring May 19-25, 2013 as Classified School Employees Week**
- 5.4. **Approval of New Job Description for Student Support Assistant**
- 5.5. **Approval of Uniforms for Maintenance & Operations Personnel Side Letter Agreement between Santee School District and California School Employees Association (CSEA)**
- 5.6. **Pulled for separate consideration.**
- 5.7. **Approval of Pre-Application for US Department of Education Investing in Innovation Grant (i3)**
- 5.8. **Approval of Short Term Mover Positions**

It was moved and seconded to approve Consent Items with the exception of Item 5.6., which was pulled for separate consideration.

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

**E.5.6. Approval of Memorandum of Understanding to Share Information Across Agencies to Build Better Systems to Support Youth and Families** (Pulled by Member Levens-Craig for separate consideration.)

Member Levens-Craig asked about information sharing, to whom information was shared with, and what information would be shared. Administration reported student information is provided to agencies that are part of the GOALS process but confidentially is maintained by using student numbers. Children are chosen in a variety of ways, sometimes targeting certain behaviors. There may be a cohort of students identified with a particular problem or issue that will assist agencies to develop ideas about prevention or how to assist those types of students.

Member Burns moved to approved The Memorandum of Understanding to share information across agencies to build better systems to support youth and families.

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

**G. 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 # 1213-21 the Supporting the Governor's Proposed Local Control Funding Formula (LCFF)**

Dr. Pierce presented a resolution recommended for adoption by the California School Boards Association (CSBA), to support the Governor's proposed Local Control Funding Formula (LCFF).

CSBA wishes to collect and send resolutions from school boards to the State Legislature to show them where school boards stand on school funding.

President El-Hajj asked the Board for discussion. Member Ryan's concern is that when you state you are in support of proposed legislation you get on a list of support and the concerns expressed in the second half of the resolution would not be noticed. Those concerns are really the important part of what the Legislators need to see. The Board needs to express very clearly to our Legislators the concerns about educational funding. Member Levens-Craig said the LCFF is a trailer bill and believes it should be contained and have a policy hearing. Member Fox said if there are concerns maybe they should be addressed in a letter instead of a resolution. Member Burns has no concerns about adopting the resolution but respects the opinions of his colleagues. Member Ryan said if the Board wished to really make a difference, it never hurts to be proactive and send the Board's concerns to the Education Committee.

Following discussion, Administration was asked to return this item to the Board at their next meeting with a resolution that supports the Governor's proposed funding formula only and a draft letter expressing education funding concerns.

**1.2. Selection of Eighth Grade Promotion Assignments**

The Board selected school assignments for eighth grade promotion ceremonies.

**H. BOARD POLICIES AND BYLAWS**

**1.1. First Reading: BP 3350, Travel Expenses**

The Board of Education reviewed revisions to BP 3350 in a first reading. No action was taken and BP 3350 will return for a second reading and request for approval.

**1.2. First Reading: BP 1330, Use of School Facilities**

Karl Christensen presented a chart showing the non-profit organizations that are currently not charged to use school facilities and will continue to not be charged under the revisions of Board Policy 1330. He shared that these organizations are not charged for air conditioning on days when school is open but if they request to use the facility on a weekend or holiday, there would be a fee for air conditioning. The Board of Education reviewed revisions to BP 1330 in a first reading. No action was taken and BP 1330 will return for a second reading and request for approval.

**2.1 Second Reading: Revised Board Policy BP 4354.1, Early Retirement Health Benefits for Management/Confidential Employees**

Revised BP 4354.1 was presented for a second reading. Mr. Christensen reported the revisions in this second reading were recommended by the GASB 45 Committee. In their last meeting, the Committee proposed an additional recommended revision to be submitted for Board consideration. The Board may approve the initial revisions as presented or request Administration to submit both of the recommended revisions for a third reading.

The Board discussed the additional revision recommended by the GASB 45 Committee, to increase the years of service required of a management/confidential employee to 15 years to be eligible for early retirement and paid medical and health insurance benefits until the age of 65 or eligible for Medi-Care. They considered that management employees often pursue positions later in their careers and may move districts in pursuit of those positions. Increasing the years for eligibility may limit Santee School District's ability to recruit and hire quality employees. Member Burns moved to approve revised BP 4354.1 as presented.

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

#### **I. BOARD COMMUNICATION**

Member Levens-Craig: She attended the Reclassification Ceremony and it was great. May 10<sup>th</sup> is Board Member Action Day and she asked if the Board would be signing up. Member Ryan said individual Board Members may sign up to go. At their annual convention, the PTA is planning to adopt a resolution requiring criminal background checks on school board candidates. She asked if there was any reason this was not a good idea.

President El-Hajj: During break she and Cathy Pierce had breakfast with Allen Carlisle and Bill Pommering from Padre Dam. They expressed their appreciation for our partnership. Last week Cathy Pierce and Stephanie Pierce visited her classroom to observe the new testing process. She is bringing 5 teachers to a Santee staff development program. Santee is being touted as "Educational Leaders."

President El-Hajj presented deliverables she developed for a potential Board goal to increase communication with parents, the community, and business groups. The measure would be to identify avenues of effective communication and determine the means and number of contacts the Board currently has with the various groups. The goal could be to increase the positive and informative communication opportunities by 10%. Board members had a discussion about their communication to the community. One of the suggestions was to bring in new business associates to the Business Breakfast.

Dr. Pierce presented the final draft of *Protocols for Visiting Dignitaries*. The protocols have already been seen in practice. The protocols will be developed into an Administrative Regulation.

Dr. Pierce shared this year, in lieu of small token gifts, Executive Cabinet would like the Board to join them in going to schools during the week of May 6-10 to serve ice cream sundaes to certificated and classified employees. Board members will attend as their work schedules allow.

Mr. Christensen presented a review of the safety precautions being put in place at schools. Administration will continue to present the "safety chart" so the Board can continue to monitor the progress toward completion. Dr. Pierce shared the Santee Sheriff's Department has requested the use of a school for a practice drill. This would occur when no students were on campus and District Administrators would be invited to attend to see what this action would really look like.

#### **J. CLOSED SESSION**

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

- 1. Conference with Labor Negotiator** (Govt. Code § 54956.8)  
*Purpose: Negotiations*  
*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, Assistant 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 Discipline/Dismissal/Release** (Govt. Code § 54957)

**5. Public Employment Matter** (Gov't Code 54957)

*Assistant Superintendent Human Resources and Pupil Services*

The Board entered closed session at 8:47 p.m.

**J. RECONVENE TO PUBLIC SESSION**

The Board reconvened to public session at 9:50 p.m. No action was reported.

**K. ADJOURNMENT**

The April 16, 2013 regular meeting adjourned at 9:50 p.m. The meeting was adjourned in the memory of Mr. Skip Pfister, a long-time volunteer at Cajon Park School.

Consent Item D.2.1. Approval/Ratification of Travel Requests  
Prepared by Karl Christensen  
May 7, 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 \$4,283, 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 - May 7, 2013**

Travel Dates	Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Travel
Friday, 04/26/13	Thor Stibor	Ed Services	Special Olympics Young Athletes Program	Anaheim	\$0	\$98	Special Education	Mr. Stibor participated in a presentation on PE curriculum for preschool students with disabilities.
Saturday, 05/04/13	Marci Gross Jennifer Johnson Naomi Datt Thomas Klus	CO CO CO CFH	Following the Direction of GATE Strategies to Become Successful with the Common Core	San Diego	\$0	\$60 \$60 \$60 \$60	GATE GATE GATE	This workshop will feature Dr. Sandra Kaplan presenting instructional strategies that support the Common Core Standards.
Wednesday, 05/23/13	Elana Levens-Craig Dr. Cathy Pierce Bonner Montler Elvia Mariscal Stephanie Pierce Jerry Kumke John Gonzalez Debra Simpson Terry Johnson Ana Maria Garrabrant Tammy Rees Lisa McCol	Board Member Superintendent Ed Services Ed Services Ed Services RS HC RS RS RS RS HC HC	Biliteracy Symposium	San Diego	\$0	\$51 \$51 \$51 \$51 \$51 \$51 \$51 \$51 \$51 \$51 \$51 \$51 \$51	Superintendent's Office Superintendent's Office Educational Services Educational Services Educational Services Educational Services Educational Services Educational Services Educational Services Educational Services Educational Services Educational Services Educational Services	This Symposium will acknowledge and recognize Santee School Districts leaders in Biliteracy.
Monday, 09/09/13	Hope Michel	Special Education	Autism Diagnostic Observation Schedule, Second Edition Training	El Cajon	\$0	\$186	Special Education	This training will focus on how to administer the ADOS-2, an assessment for Autism.
<b>Travel Requiring Airfare, Overnight Stay, and/or Out of State</b>								
Sat-Sun, 05/18/13 - 05/19/13	Barbara Ryan	Board Member	CSBA Delegate Assembly Meeting	Sacramento	\$0	\$809	Board of Education	As a Delegate Assembly member, Ms. Ryan meets with the Assembly to develop initiatives and set goals that support education for the organization.
Wednesday, 05/23/13	Karl Christensen	Business	ACSA Business Council	Sacramento	\$0	\$346	Business Services	The ACSA Business Council focuses on the state budget and education code and its effect on school financial and business operations.
Mon-Tues, 07/22/13 - 07/23/13	Tylene Hicks Kathryn Ducharme Laura Barker	CH CH CH	No Excuses University	Palm Springs	\$0 \$0 \$0	\$664 \$664 \$664	Title I Title I Title I	This event will focus on instructional strategies by bringing together cultures of universal achievement and exceptional teaching systems.

Consent Item D.2.2. Approval/Ratification of Revolving Cash Report  
Prepared by Karl Christensen  
May 7, 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 #22295 through #22296 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 \$2,280.00 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.2.2.
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SANTEE SCHOOL DISTRICT  
 REVOLVING CASH REPORT- \$15,000

Date	Number	Name	Memo	Amount
03/22/13	22295	Department of General Services	DSA Plan Check Fee CFH Snack Bar Project	2,200.00
04/11/13	22296	Wal Mart	Lorene Foster Childrens Fund	100.00

Total Checks Written \$2,300.00

Bank Fees  
 Voided Check 22278 (20.00)

Total to be Reimbursed \$2,280.00

Consent Item D.2.3 Acceptance of Donations  
 Prepared by Karl Christensen  
 May 7, 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 Instructional Program and/or Supplement Classroom Supplies			
- "The Harry Besnoy Guiding Light Award" (Allison Carroll)	\$500.00	Masonic Lodge	Cajon Park School
- Fundraiser	\$1,439.88	Chipotle	Carlton Oaks School
- Box Tops for Education Fundraiser	\$1,521.20	General Mills	Carlton Oaks School
- 2012 Volunteer Incentive Program Grant (Cindy Wittbrodt)	\$250.00	Sempra Energy	Hill Creek School
- Shop for Schools Fundraiser	\$588.14	Fresh & Easy	PRIDE Academy
- Shop for Schools Fundraiser	\$559.99	Fresh & Easy	Rio Seco School
- Mission 4 R Schools Program	\$50.00	Mission Federal Credit Union	Rio Seco School
- Funds Donated to First Grade Class of Mrs. Meier	\$50.00	The Ewing Family	Rio Seco School
- Box Tops for Education Fundraiser	\$794.50	General Mills	Rio Seco School
Funds for Student Attendance Incentives	\$500.00	Sycamore Canyon PTA	Sycamore Canyon School
Employee Recognition Events	\$700.00 \$1,200.00	Mission Federal Credit Union	Districtwide
<b>TOTAL DONATIONS RECEIVED</b>	<b>\$8,153.71</b>		

**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 \$8,153.71.

**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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Consent Item D.2.4. Approval of Consultants and General Service Providers  
Prepared by Karl Christensen  
May 7, 2013

**BACKGROUND:**

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

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

The Internal Revenue Service requires an analysis of the nature and type of work performed to determine whether the service provider qualifies as an independent contractor to be paid by commercial warrant or an employee to be paid by payroll warrant for withholding and payment of appropriate payroll taxes. This analysis generally involves an assessment of the degree of control the District will have over the service provider's schedule and work methods.

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

**RECOMMENDATION:**

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

This recommendation supports the following District goals:

**Educational Achievement**

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

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The fiscal impact is disclosed on the attached page.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item D.2.4.
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Consultant / General Service Provider Report

May 7, 2013

Vendor Name	Type (Consultant or General Service Provider)	Description of Services	Date(s) of Service	Amount	Funding	Payment Type (Independent Contractor or Employee)
Angela Van Appelen	Consultant	Braille Translation	2/1/13 - 6/19/13	\$2,300/not to exceed	Special Education	Employee
Kaliko Yandall	General Service Provider	Occupational Therapy	6/20/13 - 7/19/13	\$63 per hour/not to exceed \$5,355	Special Education	Independent Contractor

**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 March 1, 2013 through March 31, 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 125 transactions totaling \$18,921.56 charged to various funds.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item D.2.5.
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PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20130301	ABEL,CATHY	CHILD NUTRITION	SPROUTS FARMERS MARK	71.78	Gluten Free Food
20130310	ABEL,CATHY	CHILD NUTRITION	WAL-MART #1917	27.95	Kitchen Supplies
20130311	ABEL,CATHY	CHILD NUTRITION	MODERN PROCESS	100.50	
20130322	ABEL,CATHY	CHILD NUTRITION	WAL-MART #1917	9.44	
20130322	ABEL,CATHY	CHILD NUTRITION	TARGET 00014852	107.98	
20130329	ABEL,CATHY	CHILD NUTRITION	CHEF CITY REST EQUIP	232.20	
20130315	ALBERT,DIANN L	PRIDE ACADEMY	POSITIVE PROMOTIONS	<b>549.85</b>	
20130307	AVILA,EVONN	BUSINESS SERVICES	SCHOOL SERVICES OF CAL	603.33	Perfect Attendance Tags
20130320	BAKER,HOPE	OST PROGRAMS	SEES CANDY 415	540.00	
20130320	BAKER,HOPE	OST PROGRAMS	SEES CANDY 415	2,250.20	Split - YALE/FOOD FUNDRAISER (73.99%)
20130320	BECKER,CHRISTINA	FACILITIES & MAINTENANCE	MANY CIRCUIT BREAKERS	801.55	Split - PS/FOOD FUNDRAISER (26.01%)
20130303	BRASHER,PAMELA	OST PROGRAMS	DS WATERS STANDARD COF	<b>3,081.75</b>	
20130319	BRASHER,PAMELA	OST PROGRAMS	LAKESHORE LEARNING #52	189.00	Electrical Supplies - Pepper Drive
20130321	BRASHER,PAMELA	OST PROGRAMS	SPRINT *WIRELESS	189.00	OTHER/OFFICER
20130321	BRASHER,PAMELA	OST PROGRAMS	SPRINT *WIRELESS	215.62	OTHER/INSTRUCTIONAL
20130321	BRASHER,PAMELA	OST PROGRAMS	SPRINT *WIRELESS	85.55	Split - YALE (24.65%)
20130321	BRASHER,PAMELA	OST PROGRAMS	SPRINT *WIRELESS	71.55	Split - ASES (20.62%)
20130326	BRASHER,PAMELA	OST PROGRAMS	LAKESHORE LEARNING #52	189.91	Split - 189.91 (54.73%)
20130326	BRASHER,PAMELA	OST PROGRAMS	LAKESHORE LEARNING #52	28.98	Split - PS Instructional/Toys (23.5%)
20130328	BRASHER,PAMELA	OST PROGRAMS	LAKESHORE LEARNING #52	94.36	Split - YALE/Toys (76.5%)
20130328	BRASHER,PAMELA	OST PROGRAMS	CHUCK E CHEESE 405	900.78	Split - PS Admissions/Entrance Fees (93.46%)
20130328	BRASHER,PAMELA	OST PROGRAMS	CHUCK E CHEESE 405	63.08	Split - ASES Admissions/Entrance Fees (6.54%)
20130305	BRENNER,DEBBIE	PEPPER DRIVE	BARNES & NOBLE #2733	<b>1,812.43</b>	
20130311	BRENNER,DEBBIE	PEPPER DRIVE	OFFICE DEPOT #2099	40.86	General - books
20130321	BRENNER,DEBBIE	PEPPER DRIVE	CVS PHARMACY #9167	135.25	General - office supplies
20130325	BRENNER,DEBBIE	PEPPER DRIVE	VONS STORE00023671	19.01	Donations - recognitions
20130301	BROGAN-BARANSKI,K	CARLTON OAKS	ONLINESTORES.COM	17.96	Donations - ice cream
20130304	BROGAN-BARANSKI,K	CARLTON OAKS	HOMEDEPOT.COM	<b>213.08</b>	
20130307	BROGAN-BARANSKI,K	CARLTON OAKS	DELL SALES & SERVICE	84.75	C.O SLIB
20130307	BROGAN-BARANSKI,K	CARLTON OAKS	ELDRIDGEPLAYS	85.32	Inst/Reg. Ed
20130312	BROGAN-BARANSKI,K	CARLTON OAKS	WWW.NEWEGG.COM	133.90	
20130322	BROGAN-BARANSKI,K	CARLTON OAKS	WILLY'S ELECTRONICS	423.45	
20130306	GRIFFIN,DEBRA	TRANSPORTATION	BUDGET TRUCK RENTAL	83.82	
20130310	GRIFFIN,DEBRA	TRANSPORTATION	BOB STALL CHEVROLET PA	33.37	
20130311	GRIFFIN,DEBRA	TRANSPORTATION	BOB STALL CHEVROLET PA	<b>844.61</b>	
20130325	GRIFFIN,DEBRA	TRANSPORTATION	SHANKSLAWN	145.10	
20130329	GRIFFIN,DEBRA	TRANSPORTATION	BOB STALL CHEVROLET PA	158.69	
20130301	HECK,TERRY	CARLTON HILLS	THE HOME DEPOT 673	148.18	
20130310	HECK,TERRY	CARLTON HILLS	PAYPAL *IDENTAKID	23.72	
20130306	HOOKS,TED A	CAJON PARK	HOMEDEPOT.COM	61.40	Line striping paint for PE
20130319	JOHNSTON,ANDREW	CHET F. HARRITT	AMAZON.COM	<b>567.09</b>	
20130326	JOHNSTON,ANDREW	CHET F. HARRITT	AMAZON.COM	33.46	
20130331	JOHNSTON,ANDREW	CHET F. HARRITT	AMAZON.COM	92.67	
20130318	JOINER,KRISTIE L	PEPPER DRIVE	OFFICE DEPOT #935	<b>126.13</b>	
20130321	JOINER,KRISTIE L	PEPPER DRIVE	SMARTFINAL 10803989	1,289.52	
20130321	JOINER,KRISTIE L	PEPPER DRIVE	SMARTFINAL 10803989	37.79	
20130321	JOINER,KRISTIE L	PEPPER DRIVE	SMARTFINAL 10803989	12.09	
20130321	JOINER,KRISTIE L	PEPPER DRIVE	SMARTFINAL 10803989	35.24	
20130321	JOINER,KRISTIE L	PEPPER DRIVE	SMARTFINAL 10803989	<b>85.12</b>	
20130321	JOINER,KRISTIE L	PEPPER DRIVE	SMARTFINAL 10803989	70.12	General - office supplies
20130321	JOINER,KRISTIE L	PEPPER DRIVE	SMARTFINAL 10803989	56.86	Donations - Box Top winners rewards
20130321	JOINER,KRISTIE L	PEPPER DRIVE	SMARTFINAL 10803989	59.55	Donations - ice cream for Box Tops class winner
20130321	JOINER,KRISTIE L	PEPPER DRIVE	SMARTFINAL 10803989	<b>186.53</b>	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20130304	LINDSAY, JERELYN	SYCAMORE CANYON	COMPUTER USING EDUCATO	740.00	
20130304	LINDSAY, JERELYN	SYCAMORE CANYON	COMPUTER USING EDUCATO	740.00	
20130304	LINDSAY, JERELYN	SYCAMORE CANYON	COMPUTER USING EDUCATO	740.00	
20130317	LINDSAY, JERELYN	SYCAMORE CANYON	BARNES & NOBLE #2135	293.00	
				<b>3,253.00</b>	
20130301	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	LAPTOP SCREEN.COM	114.93	Replacement Panel
20130303	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	WWW.NEVEGG.COM	64.49	Replacement HDD
20130306	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMAZON.COM	275.94	Adapters for AppleTV installation
20130312	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMAZON MKTPLACE PMTS	132.24	Adapters for AppleTV installation
20130315	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	THE HOME DEPOT 673	15.26	Mounting hardware - SC
20130321	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	DMI* DELL_K-12 PTR	24.29	Computer Accessory
20130322	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	PAYPAL *SPICEWORKS)	100.00	Training (Refunded 3/26/13)
20130327	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	PAYPAL *SPICEWORKS)	(100.00)	Refund (Training was provided free)
				<b>637.15</b>	
20130310	MARTIN, SUZANNE	CAJON PARK	BRAINPOP.COM	205.00	4th grade online classroom access- SLIB
20130319	MARTIN, SUZANNE	CAJON PARK	AMAZON.COM	59.89	Library books purchase- SLIB
20130319	MARTIN, SUZANNE	CAJON PARK	AMAZON.COM	14.55	Library books purchase- SLIB
20130319	MARTIN, SUZANNE	CAJON PARK	AMAZON.COM	158.89	Library books purchase- SLIB
20130320	MARTIN, SUZANNE	CAJON PARK	AMAZON.COM	8.75	Library books purchase- SLIB
20130320	MARTIN, SUZANNE	CAJON PARK	AMAZON.COM	11.80	Library books purchase- SLIB
20130320	MARTIN, SUZANNE	CAJON PARK	DOLRTREE 3194 00031948	129.60	Trimester 1 Intermediate Honor Roll reward activity- SLIB
20130322	MARTIN, SUZANNE	CAJON PARK	DOLRTREE 3194 00031948	31.00	Trimester 2 Intermediate Honor Roll reward activity- SLIB
				<b>669.48</b>	
20130303	MCCOLL, LISA	HILL CREEK	EYE ON EDUCATION	35.95	
				<b>35.95</b>	
20130319	MCKINNON, KATHLEEN A	EDUCATIONAL SERVICES	FOOD4LESS #0349	18.25	
				<b>18.25</b>	
20130313	MICHEL, HOPE	SPECIAL EDUCATION	LINGUISYSTEMS INC	41.95	
20130318	MICHEL, HOPE	SPECIAL EDUCATION	AMAZON.COM	52.75	
20130319	MICHEL, HOPE	SPECIAL EDUCATION	PRO ED INC	190.30	
20130322	MICHEL, HOPE	SPECIAL EDUCATION	APL *APPLE ITUNES STORE	139.99	
				<b>474.99</b>	
20130303	MONTLER, BONNER M	EDUCATIONAL SERVICES	VONS STORE00030445	32.08	DELAC supplies.
20130315	MONTLER, BONNER M	EDUCATIONAL SERVICES	FOOD4LESS #0349	26.76	Strategic Planning Committee supplies.
				<b>58.84</b>	
20130313	NUNNELLY, LAURA G	OST PROGRAMS	AMAZON MKTPLACE PMTS	50.34	OTHER/INSTRUCTIONAL/GAMES
20130313	NUNNELLY, LAURA G	OST PROGRAMS	ECC*DSS-DISC SCH SUPPL	26.41	INSTRUCTIONAL/LEARNING MATERIALS
20130313	NUNNELLY, LAURA G	OST PROGRAMS	ECC*DSS-DISC SCH SUPPL	191.10	Split - PS OTHER/INSTRUCTIONAL/TOYS (82.33%)
20130313	NUNNELLY, LAURA G	OST PROGRAMS	ECC*DSS-DISC SCH SUPPL	41.02	Split - YALE/INSTRUCTIONAL FUNDRAISER/TOYS (17.67%)
20130317	NUNNELLY, LAURA G	OST PROGRAMS	AMAZON.COM	32.80	INSTRUCTIONAL/FUNDRAISER/TOYS
20130318	NUNNELLY, LAURA G	OST PROGRAMS	S&S WORLDWIDE	78.05	OTHER/INSTRUCTIONAL/GAMES
20130319	NUNNELLY, LAURA G	OST PROGRAMS	WAL-MART #1917	24.74	Split - PS FOOD SUPPLIES (17.3%)
20130319	NUNNELLY, LAURA G	OST PROGRAMS	WAL-MART #1917	29.61	Split - YALE/INSTRUCTIONAL FUNDRAISER/TOYS (20.71%)
20130319	NUNNELLY, LAURA G	OST PROGRAMS	WAL-MART #1917	88.65	Split - PS INSTRUCTIONAL/TOYS (61.99%)
20130321	NUNNELLY, LAURA G	OST PROGRAMS	TARGET_00014852	63.02	OTHER/INSTRUCTIONAL/GAMES
20130322	NUNNELLY, LAURA G	OST PROGRAMS	WAL-MART #1700	39.53	OTHER/INSTRUCTIONAL/ART & CRAFT SUPPLIES
				<b>665.27</b>	
20130317	ORTEGA, KAREN	HUMAN RESOURCES	ACSA	390.00	
				<b>390.00</b>	
20130312	PIERCE, CATHY A	SUPERINTENDENT'S OFFICE	THE OMELETTE FACTORY	25.68	Business Breakfast
20130305	PROUTY, DANIEL J	CHET F. HARRITT	WILLY'S ELECTRONICS	25.68	Computer peripheral
20130321	PROUTY, DANIEL J	CHET F. HARRITT	AMAZON MKTPLACE PMTS	27.24	Timer as a behavioral support tool for classroom
				<b>11.94</b>	
20130310	REES, TAMMY	HILL CREEK	AMAZON MKTPLACE PMTS	39.18	Battery for Dell
20130314	REES, TAMMY	HILL CREEK	AMAZON MKTPLACE PMTS	89.59	5 motorola packs of 2-way radios
				<b>286.19</b>	
				<b>355.78</b>	

PURCHASE DATE	CARD-HOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20130303	RIFFEL, MEREDITH	PUPIL SERVICES	COSTCO.COM *ONLINE	226.78	adjustable soccer goal & tetherball system for SSP
20130306	RIFFEL, MEREDITH	PUPIL SERVICES	COMMITTEE FOR CHILDREN	33.00	For OT-Marj Danco- posters
20130317	RIFFEL, MEREDITH	PUPIL SERVICES	EB *COMMON CORE AMP SP	55.00	webinar for Elyse Starr
20130324	RIFFEL, MEREDITH	PUPIL SERVICES	DELL SALES & SERVICE	226.77	printer cartridges
				<b>541.55</b>	
20130313	SHEEN, KRISTINA D	OST PROGRAMS	WAL-MART #1917	54.54	Split - PS FOOD FUNDRAISER (26.89%)
20130313	SHEEN, KRISTINA D	OST PROGRAMS	WAL-MART #1917	100.43	Split - YALE FOOD (49.52%)
20130313	SHEEN, KRISTINA D	OST PROGRAMS	WAL-MART #1917	30.42	Split - PS INSTRUCTIONAL/TOYS (15%)
20130313	SHEEN, KRISTINA D	OST PROGRAMS	WAL-MART #1917	9.49	Split - YALE FOOD FUNDRAISER (4.68%)
20130313	SHEEN, KRISTINA D	OST PROGRAMS	WAL-MART #1917	7.92	Split - YALE INSTRUCTIONAL/TOYS (3.91%)
20130314	SHEEN, KRISTINA D	OST PROGRAMS	TARGET 00014852	26.98	Split - PS OTHER/INSTRUCTIONAL/TOYS (37.38%)
20130314	SHEEN, KRISTINA D	OST PROGRAMS	TARGET 00014852	45.19	Split - YALE/OTHER INSTRUCTIONAL/TOYS (62.62%)
20130314	SHEEN, KRISTINA D	OST PROGRAMS	MICHAELS #3256	33.28	Split - PS OTHER/INSTRUCTIONAL/TOYS (50%)
20130315	SHEEN, KRISTINA D	OST PROGRAMS	MICHAELS #3256	33.27	Split - YALE/OTHER INSTRUCTIONAL/TOYS (50%)
20130315	SHEEN, KRISTINA D	OST PROGRAMS	WAL-MART #1917	14.57	Split - PS/INSTRUCTIONAL/TOYS (41.23%)
20130315	SHEEN, KRISTINA D	OST PROGRAMS	WAL-MART #1917	11.40	Split - YALE/INSTRUCTIONAL FUNDRAISER/TOYS (32.26%)
20130315	SHEEN, KRISTINA D	OST PROGRAMS	ORIENTAL TRADING CO	9.37	Split - YALE/INSTRUCTIONAL/TOYS (26.51%)
20130315	SHEEN, KRISTINA D	OST PROGRAMS	ORIENTAL TRADING CO	334.63	OTHER/INSTRUCTIONAL/TOYS
20130318	SHEEN, KRISTINA D	OST PROGRAMS	OFFICE DEPOT #908	(41.02)	OTHER/INSTRUCTIONAL/FUNDRAISER/PENS, EASEL
20130318	SHEEN, KRISTINA D	OST PROGRAMS	OFFICE DEPOT #908	97.24	Split - PS OFFICE/FUNDRAISER/PENS, EASEL (56.11%)
20130318	SHEEN, KRISTINA D	OST PROGRAMS	OFFICE DEPOT #908	76.05	Split - YALE/OTHER INSTRUCTIONAL/PAPER/INK (43.89%)
20130329	SHEEN, KRISTINA D	OST PROGRAMS	WAL-MART #1917	41.11	Split - PS INSTRUCTIONAL/CARNIVAL SUPPLIES (89.6%)
20130329	SHEEN, KRISTINA D	OST PROGRAMS	WAL-MART #1917	4.77	Split - YALE/FOOD SUPPLIES (10.4%)
				<b>839.64</b>	
20130312	SOUTHCOTT, STEPHANIE	PRIDE ACADEMY	AMAZON MKTPLACE PMTS	94.95	Horse Heroes: Magic Tree House Fact Tracker
20130318	SOUTHCOTT, STEPHANIE	PRIDE ACADEMY	EVERNOTE.COM	7.50	Evernote Subscription
20130318	SOUTHCOTT, STEPHANIE	PRIDE ACADEMY	COURTYARD BY MARRIOTT	307.44	Freund & Hammack CUE Travel
20130318	SOUTHCOTT, STEPHANIE	PRIDE ACADEMY	COURTYARD BY MARRIOTT	153.72	Phelim & Tara O'Connell CUJE Travel
20130325	SOUTHCOTT, STEPHANIE	PRIDE ACADEMY	AMAZON.COM	14.03	Magic Tree House Fact Tracker #27: Stallion by Starlight
				<b>577.64</b>	
20130314	SPENCER, LAURA K	EDUCATIONAL SERVICES	POLL EVERYWHERE, INC.	65.00	One-month subscription to Poll Everywhere to assist teachers presenting at CUE.
20130331	SPENCER, LAURA K	EDUCATIONAL SERVICES	PREZI INC	59.00	
				<b>124.00</b>	
20130303	VAIL, LINDA	SUPERINTENDENT'S OFFICE	DOLRTREE 3184 00031948	42.12	
20130304	VAIL, LINDA	SUPERINTENDENT'S OFFICE	MICHAELS #3256	6.47	
20130307	VAIL, LINDA	SUPERINTENDENT'S OFFICE	MICHAELS #3256	4.53	
20130307	VAIL, LINDA	SUPERINTENDENT'S OFFICE	MICHAELS #3256	8.61	
20130321	VAIL, LINDA	SUPERINTENDENT'S OFFICE	BASKIN #360081 Q35	24.99	
				<b>86.72</b>	
				<b>18,921.56</b>	

**BACKGROUND:**

Administration has prepared the accompanying Monthly Financial Report covering the period March 1, 2013 through March 31, 2013 prepared on a cash and modified accrual basis and include the District's revenue, expenditure, and cash activities.

**RECOMMENDATION:**

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

This recommendation supports the following District goal:

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The Monthly Financial Report shows a beginning cash balance of \$4,381,059; cash receipts of \$1,875,733; and disbursements of \$3,862,498 are reflected for the period of March 1, through March 31, 2013 resulting in an ending cash balance of \$2,394,294 as of March 31, 2013.

**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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# Monthly Financial Report - March

1

## CASH REPORT FOR MARCH

		<b>Actual</b>	<b>Projected*</b>
Beginning Cash Balance as of February 28, 2013		\$4,381,059	\$4,767,769
<b>INCOME</b>			
A. Revenue Limit Sources			
State Aid	\$ 449,983		
Property Taxes	327,809		
		777,792	
B. Federal Income			
Federal Funding	392,642		
		392,642	
C. State Income			
Unres. State Funding	433,928		
HTS Transportation	42,860		
Spec Ed Transportation	23,486		
		500,274	
D. Local Income			
Other Local Income	43,812		
Spec Ed	99,148		
		142,960	
E. Due to/Due from other funds		62,065	
F. Debt Proceeds		-	
<b>TOTAL INCOME</b>		<b>\$1,875,733</b>	<b>\$1,660,615</b>
Beginning Balance Plus Income		<b>\$6,256,792</b>	<b>\$6,428,384</b>
<b>DISBURSEMENTS</b>			
G. Commercial Warrants	\$ 245,384		
H. Payroll Warrants	2,938,900		
I. Statutory Employee Benefits	434,406		
J. Health & Welfare	216,488		
K. Other Outgo	27,320		
L. Interfund Borrowing Out	-		
<b>TOTAL DISBURSEMENTS</b>		<b>\$3,862,498</b>	<b>\$4,135,532</b>
Ending Cash Balance as of March 31, 2013		<b>\$2,394,294</b>	<b>\$2,292,852</b>

\* Based on Cash Flow Projection at 2nd Interim - January 31, 2013

Budget Revisions  
Through March 31, 2013  
2012-13 Revised Budget

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
<b>Beginning Fund Balance</b>	8,858,416	274,581	9,132,997
<b>Estimated Income</b>	33,958,091	11,854,790	45,812,881
<b>Estimated Expenditures</b>	33,867,192	11,862,664	45,729,856
<b>Change in Fund Balance</b>	90,899	(7,874)	83,025
<b>Projected Ending Fund Balance</b>	8,949,315	266,707	9,216,022
<b>Less: Restricted Program Carryovers</b>	-	266,707	266,707
<b>Less: Committed Yale Preschool Expansion at CPJH</b>	200,000	-	200,000
<b>Less: Non-Spendable</b>			
<b>Prepaid Expenses</b>	375,665	-	375,665
<b>Revolving Cash Fund</b>	15,000	-	15,000
<b>Stores Inventory</b>	50,327	-	50,327
<b>Less: Assigned Vacation Carryover</b>	209,040	-	209,040
<b>Textbook Fund Carryover</b>	-	-	-
<b>Less: Economic Uncertainty Reserve</b>	1,371,896	-	1,371,896
<b>Less: Reserve for State Budget Uncertainty</b>	-	-	-
<b>Uncommitted/Unassigned/Unappropriated Fund Balance</b>	6,727,387	-	6,727,387
<b>Fund 17 Projected End of Year Balance</b>	2,864,269	-	2,864,269
<b>Projected Reserves</b>	10,963,552	-	10,963,552
<b>As a % Estimated Expense Total</b>	23.97%		
<b>* Projected Reserve % 2013-14</b>	21.41%		
<b>* Projected Reserve % 2014-15</b>	15.73%		

\* Based on Multi-Year Projection at 2nd Interim - January 31, 2013

Consent Item D.2.7.  
Prepared by Karl Christensen  
May 7, 2013

Adoption of Resolution #1213-23 Requesting  
Temporary Transfer of Funds

**BACKGROUND:**

Resolution #1213-23 provides for the temporary transfer of funds by the County Treasurer to the District's account as a tax anticipation loan if and when such a transfer is needed to meet district financial obligations.

The District receives a considerable amount of State apportionment which is scheduled for distribution at the end of each month. There have been times the apportionment has not been received by the last day. If this happens during a period when cash on hand is insufficient to meet a payroll, it could present a problem. Approval of this resolution will provide the flexibility to avoid cash flow problems. This is an annual concern and occurrence.

**RECOMMENDATION:**

Administration recommends adoption of Resolution #1213-23 requesting temporary transfer of funds for the 2013-14 school year.

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:**

If directed by the Board of Supervisors, funds will be transferred to the District by the Treasurer of the County of San Diego in sums as requested by the District Superintendent and certified by her to be necessary to provide funds for meeting the obligations incurred for maintenance purposes by the District not to exceed the maximum amount specified in the following resolution.

**STUDENT ACHIEVEMENT IMPACT:**

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

						Agenda Item D.2.7.
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RESOLUTION #1213-23

RESOLUTION OF GOVERNING BOARD OF  
SANTEE SCHOOL DISTRICT REQUESTING  
TEMPORARY TRANSFER OF FUNDS

On motion of member \_\_\_\_\_, seconded by member \_\_\_\_\_  
the following resolution is adopted:

WHEREAS, the California Constitution, Article XVI, Section 6 and Education Code section 42620 or 85220 provide that the Treasurer of the County shall have the power and it shall be his duty to make such temporary transfer from the funds in his custody as may be necessary to provide funds, meeting the obligations incurred for maintenance purposes by any district whose funds are in his custody and are paid out solely through his office; such temporary transfer of funds shall be made only upon resolution adopted by the governing board of the County to make such temporary transfer; such temporary transfer of funds shall not exceed 85% of taxes accruing to the district, shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year, and shall be replaced from the taxes accruing to such district before any other obligation of the district is met from such taxes; and

WHEREAS, on June 18, 2013, the Board of Education will adopt a final budget.

For this District for the fiscal year 2013-14 pursuant to the provisions of the Education Code sections 42127 or 70901, and taxes accruing to the district for said fiscal year are estimated to be \$9,830,729; and

WHEREAS, taxes accrued to the District during the 2012-13 fiscal year were \$11,957,038; and

WHEREAS, it is necessary to provide funds for meeting obligations incurred for maintenance purposes by this District; AND NOW THEREFORE

IT IS RESOLVED AND ORDERED pursuant to the provisions of the California Constitution, Article XVI, Section 6, and Education Code section 42620 or 85220 as follows:

1. The Board of Supervisors of the County of San Diego is requested to direct the Treasurer of the County of San Diego to make a temporary transfer from the funds in his custody to this District during the 2013-14 fiscal year to meet obligations incurred for maintenance purposes in the amount of:
  - a) \$1,671,224 for the period from July 1 until August 31 not to exceed 17% of the authorized limit.



- b) \$8,356,120 after August 31 but not to exceed a total of 85% of taxes accruing to the District. This amount represents the total available temporary transfer approved by the governing board for the 2013-14 fiscal year inclusive of the 17% shown in (a) above.
2. If directed by the Board of Supervisors, funds will be transferred to this District by the Treasurer of the County of San Diego in sums as requested by the District Superintendent and certified by him/her to be necessary to provide funds for meeting the obligations incurred for maintenance purposes by the district not to exceed the maximum amount herein specified, provided the Treasurer determines that funds in his custody are available for such transfers.
  3. The Clerk/Secretary of this Board is directed to file a copy of this resolution with the Board of Supervisors, the County Superintendent of Schools, the County Auditor and Controller, and the County Treasurer-Tax Collector.

PASSED AND ADOPTED by the Board of Education of the Santee School District, County of San Diego, State of California, this 7th day of May, 2013 by the following votes:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA)  
COUNTY OF SAN DIEGO)

I, Dustin Burns, Clerk of the Board of Education of the Santee School District, County of San Diego, State of California, do hereby certify that the foregoing is a true copy of a resolution adopted by said Board at a meeting thereof, at the time and by the vote therein stated, which original resolution is on file in the office of said Board.

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

\_\_\_\_\_  
Date

Consent Item D.2.8. Approval of Interdistrict Attendance Agreements  
 Prepared by Karl Christensen  
 May 7, 2013

**BACKGROUND:**

Each year agreements are completed between San Diego County school districts to permit regular and special education children to make application to attend school in a district other than the district of residence. While we do enter into these agreements on a routine basis, any student requesting an interdistrict transfer must complete an individual request, which is reviewed on a case-by-case basis. Each school capacity is established separately and when the capacity is reached, the school is closed to new interdistrict transfer requests. Currently, Interdistrict Attendance Agreements are in place for the districts listed below for the term noted:

Alpine Union	7/1/11 – 6/30/16 (5yrs)	Mountain Empire Unified	7/1/11 – 6/30/16 (5yrs)
Cajon Valley Union	7/1/11 – 6/30/16 (5yrs)	Murrieta Valley Unified	7/1/11 – 6/30/16 (5yrs)
Coronado Unified	7/1/11 – 6/30/16 (5yrs)	Oceanside Unified	7/1/11 – 6/30/16 (5yrs)
Dehesa	7/1/11 – 6/30/16 (5yrs)	San Diego Unified	7/1/11 – 6/30/16 (5yrs)
Escondido Union	7/1/11 – 6/30/16 (5yrs)	San Ysidro	7/1/11 – 6/30/16 (5yrs)
Fallbrook Union	7/1/11 – 6/30/16 (5yrs)	Savanna School District	7/1/11 – 6/30/16 (5yrs)
Jamul-Dulzura Union	7/1/11 – 6/30/16 (5yrs)	Solana Beach	7/1/11 – 6/30/16 (5yrs)
Julian Union	7/1/11 – 6/30/16 (5yrs)	South Bay Union	7/1/11 – 6/30/16 (5yrs)
Lakeside Union	7/1/11 – 6/30/16 (5yrs)	Sweetwater Union	7/1/11 – 6/30/16 (5yrs)
La Mesa-Spring Valley	7/1/11 – 6/30/16 (5yrs)	Temecula Valley Unified	7/1/11 – 6/30/16 (5yrs)
Lemon Grove	7/1/11 – 6/30/16 (5yrs)	Vista Unified	7/1/11 – 6/30/16 (5yrs)
Magnolia School District	7/1/11 – 6/30/16 (5yrs)		

Administration recommends that the Interdistrict Attendance Agreements for the Districts listed below be approved for the term noted:

Carlsbad Unified	7/1/13 – 6/30/14 (1 year)	Poway Unified	7/1/13 – 6/30/14 (1 year)
Chula Vista City	7/1/13 – 6/30/14 (1 year)	Ramona Unified	7/1/13 – 6/30/14 (1 year)
Del Mar	7/1/13 – 6/30/14 (1 year)		

**RECOMMENDATION:**

It is recommended that the Board of Education approve the Interdistrict Attendance Agreements listed above.

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 attendance shall be credited to the district of attendance with the district of attendance assuming all costs of education.

**STUDENT ACHIEVEMENT IMPACT:**

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

						Agenda Item D.2.8.
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Consent Item D.2.9.  
Prepared by Karl Christensen  
May 7, 2013

Approval to Contract for Asphalt Paving  
Projects at Various School Sites Through  
CUPCCAC Process

**BACKGROUND:**

On February 19, 2013, the Board of Education authorized administration to seek proposals utilizing the CUPCCAC informal bid process for Asphalt Paving Projects at Carlton Oaks, Rio Seco, Prospect Preschool, Hill Creek, and Cajon Park schools. A "Notice Inviting Bids" was sent to vendors who have registered to be on our qualified vendors list. Six qualified vendors were present at a site tour which was held on April 4, 2013. On April 15, 2013, the District received five (5) proposals. The contract is to be awarded based on the total proposal. The results are listed below:

Angus Asphalt Inc.	\$83,247
Kirk Paving	\$84,144
LC Paving	\$84,972
Miller Paving Corporation	\$90,543
Ramona Paving	\$95,033

**RECOMMENDATION:**

It is recommended that the Board of Education authorize the award of a contract to Angus Asphalt Inc., for the Asphalt Paving Projects at Various School Sites for \$83,247.00. The paving will be performed during summer break 2013.

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 of \$83,247.00 will be funded from Deferred Maintenance Funds

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item D.2.9.
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Consent Item D.2.10.  
Prepared by Karl Christensen  
May 7, 2013

Approval of Agreement for On-Site Resident Services  
for Carlton Oaks School

**BACKGROUND:**

On September 1, 2009, the District entered into an Agreement with an employee to provide on-site resident services at Carlton Oaks School. This individual recently moved and the mobile home at that site is vacant.

To procure another resident, the District sent an advertisement to all District employees and posted a notice on the District's web site soliciting applications from interested parties.

Three (3) District employees submitted application documents by the due date. Administration reviewed the applications using a 3-point rating system on criterion including years of service with the district, employment history, credit rating, and ability to carry out the duties required in the Agreement.

This process resulted in one (1) applicant being scheduled for an interview. Daisy Delacruz, a Project SAFE Site Lead at Chet F. Harritt School, and her husband were interviewed and found to be a good fit for providing on-site resident services for Carlton Oaks School.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the Agreement with Daisy Delacruz to provide on-site resident services at Carlton Oaks School.

This recommendation supports the following District goal:

**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 annual revenue is \$10,236 and is subject to annual increases equal to the State's statutory COLA.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item D.2.10.
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**SANTEE SCHOOL DISTRICT**  
**ON-SITE RENTAL AGREEMENT**

THIS RENTAL AGREEMENT ("Agreement") is entered into this 7th day of May, 2013 ("Effective Date") by and between SANTEE SCHOOL DISTRICT, hereinafter referred to as "DISTRICT", and Daisy DelaCruz, hereinafter referred to as "RESIDENT".

WITNESSETH:

WHEREAS, according to Article 1 (commencing with Section 39600), Chapter 4 of the Education Code, the District is authorized to provide for the management and control of school property within said District; and

WHEREAS, each year the District is required to replace or repair school property which is damaged or destroyed by vandalism and theft and is willing to make available a mobile home on the school site as reciprocal payment for such services; and

WHEREAS, the District is authorized, according to Education Code Section 39610.5 to provide on school property a mobile home including all necessary appurtenances and fixtures and necessary services for the purpose of enabling a responsible person or persons, to occupy a mobile home on such site in return for maintaining surveillance over the school grounds and to report to appropriate police and fire protection agencies and/or school authorities illegal or suspicious activities that are observed;

I. RESPONSIBILITIES, DUTIES, AND RESTRICTIONS OF PARTIES:

- A. The DISTRICT, shall provide the RESIDENT with a mobile home, including necessary appurtenances, located on the Carlton Oaks campus ("School Site"). The monthly rental fee is below the market rate as a benefit in exchange for independently contracted security services.
- B. RESIDENT shall pay DISTRICT rent in the amount of eight hundred eighty-one dollars and no cents (\$881.00) per month due and payable on the first of each month. The rent amount shall be increased each year subsequent to the effective date of this Agreement by an amount equal to the State calculated statutory COLA (Cost of Living Adjustment) rounded up to the nearest whole dollar. Said COLA shall become effective on September 1 of each subsequent year commencing on September 1, 2013.
- C. The DISTRICT shall provide the RESIDENT with the following services: electricity, water, sewer, natural or propane gas, and the use of existing campus garbage disposal facilities.

- D. The RESIDENT shall not install any item (such as a spa or Jacuzzi), which will result in high energy usage or additional expense to the DISTRICT.
- E. The RESIDENT shall not install any other building or structure on the site except the mobile home unit.
- F. The RESIDENT shall not make any improvements to the property or structures without prior written authorization from DISTRICT. Requests for home expansions or replacement must be submitted in writing to the District, and must be accepted, in writing, by the DISTRICT.
- G. If the RESIDENT has not already been provided a cell phone at DISTRICT expense as an employee of DISTRICT, RESIDENT shall, at his/her own expense, provide and maintain cell phone service for direct contact and his/her own safety. The RESIDENT shall be available by cell phone at all times, except as noted in Section P of this Agreement, to be able to respond to an emergency should one arise.
- H. The RESIDENT shall, upon termination of the Agreement, remove all personal effects from the mobile home, repair any damages to the site, and shall ensure that the site is completely clean of all debris, trash, and other items.
- I. The RESIDENT shall maintain the mobile home premises in a safe, clean, and orderly manner. The RESIDENT agrees to conduct himself/herself in a manner consistent with that required by law on school property, and shall not engage in any activity which will interfere with school activities, injure the public service, or discredit the DISTRICT. The RESIDENT shall take all necessary steps to ensure that other occupants and his or her guests and family members adhere to the same standards which apply to the RESIDENT under this section. Opinion of the DISTRICT as to "safe, clean, and orderly" shall prevail.
- J. The RESIDENT shall obtain tenant insurance as to their property in and on the premises and maintain it in full force and effect for the entire duration of this Agreement. A copy of such policy shall be provided to DISTRICT upon request. Such insurance is required and shall be the only recourse for RESIDENT(S) in the event of damage to the premises or their property.
- K. The RESIDENT shall put a request in writing for permission from the DISTRICT to keep any and all pets in the mobile home and on the mobile home premises. The RESIDENT shall obtain necessary licenses for any pet(s) that he/she is permitted to maintain on the premises. The type, size, and number of household pets or other animals or fowl allowed at the

on-site residence shall be at the discretion of the DISTRICT. Only one dog or one cat will be allowed at the site. No other animals of any type will be allowed. The RESIDENT must ensure that a dog does not bark or disrupt school activities in any way. All animals must be kept inside the fenced enclosure at all times. The RESIDENT may take a dog with him on the school inspection tours if the dog is kept on a leash at all times. If a dog escapes from the fenced enclosure at any time, the RESIDENT will be required to remove the dog from the premises. If, at the discretion of the DISTRICT, it is determined that the dog appears dangerous or causes harm to any person, the RESIDENT will be required to remove the dog immediately upon notification by the DISTRICT.

- L. The RESIDENT agrees to defend, indemnify and hold harmless, the DISTRICT, and/or its officers, agents, or employees from any and all claims, liabilities, penalties, or losses resulting from, or as a consequence of, his/her tenancy, including but not limited to, damage to person or property of RESIDENT, RESIDENT'S family or any other person and/or to include any damage due to the RESIDENT'S pets.
- M. **The purpose of this Agreement is to provide security services to all Santee School properties, and is at the full benefit and discretion of the Santee School District.** The intent of the Agreement is not for the benefit of the on-site resident, and therefore, the requirements of the DISTRICT shall prevail at all times.
- N. The RESIDENT agrees to carry the "duty pager" on a rotating schedule with District employees, or other On-Site residents.
- O. The RESIDENT agrees to perform other security duties as recommended by the Director of Maintenance, Operations, & Facilities, Principal, and/or their designee. This includes, but is not limited to, computerized monitoring of security cameras located at various district sites.
- P. The RESIDENT shall not be expected to be present on campus for a full twenty-four (24) hours on any day. However, except for emergencies or vacation periods, the RESIDENT is expected to be on campus for at least three (3) weekends per month. Expected absences for periods of time longer than forty-eight (48) hours shall be reported to the Director of Maintenance, Operations, & Facilities and the Site Principal or his/her designee and to the local police prior to the absence. The RESIDENT will develop a mutually acceptable schedule with the Director of Maintenance Operations, & Facilities and the Site Principal. This schedule will be submitted in writing monthly and adhered to unless changed in writing. Failure to maintain the schedule shall result in immediate termination of this Agreement.



- Q. The RESIDENT may not accept any type of employment that would cause him to be absent from the site after custodial work hours or on weekends.
- R. The RESIDENT shall inspect the School Site regularly on a daily basis, except times when the regular custodial force is on duty (6:00 a.m. to 11:00 p.m.). On-Site resident will keep a date and time log of site monitoring walks, along with notes of any significant observations or events. The report will be given to the Director of Maintenance, Operations, & Facilities and the Site Administrator on the last day of each month, via e-mail or a written report. RESIDENT shall take reasonable steps to immediately report instances of publicly offensive graffiti and vandalism to authorities and coordinate with the Director, Maintenance/Operations & Facilities to ensure graffiti is covered and vandalism rectified prior to students returning or neighbors complaining.
- S. The School Site has a great deal of public traffic (both vehicular and people) on the site at all times due to its location and openness. The RESIDENT shall not attempt to apprehend any trespasser, nor shall he/she order any person off the school property, however, the RESIDENT will be expected to discuss occurrences with people in a professional, calm manner and to explain the DISTRICT'S policies and rules regarding use of school property. The RESIDENT shall be expected to interact calmly and reasonably with members of the public without use of discourteous or profane actions or language. The RESIDENT shall be expected to be able to ask people to leave the school site, if he believes it is in the best interest of the DISTRICT for the person to leave. The RESIDENT will be expected to interact with parents, representatives of sports groups, law enforcement personnel and students in a calm and professional manner as a representative of the DISTRICT.
- T. The RESIDENT shall ask that persons not use bicycles, skateboards, roller blades, etc., on the school campus. Their use is prohibited on campus by any student, person representing the public, or by a family member of guest.
- U. In cases where the RESIDENT is unable to interact in a professional manner with any person visiting the school site, he shall:
1. Obtain as much descriptive information as possible on any suspicious person or persons and/or vehicle(s) on the premises without confronting the trespasser(s).
  2. Be prepared to provide such information to police, fire department, and school officials, as appropriate. RESIDENT will be expected to participate fully, as requested, with any police, fire department and school official in any event which might occur at the school site.

3. Report acts of vandalism or theft in progress, or damage done, to the local police immediately, and as soon as possible, to the school official, in the order shown on the priority list. The DISTRICT shall provide a priority phone list to the RESIDENT.
  4. Failure on the part of the RESIDENT to be a positive, favorable representative of the DISTRICT shall result in the termination of this Agreement immediately.
- V. The RESIDENT shall, in the event of fire, sound required alarms, notify the fire department, and an official from the priority list, and stand-by to direct the fire department to the scene.
- W. The RESIDENT may be provided (at the option of the Director or Principal) a master key and for emergency access to school facilities. The RESIDENT may grant access to others when requested by the Principal or without authorization in an emergency only, to properly identified personnel (i.e., fire or law enforcement agencies).
- X. The RESIDENT shall secure unlocked doors or broken windows, when possible, and turn off lights or water that has been inadvertently or maliciously left on. The RESIDENT shall notify the Director as soon as possible of such necessary actions.
- Y. The RESIDENT shall perform his/her duties as set forth in the Agreement under oversight of the Director of Maintenance, Operations and Facilities, or Principal and/or his designee ("Administrator").
- Z. The Administrator shall complete an annual evaluation of the RESIDENT's performance. Said evaluation will be given and discussed with RESIDENT by June 1<sup>st</sup> of each year.
- AA. The RESIDENT agrees that he/she cannot sublet all or any part of the premises without prior Board approval. All other individuals living in the mobile home must abide by the terms of this Agreement.
- BB. The RESIDENT shall not permit any recreational vehicles, boats, motor homes, and/or trailers to be stored on the school site without written authorization of the Administrator.
- CC. The RESIDENT shall not possess, carry or use firearms or weapons of any type, at any time whatsoever, in the mobile home, on the mobile home premises, or on any other DISTRICT property. The RESIDENT acknowledges that the mobile home premises are located on school grounds, and that he/she is aware of the provisions of the Gun-Free

School Zone Act of 1995 (Ca. Penal Code 626.9) which makes it illegal for any person to possess a firearm in a place that a person knows, or reasonably should know, is a "school zone", defined as "an area in, or on the grounds of a public or private school providing instruction in Kindergarten or grades 1 to 12, inclusive..."

- DD. The RESIDENT shall, at all times, comply with Board Policy 3513.3 which prohibits the use of tobacco products at any time in DISTRICT-owned or leased buildings or on DISTRICT property. RESIDENT shall not use tobacco products in the mobile home, on the mobile home premises, or on DISTRICT property at any time and shall ensure that other occupants and guests of the RESIDENT comply with this provision of the Agreement.
- EE. The RESIDENT shall not enter into conduct that is in violation of any district, local, state, or federal rules, regulations or laws.
- FF. The RESIDENT shall not perform mechanical work on any vehicles outside the fenced area, nor shall the RESIDENT contaminate the school site with the illegal dumping or any hazardous materials.
- GG. The adult RESIDENTS (present and future) shall submit to and pass fingerprint/criminal background checks, credit checks, and drug testing. If fingerprint/criminal background checks, credit checks, and drug testing results are determined to be unsatisfactory in the sole discretion of DISTRICT, this Agreement shall immediately terminate.
- HH. In the situation where the RESIDENT or an adult member of the household is an employee of the Santee School District, all issues related to the on-site residence and the person's employment status with the DISTRICT shall be treated separately.
- II. The RESIDENT, in the performance of this Agreement, shall be and shall act as an independent contractor. The RESIDENT shall perform its obligations under this Agreement according to the RESIDENT's own means and methods of work which shall be in the exclusive charge and under the control of the RESIDENT, and which shall not be subject to control or supervision by District except as to the results of the work as specified herein. RESIDENT understands and agrees that he/she and all of them shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. RESIDENT assumes the full responsibility for the acts and/or omissions of themselves or their agents as they relate to the service to be provided under this Agreement. Nothing in this Agreement shall give the RESIDENT authority with respect to any

District decision beyond the rendition of information, advice, recommendation, or counsel. RESIDENT is not authorized to make any representation, contract or commitment on behalf of District.

## II. TERMS OF AGREEMENT

This agreement is entered into on the Effective Date, and creates a tenancy at will, which may be terminated by either party upon a thirty (30) day written notification.

*If at any time, the DISTRICT determines that the RESIDENT is not adhering to the intent of the Agreement and is not providing full service to the DISTRICT, the will of the DISTRICT shall prevail, and the RESIDENT will remove their property and vacate the premises within the thirty (30) day written notification period described above.*

## III. CONSIDERATION

Good, valuable, and adequate consideration exists in the benefits and services which the DISTRICT and RESIDENT hereby agree result from the mutual performance thereof.

## IV. ENTIRE AGREEMENT:

This Agreement embodies the entire agreement between the parties. Both parties represent that, in entering into this Agreement, they shall not rely upon any previous representation, whether expressed orally, or implied, or any inducement or agreement of any type or nature heretofore.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed this 7th day of May, 2013.

ON-SITE RESIDENT(S)

SANTEE SCHOOL DISTRICT

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

Recommended:

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

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

Karl Christensen  
Assistant Superintendent  
Business Services  
Phone: (619) 258-2320

Approved:

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

Cathy Pierce Ed.D.  
Superintendent

Approved by the Board of Education of Santee School District at the May 7, 2013 Board Meeting.

Consent Item D.2.11. Authorization to Declare Network Equipment as Surplus  
Prepared by Karl Christensen  
May 7, 2013

**BACKGROUND:**

Education Code Section 39520 states, "The governing board of any school district may sell for cash any personal property belonging to the district if the property is not required for school purposes, if it should be disposed of for purposes of replacement, or it is unsatisfactory or not suitable for school use."

Administration recommends that unusable and/or obsolete Cisco network equipment be declared surplus and action taken to dispose of the items by any authorized means.

**RECOMMENDATION:**

Administration recommends that the Board of Education declare unusable and/or obsolete Cisco network equipment as surplus and authorize disposal of the items either by sale or donation.

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 value of the Cisco equipment is \$35,000.

**STUDENT ACHIEVEMENT IMPACT:**

This is not applicable. This is a fiscal item.

Motion:		Second:		Vote:		Agenda Item D.2.11.
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Consent Item D.2.12.  
Prepared by Karl Christensen  
May 7, 2013

Authorization to Distribute Request for Proposal for  
Purchase of New Hewlett-Packard Network  
Equipment and Trade-In of Surplus Cisco Network  
Equipment

**BACKGROUND:**

Over the past several years, the Technology Department has been transitioning from use of network equipment (i.e. routers, switches, etc.) manufactured by Cisco to network equipment manufactured by Hewlett-Packard ("HP") to save on long-term costs.

Most of the Cisco equipment is now surplus and stored in the Technology Department. Some Cisco equipment is still in operation at Pepper Drive School and the District Office Compound.

This Request for Proposal will seek vendors to buy all of the remaining Cisco networking equipment for trade-in value and to credit that value towards the purchase of certified refurbished HP ProCurve network equipment. The trade-in value of the surplus Cisco equipment will allow the District to replace all the networking equipment at the District Compound and Pepper Drive School, including the new Junior High Building, for a substantially reduced cost.

Board Policy 3270 governs the disposition of surplus property. The Administrative Regulation stipulates that when the value of equipment exceeds \$2,500:

The Board may advertise for bids and either sell the property to the highest responsible bidder or reject all bids. (Education Code 17545)

Notice for bids shall be posted in at least three public places in the district for at least two weeks or published at least once a week for at least two weeks in a newspaper having a general circulation in the district and, if possible, published within the district. (Education Code 17545)

Trade-in for newer equipment is not specifically delineated in that policy as an option. However, Education Code section 17548 allows the trade-in of older equipment for newer equipment. Specifically, this code section states:

The governing board of any school district may dispose of personal property belonging to the district for the purpose of replacement by providing in the notice calling for bids for furnishing new materials, articles, or supplies that each bidder shall agree in his or her bid to purchase the property being replaced and to remove it from the school grounds and shall state in his or her bid the amount which he or she will deduct from the price bid for furnishing new materials, articles, or supplies as the purchase price for the personal property being purchased from the district. The board shall let the contract to any responsible bidder whose net bid is the lowest, or shall reject all bids.

Using an RFP process to include trade-in value of old Cisco network equipment in conformance with Education Code section 17548 would also adhere to the bid requirement for surplus equipment in Board policy. The estimated timeline for an RFP process is:

Board Initiation of RFP Process:	May 7, 2013
Public Dissemination of RFP:	May 8 – May 22, 2013
Proposals Due:	May 23, 2013
Board of Education Award Authorization:	June 4, 2013

**RECOMMENDATION:**

It is recommended that the Board of Education authorize distribution of a Request for Proposal for purchase of new Hewlett-Packard network equipment to incorporate trade-in of surplus Cisco network equipment.

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:**

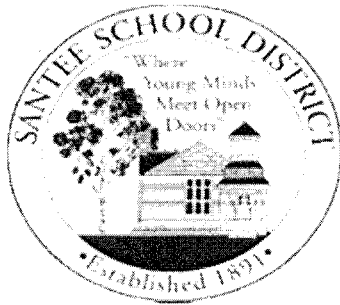
New equipment is estimated to cost \$45,000. Inclusion of trade-in value for surplus equipment could offset approximately 80% of the cost for the new equipment.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item D.2.12.
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**SANTEE SCHOOL DISTRICT**  
**REQUEST FOR PROPOSAL – NETWORKING EQUIPMENT**  
**SALE OF SURPLUS CISCO NETWORKING EQUIPMENT**  
**and**  
**PURCHASE OF HEWLETT PACKARD (HP) PROCURVE EQUIPMENT**

**Background information**

The Santee School District Board of Education has approved the sale of surplus CISCO networking equipment and purchase of new network equipment through an RFP process.

The purpose of this Request for Proposal is to:

- a. Establish the requirements for the sale of surplus equipment,
- b. Solicit proposals to purchase specific Hewlett Packard (HP) ProCurve (used) networking equipment.

Some of the CISCO equipment is in storage in the District Technology Department and ready for shipping. The rest are still in operation and located in MDF's and IDF's at school sites. The operational CISCO equipment will need to be replaced with the purchased HP ProCurve equipment before they can be shipped to the selected respondent.

**General Conditions and Requirement**

- a. All proposals must be submitted on the Proposal Form included in this RFP. Written quote for the HP ProCurve equipment including sales tax and shipping must be included with the proposal form.
- b. Proposals may be modified or withdrawn (prior to response deadline) by written notice or in person by the Respondent or its authorized representative, provided that person's identity is disclosed on the envelope containing the proposal and such person signs a receipt for the proposal.
- c. Request for interpretation on any aspect of the RFP must be made in writing, preferably via email, to Bernard Yeo ([bernard.yeo@santeesd.net](mailto:bernard.yeo@santeesd.net)). No oral interpretation shall be made by any Respondent as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the District.

- d. Proposal response to the RFP must be received at the Santee School District, 9625 Cuyamaca Street, Santee, CA 92071 by **Thursday, May 23, 2013 at 4:00 p.m.**
- e. The selected vendor shall be responsible for all related costs associated with the shipping and/or pickup of the purchased equipment.
- f. The pickup or shipping of all purchased equipment must be coordinated through the District's Technology Department by calling Matt Marsman at 619-258-2253.
- g. The selected vendor will be required to sign a hold harmless agreement prior to removing purchased equipment from District property.
- h. There are no warranties expressed or implied in regards to the equipment sold by the District to the vendor. All equipment is sold "as is" and all sales are final. All surplus CISCO networking equipment are in working condition.
- i. The surplus CISCO equipment will be sold according to the schedule outlined in the RFP.
- j. HP ProCurve equipment will be purchased according to the schedule outlined in the RFP.
- k. HP ProCurve equipment can be "used." The equipment must be in working condition and not defective in any physical or logical manner.

Because some of the CISCO equipment will need to be replaced before they are available for shipping, the selected vendor must coordinate with the District on the buying and purchasing schedule. This will give the District time to purchase, receive, and install the HP ProCurve equipment and make the CISCO equipment available for shipping.

Because of the schedule, the selected vendor must work with the District on credit extension. This credit extension is to cover the cost difference between the Cisco and HP equipment during the three (3) buying and selling phases.

**Schedule**

Phase ONE		1 month for installation of HP equipment	Phase TWO		1 month for installation of HP equipment	Phase THREE
<b>CISCO LOT ONE</b> Ready for shipping to winning vendor	<b>HP GROUP ONE</b> District ready to purchase HP equipment		<b>CISCO LOT TWO</b> Ready for shipping to winning vendor	<b>HP GROUP TWO</b> District ready to purchase HP equipment		<b>CISCO LOT THREE</b> Ready for shipping to winning vendor

**PROPOSAL FORM**  
**REQUEST FOR PROPOSAL – NETWORKING EQUIPMENT**

**CISCO NETWORKING EQUIPMENT TO BE SOLD**

**CISCO LOT ONE**

Manufacturer	Model	Quantity	Unit Amount	Total Amount
CISCO	WS-C3560G-48PS-S	9		
CISCO	WS-C3560G-24PS-S	12		
CISCO	WS-C3750G-12S-S	1		
CISCO	WS-C4507R	2		
CISCO	WS-X4516 Supervisor Engine V	4		
CISCO	WS-X4548-GB-RJ45V	2		
CISCO	WS-X4506-GB-T Fiber/Eth Cards	5		
Sony	Sony APS-195, 1300 ACV Power Supply	4		

**CISCO LOT TWO**

Manufacturer	Model	Quantity	Unit Amount	Total Amount
CISCO	WS-C3560G-24PS-S	3		
CISCO	WS-C3560-8PC	1		

**CISCO LOT THREE**

Manufacturer	Model	Quantity	Unit Amount	Total Amount
CISCO	J8697A 5406ZL Chassis	1		
CISCO	J8705A 20+4 Blade	3		
CISCO	J4858C-CX MMF SFP GBIC	22		
CISCO	J8712A 875W Power Supply	2		
CISCO	J8693A - 3500YL-48G Switch	2		
CISCO	J8692A - 3500YL-24G Switch	3		

**PROPOSAL FORM**  
**REQUEST FOR PROPOSAL – NETWORKING EQUIPMENT**

**HP PROCURVE EQUIPMENT TO BE PURCHASED**

**HP GROUP ONE**

Manufacturer	Model	Quantity	Unit Cost	Total Cost
HP	J8693A - 3500YL-48G Switch	2		
HP	J8692A - 3500YL-24G Switch	6		
HP	J4858C-CX MMF SFP GBIC	8		

**HP GROUP TWO**

Manufacturer	Model	Quantity	Unit Cost	Total Cost
HP	WS-C3560G-48PS-S	5		
HP	WS-C3560G-24PS-S	4		
HP	WS-C4507R	1		
HP	PWR-C45-1300ACV	2		
HP	WS-X4516 Supervisor Engine V	2		
HP	WS-X4548-GB-RJ45V	2		

Include a written quote for the HP ProCurve Equipment to include sales tax, shipping and any other associated cost.

The respondent hereby declares understanding, agreement, and certification of compliance with all terms and conditions, requirements and specifications of the original Request for Proposal (RFP) and as modified by any addenda thereto.

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Authorized Representative

Title

Date

Consent Item D.2.13.  
Prepared by Karl Christensen  
May 7, 2013

Adoption of Resolution #1213-29 to Uncommit Fund  
Balance in the General Fund Originally Committed for  
Possible Expansion of YALE Preschool at Old Cajon  
Park Junior High Site

**BACKGROUND:**

At the January 17, 2012 meeting, the Board of Education committed \$200,000 of the General Fund ending fund balance for the possible expansion of YALE Preschool at the old Cajon Park Junior High Site.

The plan contemplated at that time incorporated possible procurement of joint use funds from the State to help pay for construction costs. In addition, the YALE Preschool operating budget would need to include an annual lease payment for the portable buildings estimated at \$40,000.

Since that time, YALE's operating budget has resulted in only small surpluses (income exceeds outgo) and continuing escalation of costs for inflation and step and column increases will create further challenges for balancing the operational budget. In addition, State Grants for new construction, modernization, and joint use projects have become more difficult to obtain due to exhaustion of the State's bond authority.

The revised expansion plan for YALE incorporates use of the new portables at Hill Creek school recently installed as part of the construction project for the 10 Classroom Addition. This will avoid the significant construction costs that an expansion at the old Cajon Park Junior High site would require.

The District is in the midst of developing its budget for the 2013-14 school year for adoption in June. This budget will likely contain an operating deficit in the General Fund and the Multi-Year projection will need to be updated for planning purposes.

Since the expansion at the old Cajon Park Junior High Site is no longer a viable option, Administration recommends uncommitting the fund balance designated for this purpose.

**RECOMMENDATION:**

It is recommended that the Board of Education adopt Resolution #1213-29 to uncommit fund balance in the General Fund of \$200,000 originally committed for possible expansion of YALE Preschool at the old Cajon Park Junior High site.

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 \$200,000 is a one-time addition to the Unassigned/Unappropriated fund balance in the General Fund.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item D.2.13.
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## SANTEE SCHOOL DISTRICT BOARD RESOLUTION NO. 1213-29

### RESOLUTION TO RELEASE COMMITTED FUND BALANCE

WHEREAS, the Governmental Accounting Standards Board (GASB) has issued Statement No. 54 establishing a hierarchy of fund balances as follows:

- **Non-Spendable Fund Balance** - Amounts that are not in a spendable form or are required to be maintained intact. Examples are inventory, pre-paid expenses, and revolving cash fund amounts.
- **Restricted Fund Balance** – Amounts that can be spent only for the specific purposes stipulated by external resource providers (such as grantors), or enabling legislation. Restrictions may be changed or lifted only with the consent of the resource providers.
- **Committed Fund Balance** - Amounts subject to internal constraints self-imposed by the District's highest level of decision making authority. Commitments may be changed or lifted only by the Board of Education taking the same formal action that imposed the constraint originally.
- **Assigned Fund Balance** – Amounts the District intends to use for a specific purpose. Assignments may be established by the governing board or by a designee of the Board. Examples include site carry-overs and accrued vacation.
- **Unassigned Fund Balance** – Amounts representing the residual balance in the General Fund that has not been assigned to other funds and that are not in the other classifications. The Reserve For Economic Uncertainty falls into this classification.

, and;

WHEREAS, GASB Statement No. 54 further clarifies the constraints that govern how a governmental entity can use and designate amounts reported as fund balance and stipulates that the Fund Balance can only be Committed by action of the highest level of decision-making authority of the governmental entity; and,

WHEREAS, the Governing Board is the highest level of decision-making authority, and has the authority to commit, assign, or evaluate existing fund balance classifications and identify the intended uses of committed or assigned funds pursuant to Board Policy 3101; and,

WHEREAS, the committed fund balance classification reflects amounts subject to internal constraints self-imposed by the Governing Board; and,

WHEREAS, once the committed fund balance constraints are imposed, it requires the constraint to be removed by the Governing Board prior to redirecting the funds for other purposes; and,

WHEREAS, on January 17, 2012, the Board adopted Resolution #1213-19 to commit \$200,000 for future capital expenditures associated with possible expansion of the YALE Preschool at the old Cajon Park Junior High site; and,

WHEREAS, financial conditions have changed making the expansion of YALE Preschool at the old Cajon Park Junior High site infeasible for the foreseeable future;

NOW, THEREFORE, be it resolved, that the Governing Board of the Santee School District, in accordance with the provisions of GASB 54, hereby release the commitment of \$200,000 of the June 30, 2013 General Fund fund balance.

PASSED AND ADOPTED this 7th day of May, 2013 by the Board of Education of the Santee School District, of San Diego County, California, by the following vote:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA)  
COUNTY OF SAN DIEGO)

I, Dustin Burns, Clerk of the Board of Education of the Santee School District, County of San Diego, State of California, do hereby certify that the foregoing is a true copy of a resolution adopted by said Board at a meeting thereof, at the time and by the vote therein stated, which original resolution is on file in the office of said Board.

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Clerk of the Board of Education



Consent Item D.3.1.  
Prepared by Karl Christensen  
May 7, 2013

Approval of Agreement with Webb-Cleff  
Architecture & Engineering to Provide  
Architectural Services for Closeout of Phase 1  
and Phase 2 Capital Improvement Program  
Projects

**BACKGROUND:**

At the August 7, 2012, meeting, the Board approved use of Webb-Cleff Architecture & Engineering Inc. (“Webb-Cleff”) to provide architectural services for certain projects.

Due to the recent permanent closing of the offices of the Architect of Record for already constructed Phase 1 and Phase 2 Capital Improvement Program projects, the District is in need of Webb-Cleff’s services to complete the closeout process with Division of State Architect.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the agreement with Webb-Cleff for Architectural and Engineering Services for the close out and certification process through DSA for various phase 1 and 2 CIP projects.

This recommendation supports the following District goals:

**Learning Environment**

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

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The fiscal impact of \$69,117.49 to be funded from CIP funds. The amount remaining unpaid on the previous Architect of Record’s contract for this work is \$35,531.

**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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Consent Item D.4.1.

Approval/Ratification to Submit San Diego Chargers  
Grants for Pepper Drive and Hill Creek Schools

Prepared by Dr. Stephanie Pierce  
May 7, 2013

**BACKGROUND:**

Administrative Regulation 3290: Gifts, Grants, and Bequests have established procedures for school and District personnel to follow for the submission and obtainment of grant funding. Pepper Drive and Hill Creek Schools are submitting a San Diego Charger grant exceeding \$10,000. According to AR 3290, grant applications of \$10,000 or more shall be presented to the Board for approval prior to submission. With the timing of these grants, due dates to the grantors and Board meeting dates, these grants will have been submitted prior to Board approval.

Pepper Drive's grant request is for \$43,300 to build a multipurpose athletic field with a running and fitness track lining the perimeter around a grass area. This funding would provide additional fitness activities such as cardiovascular training, Track and Field, Cross Country training, cross-fit activities and support other school wide events.

Hill Creek's grant request is for \$36,083 to build a Fitness Trail with at least 12-14 new outdoor exercise stations and a web-based running club tracking program called Stride Track. This funding would provide additional fitness and cardiovascular training activities. The Stride Track provides running/walking clubs the ability to track runner accomplishments.

Administration is recommending the Board ratify the submission of these school grants. These grant applications will be available at the Board meeting for public review.

**RECOMMENDATION:**

Administration recommends ratifying submission of the San Diego Charger grants for Pepper Drive and Hill Creek Schools.

This recommendation supports the following District goals:

- Assure the highest level of educational achievement for all students.
- Pursue actively the funding and resources to fulfill our mission and vision, and maintain fiscal solvency.

**FISCAL IMPACT:**

There is no fiscal impact to submit a grant request to the San Diego Chargers. If the San Diego Chargers grant these school sites with the funding requested, the grant amount would total \$43,300 for Pepper Drive School and \$36,083 for Hill Creek School.

**STUDENT ACHIEVEMENT:**

Research indicates that physical fitness of children tends to enhance their ability to learn in other core content areas. This grant program provides for the increased access to sports equipment and exercise on campus.

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

Agenda Item D.4.1.

Consent Item D.4.2. Approval of Individual Services Agreement for Nonpublic, Nonsectarian School Services

Prepared by Dr. Stephanie Pierce  
May 7, 2013

**BACKGROUND:**

Santee School District currently has a Board approved Nonpublic, Nonsectarian School Master Contract with Aseltine School. One additional student with special needs requires attendance at Aseltine School for the remainder of the 2012-13 school year. The student is currently enrolled in a different nonpublic school but his behaviors exceed the scope and design of the current nonpublic school.

The Individual Services Agreement will be available at the Board meeting for review.

**RECOMMENDATION:**

Administration recommends approval of one additional Individual Services Agreement for a student requiring nonpublic, nonsectarian school services.

This recommendation supports the following District goal:

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

**FISCAL IMPACT:**

The terms of the Individual Services Agreement are as follows:

School/Agency	Number of Students	Duration of Service	Cost per day	Total Cost
Aseltine School	1 student	35 school days 5/8/13–6/30/13 (includes 6 days of ESY*)	\$171.98	\$6,019.30

\*ESY = Extended School Year (i.e., summer school)

**STUDENT ACHIEVEMENT:**

Some students require alternative settings to support increased student learning success.

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

Agenda Item D.4.2.

Consent Item D.5.2.

Approval of New Job Descriptions for Director of English Language Arts and Social Studies, and Director of Mathematics and Science

Prepared by Minnie Malin  
May 7, 2013

**BACKGROUND:**

The 2014-15 national implementation of Common Core State Standards (CCSS) is the most revolutionary change education has ever experienced. Successful implementation will require educators to transform the classroom teaching and learning experience. What students are taught and how students are taught will look different, will feel different, and will be different.

In order to support teachers and administrators in our successful transition to CCSS and the transformation of learning, administration is submitting the job descriptions for two positions:

1. Director of English Language Arts and Social Studies
2. Director of Mathematics and Science

Mainstay to these two positions is the charge to work directly with teachers 1:1, in small groups, by grade levels, and school-wide.

**RECOMMENDATION:**

Administration recommends the Board of Education approve the two new job descriptions for Director of English Language Arts and Social Studies and Director of Mathematics and Science.

**FISCAL IMPACT:**

The total annual cost for the two (2) new director positions will be \$240,704 and will be paid from the general fund.

**STUDENT ACHIEVEMENT IMPACT:**

It is the District's intention to provide essential staffing to meet educational and other relevant needs.

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

Agenda Item D.5.2.

## **SANTEE SCHOOL DISTRICT**

### **DIRECTOR OF ENGLISH LANGUAGE ARTS AND SOCIAL STUDIES**

#### **JOB SUMMARY**

The Director of English Language Arts and Social Studies, under the direction of the Assistant Superintendent of Educational Services, directs the development and implementation of English language arts and social studies instructional program in accordance with state criteria that includes rigorous curriculum, effective instructional practice, and common assessments. Focuses particular attention on supporting teachers and administrators as they transition to Common Core State Standards by creating a framework designed to deliver English language arts and social studies instruction robust in the qualitative and quantitative components inherent in the Common Core State Standards. Develops instructional components intended to transfer the cognitive load of rigorous problems and learning from teacher to students. Provides on-going professional development in English language arts and social studies; applies current instructional research to practice; supports certificated staff in transitioning to the California Common Core State Standards and Next Generation of Science Standard and other duties as assigned by the District Assistant Superintendent.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- Leads and provides professional development in the transition and implementation of Common Core State Standards related to English language arts and social studies.
- Directs the implementation of the English language arts and social studies instructional program K-8, including curriculum, instructional strategies, pacing, online resources, and common formative and summative assessments.
- Plans and directs English language arts and social studies professional development opportunities for certificated staff.
- Supports teachers through coaching, lesson study, and demonstration lessons; conducts 1:1 meetings with teachers, small groups, grade level, and school-wide discussions.
- Provides presentations and workshops for administrators and teachers related to District and site progress meeting AYP/API mathematics targets.
- Provides direction, support, and assistance in English language arts and social studies curriculum implementation in collaboration with site administrators.
- Directs the yearly revision of the English language arts and social studies section of the LEA Plan.
- Provides support to principals and staff in the development of the English language arts and social studies section of the School Plan for Student Achievement (SPSA).
- Attends state and county conferences and meetings related to English language arts and social studies for the purpose of acquiring information pertinent to the District instructional program.
- Assists in the development and management of the budgets for curricular and other projects for which he/she is responsible.

## DIRECTOR OF ENGLISH LANGUAGE ARTS AND SOCIAL STUDIES

Page 2

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (continued)**

- Directs in the external/internal program review for curriculum and instruction projects.
- Responsible for supervision and implementation in areas of English language arts and social studies curriculum and instruction.
- Supervises and evaluates department personnel.
- Responsible for assisting in developing and implementing Board policies and administrative procedures.
- Attends Board meetings and prepare reports for the Board as the Assistant Superintendent may request.
- Researches types of programs needed by the schools and makes appropriate recommendations.
- Assumes leadership for meeting the various goals defined for projects.
- Reports on the status of District English language arts and social studies programs and services at the request of the Assistant Superintendent.
- Prepares District reports and presentations related to the status of the English language arts and social studies program implementation, with specific focus on student achievement.
- Interprets and articulates the programs, philosophy and policies of the District to staff, students and the community.
- Determines and communicates to the Assistant Superintendent the English language arts and social studies curriculum and instructional requirements based on the needs of the District.
- Chairs meetings for the projects for which he/she is responsible.
- Coordinates adoption of all English language arts and social studies curriculum.
- Recommends programs needed by the schools.
- Interprets and articulates the programs, philosophy and policies of the District to staff, students and the community.
- Develops assessment, achievement and program evaluation reports for the Assistant Superintendent and the Board of Education.
- Perform other duties and responsibilities as assigned by the Assistant Superintendent.

### **EMPLOYMENT STANDARDS**

Education: Degree in English or Social Studies preferred. Master's degree is required. Doctorate in educational administration or curriculum preferred.

Experience: Minimum of four years successful experience as a classroom teacher. Experience as a building principal and/or demonstrated instructional leadership.

Credential(s): Appropriate California teaching credential and administrative credential(s).

**DIRECTOR OF ENGLISH LANGUAGE ARTS AND SOCIAL STUDIES**  
**Page 3**

Knowledge and Abilities:

Knowledge in English language arts and social studies curriculum and instruction; knowledge of sound approaches to problem solving; knowledge of managerial skills and processes; ability to work effectively with people; ability to plan, organize and direct the work of others; ability to analyze problems; ability to effectively prepare written and oral reports; ability to carry out written and oral instructions effectively. Knowledge of current research and instructional implications; evaluation programs; ability to coach teachers and administrators.

BOARD ADOPTED:



## **SANTEE SCHOOL DISTRICT**

### **DIRECTOR OF MATHEMATICS AND SCIENCE**

#### **JOB SUMMARY**

The Director of Mathematics and Science, under the direction of the Assistant Superintendent of Educational Services, directs the development and implementation of mathematics and science instructional program in accordance with state criteria that includes rigorous curriculum, effective instructional practice, and common assessments. Focuses particular attention on supporting teachers and administrators as they transition to Common Core State Standards by creating a framework designed to deliver mathematics and science instruction robust in conceptual content knowledge and its application to real-life problems. Supports and guides teachers and administrators in the implementation of the Standards of Mathematical Practice. Develops instructional components intended to transfer the cognitive load of rigorous problems and learning from teacher to students. Provides on-going professional development in mathematics and science; applies current instructional research to practice; supports certificated staff in transitioning to the California Common Core State Standards and Next Generation of Science Standard and other duties as assigned by the District Assistant Superintendent.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- Leads and provides professional development in the transition and implementation of Common Core State Standards related to mathematics and the Next Generation of Science Standards.
- Directs the implementation of the mathematics and science instructional program K-8, including curriculum, instructional strategies, pacing, online resources, and common formative and summative assessments.
- Plans and directs mathematics and science professional development opportunities for certificated staff.
- Supports teachers through coaching, lesson study, and demonstration lessons; conducts 1:1 meetings with teachers, small groups, grade level, and school-wide discussions.
- Provides presentations and workshops for administrators and teachers related to District and site progress meeting AYP/API mathematics targets.
- Provides direction, support, and assistance in mathematics and science curriculum implementation in collaboration with site administrators.
- Directs the yearly revision of the mathematics and science section of the LEA Plan.
- Provides support to principals and staff in the development of the mathematics and science section of the School Plan for Student Achievement (SPSA).
- Attends state and county conferences and meetings related to mathematics and science for the purpose of acquiring information pertinent to the District instructional program.
- Assists in the development and management of the budgets for curricular and other projects for which he/she is responsible.
- Directs in the external/internal program review for curriculum and instruction projects.

## **DIRECTOR OF MATHEMATICS AND SCIENCE**

Page 2

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- Responsible for supervision and implementation in areas of mathematics and science curriculum and instruction.
- Supervises and evaluates department personnel.
- Responsible for assisting in developing and implementing Board policies and administrative procedures.
- Attends Board meetings and prepare reports for the Board as the Assistant Superintendent may request.
- Researches types of programs needed by the schools and makes appropriate recommendations.
- Assumes leadership for meeting the various goals defined for projects.
- Reports on the status of District mathematics and science programs and services at the request of the Assistant Superintendent.
- Prepares District reports and presentations related to the status of the mathematics and science program implementation, with specific focus on student achievement.
- Interprets and articulates the programs, philosophy and policies of the District to staff, students and the community.
- Determines and communicates to the Assistant Superintendent the mathematics and science curriculum and instructional requirements based on the needs of the District.
- Chairs meetings for the projects for which he/she is responsible.
- Coordinates adoption of all math and science curriculum.
- Recommends programs needed by the schools.
- Interprets and articulates the programs, philosophy and policies of the District to staff, students and the community
- Develops assessment, achievement and program evaluation reports for the Assistant Superintendent and the Board of Education.
- Perform other duties and responsibilities as assigned by the Assistant Superintendent.

### **EMPLOYMENT STANDARDS**

Education: Degree in Mathematics or Science preferred. Master's degree is required. Doctorate in educational administration or curriculum preferred.

Experience: Minimum of four years successful experience as a classroom teacher. Experience as a building principal and/or demonstrated instructional leadership.

Credential(s): Appropriate California teaching credential and administrative credential(s).

**DIRECTOR OF MATHEMATICS AND SCIENCE**  
**Page 3**

Knowledge and Abilities:

Knowledge in mathematics and science curriculum and instruction; knowledge of sound approaches to problem solving; knowledge of managerial skills and processes; ability to work effectively with people; ability to plan, organize and direct the work of others; ability to analyze problems; ability to effectively prepare written and oral reports; ability to carry out written and oral instructions effectively. Knowledge of current research and instructional implications; evaluation programs; ability to coach teachers and administrators.

BOARD ADOPTED:

Consent Item D.5.3.

Approval to Revise Title for Coordinator of Pupil Services to Coordinator of Pupil Services and Student Well-Being, and Revisions to Job Description

Prepared by Minnie Malin  
May 7, 2013

**BACKGROUND:**

Periodically, staff reviews job descriptions and revises them to better serve the current needs of the District. Staff has reviewed the current job description for Coordinator of Pupil Services and has determined a slight expansion of duties and title would better serve our students and the District at-large. Below is a synopsis of proposed changes:

1. Job Title: Coordinator of Pupil Services ***and Student Well-Being***
2. Additional job duties include a focus on cyber ethics and coordinating the Physical Education program, K-8.

**RECOMMENDATION:**

Administration recommends that the Board of Education approve the revised title of Coordinator of Pupil Services and Student Well-Being; and revisions to the job description.

**FISCAL IMPACT:**

This is a personnel item and will not impact the general fund.

**STUDENT ACHIEVEMENT IMPACT:**

It is the District's intention to provide essential staffing to meet educational and other relevant needs.

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

Agenda Item D.5.3.

## SANTEE SCHOOL DISTRICT

### COORDINATOR OF PUPIL SERVICES AND STUDENT WELL-BEING

#### JOB SUMMARY:

Under the direction of the Assistant Superintendent of Human Resources and Pupil Services, the Coordinator of Pupil Services and Student Well-Being provides coordination, planning, consultation, and assists in the operation and administration of various pupil services functions and drug free programs, including, safe school services, custodian of records, and pupil personnel services. This individual will coordinate the process and implementation of all prevention and character education curriculum K-8, including cyber ethics. This individual will be responsible for coordinating and overseeing the physical education program, K-8. The Coordinator of Pupil Services and Student Well-Being serves as the District's liaison between the District and the Sheriffs' Department, the County Probation Department, the San Diego County Office of Education (SDCOE), and the East County School Attendance Review Board (SARB).

#### EXAMPLES OF DUTIES AND RESPONSIBILITIES:

1. Coordinates administrative reviews and expulsion hearings.
2. Serves as the Vice Principal of the Santee Success Program.
3. Keeps informed of legal requirements governing student behaviors and school law.
4. Coordinates federal, state, county, and District pupil services programs for at-risk students.
5. Acts as a liaison between the District, the Sheriffs' Department and the County Probation Department.
6. Participates in East County SARB and school site SART meetings and provides the completed documentation regarding student attendance and truancy issues.
7. Provide site Vice Principals and Administrative Interns with staff development and resources on student behavior, intervention programs, bullying prevention, and cyber ethics.
8. Coordinates K-8 physical education program, including new program implementation.
9. Consults with site administrators on a regular basis regarding student needs.
10. Establishes procedures for placement, evaluation, assignment and review of students with regard to the full continuum of pupil support services and programs for at-risk students.
11. Participates in staff development throughout the district; works cooperatively with ~~Staff Development Specialist~~ Education Services to identify in-service needs and design programs to meet those needs.
12. Consults with parents regarding student behavior, attendance and truancy.
13. Assists staff and parents in resolving issues concerning areas of responsibility.
14. Interprets policy, procedure, and school law to parents and staff, and provides leadership regarding the implementation of student support programs.
15. Chairs District committees related to student well-being and physical education.
16. Performs other duties as designated or assigned by the Assistant Superintendent of Human Resources and Pupil Services.

COORDINATOR OF PUPIL SERVICES AND STUDENT WELL-BEING

Page 2

EMPLOYMENT STANDARDS:

- Education: Master's degree is required.
- Experience: Minimum of five years of successful experience as a teacher at K-8 level or pupil services specialist. Administrative experience is desirable.
- Credential(s): Appropriate California teaching and/or services credential authorized for grades K-8 and administrative credentials.
- Knowledge and Abilities: Possesses knowledge of learning theories and practices of student behavior programs, and state and federal laws affecting student behaviors; possesses knowledge of learning theories and practices for physical education for grades K-8. Has successfully demonstrated the ability to provide leadership to multi-disciplinary professional personnel; to work effectively with other administrators and governmental agencies, private associations, parents and citizen groups; to exhibit facility in human relationships; to effectively develop and manage project budgets; and to effectively present oral and written reports. Understands physical, emotional and social disabilities, causes and conditions, and the application of educational resources to assist in the development of the child.

BOARD ADOPTED: July 20, 2010  
REVISED:

Consent Item D.5.4.

Approval of Revisions to Uniforms for Maintenance & Operations Personnel Side Letter Agreement between Santee School District and California School Employees Association (CSEA)

Prepared by Minnie Malin  
May 7, 2013

**BACKGROUND:**

On April 16, 2013, the Board of Education approved a side letter of agreement between California School Employees Association (CSEA) Chapter 557, outlining terms and provisions for the use of uniforms in the Maintenance & Operations department.

Subsequently, California School Employees Association (CSEA) Chapter 557 has requested that a revised side letter of agreement be presented to the Board of Education for approval to include a change in the association's title to reflect California School Employees Association (CSEA) *and its* Chapter #557.

The revised side letter of agreement dated April 18, 2013 is once again presented tonight for Board approval.

**RECOMMENDATION:**

Administration recommends approval of the revised side letter agreement between Santee School District and California School Employees Association (CSEA) and its Chapter #557 dated April 18, 2013.

**FISCAL IMPACT:**

Uniforms and laundry service is currently provided to maintenance and operations personnel. Therefore, this agreement will not increase the impact to the general fund.

**STUDENT ACHIEVEMENT IMPACT:**

This is a personnel item and will not impact student achievement.

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

Agenda Item D.5.4.

**Santee School District And California School Employees  
Association and its Chapter #557**

**Side Letter Agreement  
Uniforms for Maintenance & Operations Personnel**

The California School Employees Association and its Chapter 557 ("CSEA") and the Santee School District ("DISTRICT"), collectively referred to as "the PARTIES", agree as follows:

. RECITALS:

- o On November 28, 2012 the PARTIES executed a Settlement Agreement to resolve claims raised by CSEA in PERB Case No. LA-CE-5490-E ("Settlement Agreement"); and,
- o Terms of the Settlement Agreement stipulate that the PARTIES will negotiate an agreement outlining the uniform policy for Maintenance & Operations personnel; and,
- o The DISTRICT does not currently have or enforce a uniform policy for Maintenance & Operations Personnel and does not desire to do so at this time.

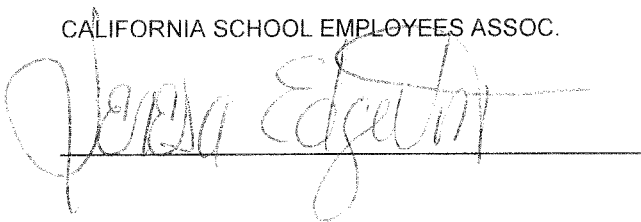
. TERMS:

- o DISTRICT will provide shirts for daily use with laundry service ("M&O Uniforms"), for Groundworkers and Craftsworkers ("M&O Personnel"). Use of M&O Uniforms and DISTRICT provided laundry service is strictly voluntary.
- o The DISTRICT will replace M&O Uniforms that are damaged during the normal course of work or are no longer serviceable due to normal wear and tear.
- o DISTRICT will also provide one (1) coverall for Groundworkers to use on a voluntary basis. Employees will be responsible for laundering their own coverall.
- o DISTRICT shall have the sole discretion for determining the vendor used and the type of uniform provided. The input of M&O employees will be considered for determining the type of uniform.
- o In the event the DISTRICT at any time decides to discontinue laundering and/or providing uniforms, the impacts and effects of such a decision shall be subject to negotiation prior to *implementation*.
- o In the event an employee terminates work for any reason, they shall return to their supervisor all items issued to them within one (1) week following separation. If they are not returned within this time frame, the full cost of the items shall be deducted from his/her final pay warrant

This Side Letter Agreement shall become effective the day following Board of Education approval.

CALIFORNIA SCHOOL EMPLOYEES ASSOC.

SANTEE SCHOOL DISTRICT

  
\_\_\_\_\_

  
\_\_\_\_\_ 4-18-13



BOARD POLICIES AND BYLAWS Item E.

Agenda Item E.

**BACKGROUND:**

The current Board Policy 3350, Travel Expenses, was adopted by the Board of Education on March 3, 2009. In accordance with BP 3350, employees may be directed or permitted to attend conferences, workshops, and/or meetings that may require traveling to a location outside of the District boundaries, incurring travel expenses. Staff has reviewed and analyzed the current BP 3350 and AR 3350 and the various cost categories that may apply to a conference, workshop, and/or meeting outside the District. Administration created a Travel Authorization Decision Matrix to be used as a tool to assist staff in determining the authorizations required for various travel situations. Administration recommends minor amendments to BP 3350 and AR 3350 along with the addition of an Exhibit, Travel Authorization Decision Matrix.

**RECOMMENDATION:**

It is recommended that the Board of Education review amendments to BP 3350 in a second reading, and adopt the recommended amendments.

This recommendation supports the following District goal:

**Staff Development**

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

**FISCAL IMPACT:**

There is no fiscal impact.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item E.1.1.
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**TRAVEL EXPENSES**

The Governing Board shall authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district.

Executive Council or the Superintendent may approve employee travel request requisitions to attend meetings, workshops, and/or conferences in accordance with the adopted budget and will submit travel request requisitions to the Board for approval in accordance with Exhibit 3350, Travel Authorization Decision Matrix.

Travel Expenses shall be reimbursed within limits approved by the Board. The Superintendent or designee shall establish procedures for the submission and verification of expense claims. He/she may authorize an advance of funds to cover necessary expenses in accordance with AR 3350.

The Board may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties. All other mileage expenses will be reimbursed in accordance with this Board policy.

All out-of-state travel ~~for which reimbursement will be claimed~~ shall have Board approval. Travel expenses not previously budgeted also shall be approved on an individual basis by the Board.

~~In accordance with AR 3350, all travel for which reimbursement will be claimed or advancement of funds will be disbursed shall have Board approval 14 days prior to the date of travel occurring.~~ Authorized employees may use district credit cards while attending to district business. Under no circumstances may personal expenses be charged on district credit cards.

**Executive Council Mileage and Travel Expense Reimbursement**

Executive Council members shall receive a monthly travel allowance of three hundred and fifty dollars (\$350.00) for all travel expenses within San Diego County. Mileage costs incurred outside San Diego County shall be reimbursed at a rate determined annually by the Board.

Executive Council members receiving this monthly allowance will include:

- Assistant Superintendent, Business Services
- Assistant Superintendent, Human Resources
- Director II, Educational Services
- Executive Assistant

*Legal Reference: (see next page)*

**TRAVEL EXPENSES** (continued)

*Legal Reference:*

EDUCATION CODE

44016 *Travel expense*

44032 *Travel expense payment*

44033 *Automobile allowance*

44802 *Student teacher's travel expense*

**BACKGROUND:**

The current rates for Use of School Facilities have not been revised since 2005. In addition, Senate Bill 1404 was enacted into law effective January 1, 2013 and allows "direct costs" to include a proportionate share of the costs for maintenance, repair, restoration, and refurbishment of school facilities and grounds.

Staff has reviewed and analyzed the various cost categories and made comparisons with Grossmont, Cajon Valley, and San Diego Unified school districts. Administration is recommending the below revision to Use of Facilities rates contained in Administrative Regulation 1330:

- Free Use
  - No change to the amount charged Santee Sports Council leagues
  - Addition of a setup and dismantle fee to recognize the increased workload on the school custodian if an organization requests this service
  - Change to HVAC fee to account for size and type of space requested (NOTE: this fee is only charged during off-hours and only if use is requested)
- Direct Cost
  - Addition of a \$25 application fee
  - Establishment of differentiated hourly rates for various spaces to incorporate all direct costs incurred by the District including maintenance, repair, restoration and refurbishment of school facilities and grounds, utility costs, and custodial supplies pro-rated by the space size and use
  - Increase to the hourly rate for Custodial Support consistent with current costs
  - Increase to the fee for use of AV equipment, if requested by the organization
  - Establishment of a per hour rate for use of lights on Sports Fields, if requested
- Fair Rental Value
  - Addition of a \$25 application fee
  - Revision to differentiated hourly rates for various spaces
  - Establishment of a separate fee structure for entities using District facilities for filming of movies or commercials
  - Increase to the fee for use of AV equipment, if requested by an organization
  - Establishment of a per hour rate for use of lights on Sports Fields

Component	Description	Santee School District			Current Fees AR 1330 Est. Aug 2005
		Free Use	Direct Cost Recovery Use	Fair Rental Value Use	
		Amt	Amt	Amt	
<b>Application</b>	Fee for processing each Use of Facilities Application per year	\$0.00	\$25.00	\$25.00	\$0.00
<b>Facility Use (2 hr min)</b>	Classroom (Per Hour)	\$0.00 (\$10 HVAC fee if non-schl day)	\$5.00	\$30.00	\$21.75 (3 hr min) \$30 holiday
	School Kitchen w/ Dist Staff (Per Hour)	\$25.00 fee w/o Dist Staff	\$50.00	\$75.00	
	Learning Resource Ctr (Per Hour)	\$0.00 (\$40 HVAC fee if non-schl day)	\$20.00	\$60.00	\$156 (3 hr min) \$45 each addtl hr *\$35 HVAC fee (any room use)
	Multi-Purpose Room (Per Hour)	\$0.00 (\$50 HVAC fee if non-schl day)	\$27.00	\$81.00	
	Parking Lot Only (Per Day or portion)	\$0.00	\$40.00	\$100.00	\$75 per day
<b>Filming</b>	Full Day (More than 6 hours)	\$0.00	N/A	\$1,215.00	
	Half Day (Up to 6 hours)	\$0.00	N/A	\$810.00	
<b>Custodial</b>	Required for All Uses (Per Hour, 2 hour min)	Direct Cost if not on duty	\$35.50	\$45.00	\$30.25
	Setup & Dismantle Fee (if requested) for up to 50 participants	\$12.00	\$12.00	Included in Per Hour	
	Setup & Dismantle Fee (if requested) for 51 to 300 participants	\$24.00	\$24.00	Included in Per Hour	
	Setup & Dismantle Fee (if requested) for more than 300 participants	\$36.00	\$36.00	Included in Per Hour	
<b>Outside Areas</b>	Grass Field: General Use (Per Hour, 2 hour min)	\$0.00	\$10.00	\$20.00	\$20 (2 hr min)
	Grass Field: Council Leagues (Per Participant Per Season)	\$5.00	N/A	N/A	\$5.00
	Dirt Practice Field: General Use (Per Hour, 2 hr min)	\$0.00	\$7.50	\$15.00	\$20 (2 hr min)
	Multi-Purpose Courts/Areas (Per Hour, 2 hr min)	\$0.00	\$6.00	\$15.00	
	Sports Field Lights (Per Hour) [Does not apply to Council Leagues]	\$22.00	\$22.00	\$33.00	\$10 per day "utility fee"
<b>Equipment/ Other</b>	Tables and chairs	Included	Included	Included	\$0.00
	AV Equipment Fee	\$0.00	\$20.00	\$25.00	\$15.00
	Other incurred costs	Charged at Actual Cost	Charged at Actual Cost	Charged at Actual Cost	

**RECOMMENDATION:**

It is recommended that the Board of Education review the revisions to BP 1330 in a second reading, and adopt the recommended revisions.

This recommendation supports the following District goal:

**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 Use of Facilities revenue for 2011-12 was \$35,472. It is expected that revisions to rates, coupled with a higher expected demand for district facilities, may produce an increase of \$20,000 over what could be realized in 2013-14.

**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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SANTEE SCHOOL DISTRICT  
9625 CUYAMACA STREET  
SANTEE, CALIFORNIA 92071-2674  
(619) 258-2300

## USE OF SCHOOL FACILITIES

### Use of School Facilities

The Governing Board recognizes that district facilities and grounds are a community resource and authorizes their use by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities.

(cf. 6145.5 - Student Organizations and Equal Access)

All school-related activities shall be given priority in the use of facilities and grounds under the Civic Center Act. Thereafter, the use shall be on a first-come, first-served basis.

The Superintendent or designee shall maintain procedures and regulations for the use of school facilities and grounds that: (Education Code 38133)

1. Encourage and assist groups desiring to use school facilities for approved activities
2. Preserve order in school buildings and on school grounds and protect school facilities, designating a person to supervise this task, if necessary
3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

The Board shall not grant the use of school facilities for any of the following activities.

1. Any use by an individual or group for the commission of any crime or any act prohibited by law. Any violation of Board Policy, Administrative Regulation, or other law by any organization during use shall be sufficient cause for denying further or continued use of school or District facilities or grounds by the organization.
2. Any use of school facilities or grounds which is inconsistent with their use for school purposes or which interferes with the regular conduct of school or school work. No activity which may interfere with the educational program of a school or the District will be approved or permitted.



3. Any use which involves the possession, consumption, or sale of alcoholic beverages, or any restricted substances on school property.
4. Any use of tobacco products on district or school property.

### **Fees for Use of School Facilities**

Fees for the use of school facilities and grounds shall be charged in accordance with the following classifications.

1. Free Use: When an alternative location is not available, the Board shall not charge any fees for the use of school facilities or grounds by organizations falling within the classification defined below.

Pursuant to Education Code 35010(b) the free use classification is defined by the Board to include nonprofit organizations affiliated with the District or a particular school site and created for the purpose of benefiting 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. This classification is further defined to include 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. Examples of this classification include, but are not limited to: school booster clubs, Parent-Teachers' Associations, school/community advisory councils, life-saving programs and other school affiliated groups for the exclusive benefit of the District, its students, employees, or educational programs.

Should any of the above free-use groups prefer to use school facilities at a time when custodial services are not normally available (for example, on a Saturday, Sunday, or holiday or if special facilities or services are required, such as personnel or equipment), the District may charge a fee equal to the direct cost of those services.

Free use of facilities shall be limited to available classrooms or other meeting places where a minimal use of equipment and personnel are involved. Charges shall be made for use of all other building facilities in accordance with the Schedule of Use Charges for use of school facilities.

2. Direct Cost Fees: Activities other than those specified for free use of fair rental value shall be charged a fee not to exceed the direct costs to the District. Direct costs shall include supplies, utilities, janitorial services, services of other District employees and salaries paid to District employees necessitated by the organization's use of school facilities. Pursuant to Education Code 35010(b) the Board further defines direct costs necessitated by an organization's use of school facilities or grounds to mean the organization's proportionate share of those costs, identified in the California School Accounting Manual (1992 Edition) as associated with the community services program of the District, incurred by the District, and required in order to make the facility or grounds suitable for the groups intended use. Direct costs may also include the share of the costs for

**maintenance, repair, restoration, and refurbishment, proportional to the use of the school facilities or grounds by the entity using the school facilities or grounds.**

Pursuant to Education Code 40043(b), the activities of all organizations not entitled to free use, or required to pay fair rental value, shall be charged the direct costs necessitated by their use, as defined above.

The Superintendent or designee shall be responsible for calculating direct costs for facilities use in a manner consistent with this policy and Administrative Regulation 1330.1.

3. Fair Rental Value Fee: Organizations shall be charged fair rental value when using school facilities or grounds for functions, entertainment's 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. If any portion of the net receipts inures to the benefit of any private shareholder of the organization or to any individual, then the organization shall be charged fair rental value. Fair rental value includes direct costs plus the amortized costs of the facilities or grounds used for the duration of the activity.

The Superintendent or designee shall be responsible for calculating fair rental value for facilities use in a manner consistent with this Policy and Administrative Regulation 1330.1.

### **Damage and Liability**

Organizations using school facilities under the provisions of this policy shall be liable for any damage caused by the activity. The Board shall charge the amount necessary to repair the damage and may deny the group further use of school facilities, in addition to pursuing any other available legal remedies. (Education Code Sections 38132 and 38133)

Any group using school facilities shall be liable for any injuries resulting from its negligence during such use. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk.

All organizations using facilities under the Civic Center Act shall be required to include the District as an additional insured on their policies.

### **Application and Scheduling for Use of Facilities**

The Superintendent or designee shall maintain application procedures and regulations for the use of school facilities and grounds in accordance with this, and any other applicable Policy or Administrative regulation. A copy of these procedures and regulations shall be available at each school site and the District Office and shall be provided upon request to all persons or organizations requesting use of District facilities or grounds.

Legal Reference:

Education Code

40041 Use of Civic Center by Public  
10900-10914.5 Community Recreation Programs  
32282 School safety plan  
38130 – 38138 Civic Center Act : Use of school property for public purposes

Court Decisions

Good News Club v. Milford Central School, (2001) 533 U.S.98  
Lamb's Chapel v. Center Moriches Union Free School District, (1993) 113 S. Ct. 2141  
Cole v. Richardson, (1972) 405 U.S. 676, 92 S. Ct. 1332  
Connell v. Higgenbotham, (1971) 403 U.S. 207, 91 S. CT.1772  
ACLU of So. CA v. Board of Education of San Diego, (1962) 59 Cal .2d 224  
ACLU of So. CA v. Board of Education of Los Angeles, (1963) 59 Cal .2d 203  
ACLU of So. CA v. Board of Education of San Diego, (1961) 55 Cal .2d 906  
ACLU of So. CA v. Board of Education of Los Angeles, (1961) 55 Cal .2d 167  
Ellis v. Board of Education, (1945) 27 Cal.2d 322

Attorney General Opinions

82 Ops.Cal.AttyGen. 90 (1999)  
79 Ops. Cal. Atty. Gen 248 (1996)

Management Resources

CDE Legal Advisories  
1101.89 School District Liability and "Hold Harmless" Agreements, LO: 4-89

Administrative Regulation: 1330

Adopted: May 14, 1973

Amended: December 18, 1979, March 1,1994, August 2, 2005

DISCUSSION AND/OR ACTION ITEMS Item F.

*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 F.

Discussion and/or Action Item F.1.1.

Resolution # 1213-21 in Support of Proposed  
Local Control Funding Formula (LCFF) and Letter  
Addressing Education Funding Issues

Prepared by Cathy A. Pierce, Ed.D.  
May 7, 2013

## **BACKGROUND**

The California Legislature is considering Governor Jerry Brown's proposed reform of the K-12 school financing system, called the "Local Control Funding Formula." This new funding formula is based on the principles of subsidiarity, equity and transparency, with the goal of the new system of finance being to modernize and simplify California's overly complex and historically outdated system.

As the Legislature continues to hold hearings on various aspects of the Local Control Funding Formula (LCFF) proposal, and in anticipation of Governor Brown's May Revision, California School Boards Association (CSBA) is urging governing boards to provide support of the proposed LCFF. CSBA also urges governing boards to appeal that all Local Educational Agencies are at a minimum restored to funding levels of 2007-08 and that the target for the base grant provide funding to California's public schools at least at the national average.

Tonight, Administration presents for Board consideration, Resolution #1213-21 supporting the Governor's proposed funding formula and a letter of support for LCFF that also addresses issues pertaining to school funding. The Resolution expresses support for the concept of the LCFF with its focus on local decision making and accountability. The letter supports LCFF but also calls out funding issues that still need to be addressed, the most important of which is the need for the State to restore cuts to revenue limits and categorical programs.

## **RECOMMENDATION:**

Adoption of Resolution #1213-21 and/or a letter in support of the Governor's proposed funding formula for schools (LCFF) and speaking to funding issues that still need to be addressed, the most important of which is the need for the state to restore cuts to revenue limits and categorical programs, is at the discretion of the Board.

**FISCAL IMPACT:**

The fiscal impact is uncertain at this time and will be determined following action by the California Legislature.

**STUDENT ACHIEVEMENT:**

Reliance on local decision making and accountability to address the educational needs of Santee students will help to ensure that all students are making gains in academic achievement.

Item F.1.1.

SANTEE SCHOOL DISTRICT

*Resolution #1213-21*

**Resolution in Support of Governor Brown’s Proposed Local Control Funding Formula**

**Whereas**, the California Legislature is considering Governor Jerry Brown’s proposed reform of the K-12 school financing system, the so-called “Local Control Funding Formula;” and

**Whereas**, Governor Brown has proposed the new funding formula based on the principles of subsidiarity, equity and transparency; and

**Whereas**, the goal of the new system of finance is to modernize and simplify California’s overly complex and historically outdated system; and

**Whereas**, the new funding formula would hold Local Educational Agencies (LEAs) accountable to their local communities for implementing the Common Core State Standards, improving student achievement, making progress in closing achievement gaps, increasing attendance and high school graduation rates, and improving preparation for college and career; and

**Whereas**, the proposed funding formula would provide a target base grant level projected to reach full implementation in seven years; and

**Whereas**, the proposed formula would also include supplemental grants and concentration grants to provide additional funding to districts to address needs of English learners, students in poverty and students in foster care;

**Therefore: be it resolved** that the Santee School District Governing Board supports the basic premises of the proposed Local Control Funding Formula and its reliance on local decision making and accountability to address the educational needs of all students.

Passed and adopted this 7<sup>th</sup> day of May, 2013 by the Board of Education by the following vote:

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

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

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

STATE OF CALIFORNIA)  
COUNTY OF SAN DIEGO)

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

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

\_\_\_\_\_  
Date

May 7, 2013

California State Legislators

The Santee School District Governing Board supports the basic premises of Governor Brown's proposed Local Control Funding Formula and its reliance on local decision making and accountability to address the educational needs of all students. We believe this proposed reform of the K-12 financing system, the new funding formula, to be based on the principals of subsidiary, equity, and transparency and will simplify California's current complex and outdated system of school funding.

However, there are a number of other issues remaining unaddressed in the proposal including formula adjustments to reflect geographic cost differences, inclusion of the concentration grant and calculating eligibility at the district versus school level, ensuring the provision of quality adult learning opportunities, allowing LEAs to continue to regionalize effective program and service deliveries for career education, transportation services, professional development, among other things. Local Educational Agencies (LEAs) in California have undergone severe budget reductions since 2008-09, cuts to revenue limits and categorical programs, and are striving to maintain high quality educational programs. The proposed target level of the base grant for the new funding formula does not ensure that all LEAs will receive funding levels restored to their pre-recession levels.

California per pupil funding was identified as 49<sup>th</sup> in the nation by the *2013 Quality Counts in Education Week*. The currently proposed funding system does not establish a target that would bring California per pupil funding to at least the national average.

The Santee School District Governing Board urges the Governor and the Legislature to develop the Local Control Funding Formula to provide that all Local Educational Agencies are at a minimum restored to funding levels of 2007-08 and that the target for the base grant provide funding to California's public schools at least at the national average.

The Santee School District Governing Board also urges continued work on the development of a robust accountability system that will ensure that all students are making gains in academic achievement across a broad spectrum of learning opportunities in order to keep California competitive in this global economy.

Sincerely,

The Santee School District Governing Board



Discussion and/or Action Item F.2.1.

Approval of Declaration of Need for Fully Qualified Educators

Prepared by Minnie Malin  
May 7, 2013

**BACKGROUND:**

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

**RECOMMENDATION:**

Administration recommends approval of Declaration of Need for Fully Qualified Educators.

This recommendation supports the following district goal:

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

**FISCAL IMPACT:**

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

**STUDENT ACHIEVEMENT IMPACT:**

Providing qualified educators is essential for student achievement.

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

Agenda Item F.2.1.



## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- Original Declaration of Need for year: 2013-2014  
 Revised Declaration of Need for year: \_\_\_\_\_

### FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Santee School District District CDS Code: 37-68361

Name of County: \_\_\_\_\_ County CDS Code: \_\_\_\_\_

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

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

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 05 / 07 / 13 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

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

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2014.

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

<u>Minnie Malin</u>		<u>Asst. Supt. Human Resources</u>
<i>Name</i>	<i>Signature</i>	<i>Title</i>
<u>(619) 258-2305</u>	<u>(619) 258-2311</u>	<u>May 8, 2013</u>
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>
<u>9625 Cuyamaca Street, Santee, CA 92071</u>		
<i>Mailing Address</i>		
<u>minnie.malin@santeesd.net</u>		
<i>E-Mail Address</i>		

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

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

Name of State Agency \_\_\_\_\_

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_

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

The declaration shall remain in force until June 30, \_\_\_\_\_.

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

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

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

**AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS**

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

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

Type of Emergency Permit	Estimated Number Needed
<input checked="" type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential)	2
<input type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential)	
List target language(s) for bilingual authorization:	
<input type="checkbox"/> Resource Specialist	
<input type="checkbox"/> Teacher Librarian Services	
<input type="checkbox"/> Visiting Faculty Permit	

**LIMITED ASSIGNMENT PERMITS**

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

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	0
Single Subject	2
Special Education	3
TOTAL	5

**EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

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

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

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

**EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL**

Has your agency established a District Intern program?  Yes  No

If no, explain. \_\_\_\_\_

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

If yes, how many interns do you expect to have this year? <sup>1</sup> \_\_\_\_\_

If yes, list each college or university with which you participate in an intern program.

National University  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**BACKGROUND:**

Board Policy 1330 (“BP 1330”) governs use of District facilities by other entities. Administrative Regulation 1330 (“AR 1330”) contains the rates charged to entities for various cost categories. These rates were established August 2005 and have not been revised since then.

Since BP 1330 delineates three (3) types of facility users, Administration recommends establishing Use of Facility Rates using these types. Furthermore, recent education code changes now allow Direct Costs to include a pro-rata share of the costs for repair and refurbishment of facilities.

Administration recommends the following rates and structure for Use of Facilities:

Component	Description	Santee School District		
		Free Use	Direct Cost Recovery Use	Fair Rental Value Use
		Amt	Amt	Amt
<b>Application</b>	Fee for processing each Use of Facilities Application per year	\$0.00	\$25.00	\$25.00
<b>Facility Use (2 hr min)</b>	Classroom (Per Hour)	\$0.00 (\$10 HVAC fee if non-schldy)	\$5.00	\$30.00
	School Kitchen w/ Dist Staff (Per Hour)	\$25.00 fee w/o Dist Staff	\$50.00	\$75.00
	Learning Resource Ctr (Per Hour)	\$0.00 (\$40 HVAC fee if non-schldy)	\$20.00	\$60.00
	Multi-Purpose Room (Per Hour)	\$0.00 (\$50 HVAC fee if non-schldy)	\$27.00	\$81.00
	Parking Lot Only (Per Day or portion)	\$0.00	\$40.00	\$100.00
<b>Filming</b>	Full Day (More than 6 hours)	\$0.00	N/A	\$1,215.00
	Half Day (Up to 6 hours)	\$0.00	N/A	\$810.00

<i>Custodial</i>	Required for All Uses (Per Hour, 2 hr min)	Direct Cost if not on duty	\$35.50	\$45.00
	Setup & Dismantle Fee (if requested) for up to 50 participants	\$12.00	\$12.00	Included in Per Hour
	Setup & Dismantle Fee (if requested) for 51 to 300 participants	\$24.00	\$24.00	Included in Per Hour
	Setup & Dismantle Fee (if requested) for more than 300 participants	\$36.00	\$36.00	Included in Per Hour
<i>Outside Areas</i>	Grass Field: General Use (Per Hour, 2 hour min)	\$0.00	\$10.00	\$20.00
	Grass Field: Council Leagues (Per Participant Per Season)	\$5.00	N/A	N/A
	Dirt Practice Field: General Use (Per Hour, 2 hr min)	\$0.00	\$7.50	\$15.00
	Multi-Purpose Courts/Areas (Per Hour, 2 hr min)	\$0.00	\$6.00	\$15.00
	Sports Field Lights (Per Hour) [Does not apply to Council Leagues]	\$22.00	\$22.00	\$33.00
<i>Equipment/ Other</i>	Tables and chairs	Included	Included	Included
	AV Equipment Fee	\$0.00	\$20.00	\$25.00
	Other incurred costs	Charged at Actual Cost	Charged at Actual Cost	Charged at Actual Cost

**RECOMMENDATION:**

It is recommended that the Board of Education adopt the revised Use of Facilities Rates for inclusion in AR 1330.

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:**

\$20,000 in additional annual revenue, mostly attributable to recouping of actual Direct Costs.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item F.3.1.
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**BACKGROUND:**

Rise City Church (“Church”) is a new church seeking to start up in Santee. The Church has approached the District to request use of a school to conduct services on Sunday mornings beginning in July.

Churches have been deemed by the Board as facility users in the Direct Cost Recovery category. As such, the Church would be subject to the hourly rates stipulated in AR 1330, as revised by the previous Board item, for classroom use, multi-purpose room use, and Custodial services.

The Church has indicated that they will have need of District facilities for at least one (1) year. They expect to conduct a couple of “dry runs” in July and August with actual services starting in early September.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the agreement with Rise City Church for Use of Facilities at Hill Creek School on Sunday mornings starting July 28, 2013 and ending June 30, 2014, subject to extension upon mutual agreement.

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 application of revised Direct Cost Use of Facilities Rates:

Estimated weekly revenue = \$444

Estimated annual revenue for 2013-14 = \$18,600

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item F.3.2.
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## AGREEMENT FOR EXTENDED USE OF FACILITIES

This AGREEMENT is executed and entered into this 8th day of May, 2013, by and between the Santee School District (“DISTRICT”) and Rise City Church (“TENANT”), collectively referred to as the “PARTIES.”

### RECITALS

**WHEREAS**, TENANT is a new church starting in the city of Santee and seeking a facility to host its services; and,

**WHEREAS**, TENANT has expressed a desire to use a DISTRICT School on a temporary basis for two years or less (to be evaluated on an annual basis) to conduct its services and events until a permanent facility can be found; and,

**WHEREAS**, TENANT has expressed need for a Multi-Purpose Room and up to five (5) classrooms with a minimum essential number of classrooms of three (3); and,

**WHEREAS**, TENANT expects up to 125 attendees in one (1) or two (2) services to be scheduled on Sundays for the smooth transition of people and vehicles; and,

**WHEREAS**, DISTRICT has identified Hillcreek Elementary (“Site”) as available and most conducive to fitting the needs of TENANT and constraints of DISTRICT; and,

**WHEREAS**, DISTRICT can make the Multi-Purpose Room, three (3) classrooms, and sufficient bathrooms (“District Facilities”) at the Site available for TENANT’s use on Sundays; and,

**WHEREAS**, the DISTRICT’s Governing Board has determined that churches qualify for use of facilities at the “Direct Costs” level of fee assessment in accordance with Board Policy 1330; and

**WHEREAS**, the PARTIES wish to ensure that each organization’s roles and responsibilities in reference to use of District Facilities are clearly defined;

The PARTIES hereby agree as follows:

### TERMS

1. DISTRICT shall make District Facilities available for TENANT to use each Sunday beginning July 28, 2013 and ending June 30, 2014, unless the PARTIES agree in writing to extend this AGREEMENT.

TENANT shall have use of District Facilities from 7:30 a.m. to 12:30 p.m. on Sundays. Any use beyond this time shall require prior written notice to, and approval of, DISTRICT.



2. TENANT shall pay for the Direct Costs reasonably assumed to be incurred by DISTRICT for the use of District Facilities using the following methodology:
  - a. Hourly rates, with a two (2) hour minimum per day, expected to be as follows (“Use of Facilities Rates”):
    - i. Multi-Purpose Room at **\$27.00** per hour
    - ii. Classrooms at **\$5.00** per hour per classroom
    - iii. Custodial Service Costs at **\$35.50** per hour
  - b. Applied to expected usage by TENANT of District Facilities as follows (“TENANT Usage”):
    - i. Multi-Purpose Room: From 7:00am to 12:30pm = 5.5 hours
    - ii. Three (3) Classrooms: From 7:00am to 12:30pm = 5.5 hours
    - iii. Custodial Service Costs: From 7:00am to 1:30pm inclusive of required break periods = 6 hours
  - c. Use of Facilities Rates multiplied by TENANT Usage is estimated to be **\$444 per week**.
  - d. DISTRICT shall invoice TENANT at the end of each calendar month for TENANT Usage for that calendar month. In the event that actual usage on a particular Sunday exceeds expected usage, DISTRICT may bill for actual usage for that week.
  - e. TENANT may alter TENANT Usage, either temporarily or permanently, by notifying DISTRICT, in writing, at least 72 hours in advance of the change. Any requested increase to TENANT Usage shall require written approval of DISTRICT.
  - f. TENANT shall pay invoice within 10 calendar days of receipt.
    - i. In the event that TENANT is late with a payment, DISTRICT may change payment arrangements to require TENANT to pay past due amounts in full and for each upcoming week of facility use in advance before allowing use for the upcoming week (“Pay in Advance”).
    - ii. In the event that amounts due by TENANT remain outstanding after the DISTRICT changes to the Pay in Advance system, DISTRICT may terminate this AGREEMENT and TENANT’s use of District Facilities with no further advance notice.
3. TENANT understands that Use of Facilities Rates are subject to change. DISTRICT shall notify TENANT, in writing, of changes to Use of Facilities Rates at least thirty (30) calendar days before application to TENANT’s use of District Facilities.
4. TENANT shall provide DISTRICT with at least 72 hours advance notice if District Facilities will not be used on an upcoming Sunday to allow time for cancellation of the assigned custodian. In the event that TENANT fails to provide 72 hours advance notice, TENANT shall pay Custodial Service Costs for the expected usage for that week.
5. TENANT shall provide DISTRICT with a copy of a valid liability insurance policy naming DISTRICT as additional insured with minimum coverage of \$1,000,000 per incident and \$2,000,000 in the aggregate prior to first use.

6. TENANT shall not borrow, consume, or use any DISTRICT materials, furniture, equipment, or supplies except for chairs in the multi-purpose room; and tables, desks, or chairs within classrooms. All chair setups in multipurpose room shall be done by TENANT and returned to chair storage in multipurpose room. All desks and chairs must be kept in place in classrooms.
7. TENANT shall take reasonable steps to leave District Facilities in the same or better condition each week as they were in when TENANT arrived. This includes the position of all furniture and other items in classrooms and the Multi-Purpose Room as well as the general cleanliness of bathrooms and the grounds of the Site.
8. TENANT shall be responsible for payment to DISTRICT to replace or repair any damage/loss to furniture, equipment, facilities, or personal items of staff members in classrooms caused by TENANT.
9. TENANT shall notify DISTRICT immediately of any damage/loss to DISTRICT equipment, furniture, or facilities.
10. TENANT shall ensure that food and drinks are kept and consumed outside and not brought into or consumed in District Facilities. TENANT shall ensure that all outside areas are cleaned up after any food and drink service/consumption and all trash is put in proper trash receptacles.
11. TENANT agrees to be aware of and comply with all sound noise ordinances and fire, safety, and access codes and regulations regarding maximum occupancies and paths of travel. TENANT understands that the maximum occupancy of the Multi-Purpose Room is 514.
  - a. TENANT shall not use any candles at any time.
12. TENANT shall not put any signage on the school marquee and comply with City sign ordinances and DISTRICT sign policies. TENANT shall remove all equipment, signage, and materials distributed/installed by TENANT from the Site each week.
13. TENANT shall not distribute or cause to be distributed any materials advertising or announcing church services or events at the Site before, during, or after school.
14. TENANT shall not conduct any special events other than the church services outlined above without prior written approval of DISTRICT.
15. TENANT may maintain one (1) trailer on the Site with measurements no longer than twenty (20) feet in length ("Storage Trailer") during the term of this Agreement, in a location designed by the DISTRICT, for the purposes of storing supplies and equipment necessary for conducting church services. The Storage Trailer shall not have any wording, markings, or pictures on its exterior. TENANT shall ensure that no flammable, explosive, or toxic materials are stored in the Storage Trailer at any time. TENANT shall be solely responsible for the Storage Trailer and its contents and for keeping the Storage

Trailer locked and secured. DISTRICT shall not be held liable by TENANT for any loss or damage to the Storage Trailer or its contents.

16. TENANT shall not erect or use any recreational devices or equipment; including but not limited to, inflatable structures, trampolines, climbing walls, or rides, on the Site without prior written approval of DISTRICT.
17. TENANT shall take reasonable steps to ensure that attendees park vehicles only in designated paved parking stalls or allowed street parking areas. TENANT shall arrange for adequate traffic control at parking lots. TENANT understands that parking and vehicles are not allowed on the school campus or play areas.
18. TENANT understands that school business takes priority over use of facilities by outside entities. DISTRICT reserves the right to cancel use of District Facilities by TENANT for a week or weeks if a school event is scheduled for Sunday or an emergency situation arises. DISTRICT shall make every attempt to provide at least 72 hours advance notice to TENANT if possible and practical.
19. TENANT understands that classrooms provided by DISTRICT may not be configured or suitable for certain age groups and will take reasonable steps to ensure the safety of children in those classrooms at all times through adequate adult supervision and temporary safeguards.
20. TENANT shall comply with all other policies and guidelines contained within DISTRICT Administrative Regulation 1330 not specifically delineated in this Agreement, a copy of which has been provided to TENANT.
21. TENANT understands that the City of Santee (“CITY”) may require a Conditional Use Permit for TENANT to conduct church services in the CITY. TENANT shall work cooperatively with the CITY to obtain any and all required permits to the full satisfaction of the CITY.
22. Except as specified in other Terms above, DISTRICT or TENANT may terminate this Agreement for convenience with fifteen (15) days advance written notice to the other party.
23. All written notices required or specified by this AGREEMENT may be provided via e-mail to the signatories for the PARTIES, receipt of which shall be evidenced by reply e-mail.

In witness thereof, the PARTIES have caused this AGREEMENT to be executed and to be effective and operative upon the fixing of the last signature hereto.

Signatures of the PARTIES:

**DISTRICT:**

**TENANT:**

\_\_\_\_\_  
Karl Christensen  
Assistant Superintendent Business Services

\_\_\_\_\_  
Brandon Grant  
Lead Pastor, Rise City Church

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Discussion and/or Action Item F.3.3.  
Prepared by Karl Christensen  
May 7, 2013

Discussion of Disposition of Santee School  
Property

**BACKGROUND**

This is an information item and opportunity for members of the community to address the Board on this matter.

**RECOMMENDATION:**

This is an information item only.

Item F.3.3.

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 Legal Counsel** (Subdivision (a) of Govt. Code § 54956.9)  
*Pending Litigation: Case # 37-2013-00034970-CU-PO-CTL*
  
4. **Conference with Real Property Negotiators** (Govt. Code § 54956.8)  
*Property Address:*
  - *10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)**Agency Negotiator: Karl Christensen, Asst. Superintendent*

RECONVENE TO PUBLIC SESSION Item I.

ADJOURNMENT Item J.