



# Santee School District

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

**Please note location change: The June 19; July 17; and August 7 Board of Education meetings will be held at Cajon Park School, 10300 Magnolia Avenue, Santee, CA 92071. All meetings will begin at 7:00 p.m.**

*Cajon Park School  
 Multi-Purpose Room  
 10300 Magnolia Avenue  
 Santee, California*

## BOARD OF EDUCATION REGULAR MEETING AGENDA June 19, 2018

### 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.*

|   | <u>Page #:</u> |
|---|----------------|
| <b>A. OPENING PROCEDURES – 7:00 p.m.</b>  | 5              |
| 1. Call to Order and Welcome  |                |
| 2. District Mission   |                |
| 3. Pledge of Allegiance   |                |
| 4. Approval of Agenda   |                |
| <b>B. REPORTS AND PRESENTATIONS</b>   | 6              |
| 1. Superintendent's Report  |                |
| 1.1. Developer Fees and Collection Report   | 7              |
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| 1.3. Enrollment Report  | 11             |
| 1.4. Schedule of Upcoming Events  | 12             |
| 2. Spotlight: Character Education and School Climate Committee Update   | 13             |
| 3. Spotlight: Transportation Department Update  | 14             |
| <b>C. PUBLIC COMMUNICATION</b>  | 15             |
| <i>During this time, citizens are invited to address the Board of Education about any item not on the agenda. Request-to-speak cards should be submitted in advance. The Board may not take action on any item presented. The Board has a policy limiting any speaker to five minutes. Meetings are recorded.</i> |                |
| <b>D. PUBLIC HEARING</b>  | 16             |
| <b>1. Use of Education Protection Account Funds for 2018-19</b>   | 17             |

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

**E. CONSENT ITEMS**

19

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

**Superintendent**

- 1.1. Approval of Minutes** 20  
It is recommended that the Board of Education approve meeting minutes with any necessary modifications.

**Business Services**

- 2.1. Approval/Ratification of Travel Requests** 27  
It is recommended that the Board of Education ratify the authorization granted to personnel requesting out-of-district travel as listed in the item.
- 2.2. Approval/Ratification of Expenditure Warrants** 29  
It is recommended that the Board of Education approve and ratify the expenditure warrants for the month of May 2018.
- 2.3. Approval/Ratification of Purchase Orders** 31  
It is recommended that the Board of Education approve and ratify purchase orders for the month of May 2018 as presented in the item.
- 2.4. Approval/Ratification of Revolving Cash Report** 40  
It is recommended that the Board of Education approve/ratify revolving cash checks as listed.
- 2.5. Acceptance of Donations, Grants, and Bequests** 42  
It is recommended that the Board of Education accept donations, grants, and/or bequests listed in the item and authorize letters of appreciation to be sent on behalf of the Board.
- 2.6. Approval/Ratification of Consultants and General Service Providers** 43  
It is recommended that the Board of Education approve and ratify agreements with Consultants and General Service Providers as presented.
- 2.7. Approval of 2018-19 Student Accident Insurance** 45  
It is recommended that the Board of Education approve student accident insurance for the 2018-19 school year available from Guarantee Trust Life Insurance Company through Pacific Educators, Inc. Insurance Services.
- 2.8. Adoption of Resolution No. 1718-42 Designating Use of Education Protection Account Funds for 2018-19** 46  
It is recommended that the Board of Education adopt Resolution 1718-42 Designating Use of Education Protection Account funds for 2018-19 to pay a portion of unrestricted certificated teacher salaries.
- 2.9. Approval of Agreements for Mileage Reimbursement In Lieu of District Transportation** 51  
It is recommended that the Board of Education approve/ratify the Parent/Guardian agreements for mileage reimbursement in lieu of District transportation.
- 2.10. Approval of Contract with Nielsen, Merksamer, Parrinello, Gross & Leoni LLP For Attorney Services** 52  
It is recommended that the Board of Education provide approval to contract with Nielsen, Merksamer, Parrinello, Gross & Leoni LLP for Attorney Services.

**Educational Services**

- 3.1. **Approval of Outdoor Education Program Agreements with the San Diego County Office of Education** 53  
It is recommended that the Board of Education approve the 2018-19 Outdoor Education Agreements with the San Diego County Office of Education.
- 3.2. **Approval of the 2018-19 Consolidated Application and Reporting System (CARS) Application for Funding** 63  
It is recommended that the Board of Education approve the Consolidated Application and Reporting System (CARS) Application for Funding for the 2018-19 school year.
- 3.3. **Adoption of Resolution #1819-01 Designating Personnel and Approval of 2018-19 Child Development Services Contract** 64  
It is recommended that the Board of Education approve the 2018-19 contract for child development services to operate the State Preschool Program with the California Department of Education and adoption of Resolution #1819-01.

**Human Resource/Pupil Services**

- 4.1. **Personnel, Regular** 67  
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations, and dismissals.
- 4.2. **Adoption of Resolution No. 1718-43 to Eliminate Classified Non-Management Position** 69  
It is recommended that the Board of Education adopt resolution no. 1718-43 to eliminate a classified non-management position.

- F. **DISCUSSION AND/OR ACTION ITEMS** 71  
*Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.*

**Educational Services**

- 1.1. **Adoption of Local Control Accountability Plan Annual Update for 2018-19** 72  
It is recommended that the Board of Education adopt the Local Control Accountability Plan Annual Update for 2018-19.

**Business Services**

- 2.1. **Adoption of 2018-19 Santee School District Budget** 74  
It is recommended that the Board of Education adopt the budget for the 2018-19 fiscal year as presented. Revisions to the budget will be brought back to the Board periodically throughout the year as the State's budget is adopted and assumptions or expenditures change.
- 2.2. **Conceptual Plan for Improvement of Old Cajon Park Junior High Site** 76  
This is an information item. Action, if any, is at the discretion of the Board of Education.
- 2.3. **Purchase of New Bus to Replace 25-Passenger Bus Purchased in 2009 with Engine Defect** 77  
It is recommended that the Board of Education approve the trade in of Bus #143 and purchase of new 25-passenger bus from Creative Bus Sales.

|                                      |  |     |
|--------------------------------------|--|-----|
| <b>Human Resource/Pupil Services</b> |  |     |
| <b>3.1.</b>                          | <b><u>Approval of Agreement with Benefit Focus</u></b><br>It is recommended that the Board of Education approve an agreement with Benefit Focus for COBRA and Retiree Administration.  | 79  |
| <b>G.</b>                            | <b>BOARD POLICIES AND BYLAWS</b>   | 90  |
| <b>1.1.</b>                          | <b><u>Second Reading: New Board Policy and Administrative Regulation 5145.13, Response to Immigration Enforcement</u></b><br>New Board Policy and Administrative Regulation 5145.13, Response to Immigration Enforcement, is being presented as a second reading and request for approval.           | 91  |
| <b>1.2.</b>                          | <b><u>First Reading: Revised Board Policy and Administrative Regulation 5141.31, Immunizations</u></b><br>Revised Board Policy and Administrative Regulation 5141.31, Immunizations, is being presented as a first reading. Action, if any, is at the discretion of the Board.                       | 98  |
| <b>H.</b>                            | <b>BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS</b>   | 106 |
| <b>I.</b>                            | <b>CLOSED SESSION</b>  | 106 |
| <b>1.</b>                            | <b><u>Conference with Legal Counsel - Anticipated Litigation</u></b> (Gov't. Code § 54956.9)<br>- One Case   |     |
| <b>2.</b>                            | <b><u>Conference with Labor Negotiator</u></b> (Gov't. Code § 54956.8)<br><i>Purpose:</i> Negotiations<br><i>Agency Negotiators:</i> Tim Larson, Assistant Superintendent<br><i>Employee Organizations:</i> Santee Teachers Association (STA); and<br>Classified School Employees Association (CSEA) |     |
| <b>3.</b>                            | <b><u>Public Employee Performance Evaluation</u></b> (Gov't. Code § 54957)<br><i>Superintendent</i>  |     |
| <b>J.</b>                            | <b>RECONVENE TO PUBLIC SESSION</b>   | 106 |
| <b>K.</b>                            | <b>ADJOURNMENT</b>   | 106 |

**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 June 19, 2018 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. **Please note: Due to construction, the June 19, July 17, and August 7 Board of Education meetings will be held at Cajon Park School, 10300 Magnolia Avenue, Santee, CA 92071. All meetings will begin at 7:00 p.m.**

Members present:

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

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

1. Call to Order and Welcome
  
2. District Mission  
*Santee School District assures a quality education empowering students to achieve academic excellence and to develop life skills needed for success in a diverse and changing society.*
  
3. Pledge of Allegiance
  
4. Approval of Agenda for the June 19, 2018, regular meeting

Agenda Item A.

## **Item B. REPORTS AND PRESENTATIONS**

The following items are presented for Board information:

1. Superintendent's Report
  - 1.1. Developer Fees and Collection Report
  - 1.2. Use of Facilities Report
  - 1.3. Enrollment Report
  - 1.4. Schedule of Upcoming Events
2. Spotlight: Character Education and School Climate Committee Update
3. Spotlight: Transportation Department Update

**DEVELOPER FEES COLLECTION REPORT  
2017-18  
CUMULATIVE THROUGH JUNE 7, 2018**

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

| COM                 | RES | ADDRESS   | DATE OF COLLECT. | SQUARE FEET | AMOUNT              | SCHOOL OF ATTENDANCE |
|---------------------|-----|---|------------------|-------------|---------------------|----------------------|
|                     | X   | Parcels 384-223-01-00 thru 384-223-14-00  | 07/10/17         | 28,278      | \$61,080.48         | PA                   |
|                     | X   | 1011 Pepper Drive   | 07/31/17         | 565         | \$1,220.40          | PD                   |
|                     | X   | 9624 West Hartland Circle   | 08/10/17         | 582         | \$1,257.12          | RS                   |
|                     | X   | 10695, 10689, 10683, 10682, 10688, 10694 Cobble Ct.   | 10/04/17         | 16,168      | \$34,922.88         | HC                   |
|                     | X   | 10677, 10671, 10665, 10664, 10670, 10676 Cobble Ct.   | 10/04/17         | 15,876      | \$34,292.16         | HC                   |
|                     | X   | 10659, 10653, 10647, 10646, 10652, 10658 Cobble Ct.   | 10/04/17         | 16,224      | \$35,043.84         | HC                   |
|                     | X   | 10707, 10683, 10713 Braverman Drive   | 10/04/17         | 7,618       | \$16,454.88         | HC                   |
|                     | X   | 10707, 10701, 10700, 10706, 10712 Cobble Ct.  | 10/04/17         | 12,970      | \$28,015.20         | HC                   |
|                     | X   | 9039 Willowgrove Circle   | 10/31/17         | 1,325       | \$2,862.00          | CH                   |
|                     | X   | 8604, 8605, 8608, 8609, 8612, 8613 Arlington Way and<br>8652, 8656, 8660, 8664, 8668 Camden Dr.                                   | 11/13/17         | 22,707      | \$49,047.12         | CFH                  |
|                     | X   | 8604, 8605, 8608, 8609, 8612, 8613 Comiskey Way and<br>8640, 8644, 8648 Camden Dr.  | 11/13/17         | 19,102      | \$41,260.32         | CFH                  |
|                     | X   | 8612, 8616, 8620, 8624, 8628, 8632, 8636 Camden Dr.   | 11/13/17         | 14,571      | \$31,473.36         | CFH                  |
|                     | X   | 8604, 8605, 8608, 8609, 8613 Ebbets Way and<br>8672, 8676, 8680, 8684 Camden Dr.  | 11/13/17         | 18,582      | \$40,137.12         | CFH                  |
|                     | X   | 1286 Walnut Ln.   | 12/04/17         | 2,340       | \$5,054.40          | PD                   |
|                     | X   | 10137 Pinewood View   | 12/05/17         | 919         | \$1,985.04          | CP                   |
|                     | X   | 8501, 8502, 8504, 8505, 8506, 8507, 8508,<br>8509 Sandstone Place   | 12/05/17         | 16,198      | \$34,987.68         | CO                   |
|                     | X   | 8830, 8836, 8842, 8848, 8854, 8860 Hightail Dr.   | 12/05/17         | 16,024      | \$34,611.84         | CO                   |
|                     | X   | 8880 Weston Rd. (Recreation room)   | 12/05/17         | 2,146       | \$751.10            | CO                   |
|                     | X   | Adjustments to: 8677, 8683, 8689 Toyopa Ct.   | 12/05/17         | 215         | \$464.40            | CO                   |
|                     | X   | 8829, 8835, 8841, 8847 Hightail Dr. 8808, 8814, 8818,<br>8822, 8828, 8832, 8838, 8844, 8850, 8854, 8860,<br>8866, 8872 Weston Rd. | 12/06/17         | 42,157      | \$91,059.12         | CO                   |
|                     | X   | 10021 Ashdale Lane  | 12/08/17         | 1,235       | \$2,667.60          | RS                   |
|                     | X   | 8750, 8711, 8717, 8723, 8729, 8741, 8747, 8753, 8759,<br>8765, 8771, 8777, 8783, 8789, 8795, 8801, 8807 Weston                    | 12/08/15         | 52,641      | \$113,704.56        | CO                   |
|                     | X   | 8724 Big Rock Road  | 12/20/17         | 692         | \$1,494.72          | CFH                  |
|                     | X   | 8637, 8639, 8641, 8643 Fanita Drive   | 12/21/17         | 8,040       | \$17,336.40         | PA                   |
| <b>TOTAL PAGE 1</b> |     |   |                  |             | <b>\$681,183.74</b> |                      |

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

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

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

\*\*\*\* Fee Exempt - Religious Facility

**DEVELOPER FEES COLLECTION REPORT**  
**2017-18**  
**CUMULATIVE THROUGH JUNE 7, 2018**

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

| COM          | RES | ADDRESS  | DATE OF COLLECT. | SQUARE FEET | AMOUNT                | SCHOOL OF ATTENDANCE |
|--------------|-----|--|------------------|-------------|-----------------------|----------------------|
|              | X   | 8842 Olive Lane, Units 1-18  | 01/08/18         | 23,364      | \$50,466.24           | PA                   |
|              | X   | 8866, 8867, 8872, 8875, 8878, 8884, 8887,<br>8890 Hightail Dr.   | 01/18/18         | 21,841      | \$47,176.66           | CO                   |
|              | X   | 8504, 8505, 8507, 8508, 8509, 8639, 8641 Goldfield Ln  | 01/18/18         | 14,274      | \$30,831.84           | CO                   |
|              | X   | 8850, 8851, 8855, 8856, 8859, 8860, 8861, 8862, 8865,<br>8866, 8869, 8870, 8873, 8874, 8877, 8878 Trailridge Ave | 01/19/18         | 39,946      | \$86,283.36           | CO                   |
|              | X   | 9448 Knowlton Court  | 01/29/18         | 552         | \$1,192.32            | CH                   |
|              | X   | 8813, 8825, 8831, 8837, 8843, 8849, 8855, 8861,<br>8867, 8873 Weston Rd.   | 01/30/18         | 30,167      | \$65,160.72           | CO                   |
|              | X   | 8901, 8905, 8909, 8913, 8917, 8921, 8925 Trailridge Ave.   | 01/30/18         | 23,934      | \$51,697.44           | CO                   |
| X            |     | 9336 Abraham Way   | 02/16/18         | 546         | \$191.10              | HC                   |
|              | X   | 10080 Pebble Beach Drive   | 02/22/18         | 734         | \$1,585.44            | CO                   |
|              | X   | 8896, 8897, 8902, 8903, 8908, 8909, 8914, 8915, 8920,<br>8926 Hightail Dr.                                       | 03/08/18         | 27,204      | \$58,760.64           | CO                   |
|              | X   | 8502, 8508 Olivine Row, 8631, 8633, 8635,<br>8637 Boulder Vista  | 03/08/18         | 11,544      | \$24,935.04           | CO                   |
|              | X   | 10103 Timberlane Way   | 03/23/18         | 1,182       | \$2,553.12            | RS                   |
|              | X   | 8549 Fanita Drive  | 04/16/18         | 536         | \$1,157.76            | PA                   |
| X            |     | 9955 Mission Gorge Road  | 04/17/18         | 4,600       | \$1,610.00            | RS                   |
|              | X   | 8604, 8606, 8608, 8610, 8612, 8612, 8614, 8605, 8607,<br>8609, 8611, 8613, 8615 Chaparral Way                    | 04/23/18         | 23,579      | \$50,930.64           | CO                   |
|              | X   | 8616, 8618, 8620, 8622, 8617, 8619, 8621, 8623,<br>8625 Chaparral Way  | 04/23/18         | 18,212      | \$39,337.92           | CO                   |
|              | X   | 8956, 8950, 8944, 8938, 8932, 8933, 8939, 8945, 8951<br>8955 Hightail Drive                                      | 04/23/18         | 27,404      | \$59,192.64           | CO                   |
|              | X   | 8976, 8966, 8960, 8959, 8963, 8967, 8971,<br>8975 Hightail Drive   | 04/23/18         | 21,814      | \$47,118.24           | CO                   |
| <b>TOTAL</b> |     |  |                  |             | <b>\$1,301,364.86</b> |                      |

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



DEVELOPER FEES COLLECTION REPORT

2017-18

CUMULATIVE THROUGH JUNE 7, 2018

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

| COM | RES | ADDRESS   | DATE OF COLLECT. | SQUARE FEET | AMOUNT       | SCHOOL OF ATTENDANCE |
|-----|-----|---|------------------|-------------|--------------|----------------------|
| X   |     | 8902, 8898, 8894, 8890, 8886, 8882, 8930, 8926, 8922    |                  |             |              |                      |
|     |     | 8918, 8914, 8910, 8906 Trailridge Ave                   | 05/03/18         | 32,555      | \$70,318.80  | CO                   |
| X   |     | 8937, 8941, 8947, 8953, 8957, 8961, 8967, 8971, 8977    |                  |             |              |                      |
|     |     | 8981, 8985, 9005, 9001, 8997, 8993, 8989 Trailridge Ave | 05/03/18         | 50,109      | \$108,235.44 | CO                   |
| X   |     | 9211 Security Way                                       | 05/09/18         | 1,410       | \$493.50     | PD                   |
| X   |     | 9125 Inverness Road                                     | 05/14/18         | 782         | \$1,689.12   | CO                   |
| X   |     | 8352 O'Connell Road                                     | 05/15/18         | 3,120       | \$6,739.20   | PD                   |
| X   |     | 9336 Abraham Way  | 05/16/18         | 546         | \$191.10     | HC                   |
| X   |     | 8942, 8938, 8934, 8966, 8962, 8958, 8954, 8950, 8946    |                  |             |              |                      |
|     |     | 8988, 8992, 8996, 9000, 9004, 9008 Trailridge Ave.      |                  |             |              |                      |
|     |     | 8979, 8983, 8987, 8991, 8995, 8999, 9007, 9013, 9019    |                  |             |              |                      |
|     |     | 9023, 9027, 9078, 9045, 9059, 9069, 9075 Hightail Dr.   |                  |             |              |                      |
|     |     | 8686 Toyopa Ct.   | 05/10/18         | 79,421      | \$171,549.36 | CO                   |
| X   |     | 9032, 9036, 9040, 9044, 9048, 9052, 9056, 9060, 9061    |                  |             |              |                      |
|     |     | 9057, 9053, 9049, 9045, 9041, 9064, 9068, 9072, 9076    |                  |             |              |                      |
|     |     | 9080, 9084, 9088, 9092, 9096, 9085, 9075, 9069, 9065    |                  |             |              |                      |
|     |     | 9100, 9104, 9108, 9112, 9111, 9107, 9097 West Bluff Pl  |                  |             |              |                      |
|     |     | 9040, 9044, 9048, 9052, 9056, 9060, 9064 Trailridge Ave | 05/10/18         | 141,206     | \$305,004.96 | CO                   |
| X   |     | 10148 Shaggybark Drive Unit #2                          | 05/25/18         | 1,188       | \$2,566.08   | CP                   |
| X   |     | 10775 Rockvill Street                                   | 05/29/18         | 93,339      | \$32,668.65  | HC                   |
|     |     |   |                  |             | <b>TOTAL</b> | \$2,000,821.07       |

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

| Requests For Use Of Facilities - June 19, 2018    |                  |                    |             |                    |         |              |
|---|------------------|--------------------|-------------|--------------------|---------|--------------|
| Group   | Location         | Date               | Days        | Time               | Attend  | Fees Applied |
| <b>Cajon Park</b>                                 |                  |                    |             |                    |         |              |
| Santee AYSO 341 (Soccer Practice/Games)           | Grass Fields     | 8/13/18 - 11/30/18 | Mon - Fri   | 4:00 pm - dark     | 50-75   |              |
| Santee AYSO 341 (Soccer Practice/Games)           | Grass Fields     | 9/8/18 - 11/17/18  | Saturday    | 7:30 am - 3:30 pm  | 50-75   |              |
| <b>Carlton Hills</b>                              |                  |                    |             |                    |         |              |
| Santee AYSO 341 (Soccer Practice/Games)           | Grass Fields     | 7/30/18 - 11/30/18 | Mon - Fri   | 4:00 pm - dark     | 50-75   |              |
| Santee AYSO 341 (Soccer Practice/Games)           | Grass Fields     | 9/8/18 - 11/17/18  | Saturday    | 7:30 am - 3:30 pm  | 50-75   |              |
| <b>Carlton Oaks</b>                               |                  |                    |             |                    |         |              |
| Pickwick Players (Theatre Rehearsals)             | Classroom        | 7/1/18 - 7/20/18   | Mon - Thurs | 6:00 pm - 10:00 pm | 30      |              |
| Pickwick Players (Theatre Rehearsals)             | Classroom        | 7/1/18 - 7/20/18   | Saturday    | 10:00 am - 2:00 pm | 30      |              |
| Pickwick Players (Theatre Rehearsals)             | Classroom        | 7/1/18 - 7/20/18   | Sunday      | 2:00 pm - 10:00 pm | 30      |              |
| Pickwick Players (Theatre Rehearsals)             | Multi-Purpose    | 7/21/18 - 8/11/18  | Mon - Thurs | 6:00 pm - 10:00 pm | 30      |              |
| Pickwick Players (Theatre Rehearsals)             | Multi-Purpose    | 7/21/18 - 8/11/18  | Saturday    | 10:00 am - 2:00 pm | 30      |              |
| Pickwick Players (Theatre Rehearsals)             | Multi-Purpose    | 7/21/18 - 8/11/18  | Sunday      | 2:00 pm - 10:00 pm | 30      |              |
| Santee AYSO 341 (Soccer Practice/Games)           | Grass Fields     | 7/30/18 - 11/30/18 | Mon - Fri   | 4:00 pm - dark     | 50-75   |              |
| <b>Chet F. Harritt</b>                            |                  |                    |             |                    |         |              |
| School Staff (DC Trip Meeting - Parents/Students) | Classroom        | 5/30/18            | Wednesday   | 5:00 pm - 6:00 pm  | 25      |              |
| PTSA (Family Movie Night)                         | Front Lawn       | 6/1/18             | Friday      | 6:00 pm - 10:00 pm | 80      |              |
| Santee AYSO 341 (Soccer Practice/Games)           | Grass Fields     | 11/5/18 - 2/1/19   | Mon - Fri   | 4:00 pm - dark     | 50-75   |              |
| SPNLL (Little League)                             | Baseball Fields  | 8/1/18 - 11/30/18  | Mon - Sat   | 3:00 pm - 9:00 pm  |         |              |
| SPNLL (Little League)                             | Baseball Fields  | 8/1/18 - 11/30/18  | Sunday      | 8:00 am - 5:00 pm  |         |              |
| CYT at School (Performing Arts)                   | Multi-Purpose    | 9/10/18 - 6/3/19   | Monday      | 1:45 pm - 3:45 pm  | 20      |              |
| CYT at School (Performing Arts - Showcase)        | Multi-Purpose    | 10/29, 3/25, 6/3   | Monday      | 5:30 pm - 8:00 pm  | 50      |              |
| <b>Hill Creek</b>                                 |                  |                    |             |                    |         |              |
| Santee AYSO 341 (Soccer Practice/Games)           | Grass Fields**   | 7/30/18 - 11/30/18 | Mon - Fri   | 4:00 pm - dark**   | 50-75   |              |
| Santee AYSO 341 (Soccer Practice/Games)           | Grass Fields     | 9/8/18 - 11/17/18  | Saturday    | 7:30 am - 3:30 pm  | 50-75   |              |
| Santee AYSO 341 (Soccer Practice/Games)           | Grass Fields     | 8/26/18 - 10/6/18  | Sunday      | 12:00 pm - 3:30 pm | 50-75   |              |
| <b>PRIDE Academy - Prospect Avenue</b>            |                  |                    |             |                    |         |              |
| ASES (Dramatic/Play Use of Stage & Chairs)        | Multi-Purpose    | 6/11/18            | Monday      | 2:30 pm - 5:30 pm  | 15      |              |
| CSEA 557 (Union Meetings)                         | Multi-Purpose    | 6/14/18            | Thursday    | 3:00 pm - 4:30 pm  | 15      |              |
| Santee AYSO 341 (Soccer Practice/Games)           | Grass Fields     | 7/30/18 - 12/29/18 | Mon - Fri   | 6:00 pm - dark     | 50-75   |              |
| Santee AYSO 341 (Soccer Practice/Games)           | Grass Fields     | 7/30/18 - 12/29/18 | Saturday    | 7:30 am - 3:30 pm  | 50-75   |              |
| SPNLL (Little League)                             | Baseball Fields* | 8/1/18 - 11/30/18  | Mon - Sun   | 4:00 pm - 8:00 pm* |         |              |
| <b>Rio Seco</b>                                   |                  |                    |             |                    |         |              |
| Santana National (Fall Baseball)                  | Fields           | 9/1/18 - 11/21/18  | Mon - Fri   | 4:00 pm - dark     | 300     |              |
| Santana National (Fall Baseball)                  | Fields           | 9/1/18 - 11/21/18  | Sat & Sun   | 8:00 am - 4:00 pm  | 300     |              |
| <b>Sycamore Canyon</b>                            |                  |                    |             |                    |         |              |
| PTA (Mother/Son Laser Tag)                        | Lower Field      | 4/21/18            | Saturday    | 4:00 pm - 7:00 pm  | 30 - 75 | \$71.00      |
| Santee AYSO 341 (Soccer Practice/Games)           | Grass Fields     | 7/30/18 - 12/29/18 | Mon - Fri   | 4:00 pm - dark     | 50-75   |              |

\* SPNLL - Limited Use Until 6:00 pm (Summer Program at PRIDE Academy Prospect Avenue)

\*\* Santee AYSO 341 - Limited Use of 1/2 North Field 4:00 pm - 6:00 pm, after 6:00 pm all fields OK to use (Summer Program at Hill Creek)

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

Santee School District  
ENROLLMENT REPORT  
6/12/2018\*  
Month 12 Week 1  
School Week 43

| SCHOOL             | REGULAR ED |            |            |            |            |            |            |            |            |            |            |             |              | SPECIAL ED |              |          |           |           |           |           |           | Total All |           |           |           |            |            |           |               |             |              |           |    |  |
|--------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|--------------|------------|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------|-----------|---------------|-------------|--------------|-----------|----|--|
|                    | EAK 5yo    | TK         | K          | Gr 1       | Gr 2       | Gr 3       | Gr 4       | Gr 5       | Gr 6       | Gr 7       | Gr 8       | 06/12/18    | 6/13/2017*   | # Diff     | % Diff       | TK       | K         | Gr 1      | Gr 2      | Gr 3      | Gr 4      | Gr 5      | Gr 6      | Gr 7      | Gr 8      | 06/12/18   | 06/13/17   | # Diff    | % Diff        | 06/12/18    | 06/08/18     | # Diff    |    |  |
| Cajon Park         |            | 13         | 86         | 110        | 98         | 91         | 111        | 117        | 108        | 94         | 108        | 936         | 934          | 2          | 0.2%         | 5        | 10        | 6         | 7         | 4         | 10        | 9         | 15        | 8         |           |            | 74         | 76        | -2            | -2.6%       | 1010         | 1010      | 0  |  |
| Carlton Hills      | 25         | 23         | 65         | 73         | 72         | 72         | 60         | 48         | 48         | 61         | 63         | 610         | 577          | 33         | 5.7%         | 5        | 3         | 2         | 3         | 4         | 4         | 1         | 6         | 2         |           |            | 30         | 30        | 0             | 0.0%        | 640          | 640       | 0  |  |
| Carlton Oaks       |            |            | 72         | 79         | 82         | 73         | 69         | 93         | 71         | 127        | 94         | 760         | 761          | -1         | -0.1%        | 6        | 8         | 5         | 5         | 7         | 5         | 11        | 10        | 5         |           |            | 60         | 59        | 1             | 1.7%        | 820          | 820       | 0  |  |
| Chet F. Harritt    | 25         | 23         | 82         | 78         | 86         | 74         | 73         | 51         | 50         | 57         | 58         | 657         | 659          | -2         | -0.3%        | 0        | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |           |            | 0          | 0         | 0             | 0.0%        | 657          | 657       | 0  |  |
| Hill Creek         | 24         | 25         | 97         | 85         | 89         | 77         | 78         | 79         | 60         | 72         | 62         | 746         | 755          | -7         | -0.9%        | 5        | 4         | 1         | 5         | 2         | 7         | 0         | 0         | 0         |           |            | 24         | 18        | 6             | 33.3%       | 772          | 772       | 0  |  |
| Pepper Drive       |            | 20         | 95         | 118        | 107        | 89         | 137        | 111        | 99         | 100        | 88         | 964         | 971          | -7         | -0.7%        | 0        | 0         | 0         | 0         | 0         | 1         | 2         | 3         | 3         |           |            | 9          | 10        | -1            | -10.0%      | 973          | 973       | 0  |  |
| Prospect Ave       | 24         | 19         | 67         | 65         | 64         | 58         | 55         | 71         | 47         | 44         | 58         | 572         | 581          | -9         | -1.5%        | 0        | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |           |            | 0          | 0         | 0             | 0.0%        | 572          | 573       | -1 |  |
| Rio Seco           |            |            | 89         | 109        | 96         | 107        | 108        | 118        | 117        | 88         | 99         | 931         | 943          | -12        | -1.3%        | 7        | 6         | 0         | 1         | 5         | 10        | 12        | 8         | 7         |           |            | 56         | 54        | 2             | 3.7%        | 987          | 989       | -2 |  |
| Sycamore Canyon    | 24         | 20         | 65         | 60         | 41         | 42         | 41         | 40         | 41         | 0          | 0          | 374         | 375          | -1         | -0.3%        | 0        | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |           |            | 0          | 0         | 0             | 0.0%        | 374          | 374       | 0  |  |
| <b>SUBTOTAL</b>    | <b>122</b> | <b>143</b> | <b>718</b> | <b>777</b> | <b>735</b> | <b>683</b> | <b>732</b> | <b>728</b> | <b>641</b> | <b>643</b> | <b>630</b> | <b>6552</b> | <b>6556</b>  | <b>-4</b>  | <b>-0.1%</b> | <b>0</b> | <b>28</b> | <b>29</b> | <b>14</b> | <b>21</b> | <b>22</b> | <b>37</b> | <b>35</b> | <b>42</b> | <b>25</b> | <b>253</b> | <b>247</b> | <b>6</b>  | <b>2.4%</b>   | <b>6805</b> | <b>6,808</b> | <b>-3</b> |    |  |
| Alternative School |            |            | 1          | 2          | 4          | 3          | 2          | 3          | 5          | 7          | 5          | 32          | 38           | -6         | -15.8%       |          |           |           |           |           |           |           |           |           |           |            |            |           |               |             |              |           |    |  |
| Santee Success     |            |            |            |            |            |            |            |            | 9          | 6          |            | 15          | 12           | 3          | 25.0%        |          |           |           |           |           |           |           |           |           |           | 0          | 0          | 0         | 0.0%          | 15          | 15           | 0         |    |  |
| NPS                |            |            |            |            |            |            |            |            |            |            |            | 0           | 0            |            |              |          |           | 1         | 1         |           | 3         |           | 2         |           | 7         | 9          | -2         | -22.2%    | 7             | 7           | 0            |           |    |  |
| <b>SUBTOTAL</b>    |            |            | <b>1</b>   | <b>2</b>   | <b>4</b>   | <b>3</b>   | <b>2</b>   | <b>3</b>   | <b>5</b>   | <b>16</b>  | <b>11</b>  | <b>47</b>   | <b>50</b>    | <b>-3</b>  | <b>-6.0%</b> | <b>0</b> | <b>0</b>  | <b>0</b>  | <b>1</b>  | <b>0</b>  | <b>1</b>  | <b>0</b>  | <b>3</b>  | <b>0</b>  | <b>2</b>  | <b>7</b>   | <b>9</b>   | <b>-2</b> | <b>-22.2%</b> | <b>54</b>   | <b>54</b>    | <b>0</b>  |    |  |
| <b>TOTAL</b>       | <b>122</b> | <b>143</b> | <b>719</b> | <b>779</b> | <b>739</b> | <b>686</b> | <b>734</b> | <b>731</b> | <b>646</b> | <b>659</b> | <b>641</b> | <b>6599</b> | <b>6,606</b> | <b>-7</b>  | <b>-0.1%</b> | <b>0</b> | <b>28</b> | <b>29</b> | <b>15</b> | <b>21</b> | <b>23</b> | <b>37</b> | <b>38</b> | <b>42</b> | <b>27</b> | <b>260</b> | <b>256</b> | <b>4</b>  | <b>1.6%</b>   | <b>6859</b> | <b>6862</b>  | <b>-3</b> |    |  |

\* Last week of school year

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

|                     | PK        | EAK 4yo  | Total All |
|---------------------|-----------|----------|-----------|
| Cajon Park          | 1         | 0        | 1011      |
| Carlton Hills       | 0         | 0        | 640       |
| Chet F. Harritt     | 0         | 0        | 657       |
| Hill Creek          | 0         | 0        | 772       |
| Prospect Ave        | 0         | 0        | 572       |
| Sycamore Canyon     | 70        | 0        | 444       |
| <b>Total PK/EAK</b> | <b>71</b> | <b>0</b> |           |

|                                      |
|--------------------------------------|
| <b>Total Enrollment Including PK</b> |
| <b>6930</b>                          |

## Schedule of Upcoming Events

| Date                     | Event  |
|--------------------------|--|
| June 19                  | Board Meeting; 7:00 p.m., at Cajon Park School Multi-purpose Room, 10300 Magnolia Avenue ( <b><i>please note location change</i></b> ) |
| July 4<br>(Wednesday)    | Independence Day – District Office Closed  |
| July 17                  | Board Meeting; 7:00 p.m., at Cajon Park School Multi-purpose Room, 10300 Magnolia Avenue ( <b><i>please note location change</i></b> ) |
| August 7                 | Board Meeting; 7:00 p.m., at Cajon Park School Multi-purpose Room, 10300 Magnolia Avenue ( <b><i>please note location change</i></b> ) |
| August 21                | Board Meeting; 7:00 p.m.   |
| August 22<br>(Wednesday) | First Day of School  |
| September 3              | Labor Day Holiday – No School/District Offices Closed  |
| September 4              | Board Meeting; 7:00 p.m.   |
| September 18             | Board Meeting; 7:00 p.m.   |

*Note: Board meetings are held at the Educational Resource Center, unless otherwise noted.*

Prepared by Tim Larson  
June 19, 2018

**BACKGROUND:**

The Character Education and School Climate Committee was created by the Board to promote safe and engaging learning environments for all students. The committee has been tasked with the following charge:

1. Reviews and discusses the following items to develop background knowledge:
  - Evidence-based, social-emotional learning programs
  - Discipline and behavioral Santee School District Board Policies, Administrative Regulations, California Education Code
  - Evidence-based school-wide and classroom practices for developing a positive learning environment (e.g. PBIS, restorative practices, SEL)
2. Reviews data points on student achievement and other performance indicators such as caring schools survey, school connectedness; discusses implications and next steps.
3. Discusses issues and problems of practice that affect student social emotional learning and solutions to address student needs.
4. Reviews, discusses, and provides feedback annually to the Board of Education on key issues, findings, and possible outcomes.

Tonight the committee chair(s) Meredith Riffel, Andy Johnston, and John Schweller will present an update of their committee work during the 2017-18 school year.

Reports and Presentations Item B.3. Spotlight: Transportation Department Update  
Prepared by Karl Christensen  
June 19, 2018

**BACKGROUND:**

The Transportation Department consists of 22 employees providing transportation to approximately 400 students in both General and Special Education with buses traveling over 200,000 miles per year. In addition to Home to School transportation, the Department also provides buses for field trips and to the Boys and Girls Club and City of Santee Teen Center throughout the year. The operating budget for the program is \$1.3 million.

Charles Myers, Director of Transportation, will provide the Board of Education a brief report on the accomplishments, challenges, and future plans of the department.

Agenda Item B.3.

## **Item C. PUBLIC COMMUNICATION**

*During Public Communication, citizens are invited to address the Board of Education about any item not on the agenda. Request-to-speak cards should be submitted in advance. The Board may not take action on any item presented. The Board has a policy limiting any speaker to five minutes. Meetings are recorded.*

Agenda Item C.

**Item D. PUBLIC HEARING**

1. Use of Education Protection Account Funds for 2018-19



Public Hearing Item D.1. Use of Education Protection Account Funds for 2018-19  
Prepared by Karl Christensen  
June 19, 2018

**BACKGROUND:**

Proposition 30, *The Schools and Local Public Safety Protection Act of 2012*, approved by the voters on November 6, 2012, temporarily increases the state's sales tax rate for all taxpayers and the personal income tax rates for upper-income taxpayers. The revenues generated by Proposition 30 were instrumental in avoiding further cuts to State Aid for K-14 public education but did not provide additional revenue for school districts.

The revenues generated from Proposition 30 are deposited into a state account called the Education Protection Account (EPA). School districts, county offices of education, and charter schools (LEAs) will receive funds from the EPA based on their proportionate share of the statewide revenue limit amount, which includes charter school general purpose funding. A corresponding reduction is made to an LEA's revenue limit or charter school general purpose state aid equal to the amount of their EPA entitlement.

Proposition 30 specifies that EPA funds may not be used for salaries and benefits of administrators or any other administrative costs.

In accordance with the provisions of Proposition 30, each LEA must hold a public hearing signifying the use of EPA funds.

The Santee School District estimates that it will receive \$7,937,341 in EPA funds for the 2018-19 fiscal year. Since certificated non-management teacher salaries represent the largest portion of the District's unrestricted general fund budget, the District has determined to expend the EPA funds on this expenditure category as more fully described below:

|   | Fiscal Year:    | 2018-19           |                   |
|---|-----------------|-------------------|-------------------|
|   | Estimate as of: | Adopted Budget    |                   |
| Description   |                 | Sources           | Uses              |
| Estimated Total LCFF Funding  |                 | 56,964,272        |                   |
| Less: Estimated Property Tax Funded Portion of LCFF Funding                       |                 | 15,904,090        |                   |
| Estimated Total State Aid Portion of LCFF Funding                                 |                 | 41,060,182        |                   |
| Less: Estimated Amount to be Received from Education Protection Account           |                 | 7,937,341         |                   |
| <b>Difference</b>   |                 | <b>33,122,841</b> |                   |
|   |                 |                   |                   |
| Total Unrestricted Certificated Teacher Salaries (Object 1100-000, Function 1000) |                 |                   | 20,161,468        |
| Less: Amount to be paid from Education Protection Account Proceeds                |                 |                   | 7,937,341         |
| <b>Amount to be paid from other Unrestricted General Fund Sources</b>             |                 |                   | <b>12,224,127</b> |

\$7,937,341 in EPA funds offset by a commensurate reduction in LCFF State Aid.

The public hearing should convene and permit any interested citizens to raise questions or to provide input on the use of Education Protection Account Funds in 2018-19.

Agenda Item D.1.

## **Item E. CONSENT ITEMS**

*Items listed under Consent are considered to be routine and are acted on by the Board with a single motion. There is no Board discussion of these items prior to the vote unless a member of the Board, staff, or public requests specific items be considered separately. Citizens are invited at this time to address the Board about any item listed under Consent.*

Agenda Item E.

Consent Item E.1.1.  
Prepared by Dr. Kristin Baranski  
June 19, 2018

Approval of Minutes

**BACKGROUND:**

Presented for Board approval –

- June 5, 2018, regular meeting minutes
- June 4, 2018, special 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**

June 5, 2018  
**MINUTES**

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

**A. OPENING PROCEDURES**

**1. Call to Order and Welcome**

President El-Hajj called the meeting to order at 7:00 p.m.

Members present:

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

Administration present:

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

**2. District Mission**

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

**3. Pledge of Allegiance**

President El-Hajj invited Lucas Spangler, 8<sup>th</sup> grade student from PRIDE Academy, to lead the members, staff, and audience in the Pledge of Allegiance.

**4. Approval of Agenda**

President El-Hajj noted a revision to Consent Item E.4.1., Personnel, Regular. Member Ryan moved approval with noted change.

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

**B. REPORTS AND PRESENTATIONS**

**1. Superintendent's Report**

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

**2. Spotlight on Education: Eighth Grade Student Academic Achievement Awards**

Dr. Stephanie Pierce introduced students from each school who achieved academic excellence during the current school year; and were selected to participate in this competition by their 8<sup>th</sup> grade teachers in collaboration with the school principal.

The Academic Achievement Award Competition focused on the areas of writing, speech, and mathematics. Students were required to complete an authentic math task with real world data and problems. The participating students were:

Cajon Park  
**Alexander Glasgo**  
**Samantha Sullivan**

Chet F. Harritt  
**Jhanna Espares**  
**Drew Swaim**

PRIDE Academy  
**Bella McMacken**  
**Lucas Spangler**

Carlton Hills  
**Shala Malone**  
**John Youhanna**

Hill Creek  
**Athena Calvillo**  
**Christopher Logan**

Rio Seco  
**Cameron Bressler**  
**Victoria Lepur**

Carlton Oaks  
**Thomas Hodge**  
**Cailin Rubic**

Pepper Drive  
**Samuel Hiller**  
**Taylor Koshiol**

Each student received a scholar ribbon and certificate. The top scholars, in each academic area, were as follows:

Speech – Drew Swaim  
Writing – Taylor Koshiol  
Mathematics – Shala Malone

John Tofflemire, Santee School District Foundation President, presented Shala Malone with a \$100 Barbara Ramsey Scholarship check.

The overall winner of the competition was John Youhanna. President El-Hajj read and presented John with a proclamation naming him the 2017-18 Eighth Grade Academic Student of the Year. Kristen Dare, representing the Chamber of Commerce, presented John with a \$100 scholarship check on behalf of the Santee Chamber of Commerce. Council Member Ronn Hall presented a proclamation from the City of Santee proclaiming June 6, 2018 as John Youhanna Day in the City of Santee.

Following the Academic Achievement Awards, the Board took a short break for a reception honoring all of the participating students.

#### **C. PUBLIC COMMUNICATION**

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

#### **D. PUBLIC HEARINGS**

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

##### **1. 2018-19 Local Control Accountability Plan (LCAP) Annual Update**

President El-Hajj opened the public hearing on the Local Control Accountability Plan. She mentioned the LCAP was available for public review on the District's website. There were no comments. The public hearing was closed. The Board of Education will consider the approval of the LCAP at their regular meeting on June 19.

##### **2. 2018-19 Adopted Budget**

President El-Hajj opened the public hearing on the 2018-19 Santee School District Budget. She explained the proposed budget had been available for public inspection on the district's website and the Douglas E. Giles Educational Resource Center. President El-Hajj shared that in accordance with new regulations imposed by Senate Bill 858, the District must also report on certain elements pertaining to its projected reserves as follows:

- The District's calculated minimum required reserve for 2018-19 is \$2,175,515
- The amount of the assigned and unassigned fund balances that exceed the minimum required reserve amount is \$12,859,615
- The reasons for the district maintaining an assigned and unassigned fund balance in excess of the minimum required reserve amount are:
- To provide an economic uncertainty reserve of at least 10% to ensure adequate cash flow and cushion against revenue declines

- To provide a reserve for projected and potential cost increases
- To set-aside funds for technology replenishment and replacement
- To set-aside funds for future instructional materials adoptions and purchases
- To set-aside funds for replacement of classroom furniture

There were no comments. The public hearing was closed. The Board of Education will consider approval of the adopted budget at their regular meeting on June 19.

**E. CONSENT ITEMS**

President El-Hajj invited comments from the public on any item listed under Consent.

- 1.1. Approval of Minutes
- 1.2. Acceptance of Donations, Grants, and Bequests
- 1.3. Approval/Ratification of Revolving Cash Report
- 1.4. Approval of Consultants and General Service Providers
- 1.5. Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)
- 1.6. Adoption of Resolution No. 1718-41, to Establish Temporary Interfund Transfers
- 1.7. Approval of Agreements for Mileage Reimbursement In Lieu of District Transportation
- 1.8. Approval of Extension of Memorandum of Understanding with Reinterpret for Use of Cajon Park
- 1.9. Approval/Ratification of Annual Agreements for 2018-19
- 1.11. Authorization to Award Contract For Purchase of Fresh Produce for the 2018-19 School Year
- 1.12. Additional Design Services with StudioWC for the HVAC and Roofing Replacement Project at the Educational Resource Center
- 1.13. Award of Bids for Low Impact Development (LID) Storm Water Landscape Projects for Two (2) Sites and Rejection of Bids for Three (3) Sites
- 1.14. Authorization to Execute Engagement Letter with Orrick, Herrington & Sutcliffe LLP as Bond Counsel for the 2018 Bond Reauthorization
- 3.1. Approval of Contract with Houghton Mifflin Harcourt for i-Ready Lexile Assessment
- 3.2. Approval of Nonpublic Agency Master Contract with Xcite Steps ABA Agency
- 3.3. Approval of Nonpublic School Master Contract with Springall Academy for Nonpublic School Services
- 3.4. Approval of Nonpublic Master Contract with Devereux Advanced Behavior Health for Residential Treatment Center Services and Nonpublic School Services
- 3.5. Approval of Nonpublic Agency Master Contract with New Haven Youth Services for Therapeutic Behavioral Services
- 4.1. Personnel, Regular – revised
- 4.2. Approval of Teacher Induction Program Agreement with San Diego County Office of Education for 2018-2019
- 4.3. Approval to Renew Agreement with Frontline Technologies (Aesop) Automated Substitute Calling / Attendance System
- 4.4. Approval of Services Agreement with San Joaquin County Office of Education (SJCOE) to Provide Claims Administration Services for the Medi-Cal Billing Option Program
- 4.5. Approval of Medi-Cal Administrative Activities (SMAA) Agreement with Orange County Department of Education
- 4.6. Approval of Rate Structure Increase for Substitute Teachers
- 4.7. Adoption of Resolution No. 1718-40 to Eliminate Classified Non-Management Positions

Member Burns moved approval with noted revision of Item E.4.1., Personnel, Regular.

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

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

**Superintendent**

**1.1. Appointment of Vice Principals**

Superintendent Baranski shared that after an extensive search for Vice Principals, Administration was recommending Chasity Forster, current Administrative Intern; and Tiffani Brown, current Curriculum Resource Teacher, for the role of Vice Principals effective July 1, 2018.

The candidates expressed their gratitude towards the Board and introduced their family members. Member Ryan moved approval.

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

**Business Services**

**2.1. Approval of Monthly Financial Report**

Karl Christensen, Assistant Superintendent of Business Services, shared cash and budget revision transactions through the end of April 2018. The District ended the month with a cash balance of approximately \$14.2 million and project we will be able to meet all of our financial obligations with internal cash through the end of the fiscal year. He shared the budget revision continues to project a small operating deficit in the unrestricted general fund this year with declining reserves in the out years. Member Burns moved approval.

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

**G. BOARD POLICIES AND BYLAWS**

**1.1. Second Reading: Board Bylaw 9270, Conflict of Interest – Biennial Review**

Revised Board Policy 9270, Conflict of Interest, was presented as a second reading and request for approval, as per Government Code Section 87306.5 requirement to review biennially.

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

**1.2. First Reading: New Board Policy and Administrative Regulation 5145.13, Response to Immigration Enforcement**

New Board Policy and Administrative Regulation 5145.13, Response to Immigration Enforcement, was presented a first reading.

**H. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS**

Member Fox asked for a schedule of promotion assignments.

Member Levens-Craig shared she felt there was more energy and excitement at this year's Salute to Excellence, than in previous years. She mentioned enjoying the Salute to Excellence; and providing ice cream at the schools for staff appreciation and at the classified employee luncheon at the SportsPlex. Member Levens-Craig shared attending and enjoying the colony presentation by the Carlton Oaks 5<sup>th</sup> grade students.

Member Burns shared having a conversation with Superintendent Baranski on his disagreement of classified employees having to use vacation time to volunteer at the Santee School District



Foundation golf tournament. He mentioned classified employees should have the option to work with their immediate supervisor, if interested in volunteering at the event. Member Burns would like to discuss having a policy in place for supervision at the campuses that are being used as polling sites; for precautionary measures.

Member Ryan discussed attending Delegate Assembly and explained the delegates were assembled in groups to discuss two topics: 1) School Safety; and 2) Legalization of Marijuana and its impact on school districts. Member Ryan mentioned one of the larger districts in northern California had done digital mapping of their schools. She explained this provided law enforcement with immediate electronic access to view the buildings, doors, etc., and communicating with everyone at the site, in case of an emergency. Member Ryan mentioned it was not costly and asked Administration to explore the option for the District. She shared finding the discussion on the legalization of marijuana very interesting. Member Ryan explained that the districts in the rural areas of northern California did not find any new and/or additional issues with the recent legalization; other districts, similar to Santee, did see an impact with students bringing the drug to school. She explained that the most frightening part of the legalization of marijuana was the lack of understanding on the impact it will have on brain development and the permanent damage it can cause. Member Ryan mentioned some of the districts discussed educating, not only the parents, but also the students on the impact; and suggested this could be a topic of discussion for the Wellness Advisory Committee.

President El-Hajj shared Salute to Excellence was a great event; and enjoying going to the schools during Staff Appreciation week. She mentioned that she like the idea of providing a choice of ice cream bars. However, she did not like the type of ice cream that was provided; and suggested buying a different variety in the future.

Superintendent Baranski shared registration for attendance to the CSBA Annual Educational Conference and Trade Show has been processed; and reminded the Board that due to HVAC construction at the ERC, the June 19, July 17, and (tentatively) the August 2 Board of Education meetings would be held at Cajon Park.

#### **I. CLOSED SESSION**

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

1. **Conference with Labor Negotiator** (Gov't. Code § 54957.6)  
*Purpose: Negotiations*  
*Agency Negotiators: Tim Larson, Assistant Superintendent*  
*Employee Organizations: Santee Teachers Association (STA); and  
Classified School Employees Association (CSEA)*
2. **Public Employee Performance Evaluation** (Gov't. Code § 54957)  
*Superintendent*

The Board entered closed session at 8:16 p.m.

#### **J. RECONVENE TO PUBLIC SESSION**

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

#### **K. ADJOURNMENT**

With no further business, the regular meeting of June 5, 2018 was adjourned at 10:15 pm.

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Dustin Burns, Clerk

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Kristin Baranski, Secretary

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

June 4, 2018  
**MINUTES**

Charles Skidmore  
Administration Center  
9625 Cuyamaca Street  
Santee, California

**A. OPENING PROCEDURES**

The meeting was called to order at 6:00 p.m. by President El-Hajj.

**B. PUBLIC COMMUNICATION**

There was no public communication.

**C. CLOSED SESSION**

1. Consideration of Student Matter (Ed. Code § 48918) Student #: 13-1718

The Board entered closed session at 6:10 p.m. to discuss student discipline hearings for student #: 13-1718. This matter was heard by the Santee School Board Members Dianne El-Hajj, Ken Fox, Dustin Burns, and Barbara Ryan in closed session. Oral and documentary evidence was received. Following the presentation of evidence, President El-Hajj announced the Board members would deliberate and all other persons were asked to leave the room.

**D. RECONVENE TO PUBLIC SESSION AND ADJOURNMENT**

The Board reconvened to public session at 8:15 p.m.

**ACTION TAKEN BY BOARD**

It was motioned by Member Burns to expel student #13-1718 from the Santee School District for violation of California Education Code Sections 48900(c) Possessed, used, sold, furnished, or been under the influence of alcohol, intoxicant, or controlled substance as defined in the Health & Safety Code, and Santee School District Board Policy 5144.1: Students: Suspension and Expulsion/Due Process and Administrative Regulations 5144.1.

The expulsion shall be immediately suspended herewith, and the student shall complete the following elements in a Rehabilitation Plan:

- Remain on independent study through 6/12/18. Student may not return to his previous school. Student will start the 2018-19 school year at the Santee Success Program. Placement will be reviewed at the end of the first trimester or by 11/6/18.
- Maintain a 2.0 (or better) GPA for scholarship, effort and citizenship performance.
- Receive no new suspensions.
- Attend school regularly with no unexcused absences or tardies.
- Complete a counseling program by February 23, 2019, for decision-making/peer pressure, and drug/alcohol abuse/prevention.
- Perform 20 hours of community service by September 14, 2018 and provide verification.
- Write a paper on the effects of alcohol on the adolescent brain.
- Complete all elements of this Rehabilitation Plan by February 22, 2019 and present documentation to verify completion.

A parent must meet with the Coordinator of Pupil Services by June 7, 2018, to review and sign the Rehabilitation Plan. If the parent fails to meet within the designated time and/or does not sign the Rehabilitation Plan, the student may be expelled without further Board action.

Upon satisfactory completion of all activities in this rehabilitation Plan, the student record will be expunged of this expulsion order.

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

**E. ADJOURNMENT**

The June 4, 2018 special meeting was adjourned at 8:19 p.m.

\_\_\_\_\_  
Dustin Burns, Clerk

\_\_\_\_\_  
Kristin Baranski, Secretary

Consent Item E.2.1. Approval/Ratification of Travel Requests  
Prepared by Karl Christensen  
June 19, 2018

**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 \$233, as disclosed on the following page.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item E.2.1.

**Board Travel Report - June 19, 2018**

| Travel Dates  |          | Attendees | Site or Dept. | Conference or Workshop | Location   | Sub Cost  | Estimated Expenses | Budget | Purpose of Travel |  |
|---|----------|-----------|---------------|------------------------|--|-----------|--------------------|--------|-------------------|--|
| Monday,   | 07/23/18 |           | Tory Long     | Business Services      | How to Communicate with Tact, Professionalism, and Diplomacy | San Diego | \$0                | \$233  | Business Services | This workshop will focus on strategies to communicate with tact, professionalism, and diplomacy. |
| <b>Travel Requests That Require Airfare, Overnight Stay, and/or Travel Outside of the State of California</b> |          |           |               |                        |  |           |                    |        |                   |  |
|   |          |           |               |                        | (NONE)   |           |                    |        |                   |  |

**BACKGROUND:**

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

Commercial Warrants issued for the period of May 2018:

| <u>Fund #/Name</u> | <u>Warrant #'s</u>     | <u>Amount</u>       |
|--------------------|------------------------|---------------------|
| 0100 General       | 14-398102 TO 14-411627 | \$580,280.29        |
| 0900               | N/A                    |                     |
| 1200               | 14-400757 TO 14-408156 | \$197.46            |
| 1300               | 14-402097 TO 14-409374 | \$90,601.83         |
| 1400               | 14-400760 TO 14-401339 | \$38,864.64         |
| 2109               | N/A                    |                     |
| 2139 / 2108        | N/A                    |                     |
| 2518               | 14-409388              | \$9,500.00          |
| 2538               | 14-400203 TO 14-411032 | \$125,158.75        |
| 3500               | N/A                    |                     |
| 4000               | 14-398893 TO 14-411032 | \$100,406.17        |
| 6300               | 14-398102 TO 14-411626 | \$22,862.64         |
|                    |                        | <b>\$967,871.78</b> |

Student Body Warrants issued for the period of May 2018:

|                   |
|-------------------|
| <b>\$9,762.00</b> |
|-------------------|

Payroll Warrants issued for the period of May 2018:

| <u>Fund #/Name</u>    | <u>Amount</u>  |
|-----------------------|----------------|
| 01 00                 | \$4,868,333.62 |
| 12 00                 | \$20,367.63    |
| 13 00                 | \$112,573.29   |
| 14 00                 |                |
| 25 18                 |                |
| 63 00                 | \$212,753.53   |
| <b>\$5,214,028.07</b> |                |

**RECOMMENDATION:**

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

This recommendation supports the following District goal:

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The fiscal impact of commercial, student body, and payroll expenditure warrants total \$6,191,661.85 and is disclosed above.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item E.2.2.

Approval/Ratification of Purchase Orders

**BACKGROUND:**

A numerical listing of purchase orders, including the date issued, the name of the vendor, a general description of items requested, and the anticipated cost of the purchase is attached for the review and approval of the Board of Education. Actual copies of the purchase orders are available for review upon request. As a part of the report, any payment to vendors that increases the amount of the purchase order by 10% or more, or change orders that increase the amount of the bid, will be presented for Board approval/ratification. The table below is a summary of total purchase orders by location for the month of May 2018:

| <b>AMOUNT</b>        | <b>LOCATION</b>                         |
|----------------------|---|
| \$ 41,962.37         | PEPPER DRIVE SCHOOL                     |
| \$ 3,752.80          | CARLTON HILLS SCHOOL                    |
| \$ 3,237.19          | SYCAMORE CANYON SCHOOL                  |
| \$ 5,787.96          | PROSPECT AVENUE SCHOOL                  |
| \$ 3,399.22          | CAJON PARK SCHOOL                       |
| \$ 11,938.10         | CHET F HARRITT SCHOOL                   |
| \$ 8,765.18          | CARLTON OAKS SCHOOL                     |
| \$ 30,368.88         | RIO SECO SCHOOL                         |
| \$ 10,467.87         | HILL CREEK SCHOOL                       |
| \$ 37.56             | STATE PRE-SCHOOL                        |
| \$ 63.70             | ALTERNATIVE SCHOOL                      |
| \$ 134.98            | BOARD OF EDUCATION                      |
| \$ 4,568.68          | SUPERINTENDENT DEPT                     |
| \$ 9,730.14          | BUSINESS SERVICES                       |
| \$ 5,148.03          | HUMAN RESOURCES                         |
| \$ 2,003.46          | EDUCATIONAL SERVICES                    |
| \$ 16,867.33         | SPECIAL EDUCATION                       |
| \$ 15,887.50         | EDUCATIONAL SERVICES                    |
| \$ 3,018.80          | PUPIL SERVICES                          |
| \$ 19,472.63         | DISTRICT LIBRARY                        |
| \$ 31,517.59         | PROJECT SAFE                            |
| \$ 84,630.13         | TECHNOLOGY SERVICES                     |
| \$ 773.07            | OPERATIONS/CUSTODIAL                    |
| \$ 425,395.65        | MAINTENANCE                             |
| \$ 11,787.02         | TRANSPORTATION                          |
| \$ 7,646.00          | FACILITIES MODERNIZATION                |
| \$ 27,994.81         | WAREHOUSE                               |
| \$ 12.46             | CENTRAL KITCHEN                         |
| \$ 250.44            | TECHNOLOGY SERVICES                     |
|                      |   |
| <b>\$ 786,619.55</b> | <b>Total Purchase Orders – May 2018</b> |

**RECOMMENDATION:**

Administration recommends approval of purchase orders #0000005454 through #0000005715 issued May 1, 2018 through May 31, 2018.

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 \$786,619.55, is disclosed on the following pages.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item E.2.3.



## LOCATION LIST 2017-18

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

M = Monthly Blanket  
A = Annual Blanket  
L = Lottery

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

### Fund Numbers

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

PURCHASE ORDER LISTING  
MAY 2018  
NUMERICALLY

| PO Number  | DATE      | VENDOR                                 | DESCRIPTION                 | FUND | AMOUNT       | LOC | LOCATION                   |
|------------|-----------|--|-----------------------------|------|--------------|-----|----------------------------|
| 0000005466 | 5/2/2018  | ABA EDUCATION FOUNDATION               | EDUCATION SUPERVISION       | 0100 | \$ 262.50    | 002 | PEPPER DRIVE SCHOOL        |
| 0000005489 | 5/2/2018  | SEHI COMPUTER PRODUCTS INC             | REPL LAMP - PD              | 0100 | \$ 258.60    | 002 | PEPPER DRIVE SCHOOL        |
| 0000005518 | 5/3/2018  | SCHOLASTIC CLASSRM MAGAZINES           | CLASSROOM MAGAZINES         | 0100 | \$ 1,027.29  | 002 | PEPPER DRIVE SCHOOL        |
| 0000005524 | 5/7/2018  | OFFICE DEPOT INC                       | OFFICE SUPPLIES - ALL SITES | 0100 | \$ 718.98    | 002 | PEPPER DRIVE SCHOOL        |
| 0000005539 | 5/8/2018  | HOPE KING TEACHING RESOURCES INC       | REGISTRATION FEES           | 0100 | \$ 370.00    | 002 | PEPPER DRIVE SCHOOL        |
| 0000005550 | 5/18/2018 | SEHI COMPUTER PRODUCTS INC             | REPL LAMP - PD              | 0100 | \$ 243.11    | 002 | PEPPER DRIVE SCHOOL        |
| 0000005562 | 5/18/2018 | MIXED BAG                              | FUNDRAISER - PD             | 0100 | \$ 2,386.21  | 002 | PEPPER DRIVE SCHOOL        |
| 0000005607 | 5/22/2018 | BIRCH AQUARIUM AT SCRIPPS              | ADMISSIONS                  | 0100 | \$ 748.50    | 002 | PEPPER DRIVE SCHOOL        |
| 0000005618 | 5/23/2018 | HEINEMANN                              | CLASSROOM MATERIALS         | 0100 | \$ 6,829.51  | 002 | PEPPER DRIVE SCHOOL        |
| 0000005619 | 5/23/2018 | LEARNING A-Z                           | LICENSES                    | 0100 | \$ 9,501.30  | 002 | PEPPER DRIVE SCHOOL        |
| 0000005620 | 5/23/2018 | STUDIES WEEKLY                         | SUBSCRIPTIONS - PD          | 0100 | \$ 3,615.30  | 002 | PEPPER DRIVE SCHOOL        |
| 0000005670 | 5/30/2018 | TROXELL COMMUNICATIONS INC             | DOCUMENT CAMERA - PD        | 0100 | \$ 6,869.06  | 002 | PEPPER DRIVE SCHOOL        |
| 0000005671 | 5/30/2018 | HOGENTOGLER                            | SCIENCE EQUIP. - PD         | 0100 | \$ 1,042.16  | 002 | PEPPER DRIVE SCHOOL        |
| 0000005672 | 5/30/2018 | KNOTT'S BERRY FARM YOUTH SALES         | ADMISSIONS                  | 0100 | \$ 2,673.00  | 002 | PEPPER DRIVE SCHOOL        |
| 0000005680 | 5/30/2018 | NASCO MODESTO                          | SCIENCE SUPPLIES - PD       | 0100 | \$ 273.11    | 002 | PEPPER DRIVE SCHOOL        |
| 0000005681 | 5/30/2018 | US GAMES                               | PE SUPPLIES                 | 0100 | \$ 1,696.47  | 002 | PEPPER DRIVE SCHOOL        |
| 0000005682 | 5/30/2018 | SCHOOL SPECIALTY, INC                  | SUPPLIES - PD               | 0100 | \$ 3,361.15  | 002 | PEPPER DRIVE SCHOOL        |
| 0000005686 | 5/30/2018 | COMPANION CORPORATION                  | LIBRARIAN SUPPLIES - PD     | 0100 | \$ 86.12     | 002 | PEPPER DRIVE SCHOOL        |
|            |           |  | TOTAL                       |      | \$ 41,962.37 |     | PEPPER DRIVE SCHOOL Total  |
| 0000005467 | 5/2/2018  | LEARNING A-Z                           | LICENSE RENEWAL             | 0100 | \$ 1,299.35  | 003 | CARLTON HILLS SCHOOL       |
| 0000005506 | 5/3/2018  | STARFALL EDUCATION                     | MEMBERSHIP                  | 0100 | \$ 270.00    | 003 | CARLTON HILLS SCHOOL       |
| 0000005524 | 5/7/2018  | OFFICE DEPOT INC                       | OFFICE SUPPLIES - ALL SITES | 0100 | \$ (21.82)   | 003 | CARLTON HILLS SCHOOL       |
| 0000005573 | 5/18/2018 | JONES SCHOOL SUPPLY CO INC             | AWARDS - CH                 | 0100 | \$ 305.69    | 003 | CARLTON HILLS SCHOOL       |
| 0000005608 | 5/22/2018 | VIRCO MANUFACTURING CORP               | CHAIRS - CH                 | 0100 | \$ 720.74    | 003 | CARLTON HILLS SCHOOL       |
| 0000005631 | 5/24/2018 | AMAZON.COM                             | SUPPLIES FOR CH             | 0100 | \$ 117.45    | 003 | CARLTON HILLS SCHOOL       |
| 0000005674 | 5/30/2018 | AMAZON.COM                             | ELECTRONIC SUPPLIES - CH    | 0100 | \$ 1,061.39  | 003 | CARLTON HILLS SCHOOL       |
|            |           |  | TOTAL                       |      | \$ 3,752.80  |     | CARLTON HILLS SCHOOL Total |
| 0000005519 | 5/3/2018  | SCHOLASTIC BOOK FAIRS - 10             | BOOK FAIR - SC              | 0100 | \$ 2,531.13  | 004 | SYCAMORE CANYON SCH        |
| 0000005523 | 5/4/2018  | GROSSMONT UNION HIGH SCHOOL DISTRICT   | ADMISSIONS                  | 0100 | \$ 258.60    | 004 | SYCAMORE CANYON SCH        |
| 0000005524 | 5/7/2018  | OFFICE DEPOT INC                       | OFFICE SUPPLIES - ALL SITES | 0100 | \$ 447.46    | 004 | SYCAMORE CANYON SCH        |
|            |           |  | TOTAL                       |      | \$ 3,237.19  |     | SYCAMORE CANYON SCH Total  |
| 0000005505 | 5/3/2018  | HEINEMANN                              | CLASSROOM MATERIALS - PA    | 0100 | \$ 25.00     | 005 | PROSPECT AVENUE SCH        |
| 0000005524 | 5/7/2018  | OFFICE DEPOT INC                       | OFFICE SUPPLIES - ALL SITES | 0100 | \$ 262.84    | 005 | PROSPECT AVENUE SCH        |
| 0000005535 | 5/7/2018  | SAN DIEGO OUTDOOR EDUCATION FOUNDATION | CAMP T-SHIRTS - PA          | 0100 | \$ 84.00     | 005 | PROSPECT AVENUE SCH        |
| 0000005560 | 5/18/2018 | AQUATICA SAN DIEGO GRP PROG.           | ADMISSIONS - PA             | 0100 | \$ 2,052.00  | 005 | PROSPECT AVENUE SCH        |
| 0000005564 | 5/18/2018 | US GAMES                               | PE SUPPLIES                 | 0100 | \$ 107.74    | 005 | PROSPECT AVENUE SCH        |
| 0000005565 | 5/18/2018 | BRADY SO CAL INC                       | TACK PANELS                 | 0100 | \$ 2,100.00  | 005 | PROSPECT AVENUE SCH        |
| 0000005567 | 5/18/2018 | AMAZON.COM                             | SUPPLIES - PA               | 0100 | \$ 79.54     | 005 | PROSPECT AVENUE SCH        |
| 0000005568 | 5/18/2018 | CROWN AWARDS                           | AWARD SUPPLIES              | 0100 | \$ 71.20     | 005 | PROSPECT AVENUE SCH        |
| 0000005586 | 5/21/2018 | AMERICAN FENCE COMPANY                 | SHADE CLOTH                 | 0100 | \$ 80.81     | 005 | PROSPECT AVENUE SCH        |
| 0000005605 | 5/22/2018 | SEA WORLD OF CALIFORNIA                | ADMISSIONS                  | 0100 | \$ 681.25    | 005 | PROSPECT AVENUE SCH        |
| 0000005606 | 5/22/2018 | IDENT-A-KID SERVICES OF AMERICA, INC   | CHECK-IN LABELS - PA        | 0100 | \$ 108.89    | 005 | PROSPECT AVENUE SCH        |
| 0000005675 | 5/30/2018 | ROCHESTER 100 INC                      | SUPPLIES - PA               | 0100 | \$ 134.69    | 005 | PROSPECT AVENUE SCH        |
|            |           |  | TOTAL                       |      | \$ 5,787.96  |     | PROSPECT AVENUE SCH Total  |
| 0000005508 | 5/3/2018  | AMAZON.COM                             | SUPPLIES - CP               | 0100 | \$ 2,355.47  | 006 | CAJON PARK SCHOOL          |
| 0000005678 | 5/30/2018 | SEA WORLD OF CALIFORNIA                | ADMISSIONS                  | 0100 | \$ 1,043.75  | 006 | CAJON PARK SCHOOL          |
|            |           |  | TOTAL                       |      | \$ 3,399.22  |     | CAJON PARK SCHOOL Total    |
| 0000005484 | 5/2/2018  | SMART & FINAL                          | ELECTIVE SUPPLIES - CFH     | 0100 | \$ 100.00    | 007 | CHET F HARRITT SCH         |
| 0000005485 | 5/2/2018  | SMART & FINAL                          | ELECTIVE SUPPLIES - CFH     | 0100 | \$ 100.00    | 007 | CHET F HARRITT SCH         |
| 0000005486 | 5/2/2018  | SMART & FINAL                          | ELECTIVE SUPPLIES - CFH     | 0100 | \$ 100.00    | 007 | CHET F HARRITT SCH         |
| 0000005487 | 5/2/2018  | SMART & FINAL                          | ELECTIVE SUPPLIES - CFH     | 0100 | \$ 100.00    | 007 | CHET F HARRITT SCH         |

|            |           |                                  |                                |      |    |           |     |                           |
|------------|-----------|----------------------------------|--------------------------------|------|----|-----------|-----|---------------------------|
| 0000005524 | 5/7/2018  | OFFICE DEPOT INC                 | OFFICE SUPPLIES - ALL SITES    | 0100 | \$ | 186.59    | 007 | CHET F HARRITT SCH        |
| 0000005571 | 5/18/2018 | DELL AWARDS                      | AWARDS SUPPLIES - CFH          | 0100 | \$ | 60.45     | 007 | CHET F HARRITT SCH        |
| 0000005576 | 5/18/2018 | WILLIAM FAGAN                    | DJ SERVICES - CFH              | 0100 | \$ | 300.00    | 007 | CHET F HARRITT SCH        |
| 0000005604 | 5/22/2018 | STEWART SIGNS                    | MARQUEE SIGN - CFH             | 0100 | \$ | 7,107.00  | 007 | CHET F HARRITT SCH        |
| 0000005638 | 5/25/2018 | MAINTEX INC                      | CUSTODIAL SUPPLIES             | 0100 | \$ | 80.69     | 007 | CHET F HARRITT SCH        |
| 0000005647 | 5/25/2018 | AMAZON.COM                       | SCIENCE EQUIP - CFH            | 0100 | \$ | 1,619.13  | 007 | CHET F HARRITT SCH        |
| 0000005706 | 5/31/2018 | CARLTON OAKS GOLF & RESORT       | RENTAL FEE - 8TH GR PROMO-CFH  | 0100 | \$ | 1,461.00  | 007 | CHET F HARRITT SCH        |
| 0000005707 | 5/31/2018 | EAST COUNTY FEED & SUPPLY        | ELECTIVE SUPPLIES - CFH        | 0100 | \$ | 723.24    | 007 | CHET F HARRITT SCH        |
|            |           |                                  | TOTAL                          |      | \$ | 11,938.10 |     | CHET F HARRITT SCH Total  |
| 0000005524 | 5/7/2018  | OFFICE DEPOT INC                 | OFFICE SUPPLIES - ALL SITES    | 0100 | \$ | 299.89    | 008 | CARLTON OAKS SCHOOL       |
| 0000005547 | 5/18/2018 | DELL MARKETING L.P.              | TONER - PD                     | 0100 | \$ | 71.64     | 008 | CARLTON OAKS SCHOOL       |
| 0000005548 | 5/18/2018 | APPLE INC                        | IPAD & SUPPLIES - CO           | 0100 | \$ | 1,122.37  | 008 | CARLTON OAKS SCHOOL       |
| 0000005555 | 5/18/2018 | DECKER EQUIPMENT                 | CHAIR GLIDES - CO              | 0100 | \$ | 194.29    | 008 | CARLTON OAKS SCHOOL       |
| 0000005572 | 5/18/2018 | ALL FOR KIDZ                     | SUPPLIES                       | 0100 | \$ | 1,901.00  | 008 | CARLTON OAKS SCHOOL       |
| 0000005594 | 5/22/2018 | DELL MARKETING L.P.              | PRINTER - CO                   | 0100 | \$ | 156.23    | 008 | CARLTON OAKS SCHOOL       |
| 0000005628 | 5/23/2018 | SCHOOL NURSE SUPPLY INC          | HEALTH OFFICE SUPPLIES         | 0100 | \$ | 210.13    | 008 | CARLTON OAKS SCHOOL       |
| 0000005632 | 5/25/2018 | AQUATICA SAN DIEGO GRP PROG.     | ADMISSIONS                     | 0100 | \$ | 4,500.00  | 008 | CARLTON OAKS SCHOOL       |
| 0000005641 | 5/25/2018 | REALLY GOOD STUFF INC            | SUPPLIES - CO                  | 0100 | \$ | 145.47    | 008 | CARLTON OAKS SCHOOL       |
| 0000005677 | 5/30/2018 | AMAZON.COM                       | SUPPLIES - CO                  | 0100 | \$ | 164.16    | 008 | CARLTON OAKS SCHOOL       |
|            |           |                                  | TOTAL                          |      | \$ | 8,765.18  |     | CARLTON OAKS SCHOOL Total |
| 0000005504 | 5/3/2018  | SCHOLASTIC BOOK FAIRS - 10       | BOOK FAIR - RS                 | 0100 | \$ | 5,477.03  | 009 | RIO SECO SCHOOL           |
| 0000005540 | 5/8/2018  | HOPE KING TEACHING RESOURCES INC | REGISTRATION FEES              | 0100 | \$ | 360.00    | 009 | RIO SECO SCHOOL           |
| 0000005553 | 5/18/2018 | SEHI COMPUTER PRODUCTS INC       | REPL LAMP - RS                 | 0100 | \$ | 243.11    | 009 | RIO SECO SCHOOL           |
| 0000005561 | 5/18/2018 | NEARPOD INC                      | LICENSES - RS                  | 0100 | \$ | 4,400.00  | 009 | RIO SECO SCHOOL           |
| 0000005583 | 5/21/2018 | GB'S FENCE COMPANY               | FENCING -RIO SECO MODULAR AREA | 2538 | \$ | 5,200.00  | 009 | RIO SECO SCHOOL           |
| 0000005592 | 5/22/2018 | HOLLAND'S CUSTOM CABINETS, INC.  | CABINETRY - RIO SECO MOD       | 2538 | \$ | 5,400.00  | 009 | RIO SECO SCHOOL           |
| 0000005596 | 5/22/2018 | VALLEY INDUSTRIAL SPECIALTIES    | WATER FOUNTAINS - RS MOD BLDGS | 2538 | \$ | 7,016.56  | 009 | RIO SECO SCHOOL           |
| 0000005609 | 5/22/2018 | VIRCO MANUFACTURING CORP         | ACTIVITY TABLES - RS           | 0100 | \$ | 187.44    | 009 | RIO SECO SCHOOL           |
| 0000005688 | 5/30/2018 | HOME DEPOT COMMERCIAL ACCOUNT    | SUPPLIES FOR RS MOD PROJ.      | 2538 | \$ | 775.08    | 009 | RIO SECO SCHOOL           |
| 0000005690 | 5/30/2018 | EWING IRRIGATION PRODUCTS        | SUPPLIES FOR RS MOD PROJ.      | 2538 | \$ | 89.79     | 009 | RIO SECO SCHOOL           |
| 0000005698 | 5/31/2018 | LOWE'S STORE #1661               | SUPPLIES FOR RS MODULAR PROJ.  | 2538 | \$ | 20.47     | 009 | RIO SECO SCHOOL           |
| 0000005709 | 5/31/2018 | LEARNING A-Z                     | SOFTWARE LICENSES - RS         | 0100 | \$ | 1,199.40  | 009 | RIO SECO SCHOOL           |
|            |           |                                  | TOTAL                          |      | \$ | 30,368.88 |     | RIO SECO SCHOOL Total     |
| 0000005464 | 5/2/2018  | DISNEYLAND RESORT                | ADMISSIONS                     | 0100 | \$ | 4,565.00  | 010 | HILL CREEK SCHOOL         |
| 0000005488 | 5/2/2018  | MCKILLICAN - EL CAJON            | SUPPLIES - HC                  | 0100 | \$ | 273.83    | 010 | HILL CREEK SCHOOL         |
| 0000005490 | 5/2/2018  | SMART & FINAL                    | SUPPLIES - HC                  | 0100 | \$ | 500.00    | 010 | HILL CREEK SCHOOL         |
| 0000005491 | 5/2/2018  | REALLY GOOD STUFF INC            | SUPPLIES - HC                  | 0100 | \$ | 197.06    | 010 | HILL CREEK SCHOOL         |
| 0000005492 | 5/2/2018  | AMAZON.COM                       | SUPPLIES - HC                  | 0100 | \$ | 445.78    | 010 | HILL CREEK SCHOOL         |
| 0000005493 | 5/2/2018  | AMAZON.COM                       | SUPPLIES - HC                  | 0100 | \$ | 68.81     | 010 | HILL CREEK SCHOOL         |
| 0000005538 | 5/7/2018  | BAD WOLF PRESS                   | CLASSROOM MATERIALS            | 0100 | \$ | 113.14    | 010 | HILL CREEK SCHOOL         |
| 0000005552 | 5/18/2018 | DELL MARKETING L.P.              | PRINTER SUPPLIES - HC          | 0100 | \$ | 20.46     | 010 | HILL CREEK SCHOOL         |
| 0000005591 | 5/21/2018 | QUALITY ASSEMBLY                 | ASSEMBLY SERVICES              | 0100 | \$ | 250.00    | 010 | HILL CREEK SCHOOL         |
| 0000005603 | 5/22/2018 | AQUATICA SAN DIEGO GRP PROG.     | ADMISSIONS                     | 0100 | \$ | 2,870.00  | 010 | HILL CREEK SCHOOL         |
| 0000005621 | 5/23/2018 | KRC ROCK INC                     | GROUPS SUPPLIES - HC           | 0100 | \$ | 781.19    | 010 | HILL CREEK SCHOOL         |
| 0000005622 | 5/23/2018 | REALLY GOOD STUFF INC            | CLASSROOM SUPPLIES             | 0100 | \$ | 221.01    | 010 | HILL CREEK SCHOOL         |
| 0000005627 | 5/23/2018 | AMAZON.COM                       | SUPPLIES - HC                  | 0100 | \$ | 161.59    | 010 | HILL CREEK SCHOOL         |
|            |           |                                  | TOTAL                          |      | \$ | 10,467.87 |     | HILL CREEK SCHOOL Total   |
| 0000005521 | 5/4/2018  | HOME DEPOT COMMERCIAL ACCOUNT    | PARTS FOR REPAIRS              | 1200 | \$ | 37.56     | 012 | STATE PRE-SCHOOL          |
|            |           |                                  | TOTAL                          |      | \$ | 37.56     |     | STATE PRE-SCHOOL Total    |
| 0000005524 | 5/7/2018  | OFFICE DEPOT INC                 | OFFICE SUPPLIES - ALL SITES    | 0100 | \$ | 63.70     | 015 | ALTERNATIVE SCHOOL        |
|            |           |                                  | TOTAL                          |      | \$ | 63.70     |     | ALTERNATIVE SCHOOL Total  |
| 0000005630 | 5/24/2018 | CITI CARDS /                     | PROJECT SAFE SUPPLIES          | 0100 | \$ | 134.98    | 060 | BOARD OF EDUCATION        |
|            |           |                                  | TOTAL                          |      | \$ | 134.98    |     | BOARD OF EDUCATION Total  |
| 0000005522 | 5/4/2018  | CARLTON OAKS GOLF & RESORT       | CATERING SERVICES              | 0100 | \$ | 1,155.08  | 062 | SUPERINTENDENT DEPT       |
| 0000005524 | 5/7/2018  | OFFICE DEPOT INC                 | OFFICE SUPPLIES - ALL SITES    | 0100 | \$ | 196.93    | 062 | SUPERINTENDENT DEPT       |
| 0000005669 | 5/30/2018 | DELL MARKETING L.P.              | TONER - SUPT.                  | 0100 | \$ | 116.67    | 062 | SUPERINTENDENT DEPT       |
| 0000005685 | 5/30/2018 | LEADERSHIP ASSOCIATES, LLC       | LEADERSHIP SERVICES            | 0100 | \$ | 3,100.00  | 062 | SUPERINTENDENT DEPT       |

|            |           |   |                               |       |    |           |     |                                   |
|------------|-----------|---|-------------------------------|-------|----|-----------|-----|-----------------------------------|
| 0000005524 | 5/7/2018  | OFFICE DEPOT INC                        | OFFICE SUPPLIES - ALL SITES   | TOTAL | \$ | 4,568.68  |     | <b>SUPERINTENDENT DEPT Total</b>  |
| 0000005558 | 5/18/2018 | CAPITOL PUBLIC FINANCE GROUP            | DEVELOPER FEE STUDY           | 0100  | \$ | 121.72    | 064 | BUSINESS SERVICES                 |
| 0000005642 | 5/25/2018 | FEDERAL EXPRESS CORPORATION             | OVERNIGHT DELIVERY SVCS       | 0100  | \$ | 108.42    | 064 | BUSINESS SERVICES                 |
|            |           |   |                               | TOTAL | \$ | 9,730.14  |     | <b>BUSINESS SERVICES Total</b>    |
| 0000005456 | 5/1/2018  | PEOPLE ADMIN                            | TRAINING                      | 0100  | \$ | 4,350.00  | 065 | HUMAN RESOURCES                   |
| 0000005524 | 5/7/2018  | OFFICE DEPOT INC                        | OFFICE SUPPLIES - ALL SITES   | 0100  | \$ | 64.04     | 065 | HUMAN RESOURCES                   |
| 0000005549 | 5/18/2018 | CDW GOVERNMENT INC                      | SCANNERS - HR                 | 0100  | \$ | 733.99    | 065 | HUMAN RESOURCES                   |
|            |           |   |                               | TOTAL | \$ | 5,148.03  |     | <b>HUMAN RESOURCES Total</b>      |
| 0000005524 | 5/7/2018  | OFFICE DEPOT INC                        | OFFICE SUPPLIES - ALL SITES   | 0100  | \$ | 607.60    | 066 | EDUCATIONAL SERVICES              |
| 0000005557 | 5/18/2018 | EDUCATIONAL TESTING SERVICES            | STUDENT ADDRESSES             | 0100  | \$ | 1,000.00  | 066 | EDUCATIONAL SERVICES              |
| 0000005595 | 5/22/2018 | SUPERINTENDENT OF SCHOOLS               | REGISTRATION FEES             | 0100  | \$ | 350.00    | 066 | EDUCATIONAL SERVICES              |
| 0000005630 | 5/24/2018 | CITI CARDS /                            | PROJECT SAFE SUPPLIES         | 0100  | \$ | 45.86     | 066 | EDUCATIONAL SERVICES              |
|            |           |   |                               | TOTAL | \$ | 2,003.46  |     | <b>EDUCATIONAL SERVICES Total</b> |
| 0000005507 | 5/3/2018  | DELL MARKETING L.P.                     | PRINTER - PA                  | 0100  | \$ | 156.23    | 067 | SPECIAL EDUCATION                 |
| 0000005563 | 5/18/2018 | NEW HAVEN YOUTH & FAMILY SERVICES, INC. | CASE MGMT SERVICES            | 0100  | \$ | 13,200.00 | 067 | SPECIAL EDUCATION                 |
| 0000005601 | 5/22/2018 | ARLEEN CONRADI, MA, EDS, ABSNP          | CONSULTING SERVICES           | 0100  | \$ | 2,000.00  | 067 | SPECIAL EDUCATION                 |
| 0000005639 | 5/25/2018 | ALLERGY EMERGENCY KIT, INC              | EPI PEN STORAGE -             | 0100  | \$ | 303.66    | 067 | SPECIAL EDUCATION                 |
| 0000005693 | 5/31/2018 | UNITED PARCEL SERVICE                   | RETURN SHIPPING CHARGES       | 0100  | \$ | 22.30     | 067 | SPECIAL EDUCATION                 |
| 0000005710 | 5/31/2018 | STEP 'N WASH, INC.                      | RESTROOM STEP                 | 0100  | \$ | 1,185.14  | 067 | SPECIAL EDUCATION                 |
|            |           |   |                               | TOTAL | \$ | 16,867.33 |     | <b>SPECIAL EDUCATION Total</b>    |
| 0000005465 | 5/2/2018  | G & C SERVICES, INC.                    | TRAINING SERVICES             | 0100  | \$ | 15,887.50 | 069 | EDUCATIONAL SERVICES              |
|            |           |   |                               | TOTAL | \$ | 15,887.50 |     | <b>EDUCATIONAL SERVICES Total</b> |
| 0000005536 | 5/7/2018  | ORANGE COUNTY DEPARTMENT OF             | MEDI-CAL BILLING              | 0100  | \$ | 620.92    | 070 | PUPIL SERVICES                    |
| 0000005569 | 5/18/2018 | ORIENTAL TRADING COMPANY INC            | COUNSELING SUPPLIES - SC      | 0100  | \$ | 178.43    | 070 | PUPIL SERVICES                    |
| 0000005570 | 5/18/2018 | AMAZON.COM                              | COUNSELING GRANT SUPPLIES- SC | 0100  | \$ | 249.31    | 070 | PUPIL SERVICES                    |
| 0000005574 | 5/18/2018 | ORIENTAL TRADING COMPANY INC            | CLASSROOM SUPPLIES - PA       | 0100  | \$ | 102.31    | 070 | PUPIL SERVICES                    |
| 0000005575 | 5/18/2018 | AMAZON.COM                              | CALM DOWN KITS - PA           | 0100  | \$ | 273.10    | 070 | PUPIL SERVICES                    |
| 0000005600 | 5/22/2018 | HODGE, PATRICIA                         | CONSULTANT SERVICES           | 0100  | \$ | 1,500.00  | 070 | PUPIL SERVICES                    |
| 0000005623 | 5/23/2018 | AMAZON.COM                              | CLASSROOM SUPPLIES            | 0100  | \$ | 94.73     | 070 | PUPIL SERVICES                    |
|            |           |   |                               | TOTAL | \$ | 3,018.80  |     | <b>PUPIL SERVICES Total</b>       |
| 0000005556 | 5/18/2018 | AMPLIFY EDUCATION INC                   | CLASSROOM MATERIALS           | 0100  | \$ | 9,434.78  | 071 | DISTRICT LIBRARY                  |
| 0000005711 | 5/31/2018 | MCGRAW HILL EDUCATION                   | READING WONDERS               | 0100  | \$ | 10,037.85 | 071 | DISTRICT LIBRARY                  |
|            |           |   |                               | TOTAL | \$ | 19,472.63 |     | <b>DISTRICT LIBRARY Total</b>     |
| 0000005457 | 5/1/2018  | S&S WORLDWIDE                           | SUPPLIES FOR PROJ. SAFE       | 6300  | \$ | 505.15    | 072 | PROJECT SAFE                      |
| 0000005458 | 5/1/2018  | AMAZON.COM                              | SUPPLIES FOR PROJ. SAFE       | 6300  | \$ | 405.02    | 072 | PROJECT SAFE                      |
| 0000005459 | 5/1/2018  | AMAZON.COM                              | SUPPLIES FOR PROJ. SAFE       | 6300  | \$ | 456.19    | 072 | PROJECT SAFE                      |
| 0000005524 | 5/7/2018  | OFFICE DEPOT INC                        | OFFICE SUPPLIES - ALL SITES   | 6300  | \$ | 194.89    | 072 | PROJECT SAFE                      |
| 0000005544 | 5/8/2018  | SMART & FINAL                           | SUPPLIES FOR PROJECT SAFE     | 6300  | \$ | 107.75    | 072 | PROJECT SAFE                      |
| 0000005546 | 5/17/2018 | SMART & FINAL                           | SUPPLIES FOR PROJ. SAFE       | 6300  | \$ | 500.00    | 072 | PROJECT SAFE                      |
| 0000005566 | 5/18/2018 | ADVERTISING EDGE INC                    | SUPPLIES FOR PROJ. SAFE       | 6300  | \$ | 740.90    | 072 | PROJECT SAFE                      |
| 0000005577 | 5/18/2018 | YMCA - SANTEE                           | SWIMMING PROGRAMS             | 6300  | \$ | 8,614.00  | 072 | PROJECT SAFE                      |
| 0000005578 | 5/18/2018 | DISCOUNT SCHOOL SUPPLY                  | SUPPLIES FOR PROJ. SAFE       | 6300  | \$ | 345.02    | 072 | PROJECT SAFE                      |
| 0000005579 | 5/18/2018 | SMART & FINAL                           | SUPPLIES FOR PROJ. SAFE       | 6300  | \$ | 100.00    | 072 | PROJECT SAFE                      |
| 0000005580 | 5/18/2018 | SMART & FINAL                           | PROJ. SAFE SUPPLIES           | 6300  | \$ | 200.00    | 072 | PROJECT SAFE                      |
| 0000005581 | 5/18/2018 | SMART & FINAL                           | YALE SUPPLIES                 | 6300  | \$ | 500.00    | 072 | PROJECT SAFE                      |
| 0000005582 | 5/18/2018 | SMART & FINAL                           | PROJ. SAFE SUPPLIES           | 6300  | \$ | 1,000.00  | 072 | PROJECT SAFE                      |
| 0000005590 | 5/21/2018 | AMAZON.COM                              | SUPPLIES - PROJ. SAFE         | 6300  | \$ | 539.60    | 072 | PROJECT SAFE                      |
| 0000005593 | 5/22/2018 | JEREMIAH JOHNSON                        | ASES AFTER SCHOOL PROGRAM     | 6300  | \$ | 2,415.00  | 072 | PROJECT SAFE                      |
| 0000005610 | 5/23/2018 | CHRIS RUBIO PRODUCTIONS                 | CONSULTANT SERVICES           | 6300  | \$ | 1,000.00  | 072 | PROJECT SAFE                      |
| 0000005611 | 5/23/2018 | SANTEE LAKES RECREATION                 | ADMISSIONS                    | 6300  | \$ | 345.00    | 072 | PROJECT SAFE                      |
| 0000005612 | 5/23/2018 | GROSSMONT-CUYAMACA                      | ADMISSIONS                    | 6300  | \$ | 960.00    | 072 | PROJECT SAFE                      |
| 0000005624 | 5/23/2018 | SMART & FINAL                           | SUPPLIES FOR PROJ. SAFE       | 6300  | \$ | 150.00    | 072 | PROJECT SAFE                      |
| 0000005625 | 5/23/2018 | AMAZON.COM                              | SUPPLIES FOR PROJ. SAFE       | 6300  | \$ | 89.46     | 072 | PROJECT SAFE                      |
| 0000005626 | 5/23/2018 | AMAZON.COM                              | SUPPLIES FOR PROJ. SAFE       | 6300  | \$ | 362.05    | 072 | PROJECT SAFE                      |
| 0000005629 | 5/24/2018 | ULINE                                   | MOVING BOXES PD MOD           | 6300  | \$ | 649.97    | 072 | PROJECT SAFE                      |
| 0000005630 | 5/24/2018 | CITI CARDS /                            | PROJECT SAFE SUPPLIES         | 6300  | \$ | 459.32    | 072 | PROJECT SAFE                      |

|            |           |                                      |                              |      |    |            |     |                            |
|------------|-----------|--------------------------------------|------------------------------|------|----|------------|-----|----------------------------|
| 0000005630 | 5/24/2018 | CITI CARDS /                         | PROJECT SAFE SUPPLIES        | 6300 | \$ | 1,765.79   | 072 | PROJECT SAFE               |
| 0000005633 | 5/25/2018 | SMART & FINAL                        | FOOD SUPPLIES FOR PROJ. SAFE | 6300 | \$ | 1,000.00   | 072 | PROJECT SAFE               |
| 0000005634 | 5/25/2018 | SMART & FINAL                        | PROJ. SAFE SUPPLIES          | 6300 | \$ | 1,000.00   | 072 | PROJECT SAFE               |
| 0000005635 | 5/25/2018 | SMART & FINAL                        | SUPPLIES FOR PROJECT SAFE    | 6300 | \$ | 1,000.00   | 072 | PROJECT SAFE               |
| 0000005636 | 5/25/2018 | SMART & FINAL                        | SUPPLIES FOR PROJ. SAFE      | 6300 | \$ | 1,000.00   | 072 | PROJECT SAFE               |
| 0000005637 | 5/25/2018 | SMART & FINAL                        | SUPPLIES FOR PROJ. SAFE      | 6300 | \$ | 1,000.00   | 072 | PROJECT SAFE               |
| 0000005643 | 5/25/2018 | AMAZON.COM                           | SUPPLIES FOR PROJ. SAFE      | 6300 | \$ | 567.85     | 072 | PROJECT SAFE               |
| 0000005644 | 5/25/2018 | AMAZON.COM                           | PROJ. SAFE SUPPLIES          | 6300 | \$ | 725.09     | 072 | PROJECT SAFE               |
| 0000005645 | 5/25/2018 | AMAZON.COM                           | PROJ. SAFE SUPPLIES          | 6300 | \$ | 685.98     | 072 | PROJECT SAFE               |
| 0000005646 | 5/25/2018 | SMART & FINAL                        | SUPPLIES FOR PROJECT SAFE    | 6300 | \$ | 100.00     | 072 | PROJECT SAFE               |
| 0000005683 | 5/30/2018 | AMAZON.COM                           | SUPPLIES - PROJ. SAFE ASES   | 0100 | \$ | 798.61     | 072 | PROJECT SAFE               |
| 0000005684 | 5/30/2018 | AMAZON.COM                           | SUPPLIES FOR PROJ. SAFE      | 6300 | \$ | 835.07     | 072 | PROJECT SAFE               |
| 0000005705 | 5/31/2018 | AMAZON.COM                           | SUPPLIES FOR PROJ. SAFE      | 6300 | \$ | 149.88     | 072 | PROJECT SAFE               |
| 0000005708 | 5/31/2018 | SMART & FINAL                        | SUPPLIES FOR PROJ. SAFE      | 0100 | \$ | 250.00     | 072 | PROJECT SAFE               |
|            |           |                                      | TOTAL                        |      | \$ | 31,517.59  |     | PROJECT SAFE Total         |
| 0000005541 | 5/8/2018  | MITEL BUSINESS SYSTEMS, INC.         | PA SYSTEM SUPPLIES           | 4000 | \$ | 33,216.47  | 073 | TECHNOLOGY SERVICES        |
| 0000005542 | 5/8/2018  | PROTEL COMMUNICATIONS INC.           | SUPPLIES FOR PA SYSTEM       | 4000 | \$ | 42,006.07  | 073 | TECHNOLOGY SERVICES        |
| 0000005668 | 5/30/2018 | DELL MARKETING L.P.                  | LATITUDE - TECHNOLOGY        | 0100 | \$ | 1,652.50   | 073 | TECHNOLOGY SERVICES        |
| 0000005673 | 5/30/2018 | DELL MARKETING L.P.                  | LATITUDES - TECHNOLOGY       | 0100 | \$ | 2,682.20   | 073 | TECHNOLOGY SERVICES        |
| 0000005676 | 5/30/2018 | APPLE INC                            | IPAD - ED SVCS               | 0100 | \$ | 476.89     | 073 | TECHNOLOGY SERVICES        |
| 0000005714 | 5/31/2018 | POWERSCHOOL GROUP, LLC               | REGISTRATION FEES            | 0100 | \$ | 2,396.00   | 073 | TECHNOLOGY SERVICES        |
| 0000005715 | 5/31/2018 | POWERSCHOOL GROUP, LLC               | REGISTRATION FEES            | 0100 | \$ | 2,200.00   | 073 | TECHNOLOGY SERVICES        |
|            |           |                                      | TOTAL                        |      | \$ | 84,630.13  |     | TECHNOLOGY SERVICES Total  |
| 0000005494 | 5/2/2018  | MAINTEX INC                          | CUSTODIAL SUPPLIES           | 0100 | \$ | 333.27     | 074 | OPERATIONS/CUSTODIAL       |
| 0000005520 | 5/3/2018  | HOME DEPOT COMMERCIAL ACCOUNT        | CUSTODIAL SUPPLIES           | 0100 | \$ | 86.10      | 074 | OPERATIONS/CUSTODIAL       |
| 0000005545 | 5/10/2018 | LOWE'S STORE #1661                   | Wheels for Custodial Cart    | 0100 | \$ | 20.43      | 074 | OPERATIONS/CUSTODIAL       |
| 0000005696 | 5/31/2018 | MAINTEX INC                          | CUSTODIAL EQUIPMENT          | 0100 | \$ | 333.27     | 074 | OPERATIONS/CUSTODIAL       |
|            |           |                                      | TOTAL                        |      | \$ | 773.07     |     | OPERATIONS/CUSTODIAL Total |
| 0000005455 | 5/1/2018  | ADVANCE PLUMBING CO                  | REPAIR SVCS - CH             | 0100 | \$ | 1,048.00   | 075 | MAINTENANCE                |
| 0000005460 | 5/1/2018  | JEFF PAINTING                        | PAINTING RELOCATABLES        | 0100 | \$ | 4,900.00   | 075 | MAINTENANCE                |
| 0000005461 | 5/1/2018  | STUDIO WC ARCHITECTURE               | A&E SVCS - ROOF/HVAC - ERC   | 1400 | \$ | 40,800.00  | 075 | MAINTENANCE                |
| 0000005462 | 5/1/2018  | A.O. REED & CO.                      | ERC ROOF/HVAC CONTRACTOR     | 0100 | \$ | 37,033.00  | 075 | MAINTENANCE                |
| 0000005462 | 5/1/2018  | A.O. REED & CO.                      | ERC ROOF/HVAC CONTRACTOR     | 1400 | \$ | 267,967.00 | 075 | MAINTENANCE                |
| 0000005495 | 5/2/2018  | ABABA BOLT                           | SUPPLIES                     | 0100 | \$ | 38.59      | 075 | MAINTENANCE                |
| 0000005496 | 5/2/2018  | MEACOR SIGNS                         | SIGNS                        | 0100 | \$ | 242.75     | 075 | MAINTENANCE                |
| 0000005497 | 5/2/2018  | ASBURY ENVIRONMENTAL SVCS            | HAZARDOUS WASTE              | 0100 | \$ | 6,635.90   | 075 | MAINTENANCE                |
| 0000005501 | 5/2/2018  | KIRK PAVING, INC                     | CRIB WALL REPAIRS - RS       | 0100 | \$ | 5,650.00   | 075 | MAINTENANCE                |
| 0000005502 | 5/2/2018  | KIRK PAVING, INC                     | WALKWAY REPAIRS - HC         | 1400 | \$ | 9,950.00   | 075 | MAINTENANCE                |
| 0000005503 | 5/3/2018  | CABLE, PIPE & LEAK DETECTION,        | UTILITY LOCATOR SERVICES     | 0100 | \$ | 962.50     | 075 | MAINTENANCE                |
| 0000005525 | 5/7/2018  | DECKER EQUIPMENT                     | MAINT. SUPPLIES              | 0100 | \$ | 218.44     | 075 | MAINTENANCE                |
| 0000005526 | 5/7/2018  | AMERICAN FENCE COMPANY               | FENCING SUPPLIES             | 0100 | \$ | 323.25     | 075 | MAINTENANCE                |
| 0000005528 | 5/7/2018  | GEARY PACIFIC SUPPLY                 | SUPPLIES FOR HVAC REPAIRS    | 0100 | \$ | 485.09     | 075 | MAINTENANCE                |
| 0000005537 | 5/7/2018  | COOLBOX PORTABLE STORAGE             | STORAGE FROM JAN 2017 FLOOD  | 0100 | \$ | 204.73     | 075 | MAINTENANCE                |
| 0000005584 | 5/21/2018 | VALLEY INDUSTRIAL SPECIALTIES        | DRINKING FOUNTAINS - CP/SC   | 0100 | \$ | 3,636.16   | 075 | MAINTENANCE                |
| 0000005586 | 5/21/2018 | AMERICAN FENCE COMPANY               | SHADE CLOTH                  | 0100 | \$ | 242.44     | 075 | MAINTENANCE                |
| 0000005587 | 5/21/2018 | WESTERN ENVIRONMENTAL & SAFETY       | HAZMAT SAMPLING & REPORTING  | 0100 | \$ | 1,695.00   | 075 | MAINTENANCE                |
| 0000005598 | 5/22/2018 | 24-HOUR ELEVATOR, INC.               | ELEVATOR SERVICES/REPAIRS    | 0100 | \$ | 275.00     | 075 | MAINTENANCE                |
| 0000005689 | 5/30/2018 | TRANE U.S. INC.                      | HVAC SUPPLIES                | 0100 | \$ | 1,379.70   | 075 | MAINTENANCE                |
| 0000005697 | 5/31/2018 | HODGE PRODUCTS INC                   | HARDWARD/DOOR/LOCK SUPPLIES  | 0100 | \$ | 64.54      | 075 | MAINTENANCE                |
| 0000005699 | 5/31/2018 | FORDYCE CONSTRUCTION INC             | SIDING REPAIRS - PD          | 0100 | \$ | 24,800.00  | 075 | MAINTENANCE                |
| 0000005712 | 5/31/2018 | WATKINS ENVIRONMENTAL, INC.          | HAZMAT SERVICES              | 1400 | \$ | 3,662.00   | 075 | MAINTENANCE                |
| 0000005713 | 5/31/2018 | ARI ALLIED REFRIGERATION INC         | HVAC SUPPLIES                | 0100 | \$ | 364.03     | 075 | MAINTENANCE                |
| 0000005498 | 5/2/2018  | KRC ROCK INC                         | GROUNDS SUPPLIES             | 0100 | \$ | 845.62     | 075 | MAINTENANCE                |
| 0000005499 | 5/2/2018  | LEHIGH HANSON HEIDELBERG             | GROUNDS SUPPLIES             | 0100 | \$ | 2,549.12   | 075 | MAINTENANCE                |
| 0000005500 | 5/2/2018  | LAKESIDE EQUIPMENT SALES AND RENTALS | GROUNDS SUPPLIES             | 0100 | \$ | 240.28     | 075 | MAINTENANCE                |
| 0000005500 | 5/2/2018  | LAKESIDE EQUIPMENT SALES AND RENTALS | GROUNDS SUPPLIES             | 0100 | \$ | 1,573.20   | 075 | MAINTENANCE                |
| 0000005543 | 5/8/2018  | EWING IRRIGATION PRODUCTS            | PLUMBING SUPPLIES            | 0100 | \$ | 1,855.91   | 075 | MAINTENANCE                |

|            |           |                                       |                               |       |    |            |     |                                       |
|------------|-----------|---------------------------------------|-------------------------------|-------|----|------------|-----|---------------------------------------|
| 0000005597 | 5/22/2018 | THRASHER TERMITE & PEST CONTROL       | PEST CONTROL SERVICES         | 0100  | \$ | 350.00     | 075 | MAINTENANCE                           |
| 0000005599 | 5/22/2018 | GLOBAL INDUSTRIAL                     | PESTICIDE CABINET             | 0100  | \$ | 1,519.13   | 075 | MAINTENANCE                           |
| 0000005691 | 5/30/2018 | GREENBRIER LAWN & TREE EXPERT CO.     | TREE REMOVAL SERVICES         | 0100  | \$ | 2,265.00   | 075 | MAINTENANCE                           |
| 0000005692 | 5/30/2018 | THRASHER TERMITE & PEST CONTROL       | PEST CONTROL SERVICES         | 0100  | \$ | 1,100.00   | 075 | MAINTENANCE                           |
| 0000005694 | 5/31/2018 | MASON'S SAW & LAWNMOWER SERVICE, INC. | GROUPS EQUIPMENT              | 0100  | \$ | 399.02     | 075 | MAINTENANCE                           |
| 0000005695 | 5/31/2018 | GRAINGER                              | SAFETY SUPPLIES               | 0100  | \$ | 120.25     | 075 | MAINTENANCE                           |
|            |           |                                       |                               | TOTAL | \$ | 425,395.65 |     | <b>MAINTENANCE Total</b>              |
| 0000005468 | 5/2/2018  | INTERSTATE BATTERY OF SAN DIEGO INC   | VEHICLE BATTERIES             | 0100  | \$ | 686.06     | 076 | TRANSPORTATION                        |
| 0000005469 | 5/2/2018  | TIRE CENTERS WEST, LLC                | VEHICLE TIRES                 | 0100  | \$ | 1,062.21   | 076 | TRANSPORTATION                        |
| 0000005469 | 5/2/2018  | TIRE CENTERS WEST, LLC                | VEHICLE TIRES                 | 0100  | \$ | 93.18      | 076 | TRANSPORTATION                        |
| 0000005470 | 5/2/2018  | PENSKE FORD                           | PARTS FOR REPAIRS             | 0100  | \$ | 44.25      | 076 | TRANSPORTATION                        |
| 0000005471 | 5/2/2018  | DION INTERNATIONAL TRUCKS LLC         | PARTS FOR REPAIRS             | 0100  | \$ | 57.33      | 076 | TRANSPORTATION                        |
| 0000005472 | 5/2/2018  | SNAP-ON TOOLS                         | SMALL TOOLS                   | 0100  | \$ | 293.08     | 076 | TRANSPORTATION                        |
| 0000005473 | 5/2/2018  | ASBURY ENVIRONMENTAL SVCS             | HAZARDOUS WASTE               | 0100  | \$ | 1,931.28   | 076 | TRANSPORTATION                        |
| 0000005474 | 5/2/2018  | PRECISION AERIAL SERVICES INC.        | SUPPLIES FOR BUCKET TRUCK     | 0100  | \$ | 164.19     | 076 | TRANSPORTATION                        |
| 0000005475 | 5/2/2018  | GRAINGER                              | SUPPLIES                      | 0100  | \$ | 128.10     | 076 | TRANSPORTATION                        |
| 0000005476 | 5/2/2018  | KIRKS RADIATOR                        | OUTSOURCED REPAIRS            | 0100  | \$ | 409.54     | 076 | TRANSPORTATION                        |
| 0000005478 | 5/2/2018  | SAN DIEGO FRICTION PRODUCTS           | SUPPLIES FOR TRAILERS         | 0100  | \$ | 139.77     | 076 | TRANSPORTATION                        |
| 0000005479 | 5/2/2018  | O'REILLY AUTO PARTS                   | SUPPLIES FOR REPAIRS          | 0100  | \$ | 544.52     | 076 | TRANSPORTATION                        |
| 0000005480 | 5/2/2018  | CREATIVE BUS SALES INC                | PARTS FOR BUS REPAIRS         | 0100  | \$ | 165.63     | 076 | TRANSPORTATION                        |
| 0000005481 | 5/2/2018  | INLAND KENWORTH (US) INC.             | PARTS FOR REPAIRS             | 0100  | \$ | 299.69     | 076 | TRANSPORTATION                        |
| 0000005482 | 5/2/2018  | AUTO-AIR-MARINE-ELECTRIC              | REPAIRS                       | 0100  | \$ | 273.28     | 076 | TRANSPORTATION                        |
| 0000005483 | 5/2/2018  | CUSTOM AUTO WRAP                      | SIGNS                         | 0100  | \$ | 37.71      | 076 | TRANSPORTATION                        |
| 0000005602 | 5/22/2018 | THE SOCO GROUP INC                    | SUPPLIES                      | 0100  | \$ | 1,854.09   | 076 | TRANSPORTATION                        |
| 0000005613 | 5/23/2018 | O'REILLY AUTO PARTS                   | PARTS FOR VEHICLE REPAIRS     | 0100  | \$ | 274.86     | 076 | TRANSPORTATION                        |
| 0000005614 | 5/23/2018 | CUMMINS PACIFIC LLC                   | BUS REPAIRS                   | 0100  | \$ | 468.84     | 076 | TRANSPORTATION                        |
| 0000005615 | 5/23/2018 | ASBURY ENVIRONMENTAL SVCS             | HAZMAT SERVICES               | 0100  | \$ | 808.95     | 076 | TRANSPORTATION                        |
| 0000005616 | 5/23/2018 | CREATIVE BUS SALES INC                | PARTS FOR BUS REPAIRS         | 0100  | \$ | 42.46      | 076 | TRANSPORTATION                        |
| 0000005617 | 5/23/2018 | KIRKS RADIATOR                        | VEHICLE REPAIRS               | 0100  | \$ | 123.95     | 076 | TRANSPORTATION                        |
| 0000005700 | 5/31/2018 | SNAP-ON TOOLS                         | SHOP SUPPLIES                 | 0100  | \$ | 489.02     | 076 | TRANSPORTATION                        |
| 0000005701 | 5/31/2018 | COUNTY OF SAN DIEGO                   | HAZARDOUS WASTE PERMIT        | 0100  | \$ | 859.00     | 076 | TRANSPORTATION                        |
| 0000005702 | 5/31/2018 | LAKESIDE EQUIPMENT SALES AND RENTALS  | BUS RAMP REPAIRS              | 0100  | \$ | 224.12     | 076 | TRANSPORTATION                        |
| 0000005703 | 5/31/2018 | ROADONE                               | TOWING SERVICES               | 0100  | \$ | 270.00     | 076 | TRANSPORTATION                        |
| 0000005704 | 5/31/2018 | CREATIVE BUS SALES INC                | SUPPLIES FOR BUS REPAIRS      | 0100  | \$ | 41.91      | 076 | TRANSPORTATION                        |
|            |           |                                       |                               | TOTAL | \$ | 11,787.02  |     | <b>TRANSPORTATION Total</b>           |
| 0000005454 | 5/1/2018  | L.L. HENDRIX                          | INSPECTION SVCS - EV STATIONS | 0100  | \$ | 801.00     | 077 | FACILITIES MODERNIZATION              |
| 0000005585 | 5/21/2018 | GB'S FENCE COMPANY                    | FENCING - SANTEE SITE         | 4000  | \$ | 6,845.00   | 077 | FACILITIES MODERNIZATION              |
|            |           |                                       |                               | TOTAL | \$ | 7,646.00   |     | <b>FACILITIES MODERNIZATION Total</b> |
| 0000005509 | 5/3/2018  | SUPPLY SOLUTIONS                      | INVENTORY REPLENISHMENT       | 0100  | \$ | 1,512.00   | 078 | WAREHOUSE                             |
| 0000005510 | 5/3/2018  | A-DISCOUNT VACUUM                     | INVENTORY REPLENISHMENT       | 0100  | \$ | 96.44      | 078 | WAREHOUSE                             |
| 0000005511 | 5/3/2018  | AMAZON.COM                            | INVENTORY REPLENISHMENT       | 0100  | \$ | 299.78     | 078 | WAREHOUSE                             |
| 0000005512 | 5/3/2018  | CAMEO PAPER & JANITORIAL              | INVENTORY REPLENISHMENT       | 0100  | \$ | 420.87     | 078 | WAREHOUSE                             |
| 0000005513 | 5/3/2018  | MAINTEX INC                           | INVENTORY REPLENISHMENT       | 0100  | \$ | 143.14     | 078 | WAREHOUSE                             |
| 0000005514 | 5/3/2018  | OFFICE DEPOT INC                      | INVENTORY REPLENISHMENT       | 0100  | \$ | 243.47     | 078 | WAREHOUSE                             |
| 0000005515 | 5/3/2018  | CENTRAL SANITARY SUPPLY               | INVENTORY REPLENISHMENT       | 0100  | \$ | 209.79     | 078 | WAREHOUSE                             |
| 0000005516 | 5/3/2018  | SOUTHWEST SCHOOL SUPPLY               | INVENTORY REPLENISHMENT       | 0100  | \$ | 4,901.89   | 078 | WAREHOUSE                             |
| 0000005517 | 5/3/2018  | US GAMES                              | INVENTORY REPLENISHMENT       | 0100  | \$ | 592.97     | 078 | WAREHOUSE                             |
| 0000005529 | 5/7/2018  | INTERBORO PACKAGING CORPORATION       | INVENTORY REPLENISHMENT       | 0100  | \$ | 412.50     | 078 | WAREHOUSE                             |
| 0000005530 | 5/7/2018  | A-DISCOUNT VACUUM                     | INVENTORY REPLENISHMENT       | 0100  | \$ | 517.07     | 078 | WAREHOUSE                             |
| 0000005531 | 5/7/2018  | DELL MARKETING L.P.                   | INVENTORY REPLENISHMENT       | 0100  | \$ | 810.58     | 078 | WAREHOUSE                             |
| 0000005532 | 5/7/2018  | MAINTEX INC                           | INVENTORY REPLENISHMENT       | 0100  | \$ | 353.41     | 078 | WAREHOUSE                             |
| 0000005533 | 5/7/2018  | OFFICE DEPOT INC                      | INVENTORY REPLENISHMENT       | 0100  | \$ | 54.07      | 078 | WAREHOUSE                             |
| 0000005534 | 5/7/2018  | SCHOOL SPECIALTY, INC                 | INVENTORY REPLENISHMENT       | 0100  | \$ | 93.71      | 078 | WAREHOUSE                             |
| 0000005648 | 5/29/2018 | RASIX COMPUTER CENTER INC             | INVENTORY REPLENISHMENT       | 0100  | \$ | 245.67     | 078 | WAREHOUSE                             |
| 0000005651 | 5/29/2018 | ALERT SERVICES, INC                   | INVENTORY REPLENISHMENT       | 0100  | \$ | 86.37      | 078 | WAREHOUSE                             |
| 0000005652 | 5/29/2018 | AMAZON.COM                            | INVENTORY REPLENISHMENT       | 0100  | \$ | 234.81     | 078 | WAREHOUSE                             |
| 0000005653 | 5/29/2018 | CAMEO PAPER & JANITORIAL              | INVENTORY REPLENISHMENT       | 0100  | \$ | 3,153.31   | 078 | WAREHOUSE                             |

|            |           |                             |                         |       |    |            |     |                                  |
|------------|-----------|-----------------------------|-------------------------|-------|----|------------|-----|----------------------------------|
| 0000005654 | 5/29/2018 | DELL MARKETING L.P.         | INVENTORY REPLENISHMENT | 0100  | \$ | 1,523.02   | 078 | WAREHOUSE                        |
| 0000005655 | 5/29/2018 | MAINTEX INC                 | INVENTORY REPLENISHMENT | 0100  | \$ | 104.73     | 078 | WAREHOUSE                        |
| 0000005656 | 5/29/2018 | MAINTEX INC                 | INVENTORY REPLENISHMENT | 0100  | \$ | 633.57     | 078 | WAREHOUSE                        |
| 0000005657 | 5/29/2018 | MISSION JANITORIAL SUPPLIES | INVENTORY REPLENISHMENT | 0100  | \$ | 1,351.78   | 078 | WAREHOUSE                        |
| 0000005658 | 5/29/2018 | MOORE MEDICAL CORP          | INVENTORY REPLENISHMENT | 0100  | \$ | 100.21     | 078 | WAREHOUSE                        |
| 0000005659 | 5/29/2018 | NASCO MODESTO               | INVENTORY REPLENISHMENT | 0100  | \$ | 190.85     | 078 | WAREHOUSE                        |
| 0000005660 | 5/29/2018 | OFFICE DEPOT INC            | INVENTORY REPLENISHMENT | 0100  | \$ | 3,186.09   | 078 | WAREHOUSE                        |
| 0000005661 | 5/29/2018 | OFFICE DEPOT INC            | INVENTORY REPLENISHMENT | 0100  | \$ | 273.72     | 078 | WAREHOUSE                        |
| 0000005662 | 5/29/2018 | PIONEER CHEMICAL COMPANY    | INVENTORY REPLENISHMENT | 0100  | \$ | 1,073.19   | 078 | WAREHOUSE                        |
| 0000005663 | 5/29/2018 | CENTRAL SANITARY SUPPLY     | INVENTORY REPLENISHMENT | 0100  | \$ | 527.98     | 078 | WAREHOUSE                        |
| 0000005664 | 5/29/2018 | SCHOOL SPECIALTY, INC       | INVENTORY REPLENISHMENT | 0100  | \$ | 863.21     | 078 | WAREHOUSE                        |
| 0000005665 | 5/29/2018 | SOUTHWEST SCHOOL SUPPLY     | INVENTORY REPLENISHMENT | 0100  | \$ | 2,750.59   | 078 | WAREHOUSE                        |
| 0000005666 | 5/29/2018 | SPIRAL BINDING CO INC       | INVENTORY REPLENISHMENT | 0100  | \$ | 138.29     | 078 | WAREHOUSE                        |
| 0000005667 | 5/29/2018 | WAXIE SANITARY SUPPLY       | INVENTORY REPLENISHMENT | 0100  | \$ | 839.48     | 078 | WAREHOUSE                        |
| 0000005687 | 5/30/2018 | SOUTHWEST SCHOOL SUPPLY     | INVENTORY REPLENISHMENT | 0100  | \$ | 56.25      | 078 | WAREHOUSE                        |
|            |           |                             |                         | TOTAL | \$ | 27,994.81  |     | <b>WAREHOUSE Total</b>           |
| 0000005527 | 5/7/2018  | LOWE'S STORE #1661          | SUPPLIES FOR REPAIRS    | 1300  | \$ | 12.46      | 090 | CENTRAL KITCHEN                  |
|            |           |                             |                         | TOTAL | \$ | 12.46      |     | <b>CENTRAL KITCHEN Total</b>     |
| 0000005463 | 5/2/2018  | SEHI COMPUTER PRODUCTS INC  | LAPTOP BATTERY - RS     | 0100  | \$ | 72.02      | 091 | TECHNOLOGY SERVICES              |
| 0000005551 | 5/18/2018 | SEHI COMPUTER PRODUCTS INC  | LAPTOP BATTERY - PD     | 0100  | \$ | 60.02      | 091 | TECHNOLOGY SERVICES              |
| 0000005551 | 5/18/2018 | SEHI COMPUTER PRODUCTS INC  | LAPTOP BATTERY - PD     | 0100  | \$ | 12.00      | 091 | TECHNOLOGY SERVICES              |
| 0000005554 | 5/18/2018 | GROUP VERTICAL              | IPHONE SUPPLIES         | 0100  | \$ | 34.38      | 091 | TECHNOLOGY SERVICES              |
| 0000005679 | 5/30/2018 | SEHI COMPUTER PRODUCTS INC  | LAPTOP BATTERY - PD     | 0100  | \$ | 60.02      | 091 | TECHNOLOGY SERVICES              |
| 0000005679 | 5/30/2018 | SEHI COMPUTER PRODUCTS INC  | LAPTOP BATTERY - PD     | 0100  | \$ | 12.00      | 091 | TECHNOLOGY SERVICES              |
|            |           |                             |                         | TOTAL | \$ | 250.44     |     | <b>TECHNOLOGY SERVICES Total</b> |
|            |           |                             |                         |       | \$ | 786,619.55 |     | <b>Grand Total</b>               |

Consent Item E.2.4. Approval/Ratification of Revolving Cash Report  
Prepared by Karl Christensen  
June 19, 2018

**BACKGROUND:**

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

**RECOMMENDATION:**

It is recommended that the Board of Education approve checks #22611 through #22613 on the \$20,000 Revolving Cash Account.

This recommendation supports the following District goal:

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The fiscal impact is \$1,033.70 as disclosed on the following report.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item E.2.4.



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

| Date     | Number | Name             | Memo          | Amount |
|----------|--------|------------------|---------------|--------|
| 05/23/18 | 22611  | Walmart          | Lorene Foster | 150.00 |
| 05/29/18 | 22612  | Walmart          | Lorene Foster | 100.00 |
| 05/29/18 | 22613  | American Express | SoCo          | 783.70 |

Total Checks Written

\$1,033.70

Total to be Reimbursed

\$1,033.70

Total to Deduct from Future Reimbursement

**BACKGROUND:**

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

| <i>Item</i>                                       | <i>Approximate Value</i> | <i>Received From</i> | <i>Designated For Use At</i> |
|---|--------------------------|----------------------|------------------------------|
| <b>DONATIONS</b>                                  |                          |                      |                              |
| Funds for:  |                          |                      |                              |
| - Volunteer Breakfast                             | \$169.25                 | PRIDE Academy<br>PTA | PRIDE Academy                |
| - 6 <sup>th</sup> Grade Camp                      | \$190.00                 |                      |                              |
| - Teacher Mini Grants                             | \$2,600.00               |                      |                              |
| Bookshelf   | \$100.00                 | Cheryl Kessler       | Rio Seco School              |
| Amazon Gift Card for Teacher Appreciation (Meier) | \$100.00                 | Beatriz Murillo      | Rio Seco School              |
| <b>GRANTS</b>                                     |                          |                      |                              |
| (None)  |                          |                      |                              |
| <b>BEQUESTS</b>                                   |                          |                      |                              |
| (None)  |                          |                      |                              |
| <b>TOTAL RECEIVED</b>                             | <b>\$3,159.25</b>        |                      |                              |

**RECOMMENDATION:**

Administration recommends acceptance of the donations, grants, and/or bequests listed above for the District and authorization to send a letter of appreciation on behalf of the governing Board.

This recommendation supports the following District 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, grants, and/or bequests listed above are valued at \$3,159.25.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Consent Item E.2.6.  
Prepared by Karl Christensen  
June 19, 2018

Approval/Ratification of Consultants and General  
Service Providers

**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 and ratify agreements with Consultants and General Service Providers as presented.

This recommendation supports the following District goals:

**Educational Achievement**

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

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The fiscal impact is disclosed on the attached page.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item E.2.6.

**Consultant / General Service Provider Report**  
**June 19, 2018**

| Vendor Name           | Type<br>(Consultant or<br>General Service<br>Provider) | Description of Services                        | Date(s) of<br>Service | Amount                     | Funding     | Payment Type<br>(Independent<br>Contractor or<br>Employee) |
|-----------------------|--|--|-----------------------|----------------------------|-------------|--|
| Ericka RN Cameron     | General Service<br>Provider                            | External Evaluator(required by DoDEA<br>grant) | 7/1/18 -<br>6/30/19   | \$5,000.00 (not to exceed) | DoDEA Grant | Independent<br>Contractor                                  |
| Classics 4 Kids, Inc. | General Service<br>Provider                            | Music Education Assembly                       | 6/7/2018              | \$450.00 (not to exceed)   | Hill Creek  | Independent<br>Contractor                                  |
| Cindy Kruczynski      | General Service<br>Provider                            | Sky Dome Planetarium Assembly                  | 6/27/2018             | \$895.00 (not to exceed)   | ASES        | Independent<br>Contractor                                  |

**BACKGROUND:**

Each year the District offers to parents a medical insurance plan for students. This plan is voluntary and is generally used by parents who do not have insurance plans that cover their children.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the offering of student accident insurance for the 2018-19 school year, available from Guarantee Trust Life Insurance Company through Pacific Educators, Inc. Insurance Services. The premiums are listed below:

RATE SCHEDULE

|                      | Standard Benefit Option | High Benefit Option |
|----------------------|-------------------------|---------------------|
| School Time Coverage | \$11.00                 | \$25.00             |
| 24-Hour Coverage     | \$75.00                 | \$161.00            |

Administration also recommends that Pacific Educators, Inc. serve as the servicing broker. This broker handles all claims and referrals from parents of students who are involved in injuries.

This recommendation supports the following District goal:

**Student Well-Being**

- Provide social, emotional, and health service programs, integrated with community resources, to foster student character and personal well-being.

**FISCAL IMPACT:**

The District does not pay any of the premiums for this coverage.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item E.2.7.

Consent Item E.2.8.  
 Prepared by Karl Christensen  
 June 20, 2017

Adoption of Resolution No. 1718-42 Designating Use  
 of Education Protection Account Funds for 2018-19

**BACKGROUND:**

Proposition 30, *The Schools and Local Public Safety Protection Act of 2012*, approved by the voters on November 6, 2012, temporarily increases the state's sales tax rate for all taxpayers and the personal income tax rates for upper-income taxpayers. The revenues generated by Proposition 30 were instrumental in avoiding further cuts to State Aid for K-14 public education but did not provide additional revenue for school districts.

The revenues generated from Proposition 30 are deposited into a state account called the Education Protection Account (EPA). School districts, county offices of education, and charter schools (LEAs) will receive funds from the EPA based on their proportionate share of the statewide revenue limit amount, which includes charter school general purpose funding. A corresponding reduction is made to an LEA's revenue limit or charter school general purpose state aid equal to the amount of their EPA entitlement.

Proposition 30 specifies that EPA funds may not be used for salaries and benefits of administrators or any other administrative costs.

In accordance with the provisions of Proposition 30, each LEA must hold a public hearing signifying the use of EPA funds.

The District estimates that it will receive \$7,937,341 in EPA funds for the 2018-19 fiscal year. Since certificated non-management teacher salaries represent the largest portion of the District's unrestricted general fund budget, the District has determined to expend the EPA funds on this expenditure category as more fully described below:

| Description   | Fiscal Year:    | 2018-19           |                   |
|---|-----------------|-------------------|-------------------|
|   | Estimate as of: | Adopted Budget    |                   |
|   |                 | Sources           | Uses              |
| Estimated Total LCFF Funding  |                 | 56,964,272        |                   |
| Less: Estimated Property Tax Funded Portion of LCFF Funding                       |                 | 15,904,090        |                   |
| Estimated Total State Aid Portion of LCFF Funding                                 |                 | 41,060,182        |                   |
| Less: Estimated Amount to be Received from Education Protection Account           |                 | 7,937,341         |                   |
| <b>Difference</b>   |                 | <b>33,122,841</b> |                   |
| Total Unrestricted Certificated Teacher Salaries (Object 1100-000, Function 1000) |                 |                   | 20,161,468        |
| Less: Amount to be paid from Education Protection Account Proceeds                |                 |                   | 7,937,341         |
| <b>Amount to be paid from other Unrestricted General Fund Sources</b>             |                 |                   | <b>12,224,127</b> |

**RECOMMENDATION:**

It is recommended that the Board of Education adopt Resolution 1718-42 Designating Use of Education Protection Account funds for 2018-19 to pay a portion of unrestricted certificated teacher salaries.

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:**

\$7,937,341 in EPA funds offset by a commensurate reduction in LCFF State Aid.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item E.2.8.

**RESOLUTION NO. 1718-42 REGARDING USE OF  
THE EDUCATION PROTECTION ACCOUNT**

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30<sup>th</sup> of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;



WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of the Santee School District;

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the Santee School District has determined to spend the monies received from the Education Protection Act for a portion of unrestricted certificated teacher salaries in Function Code 1100.

DATED: June 19, 2018.

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Dianne El-Hajj, President  
Board of Education

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Ken Fox, Vice President  
Board of Education

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Dustin Burns, Clerk  
Board of Education

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Barbara Ryan, Board Member  
Board of Education

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Elana Levens-Craig, Board Member  
Board of Education

**BACKGROUND:**

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

The Commercial Warrants Audit manual stipulates that an agreement is to be executed with the Parent/Guardian whenever mileage reimbursement is provided. Agreements with parents/guardians opting to receive mileage reimbursement for the 2017-18 school year for the transportation of their own child(ren) are listed below:

| School of Attendance | Round Trip Miles Per Day | # of Days | Per Mile Rate | Total Estimated Annual Cost |
|----------------------|--------------------------|-----------|---------------|-----------------------------|
| Carlton Hills School | 9                        | 99        | \$0.5450      | \$485.60                    |
| Carlton Oaks School  | 11                       | 77        | \$0.5450      | \$461.62                    |
| <b>Total:</b>        |                          |           |               | <b>\$947.22</b>             |

**RECOMMENDATION:**

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

This recommendation supports the following District 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 \$947.22 is paid in lieu of District provided transportation.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item E.2.9.

Consent Item E.2.10.  
Prepared by Karl Christensen  
June 19, 2018

Approval to Contract with Nielsen, Merksamer,  
Parrinello, Gross & Leoni LLP For Attorney Services

**BACKGROUND:**

Nielsen, Merksamer, Parrinello, Gross & Leoni LLP is a law firm with extensive experience working with school districts on education governance and organization. Administration recommends contracting with them for legal advice relative to these matters.

**RECOMMENDATION:**

It is recommended that the Board of Education provide approval to contract with Nielsen, Merksamer, Parrinello, Gross & Leoni LLP for Attorney Services.

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 unknown at this time.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item E.2.10.

Consent Item E.3.1.

Approval of Outdoor Education Program Agreements  
with the San Diego County Office of Education

Prepared by Dr. Stephanie Pierce  
June 19, 2018

**BACKGROUND:**

The San Diego County Office of Education (SDCOE) has submitted agreements for its Outdoor Education Program to the District for approval. Fees for the Outdoor School Program are \$325 for the 5-day program (or \$275 for 4 days when scheduled during a week including a holiday) for each child in full attendance, which is an increase of \$5 from the 2017-18 fees.

Program charges for the 5-day program per student is \$355 and \$315 for the 4-day program which includes \$30 for transportation costs and student insurance. Beginning in the 2017-18 school year the San Diego County Office of Education implemented discounts including an equity credit and a discount for 3-year contract. The discounts have been applied across the district resulting in a \$45 decrease per student. The tentative schedule and fees for the Outdoor Education Program are below.

| School Site                      | Departure Date | # of School Days | Cost - Camp, Transportation, Insurance |
|----------------------------------|----------------|------------------|--|
| Chet F. Harritt STEAM            | 09/10/18       | 5 days           | \$310.00                               |
| Carlton Oaks                     | 10/15/18       | 5 days           | \$310.00                               |
| Rio Seco                         | 12/10/18       | 5 days           | \$310.00                               |
| Pepper Drive                     | 12/17/18       | 5 days           | \$310.00                               |
| Carlton Hills<br>Sycamore Canyon | 01/22/19       | 4 days           | \$265.00                               |
| Cajon Park                       | 01/28/19       | 5 days           | \$310.00                               |
| Hill Creek<br>PRIDE Academy      | 5/28/19        | 4 days           | \$265.00                               |

In addition, fees for the Marine Science Program half-day Floating Lab are \$700.00 per morning trip and \$670 per afternoon/twilight trip.

**RECOMMENDATION:**

Administration recommends that the Board of Education approve the 2018-19 Outdoor Education Agreements with the San Diego County Office of Education.

This recommendation supports the following District goals:

- Assure the highest level of educational achievement for all students.
- Provide social, emotional and health service programs, integrated with community resources, to foster student character and personal well-being.

**FISCAL IMPACT:**

The cost per student for the Outdoor School Program is \$310 (5-day program) or \$265 (4-day program), which includes camp fees paid to the San Diego County Office of Education and transportation fees. Student contributions, scholarships, and fundraisers all contribute to funding needed for students to attend camp.

The cost of the Marine Science Floating Lab is \$700 per morning trip and \$670 per afternoon/twilight trip paid through student contributions, site categorical funding, and PTA donations. Students needing financial assistance are assured participation through PTA donations and scholarships.

**STUDENT ACHIEVEMENT IMPACT:**

The Outdoor Education Program provides students with an enriched, alternative learning experience. The Program mission is to provide students with experiential learning programs that enhance awareness and scientific understanding of the natural world and their connection to it while building self-reliance, teamwork, and a sense of social responsibility.

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

Agenda Item E.3.1.

**AGREEMENT FOR PARTICIPATION AND SERVICES 2018-2019  
OUTDOOR EDUCATION PROGRAM**

THIS AGREEMENT is entered into this 15 day of May, 2018, by and between the Superintendent of Schools, Office of Education, San Diego County, hereinafter called the OFFICE and Santee School District hereinafter called the SCHOOL/DISTRICT.

WHEREAS, the OFFICE operates for the schools of San Diego County an outdoor education program at designated sites and authorized by the Education Code Section 35335 and following and 8760 and following; and

WHEREAS, the SCHOOL/DISTRICT desires to participate in said program; NOW, THEREFORE, the parties agree as follows:

**I Use and Occupancy of Outdoor Education Premises and Facilities**

**A. The OFFICE agrees to provide:**

- (1) Administration and operation of the outdoor education program.
- (2) Outdoor science education and conservation instructional and supervision services for an educational program.
- (3) Sites, buildings, utilities, and maintenance.
- (4) Food and its preparation.
- (5) All staff other than school district employees accompanying students.
- (6) Preparation and distribution of outdoor school schedules designating the site to be attended and the specific dates of attendance.
- (7) Promotion of the outdoor school program.
- (8) Transportation for students while in camp.

**B. The SCHOOL/DISTRICT agrees to:**

- (1) Pay to the OFFICE a "per pupil fee" less any applicable discounts, based on the number of SCHOOL/DISTRICT student's actual attendance at any time during each encampment.
- (2) In the event that the actual total number of SCHOOL/DISTRICT students attending during the agreement period is less than the minimum guaranteed number of students noted in section III.B., then the SCHOOL/DISTRICT shall pay OFFICE a "per pupil fee" to cover the difference between the guaranteed number and the number in actual attendance. Payments shall be made as noted in section B.(5).
- (3) For purposes of this agreement:
  - (a) "Pupil fee" means that per pupil amount established by the OFFICE for a school year as the cost of a pupil's instruction, food, lodging, and support services.
  - (b) Attendance for any portion of a day shall be counted a full day in camp.
  - (c) No refund of fees shall be made for students sent home for disciplinary reasons.**
- (4) Payments to OFFICE for all fees under this agreement shall be made as follows:
  - (a) For San Diego County School Districts and Schools, payment shall be made by way of an auditor's cash transfer initiated by the OFFICE after each student encampment. OFFICE will provide DISTRICT/SCHOOL appropriate detailed backup for all charges.

- (b) For private schools and out-of-county schools/districts, or others not subject to an auditor's transfer, OFFICE will invoice the participating schools or districts and payment shall be made to OFFICE within 30 days of invoice. Invoices that are not paid in full within 30 days after invoice will be considered past due and will be subject to a 1.5% per month late fee on any outstanding balance, which will compound until paid in full. If collections are necessary, debtor agrees to pay all costs of collection, including but not limited to reasonable attorney's fees, court costs, and third party collection agencies.
- (5) Provide transportation for pupils to and from outdoor school. In the event of an emergency closure of the camp facility, the SCHOOL/DISTRICT is responsible to evacuate students from the facility. If the SCHOOL/DISTRICT is unable to provide transportation within the timeframe needed to ensure the safety of students, the OFFICE will provide transportation and invoice the SCHOOL/DISTRICT for the actual cost of transportation.
- (6) Secure necessary funding so no child will be denied the outdoor school experience because of inability to pay.
- (7) Provide approximately one classroom teacher for every 30 pupils to actively participate in the 24-hour per day program under the direction of the site administrator.
- (8) Comply with the outdoor school schedule.
- (9) Each party shall defend, indemnify and hold the other party and the State of California, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of or resulting from, SCHOOL/DISTRICT's use and occupancy of the premises and facilities and participation in the activities of the Outdoor Education Program under this agreement. The indemnifying party at its own cost, expense and risk, shall defend any and all actions, suits or other legal proceedings, that may be brought or instituted against the other party, its officers, agents, or employees, on any such claim or demand, and pay or satisfy the judgement that may be rendered against the San Diego County Superintendent of Schools, its officers, agents, or employees, in any such action, suit, legal proceedings or result thereof.

Additionally, SCHOOL/DISTRICT shall maintain general liability and property damage insurance in at least the minimum amount of \$2,000,000 to cover all activities under this agreement and provide OFFICE a certificate of insurance naming the OFFICE and State of California as additionally insured under the policy. Coverage under said policies shall not be reduced or canceled without thirty (30) days prior written notice to OFFICE and all required coverage shall be reinstated or replaced prior to expiration/cancellation date and new certificates naming the OFFICE and State of California as additionally insured under the policy shall be issued to OFFICE for the replacement policy or policies.

- (10) Provide all required information on the Participation Agreement form for each school that will participate in the OFFICE Outdoor School program. Form shall be completed and submitted to OFFICE by the deadline noted on the application form. **Participation Agreement shall be filled out each year of a multi-year agreement.**
- (11) Provide to OFFICE, on timelines indicated, complete and accurate information for each student, teacher and school on all Outdoor School registration and health forms provided by the OFFICE. Forms are available via SDCOE website. Such information includes, but is not limited to; a complete and accurate list of the students and teachers from each school who will attend the Outdoor School Program. The required student information includes, but is not limited to; the student name, gender, ethnicity code, Child Nutrition program eligibility status (free, reduced, or paid), complete and accurate student health forms, information on requirements for special meals, authorizations for medications and prescriptions. Parental and physician signatures are required as noted on the forms. The OFFICE is authorized by the State of California Department of Education to obtain from the SCHOOL/DISTRICT all student information required to participate in the State and Federal child nutrition programs, including, but not limited to; each student's child nutrition eligibility status (Free, Reduced, Paid), ethnicity code, and other appropriate demographic or identifying information. **If you choose to not provide this information prior to the encampment the cost per student will increase by \$25.00.**



(12) Provide services and/or accommodations as specified in the student's IEP or Section 504 plan for all students with special needs participating in Outdoor School programs.

II. Agreement Period

A. The term of this agreement shall commence on **July 1, 2018** and will continue through **June 30, 2021**, based on the option chosen below. Year 2 of 3

B. **Please initial one of the options below** to determine the number of years for this agreement:

\_\_\_\_\_ a. Option 1 – 1 Year Agreement

\_\_\_\_\_ b. Option 2 – 2 Year Agreement with the base fee and equity credit rate locked in for two years.

c. Option 3 – 3 Year Agreement with the base fee and equity credit rate locked in for 3 years and provides a \$10 discount per full fee student.

III. Fees and Minimum Guaranteed Participation

A. The fee schedule is established each year and is adopted by the Board of Education. The applicable adopted fee schedule for fiscal year **2018-2019** is attached and is hereby made a part of this agreement. The fee schedule now includes available discounts which will be applied to the “per pupil fee” when applicable:

|                  |             |          |
|------------------|-------------|----------|
| 5-day Program**  | Per Student | \$325.00 |
| 4-day Program*** | Per Student | \$275.00 |

\*\* Discounts 5-day Program

Equity Credit: \$90 discount multiplied by the percentage of students who have been identified as socioeconomically disadvantaged, as reported to the CDE, will be applied to the final invoice.

Introductory Credit: \$10 credit per full fee student.

Three Year “Discount” Contract: Locks in Base Fee and Equity Credits for three years and adds a \$10 credit per full fee student.

Two Year “Fee Lock” Contract: Locks in Base Fee and Equity Credits for two years.

September Rates: \$315 per student. Other discounts may be combined.

October thru December Rates: \$320 per student. Other discounts may be combined.

*\*Does not apply to out of county schools, private schools, or non-school groups.*

\*\*\* Discounts 4-day Program

Equity Credit: \$78 discount multiplied by the percentage of students who have been identified as socioeconomically disadvantaged, as reported to the CDE, will be applied to the final invoice.

Introductory Credit: \$8 credit per full fee student

Three Year “Discount” Contract: Locks in Base Fee and Equity Credits for three years and adds an \$8 credit per full fee student.

Two Year “Fee Lock” Contract: Locks in Base Fee and Equity Credits for two years.

September Rates: \$265 per student. Other discounts may be combined.

October thru December Rates: \$270 per student. Other discounts may be combined.

*\*Does not apply to out of county schools, private schools, or non-school groups.*

B. This agreement may be terminated at any time upon mutual agreement of the parties involved. A cancellation fee may be imposed if:

a. A multi-year signed agreement is cancelled in any of the subsequent years; the discounts received must be paid back to SDCOE. Estimated amount is \$ 5921.92

b. A signed agreement is returned and then cancelled without attending camp, 85% of the projected participation for the school is due if time slot could not be filled.

C. The SCHOOL DISTRICT guarantees payment of the “per pupil fee” to the Office for not less than 85% of the total projected participation from all schools from the district as noted below during the school year. For multi-year contracts, the second and third year numbers cannot fluctuate more than 15% of the original year contract. In the event of a major change in the District that affects a school, you may contact OFFICE to discuss the contract terms. Minimum number of students per school as follows:

| School          | Scheduled | Guaranteed | Days | Week of    |
|-----------------|-----------|------------|------|------------|
| Chet Harritt    | 50        | 43         | 5    | 9/10/2018  |
| Carlton Oaks    | 100       | 85         | 5    | 10/15/2018 |
| Rio Seco        | 129       | 110        | 5    | 12/10/2018 |
| Pepper Drive    | 94        | 80         | 5    | 12/17/2018 |
| Carlton Hills   | 45        | 38         | 4    | 1/22/2019  |
| Sycamore Canyon | 40        | 34         | 4    | 1/22/2019  |
| Cajon Park      | 95        | 81         | 5    | 1/28/2019  |
| Hill Creek      | 50        | 43         | 4    | 5/28/2019  |
| PRIDE Academy   | 75        | 64         | 4    | 5/28/2019  |
|                 |           |            |      |            |

Executed by the parties on the dates shown below their respective signatures.

Santee School District  
School/District

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

County Superintendent of Schools  
San Diego County Office of Education



\_\_\_\_\_  
Authorized Signature

Executive Director, Outdoor Education  
Title

May 15, 2018  
Date

Authorized or ratified by the Board of Education on:

\_\_\_\_\_

**Rules for acceptance and participation in the outdoor school program are the same for everyone without regard to race, color or national origin, sex, gender or handicap.**

**San Diego County Office of Education**

**SCIENCE OUTREACH PROGRAM  
FIELD TRIP AGREEMENT – 2018-2019**

THIS AGREEMENT, made this July 1, 2018 and which will terminate on June 30, 2019, by and between San Diego County Superintendent of Schools, hereinafter called the "County", and Santee School District hereinafter called the "District/School/Organization", mutually agree as follows:

**1. Basis of Agreement**

The County, as coordinator of the education outreach programs, has determined that it is desirable to conduct science outreach programs for schools and districts within the County of San Diego. For each science outreach program scheduled to serve the District/School/Organization, District/School/Organization agrees to adhere to the terms and conditions of this agreement.

It is understood that third parties (such as the Port of San Diego, County of San Diego, City of San Diego, San Diego County Water Authority and various other municipalities and water districts) sometimes agree to pay for a science outreach program to be delivered to a District/School/Organization. In these circumstances, County may invoice the third parties for the designated events (if the third party agrees) or will invoice the District/School/Organization (if the third party provides the funds directly to the District/School/Organization). The fees charged to third parties may be different than those stated below, based on the services requested by them.

Regardless of whether a third party funding source is involved, the District/School/Organization must still execute this agreement and be responsible for payment for any event which is not paid for by a third party.

**2. Scope of Agreement**

**A. General**

The County will make available and provide by this contractual agreement the following programs with pricing for school year 2018-2019:

- 1) Green Machine  
\$475.00 per trip, serving up to four 1-hour classes of up to 30 students each  
The Green Machine curriculum aligns with the California Science Content Standards for grades K-4. The presentation describes the journey from seed to dinner table through hands-on learning stations that enable students to learn where their food comes from. A musical and dramatic wrap-up reinforces the learning.
- 2) Splash Science Mobile Lab  
\$690.00 per trip, serving up to four 1-hour classes of up to 36 students each  
The Splash Science Mobile Lab curriculum aligns with the California Science Content Standards for grades 4-6. The presentation offers hands on learning opportunities for students at multiple learning stations; watershed/storm drain, GIS examination of local watersheds, water conservation, San Diego estuary, and microscope.
- 3) Marine Science Floating Lab  
\$700.00 per morning trip and \$670 per afternoon/ twilight trip, serving up to 40 people on one of two boats. This program consists of half-day field trip on San Diego Bay with hands-on science instruction and materials.

**B. County agrees to provide:**

- 1) Instructional materials and equipment.
- 2) Boat transportation with qualified crew (Floating Lab only).
- 3) Curriculum and instruction.
- 4) Invoicing of the District/School/Organization for the field trip.

- C. District/School/Organization agrees to:
- 1) Schedule their participation in the program of choice with the County by phone or email.
  - 2) Provide a written request/authorization for the delivery of the program(s) in the form accepted by District (either a district PO, check or, for Private Schools only, a Personal Letter of Guaranty signed by the site administrator).
  - 3) Send no more than the maximum number of allowed per Marine Science Floating Lab field trip (40, including chaperones/teachers). If the school arrives for the field trip with a group size of more than 40, the ship captain may, at his/her sole option; refuse to take more than the maximum of 40 on board or agree to accept additional passengers up to a maximum of 45 with the understanding that the District/School/Organization agrees to pay an additional fee of \$50 for each person in excess of 40. Group sizes in excess of 45 will not be accepted under any circumstances. If the group arrives with more than 40, and the ship captain refuses to take more than 40 on board, the group may elect to leave some behind or cancel the trip. If the trip is canceled by the group in this circumstance, there will be no refund or compensation to the District/School/Organization.
  - 4) Provide a minimum of number of adult participants authorized by the District/School/Organization to supervise the students and participate in the delivery of each presentation during the day. The Green Machine requires a minimum of one participating adult, the Splash Science Mobile Lab requires two participating adults and the Marine Science Floating Lab requires a minimum of one participating adult.
    - a. Splash Lab and Green Machine only - If the school cannot provide the required participating adults, they must inform County a minimum of five days in advance of the scheduled field trip event. County will endeavor to locate suitable adults to participate in the presentation of the program in lieu of the school's participant(s) subject to a minimum charge of \$150 per participant provided by County.
  - 5) Provide written notification to County of field trip cancellation a minimum of twenty (20) working days in advance of the scheduled trip. Cancellation with less than twenty working days notification will result in a cancellation fee equal to fifty percent (50%) of the normal fee for the field trip event. Cancellation with less than five (5) days notice will result in a cancellation fee equal to one hundred percent (100%) of the normal fee for the field trip event.
  - 6) Pay the agreed upon fees upon receipt of invoice. District/School/Organization will be invoiced 30 days prior to the trip when possible and refunds will be processed based on the above guidelines if the field trip is canceled.
  - 7) County may terminate individual scheduled presentations at any time due to mechanical breakdown or other reason outside of their control (sick staff, etc.). If County cancels a program, they will endeavor to reschedule with the District/School/Organization at the District/School/Organization's earliest convenience. If County cannot reschedule the canceled event at a mutually agreeable time, they will refund all fees paid for the undelivered event.

**3. Authorization to Copy Materials**

The County hereby authorizes the District/School/Organization to make copies of individual pages of the worksheets and teacher's guide as necessary and appropriate to enhance their participation in the County program. Copying materials for any other purpose is prohibited without the express permission of the County.

**4. Confidentiality of Service or Work**

All curriculum and participant information are considered proprietary and confidential. All requests for information relating to the County's program should be directed to the County Office.

**5. Independent Contractor**

It is expressly understood that at all times while rendering the services described herein and in complying with any terms and conditions of this Agreement, the County is acting as an independent contractor and is not an officer, agent, or employee of the District/School/Organization.

**6. Hold Harmless**

Each party agrees to hold harmless, defend, and to indemnify the other, its officers, agents, and employees from every claim, demand, or liability which may be made by reason of:

- A. Any injury to person, including death therefrom, or damage to property sustained by the Party or any person, firm, student, teacher, volunteer, or corporation, employed directly or indirectly associated with or employed by it, however caused; and
- B. Any injury to person, including death therefrom, or damage to property sustained by any person, firm, student, teacher, volunteer, or corporation, caused by any act, neglect, default, or omission of the defending party, or of any person, firm, student, teacher, or corporation directly, or indirectly associated with or employed by it upon, or in connection with the services rendered pursuant to this agreement. The defending party at its own cost, expense and risk, shall defend any and all actions, suits or other legal proceedings, that may be brought or instituted against the non-defending party, its officers, agents, or employees, on any such claim or demand, and pay or satisfy the judgment that may be rendered against the San Diego County Superintendent of Schools, its officers, agents, or employees, in any such action, suit, legal proceedings, or result thereof.

**7. Insurance Requirements**

Both County and District/School/Organization shall maintain programs of general liability, property damage, worker's compensation, and auto insurance as required to protect the County and District/School/Organization as their interests may appear. Participants who are not covered by the Joint Powers Authority (JPA) program must provide a certificate of insurance for Comprehensive General Liability or Commercial Liability insurance in a minimum amount of \$2,000,000 per occurrence naming the San Diego County Superintendent of Schools as additionally insured and certificate holder under their policy.

**8. Compliance With Laws**

The District/School/Organization shall be subject to and shall comply with all Federal, State, and local laws, policies and regulations with respect to its performance under this agreement including but not limited to, licensing, employment and purchasing practices, and wages, hours and conditions of employment, including nondiscrimination.

**9. Compensation/Costs and Payment Schedule**

The contract price is a fixed fee per field trip based on the program and price indicated in Section 2 above. County will prepare and submit an invoice for each field trip. The District/School/Organization agrees to pay County's invoice on a Net 30 day basis from date of receipt of invoice.

**10. Termination**

It is mutually agreed that either party may terminate this agreement by giving a minimum of twenty (20) working days written notice.

**11. Audit**

The District/School/Organization agrees to maintain and preserve any pertinent books, documents, papers, and records related to this agreement until three years after termination of this agreement, and to provide access to said documents to the County or any of its duly authorized representatives for examination or audit.

**12. Safety**

District/School/Organization will take all necessary precautions to ensure the safety of the students, staff, and visitors from any hazards inherent in execution of the field trips under this agreement.

**13. Governing Law/Venue San Diego**

In the event of litigation, the agreement and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate State or Federal court located in San Diego County.

**14. Final Approval**

This agreement is of no force and effect until approved by signature by the San Diego County Superintendent of Schools or his designee, the Interim Senior Director of Outdoor Education.

**15. Contract Participants**

If signed by a District, this contract will apply to all schools in the District, otherwise, it will apply only to the individual school or organization which signs the contract.

**16. County Contact Person**

San Diego County Office of Education  
Bob Mueller, Executive Director, Outdoor Education and Student Support Services  
6401 Linda Vista Road, Room 410, San Diego, California 92111-7399  
(858) 292-3695 | Fax (858) 571-7206

**17. Entire Agreement**

This agreement represents the entire agreement and understandings of the parties hereto and no prior writings, conversations or representations of any nature shall be deemed to vary from the provisions hereof. This agreement may not be amended in any way except by a writing duly executed by both parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused the Contract to be duly executed, such parties acting by their representatives being duly authorized.

**Santee School District**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Authorized or ratified by the Board of Education

on \_\_\_\_\_

County Superintendent of Schools  
San Diego County Office of Education



\_\_\_\_\_  
Authorized Signature

Executive Director, Outdoor Education  
Title

**May 1, 2018**  
Date

Rules for acceptance and participation in these outreach programs are the same for everyone without regard to race, color or national origin, sex, age or disability.

Consent Item E.3.2. Approval of the 2018-19 Consolidated Application and Reporting System (CARS) Application for Funding  
Prepared by Dr. Stephanie Pierce  
June 19, 2018

**BACKGROUND:**

The District is required to annually submit various forms and information through the Consolidated Application process. In the spring, we submit an Application for Funding to the State for Title I, Title II- Teacher Quality, and Title III- Limited English Proficient (LEP) through the Consolidated Application Reporting System (CARS).

In 2012-13 the State introduced another structure for submitting the consolidated application through an online system known as CARS to streamline the process. There are two data collection periods; spring and winter. Each data collection period contains numerous reports that have to be completed in order to remain compliant with the program requirements. The CARS spring 2018 Data Collection period contains the Application for Funding which requires Board approval. A copy of the 2018-19 Consolidated Application will be available at the meeting for review.

**RECOMMENDATION:**

Administration recommends approval of the Consolidated Application and Reporting System (CARS) Application for Funding for the 2018-19 school year.

This recommendation supports the following District goal:

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

**FISCAL IMPACT:**

The exact amount of funding for the programs related to the 2018-19 school year consolidated application is not yet available. For 2017-18, the District was awarded approximately \$714,365 for categorical programs contained in the consolidated application.

**STUDENT ACHIEVEMENT:**

The programs funded through the Consolidated Application address specific student and/or staff needs and are directly tied to student achievement and program improvement.

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

Agenda Item E.3.2.

Consent Item E.3.3.

Adoption of Resolution #1819-01 Designating Personnel and Approval of 2018-19 Child Development Services Contract

Prepared by Dr. Stephanie Pierce  
June 19, 2018

**BACKGROUND:**

Presented for Board approval is the 2018-19 contract for child development services to operate the State Preschool Program with the California Department of Education and an attached resolution designating personnel to sign contract documents for fiscal year 2018-19. The maximum rate per child per day of enrollment payable pursuant to the provisions of the agreement will be \$45.73. The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of the agreement will be \$297,245.

**RECOMMENDATION:**

Administration recommends approval of the 2018-19 contract for child development services to operate the State Preschool Program with the California Department of Education and adoption of Resolution #1819-01 designating personnel to sign contract documents for fiscal year 2018-19 as presented.

This recommendation supports the following District goals:

- Assure the highest level of educational achievement for all students.
- Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility.

**FISCAL IMPACT:**

The Maximum Rate per child per day of enrollment payable pursuant to the provisions of the agreement will be \$45.73. The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of the agreement will be \$297,245.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item E.3.3.





CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 18 - 19

DATE: July 01, 2018

CONTRACT NUMBER: CSPP-8471

PROGRAM TYPE: CALIFORNIA STATE PRESCHOOL PROGRAM

PROJECT NUMBER: 37-6836-00-8

CALIFORNIA STATE AGENCY AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: SANTEE SCHOOL DISTRICT

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the CONTINUED FUNDING APPLICATION FY 18-19, the GENERAL TERMS AND CONDITIONS\* (GTC 04/2017), the CALIFORNIA STATE PRESCHOOL PROGRAM REQUIREMENTS\*, and the FUNDING TERMS AND CONDITIONS\* (FT&C), which are by reference made a part of the Agreement. Where the GTC 04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2018 through June 30, 2019. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount section of the FT&C, at a rate not to exceed \$45.73 per child day of full time enrollment and a Maximum Reimbursable Amount (MRA) of \$297,245.00.

Service Requirements

Minimum Child Days of Enrollment (CDE) Requirement 6,500.0
Minimum Days of Operation (MDO) Requirement 180

Any provision of this Agreement found to be in violation of Federal or State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Forms shown with an asterisk (\*) can be viewed at https://www.cde.ca.gov/fg/aa/cd/ftc2018.asp

Table with columns for STATE OF CALIFORNIA and CONTRACTOR, including fields for signatures, titles, addresses, and financial details.

## RESOLUTION

This resolution is adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2018-19.

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### RESOLUTION

BE IT RESOLVED that the Governing Board of Santee School District

authorizes entering into local agreement number CSPP-8471 37-6836-00-8 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

| <u>NAME</u>                 | <u>TITLE</u>                | <u>SIGNATURE</u> |
|-----------------------------|-----------------------------|------------------|
| <u>Dawn Minutelli</u>       | <u>Director</u>             | _____            |
| <u>Dr. Stephanie Pierce</u> | <u>Asst. Superintendent</u> | _____            |
| _____                       | _____                       | _____            |

PASSED AND ADOPTED THIS 19th day of June 2018, by the  
Governing Board of Santee School District  
of San Diego County, in the State of California.

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

\_\_\_\_\_  
(Clerk's signature)

\_\_\_\_\_  
(Date)

**BACKGROUND:**

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

**Certificated Staff**

**A. New Appointments:**

| Employee            | Location   | Class/Step          | Previous Annual Salary | New Annual Salary | Effective Date |
|---------------------|------------|---------------------|------------------------|-------------------|----------------|
| 1. Dobbins, Timothy | Cajon Park | MGMT 03 (Principal) | \$0.00                 | \$119,719.00      | 07-31-18       |

**B. Temporary Rehires:**

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

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

| Employee            | Location  | Class/Step   | Previous Annual Salary | New Annual Salary   | Effective Date |
|---------------------|---|--|------------------------|---------------------|----------------|
| 1. Bonser, Kristen  | PRIDE Academy   | Vice Principal<br>MGMT 02 (MA +30) to<br><i>Principal</i><br>MGMT 01 (MA +30)  | \$97,916.00            | <i>\$109,588.00</i> | 07-01-18       |
| 2. Brown, Tiffani   | Educational<br>Resource Center to<br><i>Pepper Drive</i>            | Curriculum Resource<br>Teacher<br>VI-13 to<br><i>Vice Principal</i><br>MGMT 01 | \$86,982.00            | <i>\$92,301.00</i>  | 07-01-18       |
| 3. Forster, Chasity | Cajon Park, Pepper<br>Drive and Rio Seco<br>to<br><i>Hill Creek</i> | Administrative Intern<br>VI-22 to<br><i>Vice Principal</i><br>MGMT 03          | \$96,266.00            | <i>\$101,762.00</i> | 07-01-18       |
| 4. Locke, Summer    | Pepper Drive to<br><i>Sycamore Canyon</i>                           | Vice Principal<br>MGMT 05 to<br><i>Principal</i><br>MGMT 03                    | \$112,192.00           | <i>\$119,719.00</i> | 07-01-18       |

**D. Unpaid Leave Requests:**

| Employee | Location | Class/Step | Reason | Recommendation | Effective Date |
|----------|----------|------------|--------|----------------|----------------|
|          |          |            |        |                |                |

**E. Resignations:**

| Employee          | Location        | Class/Step | Reason                      | Effective Date |
|-------------------|-----------------|------------|-----------------------------|----------------|
| 1. Eveland, Kelly | Sycamore Canyon | V-08       | Accepted outside employment | 06-13-18       |

**F. 39-Month Reemployment:**

| Employee | Location | Class/Step | Reason | Effective Date |
|----------|----------|------------|--------|----------------|
|          |          |            |        |                |

**G. Dismissals:**

| Employee | Location | Class/Step | Effective Date |
|----------|----------|------------|----------------|
|          |          |            |                |

## Classified Staff

**H. New Appointments:**

| Employee  | Location      | Position/Class/Hours  | Previous Monthly Salary | New Monthly Salary | Effective Date |
|---|---------------|---|-------------------------|--------------------|----------------|
| 1. Santana, Danielle<br>(replacing Alexandra Bockert) | Carlton Hills | Instructional Assistant,<br>Special Ed II<br>21 A / 6.0 hrs | \$0.00                  | \$2,050.56         | 06-11-18       |

**I. Rehires:**

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

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

| Employee   | Location  | Position/Class/Hours  | Previous Monthly Salary | New Monthly Salary | Effective Date |
|--|---|---|-------------------------|--------------------|----------------|
| 1. Blackwood, Sandra                               | District Office<br>Compound to<br><i>Hill Creek</i> | Custodian II<br>23 E / 6.0 hrs to<br>23 E / 8.0 hrs   | \$2,759.56              | \$3,679.41         | 06-14-18       |
| 2. Ashburn, Jennifer<br>(replacing Debra Sullivan) | Business Services                                   | Accounting Assistant III<br>28 A / 8.0 hrs to<br><i>Accountant: Finance</i><br>30 A / 8.0 hrs | \$3,867.25              | \$4,265.25         | 06-20-18       |

**K. Unpaid Leave Requests:**

| Employee | Location | Position/Class/Hours | Reason | Recommendation | Effective Date |
|----------|----------|----------------------|--------|----------------|----------------|
|          |          |                      |        |                |                |

**L. Resignations:**

| Employee               | Location      | Position                                  | Reason               | Effective Date |
|------------------------|---------------|---|----------------------|----------------|
| 1. Bloomfield, Heather | Rio Seco      | Instructional Assistant,<br>Special Ed I  | Continuing education | 06-13-18       |
| 2. Owens, Elizabeth    | Carlton Hills | Instructional Assistant,<br>Special Ed II | Outside employment   | 06-13-18       |
| 3. Tellez, Pilar       | Hill Creek    | Project SAFE Assistant                    | Outside employment   | 06-13-18       |
| 4. Wood, Heather       | Cajon Park    | Campus Aide                               | Outside employment   | 06-13-18       |

**M. 39-63 Month Reemployment:**

| Employee | Location | Position/Class/Hours | Effective Date |
|----------|----------|----------------------|----------------|
|          |          |                      |                |

**N. Dismissals:**

| Employee | Location | Position | Effective Date |
|----------|----------|----------|----------------|
|          |          |          |                |

**RECOMMENDATION:**

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

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

Consent Item D.4.2.

Adoption of Resolution No. 1718-43 to Eliminate  
Classified Non-Management Position

Prepared by Tim Larson  
June 19, 2018

**BACKGROUND:**

As a result of a recent SCIA meeting, the team agreed that providing 1:1 assistance for a student at Chet F. Harritt School would no longer be required for the 2018-2019 school year.

Any employees affected by this change will be provided alternative employment opportunities within the District. All employees resulting in a reduction in work hours and/or layoff will receive the required 60-day notification process and be placed on a reemployment list for no less than 39-months.

**RECOMMENDATION:**

It is recommended that the Board of Education approve to eliminate the following position effective August 22, 2018:

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

**FISCAL IMPACT:**

The annual savings to the Special Education program for eliminating the Instructional Assistant, Special Education II position will be \$31,357.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.4.2.

**SANTEE SCHOOL DISTRICT  
Resolution No. 1718-43**

**ELIMINATE  
CLASSIFIED NON-MANAGEMENT POSITION**

**WHEREAS**, a recent SCIA meeting determined that providing 1:1 assistance for a student at Chet F. Harritt School would no longer be required for the 2018-2019 school year;

**NOW, THEREFORE, BE IT RESOLVED** that as of the 19<sup>th</sup> day of June 2018, the Governing Board of Santee School District approved to eliminate the following position effective August 22, 2018:

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

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

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board of the Santee School District on the 19<sup>th</sup> day of June 2018, by the following vote:

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

Dated 6/19/18

Dustin Burns  
Clerk, Board of Education

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

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

Prepared by Dr. Stephanie Pierce  
June 19, 2018

## **BACKGROUND:**

Legislation enacting the Local Control Funding Formula requires school districts to develop and adopt a three-year Local Control Accountability Plan (LCAP) and to update the plan every year. The LCAP is a strategic planning instrument involving significant engagement of stakeholders to inform decision-making for the formation of Goals and Action Steps. These Goals and Action Steps are to increase or improve services for all students, including significant sub-groups, and for unduplicated count students in proportion to the increase in Supplemental and Concentration Grant funding. LCAP Action Steps are then to be linked to specific budgeted resources within the district's Adopted Budget.

The annual LCAP development process incorporates the following steps:

- Assembling of relevant data
- Analysis of data to identify needs
- Consultation with various stakeholder groups
- Drafting of Goals linked to the 8 State Priority Areas
- Drafting of Action Steps to achieve the Goals
- Presentation of draft LCAP to District Advisory Council (DAC) and District English Learner Advisory Committee (DELAC) for comment
- Responding, in writing, to comments from DAC and DELAC
- Presentation of draft LCAP to the community for comment
- Conducting of Public Hearing to solicit additional public comment
- Adoption of 3 Year LCAP
- Continuing evaluation and assessment of LCAP Action Step effectiveness
- Annual revision of LCAP Goals and Action Steps, as needed

The District's final LCAP for 2018-19 contains 3 Goals and 19 Action Steps. Six of the Action Steps pertain specifically to unduplicated count students. The LCAP Action Steps represent the commitment of \$71.6 million in 2018-19 within a \$72.5 million General Fund budget. Over the 2 year LCAP period, the LCAP Action Steps represent an investment of \$142.2 million in financial resources within \$144.1 million of estimated General Fund budget.



The draft LCAP Annual Update for 2018-19 is available for review at [www.santeesd.net](http://www.santeesd.net), under the Superintendent's web page.

**RECOMMENDATION:**

Administration recommends the Board of Education adopt the Local Control Accountability Plan Annual Update 2018-19.

This recommendation supports the following District goals:

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

\$71.6 million for 2018-19; \$142.2 million over the 2 year LCAP period.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item F.1.1.

**BACKGROUND:**

Each year, school districts must adopt a budget by June 30<sup>th</sup> for the subsequent fiscal year. Since adoption of the State Budget rarely coincides with this timeline, the District's budget is adopted using a set of assumptions outlined in the Governor's May Revise proposal as well as actions taken or contemplated by other regulatory and governmental agencies.

As of the time of development of the District's Adopted Budget, the State Budget had not yet been adopted. Therefore, State revenue assumptions in the district budget include those contained in the Governor's May Revise proposal. Below is a listing of the key assumptions contained in the District's Adopted Budget:

- Total TK-8 CBEDs Enrollment: 6,797
- P-2 ADA: 6,548.17 (same as 2017-18 P2 actual)
- Funded ADA: 6,548.17
- Local Control Funding Formula (LCFF) Funding:
  - COLA = 2.71%
  - Funding GAP Percentage = 100.00%
  - Unduplicated Pupil Count Percentage = 43.21% (average of two prior years and budget year)
  - Estimated increase in Total Funding Compared to Prior Year = 6.17%
  - Estimated increase in LCFF Base Grant Only Funding Compared to Prior Year = 4.51%

Revenues, expenditures, and ending funding balance for 2017-18 are estimates based on the latest analysis of activity and transactions posted through the middle of May. These will be finalized upon closing of the books and the Unaudited Actuals will be presented at the September 4, 2018 Board of Education meeting.

Administration will provide the Board of Education and the community with a User Friendly version of the budget in addition to the required State SACS (Standardized Account Code Structure) document in order to promote more readability and understanding.

**RECOMMENDATION:**

It is recommended that the Board of Education adopt the budget for the 2018-19 fiscal year as presented. Revisions to the budget will be brought back to the Board periodically throughout the year as the State's budget is adopted and assumptions or expenditures change.

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:**

All anticipated revenues and expenditures are included in the budget document. The projected results for the General Fund are as follows:

| Item                          | 2017-18          |                   | 2018-19              |                 | 2019-20              |                    | 2020-21            |             |
|-------------------------------|------------------|-------------------|----------------------|-----------------|----------------------|--------------------|--------------------|-------------|
|                               | Unrestricted     | Restricted        | Unrestricted         | Restricted      | Unrestricted         | Restricted         | Unrestricted       | Restricted  |
| Beginning Fund Balance        | 14,325,701       | 390,515           | \$14,656,997         | \$332,316       | \$12,501,448         | \$409,146          | \$10,899,147       | \$80,001    |
| Fund Balance Adjustments      | (1)              |                   | (1)                  |                 |                      |                    |                    |             |
| Total Income                  | \$56,647,391     | \$10,084,812      | \$60,700,417         | \$9,738,035     | \$59,913,161         | \$9,738,035        | \$61,402,529       | \$9,740,351 |
| Total Outgo                   | \$56,316,093     | \$10,143,010      | \$62,855,966         | \$9,661,205     | \$61,515,462         | \$10,067,180       | \$62,029,617       | \$9,740,351 |
| <b>Change In Fund Balance</b> | <b>\$331,298</b> | <b>(\$58,198)</b> | <b>(\$2,155,549)</b> | <b>\$76,830</b> | <b>(\$1,602,300)</b> | <b>(\$329,145)</b> | <b>(\$627,088)</b> | <b>\$0</b>  |
| Ending Fund Balance           | \$14,656,997     | \$332,316         | \$12,501,448         | \$409,146       | \$10,899,147         | \$80,001           | \$10,272,059       | \$80,001    |
| Total Reserves                | \$16,922,480     |                   | \$14,796,930         |                 | \$13,198,834         |                    | \$12,575,646       |             |
| Reserve as % of Expenditures  | 25.46%           |                   | 20.40%               |                 | 18.44%               |                    | 17.52%             |             |

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item F.2.1.

**BACKGROUND:**

Since closing the previous Junior High Site at Cajon Park on El Nopal (“Old CPJH Site”) when the new Junior High building was completed, the Old CPJH Site has fallen into disrepair and the District occasionally receives complaints from neighbors regarding its unsightly, vacant condition.

In 2011, a conceptual plan was developed to expand the YALE Preschool program there. The District was successful in obtaining approval for a State Facilities Grant in the amount of \$422,704 to partially fund the project. However, due to the State exhausting its bonding authority, the project was placed on the State Allocation Board’s (SAB) Unfunded Approvals List.

Finally, in June of last year, the District was notified that State funding was available for this project. Unfortunately, with a total estimated project cost of \$1.5 million, the District would have had to identify over \$1 million in local funds to complete the project. Therefore, it was decided to shelve the project and not apply for release of the State funding.

At the November 21, 2017 special meeting, the Board of Education gave direction to Administration to develop an alternative plan for improving the Old CPJH Site. Administration will present a conceptual plan at this meeting and begin discussions for a possible solution.

**RECOMMENDATION:**

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

This recommendation supports the following District goal:

**Learning Environment**

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

**FISCAL IMPACT:**

None at this time.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item F.2.2.

Discussion and/or Action Item F.2.3.  
Prepared by Karl Christensen  
June 19, 2018

Purchase of New Bus to Replace  
25-Passenger Bus Purchased in 2009 with  
Engine Defect

**BACKGROUND:**

On December 21, 2009, the District purchased a new 2010 model 25-passenger bus manufactured by International Corporation (IC Bus) using a grant from the Air Pollution Control District ("Bus #143"). The cost of the bus was \$97,274 and was fully paid by the grant.

Early on, the District began experiencing mechanical problems and breakdowns that would be considered unusual for a new bus. Fortunately, Bus #143 came with a 5-year warranty which covered the cost of repairs through 2014, including a complete engine rebuild submitted just before expiration of the warranty. Other San Diego County school districts that purchased buses with the same engine have also experienced significant issues and this has been a topic of discussion at Transportation Directors' meetings for several years. Further investigation has revealed that this engine has a defect which causes diesel fuel to leak into the oil compartment. This dilutes the oil, increases friction, and causes more rapid deterioration of engine parts.

Since expiration of the warranty, the District has incurred over \$20,000 in repair costs for Bus #143 and it is currently not in use due to failure of the fuel pump. The affected San Diego County school districts are each pursuing remedy for their respective issues through various means. Since Santee only has one bus with this engine with over 100,000 miles, this is currently out of commission with an expired warranty, options are limited to either replacing the engine or replacing the bus and attempting to maximize trade-in value. Staff researched both of these options.

The cost for replacing the engine is approximately \$35,000 and not very cost effective when compared to replacing the bus. Creative Bus Sales has offered a \$15,000 trade in value on Bus #143. The cost to purchase a new 25-passenger Starcraft Quest gas engine bus after trade in value is \$53,538.

Administration recommends trading in Bus #143 and purchasing a new bus to replace it using funds in the Fund 40 Bus Replacement Reserve. The \$1.7 million 2018-19 transfer into this fund included a buffer of approximately \$200,000 for cost escalation and other unforeseen circumstances such as this.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the trade in of Bus #143 and purchase of a new 25-passenger bus from Creative Bus Sales.

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:**

\$53,538 from Fund 40 Bus Replacement Reserve.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item F.2.3.

Discussion and/or Action Item F.3.1.

Approval of Agreement with Benefit Focus

Prepared by Tim Larson  
June 19, 2018

**BACKGROUND:**

This agreement is to establish a change in the third-party COBRA and Retiree Administrators from Discovery Benefits to Benefit Focus.

Benefit Focus is the online program currently used by all benefited employees to access their benefit information. This change will bring every benefited individual within the district under one administrator. Some of increased services Retirees and COBRA users will enjoy include:

- Access to Benefit Focus via traditional website or mobile application. This will save time in enrolling in a COBRA or retiree plans.
- Strong customer service. Our experience has been that current employees receive a high level of customer service through Benefit Focus.
- Payment can be accepted via debit/credit card, monthly automatic bank deductions, or via traditional check.
- Users can access their personalized platform and view their monthly transactions and coverage history.
- The system will generate automatic payment reminders to avoid late payments and unintended plan termination.
- Benefit Focus transmits coverage data to carriers using Electronic Data Integration (EDI) which allows for rapid and accurate information transfers.

**RECOMMENDATION:**

It is recommended the Board of Education approve the agreement with Benefit Focus for COBRA and Retiree Administration.

**FISCAL IMPACT:**

The one time set up fee for retirees and COBRA is \$7,535.00. The ongoing monthly fee will be \$1,388.83.

**STUDENT ACHIEVEMENT IMPACT:**

This is a personnel item.

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

Agenda Item F.3.1.

This CLIENT SERVICES AGREEMENT and the exhibits attached hereto (collectively, the "Agreement") are entered into on June 14, 2018 (the "Effective Date"), by and between Benefitfocus.com, Inc., on behalf of itself and its affiliates (collectively "Benefitfocus"), with a principal place of business at 100 Benefitfocus Way, Charleston, SC 29492, and Santee School District with a principal place of business at 9625 Cuyamaca St., Santee, CA 92701 (hereinafter the "Client") individually each a "Party" and collectively the "Parties".

Recitals

- A. Benefitfocus provides certain services for employee benefit administration through Benefitfocus proprietary software, databases, business rules, connectivity to third parties, and data transmission, developed and hosted by Benefitfocus, accessed over the Internet (the "Software Services"), and certain professional services (the "Professional Services") related to the Software Services (collectively, the "Services"); and
- B. Client desires to receive the Services, as described in the applicable Order Form and corresponding appendices (the "Order Form") and the Software Services documentation, including the current versions of the any software guides, as updated with each new release (collectively the "Documentation"), for itself, its affiliates and subsidiaries, and for individuals who are authorized by Client to use the Services, and who have been supplied user identifications and passwords by Client or by Benefitfocus at Client's request (the "Authorized Users"), under the terms and conditions of this Agreement; and
- C. In consideration of the mutual covenants contained herein, the payment of the fees as required hereunder, and other good and valuable consideration, the sufficiency of which is acknowledged, and intended to be legally bound the Parties agree as follows.

**ARTICLE I. SCOPE OF SERVICES**

1.1 Software and Support Services. Subject to Client's and its Authorized Users' compliance with the terms and conditions of this Agreement, Benefitfocus shall make the Services available to Client for use by Authorized Users pursuant to this Agreement and the applicable Order Form during the term of the applicable Order Form(s).

1.2 Professional Services. From time to time, Benefitfocus may make certain Professional Services available to the Client. Professional Services shall be described within the applicable Order Form.

1.3 Client Responsibilities. Client shall, (i) be responsible for Authorized Users compliance with this Agreement, (ii) be responsible for the accuracy, quality and legality of Client Data and of the means by which it acquired Client Data (as Client Data is defined in Section 2.1), (iii) use commercially reasonable efforts to prevent unauthorized access to or use of the Services, and notify Benefitfocus promptly of any such unauthorized access or use, (iv) use the Services only in accordance with the Documentation and applicable laws and government regulations; (v) cooperate with Benefitfocus, as reasonably requested in order for Benefitfocus to provide or Client to receive the Services or in resolving any issues associated with Client's vendors and service providers. Client shall not, (a) use the Services to store or transmit infringing, libelous, or otherwise unlawful or tortious material, or to store or transmit material in violation of third-party privacy rights, (b) use the Services to store or transmit malicious code, (c) interfere with or disrupt the integrity or performance of the Services or third-party data contained therein, or (d) attempt to gain unauthorized access to the Services or their related systems or networks. It is the sole responsibility of the Client to maintain all Client benefit plan documents and to exercise all discretionary authority with respect to such Client benefit plans.

1.4 Client Instructions. Client is responsible for the consequences of any instructions Client may give to Benefitfocus in the course of performing the Services. Benefitfocus shall have the right to rely and act upon such instructions provided by Client, and Authorized Users, and their respective data entry systems, or any other instructions provided by Client to Benefitfocus. Benefitfocus shall be under no obligation to offset fees for Client's failure to communicate accurate instructions.

1.5 Source Documents. Benefitfocus will, to the extent it deems necessary to perform the Services, keep copies of all source documents provided by Client or on behalf of Client into the Benefitfocus system. Benefitfocus shall not perform as Client's designated record keeper, or official document repository or system of record.

**ARTICLE II. PROPRIETARY RIGHTS AND OWNERSHIP**

2.1 Client Ownership of Client Data. Any data provided by Client or Authorized Users including personally identifiable information and benefit plan data (collectively, the "Client Data") to Benefitfocus in the use of the Software Services, in any format, is and shall remain Client's property.

2.2 Reservation of Rights in Services. Except for, and subject to the limited rights expressly granted hereunder for Client and Authorized User to utilize the Services, Benefitfocus reserves all rights, title and interest in and to the Services, including all related intellectual property rights. No other rights are granted to Client hereunder other than as may be expressly set forth in this Agreement or the applicable Order Form.

2.3 Restrictions. Client shall not, (i) create derivative works based on the Services, (ii) copy, frame or mirror any part or content of the Services, other than copying or framing on Client's own intranets or otherwise for its own internal business purposes, (iii) reverse engineer the Services, (iv) lease, rent, resell, transfer, assign, lend or sublicense, or permit the unauthorized use of the Software Services to any other third party, (v) use the Software Services to provide service bureau, time sharing, rental, application services providing, hosting, or other computer services to unauthorized third parties without Benefitfocus' prior written consent, (vi) access the Services in order to, (a) build a competitive product or service, or (b) copy any features, functions or graphics of the Services.

2.4 Suggestions. Benefitfocus shall have a royalty-free, worldwide, irrevocable, perpetual license to use and incorporate into the Services any suggestions, enhancement requests, recommendations or other feedback provided by anyone, including but not limited to Client and Authorized Users, relating to the operation of the Services.



**ARTICLE III. PAYMENT**

3.1 **Payment.** Client shall pay to Benefitfocus the fees and expenses specified within an applicable Order Form. Except as otherwise set forth within an applicable Order Form, amounts payable by Client are due “net 30,” and are not subject to set-off. Past due amounts shall accrue interest at 1.5% per month, or the maximum rate permitted by law, whichever is lower. Client’s or Authorized User’s failure to utilize the Services shall in no way relieve the Client of any obligation to pay applicable fees.

3.2 **Taxes.** All fees and other amounts payable by Client under this Agreement are exclusive of taxes and duties. Client shall be responsible for, and promptly pay all taxes and duties (including but not limited to sales, use, and withholding taxes) associated with the Agreement, or any Order Form, except for taxes based on Benefitfocus income. Client shall be liable for all taxes until such time as Client provides a tax exemption certificate to Benefitfocus.

3.3 **Disputed Amounts.** Client shall pay all amounts when due. If Client disputes in good faith any invoiced amount, Client shall provide notice to Benefitfocus setting forth the reasonable basis for such disputed amount prior to the due date of the invoice. The Parties shall meet as soon as possible in order to resolve the dispute.

3.4 **Suspension for Delinquent Account.** Benefitfocus reserves the right to suspend Client’s and any Authorized Users’ access to and/or use of the Service if any undisputed payment is due but unpaid 60 days past the due date, but only after Benefitfocus has provided Client two (2) notices, and at least ten (10) days have passed since the transmission of the second notice. Client agrees that Benefitfocus shall not be liable to Client or to any Authorized User or other third party for any suspension of the Service pursuant to this Section.

**ARTICLE IV. CONFIDENTIALITY**

4.1 **Definition of Confidential Information.** As used herein, “Confidential Information” means all confidential information disclosed by a Party (“Disclosing Party”) to the other Party (“Receiving Party”), in any format whether oral, written, electronic, or other, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure. Confidential Information of Client shall include any personally identifiable information or protected health information of Client’s employees, Client Data and benefit plans. Confidential Information of Benefitfocus shall include the Services and Documentation. Confidential Information of each Party shall include the terms and conditions of this Agreement and all Order Forms, as well as business and marketing plans, technology and technical information, product plans and designs, trade secrets, and business processes disclosed by such Party. However, Confidential Information (other than Client Data) shall not include any information that (i) is or becomes generally known to the public without breach of any obligation owed to the Disclosing Party, (ii) was known to the Receiving Party prior to its disclosure by the Disclosing Party without breach of any obligation owed to the Disclosing Party, (iii) is received from a third party without breach of any obligation owed to the Disclosing Party, or (iv) was independently developed by the Receiving Party.

4.2 **Protection of Confidential Information.** The Receiving Party shall (i) protect and safeguard the confidentiality of all Confidential Information with at least the same degree of care as the Receiving Party would protect its own Confidential Information, but in no event with less than a commercially reasonable degree of care, (ii) not to use any Confidential Information of the Disclosing Party for any purpose outside the scope of this Agreement or otherwise in any manner to the Disclosing Party’s detriment, and (iii) except as otherwise authorized by the Disclosing Party in writing, to limit access to Confidential Information of the Disclosing Party to those of its and its Affiliates’ employees, contractors and agents who need such access for purposes consistent with this Agreement. Neither Party shall disclose the terms of this Agreement, any Order Form or any Order Form to any third party other than its Affiliates and their legal counsel and accountants without the other Party’s prior written consent.

4.3 **Compelled Disclosure.** The Receiving Party may disclose Confidential Information of the Disclosing Party if it is compelled by law to do so, provided the Receiving Party gives the Disclosing Party prior notice of such compelled disclosure (to the extent legally permitted) and reasonable assistance, at the Disclosing Party’s cost, if the Disclosing Party wishes to contest the disclosure. If the Receiving Party is compelled by law to disclose the Disclosing Party’s Confidential Information as part of a civil proceeding to which the Disclosing Party is a party, and the Disclosing Party is not contesting the disclosure, the Disclosing Party will reimburse the Receiving Party for its reasonable cost of compiling and providing secure access to such Confidential Information.

4.4 **Protection of Client Data.** Benefitfocus shall maintain appropriate administrative, physical, and technical safeguards for protection of the security, confidentiality and integrity of Client Data in accordance with the Business Associate Addendum attached hereto. Benefitfocus shall not (a) modify Client Data, (b) disclose Client Data except as compelled by law or as expressly permitted herein or in writing by Client, or (c) access Client Data except to provide the Services and prevent or address service or technical problems, or at Client’s request in connection with support matters. Upon written request by Client no more than once annually, Benefitfocus will provide Client with Benefitfocus’ most recent AICPA Service Organizational Control Type 2 (or the equivalent successor thereto) (“SOC”) Reports, which may be redacted as applicable, but shall include at a minimum the controls that Benefitfocus may audit from time to time in the ordinary course of its business.

4.5 **Return or Destruction of Confidential Information.** Upon request, each Party agrees to promptly return the other Party’s Confidential Information in its possession, custody or control, or to certify the deletion or destruction of Confidential Information; provided, however, that the Receiving Party may retain a copy of any Confidential Information to the extent (a) required by applicable law or (b) it would be unreasonably burdensome to destroy (such as archived computer records). In the event that return or destruction of Confidential Information is unduly burdensome, or not feasible, the Parties shall extend the protections of this Article to the retained Confidential Information, and which protections and provisions shall survive the termination of this Agreement.

**ARTICLE V. TERM AND TERMINATION**

5.1 **Term.** The term of this Agreement shall begin on the Effective Date and shall continue thereafter until: (i) the expiration or termination of all Order Forms hereunder; or (ii) terminated by a non-breaching Party due to a material breach or default under this Agreement, which breach

continues for thirty (30) days after a written notice to cure such breach, or if cure is not possible within said thirty (30) day period, the breaching Party has not commenced reasonable steps to cure such breach.

5.2 **Termination by Insolvency.** Either Party may terminate this Agreement by providing written notice to the other Party if the other Party becomes insolvent, makes an assignment for the benefit of creditors, files a petition in bankruptcy, permits a petition in bankruptcy to be filed against it, or admits in writing its inability to pay its debts as they mature, or if a receiver is appointed for a substantial part of its assets. In the event that this Agreement is terminated or rejected by a Party or its receiver or trustee under applicable bankruptcy laws due to such Party's bankruptcy, the Parties agree that this is a services agreement, and that there are no rights and licenses granted under or pursuant to this Agreement by such Party to the other Party which shall be deemed to be, for purposes of Section 365(n) of the U.S. Bankruptcy Code and any similar laws in any other country in the Territory, licenses of rights to "intellectual property" as defined under Section 101(52) of the U.S. Bankruptcy Code.

5.3 **Effect of Termination** Upon termination or expiration of this Agreement, except as permitted under this Article V, Client shall have no rights to continue to use or access the Services. If this Agreement is terminated by Client for any reason other than a termination expressly permitted by this Agreement, then all of the fees due under this Agreement for the remainder of the then current term shall be deemed earned and payable.

5.4 **Retrieval and Deletion of Client Data.** Upon the expiration or termination of this Agreement or Order Form(s), as applicable, Benefitfocus shall immediately deactivate the applicable Client account(s). For a term of 30 days following the termination or expiration of this Agreement or the applicable Order Form(s), and upon Client request, Benefitfocus will grant to Client, at no charge, limited access to the Services, solely to Client's Administrator, for the sole purpose of permitting Client to retrieve or download any Client Data stored within the Software Services, provided that Client has paid in full all undisputed amounts owed to Benefitfocus, and Client is not otherwise in breach of any other provision of this Agreement. Thereafter, Benefitfocus shall have the right and be entitled to delete or securely archive any Client Data from Benefitfocus' production or test environments. After such 30-day period, unless otherwise required by applicable law, Benefitfocus shall have no obligation to maintain or provide any Client Data. Client further agrees that Benefitfocus shall not be liable to Client, nor to any Authorized User or third party, for any termination of Client access to the Service or deletion of Client Data, provided that Benefitfocus is in compliance with the terms of this Section.

5.5 **Transition Services.** In the event that this Agreement or applicable Order Form expires, or is not renewed, then upon notice reasonably received prior to the date of expiration, in addition to the periodic and limited access provided pursuant to Section 5.4, Client may elect to request that Benefitfocus continue to provide the Software Services to a limited number of Authorized Users, for the period of time requested by Client (but in no event to exceed six (6) months). Such Transition Services shall be subject to Benefitfocus then current fees and will be available only if Client is current on all undisputed invoices (and to the extent there are disputed invoices pursuant to Section 3.3, Client and Benefitfocus have resolved such invoices within 30 days of termination of the applicable Order Form), Client continues to pay all fees when due, and is not otherwise in breach of this Agreement or Order Form.

## ARTICLE VI. INDEMNIFICATION

6.1 **Mutual Indemnification.** Each Party (the "Indemnifying Party") shall, at its own expense, defend the other party (the "Indemnitee") from and against any and all allegations, threats, claims, suits, and proceedings brought by third parties (collectively "Claims") arising out of or relating to the Indemnifying Party's breach of Section IV (Confidentiality) and indemnify the Indemnitee from and against liability, damages, and costs finally awarded or entered into in settlement (including, without limitation, reasonable attorneys' fees) (collectively "Losses") to the extent based upon such a Claim.

6.2 **Infringement Indemnification.** If during the term of this Agreement or any Order Form, the Benefitfocus proprietary software or any aspect of the Software Services is, or in Benefitfocus' opinion is likely to be, enjoined due to infringement of a third party's intellectual property rights, Benefitfocus will notify Client and at its own expense and option do any one or more of the following: (a) procure the right for Client to continue using the infringing item; (b) replace at no charge to Client the infringing item with a non-infringing item that is reasonably equivalent in functionality; (c) modify the infringing item to be non-infringing and reasonably equivalent in functionality; or (d) terminate Client's rights to access or use the infringing item and equitably adjust the fees for any Software Services impacted by such termination. For the avoidance of doubt, Benefitfocus will indemnify, defend and hold harmless Client for any Claims that allege the Services infringe on the intellectual property rights of a third-party.

6.3 **Indemnification by Client.** Client shall defend Benefitfocus against any Claim by a third party that arises out of or relates to Client's or Authorized User's acts or omissions with regard to Client Data or that alleges that Client's use of the Services infringes or misappropriates the intellectual property rights of a third party or violates applicable law and shall indemnify and hold harmless Benefitfocus for any Losses.

6.4 **Conditions.** The obligations of indemnification are subject to the condition that the Party seeking indemnification give the other: (1) prompt written notice of any Claim or action for which indemnity is sought; (2) complete control of the defense and settlement thereof by the Indemnifying Party, provided all settlements adverse to the interests of the indemnified Party shall be approved by that Party; and (3) cooperation in the defense of the indemnified matter. This Section 6 states the Indemnifying Party's sole liability, and the Indemnitee's exclusive remedy for any type of third-party claim described in this section.

## ARTICLE VII. WARRANTIES & REPRESENTATIONS

7.1 **Warranties and Representations of Benefitfocus.** Benefitfocus warrants that (i) it has validly entered into this Agreement and has the legal power to do so, (ii) the Software Services shall perform materially in accordance with the Documentation, (iii) the functionality of the Services will not be materially decreased during the term of the applicable Order Form, (iv) that the Professional Services hereunder shall be performed in a good and workmanlike manner consistent with generally accepted industry standards; (v) Benefitfocus has the required authority and right to provide the Services; (vi) Benefitfocus has not received notice of, and has no reasonable basis to believe that the Services infringe upon any intellectual property rights of any other party; and (vii) upon request from the Client, Benefitfocus will correct any error or omission attributable to Benefitfocus in connection with the Services at no additional charge to Client.

7.2 Remedy. For any breach of a warranty stated, above Client's exclusive remedy shall be to terminate the Agreement and applicable Order Form as provided in Section 5.1.

7.3 Representations and Warranties of Client. Client represents and warrants that (i) it has validly entered into this Agreement and has the legal power to do so, (ii) Client will possess all necessary and required authority and permissions to permit Benefitfocus to perform all the obligations under this Agreement; and (iii) the Services provided by Benefitfocus shall not include or imply any discretionary authority by Benefitfocus over the operation of the Client benefit plan in any manner that would cause Benefitfocus to be deemed a "fiduciary", trustee, plan administrator or named fiduciary of the Client benefit plan pursuant to ERISA or any applicable law; and (iv) Client will make all necessary arrangements with its third party vendors to cause such vendors to send and receive Client Data from Benefitfocus as required for Benefitfocus to perform the Services.

#### **ARTICLE VIII. DISCLAIMERS & LIMITATION OF LIABILITY**

8.1 DISCLAIMER OF WARRANTIES. EXCEPT AS SPECIFICALLY REPRESENTED OR WARRANTED WITHIN THIS AGREEMENT, BENEFITFOCUS SPECIFICALLY DISCLAIMS, WITHOUT LIMITATION, ALL WARRANTIES OF ANY KIND, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, OR THOSE WARRANTIES ARISING FROM A COURSE OF PERFORMANCE, A COURSE OF DEALING OR TRADE USAGE, OR THAT THE SERVICES WILL OPERATE WITHOUT INTERRUPTION. ALL THIRD-PARTY CONTENT AND/OR SERVICES SELECTED BY CLIENT ARE PROVIDED "AS IS" AND ANY REPRESENTATION OR WARRANTY OF OR CONCERNING ANY THIRD PARTY CONTENT OR SERVICES IS STRICTLY BETWEEN CUSTOMER AND THE THIRD-PARTY OWNER OR DISTRIBUTOR OF THE THIRD-PARTY CONTENT OR THIRD PARTY SERVICE PROVIDER. CLIENT ACKNOWLEDGES THAT IT HAS NOT RELIED UPON ANY REPRESENTATIONS OR WARRANTIES MADE BY BENEFITFOCUS OTHER THAN AS SPECIFICALLY SET FORTH HEREIN.

8.2 Limitation of Liability. Except for Claims for indemnification under Article VI, or breach of a Party's obligations under Article IV, or Client's infringement of Benefitfocus intellectual property rights, in no event shall either Party's aggregate liability arising out of or related to this Agreement, whether in contract, tort or under any other theory of liability, exceed the amounts actually paid by or due from Client for the services during the term of the applicable Order Form under the which cause of action arose. NEITHER PARTY WILL BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, PUNITIVE, RELIANCE, COVER, OR EXEMPLARY DAMAGES (INCLUDING LOST PROFITS, REVENUES OR OTHER FINANCIAL LOSSES,) ARISING UNDER OR RELATING IN ANY WAY TO THE SERVICES OR THIS AGREEMENT. The foregoing shall apply regardless of the negligence or other fault of the Party and regardless of whether such liability arises from contract, negligence, tort, strict liability or any other theory of legal liability. THE FOREGOING LIMITATIONS REPRESENT A BARGAINED FOR ALLOCATION OF RISK, WHICH ALLOCATION IS A MATERIAL ELEMENT OF THIS AGREEMENT, TO THE MAXIMUM EXTENT POSSIBLE UNDER APPLICABLE LAW.

#### **ARTICLE IX. GENERAL PROVISIONS**

9.1 Publicity. Client agrees that Benefitfocus may: i) use Client's name solely to name Client as a new Benefitfocus customer in its quarterly earnings release; and ii) use Client's approved logo to identify Client as a Benefitfocus customer on the Benefitfocus website. The Parties further agree to jointly develop a mutually agreeable Press Release regarding the Parties' relationship prior to or within a reasonable time after Client commences use of the Software Services. Except as provided herein, or as required by law, neither Party will use the other's name, customers or trademarks in any advertisement, news release or other public communication.

9.2 Relationship of the Parties. The relationship between the Parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the Parties, and neither Party shall have authority to contract for or bind the other Party in any manner whatsoever

9.3 Non Solicitation. Neither Party will directly or indirectly solicit for employment any employee of the other Party, during the term of this Agreement and for a period of twelve (12) months thereafter. For the avoidance of doubt, neither Party is prohibited from employing an individual who approaches it about employment opportunities or who applies for a position in response to a posting, employment advertisement or other general solicitation of employment, or whose resume is posted by the individual to an employment web site that is searchable by a Party, whether during the Term or thereafter.

9.4 Assignment of Agreement. Except as otherwise provided for in this Section, neither Party shall assign (whether by operation of law or otherwise) this Agreement or any of its rights, duties or obligations under this Agreement without the prior written consent of the other Party, which consent shall not be unreasonably withheld. Notwithstanding the foregoing, either Party may assign this Agreement without the written consent of the other Party to a successor entity or purchaser acquiring all or substantially all of its assets, provided, (i) such successor entity or purchaser is not a competitor of the non-assigning Party; and (ii), that such successor entity or purchaser agrees to assume in writing all of the rights, duties and obligations of the assigning Party under this Agreement for the term hereof. This Agreement shall bind and inure to the benefit of the Parties and their respective successors and permitted assigns.

9.5 Entire Agreement; Precedence. This Agreement contains the entire understanding between the Parties and supersedes and replaces any prior or contemporaneous agreement or understanding between the Parties with respect to the subject matter hereof. No amendment or modification of the Agreement shall be valid, unless made in writing and signed by both Parties hereto. Each of the Recitals, Order Forms, Amendments and Addenda, which may be attached hereto are incorporated by reference into this Agreement as if fully stated herein. In the event of any inconsistency or conflict between the terms and conditions of this Agreement and any term or condition of any exhibit hereto or any transactional or other document issued in connection herewith, any such conflict will be resolved by giving precedence in the following order, most recently dated document first: (a) the Order Forms, as may be amended from time to time, and any exhibits or attachments thereto; (b) this Agreement, as may be amended; and (c) Addenda to this Agreement.



9.6 Governing Law. Waiver of Jury Trial. This Agreement is governed by and shall be construed in accordance with the laws of the State of South Carolina, excluding any conflict-of-laws rule or principle that might refer the governance or the construction of this Agreement to the law of another jurisdiction. The Parties agree to waive, to the maximum extent permitted by law, any right to a jury trial with respect to any dispute arising hereunder.

9.7 Notices. Any notices required or permitted hereunder shall be in writing and shall be delivered in person, by nationally recognized overnight courier service, or by certified U.S. mail, postage prepaid, return receipt requested, addressed to the Party to be notified to the attention of in the case of Benefitfocus, to General Counsel; or, in the case of Client, to President/Owner at the address for such Party first set forth above or such address as either Party may hereafter specify in accordance herewith.

9.8 Attorney's Fees. If any action is brought by either Party against the other Party, relating to or arising out of this Agreement, the transaction described herein or the enforcement hereof, the prevailing Party shall be entitled to recover from the other Party all reasonable attorneys' fees, costs and expenses incurred in connection with the prosecution or defense of such action.

9.9 Force Majeure. Neither Party hereto shall be in breach or default of any provision of this Agreement by reason of its delay or failure to meet any of its obligations hereunder due to any event, circumstance, or cause beyond its control such as, but not limited to, circumstances beyond Benefitfocus' reasonable control, including without limitation, acts of God, acts of government, floods, fires, earthquakes, civil unrest, acts of terror, strikes or other labor problems (other than those involving Benefitfocus employees), Internet service provider failures or delays, failures of telecommunication, or denial of service attacks. The performance of this Agreement shall then be suspended for as long as any such event shall prevent the affected Party from performing its obligations under this Agreement.

9.10 No Third Party Beneficiaries. Nothing herein shall confer, upon any person other than Benefitfocus, Client and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

9.11 Invalidity; Waivers. If any provision or portion of this Agreement is held invalid, illegal, void or unenforceable as it appears in this Agreement by reason of any rule of law, then such provision shall be construed as being enforceable to the extent allowed thereunder. All other provisions of this Agreement shall nevertheless remain in full force and effect. Neither of the Parties shall be deemed to have waived any of its rights, powers or remedies hereunder except in writing by the waiving Party.

9.12 Survival of Terms. Notwithstanding the expiration or earlier termination of this Agreement for any reason, the provisions of Articles II, III, IV, VI, and IX of this Agreement shall remain in full force and effect.

9.13 Subcontractors. Benefitfocus may engage third parties to perform Services under this Agreement (each, a "Subcontractor"). Benefitfocus shall remain responsible and liable for Subcontractor's performance of the Services.

IN WITNESS THEREOF, the Parties have caused this Agreement to be executed by their respective authorized representatives, in multiple counterparts, each of which when executed will be deemed to be an original but all of which taken together will constitute one and the same agreement.

**BENEFITFOCUS.COM, INC.**

**SANTEE SCHOOL DISTRICT**

By: \_\_\_\_\_  
Print: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Print: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

*(Signature Page to Client Services Agreement)*

This HIPAA Business Associate Addendum (“Addendum”) is made as of June 14, 2018 (the “Addendum Effective Date”) by Benefitfocus.com, Inc. (“Benefitfocus”), with a principal place of business at 100 Benefitfocus Way, Charleston, SC 29492 and Santee School District (“Client”), with a principal place of business at 9625 Cuyamaca St., Santee, CA 92701 (each individually a “Party” and collectively the “Parties”). This Addendum, supplements, is made a part of, and is incorporated by reference into any Agreement (individually & collectively, the “Agreement”) between Benefitfocus and Client.

- 1) Definitions. Capitalized terms used in this Addendum and not otherwise defined herein shall have the meanings set forth in the then-current Privacy and Security Rules.
  - a) Access shall have the limited meaning set forth within 45 CFR § 164.304.
  - b) Breach shall have the meaning set forth within 45 CFR § 164.402.
  - c) Business Associate shall have the meaning set forth within 45 CFR § 160.103.
  - d) Designated Record Set shall have the same meaning as the term “designated record set” in 45 CFR § 164.501.
  - e) Electronic Health Record shall have the meaning set forth in Section 13400(5) of the HITECH Act.
  - f) Electronic PHI shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to, 45 CFR § 160.103, as applied to the information that a Party creates, receives, maintains or transmits from or on behalf of Covered Entity.
  - g) Individual shall have the same meaning as the term “individual” in 45 CFR § 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR § 164.502(g).
  - h) HIPAA means the Health Insurance Portability and Accountability Act of 1996, Public Law No. 104-191.
  - i) HIPAA Regulations means those regulations promulgated under HIPAA by the U.S. Department of Health and Human Services.
  - j) HITECH Act means Title XIII of the American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5, 42 USC 17921 et seq.) (“ARRA”), also known as the Health Information Technology for Economic and Clinical Health Act, which becomes effective as of February 18, 2010, or such other date or dates as finally specified.
  - k) Law Enforcement Official shall have the meaning set forth in 45 CFR § 164.103.
  - l) Privacy Rule shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 162 and Part 164, Subparts A and E.
  - m) PHI shall have the same meaning as the term “protected health information” in 45 CFR § 160.103, as applied to the information created or received by a Party from or on behalf of Covered Entity.
  - n) Required by Law shall have the same meaning as the term “required by law” in 45 CFR § 164.103.
  - o) Secretary shall mean the Secretary of the Department of Health and Human Services or his or her designee.
  - p) Security Incident shall have the meaning given to such term under the Security Rule, including, but not limited to, 45 CFR § 164.304.

- q) Security Rule shall mean the Security Standards at 45 CFR Parts 160 and 162 and Parts 164, Subparts A and C.
  - r) Unsecured Protected Health Information shall have the meaning set forth within 45 CFR § 164.402.
- 2) Permitted Uses and Disclosures of PHI.
- a) Uses and Disclosures of PHI. Except as otherwise limited in this Addendum, each Party may use or disclose PHI to perform functions, activities or services for, or on behalf of, the other Party as specified in the Agreement, provided that such use or disclosure would not violate the Privacy Rule or Security Rule if done by the other Party.
  - b) Permitted Uses of PHI. Except as otherwise limited in this Addendum, each Party may use PHI for its proper management and administration or to carry out its legal responsibilities. A Party may also use PHI to provide Data Aggregation subject to the provisions of 2(d) herein.
  - c) Permitted Disclosures of PHI. Except as otherwise limited in this Addendum, each Party may disclose PHI for the proper management and administration of the Party, provided that the disclosures are required by law or the disclosing Party obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and will be used or further disclosed only as required by law or for the purpose for which it was disclosed to the person (which purpose must be consistent with the limitations imposed pursuant to this Addendum), and that the person agrees to notify the disclosing Party of any instances of which it is aware in which the confidentiality of the information has been breached. A Party may use PHI to report violations of law to appropriate federal and state authorities, consistent with 45 CFR Section 164.502(j)(1).
  - d) De-Identification of PHI. Except as otherwise limited in this Addendum, a Party may de-identify PHI provided that the de-identification conforms to the requirements of the Privacy Rule and further provided that a Party provides to the other Party the documentation required by the Privacy Rule. Data so de-identified does not constitute "PHI" and is not subject to the terms of this Addendum.
- 3) Obligations.
- a) Appropriate Safeguards. Each Party shall use appropriate safeguards to prevent use or disclosure of PHI other than as provided for by the Agreement and this Addendum. Each Party shall implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of Electronic PHI, as defined by the Security Rule. Each Party shall comply with the provisions of 45 CFR Sections 164.308, 164.310, 164.312 and 164.316 relating to implementation of administrative, physical and technical safeguards with respect to Electronic PHI in the same manner that such provisions apply to a HIPAA Covered Entity.
  - b) Reporting of Improper Use or Disclosure, Breach or Security Incident. Each Party shall report to the other Party any use or disclosure of PHI not provided for by the Agreement and this Addendum, including a Breach, within five (5) calendar days of becoming aware of such incident. Such notification shall include the identification of each individual whose Unsecured PHI has been, or is reasonably to have been, accessed, acquired or disclosed during the Breach. Each Party shall cooperate with the other Party in investigating the Breach so that each Party may meet its respective obligations under the HITECH Act., any other security breach notification law, or as required by contracts with other parties, including Covered Entities. Each Party shall report any Security Incident upon becoming aware of such incident; provided, however, that neither Party shall be required to report an immaterial incident consisting solely of trivial incidents that occur on a daily basis, such as scans, "pings," or an unsuccessful attempt to improperly access Electronic PHI that is stored in an information system under its control.
  - c) Mitigation. Each Party agrees to mitigate, to the extent practicable, any harmful effect that is known to it as a result of a use or disclosure of PHI in violation of this Addendum's requirements or that would otherwise cause a Breach of Unsecured PHI.

- d) **Agents.** Each Party shall ensure that any agent, including a subcontractor, to whom it provides PHI received from, or created or received by the other Party, or on behalf of Covered Entity, agrees to restrictions and conditions no less stringent than those that apply through this Addendum to the Parties with respect to such PHI. Each Party shall ensure that any agent, including a subcontractor, to whom it provides Electronic PHI, agrees to implement reasonable and appropriate safeguards to protect such information.
  - e) **Access to PHI.** Each Party shall provide access, at the request of a Covered Entity, and in the time and manner designated by a Covered Entity, to PHI in a Designated Record Set, to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 CFR Section 164.524 and, if and when applicable, Section 13405(e)(1) of the HITECH Act.
  - f) **Amendment of PHI.** Each Party shall make any amendment(s) to PHI in a Designated Record Set that a Covered Entity directs or agrees to pursuant to 45 CFR Section 164.526 at the request of Covered Entity or an Individual, and in the reasonable time and manner designated by the Covered Entity. Any denial of amendment of PHI by a Party or its agents or subcontractors shall be the responsibility of Covered Entity.
  - g) **Documentation and Accounting of Disclosures.** Each Party agrees to document disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528 and, if and when applicable, Section 13405(c) of the HITECH Act. Each Party agrees to provide to Covered Entity, in the time and manner reasonably designated by Covered Entity, information collected in accordance with the first sentence of this Section, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528 and, if and when applicable, Section 13405(c) of the HITECH Act. In the event that the request for an accounting is delivered directly to a Party or its agents or subcontractors, a Party shall forward such request to Covered Entity in writing. It shall be Covered Entity's responsibility to prepare and deliver any such accounting requested.
  - h) **Governmental Access to Records.** Each Party shall make its internal practices, books and records relating to the use and disclosure of PHI received from, or created or received by a Party on behalf of a Covered Entity available to the Secretary and, at the request of Covered Entity, for purposes of the Secretary determining Covered Entity's compliance with the Privacy Rule and the Security Rule.
  - i) **Additional HITECH Act Requirements.** To the extent applicable, each Party shall comply with the provisions of the HITECH Act set forth below, and any additional obligations imposed upon Business Associates by the HITECH Act, commencing on the date that compliance with each such provision is required by the HITECH Act:
    - i) A Party shall take reasonable steps to cure a breach of this Addendum if it knows of a pattern of activity or practice by the other Party, or a subcontractor or agent thereof that violates this Addendum, in accordance with Section 13404(b) of the HITECH Act.
    - ii) Each Party (or its agents or subcontractors) shall only request, use and disclose the minimum necessary amount of PHI necessary to accomplish the purpose of the request, use or disclosure, in accordance with Section 13405(b) of the HITECH Act.
    - iii) Each Party shall comply with the prohibition on the sale of Electronic Health Records and PHI set forth in Section 13405(d) of the HITECH Act.
    - iv) Each Party's notification of a Breach of Unsecured Protected Health Information shall comply in all respects with each applicable provision of Section 13402 of HITECH, 42 U.S.C. 17932.
- 4) **Term and Termination.**

- a) **Term.** The term of this Addendum shall commence as of the Addendum Effective Date, and shall terminate when all of the PHI provided by one Party to the other Party, or created or received by a Party on behalf of Covered Entity, is returned to Covered Entity or, if it is infeasible to return or destroy PHI, protections are extended to such information, in accordance with the Effect of Termination Section.
- b) **Termination.** Upon knowledge of a material breach by a Party of this Addendum, the non-Breaching Party shall either (i) provide an opportunity for the breaching Party to cure the breach or end the violation within the time reasonably specified by the non-breaching Party, or (ii) immediately terminate this Addendum and the Agreement if cure is not possible; or (iii) If termination is not feasible, file a report with the Secretary and the Covered Entity providing the PHI, and provide copies of such reports to the breaching Party.
- c) **Effect of Termination.** The respective rights and obligations of the Parties under this Section shall survive the termination of the Addendum and the Agreement.
  - i) Except as provided in paragraph (b) of this Section, upon termination of the Agreement or this Addendum for any reason, each Party shall return or destroy all PHI received from the other Party, or created or received by a Party on behalf of Covered Entity pursuant to the Agreement, and shall retain no copies of the PHI. This provision shall apply to PHI that is in the possession of subcontractors or agents of a Party.
  - ii) In the event that a Party determines that returning or destroying the PHI is not feasible, that Party shall provide to the other Party notification of the conditions that make return or destruction not feasible. Upon mutual agreement of the parties that return or destruction of PHI is not feasible, a Party shall extend the protections of this Addendum to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as that Party maintains such PHI.
- 5) **Indemnification.** The parties agree and acknowledge that, the indemnification obligations contained under the Agreement shall govern each party's performance under this Addendum.
- 6) **Amendment and Interpretation.** The parties acknowledge that this Addendum is intended to reflect the requirements of the Privacy Rule and Security Rule, as amended by the HITECH Act, upon the date they become finally effective. The Parties agree to take such action to amend this Addendum from time to time as necessary for the Parties to comply with the requirements of the Privacy Rule and the Security Rule, or any contractual requirements imposed by such Privacy or Security Rule or any reasonable amendment thereof. Any ambiguity in this Addendum shall be resolved in favor of a meaning that permits the parties to comply with the Privacy Rule and the Security Rule as applicable to such party.
- 7) **Mandatory Change Process.** To the extent that a Party is required to materially alter its services, processes or procedures as specified in the Agreement in order to comply with the provisions of the Privacy Rule and/or Security Rule as they may be amended after the Addendum Effective Date, the Parties agree to mutually negotiate any required adjustment in fees or services.
- 8) **No Third Party Beneficiaries.** Nothing express or implied in this Addendum is intended to confer, nor shall anything herein confer, upon any person other than the Parties and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.
- 9) **Prior Agreement.** Except as expressly amended herein, all other terms and conditions as set forth in the Agreement shall remain in full force and effect. The Agreement, as amended by this and other Amendments, and Addenda shall remain and continue in full force and effect, and shall continue to be binding on the parties hereto. To the extent that there is any inconsistency between this Addendum and any Agreement, this Addendum shall control.

**(SIGNATURE PAGE TO FOLLOW)**



IN WITNESS THEREOF, the Parties have caused this Addendum to be executed by their respective authorized representatives, in multiple counterparts, each of which when executed will be deemed to be an original but all of which taken together will constitute one and the same agreement.

**BENEFITFOCUS.COM, INC.**

**SANTEE SCHOOL DISTRICT**

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

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

Print: \_\_\_\_\_

Print: \_\_\_\_\_

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

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

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

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

*(Signature Page to the Business Associate Addendum)*

**Item G. BOARD POLICIES AND BYLAWS**

Agenda Item G.

Board Policies and Bylaws Item G.1.1.  
Prepared by Dr. Kristin Baranski  
June 19, 2018

Second Reading: New Board Policy  
and Administrative Regulation 5145.13,  
Response to Immigration Enforcement

**BACKGROUND:**

Under California law, all children, regardless of immigration status, have a constitutional right to attend our schools. Over the past year, districts have been working diligently to create policies and procedures that address schools' role in immigration enforcement, privacy protections for students, and more. Recent legislation, Assembly Bill 699 - Education Equity: Immigration and Citizenship Status, aims to clarify these issues.

The new Board Policy and Administrative Regulation 5145.13, Response to Immigration Enforcement, reflects new law AB 699. AB 699 mandates districts to adopt, by July 1, 2018, a policy consistent with the model policy developed by the California Attorney General; including policy related to the district's response to requests by law enforcement for access to information, students, or school grounds for immigration enforcement purposes; and actions to be taken in the event that a student's family member is detained or deported.

The policy also reflects new law SB 31 which prohibits districts from compiling or assisting federal government authorities with compiling a list, registry, or database based on students' national origin, ethnicity, or religion.

Adoption of these policies and procedures will help ensure Santee School District schools remain a welcoming, safe space for all students.

**RECOMMENDATION:**

This is a second reading, and request for approval, of New Board Policy and Administrative Regulation 5145.13, Response to Immigration Enforcement.

**FISCAL IMPACT:**

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

**STUDENT ACHIEVEMENT IMPACT:**

Effective governance has a positive impact on student achievement.

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

Agenda Item G.1.1.

**RESPONSE TO IMMIGRATION ENFORCEMENT**

The Governing Board is committed to the success of all students and believes that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status.

District staff shall not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members or provide assistance with immigration enforcement at district schools, except as may be required by state and federal law. (Education Code 234.7)

No student shall be denied equal rights and opportunities nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of his/her immigration status. (Education Code 200, 220, 234.1)

The Superintendent or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement. (Education Code 234.7)

Consistent with requirements of the California Office of the Attorney General, the Superintendent or designee shall develop procedures for addressing any requests by a law enforcement officer for access to district records, school sites, or students for the purpose of immigration enforcement.

Teachers, school administrators, and other school staff shall receive training regarding immigration issues, including information on responding to a request from an immigration officer to visit a school site or to have access to a student.

The Superintendent or designee shall report to the Board in a timely manner any requests for information or access to a school site by an officer or employee of a law enforcement agency for the purpose of enforcing the immigration laws. Such notification shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

Legal References on the following page.

**RESPONSE TO IMMIGRATION ENFORCEMENT**

**Legal Reference:**

**EDUCATION CODE**

**200 Educational equity**

**220 Prohibition of discrimination**

**234.1 Safe Place to Learn Act**

**234.7 Student protections relating to immigration and citizenship status**

**48204.4 Evidence of residency for school enrollment**

**48980 Parental notifications**

**48985 Notices to parents in language other than English**

**GOVERNMENT CODE**

**8310.3 California Religious Freedom Act**

**PENAL CODE**

**422.55 Definition of hate crime**

**627.1-627.6 Access to school premises, outsiders**

**UNITED STATES CODE, TITLE 20**

**1232g Family Educational Rights and Privacy Act**

**COURT DECISIONS**

**Plyler v. Doe, 457 U.S. 202 (1982)**

**Management Resources:**

**CSBA PUBLICATIONS**

**Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017**

**CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS**

**Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018**

**WEB SITES**

**CSBA: <http://www.csba.org>**

**California Office of the Attorney General: <http://oag.ca.gov>**

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

**California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>**

**California Department of Justice: <http://www.justice.gov>**

**U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>**

**U.S. Immigration and Customs Enforcement: <http://www.ice.gov>**

**U.S. Immigration and Customs Enforcement, Online Detainee Locator System: <http://locator.ice.gov/odls>**

**RESPONSE TO IMMIGRATION ENFORCEMENT**

**Responding to Requests for Information**

**Unless authorized by the Family Educational Rights and Privacy Act pursuant to 20 USC 1232g, student information shall not be disclosed to immigration law enforcement authorities without parental consent, a court order, or judicial subpoena. The Superintendent or designee shall annually notify parents/guardians that the district will not release student information to third parties for immigration enforcement purposes, unless the parent/guardian consents or as required to do so by a court order or judicial subpoena.**

**Upon receiving any verbal or written request for information related to a student's or family's immigration or citizenship status, district staff shall:**

- 1. Notify the Superintendent or designee about the information request**
- 2. Provide students and families with appropriate notice and a description of the immigration officer's request**
- 3. Document any request for information by immigration authorities**
- 4. Provide students and parents/guardians with any documents provided by the immigration enforcement officer, unless such disclosure is prohibited by a subpoena served on the district or in cases involving investigations of child abuse, neglect, or dependency**

**Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on national origin, immigration status, religion, or other category of individual characteristics protected against unlawful discrimination. (Government Code 8310.3)**

**Responding to Requests for Access to Students or School Grounds**

**District staff shall receive parent/guardian consent before a student is interviewed or searched by any officer seeking to enforce civil immigration laws at the school, unless the officer presents a valid, effective warrant signed by a judge or a valid, effective court order. A student's parent/guardian shall be immediately notified if a law enforcement officer requests or gains access to the student for immigration enforcement purposes, unless the judicial warrant or subpoena restricts disclosure to the parent/guardian.**

**All visitors and outsiders, including immigration enforcement officers, shall register with the principal or designee upon entering school grounds during school hours. Each visitor or outsider shall provide the principal or designee with his/her name, address, occupation, age if less than 21, purpose in entering school grounds, proof of identity, and any other information required by law. (Penal Code 627.2, 627.3)**

**RESPONSE TO IMMIGRATION ENFORCEMENT**

**District staff shall report the presence of any immigration enforcement officers to appropriate administrators.**

**As early as possible, district staff shall notify the Superintendent or designee of any request by an immigration enforcement officer for access to the school or a student or for review of school documents, including service of lawful subpoenas, petitions, complaints, warrants, or other such documents.**

**In addition, district staff shall take the following actions in response to an officer present on the school campus specifically for immigration enforcement purposes:**

- 1. Advise the officer that before school personnel can respond to the officer's request, they must first receive notification and direction from the Superintendent or designee, except under exigent circumstances that necessitate immediate action**
- 2. Request to see the officer's credentials, including his/her name and badge number, and the phone number of the officer's supervisor, and note or make a copy of all such information**
- 3. Ask the officer for his/her reason for being on school grounds and document the response**
- 4. Request that the officer produce any documentation that authorizes his/her school access**
- 5. Make a copy of all documents produced by the officer and retain one copy for school records**
- 6. If the officer declares that exigent circumstances exist and demands immediate access to the campus, comply with the officer's orders and immediately contact the Superintendent or designee**
- 7. If the officer does not declare that exigent circumstances exist, respond according to the requirements of the officer's documentation, as follows:**
  - a. If the officer has an Immigrations and Customs Enforcement (ICE) administrative warrant, district staff shall inform the agent that they cannot consent to any request without first consulting with the district's legal counsel or other designated district official.**
  - b. If the officer has a federal judicial warrant, such as a search and seizure warrant or an arrest warrant signed by a federal judge or magistrate, district staff shall promptly comply with the warrant. If feasible, district staff**

**RESPONSE TO IMMIGRATION ENFORCEMENT**

shall consult with the district's legal counsel or designated administrator before providing the officer with access to the person or materials specified in the warrant.

- c.** If the officer has a subpoena for production of documents or other evidence, district staff shall inform the district's legal counsel or other designated official of the subpoena and await further instructions as to how to proceed.
- 8.** Do not attempt to physically impede the officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, district staff shall document the officer's actions while on campus.
- 9.** After the encounter with the officer, promptly make written notes of all interactions with the officer, including:
- a.** A list or copy of the officer's credentials and contact information
  - b.** The identity of all school personnel who communicated with the officer
  - c.** Details of the officer's request
  - d.** Whether the officer presented a warrant or subpoena to accompany his/her request, what was requested in the warrant or subpoena, and whether the warrant or subpoena was signed by a judge
  - e.** District staff's response to the officer's request
  - f.** Any further action taken by the officer
  - g.** A photo or copy of any documents presented by the officer
- 10.** Provide a copy of these notes and associated documents collected from the officer to the district's legal counsel or other designated district official

The district's legal counsel or other designated official shall submit a timely report to the Governing Board regarding the officer's requests and actions and the district's responses. (Education Code 234.7)

The Superintendent or designee shall also email the Bureau of Children's Justice in the California Department of Justice (BCJ@doj.ca.gov) regarding any attempt by a law enforcement officer to access a school site or a student for immigration enforcement purposes.



**RESPONSE TO IMMIGRATION ENFORCEMENT**

**Responding to the Detention or Deportation of Student's Family Member**

**The Superintendent or designee shall encourage students and their families to update their emergency contact information as needed throughout the school year and to provide alternative contacts, including an identified trusted adult guardian, in case a student's parent/guardian is detained or is otherwise unavailable. The Superintendent or designee shall notify students' families that information provided on the emergency cards will only be used in response to specific emergency situations and not for any other purpose.**

**The Superintendent or designee shall also encourage all students and families to learn their emergency phone numbers and be aware of the location of important documentation, including birth certificates, passports, social security cards, physicians' contact information, medication lists, lists of allergies, and other such information that would allow the students and families to be prepared in the event that a family member is detained or deported.**

**In the event that a student's parent/guardian is detained or deported by federal immigration authorities, the Superintendent or designee shall release the student to the person(s) designated in the student's emergency contact information or to any individual who presents a caregiver's authorization affidavit on behalf of the student. The Superintendent or designee shall only contact child protective services if district personnel are unable to arrange for the timely care of the student by the person(s) designated in the emergency contact information maintained by the school or identified on a caregiver's authorization affidavit.**

**The Superintendent or designee shall notify a student whose parent/guardian was detained or deported that the student continues to meet the residency requirements for attendance in a district school, provided that the parent/guardian was a resident of California and the student lived in California immediately before he/she moved out of state as a result of the parent/guardian's departure. (Education Code 48204.4)**

**The Superintendent or designee may refer a student or his/her family members to other resources for assistance, including, but not limited to, an ICE detainee locator, legal assistance, or the consulate or embassy of the parent/guardian's country of origin.**

Board Policies and Bylaws Item G.1.2.

First Reading: Revised Board Policy and Administrative Regulation 5141.31, Immunizations

Prepared by Dr. Stephanie Pierce  
June 19, 2018

**BACKGROUND:**

Attached are revised BP 5041.31 and AR 5041.31, Immunizations, based upon California School Board Association's (CSBA) sample Board Policies and Regulations.

**RECOMMENDATIONS:**

This evening administration is presenting revised Board Policy 5041.31 and revised Administrative Regulation 5041.31, Immunizations, for a first reading. Action, if any, is at the discretion of the Board.

**FISCAL IMPACT:**

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

**STUDENT ACHIEVEMENT IMPACT:**

Student well-being is an essential component of student achievement.

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

Agenda Item G.1.2.

## IMMUNIZATIONS

To protect the health of all students and staff and to curtail the spread of infectious diseases, the Governing Board ~~desires to~~ shall cooperate with state and local public health agencies to encourage and facilitate immunization of all district students against preventable diseases.

Each students enrolling for the first time in entering a district elementary school, preschool, or child care and development program, or enrolling in or advancing to grade 7 transferring between school campuses, shall present an immunization record from any authorized private or public health care provider certifying that he/she has received all required which shows at least the month and year of each immunizations in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.

Each transfer student shall be requested to present his/her immunization record, if possible, certifying that he/she has received all required immunizations currently due before he/she is admitted to upon registration at a district school.

The Superintendent or designee may arrange for an authorized health care provider qualified medical personnel to administer immunizations at school to any student whose parent/guardian has consented in writing. At the beginning of the school year, parents/guardians shall be notified of their right to provide consent for the administration of an immunization to their child at school.

### *Legal Reference:*

#### EDUCATION CODE

44871 Qualifications of supervisor of health

46010 Total days of attendance

48216 Immunization

48853.5 Immediate enrollment of foster yourh

48980 Required notification of rights

49403 Cooperation in control of communicable disease and immunizations

49426 Duties of school nurses

51745-51749.6 Independent study

#### HEALTH AND SAFETY CODE

120325-120380 Immunization against communicable disease especially:

120335 Immunization requirement for admission

120395 Information about meningococcal disease, including recommendation for vaccination

120440 Disclosure of immunization information

#### CODE OF REGULATIONS, TITLE 5

430 Student records

#### CODE OF REGULATIONS, TITLE 17

6000-6075 School attendance immunization requirements

#### UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

#### UNITED STATES CODE, TITLE 42

11432 Immediate enrollment of homeless children

#### CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

**IMMUNIZATIONS****Required Immunizations**

The Superintendent or designee shall provide parents/guardians, upon school registration, a written notice summarizing the state's immunization requirements.

The Superintendent or designee shall not unconditionally admit any student to a district school, preschool, or child care and development program for the first time nor admit or advance any student to grade 7 unless that student has been presented documentation of fully immunization-immunied. The student shall present documentation of full immunization, in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases:

~~At the beginning of the school year, the Superintendent or designee shall notify parents/guardians of the rights of students and parents/guardians relating to immunizations under Education Code 49403.~~

**Immunizations for Grades K-8**

~~Students entering the district in grades kindergarten through 8 shall have received the following immunizations:~~

1. Measles, mumps and rubella (MMR) vaccine
  - ~~a. — Students entering at the kindergarten level shall have received two doses on or after the first birthday, except one dose may be a measles-only vaccine.~~
  - ~~b. — Mumps vaccine shall not be required for students age seven or older.~~
  - ~~c. — Students entering or advancing to seventh grade shall be required to have a second dose of measles-containing vaccine if they have not previously obtained a second dose.~~
2. Diphtheria, tetanus and pertussis (whooping cough) vaccine (DTP<sub>1</sub>, ~~or~~ DTaP or Tdap)
  - ~~a. — Five doses shall be required for students ages four through six. However, four doses shall meet the requirement if at least one dose was given on or after the fourth birthday.~~
  - ~~b. — Four doses shall be required for students age seven or older. However, three doses shall meet the requirement if at least one dose was given on or after the second birthday.~~
  - ~~c. — Pertussis immunization shall not be required for students age seven or older.~~
  - ~~d. — A tetanus and diphtheria (Td) shot is recommended but not required for seventh-grade students who have not had a booster within the past five years.~~

**IMMUNIZATIONS** (continued)3. Poliomyelitis (polio) ~~vaccine~~

~~Four doses shall be required at any age. However, three doses shall meet the requirement for ages four through six if at least one dose was given on or after the fourth birthday, and three doses shall meet the requirement for ages seven to seventeen if at least one dose was given on or after the second birthday.~~

4. Hepatitis B ~~vaccine~~

a. ~~Three doses shall be required for entry into kindergarten.~~

~~Students admitted at the kindergarten level or below before August 1, 1997, shall be exempt from this requirement.~~

b. ~~Students shall not be unconditionally admitted or advanced to seventh grade unless they have been fully immunized against hepatitis B. A student who has previously had three doses of hepatitis B vaccine at any age before seventh grade shall not be required to receive any additional shots.~~

5. Varicella (chickenpox) ~~vaccine~~

~~Any student admitted at the kindergarten level or above before July 1, 2001, shall be exempt from this requirement for school entry.~~

6. Haemophilus influenza type b (Hib meningitis)7. Any other disease designated by the CDPH

However, full immunization against hepatitis B shall not be a condition by which the Superintendent or designee shall admit or advance any student to grade 7.

A student who qualifies for an individualized education program (IEP), unless otherwise exempt, shall be fully immunized in accordance with Health and Safety Code 120335 and this regulation. However, the district shall continue to implement the student's IEP and shall not prohibit the student from accessing any special education and related service required by his/her IEP regardless of whether the student is fully immunized.

The student's immunization record shall be provided by the student's health care provider or from the student's previous school immunization record. The record must show at least the month and year for each dose, except that the day, month, and year must be shown for the MMR doses given during the month of the first birthday and for the Tdap dose given during the month of the seventh birthday.

**IMMUNIZATIONS** (continued)

~~Students who skipped kindergarten shall meet immunization requirements for hepatitis B and a second measles dose prior to entering first grade.~~

~~Students transferring into the district at a grade other than kindergarten or seventh grade shall be exempt from the requirement for a second measles dose or hepatitis B immunization.~~

**Immunizations Below Kindergarten Level**

~~Children younger than age four years, six months shall have received haemophilus influenza type b (Hib meningitis) vaccine.~~

~~Other immunization requirements for children below kindergarten level depend on the child's age as specified in 17 CCR 6020.~~

**Exemptions**

~~Exemption from one or more immunization requirements is allowed when shall be granted under any of the following circumstances:~~

- ~~1. — The student's parent/guardian states in writing that immunization is contrary to his/her beliefs.~~
12. The student's parent/guardian provides files with the district a written statement by a licensed physician to the effect that the physical condition of the child is such, or medical circumstances of the student relating to the child are such, that immunization is not considered unsafe, or is permanently not indicated. The statement shall indicate the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization.
2. The student's parent/guardian files with the district, before January 1, 2016, a letter or written affidavit stating that an immunization is contrary to his/her personal beliefs, in which case the student shall be exempted from the immunization until he/she enrolls in the next applicable grade span requiring immunization (birth to preschool, grades K-6, grades 7-12).

When a student transfers to a different school within the district or transfers into the district from another school district in California, his/her personal beliefs exemption filed before January 1, 2016, shall remain in effect until the next applicable grade span. A student transferring from a school outside the district shall present a copy of the personal beliefs exemption upon enrollment. When a student transfers into the district from outside California and presents a personal beliefs exemption issued by another state or country prior to January 1, 2016, the Superintendent or designee may consult with legal counsel regarding the applicable

**IMMUNIZATIONS** (continued)

3. The student is enrolled in an independent study program pursuant to Education Code 51745-51749.6 and does not receive classroom-based instruction.

~~However, if there is good cause to believe that the student has been exposed to one of the communicable diseases listed above, the student may be temporarily excluded from school until the local health officer is satisfied that the student is no longer at risk of developing the disease.~~

**Exclusions Due to Lack of Immunizations**

~~Any student without the required evidence of immunization may be excluded from school until the immunization is obtained or until the student presents a letter or affidavit of exemption from his/her parent/guardian or physician.~~

~~Before a student is excluded from school attendance because of lack of immunization, the Superintendent or designee shall notify the parent/guardian that he/she has 10 school days in which to supply evidence of proper immunization or an appropriate letter of exemption. This notice shall refer the parent/guardian to the child's usual source of medical care.~~

~~If no usual source of medical care exists, the parent/guardian shall be referred to the county health department.~~

~~The Superintendent or designee shall exclude from further attendance any student who fails to obtain the required immunization within 10 school days following receipt of the parent/guardian notice specified above, unless the student is exempt from immunization for medical reasons or personal beliefs. The student shall remain excluded from school until he/she has received another dose of each required vaccine due at that time. The student shall also be reported to the attendance supervisor or principal.~~

**Conditional Enrollment**

The Superintendent or designee may conditionally admit a student with documentation from ~~a physician~~ an authorized health care provider that:

1. ~~He/she~~ The student has not received some but not all the immunizations required immunizations for his/her age group, but has commenced receiving does of all required vaccines and is not due for any vaccine other doses at the time of admission.
2. ~~He/she~~ The student has a temporary exemption from immunization for medical reasons pursuant to item #1 in the section "Exemptions" above.

The Superintendent or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses ~~when they become due~~ as specified in 17 CCR 6035.



**IMMUNIZATIONS** (continued)

In addition, a transfer student may be conditionally admitted for up to 30 school days while his/her immunization records are being transferred from the previous school. If such documentation is not presented within 30 days, the student shall be excluded from school until the required immunizations have been administered.

The Superintendent or designee shall review the immunization record of each student admitted conditionally every 30 days until that student has received all the required immunizations. If the student does not receive the required immunizations within the specified time limits, he/she shall be excluded from further attendance until the immunizations are received.

The Superintendent or designee shall immediately enroll homeless students, foster youth, and students of military families even if their immunization records are missing or unavailable at the time of enrollment. School or district staff shall work with the student's prior school to obtain the student's immunization records or shall ensure that he/she is properly immunized.

**Exclusions Due to Lack of Immunizations**

Any student without the required evidence of immunization may be excluded from school until the immunization is obtained or an exemption is granted in accordance with the section "Exemptions" above.

Before an already admitted student is excluded from school attendance because of lack of immunization, the Superintendent or designee shall notify the parent/guardian that he/she has 10 school days to supply evidence of proper immunization or an appropriate exemption. This notice shall refer the parent/guardian to the student's usual source of medical care or, if the student has no usual source of medical care, then to the county health department or school immunization program, if any.

The Superintendent or designee shall exclude from further attendance any already admitted student who fails to obtain the required immunization within 10 school days following the parent/guardian's receipt of the notice specified above. The student shall remain excluded from school until he/she provides written evidence that he/she has received a dose of each required vaccine due at that time. The student shall also be reported to the attendance supervisor or principal.

**Exclusion Due to Exposure to Disease**

If the district has good cause to believe that a student has been exposed to a disease listed in the section "Required Immunizations" above and his/her documentation of immunization does not show proof of immunization against that disease, that student may be temporarily excluded from the school until the local health officer informs the district in writing that he/she is satisfied that the student is no longer at risk of developing or transmitting the disease.



**IMMUNIZATIONS** (continued)

**Records**

The Superintendent or designee shall record each new entrant's immunizations in the California School Immunization Record and retain it as part of the student's mandatory permanent student record. District staff shall maintain the confidentiality of immunization records and may disclose such information to state and local health departments only in accordance with law.

The district shall also retain in the mandatory student record any physician or health officer statement, personal beliefs letter or affidavit, reason for conditional enrollment, or any other documentation related to the student's immunization record or exemptions.

**Audits**

If an audit reveals deficiencies in the district's reporting procedures, the Superintendent or designee shall present the Board with a plan to remedy such deficiencies.

## Item H. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

### Item I. CLOSED SESSION

*Citizens wishing to address the Board about a Closed Session item are requested to submit a Request to Speak card in advance. The Board invites citizens at this time to address the Board about any of the items listed under Closed Session*

*The Board will go into Closed Session to discuss:*

1. **Conference with Legal Counsel - Anticipated Litigation** (Gov't. Code § 54956.9)  
- One Case
  
2. **Conference with Labor Negotiators** (Gov't. Code § 54957.6)  
*Purpose: Negotiations*  
*Agency Negotiators: Tim Larson, Assistant Superintendent*  
*Employee Organizations: Santee Teachers Association (STA); and*  
*Classified School Employees Association (CSEA)*
  
3. **Public Employee Performance Evaluation** (Gov't. Code § 54957)  
*Superintendent*

### Item J. RECONVENE TO PUBLIC SESSION

### Item K. ADJOURNMENT

Agenda Items H, I, J, and K.