



# Santee School District

**SCHOOLS:**

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

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

**BOARD OF EDUCATION  
REGULAR MEETING  
A G E N D A  
October 1, 2013**

**District Mission**

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

<b>A.</b>	<b>OPENING PROCEDURES – 7:00 p.m.</b>	<b>Page #</b>
	1. Call to Order and Welcome	
	2. District Mission	
	3. Pledge of Allegiance	
	4. Approval of Agenda	
<b>B.</b>	<b>REPORTS AND PRESENTATIONS</b>	<b>7</b>
	1. Superintendent's Report	
	1.1. Developer Fees Collection Report	8
	1.2. Use of Facilities Report	9
	1.3. Enrollment Report	10
	1.4. Schedule of Upcoming Events	11
	2. Junior Olympics: Appreciation to Kiwanis and Santee Teachers	12
	3. Maintenance and Operations Department Update	14
<b>C.</b>	<b>PUBLIC COMMUNICATION</b>	<b>15</b>
	<i>During this time, citizens are invited to address the Board of Education about any item <u>not</u> on the agenda. Request-to-speak cards should be submitted in advance. The Board may not take action on any item presented. The Board has a policy limiting any speaker to five minutes. Meetings are recorded.</i>	
<b>D.</b>	<b>PUBLIC HEARINGS</b>	<b>16</b>
	1.1. California School Employees Association's (CSEA) Initial Proposal to Modify Articles of the Current Collective Bargaining Agreement between Santee School District and California School Employees Association (CSEA)	17

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

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

**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 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**

21

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

**Business Services**

**2.1. Approval/Ratification of Travel Requests**

26

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 Revolving Cash Report**

28

It is recommended that the Board of Education approve/ratify revolving cash checks as listed.

**2.3. Acceptance of Donations**

30

It is recommended that the Board of Education accept donations as listed.

**2.4. Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)**

31

It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the month of August 2013.

**2.5. Adoption of Proclamation for National School Lunch Week**

36

It is recommended that the Board of Education adopt a proclamation endorsing the week of October 14 – 18, 2013 as "National School Lunch Week."

**2.6. Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement**

38

It is recommended that the Board of Education approve the Uniform Complaint Report for the quarter ending September 30, 2013 and authorize administration to submit the report to SDCOE.

**2.7. Approval of Consultants and General Service Providers**

39

It is recommended that the Board of Education approve Consultant and General Service Provider agreements as presented.

**Capital Improvement Program**

**3.1. Extension of Builder's Risk Insurance for the 10-Classroom Addition Project at Pepper Drive School**

41

It is recommended that the Board of Education approve the extension of Builder's Risk Insurance for the Pepper Drive 10-classroom addition construction project with Hanover Insurance Group.

<b>Educational Services</b>		Page #
<b>4.1.</b>	<b><u>Approval of Memorandum of Understanding Between Santee School District's After School Education and Safety Program (ASES) and San Diego County Superintendent of Schools for Fiscal Year 2013-2014</u></b> It is recommended that the Board of Education approve the Memorandum of Understanding between the Santee School District's ASES program and San Diego County Superintendent of Schools for fiscal year 2013-2014.	42
<b>4.2.</b>	<b><u>Approval of Nonpublic School Master Contract with Aseline School for Nonpublic School Services</u></b> It is recommended that the Board of Education approve the Nonpublic School Master Contract with Aseline School for one additional student for the term of October 2, 2013 through June 30, 2014.	58
<b>Human Resources/Pupil Services</b>		
<b>5.1.</b>	<b><u>Personnel, Regular</u></b> It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations and dismissals.	59
<b>5.2.</b>	<b><u>Approval of Revised Job Description for Executive Assistant</u></b> It is recommended that the Board of Education approved the revisions to the Executive Assistant job description.	62
<b>5.3.</b>	<b><u>Approval of New Job Description for Project Coordinator</u></b> It is recommended that the Board of Education approved the new job description for Project Coordinator.	67
<b>5.4.</b>	<b><u>Approval of Santee Collaborative Reinvestment Plan for the Use of LEA Medi-Cal Funds</u></b> It is recommended that the Board of Education approve the reinvestment plan for the use of LEA Medi-Cal funds.	70
<b>5.5.</b>	<b><u>Presentation of California School Employees Association's (CSEA) Initial Proposal to Modify Articles of the Current Collective Bargaining Agreement between Santee School District and California School Employees Association (CSEA)</u></b> It is recommended that the Board of Education review CSEA's initial proposal to modify articles of the current collective bargaining agreement with CSEA.	74
<b>F.</b>	<b>DISCUSSION AND/OR ACTION ITEMS</b> <i>Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.</i>	77
<b>Superintendent</b>		
<b>1.1.</b>	<b><u>Report on Technology Infrastructure Changes to Support the Bring Your Own Device (BYOD) Initiative</u></b> This is an information item. Action is at the discretion of the Board of Education.	78
<b>1.2.</b>	<b><u>Approval of Appointments to Board Advisory Committees</u></b> It is recommended that the Board of Education approved the recommended appointments to Board Advisory Committees.	80

1.3.	<b><u>Superintendent's Contract</u></b>	83
	It is recommended that the Board of Education approve the modifications to the Superintendent's contract.	
<b>Educational Services</b>		
2.1.	<b><u>Approval of Proposal for Student Assessment Data Analysis System</u></b>	90
	It is recommended that the Board of Education approve the purchase of Pearson's Schoolnet for PowerSchool.	
<b>Business Services</b>		
3.1	<b><u>Approval of Monthly Financial Report</u></b>	92
	It is recommended that the Board of Education approve the Monthly Financial Report.	
3.2.	<b><u>Authorization to Request Informal Bids through the CUPCCAC Process for Water Re-Piping for Central Kitchen</u></b>	95
	It is recommended that the Board of Education authorize use of the CUPCCAC informal bid procedures for re-piping of water lines and replacement of steam lines and boiler for the Child Nutrition Services central kitchen facility.	
3.3.	<b><u>Regional Communications System (RCS) Replacement Plan</u></b>	97
	This is an information item. Action is at the discretion of the Board of Education.	
3.4.	<b><u>Local Control Funding Formula and Local Control Accountability Plan</u></b>	103
	This is an information item. Action is at the discretion of the Board of Education.	
3.5.	<b><u>Common Core Implementation One-Time State Funding</u></b>	108
	This is an information item. Action is at the discretion of the Board of Education.	
<b>Human Resources/Pupil Services</b>		
4.1.	<b><u>Adoption of Resolution No. 1314-08 to Restore, Reduce, and/or Eliminate Identified Classified Non-Management Positions</u></b>	111
	It is recommended that the Board of Education adopt resolution no. 1314-08 to restore, reduce, and/or eliminate identified classified non-management positions.	
4.2.	<b><u>Appointment to Project Coordinator Position</u></b>	113
	It is recommended that the Board of Education approve the appointment of the Project Coordinator.	
G.	<b>BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS</b>	114
H.	<b>CLOSED SESSION</b>	115
1.	<b><u>Conference with Real Property Negotiators</u></b> (Govt. Code § 54956.8)	
	<i>Property Addresses:</i>	
	▪ <i>Parcels 383-112-05 and 383-112-28 located on the north side of Prospect Avenue east of Marrokal Lane (known as the Renzulli Site)</i>	
	▪ <i>10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)</i>	
	<i>Agency Negotiator: Karl Christensen, Assistant Superintendent</i>	

2. **Conference with Labor Negotiator** (Govt. Code § 54956.8)  
*Agency Negotiators: Karl Christensen, Assistant Superintendent  
Tim Larson, Assistant Superintendent  
Employee Organization: Santee Teachers Association*
  3. **Conference with Labor Negotiator** (Govt. Code § 54956.8)  
*Agency Negotiators: Karl Christensen, Assistant Superintendent  
Tim Larson, Assistant Superintendent  
Employee Organizations: Classified School Employees Association*
- 
- I. **RECONVENE TO PUBLIC SESSION** 115
  - J. **ADJOURNMENT** 115

**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 October 15, 2013, at 7:00 p.m. in the Douglas E. Giles Educational Resource Center.  
Santee School District complies with the Americans with Disabilities Act. If you require reasonable accommodations including alternate formats for this meeting, contact the Superintendent's Office at (619) 258-2304 at least two (2) days before the meeting date.*

Members present:

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

OPENING PROCEDURES ITEM A.

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

2. District Mission

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

3. Pledge of Allegiance

4. Approval of Agenda for the October 1, 2013 regular meeting

Agenda Item A.

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

The following items are presented for Board information:

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

Agenda Item B.





**Requests For Use Of Facilities - October 1, 2013**

Group	Location	Date	Days	Time	Attendance	Fees Applied
<b>Cañon Park</b>						
Boy Scouts of America	Classroom	9/4/13 - 6/11/14	Wednesday	6:30 pm - 7:30 pm	8	
First Lego League (Lego Robot Meetings)	LRC Conference Room	9/9/13 - 6/23/14	Monday	2:30 pm - 4:30 pm	12	
Girl Scouts	Classroom	9/16/13 - 6/16/14	Monday	4:00 pm - 6:00 pm	14	
Girl Scouts	Classroom	9/19/13 - 6/19/14	Thursday	6:00 pm - 8:00 pm	15	
Girl Scouts	Classroom	9/25/13 - 6/11/14	Wednesday	6:00 pm - 7:00 pm	10 - 15	
CFF Heartlight San Diego (After-School Dance/Fitness)	Multi-Purpose	9/30/13 - 6/9/14	Monday	1:35 pm - 2:35 pm	20	TBD
Fall Carnival	Entire School	10/26/13	Saturday	8:00 am - 9:30 pm	1,200	
<b>Carlton Hills</b>						
Girl Scouts	Classroom	9/16/13 - 6/16/14	Monday	5:30 pm - 7:40 pm	15	
PTA (Mother/Son Event)	Multi-Purpose	11/14/13	Thursday	5:30 pm - 8:00 pm	75	
<b>Chet F. Harritt</b>						
CFF Heartlight San Diego (After-School Dance/Fitness)	Kinder Yard	10/2/13 - 6/11/14	Wednesday	1:35 pm - 2:35 pm	20	
<b>Hill Creek</b>						
Pathways NRG (After-School Club)	Classroom	9/26/13 - 6/19/14	Thursday	2:00 pm - 3:00 pm	12 - 25	
Girl Scouts	Classroom	9/30/13 - 6/2/14	Monday	5:00 pm - 6:30 pm	15	
CFF Heartlight San Diego (After-School Dance/Fitness)	Outside	10/3/13 - 6/12/14	Thursday	1:40 pm - 2:40 pm	20	
<b>Pepper Drive</b>						
Sonshine Haven (Higher Ground Club)	Classroom	9/8/13 - 6/22/14	Friday	2:00 pm - 4:30 pm	50	
Girl Scouts Troop 5278	Lunch Tables	9/16/13 - 6/16/14	Monday	2:35 pm - 4:00 pm	8 - 10	
Sonshine Haven (Sonshine Club)	Classroom	9/18/13 - 6/28/14	Wednesday	2:35 pm - 3:45 pm	50	
<b>PRIDE Academy (Prospect Avenue)</b>						
Girl Scout Troop 6127	Classroom	9/16/13 - 6/23/14	Monday	5:00 pm - 7:00 pm	10 - 12	
CFF Heartlight San Diego (After-School Dance/Fitness)	Outside	10/4/13 - 6/13/14	Friday	1:35 pm - 2:35 pm	20	
<b>Rio Seco</b>						
Pearson's Schoolnet (Power School Presentation)	Multi-Purpose	9/16/13	Monday	3:00 pm - 3:30 pm	60	
Pathways NRG (After-School Club)	Multi-Purpose	9/24/13 - 6/17/14	Monday	3:00 pm - 4:00 pm	12 - 25	
School District (Strategic Action Committees)	Multi-Purpose & Classrooms	10/10/13 - 5/8/14	Thursday	3:30 pm - 5:30 pm	100	
Girl Scouts	Classroom	10/16/13 - 5/21/14	Wednesday	5:30 pm - 6:30 pm	20	
Girl Scouts Santee (Magnolia Trails) Cookie Kick-Off	Multi-Purpose	1/26/14	Sunday	12:00 pm - 4:00 pm	250	TBD
<b>Sycamore Canyon</b>						
Girl Scouts	Classroom	9/10/13 - 5/27/14	Tuesday	6:00 pm - 7:00 pm	10	
PTA (CPR/First Aid Class)	Multi-Purpose	9/15/13	Sunday	1:00 pm - 3:00 pm	40	

Santee School District  
 ENROLLMENT REPORT  
 9/27/2013  
 Month 1 Week 4

SCHOOL	REGULAR ED											SPECIAL ED											Total All								
	TK	K	Gr-1	Gr-2	Gr-3	Gr-4	Gr-5	Gr-6	Gr-7	Gr-8	09/27/13	09/21/12	# Diff	% Diff	K	Gr-1	Gr-2	Gr-3	Gr-4	Gr-5	Gr-6	Gr-7	Gr-8	09/27/13	09/21/12	# Diff	% Diff	09/27/13	09/20/13	# Diff	
Cajon Park	107	113	106	98	123	112	120	109	105	983	994	-1	-0.1%	3	4	7	13	5	6	6	8	8	11	63	60	3	5.0%	1056	1054	2	
Carlton Hills	25	50	42	38	46	42	46	68	62	469	489	-20	-4.1%	5	3	2	4	2	4	5	4	5	5	34	31	3	9.7%	503	503	0	
Carlton Oaks	62	86	69	95	93	99	80	99	119	802	797	5	0.6%	7	5	5	6	3	4	5	9	6	6	50	52	-2	-3.8%	852	852	0	
Chel F. Harritt	21	60	57	64	69	53	73	46	53	544	553	-9	-1.6%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	544	544	0
Hill Creek	70	71	72	82	78	89	90	71	85	708	726	-18	-2.5%	0	1	2	2	2	2	1	0	0	0	10	13	-3	-23.1%	718	719	-1	
Pepper Drive	118	95	104	94	92	88	86	69	72	798	765	33	4.3%	0	0	0	0	0	0	2	2	2	6	10	12	-2	-16.7%	808	810	-2	
Prospect Ave	24	71	65	61	58	64	65	40	49	566	559	7	1.3%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	566	566	0
Rio Seco	97	105	119	84	104	106	105	114	100	936	948	-12	-1.3%	6	1	5	4	6	5	5	6	8	8	46	42	4	9.5%	982	984	-2	
Sycamore Canyon	43	50	57	52	38	44	43	0	0	327	321	6	1.9%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	327	327	0
SUBTOTAL	70	678	712	694	670	691	700	656	627	645	6152	-9	-0.1%	21	14	21	29	18	21	24	29	36	36	213	210	3	1.4%	6356	6,359	-3	
Alternative School	2	4	1	3	6	3	3	5	10	37	46	-9	-19.6%											1	1	0		37	38	-1	
Santee Success									1	1	6	-5	-83.3%										1	1	0		2	2	0		
EAK										0	0	0	0.0%											1	2	-1		0	0	0	
NPS										0	0													1	2	-1		1	1	0	
SUBTOTAL	2	4	1	3	6	3	3	5	11	38	52	-14	-26.9%	0	0	0	0	0	0	0	1	0	1	2	2	0	0	0	0	0	
TOTAL	70	680	716	695	673	697	703	659	632	656	6,204	-23	-0.4%	21	14	21	29	18	21	25	29	37	37	215	212	3	1.4%	6396	6,400	-4	

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

PK	1059
Cajon Park	3
Sycamore Canyon	31
Total PK	34

Total Enrollment Including PK	6430
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## Schedule of Upcoming Events

<b>Date</b>	<b>Event</b>
October 5	Salute to Teachers Balboa Theatre – 7:00 p.m.
October 7	District Professional Development Day No school for students.
October 8	New School Times Begin
October 10	Strategic Action Committees Meeting – 3:30 p.m. @ Rio Seco District Advisory Committee Meeting – 6:00 p.m. @ ERC
October 15	Board Meeting – 7:00 p.m.
October 29	Strategic Action Leadership Team (SALT) Meeting - 6:00 p.m.
November 5	Board meets with Principals – 6:00 p.m. Board Meeting – 7:00 p.m.
November 11	Veterans' Day Holiday Schools and Departments Closed
November 14	Strategic Action Committees Meeting – 3:30 p.m. @ Rio Seco District Advisory Committee Meeting – 6:00 p.m. @ ERC
November 19	Board meets with Student Representatives – 6:00 p.m. Board Meeting – 7:00 p.m.
November 25-29	Schools Closed for Thanksgiving Holiday District Offices closed November 27-29
December 3	Meeting Cancelled
December 4	ICOC Meeting – 6:00 p.m. @ District Office
December 5	California School Boards Association Annual Conference
December 9-13	Parent/Teacher Conference Week - Schools on Modified Days
December 10	Strategic Action Leadership Team (SALT) Meeting - 6:00 p.m.
December 12	Strategic Action Committees Meeting – 3:30 p.m. @ Rio Seco Budget Advisory Committee Meeting – 6:00 p.m. @ DO District Advisory Committee Meeting – 6:00 p.m. @ ERC
December 17	Board Meeting – 7:00 p.m. Board Organizational Meeting for 2014
Dec. 23-Jan. 3	Schools and Departments Closed for Winter Break
January 6, 2014	District Professional Development Day No school for students.
January 7	Students Return from Winter Break

Reports and Presentations Item B.2. Junior Olympics: Appreciation to Kiwanis and Santee Teachers

Prepared by Dr. Cathy Pierce  
October 1, 2013

**BACKGROUND:**

The Santee Kiwanis Club has provided the Junior Olympics event for our students for over 30 years. Each year, on the first Saturday in June, one of the local high schools is inundated with students from Santee School District who have worked diligently with their classroom teachers to compete in a variety of track and field events. The Junior Olympics is open for all students in grades 4 through 8 and the Kiwanians make sure that each and every participant receives a participation ribbon.

Kiwanis members always report that the Junior Olympics would not be the successful event that it is without the support of the District's classroom teachers who use P.E. time and recess for the trials and attend the Saturday event to support their students.

Tonight, the Board would like to recognize and thank the Santee Kiwanis for their outstanding contribution to the students of Santee School District in sponsoring and orchestrating the annual Junior Olympics event.

The Board would also like to join with the Kiwanis to recognize the contributions of teachers who support the Junior Olympics event. Tonight, the Board and the Kiwanis Club would like to recognize the following teachers: some who represent all of their schools' teachers who actively participate in the preparation and some who lead the charge at their site to organize their schools' participation and their students' involvement:

Cajon Park

Kristen Eveland  
Cathy Tolnay  
Bruce Jennings

Carlton Hills

Chris Stanley  
Katie Fossing  
Robynn Bennett

Carlton Oaks

Angela Panfili  
Jennifer Johnson  
Tracy Fox  
Lori Meaux  
Luke Towne

Chet F. Harritt

Helen Rosati

Hill Creek

Jane Montler

Charles Applegate

PRIDE Academy

Susan Smith

Cindi Schulze

Rio Seco

Marc Robbins

Sycamore Canyon

Kelly Eveland

Pepper Drive was unable to participate this year due to field availability during construction of their new junior high building. However, each year junior high teacher Barb DeBarrows has brought Pepper Drive students fully prepared and very eager to participate. Even though Pepper Drive was not able to participate, Barb DeBarrows represented Santana High School and worked tirelessly with the Kiwanis Club through the entire event.

The Board and Kiwanis would also like to recognize and thank Santana High School for the use of their facility; Santana Athletic Director John Bobof, who each year coordinates the use of Santana High School, and his track and field team who prepare the field for the event.

The Board and the Kiwanis Club know this is not an inclusive list of the teachers that support the Junior Olympics every year and wish to acknowledge and thank all teachers who support this annual inter-mural opportunity for students.

Agenda Item B.2.

**BACKGROUND:**

The Maintenance and Operations department consists of 39 employees providing repair, general maintenance, custodial, warehousing, and grounds maintenance service for nine schools and the district office compound. Under the direction of Christina Becker, the department is divided into functional areas as follows:

- 6 Maintenance Craftworkers provide plumbing, electrical, HVAC, welding, mechanical, plumbing, painting, and fencing services
- 28 Custodians clean classrooms, offices, libraries, restrooms, kitchens, auditoriums, and exterior areas
- 3 Groundworkers mow lawns, trim bushes, pull weeds, spread mulch, plant foliage, and irrigate landscaping
- 1 Warehouse Storekeeper/Craftworker sorts, organizes, stores, and delivers mail, supplies, and equipment to schools and departments
- 1 department secretary provides administrative and clerical support

Tonight, Christina Becker, Director of the Maintenance and Operations department, will give the Board of Education a report on activities, accomplishments, and future projects of the department.

This report 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.

PUBLIC COMMUNICATION Item C.

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

Agenda Item C.

PUBLIC HEARINGS Item D.

Agenda Item D.



Public Hearings Item D.1.1. California School Employees Association's (CSEA) Initial Proposal to Modify Articles of the Current Collective Bargaining Agreement between Santee School District and California School Employees Association (CSEA)

Prepared by Tim Larson  
October 1, 2013

Copies of the California School Employees Association's (CSEA) Initial Proposals have been posted for the public to read at the Santee Public Library, Santee Chamber of Commerce, Santee City Hall, District Education Center and all school site offices.

Section 3547 of the Government Code requires that the District hold a public hearing in matters of employee organization negotiation proposals. The public hearing on the proposals will be open for discussion.

Agenda Item D.1.1.

The California School Employees Association  
And its  
Santee Chapter #557  
Initial Proposals  
To the  
Santee School District

Article 2 Recognition: CSEA proposes to update the list of positions in the recognition clause.

Article 4 Association Rights:

Section 3. Use of Institutional Mail and District Email: CSEA proposes to add use of the District email system for Association communication.

Section 12. Distribution of Contract: CSEA proposes to increase the number of contracts provided to the Association.

Section 15. CSEA Sponsored Release Time: CSEA proposes to bring Section 15 into compliance with recent changes in Ed Code.

Section 16. Meetings of the Governing Board: CSEA is proposing a place on the agenda at Board meeting for non-negotiable items.

Section 17. Board Agenda: CSEA is proposing that the Association be provided two copies of all agendas with non-confidential back-up material.

Article 5 Organizational Security: CSEA is proposing to update the organizational security language and make changes to the charity's selected for religious exemptions.

Article 6 Employees Rights: CSEA is proposing new language regarding District Required Examinations and Re-employment of Permanent Employees.

Section E. Discipline: CSEA is proposing the implementation of the principals of progressive discipline into the discipline article.

SubSection 5. Evidentiary Hearing a.: CSEA proposes making changes to the selection process of the hearing officer and notice timelines.

SubSection 6: Abusive Behavior: CSEA proposes adding a new section to the CBA.

Article 7 Grievance Procedure

Section 3. Level III: CSEA proposes adding language to Level II

Article 10 Hours

Section Q. Uniforms: CSEA proposes adding the MOU's on uniforms for the Central Kitchen and Maintenance and Grounds Personnel to the CBA.

Article 11 Layoffs: CSEA has proposed language changes for overstaffed schools, bumping procedures and utilization of volunteers.

Article 13. Vacation: CSEA is proposing wording changes to the vacation article.

Article 14. Transfers: Proposes adding an interview committee for employee initiated transfers.

Article 15. Promotion and Procedures for Filling Vacancies

A. CSEA proposes making changes that allow employees on leave or vacation to notify H.R. via email or telephone.

B. Procedures for filing vacancies: CSEA proposes adding a new section regarding the filing of vacancies.

Article 16 Leave Provisions

Section 4. Judicial and Official Appearance Leave, b: CSEA is proposing language that would not require employees to work beyond their regular hours when scheduled for jury duty.

Section 10. Legislative Leave: CSEA is proposing new language that would grant leave for employees who served as school board members or other elected officials.

Section 11. Long-Term Uncompensated Leave: CSEA proposes new language that would grant employees nonpaid leave for up to 6 months for specific reasons.

Section 12. Unpaid Short term Leave: CSEA proposes a new section that would grant employees short term unpaid leave for up to 20 days.

Article 17 Compensation:

Section E. Professional Growth: CSEA proposes making changes to the compensation and wording.

Section I. Salary Increases and Restoration: CSEA proposes a 4% salary increase for the 2013-2014 school year and a 5.5% increase for the 2014-2015 school year.

CSEA is also proposing that employee's reduced in hours and/or months since July 1, 2009 be restored.

These are CSEA's initial proposals. CSEA reserves the right to add to, modify, delete from or withdraw any of the above proposals through the meet and negotiate process.

CONSENT ITEMS Item E.

*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. Approval of Minutes  
Prepared by Cathy A. Pierce, Ed.D.  
October 1, 2013

**BACKGROUND:**

Presented for Board approval –

- September 17, 2013, regular meeting minutes

**RECOMMENDATION:**

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

Motion:

Second:

Vote:

Item E.1.1.

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

September 17, 2013

**MINUTES**

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

**A. OPENING PROCEDURES**

1. Call to Order and Welcome

President El-Hajj called the meeting to order at 7:03 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. Cathy Pierce, Superintendent and Secretary to the Board  
Karl Christensen, Assistant Superintendent, Business Services  
Tim Larson, Assistant Superintendent, Human Resources/Pupil Services  
Dr. Stephanie Pierce, Director, Educational Services  
Linda Vail, Executive Assistant and Recording Secretary

2. President El-Hajj invited the audience to recite the District Mission and then invited Nancy Stasch, an employee in Business Services, to lead the members, staff, and audience in the Pledge of Allegiance.

3. Approval of Agenda

It was moved and seconded to approve the agenda.

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

**B. REPORTS AND PRESENTATIONS**

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

2. 4<sup>th</sup> Annual School Beautification Day Appreciation

Following a slide presentation showing volunteers working on School Beautification Day 2013, Karl Christensen introduced the following representatives:

- Pathways Community Church - Mike Gilson and Jeff Atkins
- Riverview Community Church – Todd Tolson
- Urban Youth Collaborative – Miguel Parada
- San Diego Christian College - Brad Pulcifer

The Board thanked these organizations for another School Beautification Day. Santee School District greatly appreciates the efforts of over 400 volunteers from these organizations who worked to freshen and rejuvenate the visual appearance around the schools and prepare them for the first day of school each fall. President El-Hajj presented appreciation certificates from Senator Joel Anderson's office and an appreciation bouquet from the Board.

Member Burns said it was awesome to have so many students see their example of service to the community.

**C. PUBLIC COMMUNICATION**

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

**D. PUBLIC HEARINGS**

**1. Santee School District Board of Education's Initial Proposal to Modify Articles of the Current Collective Bargaining Agreement between Santee School District and California School Employees Association (CSEA)**

President El-Hajj opened the public hearing on the Santee School District Board of Education's initial proposal to modify articles of the current collective bargaining agreement between Santee School District and California School Employees Association (CSEA). There were no public comments. The public hearing was closed.

**2. Compliance with Education Code Section 60119 (Williams Settlement): K-12 Textbook and Instructional Materials Funding Realignment Program**

President El-Hajj opened the public hearing on Compliance with Education Code Section 60119 (Williams Settlement): K-12 Textbook and Instructional Materials Funding Realignment Program. There were no public comments. The public hearing was closed.

**E. CONSENT ITEMS**

Items listed under Consent are considered to be routine and are all acted on by the Board with one single motion. President El-Hajj invited comments from the public on any item listed under Consent. There were no comments.

**1.1. Approval of Minutes**

**2.1. (Pulled for separate consideration.)**

**2.2. Approval/Ratification of Expenditure Warrants**

**2.3. Approval/Ratification of Purchase Orders**

**2.4. Acceptance of Donations**

**3.1. Certification and Adoption of Resolution of Sufficiency of Instructional Materials 2013-14**

**3.2. Approval of 2014 Early Admittance to Kindergarten Program**

**3.3. Approval of Nonpublic Agency Master Contract with AlphaVista Services, Inc. for Speech Therapy**

**4.1. Personnel, Regular**

**4.2. Approval of Classified Non-Management Reclassification/Reallocation Study Recommendation**

**4.3. Approval to Submit Pre-Application for Kellogg Foundation Family Engagement Grant**

**4.4. Acceptance of 2012-13 School Program Services Year End Report**

It was moved and seconded to approve Consent Items with the exception of Item 2.2.

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

**2.2. Approval/Ratification of Expenditure Warrants (Pulled by Member Ryan for separate consideration.)**

Member Ryan said when she reviewed the list of warrants she noticed many American Express expenditures did not record the expense descriptions. Karl Christensen explained that those expenditures came to the Board in the form of a purchase order or annual expense and were paid using the District's American Express card rather than through a warrant. Using American Express to pay for certain expenditures provides cash rebates to the District which is an additional way to save money. The back-up material for each payment is available in Business Services. The Board would like a statement with this information on the item for the public's better understanding of this report. Member Ryan moved to approve/ratify the expenditure warrants for August 2013.

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

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

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

**1.1. Approval of Utilization of the CUPCCAC Informal Bid Process for Asphalt Repairs at Various Sites**

Karl Christensen reported asphalt repairs are included on their deferred maintenance plan and Administration is requesting approval to use CUPCCAC informal bid process. The selected bid will come back for Board acceptance. Member Burns moved to authorize using the CUPCCAC process to seek informal bids for asphalt repairs at various sites.

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

## 2.1. **Acceptance of the Board's Initial Proposal to Modify Articles of the Current Collective Bargaining Agreement between Santee School District and California School Employees Association (CSEA)**

Tim Larson provided the proposed District's initial proposal to modify articles of the current collective bargaining agreement with CSEA. There were no comments from the Board. Member Ryan moved to accept the District's initial proposal to modify articles of the current classified collective bargaining agreement.

**Motion:** Ryan

**Second:** Burns

**Vote:** 5-0

## G. **BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS**

Member Burns reported he appreciates that Board members are involved in our community. His family attended the Bluegrass Festival last weekend and he believes the Bluegrass Festival is a "touch of class" for Santee. The event has a great purpose and is what he believes is the vision for our community. Board member Ken Fox chaired the Festival and did an outstanding job of bringing class and dignity to the Santee community. Member Burns invited Board members to join in an order for shirts with the District seal on it. Member Burns mentioned that 7/39 news aired a great item from Chula Vista School District on Common Core in the classroom.

Member Fox attended Back to School night at Cajon Park and said Mr. Hooks did a great job.

Board members briefly discussed visiting staff meetings for the LCFF presentations. They thanked Karl Christensen for great presentations.

Member Levens-Craig attended CSBA's LCFF presentation at the County Office. It was very good, clear information and reinforced what is being heard. She also attended a coalition for adequate funding for special education. One of the topics was about a statewide task force being set up by the State Superintendent of Instruction. They are seeking people from advocacy groups to be on the task force and she plans to apply. The purpose of the task force is to look at potential changes in legislation. CSBA has another webinar on October 2 about legal issues affecting school districts.

Member Ryan said CSBA is recommending Boards begin now in the budgeting process for LCFF and there is a list of criteria that needs to be included in our plan. Common Core is one of the categories that needs to be addressed. President El-Hajj said it needs to be looked at sooner rather than later and she knows staff is working to bring the information to the Board for discussion.

Tim Larson shared staffing has leveled out. There are 7 classrooms in K-3 with 25 students to avoid having combinations. These classes are offset by some at other grades with 23 in order to avoid penalties on CSR. Some junior high classes are a little high but staff has requested this as a preference to having combination classes.

Superintendent Pierce reminded the Board of the Strategic Action Leadership Meeting on September 24<sup>th</sup> at 6:00 p.m. Elana Levens-Craig will represent the Board at Salute to Teachers on October 5<sup>th</sup>.

## H. **CLOSED SESSION**

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

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



**4. Public Employee Performance Evaluation (Govt. Code § 54957)**  
*Superintendent*

The Board entered closed session at 7:41 p.m.

**I. RECONVENE TO PUBLIC SESSION**

The Board reconvened to public session at 10:05 p.m. No action was reported.

**J. ADJOURNMENT**

The September 17, 2013 regular meeting adjourned at 10:05 p.m.

Consent Item E.2.1. Approval/Ratification of Travel Requests  
Prepared by Karl Christensen  
October 1, 2013

**BACKGROUND:**

In accordance with BP 3350 of the Board of Education, an employee may attend conventions, conferences, or meetings of boards, committees, and commissions; to travel for the purpose of recruiting personnel; to visit other school districts; to appear before legislative committees; and to perform other out-of-district travel which is in the best interests of the school district and which assists employees to perform their jobs successfully.

In accordance with Sections 35044, 35172, and 35173 of the Education Code, the Board of Education shall provide for payment of travel expenses for any representative of the Board when performing services on behalf of the District.

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 \$5,987 with additional substitute costs of \$2,415 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.
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**Board Travel Report - October 1, 2013**

Travel Dates	Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Travel
Tuesday, 10/01/13	John Schweller Christina Becker	Pupil Services M&O	Advanced FRISK Training	SDCOE	\$0 \$0	\$149 \$149	Pupil Services Maint, Opers, Facs	This training will provide information on applying FRISK elements in addressing employee performance.
Tuesday, 10/01/13	Hope Michel Renee Steel	Special Education Ed. Services	AB 1729, AB 86, and AB 1266 - How Do these Amend Education Code	San Diego	\$0 \$0	\$163 \$163	Special Education Special Education	This workshop will focus on recent changes to the Education Code.
Wednesday, 10/02/13	John Schweller	Pupil Services	Common Core in Physical Education	SDCOE	\$0	\$68	Pupil Services	This workshop will provide information on how common core should impact physical education.
Thursday, 10/03/13	Leslie Wiley Larissa Evans Gina Helms Sharon Hodges Anne Coman Cindy Shirley Renee Steel Debbie Wilson Jennifer Sithideth Jon Conway Jennifer Mahoney Nicole Najar Saeja Keehan Alexa Harper Pam Mitchell Jeanie Low	CP CO RS PD CH HC ERC HC CP RS RS CO CP RS CO CO	Introduction to Universal Design for Learning (UDL) and the Common Core	SDCOE	\$105 \$105 \$105 \$105 \$105 \$105 \$105 \$105 \$105 \$105 \$105 \$105 \$105 \$105 \$105 \$105	\$34 \$34 \$34 \$34 \$34 \$34 \$34 \$34 \$34 \$34 \$34 \$34 \$34 \$34 \$34 \$34	Special Education Special Education Special Education Special Education Special Education Special Education Special Education Special Education Special Education Special Education Special Education Special Education Special Education Special Education Special Education Special Education	This workshop will provide information on the common core State standards for all learners, with a focus on those learners that may have disabilities.
Friday, 10/04/13	Tom Abbott Glynn Shoquist Tammy Arevelo Jeanne Petree Calleen Gaeir Tracy Thompson	CO CO CO CO CO CO	iPad for Success and Apple Accessibility for Educators of Students Who Are Visually Impaired	San Marcos	\$0 \$0 \$0 \$0 \$0 \$0	\$72 \$72 \$72 \$72 \$72 \$72	Visually Impaired	This workshop will focus on instructional strategies for visually impaired students utilizing an iPad.
Tuesday, 10/08/13	John Schweller Renee Steel	Pupil Services Ed. Services	Threat Assessment Team Training	SDCOE	\$0 \$0	\$78 \$78	Pupil Services Special Education	This workshop will provide training for conducting assessments of students who threaten violence.
Wednesday, 10/16/13	John Schweller	Pupil Services	SARB Summit	SDCOE	\$0	\$58	Pupil Services	This training will provide participants with information on the School Attendance Review Board (SARB) process.
Tuesday, 10/22/13	Tory Long	Business Services	Budget Basics and Beyond	SDCOE	\$0	\$314	Business Services	This CASBO workshop will be held at the San Diego County Office of Education and will focus on the budget process.
Friday, 10/25/13	Nancy Stasch	Business Services	CASBO Fall Classic: Purchasing Challenges	San Marcos	\$0	\$41	Business Services	This CASBO symposium will cover the latest information on public school districts' purchasing requirements.
Fri-Sun, 10/25/13 - 10/27/13	Chris Mowrey Sarah Mowrey Jennifer Rolf Krista Rosen	PD PD PD PD	California League of Middle Schools Conference	San Diego	\$105 \$105 \$105 \$105	\$350 \$350 \$350 \$350	EIA EIA EIA EIA	This 3-day conference will focus on common core and proven practices to develop college and career ready learners.
Tuesday, 11/05/13	Hope Michel Tory Long	Special Education Business Services	Special Education: Both Sides of the Equation	Costa Mesa	\$0 \$0	\$175 \$275	Special Education Business Services	This workshop will provide a Special Education funding model for 2013-14.
<b>Travel Requests That Require Airfare/Trainfare; Overnight Stay; and/or Travel Outside of the State of California</b>								
Thurs-Sun, 10/24/13 - 10/27/13	Heather Glanz Celina Register Tonya Hendrix	RS RS RS	CSTA - California Science Education Conference	Palm Springs	\$105 \$105 \$105	\$893 *70 *50	GATE GATE GATE	The CSTA California Science Education Conference will focus on instructional strategies for teaching science. Ms. Glanz will be a presenter at two workshops during the conference. *Most conference costs sponsored by CSTA for Ms. Register and Ms. Hendrix.
Wed-Fri, 02/19/14	Dr. Stephanie Pierce	Ed. Services	CISC Leadership Symposium 2014	Monterey	\$0	\$1,007	Educational Services	This symposium will provide leadership training and professional development with a focus on technology support for the Common Core State Standards.

Consent Item E.2.2. Approval/Ratification of Revolving Cash Report  
Prepared by Karl Christensen  
October 1, 2013

**BACKGROUND:**

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

**RECOMMENDATION:**

Administration recommends approval of check #22302 on the \$15,000 Revolving Cash Account.

This recommendation supports the following District goal:

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The fiscal impact is \$125.00 as disclosed on the following report.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item E.2.2.
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SANTEE SCHOOL DISTRICT  
REVOLVING CASH REPORT- \$15,000

Date	Number	Name	Memo	Amount
09/05/13	22302	WalMart	Lorene Foster Childrens Fund	125.00

Total Checks Written \$125.00

Bank Fees

Total to be Reimbursed \$125.00

Consent Item E.2.3. Acceptance of Donations  
 Prepared by Karl Christensen  
 October 1, 2013

**BACKGROUND:**

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

<i>Item</i>	<i>Approximate Value</i>	<i>Donated By</i>	<i>Designated For Use At</i>
Funds to Support Science, Technology, Engineering, and Math in the Classroom.	\$735.00	Incese Foundation (STEM)	Chet F. Harritt School
Funds to Support the Instructional Program and Supplement Classroom Supplies	\$449.24 \$827.01	Target	Chet F. Harritt School  Pepper Drive School
School Supplies	\$75.00	BTS of Santee	Sycamore Canyon School
School Supplies	\$125.00 \$95.00	First United Methodist Church	Sycamore Canyon School  Chet F. Harritt School
<b>TOTAL DONATIONS RECEIVED</b>	<b>\$2,306.25</b>		

**RECOMMENDATION:**

Administration recommends acceptance of the donation listed above for the District and authorization granted 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 donation above is valued at \$2,306.25.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item E.2.3.
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**BACKGROUND:**

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

**RECOMMENDATION:**

It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the period August 1, 2013 through August 31, 2013.

This recommendation supports the following District goal:

**Fiscal Accountability**

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

**FISCAL IMPACT:**

There were 133 transactions totaling \$28,924.92 charged to various funds.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item E.2.4.
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PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20130802	ABEL,CATHY	CHILD NUTRITION	OFFICE DEPOT #908	58.89	Office Supplies
20130807	ABEL,CATHY	CHILD NUTRITION	FOOD4LESS #0349	11.76	Catering Supplies
20130809	ABEL,CATHY	CHILD NUTRITION	AL'S SPORT SHOP	276.48	Banners
20130811	ABEL,CATHY	CHILD NUTRITION	PREMIER FOOD SAFETY	139.00	ServSafe Food Handlers License
20130811	ABEL,CATHY	CHILD NUTRITION	THE HOME DEPOT 673	105.84	Faucets
20130812	ABEL,CATHY	CHILD NUTRITION	BED BATH & BEYOND #651	27.58	Strainer
20130821	ABEL,CATHY	CHILD NUTRITION	SMARTNFINAL39810803989	9.48	Food
20130821	ABEL,CATHY	CHILD NUTRITION	THE WEBSTAUURANTSTORE	600.64	Hand Sink Kitchen Replacement
20130827	ABEL,CATHY	CHILD NUTRITION	CHEF CITY	296.74	Food Pans
20130827	ABEL,CATHY	CHILD NUTRITION	HOBART SERVICE-CW	571.25	Casters 4ea.
20130829	ABEL,CATHY	CHILD NUTRITION	OFFICE DEPOT #908	68.97	Office Supplies
				<b>2,166.63</b>	
20130827	ALBERT,DIANN L	PRIDE ACADEMY	POSITIVE PROMOTIONS	537.63	Monthly perfect attendance tags
20130831	ALBERT,DIANN L	PRIDE ACADEMY	SCOOTPAD CORP	42.41	Web-based curriculum aligned with Common Core/SBAC for Schipke (4th/5th)
20130831	ALBERT,DIANN L	PRIDE ACADEMY	SCOOTPAD CORP	42.41	Web-based curriculum aligned with Common Core/SBAC for Kemery (4th)
				<b>622.45</b>	
20130804	BAKER,HOPE	OST PROGRAMS	PADRE DAM MUNICIPAL WA	91.00	Admissions / Entrance Fees
20130809	BAKER,HOPE	OST PROGRAMS	WAL-MART #1917	52.34	Toys, Games
20130813	BAKER,HOPE	OST PROGRAMS	MICHAELS STORES 3256	64.07	Paints
20130830	BAKER,HOPE	OST PROGRAMS	WAL-MART #1917	109.10	Poster kits, Wall decals
20130830	BAKER,HOPE	OST PROGRAMS	TARGET 00014852	61.39	Office supplies, toys
				<b>377.90</b>	
20130811	BECKER,CHRISTINA	FACILITIES & MAINTENANCE	THE KNOX COMPANY	420.16	Knox Boxes - various sites (rekey Fire to Sheriff)
20130813	BECKER,CHRISTINA	FACILITIES & MAINTENANCE	FRAZEE PAINT #77	69.13	Paint Supplies - Carton Hills
				<b>489.29</b>	
20130801	BRASHER,PAMELA	OST PROGRAMS	SMARTNFINAL39810803989	96.41	Food Supplies
20130804	BRASHER,PAMELA	OST PROGRAMS	CIRCLE 10081073	53.76	Admissions/Entrance Fees
20130805	BRASHER,PAMELA	OST PROGRAMS	THE HOME DEPOT 6612	46.45	Wood
20130805	BRASHER,PAMELA	OST PROGRAMS	ESTRADA'S MEXICAN FOOD	29.16	Admissions/Entrance Fees
20130807	BRASHER,PAMELA	OST PROGRAMS	PADRE DAMS SANTEE LAKE	64.00	Admissions/Entrance Fees
20130808	BRASHER,PAMELA	OST PROGRAMS	WAL-MART #3494	63.17	Balls, balloons
20130822	BRASHER,PAMELA	OST PROGRAMS	WAL-MART #3494	22.46	Field Trip Items
20130822	BRASHER,PAMELA	OST PROGRAMS	WAL-MART #3494	217.25	Other / Instructional
20130823	BRASHER,PAMELA	OST PROGRAMS	MICHAELS STORES 3256	98.38	Field Trip Items
20130823	BRASHER,PAMELA	OST PROGRAMS	MICHAELS STORES 3256	18.30	Instructional Supplies
				<b>709.34</b>	
20130807	BRENNER,DEBBIE	PEPPER DRIVE	OFFICE DEPOT #2099	70.33	Common Core materials
20130816	BRENNER,DEBBIE	PEPPER DRIVE	OFFICE DEPOT #2099	157.82	Common Core materials
20130826	BRENNER,DEBBIE	PEPPER DRIVE	LAKESHORE LEARNING #04	7.91	Sticker Incentives
20130831	BRENNER,DEBBIE	PEPPER DRIVE	AMAZON.COM	161.48	Books
				<b>397.54</b>	
20130811	BROGAN-BARANSKI,K	CARLTON OAKS	ALOFT HOTELS	1,193.70	Hotel- Writers Workshop NYC
20130812	BROGAN-BARANSKI,K	CARLTON OAKS	ALOFT HOTELS	20.24	Hotel- Writers Workshop NYC
20130818	BROGAN-BARANSKI,K	CARLTON OAKS	WALMART.COM	93.60	Fadeless butcher paper
20130820	BROGAN-BARANSKI,K	CARLTON OAKS	BANNERSONTHECHEAP.COM	90.64	Banners for citizenship and attendance
20130826	BROGAN-BARANSKI,K	CARLTON OAKS	WALMART.COM	184.41	Table for front office
				<b>1,582.59</b>	
20130816	GRIFFIN,DEBRA	TRANSPORTATION	THE HOME DEPOT #8949	23.14	Staples for seat repair
20130818	GRIFFIN,DEBRA	TRANSPORTATION	WAL-MART #1917	16.07	New mouse for computer
20130819	GRIFFIN,DEBRA	TRANSPORTATION	HORSMAN AUTOMOTIVE	807.13	R/R Knock sensor, intake gaskets, coolant
				<b>846.34</b>	



PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20130811	HECK,TERRY	CARLTON HILLS	SQ *DAVIS ROSARIO	48.76	
20130811	HECK,TERRY	CARLTON HILLS	SQ *DAVIS ROSARIO	19.21	
20130812	HECK,TERRY	CARLTON HILLS	ALOFT HOTELS	1,274.05	Hotel Room for Terry Heck-NY Institute
20130812	HECK,TERRY	CARLTON HILLS	ALOFT HOTELS	1,216.65	Hotel Room for Bertrand/Elliott at NY Institute
20130812	HECK,TERRY	CARLTON HILLS	FIRST CLASS CAR SERVI	8.87	
20130812	HECK,TERRY	CARLTON HILLS	FIRST CLASS CAR SERVI	19.21	
20130812	HECK,TERRY	CARLTON HILLS	FIRST CLASS CAR SERVI	38.42	
				<u>2,625.17</u>	
20130821	HICKS,TYLENE	CARLTON HILLS	BANNERSONTHECHEAP.COM	144.35	"College and Career Bound-No Excuses" 3- 4x10 Banners
20130831	HICKS,TYLENE	CARLTON HILLS	BANNERSONTHECHEAP.COM	69.66	"Food Flyer Night" 2-2x5 Fundraising Banners
				<u>214.01</u>	
20130806	HOOKS,TED A	CAJON PARK	ALOFT HOTELS	1,216.64	Accommodation expenses for Writing Institute for two teachers (NYC) (EIA budget)
20130821	HOOKS,TED A	CAJON PARK	TARGET 00014852	35.63	Storage shelf for Health Office (donations budget)
20130822	HOOKS,TED A	CAJON PARK	AMAZON.COM	191.01	Professional Development texts for Math (SLIB Budget)
20130823	HOOKS,TED A	CAJON PARK	AMAZON.COM	6.47	Library Books order (SLIB Budget)
20130827	HOOKS,TED A	CAJON PARK	AMAZON.COM	39.18	Professional Development texts for Math (SLIB budget)
				<u>1,488.93</u>	
20130805	JOHNSTON,ANDREW	CHEF F. HARRITT	ALOFT HOTELS	959.31	Hotel Fee for Writer's Workshop in New York
20130805	JOHNSTON,ANDREW	CHEF F. HARRITT	ALOFT HOTELS	14.00	Hotel Fee for Writer's Workshop in New York
20130809	JOHNSTON,ANDREW	CHEF F. HARRITT	AMAZON.COM	71.51	Books for STEM Education
20130809	JOHNSTON,ANDREW	CHEF F. HARRITT	ALOFT HOTELS	243.33	Hotel Fee for Writer's Workshop in New York
20130809	JOHNSTON,ANDREW	CHEF F. HARRITT	AMAZON.COM	42.64	Books for STEM Education
20130811	JOHNSTON,ANDREW	CHEF F. HARRITT	GIVE MORE MEDIA	29.91	Educational Books
20130815	JOHNSTON,ANDREW	CHEF F. HARRITT	AMAZON.COM	101.22	Educational Books
20130818	JOHNSTON,ANDREW	CHEF F. HARRITT	AMAZON.COM	32.46	Educational Books
20130831	JOHNSTON,ANDREW	CHEF F. HARRITT	SCRIPPS SPELLING BEE	120.00	Enrollment for Scripps National Spelling Bee
				<u>1,614.38</u>	
20130826	LINDSAY,JERELYN	SYCAMORE CANYON	WAL-MART #5140	51.53	Summer Sharp program student prizes for participation.
				<u>51.53</u>	
20130819	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	CRUCIAL.COM	817.65	Memory Upgrades
20130820	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	WILLY'S ELECTRONICS	73.95	VGA Cables and Supplies
20130821	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	WWW.NEWEGGBUSINESS.COM	42.98	Refurbished Dell Video Cards
				<u>934.58</u>	
20130829	MARTIN,SUZANNE	CAJON PARK	LOWES #01742*	56.91	
				<u>56.91</u>	
20130806	MCCOLL,LISA	HILL CREEK	ALOFT HOTELS	1,216.64	Writers workshop training
20130806	MCCOLL,LISA	HILL CREEK	ALOFT HOTELS	1,216.64	Writers workshop training
20130812	MCCOLL,LISA	HILL CREEK	PARTY CITY #441	29.70	Food for staff meeting
20130812	MCCOLL,LISA	HILL CREEK	TARGET 00011403	21.96	Food for staff meeting
20130828	MCCOLL,LISA	HILL CREEK	PARTY CITY #592	24.19	incentives for staff meeting
				<u>2,509.13</u>	
20130809	MCKINNON,KATHLEEN A	EDUCATIONAL SERVICES	ALBERTSONS #6727	29.32	ERC Admin- Principal and VP Meeting- Food
20130811	MCKINNON,KATHLEEN A	EDUCATIONAL SERVICES	SMARTNFINAL39810803989	87.32	PD- CCSS Food
20130822	MCKINNON,KATHLEEN A	EDUCATIONAL SERVICES	SMARTNFINAL39810803989	19.48	CCSS- 8/22 & 8/23 Food
				<u>136.12</u>	
20130801	MICHEL,HOPE	SPECIAL EDUCATION	NCS PEARSON	825.47	Speech Testing Protocols
				<u>825.47</u>	
20130822	MONTLER,BONNER M	EDUCATIONAL SERVICES	CPM EDUCATIONAL PROGRA	142.51	College Preparatory Mathematics (CPM) Teacher's Edition
20130823	MONTLER,BONNER M	EDUCATIONAL SERVICES	CPM EDUCATIONAL PROGRA	142.51	College Preparatory Mathematics (CPM) Teacher's Edition.
20130831	MONTLER,BONNER M	EDUCATIONAL SERVICES	SAN JOAQUIN COUNTY OFF	10.00	Registration cost for 2013 Transitioning to New Assessments & Accountability Systems
				<u>295.02</u>	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20130820	ORTEGA,KAREN	HUMAN RESOURCES	DOLRTREE 3194 00031948	8.10	Supplies for HR
20130828	ORTEGA,KAREN	HUMAN RESOURCES	ALBERTSONS #6727	18.67	Bottled Water- Welcome Back Event
20130829	ORTEGA,KAREN	HUMAN RESOURCES	SAN JOAQUIN COUNTY OFF	370.00	Registration for Ed-Join User Conference (K. Ortega and C. Buckel)
20130829	ORTEGA,KAREN	HUMAN RESOURCES	PARTY CITY #441	27.52	Paper Goods- Welcome Back Event
20130829	ORTEGA,KAREN	HUMAN RESOURCES	EINSTEIN BROS BAGELS33	21.54	Cream Cheese- Welcome Back Event
				<b>445.83</b>	
20130819	PIERCE,CATHY A	SUPERINTENDENT'S OFFICE	SOUTHWEST AIRLINES	197.80	Flight to Conference
				<b>197.80</b>	
20130811	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	VISTAPR*VISTAPRINT.COM	380.69	Common Core Posters for School Sites
20130815	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	CPM EDUCATIONAL PROGRA	1,425.00	Instructional Materials- Teacher Editions for PD
20130827	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	AMAZON.COM	45.66	Professional Books
				<b>1,851.35</b>	
20130828	PROUTY,DANIEL J	CHET F. HARRITT	APL*APPLE ITUNES STORE	4.99	App for iPad.
20130828	PROUTY,DANIEL J	CHET F. HARRITT	AMAZON MKTPLACE PMTS	107.91	Headphones for iPads.
20130829	PROUTY,DANIEL J	CHET F. HARRITT	AMAZON MKTPLACE PMTS	251.79	Headphones for iPads.
20130829	PROUTY,DANIEL J	CHET F. HARRITT	PARTY CITY #445	38.67	Materials for first staff development session.
20130831	PROUTY,DANIEL J	CHET F. HARRITT	AMAZON MKTPLACE PMTS	234.36	Cases for iPads and styluses for iPads.
				<b>637.72</b>	
20130827	RIFFEL,MEREDITH	PUPIL SERVICES	PRO ED INC	303.60	
				<b>303.60</b>	
20130816	ROSA,JIM	RIO SECO	BUILDASIGN.COM	44.64	Custom signs for parking areas
20130823	ROSA,JIM	RIO SECO	PAYPAL *ALL PRO STA	18.95	Signature stamp
20130828	ROSA,JIM	RIO SECO	SMILEMAKERS 01079508	38.05	Tooth holders for the Health Clerk
20130830	ROSA,JIM	RIO SECO	THE HOME DEPOT 673	26.38	Dry erase paint and supplies
				<b>128.02</b>	
20130812	SHEEN,KRISTINA D	OST PROGRAMS	MICHAELS STORES 3256	43.49	Yarn, shirts
20130822	SHEEN,KRISTINA D	OST PROGRAMS	DOLRTREE 3194 00031948	28.00	ASES food supplies
20130822	SHEEN,KRISTINA D	OST PROGRAMS	DOLRTREE 3194 00031948	32.40	Field trip supplies
20130822	SHEEN,KRISTINA D	OST PROGRAMS	DOLRTREE 3194 00031948	54.00	Instructional supplies
20130822	SHEEN,KRISTINA D	OST PROGRAMS	DOLRTREE 3194 00031948	6.00	PS food supplies
20130822	SHEEN,KRISTINA D	OST PROGRAMS	WAL-MART #1917	12.83	YALE food supplies
20130822	SHEEN,KRISTINA D	OST PROGRAMS	WAL-MART #1917	5.40	Instructional supplies
20130822	SHEEN,KRISTINA D	OST PROGRAMS	WAL-MART #1917	65.76	Field trip supplies
20130823	SHEEN,KRISTINA D	OST PROGRAMS	DOLRTREE 3194 00031948	30.24	Show boxes, word searches
20130829	SHEEN,KRISTINA D	OST PROGRAMS	99 CENTS ONLY STORES #	37.06	Toys, games
				<b>315.18</b>	
20130807	SIMPSON,DEBRA	RIO SECO	OFFICE DEPOT #2099	27.86	Office supplies
20130807	SIMPSON,DEBRA	RIO SECO	AMAZON.COM	156.42	Instructional Literature
20130816	SIMPSON,DEBRA	RIO SECO	DHGATE 1346248978	364.46	Roadrunner mascot costume purchased with PTSA Donations
20130823	SIMPSON,DEBRA	RIO SECO	OFFICE DEPOT #5125	75.59	Office Chair for Conference Room
20130827	SIMPSON,DEBRA	RIO SECO	JOSEPHSON INSTITUTE	47.51	Quotation Mini-posters
				<b>671.84</b>	
20130812	SOUTHCOTT,STEPHANIE	PRIDE ACADEMY	ALOFT HOTELS	1,417.50	NYC lodging, 4 days, August Writing Institute, Butterfield, Hallinan, White
20130819	SOUTHCOTT,STEPHANIE	PRIDE ACADEMY	EVERNOTE.COM	10.00	Monthly subscription for four 2/3 grade teachers.
20130821	SOUTHCOTT,STEPHANIE	PRIDE ACADEMY	PAYPAL *SKYTFC	35.97	30 ear buds for room 3
20130821	SOUTHCOTT,STEPHANIE	PRIDE ACADEMY	SCRIPPS SPELLING BEE	120.00	JH Spelling Bee Enrollment
20130828	SOUTHCOTT,STEPHANIE	PRIDE ACADEMY	APPLE STORE #R040	268.92	Repair 2 iPad2 Wi-Fi
20130831	SOUTHCOTT,STEPHANIE	PRIDE ACADEMY	SQ *ICRACKED.COM	318.00	Repair 2 iPad2 Wi-Fi
				<b>2,170.39</b>	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20130811	SPENCER, LAURA K	EDUCATIONAL SERVICES	MAKEYMAKEY - JOYLABZ	73.70	A MakeyMakey device, (sample device to share with teachers/site principal)
20130813	SPENCER, LAURA K	EDUCATIONAL SERVICES	MAKEYMAKEY - JOYLABZ	(20.00)	Shipping Charge Adjustment
20130825	SPENCER, LAURA K	EDUCATIONAL SERVICES	CPM EDUCATIONAL PROGRA	142.50	Algebra CPM to HC
20130825	SPENCER, LAURA K	EDUCATIONAL SERVICES	CPM EDUCATIONAL PROGRA	142.50	6th Grade CPM to PD
20130825	SPENCER, LAURA K	EDUCATIONAL SERVICES	CPM EDUCATIONAL PROGRA	285.00	7th,8th grade CPM to Library
20130831	SPENCER, LAURA K	EDUCATIONAL SERVICES	APL*APPLE ITUNES STORE	139.72	Photon Flash App for iPads at CFH
				<b>763.42</b>	
20130801	VAIL, LINDA	SUPERINTENDENT'S OFFICE	CALIFORNIA SCHOOL BOAR	3,010.00	CSBA Conference Registration- Superintendent and Board Members
20130812	VAIL, LINDA	SUPERINTENDENT'S OFFICE	MICHAELS STORES 3256	19.69	Leadership Team Meeting Supplies
20130813	VAIL, LINDA	SUPERINTENDENT'S OFFICE	VONS STORE00018978	12.07	Coffee Supplies for Meetings
20130816	VAIL, LINDA	SUPERINTENDENT'S OFFICE	PRO SPECIALTIES GROUP	454.68	Staff Campaign Supplies FIT
				<b>3,496.44</b>	
				<b>28,924.92</b>	

**BACKGROUND:**

In 1946 Congress enacted the National School Lunch Act designed to help states begin, maintain, operate, and expand school lunch programs. Since that time, the program has grown and is continuing to follow those guidelines. The American School Food Service Association is requesting that local school districts adopt the attached proclamation designating the week of October 14 -18, 2013 as “National School Lunch Week.” This year’s theme is “School Lunch Across the USA.” This focus will help students understand where food comes from while highlighting that school lunch helps kids grow strong and healthy. Promotional posters along with the adopted and endorsed proclamation will be displayed at each site in the Child Nutrition Services serving area during the designated week of October 14 -18, 2013.

**RECOMMENDATION:**

Administration recommends adoption of the proclamation endorsing the week of October 14 – 18, 2013 as National School Lunch Week.

This recommendation supports the following District goal:

- Develop social, emotional and health service programs to foster student character and personal well-being.

**FISCAL IMPACT:**

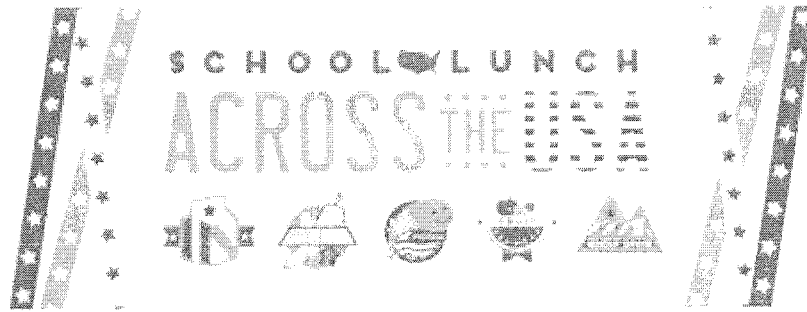
There is no fiscal impact. This item supports the District’s wellness program.

**STUDENT ACHIEVEMENT IMPACT**

Child nutrition programs including school lunch and breakfast programs, are important to the health and education of the students of Santee School District.

Motion:		Second:		Vote:		Agenda Item E.2.5.
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SANTEE SCHOOL DISTRICT PROCLAMATION ENDORSING  
**"NATIONAL SCHOOL LUNCH WEEK"**



OCTOBER 14 – 18, 2013

**WHEREAS,** The National School Lunch Program has served our nation admirably for over 60 years through advanced practices and nutrition education; and

**WHEREAS,** the National School Lunch Program is dedicated to the health and well-being of our nation's children; and

**WHEREAS,** the National School Lunch Program has been joined through the years by many other excellent child feeding programs; and

**WHEREAS,** there is evidence of continued need for nutrition education and awareness of the value of school feeding programs; and

**WHEREAS,** Santee schools are served from a central production center at 9880 Riverwalk Drive; and

**WHEREAS,** Santee School District invites all family members to join their students for lunch for the reasonable sum of \$3.50/adult (excluding beverage) and \$2.50/child.

**NOW, THEREFORE, BE IT PROCLAIMED** that Santee School District hereby officially proclaims October 14 – 18, 2013, "National School Lunch Week – School Lunch Across the USA."

AYES:

NOES:

ABSENT:

October 1, 2013  
Date

\_\_\_\_\_  
Dustin Burns, Clerk of the Board of Education

Consent Item E.2.6. Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement

Prepared by Karl Christensen  
October 1, 2013

**BACKGROUND:**

The Williams Settlement requires school districts to submit quarterly reports to the San Diego County Office of Education (SDCOE) on complaints each district has received related to instructional materials, emergency facilities issues, and teacher vacancies and mis-assignments. The report must include the number of complaints in each area that have been received, resolved, and unresolved. The report must be publicly reported on a quarterly basis at a regularly scheduled meeting of the district’s governing board (Ed Code § 35186(d)) and is due to SDCOE thirty (30) days following the close of each quarter.

<b>SANTEE SCHOOL DISTRICT Uniform Complaint Quarterly Report July 1, 2013 through September 30, 2013</b>			
	<b>Number of Complaints Received in Quarter</b>	<b>Number of Complaints Resolved</b>	<b>Number of Complaints Unresolved</b>
<b>Instructional Materials</b>	0	0	0
<b>Facilities</b>	0	0	0
<b>Teacher Vacancy and Mis-assignment</b>	0	0	0
<b>Total</b>	0	0	0

**RECOMMENDATION:**

It is recommended that the Board of Education approve the Uniform Complaint Report for the quarter ending September 30, 2013 and authorize administration to submit the report to SDCOE.

**FISCAL IMPACT:**

There is no direct fiscal impact but there is staff in-kind time involved in researching, assembling, and developing this report.

**STUDENT ACHEIVEMENT IMPACT:**

The Williams Law mandates that staff engage in procedures that ultimately may have an impact on student achievement.

Motion:		Second:		Vote:		Agenda Item E.2.6.
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**BACKGROUND:**

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

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

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

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

**RECOMMENDATION:**

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

This recommendation supports the following District goals:

**Educational Achievement**

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

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The fiscal impact is disclosed on the attached page.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item E.2.7.
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Consultant / General Service Provider Report  
 October 1, 2013

Vendor Name	Type (Consultant or General Service Provider)	Description of Services	Date(s) of Service	Amount	Funding	Payment Type (Independent Contractor or Employee)
Haines Centre for Strategic Management	Consultant	Strategic Management Support	03/01/13 - 02/28/14	\$4,500 (not to exceed)	Supt.	Independent Contractor
Edudence - Classrooms in Motion	General Service Provider	Ballroom Dance Activities	09/27/13 - 12/20/13	\$2,775 (not to exceed)	PD Donations	Independent Contractor
Mike Fitchett	Consultant	Professional Development - Common Core Math (Numbers Talk)	10/07/13	\$600 (1/2 day presentation)	Professional Development	Independent Contractor



Consent Item E.3.1.  
Prepared by Karl Christensen  
October 1, 2013

Extension of Builders' Risk Insurance for the  
10-Classroom Addition Project at Pepper Drive  
School

**BACKGROUND:**

On February 19, 2013, the Board of Education approved Hanover Insurance Group, through BB&T, to provide builders' risk insurance during the construction of the 10-classroom addition project at Pepper Drive School through November 30, 2013. The cost was \$4,516. The District requested a proposal to extend builders' risk insurance through June 30, 2014, due to the need to suspend construction during the FAA aeronautical review process. The proposal to extend insurance through June 30, 2014, is an additional \$3,533.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the extension of Builder's Risk Insurance for the Pepper Drive 10-classroom addition construction project with Hanover Insurance Group.

This recommendation supports the following District goal:

**Learning Environment**

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

**FISCAL IMPACT:**

The fiscal impact is \$3,533 funded from Capital Improvement Program funds.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item E.3.1.
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Consent Item E.4.1.

Approval of Memorandum of Understanding Between Santee School District's After School Education and Safety Program (ASES) and San Diego County Superintendent of Schools for Fiscal Year 2013-2014

Prepared by Dr. Stephanie Pierce  
October 1, 2013

**BACKGROUND:**

The After School Education and Safety Program (ASES) operates in accordance with the provisions of the California *Education Code* (EC) sections 8482-8484.7 and has provided before and after school programs since the 2007-2008 school year. This program delivers a minimum of 1.5 hours of activities before school and a minimum of 3.0 hours after school. ASES is eligible to receive a three-year grant that shall be awarded in three one-year increments and is subject to semiannual attendance reporting once every three years and has proven to be a successful program.

Included in the Memorandum of Understanding (MOU) are stipulations and conditions such as attendance and staffing requirements, expenditure and monitoring guidelines, and pupil and school safety. Presented tonight is the MOU for approval.

**RECOMMENDATION:**

Administration recommends approval of the MOU between ASES and San Diego County Superintendent of Schools for fiscal year 2013-2014.

This recommendation supports the following district goal:

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

**FISCAL IMPACT:**

ASES is a self-supporting, fee-based program and will not impact the general fund.

**STUDENT ACHIEVEMENT IMPACT:**

It is the District's intention to provide support for staff and students to meet educational and other relevant needs.

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

Agenda Item E.4.1.

## MEMORANDUM OF AGREEMENT

This Agreement for the After School Education and Safety Program (ASES) is entered into this 1st day of July 2013 by and between the **San Diego County Superintendent of Schools** (herein known as "SDCOE" or "County") and **Santee School District** who agrees to provide the services in accordance with the provisions of the California *Education Code* (EC) sections 8482-8484.7. Failure to comply with the following grant rules, regulations, and policies may result in denial of the remaining grant amount and an invoice from the County to Santee School District for up to the entire grant amount allocated for the ASES Program. Any invoice from the California Department of Education (CDE) to the County due to Santee School District failure to comply with grant rules, regulations and policies will result in the Santee School District reimbursing the full invoice amount(s) to the County within 30 days of submission of such invoice(s).

### 1. General Conditions:

#### **ASES Program Hours of Operation and Attendance Requirements:**

1. The After School Program will begin operation immediately upon the end of the regular school day and operate until at least 6:00 pm for a minimum of 15 hours per week, and on every "regular school day" and any day that students attend and instruction takes place.
2. For After School programs, provide program services for a minimum of three hours and at least up to 6:00 p.m. every regular school day. For Before School programs, provide program services for a minimum of 1 1/2 to 2 hours every school day as stipulated in the individual application.
3. Elementary students to participate every day that the after school component operates. Middle school **and/or** junior high school should participate a minimum of nine (9) hours a week and three (3) days a week to accomplish ASES after school component program goals.
4. Establish a policy for early release of students attending the ASES after school component needing to leave a program before closing which includes written parental permission stating the dates, times, and reasons for the early release. However, the after school component must remain open until at least 6:00 p.m.
5. Ensure that Elementary students participate in every day's activity that the ASES before school component is operational. Middle school or junior high school should participate a minimum of six (6) hours a week or three (3) days a week to accomplish program goals.
6. Establish a policy for late arrival of those students attending the ASES before school component needing to arrive late to the before school component of the program. This late arrival policy should include parental permission stating dates, times and reasons for the late arrival.
7. To ensure that subsequent ASES grant awards will not be reduced due to insufficient program attendance and performance, Santee School District must enforce the grant rules in compliance with **California Education Code 8483.7. (a) (1) (A)**. California Education Code 8483.7. (a) (1) (A) states: Each school that establishes a program pursuant to this article is eligible to receive a three-year direct grant, that shall be awarded in three one-year increments and is subject to semiannual attendance reporting and requirements as described in Section 8482.3 once every three years:
  - i. The CDE shall provide technical support for development of a program improvement plan for grantees under the following conditions:(I) If actual pupil attendance falls below 75 percent of the target attendance level in any year of the grant.(II) If the grantee fails, in any year of the grant, to demonstrate measurable outcomes pursuant to Section 8484.
  - ii. The CDE shall adjust the grant level of any school within the program that is under its targeted attendance level by more than 15 percent in each of two consecutive years.

- iii. In any year after the initial grant year, if the actual attendance level of a school within the program falls below 75 percent of the target attendance level, the CDE shall perform a review of the program and adjust the grant level as the CDE deems appropriate.

Failure to comply with **California Education Code 8483.7 shall result in a reduction of the ASES grant award allocations.**

## **2. Web-Based Attendance and Daily Attendance Accountability Requirements.**

1. In FY 13/14 Santee School District receiving ASES funds must implement the *City Span Web-based Attendance Tracking System* ([www.youthservices.net/sandiego](http://www.youthservices.net/sandiego)) for daily program attendance entry.
2. Santee School District must fully utilize the “*Automated Card Scanning*” capability for the system. The *City Span Web-based Attendance Tracking System* will ensure that full attendance is documented only for students complying with their individual Early Release/Late Arrival times on file in accordance with ASES Program California Education Code Section and the intent of the Early Release/Late Arrival Policies for students in the ASES program.
3. Use the web-based attendance system’s card scanning features to ensure that all students are counted for attendance purposes in compliance with *EC* Section 8483(a)(1) and *EC* Section 8483(1)(a)(1).
4. Should Santee School District choose not to implement the *City Span System* Santee School District must provide a description and demonstration of their attendance tracking system to SDCOE for review. All districts choosing not to use the SDCOE Web-based Attendance System must fully demonstrate that the attendance system they implement has the necessary capability to ensure that full attendance is documented only for students complying with their individual Early Release/Late Arrival times on file in accordance with ASES Program California Education Code Section and the intent of the Early Release/Late Arrival Policies for students in the ASES program. Also, all districts choosing not to use the City Span system must use daily automated attendance features that will ensure that all students that are counted for attendance purposed follow *EC* Section 8483(a)(1) and *EC* Section 8483(1)(a)(1). All non-City Span systems will be reviewed by SDCOE staff to ensure State Audit Guide and California Education Code compliance. Each district will be subject to site review of the attendance procedures at a minimum of 15 ASES programs. During the attendance review the district’s system must ensure that all Early Release/Late Arrival Policies as well as ensure that all students that are counted for attendance purposed follow *EC* Section 8483(a)(1) and *EC* Section 8483(1)(a)(1).
5. Santee School District will identify key staff members to participate in trainings provided by SDCOE/City Span for implementation of the new Card Scanning System.
6. In addition, Santee School District must monitor on a weekly basis that all student sign-in (AM Program) and sign-out (PM Program) times comply with the Early Release/Late Arrival times on file for each student.

## **3. Staffing Requirements:**

1. Santee School District must ensure a student-to-staff ratio of no more than 20 to 1 at all ASES sites.
2. Santee School District must establish qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide, pursuant to the policies of the District.
3. Santee School District shall be solely responsible for students, staff, and parents accessing services

under this Agreement. Santee School District certifies that it shall provide adequate supervision of the students, parents, staff, trainees and other providers, and that its staff will follow legal guidelines on reporting child abuse/neglect.

4. Santee School District must certify that all personnel providing services to students are adequately screened so as to prevent the assignment of personnel who may pose a threat to the safety and welfare of students, and that such personnel has already provided evidence of freedom from tuberculosis prior to starting service at the school site.
5. Santee School District must reserve the right to accept or reject the assignment of any personnel and the right to remove him/her from Santee School District's premises.

#### **4. State Mandated Data and Evaluation Requirements:**

1. Participate in statewide evaluation process as determined by the CDE and provide all required information.
2. Respond to additional surveys or other methods of data collection that may be required throughout the duration of the program.
3. Annually provide participating pupils' regular school day and program attendance and STAR test results as requested by Santee School District.
4. To standardize procedures and collection tools developed for evaluation purposes.
5. Ensure the timely and accurate collection of data required to conduct the ASES program evaluations including but not limited to Annual Performance Reports.

#### **5. Student Reimbursement Rate, Payment, and Program Expenditure Guidelines:**

1. Distribute allocated funds to participating schools and ensure fiscal responsibility in accordance with CDE guidelines. This includes a reimbursement calculation formula that is consistent with CDE guidelines that provide for a rate of \$7.50 per student per day for PM (After School) reimbursement and a rate of \$5.00 per student per day for AM (Before School) reimbursement.
2. Allow participation of any student of a participating school regardless of their ability to pay.
3. Upon notification of overpayment of the ASES grant in excess of the grant award amount or request for reimbursement of unexpended ASES grant funds by the CDE, Santee School District will be required to return the entire amount of funding in question to the County (SDCOE).
4. Ensure that expenditures shall comply with all applicable provisions of state and local rules, regulations and policies relating to the administration, use, and accounting for public school funds, including, but not limited to, the EC.
5. Failure to comply with California Education Code 8483.7 shall result in a reduction of the ASES grant award during the current fiscal year or in subsequent years of the grant.

#### **6. Federal Program Monitoring and Annual Program Audit Guidelines.**

1. Provide a copy of Federal Program Monitoring (FPM) and Annual Program Audit findings/exceptions to SDCOE relative to the administration of the ASES Grant Requirements per California State Education Code Sections 8482-8484.6 and the Standards and Procedures for Audits of California K-12 Local Education Agencies 2007-2008; Article 3.1. § 19846. After School Education and Safety Program.
2. Participate in Federal Program Monitoring (FPM) training.

## **7. Budget Restrictions**

1. No more than 15% of the grant monies may be used for administrative costs (including indirect costs equal to the lesser of 5% of the grant amount or the agency's CDE approved indirect cost rate).
2. Each grantee must expend at least 85% of grant funding directly for pupils.
3. No more than 15% of the annual grant amount may be used for start-up costs in year one only.
4. Funds must supplement, not supplant, existing services. Programs cannot use ASES funds to pay for existing levels of service.
5. Only sites operating programs are eligible to claim administrative, operational, and/or start-up costs.

## **8. Program Matching Funding Requirements.**

1. Provide matching funds equal to or greater than one-third (33 percent) of the grant award amount.
2. Facilities and space usage provided for ASES Programs may not be more than 25 percent of the match requirement.
3. State categorical funds for remedial education activities may not be used to fulfill match requirements.

## **9. Additional ASES Program Operation Requirements.**

1. Designate an ASES Contact person.
2. Ensure the designated ASES Contact attends the scheduled ASES District Contact meetings provided by the Region 9 Technical Assistance Center (RTAC), the After School Administrative Program Support Center (ASC), the Children's Initiative (CI), and the San Diego County Office of Education (SDCOE).
3. Operate the After School Education and Safety Program (ASES) to improve academic achievement and provide safe and healthy recreation and prevention activities for students at qualified school sites.
4. Commit resources to ensure the delivery of integrated, age-appropriate ASES programs.
5. Ensure that the program will include an educational and literacy element designed to provide tutoring and/or homework assistance in one or more of the following core content subject areas: language arts, mathematics, history and social science, science and computer training.
6. The program will have an educational enrichment element that may include, but not limited to fine arts, recreation, health awareness, physical fitness and prevention activities. Such activities should be determined based on students' needs and interests.
7. Plan the program through a collaborative process that includes parents, youth, and representatives of participating public school sites, governmental agencies (e.g. city and county parks and recreation departments), local law enforcement, community organizations, and the private sector.
8. If the site is not located on a school campus, it must be as accessible and available as the school site with safe transportation being provided by Santee School District or designee to enrolled pupils.
9. Provide a snack that conforms to nutrition standards as established by the U.S. Department of Agriculture.
10. Provide information regarding the After School Program in a form and language that is easily understandable to all parents.
11. Each partner in the application will share responsibility for the quality of the program.

12. Collaborate and coordinate with the regular school day program.
13. Identify, assign, and maintain indoor/outdoor space at participating school sites that are to be utilized by the ASES program.
14. Notify the County in the event the district intends to close or relocate an ASES program school site, either temporarily or permanently.
15. All staff and volunteers will fulfill health screening and fingerprint clearance requirements in current law according to district policy
16. Each ASES funded district will be responsible for the development of a FY 2013-2014 After School Program Plan as part of the San Diego ASES program Consortium. The District's ASES Program Plan template has been provided by the Region 9 Technical Assistance Center (RTAC). Working in collaboration with the District Contact, Site Coordinator, Site Principal and other CBO partnerships the district ASES program plan is due on September 30, 2013 to the Region 9 Lead.
17. District staff will review the ASES program plan annually and provide updates and/or revisions based on ASES program components, California Department of Education guidelines, identified district program changes based on grant reduction or new sites.
18. Each district ASES Program plan will identify FY 2013-2014 Attendance Goals described in Section VII of the San Diego Consortium After School Program Plan.
19. Ensure that ASES staff attends countywide, regional, and district training opportunities designed to maximize program effectiveness.
20. Host scheduled technical assistance site visits conducted by staff from RTAC, the After School Administrative Program Support Center (ASC) and the Children's Initiative.
21. Work with staff from RTAC, the After School Administrative Support Center (ASC), and the Children's Initiative to review site visitation and technical assistance reports and plan for continuous program improvement.
22. Ensure the proper record keeping and documentation of program activities and the timely submission of all required reports.
23. Contribute 2% from the grant funds to SDCOE for countywide program coordination, training, technical assistance and administrative support.

**10. As the official Grantee of Record, the County will provide the following:**

1. In coordination with Santee School District, inform statewide after school efforts impacting San Diego County by working with the California Department of Education, the Governor's Office, the Office of the Secretary of Education, the Department of Finance, the California State Legislature, and the California Advisory Committee on Before and After School Programs.
2. In coordination with Santee School District, educate and involve stakeholders and elected officials including: parents, government agencies, community organizations and the private sector in after school issues and efforts.
3. Serve as the fiscal, technical, and program liaison between the districts, school sites, and the California Department of Education regarding the ASES programs.
4. Establish and process Memoranda of Agreement (MOAs) with all districts providing after school services via ASES grants.
5. Maintain files of MOAs and invoices submitted by implementing districts.
6. Establish and maintain master files of ASES participants, funding levels, attendance, expenditures, allocations and payment transmittals.
7. Verify all ASES funding levels and allocations based on official records provided by CDE.
8. Ensure the timely collection of all required data and submission of evaluation reports, and incur the associated sub-contracted costs, as negotiated.

9. Develop, verify, and obtain appropriate signatures on all required ASES reports for submission to CDE.
10. Using information provided by CDE, prepare end of grant reconciliation reports and submit to CDE by the required deadlines.
11. Provide funding notification and payment distribution to districts in a timely manner.
12. Ensure that program goals are met efficiently and effectively.
13. Ensure that information on fiscal requirements is shared with all partners expediently.
14. Compile required annual progress reports and submit them in a timely manner.
15. Share data on program process and outcomes via District Contact meetings and Consortium Steering Committee meetings.
16. Convene, in coordination with Santee School District, meetings of after school stakeholders, as necessary.
17. Coordinate any publicity, press releases or media coverage of programs with Santee School District prior to release and distribution.
18. Identify and secure program support resources, including volunteer staff, for ASES program providers that garner cash and in-kind contributions to the Consortium equal to at least one-third of the total annual amount retained by County.
19. Ensure that all staff positions, project materials, or services funded with the 2% consortium fee directly provide and serve the county's ASES funded before and after school programs.
20. Provide training and technical assistance to districts in San Diego County in excess of those provided through the After School Administrative Support Center (ASC) and the Region 9 Regional Technical Assistance Center (RTAC) resources.
21. Ensure the development and maintenance of a web based attendance reporting system for use of all consortium members for Phase I (District Monthly Attendance Reporting). Additionally provide Phase II (Daily Site Attendance Reporting) and Phase III (Student Uploading of data from Infinite Campus) as venues to participating districts.
22. Ensure consortium-wide program evaluation and the preparation of CDE required evaluation reports.
23. Conduct annual needs assessment and convene task forces for needed areas of program training, technical assistance, products and support.
24. With input from consortium members, develop protocols for site visits, information sharing, advocacy, public relations and marketing activities, and other events impacting after school programs.
25. Provide training and technical assistance in preparation for Federal Program Monitoring (FPM) visits from California Department of Education. This preparation will include mock site visits.

## **11. Terms and Conditions of the Grant Award**

1. All statutes and regulations applicable to each program under which state funds are made available through this application will be met by the District in its administration of each site program. The district will follow its program plans as specified by the agency application.
2. Santee School District will make reports to the County as necessary to enable the County to perform its duties and will maintain such records and provide access to those records as the County deems necessary. The district shall maintain such records for at least five years after the completion of the activities for which the funds are used.
3. Santee School District will make any application, evaluation, periodic program plan, or report relating to each program available to parents and other members of the general public. (California Public Records Act, Government Code Section 6250 et seq.)
4. **Record revenues and expenditures for this grant as follows: for Standardized Account Code Structure (SASC) coding, use Resource Code 9065 and Revenue Object Code 8677. For ex-**



penses, use Goal 7111 – Non agency Educational appropriation function and object code where the funds are expended.

5. This grant shall be administered in accordance with the provisions of California Education Code (EC) sections 8482-8484.6. Further, expenditures shall comply with all applicable provisions of federal, state and local rules, regulations and policies relating to the administration, use and accounting for public school funds, including, but not limited to, the Education Code of the State of California.
6. The grantee shall use these funds in accordance with the approved application.
7. If a program participant receives state funds to operate ASES in excess of the amount warranted due to the program failing to operate and the program serving fewer pupils than planned, raising an inadequate amount of matching funds, failing to expend funds fully or any other reason during the grant period, the county shall reduce any subsequent allocations by the amount equal to the overpayment.
8. If an ASES program site stops program operations, the county will bill the agency for the amount of the overpayment. If payment is not received within three months of the billing invoice date, any overpayment will be withheld from the next payment to the district.
9. Santee School District shall submit quarterly expenditure reports and program reports (including evaluation reports) as required. **FAILURE TO SUBMIT INTERIM REPORTS AS REQUIRED MAY RESULT IN DENIAL OF THE REMAINING GRANT AMOUNT. FAILURE TO SUBMIT AN ANNUAL EXPENDITURE REPORT WITHIN THREE MONTHS OF THE REPORTING DATE MAY RESULT IN DENIAL OF THE REMAINING GRANT AMOUNT.**
10. **FAILURE TO SUBMIT A FINAL EXPENDITURE REPORT WITHIN SIX MONTHS OF THE REPORTING DATE WILL RESULT IN A BILLING FROM THE CDE FOR THE ENTIRE AMOUNT OF ANY GRANT FUNDS ADVANCED AND POSSIBLE REDUCTION OF ANY SUBSEQUENT YEARS' GRANT (S).**
11. Santee School District shall comply with the General Assurances attached to this MoA.
12. This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.
13. The CDE GRANT NO., FY, PCA, VENDOR NO., and SUFFIX as specified below will be used on all communications:



**COHORT 6: CDE GRANT NO. 37-23939-1037-EZ: FY 13/14: PCA 23939  
VENDOR NO. 1037: SUFFIX NO. EZ**

## **12. PERIOD OF AGREEMENT**

According to the terms of the ASES Program (ASES) grant, the term of this Agreement shall be July 1, 2013 through June 30, 2014.

## **13. COMPENSATION/COSTS AND PAYMENT SCHEDULE**

The After School Education and Safety Programs are considered direct grants and CDE shall pay grantees (County) according to the following schedule authorized in Education Code 8482.4:

“The department shall allocate 65 percent of the first-year grant amount no later than 30 days after the grantee submits the grant award acceptance letter to the CDE. Of the remaining 35 percent of the grant, the CDE shall allocate 25 percent or more of the funds within the operational

period of the program and may retain up to 10 percent of the total grant until all administrative requirements of the grant have been met .”

Program funds will be dispersed to **Santee School District** based on Education Code 8482.4 reimbursement from CDE. Annual ASES allocation(s) **shall not exceed \*\$188,829.29** for Santee School District.

**Payments of the grant may actually differ from the granted amount as determined by CDE due to: 1) Non operation of a program at a school sites or non-operation of a funded grant component. 2) The districts inability to expend the total grant award by the June 30, 2013 final expenditure deadline for all ASES grant funds as determined by CDE. 3) Any ASES program Audit Findings or Program Compliance issues that result in the reduction of grant award or repayment of expended ASES funding will be paid by Santee School District.**

**All payments will be made by SDCOE subsequent to actual receipt of funds from CDE.**

*\* Reflected in the amount above is the subtraction of the 2% contribution of grant funds for county-wide program coordination, technical assistance and program support, as agreed herein. The 2% payments will be deducted after program funds have been deposited to the district via auditor transfer.*

#### **14. DISTRICT & COUNTY CONTACT PERSONS' NAMES & ADDRESSES**

Santee School District Contact:

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County Contact:

Daymon Beach, Lead Coordinator  
SDCOE, Learning & Leadership Services  
6401 Linda Vista Rd., Room 321S  
San Diego, CA 92111  
(858) 569-3133

#### **15. CONFIDENTIALITY**

1. This agreement, all communications and information obtained by Santee School District from the County Office relating to this agreement, and all information developed by Santee School District under this agreement, are confidential. Except as provided in Subsection 3, without the prior written consent of an authorized representative of the County, Santee School District shall neither divulge to, nor discuss with, any third party either the work and services provided hereunder, or any communication or information in connection with such services or work, except as required by law. Prior to any disclosure of such matters, whether as required by law or otherwise, Santee School District shall inform the County, in writing, of the nature and reasons for such disclosure. Santee School District shall not use any communications or information obtained from the County for any purpose other than the performance of this agreement, without the County's written prior consent.
2. At the conclusion of the performance of this agreement, Santee School District shall return to the County all written materials constituting or incorporating any communications or information obtained from the County. Upon the County's specific approval, Santee School District may retain copies of such materials, subject to the requirements of Subsection 1.

3. Santee School District may disclose to any subcontractor, or County approved third parties, any information otherwise subject to Subsection 1 that is reasonably required for the performance of the subcontractor's work. Prior to any such disclosure, Santee School District shall obtain the subcontractor's written agreement to the requirements of Subsection 1 and shall provide a copy of such agreement to the County.
4. Santee School District represents that it shall not publish or cause to be disseminated through any press release, public statement, or marketing or selling effort any information which relates to this agreement without the prior written approval of the County.
5. Santee School District obligation of confidence with respect to information submitted or disclosed to Santee School District by County hereunder shall survive termination and comply with all requirements outlined in this Agreement which is attached hereto and made a part hereof.

## **16. CONFIDENTIALITY OF SERVICES**

Identities of all respondents including but not limited to staff, principal(s), parent(s), student(s) and individual responses on surveys in conjunction with this evaluation will be kept confidential by the Contractor. Reports generated will reflect aggregated data. No individual responses will be used. Contractor is not authorized to redistribute or share any data or information with any agency, entity or individual without the written consent of the County.

Contractor agrees to all of the following:

(a) Neither Contractor nor any of its Subcontractors shall disclose Private Information obtained from the County in the performance of this Agreement to any other Subcontractor, person, or other entity, unless one of the following is true:

(i) The disclosure is authorized by this Agreement;

(ii) The Contractor received advance written approval from the Contracting Department to disclose the information; or

(iii) The disclosure is required by law or judicial order.

(b) Notwithstanding any other provisions of law, any school district, including any county office of education or superintendent of schools, may participate in an interagency data information system that permits access to a computerized database system within and between governmental agencies or districts as to information or records which are non-privileged, and where release is authorized as to the requesting agency under state or federal law or regulation, if each of the following requirements are met:

- 1) Each agency and school district shall develop security procedures or devices by which unauthorized personnel cannot access data contained in the system.
- 2) Each agency and school district shall develop procedures or devices to secure privilege or confidential data from unauthorized disclosure.
- 3) Each school district shall comply with access log requirements of Section 49064.
- 4) The right of access granted shall not include the right to add, delete, or alter data without the written permission of the agency holding the data.
- 5) An agency or school district may not make public or otherwise release information on an individual contained in the database where the information is protected from disclosure or release as to the requesting agency by state or federal law or regulation.

(c) Any disclosure or use of Private Information authorized by this Agreement shall be in accordance with any conditions or restrictions stated in this Agreement. Any disclosure or use of Private Information authorized by a Contracting Department shall be in accordance with any conditions or restrictions stated in the approval.

(d) Any failure of Contractor to comply with the Nondisclosure of Private Information Ordinance shall be a material breach of this Agreement. In such an event, in addition to any other remedies available to it under equity or law, the County may terminate this Agreement, debar Contractor, or bring a false claim action against Contractor.

## **17. TERMINATION FOR CONVENIENCE**

1. The County may, by written notice to Santee School District, terminate this agreement in whole or in part at any time, for the County's convenience. Upon receipt of such notice, Santee School District shall:
  - (1) Immediately discontinue all services affected (unless the notice directs otherwise) and
  - (2) Deliver to the County all information and material as may have been involved in the provision of services in the performance of this agreement, whether completed or in process. Termination of this agreement shall be as of the date of receipt by Santee School District of such notice.
2. If the termination is for the convenience of the County, Santee School District shall submit a final invoice within 60 days of termination and upon approval by the County, the County shall pay Santee School District the sums earned for the services actually performed prior to the effective date of termination and other costs reasonably incurred by Santee School District to implement the termination.
3. Santee School District shall not be entitled to anticipatory or consequential damages as a result of any termination under this section. Payment to Santee School District in accordance with this section shall constitute the District's exclusive remedy for any termination hereunder. The rights and remedies of the County provided in this section are in addition to any other rights and remedies provided by law or under this agreement.

## **18. TERMINATION FOR DEFAULT**

1. The County may, by written notice to Santee School District, terminate this agreement in whole or in part at any time because of the failure of Santee School District to fulfill its contractual obligations. Upon receipt of such notice, Santee School District shall:
  - (1) Immediately discontinue all services affected (unless the notice directs otherwise) and
  - (2) Deliver to the County all information and material as may have been involved in the provision of services in the performance of this agreement, whether completed or in process. Termination of this agreement shall be as of the date of receipt by Santee School District of such notice.
2. If the termination is due to the failure of Santee School District to fulfill its contractual obligations, the County may take over the services, and complete the services by contract or otherwise.

In such case, Santee School District shall be liable to the County for any reasonable costs or damages occasioned to the County thereby.

**19. 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, Santee School District is acting as an independent contractor and not as an officer, agent, or employee of the County.

**20. HOLD HARMLESS**

Santee School District agrees to hold harmless, defend, and to indemnify the County, its officers, agents, and employees against any and all losses, injuries, claims, actions, judgments, and liens arising from, or alleged to have arisen from, Santee School District performance, or lack thereof, under this Agreement.

**21. WORKERS' COMPENSATION**

Santee School District shall provide workers' compensation insurance or shall self-insure their services in compliance with provisions of Section 3700 of the Labor Code of the State of California. A Certificate of Insurance may be provided, providing for such, or Santee School District shall sign and file with the County the following certificate:

"I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provision of that Code, and I will comply with such provision before commencing the performance of the work of this Agreement."

**22. NON-FUNDING**

Notwithstanding any of the foregoing provisions, if for any fiscal year of this Agreement the San Diego County Board of Education fails to appropriate or allocate funds for future periodical payments under this Agreement, the County will not be obligated to pay the balance of funds remaining unpaid beyond the fiscal period for which funds have been appropriated or allocated, and may terminate this Agreement with 30 days' written notice.

**23. AUDIT**

Santee School District agrees to maintain and preserve until five years after termination of the Agreement with the County, and to permit the State of California or any of its duly authorized representatives, to have access to and to examine and audit any pertinent books, documents, papers, and records related to this Agreement.

**24. INSURANCE REQUIREMENTS**

Santee School District must ensure that it shall maintain and shall cause each Subcontractor to maintain Public Liability and Property Damage Insurance to protect them and the Superintendent of Schools from all claims for personal injury, including accidental death, as well as from all claims for property damage arising from the operations under this Agreement. The minimum amounts of such insurance shall be as hereinafter set forth.

Amounts of Insurance:		
General Liability	Bodily Injury and	\$1,000,000
Comprehensive form -	Property Damage	Amount
Products/Completed		
Operations		
Auto Liability	Bodily Injury and	\$1,000,000
Comprehensive form -	Property Damage	Amount
Owned, Non-owned Hired	Combined	

Santee School District shall file, with the County, Certificates of Insurance indicating a thirty-day (30) cancellation notice and naming the **SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS** as an additional insured.

**25. 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.

**26. COMPLIANCE WITH LAW**

Santee School District shall be subject to, and shall comply with, all Federal, State, and local laws and regulations applicable 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 non-discrimination.

**27. FINAL APPROVAL**

This Agreement is of no force or effect until approved by signature by the County Superintendent of Schools or his designee, the Assistant Superintendent of Business Services.

**28. TOBACCO-FREE FACILITY**

The County is a tobacco-free facility. Tobacco use (smoked or smokeless) is prohibited at all times on all areas of County Office property.

**29. PUPIL SAFETY / SCHOOL SAFETY ACT**

Pupil Safety/School Safety Act: The Santee School District Program Manager shall determine the Contractor/Provider’s level of contact with pupils from the following two (2) choices, by inserting an **X** below:

\_\_\_\_\_ The Contractor/Provider will have “**limited contact**” with pupils and the Contractor/Provider may be required to do one or more of the following to protect pupils:

1. Prohibit Contractor/Provider’s employees from using student restroom facilities,
2. Perform work when school is not in session,

- 3. Provide security patrols or supervision,
- 4. Restrict Contractor/Provider's employees' access to site grounds, and/or
- 5. Provide badges or other visible means of Contractor/Provider's identification.

  X   The Contractor/Provider will have “**greater than limited contact**” with pupils and the Contractor/Provider shall require their employees, including the employees of any subcontractor, who will provide these services, to submit their fingerprints in order to conduct a criminal background check per Education Code §45122.1. The Contractor/Provider shall not permit any employee, including the employees of any subcontractor, to perform services under this contract until:

- 1. The Department of Justice has determined that these employees have not been convicted of, or have charges pending for a defined felony.
- 2. The Contractor/Provider has **certified in writing** to the Santee School District Program Manager that the employer and all of these employees have not been convicted of, or do not have charges pending for a defined felony.

\_\_\_\_\_  
By (Authorized Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Type or Print)

\_\_\_\_\_  
Title

**30. 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 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 this Contract to be duly executed, such parties acting by their representatives being thereunto duly authorized.

**COUNTY**

**DISTRICT**

**SAN DIEGO COUNTY  
SUPERINTENDENT OF SCHOOLS**

**Santee School District**

  
\_\_\_\_\_  
By (Authorized Signature)

\_\_\_\_\_  
By (Authorized Signature)

\_\_\_\_\_  
Name (Type or Print)

\_\_\_\_\_  
Name (Type or Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

9-20-13  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Federal I.D. No./Social Security #**



**San Diego County Office of Education  
Funding Status per School  
2013-14**

Grant Number	District Name	CDSCode	School Name	School Type	Sub Program	Amount Awarded
37-23939-1037-EZ	Santee Elementary	37683616040380	PRIDE Academy at Prospect Avenue	E	After School Base	\$112,500.00
37-23939-1037-EZ	Santee Elementary	37683616040380	PRIDE Academy at Prospect Avenue	E	After School Supplemental	\$33,750.00
37-23939-1037-EZ	Santee Elementary	37683616040380	PRIDE Academy at Prospect Avenue	E	Before School Base	\$35,717.65
37-23939-1037-EZ	Santee Elementary	37683616040380	PRIDE Academy at Prospect Avenue	E	Before School Supplemental	\$10,715.30
					<b>TOTAL GRANT AMOUNT</b>	<b>\$192,682.95</b>
					<b>GRANT AMOUNT, LESS 2%</b>	<b>\$188,829.29</b>

Consent Item E.4.2.

Approval of Nonpublic School Master Contract with  
Aseltine School for Nonpublic School Services

Prepared by Dr. Stephanie Pierce  
October 1, 2013

**BACKGROUND:**

At times, students with disabilities require enrollment in an alternative educational setting (i.e., nonpublic school) due to their specific needs and to demonstrate educational progress. One additional student with disabilities requires enrollment in Aseltine School for the 2013-2014 school year. The District contracted with Aseltine School for nonpublic school services in the 2012-2013 school year and approved a Master Contract with Aseltine School for two students at the Board meeting on August 20, 2013.

**RECOMMENDATION:**

Administration recommends the Board of Education approve the Nonpublic School Master Contract with Aseltine School for one additional student for the term of October 2, 2013 through June 30, 2014. These contracts will be available at the Board Meeting for review.

This recommendation supports the following District goal:

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

**FISCAL IMPACT:**

The terms of the Master Contract are as follows:

School/Agency	Number of Students	Duration of Service	Cost per Day	Total Cost
Aseltine School	1 student	189 days 10/2/13–6/30/14, including ESY instruction	\$176.54	\$33,366.06

**STUDENT ACHIEVEMENT:**

Some students require alternative settings to demonstrate educational progress.

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

Agenda Item E.4.2.

Consent Item E.5.2. Approval of Revised Job Description for Executive Assistant  
Prepared by Tim Larson  
October 1, 2013

**BACKGROUND:**

The current job description for the Executive Assistant has been revised to encapsulate talents and expertise needed for an employee in this position.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the revised job description for the Executive Assistant position.

**FISCAL IMPACT:**

There is no fiscal impact to this revised job description.

**STUDENT ACHIEVEMENT IMPACT:**

The Executive Assistant position directly supports the Board and Superintendent whose leadership brings excellence in student learning and student achievement.

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

Agenda Item E.5.2.

## SANTEE SCHOOL DISTRICT

### EXECUTIVE ASSISTANT (Secretary)

#### DEFINITION

The Executive Assistant acts as the administrative and confidential secretary to the Board and ~~as the personal assistant to the Superintendent. The Executive Assistant is considered a member of the Executive Cabinet.~~ The Executive Assistant serves to schedule, initiate and provide correspondence and other clerical support and communication for and on behalf of the Superintendent and Board, including those of an important or sensitive nature. The Executive Assistant anticipates and originates actions for meetings and provides necessary follow-up. The Executive Assistant is responsible to the Superintendent for the supervision and coordination of functions, activities, clerical work and records of the Superintendent's office. The Executive Assistant assists with the planning, organization, and execution of Districtwide events. This position will serve in a leadership role with school site secretaries and confidential secretaries, and will serve as the Superintendent's designee in handling matters related to staff and community relations as directed by the Superintendent. The Executive Assistant will serve as a liaison between the Superintendent and state agencies, organizations, legislative staff and District Management Team and community. ~~This position is integral in serving as a liaison between managers and the Superintendent for routine communication, directions, clarification, and advice.~~

#### DISTINGUISHING CHARACTERISTICS

This position is distinguished by bargaining unit exclusion and by the variety of technical and confidential responsibilities involving a high degree of initiative and independence, an ability to be a self-starter, and a comprehensive knowledge of the policies and procedures of district-wide functions and operations and Board of Education rules and procedures. The Executive Assistant initiates, understands, and manages complex tasks independently on behalf of the Board and Superintendent to support the District's vision and goals. The person in this position assists the District Superintendent in coordinating the operating procedures, communications and administrative supportive functions of the Superintendent's office, and is responsible for the clerical preparation of Board of Education documents and official minutes.

#### EXAMPLES OF DUTIES

Performs critical clerical and secretarial work involving the use of considerable independent judgment and an understanding of District functions and procedures.

Processes administrative details not requiring immediate attention of the Superintendent.

Initiates and completes the preparation of District reports, or reports pertaining to the Board of Education, by gathering and summarizing information from a variety of sources.

## EXECUTIVE ASSISTANT - Page 2

### EXAMPLES OF DUTIES - continued

- Provides administrative support for Board and Superintendent.
- Prepares agendas on behalf of the Superintendent for the Board meetings.
- Schedules meetings for the Board.
- ~~Advises managers about routine and general administrative decisions or directives of the Superintendent.~~
- Advises school site secretaries and confidential secretaries regarding District procedures.
- Counsels parents about the appropriate contact to attain resolution when a parent has a conflict or complaint.
- Arranges committee and other meetings, including information and material for said meetings and conferences.
- Attends committee meetings and/or prepares minutes and summaries of actions taken.
- Attends Board meetings and prepares official Board of Education meeting minutes and excerpts.
- Assists in coordinating communications with offices in the District.
- Compiles information for master schedules and for calendars of events.
- ~~Maintains web pages for the Board and Superintendent.~~
- ~~Designs, publishes, and distributes District newsletter.~~
- Prepares and distributes correspondence and other communications
- Coordinates, designs, and plans District and business events.
- Exercises discretion in arranging appointments and itinerary for Superintendent and Board.
- Arranges Board and Superintendent travel.
- ~~Interprets policies and administrative regulations to officials, staff, and the public.~~
- Maintains control files of matters in progress and expedites their completion.
- Screens inquiries and complaints, and resolves same within framework of the District and departmental policies.
- Facilitates visitors, exchange of information, telephone calls and mail delivery for the Board and Superintendent.
- Types and sends Board correspondence.
- Answers correspondence independently.
- Exercises judgment in determining the importance and urgency of calls and whether calls should be referred to other officials.
- Uses judgment in releasing information.
- May train and oversee clerical staff.
- Establishes and maintains Superintendent's files.
- Plans, organizes and implements the procedural and clerical details of the Superintendent's office.
- Monitors the calendars of the District and Executive Council.

QUALIFICATIONS GUIDE

Knowledge of:

- Correct English usage, spelling, grammar, punctuation and composition. Modern office methods, practices and procedures; including receptionist and telephone techniques, letter and report writing and proofreading.
- Technology usage and efficient use of electronic media including web site development, voice mail, scheduling, Microsoft word processing and other technological presentation uses.
- Methods used in preparing statistical reports.
- Record retrieval and storage systems.
- Laws and regulations of the Education Code and District pertaining to assigned area.
- General purposes and goals of public education.
- Principals of public administration, supervision, training and public relations.
- Project a personable, flexible, positive and likeable attitude in the ongoing climate in the Superintendent's office.
- Skillfully perform a wide variety of responsible secretarial work and coordinate a volume of administrative detail involving independent judgment requiring accuracy and speed.
- Proficiently operate standard office equipment, including computers and other electronic media.
- Develop and maintain filing systems for speedy retrieval.
- Maintain complex filing systems which contain confidential or sensitive information.
- Change and adapt office procedures and details in concert with the needs and requirements of the District.
- Independently compose correspondence.
- Perform in situations requiring specialized knowledge, using tact and good judgment.
- Read, understand and explain technical policies and material. Train and coordinate the work of others.
- Understand, carry out and give oral and written instructions.
- Meet the public in situations requiring tact, diplomacy and discretion.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Type at a net corrected speed of 65 words per minute. Take dictation and transcribe it accurately.

Training and Experience:

- Completion of the twelfth grade, supplemented by classes in secretarial training; five years of increasingly responsible clerical experience, including at least two years in a supervisory or coordinating secretarial capacity; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

EXECUTIVE ASSISTANT - Page 4

Characteristics:

Good health, good physical condition, agility and strength commensurate with the duties of the class; honesty; industry; initiative; dependability, affability, positive character, and good judgment in conjunction with position duties; loyalty and other related qualities.

Board Adopted September 20, 1994

REVISED December 2, 2003

December 16, 2008

**BACKGROUND:**

Education is currently experiencing some of the most revolutionary changes ever. District are transitioning to Common Core State Standards, a new assessment system (SBAC), changes in funding with the Local Control Funding Formula and new funding mechanisms. These changes bring many challenges to school districts which include working together with the community through education, communication, and collaboration.

The Board and the Superintendent believe it is of the utmost importance to provide coordinated support and communication to employees and parents as these changes are implemented in Santee School District. Communication must be timely and in a manner that is “user-friendly” to all of our school community.

In order to support teachers, students, and parents in our successful transition to these changes, administration is submitting the job description for a new position, Project Coordinator.

The Project Coordinator will assist Administration to coordinate communication, meetings, information, and other transition support, as well as be available to assist with additional projects that will develop as we move through these changes from the State.

**RECOMMENDATION:**

Administration recommends the Board of Education approve the new job description for Project Coordinator. At this time it is recommended that the Project Coordinator be a .5 FTE position.

**FISCAL IMPACT:**

The salary range for a Project Coordinator position at .5FTE will be \$36,581 – \$44,465 and will be paid from the general fund.

**STUDENT ACHIEVEMENT IMPACT:**

It is the District’s intention to provide essential staffing to support the transitions in education for students, staff, and parents.

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

Agenda Item E.5.3.



**NEW**

**SANTEE SCHOOL DISTRICT**

**PROJECT COORDINATOR**

DEFINITION

Under the direction of Superintendent, the Project Coordinator will manage, coordinate, and complete assigned projects, communications, and reports, as assigned by the Superintendent and in support of the Mission, Vision, and Goals of the District. The Project Coordinator may serve as a liaison between the Superintendent and the Board Members for communication and directions on projects and/or activities.

DISTINGUISHING CHARACTERISTICS

This position is distinguished by bargaining unit exclusion and by the variety of technical and confidential responsibilities involving a high degree of initiative and independence, an ability to be a self-starter, and in-depth knowledge of the policies and procedures of district-wide functions and operations and Board of Education rules and procedures.

The Project Coordinator manages complex projects independently on behalf of the Board and Superintendent. The Project Coordinator is distinguished from the Executive Assistant in that the latter is expected to perform the full range of ongoing administrative and office support functions to facilitate the efficient and effective operation of a specific department while the Project Coordinator may manage projects for departments as directed by the Superintendent.

The person in this position must have exceptional organizational, communication, management, and interpersonal skills to achieve the goals of the position.

EXAMPLES OF DUTIES

- Plan, organize, manage, and implement projects or assignments, as assigned by the Superintendent.
- Estimate project requirements and organize resources to meet established goals.
- Design and implement methods for tracking a range of projects, analysis, and deliverables.
- Develop and coordinate project schedules and ensure deadlines are met.
- Assist in coordinating communications throughout the District.
- Research and collect data from multiple sources for assigned research and projects.
- Compose and design, publish and distribute a variety of communications and reports including newsletters, press releases, and other publications.
- Design and develop public relations and/or marketing materials.
- Coordinate District safety communication and procedures.
- Work with the Executive Assistant (Confidential Secretary) on the maintenance and updates of Board Policies and Administrative Regulations.
- Update and maintain the school district's website and other social media tools.
- May represent the District or the Superintendent at meetings and events.
- Analyze, interpret, and apply applicable City, State, and federal laws, rules, and procedures pertaining to the District.

## PROJECT COORDINATOR - Page 2

### EXAMPLES OF DUTIES (Cont'd)

- Prepare clear, concise, and accurate reports.
- Present information regarding District projects in a proactive, accurate, and media-sensitive manner.
- Assist with additional projects on an as needed basis.

### QUALIFICATIONS GUIDE

#### Demonstrated Abilities:

1. Exceptional organizational, planning and project management skills.
2. Superior writing and presentation skills.
3. Strong communication and interpersonal skills.
4. Strong analytical, strategic and critical thinker.
5. Flexible, with a strong work ethic and an entrepreneurial spirit to accommodate high level of responsibility and multiple priorities.
6. Understand, carry out and give oral and written instructions.

#### Knowledge of:

- Correct English usage, spelling, grammar, punctuation and composition. Modern practices and procedures; including letter and report writing.
- Technology usage and efficient use of electronic media including web site development, Microsoft word processing and other technological presentation uses.
- Methods used in preparing statistical reports.
- District organization, operations, and goals, including its educational programs, policies, and procedures.
- Principles and practices of the school district.
- Pertinent provision of the State Education Code and the Board of Education policies and regulations that determine educational policies and practices.
- District organizations and operations.

#### Training and Experience:

Completion of the twelfth grade; a minimum of five (5) years of experience in central office support positions; or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Experience producing newsletters and published articles desired.

#### Characteristics:

Good health, good physical condition, agility and strength commensurate with the duties of the class; honesty; industrious; initiative; dependability, affability, positive character, and good judgment in conjunction with position duties; loyalty and other related qualities.

Board Adopted: \_\_\_\_\_

Consent Item E.5.4.

Approval of Santee Collaborative Reinvestment Plan for the Use of LEA Medi-Cal Funds

Prepared by Tim Larson  
October 1, 2013

**BACKGROUND:**

The Santee Community Collaborative's mission is to promote a healthier, more proactive community that builds resilient children and families.

The Santee School District participates in the LEA Medi-Cal Program. School districts participating in the program are required to annually approve a budget for the reinvestment of the funds received through the billing and reimbursement process. The law also requires that the local community collaborative develop and recommend a budget to the Governing Board for consideration. Attached is a progress report of the Santee Collaborative Accomplishments for 2012-13

On September 25, 2013, the Santee Community Collaborative approved the attached budget. The majority of the proposed budget will fund the Collaborative Coordinator.

**RECOMMENDATION:**

Administration recommends that the Board of Education approve the LEA Medi-Cal Reinvestment Plan for the 2012-13 school year. During 2013-14, the Collaborative expects to receive \$75,000-\$100,000. All funds not proposed for expenditure in this budget will be saved to fund the coordinator's position in 2014-15.

This recommendation supports the following District goal:

- Develop social emotional and health services integrated with community services to foster student character and personal well-being.

**FISCAL IMPACT:**

The attached Santee Community Collaborative Reinvestment Plan outlines LEA Medi-Cal funding expenditures for the 2013-14 school year.

**STUDENT ACHIEVEMENT:**

Support services may provide a greater potential for student success.

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

Agenda Item E.5.4.



## 2012-13 Annual Report for Santee Collaborative

### **Mental Health and Safety – Most Important factors**

- Suicide and self-injury, and overdose are problems for the community
- Community members are not accessing mental health services because of stigma, lack of understanding of healthy coping, and qualifiers to access services
- Collaborative brings appropriate community resources together

### **Completed Activities**

- Mobile Collaborative meeting to support Lantern Crest Retirement Community
- Information presented on mental health activities in Santee including: Rady Childrens, CAT, SDYS, PERT, 211, Family Forces, Home Start, School Counseling Programs for Santee
- Information about Sheriff and Law Enforcement including crime prevention and Start Smart
- Referral system to support student in need with Santee District Strategic Plan
- Fleet and Family Support Center available at CFH School site
- Revised GOALS agreement to examine families
- Participation in Suicide Prevention Grant with SDYS
- Wrote proposals to support school counseling grants

### **Youth Development – Most important factors**

- Higher than average number of youth suicide
- Higher than average self-injury reports requiring hospitalization
- Substance Abuse concerns

### **Completed Activities**

- Mobile Recreation on all middle school campuses
- Junior Leader program with Teen Center to support youth
- Club Live Chapters at 4 sites
- JS2S at 5 sites
- Connection to West Hills Students for Bully Prevention work
- Bully Prevention Forum for parents and students
- Cyber-bullying Presentation at Chet F. Harritt School
- Volunteer programs for youth at Library, Teen Center, Project SAFE
- GOALS to examine the solutions for at risk youth and their families
- Funding for Camp Mariposa for youth 9-12 with family substance abuse
- PEI Suicide Prevention program with SDYS
- Presentations on Health and Fitness by the Health Network to all high schools

## **Community Education – Most important factors**

- Parents
- Community leaders/elected officials lack general knowledge of what resources are available to people dealing with drug use, suicide, self-inflicted injury and coronary heart disease

## **Completed Activities**

- California Health Network Santee Fair
- Represented at Santee Health Network and activities
- Santee Library Beyond Books Resource Fair
- Forums at Collaborative meeting to inform members including: mental health services, caregiver support, safety and law enforcement, public services, summer resources for kids
- Parenting series/programs with FFSC, JCS, CSF, College Night, Bullying/Cyber-bullying
- Mental health forums with Mary Harris
- Spanish Parenting series at the Santee Library
- Opening Fleet and Family Support Center in Santee to serve military families
- Participating in Live Well San Diego Initiative with SD County East County Leadership Committee
- Created Collaborative in a box for community projects
- Trained Student Well Being volunteers in Family Strengthening and Engagement Standards
- Monthly lectures and Health Screening at Santee Library by Sharp Healthcare
- East County Live Well Expo Planning by Health Network for fall
- Health Network Food Survey of local restaurants and Healthy Eating Month
- Santee Collaborative Facebook Page

## **Collaborative Involvement and Marketing – Most important factors**

- Need more diverse Collaborative membership including businesses, agencies, K-12 and junior college education, elected officials, faith
- Promotion and outreach through membership

## **Completed Activities**

- Intern to design Collaborative in a box and Facebook Updates
- 16 new members during 2012-13
- Sheriff Station now attending the Collaborative Regularly
- Increase in focus on networking for Collaborative members
- Mobile meeting at Lantern Crest
- 15% increase in attendance over last year
- GOALS agreement signed by community partners and a first meeting to examine family and social issues and solutions

## **Next Steps**

- Ask Collaborative members what they want out of the Collaborative – Complete survey at August Meeting
- Coordinating Council Members chair each goal area
- Report to Collaborative with suggested activities and results of survey in September

**Santee Community Collaborative  
Proposed  
Budget  
2013-14**

	Budget LEA Medi-cal FY12-13	Budget LEA-Medi-cal FY13-14
Projected LEA Medi-Cal Carryover	\$ 65,023.00	\$ 115,209.19
Budget at CASA	\$ -	\$ -
SDYS PEI Budget	\$ -	\$ -
<b>Total</b>	<b>\$ 65,023.00</b>	<b>\$ 115,209.19</b>

**Proposed Breakdown of Expenditures**

**Staffing Expenses**

Coordinator Salary 1 FTE	\$ 38,500.00	\$ 69,950.00
Coordinator Benefits (22% + 7,200 healthcare)	\$ 9,240.00	\$ 22,589.00
Secretary II	paid from MAA	\$ 8,000.00

**Supplies**

Printing/Duplicating	\$ 500.00	\$ 100.00
Meeting Supplies/Food	\$ 250.00	\$ 200.00
Mileage	\$ 1,000.00	\$ 1,000.00
Postage	\$ 50.00	\$ -
Office Supplies	\$ 150.00	\$ -
Recognition, Outreach, Annual Meeting	\$ 500.00	\$ 92.30

**Contracts**

Billing Contract *	\$ 5,000.00	\$ 6,000.00
Cell Phone for Coordinator	\$ -	\$ -
Promotional Materials Design	\$ 300.00	\$ -
Website Maintenance		

**Program Expenses**

Parenting for District (flyers and child supervision)	\$ 3,000.00	\$ 750.00
Additional Programs for Collaborative	\$ 1,500.00	
Sponsorship for East County Expo	\$ -	\$ -

<b>Subtotal</b>	<b>\$ 59,990.00</b>	<b>\$ 108,681.30</b>
	\$ -	\$ -
Indirect Cost (6% of dollars spent)	\$ 4,853.19	\$ 6,520.88

<b>Total Estimate for 2013-14</b>	<b>\$ 64,843.19</b>	<b>\$ 115,202.18</b>
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\* 5% of \$\$ estimated LEA Earnings

Consent Item E.5.5.

Presentation of California School Employees Association's (CSEA) Initial Proposal to Modify Articles of the Current Collective Bargaining Agreement between Santee School District and California School Employees Association (CSEA)

Prepared by Tim Larson  
October 1, 2013

**BACKGROUND:**

Tonight, initial proposals to modify articles of the successor collective bargaining agreement between the District and CSEA, and submitted by CSEA, will be presented. Copies of the attached CSEA proposals have been posted for the public to read at the Santee Public Library, Santee Chamber of Commerce, Santee City Hall, District Education Center and all school site offices.

Section 3547 of the Government Code requires that the District hold a public Hearing in matters of employee organization negotiations proposals. The Public Hearing opportunity was held at the beginning of this meeting.

**RECOMMENDATIONS:**

Administration recommends that the Board review initial proposals to modify articles of the current classified collective bargaining agreement submitted by CSEA. No action is required.

**FISCAL IMPACT:**

It is anticipated that there will be a fiscal impact to the general fund after negotiations have concluded. A tentative agreement and fiscal impact information will be presented at that time.

**STUDENT ACHIEVEMENT IMPACT:**

There is no impact to student achievement as a result of this item.

Agenda Item E.5.5.

The California School Employees Association  
And its  
Santee Chapter #557  
Initial Proposals  
To the  
Santee School District

Article 2 Recognition: CSEA proposes to update the list of positions in the recognition clause.

Article 4 Association Rights:

Section 3. Use of Institutional Mail and District Email: CSEA proposes to add use of the District email system for Association communication.

Section 12. Distribution of Contract: CSEA proposes to increase the number of contracts provided to the Association.

Section 15. CSEA Sponsored Release Time: CSEA proposes to bring Section 15 into compliance with recent changes in Ed Code.

Section 16. Meetings of the Governing Board: CSEA is proposing a place on the agenda at Board meeting for non-negotiable items.

Section 17. Board Agenda: CSEA is proposing that the Association be provided two copies of all agendas with non-confidential back-up material.

Article 5 Organizational Security: CSEA is proposing to update the organizational security language and make changes to the charity's selected for religious exemptions.

Article 6 Employees Rights: CSEA is proposing new language regarding District Required Examinations and Re-employment of Permanent Employees.

Section E. Discipline: CSEA is proposing the implementation of the principals of progressive discipline into the discipline article.

SubSection 5. Evidentiary Hearing a.: CSEA proposes making changes to the selection process of the hearing officer and notice timelines.

SubSection 6: Abusive Behavior: CSEA proposes adding a new section to the CBA.

Article 7 Grievance Procedure

Section 3. Level III: CSEA proposes adding language to Level II

Article 10 Hours

Section Q. Uniforms: CSEA proposes adding the MOU's on uniforms for the Central Kitchen and Maintenance and Grounds Personnel to the CBA.

Article 11 Layoffs: CSEA has proposed language changes for overstaffed schools, bumping procedures and utilization of volunteers.

Article 13. Vacation: CSEA is proposing wording changes to the vacation article.



Article 14. Transfers: Proposes adding an interview committee for employee initiated transfers.

Article 15. Promotion and Procedures for Filling Vacancies

A. CSEA proposes making changes that allow employees on leave or vacation to notify H.R. via email or telephone.

B. Procedures for filing vacancies: CSEA proposes adding a new section regarding the filing of vacancies.

Article 16 Leave Provisions

Section 4. Judicial and Official Appearance Leave, b: CSEA is proposing language that would not require employees to work beyond their regular hours when scheduled for jury duty.

Section 10. Legislative Leave: CSEA is proposing new language that would grant leave for employees who served as school board members or other elected officials.

Section 11. Long-Term Uncompensated Leave: CSEA proposes new language that would grant employees nonpaid leave for up to 6 months for specific reasons.

Section 12. Unpaid Short term Leave: CSEA proposes a new section that would grant employees short term unpaid leave for up to 20 days.

Article 17 Compensation:

Section E. Professional Growth: CSEA proposes making changes to the compensation and wording.

Section I. Salary Increases and Restoration: CSEA proposes a 4% salary increase for the 2013-2014 school year and a 5.5% increase for the 2014-2015 school year.

CSEA is also proposing that employee's reduced in hours and/or months since July 1, 2009 be restored.

These are CSEA's initial proposals. CSEA reserves the right to add to, modify, delete from or withdraw any of the above proposals through the meet and negotiate process.

DISCUSSION AND/OR ACTION ITEMS Item F.

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

Agenda Item F.

## **BACKGROUND:**

On July 2, 2013, the Board approved revised Board Policy 6163.4 that initiated Bring Your Own Device (BYOD) implementation in the classroom. BYOD aligns with the District's strategic goals of 21<sup>st</sup> Century Learning, Personalized Learning Environment, and Technology. BYOD will also enhance the implementation of Common Core State Standards.

As the Board has discussed at previous meetings, allowing students to use a personal mobile device in the classroom necessitates an infrastructure to safe-guard students in their access to the internet and to help manage the increased number of devices. In order to address these issues, a Next Generation Firewall System will better allow the District to support the BYOD initiative and manage the increasing number of devices.

### **Current Network Infrastructure**

The current District wireless network is a robust network that provides stable and secure access for "District Authenticated Users" and "District Owned Devices," however it was not designed to support BYOD. Network logins are available only for staff, student access is limited, and guest access is sponsored by District staff credentials. This infrastructure lacks the features that are required for BYOD:

- a. ability to segment and govern network users,
- b. ability to regulate bandwidth usage,
- c. ability to log/regulate external devices, and
- d. ability to integrate different security technologies.

### **BYOD Infrastructure Implementation**

Earlier discussions focused on the implementation of a Network Access Control system (NAC). However, with the need to integrate BYOD technology with network security, the focus is now on implementing a Next Generation Firewall (NGFW) system.

A Next Generation Firewall System incorporates the features of a standard firewall with network functions that would support BYOD and also integrate network security. These features include:

- a. Quality of Service (QoS),
- b. Verification of user identity and user devices,
- c. Intrusion Prevention Services,
- d. Anti-Virus and anti-malware scanning,
- e. Network security policy enforcement,
- f. Network segmentation, and
- g. Secure Sockets Layer (SSL) for secure connection.

The Next Generation Firewall would also support the District's plan to upgrade the outbound Internet bandwidth and the current content filter system, both of which are essential for the Smarter Balanced Assessment.

This item is brought to the Board tonight for information and questions the Board may have. Administration will return to the Board on October 15, 2013 requesting approval to move forward with the purchase and installation of a Next Generation Firewall System.

**RECOMMENDATION:**

This is an information item. No action is requested.

**FISCAL IMPACT:**

This is an information item.

**STUDENT ACHIEVEMENT IMPACT:**

Bring Your Own Device (BYOD) implementation aligns with the District's strategic goals of 21<sup>st</sup> Century Learning, Personalized Learning Environment, and Technology. BYOD supports the Common Core State Standards and Smarter Balanced Assessments.

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

Agenda Item F.1.1.

Prepared by Dr. Cathy Pierce  
October 1, 2013

**BACKGROUND:**

Applications for membership on Board Advisory Committees were distributed to parents and employees, and were available on the District's web page. Submitted applications have been accepted and the Superintendent assigned applicants based on priorities and openings to membership on Board Advisory Committees to fill current vacancies. Membership on a Board Advisory Committee is a two-year term.

The Board advisory committees with vacant positions to be filled are:

- District Advisory Committee (DAC)
- Budget Advisory Committee (BAC)
- Calendar Committee
- Character Education Committee
- Communication Committee
- Facilities / Safety Committee
- Special Education Advisory Committee
- Wellness Committee

**District Advisory Committee:** Membership on this committee consists of 9 parents, 9 teachers, a representative each from STA, CSEA and SAA, in addition to 2 administrative staff members and chairpersons from various district committees. Members have two-year terms.

**Budget Advisory Committee:** Membership on this committee consists of 15 community members, 2 Board members, 3 district administrators, 3 STA members and 3 CSEA members.

**Calendar Committee**

This committee is usually comprised of Employee Association members, District employees, and Board of Education members. Community membership is encouraged.

**Character Education Committee:** Membership on this committee consists of 3 community members, 1 Board member, 1 district administrator, 1 STA member and 1 CSEA member.

**Communication Committee:** Membership on this committee consists of 9 employees and 9 parents (one from each school site), 2 Board members, 1 district administrator, 1 STA representative, and 1 CSEA representative. If there is not a parent applicant from each school, members are recruited by the site administrator and membership is always open.

**Facilities / Safety Committee:** Membership on this committee consists of 3 district administrators, 7 parents/community members, 1 SAA representative, 1 STA representative, and 1 CSEA representatives (appointed by the associations), and 2 additional staff members.

**Special Education Advisory Council:**

Membership on this committee consists of 12 parents of students with diverse disabilities and from various schools, a special education teacher, a classified employee, district administration, and STA and CSEA representatives. Special education parent membership on this committee is welcomed as vacancies occur.

**Wellness Committee**

Membership on this committee consists of 9 teachers and 9 parents (one from each school site), 2 community members, 4 classified employees, 1 Board member, 4 District administrators, 1 STA representative, and 1 CSEA representative.

The Superintendent has assigned the applicants based on their priority choices listed on their applications and recommends appointments as assigned in the attached chart.

Administration will continue to recruit membership in Board Advisory Committees to assure parent and community input is received.

**RECOMMENDATION:**

Administration recommends that the Board approve the Superintendent’s committee assignments and appoint these applicants to fill vacancies on the various Board Advisory Committees. The applicants represent a variance of schools throughout the District.

**FISCAL IMPACT:**

There is usually a negligible fiscal impact dependent on the committee’s needs. Any costs are paid from department operating budgets.

**STUDENT ACHIEVEMENT IMPACT:**

Board Advisory Committees provide the Board with valuable input and information from all stakeholders when making decisions that impact student achievement.

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

Agenda Item F.1.2.

**2013-14  
Board Advisory Committee Assignments**

First Name	Last Name	Represents	DAC	BAC	Calendar	Char. Ed.	Comm.	Safety/Facilities	Sp. Ed.	Wellness
Total vacancies available for 2013-14			9	10	Open	3	Open	3	8	9
Charlene	Alsbaugh	Parent - CP	X							
Paz (Peachy)	Baer	Parent - - CH								X
Laura	Barker	Employee/Parent							X	
Viviana	Betancourt	Parent - PD	X			X				
Rolan	Bloomfield	Parent - CO		X						
Jason	Brittain	Parent - CH				X		X		
Leigh	Brown	Parent - PD			X		X			
Laurie	Dutton	Parent - CA	X							
Melissa	Goulette	Parent - CO							X	
Robert	Mikhail	Parent - CP	X				X			
Mia	Peterson	Parent-PD								X
Susan	Qian	Parent - HC	X			X				
Margaret	Weakley	Parent - CH			X					X

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**BACKGROUND:**

Annually, the Board evaluates the performance of the Superintendent based on performance objectives established by the Board and the Superintendent, as provided in the Superintendent's contract. On September 17, 2013 the Board met in closed session to complete its responsibilities for the annual evaluation of the Superintendent, Dr. Cathy Pierce. At the meeting the Board discussed an increase in the base salary of the Superintendent that would progress toward the average base salary of Superintendents of similar size districts across the County and other modified terms of the Superintendent's contract as listed below:

- The term of the contract is July 1, 2013 – June 30, 2016.
- Vacation days increased to 35 per year.
- Accrual of vacation days increased to 35 per year.
- Monthly mileage/expense stipend increased to \$750.
- Annual base salary increased to \$185,000.

**RECOMMENDATION:**

It is recommended that the Board take action to approve the modifications to the Superintendent's contract as listed above and to be effective as of July 1, 2013. A draft of the revised contract is attached, which includes the listed modifications, and will be finalized and signed upon Board approval of these modifications.

**FISCAL IMPACT:**

The fiscal impact from these contract modifications is \$15,800 and is paid from the general fund.

**STUDENT ACHIEVEMENT IMPACT:**

Effective leadership leads to excellence in student learning and student achievement.

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

Agenda Item F.1.3.



**CONTRACT FOR EMPLOYMENT OF SUPERINTENDENT BETWEEN  
SANTEE SCHOOL DISTRICT  
AND  
CATHY A. PIERCE**

THIS CONTRACT is hereby made and entered into on the date noted below, by and between the BOARD OF TRUSTEES (“Board”) of the SANTEE SCHOOL DISTRICT (“District”) and Cathy A. Pierce (“Superintendent”).

NOW, THEREFORE, it is hereby agreed as follows:

1. Superintendent, Chief Executive Officer, and Secretary for the Board

Dr. Cathy Pierce is hereby employed as the District’s Superintendent. The Superintendent shall also be the Chief Executive Officer of the District and shall serve as Secretary to the Board.

2. Term of Employment

The term of this Contract shall be from ~~November 1, 2012~~ July 1, 2013 through June 30, ~~2016~~ 2016.

Should the Superintendent receive a satisfactory evaluation pursuant to this Agreement, or should the Superintendent not receive a formal evaluation at all during any school year, this Agreement will be automatically extended for an additional year, so long as the term of the Agreement does not at any time exceed four (4) years.

3. General Terms and Conditions of Employment

This Contract is subject to all applicable laws of the State of California, the rules and regulations of the California State Board of Education and the District. Said laws, rules and regulations are hereby made a part of the terms and conditions of this Contract as though herein set forth.

4. Powers and Duties

Consistent with the powers and duties set forth in Education Code Section 35035, the Superintendent shall perform all of his powers and duties in accordance with the laws, rules and regulations set forth herein. All powers and duties legally delegated to the Superintendent are to be executed in accordance with the policies adopted by the Board. Acts which require ratification by the Board shall be referred to the Board at the earliest opportunity.

The Superintendent’s duties and functions shall include serving as the Chief Executive Officer of the District as described by District policy. The Superintendent shall be delegated all powers and duties necessary for efficient management and administration of the District to the full extent permitted by law. The Superintendent shall have the authority to organize and arrange the administrative and supervisory staff; including instruction, business and operational affairs, which in his judgment best serve the District subject to approval by the Board. The responsibility

for selection, placement and transfer of existing personnel shall be vested in the Superintendent. Employment of new personnel will be recommended by the Superintendent subject to approval by the Board. In the event the Board does not approve the Superintendent's personnel recommendations, the Superintendent shall submit an alternative recommendation.

5. Board-Superintendent Relations

The Superintendent will work with the Board in developing and maintaining a spirit of cooperation and teamwork in which the Board will accept responsibility for formulating and adopting policy and for taking action on matters which by law, require Board action. Administrative responsibility and commensurate authority for administering the school system will be delegated by the Board to the Superintendent.

The Board recognizes that it is a collective body and each Board member recognizes that his/her power as a Board member is derived from the collective deliberation and action of the Board as a whole in a duly constituted meeting. Individual Board members will not give direction to the Superintendent or any staff member regarding the management of the District or the solution of specific problems. It is agreed that the Board, individually and collectively, will refer promptly to the Superintendent for study and recommendation, criticism, complaints and suggestions brought to the attention of the Board or any member thereof.

The Board shall provide the Superintendent with periodic opportunities to discuss Board-Superintendent relationships as they relate to the Board's productivity and the effectiveness of the Superintendent's leadership. As a part of this process, when it is deemed necessary to either the Board or the Superintendent, an outside advisor may be retained to facilitate this process.

The Board shall hold the Superintendent accountable to manage the District consistent with the approved policies, which establish the Board's expectations. It is through Board policy and official Board action that the Board gives direction to the District.

The Superintendent will be held responsible for establishing programs and services and for managing the District to meet the Board's expected outcomes including the provision of data from which the Board can evaluate the District's achievements. Thus, the Board by exercising its governance and policy-making role can be assured that it determines what it is the District should accomplish and whether, in fact, the District is accomplishing it.

6. Evaluation

In communication with the Board, the Staff and the Community, the Superintendent shall develop and submit to the Board before the beginning of each school year an analysis of the needs of the District and his recommendation as to the priority goals and tasks to be addressed. These priority goals and tasks will be considered by the Board, modified as the Board deems necessary and approved, if appropriate, by the Board as the District's priority goals and objectives.

The Board shall formally evaluate and assess in writing the performance of the Superintendent at least once a year, with a mid-year oral progress assessment. The mid-year

progress assessment shall take place prior to January 31<sup>st</sup> of each year unless another date is agreed upon by the Board and the Superintendent. The annual evaluation will be in writing and completed by July 30<sup>th</sup> of each year unless another date is agreed upon by the Board and the Superintendent. The Board shall establish a special meeting to discuss this written evaluation prior to July 30<sup>th</sup> of each year unless another date is agreed upon by the Board and the Superintendent. The Superintendent's evaluation shall be based upon the duties as agreed to in this contract and the yearly goals and tasks agreed to in the prior paragraph.

7. Salary

The Superintendent's annual base salary for the 2012-13 school year, effective November 1, 2012, shall be ~~one hundred sixty-eight thousand dollars (\$168,000)~~. Beginning July 1, 2013, the Superintendent's annual base salary shall be one hundred eighty five thousand dollars (\$185,000). The Superintendent also will receive annual compensation in the amount two thousand dollars (\$2,000) for her doctorate. The annual salary shall be paid in twelve (12) substantially equal monthly installments. Minimally, the Superintendent shall receive an automatic increase in salary equivalent to any increase negotiated with other District employees. Such salary increases must be consistent with existing law. Salary increases beyond this minimum will be considered by the Board based on annual performance. Any adjustment in salary during the term of this Contract shall be in the form of an amendment, and shall not operate as a termination of this Contract. All increments and increases applicable to service of less than one full year will be prorated.

8. Fringe Benefits, Retirement, Professional Schedule and Vacation

The Superintendent shall be required to render twelve (12) months of full and regular service to the District during each annual period covered by this Contract or a portion thereof, provided, however, that the Superintendent shall be entitled to ~~twenty-five~~ thirty-five (25~~35~~) days of annual vacation with pay, exclusive of holidays as defined in Sections 37220 and 37221 of the California Education Code, and any additional local holidays granted by the Board to twelve-month management employees of the District. Vacation requests should be given to the Board as far in advance as possible.

The Board prefers that the Superintendent take her allotted annual vacation days; however, it is recognized that there may be unforeseen circumstances, which may inhibit the Superintendent from taking all vacation days during the school year. Therefore, for the duration of this Contract, unused and unpaid vacation days may be allowed to accrue to a maximum of ~~twenty-five~~ thirty-five (25~~35~~) days, at which time accrual shall cease until the amount of earned and unused days drops below 25~~35~~.

In the event of termination of this Contract, the Superintendent shall be entitled to compensation for unused vacation at a her salary rate in the year of termination of this Contract, effective during the school year in which the vacation credit was earned. In no case shall more than ~~twenty-five~~ thirty-five (25~~35~~) days of unused vacation be paid at the expiration or termination of this Contract.

The Superintendent shall be provided all health and welfare benefits which are provided the District management personnel. Excess benefit dollars not used for benefits will be received in cash and/or may be applied toward other District offered benefits. If the Superintendent is covered under another group health plan and elects to waive their medical coverage they will receive \$900 per benefit year, paid in equal installments, in January through June and September through December.

Upon retirement, the Superintendent and spouse shall have the option to continue in the health insurance benefits program in effect at the time of retirement. The District shall pay the Superintendent's health insurance benefits up to the maximum annual District contribution for eligible certificated employees, to age sixty-five (65) or when eligible for Medicare, whichever occurs first. At age 65 and thereafter, the Superintendent and/or spouse, at their own cost, may continue dental benefits already in effect which are provided or made available to the District's certificated management personnel, subject to eligibility requirements of the carrier.

The Superintendent shall be provided with one and a half (1.5) day per month sick leave, credited in advance. Earned sick leave may be accrued and accumulated as provided by the Education Code and Board rules and regulations.

9. Expenses:

The District shall reimburse the Superintendent for all actual and necessary expenses incurred and paid by the Superintendent in the conduct of her duties on behalf of the District; the Superintendent will submit itemized claims for such expenses and such items claimed must be a proper use of District funds. The Superintendent may submit mileage claims pursuant to Board policies for District travel outside the county.

Superintendent shall receive ~~five hundred~~ seven hundred dollars (~~\$500~~ \$750) per month to use for the purpose of maintaining an automobile to be used by Superintendent in connection with the services required of Superintendent under this Agreement.

The District encourages the Superintendent to participate in professional organizations and activities. The District shall pay the Superintendent's membership dues in AASA (American Association of School Administrators), ACSA (Association of California School Administrators), one local service club (not to include club member fines which may be assessed), and other professional or community organizations as may be approved by the Board.

The Superintendent may attend professional meetings at the local, county and state levels. Prior approval of the Board shall be obtained when the Superintendent attends out-of-state functions, and all actual and necessary expenses of attendance shall be paid by the District. In case of emergency attendance requirement, the President of the Board will be notified, and the expenses will be ratified at the next appropriate Board meeting.

The Superintendent may engage in outside professional activities, such as consulting, speaking, and writing, providing such activities do not interfere with the Superintendent's duties.

10. Medical Examination.

The Superintendent shall have a comprehensive pre-employment medical examination, and thereafter, an annual medical examination not later than May 1 of each year. The examination shall be conducted by the Superintendent's primary care physician. Following each annual examination, although no personal medical information or diagnosis will be disclosed, a written 3-4 sentence statement from a California licensed physician will be provided in a letter to the Board President indicating whether the Superintendent is fit to perform the regular and essential duties of her position. The costs of any examination shall be paid by the Superintendent's health insurance.

11. Termination of Contract.

(a) Material Breach:

The Superintendent shall fulfill all aspects of this Contract. Throughout the term of this Contract, the Superintendent shall be subject to discharge for cause. As such, the Board may terminate this Contract at any time during the term thereof in the event of a material breach thereof by the Superintendent. In the event of termination as a result of material breach by the Superintendent, the Superintendent shall not be entitled to any compensation pursuant to or as a result of termination. Prior to discharge for cause, the Superintendent shall be provided with a written statement of charges and given an opportunity to respond orally or in writing to such charges. The Superintendent shall be entitled to appear personally before the Board to present any evidence or testimony to contest the statement of charges. The format will not be that of an evidentiary hearing. If the Superintendent chooses to be accompanied by legal counsel at such meeting, the Superintendent shall bear any cost therein involved. The Superintendent shall be provided a written decision setting forth the decision of the Board. The decision of the Board shall be final and this Contract will terminate as of the date of that decision.

(b) Termination by Superintendent:

Notwithstanding any other provisions of this Contract, the Superintendent shall have the option to terminate this Contract by providing the Board with a written notice of intent to terminate. This notice shall be provided no less than sixty (60) days prior to said termination date. The Superintendent and Board may mutually agree to a termination notice of less than sixty (60) days.

(c) Termination Without Necessity of Specifying Cause:

Notwithstanding any other provisions of this Contract, the Board, at its sole discretion, may without cause terminate this Contract. If the Board elects the option to terminate the Contract without cause, it shall pay the Superintendent the lesser of an amount equivalent to the Superintendent's base salary, less all deductions required by law, for eighteen (18) months remaining on the Contract or the salary of the remainder of the Contract, if such remainder is less than eighteen (18) months. The calculation for purposes of the lump-sum payment shall be based upon the rate of salary in effect on the date of the Notice of Termination. Payments shall

be made in monthly increments upon the receipt of the Superintendent's monthly written statement on a form provided by the District that he has not engaged in other compensated employment for the month for which the payment is made. Excluded from this limitation shall be compensation for any consulting or teaching work in which the Superintendent was engaged at the time of the Board's exercise of its rights under this paragraph.

In no case, upon termination of this Contract, shall the maximum cash settlement exceed an amount equal to the monthly base salary of the Superintendent multiplied by 18.

Pursuant to Government Code section 53243.3 any cash settlement related to a termination shall be fully reimbursed to the District if the Superintendent is convicted of a crime involving an abuse of her office or position.

12. Renewal & Amendment of Contract.

This Contract may be renewed or amended at any time by mutual consent of the parties, provided the renewal or amendment is reduced to writing and signed by both parties.

13. Merger: Savings Clause

This Contract represents the entire Contract and understanding of the parties, and supersedes any and all prior Contracts and understandings, whether oral or written, between the parties. This Contract may be modified or extended only by mutual written Contract subscribed by the parties hereto. Should any provision of this Contract be held invalid or unenforceable, the remaining provisions shall remain binding and effective.

The undersigned have read this Contract and voluntarily consent to bind themselves (or their respective parties) to these terms and conditions.

**IN WITNESS WHEREOF**, the parties hereto have duly approved and executed this Agreement on the \_\_\_\_\_<sup>1<sup>st</sup></sup> day \_\_\_\_October\_\_\_\_\_, 20122013 in Santee, California.

**BOARD OF TRUSTEES OF THE SANTEE SCHOOL DISTRICT**

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

\_\_\_\_\_  
Elana Levens-Craig, Member

\_\_\_\_\_  
Ken Fox, Vice President

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

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

\_\_\_\_\_  
Governing Board Approval Date

Discussion and/or Action Item F.2.1. Approval of Proposal for Student Assessment Data Analysis System

Prepared by Dr. Stephanie Pierce  
October 1, 2013

**BACKGROUND:**

On May 7, 2013, the Board authorized the dissemination of a Request for Proposal (RFP) for a Student Assessment Data Analysis System (SADAS). The following ten vendors responded by the deadline of June 17, 2013.

- Core Education Solutions Group
- Illuminate
- LinkIt
- MasteryConnect
- Measured Progress
- PCG
- Pearson Schoolnet
- Promethean – ActivProgress
- SchoolCity – STARS
- ThinkGate

On August 14, 2013, a panel selected a shortlist that included three vendors for further consideration; Pearson Schoolnet for PowerSchool, Promethean ActivProgress, and SchoolCity STARS. Finalists were invited to present their product to a ten member final selection panel. The panel overwhelmingly selected Pearson's Schoolnet for PowerSchool to recommend to the Board for procurement.

Schoolnet for PowerSchool brings together two systems to give educators the data-informed insight to improve performance every day. Bringing PowerSchool and Schoolnet together provides Santee School District educators with:

- A district-wide assessment platform
- Dynamic tools to identify struggling students and personalize learning
- Reporting and analysis tools
- Robust instructional planning tools (digital lesson planner)
- Formative classroom assessment scheduling and results shared with PowerTeacher Gradebook
- Detailed student assessment results and summaries shared with the PowerSchool Parent Portal

These capabilities work with and extend the benefits of PowerSchool. The final selection panel decided on Schoolnet for PowerSchool due to the tools it will provide teachers and administrators. In addition, the strong integration with our student information system will assure that teachers have access to student data continuously.

**RECOMMENDATION:**

Administration recommends that the Board of Education approve the purchase of Pearson’s Schoolnet for PowerSchool.

This recommendation supports the following District goals:

- Assure the highest level of educational achievement for all students.
- Implement a staff development plan as the cornerstone of employee performance and growth.

**FISCAL IMPACT:**

Year 1 License Agreement: The cost to the District will be approximately \$64,000 for Schoolnet and the NWEA item bank. In addition, approximately \$2,000 will be required for release for professional development.

Year 2-5: Upon annual license renewal, Schoolnet’s approximate pricing with NWEA item bank is:

Year 2	Year 3	Year 4	Year 5
\$52,000	\$58,000	\$61,000	\$62,000

**STUDENT ACHIEVEMENT IMPACT:**

A Student Assessment Data Analysis System provides administrators, teachers, and students with the necessary tools for analyzing assessment data for informing instruction and establishing learning goals and targets from whole group instruction down to individual students.

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

Agenda Item F.2.1.



Discussion and/or Action Item F.3.1. Approval of Monthly Financial Report  
Prepared by Karl Christensen  
October 1, 2013

**BACKGROUND:**

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

**RECOMMENDATION:**

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

This recommendation supports the following District goal:

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The Monthly Financial Report shows a beginning cash balance of \$3,700,030; cash receipts of \$8,394,360; and disbursements of \$4,490,503 are reflected for the period of July 1, through August 30, 2013 resulting in an ending cash balance of \$7,603,886 as of August 31, 2013.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item F.3.1.
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# Monthly Financial Report - July and August

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## CASH REPORT FOR JULY AND AUGUST

		Actual	Projected*
Beginning Cash Balance as of July 1, 2013		\$3,700,030	\$3,336,225
<b>INCOME</b>			
<hr/>			
A. Local Control Funding Formula			
State Aid	\$ 1,574,216		
Property Taxes	\$ 297,068		
		1,871,284	
B. Federal Income			
Federal Funding	9,554		
		9,554	
C. State Income			
Categorical Funding	537,096		
Unrestricted State Funding	19,144		
Lottery	259,867		
Deferrals	5,283,164		
		6,099,271	
D. Local Income			
Other Local Income	107,796		
Spec Ed	294,060		
Interest	2,395		
		404,251	
E. Due to/Due from other funds		10,000	
F. Debt Proceeds		-	
<b>TOTAL INCOME</b>		<b>\$8,394,360</b>	<b>\$9,770,341</b>
Beginning Balance Plus Income		<b>\$12,094,390</b>	<b>\$13,106,566</b>
<b>DISBURSEMENTS</b>			
<hr/>			
G. Commercial Warrants	\$ 773,810		
H. Payroll Warrants	2,000,419		
I. Statutory Employee Benefits	615,361		
J. Health & Welfare	464,935		
K. Other Outgo	85,979		
L. Interfund Borrowing Out	550,000		
<b>TOTAL DISBURSEMENTS</b>		<b>\$4,490,503</b>	<b>\$4,182,654</b>
Ending Cash Balance as of August 31, 2013		<b>\$7,603,886</b>	<b>\$8,923,912</b>

\* Based on Cash Flow Projection at Adopted Budget - June 2013

**Budget Revisions  
Through August 31, 2013  
2013-14 Revised Budget**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
<b>Beginning Fund Balance</b>	9,850,255	383,099	10,233,355
<b>Estimated Income</b>	34,634,155	12,570,077	47,204,232
<b>Estimated Expenditures</b>	<u>34,506,953</u>	<u>11,341,131</u>	<u>45,848,084</u>
<b>Change in Fund Balance</b>	127,202	1,228,946	1,356,148
<b>Projected Ending Fund Balance</b>	9,977,457	1,612,045	11,589,503
<b>Less: Restricted Program Carryovers</b>	-	1,612,045	1,612,045
<b>Less: Non-Spendable</b>			
<b>Prepaid Expenses</b>	375,869	-	375,869
<b>Revolving Cash Fund</b>	15,000	-	15,000
<b>Stores Inventory</b>	28,440	-	28,440
<b>Less: Assigned Vacation Carryover</b>	190,538	-	190,538
<b>Assigned Site Carryover Balances</b>	323,099	-	323,099
<b>Less: Economic Uncertainty Reserve</b>	1,375,443	-	1,375,443
<b>Less: Reserve for State Budget Uncertainty</b>	-	-	-
<b>Uncommitted/Unassigned/Unappropriated Fund Balance</b>	7,669,068	-	7,669,068
<b>Fund 17 Projected End of Year Balance</b>	<u>2,872,881</u>	<u>-</u>	<u>2,872,881</u>
<b>Projected Reserves</b>	<u>11,917,392</u>	<u>-</u>	<u>11,917,392</u>
<b>As a % Estimated Expense Total</b>	25.99%		
<b>* Projected Reserve % 2014-15</b>	21.80%		
<b>* Projected Reserve % 2015-16</b>	17.84%		

\* Based on Multi-Year Projection at 2013-14 Budget Adoption- June 2013

Discussion and/or Action Item F.3.2.  
Prepared by Karl Christensen  
October 1, 2013

Authorization to Request Informal Bids through  
the CUPCCAC Process for Water Re-Piping  
for the Central Kitchen

**BACKGROUND:**

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

The Child Nutrition Services central kitchen facility was originally built in the 1950's with multiple additions in later years. The facility needed a new roof that was done in 2011. Currently the existing water piping is original galvanized steel with some later additions of copper. Staff recommends a re-pipe of all older water lines in the base bid with an additive alternate for replacement of the steam lines and boiler. The base bid re-pipe may only be able to be done over winter break. If the steam piping and boiler replacement option is considered, work would need to be done over spring or summer break due to the lead time to procure equipment. Once proposals are received staff will return to the Board with recommendations.

The tentative schedule for this RFP process is as follows:

Board Initiation of Informal Bid Process	October 1, 2013
Distribution of RFP to Interested Parties	October 2, 2013
Mandatory Job Walk	October 11, 2013
RFP Submittals Due Date	October 18, 2013
Board Approval of Contract	November 5, 2013
Construction Start	December 21, 2013
Re-Pipe Project Completion	January 7, 2014
Steam Lines and Boiler Project Completion	Spring / Summer 2014

**RECOMMENDATION:**

It is recommended that the Board of Education authorize use of the CUPCCAC informal bid procedures for re-piping of water lines and replacement of steam lines and boiler for the Child Nutrition Services central kitchen facility.

This recommendation supports the following District goal:

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The estimated cost of the project is approximately \$50,000 - \$100,000 to be funded from Child Nutrition Services funds.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item F.3.2.
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**BACKGROUND:**

In 2000, the District joined a consortium of 4 school districts and numerous other public agencies who were already parties to an agreement with the County of San Diego to participate in the Regional Communication System (RCS). Being a party to the RCS Agreement provides the District with a reliable radio system for the Transportation department for daily operations and for all sites to use in emergencies. Prior to this time, the District had no emergency radio capability and was using the San Miguel Fire Department system for bus communications.

By being a part of the RCS, the District has access to a reliable communication system during emergencies (cell phones and other radio systems are generally less reliable during emergencies). It also allows public safety agencies to have access to school district buses for evacuation purposes during emergency situations. During the fires that ravaged San Diego, Poway School District buses were used to evacuate thousands of residents. Without RCS, this valuable, life-saving service would not have been possible.

The RCS began on March 7, 1995 when the County of San Diego and other local agencies entered into an agreement ("1995 Agreement") which provided for the funding and acquisition of a regional radio system providing communication services to public safety and public service agencies in San Diego and Imperial Counties. The 1995 Agreement required the County, through its Sheriff's Department, to operate the communication system with the financial contribution of the original RCS parties. Other agencies were allowed to join the 1995 Agreement as "Customers" through separate contracts with the County for a specified fee. Several school districts joined in 1996 under a unique financial arrangement due to their contribution to the RCS of 4 radio frequencies owned by these school districts. The original school districts were:

- Cajon Valley
- Grossmont
- Poway
- Vista

Another essential benefit obtained by these school districts was the securing of a seat on the RCS Board of Directors. Tim Purvis from Poway has been representing the school districts in the consortium on the RCS Board since that time.

The RCS became operational in 1998 and reached the manufacturer's end of life system support December 2012. The County has been planning for the replacement of the existing system since 2009. The original 1995 Agreement was for a term of 15 years and expired March 6, 2010. On May 5, 2009, the term of the 1995 Agreement was

extended to March 31, 2013. On August 7, 2012 it was further extended to March 31, 2016 in order to provide ample time for replacement.

In May 2013, the County of San Diego circulated a draft of a new agreement called the Next Generation Regional Communication System Agreement (“NextGen Agreement”) for review and public comment. The NextGen Agreement requires participating agencies to sign the agreement by December 8, 2013 to avoid a Late Signer Penalty. Agencies can still sign on during the period from December 9, 2013 through June 30, 2014 but would be subject to a 15% late penalty. The 5 school districts who are parties to the 1995 Agreement (“RCS Schools Group”) met several times to strategize and to coordinate comments sent to the County of San Diego. On June 11, 2013, with coordinated legal assistance from Fagan Friedman & Fulfroost, the RCS Schools Groups submitted numerous comments and proposed revisions to the draft NextGen Agreement (see attached).

The NextGen Agreement contains provisions for participating agencies to share in the cost for replacing the infrastructure of the RCS. In addition, participating agencies would experience other related cost increases. The financial impact for an agency to transition to the new RCS falls into 3 major categories:

- One-Time Infrastructure Replacement Cost:*** Participating agencies would be required to pay their share of the total infrastructure replacement cost by dividing this cost by the total subscriber radio count and then multiplying this by the agency’s average radio count taken on 3 distinct dates: July 1, 2011; July 1, 2012; and September 1, 2013. Financing options would be available for paying this cost over a 12-to 15-year period. Below are the most recent estimates for the factors that would be used in the calculation for Santee School District, should we decide to participate:

<b>Factor</b>	<b>Value</b>	<b>Result</b>
Total estimated County infrastructure replacement cost	\$124,000,000	
Less: Grants and other revenue sources	(\$20,000,000)	
Net estimated County infrastructure costs to be apportioned among participating agencies	\$104,000,000	
<hr/>		
Total estimated radio count	14,400	
Cost per radio		\$7,222
Santee radio count July 1, 2011	47	
Santee radio count July 1, 2012	47	
Santee radio count Sept 1, 2013	47	
Average Santee radio count		47
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Estimated shared infrastructure cost for Santee if signed on before December 9, 2013		\$339,434

Estimated annual cost if financed over 12 years (assumed 5% annual interest rate)		\$38,297
Estimated annual cost if financed over 15 years (assumed 5% annual interest rate)		\$32,702
Estimated shared infrastructure cost for Santee if signed on from December 9, 2013 through June 30, 2014		\$390,349

- **On-Going Monthly Per Radio Cost:** Increase to fixed monthly cost per radio for use of the system = ***Unknown at this time***. Currently, the District pays \$26.50 per month per radio. As an example, if the monthly cost increased to \$40 per radio (an approximate 50% increase), the annual increase would be approximately \$7,600. The District currently has the following distribution of radios:
  - Transportation = 26
  - Maintenance & Operations = 2
  - Administration = 4
  - Technology = 1
  - School Sites = 10
  - SSP = 1
  - Child Nutrition = 1
  - Spares = 2
- **One-Time Radio Replacement Cost:** Replacement of radios to operate with the new communication protocols of the RCS.
  - The NextGen RCS will utilize more sophisticated communication protocols designated as P-25. There are 2 phases of this protocol. At a minimum, radios would need to be P-25 Phase 1 compliant but it is expected that the NextGen RCS would transition to Phase 2 at some point in the future. Therefore, the best long-term option would be to replace radios with those that are P-25 Phase 2 compliant.
  - Coincidentally, in 2005 the FCC mandated reconfiguration of the radio spectrum used by the RCS (800 MHz) in order to mitigate interference to public safety radio systems from Sprint/Nextel's commercial carrier activities. Under the FCC mandate, Sprint/Nextel is responsible to pay for the reconfiguration including the cost for agencies to replace their radios. Further complicating the issue and stalling the process was the long-standing bi-national agreement in place between the United States and Mexico addressing how radio spectrum is shared in the area 110 kilometers north and south of the US-Mexico border. This agreement had to be modified to permit users on the US side of the border to reconfigure the 800 MHz spectrum. After many years of negotiation, the US and Mexico reached agreement in 2012 on the bi-national agreement allowing the reconfiguration to proceed.
  - Consequently, the cost to replace radios for the RCS will be partially offset by reimbursement from Sprint/Nextel. However, Sprint/Nextel is



only required to replace radios with a base model at a cost of approximately \$1,200.

- o RCS staff is currently working with Sprint/Nextel to attempt to obtain discounts on the P-25 compliant radios. The retail cost of these phones is generally in the \$2,000 to \$3,000 range.
- o Rough estimate for the one-time net cost of replacing radios = \$47,000

In summary, the estimated one-time costs for continuing with RCS could be \$387,000 and the annual cost for an increase to the on-going monthly operational cost might be \$7,000 to \$8,000.

Below is a table summarizing the results of an informal survey of school districts regarding the voice communication systems they use for emergencies and student transportation:

<u>School District</u>	<u>Voice Communication System Used in Emergencies</u>	<u>Voice Communication System Used for Student Transportation</u>
Alpine	[No response]	[No response]
Bonsall	[No response]	[No response]
Borrego Springs Unified	[No response]	[No response]
<b>Cajon Valley Union</b>	County of SD Regional Communication System	County of SD Regional Communication System
Cardiff	[No response]	[No response]
Carlsbad Unified	[No response]	[No response]
<b>Chula Vista Elementary</b>	HT 750 hand held radios operating on 152.8925 MHz narrow band	CDM 750 mounted radios on same frequency
<b>Coronado Unified</b>	SchoolConnects for emergency calls to parents and staff - voicemail, email, and texts	Contracts with South Bay for Transportation
Dehesa	[No response]	[No response]
Del Mar Union	[No response]	[No response]
Encinitas Union	[No response]	[No response]
<b>Escondido Union High</b>	SatellitePhone: Service: Outfitters Satellite Student call-out: ParentLink	2-way radios: Equipment: CommUSA Service: TeamTalk Networks
<b>Escondido Union</b>	Verizon push-to-talk	Verizon push-to-talk through Student Transportation of America
Fallbrook Union Elementary	[No response]	[No response]
Fallbrook Union High	[No response]	[No response]
<b>Grossmont Union High</b>	County of SD Regional Communication System	County of SD Regional Communication System

Jamul-Dulzura Union	<i>[No response]</i>	<i>[No response]</i>
<b>Julian Union Elementary</b>	Text messaging program	Verizon cell phones
<b>Julian Union High</b>	Database Systems (snow tree)	Database Systems (snow tree)
<b>La Mesa-Spring Valley</b>	Legacy 800 MHz system with leased repeater on Mt Miguel	Legacy 800 MHz system with leased repeater on Mt Miguel
Lakeside Union	<i>[No response]</i>	<i>[No response]</i>
<b>Lemon Grove</b>	Verizon Cell Phones & PDAs – ERate Eligible (management, child nutrition, ASES, FMOT)  Bearcom Two Way Radios – ASES	Contracts with Grossmont for Transportation
Mountain Empire Unified	<i>[No response]</i>	<i>[No response]</i>
National	<i>[No response]</i>	<i>[No response]</i>
Oceanside Unified	<i>[No response]</i>	<i>[No response]</i>
<b>Poway Unified</b>	County of SD Regional Communication System	County of SD Regional Communication System
Ramona Unified	<i>[No response]</i>	<i>[No response]</i>
<b>Rancho Santa Fe</b>	Walkie/talkies and cell phones	No student transportation
<b>San Diego Unified</b>	City of San Diego 800 MHz system	City of San Diego 800 MHz system
San Dieguito Unified High	<i>[No response]</i>	<i>[No response]</i>
<b>San Marcos Unified</b>	Motorola XPR 6550 walkie talkies	Fisher Wireless County Wide
San Pasqual Union	<i>[No response]</i>	<i>[No response]</i>
San Ysidro	<i>[No response]</i>	<i>[No response]</i>
<b>Santee</b>	County of SD Regional Communication System	County of SD Regional Communication System
Solana Beach	<i>[No response]</i>	<i>[No response]</i>
<b>South Bay Union</b>	*County of SD Regional Communication System	*County of SD Regional Communication System
Spencer Valley	<i>[No response]</i>	<i>[No response]</i>
Sweetwater Union High	<i>[No response]</i>	<i>[No response]</i>
Vallecitos	<i>[No response]</i>	<i>[No response]</i>
Valley Center-Pauma Unified	<i>[No response]</i>	<i>[No response]</i>
<b>Vista Unified</b>	County of SD Regional Communication System	County of SD Regional Communication System
Warner Unified	<i>[No response]</i>	<i>[No response]</i>

*\*Not listed as a party to the 1995 Agreement – still being investigated*

Among the other 4 school districts currently using the RCS, 3 have indicated verbally that they will probably continue with RCS. Cajon Valley has indicated they have determined it is too cost prohibitive and is exploring the use of 2-way radio/cell phones through Sprint/Nextel and CommUSA in lieu of RCS.

Other potential less costly options for voice communications in emergencies and for student transportation are listed below along with possible disadvantages:

- Cell Phones/Land Line Phones
  - Unreliable during emergencies
  - Cannot be used by bus drivers while driving
  - Limited coverage in some areas
- 2-way radios through Spring/Nextel or other 3<sup>rd</sup> party
  - Unreliable during emergencies
  - Limited coverage in some areas

**RECOMMENDATION:**

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

This recommendation supports the following District goals:

**Learning Environment**

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

**Fiscal Accountability**

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

**FISCAL IMPACT:**

There is a potential one-time cost of \$387,000 and an increase to on-going cost of \$7,000 to \$8,000 annually.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item F.3.3.
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## **BACKGROUND:**

The 2013-14 budget adopted by the State of California contained monumental changes to the existing system for distributing funds to school districts. This new funding system incorporates new accountability requirements which will require school districts to shift their focus from mere compliance with State mandates to development of academic goals and objectives linked to the budget. The new funding system is called the Local Control Funding Formula (LCFF) and it is to be governed by a Local Control Accountability Plan (LCAP).

LCFF is a funding formula that replaces the old distribution model established in the early 1970s for the on-going portions of a school district's State revenue. The old model provided "unrestricted" funding through the Revenue Limit, a calculated dollar amount per unit of Average Daily Attendance (ADA), and "restricted" funding through over 70 State categorical programs. Through 2012-13, Santee School District received funding for 27 State categorical programs. Categorical program expenditures are restricted to a specified type of expenditure or for a particular population of student(s).

LCFF is a new distribution system intended to reduce complexity and administrative overhead, eliminate funding inequities, and provide more flexibility to local governing boards over the expenditure of funds. It combines Base Grants differentiated by four (4) grade spans; add-ons for K-3 Class Size Reduction operating at 24:1, pupil transportation, and Targeted Instructional Improvement Grant; and augmentations for the unduplicated percentage of students a district has that are English Learners (EL), qualified for free/reduced lunch (FRPM), or Foster Youth (FY) ("Percent Unduplicated Supplemental Students").

The Percent Unduplicated Supplemental Students will be determined based on the Fall 1 submission of data through CalPADS as of the first week of October. The amount used in the LCFF calculation will be a 3-year rolling average phased in as follows:

- 2013-14 = 2013-14 data
- 2014-15 = Average of 2013-14 and 2014-15 data
- 2015-16 = Average of 2013-14, 2014-15, and 2015-16 data
- Each year thereafter = Average of current year and two (2) previous years

Below is the data pertaining to the estimate of Percent Unduplicated Supplemental Students for Santee School District (FY are automatically assumed to be FRPM eligible and are, therefore, not included in the data below):

School	CALPADS October 2012 Enrollment	October 2012 Free Meal Count Eligible	October 2012 Reduced Price Meal Count Eligible	October 2012 FRPM Total	October 2012 % Eligible FRPM	Total # of English Learners October 2012	% English Learners	*Estimated LCFF % Undupl
Cajon Park	1051	285	69	354	33.68%	66	6.28%	
Carlton Hills	524	180	74	254	48.47%	35	6.68%	
Carlton Oaks	848	136	77	213	25.12%	30	3.54%	
Chet F. Harritt	555	155	104	259	46.67%	59	10.63%	
Hill Creek	738	231	82	313	42.41%	48	6.50%	
Nonpublic Schools	2	1	0	1	50.00%	0	0.00%	
Pepper Drive	774	340	102	442	57.11%	98	12.66%	
PRIDE Academy	559	295	74	369	66.01%	90	16.10%	
Rio Seco	993	213	77	290	29.20%	61	6.14%	
Santee Alternative	44	9	1	10	22.73%	3	6.82%	
Santee Success Program	7	4	0	4	57.14%	0	0.00%	
Sycamore Canyon	323	60	28	88	27.24%	21	6.50%	
<b>Total District</b>	<b>6,418</b>	<b>1,909</b>	<b>688</b>	<b>2,597</b>	<b>40.46%</b>	<b>511</b>	<b>7.96%</b>	<b>42.69%</b>
Used in LCFF Estimates								<b>41.00%</b>

*\*78% of English Learners are assumed to also be eligible for FRPM based on 1-24-13 District data snapshot*

The expenditure of funds generated by the Percent Unduplicated Supplemental Students are governed by regulations that:

- Require a school district, County Office, or charter school to increase or improve services for unduplicated pupils in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated pupils
- Authorize a school district, County Office, or charter school to use funds for schoolwide, districtwide, countywide, or charterwide purposes, in a manner that is no more restrictive than the restrictions provided for in Title 1 of the federal No Child Left Behind Act of 2001

The requirements for receipt and expenditure of LCFF funds are anchored in a new accountability system called the Local Control Accountability Plan (LCAP). Local governing boards must adopt an LCAP using a template adopted by the State Board of Education (SBE) on or before July 1, 2014. LCAPs are to be established for 3-year periods and are to be updated on or before July 1 of each year. The LCAP must be aligned to the District's Adopted Budget and shall include for the district and each school in the district a description of:

- Annual goals for all pupils and each subgroup (i.e. ethnic, socioeconomically disadvantaged, English learners, students with disabilities, and foster youth) to be achieved for each of the state priorities identified in statute and any additional local priorities identified by the local governing board.
  - The eight (8) state priorities are:

1. Student Achievement
  2. School Climate
  3. Basic Services
    - a. Appropriately assigned teachers
    - b. Standards-aligned instructional materials
    - c. School facilities in good repair
  4. Student Engagement
  5. Implementation of CCSS
  6. Course Access
  7. Parental Involvement
  8. Other Student Outcomes
- Specific actions the district will take during each year to achieve the goals
  - The expenditures budgeted to implement the specific actions in the LCAP

The process outlined by the State for obtaining stakeholder input and developing, adopting, and monitoring the LCAP are as follows (“Required Process Steps”):

1. Consult with District Staff and Pupils:
  - Teachers
  - Principals
  - School Personnel
  - Pupils
  - Local Bargaining Units
2. Establish a Parent Advisory Committee and obtain advice and input on formation of LCAP elements
  - District Advisory Committee (DAC) meets this requirement
3. If EL count is at least 15% of district enrollment and 50 pupils, establish an EL Parent Advisory Committee and obtain advice and input on formation of LCAP elements
  - District English Learner Advisory Committee (DELAC) meets this requirement
4. Present the LCAP for review and comment to DAC and DELAC
5. Respond in writing to comments provided by DAC and DELAC
6. Notify the public of the opportunity to submit written comments on the specific actions and expenditures proposed
7. Hold at least one public hearing to solicit recommendations and comments from the public regarding the specific actions and expenditures in the LCAP at the same meeting in which the public hearing is held for the district budget
8. Respond in writing to comments received
9. Adopt the LCAP and District budget at a subsequent meeting
10. Post the LCAP to the District website
11. County Office and Superintendent of Public Instruction post links to every district’s LCAP

Below is a summary of key dates associated with actions the SBE will need to take relating to the LCAP:

<b>Key Date</b>	<b>SBE Action</b>
<b>January 1, 2014</b>	Adopt budget standards and criteria
<b>January 31, 2014</b>	Adopt spending regulations
<b>March 31, 2014</b>	Adopt LCAP Template
<b>October 1, 2015</b>	Adopt Technical Assistance and Intervention Evaluation Rubric

Below are some of the venues where the Required Process Steps could be accomplished:

**Step 1: Consultation with Staff and Pupils**

- a. Communications Committee (parents, teachers and school personnel)
- b. Professional Leadership Team (Principals)
- c. Student Forum(s) (Pupils)
- d. Employee/Employer Relations Committee (Local Bargaining Units)
- e. Budget Advisory Committee (Local Bargaining Units, Staff and Parents)

**Steps 2 through 5: Parent Input**

- a. District Advisory Council (DAC)
- b. District English Learner Advisory Committee (DELAC)
- c. PTAs
- d. School Site Councils

**Steps 6 through 9: Public Input**

- a. Community Town Hall Forum(s)
- b. Article in Santee Magazine with invitation to Community Town Hall Forum
- c. Public Hearing during Board Meeting
  - a. Notice to Public: May 23, 2014
  - b. Public Hearing: June 3, 2014
  - c. Adoption of LCAP and 2014-15 Budget: June 17, 2014

**Step 10: Public Availability of LCAP**

- a. District Website

Both County Offices (COE) and the Superintendent of Public Instruction (SPI) have oversight responsibilities regarding LCAPs and LCFF funding starting in 2014-15:

- **COE Oversight**

- By August 15, seek clarification about the contents of a district’s LCAP or annual update
  - Responses must be provided by the district within 15 days
- By October 8, approve the LCAP if:
  - The LCAP or annual update adheres to the template adopted by the SBE

- The budget includes expenditures sufficient to implement the specific actions and strategies included in the LCAP
  - If the LCAP is not approved:
    - Identify strengths and weaknesses in regard to state priorities
    - Assign an academic expert or team of experts
    - Request that the SPI assign the California Collaborative for Educational Excellence (CCEE) to provide advice and assistance
- **SPI Oversight**
  - When a district or COE:
    - Fails to improve outcome for three or more subgroups three out of four consecutive years, and;
    - The CCEE finds that the LEA is unable to implement its recommendations
  - With approval by the SBE, the SPI may:
    - Make changes to the LCAP
    - Impose budget revisions
    - Stay and rescind action of the governing board, except where such action would violate a local Collective Bargaining Agreement (CBA)
    - Appoint an academic trustee

Administration seeks direction from the Board of Education on District action steps and a timeline towards development of the LCAP.

**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:

**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 estimate is \$38.4 million in on-going LCFF funds for 2013-14 projected to grow over time.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item F.3.4.
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## **BACKGROUND:**

The 2013-14 budget adopted by the State of California contained a one-time appropriation of \$1.25 billion to assist districts with the transition to Common Core State Standards (CCSS) and Smarter Balanced Assessment (SBAC). The amount awarded is \$200 per October 2012 CBEDs count. For Santee School District, this equates to a one-time allocation of \$1,283,600. Fifty percent (50%) of the funds were distributed in August 2013 and the remaining 50% is to be distributed in October 2013. Use of the funds is limited to the following purposes:

1. **Professional development** for teachers, administrators, and paraprofessional educators or other classified employees involved in the direct instruction of pupils that is aligned to the academic content standards adopted pursuant to California Education Code Sections (E.C.) 60605.8, 60605.11, 60605.85, and 60811.3.
2. **Instructional materials** aligned to the academic content standards adopted pursuant to E.C. 60605.8, 60605.85, 60605.11, and 60811.3 including, but not limited to, supplemental instructional materials as provided in E.C. 60605.86, 60605.87, and 60605.88.
3. Integration of these academic content standards through **technology**-based instruction for purposes of improving the academic performance of pupils, including, but not necessarily limited to, expenditures necessary to support the administration of computer-based assessments and provide high-speed, high-bandwidth Internet connectivity for the purpose of administration of computer-based assessments.

Requirements for receipt and expenditure of CCIF are relatively simple and straightforward:

- Develop and adopt a plan delineating how the funds will be spent
- Present and explain the plan at a public meeting (could be a public hearing but not required to be)
- Adopt the plan at a subsequent public meeting
- Expend the funds by June 30, 2015
- Submit a detailed expenditure report to the California Department of Education (CDE) by July 1, 2015 to include, but not be limited to, specific purchases made and the number of teachers, administrators, or paraprofessional educators that received professional development

To the extent that these funds are used for expenditures already included in the District's 2013-14 Adopted Budget, or previously anticipated for subsequent years of the Multi-Year Projection (MYP), the projected deficit in the Unrestricted General Fund can

be reduced. There are numerous expenditures budgeted or previously anticipated in the MYP that are potentially eligible for expenditure through CCIF. Below is a table summarizing those potential uses:

Description	Category	Currently in 2013-14 Unrest GF Budget and/or MYP	Possible Uses 2013-14	Possible Uses 2014-15	Sub-Total Possible Uses
<b>Estimated funding</b>		<b>1,283,600</b>			
Dreambox or equivalent individualized adaptive learning software program for K-5 Math	Instructional Materials		70,000	70,000	140,000
Individualized adaptive learning software program for ELA	Instructional Materials		70,000	70,000	140,000
Lexile Reading Level Assessment System	Instructional Materials		30,000	30,000	60,000
Non-Billable Publications for Common Core	Instructional Materials	x	24,000	24,000	48,000
Additional Non-Billable Publications for Common Core	Instructional Materials		51,000	51,000	102,000
Purchase of Envision for Grades K-2	Instructional Materials	x	94,461	70,846	165,307
Professional Development for Common Core Implementation	Prof Dev	x	130,000	130,000	260,000
Additional Professional Development for Common Core Implementation	Prof Dev		60,000	60,000	120,000
New Student Assessment Software System	Technology	x	80,000	80,000	160,000
New Student Data Management Software System	Technology	x	50,000	50,000	100,000
Addtl Cost for New Student Data Management Software System	Technology		14,000	2,000	16,000
Additional student computers (255) budgeted for student learning and SMARTER balanced assessment through E-Rate	Technology	x	102,070		102,070
Network Access Controller for controlling BYOD access to network resources	Technology	x	45,000		45,000
Upgrade to Web Filter to support 500 mbps	Technology	x	60,085		60,085
Additional student computers/peripheral devices needed for student learning and SMARTER balanced assessment to occur within a 2 week period	Technology		350,000	350,000	700,000
<b>Total</b>			<b>1,230,615</b>	<b>987,846</b>	<b>2,218,461</b>

The following tentative timeline may be appropriate for taking actions associated with expenditure of CCIF:

- **November 5, 2013:** Seek Board direction on expenditures to include in the CCIF plan
- **November 19, 2013:** Hold public hearing
- **December 17, 2013:** Adopt CCIF expenditure plan
- **January 2014:** Transfer existing 2013-14 expenditures to CCIF, as appropriate
- **By June 30, 2014:** Finalize 2013-14 CCIF expenditures
- **By June 30, 2015:** Finalize 2014-15 CCIF expenditures
- **June 30, 2015:** Submit final expenditure report to CDE

**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:

**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 \$1,283,660 in one-time funds

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item F.3.5.
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Discussion and/or Action Item F.4.1. Adoption of Resolution No. 1314-08 to Restore, Reduce, and/or Eliminate Identified Classified Non-Management Positions

Prepared by Tim Larson  
October 1, 2013

**BACKGROUND:**

After careful consideration, it has been determined that work hours for several classified positions in the Out-of-School Time Programs (OST) will need to be adjusted, reduced, and in one case restored due to fluctuating enrollment at several sites augmented by the District-wide bell schedule changes effective October 8, 2013.

As a result, administration has brought forward a recommendation to the Board of Education to address these issues. Several employees will be affected due to bumping rights. However, no employees will be laid off. All affected employees reduced in work hours will receive a 60-day notice and be placed on a reemployment list for 63-months.

In addition, administration has determined that it is not necessary to fill an 8.0 FTE Grounds Maintenance Worker I position that has been vacant since December 2008.

**RECOMMENDATION:**

Administration is recommending that the Board approve restoration, and/or reductions to work hours; and/or eliminate the following positions.

Effective October 8, 2013:

- Restore one (1) OST Group Leader position from 3.75 FTE to 3.92 FTE

Effective December 2, 2013:

- Reduce one (1) OST Group Leader position from 5.75 FTE to 3.75 FTE
- Reduce one (1) Project SAFE Assistant position from 3.5 FTE to 2.75 FTE
- Eliminate one (1) vacant 8.0 FTE Grounds Maintenance Worker I position

**FISCAL IMPACT:**

The annual savings to the OST fee-based program as a result of the adjustments in work hours for various positions will be \$9,456. There will be no fiscal impact to the General Fund as a result of this item.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item F.4.1.

**SANTEE SCHOOL DISTRICT  
Resolution No. 1314-08**

**RESTORE and/or REDUCE WORK HOURS; and/or ELIMINATE  
CLASSIFIED NON-MANAGEMENT POSITIONS**

**WHEREAS**, it has been determined that work hours for several classified positions in the Out-of-School Time Programs (OST) will need to be adjusted, reduced, and in one case restored due to fluctuating enrollment at several sites augmented by the District-wide bell schedule changes effective October 8, 2013; and

**WHEREAS**, the Governing Board has determined that restoration, and/or reduced work hours in the OST programs is necessary; and

**WHEREAS**, the Governing Board determined that it is not necessary to fill an 8.0 FTE Grounds Maintenance Worker I position that has been vacant since December 2008.

**NOW, THEREFORE, BE IT RESOLVED** that as of the 1<sup>st</sup> day of October 2013, the Governing Board of Santee School District approves to restore and/or reduce work hours; and/or eliminate the following positions:

Effective October 8, 2013:

- Restore one (1) OST Group Leader position from 3.75 FTE to 3.92 FTE

Effective December 2, 2013:

- Reduce one (1) OST Group Leader position from 5.75 FTE to 3.75 FTE
- Reduce one (1) Project SAFE Assistant position from 3.5 FTE to 2.75 FTE
- Eliminate one (1) vacant 8.0 FTE Grounds Maintenance Worker I position

**BE IT FURTHER RESOLVED** that the Governing Board authorizes the District Superintendent to give notice to the affected classified employees that work hours for their positions will be restored, and/or reduced.

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board of the Santee School District on the 1<sup>st</sup> day of October 2013, by the following vote:

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

Dated 10/1/13

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

Discussion and/or Action Item F.4.2. Appointment to Project Coordinator Position  
Prepared by Tim Larson  
October 1, 2013

**BACKGROUND:**

The Board had the opportunity in Consent Item E.5.7. to approve a new job description for the position of Project Coordinator. This position is being recommended as a support system for all stakeholders as the employees navigate the changes occurring through new and far-reaching educational mandates and funding shifts. This person will be responsible for coordinating communication, meetings, information, and other transition support, as well as be available to assist with additional projects that will develop as we move through these changes from the State.

If the Board approved the new position of Project Coordinator, it is the recommendation of administration that Linda Vail, who currently serves as the Executive Assistant, be appointed as the Project Coordinator. This appointment would be effective as of January 1, 2014 and will be a .5 FTE position. Linda Vail brings to this position the knowledge and expertise to provide the desired support and communication to staff and our families as these changes are implemented in Santee School District.

**RECOMMENDATION:**

Administration recommends the Board of Education appoint Linda Vail as the Project Coordinator, effective January 1, 2014.

**FISCAL IMPACT:**

The annual cost for the Project Coordinator will be \$44,465 plus employee health and statutory benefits of \$16,552 and will be paid from the general fund.

**STUDENT ACHIEVEMENT IMPACT:**

It is the District's intention to provide essential staffing to support the transitions in education for students, staff, and parents.

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

Agenda Item F.4.2.

BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS Item G.

Agenda Item G.

CLOSED SESSION Item H.

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

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

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

RECONVENE TO PUBLIC SESSION Item I.

ADJOURNMENT Item J.