

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
 December 18, 2012**

District Mission

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

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It is recommended that the Board of Education elect officers through rotation according to Board Bylaw 9120 and that Board Bylaw 9120 be revised to reflect the officer rotation for 2013.	
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A brief welcome reception will be held for the Board members elected in the November election.	
3. <u>Board Meeting Calendar for 2013</u>	9
It is recommended that the Board of Education approve continuation of the existing meeting schedule with meeting dates for 2013 as listed.	
4. <u>Board of Education Representatives to Councils, Advisory and Other Committees</u>	11
It is recommended that the Board of Education assign Board members to serve as Board representatives to Advisory and other committees for 2013.	

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

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

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E.	PUBLIC HEARINGS	22
1.	California School Employees Association (CSEA) Chapter 557, Initial Proposal to Modify Articles of the Collective Bargaining Agreement between Santee School District and CSEA.	
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	Superintendent	
1.1.	<u>Approval of Minutes</u>	25
	It is recommended that the Board of Education approve meeting minutes with any necessary modifications.	
	Business Services	
2.1.	<u>Approval/Ratification of Travel Requests</u>	33
	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.	<u>Approval/Ratification of Expenditure Warrants</u>	35
	It is recommended that the Board of Education approve and ratify the expenditure warrants for the month of November 2012.	
2.3.	<u>Approval/Ratification of Purchase Orders</u>	37
	It is recommended that the Board of Education approve and ratify purchase orders for the month of November 2012 as presented in the item.	
2.4.	<u>Approval/Ratification of Revolving Cash Report</u>	43
	It is recommended that the Board of Education approve/ratify revolving cash checks as listed in the item.	
2.5.	<u>Acceptance of Donations</u>	45
	It is recommended that the Board of Education accept donations as listed and authorize staff to send letters of appreciation on behalf of the governing Board.	

- 2.6. **Approval of Consultants and General Service Providers** 46
It is recommended that the Board of Education approve Consultant and General Service Provider agreements as presented.

- 2.7. **Approval of Amendment to PARS Separation Incentive Plan Agreement** 48
It is recommended that the Board of Education approve the amendment to the PARS Separation Incentive Plan Agreement.

Capital Improvement Program

- 3.1. **Approval/Ratification of Agreement with A-1 Fire Protection for Fire Sprinkler Design for the New 10-Classroom Addition at Pepper Drive School** 51
It is recommended that the Board of Education approve/ratify the fire sprinkler design services for the Pepper Drive School 10-Classroom addition.

Educational Services

- 4.1. **Approval of Memorandum of Agreement with Capella University for Placement of School Counseling Interns** 53
It is recommended that the Board of Education approve a Memorandum of Agreement with Capella University.

- 4.2. **Approval of Memorandum of Understanding Between California Healthy Kids Regional Center and Santee School District and Implementation Plan** 58
It is recommended that the Board of Education approve the Memorandum of Understanding with California Healthy Kids Regional Center to support valuable data collection for federal grant requirements as well as the questions and modules included in the implementation plan.

- 4.3. **Approval of Amended Agreement with Sunbelt Staffing for a Language Speech Therapist** 65
It is recommended that the Board of Education approve the amended Agreement with Sunbelt Staffing for an additional 1.0 FTE language speech therapist.

- 4.4. **Approval of Agreement with Advantage On-Call d/b/a PHS Therapy for a Language Speech Therapist** 67
It is recommended that the Board of Education approve the Agreement with Advantage On-Call d/b/a PHS Therapy for a 1.0 FTE language speech therapist.

Human Resources/Pupil Services

- 5.1. **Personnel, Regular** 73
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations and dismissals.

- 5.2. **Approval to Increase Work Hours for One (1) Child Nutrition Services Utility Worker** 75
It is recommended that the Board of Education approve the increase in work hours.

- G. **DISCUSSION AND/OR ACTION ITEMS** 77
Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.

Superintendent

- 1.1. Introduction of New Superintendent to Community and Business Partners** 78
It is recommended that the Board of Education approve a date and plan for a Community Breakfast to introduce the new Superintendent to our community.
- Business Services**
- 2.1. Update on SDCOE Modernization, Improvement, and Transformation Initiative (MITI) and Enterprise Resource Planning (ERP) Solution** 79
This is an information item. Action is at the discretion of the Board of Education.
- Capital Improvement Program**
- 3.1. Update on Pepper Drive School Projects, State Funding, Value Engineering, and Bidding Process to Maximize Savings** 82
This is an information item. Action, if any, is at the discretion of the Board of Education.
- H. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS** 84
- I. CLOSED SESSION** 85
- 1. Conference with Labor Negotiator (Govt. Code § 54956.8)**
Purpose: Negotiations
Agency Negotiator: Karl Christensen, Asst. Superintendent
Employee Organization: Classified School Employees Association
- 2. Conference with Labor Negotiator (Govt. Code § 54956.8)**
Purpose: Negotiations
Agency Negotiator: Karl Christensen, Asst. Superintendent
Employee Organizations: Santee Teachers Association
- 3. Public Employee Discipline/Dismissal/Release (Govt. Code § 54957)**
- 4. Public Employee Evaluation (Govt. Code § 54957)**
Superintendent
- J. RECONVENE TO PUBLIC SESSION** 85
- K. ADJOURNMENT** 85

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 January 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. Oath of Office for Incoming Board Members

5. Approval of Agenda for the December 18, 2012 regular meeting

Agenda Item A.

ORGANIZATIONAL MEETING Item B.

1. Election of Board of Education Officers
2. Reception for Newly Elected Board Members
3. Board Meeting Calendar for 2013
4. Board of Education Representatives to Councils, Advisory and Other Committees

Agenda Item B.

Organizational Meeting Item B.1. Election of Board of Education Officers
Prepared by Cathy A. Pierce, Ed.D.
December 18, 2012

BACKGROUND:

California Education Code Sections 35143 and 72000 provide that the governing board of each school district shall hold an annual organizational meeting between December 7 and December 21, 2012. California Education Code Section 35022 provides that every school district governing board shall elect at its organizational meeting a president and a clerk from among its members.

Tonight the governing board will hold its annual organization meeting in accordance with these Education Codes.

Board Bylaw 9120 describes the Board's procedure for automatic rotation of Board officer positions at its annual organizational meeting. The Board must take formal action to annually implement the bylaw. The officers serve until the next annual organizational meeting. Upon the 2012-13 rotation of officers, the bylaw will be revised to reflect the changes.

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

In accordance with Board Bylaw 9122, the Superintendent shall act as Secretary to the Board of Education. The policies for each officer of the Board, as well as the Secretary to the Board, are available on the school district web page under School Board. <http://www.santeesd.net/page/22>

RECOMMENDATION:

Board members will rotate offices and appoint the Superintendent as Secretary to the Board. Board Bylaw 9120 will be automatically revised to reflect the new officers of the Board.

FISCAL IMPACT:

There is no fiscal impact to this item.

Motion:

Second:

Vote:

Agenda Item B.1.

Organizational Meeting Item B.2. Reception for Newly Elected Board Members
Prepared by Cathy A. Pierce, Ed.D.
December 18, 2012

BACKGROUND:

The Board will take a brief break for a reception honoring newly elected Board members Elana Levens-Craig and Dianne El-Hajj.

Agenda Item B.2.

Organizational Meeting Item B.3.
Prepared by Cathy A. Pierce, Ed.D.
December 18, 2012

Board Meeting Calendar for 2013

BACKGROUND:

According to Education Code 35140 and Board Bylaw 9320, a calendar of regular meeting dates must be submitted to the County Office of Education by each governing board immediately following its organizational meeting in December. The purpose of this agenda item is to establish the meeting calendar for the year 2013. Presently, the Board meets on the first and third Tuesdays of each month. The assembly room in the Douglas E. Giles Educational Resource Center is the official regular meeting location. Meetings are held at 7 p.m.

The schedule presented for 2013 reflects no regular meetings scheduled for January 1 and April 2, 2013 due to these dates falling during holiday breaks.

RECOMMENDATION:

Administration recommends continuation of the existing meeting schedule with the exception listed above. The recommended meeting schedule is attached.

FISCAL IMPACT:

There is no fiscal impact to this item.

Motion:

Second:

Vote:

Agenda Item B.3.

SANTEE SCHOOL DISTRICT
9625 Cuyamaca Street
Santee, CA 92071-2674

**Santee School District
Board of Education
2013 Meeting Dates**

Meeting schedule: First and third Tuesdays of each month at 7:00 p.m.

Meeting location: *Douglas E. Giles Educational Resource Center
9619 Cuyamaca Street
Santee CA 92071*

January 15

February 5 and 19

March 5 and 19

***April 16**

May 7 and 21

June 4 and 18

July 2 and 16

August 6 and 20

September 3 and 17

October 1 and 15

November 5 and 19

December 3 and 17

*No regular meeting is scheduled for January 1 and April 2, 2013, due to holiday breaks.

Organizational Meeting Item B.4. Board of Education Representatives to Councils,
Advisory and Other Committees

Prepared by Cathy A. Pierce, Ed.D.
December 18, 2012

BACKGROUND:

Board Bylaw 9141 encourages appointment of Board members to serve on District committees, advisory committees/councils, or committees/councils for other agencies or organizations. In doing so, Board members have the opportunity to exchange ideas and opinions with parents, staff, and members of the community. Listed on the attached page is the revised list of committees to be assigned representatives for 2013. This list reflects the committees that are working as Strategic Action Planning Committees. Attached are the assignments designated in 2012.

Meetings of District advisory councils and committees are open to the public and Board members may attend any meetings as they wish. A quorum of Board members may be present as observers without violation of the provisions of the Ralph M. Brown Act (Government Code 54952.2).

RECOMMENDATION:

Administration recommends Board Member selection and assignment to committees/councils as desired.

FISCAL IMPACT:

None

**Santee School District Board of Education
2012 COMMITTEE ASSIGNMENTS**

Committee (Staff chairs included)	Bartholomew	Burns	El-Hajj	Fox	Ryan
A. Advisory Council for Instruction (ACI) <i>Chair: Kristin Baranski</i>		X			X
ACI Subcommittees					
A.1. Character Education Committee <i>Chair: Matt Thompson</i>		X	X		
A.2. Special Education Advisory Committee <i>Chair: Kristin Baranski (created October 2008)</i>	X		X		Alt.
A.3. Technology Committee (DTC) <i>Chair: Bernard Yeo</i>			X		
A.4. Wellness Committee <i>Chairs: Cathy Abel/Kristin Baranski</i>			X		X
ACI Ad Hoc Committees					
a. Family Life Committee <i>Chair: Kristin Baranski</i>				X	X
b. Student Behavior and Discipline Policy Review Committee	X	X			
B. Budget Advisory Committee (BAC) <i>Chair: Karl Christiansen</i>	X			X	
BAC Ad Hoc Committee					
a. Audit Ad Hoc Committee <i>(Active as necessary)</i>	X	X			
C. Communication Committee <i>Chair: Dr. Pat Shaw</i>				X	
D. Facilities Committee <i>Chair: Christina Becker</i>			X		
Facilities Committee Sub Committee					
D.1. Safety Committee <i>Chair: Debbie Griffin</i>		X			
E. Calendar Committee <i>Chair: Minnie Malin</i>			X		
District – Greater Community Committees					
F. Educational Foundation					X
G. Board/Santee City Council Joint Conference Committee <i>District Representative.: Dr. Pat Shaw</i> <i>Board Representatives are Board Pres. and VP</i> <i>City Representatives: Jack Dale and Rob McNelis</i>	X		X		
H. County Service Area #69				X	
I. Legislative Representative					X
J. Santee Chamber of Commerce					X
K. Santee Collaborative <i>Collaborative Coordinator: Meredith Riffel</i>				X	

**Santee School District Board of Education
2013 COMMITTEE ASSIGNMENTS**

Committee (Staff chairs included)	Burns	El-Hajj	Fox	Levens-Craig	Ryan
A. District Advisory Committee (DAC) <i>Chair: Stephanie Pierce (Formerly ACI)</i>					
B. Strategic Planning Action Committees					
1. 21st Century Learning / Multiple Assessment <i>Chair: Stephanie Southcott/Bonner Montler</i>					
2. Budget Advisory Committee <i>Chair: Karl Christensen</i>					
3. Foreign Language Committee <i>Chair: Terry Heck</i>					
4. Personalized Learning Committee <i>Chair: Andy Johnston</i>					
5. Student Well Being Committee <i>Chair: Minnie Malin</i>					
6. Technology Committee <i>Co-Chairs: Laura Spencer/Bernard Yeo</i>					
C. Other District Committees					
1. Calendar Committee <i>Chair: Minnie Malin</i>					
2. Character Education Committee <i>Chair:</i>					
3. Special Education Advisory Committee <i>Chair: Stephanie Pierce (created October 2008)</i>					
4. Wellness Committee <i>Chairs: Cathy Abel/Stephanie Pierce</i>					
5. Audit Ad Hoc Committee <i>(Active as necessary)</i>					
6. Facilities/Safety Committee <i>Chair: Christina Becker/Debbie Griffin</i>					
D. District – Greater Community Committees					
1. Educational Foundation					
2. Board/Santee City Council Joint Conference Committee <i>District Representative: Dr. Cathy Pierce Board Representatives are Board Pres. and VP City Representatives:</i>		X	X		
3. County Service Area #69					
4. Legislative Representative					
5. Santee Chamber of Commerce					
6. Santee Collaborative <i>Collaborative Coordinator: Meredith Riffel</i>					

Reports and Presentations Item C.1. Superintendent's Report
Prepared by Cathy A. Pierce, Ed.D.
December 18, 2012

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. Claims Against the District
- 1.5. Schedule of Upcoming Events

Agenda Item C.

DEVELOPER FEES COLLECTION REPORT
2012-13
CUMULATIVE THROUGH DECEMBER 10, 2012

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

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

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

COM	RES	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
X		10946 Woodside Avenue North	06/27/12	3,245	\$1,038.40	HC
	X	8780 Carlton Oaks Drive	06/27/12	2,304	\$4,561.92	CO
X		254 Town Center Parkway (Buffalo Wild Wings)	08/03/12	7,997	\$2,559.04	RS
	X	8340 O'Connell Road	08/16/12	3,216	\$6,367.68	PD
X		9336 Abraham Way (Scantibodies)	09/27/12	5,692	\$1,821.44	HC
X		9418 Mission Gorge Road (Chick-Fil-A)	10/02/12	4,734	\$1,514.88	RS
X		10350 Mission Gorge Road	10/16/12	480	\$153.60	RS
	X	1400-1415 Katie Lane, 1301-1313 Las Brisas Drive	10/26/12	782	\$1,548.36	PA
	X	9317 Pebble Beach Dr	12/03/12	1,590	\$3,148.20	CO
X		10055, 10075, 10095 Mission Gorge Rd	12/05/12	18,300	\$5,856.00	PA
TOTAL PAGE 1					\$28,569.52	

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

**Fee Exempt - Senior / Elder Care Facility

***Fee Exempt - Less than 500 square feet

Requests For Use Of Facilities - December 18, 2012

Group	Location	Date	Days	Time	Attendance	Fees Applied
Cajon Park PTSA (Holiday Event)	Multi-Purpose	12/15/12	Saturday	7:30 am - 10:30 am		\$90.75
Carlton Hills Girl Scouts	Classroom	12/17/12	Monday	5:30 pm - 7:45 pm	20	
Hill Creek YALE (Winter Program)	Multi-Purpose	12/13/12	Thursday	6:00 pm - 8:00 pm	100	
Rio Seco Washington D.C. Trip (Fundraiser)	Parking Lot	11/28/12 - 3/13/13	Wednesday	4:00 pm - 6:30 pm	150	\$60.50
Girl Scout Magnolia Trails (Cookie Kick-Off)	Multi-Purpose	1/20/13	Sunday	1:00 pm - 4:30 pm	230	
PTSA (Assembly - "Play It Safe")	Multi-Purpose	1/18/13	Friday	12:10 pm - 3:00 pm		
Sycamore Canyon PTA (Craft Night)	Multi-Purpose	12/20/12	Thursday	5:00 pm - 7:30 pm		

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

Santee School District
 ENROLLMENT REPORT
 12/7/2012
 Month 4 Week 3

SCHOOL	REGULAR ED									SDC				Total All						
	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	12/07/12	12/16/11	# Diff	% Diff	12/07/12	12/16/11	# Diff	% Diff	12/07/12	11/30/12	# Diff
Cajon Park	107	108	95	110	112	126	104	108	123	993	950	43	4.5%	63	63	0	0.0%	1056	1054	2
Carlton Hills	55	40	38	47	40	39	50	62	98	469	485	-16	-3.3%	29	30	-1	-3.3%	498	498	0
Carlton Oaks	83	73	94	84	88	73	95	111	99	800	827	-27	-3.3%	51	61	-10	-16.4%	851	848	3
Chet F. Harritt	60	56	68	56	77	51	50	56	61	535	571	-36	-6.3%	0	0	0	0.0%	535	542	-7
Hill Creek	72	72	85	76	93	93	70	80	81	722	739	-17	-2.3%	13	20	-7	-35.0%	735	737	-2
Pepper Drive	95	96	89	88	77	79	73	82	88	767	754	13	1.7%	10	9	1	11.1%	777	775	2
Prospect Ave	67	70	50	65	52	60	49	57	68	538	526	12	2.3%	0	0	0	0.0%	538	542	-4
Rio Seco	106	118	84	103	110	106	110	98	121	956	931	25	2.7%	42	50	-8	-16.0%	998	994	4
Sycamore Canyon	48	59	53	43	43	45	29	0	0	320	338	-18	-5.3%	0	1	-1	-100.0%	320	321	-1
SUBTOTAL	693	692	656	672	692	672	630	654	739	6100	6121	-21	-0.3%	208	234	-26	-11.1%	6308	6311	-3
Alternative School	2	2	3	8	3	5	6	8	6	43	33	10	30.3%					43	43	0
Santee Success								3	5	8	6	2	33.3%					8	9	-1
TK	48									48	0	48	0.0%					48	48	0
EAK										0	0	0	0.0%					0	0	0
NPS										0				2	2	0	0.0%	2	2	0
SUBTOTAL	50	2	3	8	3	5	6	11	11	99	39	60	153.8%					101	102	-1
TOTAL	743	694	659	680	695	677	636	665	750	6199	6,160	39	0.6%	210	236	-26	-11%	6409	6,413	-4

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

	PK	
Cajon Park	2	1058
Sycamore Canyon	43	363
Total PK	45	

Total Enrollment Including PK
6454

CLAIMS AGAINST THE DISTRICT

The following claims were received by Business Services and were rejected and referred to the District's insurance carrier by the Assistant Superintendent acting as the authorized agent of the Board of Education as reaffirmed by resolution at its April 21, 1992, meeting.

<u>SITE OF OCCURRENCE</u>	<u>DATE OF OCCURRENCE</u>	<u>DESCRIPTION/ACTION</u>
Hill Creek School	October 4, 2012	Property Damage

Schedule of Upcoming Events

Date	Event
December 24-January 4	Winter Break Schools Closed
January 7	Staff Professional Development Day Non-Student Day
January 8	Students return from Winter Break
January 15	Board Meeting – 7:00 p.m. (Pending Board Approval)
January 21	Martin Luther King Jr. Day Schools and Departments Closed
February 5	Board Meeting – 7:00 p.m. (Pending Board Approval)
February 11	Lincoln Holiday Schools and Departments Closed
February 18	Washington Holiday Schools and Departments Closed
February 19	Board Meeting – 7:00 p.m. (Pending Board Approval)
March 5	Board Meeting – 7:00 p.m. (Pending Board Approval)
March 19	Board Meeting – 7:00 p.m. (Pending Board Approval)
March 25-April 5	Winter Break Schools Closed District Offices Closed March 29
April 16	Board Meeting – 7:00 p.m. (Pending Board Approval)
May 7	Board Meeting – 7:00 p.m. (Pending Board Approval)
May 21	Board Meeting – 7:00 p.m. (Pending Board Approval)
May 27	Memorial Day Holiday Schools and Departments Closed

<http://www.washingtonpost.com/blogs/post-politics/wp/2012/12/14/obama-orders-flags-at-half-staff/>

PUBLIC COMMUNICATION Item D.

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

Agenda Item D.

PUBLIC HEARINGS Item E.

Agenda Item E.

Public Hearings Item E.1. California School Employees Association (CSEA)
Chapter 557, Initial Proposal to Modify Articles of
the Collective Bargaining Agreement between
Santee School District and CSEA

Prepared by Minnie Malin
December 18, 2012

Copies of the California School Employees Association (CSEA) Chapter 557 proposal 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 proposal has been scheduled for tonight.

Agenda Item E.1.

PLEASE POST UNTIL DECEMBER 19, 2012

INITIAL PROPOSAL

FROM THE

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER 557

to the

SANTEE SCHOOL DISTRICT

The California School Employees Association, Santee Chapter #557, wishes to re-negotiate the current bargaining agreement for the 2011-2012 school year focusing on the following article:

Article 11 - Layoff, Reemployment, Involuntary Reduction in Hours, and the Impacts and Effects of Such Matters

The public hearing for discussion of these articles will be held at the regular Board of Education meeting on December 18, 2012.

CONSENT ITEMS Item F.

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 F.

Consent Item F.1.1. Approval of Minutes
Prepared by Cathy A. Pierce, Ed.D.
December 18, 2012

BACKGROUND:

Presented for Board approval –

- December 4, 2012, regular meeting minutes

RECOMMENDATION:

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

Motion:

Second:

Vote:

Item F.1.1.

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

December 4, 2012

MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome

President Bartholomew called the meeting to order at 7:00 p.m.

Members present:

Dan Bartholomew, President
Dianne El-Hajj, Vice President
Ken Fox, Clerk
Dustin Burns, Member
Barbara Ryan, Member

Administration present:

Dr. Cathy Pierce, Superintendent and Secretary to the Board
Karl Christensen, Assistant Superintendent, Business Services
Minnie Malin, Assistant Superintendent, Human Resources/Pupil Services
Dr. Stephanie Pierce, Director, Educational Services
Linda Vail, Executive Assistant and Recording Secretary

2. President Bartholomew invited the audience to join him in reciting the District Mission and then invited Tory Long from the Business Services Department to lead the members, staff, and audience in the Pledge of Allegiance.

3. Approval of Agenda

President Bartholomew provided a corrected page for Cajon Park's fundraising plan as party of Consent Item D.4.2. and asked for the Board's approval of the agenda with the corrected page. It was moved and seconded to approve the agenda.

Motion: Ryan Second: Fox Vote: 5-0

President Bartholomew introduced Elana Levens-Craig, Board Member elect.

4. Recognition of Dan Bartholomew for Service on the Board of Education

This was Dan Bartholomew's last Board meeting after deciding not to run for a position on the Board in the election. Dianne El-Hajj, Board vice president said the Board was pleased and proud to have a small recognition honoring the time Mr. Bartholomew served Santee School District. Mr. Bartholomew introduced and recognized his wife and sons and thanked them for their support as the job of a Board Member takes away time from your family. Former Board Member Allen Carlisle spoke, saying he was excited to be here to honor Dan Bartholomew and how much he appreciated their time serving together on the Board. He always joked with Mr. Bartholomew about being high in the intelligence arena and how much he loved spreadsheets. He appreciated his steadiness and ethical code in making decisions. Dan Bartholomew fit right in to this amazing district. Mr. Carlisle thanked him as a citizen for serving for 8 years. Bob Kull thanked Dan Bartholomew for his support when he brought students to the Board who had met a little bump in the road and appreciates all he has done for Santee's kids.

Barbara Ryan shared a couple of stories and said it has really been a pleasure. Even though there have been disagreements, there was never any doubt that he had the students best interests in mind. Mr. Bartholomew has great integrity and has been a tremendous influence for good. She thanked his family for their sacrifices. She thanked Mr. Bartholomew for his service and said it has been a pleasure to know and work with him.

Dustin Burns said it is a sad day for Santee. Dan Bartholomew is an exceptional human being and it has been great having the opportunity to learn from him. Mr. Bartholomew always stood by his convictions and brought many different aspects to the Board. Mr. Bartholomew brought a sense of humor to the Board and Mr. Burns will miss him as a Board member and as a friend.

Ken Fox said he learned something at every meeting and Dan Bartholomew was a big part of that. Dan kept the Board on track and it has been a privilege and a pleasure to serve with him.

Dianne El-Hajj presented Mr. Bartholomew with the book, *Team of Rivals*, as a thank you from the children and Board of Education of Santee School District. The Board members will all sign it. Mrs. El-Hajj also presented, as a thank you for his service as Board president, a U.S. flag flown over the Capitol on November 16, 2012 in honor of his retirement. The Board wished to thank him for his time and wisdom and he will be greatly missed.

Mr. Bartholomew shared that when he became unhappy with something in the District, instead of just complaining, he ran for the Board and became part of the decision makers. He came from a military and business background. He never thought he would be come as close to the others as he has. The honor of serving one's community is an honor and is not to be taken lightly. Public service teaches patience, humility, and compromise. He learned to respect opinions and trust judgments of others. He said the world changes so quickly and there is great change in public education. He knows the Board has been able to overcome many challenges and provide for the students in our community. Santee comes together as a family and does what it takes to get kids educated. Mr. Bartholomew expressed his pleasure working on the Board and with each of the Board members. He thanked Cabinet members, Principals, and all of the staff for the great job they do.

The Board adjourned the meeting at 7:54 p.m. for a reception honoring Mr. Bartholomew. Following the reception, the Board returned to public session at 8:29 p.m.

B. REPORTS AND PRESENTATIONS

- 1. Superintendent's Report**
 - 1.1. Developer Fees Collection Report
 - 1.2. Use of Facilities Report
 - 1.3. Enrollment Report
 - 1.4. Schedule of Upcoming Events
- 2. Presentation of California School Employees Association (CSEA), Chapter 557 Initial Proposal to Modify Articles of the Current Collective Bargaining Agreement Between Santee School District and CSEA**
- 3. Spotlight: Green Apple Day at Pepper Drive School and Balfour Beatty Construction**

Karl Christensen shared how very much the District appreciated efforts of numerous people who gave of their time and talent to provide some much needed improvements at Pepper Drive. On Saturday, September 29, 2012, Christina Becker and Michelle Reiner from Balfour Beatty Construction coordinated work for the 1st Annual Green Apple Day in San Diego, sponsored by the San Diego Green Building Council. This project provided work on several needed projects at Pepper Drive as well as training of approximately 25 teachers in becoming Green Classroom Professionals. Christina Becker provided a brief synopsis of the events of that day and introduced the representatives from Balfour Beatty Construction and the San Diego Green Building Council who donated their time and effort to make this endeavor possible. A video presentation of the Green Day at Pepper Drive was shown.

Sean Hulen, vice president of Balfour Beatty and a Board Member of the San Diego Green Building Council, thanked the District for letting them provide this service. It was great working on the construction side and the education side. There was approximately \$12,000 raised for the materials. It was a great benefit to be able to educate teachers about sustainability. The San Diego Green Building Council is interested in studying attendance and test scores and would like

to partner with Santee School District to study how improved and “green” facilities benefit the students who are learning in them. Balfour Beatty Construction is proud to work for Santee School District. Member El-Hajj visited Pepper Drive that day and said it was wonderful to see so many people working so hard, especially on a very hot summer day. This project meant a great deal to the Pepper Drive staff. President Bartholomew said he appreciates how Balfour Beatty Construction has engaged with us and the community. They have been a great community partner, beyond just the construction of our buildings.

C. PUBLIC COMMUNICATION

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

D. CONSENT ITEMS

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

- 1.1. **Approval of Minutes**
- 1.2. **Establish Date and Time of the Board of Education Annual Organizational Meeting**
- 2.1. **Approval/Ratification of Travel Requests**
- 2.2. **Approval/Ratification of Expenditure Warrants**
- 2.3. **Approval/Ratification of Purchase Orders**
- 2.4. **Acceptance of Donations**
- 2.5. **Approval/Ratification of Revolving Cash Report**
- 2.6. **Approval of Consultants and General Service Providers**
- 2.7. **Approval to Submit Application for PL 81-874 and Designation of Authorized Representative**
- 2.8. **Adoption of Resolutions Authorizing Specific Designated Agents**
- 3.1. **Approval of Proposal for Demolition Hazmat Services at Pepper Drive School with Western Environmental and Safety Technologies, Inc. (WEST)**
Approval of Fire Service Installation by Helix Water District for Pepper Drive School
- 3.2. **Award of Bid for Demolition and Removal of Remaining Portables at Hill Creek School**
- 4.1. **Approval of Re-Appointment of a Representative to the Community Advisory Committee, East County Special Education Region (SELPA)**
- 4.2. **Approval of 2012-13 School Site Fundraising Plans (with correction)**
- 4.3. **Approval of Master Contract with Vista Hill for Two Mental Health Rehabilitation Specialists**
- 5.1. **Personnel, Regular**
- 5.2. **Approval of Revisions to the Certificated Non-Management Evaluation Procedures**

It was moved and seconded to approve Consent Items.

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

G. DISCUSSION AND/OR ACTION ITEMS

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

1.1. California School Boards Association (CSBA) Delegate Assembly Call for Nominations

Each year at this time the Board is asked to nominate Board members to vacant seats on CSBA's Delegate Assembly for region 17. This year there are 7 vacancies created by terms ending. Member Ryan said she would love to serve another term. Member Ryan shared there will be 3 additional vacancies that will result in appointments because 3 delegates were not re-elected to their Boards. Member Ryan moved to nominate all of members whose terms are expiring for another term on the Delegate Assembly.

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

1.2. Board Legislative Goals

Dr. Pierce reported it is time to revisit the Board's legislative goals. Administration has reviewed and provided recommended revisions to last year's legislative goals. Member Ryan, reporting as the Board's legislative representative, believes the revisions are fine. She asked if the Board may want to make a statement about "weighted student formula." There may be some legislation brought forward. In reviewing the goals, # 5 addressed it but it should include the words, "weighted students formula."

Member Ryan shared there was going to be legislation introduced regarding parcel tax vote threshold reductions. The Board may want to include a statement for that. President Bartholomew said he believes there are too many priority goals and they should be narrowed down to very specific Santee things that could be carried. Visits to legislators will be scheduled.

Member Burns approval with the addition of "weighted student formula" language added to goal #5.

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

2.1 Approval of First Period Interim Report

Karl Christensen said the First Interim Report looks better than the adopted budget since the passage of Prop 30. He presented a snapshot of several funds. He reported small deficit spending in both the restricted and general funds. There was a general fund contribution to the State Preschool this year of \$38,000. The Cafeteria fund has a \$225,000 projected deficit in spending. Cathy Abel has shared there are expenditures that were budgeted higher than actual costs, therefore, the deficit may decrease some. They have a fund balance that will absorb the deficit spending for several years. There may be a need to increase the paid lunch price in the near future due to requirements for receiving State and Federal lunch reimbursements. Project SAFE shows an inter-fund transfer of \$160,000 into fund 63. Administration has reviewed expenditures and revenue projections. Their revenue is not meeting the projections due to a drop in participation. Administration continues to have discussions about how the deficit can be resolved. We need to react now and are looking at savings this year as well as into the next years. The multi-year projection anticipates no COLAs and shows the reserve drops over the next three years and ends at 7.98% in 2015-16.

The cash flow summary uses fund 17 for cash with a possible need for a County treasury loan. Prop 30 money is being held by the State because the tax does not go into effect until January 2013.

Member Ryan said districts were going to try to get some of the money back that the State did not pay school districts, which would help to prevent a negative cash flow.

Mr. Christensen shared an analysis of the Project SAFE revenue and expenditure history. Each year for the last 4 years, they have been deficit spending but had a large carryover to cover the deficit. There is a need to decrease expenditures. He provided a participation report showing a drastic decrease in 2012. One reason may be the fee increase but the financial impact of the economy on families is impacting the program as well. Member Burns asked if we are asking our clients if they are satisfied with the program. Pam Brasher, Director, said a big portion of the decrease was caused by the increase in rates at the late start schools. She said there was discussion about a possible tiered start time. Ms. Brasher is considering how the program can do business differently instead of raising rates. Member Burns asked if surveys were sent out to clients or to leaving families. Ms. Brasher said parents have not been surveyed about the program but she hears a lot of them have lost their job, are on maternity leave or disability leave, or grandparents are now caring for kids. Member Burns would like to see parents surveyed to see what the satisfaction level is. Ms. Brasher said she is often asked why we don't offer an employee discount. Employee discounts used to be offered but because we could not afford to offer it to all employees it had to be discontinued. She was asked if La Mesa-Spring Valley offers an employee discount. She was not certain but will check. Mr. Christensen shared that another trend is the beginning count is greater than the end of the year count. Administration will continue looking at costs reductions that will include credit card fees reduction, staffing costs reductions, and attrition. They are already making a change in purchasing snacks from Costco at a lower cost and Cathy Abel is looking at a program that can use free and reduced status for some reimbursement for the snacks. President Bartholomew said the cost of centralized staff seemed quite high. Mr. Christensen said the budget being developed also provides for a gradual payback of the fund borrowing from the general fund and YALE.

Member Ryan said we may also be impacted with health care reform and we may be required to offer benefits to everyone. Companies that do not may be penalized.

Mr. Christensen shared the original and revised school allocations. He shared the need to set aside more funds in centralized Title 1 because of Program Improvement. The reduction was 14%, greater than the 10% projected and the EIA increased. Prop 21 Lottery increased by \$80,000, more than projected, and those funds can only be used for instructional materials and professional development. He proposed increasing the centralized budget from \$20,000 to \$40,000, and distributing the rest of funds to schools. Member Burns asked what was needed at the centralized level. Stephanie Pierce shared there is a need for ELD curriculum supplemental material, additional curriculum, assessment workshops, and staff development from the County around Common Core Standards.

Member Burns moved to approve the First Interim Report for the 2012-13 fiscal year with a positive certification.

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

2.2. Approval of Monthly Financial Report

Karl Christensen presented the monthly financial report for October 2012 and shared the budget revisions report is the same as presented for the First Interim Report. The District ended the month of October with a General Fund cash balance of a little less than \$3.1 million

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

2.3. Discussion Regarding Various Facility-Related Issues and Funding Considerations

Karl Christensen brought this item for information only pertaining to several facilities related issues. Back in January there was discussion about the possibility of expanding the YALE Preschool program using the former location of Cajon Park Junior High. At that time, the potential project was divided into 2 phases with the second phase being contingent upon receiving joint use funding from the State. Our joint use application was returned for this project without funding, making Phase 2 of the YALE preschool expansion not viable at this time. Phase 1 was estimated to cost approximately \$205,000 for site work and provision of portable buildings. The plan was for YALE preschool to pay about \$40,000 annually for lease payments on the buildings once they were operational. Since YALE does not have sufficient funds to contribute towards startup costs and an annual lease payment, administration does not consider expansion a viable option at this time. Mr. Christensen reminded the Board that at that time they committed \$200,000 general fund dollars, from some one-time funds received in 2011-12, for the YALE preschool expansion. He asked the Board if they would like to consider using these funds towards other needed projects without affecting the reserve. Mr. Christensen listed several needed projects:

- a. Warehouse roof: This is the original roof from the 1940s and is leaking. Paper products and equipment are stored in the warehouse making us susceptible to significant loss. The cost to repair the roof is estimated at \$20,000
- b. Digging a well at Hill Creek: This is a potential project that could save \$22,000 to \$25,000 per year in irrigation costs. This project is on the list generated by the Fiscal Accountability Strategic Action Team
- c. Special Education Personnel: There is a need to address specific needs of Special Education students by providing additional specifically trained personnel, such as came to the Board tonight and must be paid from general fund dollars.

He asked the Board to discuss and provide direction to Administration regarding whether to un-commit the \$200,000 for the YALE Preschool expansion, and if so, whether to allocate the funds for repair of the warehouse roof, digging a well at Hill Creek, or any other priorities they may have.

Mr. Christensen also shared that last year the Board allocated \$20,000 to reconfiguring the knowledge pathways at Chet F. Harritt and Hill Creek to make them more closely match the one at PRIDE. Estimates indicate the full project will cost approximately \$33,000. He asked if the Board still wished to move forward on that project.

Member El-Hajj said the special education issues are critical and she would prefer to hold off on the path of knowledge reconfiguration. Member Burns prefers to keep the funds designated as they are. Member

Ryan would like to explore if YALE to see if they could accommodate more children, then maybe the site could be used. The Board would like additional information with quantified costs to expand at Cajon Park and if YALE could increase participation at other sites without using the Cajon Park site. The Board wished to keep the funds committed status quo at this time.

The Board directed Administration to put reconfiguration of the knowledge pathways on hold at this time.

2.4. Adoption of Resolution #1213-12 to Apply for a Low Interest Loan with the California Energy Commission for Solar Energy Improvements at Eight Schools

Karl Christensen reported that Administration has been continuing to monitor the situation at the PUC regarding the SDG&E rate case that could potentially make existing and future solar projects economically infeasible. There is the possibility of a settlement agreement with SDG&E that would essentially give a school district the same SDG&E bill experience for a solar project as is currently experienced, at least for the next 4 years. We are also working on submitting an application for California Solar Initiative incentive payments for future projects in case the settlement agreement requires it. There is also the possibility that the current DG-R rate tariff for solar might stay the same or be implemented as SDG&E proposes. We will not know for another couple of weeks.

In the meantime, our authorization to issue Clean Renewable Energy Bonds expired in October and we are uncertain as to when a new window period to apply for CREBs might be opened. Consequently, staff has been exploring other financing options. The 1% interest loan offered by the Energy Commission might be a viable alternative. It is not known at this time whether this option would be a viable option. Initial estimates indicate the loan would only fund a portion of the total cost of installation and the risk to the general fund may be too large. Nonetheless, we would like to apply and do some more research and analysis. A Board resolution is required by the Energy Commission to make this an option if we desire. A resolution does not obligate us to take the loan. Member Ryan moved to adopt Resolution #1213-12 to submit an application to the California Energy Commission for a low cost loan to fund solar generation projects.

Motion: Ryan **Second:** El-Hajj **Vote:** 5-0

H. BOARD COMMUNICATION

Member Ryan reported on the CSBA Delegate Assembly and shared there is a lot of focus on wellness in schools. There were a few CSBA bylaw incidental changes made. She received some great information at the conference and shared a document about how schools districts are moving forward addressing benefits costs. She attended workshops on 21st century learning and one on school funding. Member Ryan said she heard about grants that she has never heard about before, such as one for seismic retrofitting. There was also information about a "high performance incentive program" which we may qualify for. CSBA introduced their new campaign, "Stand Up for Education." The Delegate Assembly lost 3 members who were not reelected to their boards. She recommended Board Members visit the CSBA website and for the video of the 3rd general session, which was really good and very informative.

Member Burns reported he received a call and met with a dad regarding not having a middle school sports program. He understands Lakeside runs a program using volunteers and would like Administration to see how it is done.

Member Burns shared that a couple of years ago the principals and superintendent supported the Camp Cuyamaca Outdoor Education 8th grade leadership program. The Board would be very proud of our 8th graders who are participating and how well they are representing Santee School District and as ambassadors of their schools. Member Burns did not make the calendar meeting but would like to discuss possibly changing the order of the process. He believes the Board should begin the discussion about the calendar before it is presented to the committee. Administration said they would be glad to get Board input on a calendar before it goes to the committee.

Member El-Hajj will attend the ICOC meeting on December 5th to help provide an overarching message of the entire CIP program. The Board wants to help the ICOC members understand their actions and the reasons for the actions.

Dr. Cathy Pierce shared there may be a need for a budget workshop in January after the Governor releases his budget. Administration will attend a workshop on January 16th. She proposed holding a Board budget workshop on January 29 at 5:00 p.m. Board members checked their calendars and agreed to meet on January 29 at 5:30 p.m. Member Ryan said Dan McAllister will be meeting with the San Diego County School Board Association on January 30th.

I. CLOSED SESSION

President Bartholomew announced that the Board would meet in closed session for:

1. **Conference with Labor Negotiator** (Govt. Code § 54956.8)
Purpose: Negotiations
Agency Negotiator: Karl Christensen, Asst. Superintendent
Employee Organizations: Santee Teachers Association
2. **Conference with Labor Negotiator** (Govt. Code § 54956.8)
Purpose: Negotiations
Agency Negotiator: Karl Christensen, Asst. Superintendent
Employee Organization: Classified School Employees Association
3. **Public Employee Discipline/Dismissal/Release** (Govt. Code § 54957)
4. **Public Employee Evaluation** (Govt. Code § 54957)
Superintendent

The Board entered closed session at 10:05 p.m.

J. RECONVENE TO PUBLIC SESSION

The Board reconvened to public session at 12:35 a.m. No action was reported.

K. ADJOURNMENT

The December 4, 2012 regular meeting adjourned at 12:35 p.m.

Consent Item F.2.1. Approval/Ratification of Travel Requests
Prepared by Karl Christensen
December 18, 2012

BACKGROUND:

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

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

A list of travel and professional staff events is presented for the Board's review and approval/ratification. Included on the report are dates, names of meetings and locations, and either categorical, grant, or general funding sources that support such travel.

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

RECOMMENDATION:

It is recommended that the Board of Education approve/ratify the Travel Report for personnel requesting travel on the attached schedule.

This recommendation supports the following District goal:

Staff Development

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

FISCAL IMPACT:

The estimated travel expenses are \$2,135, and substitute costs of \$525, 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 F.2.1.
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Board Travel Report - December 18, 2012

Travel Dates	Attendees	Site or Dept	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Overnight, Out-of-State, Air Travel
Monday, 01/14/13	Laura Barker	Carlton Hills	SDCOE Online and Blended Teacher Certification - Leading Edge Alliance	SDCOE	\$105	\$470	School/Library Improvement	This workshop will focus on instructional strategies for using technology efficiently and effectively in the classroom.
Thursday, 01/24/13	Mary Shirley Carrie Thompson Kirsten Stretton Ana Hubbell Ed Gigliotti	HC CH CP PD PRIDE	Cognitive and Behavioral Techniques for Educators	San Diego	\$0 \$0 \$0 \$0 \$0	\$25 \$25 \$25 \$25 \$25	Santee Cares Santee Cares Santee Cares Santee Cares Santee Cares	This workshop will provide techniques for promoting problem solving and improving behavioral outcomes for students.
Thursday, 01/24/13	Hope Michel Lisa McColl Kathleen Dubnicka Debbie Wilson Stephen Whittaker	Special Ed HC HC HC PD	Mental Health Disorders in Schools	San Diego	\$0 \$0 \$105 \$105 \$105	\$33 \$33 \$33 \$33 \$33	Special Education Special Education Special Education Special Education Special Education	This workshop will provide training on best practices for assessment and intervention for students with mental health disorders.
Requests Requiring Airfare, Overnight Stay, and/or Out of State Travel								
Wed-Fri, 01/30/13-02/01/13	Dr. Cathy Pierce	Superintendent	ACSA 2013 Superintendent's Symposium	Monterey	\$0	\$1,375	Superintendent's Office	The ACSA Superintendent's Symposium provides innovative and effective new ideas to make changes that will have a positive impact on schools. The Symposium will focus on resources to advance the best interests of students, public education and leadership issues.
Fri-Sun, 03/14/13-03/16/13 Sun-Mon, 03/16/13-03/18/13	Dr. Laura Spencer Tiffani Brown	Ed Services RS	Computer Using Educators Conference	Palm Springs	\$0 \$105	*\$231 *\$0	Professional Development Professional Development	This conference will address the use of education technology and the advancement of student achievement at all levels of education. *Dr. Spencer and Ms. Brown will be presenters at the conference.

Consent Item F.2.2. Approval/Ratification of Expenditure Warrants
 Prepared by Karl Christensen
 December 18, 2012

BACKGROUND:

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

Commercial Warrants issued for the period of November 2012:

<u>Fund #/Name</u>	<u>Warrant #'s</u>	<u>Amount</u>
03/06 General	12-110716 TO 12-119791	\$384,783.19
09 00	N/A	\$0.00
12 06	12-119792	\$270.34
13 00	12-110759 TO 12-119793	\$114,786.95
14 00	N/A	\$0.00
21 09	N/A	\$0.00
21 39 / 21 08	12-110779 TO 12-119798	\$122,107.35
25 18	12-110782 TO 12-114241	\$5,816.76
25 38	N/A	\$0.00
35-00	N/A	\$0.00
40-00	12-110783 TO 12-114243	\$8,348.40
63 00	12-113032 TO 12-119801	\$1,443.80
		\$637,556.79

Student Body Warrants issued for the period of November 2012: **\$6,675.33**

Payroll Warrant #'s beginning 10-171607 through 10-161670 and 10-404255 through 10-405037 and 10-178837:

<u>Fund #/Name</u>	<u>Amount</u>
03 00	\$2,808,008.46
06 00	\$805,566.16
12 06	\$21,410.08
13 00	\$80,188.05
25-18	\$0.00
63 00	\$169,947.33
	\$3,885,120.08

RECOMMENDATION:

Administration recommends that the Board approve the expenditure warrants for the month of November as presented.

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 fiscal impact of commercial, student body, and payroll expenditure warrants total \$4,529,352.20 and is disclosed above.

STUDENT ACHIEVEMENT IMPACT:

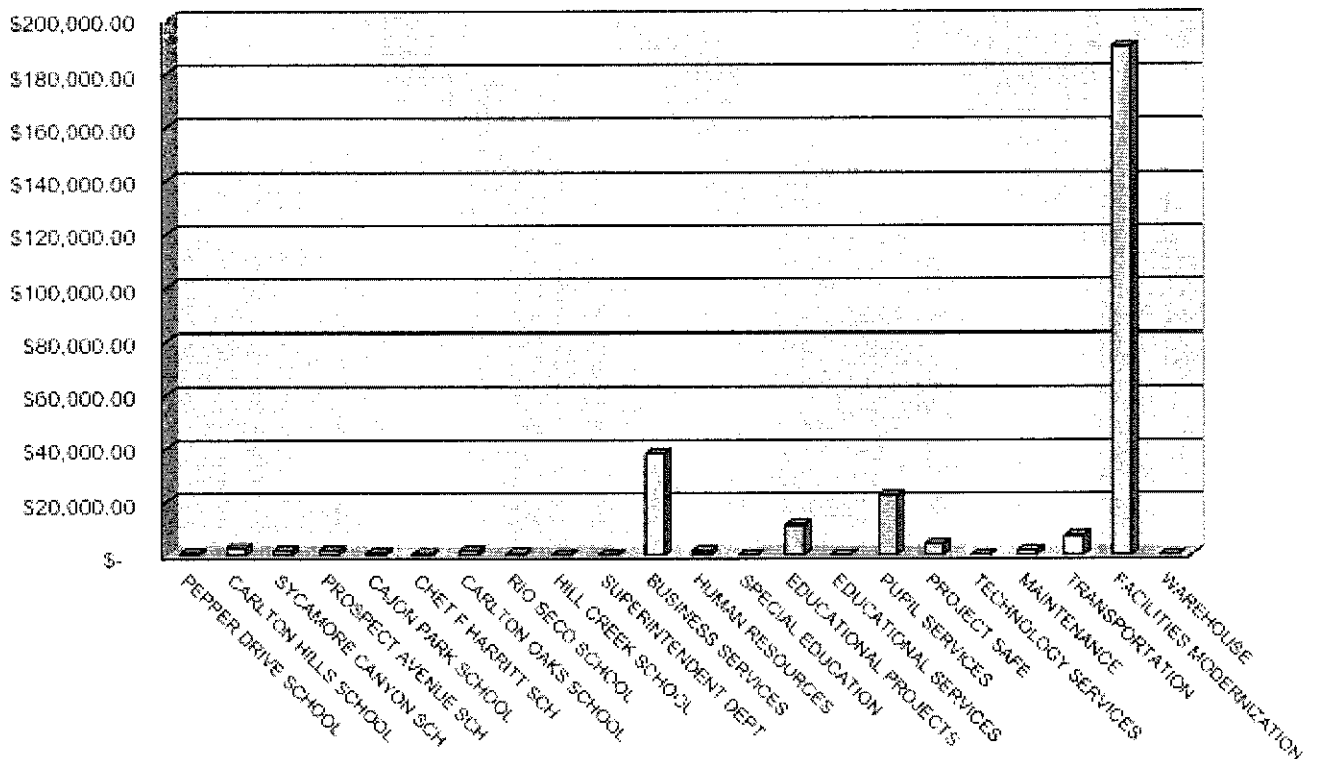
This is a fiscal item. All fiscal resources impact student achievement.

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

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

**PURCHASE ORDER REPORT
 NOVEMBER 2012**



- The Facilities Modernization purchase orders include payment for architectural services for the Pepper Drive Admin/LRC project and the Chet F. Harritt Snack Bar project.

RECOMMENDATION:

Administration recommends approval of purchase orders #120670 through #120755 issued November 1, 2012 through November 30, 2012.

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 fiscal impact of \$287,916.47 is disclosed on the following pages.

STUDENT ACHIEVEMENT IMPACT:

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

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

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

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

Fund Numbers

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

M = Monthly Blanket
 A = Annual Blanket
 L = Lottery

PURCHASE ORDER LISTING - NOVEMBER 2012
BY SITE

PO NBR	DATE	FUND	VENDOR	DESCRIPTION	AMOUNT	LOC	LOCATION
120691	11/6/2012	3	MCLAUGHLIN PAPER CO INC	FUNDRAISER - PD	\$ 36.93	002	PEPPER DRIVE SCHOOL
120712	11/13/2012	6	LIGHTSPEED TECHNOLOGIES INC	EQUIPMENT PARTS	\$ 52.81	002	PEPPER DRIVE SCHOOL
120736	11/27/2012	3	KIPP TOYS	HOLIDAY SHOP AT PD	\$ 96.40	002	PEPPER DRIVE SCHOOL
120754	11/29/2012	3	YOUNG AUDIENCES OF SAN DIEGO	ASSEMBLY FEES - PEPPER DRIVE	\$ 500.00	002	PEPPER DRIVE SCHOOL
				TOTAL	\$ 686.14		PEPPER DRIVE SCHOOL
120683	11/2/2012	3	BUTTER BRAID SAN DIEGO	6TH GR. CAMP FUNDRAISER - CH	\$ 2,114.00	003	CARLTON HILLS SCHOOL
120714	11/14/2012	3	CHRIS RUBIO PRODUCTIONS	ASSEMBLY FEES	\$ 750.00	003	CARLTON HILLS SCHOOL
				TOTAL	\$ 2,864.00		CARLTON HILLS SCHOOL
120715	11/14/2012	3	GROSSMONT COMMUNITY COLLEGE	ASSEMBLY FEES	\$ 200.00	004	SYCAMORE CANYON SCH
120737	11/27/2012	3	APPLE COMPUTER INC	COMPUTER EQUIPMENT	\$ 1,631.02	004	SYCAMORE CANYON SCH
				TOTAL	\$ 1,831.02		SYCAMORE CANYON SCH
120725	11/16/2012	6	LOGICAL CHOICE TECHNOLOGIES	CLASSROOM SUPPLIES	\$ 141.84	005	PROSPECT AVENUE SCH
120734	11/26/2012	3	BUTTER BRAID SAN DIEGO	FUNDRAISER	\$ 1,638.00	005	PROSPECT AVENUE SCH
120751	11/29/2012	12 6	MAINTEX INC	CUSTODIAL SUPPLIES	\$ 40.69	005	PROSPECT AVENUE SCH
				TOTAL	\$ 1,820.53		PROSPECT AVENUE SCH
120719	11/14/2012	3	REUBEN H FLEET SCIENCE CENTER	ADMISSIONS	\$ 945.00	006	CAJON PARK SCHOOL
				TOTAL	\$ 945.00		CAJON PARK SCHOOL
120722	11/15/2012	3	CDW GOVERNMENT INC	COMPUTER MONITORS	\$ 408.22	007	CHET F HARRITT SCH
				TOTAL	\$ 408.22		CHET F HARRITT SCH
120690	11/6/2012	3	DELL MARKETING L.P.	COMPUTER COMPONENTS	\$ 15.07	008	CARLTON OAKS SCHOOL
120716	11/14/2012	3	CUE CONFERENCE REGISTRATION	REGISTRATION FEES	\$ 350.00	008	CARLTON OAKS SCHOOL
120724	11/16/2012	3	APPLE COMPUTER INC	COMPUTER EQUIPMENT	\$ 1,087.35	008	CARLTON OAKS SCHOOL
120750	11/29/2012	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$ 110.87	008	CARLTON OAKS SCHOOL
				TOTAL	\$ 1,563.29		CARLTON OAKS SCHOOL
120670	11/1/2012	3	SUPPLYMASTER, INC.	PRINTER CARTRIDGES	\$ 114.75	009	RIO SECO SCHOOL
120671	11/1/2012	3	VIRCO MANUFACTURING CORP	CLASSROOM FURNITURE	\$ 153.33	009	RIO SECO SCHOOL
120723	11/16/2012	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$ 183.14	009	RIO SECO SCHOOL
				TOTAL	\$ 451.22		RIO SECO SCHOOL
120738	11/28/2012	3	DEMCO INC	LIBRARY SUPPLIES	\$ 250.54	010	HILL CREEK SCHOOL
				TOTAL	\$ 250.54		HILL CREEK SCHOOL
120688	11/6/2012	3	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	\$ 175.00	062	SUPERINTENDENT DEPT
				TOTAL	\$ 175.00		SUPERINTENDENT DEPT
120673	11/2/2012	3	COUNTY OF SAN DIEGO	ELECTION COSTS	\$ 8,760.70	064	BUSINESS SERVICES
120674	11/2/2012	3	SAN DIEGO COUNTY	PROPERTY TAXES - ON-SITE - CP	\$ 253.74	064	BUSINESS SERVICES
120675	11/2/2012	3	KEENAN & ASSOCIATES	QTRLY CLAIMS-JULY TO SEP. 2012	\$ 287.55	064	BUSINESS SERVICES
120677	11/2/2012	3	FIRSTLINE MERCHANT SERVICES	WEBSITE CREATION	\$ 500.00	064	BUSINESS SERVICES
120678	11/2/2012	3	WINET, PATRICK & WEAVER	LEGAL FEES - CLAIMS	\$ 1,289.90	064	BUSINESS SERVICES
120679	11/2/2012	40	BEST BEST & KRIEGER LLP	LEGAL SERVICES - SDG&E RATES	\$ 2,968.50	064	BUSINESS SERVICES
120680	11/2/2012	3	MARKS, FINCH, THORNTON & BAIRD	LEGAL SERVICES	\$ 651.00	064	BUSINESS SERVICES
120681	11/2/2012	3	FEDERAL EXPRESS CORPORATION	OVERNIGHT MAIL	\$ 32.60	064	BUSINESS SERVICES
120682	11/2/2012	25 18	WELLS FARGO BANK	COPS 2008	\$ 1,800.00	064	BUSINESS SERVICES
120687	11/5/2012	3 6	OFFICE DEPOT INC	SUPPLIES - ALL SITES	\$ 4,016.34	064	BUSINESS SERVICES
120706	11/13/2012	3	EMPLOYMENT DEVELOPMENT DEPT.	SEF CHARGES	\$ 3,417.30	064	BUSINESS SERVICES

120707	11/13/2012	25	18	DECISIONINSITE LLC	DEMOGRAPHIC SERVICES	\$	8,033.52	064	BUSINESS SERVICES
120708	11/13/2012	40		BEST BEST & KRIEGER LLP	SDG&E DISTRIBUTED LEGAL SVCS	\$	3,309.73	064	BUSINESS SERVICES
120711	11/13/2012	3		SAN DIEGO DAILY TRANSCRIPT	CUPECCAC AD FOR 2013	\$	192.40	064	BUSINESS SERVICES
120713	11/13/2012	3		OFFICEMAX CONTRACT INC	OFFICE SUPPLIES	\$	2,236.49	064	BUSINESS SERVICES
120721	11/15/2012	3		FEDERAL EXPRESS CORPORATION	OVERNIGHT MAIL DELIVERY	\$	126.17	064	BUSINESS SERVICES
120726	11/26/2012	3		DELL MARKETING L.P.	TONER FOR PRINTER	\$	102.35	064	BUSINESS SERVICES
					TOTAL	\$	37,978.29		BUSINESS SERVICES
120684	11/5/2012	3		GINN-MAY, MARCIA	REIMBURSEMENT	\$	38.56	065	HUMAN RESOURCES
120685	11/5/2012	6		KONTRABAND INTERDICTION	SCHOOL INSPECTIONS	\$	1,000.00	065	HUMAN RESOURCES
120718	11/14/2012	3		SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	\$	420.00	065	HUMAN RESOURCES
					TOTAL	\$	1,458.56		HUMAN RESOURCES
120727	11/26/2012	6		OFFICIA IMAGING	COPIER MAINT. AGREEMT-VI PROG.	\$	74.76	067	SPECIAL EDUCATION
					TOTAL	\$	74.76		SPECIAL EDUCATION
120720	11/14/2012	3		EDUCATIONAL TESTING SERVICES	EDUCATIONAL TESTING MATERIALS	\$	5,000.00	068	EDUCATIONAL PROJECTS
120755	11/30/2012	6		HOUGHTON MIFFLIN HARCOURT	CLASSROOM MATERIALS	\$	6,417.25	068	EDUCATIONAL PROJECTS
					TOTAL	\$	11,417.25		EDUCATIONAL PROJECTS
120739	11/28/2012	6		SAWAYA, NADA	CONSULTANT SERVICES	\$	280.00	069	EDUCATIONAL SERVICES
					TOTAL	\$	280.00		EDUCATIONAL SERVICES
120717	11/14/2012	6		SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	\$	60.00	070	PUPIL SERVICES
120730	11/26/2012	6		ACCELIFY	LEA CLAIMS - SEPT. 2012	\$	1,045.59	070	PUPIL SERVICES
120733	11/26/2012	3	6	SUPERINTENDENT OF SCHOOLS	ADMISSIONS	\$	1,348.00	070	PUPIL SERVICES
120735	11/27/2012	6		WEST ED	SANTEE CARES	\$	20,000.00	070	PUPIL SERVICES
					TOTAL	\$	22,453.59		PUPIL SERVICES
120728	11/26/2012	6		COAST 2 COAST COACHING	ASES SOCCER PROGRAM - PA	\$	1,140.00	072	PROJECT SAFE
120752	11/29/2012	63		WEBB CLEFF ARCHITECTURE	A&E FOR HC RELOCATABLE - PJSF	\$	927.50	072	PROJECT SAFE
120753	11/29/2012	63		SKEDADDLE FUNDRAISERS	FUNDRAISER	\$	2,123.00	072	PROJECT SAFE
					TOTAL	\$	4,190.50		PROJECT SAFE
120740	11/28/2012	3		UNITED PARCEL SERVICE	SHIPPING CHARGES FOR RETURNS	\$	28.27	073	TECHNOLOGY SERVICES
					TOTAL	\$	28.27		TECHNOLOGY SERVICES
120709	11/13/2012	6		CABLE, PIPE & LEAK DETECTION,	UTILITY LOCATOR SERVICES	\$	220.00	075	MAINTENANCE
120710	11/13/2012	3		SUPERIOR READY MIX CONCRETE	BEAUTIFICATION AT PRIDE	\$	332.92	075	MAINTENANCE
120729	11/26/2012	6		BRYSON, ANDREW L.	AIR QUALITY TESTING - ERC	\$	1,295.00	075	MAINTENANCE
					TOTAL	\$	1,847.92		MAINTENANCE
120702	11/9/2012	6		INTERSTATE BATTERY OF	BUS REPAIRS & MAINTENANCE	\$	192.23	076	TRANSPORTATION
120703	11/9/2012	6		DREW FORD	BUS REPAIRS & MAINTENANCE	\$	109.44	076	TRANSPORTATION
120704	11/9/2012	6		KIMBALL MIDWEST	SHOP SUPPLIES	\$	294.05	076	TRANSPORTATION
120705	11/9/2012	6		KIRKS RADIATOR	BUS REPAIRS & MAINTENANCE	\$	1,028.71	076	TRANSPORTATION
120741	11/29/2012	6		CUMMINS CAL PACIFIC LLC	BUS REPAIRS & MAINTENANCE	\$	795.67	076	TRANSPORTATION
120742	11/29/2012	6		KIRKS RADIATOR	BUS REPAIRS & MAINTENANCE	\$	1,418.25	076	TRANSPORTATION
120743	11/29/2012	6		EAST COUNTY TRANSMISSIONS	BUS REPAIRS & MAINTENANCE	\$	159.69	076	TRANSPORTATION
120744	11/29/2012	6		A-Z BUS SALES, INC.	BUS REPAIRS & MAINTENANCE	\$	236.52	076	TRANSPORTATION
120745	11/29/2012	6		TIRE CENTERS, LLC	BUS REPAIRS & MAINTENANCE	\$	1,903.00	076	TRANSPORTATION
120746	11/29/2012	6		DREW FORD	BUS REPAIRS & MAINTENANCE	\$	290.35	076	TRANSPORTATION
120747	11/29/2012	6		GOLDSTAR PRODUCTS INC	SHOP SUPPLIES	\$	527.98	076	TRANSPORTATION
120748	11/29/2012	6		ROADONE	TOWING SERVICES FOR BUS	\$	299.20	076	TRANSPORTATION
120749	11/29/2012	6		INTERSTATE BATTERY OF	M&O VEHICLE REPAIRS	\$	94.93	076	TRANSPORTATION
					TOTAL	\$	7,350.02		TRANSPORTATION

120672	11/2/2012	21 39	WEBB CLEFF ARCHITECTURE	A&E SVCS - PD ADMIN/LRC	\$ 125,000.00	077	FACILITIES MODERNIZATION
120676	11/2/2012	21 39	VAVRINEK, TRINE, DAY & CO LLP	AUDITING SERVICES - GO BOND	\$ 4,200.00	077	FACILITIES MODERNIZATION
120686	11/5/2012	21 39	DEPARTMENT OF GENERAL SERVICES	DSA PLAN CHECK FEES - HC	\$ 1,341.19	077	FACILITIES MODERNIZATION
120692	11/6/2012	21 39	ESCONDIDO REPROGRAPHICS	LG FORMAT PRINTING OF PLANS	\$ 215.95	077	FACILITIES MODERNIZATION
120693	11/8/2012	21 39	WEBB CLEFF ARCHITECTURE	A & E SERVICES - CFH SNACK BAR	\$ 26,900.00	077	FACILITIES MODERNIZATION
120694	11/8/2012	21 39	A-1 FIRE PROTECTION	FIRE SPRINKER DESIGN - PD	\$ 6,500.00	077	FACILITIES MODERNIZATION
120695	11/9/2012	21 39	TRITTIPO ARCHITECTURE PLANNING	A&E SERVICES - CARLTON HILLS	\$ 4,099.18	077	FACILITIES MODERNIZATION
120696	11/9/2012	21 39	TRITTIPO ARCHITECTURE PLANNING	A&E SERVICES - SYCAMORE CANYON	\$ 2,875.31	077	FACILITIES MODERNIZATION
120697	11/9/2012	21 39	TRITTIPO ARCHITECTURE PLANNING	A&E SERVICES - CARLTON OAKS	\$ 2,586.55	077	FACILITIES MODERNIZATION
120698	11/9/2012	21 39	TRITTIPO ARCHITECTURE PLANNING	A&E SERVICES - RIO SECO	\$ 4,906.11	077	FACILITIES MODERNIZATION
120699	11/9/2012	21 39	MERRICK & ASSOCIATES	A&E SERVICES - CIP PROGRAM	\$ 2,874.00	077	FACILITIES MODERNIZATION
120700	11/9/2012	21 39	TURPIN & RATTAN	A&E SERVICES - CIP PROGRAM	\$ 2,887.18	077	FACILITIES MODERNIZATION
120701	11/9/2012	21 39	WISEMAN + ROHY	A&E SERVICES - CIP PROGRAM	\$ 1,400.81	077	FACILITIES MODERNIZATION
120731	11/26/2012	21 39	WESTERN ENVIRONMENTAL & SAFETY	SPECS FOR PD ADMIN/LRC	\$ 2,890.00	077	FACILITIES MODERNIZATION
120732	11/26/2012	21 39	WESTERN ENVIRONMENTAL & SAFETY	ASBESTOS TESTING - PD LRC	\$ 1,125.00	077	FACILITIES MODERNIZATION
				TOTAL	\$ 189,801.28		FACILITIES MODERNIZATION
120689	11/6/2012	3	SOUTHWEST SCHOOL SUPPLY	STORES SUPPLIES	\$ 41.07	078	WAREHOUSE
				TOTAL	\$ 41.07		WAREHOUSE
					\$287,916.47		

Consent Item F.2.4. Approval/Ratification of Revolving Cash Report
Prepared by Karl Christensen
December 18, 2012

BACKGROUND:

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

RECOMMENDATION:

Administration recommends approval of checks #22269 through #22270 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:

Checks #22269 through #22270 total \$94.80 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 F.2.4.
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SANTEE SCHOOL DISTRICT
 REVOLVING CASH REPORT- \$15,000

Date	Number	Name	Memo	Amount
11/26/12	22269	Bolton & Co Insurance	6th Grade Camp Insurance	\$64.80
12/03/12	22270	Bolton & Co Insurance	6th Grade Camp Insurance	\$30.00

Total Checks Written	\$94.80
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Bank Fees	\$6.56
Void Check #22268	(\$625.00)

Total to be Reimbursed	(\$523.64)
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Consent Item F.2.5. Acceptance of Donations
 Prepared by Karl Christensen
 December 18, 2012

BACKGROUND:

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

<i>Item</i>	<i>Approximate Value</i>	<i>Donated By</i>	<i>Designated For Use At</i>
Teacher Mini-Grants - \$100 each (primary and special education teachers) - \$125 each (intermediate teachers)	\$5,050.00	Cajon Park PTSA	Cajon Park School
Funds for Art Supplies	\$500.00	Friends of East County Arts, Inc.	Cajon Park School
Funds to Supplement Supplies for the Literacy Center	\$1,517.88	Rio Seco PTSA	Rio Seco School
Funds to Supplement the Cost of 5 th Grade Field Trip (Junior Achievement Biz Town)	\$540.00		
Sixth Grade Camperships	\$600.00		
Carpet Donated for Classroom	\$143.19	T & J Carpet Binding	Rio Seco School
Computer, LCD Monitor, Air Compressor, and Technology Parts	\$800.00	Frank Marsman	Technology
Computer Repair Components	\$400.00	Richard Rhodes	Technology
TOTAL DONATIONS RECEIVED	\$9,551.07		

RECOMMENDATION:

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

This recommendation supports the following District goals:

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.

Educational Achievement

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

FISCAL IMPACT:

The donations above are valued at \$9,551.07.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item F.2.5.
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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 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 disclosed on the attached page.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item F.2.6.
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**Consultants and General Service Providers Report
December 18, 2012**

Vendor Name	Type (Consultant or General Service Provider)	Description of Services	Date(s) of Service	Amount	Funding	Payment Type (Independent Contractor or Employee)
Coast 2 Coast Soccer	General Service Provider	Soccer Program (after school enrichment at PRIDE Academy ASES)	08/27/12 - 06/30/13	\$1,140.00	ASES	Independent Contractor

Agreements Below Were Approved by the Board of Education and Have Exceeded Original Budgeted Amount

Vendor Name	Type (Consultant or General Service Provider)	Description of Services	Date(s) of Service	Original Amount and Approval Date	Requested Increase/ Contract Total	Funding	Payment Type (Independent Contractor or Employee)
Mary Lautenbach	Consultant	Braille Transcribing	08/27/12 - 06/19/13	\$2,000 - approved 08/07/12	\$2,800 / Contract total not to exceed \$4,800	Special Education	Employee

BACKGROUND:

On November 1, 1999, the District first executed an agreement with Public Agency Retirement Services (PARS) to implement a retirement incentive program consisting of annuity payments for a specified number of years ("Plan"). Under the Plan, the District makes contributions into a Trust Fund which is then used to make annuity payments to certain retirees. The Plan allows the District to create retirement incentives in particular selected years. Most recently, this Plan was utilized for a retirement incentive in 2007-08 and the District has satisfied all of its requirements for contributions into the Plan for retirees.

This Amendment to the Plan brings it into conformance with the California Public Employees' Pension Reform Act of 2013 ("The Act"). The Act prohibits the offering of supplemental defined benefit plans to new employees hired on or after January 1, 2013. The Amendment has been reviewed by the District's legal counsel.

RECOMMENDATION:

It is recommended that the Board of Education approve the amendment to the PARS Separation Incentive Plan Agreement.

This recommendation supports the following District goal:

Fiscal Accountability

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

FISCAL IMPACT:

There is no fiscal impact to approve the amendment to the PARS Separation Incentive Plan Agreement.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item F.2.7.
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**AMENDMENT
TO
THE SANTEE ELEMENTARY SCHOOL DISTRICT
PARS SEPARATION INCENTIVE PLAN**

WHEREAS, the Santee Elementary School District (the “Employer”) has adopted the Santee Elementary School District PARS Separation Incentive Plan (the “Plan”) effective November 1, 1999, for the benefit of eligible employees; and

WHEREAS, the Employer has the right to amend that Plan in accordance with Section 5.3 of the Plan; and

WHEREAS, the Employer desires to amend the Plan to comply with the California Public Employees’ Pension Reform Act of 2013 (the “Act”); and

WHEREAS, the Act prohibits such offering of supplemental defined benefit plans to new hires as of January 1, 2013.

NOW, THEREFORE, BE IT RESOLVED, that effective January 1, 2013, Section 1.1, Tier I of the Plan is hereby amended to read as follows:

1.1 Eligibility for Benefits.

An Employee shall be eligible to receive Retirement Benefits under this Plan is he/she meets the requirements under one of the following tiers:

Tier I:

- (a) has been designated by the Employer on Schedule A (Schedule A may be amended from time to time) as an Eligible Employee of this Plan;
- (b) was hired by the Employer on or before December 31, 2012;
- (c) has completed five (5) years of full-time employment with the Employer;
- (d) has terminated employment with the Employer;

(e) is eligible to retire under CalPERS or CalSTRS; and

(f) has applied for benefits under this Plan.

This Amendment is hereby adopted this ____ day of _____, 2012, effective as of January 1, 2013.

Santee Elementary School District

By: _____

Its: Chief Financial Officer _____

Consent Item F.3.1.
Prepared by Karl Christensen
December 18, 2012

Approval/Ratification of Agreement with A-1 Fire
Protection for Fire Sprinkler Design for the New
10-Classroom Addition at Pepper Drive School

BACKGROUND:

The 10-classroom addition at Pepper Drive School was permitted on June 22, 2010 through the Division of State Architect (DSA). DSA now requires a fire sprinkler design submittal, which is needed for the bidding documents. Staff sought proposals through Webb Cleff Architecture and Engineering, Inc. for sprinkler designs. A-1 Fire Protection has provided Fire Sprinkler Design on the last two 10-classroom additions and to the administration/LRC joint-use project at Pepper Drive School. A-1 Fire Protection provided a proposal for the 10-classroom addition at Pepper Drive School for a total cost of \$7,400. Due to the compressed timeline for bidding and contract award to meet the State Allocation Board's 90-day timeline after State Grant funding approval, services were initiated immediately.

RECOMMENDATION:

It is recommended that the Board of Education approve/ratify the agreement with A-1 Fire Protection for fire sprinkler design services for the Pepper Drive School 10-classroom addition.

This recommendation supports the following District goals:

Learning Environment

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

Fiscal Accountability

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

FISCAL IMPACT:

The fiscal impact is \$7,400 to be funded by Capital Improvement Program funds.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda F.3.1.
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8655 MIRAMAR PLACE - SAN DIEGO, CA 92121
OFFICE: (858-623-2733) - FAX (858-623-2753)
CONTRACTOR LICENSE NO. C 16 - 388358

WE ARE A WOMAN OWNED SMALL BUSINESS ENTERPRISE

Page 1

Re: 10 Classroom Building @ Pepper Drive

Date: October 29, 2012

Mr. Webb-

Thank you for the opportunity to bid the 10 classroom design for the fire sprinkler system.

I have budgeted for 3 submittals for this project as follows:

- An initial DSA submittal.
- A resubmittal to DSA for approval
- A coordinated submittal of DSA and Bid docs.

I have included 2 coordination meetings in this estimate.

TOTAL \$ 7,400.00 (Seven Thousand Four Hundred Dollars)

Best regards,

John McCarty
Estimator
858-623-2733
john@alfpi.com

Consent Item F.4.1.

Approval of Memorandum of Agreement with Capella University for Placement of School Counseling Interns

Prepared by Dr. Stephanie Pierce
December 18, 2012

BACKGROUND:

Santee School District has entered into cooperative agreements with various universities in the past to provide field laboratory classroom placement for student teachers and interns. Capella University has submitted to the Santee School District a Memorandum of Agreement for a school counselor intern placement at PRIDE Academy. The term of this agreement shall commence on January 8, 2013 and terminate on January 8, 2014.

RECOMMENDATION:

Administration recommends that the Memorandum of Agreement with Capella University for school counselor intern placement be approved by the Board of Education.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

There is no fiscal impact.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____ Agenda Item F.4.1.



CAPELLA UNIVERSITY

MEMORANDUM OF AGREEMENT
Between
CAPELLA UNIVERSITY
Department of Counseling, School of Social and Behavioral Sciences
School Counseling Program
And
Santee School District

- A. The Capella University School Counseling Degree Program designates Santee School District as a School approved setting for instruction in Capella University's program of education for counseling.

Capella University and Santee School District commit themselves to cooperative efforts, as described below, in provision of supervised educational field experiences for students

This agreement becomes effective on January 8, 2013 and remains in force until January 8, 2014 except as provided below. This agreement may be renewed annually upon mutual agreement of the parties.

Either Capella University or Santee School District may terminate this agreement at any time for any reason by providing at least 60 days advance notice to the other in writing that this agreement will be terminated, provided that students currently enrolled in the program at Santee School District at the time of notice of termination shall be given the opportunity to complete their clinical program at Santee School District. Every effort will be made to give as much notice as possible to the other party, regarding termination of this agreement, so as to minimize disruption to the student's education and Santee School District's service delivery system.

B. CAPELLA UNIVERSITY AGREES TO:

1. Work cooperatively with Santee School District in designing appropriate internship experiences to meet the objectives of Capella University's Internship course requirements.
2. Select and/or recommend for placement at SANTEE SCHOOL DISTRICT students who appear to be most appropriate. It is understood that SANTEE SCHOOL DISTRICT will have the opportunity to meet the students before placement begins. Upon the students' execution of a FERPA Release allowing Capella to share education records

with the site supervisor, the site supervisor will have access to information about the students, including: academic standing, internship readiness and prior practicum evaluations.

3. After collaborative discussion with the site supervisor, carry final responsibility for decisions which affect the progress of the student, including the grade and awarding of credit.

C. SANTEE SCHOOL DISTRICT AGREES TO:

1. Accept the policy of Capella University that students are assigned in accordance with the provisions of the federal and state civil right laws; also comply with all federal, state, and local laws and ordinances concerning human subject research if students participate in a research program as part of a research team.
2. Adhere to the goals of Capella University as presented in its Fieldwork Placement Agreement except in any circumstances wherein a said goal conflicts with Agency's stated policy, rule, or procedure.
3. Accept and treat the student's primary role as a learner and the internship as an educational experience. This includes the following:
 - i. Permitting the student to receive needed support, assistance and instruction;
 - ii. Making available to the student appropriate cases and learning activities; and
 - iii. Permitting the student to participate in staff development and other training opportunities.
4. Provide the student with the resources necessary to carry out assigned educational and service tasks, including the following:
 - i. Space that is sufficiently private for carrying on independent work and activity;
 - ii. Clerical service and supplies for records and reports produced for SANTEE SCHOOL DISTRICT, and
 - iii. Access to client and Agency records as appropriate to assigned tasks.
5. Provide qualified staff as site supervisors for the student, subject to approval by Capella University.
6. Assure that each site supervisor has adequate time within his/her work schedule to meet the requirements of Capella University's professional internship requirements; this involves release time in an amount commensurate with the time needed to fulfill designated field instruction responsibilities.
7. Assure that the Clinical Coordinator is advised of policy and service changes and developments which may affect student learning or Capella University's curriculum.

D. SANTEE SCHOOL DISTRICT'S SUPERVISOR AGREES TO:

The site supervisor must have a Master's Degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses.

- A minimum of two years of pertinent professional experience in the program area in which the student is enrolled.

- Knowledge of the program's expectations, requirements, and evaluation procedures for student interns.
- Relevant training in counseling supervision.

The Site Supervisor must have knowledge of, experience with, and commitment to the Professional Counseling values, education and practice. The site supervisor will:

1. Carry out the specific educational objectives presented in the Professional Internship Application Agreement.
2. Accept student interns assigned by Capella University and participate in pre-placement contacts with these students when relevant, and/or participate in the interview and assessment process for the purpose of internship placements.
3. Orient students to SANTEE SCHOOL DISTRICT, staff and other appropriate professionals, explain student roles, responsibilities and expectations; arrange for student participation in relevant staff, committee, and in-service training meetings whenever possible.
4. Assist the student in the development of a Learning Agreement that outlines clinical education expectations and learning objectives. '
5. Provide student interns with learning experiences appropriate to their specific clinical rotations
6. Provide adequate and diverse cases to the student in meeting his/her educational needs. Approximately 40% of their time in internship should be spent in direct client service, e.g., face to face counseling services with individuals, couples, families, children and or groups.
7. Assume primary responsibility for the development and implementation of these learning activities and coordinate with other staff who may be involved in the intern's supervision.
8. Provided a minimum of 50-60 minutes of individual or triadic supervision per week with the site supervisor and student intern.
9. Provide the opportunity for the student to become familiar with a variety of professional activities and resources in addition to direct service (eg., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings.

LIMITATION OF LIABILITY

To the maximum extent permitted by law, in no event will either party be responsible for and incidental damages, consequential damages, exemplary damages of any kind, lost goodwill, lost profits, lost business and/or any indirect economic damages whatsoever regardless of whether such damages arise from claims based upon contract, negligence, tort (including strict liability or other legal theory), a breach of any warranty or term of this agreement, and regardless of whether a party was advised or had reason to know of the possibility of incurring such damages in advance.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in Irvine, California

Capella University

Santee School District

By: Debra J. White, Ph.D.

By: Karl Christensen

Signature: 

Signature:

Title: Chair, Fieldwork & Licensure
Department of Counseling
School of Social and Behavioral Sciences
Capella University

Title: Assistant Superintendent
Business Services
Santee School District

Date: 12-10-12

Date: _____

Consent Item F.4.2. Approval of Memorandum of Understanding Between California Healthy Kids Regional Center and Santee School District and Implementation Plan 2013

Prepared by Dr. Stephanie Pierce
December 18, 2012

BACKGROUND:

Santee School District received a three-year federal counseling grant and Tobacco Use Prevention and Education (TUPE) grant. These grants require information from the California Healthy Kids Survey (CHKS).

Sections A (Core Component), B (Resiliency), C (Drugs, Violence, Suicide), E (Physical Fitness and Nutrition) and G (locally designed questions) were administered to 7th graders in 2011. The entire CHKS was administered to 5th graders in 2011.

Administration requests that in 2013 students complete the Module A (Core Component), Module C (drug, violence, bullying, suicide), DFC Module for Drug Free Communities and Module G from the County Office of Education (perceptions about marijuana/prescription drugs). These Modules will enable Santee to get information for writing grant proposals and fulfill the requirements of our current grants.

The following are key elements of the implementation plan for survey administration:

1. The CHKS will be administered during February 2013.
2. Written parental permission will be required for each 5th and 7th grade student to participate. Parents will be informed that student participation is voluntary and that CHKS questions may be viewed in the school office and on the District website.
3. Individual student responses recorded on the answer sheet are anonymous; no student names are recorded on survey documents and no student names are submitted to the scoring service.
4. The entire 5th grade CHKS – Core Module will be administered to 5th graders.
5. Sections A, C, and G will be administered to 7th graders. These sections survey students about resiliency; alcohol, tobacco, other drugs; violence and school safety; suicide; and physical wellness.

RECOMMENDATION:

Administration recommends that the Board of Education approve the Memorandum of Understanding with California Healthy Kids Regional Center to support valuable data collection for federal grant requirements.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

WestEd, the federal grant evaluator, will pay for administration and reports at the following grant schools: Cajon Park, Chet F. Harritt, Hill Creek, PRIDE Academy at Prospect Avenue and Pepper Drive. The State TUPE grant will pay expenses at Carlton Hills, Carlton Oaks, Rio Seco, Sycamore Canyon, and the Santee Success Program. The approximate cost for all school reports will be \$1,000. No general fund dollars will be used in the administration of this survey.

STUDENT ACHIEVEMENT:

The California Healthy Kids Survey will yield important data about student knowledge and beliefs concerning personal health and resiliency for use in policy and program development. Student data from CHKS has been used in writing and securing past Federal and State grants.

Motion:

Second:

Vote:

Agenda Item F.4.2.

MEMORANDUM OF UNDERSTANDING - 2012-2013 SCHOOL YEAR

DISTRICT NAME: Santee School District

This agreement outlines conditions to be met by the above named district and the Cal-SCIHS Regional Center as they relate to the administration of the CHKS. *The answer sheets will not be sent until a signed copy (or fax) of this Memorandum of Understanding (MOU) is received.*

DISTRICT AGREES TO THE FOLLOWING CONDITIONS:

SURVEY ADMINISTRATION

Grades and Schools. Survey grades 5, 7, 9 and 11 as appropriate within the district, as well as all continuation and community day school students, regardless of grade. This includes locally-funded charter schools that receive Safe and Drug Free Schools and Communities (SDFSC) or Tobacco Use Prevention Education (TUPPE) funding through the district. Districts may stagger administration of the 5th grade and survey this grade at a different time than the middle/high schools.

Provide private schools that choose to receive SDFSC services from the district with the opportunity to participate in the survey.

Parent Consent. Use the active parental consent process with grades below seven, and either active or passive parental consent with grade seven and above (model consent forms will be provided).

Adopt a written school board policy for active and/or passive consent, and provide beginning of the year notification to parents of the approximate date(s) of survey administration and the availability of survey instruments for review at school and/or district offices. This is required regardless of consent type.

Coordination. Provide one, district-level contact person.

Surveys. Administer the Elementary survey to elementary students, and the Core Module for secondary students.

Use only the most recent, current version of the survey and the answer sheet. This is 1114 & M14 for High School and Middle School, E14 for Elementary, and their bilingual counterparts. Elementary answer sheets are brown, and secondary answer sheets are green.

Use of incorrect version of the survey or answer sheet will result in a substantial delay and increased cost of report production. If students use a photocopy of an answer sheet or answer on the questionnaire, the district is responsible for transferring the data to an appropriate CHKS answer sheet.

SAMPLING

Larger districts may request that Cal-SCIHS staff develop a sampling plan; however, sampling is not required and

districts may choose to survey all students in the required grades, particularly if they would like school-level reports. Eligibility for sampling is based on the following criteria:

Number of students. If a district has 900 or fewer regular students enrolled per grade level, all students must be surveyed, regardless of the number of schools. (Note: this is total enrollment, not the number who consented to the survey.) If grade-level enrollment is more than 900, the district may choose to sample. Cal-SCILS staff will randomly select classrooms across all schools to reach the target sample of 900. *However, we recommend that sampling be done only if the district has 1600 or more students per grade.* This is recommended as enrollments below 1600 tend to leave out just a few classes per school, which could lead to possible resentment on the part of teachers and/or inability to easily schedule a “grade-wide” survey day.

Number of schools. If a district has ten or fewer schools at a surveyed grade level, all schools must be surveyed. A random sample of schools can be selected for districts with more than ten schools with the grades involved AND more than 900 students per grade.

These are minimum requirements; districts can always survey more students, grade levels, and schools.

PAYMENT

Pay the 30 cents per student Basic Fee based on the approved sampling plan as outlined above.

CHKS will not refund money for unused answer sheets.

Postage and handling will be added to the total amount charged.

Additional fees apply for answer sheet rush orders.

The district must provide a purchase order or check prior to receipt of report.

Note: Higher fees apply to any survey conducted in addition to the required, on-cycle, biennial surveys. Please see chks.wested.org for all fees.

DATA SUBMISSION AND REPORT PREPARATION

If the following conditions are not met, there will be a delay in data processing and report generation.

Provide complete information on the transmittal envelopes.

Complete and return the Answer Sheet Return Checklist.

Submit completed answer sheets to your Regional Center by June 13, 2012.

RESPONSE RATES

In order for the CHKS data to be representative of the students in your district, minimally meet standards A through C and either standard D or E as listed below.

- A. 100% of all district schools participated, or 100% of all selected schools participated in an approved sampling plan.
- B. An appropriate class subject or class period was identified and used.

- C. 100% of selected classrooms participated.
- D. The number of completed, usable answer forms obtained per grade was 60% or more of the selected sample, or
- E. If active parental consent is used, 70% or more parents within each grade's selected sample returned signed permission forms, either consenting or not consenting to their child's participation.

If active consent is used and less than 60 percent of parents have not consented to their child's participation two days before the scheduled administration date, the survey should be postponed until either condition D or E can be met. *Note: If less than 25 students take the survey in a specific grade, the district may not be eligible for a report in that grade.*

CALIFORNIA SCHOOL CLIMATE SURVEY FOR STAFF

Conduct the online California School Climate Survey (CSCS) at each school participating in the district's CHKS. To facilitate planning and administration, this should be done around the same time the students are taking the CHKS.

The survey must be anonymous and should minimally be given to **all certificated staff working with grades five through twelve**, as well as by all staff involved in health, safety, and prevention. It may also be completed by other school staff at the district's discretion.

Staff participation is voluntary. Staff who do not wish to participate shall not be required to do so.

There are no additional fees for the basic administration of the CSCS. Additional fees will be charged for special requests (such as paper surveys) and custom work.

OTHER MISCELLANEOUS CONDITIONS

Read the *Guidebook for the California Healthy Kids Survey, Part I: Administration*, paying special attention to the section on active and passive consent procedures. In BOTH cases, specific tasks MUST be completed to insure that the rights of parents and pupils are protected.

Read the *Guidebook for the California Healthy Kids Survey, Part III: School Climate Survey for Teachers and Other Staff*.

Provide current student enrollment figures (or target sample if you are sampling) for all schools by grade level, and provide accurate staff counts by school.

Download the master copy of the survey and produce the number of questionnaires needed.

Provide survey proctors for each classroom.

Have all surveyors (teachers or proctors) sign the Assurance of Confidentiality Agreement and read the Introductory Script to students. These are provided in the Proctor Instructions. (available online)

Notify the County Office of Education of intent to administer the survey.

Send a copy of the district-level *Key Findings* report to the County Office of Education.

Contribute district's data to the aggregated CHKS dataset for statewide analysis.

Agree to keep confidential any information about an individual student's responses that might be inadvertently revealed from the printed report provided at the district or school level.

III. CAL-SCHLS REGIONAL CENTER AGREES TO THE FOLLOWING CONDITIONS:

FOR THE BASIC FEE

- Ongoing technical assistance including phone consultation on module selection, sampling, and parent consent strategies.
- Training at Cal-SCHLS Regional Offices or via the Internet on the administration of the CHKS and CSCS.
- Master copy of elementary, middle & high school surveys (all modules), and access to the CSCS online system.
- One *CHKS Guidebook* for the district coordinator and stand-alone instructions for school-level contacts, classroom teachers and proctors. Additional copies can be downloaded from the website.
- Access to the CHKS Website and Announcements (Listserv).
- Answer sheets, transmittal envelopes, and school-specific CSCS logins and passwords.
- Scanning services.
- District-level reports (Includes *CHKS Main Report* and *Key Findings* summary, and the results of the staff School Climate Survey).

FOR ADDITIONAL FEES, UPON REQUEST

- School-level reports, if a district has surveyed enough students at their school.
- School-level breakdowns for the CSCS, if enough staff took the survey.
- Paper and electronic (pdf) copies of the reports.
- Assistance in adding custom questions to your CHKS or CSCS.
- Evaluation services and custom data analysis.
- On-site training for your district or schools.
- Raw datasets, pending a Memorandum of Understanding specific to data release.
- Other services by request.

CONFIDENTIALITY AGREEMENT

CDE requires local CHKS results be publicly reported in compliance with the No Child Left Behind Act of 2001 (NCLB). District data on the California state-identified Performance Indicators will be available through the California Department of Education's (CDE) Coordinated School Health & Safety Office Annual Reports. District *Key Findings* will be posted on the CHKS website. In addition, under the Public Records Act, any outside agency (for example, the media) can request already-produced district or school reports from CDE. Raw data will be provided to public and research agencies for analyses only under conditions of strict confidentiality in compliance with state and federal regulations.

By signing this document the LEA and Cal-SCHLS Regional Center staff signify that each party understands and will comply with the conditions stated above.

LEA Representative:

Signature

Dr. Cathy Pierce

Printed name

Date

Meredith Riffel

CHKS Contact Person (*if different from above*)

619-258-2345

Contact person telephone

meredith.riffel@santeesd.net

Contact person email

Cal-SCHLS Regional Center Staff:

Signature

Printed name

Date

For office use only

Southern Region
Office: LA
WestEd
Fax 562.799.5151

Northern Coast/Bay Area Region
Office: Oakland
WestEd
Fax 510.302.4354

North Central Region
Office: Chico
Duerr Evaluation
Fax 530.893.0409

Consent Item F.4.3.

Approval of Amended Agreement with Sunbelt Staffing for a Language Speech Therapist

Prepared by Stephanie Pierce
December 18, 2012

BACKGROUND:

As part of a student’s Individual Education Program (IEP), language speech therapy services are necessary in order for some special education students to demonstrate educational progress.

Currently, there are Santee School District postings for Language Speech and Hearing Specialist positions; however, in the interim we must provide speech therapy services. Until permanent employees are hired, Sunbelt Staffing is able to continue to provide the support needed.

On September 4, 2012, the Board approved an agreement with Sunbelt Staffing for .50 FTE language speech therapists at an annual cost for the regular school year of \$41,437.50. Since that time, two (2) full-time language speech therapists, contracted through another nonpublic agency, have resigned.

RECOMMENDATION:

Administration recommends that the Board of Education approve the amended agreement with Sunbelt Therapy for an additional 1.0 FTE language speech therapist for the term of December 19, 2012 through June 30, 2013.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The cost for a 1.0 FTE language speech therapist through Sunbelt Staffing for the remainder of the school year is \$48,230. The hourly rate is \$70.00 per hour, 32.5 hours per week.

STUDENT ACHIEVEMENT:

Language speech therapy services are necessary for some special education students to demonstrate educational progress.

Motion: _____ Second: _____ Vote: _____

Agenda Item F.4.3.

CLIENT REPRESENTATIVE: Hope Michel EMAIL OR FAX: hope.michel@santeesd.net

This Assignment Confirmation is entered into on December 19, 2012 and supplements the Client Services Agreement between Santee School District and Sunbelt.

Amy Langston, hereinafter referred to as HCP, has been placed with Client and is scheduled to begin work for Client on **December 19, 2012** and complete assignment **June 19, 2013**.

Assignment Details

Client will pay Sunbelt for hours worked by HCP on the following terms:

- Position: SLP-CCC
- Schedule: Monday – Friday, following the school schedule
- Bill Rate: \$70.00 an hour
- Minimum Hours: 32.5 Guaranteed per Week
- Overtime Rate: 1.5 times Bill Rate
- Holiday Rate: 1.5 times Service Rate. Observed holidays include: New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day.
- Expenses: HCP Expenses INCLUDED in Bill Rate plus a one-time relocation fee of \$400.
- Miscellaneous: Sales tax will be added to professional fees if required by state law and client is not a tax exempt entity.

District Schools to which HCP will be assigned:

Client to complete or approve information as printed.

School 1:	_____	Phone:	_____
Address:	_____	City, State, Zip:	_____
School 2:	_____	Phone:	_____
Address:	_____	City, State, Zip:	_____
School 3:	_____	Phone:	_____
Address:	_____	City, State, Zip:	_____
School 4:	_____	Phone:	_____
Address:	_____	City, State, Zip:	_____
School 5:	_____	Phone:	_____
Address:	_____	City, State, Zip:	_____

If Sunbelt HCP should be required to travel to other locations at the specific request of the Client, the Client will be responsible for all expenses incurred.

_____ <i>Client Signature</i>	_____ <i>Sunbelt Staffing Signature</i>
_____ <i>Client Printed</i>	_____ <i>Sunbelt Staffing Printed Name</i>
_____ <i>Client Title</i>	_____ <i>Sunbelt Staffing Title</i>
_____ <i>Date</i>	_____ <i>Date</i>

Please return via fax to 800-348-4503 or via email to your Sunbelt Account Executive.

Consent Item F.4.4.

Approval of Agreement with Advantage On-Call d/b/a PHS Therapy for a Language Speech Therapist

Prepared by Dr. Stephanie Pierce
December 18, 2012

BACKGROUND:

As part of a student's Individual Education Program (IEP), language speech therapy services are necessary in order for some special education students to demonstrate educational progress.

There are currently Santee School District postings for Language Speech and Hearing Specialist positions; however, in the interim we must provide this service. Recently 2 full-time language speech therapists, contracted through another nonpublic agency, have resigned. Until permanent employees are hired, Advantage On-Call d/b/a PHS Therapy is able to provide the support needed.

RECOMMENDATION:

Administration recommends that the Board of Education approve the agreement with Advantage On-Call d/b/a PHS Therapy for 1.0 FTE language speech therapy services for the term of January 11, 2013 through June 30, 2013.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The cost for a 1.0 FTE language speech therapist through Advantage On-Call d/b/a PHS Therapy for the remainder of the school year is \$45,500. The hourly rate is \$70.00 per hour, 32.5 hours per week.

STUDENT ACHIEVEMENT:

Language speech therapy services are necessary for some special education students to demonstrate educational progress.

Motion: _____ Second: _____ Vote: _____

Agenda Item F.4.4.



STAFFING AGREEMENT

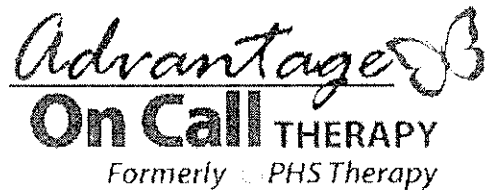
This contract is entered into agreement on the 19th day of December, 2012 between Santee School District and Advantage On-Call, DBA PHS Therapy owned by Advantage RN, LLC with headquarters in Cincinnati, Ohio. It is agreed that facility has contracted with Advantage On-Call, DBA PHS Therapy to provide qualified healthcare personnel.

FACILITY and Advantage On Call agree to the following:

- **Advantage On-Call, DBA PHS Therapy** will work with FACILITY to follow all FACILITY requirements. **Advantage On Call** understands that physical, background check, and PPD are required prior to start date.
- **Advantage On-Call, DBA PHS Therapy** will provide verification of at least one year of recent clinical experience and verification of state license / certification. FACILITY will have the ultimate decision on the suitability of all candidates.
- **Advantage On-Call DBA PHS Therapy** employees will comply with FACILITY regulations, maintain confidentiality of patient related information, and comply with federal and JCAHO requirements.
- **Advantage On-Call, DBA PHS Therapy** will employ and compensate all personnel accepted by FACILITY. **Advantage On-Call, DBA PHS Therapy** will pay all required payroll taxes (federal, state, workers compensation, and professional liability insurance.) **Advantage On-Call, DBA PHS Therapy** will assume liability for all wages, taxes, garnishments and attachments.
- **Advantage On-Call, DBA PHS Therapy** will provide professional liability insurance covering its employees with coverage limits of \$1 million per occurrence and \$3 million aggregate per claim and general liability coverage with a single limit of \$1 million.
- FACILITY shall provide an orientation for each **Advantage On-Call, DBA PHS Therapy** employee. Facility agrees it will follow all OSHA, Blood Borne Pathogen control regulations, and provide site-specific training.
- FACILITY agrees to cancel requested shift coverage within twenty-four hours of agreed shift start time. FACILITY agrees to pay **Advantage On-Call, DBA PHS Therapy** for four hours if shift is not cancelled within twenty-four hours of agreed shift start time.

Advantage **On Call** THERAPY
Formerly PHS Therapy

- FACILITY shall provide **Advantage On-Call, DBA PHS Therapy** proper documentation should an employee be dismissed.
- FACILITY and **Advantage On-Call, DBA PHS Therapy** agree that facility will provide administrative and clinical supervision for services provided.
- In the event of a patient related incident, FACILITY agrees to notify **Advantage On-Call, DBA PHS Therapy** of incident and complete an incident report within 24 hours of the incident.
- **Requests for Personnel.** FACILITY will use its best efforts to request **personnel** at least twenty-four (24) hours prior to reporting time in order to assure prompt arrival of assigned **personnel**. All information regarding reporting time and assignment will be provided by FACILITY at the time of the initial call.
- **Non-performance.** If FACILITY concludes, in its sole discretion, that any personnel provided by **Advantage On-Call DBA, PHS Therapy** have engaged in misconduct, or have been negligent, FACILITY may require the individual to leave the premises and will notify **Advantage On-Call DBA, PHS Therapy** immediately in writing, providing in reasonable detail the reason(s) for such dismissal. FACILITY's obligation to compensate **Advantage On-Call DBA, PHS Therapy** for such individual's services will be limited to the number of hours worked. **Advantage On-Call DBA, PHS Therapy** will not reassign the individual to facility without prior approval of FACILITY.
- **Right to Dismiss.** FACILITY may request the dismissal of any **Advantage On-Call DBA, PHS Therapy** personnel for any reason. FACILITY agrees to notify **Advantage On-Call DBA, PHS Therapy** of any such action immediately in writing, providing in detail the reason(s) for such dismissal. FACILITY shall be obligated to compensate **Advantage On-Call DBA, PHS Therapy** for such individual's services limited to the number of hours actually worked.



- **Pricing for Conversion of Temporary Employees.** Should FACILITY wish to hire an **Advantage On Call, DBA PHS Therapy** employee assigned to FACILITY, FACILITY may do so without a fee after a minimum number of hours/weeks have been worked. The requirements are as follows:

Nursing, Admin and Allied

Registry – After completion of 1040 hours 0% Fee

Traveler – After completion of two (2) thirteen week (13) travel assignment 0% Fee

Should FACILITY elect to hire an **Advantage On Call, DBA PHS Therapy** employee *before* they have met the minimum twenty-six (26) weeks worked, a conversion fee will be paid to **Advantage On Call, DBA PHS Therapy** based on the table below.

Number of Hours on Assignment	Fee (Based on 1 st Year Salary with Client)
Up to 520 Hours	18%
521 Hours- 628 Hours	13%
629 Hours- 1040 Hours	8%
More Than 1040 Hours	No fee after 1040 Hours

Pricing Summary

Classification	Contract Hourly Rate
Speech Language Pathologist	\$70.00
Occupational Therapist	\$68.00
Physical Therapist	\$68.00
COTA	\$58.00
SLPA	\$60.00



Holiday Guidelines

Overtime. Overtime rates are charged for all hours worked in excess of eight (8) hours per day or forty (40) per week or according to applicable state law. Overtime must have FACILITY supervisory approval. The overtime rate is one and one-half (1 ½) times the regular billing rate for such hours. The overtime rate for hours worked after twelve (12) hours in a given shift is billed as two (2) times the regular billing rate according to the applicable state law.

Holidays. Holiday rates will apply to shifts beginning at 7:00 p.m. the night before the holiday through 11:00 p.m. the night of the holiday. Time and one-half will be charged for the following holidays:

New Year’s Eve (from 3:00 p.m.)
New Year’s Day
Memorial Day
Independence Day
Easter
Martin Luther King Day

Thanksgiving Day
Labor Day
Christmas Eve (from 3:00 p.m.)
Christmas Day
President’s Day

Santee School District
9625 Cuyamaca Street
Santee, CA, 92071

By: _____

Signature: _____

Date: _____

Advantage On Call, LLC dba PHS Therapy

By: _____

Signature: _____

Date: _____



Payment and Invoicing

All **Advantage On-Call, DBA PHS Therapy** employees will provide FACILITY with timesheets for approval by authorized hospital staff. All authorized timesheets will be faxed to the **Advantage On-Call, DBA PHS Therapy** branch office no later than Monday of each week for the prior week. FACILITY agrees that a time sheet signed by an authorized member of FACILITY staff constitutes an agreement of payment per the rate sheet to **Advantage On-Call, DBA PHS Staffing**. FACILITY agrees to arrange payment to **Advantage On-Call, DBA PHS Therapy** due upon receipt.

Please remit payment to the following address:

Advantage On Call, LLC
7187 Solution Center
Chicago, IL 60677-7001

This agreement is confirmed and agreed to:

Santee School District
9625 Cuyamaca Street
Santee, CA, 92071

By: _____

Signature: _____

Date: _____

Advantage On Call, LLC dba PHS Therapy

By: _____

Signature: _____

Date: _____

Consent Item F.5.2. Approval to Increase Work Hours for One (1) Child Nutrition Services Utility Worker

Prepared by Minnie Malin
December 18, 2012

BACKGROUND:

The Director of Child Nutrition Services is recommending an increase in work hours for a Child Nutrition Services Utility Worker position at the Central Kitchen due to the necessity to perform additional tasks that will require an extension of the work day. Included in the additional tasks is the collection of food trays from school sites for recycling purposes. The recycling program generates approximately \$44,000 annually and is an environmentally safe program.

Administration has worked collaboratively with CSEA to bring forward this recommendation to the Board of Education.

RECOMMENDATION:

Administration recommends approval to increase work hours for the following position:

- One (1) Child Nutrition Services Utility Worker position from 6.0 to 7.0 hours per day.

FISCAL IMPACT:

The annual cost to increase work hours for the Child Nutrition Services Utility Worker position will be \$5,128 paid from a fee-based program.

STUDENT ACHIEVEMENT IMPACT:

This is a personnel item and is not expected to impact student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item F.5.2.

**Santee School District
And
California School Employees Association, Chapter #557**


Side Letter Agreement


**Child Nutrition Services Utility Driver
Increase in Work Hours**

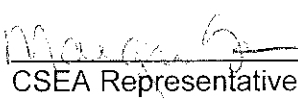
The Santee School District ("District") and California School Employees Association and its Chapter # 557 ("CSEA") hereby agree to the following:

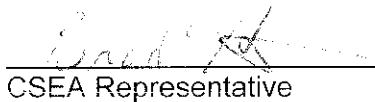
- One (1) Child Nutrition Services Utility Driver position shall be increased in work hours from 6.0 to 7.0 hours per day.

This increase shall become effective after approval by the Board of Education ("effective date").

 12/10/12
CSEA Representative Date

 12-10-12
District Representative Date

 12/10/12
CSEA Representative Date

 12/10/12
CSEA Representative Date

CSEA Representative Date

CSEA Representative Date

DISCUSSION AND/OR ACTION ITEMS Item G.

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 G.

Prepared by Cathy A. Pierce
December 18, 2012

BACKGROUND:

Dr. Cathy Pierce began as the Superintendent of Santee School District on November 1, 2012. Since that time, Dr. Pierce has spent a great deal of time getting acquainted with the District's instructional program and meeting with the principals, teachers, classified staff, and PTA.

The Board has expressed their desire to provide an occasion to introduce Dr. Cathy Pierce to the District's community and business partners. Administration recommends the Board of Education plan an event in January, and in lieu of the annual Business Appreciation Breakfast, as the occasion to bring together our community and business partners to "meet and greet" the new Superintendent. This event would also allow the District to thank and celebrate the community and businesses support and to share with them what is happening in the Santee School District but will also be more of a social event. Administration will present a proposed date and plan for the event to the Board for discussion.

• **Santee School District Community Breakfast**

- Purpose:** Meet and Greet for the Superintendent
- Forum:** Community Breakfast
- Date:** Wednesday, January 23
- Time:** 7:30 a.m. to 9:00 a.m.
- Place:** Board Room-Educational Resource Center

RECOMMENDATION:

The Superintendent recommends that the Board approve a date and plan for a Community Breakfast to introduce the Superintendent to the community. Board input on the plan and logistics is most welcome.

FISCAL IMPACT:

This event would cost approximately \$250 for invitations, food, and other supplies and would be funded from the Board's operating budget.

STUDENT ACHIEVEMENT:

Community and Business partnerships enrich the learning for students providing educational and enrichment opportunities as well as resources.

Motion:		Second:		Vote:		Agenda Item G.1.1.
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Discussion and/or Action Item G.2.1.
Prepared by Karl Christensen
December 18, 2012

Update on SDCOE Modernization,
Improvement and Transformation Initiative
(MITI) and Enterprise Resource Planning
(ERP) Solution

BACKGROUND:

The District currently contracts with the San Diego County Office of Education (“SDCOE”) for use of their Payroll (“Payroll”) and Finance/Budgeting (“FIS”) software systems. The current annual cost for use of these systems is approximately \$25,000.

The Payroll system is 17 years old and FIS is 30 years old. Both are written in an old programming language (COBOL) making it difficult to maintain and program for fixes or enhancements. Both systems are well beyond their useful lives and are desperately in need of replacement.

Although the District uses these systems to maintain accurate accounting of financial transactions and develop required Federal, State, and Local reports, functionality is severely limited for today’s demands. In particular the current system:

- Lacks adequate reporting capabilities
- Has very limited drill-down capability
- Lacks position control functionality
- Requires duplicated entry of data to multiple, disparate, and non-integrated systems for the same transaction

In January 2011, SDCOE began the Modernization, Improvement, and Transformation Initiative (MITI) to document client needs for a new system. Through interviews of all school districts and community colleges, the MITI team developed requirements for a request for proposal (RFP) for the replacement of legacy systems. School districts were involved in all stages of the process to provide feedback and guidance to SDCOE. After a lengthy process, Oracle’s Peoplesoft solution was selected as the database/software system and Cherryroad Technologies was selected to provide integration/implementation coordination support. Oracle is one of the largest database vendors in the world with a solid reputation in the industry. SDCOE is in contract negotiations with these companies and is asking school districts currently using Payroll and FIS to consider executing an MOU with SDCOE by January 31, 2013 so that SDCOE knows how many school districts will be affected by their negotiations.

There are significant advantages for the District to continue with SDCOE for its payroll and finance systems. These include:

- ERP provides robust reporting and data drill-down capabilities as well as data spanning across the entire enterprise.
- ERP fully integrates HR, Finance, and Payroll functions and eliminates duplication of effort.
- ERP provides capability for electronic document management.
- SDCOE has committed to “share the risk” with school districts by funding at least ½ of the cost of development and implementation of the system and paying this amount first to postpone needed district contribution until July 1, 2014.
- SDCOE has done all the research, RFP development, fit and gap analysis, and vetting process for a new system.
- Spreads the risk across school districts and SDCOE and increases ability to network and share knowledge, practices, and implementation challenges.

The District must use the County Payroll system for payroll since reporting and accountability requirements for these processes, including those necessary for PERS and STRS, are extremely onerous and beyond the capabilities of current District resources. San Diego Unified is the only San Diego County school district that has fiscal independence status and is qualified to process its own payroll.

The District does have the option to obtain its own financial system. However, this would require substantial time, effort, and expense for research, RFP development, fit and gap analysis, vetting process, data cleansing and conversion, and implementation process mapping and oversight. In addition, the District would pay the full cost for the new system rather than sharing that cost with SDCOE.

Depending on Board of Education direction, an MOU would be brought back for consideration at the January 15, 2013 meeting to meet SDCOE’s timeline of January 31, 2013.

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 will be:

- Annual maintenance and support costs expected to be 2 times the current level
~= \$50,000 annually starting July 1, 2013
- District's portion (50%) of one-time development/implementation cost not covered by SDCOE roughly estimated at \$533,000 with 70% due July 1, 2014 and 30% due July 1, 2015 or:
 - This amount could be financed over 20 years by forming a countywide JPA for issuing a COPs. Annual debt service, assuming 20 years at 5% interest, ~= \$43,000 per year or \$533,000 as a one-time cost.
- If financing used, additional annual cost estimated at \$68,000.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item G.2.1.
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BACKGROUND:

At the August 7, 2012 meeting, the Board of Education authorized staff to apply for priority funding for the Pepper Drive School 10-classroom addition. At the December 12, 2012 meeting of the State Allocation Board, the District was funded for this application in the amount of \$2,185,100. The District now has 90 days to contract for this work to be able to request a release of funds.

At the June 27, 2012 State Allocation Board meeting, the District was also successful in receiving an allocation of funds for the Administration/Learning Resource Center building at Pepper Drive School as a joint use project in the amount of \$1,063,026.

At the October 16, 2012 meeting, staff presented an overview of available financing for both of the Pepper Drive School building projects. Constructing these projects concurrently will save money by producing economies of scale and reduced General Conditions costs of the Lease/Leaseback contractor. However, current estimates indicate that total project costs for both of these projects may exceed available funding by as much as \$625,000. Below is a synopsis of the latest funding profile for the Pepper Drive School projects:

Description	Sources	Uses	Difference
Remaining CIP Funds 6-30-12	6,049,115		
Previously Committed/Obligated		1,001,641	
State Grant for PD Addition	2,185,100		
State Grant for PD Admin/LRC Joint Use Building	1,063,026		
Estimated Interest Earnings thru 6-30-2013	36,332		
Estimated Soft Costs for PD Addition		528,482	
Estimated Soft Costs for PD Admin/LRC		326,200	
Total: Available for PD Projects Construction Costs	9,333,573	1,856,323	7,477,250
		Construction	Project
*Oct 2012 BBC estimate for PD Addition Construction Based on HC		6,302,367	6,830,849
Aug 2012 Architect rough estimate for PD Admin/LRC Construction		1,800,000	2,126,200
Total		8,102,367	8,957,049
Total Sources minus Total Uses			(625,117)

It is quite likely that the project may cost under the original estimates, but it is unknown until bids are received. To effectively address this uncertainty for bidding purposes, the construction and design team has been strategizing methods for ensuring the District has maximum flexibility to bring these projects in at or under budget.

The team is considering bidding the projects in two phases. Phase 1 would be the Admin/LRC and the 10-classroom addition without the second floor areas being finished (approximately \$600,000 for mechanical, electrical, framing, and drywall) to ensure State match share funds of \$3.4 million are realized. This allows the project construction to be underway and out of the ground enough before committing the remaining contingency allowance funds for the 2nd floor classroom completion in Phase 2. Other options for additive alternates to be initiated as adequate funding is assured include landscape work, play fields, second floor finishes, ornamental fencing, and selective initiation of second-floor classrooms.

Administration would like the Board to engage in a discussion regarding the Pepper Drive School projects and bidding options based on the presentation by Balfour Beatty Construction, Webb-Cleff Architecture & Engineering, and staff. Administration seeks direction from the Board on priorities of project scope to meet the project budget.

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:

The estimated available funding is \$8,331,932. Estimated costs are currently as follows:

Category	10 Classroom	Admin/LRC	Total
Construction	\$6,302,367	\$1,800,000	\$8,102,367
Soft Costs	\$528,482	\$326,200	\$854,682
Project Costs	\$6,830,849	\$2,126,200	\$8,957,049

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda G.3.1.
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BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS Item H.

Agenda Item H.

CLOSED SESSION Item I.

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

The Board will go into Closed Session to discuss:

1. **Conference with Labor Negotiator** (Govt. Code § 54956.8)
Purpose: Negotiations
Agency Negotiator: Karl Christensen, Asst. Superintendent
Employee Organization: Classified School Employees Association
2. **Conference with Labor Negotiator** (Govt. Code § 54956.8)
Purpose: Negotiations
Agency Negotiator: Karl Christensen, Asst. Superintendent
Employee Organizations: Santee Teachers Association
3. **Public Employee Discipline/Dismissal/Release** (Govt. Code § 54957)
4. **Public Employee Evaluation** (Govt. Code § 54957)
Superintendent

RECONVENE TO PUBLIC SESSION Item J.

ADJOURNMENT Item K.