



Santee School District

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

BOARD OF EDUCATION REGULAR MEETING AGENDA June 7, 2022

District Mission

Providing an extraordinary education in an inspiring environment with caring people

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A.	OPENING PROCEDURES – 6:00 p.m.	
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Superintendent

- 1.1. **Approval of Minutes** 19
It is recommended that the Board of Education approve meeting minutes with any necessary modifications.

Business Services

- 2.1. **Approval/Ratification of Travel Requests** 30
It is recommended that the Board of Education ratify the authorization granted to personnel requesting out-of-district travel as listed in the item.
- 2.2. **Approval/Ratification of Revolving Cash Report** 32
It is recommended that the Board of Education approve/ratify revolving cash checks as listed.
- 2.3. **Acceptance of Donations, Grants, and Bequests** 34
It is recommended that the Board of Education accept donations, grants, and/or bequests listed in the item and authorize letters of appreciation to be sent on behalf of the Board.
- 2.4. **Approval/Ratification of General Services Agreements** 35
It is recommended that the Board of Education approve/ratify agreements with General Service Providers as presented.
- 2.5. **Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)** 37
It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the month of April 2022.
- 2.6. **Adoption of Resolution No. 2122-24, to Establish Temporary Interfund Transfers** 42
It is recommended that the Board of Education adopt Resolution No. 2122-24, as required for the 2021-22 year-end closing process and 2022-23 fiscal year.
- 2.7. **Approval/Ratification of Annual Agreements for 2022-23** 45
It is recommended that the Board of Education provide approval/ratification of the attached listed annual agreements for 2022-23.
- 2.8. **Approval of 2022-23 Student Accident Insurance** 49
It is recommended that the Board of Education approve student accident insurance for the 2022-23 school year available from Guarantee Trust Life Insurance Company through Pacific Educators, Inc. Insurance Services.
- 2.9. **Authorization to Reject All Bids for Frozen Commodities, Non-Commodities, Grocery and Snack Foods** 50
It is recommended that the Board of Education reject all bids submitted for the frozen commodities, non-commodities, and grocery and snack bid and authorize staff to re-bid.

Educational Services

- 3.1. **Approval of Curriculum Purchase with LitArt Reading Comprehension in STEAM and Social Emotional Learning Instruction** 51
It is recommended that the Board of Education approve the curriculum purchase with LitArt Reading Comprehension in STEAM and Social Emotional Learning Instruction.
- 3.2. **Approval of Memorandum of Agreement (MOA) between Santee School District's After School Education and Safety Program (ASES) and San Diego County Superintendent of Schools for Fiscal Year 2021-2022** 53
It is recommended that the Board of Education approve the of Memorandum of Agreement (MOA) between Santee School District's After School Education and Safety Program (ASES) and San Diego County Superintendent of Schools for Fiscal Year 2021-2022.

3.3.	<u>Approval of Mystery Science K-5 Curriculum</u>	54
	It is recommended that the Board of Education approve Mystery Science K-5 Curriculum.	
	Human Resource/Pupil Services	
4.1.	<u>Personnel, Regular</u>	55
	It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations, and dismissals.	
4.2.	<u>Renewal of Memorandum of Understanding with San Diego Youth Services for Here Now Program</u>	57
	It is recommended that the Board of Education approve the renewal of the Memorandum of Understanding with San Diego Youth Services to continue offering the Here Now Program.	
4.3.	<u>Approval of Short-Term Services Agreement</u>	75
	It is recommended that the Board of Education approve the short-term services agreement.	
F.	DISCUSSION AND/OR ACTION ITEMS	76
	<i>Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.</i>	
	Superintendent	
1.1.	<u>Appointment of Principal</u>	77
	It is recommended that the Board approve the appointment of Dr. Nona Richard as Principal, effective July 1, 2022.	
1.2.	<u>Appointment of Vice Principal</u>	78
	It is recommended that the Board approve the appointment of Nathan Horner, as Vice Principal, effective July 1, 2022.	
	Business Services	
2.1.	<u>Approval of Monthly Financial Report</u>	79
	It is recommended that the Board approve the Monthly Financial Report for April 2022.	
G.	BOARD POLICIES AND BYLAWS	82
1.1.	<u>First Reading: New/Revised Board Bylaw (BB)/Board Policies (BP)/Administrative Regulation (AR)</u>	83
	<ul style="list-style-type: none">• BB 9270 – Conflict of Interest, Biennial Review• BP/AR 4119.2 – Professional Adult to Student Boundaries	
	New Board Policies/Administrative Regulations are being presented for a First Reading. Action, if any, is at the discretion of the Board of Education.	
H.	EMPLOYEE ASSOCIATION COMMUNICATION	103
I.	BOARD COMMUNICATION	103
J.	ORGANIZATIONAL BUSINESS	103

- K. CLOSED SESSION** 103
1. **Conference with Labor Negotiator** (Gov't. Code § 54957.6)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
*Employee Organizations: Santee Teachers Association (STA); and
Classified School Employees Association (CSEA)*
 2. **Public Employee Performance Evaluation** (Gov't. Code § 54957)
Superintendent
- L. RECONVENE TO PUBLIC SESSION** 103
- M. ADJOURNMENT** 103

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. As of this posting, the next regular meeting of the Board of Education will be held in-person on June 21, 2022, at 6:00 p.m. 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:

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

ITEM A. OPENING PROCEDURES – 6:00 P.M.

1. Call to Order and Welcome
2. District Mission
 - *Providing an extraordinary education in an inspiring environment with caring people*
3. Pledge of Allegiance
4. Approval of Agenda for the June 7, 2022, regular meeting

Agenda Item A.

Item B. REPORTS AND PRESENTATIONS

The following items are presented for Board information:

1. SSD Proud Moments
2. Superintendent's Report
 - 2.1. Developer Fees and Collection Report
 - 2.2. Enrollment Report
3. Board of Education Proclamation: Cathy Abel
4. Spotlight on Education: Santee Kiwanis – Junior Olympics
5. Spotlight on Education: Home Base Ranch

DEVELOPER FEES COLLECTION REPORT

2021-22

CUMULATIVE THROUGH JUNE 07, 2022

Residential Rate: \$3.38 per square foot - effective 3/18/20; \$2.53 per square foot - effective 3/18/2021
 Commercial Rate: \$0.38 per square foot - effective 6/20/18; \$0.41 per square foot - effective 5/17/2020
 Self Storage Rate: \$0.07 per square foot - effective 6/20/18; \$0.03 per square foot - effective 5/17/2020

COM	RES	SS ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
	X	8615 Placid View Dr	08/24/21	895	\$3,025.10	CFH
	X	313, 317, 321, 325, 329 Brookside Way & 312, 316, 320, 324, 328 Canoe Court	09/01/21	20,388	\$68,911.44	RS
	X	8531 S Slope Dr	09/07/21	687	\$2,322.06	CFH
	X	10963 Columbus St	09/07/21	1,312	\$4,434.95	HC
X		8617 Cuyamaca St	09/13/21	4,127	\$1,692.07	PA
	X	8874 Ellsworth Circle	09/17/21	994	\$3,359.72	PA
	X	401, 405, 409, 413 Lake Shore Way	11/03/21	8,208	\$27,743.04	RS
	X	313, 317, 321, 325, 329 Canoe Ct & 312, 316, 320, 324, 328 Paddle Ct	11/03/21	20,388	\$68,911.44	RS
	X	312, 316, 320, 324, 328 Waverunner Ct & 313, 317, 321, 325, 329 Paddle Ct	11/03/21	20,388	\$68,911.44	RS
	X	421, 425, 429 Lake Shore Way	11/03/21	6,238	\$21,084.44	RS
X		8701 Cuyamaca St	11/22/21	969	\$397.29	PA
	X	9223 Dalehurst Rd	11/24/21	715	\$2,416.70	SC
	X	1341 Clove St	12/02/21	510	\$1,723.80	PD
	X	10653 Holborn Ct.	12/03/21	749	\$2,531.62	HC
	X	10723 Valor Pl	12/21/21	522	\$1,764.36	HC
	X	8657 Rumson Dr	01/10/22	769	\$2,599.22	CO
	X	11305 Canyon Park Dr.	01/13/22	1,000	\$3,380.00	PD
	X	9369 Prospect Ave	01/14/22	1,000	\$3,380.00	PA
	X	9756 Domer Rd	01/25/22	623	\$2,105.74	SC
	X	11537 Woodside Terrace	01/26/22	1,924	\$6,503.12	PD
	X	10009 Beck Dr	01/31/22	568	\$1,919.84	RS
X		9310 Dalehurst Rd	02/15/22	2,500	\$1,025.00	SC
	X	303, 307, 311 Lagoon Way	02/16/22	6,238	\$21,084.44	RS
	X	312, 316, 320, 324, 328 Lagoon Way & 313, 317, 321, 325, 329 Waverunner Ct	02/16/22	20,388	\$68,911.44	RS
	X	1251 1/2 Bates Ln Adu	03/21/22	1,200	\$4,056.00	PD
	X	9388 Painted Trails Way	03/21/22	2,016	\$6,814.08	HC
	X	9372 Painted Trails Way	03/21/22	2,226	\$7,523.88	HC
	X	9356 Painted Trails Way	03/21/22	2,384	\$8,057.92	HC
	X	9340 Painted Trails Way	03/21/22	2,016	\$6,814.08	HC
	X	9324 Painted Trails Way	3/21/2022	2,226	\$7,523.88	HC
	X	9308 Painted Trails Way	03/21/22	2,016	\$6,814.08	HC
	X	9335 Painted Trails Way	03/21/22	2,016	\$6,814.08	HC
TOTAL PAGE 1					\$444,556.27	

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

**DEVELOPER FEES COLLECTION REPORT
2021-22
CUMULATIVE THROUGH JUNE 07, 2022**

Residential Rate: \$3.38 per square foot - effective 3/18/20; \$2.53 per square foot - effective 3/18/2021
 Commercial Rate: \$0.38 per square foot - effective 6/20/18; \$0.41 per square foot - effective 5/17/2020
 Self Storage Rate: \$0.07 per square foot - effective 6/20/18; \$0.03 per square foot - effective 5/17/2020

COM	RES	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
	X	9351 Painted Trails Way	03/21/22	2,384	\$8,057.92	HC
	X	9367 Painted Trails Way	03/21/22	2,226	\$7,523.88	HC
	X	9383 Painted Trails Way	03/21/22	2,384	\$8,057.92	HC
	X	9384 Walker Way	03/21/22	2,016	\$6,814.08	HC
	X	9368 Walker Way	03/21/22	2,226	\$7,523.88	HC
	X	9352 Walker Way	03/21/22	2,384	\$8,057.92	HC
	X	10315 Park Ave	04/18/22	995	\$3,363.10	HC
	X	8657 Rumson Dr (refunded-City voided bldg permit)	05/11/22	(769)	(\$2,599.22)	CO
	X	9315 Woodruff Way	05/24/22	729	\$1,844.37	CH
TOTAL					\$493,200.12	

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

**Santee School District
ENROLLMENT REPORT
6/3/2022
Month 11 Week 3
School Week 42**

SCHOOL	REGULAR ED													SPECIAL ED								Total All											
	EAK 5yo	TK	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	06/03/22	06/04/21	# Diff	% Diff	TK	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	06/03/22	06/04/21	# Diff	% Diff	06/03/22	05/27/22	# Diff	
Cajon Park		8	72	70	82	87	94	103	100	94	113	823	887	-64	-7.2%	10	6	6	6	6	11	6	9	6		66	68	-2	-2.9%	889	891	-2	
Carlton Hills	23	24	46	59	49	54	59	56	60	73	68	571	648	-77	-11.9%	10	8	4	8	5	4	3	2	4		48	34	14	41.2%	619	619	0	
Carlton Oaks			86	78	71	83	80	83	100	85	88	754	787	-33	-4.2%	7	6	7	7	11	7	10	8	4		67	73	-6	-8.2%	821	822	-1	
Chet F. Harritt	23	12	59	66	69	69	68	51	77	47	46	587	591	-4	-0.7%	0	0	0	0	0	8	5	7	3		23	14	9	0.0%	610	617	-7	
Hill Creek	23	22	69	78	78	77	79	67	58	52	58	661	731	-70	-9.6%	1	5	4	6	6	6	0	0	0	0		28	26	2	7.7%	689	689	0
Pepper Drive	24		58	71	63	84	90	95	85	82	124	776	799	-23	-2.9%	0	0	0	0	0	0	0	0	0	0		0	11	-11	-100.0%	776	776	0
Pride Academy	22		72	77	78	43	49	70	65	55	51	582	522	60	11.5%	0	0	0	0	0	0	0	0	0	0		0	0	0	0.0%	582	581	1
Rio Seco			96	95	86	83	98	113	88	113	103	875	874	1	0.1%	7	10	9	4	6	10	9	8	6		69	46	23	50.0%	944	946	-2	
Sycamore Canyon	20		47	54	57	39	53	37	26	0	0	333	340	-7	-2.1%	0	0	0	0	0	0	0	0	0		0	9	-9	0.0%	333	335	-2	
SUBTOTAL	93	108	605	648	633	619	670	675	659	601	651	5962	6179	-217	-3.5%	1	39	34	32	31	34	40	33	34	23	301	281	20	7.1%	6263	6,276	-13	
Alternative School		1	7	4	8	6	8	2	8	4	4	52	27	25	92.6%																		
Santee Success									2	1	5	8	5	3	60.0%																		
NPS												0	0			0	0	1	0	1	1	2	2	6		13	14	-1	-7.1%	13	13	0	
SUBTOTAL		7	4	8	6	8	2	10	5	9	60	32	28	87.5%	0	0	0	1	0	1	1	2	2	7	14	14	0	0.0%	74	73	1		
TOTAL	93	108	612	652	641	625	678	677	669	606	660	6022	6,211	-189	-3.0%	1	39	34	33	31	35	41	35	36	30	315	295	20	6.8%	6337	6349	-12	

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

	PK	EAK 4yo	Total All
Cajon Park	0	0	889
Carlton Hills	0	1	620
Carlton Oaks	0	0	821
Chet F Harritt	0	0	610
Hill Creek	0	1	690
Pepper Dr	0	0	776
Pride Academy	0	0	582
Rio Seco	0	0	944
Sycamore Canyon	114	0	447
Total PK/EAK	114	2	116

Total Enrollment Including PK
6453

Reports and Presentations Item B.3. Board of Education Proclamation: Cathy Abel
Prepared by Dr. Kristin Baranski
June 7, 2022

BACKGROUND:

Mrs. Cathy Abel was elected to the Santee School District Board of Education, Seat #4, in November 1992, and served until November 2004.

With her upcoming retirement from the District, the Board would like to honor Mrs. Cathy Abel for her years of service to Santee School District employees and students.

Agenda Item B.3.

Reports and Presentations Item B.4.
Prepared by Dr. Kristin Baranski
June 7, 2022

Spotlight: Santee Kiwanis Club - Junior Olympics

BACKGROUND:

The Santee Kiwanis Club has provided the Junior Olympics event for our students for over 35 years. Each year, on a Saturday, one of the local high schools is inundated with students from Santee School District who have worked diligently with their classroom teachers to compete in a variety of track and field events. The Junior Olympics is open for all students in grades 4 through 8.

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

Agenda Item B.4.

Reports and Presentations Item B.5.
Prepared by Dr. Kristin Baranski
June 7, 2022

Spotlight: Home Base Ranch

BACKGROUND:

Home Base Ranch is a 4-acre facility nestled in the hills of Lakeside, that is dedicated to helping youth of all genders overcome challenges, discover their strengths and to live happy, meaningful, and purposeful lives.

Over the past six (6) years, the Santee Success Program (SSP), has had the opportunity to attend Home Base Ranch, once a week. In addition to this support, Home Base Ranch has also provided equine therapy to Santee School District students with special needs.

Tonight, the Board would like to recognize and thank Home Base Ranch, for their outstanding contributions to Santee School District students and community.

Agenda Item B.5.

Item C. PUBLIC COMMUNICATION

During this time, citizens are invited to address the Board of Education about any item not on the agenda. The Board has a policy limiting any speaker to three (3) minutes. The Board may not take action on any item presented. Requests-to-speak, should be submitted in advance. Meetings are recorded.

Agenda Item C.

Item D. PUBLIC HEARINGS

Agenda Item D.

Public Hearing Item D.1. 2022-23 Local Control Accountability Plan (LCAP)
Prepared by Dr. Stephanie Pierce
June 7, 2022

BACKGROUND:

In accordance with Education Code 52062 (b) (1), the Board of Education shall hold at least one public hearing to review the District's proposed Local Control Accountability Plan (LCAP) and solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the second year of the three-year Local Control Accountability Plan. Additionally, the agenda for the public hearing shall be posted at least 72 hours before the public hearing and shall include the location where the local control and accountability plan or annual update to the local control and accountability plan will be available for public inspection.

The Santee School District's proposed Local Control Accountability Plan is available for public inspection on the District's website: www.santeesd.net. The Board of Education of Santee School District will consider the Local Control Accountability Plan for approval at the June 21, 2022 regular Board of Education meeting to be held at:

Educational Resource Center
9619 Cuyamaca Street
Santee, CA 92071

The public hearing should convene and permit any interested citizens to raise questions or to provide input about the proposed Local Control Accountability Plan of the District.

Agenda Item D.1.

**PLEASE POST
Until June 7, 2022**

NOTICE OF PUBLIC HEARING
FROM THE
SANTEE SCHOOL DISTRICT
FOR

PROPOSED LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

The Santee School District Board of Education will conduct a public hearing to review the District's proposed Local Control Accountability Plan (LCAP).

DATE: Tuesday, June 7, 2022

TIME: 6:00 p.m.

PLACE: 9619 Cuyamaca St., Santee

NOTICE IS FURTHER GIVEN that the Santee School Board of Education will consider the LCAP for approval at the June 21, 2022 regular Board of Education meeting to be held at Educational Resource Center, 9619 Cuyamaca Street, Santee, CA 92071.

Posted 06/03/2022
Santee City Clerk's Office
Educational Resource Center
Santee Schools

Public Hearings D.2.
Prepared by Karl Christensen
June 7, 2022

2022-23 Santee School District Adopted Budget

BACKGROUND:

The Board of Education is required by law to hold an official public hearing prior to discussion of the Adopted Budget. The budget document has been available for public review at:

Santee School District
Charles E. Skidmore Administration Center
9625 Cuyamaca Street
Santee, CA 92071

Additionally, the budget document has been available online for public review on the District's website (www.santeesd.net).

The public hearing should convene and permit any interested citizens to raise questions or to provide input about the proposed adopted Budget of the District.

Agenda Item D.2.

Item E. CONSENT ITEMS

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

Agenda Item E.

Consent Item E.1.1.
Prepared by Dr. Kristin Baranski
June 7, 2022

Approval of Minutes

BACKGROUND:

Presented for Board approval –

- May 17, 2022, regular meeting minutes

RECOMMENDATION:

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

Motion: _____ Second: _____ Vote: _____ Item E.1.1.

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

May 17, 2022
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome

President Levens-Craig called the meeting to order at 6:02 p.m.

Members present:

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

Administration present:

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

2. District Mission

President Levens-Craig welcomed those present and invited the audience to recite the District Mission.

3. Pledge of Allegiance

Sarah Mousa, 8th grade student at Cajon Park, led members, staff, and audience, in the Pledge of Allegiance.

President Levens-Craig acknowledged and welcomed Santee City Mayor John Minto to the meeting.

4. Approval of Agenda

President Levens-Craig presented the agenda for approval. Member El-Hajj moved approval.

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

B. REPORTS AND PRESENTATIONS

1. SSD Proud Moments

President Levens-Craig shared the following slide for those in attendance and read the following highlights from Rio Seco School, provided by Principal Stephanie Southcott.

On Saturday, May 14th, the most magical thing happened! Our PTSA was able to host an outdoor Family Fun Day for our families. The only purpose was to come together, play games, and have FUN together! We had over 400 family members respond and the turnout was more than we could have hoped for. Kids got to hula hoop, limbo, play basketball, get faces

Painted, and eat a delicious picnic lunch from Board & Brew, and enjoy a treat from Kona Ice – all for FREE! It was topped off with a movie night and everyone enjoyed Moana under the stars. It was an excellent way to celebrate the school year and the positive changes that we hope to keep seeing in our community.



President Levens-Craig expressed her gratitude towards Principal Southcott and staff for sharing the great things happening at Rio Seco School; and noted it was great seeing the activities throughout the District as schools welcome visitors on campus.

2. Superintendent's Report

- 2.1. Developer Fees and Collection Report
- 2.2. Use of Facilities Report
- 2.3. Enrollment Report

3. Spotlight on Education: Eighth Grade Academic Leaders

Dr. Stephanie Pierce introduced students from each school who achieved academic excellence during the current school year; and were selected to participate in this competition by their 8th grade teachers in collaboration with the school principal. This year, the Academic Achievement Award Competition integrated the areas of writing, speech and mathematics. Students completed an authentic math task with real world data and problems. The students used their mathematical solutions, combined with several informational articles to draft an informative essay, and finally, crafted a persuasive speech with visuals to inform an audience about their topic. The participating students were:

Cajon Park Brooklynn Draheim Sarah Mousa	Chet F. Harritt Thomas Koerner Sophie Kwo	PRIDE Academy Bella King Taylor Veltre
Carlton Hills Janelly Gutierrez Thomas Twining	Hill Creek Andrew Kizer Ciri Moody	Rio Seco Wyatt Permetti Jacob Permetti
Carlton Oaks Romi Herrada Declan Mulrooney	Pepper Drive Khoa Nguyen Julianna Abrajan	

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

Speech – Sophie Kwo, Chet F. Harritt

Writing – Romi Herrada, Carlton Oaks
Mathematics – Julianna Abrajan, Pepper Drive

Elizabeth McCune, Santee School District Foundation President, presented Julianna Abrajan with a \$100 Barbara Ramsey Scholarship check.

The overall winner of the competition was Sarah Mousa from Cajon Park. President Levens-Craig read a proclamation naming her the 2021-22 Eighth Grade Academic Student of the Year. Kristen Dare, representing the Chamber of Commerce, presented Sarah with a \$100 scholarship check, and perpetual trophy, on behalf of the Santee Chamber of Commerce. Council Member John Minto presented a proclamation from the City of Santee proclaiming May 18, 2022 as Sarah Mousa Day in the City of Santee.

Following the Academic Achievement Awards, the Board took a short break for a reception to honor the participating students.

C. PUBLIC COMMUNICATION

President Levens-Craig invited members of the audience to address the Board about any item not on the agenda. There were four requests to speak on Discussion and Action Item 4.1. Adoption of Resolution 2022-22 Reduce and/or Eliminate Classified Non-Management Positions.

D. PUBLIC HEARING

1. Recycling of Obsolete Instructional Materials

President Levens-Craig opened the public hearing for the recycling of obsolete instructional materials. She explained in accordance with Education Code 60510, the Board may dispose of surplus or undistributed obsolete instructional materials that are usable for educational purposes by donating them to children or adults in the State of California or foreign countries for the purpose of increasing the general literacy of the people. Due to the acquisition of new library books and limited space for storage, obsolete library books will be donated to the parents and children of Santee. Any obsolete library books deemed unusable by the school site Instructional Media Technician or District Instructional Media Technician will be recycled. President Levens-Craig noted there were no public comments. The public hearing was closed.

E. CONSENT ITEMS

President Levens-Craig invited comments from the public on any item listed under Consent. There were no public comments.

1.1. Approval of Minutes

1.2. Approval to Cancel the July 5, 2022 Regularly Board Scheduled Meeting of the Board of Education

2.1. Approval/Ratification of Travel Requests

2.2. Approval/Ratification of Expenditure Warrants

2.3. Approval/Ratification of Purchase Orders

2.4. Approval/Ratification of Revolving Cash Report

2.5. Acceptance of Donations, Grants, and Bequests

2.6. Approval/Ratification of General Services Agreements

2.7. Approval/Ratification of Agreements for Mileage Reimbursement in Lieu of District Transportation

2.8. Approval of Agreement for Student Transportation Services between San Diego County School Districts

2.9. Award of Bid #2022-075-001, Asphalt Replacement at Carlton Oaks and Hill Creek Schools

2.10. Authorization to Sell/Dispose of Surplus Items

3.1. Approval of State Preschool Program Annual Report to California Department of Education

3.2. Approval of Memorandum of Understanding for the San Diego Youth Symphony

- 4.1. **Personnel, Regular**
- 4.2. **Approval of Practicum Agreement with California State University, San Jose State University**
- 4.3. **Ratification of Side Letter Agreement between Santee School District and Santee Teachers Association (STA)**
- 4.4. **Approval of Memorandum of Understanding for Restorative Practice and Classroom Circles Training through the San Diego County Office of Education**

Member Burns moved approval. President Levens-Craig acknowledged the donation of guitars (D.2.5.), State Preschool annual report (D.3.1.), and noted the partnership with the San Diego Youth Symphony (D.3.2.).

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

F. DISCUSSION AND/OR ACTION ITEMS

Superintendent

1.1. Virtual Communication Parent Survey Results

Superintendent Baranski explained the Director of Communications and Community Engagement, along with a sub-committee of the Communications Committee, developed a nine (9) question virtual communication parent survey that was sent to all Santee School District parents/guardians, after spring break. She welcomed Cori Harris, Director of Communications and Community Engagement, and Mrs. Kimberly Hill, parent representative on the Communication Board Advisory Committee, to share the overall survey results.

Ms. Harris expressed her gratitude towards Ms. Hill for being an incredible resource for staff throughout the pandemic as the District explored virtual schooling and communication options. Ms. Harris noted Ms. Hill is a parent of two children at Sycamore Canyon and was asked by administration to join the Communication Board Advisory Committee, and she volunteered to serve on the sub-committee that put together the survey being presented.

Ms. Harris shared that at Board Direction, the Communication Advisory Committee developed a survey to gauge the virtual communication interest and needs from our families; and expressed her gratitude towards Communication committee members, Kari Anderson and Lindsay Benedetto, for volunteering to be on this sub-committee and to the rest of the Communications Committee for your input and feedback.

Ms. Hill explained that in late April, the District conducted a comprehensive survey among families and staff regarding virtual options for events, communications, and more. The goal of the survey was to gauge and understand the implementation of the virtual options that were provided to students and families, as well as the virtual communications from the District and the schools. She noted the final result would be to study the data and understand the opinions as we return to pre-pandemic life and more in-person functions. Ms. Hill shared learning over the past two years, how everyone can adapt and utilize the virtual resources available to the District. These resources outside of in-person options to engage students and families were the driver for this survey and how the District can understand the options to continue to offer.

Ms. Hill explained that in order to lead this survey effort, the Communications Board Advisory Committee created a sub-committee to develop the questions that would ultimately be approved by the Board, Committee, and Administration. The survey was emailed to all primary student parental or guardian contacts and was open from April 20 to May 11, 2022. She noted receiving 900 responses, at a 100% response rate; an incredible

response compared to previous District-wide surveys. Ms. Hill explained the response rate meant that of those that began the survey, 100% of the survey questions were completed.

Ms. Harris provided an overview of the survey questions and responses. She explained the first question was meant to help understand who was taking the survey and shared results were broken down by school and were shared with Principals to determine the needs and interests specific to their families. Nearly 50% (49.77%) of respondents felt connected to their school through the virtual meeting options available throughout the last two school years; and there was a large "Neutral" population, most likely indicating their level of connectedness did not change from pre-pandemic conditions. She shared that throughout the results, a large "Neutral" population exists. Ms. Harris noted it being clear that families would like to continue virtual options for Parent/Teacher conferences; and shared a lot of comments, under "other" surrounded making Board Meetings and IEP meetings available virtually, and that virtual options are nice for working parents.

Ms. Harris shared 67% of respondents prefer to attend meeting and events in-person; but noted there was a strong neutral faction indicating having both options available would be helpful. She explained nearly 60% (59.33%) of respondents said they would be more likely to watch Board meetings if they were available virtually; and noted this being part of the committee's recommendations. Seventy-five percent (75%) of respondents would like to receive texts to stay updated. Ms. Harris shared the functionality was an option in School Messenger and would be discussed in next steps at the end of the presentation. She noted only 23% of the respondents are using the app, and 51% either didn't know the District had one or have not downloaded the app. Ms. Harris noted there were numerous comments in the feedback section that said the app was difficult to navigate or that the app did not work, and explained the District is collecting that feedback and will be working with the Technology Department to address the concerns.

Q1: My Child Attends

Rio Seco – 18.33%; Carlton Oaks – 13.11%; Carlton Hills – 12.11%; Cajon Park – 12.00%; Chet F. Harritt – 11.44%; Sycamore Canyon – 10.78%; Hill Creek – 8.56%; Pepper Drive – 8.33%; Pride Academy – 7.56%; YALE Preschool – 1.11%; Alternative Home School – 0.89%; there were no respondents for the Santee Success Program.

Q2: In school years 2020-21 and 2021-22, I felt connected to my school through the virtual meeting options available

Agree – 34.44%; Neutral – 31.89%; Strong Agree – 15.33%; Disagree – 13.00%; and Strong Disagree – 5.33%

Q3: It is important that my school continues to offer virtual meeting options for:

Parent/Teacher conferences – 66.33%; PTA meetings – 30.11%; Back to School Night – 26.00%; Other – 25.56%; and PTA Activities – 13.44%

Q4: Virtual meeting options are more convenient and accessible for me

Neutral – 32.33%; Strongly agree – 25.56%; Agree – 24.00%, Disagree – 10.56%; and Strong disagree – 7.56%

Q5: I would prefer to attend meetings and events in-person at my school

Strongly agree – 39.56%; Agree – 27.44%; Neutral – 26.33%; Disagree – 5.22%; and Strongly disagree – 1.44%

Q6: I would be more likely to watch Board Meetings if they were available virtually

Agree – 36.00%; Neutral – 29.00%; Strongly agree – 23.33%; Disagree – 7.22%; and Strongly disagree – 4.44%

Q7: I would be interested in receiving texts from my school and District to stay connected.

Agree – 40.22%; Strong agree – 35.00%; Neutral – 15.22%; Disagree – 7.33%; and Strongly disagree – 2.22%

Q8: Please select the following statement that is truest for you regarding the Santee School District app

I didn't know the District had an app – 30.22%; I have downloaded the app – 23.78%; I utilize the app frequently – 23.11%; I have not downloaded the app – 20.78%; Please share any feedback – 2.11%

Q9: Is there anything else that you would like to share about your virtual and in-person communication preferences?

Ms. Harris shared the top themes in the written comments were to continue virtual parent/teacher conferences; families being ready to return to in-person events; consider making Board Meetings available virtually; and virtual meetings options are convenient for working parents.

Ms. Hill explained that based on survey results data, the committee had five (5) recommendations:

- Offer virtual & in-person options for parent/teacher meetings
- Return to in-person events at school
- Explore texting as an additional method of communication
- Provide further training on downloading and utilizing the District app
- Explore making Board meetings available virtually

Superintendent Baranski shared next steps included working with site leadership team on providing virtual options for parent/teacher meetings. She noted the District already started implementing in-person events on campus and plans to do so throughout the end of the school year. Superintendent Baranski explained two additional communication features (texting function and District app) will be fully implemented next school year; and continue discussions on virtual options for Board Meetings.

President Levens-Craig expressed her gratitude towards Ms. Hill for her presentation and input. Member El-Hajj commended the committee and noted the high response was due to the survey being pertinent and well-written.

Member Burns shared supporting the virtual and/or in-person meeting options but noted the importance of allowing parents to enter their student's classroom; his support of the school events and visitors back on campus; and his support of the texting option. He noted supporting establishing parameters and the need for equity, and explained all parents needed to opt-in for the school to implement the text communication feature. Member Burns noted he supported a virtual meeting platform, but only if public communication was only allowed in-person. He commended Ms. Hill and Ms. Harris for the presentation.

Business Services

2.1. May Revise and State Budget Update

Karl Christensen, Assistant Superintendent of Business Services, shared Governor Newsom released an update to his January proposal for the 2022-23 State Budget, commonly referred to as the May Revise. Mr. Christensen provided an update on State revenue projections, Proposition 98 calculations, and changes to the Governor's plans for K-12 education funding for 2022-23 as compared with the January proposal.

State Budget Summary

Budget Year: 2022-23		Change from Prior Year	Within Proposition 98			Outside Proposition 98			Comments
Release: May Revise			On-Going	One-Time: Paid in Single Year	One-Time: Paid Over Multiple Years	On-Going	One-Time: Paid in Single Year	One-Time: Paid Over Multiple Years	
Category	Description								
Major Themes	1) Inflation and Economic Relief for Individuals and Families - Minimum Wage Increase to \$15.50/hour 2) Extreme Weather Mitigation 3) California for All Kids								
State General Fund Revenues	Personal Income Tax, Sales Tax, Corporation Tax (Big 3) plus other, including transfers	-3.26%				22-23=\$219.6B 21-22=\$227.0B 20-21=\$194.6B		3 Yr Chg from January Proposal = +\$54.6B	
Proposition 98 Formula	Operative Test: 1=Fixed % (38%) of GF Revenues + Prop. Tax 2=Prior Yr X Per Capita Change to Personal Income adjusted for workload (ADA) 3=Prior Yr X Per Capita Change in GF Revenues + 0.50% adjusted for workload (ADA)								
	Test 1 22-23=\$110.3B 21-22=\$110.2B 20-21=\$96.1B 3 Yr Chg from January Proposal = +\$19.6B								
	Result: Highest amount ever	0.09%							
Rainy Day Fund for Schools	Payments Into			\$2.9B				End of year balance = \$9.5B	
10% Reserve CAP for District	Triggered in 2021-22 for implementation in 2022-23								
Local Control Funding Formula	Statutory COLA for 22-23	6.56%	\$4.4B					Up from 5.33% est in January	
	Augmentation to the Base Grant	New	\$2.1B					Combined = ~10% funded COLA	
	Change to ADA input from higher of prior or current year to higher of current year, prior year, or average of 3 prior years. For 2021-22, use of higher of 2019-20 or 2021-22 attendance rates.	New	\$3.3B	\$0.5B					
One-Time Discretionary Grant	To offset increasing operational costs credit against Mandated Cost claims outstanding balance	New		\$8.0B					

State Budget Summary

Budget Year: 2022-23		Change from Prior Year	Within Proposition 98			Outside Proposition 98			Comments
Release: May Revise			On-Going	One-Time: Paid in Single Year	One-Time: Paid Over Multiple Years	On-Going	One-Time: Paid in Single Year	One-Time: Paid Over Multiple Years	
Category	Description								
Expanded Learning Time	Provide all students in low-income communities with no-cost access to nine hours of developmentally appropriate academics and enrichment activities per instructional day and for six weeks each summer		\$4.8B					\$3.8B added to \$1B from 21-22, up \$0.4B from January Proposal	
Early Childhood Education	Begin transition to servicing all 4 year olds in TK with those turning 5 between Sept 2nd and Feb 2nd in 22-23		\$0.61B						
	Reduce adult to student ratio in TK to 1:12		\$0.38B						
Special Education	Statutory COLA for 22-23	6.56%							
	Augmentation to AB602 funding formula in addition to COLA		\$0.50B					No change from Jan	
	Policy changes: 1) Calculate base funding at LEA level rather than SELPA level 2) Consolidate 2 extraordinary cost pools into 1 3) Allocated ERMHS (mental health) funds to LEA rather than SELPA 4) Add Spec Ed addendum to the LCAP 5) Improve IEP process							No change from Jan	
Transportation	\$500k grants to transition to electric school busses with priority for districts with high concentrations of unduplicated pupils and those that are small or rural			\$1.5B				No change from Jan	
School Facilities	Fund School Facilities Program (SFP) grants for new construction and modernization rather than issuing bonds							\$1.2B for 2023-24 \$0.6B for 2024-25	

2.2. Purchase of New Vehicles Using the State of California Consortium Bid

Karl Christensen, Assistant Superintendent of Business Services, explained the need for the District to purchase two vehicles; a 2022 Toyota Corolla Hybrid for the newly hired Information Technology Department technician; and a 2022 Ford Explorer to replace the 2007 Ford Escape purchased in 2010 for Child Nutrition Services. He noted the vehicles would be procured through the State of California Consortium Bid. Member Burns moved approval.

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

Educational Services

4.1. Approval of Three-year Agreement for Outdoor Education Program Agreement with the San Diego County Office of Education

Dr. Stephanie Pierce, Assistant Superintendent of Educational Services, presented the three-year agreement for the Outdoor Education Program. Member Burns, abstained from voting and left the room, noting a conflict of interest as he is employed by the San Diego County Office of Education, Outdoor Education Department. President Levens-Craig moved approval.

<i>Motion:</i>	<u>Levens-Craig</u>	<i>Levens-Craig</i>	<u>Aye</u>	<i>Burns</i>	<u>Abstained</u>
<i>Second:</i>	<u>Fox</u>	<i>El-Hajj</i>	<u>Aye</u>	<i>Ryan</i>	<u>Aye</u>
<i>Vote:</i>	<u>4-1</u>	<i>Fox</i>	<u>Aye</u>		

Human Resource/Pupil Services

4.1. Adoption of Resolution 2022-22 Reduce and/or Eliminate Classified Non-Management Positions

President Levens-Craig noted there were four (4) requests to speak on this item and explained that the item would be introduced by Tim Larson, Assistant Superintendent of Human Resources/Pupil Services, and then the public speakers would have the opportunity to speak on the item.

Tim Larson, Assistant Superintendent of Human Resources/Pupil Services, presented Resolution No. 2022-22 to reduce and/or eliminate classified non-management positions. He explained that in order to support learning-loss recovery as a result of the COVID-19 pandemic, an additional fourteen (14) Instructional Assistant I positions were added across the District school sites. These positions were funded only through the 2021-2022 school year.

- Two (2) Instructional Assistant I at Cajon Park School
- Two (2) Instructional Assistant I at Carlton Hills School
- One (1) Instructional Assistant I at Carlton Oaks School
- One (1) Instructional Assistant I at Chet F. Harritt School
- Two (2) Instructional Assistant I at Hill Creek School
- One (1) Instructional Assistant I at Pepper Drive School
- Two (2) Instructional Assistant I at PRIDE Academy
- One (1) Instructional Assistant I at Rio Seco School
- Two (2) Instructional Assistant I at Sycamore Canyon School

Mr. Larson explained the need restructure the YALE Preschool program, to better serve the needs of Preschool and Transitional Kindergarten students, as a result of the Expanded Learning Opportunity (ELOP) Program and noted the need to eliminate some positions.

- One (1) Early Childhood Group Leader II at Carlton Hills School
- Three (3) Early Childhood Group Leader I at Carlton Hills School

- One (1) Early Childhood Assistant II at Carlton Hills School
- One (1) Early Childhood Group Leader II at Carlton Hills/Sycamore Canyon Schools

Mr. Larson explained any employees affected by these changes will be provided alternative employment opportunities within the District, if available. He Larson shared all employees resulting in a reduction in work hours and/or layoff will receive the required 60-day notification process and placed on a reemployment list for no less than 39-months.

The public speakers addressed the Board as follows:

Cathy Patino noted the YALE Preschool program was a great program and shared her disappointment if changes were made. Ms. Patino shared benefits of the program's individualized instruction and noted the program was parent-funded. She asked that the Board reconsider restructuring and offering the program at other sites.

Barbara Giddens noted being a YALE Preschool employee for over thirteen years and her passion for the preschool program. She shared concerns with the urgency of bringing the resolution forward and noted benefits of the program. Ms. Giddens shared concerns with the ELOP program and its stipulations; and noted the differences between the YALE Preschool and ELOP employee qualifications. She provided the Board a letter from a parent.

Dianne Murray noted her years with the District and her passion for the preschool program. Ms. Murray shared the benefits of the preschool program, for both the student and parent, and shared examples of the program's curriculum. She asked that the Board not release the part-time employees; and consider a five-day a week, part-time program.

Tonya Isabella shared being a parent of a former YALE Preschool student, and current Project SAFE parent. Ms. Isabella spoke about the positive impact and benefits the program provided for her student, her disappointment to lose any sites, and encouraged additional sites be provided.

President Levens-Craig shared her grandson was a part-time YALE Preschool student and noted this change was impacting her personally.

Member Burns inquired on re-employment of part-time employees. Dr. Stephanie Pierce, Assistant Superintendent of Educational Services, explained how the Governor's recent extension of the Transitional Kindergarten program and phasing in of four-year old's is impacting State preschool programs and may impact parent-interest of a paid-program. She shared the YALE Preschool program will continue to offer services based on enrollment needs and explained employment of part-time employees had been challenging and the inability to offer a part-time program.

Member Burns stressed his support and benefits of the YALE Preschool program but noted the importance of programs being fiscally solvent. He shared supporting the Resolution and reiterated the importance of fiscal solvency, and their accountability to the Santee taxpayers.

Dr. Pierce reminded the Board of their fiscal commitment from the District's General Fund to the YALE Preschool program because it is unable to operate on parent-fees only.

Member El-Hajj inquired on the number of students being impacted at Carlton Hills. Dr. Pierce explained meeting with program administration to analyze logistics and determining to continue with the programs at Sycamore Canyon and Hill Creek to meet the program requirements. She explained classrooms have to be licensed and noted that once the Carlton Hills license expires, the District would have to go through a complete reapplication process. Member El-Hajj shared her complete support of the YALE Preschool program

but noted the past need to support the program from the General Fund because of fiscal solvency issues.

Dr. Pierce noted the commitment to offer a full-time program based on current needs. The Board agreed on the importance of fiscal solvency and noted the District is unable to use General Funds to subsidize a part-time pre-school program.

Member Ryan noted two of her grandchildren participated in the YALE Preschool program and noted the benefits of the program. She stressed the importance of fiscal solvency and the inability for General Funds to subsidize a part-time program.

The Board shared the importance and support of the YALE Preschool program, but noted legal timelines required current action, and employee notices can be rescinded if circumstances change. Member Burns moved approval and asked that Human Resources work with any displaced employees.

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

G. EMPLOYEE ASSOCIATION COMMUNICATION

Melanie Hirahara, Santee Teachers Association President, was present but had no communication.

H. ORGANIZATIONAL BUSINESS

Superintendent Baranski shared Robin Larson, 2nd grade teacher at PRIDE Academy, was selected as the East County Chamber of Commerce Educator of the Month; shared a draft of the program for Salute to Excellence; and a proclamation for former Board Member Allen Carlisle, who is retiring from Padre Dam.

I. BOARD COMMUNICATION

President Levens-Craig shared enjoying the visit to Sycamore Canyon. She noted attending the District Advisory Council (DAC) meeting, in conjunction with the Special Education Advisory Committee meeting, and shared there was great parent engagement at the meeting.

J. CLOSED SESSION

President Levens-Craig announced that the Board would meet in closed session for:

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

The Board entered closed session at 8:08 p.m.

K. RECONVENE TO OPEN SESSION

The Board reconvened to public session at 9:57 p.m. and reported no action was taken.

L. ADJOURNMENT

With no further business, the regular meeting of May 17, 2022, was adjourned at 9:57 p.m.

Consent Item E.2.1. Approval/Ratification of Travel Requests
Prepared by Karl Christensen
June 7, 2022

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.

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.

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:

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Staff Development	Implement a staff development plan as the cornerstone of employee performance and growth.

FISCAL IMPACT:

The estimated travel expenses are \$23,349.00 as disclosed on the following page.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.1.

Board Travel Report - June 7, 2022											
Travel Dates		Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Travel	District Goal	
Wednesday,	06/22/22		Tamara Killpack	Business Services	Federal Procurement Workshop	Online	\$0	\$150	Business Services	Focus on purchasing rules & regulations related to Federal funds.	
Fri-Sun,	06/24/22 - 06/26/22	Kylie Hopwood	Cajon Park School	Social Thinking Global Providers' Conference	Online	\$0	\$207	Special Education	Practical strategies and tools for working with social learners.	1	
Various dates,	07/01/22 - 09/30/23	Andy Johnston	Carlton Oaks School	National Institute of School Leadership	SDCOE	\$0	\$10,500	Educator Effectiveness Funds	Focus on high performance education systems & leadership.	1	
Various dates,	07/01/22 - 09/30/23	Chasty Forster	Hill Creek School	National Institute of School Leadership	SDCOE	\$0	\$10,500	Educator Effectiveness Funds	Focus on high performance education systems & leadership.	1	
Mon-Wed,	08/01/22 - 08/03/22	Candace Ginn	PRIDE Academy	Cognitively Guided Instruction Summer Session	SDSU	\$0	\$664	Educator Effectiveness Funds	Cognitively Guided Instruction for professional learning.	1	
Mon-Wed,	08/01/22 - 08/03/22	Susan Orsinelli	Chet F. Harritt School	Cognitively Guided Instruction Summer Session	SDSU	\$0	\$664	Educator Effectiveness Funds	Cognitively Guided Instruction for professional learning.	1	
Mon-Wed,	08/01/22 - 08/03/22	Naomi Daft	Carlton Oaks School	Cognitively Guided Instruction Summer Session	SDSU	\$0	\$664	Educator Effectiveness Funds	Cognitively Guided Instruction for professional learning.	1	
Travel Requests That Require Airfare, Overnight Stay, and/or Travel Outside of the State of California											
(NONE)											

District Goals:

1. Raise mastery of reading and writing grade level literacy standards with annual, incremental growth of at least five percentage points resulting in 90% mastery by June 2023.
2. Raise percentage of students feeling safe or very safe at school with annual, incremental growth of at least seven percentage points resulting in 100% of students feeling safe by June 2023.

BACKGROUND:

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

RECOMMENDATION:

It is recommended that the Board of Education approve check #22736 on the \$20,000 Revolving Cash Account.

This recommendation supports the following District goal:

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact is \$2,599.22 as disclosed on the following report.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.2.

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

Date	Number	Name	Memo	Amount
05/12/22	22736	William Vance	Developer Fee Refund - Project Cancelled	\$2,599.22

Total Checks Written \$2,599.22

Amount to be reimbursed by SDCOE

Total to be Reimbursed \$2,599.22

Total to Deduct from Future Reimbursement \$0.00

Consent Item E.2.3. Acceptance of Donations, Grants, and Bequests
 Prepared by Karl Christensen
 June 7, 2022

BACKGROUND:

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

<i>Item</i>	<i>Approximate Value</i>	<i>Received From</i>	<i>Designated For Use At</i>
DONATIONS			
Funds to support the instructional and physical education programs.	\$5,000.00	NFL Flag Football San Diego	PRIDE Academy
GRANTS			
(None)			
BEQUESTS			
(None)			
TOTAL RECEIVED	\$5,000.00		

RECOMMENDATION:

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

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Educational Achievement	Assure the highest level of educational achievement for all students
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The donations, grants, and/or bequests listed above are valued at \$5,000.00.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.3.

BACKGROUND:

From time to time, the District contracts with individuals, companies, or organizations to provide various types of general services such as educational presentations/assemblies, or specialized student services. Some services are on an as-needed basis billed on an hourly or daily rate while other services are billed by the job. 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. Service providers that do not qualify as an independent contractor will be processed through Human Resources under a short-term employment services agreement.

Approval of the following General Services Agreements is requested:

Vendor Name	Description of Services/Location	Date(s) of Service	Amount	Funding
SDSU Foundation	Cognitively Guided Instruction (mathematics) (districtwide)	10/12/2021 - 05/10/2022	\$22,000.00 (not to exceed)	Educational Services
!Mpackt Players	Professional Development for OST Staff (Out of School Time)	06/10/2022	\$1,500.00 (not to exceed)	OST
Arimaw Productions	Specialty Summer Camps at Rio Seco School (Out of School Time)	06/13/2022 - 06/30/2022	\$75.00/per student (not to exceed \$8,625.00)	ELOP
Arimaw Productions	Specialty Summer Camps at Rio Seco School (Out of School Time)	07/01/2022 - 08/05/2022	\$75.00/per student (not to exceed \$10,125.00)	ELOP
Arimaw Productions	Specialty Summer Camps at Carlton Hills School (Out of School Time)	06/13/2022 - 06/30/2022	\$75.00/per student (not to exceed \$15,750.00)	OST
Arimaw Productions	Specialty Summer Camps at Carlton Hills School (Out of School Time)	07/01/2022 - 08/05/2022	\$75.00/per student (not to exceed \$29,250.00)	OST

RECOMMENDATION:

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

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Educational Achievement	Assure the highest level of educational achievement for all students
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact of the General Service Agreements is detailed in the table above.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.4.

Consent Item E.2.5. Approval/Ratification of Expenditure Transactions
 Prepared by Karl Christensen Charged to District Issued Purchasing Cards (P-Cards)
 June 7, 2022

BACKGROUND:

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

RECOMMENDATION:

It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the period April 1, 2022 through April 30, 2022.

This recommendation supports the following District goal:

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

There were 180 transactions totaling \$21,455.66 charged to various funds.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.5.

April 2022
P-CARD TRANSACTIONS

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20220404	ABEL,CATHY	CHILD NUTRITION	CULINARY DEPOT WEB	195.35	Cambro Camwear 1/2 size clear Food Pan 6" deep.
20220429	ABEL,CATHY	CHILD NUTRITION	AMZN MKTP US*1Q3BZ74R2	21.56	Adapter Display Port.
				216.91	
20220408	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	CALIFORNIA SCHOOL BOAR	78.00	Delegate Assembly Registration for Barbara Ryan.
20220415	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	USPS PO 0570200071	8.70	Postage for Board agenda packet.
20220419	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	DRI*48HOURPRINT	104.69	Expenses for Staff Appreciation Weeks.
20220420	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS #1897	44.64	Board meeting supplies.
20220420	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SOUTHWEST AIRLINES	287.96	Delegate Assembly expenses for Barbara Ryan.
20220420	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SANDWICH BAGS DELI & C	75.32	Board meeting expenses.
20220421	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS #1897	8.97	Board meeting supplies.
20220422	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	AMZN MKTP US*100HD7Z40	519.36	Academic Achievement recognition plaques.
20220424	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SDCSBA	95.00	Registration to Honoring Our Own event for Board Member Ryan.
20220424	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	AMAZON.COM*100UO8P22	484.50	Books for Professional Leadership Team members.
20220424	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	AMAZON.COM*108MY7P72	403.75	Books for Professional Leadership Team members.
20220428	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	AMZN MKTP US*1Q8DK6CC0	36.52	Miscellaneous office/Board meeting supplies.
20220428	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SMART AND FINAL 929	35.99	Board meeting and office supplies.
20220429	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SANDWICH BAGS DELI & C	137.80	Secretaries' meeting.
20220430	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	AMZN MKTP US*136IM3NK1	9.68	Office supplies.
20220430	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	AMZN MKTP US*136PO4NQ1	7.96	Office supplies.
				2,338.84	
20220414	AVILA,EVONN	BUSINESS SERVICES	CALIFORNIA ASC OF SCHO	875.00	CASBO District Membership (prorated).
				875.00	
20220427	BENEDETTO,LINDSAY	CHET F. HARRITT	AMZN MKTP US*1O65X4IW0	533.25	Outdoor learning materials.
20220429	BENEDETTO,LINDSAY	CHET F. HARRITT	SMART AND FINAL 929	46.10	Jr Olympic supplies.
20220430	BENEDETTO,LINDSAY	CHET F. HARRITT	OTC BRANDS INC	186.28	PBIS Incentives.
				765.63	
20220419	BONSER,KRISTEN	PRIDE ACADEMY	TEACHERSPAYTEACHERS.CO	75.00	Supplemental writing curriculum.
20220420	BONSER,KRISTEN	PRIDE ACADEMY	AMZN MKTP US*1O4Z28991	64.00	PBIS materials.
20220421	BONSER,KRISTEN	PRIDE ACADEMY	AMZN MKTP US*1A2CW3R52	55.39	PBIS materials.
20220421	BONSER,KRISTEN	PRIDE ACADEMY	AMZN MKTP US*1O35JOY11	8.61	Math supplies.
20220426	BONSER,KRISTEN	PRIDE ACADEMY	WAL-MART #2253	33.37	PAC (Pride Assisting the Community) supplies.
20220427	BONSER,KRISTEN	PRIDE ACADEMY	WAL-MART #1917	60.33	Supplies for Science Night.
20220427	BONSER,KRISTEN	PRIDE ACADEMY	AMZN MKTP US*1O8AV09M2	47.09	Supplies for Science Night.
20220428	BONSER,KRISTEN	PRIDE ACADEMY	DOLLAR TREE	28.38	Student engagement / JH Dance.
20220428	BONSER,KRISTEN	PRIDE ACADEMY	ENCORE DATA PRODUCTS I	601.25	Student headphones.
20220429	BONSER,KRISTEN	PRIDE ACADEMY	PARTY CITY 441	32.73	Student engagement / JH Dance.
20220430	BONSER,KRISTEN	PRIDE ACADEMY	SMART AND FINAL 398	176.50	Snacks for CAASPP testing.
20220430	BONSER,KRISTEN	PRIDE ACADEMY	WAL-MART #1917	119.36	Snacks for CAASPP testing.
20220430	BONSER,KRISTEN	PRIDE ACADEMY	WAL-MART #3524	28.48	Snacks for CAASPP testing.
20220430	BONSER,KRISTEN	PRIDE ACADEMY	SMART AND FINAL 931	65.94	Snacks for CAASPP testing.
				1,396.43	
20220412	BORDEN,STEPHANIE	EDUCATIONAL SERVICES	SQ *CALIFORNIA SCHOOL	32.32	Professional Development Material for District Nurse to train Health Clerks.
20220413	BORDEN,STEPHANIE	EDUCATIONAL SERVICES	AMAZON.COM*1A5V879Q1 A	594.75	Office chairs for ERC staff.
20220422	BORDEN,STEPHANIE	EDUCATIONAL SERVICES	AWARDS BY NAVAJO ENGRA	180.14	Trophies and Medals for Academic Achievement Participants.
20220427	BORDEN,STEPHANIE	EDUCATIONAL SERVICES	AWARDS BY NAVAJO ENGRA	7.95	Engraving Fee for the Academic Achievement Trophy
				815.16	
20220403	BORTS,KATHERINE	HUMAN RESOURCES	ASSOCIATIO* ACSA CAREE	450.00	Job Recruitment.
20220410	BORTS,KATHERINE	HUMAN RESOURCES	ALS SPORT SHOP	77.49	Recruitment materials.
20220410	BORTS,KATHERINE	HUMAN RESOURCES	WAL-MART #1917	22.06	Recruitment materials.
20220421	BORTS,KATHERINE	HUMAN RESOURCES	ASSOCIATIO* ACSA CAREE	330.00	Job recruitment.
				879.55	
20220413	BROGAN-BARANSKI,KRISTIN	SUPERINTENDENT'S OFFICE	SANDWICH BAGS DELI & C	44.11	Board meeting supplies.
20220425	BROGAN-BARANSKI,KRISTIN	SUPERINTENDENT'S OFFICE	ZOOM.US 888-799-9666	29.98	Online meeting platform.
				74.09	
20220427	CARRILLO,JESSICA	OST PROGRAMS	TEACHERSPAYTEACHERS.CO	3.00	Lesson Plan for Summer Camp.
20220429	CARRILLO,JESSICA	OST PROGRAMS	WAL-MART #1917	40.00	Storage containers.
20220429	CARRILLO,JESSICA	OST PROGRAMS	WAL-MART #1917	109.78	Storage containers.
				152.78	
20220411	FLAMION,AMANDA	CHILD NUTRITION	AMZN MKTP US*1H9Y85D52	8.61	Academic wall calendar.
20220411	FLAMION,AMANDA	CHILD NUTRITION	AMZN MKTP US*1H2HA3Y10	121.83	Office supplies.
				130.44	

April 2022
P-CARD TRANSACTIONS

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20220401	FORSTER, CHASITY	HILL CREEK	AMZN MKTP US*169RQ1KS0	16.70	Printer toner.
20220401	FORSTER, CHASITY	HILL CREEK	AMZN MKTP US*168OJ1UF0	45.04	Toner Cartridge.
20220403	FORSTER, CHASITY	HILL CREEK	DOLLAR TREE, INC.	54.85	Title 1- Kinder student supplies.
20220403	FORSTER, CHASITY	HILL CREEK	JONES SCHOOL SUPPLY CO	74.56	Student engagement medals.
20220420	FORSTER, CHASITY	HILL CREEK	PAYPAL *SHOPPAJAMA	432.00	Mascot.
20220420	FORSTER, CHASITY	HILL CREEK	AMZN MKTP US*1O6TP7KK1	32.15	Writing materials and supplies.
				<u>655.30</u>	
20220401	GREEN, CHRISHAUN	OST PROGRAMS	WAL-MART #1917	295.41	Project SAFE supplies.
20220430	GREEN, CHRISHAUN	OST PROGRAMS	RENAISSANCE HOTELS	453.10	Boost Conference accommodations.
				<u>748.51</u>	
20220425	HICKS, TYLENE	SYCAMORE CANYON	AMZN MKTP US*1O3G26HE2	491.34	Portable A-Frame White Boards for Outdoor Learning.
20220428	HICKS, TYLENE	SYCAMORE CANYON	WAL-MART #1917	253.28	CAASPP Testing Snacks for 3rd-6th Grade.
20220429	HICKS, TYLENE	SYCAMORE CANYON	AMZN MKTP US*130JG7OR1	45.61	Baby Gate for the Preschool Classroom.
				<u>790.23</u>	
20220430	HOHIMER, KAREN	CAJON PARK	AMZN MKTP US*134EB7LW1	30.16	Disposable cups for water.
				<u>30.16</u>	
20220419	HOOKS, TED A	CHET F. HARRITT	AMAZON.COM*1O1MT8KK1	28.00	Office supplies.
20220420	HOOKS, TED A	CHET F. HARRITT	AMAZON.COM*1O4MA59N1 A	43.00	Elective materials.
20220421	HOOKS, TED A	CHET F. HARRITT	SEESAW LEARNING	120.00	Subscription renewal.
20220424	HOOKS, TED A	CHET F. HARRITT	AMZN MKTP US*1O2T56JZ2	26.93	Lunch on the Lawn Supplies.
20220427	HOOKS, TED A	CHET F. HARRITT	AMAZON.COM*1O9YO22O0 A	159.20	Playground balls.
20220429	HOOKS, TED A	CHET F. HARRITT	AMAZON.COM AMZN.COM/BI	(79.60)	Playground Balls (partial refund due to damaged product).
				<u>297.53</u>	
20220426	JOHNSTON, ANDREW	CARLTON OAKS	SP INSECT LORE	39.11	Classroom Seasonal Curriculum.
				<u>39.11</u>	
20220408	LOCKE, SUMMER	PEPPER DRIVE	AMZN MKTP US*1H7W90PC2	15.72	SEL Books for K-5 Classrooms.
20220410	LOCKE, SUMMER	PEPPER DRIVE	AMAZON.COM*1H7R18PP2	32.93	SEL Books for K-5 Classrooms.
20220410	LOCKE, SUMMER	PEPPER DRIVE	AMAZON.COM*1A0R20ER1	110.39	SEL Books for Grade K-5 Classrooms.
20220410	LOCKE, SUMMER	PEPPER DRIVE	AMAZON.COM*1H2WG3GC2	11.41	SEL Books for K-5 Classrooms.
20220417	LOCKE, SUMMER	PEPPER DRIVE	AMZN MKTP US*1A1KE2PV2	67.23	Printer paper and Paw Ribbon for PBIS Activity.
20220427	LOCKE, SUMMER	PEPPER DRIVE	AMZN MKTP US*1O7518982	58.14	Plexiglass frames and table cloth for PBIS Activity.
20220428	LOCKE, SUMMER	PEPPER DRIVE	AMZN MKTP US*1O03G8IU2	140.06	Plexiglass frames and tablecloth for PBIS activity.
20220430	LOCKE, SUMMER	PEPPER DRIVE	AMZN MKTP US*1Q0W373G0	44.37	Props for Performing Arts.
				<u>480.25</u>	
20220403	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*1625Z0I30	175.74	Standing Desk
20220417	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	THE HOME DEPOT #0673	8.47	Wiring supplies.
20220418	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	SIMPLISAFE	24.99	Security System.
20220419	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*1A97962M2	37.05	Phone supplies.
20220420	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*1O86T3OAO	628.87	Monitor.
20220427	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*1Q7DE37J1	212.60	Flash drives and audio supplies.
20220429	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*132HZ6FT1	159.00	Laptop chargers.
20220430	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*137TS23S1	21.52	Power supplies.
				<u>1,268.24</u>	
20220403	MCGINTY, MIMI	SPECIAL EDUCATION	LAKESHORE LEARNING MAT	50.07	OT item.
20220404	MCGINTY, MIMI	SPECIAL EDUCATION	AMAZON.COM*1H3795HQ1 A	39.93	Item for SDC class.
20220404	MCGINTY, MIMI	SPECIAL EDUCATION	AMAZON.COM*1H6137LH0	16.88	Item for SDC class.
20220404	MCGINTY, MIMI	SPECIAL EDUCATION	AMZN MKTP US*1653X5SI2	82.45	OT items.
20220405	MCGINTY, MIMI	SPECIAL EDUCATION	AMZN MKTP US*1H21E8TV0	9.04	OT item.
20220405	MCGINTY, MIMI	SPECIAL EDUCATION	AMZN MKTP US*1H6EG87V1	15.06	OT item.
20220405	MCGINTY, MIMI	SPECIAL EDUCATION	SP * MHS: MULTI HEALTH	142.50	Protocols.
20220405	MCGINTY, MIMI	SPECIAL EDUCATION	AMZN MKTP US*1H4A29T10	10.76	OT item.
20220405	MCGINTY, MIMI	SPECIAL EDUCATION	SP * MHS: MULTI HEALTH	103.25	Protocols.
20220405	MCGINTY, MIMI	SPECIAL EDUCATION	SP * MHS: MULTI HEALTH	233.75	Protocols.
20220407	MCGINTY, MIMI	SPECIAL EDUCATION	MAXI AIDS INC	106.43	VI item.
20220408	MCGINTY, MIMI	SPECIAL EDUCATION	AMZN MKTP US*1H8U55ET2	56.03	OT item.
20220413	MCGINTY, MIMI	SPECIAL EDUCATION	AMAZON.COM*1H7CL4RN2	35.94	Learning Loss.
20220419	MCGINTY, MIMI	SPECIAL EDUCATION	AMZN MKTP US*1O6826KW1	17.01	OT item.
20220427	MCGINTY, MIMI	SPECIAL EDUCATION	AWL*PEARSON EDUCATION	64.65	Protocols.
20220428	MCGINTY, MIMI	SPECIAL EDUCATION	AMAZON.COM*1O1Y01RB2 A	22.06	Wipes for SDC class.
				<u>1,005.81</u>	

April 2022
P-CARD TRANSACTIONS

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20220430	MINUTELLI,DAWN	EDUCATIONAL SERVICES	KENDALL HUNT PUBLISHIN	42.53	Light and Matter Teacher's Edition.
20220430	MINUTELLI,DAWN	EDUCATIONAL SERVICES	ETSY.COM - MULTIPLE SH	1,398.89	State Preschool furniture. Several purchases that total \$1398.89.
				1,441.42	
20220427	MONTLER,BONNER M	EDUCATIONAL SERVICES	BEST BUY 00001842	57.35	External hard drive for assessment department.
				57.35	
20220403	MURPHY,GRETCHEN	CARLTON OAKS	LOWES #00907*	189.60	Custodial supplies.
20220420	MURPHY,GRETCHEN	CARLTON OAKS	SANTEE LAKES RECREATIO	75.00	Field trip.
20220426	MURPHY,GRETCHEN	CARLTON OAKS	AMZN MKTP US*1O2G09DCO	236.94	Supplies (ear buds for testing).
20220429	MURPHY,GRETCHEN	CARLTON OAKS	SANTEE LAKES RECREATIO	375.00	Field trip.
				876.54	
20220403	NELSON,REBECCA	HILL CREEK	AMZN MKTP US*1H4S05GQ1	7.38	Student incentive items.
20220403	NELSON,REBECCA	HILL CREEK	AMZN MKTP US*165CW06R2	54.35	Student incentive items.
20220415	NELSON,REBECCA	HILL CREEK	FEDEX OFFICE 800000836	132.96	PBIS printing.
20220418	NELSON,REBECCA	HILL CREEK	WM SUPERCENTER #3947	25.82	PBIS supplies.
20220421	NELSON,REBECCA	HILL CREEK	SP DISCOUNT OWL PELL	73.12	Owl pellet dissection science project.
20220424	NELSON,REBECCA	HILL CREEK	AMZN MKTP US*1Q2A39191	204.71	Headphones for testing.
20220426	NELSON,REBECCA	HILL CREEK	AMAZON.COM*1O39C8602	119.58	Kinder- butterfly science kits.
20220428	NELSON,REBECCA	HILL CREEK	AMZN MKTP US*1Q0IQ0CL2	124.88	Headphones for testing.
20220428	NELSON,REBECCA	HILL CREEK	AMAZON.COM*1O2NB0YU2	148.38	Professional development books.
20220429	NELSON,REBECCA	HILL CREEK	INSTACART	21.11	Supplies Junior olympics.
20220429	NELSON,REBECCA	HILL CREEK	AMAZON.COM*1Q6GA54G0	29.79	Health office supplies.
				942.08	
20220401	OGDEN,LINDSAY	PRIDE ACADEMY	AMZN MKTP US*1H7A92NT1	32.28	Student engagement supplies.
20220401	OGDEN,LINDSAY	PRIDE ACADEMY	AMZN MKTP US*169HG01N2	203.01	Student engagement supplies.
20220410	OGDEN,LINDSAY	PRIDE ACADEMY	AMZN MKTP US AMZN.COM/	(32.28)	Refund for student engagement supplies.
20220421	OGDEN,LINDSAY	PRIDE ACADEMY	AMZN MKTP US*1O37A9Z40	43.04	Student engagement supplies.
20220429	OGDEN,LINDSAY	PRIDE ACADEMY	TARGET 00014852	50.00	Student behavior incentives.
20220429	OGDEN,LINDSAY	PRIDE ACADEMY	TARGET 00014852	50.00	Student behavior incentives.
				346.05	
20220420	OLANDER,MICHAEL	PUPIL SERVICES	BROOKES PUBLISHING	41.50	Protocols.
20220424	OLANDER,MICHAEL	PUPIL SERVICES	AMAZON.COM*1Q0DG1X21	28.00	SDC Supplies.
20220425	OLANDER,MICHAEL	PUPIL SERVICES	AMZN MKTP US*1O4DT5X41	23.14	SDC Supplies.
20220426	OLANDER,MICHAEL	PUPIL SERVICES	AMZN MKTP US*1O2A94B22	192.64	SDC Supplies.
				285.28	
20220425	PARKER,HEIDI MARIA	PEPPER DRIVE	OTC BRANDS INC	794.84	Student incentives.
				794.84	
20220405	PEABODY,LESLIE	TRANSPORTATION	AMAZON.COM*163W92WB2 A	168.53	7 boxes classification folders - vehicles/personnel files.
20220412	PEABODY,LESLIE	TRANSPORTATION	AMAZON.COM*1A32Y17B1 A	73.56	3 boxes - Driver folders.
20220413	PEABODY,LESLIE	TRANSPORTATION	AMZN MKTP US*1H53P7ID2	189.63	Mower Tires - Grounds.
20220413	PEABODY,LESLIE	TRANSPORTATION	AMTRAK .COM	57.30	Amtrak ticket for TLA.
20220413	PEABODY,LESLIE	TRANSPORTATION	AMAZON.COM*1H4RA0R02	38.97	Trailer Jack - Maintenance/grounds.
20220419	PEABODY,LESLIE	TRANSPORTATION	WAL-MART #1917	11.70	File folders.
20220420	PEABODY,LESLIE	TRANSPORTATION	AMAZON.COM*1A0G14KJ2 A	67.80	Classification folders.
20220425	PEABODY,LESLIE	TRANSPORTATION	DOUBLETREE	153.95	Transportation Leadership Academy.
20220429	PEABODY,LESLIE	TRANSPORTATION	PRESSUREWASHERNET	88.23	Pressure washer wand.
				849.67	
20220403	PEZONE,MELYNDA	CARLTON HILLS	TARGET.COM *	300.90	Item purchased in error.
20220407	PEZONE,MELYNDA	CARLTON HILLS	TARGET.COM *	(0.20)	Return for unavailable items - classroom bins for new teacher.
20220407	PEZONE,MELYNDA	CARLTON HILLS	TARGET.COM *	16.16	Organizational bins for new teacher.
20220407	PEZONE,MELYNDA	CARLTON HILLS	TARGET.COM *	27.04	Classroom organizational bins for new teacher.
20220407	PEZONE,MELYNDA	CARLTON HILLS	TARGET.COM *	59.46	Organization shelves for new teacher.
20220407	PEZONE,MELYNDA	CARLTON HILLS	TARGET.COM *	(27.04)	Return for unavailable items - Classroom organizational bins for new teacher.
20220420	PEZONE,MELYNDA	CARLTON HILLS	TARGET 00002014	(300.90)	Return for item purchased in error.
20220426	PEZONE,MELYNDA	CARLTON HILLS	BSN SPORTS LLC	15.42	Playground equipment for Junior High.
				90.84	
20220422	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMZN MKTP US*1O2J55ZO2	19.37	Calculator.
				19.37	

April 2022
P-CARD TRANSACTIONS

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20220415	RIFFEL, MEREDITH	PUPIL SERVICES	AMZN MKTP US*1A9LD8MW0	128.21	DODEA other supplies (part of order #111-9492482-3831446).
20220417	RIFFEL, MEREDITH	PUPIL SERVICES	DOLLAR TREE, INC.	56.48	DODEA other supplies.
20220417	RIFFEL, MEREDITH	PUPIL SERVICES	OTC BRANDS INC	467.61	DODEA other supplies.
20220417	RIFFEL, MEREDITH	PUPIL SERVICES	AMZN MKTP US*1A5PC78K0	77.44	DODEA other supplies (part of order #111-9492482-3831446).
20220424	RIFFEL, MEREDITH	PUPIL SERVICES	MTS- PRONTO	72.00	Bus pass renewal for homeless family.
				801.74	
20220403	SALCIDO, DELIA M	OST PROGRAMS	SMART AND FINAL 929	29.64	YALE snacks.
20220406	SALCIDO, DELIA M	OST PROGRAMS	TEACHERSPAYTEACHERS.CO	8.32	Teacher training.
20220406	SALCIDO, DELIA M	OST PROGRAMS	SMART AND FINAL 929	8.73	YALE snacks.
20220410	SALCIDO, DELIA M	OST PROGRAMS	SMART AND FINAL 929	36.52	YALE snacks.
20220415	SALCIDO, DELIA M	OST PROGRAMS	TARGET 00014852	20.47	YALE snacks.
20220420	SALCIDO, DELIA M	OST PROGRAMS	SMART AND FINAL 929	39.06	YALE snacks.
20220428	SALCIDO, DELIA M	OST PROGRAMS	WAL-MART #1917	39.21	YALE classroom supplies.
20220429	SALCIDO, DELIA M	OST PROGRAMS	WAL-MART #1917	114.85	YALE classroom supplies.
				296.80	
20220424	SIMPSON, DEBRA	CARLTON HILLS	AMAZON.COM*1Q0CX1T01	43.08	CAASPP Testing support.
20220424	SIMPSON, DEBRA	CARLTON HILLS	AMZN MKTP US*1O6419EQ0	87.86	Staff appreciation.
20220424	SIMPSON, DEBRA	CARLTON HILLS	AMZN MKTP US*1O11X4A52	112.00	Staff appreciation.
20220425	SIMPSON, DEBRA	CARLTON HILLS	TARGET.COM *	86.18	Staff appreciation signs.
20220425	SIMPSON, DEBRA	CARLTON HILLS	AMZN MKTP US*1Q8NU45J1	37.36	Office supplies.
20220426	SIMPSON, DEBRA	CARLTON HILLS	AMZN MKTP US*1O9OM8S90	96.96	Steps for portable stage.
				463.44	
20220421	SOUTHCOTT, STEPHANIE	RIO SECO	WRIST-BAND* CUSTOMLANY	134.24	Materials for Lunch on the Lawn.
20220424	SOUTHCOTT, STEPHANIE	RIO SECO	AMZN MKTP US*1O8636TA2	33.38	Supplies for "Lunch on the Lawn".
20220429	SOUTHCOTT, STEPHANIE	RIO SECO	VONS #1897	43.08	Staff acknowledgement.
				210.70	
20220427	STARKEY, MARK	INFORMATION TECHNOLOGY	AMZN MKTP US*1Q1GU8241	232.60	10 iPad mini cases for new AAC devices.
20220429	STARKEY, MARK	INFORMATION TECHNOLOGY	APPLE.COM/US	24.98	VI apps for iPad Pro - Special Education.
				257.58	
20220403	STORM, BRYCE	FACILITIES, MAINTENANCE & OPERATIONS	SAN DIEGO COUNTY RAA	64.00	Parking.
20220403	STORM, BRYCE	FACILITIES, MAINTENANCE & OPERATIONS	SQ *THE OFFICER'S CLUB	44.40	Food.
20220403	STORM, BRYCE	FACILITIES, MAINTENANCE & OPERATIONS	UBER TRIP	37.16	Travel.
20220404	STORM, BRYCE	FACILITIES, MAINTENANCE & OPERATIONS	SOUTHWEST AIRLINES	227.97	Travel.
20220404	STORM, BRYCE	FACILITIES, MAINTENANCE & OPERATIONS	SOUTHWEST AIRLINES	237.97	Travel.
20220404	STORM, BRYCE	FACILITIES, MAINTENANCE & OPERATIONS	LIONS GATE HOTEL	108.49	Hotel.
20220430	STORM, BRYCE	FACILITIES, MAINTENANCE & OPERATIONS	SDIA AIRPORT PARKING O	42.00	Parking.
				761.99	
				21,455.66	

Consent Item E.2.6.
Prepared by Karl Christensen
June 7, 2022

Adoption of Resolution No. 2122-24 to Establish
Temporary Interfund Transfers

BACKGROUND:

At certain times of the year, because of the State’s reliance on apportionment deferrals and other timing circumstances, it becomes necessary for some funds to temporarily borrow monies from other funds to pay bills. These temporary loans are known as “Due To/Due From” accounts. These account transfers must conform with Education Code Section 42603 which states “The governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations.” In order to comply with adopted procedures by the San Diego County Office of Education, the Santee School District Board of Education must annually adopt a resolution to allow for Temporary Interfund Transfers of Special or Restricted Funds. This resolution approves all such transfers as needed to close the books for fiscal year 2021-22 and incorporates any transfers needed for the 2022-23 fiscal year.

RECOMMENDATION:

It is recommended that the Board of Education adopt Resolution No. 2122-24, “Resolution to Establish Temporary Interfund Transfers of Special or Restricted Fund Moneys” (Due To/Due From), as required for the 2021-22 year-end closing process and 2022-23 fiscal year.

This recommendation supports the following District goal:

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	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:

Resolution No. 2122-24 will allow temporary interfund transfers of special or restricted fund moneys (due to/due from) as required for the 2021-22 year-end closing process and 2022-23 fiscal year. The anticipated fiscal amount of the transfers is not to exceed \$5,000,000.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.6.

SANTEE SCHOOL DISTRICT)
)
Resolution to Establish Temporary)
Interfund Transfers of Special or)
Restricted Fund Moneys (Due To/)
Due From Accounts))
)
Resolution No. 2122-24)

On Motion of Member _____, seconded by Member _____, the following resolution is hereby adopted:

WHEREAS, the Governing Board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code Section 42603, and

WHEREAS, the transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account, and

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final one hundred twenty (120) calendar days of a fiscal year,

THEREFORE, BE IT RESOLVED that the Board of Education of the Santee School District in accordance with the provisions of the Education Code Section 42603 adopts the following authorization for fiscal year 2021-22 to temporarily transfer funds not to exceed \$5,000,000 between the following funds provided that all transfers are approved by the Superintendent or designee:

- General Fund (01)
- Child Development (12)
- Cafeteria (13)
- Deferred Maintenance (14)
- Special Reserve (17)
- Other Building Fund (21)
- Capital Facilities (25)
- State School Building (30)
- Other Enterprise Fund (63)

Consent Item E.2.7.
Prepared by Karl Christensen
June 7, 2022

Approval/Ratification of Annual Agreements for 2022-23

BACKGROUND:

Attached is a list of annual agreements presented for the Board's information and approval. These agreements are put into place and purchase orders are issued to make ongoing payments to vendors as expenses are incurred throughout the fiscal year. Administration has reviewed each annual agreement and solicited quotes where applicable. Additional quotes were not solicited for those items that are on a continuing lease or lease/purchase because those items were received on a multi-year agreement.

RECOMMENDATION:

It is recommended that the Board of Education provide approval/ratification of the attached listed annual agreements for 2022-23.

This recommendation supports the following District goal:

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	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 annual cost of each annual agreement is attached and the total of all annual agreements listed is \$3,904,363.18.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.7.

Vendor	Description	Department	Approximate Cost 2022 / 2023
24-Hour Elevator	Elevator Maintenance Agreements for CP, CH, CO, HC & RS 2-Story; PD 3-Story Bldgs, Incl. Inspections	M&O	\$ 20,000.00
24-Hour Elevator	Bi-Annual Inspection of Wheelchair Lifts at CP, SC, CH, and PA	M&O	\$ 4,500.00
24-Hour Elevator	Elevator & Wheelchair Lift Repairs	M&O	\$ 7,000.00
AAF/American Air Filters	Air Filters - HVAC Supplies	M&O	\$ 15,000.00
Aardvark Pest Control	Pest Control Services	M&O	\$ 58,000.00
Achieve 3000, Inc.	License For K-8 Students	Ed Services	\$ 87,654.00
All City Pest Control	Pest Control Services	M&O	\$ 1,500.00
Amazon.com	Misc. Purchases for ASES	OSTP	\$ 3,000.00
Amazon.com	Misc. Purchases for Project Safe	OSTP	\$ 5,000.00
Anixter/Clark Security	Hardware for Locks & Doors	M&O	\$ 25,000.00
Apple	Apple OS Support - Select	Technology	\$ 4,800.00
AT&T / Calnet 2 – Access Line	Phone Service - Access Lines	Technology	\$ 15,000.00
AT&T / Calnet 2 – C60 Acct.	Phone Service - C60	Technology	\$ 35,000.00
Atkinson, Andelson, AAL	Legal Services for Business	Business	\$ 1,000.00
Atkinson, Andelson, AAL	Legal Services for Human Resources	Business	\$ 6,000.00
Atkinson, Andelson, AAL	Legal Services for Superintendent	Business	\$ 3,000.00
Atkinson, Andelson, AAL	Legal Services for Spec. Ed.	Business	\$ 25,000.00
Backflow Services	Annual Testing (Backflow Svcs)	M&O	\$ 10,000.00
California Association of School Business Officials	Annual Organizational Membership	Business	\$ 3,500.00
California School Boards Association	CSBA Membership Dues and Education Legal Alliance Membership Dues	Board	\$ 15,000.00
California School Boards Association	GAMUT Subscription	Superintendent	\$ 3,125.00
Cintas	Uniform Services for M&O	M&O	\$ 18,000.00
Cintas	Uniform Services for Transportation	Transportation	\$ 3,000.00
Cintas	Uniform Services for COVID SUPPLIES	Transportation	\$ 3,000.00
City Electric Supply (CES)	Electrical Supplies/Maint. Repairs/Pts	M&O	\$ 25,000.00
City of Santee	Crossing Guards	Business	\$ 25,000.00
City Treasurer (City of San Diego)	Defibrillator Maintenance	HR	\$ 467.50
Companion Corporation	Online Subscription Services for all nine site libraries	Ed Services	\$ 20,024.00
Computer Protection Tech.	Equipment Maint. Agreement	Technology	\$ 2,900.00
Core Technology	CTC Bridge Software & Support	Technology	\$ 728.00
County Schools Svc Fund	Ed-Join	HR	\$ 1,100.00
Cox Communications	Cox Data Network	Technology	\$ 60,000.00
Data Blocks	Magenta Suite Support Svcs	Ed Services	\$ 600.00
Dave Bang Associates	Playground Safety Supplies	M&O	\$ 90,000.00
Dell Marketing	VMWare Production Support	Technology	\$ 10,856.58
Document Tracking Services	Licenses for Annual Document Tracking Services	Ed Services	\$ 2,050.00
DS Services of America, Inc. (DBA: Sparkletts)	Drinking Water for Pepper Drive	Business	\$ 850.00
DS Services of America, Inc. (DBA: Sparkletts)	Drinking Water for Carlton Hills	Business	\$ 825.00
DS Services of America, Inc. (DBA: Sparkletts)	Drinking Water for M&O	Business	\$ 400.00
DS Services of America, Inc. (DBA: Sparkletts)	Drinking Water for Pride Academy	Business	\$ 425.00
DS Services of America, Inc. (DBA: Sparkletts)	Drinking Water for Chet F. Harritt	Business	\$ 375.00
DS Services of America, Inc. (DBA: Sparkletts)	Drinking Water for Hill Creek	Business	\$ 350.00
DS Services of America, Inc. (DBA: Sparkletts)	Drinking Water for Rio Seco	Business	\$ 300.00
DS Services of America, Inc. (DBA: Sparkletts)	Drinking Water for Sycamore Canyon	Business	\$ 525.00
DS Services of America, Inc. (DBA: Sparkletts)	Drinking Water for Transportation	Business	\$ 325.00
DS Services of America, Inc. (DBA: Sparkletts)	Drinking Water for CNS	Business	\$ 200.00
DS Services of America, Inc. (DBA: Sparkletts)	Drinking Water for Departments located in District Office and ERC	Business	\$ 2,860.00
Dude Solutions	Work Order Software License	M&O	\$ 7,500.00
Dunn Edwards	Paint Supplies	M&O	\$ 3,000.00
Edu Business Solutions	Print Shop Pro Software Support	Technology	\$ 3,237.30
Eide Bailly, LLP	Audit Services	Business	\$ 25,000.00
Eplus	Professional Svcs & Support Svcs	Technology	\$ 7,000.00
ESGI	Licenses for Teachers	Ed Services	\$ 11,000.00
Ewing	Irrigation Supplies	M&O	\$ 18,000.00
Ferguson	Plumbing Supplies	M&O	\$ 14,000.00
Fire Etc.	Fire Extinguisher Services	M&O	\$ 13,000.00
Frontline	Cell Phone Service for District	Technology	\$ 12,500.00

Vendor	Description	Department	Approximate Cost 2022 / 2023
Frontline Placement (Aesop)	Aesop Substitute/Absence Svcs	HR	\$ 15,290.00
Globalstar USA	Satellite Svcs for Board Member	Superintendent	\$ 1,500.00
Grainger	Maintenance Supplies	M&O	\$ 5,000.00
Greenbrier Lawn & Tree	Tree Trimming & Removal Svcs	M&O	\$ 20,000.00
GTSOft	EZ Child Tracking Software	OSTP	\$ 15,000.00
Harland	Scanner Maintenance Agreement - Read-Head	Ed Services	\$ 1,400.00
Helix Water District	Water Service-PD	Business	\$ 15,000.00
Home Depot Comm Acct	Maintenance Supplies	M&O	\$ 50,000.00
Ident-A-Kid	Licenses for all Sites	HR	\$ 4,158.00
Imagine Learning	Subscription for our EL students	Ed Services	\$ 27,000.00
Intrado Interactive Services Corporation	Parent Link Information - School Messenger	Technology	\$ 37,500.00
Johnstone Supply	HVAC Supplies	M&O	\$ 12,000.00
K.I.D.S. Inc.	K-9 Drug Detection	HR	\$ 8,000.00
Kelly Paper	Paper Supplies	Pubs	\$ 10,000.00
Konica Minolta Business	Maint. Agreemt for AccurioPress 6136 Copier	Pubs	\$ 15,000.00
Konica Minolta Business	Maint. Agreemt for Copiers Bizhub Press 1250P	Pubs	\$ 15,000.00
Konica Minolta Business	Maint. Agreemt for Color Copier C3070L	Pubs	\$ 12,000.00
Konica Minolta Business	Maint. Agreemt for AccurioPress 6120 Copier	Pubs	\$ 10,000.00
KRC Rock	Grounds Supplies	M&O	\$ 5,000.00
Kyocera	Estimate for Annual Maint. Agmt	Carlton Oaks	\$ 4,200.00
Lakeside Equipment Sales	Equipment Rental	M&O	\$ 5,000.00
Lexia	1 year Literacy Intervention	Ed Services	\$ 85,500.00
Lowes	Maintenance Supplies	M&O	\$ 15,000.00
Mason's Saw & Lawnmower	Small Equipment Repairs	Transportation	\$ 16,000.00
North County Educational Purchasing Consortium (NCEPC)	Annual Dues	Purchasing	\$ 400.00
Office1 (formerly Officia)	Maintenance Agreement for VI Program	Special Ed	\$ 1,200.00
Pacifica Glass	Vandalism Repairs - Window Glass	M&O	\$ 3,000.00
Padre Dam MWD	Water Service (For Entire District - Except Pepper Drive)	Business	\$ 400,000.00
Padre Dam MWD	Water Service for CNS	Business	\$ 4,400.00
Panorama	Educational Surveys	Ed Services	\$ 27,400.00
Peachjar	District License Fees	Superintendent	\$ 3,150.00
Peardeck	1 year subscription Formative Assessment Tool	Ed Services	\$ 20,400.00
Pearson	Schoolnet Subscription Licenses	Ed Services	\$ 65,000.00
Pearson	Testing Protocols	Special Ed	\$ 35,000.00
Pitney Bowes - Lease	Mailing Machine Rental	Warehouse	\$ 3,709.80
Pitney Bowes Reserve Acct	Annual Postage for District	Business	\$ 43,000.00
PowerSchool	Recurring Licenses for PowerSchool	Technology	\$ 39,000.00
PowerSchool (#203)	Hoonuit Location Analytics Hosted, Student Trip Manager, Hoonuit Enrollment Analytics Hosted, Premier Enrollment Projections	Business	\$ 11,000.00
PowerSchool (Talent Ed)	Applicant Tracking (Talent Ed)	HR	\$ 10,120.00
PowerSchool (Talent Ed)	Records Retention (Talent Ed) Software/Licenses & Performance	HR	\$ 36,190.00
PowerSchool Enrollment	Powerschool Registration & Locator Licenses	Technology	\$ 30,338.00
Pro-Ed Inc.	Testing Protocols	Special Ed	\$ 10,000.00
Protelesis	Phone System Support Svcs	Technology	\$ 30,360.00
Regional Communications	Radio Service Agreement	Transportation	\$ 4,000.00
Riverside (HMH)	Testing Protocols	Special Ed	\$ 10,000.00
Rosetta Stone	EL Support for students and parents	Ed Services	\$ 17,550.00
Rupe Consulting Services	Erate Services	Technology	\$ 9,200.00
Safari Montage	Software Licenses	Ed Services	\$ 28,231.00
Safe-T-Lite	Signs & Sign Materials	M&O	\$ 1,000.00
San Diego City Schools	Fingerprinting Services	HR	\$ 550.00
San Diego County School Boards Association	Membership Dues	Board	\$ 400.00
San Diego Gas & Electric	District-wide Gas and Electric Services - except HC	Business	\$ 1,191,000.00
San Diego Gas & Electric	Gas & Electric Services - CNS	Business	\$ 44,500.00
San Diego Gas & Electric	Gas & Electric Services - HC	Business	\$ 39,469.00
SC Fuels	Diesel Fuel	Transportation	\$ 80,000.00
SC Fuels	Unleaded Fuel	Transportation	\$ 90,000.00
SC Fuels	Fuel for M & O	Transportation	\$ 55,000.00

Vendor	Description	Department	Approximate Cost 2022 / 2023
SC Fuels	Fuel for Technology	Transportation	\$ 5,000.00
School Innovations & Advocacy	Mandate Claim Preparation	Business	\$ 10,200.00
School Services of California	Fiscal and Mandated Cost Claim	Business	\$ 3,900.00
School Services of California	Services	Business	\$ 350.00
Seesaw	2-Year Subscription LMS	Ed Services	\$ 28,743.00
SEHI Computer Products	VEEAM 1-yr Basic	Technology	\$ 2,940.00
SITEIMPROVE	ADA Website Compliance	Technology	\$ 9,872.00
Smart & Final	Food & Misc Purchases for OSTP	OSTP	\$ 11,000.00
Softchoice Corporation	Educational Software for District	Technology	\$ 48,250.00
Solarwinds	Maintenance Agreement	Technology	\$ 2,544.00
South Coast Copy Systems	Maintenance Agreements - All Sites	Business	\$ 20,000.00
South Coast Copy Systems	Maintenance Agreement for Copier located in the Transportation Department	Transportation	\$ 400.00
Southland Envelope	Envelope Printing	Pubs	\$ 2,000.00
Spiral Binding Co. Inc.	Coil Binding Supplies	Pubs	\$ 500.00
Sprint	Cell Phone Service for District	Technology	\$ 32,000.00
Standard Electronics	Electrical Repairs	M&O	\$ 17,000.00
State of California Dept. of Industrial Relations	Passenger Elevator Permit Costs - CP, CH, CO, HC, RS, & PD	M&O	\$ 2,000.00
State of California Dept. of Industrial Relations	Wheelchair Lift Permit Costs - SC, CP, CH, PA	M&O	\$ 1,100.00
State of California DOJ	Fingerprinting Services	HR	\$ 16,500.00
Superintendent of Schools	Library Media Services	Ed Services	\$ 2,920.00
Superintendent of Schools	Membership Dues for SCPDF	Ed Services	\$ 6,000.00
Superintendent of Schools	Business Cards	Pubs	\$ 1,200.00
Teamtalk Network	Radio Service Agreement	Transportation	\$ 12,691.00
Thomas Industrial Water	Water Conditioning Services	Transportation	\$ 840.00
Thrively	License Agreement	Ed Services	\$ 15,700.00
Trane US Inc.	HVAC Supplies	M&O	\$ 8,000.00
Transfinder	Routing Software	Transportation	\$ 4,950.00
Transfinder	Synovia integration	Transportation	\$ 2,750.00
Typing Agent	Unlimited Access to Typing Agent for 5000 Users	Ed Services	\$ 6,420.00
Valley Industrial Specialties	Plumbing Supplies	M&O	\$ 5,000.00
Waste Management	District-wide Refuse Removal	Business	\$ 129,000.00
Zonar Systems	Service & Lease Payments	Transportation	\$ 11,000.00
Zonar Systems	Supplies	Transportation	\$ 2,000.00
TOTAL ANNUALS			\$ 3,904,363.18

Consent Item E.2.8.
 Prepared by Karl Christensen
 June 7, 2022

Approval of 2022-23 Student Accident Insurance

BACKGROUND:

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

RECOMMENDATION:

It is recommended that the Board of Education approve the offering of student accident insurance for the 2022-23 school year, available from Guarantee Trust Life Insurance Company through Pacific Educators, Inc. Insurance Services. The premiums are listed below:

RATE SCHEDULE

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

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

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Student Well-Being	Provide social, emotional, and health service programs, integrated with community resources, to foster student character and personal well-being

FISCAL IMPACT:

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

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.8.

Consent Item E.2.9.
Prepared by Karl Christensen
June 7, 2022

Authorization to Reject All Bids for Frozen
Commodities, Non-Commodities, Grocery and
Snack Foods

BACKGROUND:

On April 20, 2022, Child Nutrition Services sent out bids for the procurement of frozen commodities, non-commodities, grocery, and snack foods for the 2022-23 school year. Bids were sent to Gold Star Foods, Newport Farms, and KB Foods; and these vendors were the only ones who submitted bids.

Upon reviewing the submitted bid pricing, it became apparent that many food items were missing from the specifications included in the bid. Therefore, it is necessary to reject all bids and re-bid these items for the 2022-23 school year.

RECOMMENDATION:

It is recommended that the Board of Education reject all bids submitted for the frozen commodities, non-commodities, and grocery and snack bid and authorize staff to re-bid.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	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:

To be determined.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.9.

Consent Item E.3.1.

Approval of Curriculum Purchase with LitArt Reading Comprehension in STEAM and Social Emotional Learning Instruction.

Prepared by Dr. Stephanie Pierce
June 7, 2022

BACKGROUND:

Out-of-School Time Programs requests approval to purchase LitArt, a reading comprehension and literacy curriculum, that will also provide enrichment activities for expanded learning. This program will allow us to meet the California Afterschool Quality Standards through active and engaged learning, as well as the Expanded Learning Opportunity requirement of literacy enrichment activities in Out-of-School programs. LitART uses a curated collection of evidence-based teaching and learning strategies proven to be effective. According to Harvard University, “LitART activities are created to increase reading and writing skills, engage learners, and build a love for reading.” Our goal is to increase student learning and achievement by providing easy-to-use curriculum that offers engaging, hands-on, interactive lessons for the Out-of-School Time program.

RECOMMENDATION:

Administration recommends that the Board of Education approve the purchase of LitArt for the 2022-2023 School year.

This recommendation supports the following District goals:

- Assure the highest level of educational achievement for all students.
- Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning.

FISCAL IMPACT:

The total cost of LitArt for all TK-8 grade students will be \$57,095. This includes:

- On-Site Professional Development for all Out-of-School Time staff (2-4 hours)
- Themed book series in fiction, non-fiction, STEAM, and Equity, Inclusion, and Diversity for each site
- Ongoing support from management team
- Pre and post data reviews
- Check-ins with Site Leads continuously throughout the school year

STUDENT ACHIEVEMENT IMPACT:

Ongoing literacy and comprehension in Out-of-School Time programs is essential to continuous learning for students. The LitArt curriculum will allow students to engage in high interest literacy lessons across multiple content areas. LitArt activities will raise student awareness, promote thought-provoking discussion, and support collaborative interaction with others in the larger community, different cultures, and even globally. This supports the district vision of unlocking the potential of tomorrow by building confident, innovative learners today.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.3.1.

Consent Item E.3.2.

Approval of Memorandum of Agreement (MOA) Between Santee School District's After School Education and Safety Program (ASES) and San Diego County Superintendent of Schools for Fiscal Year 2021-2022

Prepared by Dr. Stephanie Pierce
June 7, 2022

BACKGROUND:

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

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

RECOMMENDATION:

Administration recommends approval of the MOA between ASES and San Diego County Superintendent of Schools for fiscal year 2021-2022

This recommendation supports the following district goal:

- Assure the highest level of educational achievement for all students.
- Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning.

FISCAL IMPACT:

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

STUDENT ACHIEVEMENT IMPACT:

It is the District's intention to provide a comprehensive afterschool program that is essential to continuous learning for students.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.3.2.

BACKGROUND:

Administration seeks to continue the use of Mystery Science as core curriculum for the 2022-2023 school year. This program will serve as a bridge, providing Next Generation Science Standards (NGSS) aligned curriculum for K-5 students, during the science pilot. In 2022-23, pilot teachers will investigate and select NGSS aligned instructional materials for kindergarten through 5th grade students.

RECOMMENDATION:

Administration recommends that the Board of Education approve the purchase of Mystery Science for the 2022-2023 school year.

This recommendation supports the following District goals:

- Assure the highest level of educational achievement for all students.
- Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning.

FISCAL IMPACT:

The total cost of Mystery Science for all K-5 grade students will be \$65,000.00

This includes:

- Student licenses for all teachers in grades K-5
- Mystery Science Hands on Science Kits

STUDENT ACHIEVEMENT IMPACT:

Providing students and teachers with science materials aligned to Next-Generation Science Standards will increase the focus and coherence of the district's science program, grade K – grade 5.

Motion: _____ Second: _____ Vote: _____ Agenda Item E.3.3.

BACKGROUND:

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

Certificated Staff

A. New Appointments:

Employee	Location	Class/Step/Position #	Previous Annual Salary	New Annual Salary	Effective Date

B. Temporary Rehires:

Employee	Location	Class/Step/Position #	Previous Annual Salary	New Annual Salary	Effective Date

C. Change of Status/Location:

Employee	Location	Class/Step/Position #	Previous Annual Salary	New Annual Salary	Effective Date

D. Unpaid Leave Requests:

Employee	Location	Class/Step	Reason	Recommendation	Effective Date
1. Medina, Brianna	Chet F. Harritt	VI-09	Personal	Approve	08-17-22

E. Resignations:

Employee	Location	Class/Step	Reason	Effective Date
1. Anderson, Kari	Carlton Hills	V-05	Resignation	06-08-22

F. 39-Month Reemployment:

Employee	Location	Class/Step	Reason	Effective Date

G. Dismissals:

Employee	Location	Class/Step	Effective Date

Classified Staff

H. New Appointments:

Employee	Location	Position/Class/Hours/ Position #	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Ahwal, Angela	Rio Seco	Instructional Assistant Special Education II 21 A / 6.0 hrs #30019772	\$0.00	\$2,226.90	05-10-22
2. Gorham, Anastasia	Sycamore Canyon	Instructional Assistant Special Education II 21 A / 3.75 hrs #30012211	\$0.00	\$1,391.96	05-25-22
3. Matthews, Michael	Transportation	Bus Drive I 25 A / 6.0 hrs #10326228	\$0.00	\$2,706.60	05-25-22
4. Petrie, Serena	Hill Creek	Instructional Assistant Special Education II 21 A / 6.0 hrs #10327240	\$0.00	\$2,226.90	05-16*22
5. Ramirez, Amy	Transportation	Driver/Office Assistant 25.5 A / 8.0 hrs #10326237	\$0.00	\$3,702.40	05-23-22

6. Somers, Diane	Hill Creek	Food Service Worker I-A 20 A / 2.75 hrs #30019626	\$0.00	\$971.95	05-18-22
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I. Rehires:

Employee	Location	Position/Class/Hours/ Position #	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Brogren, Victoria	Rio Seco to <i>Hill Creek</i>	Instructional Assistant Special Education II 21 B / 4.5 hrs #30004379 to <i>Instructional Assistant Special Education II 21 B / 6.0 hrs #30019273</i>	\$1,669.20	\$2,338.70	05-31-22

J. Change of Status/Location:

Employee	Location	Position/Class/Hours/ Position #	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Castaneda, Ashley	Human Resources	Personnel Assistant/Substitute 24.5 A / 8.0 hrs #30014791 to <i>Personnel Technician 27.5 A / 8.0 hrs #30019919</i>	\$3,525.60	\$4,082.00	05-10-22
2. Rodriguez, Judith	Carlton Hills to <i>Sycamore Canyon</i>	Instructional Assistant Special Education II 21 E / 6.0 hrs #30010904 to <i>Instructional Assistant Special Education II 21 E / 6.0 hrs #30012210</i>	\$2,814.86	\$2,814.83	05-10-22

K. Unpaid Leave Requests:

Employee	Location	Position/Class/Hours	Reason	Recommendation	Effective Date

L. Resignations:

Employee	Location	Position	Reason	Effective Date
1. D'Amico, Mandy	Sycamore Canyon	Instructional Assistant Special Education II	Resignation	06-08-22
2. Dougherty, Lisamarie	Transportation	Bus Driver I	Retirement	05-30-22
3. Pontarolo, Duane	Maintenance and Operations	Craftworker/Warehouse/ Delivery Driver	Retirement	06-17-22
4. Farmer, Cynthia	PRIDE Academy	Instructional Assistant I	Retirement	06-08-22
5. Purcell, Jessica	Hill Creek	Instructional Assistant I	Resignation	06-08-22
6. Salcido, Delia	Out-of-School Time Programs	OST Coordinator	Resignation	06-10-22
7. Tang, Ranae	Rio Seco	Campus Aide	Resignation	06-08-22

M. 39-63 Month Reemployment:

Employee	Location	Position/Class/Hours	Effective Date

N. Dismissals:

Employee	Location	Position	Effective Date
1. Fountain, Kirsten	Child Nutrition Services	Food Service Worker I	05-20-22

RECOMMENDATION:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.4.1.

BACKGROUND:

Suicide prevention and training is a required program for California 7th – 12th grade students and all school staff. Since 2013, Santee School District has partnered with San Diego Youth Services to provide the Here Now Program training and support to our middle school students using the evidence-based program, Signs of Suicide. The focus of the program is that students need to tell a trusted adult about concerns that they have with their friends or themselves.

The Here Now Program team presents the program at a District school site for one week. Program staff include the Program Coordinator, a student and parent presenter, and a licensed therapist. The Program week begins with a parent evening to discuss the overall program, address questions and concerns, detail how to recognize the warning signs of depression, and identify key resources available for students experiencing suicidality.

The presentation to students is conducted in each classroom and staff from Here Now are visible on campus for a week following the program to answer questions and provide support. Here Now staff meet with all students who want to talk about their own concerns or concerns for a friend or classmate. Program staff work in concert with administrators, middle school teachers, and school counselors/social workers to provide any follow-up care that is needed.

RECOMMENDATION:

It is recommended that the Board of Education approve the renewal of the Memorandum of Understanding with San Diego Youth Services to continue offering the Here Now Program to address depression and suicide prevention for students, parents, and staff.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

There is no fiscal impact for this item. San Diego Youth Services estimates the values of their services is \$9,000 for Santee School District.

STUDENT ACHIEVEMENT:

Students learn best when their social and emotional needs are met and they have been given strategies to address the concerns of themselves and their peers. The Here Now Program allows Santee School District to provide support for students using an evidence-based approach to support at-risk students.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.4.2.



**Memorandum of Understanding
Between
San Diego Youth Services
And
Santee School District**

This is a Memorandum of Understanding between **San Diego Youth Services (SDYS)** and **Santee School District (SSD)**. While this is not a legally binding document, this Memorandum does indicate a voluntary agreement to strengthen the respective organizations service delivery plans of the aforementioned party and other participating collaborators.

- I. **Purpose:** The purpose of the Memorandum of Understanding is to maintain the effective working relationship established between SDYS and **SSD** for the purpose of implementing coordinated services. The goal of the service partnership is: “To help at risk youth.”

- II. **Term:** This Memorandum of Understanding shall begin on July 1st, 2022 and will extend through June 30th, 2023. Either party can give written notice 30 days in advance of the intent to withdraw from collaboration.

- III. **Description of Participation:**
 - A. **SSD** agrees, per this memorandum, to provide the following:
 1. Designate an individual as a point of contact for the program.
 2. Participation/facilitation in needs assessment survey for grades 7th & 8th
 3. Participate, when appropriate, in collaborative focus group discussions for the purpose of gathering and assessing program impact.
 4. Staff will help disseminate information about the program and will collect student consent forms as appropriate
 5. Provide venues for showing videos that focus on preventing suicide and bullying, early warning signs and protective factors to students, school staff and care givers.
 6. School staff will support SDYS staff in providing follow up to students identified as needing additional services (e.g., pulling schedules, passes, space, etc.).
 7. Strategies to enlist teacher and parent participation seminars and classes on youth bullying, depression, and suicide prevention.

8. Assistance with distribution of flyers school/community wide with crisis phone numbers provided to students where they can talk to caring adults anonymously about friends/peers they are concerned may be suicidal, isolated or depressed.
9. Communicate immediately if problems/concerns arise with students or program implementation.
10. Assistance with distribution of flyers school/community wide with crisis phone numbers provided to students where they can talk to caring adults anonymously about friends/peers they are concerned may be suicidal, isolated, or depressed.
11. District will include SDYS in supporting students following a tragic event.

B. San Diego Youth Services agrees, per this memorandum to provide the following:

1. Provide youth a comprehensive evidence based Suicide and bullying prevention curriculum, which focuses on preventing suicide and bullying by (1) implementing strategies that are trauma informed and which address upstream risk factors and improve protective factors among individuals and groups of high risk youth, and (2) institutionalizing and strengthening the school culture and environment to be preventive and proactive in educating all members of the school community (teachers, students, parents) regarding suicide and bullying prevention as well as identifying and working with individual and groups of students who may be struggling emotionally and/or engaging in self-destructive or otherwise risky behaviors. Implementation of the curriculum includes, but is not limited to:
 - a. Collaborate with **SSD** to identify appropriate implementation strategies
 - b. Provide training in suicide prevention using SOS program materials that will include a focus on reducing stigma and providing information on warning signs, risk factors and protective factors to school staff and gatekeepers
 - c. Provide at least one culturally and linguistically appropriate suicide prevention education presentation using SOS Program materials for parents/caregivers
 - d. Provide parent/guardian consent forms for participation in the program
 - e. Provide trained Clinical Coordinators, Mental Health Specialists, Prevention Specialists, and Support Partners to deliver the program
 - f. Deliver curriculum to ensure fidelity of the program
 - g. Monitor program fidelity
 - h. Assess identified students for safety issues.
 - i. Provide resources to families throughout and on completion of services
2. Designate an individual as a point of contact for the program.
3. SDYS will utilize surveys to gather feedback on program implantation, follow up support, and sustainability
4. Provide follow-up information to the family and community stakeholders
5. Continue efforts to identify additional youth needs and provide additional information to enhance the program's service effectiveness and promote better outcomes for youth.
6. SDYS will follow district safety protocols for risk of self-harm, including notification of administration and parent/guardian were warranted and connecting students to mental health services.

IV. Confidentiality: The collaborative partner acknowledges that their staff may acquire information from a variety of sources concerning or belonging to SDYS during the term of this Memorandum that is confidential. Such confidential information includes but is

not limited to all proprietary information on SDYS, including all information regarding its trade secrets, copyrighted materials, business plans and affairs, research, services, marketing strategies, financial condition, personnel, clients, and donors, which has not been disclosed to the public by a duly authorized representative of SDYS. The collaborative partner agrees to maintain the confidentiality of this information. The collaborative partner also agrees that s/he will not directly or indirectly use or disclose any such information during or after the term of this Memorandum by SDYS to any persons or entities unless such persons or entities are expressly authorized by duly authorized representatives of SDYS to receive such information.

For the purposes of this Memorandum of Understanding, the signature by the collaborative partner on this document and the attached Business Associate Contract (**Attachment A**) ensures that the collaborative partner shall be in full compliance with the applicable Health Insurance Portability and Accountability (HIPAA) regulations, Title 45 of the Code of Federal Regulations. The collaborative partner to SDYS, a Business Associate of SDYS as defined by HIPAA regulations, shall not use or further disclose protected health information other than as permitted or required by the contract or as required by law.

- V. **Indemnification:** SDYS hereby indemnifies, defends, and holds harmless **SSD**, its Board, officers, employees, agents, independent contractors, consultants and other representatives from and against any and all liabilities, claims, demands, costs, losses, damages, or expenses, including reasonable attorneys' fees and costs, and including but not limited to consequential damages, loss of use, extra expense, cost of temporary classrooms, that arise out of or result from, in whole or in part, the negligent, wrongful or willful acts or omissions of SDYS, its employees, agents, subcontractors, independent contractors, consultants, or other representatives.

SSD, hereby indemnifies, defends, and holds harmless SDYS, its Board, officers, employees, agents, independent contractors, consultants and other representatives from and against any and all liabilities, claims, demands, costs, losses, damages, or expenses, including reasonable attorneys' fees and costs, and including but not limited to consequential damages, loss of use, extra expense, cost of temporary classrooms, that arise out of or result from, in whole or in part, the negligent, wrongful or willful acts or omissions of the , its employees, agents, subcontractors, independent contractors, consultants, or other representatives.

SDYS shall have no obligation to indemnify, defend, or hold harmless **SSD**, its Board, officers, employees, agents, independent contractors, consultants, and other representatives for the **SSD** sole negligence or willful misconduct; and the **SSD** shall have no obligation to indemnify, defend, or hold harmless SDYS, its Board, officers, employees, agents, independent contractors, consultants, and other representatives for SDYS's sole negligence or willful misconduct. This indemnity shall survive the termination of the Contract of final payment hereunder and is in addition to any other rights or remedies that SDYS or District may have under the law or this contract.

- VI. **Insurance:** San Diego Youth Services shall maintain Public Liability and Property Damage Insurance to protect them and the District from all claims for personal injury,

including accidental death, as well as from all claims for property damage arising from the operations under this Agreement. The minimum amounts of such insurance shall be as hereinafter set forth.

Amounts of Insurance:

Commercial General Liability	\$1,000,000 per occurrence
Auto Liability for owned and non-owned vehicles	\$1,000,000 per occurrence
Umbrella Liability	\$4,000,000 per occurrence

Workers Compensation will be in conformance with the laws of State of California and applicable federal laws. The District shall file, with the Agency, Certificates of Insurance indicating a thirty-day (30) cancellation notice and naming the **SSD** as an additional insured.

- VII. **Value of Services:** No Money is transferred. The value of staff time provided by San Diego Youth Services is approximately \$ 26,315.
- VIII. **Termination:** This Memorandum of Understanding may be terminated for any reason by giving 30 days written notice.

Tim Larson
Asst. Superintendent,
Human Resources & Pupil Services
Santee School District

Date

Walter Philips
Chief Executive Officer
San Diego Youth Services

Date

Attachment A

Business Associate Contract

Covered Entity: San Diego Youth Services (SDYS)

Funding Source: Health and Human Services Agency, Behavioral Health Services

Business Associate: Consultant is **Santee School District**

The terms and conditions of this Business Associate Contract are an integral part of that certain Consultant Agreement (the “Agreement”) between SDYS and Consultant. The purpose of this Business Associate Contract is to ensure that Consultant is in full compliance with the applicable Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005, 42 U.S.C. section 17921 et seq., and their implementing privacy and security regulations at 45 CFR Parts 160 and 164. These provisions shall hereafter be collectively referred to as “HIPAA.”

Definition of Terms

Covered Entity. “Covered Entity” shall mean SDYS designated as the full agency subject to the Standards for Privacy of Individually Identifiable Health Information set forth in 45 CFR Part 160 and Part 164, Subparts A and E, and those components of SDYS designated as Business Associates of other entities subject to the Standards for Privacy of Individually Identifiable Health Information.

Designated Record Set. “Designated Record Set” shall have the same meaning as the term “designated record set” in Section 164.501.

Individual. “Individual” shall have the same meaning as the term “individual” in Section 164.501 and shall include a person who qualifies as a personal representative in accordance with Section 164.502(g).

Privacy Rule. “Privacy Rule” shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.

Protected Health Information. “Protected Health Information” shall have the same meaning as the term “protected health information” in Section 164.501, limited to the information created or received by Business Associate from or on behalf of Covered Entity.

Required By Law. “Required by Law” shall have the same meaning as the term “required by law” in Section 164.501.

Secretary. “Secretary” shall mean the Secretary of the United States Department of Health and Human Services or his or her designee.

“Security incident” means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of County PHI, or interference with system operations in an information system that processes, maintains or stores County PHI.

“Unsecured PHI” shall have the meaning given to such term under HIPAA and, 42 U.S.C., section 17932(h), and any guidance issued pursuant to such regulations.

Obligations & Activities of Business Associate

Business Associate agrees to not use or further disclose Protected Health Information other than as permitted or required by the Agreement or as Required by Law.

Business Associate agrees to use appropriate safeguards to prevent the use or disclosure of Protected Health Information other than as provided for by the Agreement.

Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of Protected Health Information by Business Associate in violation of the requirement of this Agreement.

Business Associate agrees to report to Covered Entity any use or disclosure of the Protected Health Information not provided for by the Agreement.

Business Associate agrees to ensure that any agent, including a Consultant, to whom it provides Protected Health Information received from, or created or received by Business Associate on behalf of Covered Entity, agrees to the same restrictions and conditions that apply through the Agreement to Business Associate with respect to such information.

Business Associate agrees to provide access, at the request of Covered Entity, and in the time and manner designated by Covered Entity, to Protected Health Information in a Designated Record Set, to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under Section 164.524.

Business Associate agrees to make any amendment(s) to Protected Health Information in a Designated Record Set that the Covered Entity directs or agrees to make pursuant to Section 164.526 at the request of Covered Entity or an Individual, and in the time and manner designated by Covered Entity.

Business Associate agrees to make internal practices, books, and records relating to the use and disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of, Covered Entity available to the Covered Entity, or at the request of the Covered Entity to the Secretary, in a time and manner designated by the Covered Entity or the Secretary, for purposes of the Secretary determining Covered Entity's compliance with the Privacy Rule.

Business Associate agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with Section 164.528.

Business Associate agrees to provide to Covered Entity or an Individual, in the time and manner designated by Covered Entity, information collected in accordance with the terms of the Agreement, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with Section 164.528.

Consultant shall use the forms and processes developed by SDYS for this purpose and shall respond to all requests for access to records requested by SDYS within forty-eight (48) hours of receipt of request by producing records or verifying there are none.

Amendment of SDYS PHI. Consultant shall make any required amendment(s) to SDYS PHI that were requested by an Individual, in accordance with HIPAA. Consultant additionally shall make any amendments to SDYS PHI as SDYS directs or agrees to make pursuant to section 164.526. These amendments shall be made in the time and manner designated by SDYS, and in no more than twenty (20) days.

Documentation of Disclosures. Consultant shall document disclosures of SDYS PHI, respond to a request by an Individual for an accounting of disclosures of SDYS PHI, and make these disclosures available to SDYS or to an Individual at SDYS's request, in accordance with HIPAA, including but not limited to sections 164.528, and 42 USC section 17935, and in the time and manner designated by SDYS.

If Consultant maintains electronic health records as of January 2009, Consultant shall provide an accounting of disclosures including those for Treatment, Payment, and Healthcare Operations (TPO), effective January 2014. If Consultant acquires electronic health records for SDYS after January 1, 2009, Consultant shall provide an accounting of disclosures, including those for TPO, effective with disclosures on or after the date the electronic health record is acquired, or on or after January 1, 2011, whichever date is later.

The electronic accounting of disclosures shall include the three (3) years prior to the request for an accounting. Consultant shall provide to SDYS or an Individual, in the time and manner designated by SDYS, but no more than sixty (60) calendar days, accounting of disclosures necessary to meet requirements in section 164.528.

Permitted Uses and Disclosures by Business Associate

General Use and Disclosure Provisions:

Except as otherwise limited in the Agreement, Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in the Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by Covered Entity.

Specific Use and Disclosure Provisions:

Except as otherwise limited in the Agreement, Business Associate may use Protected Health Information for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.

Except as otherwise limited in the Agreement, Business Associate may disclose Protected Health Information for the proper management and administration of the Business Associate, provided that disclosures are Required by Law, or Business Associate obtains reasonable assurance from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as Required by Law or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which they are aware the confidentiality of the information has been breached.

Except as otherwise limited in the Agreement, Business Associate may use Protected Health Information to provide data aggregation services to Covered Entity as permitted by Section 164.504(e)(2)(i)(B).

Prohibited Uses and Disclosures

Consultant shall not disclose SDYS PHI to a health plan for payment or health care operations purposes if SDYS PHI pertains solely to a health care item or service for which the health care provider involved has been paid out of pocket in full and the Individual requests such restriction, in accordance with 42 U.S.C. section 17935(a) and HIPAA.

Consultant shall not directly or indirectly receive remuneration in exchange for SDYS PHI, except with the prior written consent of SDYS and as permitted by 42 U.S.C. section 17935(d)(2).

Safeguards.

Consultant shall comply with HIPAA regarding any and all operations conducted on behalf of SDYS under this Contract and shall use appropriate safeguards that comply with HIPAA to prevent the unauthorized use or disclosure of SDYS PHI.

Consultant shall develop and maintain a written information privacy and security program that complies with HIPAA, and that includes administrative, physical, and technical safeguards appropriate to the size and complexity of the Consultant's operations and the nature and scope of its activities.

Security.

Consultant shall ensure the continuous security of all computerized data systems and paper documents containing SDYS PHI. These steps shall include, at a minimum:

Comply with all Standards put forth in Article 14.3, Data Security Requirements (also referenced below in section 8);

Achieve and maintain compliance with HIPAA; and

Provide a level and scope of security that is at least comparable to the level and scope of security established by the Office of Management and Budget in OMB Circular No. A-130, Appendix III - Security of Federal Automated Information Systems, which sets forth guidelines for automated information systems in Federal agencies

Obligations of Covered Entity

Covered Entity shall provide Business Associate with the notice of privacy practices that Covered Entity produces in accordance with Section 164.520, as well as any changes to such notice. These privacy practices are available on SDYS's web site at **www.SDYOUTHSERVICES.org**.

Covered Entity shall provide Business Associate with any changes in, or revocation of, permission by an Individual to use or disclose Protected Health Information, if such changes affect Business Associate's permitted or required uses and disclosures.

Covered Entity shall notify Business Associate of any restriction to the use or disclosure of Protected Health Information that Covered Entity has agreed to in accordance with Section 164.522.

Reporting of Unauthorized Use or Disclosure. Consultant shall implement reasonable systems for the discovery of and prompt reporting to SDYS of any use or disclosure, or suspected use or disclosure, of SDYS PHI not provided for by the Contract and/or any transmission of unsecured SDYS PHI, and to take the following steps.

Reports to COR and APO. Consultant shall provide all reports of Unauthorized Uses or Disclosures to SDYS, in order for SDYS to simultaneously report to the County of San Diego's Contracting Officer's Representative and Agency Privacy Officer.

Initial Report. Consultant shall notify SDYS immediately by telephone call plus email upon the discovery of a breach of unsecured SDYS PHI in electronic media or in any other media if SDYS PHI was, or is reasonably believed to have been, accessed or acquired by an unauthorized person, or upon the discovery of a suspected security incident that involves data provided to SDYS by the Social Security Administration.

Consultant shall notify SDYS by email within twenty-four (24) hours of the discovery of any suspected security incident or breach of SDYS PHI in violation of this BAA, or potential loss of confidential data affecting this BAA.

A suspected security incident or breach shall be treated as discovered by Consultant as of the first day the breach or security incident is known, even if it is not confirmed, or by exercising reasonable diligence would have known, to any person (other than the person committing the breach) who is an employee, officer or other agent of Consultant.

Reporting shall additionally include emailing of the "SDYS Privacy Incident Report" and/or "County of San Diego Privacy Incident Report" form within twenty-four (24) hours of any above incident, to include all information known at the time of the notification. Consultant shall use the most current version of this form, which is posted on San Diego County's website, www.cosd.compliance.org.

Corrective Action. Upon discovery of a breach or suspected security incident, intrusion or unauthorized access, use or disclosure of SDYS PHI, Consultant shall take prompt corrective action to mitigate any risks or damages involved with the breach and to protect the operating environment; and any action pertaining to such unauthorized disclosure required by applicable Federal and State laws and regulations.

Investigation and Investigation Report. Consultant shall immediately investigate such security incident, breach, or unauthorized access, use or disclosure of SDYS PHI. Within seventy-two (72) hours of the discovery, Consultant shall submit an updated "SDYS Privacy Incident Report."

Complete Report. Consultant shall provide a complete report of the investigation within five (5) working days of the discovery of the breach or unauthorized use or disclosure. The report shall be submitted on SDYS's "Privacy Incident Report" form and shall include an assessment of all known factors relevant to a determination of whether a breach occurred under applicable provisions of HIPAA and applicable state law. The report shall also include a full, detailed corrective action plan, including information on measures that were taken to halt and/or contain the improper use or disclosure. If County requests information in addition to that listed on the "Privacy Incident Report" form, Consultant shall make reasonable efforts to provide SDYS with such information. SDYS will review and approve the determination of whether a breach occurred, Individual notifications are required, and the corrective action plan is adequate.

Responsibilities for Notification of Breaches. If SDYS determines that the cause of a breach of SDYS PHI is attributable to Consultant or its subcontractors, agents or vendors, Consultant shall notify individuals of the breach or unauthorized use or disclosure when notification is required under Federal or State law and shall pay any costs of such notifications, as well as any costs associated with the breach. The notifications shall comply with the requirements set forth in 42 U.S.C. section 17932 and its implementing regulations, including, but not limited to, the requirements that:

Notifications be made to Individuals without unreasonable delay and in no event later than sixty (60) calendar days from the date the breach was discovered. SDYS shall approve the time, manner and content of any such notifications before notifications are made.

Notifications be made to media outlets and to the Secretary, if a breach of unsecured SDYS PHI involves more than five-hundred (500) residents of the State of California or its jurisdiction. SDYS shall approve the time, manner and content of any such notifications before notifications are made.

Designation of Individuals.

Consultant shall designate a Privacy Officer to oversee its data privacy program who shall be responsible for carrying out the requirements of this section and for communicating on Privacy matters with SDYS.

Consultant shall designate a Security Officer to oversee its data security program who shall be responsible for carrying out the requirements of this section and for communicating on Security matters with SDYS.

In accordance with section 164.504(e)(1)(ii), upon Consultant's knowledge of a material breach or violation by its subcontractor of the agreement between Consultant and the subcontractor, Consultant shall:

Provide an opportunity for the subcontractor to end the violation and terminate the agreement if the subcontractor does not end the violation within the time specified by SDYS; or

Immediately terminate the agreement if the subcontractor has violated a material term of the agreement and cure is not possible.

Data Security Requirements: Consultant shall ensure the continuous security of all computerized data systems and paper documents containing SDYS PHI and/or SDYS PII/PI. These steps shall include, at a minimum:

Personnel Controls. Consultant shall ensure: all workforce members who assist in the performance of functions or activities on behalf of SDYS, or access or disclose SDYS PHI and/or SDYS PII/PI, shall:

Have undergone a thorough Consultant background check, with evaluation of the results to assure that there is no indication that the worker may present a risk to the security, privacy, or integrity of SDYS PHI and/or SDYS PII/PI, prior to the workforce member obtaining access to SDYS PHI and/or SDYS PII/PI. The Consultant shall retain each workforce member's Consultant background check documentation for a period of three (3) years following contract termination.

Complete privacy and security training, at least annually, at Consultant's expense. Each workforce member who receives information privacy and security training shall sign a certification, indicating the workforce member's name and the date on which the training was completed. These certifications shall be retained for a period of six (6) years following contract termination, and shall be available to SDYS upon request. Sign a confidentiality statement that includes, at a minimum, General Use, Security and Privacy Safeguards, Unacceptable Use, and Enforcement Policies. The statement shall be signed by the workforce member prior to access to SDYS PHI and/or SDYS PII /PI and shall be renewed annually. The Consultant shall retain each person's written confidentiality statement for SDYS inspection for a period of six (6) years following contract termination.

Be appropriately sanctioned if they fail to comply with security and privacy policies and procedures, including termination of employment when appropriate.

Publication, Reproduction or Use of Materials. No material produced, in whole or in part, under this Agreement shall be subject to copyright in the United States or in any other country. SDYS shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other materials prepared under this Agreement. All reports, data and other materials prepared under this Agreement shall be the property of the SDYS upon completion of this Agreement.

Physical Security Controls. Consultant shall safeguard SDYS PHI and/or SDYS PII/PI from loss, theft, inadvertent disclosure, and therefore shall:

Ensure SDYS PHI and/or SDYS PII/PI is used and stored in an area that is physically safe from access by unauthorized persons during both working hours and nonworking hours;

Secure all areas of Consultant facilities where Consultant workers use or disclose SDYS PHI and/or SDYS PII/PI. The Consultant shall ensure that these secured areas are only accessed by authorized individuals with properly coded key cards, authorized door keys or other access authorization, and access to premises is by official identification;

Issue workers who assist in the administration of SDYS PHI and/or SDYS PII/PI identification badges and require workers to wear badges at facilities where SDYS PHI and/or SDYS PII/PI is stored or used;

Ensure each location where SDYS PHI and/or SDYS PII/PI is used or stored has procedures and controls that ensure an individual whose access to the facility is terminated:

Is promptly escorted from the facility by an authorized employee; and

Immediately has their access revoked to any and all SDYS PHI and/or SDYS PII/PI.

Ensure there are security guards or a monitored alarm system twenty-four (24) hours a day, seven (7) days a week at facilities where SDYS PHI and/or SDYS PII/PI is stored;

Ensure data centers with servers, data storage devices, and critical network infrastructure involved in the use or storage of SDYS PHI and/or SDYS PII/PI have perimeter security and access controls that limit access to only authorized Information Technology Staff. Visitors to the data center area must be escorted by authorized IT staff at all times;

Store paper records with SDYS PHI and/or SDYS PII/PI in locked spaces in any facilities that are multi-use, meaning that there are SDYS PHI and/or SDYS PII/PI functions and Consultant functions in one building in work areas that are not securely segregated. The Consultant shall have policies that state workers shall not leave records with SDYS PHI and/or SDYS PII/PI unattended at any time in cars or airplanes and shall not check SDYS PHI and/or SDYS PII/PI on commercial flights; and

Use all reasonable means to prevent non-authorized personnel and visitors from having access to, control of, or viewing SDYS PHI and/or SDYS PII/PI.

Technical Controls. Consultant shall ensure:

All workstations, copiers, and laptops that process and/or store SDYS PHI and/or SDYS PII/PI shall:

Be encrypted using a FIPS 140-2 certified algorithm which is 128bit or higher, such as Advanced Encryption Standard (AES). The encryption solution shall be full disk; and

Install and actively use comprehensive anti-virus software solution with automatic updates scheduled at least daily.

Have critical security patches applied, with system reboot if necessary. There shall be a documented patch management process which determines installation timeframe based on risk assessment and vendor recommendations. All applicable patches shall be installed within thirty (30) days of vendor release.

All servers containing unencrypted SDYS PHI and/or SDYS PII/PI shall have sufficient administrative, physical, and technical controls in place to protect that data, based upon a risk assessment/system security review.

Only the minimum necessary amount of SDYS PHI and/or SDYS PII/PI required to perform necessary business functions may be copied, downloaded, or exported.

All electronic files that contain SDYS PHI and/or SDYS PII/PI shall be encrypted when stored on any removable media or portable device (i.e. flash drives, cameras, mobile phones, CD/DVD, backup media, etc). Encryption shall be a FIPS 140-2 certified algorithm, which is 128bit or higher, such as AES.

All users shall be issued a unique user name for accessing SDYS PHI and/or SDYS PII/PI. Username shall be promptly disabled, deleted, or the password changed upon the transfer or termination of an employee with knowledge of the password, at maximum within twenty-four (24) hours.

Passwords shall be:

At least eight characters;

A non-dictionary word;

Changed at least every ninety (90) days;

Changed immediately if revealed or compromised; and

Composed of characters from at least three of the following four groups from the standard keyboard

-Upper case letters (A-Z)

-Lower case letters (a-z)

-Arabic numerals (0-9)

-Non-alphanumeric characters (punctuation symbols)

Passwords shall not be shared and shall not be stored in readable format on the computer.

Appropriate management control and oversight, in conjunction with SDYS of the function of authorizing individual user access to SDYS PHI and/or SDYS PII/PI and over the process of maintaining access controls numbers and passwords.

When no longer needed, all SDYS PHI and/or SDYS PII/PI shall be wiped using the Gutmann or US Department of Defense (DoD) 5220.22-M (7 Pass) standard, or by degaussing. Media may also be physically destroyed in accordance with NIST Special Publication 800-88.

All systems providing access to, transport of, or storage of SDYS PHI and/or SDYS PII/PI shall:

Provide an automatic timeout, requiring re-authentication of the user session after no more than twenty (20) minutes of inactivity.

Display a warning banner stating that data is confidential systems are logged and system use is for business purposes only by authorized users. Users must be directed to log off the system if they do not agree with these requirements.

Maintain an automated audit trail that identifies the user or system process which initiates a request for SDYS PHI and/or SDYS PII/PI, or which alters SDYS PHI and/or

SDYS PII/ PI. The audit trail shall be date and time stamped, shall log both successful and failed accesses, shall be read only, and shall be restricted to authorized users. If SDYS PHI and/or SDYS PII/ PI is stored in a database, database logging functionality shall be enabled. Audit trail data shall be archived for at least three (3) years after occurrence, and shall be available to SDYS upon request.

Use role based access controls for all users, enforcing the principle of least privilege.

Be protected by a comprehensive intrusion detection and prevention solution if they are accessible via the internet.

All data transmissions of SDYS PHI and/or SDYS PII/PI outside the secure internal network shall be encrypted using a FIPS 140-2 certified algorithm which is 128bit or higher, such as AES. Encryption can be end to end at the network level, or the data files containing SDYS PHI and/or SDYS PII/PI can be encrypted. This requirement pertains to any type of SDYS PII/PI in motion such as website access, file transfer, and E-Mail.

Audit Controls. Consultant shall ensure:

All systems processing and/or storing SDYS PHI and/or SDYS PII/PI shall have at least an annual system risk assessment/security review which provides assurance that administrative, physical, and technical controls are functioning effectively and providing adequate levels of protection. Reviews should include vulnerability scanning tools.

All systems processing and/or storing SDYS PHI and/or SDYS PII/PI shall have a routine procedure in place to review system logs for unauthorized access.

All systems processing and/or storing SDYS PHI and/or SDYS PII/PI shall have a documented change control procedure that ensures separation of duties and protects the confidentiality, integrity and availability of data.

Investigate anomalies in usage of SDYS PHI and/or SDYS PII/PI identified by SDYS and report conclusions of such investigations and remediations to SDYS.

Business Continuity / Disaster Recovery Controls

Consultant shall establish a documented plan to enable continuation of critical business processes and protection of the security of electronic SDYS PHI and/or SDYS PII/PI in the event of an emergency. Emergency means any circumstance or situation that causes normal computer operations to become unavailable for use in performing the work required under this Agreement for more than twenty-four (24) hours.

Consultant shall ensure Data Centers with servers, data storage devices, and critical network infrastructure involved in the use or storage of SDYS PHI or PII/PI, must include sufficient environmental protection such as cooling, power, fire prevention, detection, and suppression.

Consultant shall have established documented procedures to backup SDYS PHI and/or SDYS PII/PI to maintain retrievable exact copies of SDYS PHI and/or SDYS PII/PI. The plan shall include a regular schedule for making backups, storing backup's offsite, an inventory of backup media, and an estimate of the amount of time needed to restore

SDYS PHI and/or SDYS PII/PI should it be lost. At a minimum, the schedule shall be a weekly full backup and monthly offsite storage of SDYS data.

Paper Document Controls. Consultant shall ensure:

SDYS PHI and/or SDYS PII/PI in paper form shall not be left unattended at any time, unless it is locked in a file cabinet, file room, desk or separate office inside a larger office. Unattended means that information is not being observed by an employee authorized to access the information. SDYS PHI and/or SDYS PII/PI in paper form shall not be left unattended at any time in vehicles and shall not be checked in baggage during commercial flights.

Visitors to areas where SDYS PHI and/or SDYS PII/PI are contained shall be escorted and SDYS PHI and/or SDYS PII/PI shall be kept out of sight while visitors are in the area.

SDYS PHI and/or SDYS PII/PI shall be disposed of through confidential means, such as cross cut shredding and pulverizing.

SDYS PHI and/or SDYS PII/PI shall not be removed from the premises of the Consultant except for identified routine business purposes or with express written permission of SDYS.

Faxes containing SDYS PHI and/or SDYS PII/PI shall not be left unattended and fax machines shall be in secure areas. Fax cover sheets shall contain a confidentiality statement instructing persons receiving faxes in error to destroy them. Fax numbers shall be verified with the intended recipient before sending the fax.

Mailings of SDYS PHI and/or SDYS PII/PI shall be sealed and secured from damage or inappropriate viewing of SDYS PHI and/or SDYS PII/PI to the extent possible. Mailings which include 500 or more individually identifiable records of SDYS PHI and/or SDYS PII/PI in a single package shall be sent using a tracked mailing method which includes verification of delivery and receipt, unless the prior written permission of SDYS's HHS Privacy Officer to use another method is obtained.

Consultant shall mitigate, to the extent practicable, any harmful effect that is known to Consultant of a use or disclosure of SDYS PHI and/or SDYS PII/PI by Consultant or its agents, including a subcontractor, and/or in violation of the requirements of this Agreement.

Permissible Requests by Covered Entity

Covered Entity shall not request Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if done by Covered Entity.

Return of Information

Upon cancellation, termination or expiration of the Agreement, for any reason, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. This provision shall apply to Protected Health Information that is in the possession of Consultants or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.

In the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the parties that return or destruction of Protected Health Information is infeasible, Business Associate shall extend the same confidentiality protections to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

Miscellaneous

Regulatory References. A reference to a section in the Privacy Rule means the section as in effect or as amended, and for which compliance is required.

Amendment. The parties agree to take such action as is necessary to amend this Attachment A from time to time as is necessary for Covered Entity to comply with the requirements of the Privacy Rule and the Health Insurance Portability and Accountability Act, Public Law 104-191.

Survival. The respective rights and obligations of Covered Entity and Business Associate under this Attachment A shall survive the termination of the Agreement.

Interpretation. Any ambiguity in this Attachment A shall be resolved in favor of a meaning that permits Covered Entity to comply with the Privacy Rule.

BACKGROUND:

From time to time, the Santee School District contracts with individuals to provide various types of general services. Some services are on an as-needed basis billed at an hourly or daily rate, while other services are billed by the job.

RECOMMENDATION:

It is recommended that the Board of Education approve the following short-term services agreement:

Vendor Name	Description of Services	Dates (s) of Service	Amount	Funding
Lisa Yates	ERMHS Counselor for Extended School Year	06/27/2022 – 07/22/2022	\$75.00 per hour - NTE \$5,700	Special Education

This recommendation supports the following District goal:

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact of the Short-Term Services Agreement is detailed in the table above.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Item F. DISCUSSION AND/OR ACTION ITEMS

Agenda Item F.

Discussion and/or Action Item F.1.1.
Prepared by Dr. Kristin Baranski
June 7, 2022

Appointment of Principal

BACKGROUND:

With the upcoming retirement of a principal, administration recommends the appointment of Dr. Nona Richard, as a principal in Santee School District.

Dr. Richard is an experienced elementary school principal, serving San Diego Unified in this capacity since 2016. In addition to her site administrative work, she received her Ph.D. in May 2021 from Claremont Graduate University and San Diego State University and was an elementary school teacher for 10 years.

Pending approval of Dr. Richard's appointment, she will begin her career in Santee School District at Carlton Oaks School.

RECOMMENDATION:

It is recommended the Board of Education approve the appointment of Dr. Nona Richard, as principal, effective July 1, 2022.

FISCAL IMPACT:

Based on the salary schedule placement of this position, this position will cost the General Fund, a combination of Unrestricted and Restricted funds, \$183,267.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.1.

Discussion and/or Action Item F.1.2.
Prepared by Dr. Kristin Baranski
June 7, 2022

Appointment of Vice Principal

BACKGROUND:

With the recent resignation of vice principal Mrs. Maria Parker, administration recommends the appointment of Mr. Nathan Horner, as a vice principal in Santee School District.

Mr. Horner is an experienced vice principal, serving Sweetwater Union School District in this capacity since 2018. In addition to his site administrative experience in Sweetwater Union, Mr. Horner taught high school English for six years and served as an intervention specialist.

Pending approval of Mr. Horner's appointment, he will begin his career in Santee School District at Pepper Drive School.

RECOMMENDATION:

It is recommended the Board of Education approve the appointment of Mr. Nathan Horner, as vice principal, effective July 1, 2022.

FISCAL IMPACT:

Based on the salary schedule placement of this position, this position will cost the General Fund, a combination of Unrestricted and Restricted funds, \$156,860.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.2.

Discussion and/or Action Item F.2.1. Approval of Monthly Financial Report
Prepared by Karl Christensen
June 7, 2022

BACKGROUND:

Administration has prepared the accompanying Monthly Financial Report covering the period April 1, 2022 through April 30, 2022 prepared on a cash and modified accrual basis and include the District’s revenue, expenditure, and cash activities.

RECOMMENDATION:

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

This recommendation supports the following District goal:

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The Monthly Financial Report shows a beginning cash balance of \$24,680,337; cash receipts of \$9,758,250; and disbursements of \$6,916,940 are reflected for the period of April 1, through April 30, 2022 resulting in an ending cash balance of \$27,521,647 as of April 30, 2022.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item F.2.1.

Monthly Financial Report - April

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CASH REPORT FOR APRIL

	Actual	Projected*	Difference
Beginning Cash Balance as of April 1, 2022	\$24,680,337	\$19,282,995	\$ 5,397,342
INCOME			
A. Local Control Funding Formula			
State Aid	2,393,943	2,660,281	\$ (266,338)
Property Taxes	5,160,233	4,311,157	\$ 849,076
B. Federal Income			
Federal Funding	913,937	46,460	\$ 867,477
C. State Income			
Lottery	427,504	-	\$ 427,504
Other State Funding	446,569	3,000	\$ 443,569
D. Local Income			
Other Local Income	82,121	9,896	\$ 72,225
Spec Ed	255,868	650,393	\$ (394,525)
Interest	40,802	37,500	\$ 3,302
E. Due to/Due from other funds	37,273	37,273	\$ -
F. Debt Proceeds	-	-	\$ -
TOTAL INCOME	\$9,758,250	\$7,755,960	\$ 2,002,290
Beginning Balance Plus Income	\$34,438,587	\$27,038,955	\$ 7,399,632
DISBURSEMENTS			
G. Commercial Warrants	\$ 854,800	\$ 878,997	\$ (24,197)
H. Salary and Benefits	5,967,162	5,773,033	\$ 194,129
I. Other Outgo	94,978	97,667	\$ (2,689)
J. Interfund Transfers Out	-	-	\$ -
K. Debt Service	-	411,272	\$ (411,272)
TOTAL DISBURSEMENTS	\$6,916,940	\$7,160,969	\$ (244,029)
Ending Cash Balance as of April 30, 2022	\$27,521,647	\$19,877,986	\$ 7,643,661

* Based on Cash Flow Projection at Second Interim FY 2020-22

**Budget Revisions
Through April 30, 2022
2021-22 Revised Budget**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Beginning Fund Balance	21,024,472	2,548,151	23,572,622
Estimated Income	51,515,150	37,186,865	88,702,015
Estimated Expenditures	50,533,596	36,583,337	87,116,933
Change in Fund Balance	981,554	603,528	1,585,082
Projected Ending Fund Balance	22,006,026	3,151,679	25,157,704
Less: Restricted Program Carryovers	-	3,151,679	3,151,679
Less: Non-Spendable			
Prepaid Expenses	375,869	-	375,869
Revolving Cash Fund	20,000	-	20,000
Stores Inventory	122,017	-	122,017
Less: Assigned Vacation Carryover	474,800	-	474,800
Assigned Site Carryover Balances	-	-	-
Less: Economic Uncertainty Reserve	2,613,508	-	2,613,508
Less: Reserve for State Budget Uncertainty	-	-	-
Uncommitted/Unassigned/Unappropriated Fund Balance	18,399,832	-	18,399,832
Fund 17 Projected End of Year Balance	-	-	-
Projected Reserves	<u>21,013,340</u>	<u>-</u>	<u>21,013,340</u>
	<u>April</u>	<u>March</u>	
Projected Reserve % 2021-22¹	24.12%	24.13%	
Projected Reserve % 2022-23²	16.72%	16.72%	
Projected Reserve % 2023-24²	10.37%	10.37%	

As a % of the Estimated Expense Total¹

Based on Multi-Year Projection at 2nd Interim- January 2022²

Item G. BOARD POLICES AND BYLAWS

Agenda Item G.

Board Policies and Bylaws Item G.1.1.
Prepared by Dr. Kristin Baranski
June 7, 2022

First Readings: New/Revised Board Bylaw (BB)/
Board Policy (BP)/Administrative Regulation (AR)

- BB 9270 – Conflict of Interest, Biennial Review
- BP/AR 4119.2 – Professional Adult to Student Boundaries

BACKGROUND:

The attached revised Board Bylaw was updated to conform with California School Board Association’s (CSBA) language. Professional Adult to Student Boundaries is a new Board policy.

BB 9270 – Conflict of Interest (Biennial Review)

Government Code Section 87306.5 requires every local government agency to review its Conflict of Interest Code biennially to determine if it is accurate or if there is a need for it to be amended. BB 9270 was last reviewed and approved by the Board on June 16, 2020. To comply with the law and begin the biennial rotation once again, BB 9270 is being submitted for your review.

BP/AR 4119.2 – Professional Adult to Student Boundaries

New policy addresses the avoidance of unlawful and inappropriate interactions between staff and students, an employee's responsibility to report another employee's violation of this policy, disciplinary consequences for staff, referral to law enforcement when appropriate, and examples of conduct that are inappropriate or can create the appearance of impropriety.

RECOMMENDATIONS:

New/Revised BP 9270 – Conflict of Interest, and BP/AR 4119.2 – Professional Adult to Student Boundaries, are being presented for a first reading. Action, if any, is at the discretion of the Board.

FISCAL IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item G.1.1.

CONFLICT OF INTEREST

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. Accordingly, no Board member, district employee, or other person in a designated position shall participate in the making of any decision for the district when the decision will or may be affected by his/her financial, family, or other personal interest or consideration.

Even if a prohibited conflict of interest does not exist, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

The Board shall adopt for the district a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the district's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5)

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time

CONFLICT OF INTEREST

between the closing date of the last required statement and the date of leaving office or district employment. (Government Code 87302, 87302.6)

Incompatible Activities

~~Members of the Governing Board shall not engage in any employment or activity which is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the district.~~

Conflict of Interest Code under the Political Reform Act

~~Board members and designated employees of the district shall adhere to the financial disclosure requirements of the district's conflict of interest code adopted pursuant to the provisions of Government Code 87300. The district's conflict of interest code shall comprise of the terms of California Code of Regulations, Title 2, Section 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with a district attachment specifying designated positions and the specific types of disclosure statements required for each position.~~

A Board member, designated employee, or other person in a designated position shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the Board member, designated employee, or other person in a designated position, his/her immediate family, or any financial interest described in 2 CCR 18700. (Government Code 87100, 87101, 87103; 2 CCR 18700-18707)

A Board member, designated employee, or other person in a designated position makes a governmental decision when he/she, acting within the authority of his/her office or position, authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before a district official for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.

However, a Board member shall participate in the making of a contract in which he/she has a financial interest if his/her participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

~~Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code in even numbered years. If no change in the code is required, the district shall submit by October 1 a written statement to that effect to the code reviewing body. If a change in the code is necessitated by changed circumstances, the district shall submit an amended code to the code reviewing body.~~

CONFLICT OF INTEREST

~~When a change in the district's conflict of interest code is necessitated by changed circumstances such as the creation of new designated positions, amendments or revisions shall be submitted to the code reviewing body within 90 days.~~

~~When reviewing and preparing conflict of interest codes, the district shall provide officers, employees, consultants and members of the community adequate notice and a fair opportunity to present their views.~~

~~If a Board member or designated employee determines that he/she has a financial interest in a decision, as described in Government Code 87103, this determination shall be disclosed. The member shall be disqualified from voting unless his/her participation is legally required.~~

~~Statements of economic interests submitted to the district by designated employees in accordance with the conflict of interest code shall be available for public inspection and reproduction.~~

Additional Requirements for Boards that Manage Public Investments

Any Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2 CCR 18707)

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion and deliberations of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

CONFLICT OF INTEREST

4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision

Conflict of Interest under Government Code 1090 - Financial Interest in a Contract

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest in a contract made by the Board, the contract is void. (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract in which he/she has only a "remote interest," as specified in Government Code 1091, if the interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member or district official to enter into the contract. (Government Code 1091)

In addition, a Board member shall not be considered to be financially interested in a contract in which his/her interest is a "noninterest" as defined in Government Code 1091.5. Noninterest includes a Board member's interest in being reimbursed for his/her actual and necessary expenses incurred in the performance of his/her official duties, in the employment of his/her spouse/registered domestic partner who has been a district employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in Government Code 1091.5.

Financial Interest

~~Board members and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members or designated employees~~

~~A Board member shall not be considered to be financially interested in a contract if his/her interest includes, but is not limited to, any of the following:~~

- ~~1. That of an officer who is being reimbursed for his/her actual and necessary expenses incurred in the performance of an official duty~~
- ~~2. That of a recipient of public services generally provided by the public body or board of which he/she is a member, on the same terms and conditions as if he or she were not a member of the board~~

CONFLICT OF INTEREST

- ~~3. That of a landlord or tenant of the contracting party if such contracting party is the federal government or any federal department or agency, this state or an adjoining state, any department or agency of this state or an adjoining state, any county or city of this state or an adjoining state, or any public corporation or special, judicial or other public district of this state or an adjoining state unless the subject matter of such contract is the property in which such officer or employee has such interest as landlord or tenant in which even his/her interest shall be deemed a remote interest within the meaning of, and subject to, the provisions of Government Code 1091~~
- ~~4. That of a spouse of an officer or employee of the district if his/her spouse's employment or office holding has existed for at least one year prior to his/her election or appointment~~
- ~~5. That of a nonsalaried member of a nonprofit corporation, provided that such interest is disclosed to the Board at the time of the first consideration of the contract, and provided further that such interest is noted in its official records~~
- ~~6. That of a nonecompensated officer of a nonprofit, tax exempt corporation which, as one of its primary purposes, supports the functions of the nonprofit board or to which the school Board has legal obligation to give particular consideration, and provided further that such interest is noted in its official records~~
- ~~7. That of a person receiving salary, per diem, or reimbursement for expenses from a governmental entity, unless the contract directly involves the department of the government entity that employs the officer or employee, provided that such interest is disclosed to the Board at the time of consideration of the contract, and provided further that such interest is noted in its official records~~
- ~~8. That of an attorney of the contracting party or that of an owner, officer, employee or agent of a firm which renders, or has rendered, service to the contracting party in the capacity of stockbroker, insurance agent, insurance broker, real estate agent, or real estate broker, if these individuals have not received and will not receive remuneration, consideration, or a commission as a result of the contract and if these individuals have an ownership interest of less than 10 percent in the law practice or firm, stock brokerage firm, insurance firm or real estate firm~~

~~In addition, a Board member or employee shall not be deemed to be interested in a contract made pursuant to competitive bidding under a procedure established by law if his/her sole interest is that of an officer, director, or employee of a bank or savings and loan association with which a party to the contract has the relationship of borrower or depositor, debtor or creditor.~~

~~A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on~~

CONFLICT OF INTEREST

~~the matter or attempt to influence any other Board member to enter into the contract. Remote interests are specified in Government Code 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her minor child.~~

~~A Board member may enter into a contract if the rule of necessity or legally required participation applies as defined in Government Code 87101.~~

~~Even if there is no prohibited or remote interest, a Board member shall abstain from voting on personnel matters that uniquely affect a relative of the Board member. A Board member may vote, however, on collective bargaining agreements and personnel matters that affect a class of employees to which the relative belongs. "Relative" means an adult who is related to the person by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree.~~

~~A relationship within the third degree includes the individual's parents, grandparents and great-grandparents, children, grandchildren and great-grandchildren, brothers, sisters, aunts and uncles, nieces and nephews, and the similar family of the individual's spouse unless the individual is widowed or divorced.~~

Common Law Doctrine Against Conflict of Interest

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

Gifts/Honoraria

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730. ~~This amount is adjusted on odd numbered years by the FPPC.~~ The limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals. (Government Code 82028)

CONFLICT OF INTEREST

Gifts of travel and related lodging and subsistence shall be subject to the current prevailing gift limitation except when: ~~as described in (Government Code 89506) A gift of travel does not include travel provided by the district for Board members and designated employees.~~

~~The term honorarium does not include:~~

- ~~1. Earned income for personal services customarily provided in connection with a bona fide business, trade or profession unless the sole or predominant activity of the business, trade or profession is making speeches~~
1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.
- ~~2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes~~
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal or like gathering, ~~in accordance with law.~~ (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession, unless the sole or predominant activity of the business, trade, or profession is making speeches

CONFLICT OF INTEREST

2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

**APPENDIX
DESIGNATED POSITIONS/DISCLOSURE CATEGORIES**

1. Persons occupying the following positions are designated employees in Category 1:

Governing Board Members
Superintendent of Schools
Assistant/Associate Superintendents
Director of Fiscal Services

Designated persons in this category must report:

- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries or of any land owned or used by the district. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
 - b. Investments or business positions in or income from sources which:
 - (1) Are engaged in the acquisition or disposal of real property within the district
 - (2) Are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district or
 - (3) Manufacture or sell supplies, books, machinery or equipment of the type used by the district
2. Persons occupying the following positions are designated employees in Category 2:

Director
Principal

Designated persons in this category must report investments or business positions in or income from sources which:

- a. Are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs, or

CONFLICT OF INTEREST

- b. Manufacture or sell supplies, books, machinery or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.
3. Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18701)

- a. Approve a rate, rule or regulation
- b. Adopt or enforce a law
- c. Issue, deny, suspend or revoke a permit, license, application, certificate, approval, order or similar authorization or entitlement
- d. Authorize the district to enter into, modify or renew a contract that requires district approval
- e. Grant district approval to a contract or contract specifications which require district approval and in which the district is a party
- f. Grant district approval to a plan, design, report, study or similar item
- g. Adopt or grant district approval of district policies, standards or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18702.2 or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's Conflict of Interest Code. (2 CCR 18701)

CONFLICT OF INTEREST

Legal Reference:

EDUCATION CODE

- 1006 *Qualifications for holding office*
- 35107 *School district employees*
- 35230-35240 *Corrupt practices*
- 35233 *Prohibitions applicable to members of governing boards*
- 35239 *Compensation for board members in districts under 70 ADA*

GOVERNMENT CODE

- 1090-1098 *Prohibitions applicable to specified officers*
- 1125-1129 *Incompatible activities*
- 81000-91015 *Political Reform Act of 1974, especially:*
- 82011 *Code reviewing body*
- 82019 *Definition of designated employee*
- 82028 *Definition of gifts*
- 82030 *Definition of income*
- 87100-87103.6 *General prohibitions*
- 87200-87210 *Disclosure*
- 87300-87313 *Conflict of interest code*
- 87500 *Statements of economic interests*
- 89501-89503 *Honoraria and gifts*
- 91000-91014 *Enforcement*

CODE OF REGULATIONS, TITLE 2

- 18110-18997 *Regulations of the Fair Political Practices Commission, especially:*
- 18702.5 *Public identification of a conflict of interest for Section 87200 filers*

COURT DECISIONS

- Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th. 655*
- Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511*

ATTORNEY GENERAL OPINIONS

- 86 *Ops.Cal.Atty.Gen. 138(2003)*
- 85 *Ops.Cal.Atty.Gen. 60 (2002)*
- 82 *Ops.Cal.Atty.Gen. 83 (1999)*
- 81 *Ops.Cal.Atty.Gen. 327 (1998)*
- 80 *Ops.Cal.Atty.Gen. 320 (1997)*
- 69 *Ops.Cal.Atty.Gen. 255 (1986)*
- 68 *Ops.Cal.Atty.Gen. 171 (1985)*
- 65 *Ops.Cal.Atty.Gen. 606 (1982)*

Management Resources:

WEB SITES

- Fair Political Practices Commission: <http://www.fppc.ca.gov>*

Bylaw adopted: February 17, 2009
Bylaw amended: August 7, 2012
Bylaw reviewed: 12/5/09, 7/20/10, 8/5/14, 07/05/16;
06/05/18; 06/16/20

SANTEE SCHOOL DISTRICT
Santee, California

PROFESSIONAL ADULT to STUDENT BOUNDARIES

The Governing Board expects all adults to maintain professional, moral, and ethical relationships with students that are conducive to an effective, safe learning environment. This policy applies to district employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds.

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

Employees are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other adults when interacting with students.

As with other forms of communication, when communicating electronically, employees shall maintain professional boundaries with students.

A boundary violation by an employee is an act or omission that does not have a legitimate educational purpose and has the potential to abuse the employee-student relationship. A boundary violation that constitutes serious misconduct is an act, omission, or pattern of such behavior by an adult that does not have a legitimate educational purpose and results in abuse of the staff-student professional relationship.

Any employee who is found to have engaged in conduct in violation of law, this policy, or other board policies shall be subject to disciplinary action up to and including dismissal.

Confidentiality and Retaliation

Santee School District prohibits retaliation against anyone who files a complaint under this policy. Any employee who retaliates against any such complainant, reporter, or other participant in Santee School District's complaint process shall be subject to discipline.

Reporting Inappropriate or Suspicious Conduct

Any person who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall promptly notify their immediate supervisor and/or an Administrator.

District employees are expected to follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate.

(Legal References on next page)

PROFESSIONAL ADULT to STUDENT BOUNDARIES

Legal References:

State

5 CCR 80303 Reports of change in employment status, alleged misconduct

5 CCR 80304 Notice of sexual misconduct

Ed. Code 44030.5 Reporting change in employment status due to alleged misconduct

Ed. Code 44050 Employee code of conduct; interaction with students

Ed. Code 44242.5 Reports and review of alleged misconduct

Ed. Code 44940 Compulsory leave of absence for certificated persons

Ed. Code 48980 Parent/Guardian notifications

Pen. Code 11164-11174.3 Child Abuse and Neglect Reporting Act

Policy approved: _____

SANTEE SCHOOL DISTRICT
Santee, California

PROFESSIONAL ADULT to STUDENT BOUNDARIES

Purpose

The purpose of this policy is to provide all staff, students, volunteers, and community members with information to increase their awareness of their role in protecting children from inappropriate conduct and failure to maintain appropriate boundaries by adults. All adults are expected to maintain professional, moral, and ethical relationships with students that are conducive to an effective, safe learning environment. The provisions of this policy apply to all Santee School District staff, volunteers, and community members relative to their conduct with students in schools and programs under the jurisdiction of the Santee School District Superintendent.

This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also boundary-blurring and grooming behaviors that undermine the professional adult-student relationship and can lead to misconduct or the appearance of impropriety. The behaviors addressed herein include in-person interactions, text messages, and communication through social media sites, including but not limited to, Facebook, Instagram, Snapchat, Twitter, and WhatsApp.

General Standards

The governing board expects adults to maintain the highest professional, moral, and ethical standards in their interaction with students. Employees are required to maintain an atmosphere conducive to learning, through consistently and appropriately applied discipline, as well as establishing and maintaining professional boundaries.

The interactions and relationships between employees and students should be based upon mutual respect and trust, and an understanding of the appropriate boundaries between adults and students in and outside of the educational setting. Relationships between adults and students should also be consistent with the educational mission of Santee School District.

Employees will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve a legitimate educational purpose. Violations of emotional boundaries include, but are not limited to: an employee showing favoritism toward a student; mismanaging feelings of frustration toward a student; failing to recognize that an employee is not a peer, parent, therapist, or friend to a student; and inquiring about overly sensitive or personal topics without a legitimate educational purpose for doing so.

For purposes of this policy, the term "legitimate educational purpose" includes matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's injury or other medical needs, school administration, or other purposes within the scope of the adult's employment duties.

PROFESSIONAL ADULT to STUDENT BOUNDARIES

Appearances of Impropriety

Employees are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other adults when interacting with students.

Even though the intent of the employee may be professional and there is a legitimate education purpose for the conduct, the following activities can create the appearance of impropriety:

1. Being alone with an individual student out of the view of others;
2. Inviting or allowing individual students to visit the employee's home;
3. Remaining on campus with student(s) after the last administrator leaves the school site; and/or
4. Visiting a student's home unless home visits are a required and expected duty of the adult.

Whenever possible, employees should avoid these situations. If unavoidable, these activities should be pre-approved by the appropriate administrator. If not pre-approved, the employee must report the occurrence to the appropriate administrator within 48 hours.

Electronic Communications

As with other forms of communication, when communicating electronically, employees shall maintain professional boundaries with students.

Electronic and other communications with students shall be for legitimate educational purposes only. Employees shall not maintain personal contact with a student outside of school by phone, letter, electronic communication, or other means (beyond legitimate educational purposes) without including the parent/guardian and/or school principal.

When available, Santee School District email and communication devices shall be used when communicating electronically with students. The use of Santee School District email or other Santee School District communication devices shall be in accordance with Santee School District policies and procedures.

Employees shall not communicate with students, for any reason, through use of a medium that is designed to eliminate all traces or records of the communication (e.g., Snapchat).

Employees shall not follow or accept requests from current students or non-adult former students to be friends or connections on personal social networking sites and shall not create or participate in any networking site for communication with students other than those provided by Santee School District for this purpose, without the prior written approval of the school principal.

PROFESSIONAL ADULT to STUDENT BOUNDARIES**Boundary Violations**

A boundary violation by an employee is an act or omission that does not have a legitimate educational purpose and has the potential to abuse the employee-student relationship. Examples of employee conduct that violate professional adult-student boundaries include but are not limited to the following:

1. Singling out a particular student or students for personal attention and friendship beyond the professional staff-student relationship.
2. For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships.

If a student initiates such discussions, employees shall be attentive to the student's concerns but shall disclose to the student that they must immediately provide any information shared by the student to the appropriate guidance/counseling staff and notify the student that such guidance/counseling staff is in the best position to serve the student's concerns. In either case, employee involvement should be limited to a direct connection to the student's school performance.

3. Addressing students or permitting students to address staff members with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
4. Maintaining personal contact with a student outside of school by phone, email, instant messenger or Internet chat rooms, social networking websites, such as Facebook, or letters beyond homework or other legitimate school business without including the parent/guardian.

This prohibition specifically includes "friending" or "following" students on social media unless the social media page is dedicated to legitimate school business. This also specifically includes the posting of student images or other personally identifiable information of students on an adult's personal website.

5. Exchanging personal gifts, cards, or letters with an individual student for which it is directly or implicitly suggested that a student is to say or do something in return.
6. Touching students or initiating inappropriate physical contact without a legitimate educational purpose.

Legitimate purposes could include the following: (a) assisting an injured student; (b) assisting a student with special needs who requires assistance with toileting or other physical assistance; (c) appropriate coaching instruction; (d) appropriate music instruction; or (e) to protect the safety of students or staff.

PROFESSIONAL ADULT to STUDENT BOUNDARIES

7. Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals, movies, shopping, traveling, recreational activities, or visiting the student’s home) outside of school- sponsored events, except as participants in organized community activities.
8. Transporting student(s) in a personal vehicle is not permitted.
9. Being alone with a student without a legitimate educational purpose.

Boundary Violations Constituting Serious Misconduct

A boundary violation that constitutes serious misconduct is an act, omission, or pattern of such behavior by an adult that does not have a legitimate educational purpose and results in abuse of the staff-student professional relationship.

A. Romantic or Sexual Relationships

Employees are prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any non-adult aged student.

B. Social and Other Interactions

Employees are prohibited from engaging in social and other interactions with students which abuse the student/staff professional relationship.

Prohibited social and other interaction involving students includes, but is not limited to:

1. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose;
2. Furnishing alcohol, drugs or tobacco to a student, or being present where any student is consuming these substances;
3. Disclosing personal, sexual, family, employment, or other private matters and concerns to one or more students;
4. Sharing personal secrets with a student;
5. Unnecessarily invading a student’s privacy (e.g., walking in on the student in the bathroom);
6. Taking a student out of class without a legitimate educational purpose;

PROFESSIONAL ADULT to STUDENT BOUNDARIES

7. Giving a student a ride alone in a vehicle in a non-emergency situation is not permitted;
or
8. Engaging in harassing or discriminatory conduct prohibited by other Santee School District policies or by state or federal law and regulations;

Exceptions

An emergency situation or a legitimate educational purpose may justify deviation from professional boundaries set out in this policy. The employee shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

There may be circumstances where there is an appropriate pre-existing personal relationship between an employee and a student’s family that exists independently of the employee’s position with Santee School District (e.g., when their children are friends). This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Employees are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that adults may be involved in other roles in the community through civic, religious, athletic, scouting, or other organizations and programs whose participants may include Santee School District students. This policy is not intended to interfere with or restrict an adult’s ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Duty to Report

When an employee observes conduct or has knowledge of another employee violating this policy that creates a reasonable suspicion of child abuse (including sexual abuse), or when an employee has reasonable suspicion of an adult harming or endangering a child, the employee shall report the conduct to San Diego County’s Department of Child Support Services in accordance with state law and Santee School District Board Policy and Administrative Regulation 5141.4 – Child Abuse Prevention and Reporting.

An adult who observes or has knowledge of another adult's violation of this policy shall immediately report the information to the site supervisor. If the supervisor is the subject of the report, the adult will report instead directly to the director of Human Resource Services. The supervisor who receives a report must document, in writing, the concern and provide a copy of the documentation to the director of Human Resource Services.

PROFESSIONAL ADULT to STUDENT BOUNDARIES

Investigation

Whenever Santee School District receives a report concerning a possible boundary violation, the supervisor, in collaboration with the Assistant Superintendent of Human Resources, will conduct a prompt investigation utilizing the procedures for investigations of allegations of serious misconduct. The investigation shall include a review of the full history of concerns relating to the subject of the concern/complaint.

Immediate intervention shall be considered and implemented when necessary to protect student safety and/or the integrity of the investigation.

Disciplinary Action

Any employee who is found to have engaged in conduct in violation of law, this policy, or other board policies shall be subject to disciplinary action up to and including dismissal. In the case of a certificated employee, the employee may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

A volunteer, student teacher, independent contractor, or an employee of an independent contractor who violates this policy may be prohibited from working or serving in schools and programs under the jurisdiction of the Superintendent or designee for an appropriate period of time or permanently, as determined by the Superintendent or designee.

Confidentiality and Retaliation

Santee School District prohibits retaliation against anyone who files a complaint under this policy. Any employee who retaliates against any such complainant, reporter, or other participant in Santee School District's complaint process shall be subject to discipline.

Reporting employees are specifically advised of the following:

1. Reporting employees are neither permitted nor responsible for investigating whether the conduct is inappropriate; and
2. Reporting employees are required to maintain confidentiality.

Confidentiality protects both the student(s) and the adult who is the subject of the report. Failure to maintain confidentiality may impede the investigation and foster untrue and potentially harmful rumors. Nothing in this policy shall prevent any represented employee from consulting with his/her exclusive representative.

Personnel

AR 4119.2 (g)

PROFESSIONAL ADULT to STUDENT BOUNDARIES

Regulation approved:

SANTEE SCHOOL DISTRICT

Santee, California

Item H. EMPLOYEE ASSOCIATION COMMUNICATION

Item I. ORGANIZATIONAL BUSINESS

Item J. BOARD COMMUNICATION

Item K. CLOSED SESSION

Item L. RECONVENE TO PUBLIC SESSION

Item M. ADJOURNMENT

Agenda Items H, I, J, K, L, and M.