



Santee School District

SCHOOLS:

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

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

**BOARD OF EDUCATION
 REGULAR MEETING
 A G E N D A
 January 15, 2013**

District Mission

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

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

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

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

D. CONSENT ITEMS

Page #

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

Superintendent

- 1.1. **Approval of Minutes** 15
It is recommended that the Board of Education approve meeting minutes.

Business Services

- 2.1. **Approval/Ratification of Travel Requests** 21
It is recommended that the Board of Education ratify the authorization granted to personnel requesting out-of-district travel as listed in the item.
- 2.2. **Approval/Ratification of Expenditure Warrants** 23
It is recommended that the Board of Education approve/ratify the expenditure warrants as presented.
- 2.3. **Approval/Ratification of Purchase Orders** 25
It is recommended that the Board of Education approve purchase orders issued December 1, 2012 through December 31, 2012.
- 2.4. **Acceptance of Donations** 31
It is recommended that the Board of Education accept the donations listed above for the District and authorize staff to send letters of appreciation on behalf of the Governing Board.
- 2.5. **Approval/Ratification of Revolving Cash Report** 32
It is recommended that the Board of Education approve/ratify revolving cash checks as listed in the item.
- 2.6. **Approval of Consultants and General Service Providers** 34
It is recommended that the Board of Education approve agreements with Consultants and General Service Providers as presented.
- 2.7 **Approval of Monthly Financial Report** 36
It is recommended that the Board of Education approve the Monthly Financial Report.
- 2.8. **Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement** 39
It is recommended that the Board of Education approve the quarterly report required by the Williams Settlement and authorize submission of the report.
- 2.9. **Summary and Acceptance of 2011-12 Audit Report by Vavrinek, Trine, Day & Co.** 40
It is recommended that the Board of Education accept the 2011-12 audit report.

Educational Services

- 3.1. **Approval of School Accountability Report Cards for the 2011-12 School Year** 41
It is recommended that the Board of Education approve the School Accountability Report Cards (SARCs) for the 2011-12 school year.

3.2.	<u>Approval of the Revised Single Plan for Student Achievement for Chet F. Harritt School</u>	42
	It is recommended that the Board of Education approve the revised Single Plan for Student Achievement for Chet F. Harritt School.	
Human Resources/Pupil Services		
4.1.	<u>Personnel, Regular</u>	43
	It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations and dismissals.	
4.2.	<u>After School Education and Safety (ASES) Grant</u>	45
	It is recommended that the Board of Education approve the San Diego County Office of Education Safe Schools Unit to include Santee School District eligible schools in the 2012-2013 After School Education and Safety grant application.	
E.	DISCUSSION AND/OR ACTION ITEMS	47
Superintendent		
1.1.	<u>Quail Brush Power Plan Update and Request for Letter to the California Public Utilities Commission</u>	48
	Administration will provide the Board of Education with a brief update on the status of the Quail Brush Power Plant application process and present a request for a letter from the Board to the California Public Utilities Commission.	
Business Services		
2.1.	<u>Governor's Budget Proposal for 2013-14</u>	49
	It is recommended that the Board of Education review, discuss, and take or direct action, if necessary, on budget information as presented.	
2.2.	<u>Memorandum of Understanding with San Diego County Office of Education to Participate in Implementation of New Enterprise Resource Planning (ERP) Software Solution to Replace Payroll and Financial Information Systems</u>	50
	It is recommended that the Board of Education approve the Memorandum of Understanding with San Diego County Office of Education to Participate in Implementation of the New Enterprise Resource Planning (ERP) Software Solution to Replace Payroll and Financial Information Systems.	
Capital Improvement Program		
3.1.	<u>Revision to By-Laws for Independent Citizens' Oversight Committee Term Limits and By-Law Changes</u>	57
	It is recommended that the Board of Education approve revising the ICOC by-laws to specify no more than three, 4-year terms for a total allowed service of 12 years and to require a majority vote for by-law changes rather than a 2/3 vote.	
3.2.	<u>Funding of Portion of City of Santee Improvements to Carlton Oaks Sidewalk Areas</u>	66
	It is recommended that the Board of Education approve funding the construction costs for sidewalk improvements on school property at Carlton Oaks School not funded by the Safe Route to Schools Grant.	

3.3.	<u>Amendment to Agreement with Webb-Cleff Architecture & Engineering Inc. For Additional Services for the Pepper Drive 10-Classroom Addition Project</u>	68
	It is recommended that the Board of Education approve the amendment to agreement with Webb-Cleff Architecture & Engineering Inc. for additional services for the Pepper Drive 10-Classroom Addition Project.	
	Human Resources/Pupil Services	
4.1.	<u>YALE Preschool Five-Year Expansion Plan</u>	70
	Administration will present to the Board of Education a five-year expansion plan for YALE Preschool. This is for information only and will return at a later date for action.	
F.	BOARD POLICIES AND BYLAWS	72
1.1	<u>First Reading: Revisions to BP 5127 Promotion Ceremonies & Activities</u>	73
	Revised Board Policy 5127 is presented to the Board in a first reading. No action is requested.	
G.	BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS	78
H.	CLOSED SESSION	79
1.	<u>Conference with Labor Negotiator (Govt. Code § 54956.8)</u> <i>Purpose: Negotiations</i> <i>Agency Negotiator: Karl Christensen, Asst. Superintendent</i> <i>Employee Organization: Classified School Employees Association</i>	
2.	<u>Conference with Labor Negotiator (Govt. Code § 54956.8)</u> <i>Purpose: Negotiations</i> <i>Agency Negotiator: Karl Christensen, Asst. Superintendent</i> <i>Employee Organizations: Santee Teachers Association</i>	
3.	<u>Public Employee Evaluation (Govt. Code § 54957)</u> <i>Superintendent</i>	
I.	RECONVENE TO PUBLIC SESSION	79
J.	ADJOURNMENT	79

Please note: Per SB 343, the supporting documents for this meeting agenda are available in the lobby at the Santee School District Office, located at 9625 Cuyamaca St., Santee, CA 92071 and will be available for viewing at the meeting

The next regular meeting of the Board of Education is scheduled for February 5, 2013, at 7:00 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:

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

OPENING PROCEDURES ITEM A.

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

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

3. Pledge of Allegiance

4. Approval of Agenda for the January 15, 2013 regular meeting

Agenda Item A.

Reports and Presentations Item B.1. Superintendent's Report
Prepared by Cathy A. Pierce, Ed.D.
January 15, 2013

The following items are presented for Board information:

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

Agenda Item B.

DEVELOPER FEES COLLECTION REPORT
2012-13
CUMULATIVE THROUGH DECEMBER 18, 2012

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

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

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

COM	RES	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
X		10946 Woodside Avenue North	06/27/12	3,245	\$1,038.40	HC
	X	8780 Carlton Oaks Drive	06/27/12	2,304	\$4,561.92	CO
X		254 Town Center Parkway (Buffalo Wild Wings)	08/03/12	7,997	\$2,559.04	RS
	X	8340 O'Connell Road	08/16/12	3,216	\$6,367.68	PD
X		9336 Abraham Way (Scantibodies)	09/27/12	5,692	\$1,821.44	HC
X		9418 Mission Gorge Road (Chick-Fil-A)	10/02/12	4,734	\$1,514.88	RS
X		10350 Mission Gorge Road	10/16/12	480	\$153.60	RS
	X	1400-1415 Katie Lane, 1301-1313 Las Brisas Drive	10/26/12	782	\$1,548.36	PA
	X	9317 Pebble Beach Dr	12/03/12	1,590	\$3,148.20	CO
X		10055, 10075, 10095 Mission Gorge Rd	12/05/12	18,300	\$5,856.00	PA
	X	9256 Galstan Dr	12/18/12	803	\$1,589.94	SC
TOTAL PAGE 1					\$30,159.46	

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

**Fee Exempt - Senior / Elder Care Facility

***Fee Exempt - Less than 500 square feet

Requests For Use Of Facilities - January 15, 2013						
Group	Location	Date	Days	Time	Attendance	Fees Applied
Cajon Park Santee Cares (Parenting Group)	Classroom	1/15/13 - 2/26/13	Tuesday	6:30 pm - 7:30 pm	10 - 15	
Carlton Oaks PTA (Unit Meeting) Girl Scouts (Daisy)	Multi-Purpose Classroom	12/19/12 1/10/13 - 12/26/13	Wednesday Thursday	4:00 pm - 7:00 pm 6:00 pm - 7:00 pm	40 16	
Carlton Oaks PTA (Unit Meeting) PTA (Science Night) PTA (Arts Attack Meeting & PTA Unit Meeting)	Multi-Purpose Multi-Purpose Multi-Purpose	2/21/13 3/8/13 5/23/13	Wednesday Friday Thursday	5:30 pm - 5:50 pm 4:00 pm - 8:30 pm 5:30 pm - 6:30 pm	20 100	
Rio Seco Girl Scouts #5924 Blue Planet (Luncheon)	Classroom Multi-Purpose	11/15/12 - 6/6/13 12/16/12	Thursday Sunday	4:30 pm - 6:00 pm 12:00 pm - 3:00 pm	10 20+	\$402.50

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

Santee School District
 ENROLLMENT REPORT
 12/21/2012
 Month 5 Week 1

SCHOOL	REGULAR ED											SDC			Total All					
	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	12/21/12	12/16/2011**	# Diff	% Diff	12/21/12	12/16/11	# Diff	% Diff	12/21/12	12/14/12	# Diff
Cajon Park	107	108	95	112	112	126	104	108	123	995	950	45	4.7%	63	63	0	0.0%	1058	1058	0
Carlton Hills	55	39	38	46	40	39	50	62	98	467	485	-18	-3.7%	29	30	-1	-3.3%	496	495	1
Carlton Oaks	82	72	94	84	89	73	94	111	100	799	827	-28	-3.4%	51	61	-10	-16.4%	850	848	2
Chet F. Harritt	60	56	68	56	78	51	49	55	61	534	571	-37	-6.5%	0	0	0	0.0%	534	537	-3
Hill Creek	72	72	85	75	93	92	70	80	80	719	739	-20	-2.7%	13	20	-7	-35.0%	732	735	-3
Pepper Drive	95	95	90	88	76	80	73	82	88	767	754	13	1.7%	10	9	1	11.1%	777	776	1
Prospect Ave	67	71	49	64	51	59	49	57	67	534	526	8	1.5%	0	0	0	0.0%	534	538	-4
Rio Seco	105	118	84	103	109	106	110	98	121	954	931	23	2.5%	42	50	-8	-16.0%	996	998	-2
Sycamore Canyon	48	59	53	43	44	45	29	0	0	321	338	-17	-5.0%	0	1	-1	-100.0%	321	321	0
SUBTOTAL	691	690	656	671	692	671	628	653	738	6090	6121	-31	-0.5%	208	234	-26	-11.1%	6298	6306	-8
Alternative School	3	2	3	8	3	5	6	8	6	44	33	11	33.3%					44	43	1
Santee Success								3	5	8	6	2	33.3%					8	8	0
TK	48									48	0	48	0.0%					48	48	0
EAK										0	0	0	0.0%					0	0	0
NPS										0				2	2	0	0.0%	2	2	0
SUBTOTAL	51	2	3	8	3	5	6	11	11	100	39	61	156.4%	2	2	0	0.0%	102	101	1
TOTAL	742	692	659	679	695	676	634	664	749	6190	6160	30	0.5%	210	236	-26	-11%	6400	6407	-7

**Winter Break 12/19-12/30/2011

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

PK	2
Cajon Park	1060
Sycamore Canyon	364
Total PK	45

Total Enrollment Including PK	6445
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Schedule of Upcoming Events

Date	Event
January 21	Martin Luther King Holiday Schools and Departments Closed
January 23	Meet & Greet for Dr. Cathy Pierce, Superintendent
January 25	Legislative Meeting with Senator Joel Anderson
January 29	San Diego County School Boards' Meeting (Dan McAllister)
February 5	Board Meeting – 7:00 p.m. (Pending Board Approval)
February 11	Lincoln Holiday Schools and Departments Closed
February 18	Washington Holiday Schools and Departments Closed
February 19	Board Meeting – 7:00 p.m. (Pending Board Approval)
March 5	Board Meeting – 7:00 p.m. (Pending Board Approval)
March 19	Board Meeting – 7:00 p.m. (Pending Board Approval)
March 25-April 5	Winter Break Schools Closed District Offices Closed March 29
April 16	Board Meeting – 7:00 p.m. (Pending Board Approval)
May 7	Board Meeting – 7:00 p.m. (Pending Board Approval)
May 21	Board Meeting – 7:00 p.m. (Pending Board Approval)
May 27	Memorial Day Holiday Schools and Departments Closed

Reports and Presentations Item B.2. Spotlight on Learning- Carlton Hills School
Prepared by Cathy A. Pierce, Ed.D.
January 15, 2013

BACKGROUND:

In our quest to develop every student to their fullest potential, schools embrace a myriad of strategies to increase student learning. Inherent in those strategies are an analysis of data and its implications. Although many different strategies are employed to raise the academic abilities of our students, numerous other opportunities to develop talents, such as artistic and athletic capabilities, are available for students to experience.

Tonight Principal Terry Heck and his team will highlight strategies they are using to increase student learning at Carlton Hills and share opportunities students have to develop other abilities.

Agenda Item B.2.

Reports and Presentations Item B.3. Presentation of Superintendents' Listening, Learning, and Leading to Action Tour

Prepared by Cathy A. Pierce, Ed.D.
January 15, 2013

BACKGROUND:

Within the first two weeks of the Superintendency, Dr. Cathy Pierce began a whirlwind tour of the Santee School District. The Listening, Learning, and Leading to Action Tour consisted of meetings with each school and each department staff, PTA presidents, and the Professional Leadership Team.

The primary purpose of the "Listening and Learning, and Leading to Action Tour" was to ask probing questions and listen to the responses from the individuals and small groups.

Below is a list of the foundational questions asked during the Listening, Learning, and Leading to Action Tour:

1. What are the most positive aspects of the district? Your school? Your department?
2. What are the biggest challenges the district (school/department) is facing or will face in the near future?
3. Why is the district (school/department) facing these challenges?
4. What are the most promising unexploited opportunities for growth?
5. What would need to happen for the district (school/department) to act upon these potential opportunities?
6. If you were me, what would focus your attention on?

The perspectives, experiences, and opinions collected from these groups were tabulated and analyzed and will be of great value as a course for advancement is developed.

Tonight, Dr. Cathy Pierce will share a report on the responses received during the "Tour." Dr. Pierce is very grateful for all of the employees who took the time to share their thoughts and perspectives about the current state of education and the Santee School District. It is very evident that Santee School District has a group of dedicated and loyal employees who are interested in supporting the best education possible for our students.

Agenda Item B.3.

PUBLIC COMMUNICATION Item C.

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

Agenda Item C.

CONSENT ITEMS Item D.

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

Agenda Item D.

Consent Item D.1.1. Approval of Minutes
Prepared by Cathy A. Pierce, Ed.D.
January 15, 2013

BACKGROUND:

Presented for Board approval –

- December 18, 2012, regular meeting minutes

RECOMMENDATION:

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

Motion:

Second:

Vote:

Item D.1.1.

SANTEE SCHOOL DISTRICT
REGULAR MEETING
OF THE BOARD OF EDUCATION

December 18, 2012
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome

Vice President El-Hajj called the meeting to order at 7:00 p.m. A moment of silence was held for the victims of the Newtown, Connecticut Sandy Hooks School tragedy.

Members present:

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

Administration present:

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

2. Mrs. El-Hajj invited the audience to recite the District Mission and then invited Carlton Oaks students, Logan and Quinn Ferguson, to lead the members, staff, and audience in the Pledge of Allegiance.

Dr. Cathy Pierce administered the Oath of Office to newly elected member Elana Levens-Craig and re-elected member Dianne El-Hajj and presented them with certificates of election from the County of San Diego. Board members welcomed Member Levens-Craig to the Board. The recently elected Board Members introduced their family members who were in the audience.

Member Levens-Craig said tonight was really special, symbolizing the next step in her journey to make a difference, one step at a time. She is honored and humbled for being elected to this position.

3. Approval of Agenda

Mrs. El-Hajj requested to pull item J.2. from Consent Item 5.1. for consideration following Closed Session. It was moved and seconded to approve the agenda with that item pulled to be considered following closed session.

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

B. ORGANIZATIONAL MEETING

1. Election of Board of Education Officers

Mrs. El-Hajj reported the requirements for the governing board to hold an annual organizational meeting. The Board of Education elects officers through rotation according to Board Bylaw 9120. The rotation of officers for 2013 is as follows:

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

Member Burns moved to elect officers through rotation according to Board Bylaw 9120 and that Board Bylaw 9120 be revised to reflect the officer rotation for 2013.

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

2. Reception for Newly Elected Board Members

President El-Hajj adjourned the meeting for a brief reception honoring Mrs. El-Hajj and Mrs. Levens-Craig, the Board members elected in the November election.

3. Board Meeting Calendar for 2013

Dr. Pierce presented the proposed calendar for 2013. It was moved to approve continuation of the existing meeting schedule with meeting dates for 2013 as listed in the item.

Motion: Ryan Second: Burns Vote: 5-0

4. Board of Education Representatives to Councils, Advisory and Other Committees

Dr. Pierce presented a slate of Board committees and asked the Board to assign themselves as representatives to each committee. Dr. Pierce shared that a District Advisory Committee will assume the required duties that ACI has fulfilled in the past. There will be representation by teachers and parents and will meet at 3:30 p.m. Member Burns prefers to have committee meetings involving parents occur in the early evening so working parents have the opportunity to participate. Member Ryan agreed and said that when meetings are scheduled for 3:30 p.m. she believes parents will not be able to attend, as well as Board members.

Member Burns confirmed that the District Advisory Committee meetings will be posted meetings. Dr. Pierce will monitor attendance of parents and assure that the committee is meeting all needs. Strategic planning committees will change in March to subcommittees that will meet at 3:30 p.m. to encourage participation by teachers. Members Burns and Ryan recommended the prioritized actions to come to the Board for formal approval following acceptance by the Strategic Planning Leadership Team. Dr. Pierce reported that Administration will plan to bring the prioritized action plans to Board for approval on February 5, 2013.

Board members requested to have all Strategic Planning Action Committee/Subcommittee meetings posted and not to assign individual board members to particular committees.

Member Burns suggested Administration may wish to consider changing the names of some the committees to avoid confusion, as there are different roles they may play, i.e., Budget Committee, Common Core Committee. Dr. Pierce shared the District Advisory Committee will replace the Communication Committee and that is where staff and parents will hear what is happening in the District and bring any concerns they may have.

Board members selected their committee assignments.

C. REPORTS AND PRESENTATIONS

1. Superintendent's Report
 - 1.1. Developer Fees Collection Report
 - 1.2. Use of Facilities Report
 - 1.3. Enrollment Report
 - 1.4. Claims Against the District
 - 1.5. Schedule of Upcoming Events

D. PUBLIC COMMUNICATION

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

E. PUBLIC HEARINGS

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

President El-Hajj opened the public hearing on the California School Employees Association initial proposal to modify articles of the Collective Bargaining Agreement between Santee School district and CSEA. There were no comments from the public and the public hearing was closed.

F. CONSENT ITEMS

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

1.1. Approval of Minutes

- 2.1. **Approval/Ratification of Travel Requests**
- 2.2. **Approval/Ratification of Expenditure Warrants.**
- 2.3. **Approval/Ratification of Purchase Orders**
- 2.4. **Approval/Ratification of Revolving Cash Report**
- 2.5. **Acceptance of Donations**
- 2.6. **Approval of Consultants and General Service Providers**
- 2.7. **Approval of Amendment to PARS Separation Incentive Plan Agreement**
- 3.1. **Approval/Ratification of Agreement with A-1 Fire Protection for Fire Sprinkler Design for the New 10-Classroom Addition at Pepper Drive School**
- 4.1. **Approval of Memorandum of Agreement with Capella University for Placement of School Counseling Interns**
- 4.2. **Approval of Memorandum of Understanding Between California Healthy Kids Regional Center and Santee School District and Implementation Plan**
- 4.3. **Approval of Amended Agreement with Sunbelt Staffing for a Language Speech Therapist**
- 4.4. **Approval of Agreement with Advantage On-Call d/b/a PHS Therapy for a Language Speech Therapist**
- 5.1. **Personnel, Regular**
- 5.2. **Approval to Increase Work Hours for One (1) Child Nutrition Services Utility Worker**

It was moved and seconded to approve Consent Items, with the exception of Item J.2. of Consent item F.5.2., which was pulled to be considered following Closed Session.

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

G. DISCUSSION AND/OR ACTION ITEMS

President El-Hajj invited comments from the public on any item listed under Discussion and/or Action. There were no comments.

1.1. Introduction of New Superintendent to Community and Business Partners

Dr. Pierce shared the Board had requested to host an event to introduce the new Superintendent to the community leaders, organizations, and businesses. She presented the date of January 23rd at 7:45 am. for Board consideration. Member Ryan moved to approve January 23 and the plan for a Community Breakfast to introduce the new Superintendent to our community.

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

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

Karl Christensen presented information regarding the County Office of Education's plan to replace their aging financial and payroll systems. We currently use their system at a cost of approximately \$25,000 per year. Both systems are 17-30 years old. The programs are written in an old programming language and greatly lack integration and reporting capabilities. The County has been working for a couple of years on a replacement plan and it is a very big enterprise. He shared the processes of how we use the systems in our district and how the same information needs to be input a number of times by staff. The County has been compiling information about requirements for a system that will be used by most of the school districts in the County. Through the RFP process, Oracle was selected as the data collection system. The County Office is paying for at least 50% of the cost of implementation but the school districts will have a financial impact. As the County is negotiating a cost, they need to know what schools districts will be using the system and will be asking those districts to submit an MOU. San Diego City Schools is the only district that currently processes their own payroll and only a few school districts maintain their own fiscal system. Based on the latest estimates, Santee School District would pay approximately \$533,000, plus the additional annual maintenance and support costs of \$50,000. Mr. Christensen shared a number of options of how this payment could be made.

Member Levens-Craig asked if the systems would continue to be functional over the entire period of time if the payment was financed for 20 years. Mr. Christensen said yes, that it is a very scalable system.

Member Fox asked if there are currently any other costs other than the annual fees we now pay. Mr. Christensen said we now pay only an annual cost. Member Levens-Craig asked if the district would recognize any savings by reducing duplication of labor. Mr. Christensen said it would free up staff to do other work but probably would not result in the elimination of any staff.

Member Ryan asked Mr. Christensen if he had met with other CBOs and what their perceptions were. She said many Board members expressed their concerns at the SDCSBA meeting. It is a lot of money. Mr. Christensen agreed it is a lot of money and said there was concern on the part of CBOs. He said the first MOU was very vague and there was great concern. They wanted to know there is a deliverable and the system can be counted on, especially since districts would not have contracts directly with the company. The County has adjusted the MOU. Probably no other district will be able to process their own payroll system. Member Burns asked about contracting out to San Diego Unified. Mr. Christensen said he knows of another district who recently moved to a different fiscal system and it cost a lot more than what we would have to pay to be part of the County system. Member Burns asked if the financing would be through the County Office and if they would receive the interest dollars paid. Mrs. Christensen said it would be through a JPA that would be formed. President El-Hajj asked if this would be considered a capital asset. Mr. Christensen said no, because we are in the partnership and we would not own it. Member Ryan said Oracle is a great system asked how much Oracle would charge us as an individual district and suggested we look into that. Mr. Christensen said in order to have the finance piece we would also have to have the Human Resource management systems. Mr. Christensen said 7 districts currently have their own finance systems. Mr. Christensen will seek information on other districts and if they are planning to go with the County. If we plan to work with the County Office we will need to sign the MOU. Mr. Christensen will accumulate the requested information about other options and other districts and return to the next meeting for consideration of the County Office system and if we plan to move in that direction, the Board will need to approve the MOU at that meeting. No action was requested from the Board.

Member Burns said it is odd that the County Office owns the system but is asking for districts to pay half. He believes it is their role to serve school districts. It would make more sense to increase the annual cost to districts to cover their costs. He would like to look at other options, maybe contracting with other districts.

3.1. Update on Pepper Drive School Projects, State Funding, Value Engineering, and Bidding Process to Maximize Savings

Karl Christensen provided an update on how administration is working to create flexibility to maximize savings making the available dollars cover the costs of the Pepper Drive School capital improvement projects. The strategy is to look for any options for savings, but it needs to go out to bid to get hard numbers. Administration's strategy is to split up the bid and contract out some items separately in order to save money. Some of these items would include lockers, landscaping, and ornamental fencing. The exterior of the building would be part of the main bid, but the interior of the second story would be separate. Once the main building and first floor are completed, Administration will have a better idea of how much of the contingency monies would be available to cover the \$625,000 shortage. Member Fox asked if it is possible that we will end up with a 10-classroom building that is less than the other 10 - classroom buildings. Member Burns asked why this plan would not be considered on the LRC/Office instead of the classrooms. Christina Becker said we have to match the \$1.2 m for the LRC and she wants to protect our matching funds and use the economies of scale. President El-Hajj said unless we go forward with bids, we won't know how much it will cost. The Board approved to move forward on the bid process as reported. Administration will return on February 5th with an update on the bid process.

H. BOARD COMMUNICATION

Dr. Pierce mentioned the tragedy in Connecticut, and considering the community's sensitivity with Santana, she has been working very closely with site administration. Every principal has received a couple of emails or personal visits from parents seeking confirmation and comfort that our schools are safe. The Sheriff's Department has sent deputies to each school to visit and patrol frequently. Dr. Pierce has cancelled all fire drills and lockdowns for the week. She will invite the Sheriff to come and observe our drills in the future. This tragedy has caused us to take a second look at our facilities and consider concerns Principals have shared about their sites. Administration will be looking to restrict access at the

schools where entrances through offices is not required. Member Fox mentioned he found Hill Creek gates left open over the weekend leaving the school vulnerable. Dr. Pierce will look into this.

Dr. Pierce presented the revised legislative goals and reported tomorrow they meet with Assemblyman Brian Jones.

Dr. Pierce reminded the Board that a self-evaluation is to be scheduled in January. The Board may wish to consider integrating a team building session with a self-evaluation. She has been in contact with Ron Bennett from School Services and he still does the team building sessions as he had done in the past. She is working to connect with him for more details.

Member Burns said with a new superintendent and a new board member, the Board usually does a team building meeting. Dr. Pierce was asked to continue to pursue Ron Bennett for a team building meeting and a board self-evaluation will be done separate from team building. The Board would like to create a document they can use for goal setting before the team building meeting. The Board would like to use the CSBA evaluation document but would also like to see if there are different options out there if time allows.

Dr. Pierce said upon reflection, she will schedule the District Advisory Committee meetings from 6-8 pm.

Member Levens-Craig thanked the Board for sending her to the CSBA annual conference. She attended several workshops and they were great. She would like to know if there is a parent to honor at Honoring Our Own. Administration does not have a parent to nominate this year but has nominated a classified administrator.

Member Levens-Craig said she would like PTA to be able to join in the Principal presentations. Dr. Pierce said she has tasked the Principals to bring teachers to their presentations this year. Maybe next year PTA and students could be part of their presentations.

I. CLOSED SESSION

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

- 1. Conference with Labor Negotiator** (*Govt. Code § 54956.8 Purpose: Negotiations*
Agency Negotiator: Karl Christensen, Asst. Superintendent
Employee Organization: Classified School Employees Association)

The Board entered closed session at 9:33 p.m.

J. RECONVENE TO PUBLIC SESSION

The Board reconvened to public session at 11:00 p.m. President El-Hajj reported that following closed session discussion, the Board was prepared to take action on a PERB settlement agreement with CSEA. President El-Hajj asked for a motion. Member Burns moved approve the Settlement Agreement between Santee School District and California School Employees Association and its Chapter 557 for PERB Case No. LA-CE-5490-E.

Motion: Burns Second: Ryan Vote: 5-0

President El-Hajj said the Board would take action on Item J.2. of Consent Item F.5.1. following discussion in Closed Session. Member Ryan moved to approved item J.2. of Consent Item F.5.1.

Motion: Ryan Second: Fox Vote: 5-0

K. ADJOURNMENT

The December 18, 2012 regular meeting adjourned at 11:03 p.m.

Consent Item D.2.1. Approval/Ratification of Travel Requests
Prepared by Karl Christensen
January 15, 2013

BACKGROUND:

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

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

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

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

RECOMMENDATION:

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

This recommendation supports the following District goal:

Staff Development

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

FISCAL IMPACT:

The estimated travel expenses are \$3,500, and substitute costs of \$1,470, as disclosed on the following page.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item D.2.1.
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Board Travel Report - January 15, 2013

Travel Dates	Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Overnight, Out-of-State, Air Travel
Tuesday 01/15/13	Nancy Knudson	HC	Holocaust Education Conference	San Diego	\$105	\$20	School/Library Improvement	This conference will focus on instructional strategies for teaching on the subject of the Holocaust.
Fri-Sat. 02/01/13 - 02/02/13	Melody Bartholomew Lynne Baker Lisa Sagat	SC SC SC	2013 Greater San Diego Mathematics Council Educators Conference	San Diego	\$105 \$105 \$105	\$133 \$133 \$133	School/Library Improvement	This conference will focus on current math instructional strategies.
Saturday, 02/02/13	Susan Orsinelli Susan Walter	CFH CFH	Diving Deeper into Common Core Standards	San Diego	\$0 \$0	\$107 \$107	Title I Title I	This conference will focus on instruction issues related to the California Common Core State Standards for mathematics.
Mon-Tues. 02/04/13 - 02/05/13	Andrew Johnston Terry Heck	CFH	Lead the Change to Common Core State Standards: Get Essential Tools for School Leaders	San Diego	\$0 \$0	\$349 \$349	Title I Title I	This conference will focus on current California Common Core State Standards.
Thursday, 02/28/13	Jennifer Mahoney	CO	2013 Social Thinking Conference	San Diego	\$210	\$630	School/Library Improvement	This conference is designed for professionals working with students who are experiencing social communication challenges.
Travel Requiring Airfare, Overnight Stay, and/or Out of County								
Mon-Tues. 01/24/13 - 01/25/13	Karl Christensen	Business	Chief Business Officers Forum	Fallbrook	\$0	\$175	Business Services	This two day conference provides current information related to school business.
Thurs-Sat. 03/14/13 - 03/16/13	Katy Hammack Autumn Freund Phelim O'Connell Tara O'Connell	PRIDE PRIDE PRIDE PRIDE	Computer Using Educators' Conference	Palm Springs	\$210 \$210 \$210 \$210	\$341 \$341 \$341 \$341	21st Century Grant 21st Century Grant 21st Century Grant 21st Century Grant	This conference will provide instructional strategies on ways technology can support student achievement.

Consent Item D.2.2. Approval/Ratification of Expenditure Warrants
 Prepared by Karl Christensen
 January 15, 2013

BACKGROUND:

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

Commercial Warrants issued for the period of December 2012:

<u>Fund #/Name</u>	<u>Warrant #'s</u>	<u>Amount</u>
03/06 General	12-120911 TO 12-129083	\$180,158.31
09 00	N/A	\$0.00
12 06	12-123323	\$40.69
13 00	12-120961 TO 12-124054	\$66,695.05
14 00	N/A	\$0.00
21 09	N/A	\$0.00
21 39 / 21 08	12-124055 TO 12-129084	\$29,277.50
25 18	12-124742	\$623.87
25 38	N/A	\$0.00
35-00	N/A	\$0.00
40-00	12-124061	\$1,393.22
63 00	12-120982 TO 12-128297	\$2,309.26
		\$280,497.90

Student Body Warrants issued for the period of December 2012: \$4,875.45

Payroll Warrant #'s beginning #10-181246 through #10-181299 and #10-450480 through #10-451259 and #10-186559:

<u>Fund #/Name</u>	<u>Amount</u>
03 00	\$2,770,684.42
06 00	\$788,281.57
12 06	\$21,059.92
13 00	\$76,301.80
25-18	\$0.00
63 00	\$162,197.63
	\$3,818,525.34

RECOMMENDATION:

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

This recommendation supports the following District goal:

Staff Development

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

FISCAL IMPACT:

The fiscal impact of commercial, student body, and payroll expenditure warrants total \$4,103,898.69 and is disclosed above.

STUDENT ACHIEVEMENT IMPACT:

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

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

A numerical listing of purchase orders, including the date issued, the name of the vendor, a general description of items requested, and the anticipated cost of the purchase is attached for the review and approval of the Board of Education. Actual copies of the purchase orders are available for review upon request. As a part of the report, any payment to vendors that increases the amount of the purchase order by 10% or more, or change orders that increase the amount of the bid, will be presented for Board approval/ratification. The table below is a summary of total purchase orders by location for the month of December 2012:

AMOUNT	LOCATION
\$ 723.30	PEPPER DRIVE SCHOOL
\$ 1,017.20	CARLTON HILLS SCHOOL
\$ 790.80	SYCAMORE CANYON SCH
\$ 434.22	PROSPECT AVENUE SCH
\$ 340.98	CAJON PARK SCHOOL
\$ 154.83	CHET F HARRITT SCH
\$ 5,453.96	CARLTON OAKS SCHOOL
\$ 913.80	RIO SECO SCHOOL
\$ 2,195.15	HILL CREEK SCHOOL
\$ 150.00	SUPERINTENDENT DEPT
\$ 9,440.51	BUSINESS SERVICES
\$ 1,853.04	HUMAN RESOURCES
\$11,743.46	SPECIAL EDUCATION
\$ 538.40	EDUCATIONAL SERVICES
\$ 1,871.62	TECHNOLOGY SERVICES
\$ 495.00	MAINTENANCE
\$ 1,935.05	TRANSPORTATION
\$38,809.50	FACILITIES MODERNIZATION
\$ 4,318.74	WAREHOUSE
\$83,179.56	PURCHASE ORDERS TOTAL

RECOMMENDATION:

Administration recommends approval of purchase orders #120756 through #120830 issued December 1, 2012 through December 31, 2012.

This recommendation supports the following District goal:

Staff Development

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

FISCAL IMPACT:

The fiscal impact of \$83,179.56 is disclosed on the following pages.

STUDENT ACHIEVEMENT IMPACT:

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

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

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

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

Fund Numbers

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

M = Monthly Blanket
A = Annual Blanket
L = Lottery

PURCHASE ORDER LISTING - DECEMBER 2012
BY SITE

PO NBR	DATE	FUND	VENDOR	DESCRIPTION	AMOUNT	LOC	LOCATION
120800	12/14/2012	6	SPARKLETTS	ANNUAL DRINKING WATER - PD	\$ 230.00	002	PEPPER DRIVE SCHOOL
120801	12/14/2012	6	RENAISSANCE LEARNING INC	CLASSROOM MATERIALS	\$ 434.30	002	PEPPER DRIVE SCHOOL
120802	12/14/2012	3	ORGANIZED SPORTSWEAR, LLC	PE CLOTHES - PD	\$ 59.00	002	PEPPER DRIVE SCHOOL
				TOTAL	\$ 723.30		PEPPER DRIVE SCHOOL
120766	12/5/2012	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$ 155.36	003	CARLTON HILLS SCHOOL
120798	12/13/2012	3	SCHOOL TOURS OF AMERICA	DC TRIP - CH	\$ 465.00	003	CARLTON HILLS SCHOOL
120817	12/19/2012	3	ANGELUS PACIFIC COMPANY	STUDENT INCENTIVES	\$ 300.26	003	CARLTON HILLS SCHOOL
120828	12/21/2012	6	ITSAVVY LLC	COMPUTER EQUIPMENT	\$ 96.58	003	CARLTON HILLS SCHOOL
				TOTAL	\$ 1,017.20		CARLTON HILLS SCHOOL
120758	12/3/2012	25 18	APPLE COMPUTER INC	ELECTRONIC EQUIP	\$ 623.87	004	SYCAMORE CANYON SCH
120803	12/14/2012	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$ 95.98	004	SYCAMORE CANYON SCH
120823	12/20/2012	3	SCHOLASTIC CLASSROOM MAGAZINES	SUBSCRIPTIONS - SC	\$ 70.95	004	SYCAMORE CANYON SCH
				TOTAL	\$ 790.80		SYCAMORE CANYON SCH
120819	12/19/2012	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$ 140.29	005	PROSPECT AVENUE SCH
120824	12/20/2012	6	CAPSTONE PRESS	LIBRARY SUPPLIES	\$ 215.41	005	PROSPECT AVENUE SCH
120825	12/20/2012	6	DEMCO INC	LIBRARIAN SUPPLIES	\$ 78.52	005	PROSPECT AVENUE SCH
				TOTAL	\$ 434.22		PROSPECT AVENUE SCH
120760	12/4/2012	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$ 186.56	006	CAJON PARK SCHOOL
120811	12/17/2012	3	ITSAVVY LLC	COMPUTER EQUIPMENT	\$ 154.42	006	CAJON PARK SCHOOL
				TOTAL	\$ 340.98		CAJON PARK SCHOOL
120762	12/4/2012	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$ 96.64	007	CHET F HARRITT SCH
120763	12/4/2012	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$ 58.19	007	CHET F HARRITT SCH
				TOTAL	\$ 154.83		CHET F HARRITT SCH
120779	12/7/2012	3	TERESA HERMAN	ASSEMBLY PRESENTATION FEES	\$ 525.00	008	CARLTON OAKS SCHOOL
120792	12/11/2012	3	BUTTER BRAID SAN DIEGO	FUNDRAISER FOR 6TH GRADE CAMP	\$ 4,578.00	008	CARLTON OAKS SCHOOL
120793	12/11/2012	3	HERITAGE TOURS OF SAN DIEGO	ADMISSIONS	\$ 240.00	008	CARLTON OAKS SCHOOL
120813	12/18/2012	3	DEMCO INC	LIBRARY SUPPLIES	\$ 110.96	008	CARLTON OAKS SCHOOL
				TOTAL	\$ 5,453.96		CARLTON OAKS SCHOOL
120796	12/13/2012	3	CDW GOVERNMENT INC	ELECTRONIC EQUIPMENT	\$ 826.52	009	RIO SECO SCHOOL
120818	12/19/2012	3	AUDIO VIDEO SUPPLY INC	EQUIPMENT	\$ 87.28	009	RIO SECO SCHOOL
				TOTAL	\$ 913.80		RIO SECO SCHOOL
120761	12/4/2012	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$ 786.50	010	HILL CREEK SCHOOL
120776	12/6/2012	3	REUBEN H FLEET SCIENCE CENTER	ADMISSIONS	\$ 560.00	010	HILL CREEK SCHOOL
120777	12/6/2012	3	USS MIDWAY MUSEUM	ADMISSIONS	\$ 360.00	010	HILL CREEK SCHOOL
120789	12/10/2012	3	SCHOLASTIC INC	BOOK CLUB	\$ 139.65	010	HILL CREEK SCHOOL
120799	12/14/2012	6	READ NATURALLY INC	ON-LINE TECH SUPPORT-FY12/13	\$ 349.00	010	HILL CREEK SCHOOL
				TOTAL	\$ 2,195.15		HILL CREEK SCHOOL
120809	12/17/2012	3	S4 MEDIA	SANTEE MAGAZINE LAYOUT/DESIGN	\$ 150.00	062	SUPERINTENDENT DEPT
				TOTAL	\$ 150.00		SUPERINTENDENT DEPT
120778	12/6/2012	3 6	OFFICE DEPOT INC	OFFICE SUPPLIES - ALL SITES	\$ 4,084.55	064	BUSINESS SERVICES

120780	12/7/2012	3	6	OFFICE DEPOT INC	SUPPLIES	\$ 745.24	064	BUSINESS SERVICES
120790	12/11/2012	3		OFFICEMAX CONTRACT INC	OFFICE SUPPLIES	\$ 2,018.42	064	BUSINESS SERVICES
120829	12/21/2012	40		BEST BEST & KRIEGER LLP	SDG&E DISTRIBUTED LEGAL SVCS	\$ 2,507.49	064	BUSINESS SERVICES
120830	12/21/2012	3		FEDERAL EXPRESS CORPORATION	OVERNIGHT MAIL DELIVERY	\$ 84.81	064	BUSINESS SERVICES
						TOTAL	\$ 9,440.51	BUSINESS SERVICES
120768	12/5/2012	6		INNOVATIVE LEARNING LLC	AUTISIM TRAINING	\$ 900.00	065	HUMAN RESOURCES
120769	12/5/2012	3	6	KONTRABAND INTERDICTION	DETECTION SERVICES	\$ 500.00	065	HUMAN RESOURCES
120791	12/11/2012	3		DELTACARE PMI	COBRA PAYMENTS	\$ 190.54	065	HUMAN RESOURCES
120827	12/21/2012	3		SHARP REES-STEALY MEDICAL	MEDICAL EXPENSES	\$ 262.50	065	HUMAN RESOURCES
						TOTAL	\$ 1,853.04	HUMAN RESOURCES
120757	12/3/2012	6		LENOVO (UNITED STATES) INC.	LAPTOP	\$ 859.23	067	SPECIAL EDUCATION
120810	12/17/2012	6		LENOVO (UNITED STATES) INC.	LAPTOP	\$ 859.23	067	SPECIAL EDUCATION
120820	12/20/2012	6		GROSSMONT UNION HIGH	TRANSP. OF SP. ED STUDENT	\$ 925.00	067	SPECIAL EDUCATION
120821	12/20/2012	6		CAJON VALLEY UNION SCHOOL	SPEC. ED SERVICES	\$ 9,100.00	067	SPECIAL EDUCATION
						TOTAL	\$ 11,743.46	SPECIAL EDUCATION
120767	12/5/2012	3		FINELINE GRAFIX	BANNER INSTALLATION & REMOVAL	\$ 100.00	068	EDUCATIONAL PROJECTS
120759	12/4/2012	6		LE, MIMI	CONSULTING SERVICES	\$ 120.00	069	EDUCATIONAL SERVICES
120812	12/18/2012	6		ALLIANCE FOR AFRICAN	INTERPRETER ASSISTANCE	\$ 108.40	069	EDUCATIONAL SERVICES
120826	12/21/2012	6		DAOUD, NADHAL	TRANSLATION SERVICES	\$ 210.00	069	EDUCATIONAL SERVICES
						TOTAL	\$ 538.40	EDUCATIONAL SERVICES
120756	12/3/2012	6		APPLE COMPUTER INC	ELECTRONIC EQUIP - CH; PA; CFH	\$ 1,871.62	073	TECHNOLOGY SERVICES
						TOTAL	\$ 1,871.62	TECHNOLOGY SERVICES
120795	12/12/2012	3		DOUG'S PEST MANAGMENT	TERMITE TREATMENT	\$ 395.00	075	MAINTENANCE
120816	12/19/2012	3		SIMPLEXGRINNELL	TRAINING	\$ 100.00	075	MAINTENANCE
						TOTAL	\$ 495.00	MAINTENANCE
120764	12/4/2012	6		FRAME & AXLE SERVICE OF	BUS REPAIRS & MAINTENANCE	\$ 1,053.76	076	TRANSPORTATION
120765	12/4/2012	6		TIRE CENTERS, LLC	BUS REPAIRS & MAINTENANCE	\$ 104.00	076	TRANSPORTATION
120804	12/17/2012	6		INTERSTATE BATTERY OF	BUS REPAIRS & MAINTENANCE	\$ 384.46	076	TRANSPORTATION
120805	12/17/2012	6		SCHOOL BUS PARTS COMPANY	BUS REPAIRS & MAINTENANCE	\$ 92.62	076	TRANSPORTATION
120806	12/17/2012	6		KIMBALL MIDWEST	SHOP SUPPLIES	\$ 113.66	076	TRANSPORTATION
120807	12/17/2012	6		PECK'S HEAVY FRICTION INC	BUS & M&O VEHICLE REPAIRS	\$ 94.15	076	TRANSPORTATION
120808	12/17/2012	6		UNITY SCHOOL BUS PARTS	SHOP SUPPLIES	\$ 92.40	076	TRANSPORTATION
						TOTAL	\$ 1,935.05	TRANSPORTATION
120770	12/5/2012	21	39	ANTON'S SERVICE INC	DEMO/REMOVAL OF RELOS - HC	\$ 12,679.00	077	FACILITIES MODERNIZATION
120771	12/5/2012	21	39	A-1 FIRE PROTECTION	FIRE SPRINKLER SYSTEM - PD-10	\$ 7,400.00	077	FACILITIES MODERNIZATION
120772	12/6/2012	21	39	HELIX WATER DISTRICT	FIRE SERVICE LATERAT AT PD	\$ 12,800.00	077	FACILITIES MODERNIZATION
120773	12/6/2012	21	39	DEPARTMENT OF GENERAL SERVICES	CERTIFICATION - CLOSE FILES-CH	\$ 750.00	077	FACILITIES MODERNIZATION
120774	12/6/2012	21	39	DEPARTMENT OF GENERAL SERVICES	PLAN CHECK FEES-CFH BALL FIELD	\$ 3,639.26	077	FACILITIES MODERNIZATION
120775	12/6/2012	21	39	ESCONDIDO REPROGRAPHICS	LARGE FORMAT PRINTING	\$ 959.24	077	FACILITIES MODERNIZATION
120822	12/20/2012	21	39	SWRCB FEES	STORM WATER PERMITS - PD	\$ 582.00	077	FACILITIES MODERNIZATION
						TOTAL	\$ 38,809.50	FACILITIES MODERNIZATION
120781	12/10/2012	3		CAMEO PAPER & JANITORIAL	STORES SUPPLIES	\$ 282.84	078	WAREHOUSE
120782	12/10/2012	3		ALERT SERVICES, INC	STORES SUPPLIES	\$ 469.36	078	WAREHOUSE
120783	12/10/2012	3		HENRY SCHEIN INC	STORES SUPPLIES	\$ 54.79	078	WAREHOUSE

120784	12/10/2012	3	OFFICE ADVANTAGE	STORES SUPPLIES	\$ 76.45	078	WAREHOUSE
120785	12/10/2012	3	STAPLES ADVANTAGE	STORES SUPPLIES	\$ 30.43	078	WAREHOUSE
120786	12/10/2012	3	SPIRAL BINDING CO INC	STORES SUPPLIES	\$ 78.17	078	WAREHOUSE
120787	12/10/2012	3	OFFICE DEPOT INC	STORES SUPPLIES	\$ 112.52	078	WAREHOUSE
120788	12/10/2012	3	SOUTHWEST SCHOOL SUPPLY	STORES SUPPLIES	\$ 1,612.42	078	WAREHOUSE
120794	12/12/2012	3	SCHOOL SPECIALTY, INC	STORES SUPPLIES	\$ 1,034.74	078	WAREHOUSE
120797	12/13/2012	3	SCHOOL SPECIALTY, INC	STORES SUPPLIES	\$ 206.36	078	WAREHOUSE
120814	12/19/2012	3	CANNON SPORTS INC	STORES SUPPLIES	\$ 71.89	078	WAREHOUSE
120815	12/19/2012	3	SPORT SUPPLY GROUP INC	STORES SUPPLIES	\$ 288.77	078	WAREHOUSE
TOTAL					\$ 4,318.74		WAREHOUSE
					\$83,179.56		

BACKGROUND:

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

<i>Item</i>	<i>Approximate Value</i>	<i>Donated By</i>	<i>Designated For Use At</i>
Funds to Support the Instructional Program and Supplement Classroom Supplies	\$250.00	Bradley and Jetta Odenkirk	Cajon Park School
	\$500.00	Michael Huffman	Pepper Drive School
	\$1,274.30	Box Tops for Education	Rio Seco School
	\$2,500.00	The Hartford	Rio Seco School
	\$1,000.00	Hager Photography	Rio Seco School
LAP99, Samsung Series 5 Chromebook, (20) \$99/each	\$1,980.00	DonorsChoose.org	Rio Seco School
Donation to Ms. Bartholomew's Classroom	\$500.00	Dan Bartholomew	Sycamore Canyon School
TOTAL DONATIONS RECEIVED	\$8,004.30		

RECOMMENDATION:

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

This recommendation supports the following District goals:

Fiscal Accountability

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

Educational Achievement

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

FISCAL IMPACT:

The donations above are valued at \$8,004.30.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item D.2.4.
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Consent Item D.2.5. Approval/Ratification of Revolving Cash Report
Prepared by Karl Christensen
January 15, 2013

BACKGROUND:

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

RECOMMENDATION:

Administration recommends approval of checks #22271 through #22277 on the \$15,000 Revolving Cash Account.

This recommendation supports the following District goal:

Fiscal Accountability

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

FISCAL IMPACT:

Checks #22271 through #22277 total \$910.13 as disclosed on the following report.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item D.2.5.
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SANTEE SCHOOL DISTRICT
 REVOLVING CASH REPORT- \$15,000

Date	Number	Name	Memo	Amount
12/07/12	22271	WalMart	Lorene Foster Fund	100.00
12/07/12	22272	Von's	Lorene Foster Fund	100.00
12/07/12	22273	WalMart	Lorene Foster Fund	125.00
12/11/12	22274	Bolton & Co Insurance	6th Grade Camp Insurance	63.60
12/13/12	22275	WalMart	Lorene Foster Fund	125.00
12/13/12	22276	Von's	Lorene Foster Fund	125.00
12/14/12	22277	Lucky Chinese Food	Pepper Drive Staff Luncheon (Pd from PTA residual funds)	271.53
Total Checks Written				\$910.13
Bank Fees				
Total to be Reimbursed				\$910.13

BACKGROUND:

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

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

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

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

RECOMMENDATION:

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

This recommendation supports the following District goal:

Fiscal Accountability

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

FISCAL IMPACT:

The fiscal impact is disclosed on the attached page.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item D.2.6.
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**Consultant / General Service Provider Report
January 15, 2013**

Vendor Name	Type (Consultant or General Service Provider)	Description of Services	Date(s) of Service	Amount	Funding	Payment Type (Independent Contractor or Employee)
Jill Weckerly, Ph.D.	Consultant	Psychological Educational Evaluation	1/16/13 - 6/30/13	\$3,500 (not to exceed)	Special Education	Independent Contractor
Children's Occupational Therapy	General Service Provider	Occupational Therapy	1/16/13 - 6/30/13	\$750 (not to exceed)	Special Education	Independent Contractor
Crimson Center	General Service Provider	Speech and Language Evaluation	1/16/13 - 6/30/13	\$750 (not to exceed)	Special Education	Independent Contractor
Alejandra Garcia	Consultant	Bilingual Educational Evaluations	1/16/13 - 6/30/13	\$100/hour; \$2,000 (not to exceed)	Special Education	Employee

BACKGROUND:

Administration has prepared the accompanying Monthly Financial Report covering the period November 1, 2012 through November 30, 2012 prepared on a cash and modified accrual basis and include the District's revenue, expenditure, and cash activities.

RECOMMENDATION:

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

This recommendation supports the following District goal:

Fiscal Accountability

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

FISCAL IMPACT:

The Monthly Financial Report shows a beginning cash balance of \$3,078,410; cash receipts of \$2,966,761; and disbursements of \$3,972,923 are reflected for the period of November 1, through November 30, 2012, resulting in an ending cash balance of \$2,072,248 as of November 30, 2012.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item D.2.7.
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MONTHLY FINANCIAL REPORT - NOVEMBER

1

CASH REPORT FOR NOVEMBER

		Actual	Projected*
Beginning Cash Balance as of October 31, 2012		\$3,078,410	\$3,078,410
INCOME			
A. Revenue Limit Sources			
State Aid	\$ 1,440,686		
Property Taxes	225,324		
		1,666,010	
B. Federal Income			
Federal Funding	75,706		
		75,706	
C. State Income			
Unres. State Funding	369,118		
Lottery			
Deferrals			
CSR			
EIA	69,375		
HTS Transportation	20,302		
Spec Ed Transportation	11,110		
		469,905	
D. Local Income			
Other Local Income	358,540		
Spec ED	251,736		
Interest	76		
		610,352	
E. Due to/Due from other funds		144,788	
F. Debt Proceeds		-	
TOTAL INCOME		\$2,966,761	\$2,656,652
Beginning Balance Plus Income		\$6,045,171	\$5,735,062
DISBURSEMENTS			
G. Commercial Warrants	\$ 365,078		
H. Payroll Warrants	2,917,524		
I. Statutory Employee Benefits	434,658		
J. Health & Welfare	214,360		
K. Other Outgo	41,303		
L. Interfund Borrowing Out			
TOTAL DISBURSEMENTS		\$3,972,923	\$4,045,309
Ending Cash Balance as of November 30, 2012		\$2,072,248	\$1,689,753

* Revised at 1st Interim- October 31, 2012





Budget Revisions Through November 30, 2012 2012-13 Revised Budget

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Beginning Fund Balance	8,858,416	274,581	9,132,997
Estimated Income	33,578,110	11,893,737	45,471,847
Estimated Expenditures	33,807,444	12,009,141	45,816,585
Change in Fund Balance	(229,334)	(115,404)	(344,738)
Projected Ending Fund Balance	8,629,082	159,177	8,788,259
Less: Restricted			
Program Carryovers	-	159,177	159,177
Less: Committed			
Yale Preschool Expansion at CPJH	200,000	-	200,000
Less: Non-Spendable			
Prepaid Expenses	375,665	-	375,665
Revolving Cash Fund	15,000	-	15,000
Stores Inventory	50,327	-	50,327
Less: Assigned			
Vacation Carryover	209,040	-	209,040
Less: Economic Uncertainty Reserve	1,374,498	-	1,374,498
Uncommitted/Unassigned/Unappropriated Fund Balance	6,404,552	-	6,404,552
Fund 17 Projected End of Year Balance	2,864,269	-	2,864,269
Projected Reserves	<u>10,643,319</u>	<u>-</u>	<u>10,643,319</u>
As a % Estimated Expense Total	23.23%		

* Projected Reserve % 2013-14 19.79%

* Projected Reserve % 2014-15 14.27%

* Based on latest multi-year projection assumptions



BACKGROUND:

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

SANTEE SCHOOL DISTRICT Uniform Complaint Quarterly Report September 1, 2012 through December 31, 2012			
	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and Mis-assignment	0	0	0
Total	0	0	0

RECOMMENDATION:

It is recommended that the Board of Education approve the Uniform Complaint Report for the quarter ending December 31, 2012 and authorize administration to submit the report to SDCOE.

Fiscal Accountability

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

FISCAL IMPACT:

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

STUDENT ACHEIVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item D.2.8.
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Consent Item D.2.9.
Prepared by Karl Christensen
January 15, 2013

Summary and Acceptance of 2011-12 Audit Report
by Vavrinek, Trine, Day & Co.

BACKGROUND:

As required by law, each year Santee School District contracts with an independent certified public accountant for an annual audit of its financial records for the prior year. The District has contracted services from Vavrinek, Trine, Day & Co., LLP to perform all necessary work for the 2011-12 audit report.

The 2011-12 report is now complete. Copies of the audit report may be obtained from Business Services and additional copies will be available at the Board meeting for review.

Copies of this audit report have been forwarded by the auditor as required by law to:

- ✓ State Department of Finance, Office of Financial and Performance Accountability,
- ✓ State Department of Education, Audit Department, and
- ✓ San Diego County Clerk's Office.

Additionally, the Board Audit Ad Hoc Committee representatives, Ken Fox and Dustin Burns were provided a copy of the audit document for review and further clarification. Administration will provide a brief overview of findings contained in the Audit Report and actions taken to address those findings.

RECOMMENDATION:

It is recommended that the Board of Education accept the 2011-12 audit report as submitted.

This recommendation supports the following District goal:

Fiscal Accountability

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

FISCAL IMPACT:

The Audit report outlines the District's 2011-12 fiscal year. There is no fiscal impact in accepting the report. Professional auditor services annually total \$21,500.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item D.2.9.
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Consent Item D.3.1.

Approval of School Accountability Report Cards
for the 2011-12 School Year

Prepared by Dr. Stephanie Pierce
January 15, 2013

BACKGROUND:

The Santee School District is required to annually prepare and issue a School Accountability Report Card (SARC) for each school. A model report card was adopted by the State Department of Education to assist districts in meeting the requirements of the law.

Administration verifies that the SARC for each school addresses the State requirements. The Santee School District Board of Education has also requested an API chart be included in each school site report card. The Board of Education has received SARCs for each school site and copies will be available for public viewing at the Board meeting.

Upon approval of the School Accountability Report Cards, hard copies of the executive SARC format will be printed and made available in each school office. Parents and the community will be able to access the full, color version on the school's website. With the high volume of Santee School District website visits on a daily basis, web access to the SARCs is environmentally friendly and cost efficient.

RECOMMENDATION:

Administration recommends approval of the School Accountability Report Cards for the 2011-12 school year.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

Educational Services staff designed and completed the SARCs for the 2011-12 school year saving approximately \$6,000 over past design costs. Executive copies will cost \$2.70 for all school sites and will be duplicated from Educational Services.

STUDENT ACHIEVEMENT IMPACT:

School Accountability Report Cards provide parents and community members student achievement data, special program information and other important information regarding the quality of their child's school programs.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.1.

Consent Item D.3.2.

Approval of the Revised Single Plan for Student Achievement for Chet F. Harritt School

Prepared by Dr. Stephanie Pierce
January 15, 2013

BACKGROUND

This year, Chet F. Harritt School was newly identified as Year 1 of program improvement. Within three months of identifying for improvement, the school must submit a revised Single Plan for Student Achievement (SPSA). State regulations governing Single Plans for Student Achievement require that the Board of Education approve the plans for each school. The 2012-13 revised SPSA and budget has been approved by the school site council and meets the requirements of the applicable regulations. This plan was written utilizing the state template and includes goals based on the most current student performance data. The revisions include adding required headings to the Action sections of Form A and designating ten percent of the Title I budget for professional development.

The revised plan is provided to the Board for review. A copy of the revised Single Plan for Student Achievement will be available at the Board meeting for public review.

RECOMMENDATION

Administration recommends approval of the revised Single Plan for Student Achievement and Parent Involvement Policy for Chet F. Harritt School.

This recommendation supports the following District goal:

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

FISCAL IMPACT

Approval of the Single Plan for Student Achievement will provide authorization for school staff to expend categorical funds to support program development focusing upon student achievement during the 2012-13 school year.

STUDENT ACHIEVEMENT IMPACT:

The revised Single Plan for Student Achievement includes a comprehensive plan to improve the academic performance of students. The plan reflects the collection and analysis of student performance data, the setting of priorities for program improvement, the rigorous use of effective strategies, and the ongoing monitoring of student achievement. The template provides a structured means to improve teaching and learning to meet state content and performance standards. In addition, parent involvement policies encourage home-school communication which is essential in moving all students toward proficiency.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.2.

BACKGROUND

The After School Education and Safety (ASES) Grant is put out by the State every year. Once funded, these grants are “in perpetuity” as long as the funding terms and conditions are met. This program supports the provision of academic enrichment opportunities during non-school hours for children, particularly students who attend high-poverty and low-performing schools. The program helps students meet State and local student standards in core academic subjects, such as reading and math; and offers students a broad array of enrichment activities that can complement their regular academic programs.

The funds are meant to supplement what is already available in the community, not supplant programs currently operating. Schools are eligible based on their free and reduced lunch rate and the application. We have three (3) schools that are eligible to be included in this year’s application: Carlton Hills, Chet F. Harritt, and Pepper Drive.

We currently have an ASES program at PRIDE Academy. The reimbursement rate is \$7.50 per child per day during the 180 days that school is in session. The match rate is 33%. Programs for this grant would start the first day of school for the school year 2012-2013. The program must operate at least fifteen hours per week and until 6:00 p.m. each day. Students are expected to attend the entire time, but an early release policy must be in place.

As in the past, the San Diego County Office of Education Safe Schools Unit will submit a consortium application on behalf of San Diego County Schools. The only paperwork required was a signature sheet and these have been completed and submitted. Our District plan will be coordinated with the County application. The groundwork for the application has been completed in anticipation of approval, as the application is due January 17, 2013.

Our experience with our current ASES grant has given us a foundation that can be replicated at other schools. We would use the summer months to plan in anticipation of opening the first day of school in 2013, should we receive the grant award.

RECOMMENDATION:

Administration recommends approval to allow the San Diego County Office of Education Safe Schools Unit to include Santee School District eligible schools: Carlton Hills, Chet F. Harritt, and Pepper Drive, in the 2012-2013 After School Education and Safety Grant.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

Funding for each of the schools may be \$112,500 (grant plus matching dollars).

STUDENT ACHIEVEMENT IMPACT:

ASES grant funds are intended to increase classroom attendance, increase student test scores through dedicated homework time and extra-curricular experiences, and decrease students' exposure to unsafe and risky behaviors during the afterschool hours when supervision may be non-existent or limited.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.2.

DISCUSSION AND/OR ACTION ITEMS Item E.

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

Agenda Item E.

BACKGROUND:

Quail Brush Power Plant Update

The Quail Brush power plant's fate ultimately lies in the hands of the California Energy Commission, which has siting jurisdiction for power plants throughout the state. While the power plant is under consideration by the CEC, the California Public Utilities Commission (CPUC) is considering whether to grant a Power Purchase Agreement (PPA) between SDG&E and Cogentrix, the developer of Quail Brush. In December, the CPUC released the Proposed Decision authored by Administrative Law Judge Yacknin and the Alternate Proposed Decision by Commissioner Ferron. Both reports recommend denial of the PPA, stating that the Quail Brush plant is not needed. A final decision by the CPUC is expected in the coming weeks (possibly on January 24th or in February). Should the CPUC ratify the proposed decisions and vote to deny the PPA, the project would be all but dead.

Request from Pardee Homes

Pardee Homes has requested Santee School District's consideration to submit a letter to the CPUC, similar to the letter that was submitted in August by the District to the Energy Commission, which states the District's concerns along with a copy of the Resolution the District approved opposing the project. In addition, their consultants (Southwest Strategies) have indicated that an appearance from a member of the School Board at the hearing would be very beneficial to the cause of rejecting the Quail Brush Power Plant. The hearing will be located at the CPUC Auditorium, 505 Van Ness Ave., San Francisco. They recognize that attending the hearing may not be possible, but they wanted to share that information.

RECOMMENDATION:

It is recommended that the Board consider sending the California Utilities Commission the same letter sent to the California Energy Commission addressing the District's concerns about the construction of a gas-fired power generation facility and the possible negative impact on our schools and the community. A copy of the Board Resolution 1213-02 opposing the location of the proposed power plant will be sent at their request.

FISCAL IMPACT:

There is no known fiscal impact of this item.

STUDENT ACHIEVEMENT IMPACT:

Quality school environments support student achievement.

Discussion and/or Action Item E.2.1. Governor's Budget Proposal for 2013-14
Prepared by Karl Christensen
January 15, 2013

BACKGROUND:

On January 10, 2013, the Governor unveiled his plans for the 2013-14 State Budget. Administration will provide a brief overview of key components of the Governor's plan. More details will be provided at a Budget Workshop scheduled for January 29, 2013 after staff attends a School Services conference on January 16, 2013.

RECOMMENDATION:

It is recommended that the Board of Education review, discuss, and take or direct action, if necessary, on budget information as presented. Any action taken is always at the discretion of the Board of Education.

This recommendation supports the following District goal:

- Pursue actively the funding and resources to fulfill our mission and maintain fiscal solvency.

FISCAL IMPACT:

A summary will be provided at the Board meeting.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item E.2.1.
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Discussion and/or Action Item E.2.2.
Prepared by Karl Christensen
January 15, 2013

Memorandum of Understanding with San Diego County Office of Education to Participate in Implementation of New Enterprise Resource Planning (ERP) Software Solution to Replace Payroll and Financial Information Systems

BACKGROUND:

At the December 18, 2012 meeting, the Board was provided information regarding the San Diego County Office of Education (“SDCOE”)’s endeavor to replace the outdated Payroll (“Payroll”) and Financial Information System (“FIS”) software programs.

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

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

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

- **Lacks adequate reporting capabilities:** Many standard data inquiries are either not available or can only be satisfied with extraction and significant manipulation of data using a 3rd party tool such as Microsoft Excel. In many instances, extracted data must be parsed and rows and columns deleted to make the data useful. This results in reduced staff productivity.
- **Lacks Position Control Functionality:** Over 80% of the District’s budget pertains to personnel. Yet FIS does not have a position control module to ensure reconciliation of hired personnel to budgeted positions. This requires the District to maintain a separate software system with manual comparison to ensure accuracy.
- **Requires duplicated entry of data to multiple, disparate, and non-integrated systems for the same transaction:** Currently, the hiring of an employee requires manual entry of the same or similar data into three separate systems; one in Human Resources, one in Fiscal Services for position control, and another one in Fiscal Services for Payroll processing. The only process available for reconciling these systems is manual comparison thereby increasing the chance of error.

At the December 18, 2012 meeting, several questions were raised regarding other alternatives including purchasing Peoplesoft directly from Oracle or contracting with another school district for the Finance and Budget modules:

- Purchasing Peoplesoft directly from Oracle
- Contracting with another school district for a finance system

The Board also asked for more details regarding what other school districts in San Diego County will be doing in response to the proposed change. Administration will provide more details of its research and findings at the meeting.

An informal survey of San Diego county school district Chief Business Officials was sent via e-mail. Below is a summary of responses received:

District	Off-Line Now?	MOU?	Modules	Notes/Apprehension
Bonsall		Yes	Both P/HCM and Finance	
Cajon Valley	x	Yes	P/HCM Only	Have new finance system from 5 yrs ago with significant investment- may go with finance module in the future
Cardiff		Yes	Both P/HCM and Finance	Small district impact
Carlsbad		Yes	Both P/HCM and Finance	Cost and uncertainty
Chula Vista	x	Yes	P/HCM Only	Cost but no other options
Coronado		Yes	Both P/HCM and Finance	
Dehesa		Yes	Both P/HCM and Finance	
Encinitas		Yes	Both P/HCM and Finance	Cost, delivery, and future costs
Escondido HS		Yes	Both P/HCM and Finance	Cost
Escondido Union		Yes	Both P/HCM and Finance	
Fallbrook Elem		Yes	Both P/HCM and Finance	
Fallbrook HS		Yes	Both P/HCM and Finance	Cost and uncertainty
Grossmont	x	Yes	P/HCM Only	Cost and uncertainty
Jamul-Dulzura		Yes	Both P/HCM and Finance	Cost for small districts
Julian HS		Yes	Both P/HCM and Finance	
La Mesa-Spring Valley		Yes	Both P/HCM and Finance	Cost and uncertainty
Lemon Grove		Yes	Both P/HCM and Finance	
Mountain Empire		Yes	Both P/HCM and Finance	
National		Yes	Both P/HCM and Finance	Rising cost if districts do not participate
Oceanside	x	Yes	Both P/HCM and Finance	Cost
Poway		Yes	Both P/HCM and Finance	Cost
Ramona		Yes	Both P/HCM and Finance	Cost and debt
Rancho Santa Fe		Yes	Both P/HCM and Finance	Cost and uncertainty
San Dieguito		Yes	Both P/HCM and Finance	
San Marcos		Yes	Both P/HCM and Finance	Cost
San Pasqual Union		Yes	Both P/HCM and Finance	
San Ysidro		Yes	Both P/HCM and Finance	
Solana Beach		Yes	Both P/HCM and Finance	Cost, delivery, and accountability
South Bay	x	Yes	P/HCM Only	Uncertainty of delivery and costs
Valley Center-Pauma		Yes	Both P/HCM and Finance	Cost
Vista		Yes	Both P/HCM and Finance	Cost and uncertainty

Other alternatives are extremely limited since they would all involve another layer of vendor/entity interaction, not address the goal of obtaining a fully integrated software system that eliminates redundant systems and duplicate entry of similar data, and likely cost considerably more since SDCOE would not be contributing 50% of the implementation costs.

RECOMMENDATION:

It is recommended that the Board of Education approve the Memorandum of Understanding with San Diego County Office of Education to Participate in Implementation of the New Enterprise Resource Planning (ERP) Software Solution to Replace Payroll and Financial Information Systems.

This recommendation supports the following District goal:

Fiscal Accountability

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

FISCAL IMPACT:

<u>Option</u>	<u>Fiscal Year/Date</u>	<u>Estimated Annual One-Time System Costs</u>	<u>Estimated Annual Maintenance & Support Costs</u>	<u>Estimated Total Annual Costs</u>	<u>Estimated Net Annual Cost Increase</u>	<u>Total Estimated System Implementation Costs w/ financing, if applicable</u>
<i>1 (full pay)</i>	July 2014	\$373,100	\$50,000	\$423,100	\$398,100	\$533,000
	July 2015	\$159,900	\$50,000	\$209,900	\$184,900	
	July 2016 +	\$0	\$50,000	\$50,000	\$25,000	
<i>2 (full finance)</i>	July 2014 thru July 2033	\$43,000	\$50,000	\$93,000	\$68,000	\$860,000
<i>3 (\$200k down pmt*)</i>	July 2014 thru July 2033	\$27,000	\$50,000	\$77,000	\$52,000	\$747,000
<i>4 (early payoff in 5 yrs*)</i>	July 2014 thru July ####	\$43,000	\$50,000	\$93,000	\$68,000	\$669,000

STUDENT ACHIEVEMENT IMPACT:

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

Motion:	Second:	Vote:	Agenda Item E.2.2.
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**MEMORANDUM OF UNDERSTANDING
BETWEEN
SAN DIEGO COUNTY OFFICE OF EDUCATION
AND THE
SANTEE SCHOOL DISTRICT**

This Memorandum of Understanding (“MOU”) is made and entered into as of _____ (Date) between the San Diego County Office of Education (“SDCOE”) and Santee School District (“District”). SDCOE and the District may be hereinafter referred to collectively as the “Parties”.

RECITALS

WHEREAS, the District, along with other San Diego area school districts and community colleges, currently participates in and receives software and services from SDCOE for the Personnel/Payroll, Financial Information System (“FIS”), and other peripheral systems; and

WHEREAS, the SDCOE supported Payroll/Personnel and Financial systems are over 30 years old, are costly to maintain and must be replaced, therefore are scheduled to be retired by July 2015. This would allow sufficient time to design, configure, implement and run live parallels on the new systems; and

WHEREAS, SDCOE is planning to procure, configure, and implement an Enterprise Resource Planning (“ERP”) Solution which would provide a countywide enterprise solution for comprehensive human capital management (“HCM”) and financial services (“Finance”) for the benefit of the SDCOE and the San Diego area school districts and community colleges who elect to participate in, and contribute to, the total cost of the ERP solution; and

WHEREAS, SDCOE has committed to fund at least 50% of the total cost countywide to procure, configure and implement the selected ERP solution, which will be implemented pursuant to the Request for Proposals (“RFP”) for the ERP Solution issued by SDCOE on or about February 1, 2012 ; and

WHEREAS, SDCOE has asked the District to commit to continued participation in SDCOE’s programs/services as well as make a pro-rata contribution (based on the District’s size and use) to fund the remaining 50% of the total cost to procure, configure, and implement the ERP Solution (HCM and Finance); and

WHEREAS, the purpose of this MOU is to memorialize SDCOE’s commitment to provide a countywide, fully functioning, integrated ERP solution to replace existing software systems and the District’s contractual commitment to participate in the ERP Solution and to make payment to SDCOE for the District’s pro-rata share; and

WHEREAS, SDCOE will rely on the District’s commitment set forth herein in order to include the District in the development and finalization of the contracted scope with the ERP Solution provider and the included services; and

WHEREAS, the Parties acknowledge and agree that without the District’s commitment pursuant to the terms and conditions set forth herein prior to January 31, 2013, the SDCOE will not include the District in the scope of this project and the District will be required to seek and bear the full cost of its own solution(s) and meet all Federal, State and Local statutory requirements. The District may choose to participate in SDCOE systems at a later date; however it will be at full cost of implementation without the County Superintendent’s 50% financial commitment.

AGREEMENT

NOW, THEREFORE, in consideration of the terms, conditions and mutual covenants contained herein, the sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **District Total Cost** There are two different costs charged to the District. One-time implementation costs related to the specific expenses necessary to design, configure, test, train and deploy the system for full use by the District. The second charge is the annual fee charged by SDCOE to support the systems and the maintenance fee to the software provider.

- **Implementation – One Time Costs**

Project Implementation costs include those one-time expenses necessary to bring the systems online including but not limited to the software, system design and configuration, data conversion, training and system functionality as listed in Exhibit A “ERP Scope” and in components of Exhibit B “Service Level Agreement”.

In consideration of the County Superintendent’s commitment to fund at least 50% of the total cost of the procurement, configuration and implementation of the ERP Solution and to ensure that the District is included in the scope of such procurement, configuration and implementation, the District agrees to pay its pro-rata share of the remaining cost of the ERP Solution. The District’s current estimated cost for its pro-rata contribution, based on the current participation in SDCOE systems, is \$532,500 or approximately \$85 per ADA.

The District’s final pro-rata contribution will be provided to the District upon confirmation of district and community college participation and finalization of the contract between SDCOE and the ERP provider. The District will have 2 options for payment – (1) financing as described in Section 2 below; or (2) lump sum. If the District chooses to make lump sum payment of their pro-rata share the District will be invoiced for 70% and payment shall be due and payable to SDCOE on July 1, 2014, with the remaining 30% balance due on July 1, 2015. The final pro-rata amount due shall reflect the full amount of SDCOE’s actual contribution (at least 50%) to the total cost of the ERP Solution and then prorated countywide based on the District’s system participation (HCM and Finance) and ADA. The District’s final pro-rata share shall also be subject to adjustment based on the final number of San Diego area school districts and community colleges which commit to participate and contribute to the ERP Solution.

- **Annual Maintenance and Support Fees**

The SDCOE publishes an annual fee schedule for the various services provided by the SDCOE. These fees cover part of the costs for services provided by SDCOE to the District as listed in Exhibit B “Service Level Agreement”. This agreement begins to address the support services that SDCOE will provide during and after implementation. It will also memorialize the configurations and services specific to the District and its unique requirements. New starting in 2013/14, the SDCOE fee schedule will also include the annual maintenance fee assessed by the software provider and a small charge for future upgrades. The estimated annual maintenance and support fees for 2013/14 are \$8/ADA. All future fees are approved annually by the San Diego County Board of Education and published on the SDCOE website.

2. **Financing To Be Made Available.** In addition to the County Superintendent's commitment to fund at least 50% of the total cost of the ERP Solution, SDCOE also commits to make available one or more financing options for the District to consider to potentially finance the District's final pro-rata contribution payment due to SDCOE. District shall notify SDCOE by October 1, 2013 if financing is needed. Such financing option(s) may include, but are not necessarily limited to the formation of a Joint Powers Authority/Consortium consisting of the San Diego area school districts and community colleges participating and contributing to the ERP Solution. An estimated cost to finance a 20 year loan at current interest rates is \$9/ADA annually. The actual debt service will be determined at the time the debt is entered into between the SDCOE and debt provider.

3. **Reliance on District's Contribution.** The District expressly acknowledges and agrees that SDCOE is reliant on the District's contractual commitment set forth herein to make payment of its pro-rata contribution to SDCOE. SDCOE shall be entitled to rely on this commitment to include the District in the scope of the ERP Solution and to support County Superintendent's commitment to pay at least 50% of the total cost of the procurement, configuration and implementation of the ERP Solution.

4. **SDCOE Commitment.** The SDCOE shall replace existing systems scheduled to be retired in July 2015 by procuring, configuring and implementing a fully integrated countywide ERP solution which shall include, but not be limited to, the functionality listed in Exhibit A "ERP Scope" and Exhibit B "Service Level Agreement".

5. **Implementation Timeline.** The tentative implementation timeline is as follows:
 - February 2013 – December 2013 – Baseline Financials and HCM Design and Configuration of all participating school districts. This represents 75% of the total design and configuration.
 - October 2013 – December 2016 – Begin phasing District specific design and configuration (remaining 25% of the design and configuration).
 - July 2014 - December 2016 – Begin phased District grouping testing, training, deployment, and post go-live support. This does not include any additional functionality not specified in Exhibit A "ERP Scope".

6. **Remedies.** SDCOE recognizes that this is a countywide implementation and as such each participating school district also assumes risk by virtue of entering into this MOU; therefore, if SDCOE or their contracted vendor for the ERP Solution fails to implement the system per the contract, the SDCOE will negotiate an appropriate remedy with the participating school district(s).

7. **Term.** This MOU shall be effective as of the date set forth above. The MOU is in effect until such time as District makes final payment of its pro-rata contribution to the ERP Solution, at which time the only financial obligation of the District are the annual support and maintenance fees. Once the implementation fees have been paid in full, the District may terminate this agreement by providing nine months written notice to SDCOE.

8. **Entire Agreement.** This MOU contains the entire agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements.
9. **Exhibits and Recitals.** All Exhibits and Recitals contained herein are hereby incorporated into this MOU by this reference.
10. **Counterparts.** This MOU may be executed in counterparts, each of which shall constitute an original and all of which shall constitute one agreement.
11. **Authority to Execute.** The persons executing this MOU on behalf of their respective Parties represent and warrant that they have the authority to do so under law and from their respective Parties.

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the day and year first written above.

**SAN DIEGO COUNTY
SUPERINTENDENT OF SCHOOLS**

By: 

Title: Assistant Superintendent, Business Services

Date: 12-6-12

SANTEE SCHOOL DISTRICT

By: _____

Title: _____

Date: _____

Discussion and/or Action Item E.3.1.
Prepared by Karl Christensen
January 15, 2013

Revision to By-Laws for Independent Citizens'
Oversight Committee Term Limits and By-Law
Changes

BACKGROUND:

The Independent Citizens' Oversight Committee (ICOC) was formed in June 2007 to oversee the expenditure of the General Obligation Bond proceeds in conjunction with the District's Capital Improvement Program (CIP) as required by Proposition 39 regulations. Originally, CIP was anticipated to be completed over a 5-8 year period. Due to the State economy, decline in property values, and the slowdown of State funding, the program has been delayed and will need an ICOC for more years than initially anticipated.

Originally, the ICOC bylaws approved by the Board of Education had a 2-year term with a maximum of 2 terms limit for a serving member. On November 16, 2010, the Board extended this to a maximum of 4 terms to have continuity. AB1199 was recently enacted into law and took effect on January 1, 2013. This law allows an extension to Prop 39 limits to minimum 2-year terms with maximum of 3 consecutive terms. Specifically, the details of the new law are as follows:

AB 1199, Brownley. School bonds: citizens' oversight committee. Existing law requires, if a bond measure that provides financing for certain types of school facilities is approved by voters, the governing board of a school district or community college to establish and appoint members to an independent citizens' oversight committee. Existing law also requires members of a citizens' oversight committee to serve for a term of 2 years without compensation and for no more than 2 consecutive terms. This bill would instead provide that members of a citizens' oversight committee serve for a minimum term of 2 years without compensation and for no more than 3 consecutive terms.

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 15282 of the Education Code is amended to read:

15282. (a) The citizens' oversight committee shall consist of at least seven members who shall serve for a minimum term of two years without compensation and for no more than three consecutive terms. While consisting of a minimum of at least seven members, the citizens' oversight committee shall be comprised, as follows:

- (1) One member shall be active in a business organization representing the business community located within the district.
- (2) One member shall be active in a senior citizens' organization.
- (3) One member shall be active in a bona fide taxpayers' organization.

(4) For a school district, one member shall be the parent or guardian of a child enrolled in the school district. For a community college district, one member shall be a student who is both currently enrolled in the community college district and active in a community college group, such as student government. The community college student member may, at the discretion of the board, serve up to six months after his or her graduation.

(5) For a school district, one member shall be both a parent or guardian of a child enrolled in the school district and active in a parent-teacher organization, such as the Parent Teacher Association or schoolsite council. For a community college district, one member shall be active in the support and organization of a community college or the community colleges of the district, such as a member of an advisory council or foundation.

(b) No employee or official of the district shall be appointed to the citizens' oversight committee. No vendor, contractor, or consultant of the district shall be appointed to the citizens' oversight committee. Members of the citizens' oversight committee shall, pursuant to Sections 35233 and 72533, abide by the prohibitions contained in Article 4 (commencing with Section 1090) and Article 4.7 (commencing with Section 1125) of Chapter 1 of Division 4 of Title 1 of the Government Code.

The ICOC committee discussed term limits and membership at their last meeting on December 5, 2012 and recommended legal research on term maximums to promote continuity of the committee and members with the background and history of the program. Most of the remaining members' terms will end June 2013. All members terming out have agreed to stay on the committee if allowed by law; which would require a change to the ICOC bylaws. The committee also suggested the District recruit additional membership from Phase 3 schools that remain to be modernized under the CIP for more parent support and representation.

Members terming out June 2013 are:

- Eid Fakhouri – Parent of a child enrolled in the District and public finance
- Gina Jackson – Experience in school finance
- Jim Montague – Active in a senior citizens' organization
- Kai Ramer – Member of the Taxpayer's Association and building construction industry
- Rick Weeks – member at large experienced in building construction industry

Current members that can currently stay on the committee past June 2013:

- Beth Selbe – Chair, representative since December 2007, Member at Large
- Lesha Montoya – Vice Chair, representative since November 2010, Taxpayer's Association
- Janna Schoenborn – Member, representative since November 2010, Business Owner in our District

District staff will continue to recruit membership for the committee with a focus from Phase 3 schools. The criteria of members needed are:

- Both a parent or guardian of a child enrolled in the District and Active in PTO, PTA, or Site Council
- Active in a Senior Citizens' Organization
- Parent or Guardian of a child enrolled in the District
- Experience in school finance

Legal counsel reviewed AB1199 requirements in order to provide guidance to the District on this matter. The attorney concluded the District could establish 3-, 4-, or 5-year terms but the number of terms would need to be limited to 3. The attorney also recommended that the clause requiring 2/3 majority vote for changes to the by-laws be revised to require a majority vote.

RECOMMENDATION:

It is recommended that the Board of Education approve changing the by-laws for the ICOC to specify no more than three, 4-year terms for a total allowed service of 12 years. Administration also recommends changing the by-laws to require a majority vote for by-law changes rather than a 2/3 vote.

This recommendation supports the following District goals:

Learning Environment

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

Fiscal Accountability

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

FISCAL IMPACT:

The fiscal oversight of \$45 million in General Obligation Bond proceeds up to a maximum authorization of \$60 million contributing to an estimated \$140 million CIP total cost.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item E.3.1.
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Santee School District

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE BY LAWS

As Adopted by Committee, June 6, 2007, to be presented to the Board for Approval
(Updated per Board Approval on November 16, 2010)

Section 1. Committee Established. The Santee School District (the "District") was successful at the election conducted on November 7, 2006 (the "Election") in obtaining authorization from the District's voters to issue up to \$60,000,000 aggregate principal amount of the District's general obligation bonds; pursuant to a 55% vote. The election was conducted under California Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et. Seq.* of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is now obligated to establish an independent citizens' oversight committee in order to satisfy the accountability requirements of Prop 39. The Board of Education of the Santee School District (the "Board") hereby establishes the Independent Citizens' Oversight Committee (the "Committee"), which shall have the duties and rights set forth in these Bylaws Board Resolution #0607-14. The Committee does not have independent legal capacity from the District.

Section 2. Purposes. The purposes of the Committee are set forth in Prop 39, and these By Laws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the Ralph M. Brown Act of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Election are hereinafter referred to as "bond revenues" or "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under Proposition R. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform the following duties:

3.1 **Inform the Public.** The committee shall inform the public concerning the District's expenditure of bond proceeds.

3.2 **Review Expenditures.** The Committee shall provide oversight, including reviewing specific reports, produced by the District, to ensure that (a) bond proceeds are expended only for the purposes set forth in the ballot measure; and (b) no bond proceeds are used for any teacher or administrative salaries or district operating expenses.

3.3 **Annual Report.** The Committee shall present to the Board, in public session, an annual written report, which shall include the following:

(a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and

- (b) A summary of the Committee's proceedings and activities for the preceding year

3.4 Duties of the Board. As the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (i) Approval of construction contracts,
- (ii) Approval of construction change orders,
- (iii) Appropriation of construction funds,
- (iv) Handling of all legal matters,
- (v) Approval of construction plans and schedules,
- (vi) Approval of Deferred Maintenance Plan, and
- (vii) Approval of the sale of bonds.

3.5 Voter-Approved Projects Only. In recognition of the fact that the Committee is charged with overseeing only the expenditure of bond proceeds, the District has not charged the Committee with responsibility for the following:

(a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.

(b) The establishment of priorities and order of construction for the bond projects shall be made by the Board in its sole discretion.

(c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project shall be made by the Board, based on District criteria established by the Board in its sole discretion.

(d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) shall be made by the Board in its sole discretion. Staff shall report to the Committee on any cost saving techniques considered or adopted by the Board.

(e) The selection of independent audit firm(s), performance audit consultants and any consultants necessary to support the activities of the Committee.

(f) The approval of an annual budget for the Committee that is sufficient to carry out the activities set forth in Prop 39 and included herein.

(g) The amendment or modification of the Bylaws for the Committee as provided herein, subject to the legal requirements of Proposition 39.

(h) The Appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board's sole discretion, as part of carrying out its function under Prop 39.

(i) The adoption of a plan for publicizing the activities of the Committee and the determination as to whether a mailer, a newspaper notice or website materials would best suit the distribution of the Committee's findings and recommendations.

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

(a) Receive and review copies of the District's annual independent financial audit, required by Article XIII A of the California Constitution.

(b) Inspect school facilities and grounds to ensure that bond revenues have been or will be expended, in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution, in accordance with any access procedure established by the District's Assistant Chancellor, Facilities Masterplan.

(c) Review copies of deferred maintenance proposal or plans developed by the District.

(d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

Section 5. Membership.

5.1 Number.

The Committee shall consist of a minimum seven (7) members appointed by the Board from a list of candidates submitting written applications, and based on criteria established by Prop 39,

One (1) member active in a business/organization representing the business community located in the District;

One (1) member active in a senior citizen's organization;

One (1) member active in a bona-fide taxpayers association;

One (1) member shall be the parent or guardian of a child enrolled in the District;

One (1) member shall be both a parent or guardian of a child enrolled in the District and in a parent-teacher organization, such as the PTA or school site council;

One (1) member shall have experience in school finance; and

One (1) member of the community at-large appointed by the Board.

5.2 Qualification Standards.

(a) To be qualified, a person must be at least 18 years of age in accordance with government Code Section 1020.

(b) The committee may not include any employee or official of the District, or any vendor, contractor or consultant of the District.

5.3 Ethics: Conflicts of Interest. By accepting appointment to the Committee, each member agrees to comply with the Committee Ethics Policy attached as “Attachment A” to these Bylaws.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of ~~two~~ ~~(2)four (4)~~ years, beginning July 1. No member may serve more than ~~four (4)three(3)~~ consecutive ~~42-~~ year terms. At the Committee’s first meeting, members will draw lots to select a minimum of four members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term. (Updated ~~11-16-10~~January 15, 2013)

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) appropriate local groups will be solicited for applications; (b) the District Business Manager will review the applications; (c) the Board will review the applications; (c) the Superintendent or his designee will make recommendations to the Board.

5.6 Removal; Vacancy. The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member’s removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. Committee members shall not have the authority to direct staff of the District. Individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee is required to meet at least four times a year including an annual organizational meeting to be held in June and December.

6.2 Location. All meetings shall be held within the Santee School District attendance area.

6.3 Procedures. All meetings shall be open to the public in accordance with the Ralph M. Brown Act, Government Code Section 54950 *et. Seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A minimum of 50 percent plus one committee

members shall constitute a quorum for the transaction of any business, except adjournment. (Updated 4-15-08)

Section 7. District Support.

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

- (a) Preparation of and posting of public notices as required by the Ralph M. Brown Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;
- (b) Provision of a meeting room including any necessary audio/visual equipment;
- (c) Preparation and copies of any documentary meeting materials, such as agendas and reports; and
- (d) Retention of all Committee records, and providing public access to such records.

7.2 District staff and/or District consultants shall attend all Committee proceedings as appropriate in order to report on the status of projects and the expenditures of bond proceeds.

Section 8. Reports. In addition to the Annual Report required in Section 3.2, the Committee may report to the Board quarterly or at least semi-annually in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 9. Officers. The Superintendent may appoint the initial Chair, or the Committee shall elect a chair and a vice-chair who shall act as chair only when the chair is absent, which positions shall continue for two (2) year terms. No person shall serve as chair for more than two consecutive terms.

Section 10. Amendment of Bylaws. Any amendment to these Bylaws shall be approved by a ~~two-thirds~~ majority vote of entire Board and the Committee. (Updated January 15, 2013)

Section 11. Termination. The Committee shall automatically terminate and disband at the earlier of the date when (a) all bond proceeds are spent, and (b) all projects funded by bond proceeds are completed.

ATTACHMENT "A"

**INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE
ETHICS POLICY STATEMENT**

This Ethics Policy Statement provides general guidelines for Committee members to follow in carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement; however, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds or (2) any construction project which will benefit the committee member's outside employment, business or a personal financial interest, or benefit an immediate family member, such as a spouse, child or parent.

- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her position as a Committee member to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any District construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Additionally, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from: (1) bidding on projects funded by the bond proceeds; and (2) contracting with the District with respect to any construction project funded by the bond proceeds.

- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the Federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Santee School District.

- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.

ICOC Member Name (Print)

ICOC Member Signature / Date

BACKGROUND:

At the October 2, 2012 meeting, the Board of Education was provided information regarding the City of Santee’s procurement of a Safe Route to Schools Grant to widen the sidewalk areas in front of Carlton Oaks School. The City provided the following summary of estimated costs:

Description	SR2S Funds	Local Funds	Total
Main Construction	117,900	13,100	131,000
Construction on School Grounds	2,700	10,400	13,100
Soft Costs	54,900	6,100	61,000
Total	175,500	29,600	205,100

The City provided the following estimated timeline for completion of the project:

Action	Duration in Mths	Estimated Completion Date
Request allocation of SR2S funds	5	11/30/2012
Complete environmental documents	2	1/29/2013
Obtain Right of Way clearance	4	5/30/2013
Award construction contract	12	5/30/2014
Complete construction	3	8/29/2014
Project close-out	3	11/28/2014

The City has requested that the District consider providing a portion or all of the remaining \$29,600 in funding above the grant amount to complete the project. The amount of \$10,400 represents site work that would be done on school property. The remainder of the work is to be done on City property. Since the improvements on school grounds are necessary and would provide significant benefit to the school, Administration recommends funding this portion estimated to be \$10,400.

RECOMMENDATION:

It is recommended that the Board of Education approve funding of construction costs for sidewalk improvements on school property at Carlton Oaks School not funded by the Safe Route to Schools Grant.

This recommendation supports the following District goals:

Learning Environment

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

Fiscal Accountability

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

FISCAL IMPACT:

The fiscal impact is \$10,400 to be paid from Routine Restricted Maintenance Funds.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item E.3.2.
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Discussion and/or Action Item E.3.3.
Prepared by Karl Christensen
January 15, 2013

Amendment to Agreement with Webb-Cleff
Architecture & Engineering Inc. For Additional
Services for the Pepper Drive 10-Classroom
Addition Project

BACKGROUND:

At the September 18, 2012 meeting, the Board of Education approved an Agreement with Webb-Cleff Architecture & Engineering Inc. for services associated with the 10-Classroom Addition and Administration/LRC Joint Use Building projects at Pepper Drive School. The agreed upon price for Basic Services was as follows:

- 10-Classroom Addition = \$104,000
- Admin/LRC Building = \$125,000

The submitted proposal from Webb-Cleff contemplated certain Additional Services for enclosure of the stairways and value engineering (VE) changes to save on construction costs for the 10-classroom addition. The original VE changes contemplated at that time included change of the retaining wall from formed concrete to segmental block and removal of fire sprinklers. However, the exact amounts and scope were not known at that time and were to be brought back to the Board for approval.

The Additional Services are now fully quantified and defined as follows:

1. Design changes for partial enclosure of stairways = \$9,000
2. Design changes to comply with new Storm Water Management requirements = \$5,000
3. Retaining wall design change = \$10,000
4. Revise fire entrance and eliminate 8" water loop line in Marlinda Way = \$4,000

Design changes #3 and #4 will provide significant construction cost savings well in excess of the \$28,000 in Additional Services.

RECOMMENDATION:

It is recommended that the Board of Education approve the amendment to agreement with Webb-Cleff Architecture & Engineering Inc. for additional services for the Pepper Drive 10-Classroom Addition Project.

This recommendation supports the following District goals:

Learning Environment

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

Fiscal Accountability

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

FISCAL IMPACT:

The fiscal impact is \$28,000 in additional architectural services of which \$10,000 has already been budgeted.

STUDENT ACHIEVEMENT IMPACT:

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

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

YALE Preschool is currently in its fifth year of operation beginning with the 2008-2009 school year. At the beginning of the 2011-2012 school year, we had already met the five-year goals that were set before opening the program. Up through June 2012, YALE expanded the number of children and/or schools we served three times each year. Summer 2012 is the first summer we have not seen an increase in enrollment. Enrollment did increase in the fall of 2012, but there was no increase in January 2013.

Last year we brought a plan to expand YALE to a permanent site at the Cajon Park Annex location. That plan relied upon securing matching funds from the State as well as an assumption of \$40,000 in undistributed parent fees from YALE.

This fall, the Out-of-School Time Programs Director and Coordinator looked at the viability of expanding to the Cajon Park Annex and committing funds to a capital program. In light of current enrollment and waitlist as well as considering other department factors, they established the following vision for the next five years:

Maintain a quality preschool program at current YALE Preschool sites and incorporate current trends to maintain marketability.

Steps to accomplish this vision include:

- Maintain two staff members at current sites during peak hours.
 - Priority for expansion at Carlton Hills YALE. Increase enrollment from 20 to 30-36 for morning enrichment program. Increase enrollment from 12 to 18 for afternoon enrollment.
- Group children in age-alike groups for maximum learning potential.
- Assure space is sufficient for a quality learning environment.
 - Need for another room at Carlton Hills for expansion.
 - Use Project SAFE portables at Hill Creek for expansion (current enrollment at Project SAFE does not warrant the use of four portables). Expansion potential at Hill Creek would be 30 morning spots and 18 afternoon spots (more could be accommodated, if necessary). This would be instead of expanding at Cajon Park Annex.
- Include Spanish Enrichment curriculum with current curriculum.
- Seek program accreditation.
- Maintain fiscal stability without annually raising fees.
- Build reserves of 8% - 10%.
- Use existing OST and school space without incurring additional capital debt.
- Shift to dedicated space when possible.

We believe that this vision and the steps to achieve it will keep YALE Preschool on target for the next five years.

RECOMMENDATION:

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

FISCAL IMPACT:

The fees charged will ensure this program is self-sufficient.

STUDENT ACHIEVEMENT:

Attending a quality preschool program increases a child's success during the school years.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.4.1.

BOARD POLICIES AND BYLAWS Item F.

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

Agenda Item F.

Board Policies and Bylaws Item F.1.1. First Reading: Revisions to BP 5127 Promotion Ceremonies & Activities

Prepared by Minnie Malin
January 15, 2013

BACKGROUND:

After a District committee reviewed BP 5127, Promotion Ceremonies & Activities, administration is requesting that *scholarship, citizenship, and effort* be included as part of the criteria for a student's participation in promotion ceremonies and/or activities.

Furthermore, the student's privilege of participation in promotion ceremonies and or activities, in accordance with District guidelines, may be denied.

Once the Board approves revisions to BP 5127, administration will move forward to revise Administrative Regulation 5127 as shown in the attached draft.

RECOMMENDATION:

Administration recommended that the Board of Education review the first draft of revisions to BP 5127 Promotion Ceremonies & Activities.

FISCAL IMPACT:

No fiscal impact will result from revisions to BP 5127.

STUDENT ACHIEVEMENT:

The District's intention is to ensure the highest achievement for scholarship, citizenship, and effort for all students.

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.1.

PROMOTION CEREMONIES AND ACTIVITIES

The Governing Board desires that each school provide age-appropriate promotion activities to recognize students who have demonstrated acceptable academic achievement and met behavioral expectations.

In order to encourage high standards of student academic achievement *in the areas of scholarship, citizenship, and effort, the student's* and behavior, the principal may deny the privilege of participating in promotion ceremonies and/or activities, in accordance with district guidelines, *may be denied*. District guidelines shall ensure that the student and parent/guardian receive written notice of the deficiency, offers of support and intervention, the privilege(s) to be denied, the grounds for such denial, and the means whereby a student may appeal this decision.

The Superintendent or designee shall provide administrative regulations providing guidance to schools.

*Legal Reference:*EDUCATION CODE*38119 Lease of personal property; caps and gowns**48904 Liability of parent or guardian; withholding of grades, diplomas, transcripts**51225.5 Honorary diplomas; foreign exchange students**51400-51403 Elementary school diploma**51410-51412 Diplomas*COURT DECISIONS*Cole v. Oroville Union High School District, (2000, 9th Cir.) 228 F.3d 1092**Santa Fe Independent School District v. Doe, (2000) 530 U.S. 290**Lee v. Weisman, (1992) 112 S.Ct. 2649**Sands v. Morongo Unified School District, (1991) 53 Cal. 3d 863**Lemon v. Kurtzman, (1971) 403 U.S. 602**Management Resources:*CDE PROGRAM ADVISORIES*0615.89 Granting credit for passing GED, SPB:88/89-11*WEB SITES*CDE: <http://www.cde.ca.gov>*

PROMOTION CEREMONIES AND ACTIVITIES**Background**

The following procedure establishes academic and behavioral standards in order to determine eligibility of 8th grade students to participate in promotion ceremonies and activities.

Procedure

1. **School** staff shall be responsible for developing promotion activities for 8th grade students. The activities may reflect input by parents/guardians, staff, and students. The activities shall be subject to the approval of the principal.
2. The date for the promotion ceremony shall be subject to approval by the Superintendent or designee.
3. The promotion ceremony may be scheduled during the last school day or the two preceding days.
4. Invocations, benedictions, and/or baccalaureate services shall not be included in these activities.
5. District standards for participation in student promotion activities shall be:
 - a. **The student** must achieve **and maintain** a cumulative Grade Point Average (GPA) of 2.00 for the first and second trimester and the first six weeks of the third trimester of the 8th grade **year**. This cumulative GPA **must be maintained and** will be computed in the following areas in order for a **student** to be eligible:
 - (1) **Scholarship** cumulative GPA of 2.00
 - (2) **Citizenship** cumulative GPA of 2.00
 - (3) **Effort** cumulative GPA of 2.00
 - b. The cumulative GPA shall be obtained from the district-approved report cards for the first two trimesters and the third trimester progress report of the 8th grade year.
 - c. **If the** student does not meet any one or more of the minimum requirements, **the parent/guardian** will be notified after each report card by **site administration**. The **notification** will **inform the parent/guardian of** the student's **scholarship**,

citizenship, and effort GPA's, and make clear the consequences if improvement is not made.

- d. Any student transferring into a district school from another school (inter/intra) shall transfer his/her scholarship/citizenship/effort with him/her and will be required to meet the minimum district promotion standards.
 - e. Any student with more than two incidents of out-of-school suspension during his/her 8th grade year will not be eligible to participate in promotion activities. There will be no appeal process privilege.
6. Parents/guardians of 6th, 7th, and 8th grade students will receive notification from the Director of Educational Services of district standards and eligibility requirements.
 7. District standards for participation in student promotion ceremonies shall be:
 - a. The student must achieve and maintain a cumulative Grade Point Average (GPA) of 2.00 for the first and second trimester and the first six weeks of the third trimester of the 8th grade year. This cumulative GPA must be maintained and will be computed in the following areas in order for a student ~~child~~ to be eligible:
 - (1) Scholarship cumulative GPA of 2.00
 - (2) Citizenship cumulative GPA of 2.00
 - (3) Effort cumulative GPA of 2.00
 8. Appeal Process for Promotion Ceremony and/or Promotion Activities:
 - a. There will be an opportunity to appeal in the event an 8th grade student is denied the privilege to participate in the promotion ceremony. The parents/guardians must be involved in the following steps when deciding whether to appeal the district's policy.
 - (1) District Committee Appeal
The committee shall be composed of an administrator and an 8th grade teacher from the student's site (the teacher should be one that has a relationship with the student and can add information that may be a factor in the decision), as well as, an administrator, a junior high teacher, and a support staff member from other school sites. The formal appeal request form must be received by the district designated deadline. No late forms will be accepted.

The District Appeal Committee will meet with the student and at least one parent/guardian. Following the Appeal meeting, the committee will deliberate without the student or student's parent/guardian present and reach a decision. After the deliberation, the District Committee Appeal

decision will be communicated to the parent by phone or in person. The notification will be made by the site administrator seated on the panel on behalf of the appealing student. The notification will also include the required procedures for the parent to appeal to the next level if they wish to do so.

(2) Appeal to the Director of Educational Services

If an appeal is denied by the district committee, the next level at which an appeal may be made is to the Director of Educational Services. The Director will hear this appeal only if the student has requested and appealed at the district committee level and his/her appeal is denied. The appeal to the Director shall be made in writing within three school days of the district committee decision. The Director shall render his/her decision within five working days of receipt of the written request

(3) Appeal to the Governing Board

If the Director denies the parent/guardian's appeal, the parent/guardian may take the appeal to the Governing Board. The Board will hear the parent/guardian's appeal if the student has appealed to both levels and the appeals were denied. The Board shall decide how the appeal at its level will be handled on a case-by-case basis. The criteria that are used will be based on the standards outlined in the Board policy and administrative regulations. The appeal to the Board must be initiated immediately following the prior appeals.

- b. Minimum requirements shall be initiated in the 2012-13 school year.

Regulation

approved: September 9, 1996
revised: September 24, 2002
revised: April 17, 2007
reviewed: August 17, 2010

SANTEE SCHOOL DISTRICT
Santee, California

BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS Item G.

Agenda Item G.

CLOSED SESSION Item H.

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

The Board will go into Closed Session to discuss:

- 1. Conference with Labor Negotiator (Govt. Code § 54956.8)**
Purpose: Negotiations
Agency Negotiator: Karl Christensen, Asst. Superintendent
Employee Organization: Classified School Employees Association

- 2. Conference with Labor Negotiator (Govt. Code § 54956.8)**
Purpose: Negotiations
Agency Negotiator: Karl Christensen, Asst. Superintendent
Employee Organizations: Santee Teachers Association

- 3. Public Employee Evaluation (Govt. Code § 54957)**
Superintendent

RECONVENE TO PUBLIC SESSION Item I.

ADJOURNMENT Item J.