



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 17, 2012**

District Mission

Santee School District, supported by an involved community, an outstanding staff, and a shared vision, assures a quality education that supports students in achieving academic excellence and in developing life skills needed for success in a diverse and changing society.

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| A. OPENING PROCEDURES – 7:00 p.m. | 6 |
| 1. Call to Order and Welcome | |
| 2. District Mission | |
| 3. Pledge of Allegiance | |
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| C. PUBLIC COMMUNICATION | 14 |
| <i>During this time, citizens are invited to address the Board of Education about any item <u>not</u> on the agenda. Request-to-speak cards should be submitted in advance. The Board may not take action on any item presented. The Board has a policy limiting any speaker to five minutes. All meetings are recorded.</i> | |

BOARD OF EDUCATION • Dan Bartholomew, Dustin Burns, Dianne El-Hajj, Ken Fox, Barbara Ryan
 DISTRICT SUPERINTENDENT • Patrick Shaw, Ed.D.

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

| | |
|--|----|
| D. CONSENT ITEMS | 15 |
| <i>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.</i> | |
| Superintendent | |
| 1.1. <u>Approval of Minutes</u> | 16 |
| It is recommended that the Board of Education approve meeting minutes with any necessary modifications. | |
| Business Services | |
| 2.1 <u>Approval/Ratification of Travel Requests</u> | 27 |
| It is recommended that the Board of Education ratify the authorization granted to personnel requesting out-of-district travel as listed in the item. | |
| 2.2 <u>Approval/Ratification of Expenditure Warrants</u> | 29 |
| It is recommended that the Board of Education approve/ratify the expenditure warrants as presented. | |
| 2.3 <u>Approval/Ratification of Purchase Orders</u> | 31 |
| It is recommended that the Board of Education approve purchase orders issued December 1, 2011 through December 31, 2011. | |
| 2.4 <u>Acceptance of Donations</u> | 38 |
| 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. <u>Approval of Consultants and General Service Providers</u> | 39 |
| It is recommended that the Board of Education approve agreements with Consultants and General Service Providers as presented. | |
| 2.6. <u>Summary and Acceptance of 2010-11 Audit Report by Vavrinek, Trine & Day</u> | 41 |
| It is recommended that the Board of Education accept the 2010-11 audit report as submitted. | |
| 2.7. <u>Authorization to Enter into Agreement with Retriever and Mission Federal Credit Union for Receiving Various District Payments via Credit Card</u> | 42 |
| It is recommended that the Board of Education authorize entering into an agreement with Retriever and Mission Federal Credit Union for receiving various district payments via credit card. | |
| 2.8. <u>Adoption of Resolution No. 1112-10 to Commit \$200,000 of the General Fund Ending Fund Balance for Possible Expansion of YALE Preschool at the Old Cajon Park Junior High Site</u> | 43 |
| It is recommended that the Board of Education adopt Resolution No. 1112-10 to commit \$200,000 of the General Fund Ending Fund Balance for possible expansion of YALE Preschool at the old Cajon Park Junior High Site. | |

| | Page # |
|---|--------|
| Capital Improvement Program | |
| 3.1. <u>Agreement with Vavrinek, Trine, Day & Co LLP for Services Related to Calculation of Arbitrage Earnings for Outstanding Debt Issues</u> | 46 |
| It is recommended that the Board of Education approve the agreement with Vavrinek, Trine, Day & Co LLP for services related to calculation of arbitrage earnings for General Obligation Bond and Certificates of Participation issues. | |
| Educational Services | |
| 4.1. <u>Approval of School Accountability Report Cards for the 2010-11 School Year</u> | 51 |
| It is recommended that the Board of Education approve the School Accountability Report Cards for the 2010-11. | |
| 4.2. <u>Approval of the Local Education Agency (LEA) Plan Addendum 2011-2012.</u> | 56 |
| It is recommended that the Board of Education approve the LEA Plan Addendum. | |
| 4.3. <u>Approval of Agreement with HM Systems, Inc. for Occupational Therapy Services</u> | 68 |
| It is recommended that the Board of Education approve the Agreement with HM Systems for Occupational Therapy Services. | |
| Human Resources/Pupil Services | |
| 5.1. <u>Personnel, Regular</u> | 74 |
| It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations and dismissals. | |
| 5.2. <u>Ratification of Employer-Employee Collective Bargaining Tentative Agreements Between Santee School District and California School Employees Association, Chapter #557 (CSEA)</u> | 76 |
| It is recommended that the Board of Education ratify the tentative agreements. | |
| 5.3. <u>After School Education and Safety (ASES) Grant</u> | 100 |
| It is recommended that the Board of Education approve participation in the San Diego County Office of Education Safe Schools Unit for the 2012-2013 After School Education and Safety grant. | |
| 5.4. <u>Approval of Short Term Position for Food Service Worker I-A</u> | 102 |
| It is recommended that the Board of Education approve the short term position. | |
| E. DISCUSSION AND/OR ACTION ITEMS | 103 |
| <i>Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.</i> | |
| Superintendent | |
| 1.1. <u>Annual Business Appreciation Breakfast</u> | 104 |
| It is recommended that the Board of Education approve the plan and recommended date for the annual Business Appreciation Breakfast and provide any desired input for the Breakfast plan and/or program. Action is at the discretion of the Board. | |

| | | |
|------|--|-----|
| 1.2. | <u>Modification of 2012 Board Legislative Priority Goals</u> | 105 |
| | It is recommended that the Board of Education modify the 2012 Board Legislative Goals. | |
| | Business Services | |
| 2.1. | <u>Update on Governor's State Budget Proposal</u> | 107 |
| | 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 at the discretion of the Board of Education. | |
| 2.2. | <u>Authorization to Pay Remaining Long-Term Debt for STRS 2 Year Service Credit Retirement Incentives</u> | 110 |
| | It is recommended that the Board of Education authorize payoff of remaining long-term debt associated with STRS 2-Year Service Credit retirement incentives. | |
| 2.3. | <u>Update on 2012 Solar Projects</u> | 112 |
| | This is an information item. Action is at the discretion of the Board of Education. | |
| 2.4. | <u>San Diego County Taxpayers Association School Construction and Professional Services Best Practices Recommendations</u> | 113 |
| | This is an information item. Action is at the discretion of the Board of Education. | |
| | Capital Improvement | |
| 3.1. | <u>Final Costs for Enclosing Stairways for Hill Creek Classroom Addition</u> | 131 |
| | It is recommended that the Board of Education approve the final not to exceed costs for enclosing the stairways for the Hill Creek 10-Classroom Addition. | |
| | Educational Services | |
| 4.1 | <u>Dual Immersion Program: An Overview</u> | 132 |
| | It is recommended that the Board of Education approve the timeline for continued research and development of a dual immersion program for Santee School District. | |
| | Human Resources/Pupil Services | |
| 4.1. | <u>California Healthy Kids Survey Results</u> | 135 |
| | It is recommended that the Board of Education review the results and allow administration to continue researching methods to decrease student risk factors. | |
| F. | BOARD POLICIES AND BYLAWS | |
| 1. | <u>Second Reading: Revisions to Board Policy 4354.1 Early Retirement Health Benefits for Management/Confidential Employees</u> | 138 |
| | It is recommended that the Board of Education approve revised Board Policy 4354.1. | |
| G. | BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS | 140 |
| H. | RECONVENE TO PUBLIC SESSION | 141 |

I. ADJOURNMENT

141

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 7, 2012, at 7:00 p.m. in the Douglas E. Giles Educational Resource Center.*

Santee School District complies with the Americans with Disabilities Act. If you require reasonable accommodations including alternate formats for this meeting, contact the Superintendent's Office at (619) 258-2304 at least two (2) days before the meeting date.

Members present:

___ Bartholomew
___ El-Hajj
___ Fox
___ Burns
___ Ryan

OPENING PROCEDURES ITEM A.

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

2. District Mission

Santee School District, supported by an involved community, an outstanding staff, and a shared vision, assures a quality education that supports students in achieving academic excellence and in developing life skills needed for success in a diverse and changing society.

3. Pledge of Allegiance

4. Approval of Agenda for the January 17, 2012 regular meeting

Agenda Item A.

Reports and Presentations Item B.1. Superintendent's Report
Prepared by Dr. Patrick Shaw
January 17, 2012

The following items are presented for Board information:

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

Agenda Item B.

DEVELOPER FEES COLLECTION REPORT
2011-12
CUMULATIVE THROUGH JANUARY 05, 2011

Residential Rate: \$3.56 per square foot over 500 - effective 4/05/11

Commercial Rate: \$.29 per square foot - effective 6/16/08

Self Storage Rate: \$.14 per square foot - effective 4/20/10

| COM | RES | ADDRESS | DATE OF COLLECT. | SQUARE FEET | AMOUNT | SCHOOL OF ATTENDANCE |
|---------------------|-----|--|------------------|-------------|---------------------|----------------------|
| | X | 9733 Notnil Court | 07/18/11 | 615 | \$2,189.40 | HC |
| | X | 9526 St. Andrews Drive | 07/18/11 | 567 | \$2,018.52 | CO |
| | X | 8321 Big Rock Road | 07/21/11 | 785 | \$2,794.60 | CFH |
| X | | 1800 Joe Crosson Drive | 08/02/11 | 3,016 | \$874.64 | PD |
| | X | 1992 Los Senderos Drive (McMillin Morningview) | 08/08/11 | 3,206 | \$11,413.36 | PD |
| | X | 2084, 2144, 2155 Los Senderos Drive (McMillin Morningv | 08/08/11 | 7,537 | \$26,831.72 | PD |
| | X | 2037 Los Senderos Drive (McMillin Morningview) | 08/08/11 | 2,000 | \$7,120.00 | PD |
| | X | 7460-7465 Mission Villas Court (Bushy Hill 12) | 08/24/11 | 10,770 | \$38,341.20 | CFH |
| | X | 2144 Los Senderos (McMillin Morningview) | 08/29/11 | 210 | \$747.60 | PD |
| | X | 2084 Los Senderos (McMillin Morningview) | 08/29/11 | 195 | \$694.20 | PD |
| | X | 11402 Cacho Court | 08/31/11 | 560 | \$1,993.60 | PD |
| | X | 2246 Los Senderos Drive (McMillin Morningview) | 09/28/11 | 3,206 | \$11,413.36 | PD |
| | X | 2281 & 2293 Los Senderos Drive (McMillin Morningview) | 09/28/11 | 4,293 | \$15,283.08 | PD |
| | X | 2253 & 2288 Los Senderos Drive (McMillin Morningview) | 09/28/11 | 5,244 | \$18,668.64 | PD |
| X | | 9310 Fanita Pkwy (Padre Dam MWD) Replace Shade Str | 10/25/11 | 3,924 | \$0.00 | CO |
| | X | 2288 Los Senderos (McMillin Morningview) | 11/02/11 | 210 | \$747.60 | PD |
| | X | 7466-7475 Mission Villas Court (McMillin Morningview) | 11/03/11 | 10,770 | \$38,341.20 | CFH |
| X | | 9216 Abraham Way (Scantibodies) | 11/10/11 | 455 | \$131.95 | HC |
| | X | 11997-11701 Woodside Terrace (McMillin Morningview) | 11/15/11 | 7,537 | \$26,831.72 | PD |
| | X | 1931 Woodside Terrace (McMillin Morningview) | 11/15/11 | 2,000 | \$7,120.00 | PD |
| X | | 8876 Cuyamaca Street | 11/15/11 | 123 | \$35.67 | RS |
| X | | 8967 Carlton Hills | 11/18/11 | 3,910 | \$1,133.90 | CH |
| TOTAL PAGE 1 | | | | | \$214,725.96 | |

*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 17, 2012

| Group | Location | Date | Days | Time | Attendance | Fees Applied |
|------------------------------------|---------------|--------------------|-----------|--------------------|------------|-------------------|
| Carlton Hills | | | | | | |
| West Hills Little League | Fields | 1/1/12 - 7/31/12 | Mon - Sat | 7:00 am - 8:00 pm | varies | \$5.00 per player |
| AYSO | Fields | 1/30/12 - 5/31/12 | Mon - Fri | 5:00 pm - 7:00 pm | 20 - 40 | \$5.00 per player |
| Highland Trails HOA | Classroom | 1/30/12 | Monday | 5:30 pm - 7:30 pm | 15 - 20 | \$100.25 |
| Carlton Oaks | | | | | | |
| West Hills Little League | Fields | 1/1/12 - 7/31/12 | Mon - Sat | 7:00 am - 8:00 pm | varies | \$5.00 per player |
| Chet F. Harritt | | | | | | |
| SPNLL | Fields | 1/1/12 - 7/25/12 | Mon - Sun | 8:00 am - 10:00 pm | 100 | \$5.00 per player |
| Educational Resource Center | | | | | | |
| Rio Seco ASB (Winter Dance) | Board Room | 12/15/11 | Thursday | 5:30 pm - 8:00 pm | 100 | |
| Hill Creek | | | | | | |
| Santana National Little League | Fields | 1/1/12 - 6/30/12 | Mon - Sun | 8:00 am - 8:00 pm | 300 | \$5.00 per player |
| Riderwood Meadows | Classroom | 1/12/12 | Thursday | 6:30 pm - 8:30 pm | 20 - 25 | \$65.25 |
| AYSO | Fields | 1/30/12 - 5/31/12 | Mon - Fri | 5:00 pm - 7:00 pm | 20 - 40 | \$5.00 per player |
| Pepper Drive | | | | | | |
| SPNLL | Fields | 1/1/12 - 7/25/12 | Mon - Sun | 8:00 am - 10:00 pm | 100 | \$5.00 per player |
| Prospect Avenue | | | | | | |
| SPNLL | Fields | 1/1/12 - 7/25/12 | Mon - Sun | 8:00 am - 10:00 pm | 100 | \$5.00 per player |
| Rio Seco | | | | | | |
| Santana National Little League | Fields | 1/1/2012 - 6/30/12 | Mon - Sun | 8:00 am - 8:00 pm | 300 | \$5.00 per player |
| PTSA | Multi-Purpose | 1/22/12 | Sunday | 11:00 am - 4:30 pm | 140 | \$95.50 |
| Santee School Site | | | | | | |
| SPNLL | Fields | 1/1/12 - 7/25/12 | Mon - Sun | 8:00 am - 10:00 pm | 100 | \$5.00 per player |
| Sycamore Canyon | | | | | | |
| West Hills Little League | Fields | 1/1/12 - 7/31/12 | Mon - Sat | 7:00 am - 8:00 pm | varies | \$5.00 per player |

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

Santee School District
ENROLLMENT REPORT
1/6/2012
Month 5 Week 2

| SCHOOL | K | Gr 1 | Gr 2 | Gr 3 | Gr 4 | Gr 5 | Gr 6 | Gr 7 | Gr 8 | 01/06/12 | | 01/07/11 | | # Diff | % Diff | 01/06/12 SDC | 01/07/11 SDC | # Diff SDC | % Diff SDC | Prior Week | |
|--------------------|-----|------|------|------|------|------|------|------|------|-----------|------|-----------|--------|--------|--------|--------------|--------------|------------|------------|------------|--------------------|
| | | | | | | | | | | Total Reg | Gr 8 | Total Reg | Gr 8 | | | | | | | Total All | 12/16/11 Total All |
| Cajon Park | 103 | 98 | 103 | 110 | 114 | 111 | 110 | 111 | 97 | 957 | 989 | -32 | -3.2% | 66 | 63 | 3 | 4.8% | 1023 | 1013 | 10 | |
| Carlton Hills | 43 | 39 | 44 | 41 | 42 | 45 | 42 | 98 | 93 | 487 | 490 | -3 | -0.6% | 29 | 18 | 11 | 61.1% | 516 | 515 | 1 | |
| Carlton Oaks | 76 | 95 | 81 | 91 | 75 | 98 | 94 | 94 | 122 | 826 | 830 | -4 | -0.5% | 61 | 58 | 3 | 5.2% | 887 | 888 | -1 | |
| Chet F. Harritt | 63 | 75 | 55 | 81 | 51 | 53 | 61 | 61 | 63 | 563 | 581 | -18 | -3.1% | 0 | 9 | -9 | -100.0% | 563 | 571 | -8 | |
| Hill Creek | 76 | 86 | 82 | 93 | 88 | 71 | 86 | 82 | 74 | 738 | 764 | -26 | -3.4% | 20 | 21 | -1 | -4.8% | 758 | 759 | -1 | |
| Pepper Drive | 99 | 89 | 80 | 78 | 72 | 72 | 82 | 93 | 85 | 750 | 699 | 51 | 7.3% | 9 | 8 | 1 | 12.5% | 759 | 763 | -4 | |
| Prospect | 64 | 56 | 60 | 51 | 59 | 53 | 56 | 71 | 57 | 527 | 505 | 22 | 4.4% | 0 | 0 | 0 | 0.0% | 527 | 526 | 1 | |
| Rio Seco | 101 | 87 | 112 | 102 | 101 | 111 | 93 | 122 | 94 | 923 | 919 | 4 | 0.4% | 51 | 38 | 13 | 34.2% | 974 | 981 | -7 | |
| Sycamore Canyon | 65 | 58 | 44 | 49 | 46 | 32 | 45 | 0 | 0 | 339 | 334 | 5 | 1.5% | 1 | 0 | 1 | 100.0% | 340 | 339 | 1 | |
| SUBTOTAL | 690 | 683 | 661 | 696 | 648 | 646 | 669 | 732 | 685 | 6110 | 6111 | -1 | 0.0% | 237 | 215 | 22 | 10.2% | 6347 | 6355 | -8 | |
| Alternative School | 0 | 1 | 6 | 3 | 4 | 3 | 4 | 5 | 8 | 34 | 34 | 0 | 0.0% | | | | | 34 | 33 | 1 | |
| Success Academy | | | | | | | 1 | 3 | 4 | 8 | 9 | -1 | -11.1% | | | | | 8 | 6 | 2 | |
| NFS | | | | | | | | | | 0 | 0 | | | 2 | 2 | 0 | 0.0% | 2 | 2 | 0 | |
| EAK | | | | | | | | | | 0 | 0 | | | | | | | 0 | 0 | 0 | |
| SUBTOTAL | 0 | 1 | 6 | 3 | 4 | 3 | 5 | 8 | 12 | 42 | 43 | -1 | -2.3% | | | | | 44 | 41 | 3 | |
| TOTAL | 690 | 684 | 667 | 699 | 652 | 649 | 674 | 740 | 697 | 6152 | 6154 | -2 | 0.0% | | | | | 6391 | 6396 | -5 | |

Please note: Special Ed. PK listed below are not reflected in the total count above because they do not receive ADA until they reach 5 years of age.

| | | |
|-----------------|----|-------------|
| PK | 0 | 1023 |
| Cajon Park | 1 | 517 |
| Carlton Hills | 33 | 373 |
| Sycamore Canyon | 34 | |
| Total PK | | 6425 |

| | |
|--------------------------------------|-------------|
| Total Enrollment including PK | 6425 |
|--------------------------------------|-------------|

Schedule of Upcoming Events

| Date | Event |
|---------------------|---|
| February 2,3, and 4 | Strategic Planning Retreat February 2 - 5:30-8:30 p.m. February 3 – 5:30-8:30 p.m. February 4 – 8:30 a.m. to 1:30 p.m. |
| February 7 | Board Meeting - 7:00 p.m. |
| February 13 | Lincoln Holiday - Schools and Departments Closed |
| February 20 | Washington Holiday - Schools and Departments Closed |
| February 21 | Board Meeting – 7:00 p.m. |
| February 28 | Foundation Art Show and Auction |
| March 6 | Board Meeting - 7:00 p.m. |
| March 20 | Principals Meet with Board – 6:00 p.m. Board Meeting - 7:00 p.m. |
| March 28 | Business Appreciation Breakfast |
| April 2 – April 13 | Spring Break Schools and Department Offices Closed |
| April 17 | Board Meeting – 7:00 p.m. |
| May 1 | Board Meeting – 7:00 p.m. |
| May 15 | Board Meeting – 7:00 p.m. |
| May 22 | Salute to Excellence Employee Recognition Event Reception 5:30 p.m. Program 6:00-7:00 p.m. |
| May 28 | Memorial Day Holiday - Schools and Department Offices Closed |
| June 5 | Board Meeting – 7:00 p.m. |
| June 14 | End of Year Employee Celebration |
| June 19 | Board Meeting – 7:00 p.m. |
| June 26 | Last Day of School |
| June 28 | Foundation Golf Tournament |

Reports and Presentations Item B.2.
Prepared by Dr. Pat Shaw
January 17, 2012

Santee School District Foundation
Presentation of Awards for
Stuff the Turkey Fundraiser

BACKGROUND:

During the month of November, the Santee School District Foundation embarked on a new Fundraiser – **Stuff the Turkey.**

Each school decorated their own “**Turkey**” and then prominently displayed them in their school office. Students were encouraged to fill their Turkey with “spare” change. The Turkeys gained feathers for every 5 pounds of coins donated. Students and families are urged to send in pocket change to their school to “Stuff their Turkey.”

A special thanks to the principals who were an integral part of promoting this very successful fundraising event. A few examples include Pepper Drive Principal, Debbie Brenner, reportedly began each day inviting each class to come to the office and “feed Henrietta,” the Pepper Drive turkey. Rumor, and photos, also disclosed that true to his word, Cajon Park Principal, Ted Hooks, visited each classroom dressed as a turkey after finding out they were one of the two winning schools.

Based on the success of this year’s Stuff the Turkey fundraiser, the Foundation plans for it to be an annual event in Santee School District.

The two “winning” schools, collecting the greatest number of pounds in their enrollment category, will receive a school-wide ice cream float party. All proceeds from “Stuff the Turkey” will be distributed directly back to the schools for purchasing books.

Tonight, Mike Clinkenbeard, Foundation president, will announce the winners, the total pounds collected, and the financial benefit that each school will receive from this year’s Stuff the Turkey fundraiser. Mr. Clinkenbeard will present a check to each school and thank them for their participation in Stuff the Turkey.

Agenda Item B.2.

BACKGROUND:

The Principals are not only responsible for the instructional leadership at their school site in support of student achievement but also have been tasked with providing enrichment opportunities in the Arts for student whenever and however possible. This year, the Superintendent has asked each Principal to bring a presentation to the Board spotlighting students and some of the enrichment activities that they participate in at school. The Board will have the opportunity to see a Student Spotlight from each school.

Pepper Drive School is proud to offer their 5th grade students the opportunity to participate in Edudance. Once each week, the students meet together and receive instruction on ballroom dancing. The Edudance program meets the physical education standards at all grade levels. Mrs. Brenner funds Edudance through the generous school mini-grants received from the Santee School District Foundation.

Edudance is based on the premise that the body and mind are interrelated. Studies have shown that the state of the body can affect attitude and feelings, both positively and negatively. On a purely physical level, dancing provides the benefits of exercise, improved health, well-being, coordination and muscle tone. On the emotional level, it helps people feel more joyful and confident.

Tonight, Edudance Director, Anna Krantz, and 12 students from Pepper Drive School who have been participating in Educance will present a dance performance.

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 Dr. Patrick Shaw
January 17, 2012

BACKGROUND:

Presented for Board approval –

- December 6, 2011, regular meeting minutes
- January 3, 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 6, 2011
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome
President Ryan called the meeting to order at 7:00 p.m. and read the District Mission Statement.
Members present:
Barbara Ryan, President
Dan Bartholomew, Vice President
Dianne ElHajj, Clerk
Ken Fox, Member
Dustin Burns, Member
Administration present:
Dr. Patrick Shaw, Superintendent and Secretary to the Board
Karl Christensen, Assistant Superintendent, Business Services
Minnie Malin, Assistant Superintendent, Human Resources/Pupil Services
Kristin Baranski, Director, Educational Services
Linda Vail, Executive Assistant and Recording Secretary
2. President Ryan invited the audience to recite the District Mission and then invited Faith Mitchell, Business Services Coordinator, to lead the members, staff and audience in the Pledge of Allegiance.
3. Approval of Agenda
It was moved and seconded to approve the agenda with the removal of item F.5.2., which was pulled from the agenda.
Motion: Burns Second: Bartholomew Vote: 5-0

B. ORGANIZATIONAL MEETING

1. **Election of Board of Education Officers**
Member El-Hajj moved to elect Board officers through rotation according to Board Bylaw 9120 and that Board Bylaw 9120 be revised to reflect the officer rotation for 2011.
Motion: El-Hajj Second: Burns Vote: 5-0
Newly elected President Bartholomew thanked outgoing President Ryan for her service as President. He said the year had some pretty tough times but went smoothly because of Mrs. Ryan's great leadership. He also recognized Mrs. Ryan for being acknowledged by the San Diego County School Boards Association. President Bartholomew presented Mrs. Ryan with an engraved musical wooden bell and flowers. Mrs. Ryan thanked all of the board members for their assistance during the year. Dr. Shaw presented Mrs. Ryan with some Italian food treats and homemade olive oil.
2. **Board Member Break**
A brief break was held.
3. **Board Meeting Calendar for 2012**
Member El-Hajj moved to approve the continuation of the existing meeting schedule with meeting dates for 2012 as listed in the item.
Motion: El-Hajj Second: Fox Vote: 5-0
4. **Board of Education Representatives to Advisory and Other Committees**
Board members chose to continue to serve as Board representatives to the same Advisory and other community committees for 2012. There were no changes.

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. Schedule of Upcoming Events

2. Spotlight on Education: Principal Presentation from Hill Creek School

Principal Jerelyn Lindsay and Vice Principal Tammy Rees, shared that Hill Creek staff and families are excited about the new facilities and new look. Modernization has truly energized the school. Although they were disappointed, they were not discouraged by the loss of API points the past year. Administration and teachers have looked back to see what worked previously. Each year Hill Creek has had a specific focus. This year the focus will be committed to weekly team meetings. A lot of time has been spend analyzing strengths and needs among staff and students. As trimester 1 data is being collected, improvement is being noted in several areas. Interventions in place at Hill Creek include small group instruction with early identification of students, impact teachers, Study Island, Phonics for Reading, READ Naturally, and ELD instruction. These interventions are sure to lead to more positive results. One critical change needed was to move from weekly staff meetings to weekly team meetings, and using these meetings to learn new strategies.

Hill Creek is a caring, community, and conservation school. Modernization has been motivational to the entire Hill Creek community. Mrs. Lindsay brought a message from all of the school thanking the school board for modernization. She invited Board members to come and sign the last beam of the 6-8 building later in the week.

D. PUBLIC COMMUNICATION

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

E. CONSENT ITEMS

Items listed under Consent are considered to be routine and are all acted on by the Board with one single motion. President Ryan 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 Revolving Cash Report**
- 2.3. **Approval of Consultants and General Service Providers**
- 2.4. **Acceptance of Donations**
- 2.5. **Rejection of All Bids for the Child Nutrition Services Central Kitchen Roofing/Flashing Project Bid 2011/12 013-001 and Authorization to Re-Bid**
- 3.1. **Approval of Consent to Assignment between Santee School District and San Diego Center for Neurological Development d/b/a Springall Academy**
- 3.2. **Approval of School Wires Addendum to Master Agreement**
- 4.1. **Personnel, Regular**

It was moved and seconded to approve Consent Items.

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

F. DISCUSSION AND/OR ACTION ITEMS

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

1.1. California School Boards Association Delegate Assembly Call for Nominations

The list of outgoing CSBA Region 17 Delegates was presented to the Board. Nominations were being accepted by CSBA for these vacancies. Member Ryan moved to nominate all of the incumbents.

Motion: Ryan Second: Burns Vote: 5-0

Member Ryan asked that an email be sent to each district to notify them of the nominations.

2.1 Approval of First Period Interim Report

Karl Christensen presented information to the Board on the First Interim Report. He presented the report with additional scenarios because of the uncertainty of the State budget and looming mid-year cuts. In 2008-09 there ws a 20% cut to education. In 2011-12, revenue projections were used that were accumulative but none of these funds would flow to education. However, if the projections did not

materialize, education could experience mid-year cuts.

The LAO projects a \$3 billion shortfall for 2011-12 and continuing to grow over the next 5 years. Their projection of the mid-year triggers is that tier one will go into effect and a large portion of tier two will be put into effect, cutting education funding in transportation and general fund revenue. The State is accessing the fairness of transportation cuts and may turn it into a revenue limit cut of \$40 per ADA.

The Department of Finance will submit their projection on December 15th. Mr. Christensen presented several scenarios based on possibilities. The District has lost approximately \$12 million from reductions over the past few years and \$13 million in COLAs that were never received.

Mr. Christensen presented information regarding the Fund 17 reserve account and how the reserve does not represent cash reserves. Much of the reserves is made up of deferrals which must be shown as revenue, although we have not yet received it from the State.

Mr. Christensen shared the multi-year projection scenarios, with the following variables:

- Paying off the STRS service credit payoff or not,
- Flat funding with mid-year triggers
- Redevelopment funds, based on the current lawsuit outcome, and
- Ongoing cuts

The District may need to borrow cash at the end of 2011-12 to cover expenses. Member Ryan asked if we will be eligible to borrow \$2.5 million. Mr. Christensen said yes, the County has funding available for districts.

Mr. Christensen shared some of the many ballot initiatives that have been mentioned for taxes and education funding. There is fear that if too many initiatives are on the ballot, the public would vote them all down.

Member Burns moved to approve the First Interim Report with a positive certification using scenario #1, showing the District's ability to meet its financial obligations for the 2011-12 fiscal year.

Motion: Burns Second: ElHajj Vote: 5-0

2.2. Approval of Monthly Financial Report

Member Ryan moved to approve the Monthly Financial Report.

Motion: Ryan Second: Burns Vote: 5-0

2.3. Acceptance of GASB 45 July 2011 Actuarial Valuation Update

Karl Christensen shared that the actuarial valuation is required every 2 years. This information provides the present value of all retiree benefits for all current and future retirees. This value accrues as an unfunded liability. Mr. Christensen said these amounts are reported on the financial statements and due to the budget crisis, we are paying as we go. A reduction of the unfunded liability would help immediately.

Member Ryan asked about the "pay-as-you go" chart, with a level contribution for 17 years. She believes setting aside funds should be discussed when the Board looks at budgets in future years. Mr. Christensen said the funds would need to be set up in a trust account. Member Ryan moved to accept the updated GASB 45 Actuarial Valuation of Other Post Employment Retirement Benefits for use in Financial Statements.

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

3.1. Update to Costs to Enclose Stairways for Hill Creek Addition and Authorization to Initiate Change Orders

Karl Christensen reported that on October 4th, the Board gave direction to enclose the stairways at the Hill Creek two-story addition. At that time the estimate was \$50,000-\$100,000. The estimate at this time has grown to \$132,000 due to the electrical and HVAC estimates from sub-contractors being significantly higher than anticipated. Because of the uncertainties, Administration is requesting the Superintendent to be authorized to initiate change orders up to \$200,000 for this project. Administration will return to the Board with the final total cost. Member Burns asked the total cost of the building. Mr. Christensen said the total cost is approximately \$ 6.3 million. He reported the owner's contingency includes enough for this change order.

Member Burns moved to increase the amount on the estimate and approve authorizing the Superintendent to approve change orders for enclosing the stairways of the Hill Creek 10-Classroom Addition in an amount not to exceed \$200,000.

Motion: Burns Second: Ryan Vote: 5-0

4.1. Transitional Kindergarten 2012-2013

Kristin Baranski presented information about the Kindergarten Readiness Act of 2010, Senate Bill 1381, which provides a transitional kindergarten program for students who turn 5 from November 2 thru December 2. The kindergarten age requirement will begin rolling back, eventually going to September 2. Funding is received by ADA when students attend transitional kindergarten. Administration also recommends that the District continues to offer the EAK program because it serves a different group of children.

Member Ryan asked if this program will continue after the 3-year Kindergarten admittance date transition. Mrs. Baranski said yes, it is anticipated to continue. Member Ryan said it does not make sense to her to have two separate programs. Member Ryan said the Board may want to consider a legislative goal, to consolidate transitional Kindergarten with the EAK program to not have three separate kindergarten programs running simultaneously.

Mrs. Baranski reported a committee has been formed to begin the development of the program and curriculum. The committee will be headed by DiAnn Albert and Tammy Marble. The District will also be receiving support from the County Office of Education. A plan is being developed for parent communication about the new program and will be advertised on Facebook. Enrollment will occur the week before kindergarten registration. Classes will be held at 2-3 schools and the preference is to not have combination classes with Kindergarten classes.

Member Burns said as we get closer, he would like to know the clear difference in TK and K curriculum and outcomes. He would also like to know what the surrounding school districts will be doing as a marketing piece, such as taking September and October kids.

President Bartholomew wished to confirm that this is a law and we must provide Transitional Kindergarten and asked if there were any concerns that funding will not materialize and if the cost has been factored into the budget. Mr. Christensen said the cost has not yet been factored in the budget. The program is mandatory so should be funded; however, with the State we cannot be certain when the revenue would come.

Member Burns said as we move forward he would like to hear Administration's ideas for the instructional minutes soon. He also asked how teachers would be affected. Mrs. Baranski said we will not lose any teachers, Some would transfer into the TK grade level as we would be serving the same number of students. Member Ryan moved to approve offering a Transitional Kindergarten program as required by the State beginning in the 2012-13 school year.

Motion: Ryan Second: Burns Vote: 5-0

5.1. Project Safe Fee Increase Proposal

Minnie Malin reported that at the October 2011 Out-of-School-Time Parent Advisory meeting there was discussion regarding the need to increase Project SAFE fees to help reduce the budget deficit. The last time there was an increase was in the 2006-07 school year.

The Parent Advisory Committee has voted for a 5% increase in fees for before and after school child care. The parents continue to believe our fees are very fair in comparison to other child care options.

Project SAFE is currently running a \$170,000 deficit. This increase would provide \$45,000 for the remainder of this fiscal year and will help decrease the deficit. Next year the department and Parent Advisory Committee will need to revisit the deficit.

Member Burns recommended that if another increase is needed, it be calculated to cover the projected deficit over the next several years in order to not continue yearly fee increases. Pam Brasher, Director, said next year they will develop a multiyear plan to look at the needs. Member Ryan said to make certain there is agreement from the Parent Advisory Committee for any recommended fee increases.

Member El-Hajj moved to approve the proposal to increase fees for Project SAFE before and after school child care.

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

5.2. Adoption of Resolution No. 1112-09 to Lay Off Identified Classified Non-Management Position

This item was pulled from the agenda. There was no action or discussion.

H. BOARD COMMUNICATION

Member Ryan shared that the CSBA conference was great. Salman Kahn was a great speaker and has a great program. There was also a great presentation from the Fresno School District. She presented the Board's legislative goals at the CSBA Delegate Assembly. This year CSBA will focus on Charter Schools, home-to-school transportation, and State financial interventions.

Member Fox attended CSBA and returned to Santee feeling good about our district.

Member Burns walked away from the CSBA conference with a better knowledge about the importance of the community connection. More than 60% of the community does not have students in our schools. Educators have to be cautious to not give a bad perception to the community about education. It is also important to note that with all of the things that have been added to public education, instructional minutes have not increased. This is a topic of conversation that should be included in the next conversation with the City.

Member El-Hajj was delighted with the outcome of the Student Town Hall meeting. President Bartholomew liked having the kids there as well as having the adults there to hear the answers to their questions. Member Burns said he received questions from parents and wished there had been a small time for parents to ask questions. President Bartholomew said having the opportunity to hear from parents would be helpful when making decisions. Dr. Shaw said a parent town hall forum could be scheduled in the spring and could include a parent budget information meeting.

Dr. Shaw asked the Board how they wish to respond to all of the questions from the students, including the ones that were not asked. Linda will provide the Board with a list of the questions organized by topic. Board members will decide then how to best facilitate answering the questions. When the questions have been answered, the list will be put on the District website for students to access.

Dr. Shaw said in organizing the questions, it was noted that some student wanted to have the opportunity to have the ASB officers meet together.

Board members requested a thank you letter be sent to all of the students who participated in the Town Hall Forum which could also inform them that the questions and answers will be available on the District website.

Board Members reviewed the dates scheduled for visits with local legislators.

I. ADJOURNMENT

The December 6, 2011 regular meeting adjourned at 9:14 p.m.

Ken Fox, Clerk

Dr. Patrick Shaw, Secretary

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

January 3, 2012
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome
President Bartholomew called the meeting to order at 7:00 p.m.
Members present:
 Dan Bartholomew, President
 Dianne El-Hajj, Vice President
 Ken Fox, Clerk
 Barbara Ryan, Member
Members Absent:
 Dustin Burns, Member (Excused)
Administration present:
 Dr. Patrick Shaw, Superintendent and Secretary to the Board
 Karl Christensen, Assistant Superintendent, Business Services
 Minnie Malin, Assistant Superintendent, Human Resources/Pupil Services
 Kristin Baranski, Director, Educational Services
 Stephanie Pierce, Principal, Carlton Oaks
 Linda Vail, Executive Assistant and Recording Secretary
2. President Bartholomew invited the audience to recite the District Mission and the Pledge of Allegiance.
3. Approval of Agenda
It was moved and seconded to approve the agenda.
Motion: Ryan Second: El-Hajj Vote: 4-0

B. REPORTS AND PRESENTATIONS

1. **Superintendent's Report**
 - 1.1. Developer Fees Collection Report
 - 1.2. Use of Facilities Report
 - 1.3. Enrollment Report
 - 1.4. Schedule of Upcoming Events
2. **Report on 2011 Trimester 1 Student Assessment Data**

Dr. Shaw suggested to the Board that a greater emphasis needs to be put on the District trimester assessments because we know that if students do well on the District Assessment, those results correlate with doing well on the State tests. District Assessments also provide data for teachers about the skills and knowledge students are learning and where there are gaps. For this reason, he is asking Kristin Barnaski and Bonner Montler to share Trimester 1 Assessment results with the Board.

Mr. Montler shared the District Trimester 1 data including three-year trends. Most grades have increased in proficiency levels. This data is also available online.

Second grade reading is a continuing concern and administration is looking deeper at the reading assessment for primary grades. Next steps include holding the initiation of the Intel Assess Item Bank until spring, talking with principals about particular grade level concerns, a consultant working with site administrators, professional development focus on reading assessment analysis, piloting a new K-3 reading assessment, purchasing grade level expectations and training, grade 6 teacher professional development in ELA and Math, and grade level work to increase advanced proficiency levels. The Board thanked Mrs. Baranski and Mr. Montler for their report and said they appreciate the work they are doing to increase student achievement

C. PUBLIC COMMUNICATION

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

D. CONSENT ITEMS

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

- 1.1. Approval/Ratification of Travel Requests**
- 1.2. Approval/Ratification of Expenditure Warrants**
- 1.3. Approval/Ratification of Purchase Orders**
- 1.4. Approval/Ratification of Revolving Cash Report**
- 1.5. Acceptance of Donations**
- 1.6. Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement**
- 1.7. Approval of Proposal from Capitol PFG for a School Facility Needs Analysis 2012 Update**
- 2.1. Completion of Moving Services by Alexander's Mobility Services and Approval/Ratification of Extra Services**
- 2.2. Authorization/Ratification to File Notice of Completion Documents for Phase 2 Modernization at Hill Creek School**
- 2.3. Approval of Builders' Risk Insurance for the Hill Creek 10-Classroom Addition Project**
- 3.1. Approval of Open Ended Student Teaching Agreement with San Diego Christian College**
- 3.2. Approval of Student Teacher Agreement with Azusa Pacific University**
- 3.3. Approval of Contract for Individual Services Agreement for Nonpublic, Nonsectarian School/Agency Services**
- 4.1. Personnel, Regular**
- 4.2. Short Term Positions for Grounds Maintenance Workers**
- 4.3. Approval of 21st Century Community Learning Center Grant**

It was moved and seconded to approve Consent Items.

Motion: El-Hajj **Second:** Fox **Vote:** 4-0

E. DISCUSSION AND/OR ACTION ITEMS

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

1.1 Approval of Monthly Financial Report

Karl Christensen presented the Monthly Financial Report for cash and budget transactions through November, 2011. Money was transferred from fund 17 to assure payroll coverage but anticipated revenue was received and the funds were returned to fund 17. The State budget shows a 50% cut in transportation and reduction in revenue, equating to a loss of about \$200,000 for Santee. A couple of changes to note are the two court decisions negatively impacting the State budget: 1) Medi-cal reimbursement rebates will lose about \$600,000, 2) Redevelopment agency reducing the amount of savings the State will release the first year. These would create about a \$1.3 million additional hole in their budget. Next week the Governor will release the 2011-12/2012-13 budget and we will see what the impact will be. Member Ryan moved to approve the Monthly Financial Report.

Motion: Ryan **Second:** Fox **Vote:** 4-0

1.2. Financial Analysis for Possible 2012 Solar Project

Karl Christensen presented the third presentation and a financial analysis on the feasibility of building solar projects at additional schools. Staff and contractors have been working hard to develop financially feasible solar projects for schools. Administration presented five recommendations:

- Approve conceptual plan for installation of small photovoltaic systems during summer of 2012 at the following schools:
 - Carlton Hills using shade structure
 - Chet Harritt using shade structure
 - Carlton Oaks using shade structure
 - Cajon Park using roof mounted system on Junior High building
 - PRIDE Academy using roof mounted system on Building D
 - Rio Seco using shade structure

- Authorize staff to explore possibility of installing small photovoltaic systems at Pepper Drive and Sycamore Canyon and come back to the Board with financial results and approval to include on 2012 solar projects list
- Authorize administration to move forward with planning Clean Renewable Energy Bond financing for February or March of 2012
- Authorize staff to begin incurring costs for design process and submission of plans to Division of State Architect for approval
- Direct staff to come back to the Board with the following items:
 - Estimated financial results for Pepper Drive and Sycamore Canyon and approval to proceed with these sites, if recommended
 - Final site layouts and designs for each site prior to submission to DSA
 - Resolution approving issuance of Clean Renewable Energy Bonds
 - Amendment to Lease/Leaseback agreement with Barnhart to commence construction of solar projects

Mr. Christensen presented a report from the California Center for Sustainable Energy that looked at large projects at four schools. This scenario was not feasible as it did not generate enough savings. They ran numbers on the "point" where we can find the maximum savings based on system size. (Value of energy generated.) The savings can increase from 19¢ to 35¢ per kwh by installing smaller systems, thereby receiving larger value.

The target should be 30¢ to 35¢ per kwh. He presented a chart showing the systems that could be installed at schools sites predicting the higher value of energy generated. Clean Renewable Energy Bonds (CREBs) will need to be issued creating some interest costs, most of which would be offset by federal rebates. Administration's recommendation is installing smaller systems at six schools, and possible eight, spreading the soft costs and creating a projected negative cash flow at the end of the CREBs (19 years) of \$48,000. This is less that the cost to build a needed new shade structure at Carlton Hills School.

Member Ryan asked about the SDG&E rate increases that may be incurred with more people going to solar. Mr. Christensen said there is a big push to go "green" and it will be difficult for SDG&E to penalize people for going "green." These numbers are based on receiving the DGR rate structure. Mr. Christensen presented site layouts with recommended placement of solar panels used as shade structures or placed on roofs.

Member Ryan remains concerned about factoring in what SDG&E might do to increase electricity rates as they have done in other school districts. Member El-Hajj thinks they are good projects. President Bartholomew asked if these projects are placed in small isolated spots would they impede a larger scale project being installed at a later dates. Mr. Christensen said would not.

Member Ryan moved to approve the conceptual plan at the six sites listed in the recommendation, provide a similar analysis at Sycamore Canyon and Pepper Drive, and move forward to secure CREBs with the needed costs incurred for the design process and DSA submission.

Motion: Ryan Second: Fox Vote: 4-0

1.3. Conceptual Plan for YALE Preschool Expansion at Cajon Park Old Junior High Site

Mr. Christensen reported there have been concerns about what to do with old Cajon Park Junior High site. Administration has begun to look at expansion of the YALE program, possibly using this site. There are currently many students on the waiting list that live in that area of Santee. He presented some positive reasons including visual appeal, earlier exposure to Santee School District for families, potential site for State Preschool, a marketing opportunity to neighboring schools districts, and the possibility of seeking State matching funds in the future. Mr. Christensen presented a site plan showing a three-classroom portable which includes an office. He is unsure at this time about the possibility of joint use funds in order to allow expansion for Project SAFE and maybe State Preschool. Administration requested approved of the conceptual plan and awaiting to see if state matching funds are realized.

Member Fox asked if the project would not go forward if we don't qualify for State funds. Mr. Christensen said he would like to maximize State joint use funds if they are available but if not, he believes this would be a wise investment for the District. The funds would come from new one time funds.

1.5. Approval to Purchase New Copy Machine for Publications Department

Karl Christensen reported there is a need to purchase a new copier in the publication department. For 2011-12 the volume of work has dramatically increased. To accomplish this work demand, it is imperative that the above machines operate at peak efficiency.

The Bizhub 1050 is currently 5 years old and has been suffering a dramatic increase in downtime/service calls this year: 32 service calls in 2010-11 and as of October of 2011 the machine has required 51 service calls. Based on monthly volume, this machine is approximately 2 years past its life expectancy. Administration recommended to purchase a Konica Minolta Bizhub Pro 1200 to replace the current 1050 Bizhub in Publications at a cost of \$35,282.

Member El-Hajj moved to approve the purchase of a Konica Minolta Bizhub Pro 1200 to replace the current 1050 Bizhub in Publications at a cost of \$35,282.

Motion: *El-Hajj*

Second: *Ryan*

Vote: 4-0

F. BOARD POLICIES AND BYLAWS

1.1. First Reading: Revisions to Board Policy 4354.1 Early Retirement Health Benefits for Management/Confidential Employees

Revised Board Policy 4354.1 was presented for a first reading. No action was taken and the revised Board Policy will return to the Board for a second reading and request for approval.

G. BOARD COMMUNICATION

Member Ryan attended an organization meeting where there was discussion about working with local governments to get laws passed to outlaw the sale of Spice. She would like to see if there is a way for Santee School District to support any initiative for this.

Member Ryan visited Los Penasquitos Academy and shared their literature with Administration. She shared information about a Youth for Bridge program in South Bay School District.

Member Fox attended the PRIDE Academy time capsule opening at their 50th anniversary celebration. It was a very nice program.

Linda reviewed dates for meetings with Senator Anderson and Assemblyman Jones. President Bartholomew, Member Ryan, and Member El-Hajj will attend the meeting with Assemblyman Jones. President Bartholomew and Member Ryan will attend the meeting with Senator Anderson.

Dr. Shaw provided a Strategic Planning update.

President Bartholomew reported that the time was nearing for consideration of a Board Self Evaluation. He asked Board Members to be thinking about this and he will bring it up at the next meeting to seek their ideas.

H. CLOSED SESSION

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

Conference With Labor Negotiator (Govt. Code § 54956.8)

Agency Negotiator: Karl Christensen, Assistant Superintendent

Employee Organizations: Classified School Employees Association

2. Public Employee Performance Evaluation (Govt. Code § 54957)

Superintendent

The Board entered closed session at 8:59 p.m.

I. RECONVENE TO PUBLIC SESSION

The Board reconvened to public session at 9:20 p.m. No action was reported.

J. ADJOURNMENT

The January 3, 2012 regular meeting adjourned at 9:20 p.m.

Consent Item D.2.1. Approval/Ratification of Travel Requests
Prepared by Karl Christensen
January 17, 2012

BACKGROUND:

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

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

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

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

RECOMMENDATION:

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

This recommendation supports the following District goal:

- Establish a staff development program as the cornerstone of effective instructional programs and employee performance.

FISCAL IMPACT:

The estimated travel expenses are \$770, 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. |
|---------|--|---------|--|-------|--|--------------------|

Board Travel Report - January 17, 2012

| Travel Dates | Attendees | Site or Dept. | Conference or Workshop | Location | Sub Cost | Estimated Expenses | Budget | Purpose of Overnight, Out-of-State, Air Travel |
|---|--------------------------|---------------|---|------------------|------------|--------------------|--------------------|---|
| Saturday, 01/21/12 | Lilah Onners Tom Klus | CFH CFH | Association of San Diego Educators of the Gifted - Differentiating for the 21st Century Learner | USD | \$0 \$0 | \$100 \$100 | Title I Title I | This conference will focus on differentiating instructional strategies for teaching the 21st Century learner. |
| Travel Requiring Airfare, Overnight Stay, and/or Out of County | | | | | | | | |
| Mon-Tues, 02/06/12 - 02/07/12 | Faith Mitchell | Business | Pupil Attendance Strategies for Business and Advanced Budgeting | Rancho Cucamonga | \$0 | \$570 | Business Services | This workshop will focus on business strategies and budgetary projections relating to pupil attendance. |

Consent Item D.2.2. Approval/Ratification of Expenditure Warrants
 Prepared by Karl Christensen
 January 17, 2012

BACKGROUND:

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

Commercial Warrants issued for the period of December 2011:

| <u>Fund #/Name</u> | <u>Warrant #'s</u> | <u>Amount</u> |
|----------------------|------------------------|-----------------------|
| 03/06 General | 12-987416 TO 12-994627 | \$201,119.99 |
| 09 00 | N/A | \$0.00 |
| 12 06 | 12-991251 | \$47.58 |
| 13 00 | 12-987455 TO 12-994137 | \$69,463.15 |
| 14 00 | N/A | \$0.00 |
| 21 09 | N/A | \$0.00 |
| 21 39 / 21 08 | 12-987476 TO 12-994628 | \$789,150.24 |
| 25 18 | N/A | \$0.00 |
| 25 38 | N/A | \$0.00 |
| 35-00 | N/A | \$0.00 |
| 40-00 | N/A | \$0.00 |
| 63 00 | 12-987486 TO 12-993259 | \$6,204.82 |
| | | \$1,065,985.78 |

Student Body Warrants issued for the period of December 2011:

| |
|------------|
| \$5,229.79 |
|------------|

Payroll Warrant #'s beginning 10-066543 through 10-066597 and 10-926374 through 10-927156:

| <u>Fund #/Name</u> | <u>Amount</u> |
|-----------------------|----------------|
| 03 00 | \$2,724,898.88 |
| 06 00 | \$786,502.69 |
| 12 06 | \$19,491.47 |
| 13 00 | \$68,578.95 |
| 25-18 | \$0.00 |
| 63 00 | \$179,494.22 |
| \$3,778,966.21 | |

RECOMMENDATION:

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

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The fiscal impact of commercial, student body, and payroll expenditure warrants total \$4,850,181.78 and is disclosed above.

STUDENT ACHIEVEMENT IMPACT:

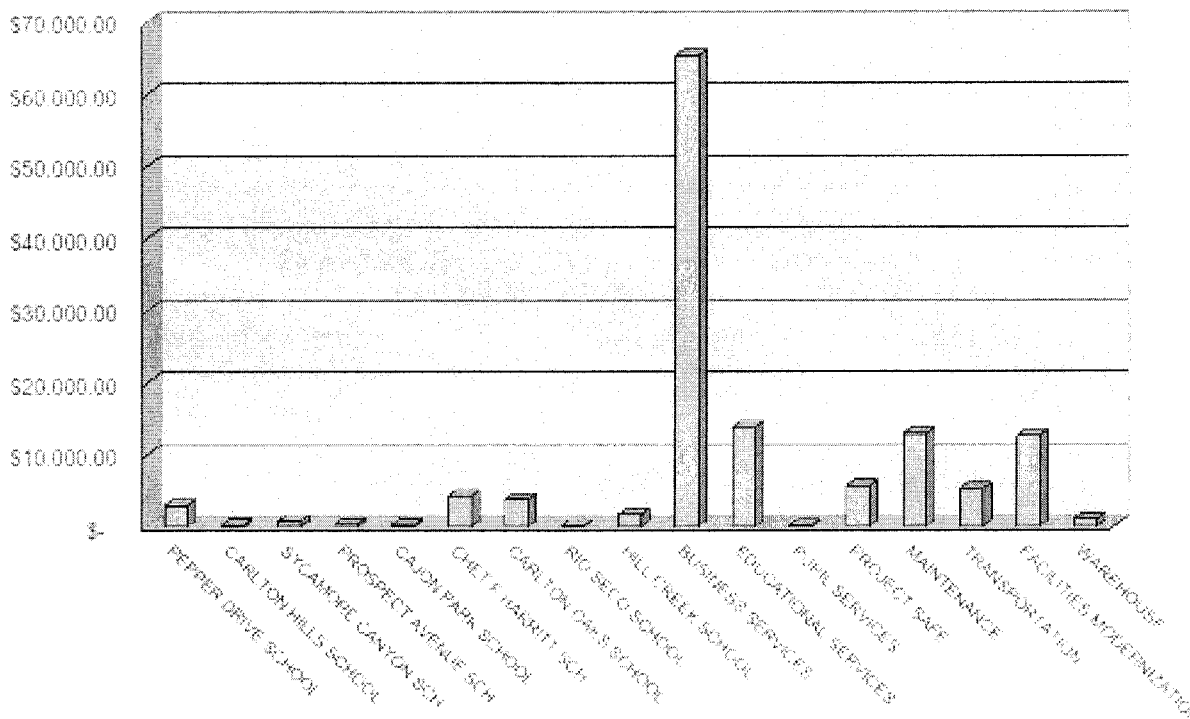
This is a fiscal item. All fiscal resources impact student achievement.

| | | | | | | |
|---------|--|---------|--|-------|--|--------------------|
| Motion: | | Second: | | Vote: | | Agenda Item D.2.2. |
|---------|--|---------|--|-------|--|--------------------|

BACKGROUND:

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

**PURCHASE ORDER REPORT
 DECEMBER 2011**



- The Business Services purchase orders include payments for prior years' retirement incentives.

RECOMMENDATION:

Administration recommends approval of purchase orders #110789 through #110858 issued December 1, 2011 through December 31, 2011.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The fiscal impact of \$130,726.82 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. |
|---------|--|---------|--|-------|--|--------------------|

LOCATION LIST 2011-12

| | | | |
|----|--------------------------------|-----|----------------------------|
| 01 | Santee School | 76 | Transportation |
| 02 | Pepper Drive School | 78 | Warehouse |
| 03 | Carlton Hills School | 90 | Central Kitchen |
| 04 | Sycamore Canyon School | 92 | Publications |
| 05 | Prospect Avenue School | 97 | District Wide |
| 06 | Cajon Park School | 100 | Summer School |
| 07 | Chet F. Harritt School | 108 | Carlton Oaks Summer School |
| 08 | Carlton Oaks School | 110 | Hill Creek Summer 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 | | |

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 EXCEEDED BY 10%
FOR THE MONTH OF DECEMBER 2011

| PO NBR | DATE | FUND | VENDOR | LOC | DESCRIPTION | AMOUNT |
|--------|-----------|-------|--|-----|--|---|
| 110108 | 7/12/2011 | 03-00 | STANDARD TEL | 073 | PHONE SYSTEM SUPPORT INCREASE ANNUAL P.O. | \$2,000.00 \$1,000.00 \$3,000.00 NEW TOTAL |
| 110274 | 8/2/2011 | 21-39 | LIBRARY SHELVING AT CHET ADDITIONAL SHELVING ORDERED | 007 | BOARD APPROVED AMOUNT OVER 10% | \$14,212.63 \$2,660.56 \$16,873.19 NEW TOTAL |
| 110275 | 8/2/2011 | 21-39 | LIBRARY SHELVING AT PRIDE ADDITIONAL SHELVING ORDERED | 005 | BOARD APPROVED AMOUNT OVER 10% | \$14,212.63 \$4,535.71 \$18,748.34 NEW TOTAL |

PURCHASE ORDER LISTING - DECEMBER 2011
BY SITE

| PO NBR | DATE | FUND | VENDOR | DESCRIPTION | AMOUNT | LOC | LOCATION |
|--------|------------|------|--------------------------------|--------------------------------|--------------------|-----|-----------------------------|
| 110798 | 12/2/2011 | 6 | STUDY ISLAND | CLASSROOM MATERIALS | \$ 499.26 | 002 | PEPPER DRIVE SCHOOL |
| 110842 | 12/15/2011 | 6 | DELL MARKETING L.P. | COMPUTER | \$ 1,376.84 | 002 | PEPPER DRIVE SCHOOL |
| 110843 | 12/15/2011 | 6 | LENOVO (UNITED STATES) INC. | LAPTOP | \$ 896.94 | 002 | PEPPER DRIVE SCHOOL |
| 110844 | 12/15/2011 | 6 | PC MALLGOV | SOFTWARE LICENES | \$ 124.77 | 002 | PEPPER DRIVE SCHOOL |
| | | | | TOTAL | \$ 2,897.81 | | PEPPER DRIVE SCHOOL |
| 110796 | 12/2/2011 | 3 | MAINTEX INC | CUSTODIAL SUPPLIES | \$ 220.09 | 003 | CARLTON HILLS SCHOOL |
| | | | | TOTAL | \$ 220.09 | | CARLTON HILLS SCHOOL |
| 110827 | 12/13/2011 | 3 | CHRISTIAN YOUTH THEATER | ADMISSIONS | \$ 324.00 | 004 | SYCAMORE CANYON SCH |
| 110828 | 12/13/2011 | 3 | ASDEG | REGISTRATION FEES | \$ 160.00 | 004 | SYCAMORE CANYON SCH |
| 110845 | 12/15/2011 | 3 | FUNBELIEVABLE PLAY LLC | ADMISSIONS | \$ 300.00 | 004 | SYCAMORE CANYON SCH |
| | | | | TOTAL | \$ 784.00 | | SYCAMORE CANYON SCH |
| 110841 | 12/14/2011 | 6 | TROXELL COMMUNICATIONS INC | ELECTRONIC PARTS | \$ 327.10 | 005 | PROSPECT AVENUE SCH |
| | | | | TOTAL | \$ 327.10 | | PROSPECT AVENUE SCH |
| 110804 | 12/7/2011 | 3 | HERITAGE TOURS OF SAN DIEGO | ASSEMBLY FEES | \$ 250.00 | 006 | CAJON PARK SCHOOL |
| | | | | TOTAL | \$ 250.00 | | CAJON PARK SCHOOL |
| 110795 | 12/2/2011 | 3 | SCHOLASTIC BOOK FAIRS - 10 | FUNDRAISER | \$ 3,357.11 | 007 | CHET F HARRITT SCH |
| 110797 | 12/2/2011 | 3 | MAINTEX INC | CUSTODIAL SUPPLIES | \$ 48.84 | 007 | CHET F HARRITT SCH |
| 110799 | 12/2/2011 | 3 | VIRCO MANUFACTURING CORP | CHAIRS FOR EAK - CFH | \$ 503.49 | 007 | CHET F HARRITT SCH |
| 110808 | 12/7/2011 | 3 | MAINTEX INC | CUSTODIAL SUPPLIES | \$ 283.75 | 007 | CHET F HARRITT SCH |
| 110829 | 12/13/2011 | 3 | DELL MARKETING L.P. | COMPUTER PARTS | \$ 43.30 | 007 | CHET F HARRITT SCH |
| | | | | TOTAL | \$ 4,236.49 | | CHET F HARRITT SCH |
| 110791 | 12/1/2011 | 3 | DELL MARKETING L.P. | PRINTER CARTRIDGE | \$ 220.05 | 008 | CARLTON OAKS SCHOOL |
| 110802 | 12/6/2011 | 3 | MAINTEX INC | CUSTODIAL SUPPLIES | \$ 436.58 | 008 | CARLTON OAKS SCHOOL |
| 110807 | 12/7/2011 | 3 | SCHOLASTIC CLASSROOM MAGAZINES | SUBSCRIPTIONS | \$ 206.25 | 008 | CARLTON OAKS SCHOOL |
| 110818 | 12/8/2011 | 3 | BUTTER BRAID SAN DIEGO | 6TH GRADE CAMP FUNDRAISER - CO | \$ 2,576.00 | 008 | CARLTON OAKS SCHOOL |
| 110830 | 12/14/2011 | 3 | ASDEG | REGISTRATION FEES | \$ 240.00 | 008 | CARLTON OAKS SCHOOL |
| 110848 | 12/15/2011 | 3 | CDW GOVERNMENT INC | COMPUTER SUPPLIES | \$ 67.72 | 008 | CARLTON OAKS SCHOOL |
| | | | | TOTAL | \$ 3,746.60 | | CARLTON OAKS SCHOOL |
| 110800 | 12/6/2011 | 3 | FRIENDS OF MISSION SAN MIGUEL | DONATIONS | \$ 148.00 | 009 | RIO SECO SCHOOL |
| | | | | TOTAL | \$ 148.00 | | RIO SECO SCHOOL |
| 110792 | 12/1/2011 | 3 | PC MALLGOV | SOFTWARE LICENSE | \$ 41.59 | 010 | HILL CREEK SCHOOL |
| 110810 | 12/7/2011 | 3 | DEMCO INC | LIBRARY SUPPLIES | \$ 114.72 | 010 | HILL CREEK SCHOOL |
| 110821 | 12/9/2011 | 3 | GSDMC | REGISTRATION FEES | \$ 330.00 | 010 | HILL CREEK SCHOOL |
| 110850 | 12/16/2011 | 3 | LENOVO (UNITED STATES) INC. | LAPTOP | \$ 896.94 | 010 | HILL CREEK SCHOOL |
| 110851 | 12/16/2011 | 3 | PC MALLGOV | SOFTWARE LICENSE | \$ 41.59 | 010 | HILL CREEK SCHOOL |
| 110857 | 12/16/2011 | 3 | MAINTEX INC | CUSTODIAL SUPPLIES | \$ 160.72 | 010 | HILL CREEK SCHOOL |
| 110858 | 12/16/2011 | 3 | FOLLETT SOFTWARE COMPANY | LIBRARY CODING LABELS | \$ 75.43 | 010 | HILL CREEK SCHOOL |
| | | | | TOTAL | \$ 1,660.99 | | HILL CREEK SCHOOL |
| 110823 | 12/9/2011 | 3 | 6 OFFICE DEPOT INC | OFFICE SUPPLIES - ALL SITES | \$ 3,314.01 | 064 | BUSINESS SERVICES |
| 110824 | 12/9/2011 | 3 | OFFICEMAX CONTRACT INC | OFFICE SUPPLIES - ALL SITES | \$ 2,569.47 | 064 | BUSINESS SERVICES |

| | | | | | | | | |
|--------|------------|----|----------------------------------|--------------------------------|-----------|------------------|-----|---------------------------------|
| 110846 | 12/15/2011 | 3 | FEDERAL EXPRESS CORPORATION | OVERNIGHT MAIL DELIVERY | \$ | 88.07 | 064 | BUSINESS SERVICES |
| 110847 | 12/15/2011 | 3 | SPICERS PAPER INC | COPY PAPER | \$ | 55.60 | 064 | BUSINESS SERVICES |
| 110849 | 12/15/2011 | 3 | CALPERS | ADD'L SVC CREDITS | \$ | 24,954.00 | 064 | BUSINESS SERVICES |
| 110854 | 12/16/2011 | 3 | NATIONWIDE TRUST CO. FSB | RETIREMENT INCENTIVE | \$ | 34,330.50 | 064 | BUSINESS SERVICES |
| | | | | TOTAL | \$ | 65,311.65 | | BUSINESS SERVICES |
| 110793 | 12/2/2011 | 6 | YELLOW BOOK ROAD | BOOKS | \$ | 4,916.44 | 068 | EDUCATIONAL PROJECTS |
| 110794 | 12/2/2011 | 6 | RENAISSANCE LEARNING INC | ON-LINE SUBSCRIPTIONS - PA | \$ | 136.24 | 068 | EDUCATIONAL PROJECTS |
| 110840 | 12/14/2011 | 3 | EDMIN.COM | LICENSE AGREEMENT 11/12 | \$ | 6,400.00 | 068 | EDUCATIONAL PROJECTS |
| 110853 | 12/16/2011 | 3 | 6 HEINEMANN | EDUCATIONAL MATERIALS | \$ | 2,090.06 | 068 | EDUCATIONAL PROJECTS |
| 110855 | 12/16/2011 | 12 | 6 SMART & FINAL | PRE-SCHOOL KITCHEN SUPPLIES | \$ | 100.00 | 069 | EDUCATIONAL SERVICES |
| 110856 | 12/16/2011 | 6 | DAOUD, NADHAL | CONSULTANT SERVICES | \$ | 100.00 | 069 | EDUCATIONAL SERVICES |
| | | | | TOTAL | \$ | 13,742.74 | | EDUCATIONAL SERVICES |
| 110809 | 12/7/2011 | 3 | ARTE PUBLICO PRESS | ONSITE AUTHOR EVENT | \$ | 154.98 | 070 | PUPIL SERVICES |
| | | | | TOTAL | \$ | 154.98 | | PUPIL SERVICES |
| 110801 | 12/6/2011 | 6 | DELL MARKETING L.P. | COMPUTER KEYBOARDS | \$ | 215.39 | 072 | PROJECT SAFE |
| 110817 | 12/8/2011 | 6 | COAST 2 COAST COACHING | ASES - PA | \$ | 2,250.00 | 072 | PROJECT SAFE |
| 110822 | 12/9/2011 | 63 | OFFICE DEPOT INC | OFFICE SUPPLIES - PROJECT SAFE | \$ | 207.54 | 064 | BUSINESS SERVICES |
| 110826 | 12/9/2011 | 63 | SKEDADDLE FUNDRAISERS | PROJ. SAFE FUNDRAISER | \$ | 2,938.00 | 072 | PROJECT SAFE |
| | | | | TOTAL | \$ | 5,610.93 | | PROJECT SAFE |
| 110813 | 12/8/2011 | 6 | ZASUETA CONTRACTING INC. | EXTRA SVCS-VOLUNTEER PROJECT | \$ | 7,382.00 | 075 | MAINTENANCE |
| 110814 | 12/8/2011 | 6 | CABLE, PIPE & LEAK DETECTION, | LEAK DETECTION SERVICES | \$ | 270.00 | 075 | MAINTENANCE |
| 110815 | 12/8/2011 | 6 | A&D FIRE SPRINKLERS, INC. | FIRE SPRINKLER SERVICES | \$ | 285.00 | 075 | MAINTENANCE |
| 110816 | 12/8/2011 | 13 | WESTERN ENVIRONMENTAL & SAFETY | ASBESTOS SAMPLING - CN S | \$ | 795.00 | 075 | MAINTENANCE |
| 110825 | 12/9/2011 | 6 | VORTEX INDUSTRIES, INC. | STORAGE SHED REPAIRS | \$ | 711.60 | 075 | MAINTENANCE |
| 110839 | 12/14/2011 | 3 | 6 DAVE BANG ASSOCIATES INC | PLAY STRUCTURE SUPPLIES - SC | \$ | 3,388.60 | 075 | MAINTENANCE |
| | | | | TOTAL | \$ | 12,832.20 | | MAINTENANCE |
| 110831 | 12/14/2011 | 6 | KIRKS RADIATOR | TRACTOR REPAIRS | \$ | 36.05 | 076 | TRANSPORTATION |
| 110832 | 12/14/2011 | 6 | PECK'S HEAVY FRICTION INC | BUS REPAIRS & MAINTENANCE | \$ | 189.21 | 076 | TRANSPORTATION |
| 110833 | 12/14/2011 | 6 | CUMMINS CAL PACIFIC LLC | BUS REPAIRS & MAINTENANCE | \$ | 460.00 | 076 | TRANSPORTATION |
| 110834 | 12/14/2011 | 6 | TIRE CENTERS, LLC | TRACTOR MAINTENANCE | \$ | 407.56 | 076 | TRANSPORTATION |
| 110835 | 12/14/2011 | 6 | DION INTERNATIONAL TRUCKS LLC | M&O VEHICLE RPRS & MAINTENANCE | \$ | 56.47 | 076 | TRANSPORTATION |
| 110836 | 12/14/2011 | 6 | THE SOCO GROUP INC | OIL FOR ALL VEHICLES | \$ | 2,117.37 | 076 | TRANSPORTATION |
| 110837 | 12/14/2011 | 6 | CAJON VALLEY UNION SCHOOL | SUB BUS & DRIVER - REG ED. | \$ | 582.03 | 076 | TRANSPORTATION |
| 110838 | 12/14/2011 | 6 | GROSSMONT UNION HIGH | SUB BUS & DRIVER - REG ED. | \$ | 1,408.75 | 076 | TRANSPORTATION |
| | | | | TOTAL | \$ | 5,257.44 | | TRANSPORTATION |
| 110789 | 12/1/2011 | 21 | 39 PORTABLE STORAGE CORP | STORAGE CONTAINER MOVES | \$ | 225.00 | 077 | FACILITIES MODERNIZATION |
| 110790 | 12/1/2011 | 21 | 39 WORTHINGTON DIRECT | COMPUTER TABLES - HC MOD | \$ | 3,685.38 | 077 | FACILITIES MODERNIZATION |
| 110803 | 12/7/2011 | 21 | 39 DISCOUNT SCHOOL SUPPLY | LIBRARY CABINET | \$ | 689.49 | 077 | FACILITIES MODERNIZATION |
| 110811 | 12/8/2011 | 21 | 39 TROXELL COMMUNICATIONS INC | FURNITURE - CFH MOD | \$ | 617.21 | 077 | FACILITIES MODERNIZATION |
| 110812 | 12/8/2011 | 21 | 39 LIGHTSPEED TECHNOLOGIES INC | FURNITURE - CFH MOD | \$ | 1,263.59 | 077 | FACILITIES MODERNIZATION |
| 110819 | 12/8/2011 | 21 | 39 BEARCOM WIRELESS | PORTABLE RADIOS - CFH | \$ | 3,062.68 | 007 | REPLACED LOST ITEM-CFH |
| 110852 | 12/16/2011 | 21 | 39 BB&T INS. SVCS OF CALIF. INC. | BUILDER'S RISK - HC ADDITION | \$ | 3,008.00 | 077 | FACILITIES MODERNIZATION |
| | | | | TOTAL | \$ | 12,551.35 | | FACILITIES MODERNIZATION |
| 110805 | 12/7/2011 | 3 | SCHOOL SPECIALTY, INC | STORES SUPPLIES | \$ | 260.67 | 078 | WAREHOUSE |

| | | | | | | | | |
|--------|-----------|---|--------------------|-----------------|-----------|---------------|-----|------------------|
| 110806 | 12/7/2011 | 3 | OFFICE DEPOT INC | STORES SUPPLIES | \$ | 168.09 | 078 | WAREHOUSE |
| 110820 | 12/8/2011 | 3 | MOORE MEDICAL CORP | STORES SUPPLIES | \$ | 565.69 | 078 | WAREHOUSE |
| | | | | TOTAL | \$ | 994.45 | | WAREHOUSE |
| | | | | | \$ | 130,726.82 | | |

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> |
|---|---------------------------|-----------------------------|---|
| Personal Holiday Gifts to Staff Members | \$800.00 | Parent at PRIDE | PRIDE Academy at Prospect Avenue School |
| Funds for Busses to take 6th-8th Students to the San Diego Museum of Art in Balboa Park | \$1,180.00 | Friends of East County Arts | Hill Creek School |
| 2 Apple iPod Touch Digital Players | \$399.98 (\$199.99 ea) | DonorsChoose.org | Rio Seco School |
| TOTAL DONATIONS RECEIVED | \$2,379.98 | | |

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:

- Assure the highest level of educational achievement for all students.
- Pursue actively the funding and resources to fulfill our mission and maintain fiscal solvency.

FISCAL IMPACT:

The donations above are valued at \$2,379.98.

STUDENT ACHIEVEMENT IMPACT:

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

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|---------|--|---------|--|-------|--|--------------------|
| Motion: | | Second: | | Vote: | | Agenda Item D.2.4. |
|---------|--|---------|--|-------|--|--------------------|

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:

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

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.

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|---------|--|---------|--|-------|--|--------------------|
| Motion: | | Second: | | Vote: | | Agenda Item D.2.5. |
|---------|--|---------|--|-------|--|--------------------|

**Consultants and General Service Providers Report
January 17, 2012**

| Vendor Name | Type (Consultant or General Service Provider) | Description of Services | Date(s) of Service | Amount | Funding | Payment Type (Independent Contractor or Employee) |
|------------------|--|---|-----------------------|----------------|---------|--|
| Rahimi Gulghutay | Consultant | Farsi Interpreter / Translator | 12/01/11- 06/30/15 | \$15-\$20/hour | EIA-LEP | Consultant |
| Stella Cuevas | Consultant | Leader for Spanish Club at Hill Creek School | 1/18/12 - 3/1/12 | \$250 Stipend | SLIB | Employee |

Consent Item D.2.6.

Prepared by Karl Christensen
January 17, 2012

Summary and Acceptance of 2010-11 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 2010-11 audit report.

The 2010-11 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, Dan Bartholomew 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 2010-11 audit report as submitted.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The Audit report outlines the District’s 2010-11 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.

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|---------|--|---------|--|-------|--|--------------------|
| Motion: | | Second: | | Vote: | | Agenda Item D.2.6. |
|---------|--|---------|--|-------|--|--------------------|

Consent Item D.2.7.
Prepared by Karl Christensen
January 17, 2012

Authorization to Enter into Agreement with Retriever
and Mission Federal Credit Union for Receiving
Various District Payments via Credit Card

BACKGROUND:

Over the past several years, the District has received several inquiries from schools regarding the possibility of parents making payments for field trips, 6th grade camp, etc. using credit cards. This service is currently provided to parents for making payments for Project SAFE and student meals but it is not currently available for other payment types.

Mission Federal Credit Union, in partnership with Retriever, provides a program for making payments via credit cards to school districts throughout the County through websites. This is the program the District currently uses for Project SAFE. Administration recommends expanding this service for other payment types to include:

- Field Trips
- 6th Grade Camp
- Developer Fees
- Donations

There is a one-time fee of \$500 for setting up the website and a \$15.95 per month fee for the service. In addition, the District is charged a 2.5% fee for each transaction processed through the system. It is recommended that a \$2.95 fee be added to each transaction to offset the percentage fee charged to the District.

A separate account is established at Mission Federal Credit Union for deposit of transactions within 2 business days. On the 2nd business day of each month, transaction fees are deducted from the account.

RECOMMENDATION:

It is recommended that the Board of Education authorize entering into an agreement with Retriever and Mission Federal Credit Union for receiving various district payments via credit card.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

\$500 one-time fee plus \$14.95 per month fee for service. 2.5% transaction fee offset by additional convenience charge to payer of \$2.95. Fees to be paid from current Business Services budget.

STUDENT ACHIEVEMENT IMPACT:

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

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|---------|--|---------|--|-------|--|--------------------|
| Motion: | | Second: | | Vote: | | Agenda Item D.2.7. |
|---------|--|---------|--|-------|--|--------------------|

Consent Item E.2.8.
Prepared by Karl Christensen
January 17, 2012

Adoption of Resolution No.1112- 10 to Commit
\$200,000 of the General Fund Ending Fund Balance
for Possible Expansion of YALE Preschool at the Old
Cajon Park Junior High Site

BACKGROUND:

At the January 3, 2012 meeting, the Board authorized commitment of the ending fund balance in the General Fund for possible expansion of YALE Preschool at the old Cajon Park Junior High site in the amount of \$200,000. Pursuant to new Board policy 3101 and Governmental Accounting Standards Board (GASB) statement number 54, this requires a formal resolution to be passed by the Board.

Commitment of the funds does not imply expenditure as the commitment can be reversed by the passing of a subsequent resolution. Commitment only reserves the funds for possible use in the future.

After it is known whether the District will qualify and receive State matching joint use funds for this project, a determination will be made as to whether work for this project will commence. This is expected to be known November 2012.

RECOMMENDATION:

It is recommended that the Board of Education adopt Resolution No. 1112-10 to commit \$200,000 of the General Fund Ending Fund Balance for possible expansion of YALE Preschool at the old Cajon Park Junior High Site.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The fiscal impact is a \$200,000 reduction of the Unassigned portion of the ending fund balance in the General Fund.

STUDENT ACHIEVEMENT IMPACT:

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

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|---------|--|---------|--|-------|--|--------------------|
| Motion: | | Second: | | Vote: | | Agenda Item E.2.8. |
|---------|--|---------|--|-------|--|--------------------|

SANTEE SCHOOL DISTRICT BOARD OF EDUCATION
RESOLUTION NO. 1112-10 TO COMMIT FUND BALANCE

WHEREAS, the Governmental Accounting Standards Board (GASB) has issued Statement No. 54 establishing a hierarchy of fund balances as follows:

- **Non-Spendable Fund Balance** - Amounts that are not in a spendable form or are required to be maintained intact. Examples are inventory, pre-paid expenses, and revolving cash fund amounts.
- **Restricted Fund Balance** – Amounts that can be spent only for the specific purposes stipulated by external resource providers (such as grantors), or enabling legislation. Restrictions may be changed or lifted only with the consent of the resource providers.
- **Committed Fund Balance** - Amounts subject to internal constraints self-imposed by the District's highest level of decision making authority. Commitments may be changed or lifted only by the Board of Education taking the same formal action that imposed the constraint originally.
- **Assigned Fund Balance** – Amounts the District intends to use for a specific purpose. Assignments may be established by the governing board or by a designee of the Board. Examples include site carry-overs and accrued vacation.
- **Unassigned Fund Balance** – Amounts representing the residual balance in the General Fund that has not been assigned to other funds and that are not in the other classifications. The Reserve For Economic Uncertainty falls into this classification; and

WHEREAS, GASB Statement No. 54 further clarifies the constraints that govern how a governmental entity can use and designate amounts reported as fund balance and stipulates that the Fund Balance can only be Committed by action of the highest level of decision-making authority of the governmental entity; and

WHEREAS, the Governing Board is the highest level of decision-making authority, and has the authority to commit, assign, or evaluate existing fund balance classifications and identify the intended uses of committed or assigned funds pursuant to Board Policy 3101; and

WHEREAS, the committed fund balance classification reflects amounts subject to internal constraints self-imposed by the Governing Board; and

WHEREAS, once the committed fund balance constraints are imposed, it requires the constraint to be removed by the Governing Board prior to redirecting the funds for other purposes; and

NOW, THEREFORE, be it resolved, that the Governing Board of the Santee School District, in accordance with the provisions of GASB 54 hereby commits the following portions of its June 30, 20 General Fund unassigned fund balance, as indicated by the Committed Fund classification, and funds cannot be used for any purpose other than directed below, unless the Governing Board adopts another resolution to remove or change the constraint.

Be it resolved that \$200,000 be committed for future capital expenditures associated with possible expansion of the YALE Preschool at the old Cajon Park Junior High site.

PASSED AND ADOPTED this 17th day of January, 2012 by the Governing Board of the Santee School District, of San Diego County, California, by the following vote:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO)

I, Ken Fox, Clerk of the Board of Education of the Santee School District, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by said Board at the regular meeting thereof at the time and place of vote stated, which resolution is on file and of record in the office of said Board.

Clerk of the Board of Education

BACKGROUND:

Federal arbitrage regulations (formerly known as Section 148 (f)(2) of the Internal Revenue Code of 1986) require governmental agencies to submit an arbitrage rebate calculation report to the IRS every 5 years for outstanding long-term debt such as General Obligation Bonds and Certificates of Participation. The purpose of the calculation is to determine whether the agency might owe money to the IRS for arbitrage earnings

Governmental agencies, including school districts, generally issue debt at tax exempt rates. This means that investors who purchase these instruments obtain an implicit financial benefit by not having to pay income tax on the interest earnings. This allows a governmental agency to issue debt instruments at lower interest rates than would ordinarily be experienced if the debt were issued in the taxable market. Theoretically then, a governmental agency could invest the proceeds of the debt and obtain a higher interest rate on earnings than the interest rate paid for the debt. This would create a circumstance in which the Federal Government “subsidizes” a State or Local governmental agency and may incentivize the agency to issue debt for investment purposes rather than for governmental purposes. Section 148 of the Internal Revenue Code was enacted to minimize the arbitrage benefits from investing gross proceeds of tax-exempt bonds in higher yielding investments and to remove the arbitrage incentives to issue more bonds, to issue bonds earlier, or to leave bonds outstanding longer than is otherwise reasonably necessary to accomplish the governmental purposes for which the bonds were issued.

Arbitrage calculations are fairly complex and require a detailed analysis of cash inflows and outflows of the fund(s) in which debt proceeds are deposited and expended. Therefore, Administration recommends securing the services for assembling the necessary financial data, analyzing transaction history, and preparing and submitting the report to the IRS from the District’s current external auditing firm; Vavrinek, Trine, Day & Co. LLP (“VTD”) For this fiscal year, arbitrage calculations would be performed for the following debt issues:

- Series A GO Bonds Issued 2007
- Series B, C, and D GO Bonds Issued as one issue in 2008

Arbitrage calculations for the Certificates of Participation (COPs) issued 2008 would be performed early next fiscal year (2012-13).

The proposal from VTD includes a one-time setup fee for each issue plus the costs for the analysis, calculation, and preparation of the reports. If money is owed, the IRS allows a \$1,400 offsetting credit to be deducted from the amount owed for each issue to

cover a portion of the administrative costs for preparing the calculation. The net cost for preparation of arbitrage calculations is properly chargeable to bond proceeds.

RECOMMENDATION:

It is recommended that the Board of Education approve the agreement with Vavrinek, Trine, Day & Co LLP for services related to calculation of arbitrage earnings for General Obligation Bond and Certificates of Participation issues.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The fiscal impact is:

\$7,000 for fiscal year 2011-12 paid from Series E General Obligation Bond proceeds.
\$3,200 for fiscal year 2012-13 paid from Series E General Obligation Bond proceeds.
Additional \$700 for preparation of tax forms if arbitrage payment is due.

The fiscal impact amount is not to exceed \$10,900.

STUDENT ACHIEVEMENT IMPACT:

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

| | | | | | | |
|---------|--|---------|--|-------|--|--------------------|
| Motion: | | Second: | | Vote: | | Agenda Item D.3.1. |
|---------|--|---------|--|-------|--|--------------------|



December 6, 2011

Attn: Karl Christensen
Santee School District
9625 Cuyamaca Street
Santee, CA 92071

Re: Arbitrage Rebate Calculations

Dear Mr. Christensen:

This engagement letter memorializes our agreement for non-audit services with your District. The standards to which Vavrinek Trine Day & Co., LLP (“VTD”) will conform are intended to better serve the public interest and to maintain a high degree of integrity, objectivity and independence for both audit work and for non-audit work with government audit clients.

The standard for non-audit services for government audit clients is based on two overarching principles:

- Auditors (VTD) should not perform management functions or make management decisions; and
- Auditors (VTD) should not audit their own work or provide non-audit services in situations where the amounts or services involved are significant / material to the subject matter of the audit.

In light of these principles, our available resources and considering your needs, our firm suggests the following way that we can assist you during the next year. We will provide you with professional accounting assistance within the engagement scope and on the terms stated below.

OBJECTIVE OF THE ENGAGEMENT

The firm of Vavrinek Trine Day & Co., LLP is available to assist you in evaluating your compliance with the federal arbitrage rebate regulations (formally known as Section 148 (f)(2) of the Internal Revenue Code of 1986, as amended). Our firm is ready to begin work on this project whenever your agency is ready to commence.

DELIVERABLES

- 1) We will read the tax certificate, the official statement and the Form 8038 for the bond transaction provided to us by your agency. We will make certain assumptions in performing the computations that will be noted in the computation report.
- 2) Based upon the official statement, tax certificate and accounting records of your agency, we will assemble: 1) a schedule of sources and uses of the bond funds, 2) an adjusted purchase price of the bonds, 3) a pricing summary 4) and a schedule of debt service requirements of the bonds to maturity.
- 3) We will compute the yield on the bonds to be the discount rate that causes the present value of all principal and interest payments on the bonds to equal the issue price to the public.
- 4) Based upon the accounting records provide to us from your agency, we will assemble schedules of actual earnings on the investments in the various funds and accounts of the bond issue that will cover the computation period.
- 5) If applicable, we will issue a report and prepare schedules documenting the District’s effort in meeting the “spend-down exemption” tests that may relieve the District from the payment of arbitrage payments.

- 6) We will issue a report that summarizes the arbitrage earnings during the computation period for the bond issues for each fund or account. If the District meets the “spend-down exemption” test, the spend-down exemption report will substitute for the arbitrage calculation report.

CLIENT RESPONSIBILITIES

The work will be non-audit services as defined by Governmental Auditing Standards issued by the Comptroller General of the United States. Our work will not constitute an audit or a review of transactions and should not be relied upon as such.

Your agency is responsible for the appropriate recording and reporting of financial transactions and management decisions. Accordingly, all work will be conducted at your direction, the direction of your chief financial officer, to insure that the work meets your agency’s objectives. The chief financial officer or other designated individual will be responsible for review and approval of any work product directly prepared by VTD, including any adjustments to the accounting records that may be proposed by VTD, or reports drafted by VTD during the engagement.

Governmental Auditing Standards require that your agency be responsible for the substantive outcomes of VTD work and be in a position in fact and appearance to make an informed judgment on the results of the non-audit services and that the Santee School District:

- Designates a knowledgeable management level individual to be responsible and accountable for overseeing the non-audit services.
- Establishes and monitors the performance of the non-audit services to ensure that it meets management’s objectives.
- Makes any decisions that involve management functions related to the non-audit services and accepts full responsibility for such decisions.
- Evaluates the adequacy of the services performed and any findings that result.
- Informs the board of this engagement.

STAFFING

Project Leader Joe Aguilar will supervise and direct the engagement. Other firm staff may be used for collecting various documents and completing needed research.

FEES

| Bond Issue | One-Time Set Up Fee | Arbitrage Calculations |
|--------------------------------------|--------------------------------|-----------------------------------|
| General Obligation Bonds Series 2007 | \$1,200 | \$2,300 |
| General Obligation Bonds Series 2008 | \$1,200 | \$2,300 |
| COPS 2008 | \$1,200 | \$2,000 |

If arbitrage rebate amounts are to be paid at the conclusion of any fifth year anniversary, there is a charge of \$700 fee for the preparation of the required tax forms for remitting the payment. A request for supplemental services on arbitrage rebate compliance will be billed on an hourly basis. Billing rates through June 30, 2013 are as follows:

| <u>Position</u> | <u>Hourly Rate</u> |
|------------------------|---------------------------|
| Partner | \$220 |
| Manager | \$180 |
| Supervisor | \$140 |
| Senior Accountant | \$110 |
| Staff Accountant | \$80 |

TERMINATION OF ENGAGEMENT

Either party may terminate this engagement without cause.

ARBITRATION

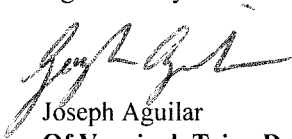
If a dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

INDEPENDENT CONTRACTOR AND INSURANCE

VTD is an independent contractor as defined by Federal and State taxing authorities. VTD will maintain current worker compensation and liability insurance policies.

For any questions regarding this letter, please contact Joe Aguilar at (909) 466-4410. If this engagement letter correctly states your understanding of the engagement, please sign below and return a copy for our files.

Agreed to By:


Joseph Aguilar
Of Vavrinek Trine Day & Co., LLP

Signature: _____

Print Name _____

Of Santee School District

Date: _____

Consent Item D.4.1.

Approval of School Accountability Report Cards for the
2010-11 School Year

Prepared by Kristin Baranski
January 17, 2012

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.

The District may implement the model report card in whole, or in part, or develop its own format. This year, Educational Services staff prepared a SARC for every school site using the current information required by the State Department of Education.

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. A sample of the executive SARC is attached. 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 2010-11 school year.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

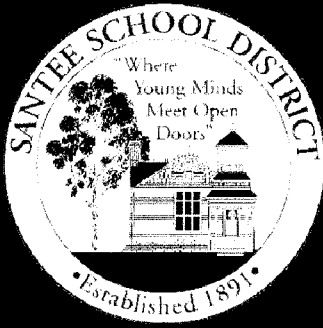
Educational Services staff designed and completed the SARCs for the 2010-11 school year saving approximately \$6,000 over past design costs. Executive copies will cost \$2.70 for all school sites and will be duplicated from Educational Services.

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.4.1.



Santee School District

"Where Young Minds Meet Open Doors"

9625 Cuyamaca Street
Santee CA 92071
619.258.2300
www.santeesd.net

Board of Education

- Dan Bartholomew
- Dustin Burns
- Dianne El-Hajj
- Ken Fox
- Barbara Ryan

District Administration

- Dr. Patrick Shaw**
Superintendent
- Karl Christensen**
Assistant Superintendent
Business Services
- Minnie Malin**
Assistant Superintendent
Human Resources
- Kristin Baranski**
Director, Educational Services

Cajon Park School

10300 N. Magnolia
Santee, CA 92071
619.956.2400

**Executive Summary
School Accountability
Report Card**

Reported Using Data from the 2010-11 School Year
Published During 2011-2012
For Cajon Park Elementary

Address: 10300 Magnolia Ave., Santee, CA, 92071-1704 **Phone:** (619) 956-2400
Principal: Ted Hooks, Principal **Grade Span:** K-8

This executive summary of the School Accountability Report Card (SARC) is intended to provide parents and community members with a quick snapshot of information related to individual public schools. Most data presented in this report are reported for the 2010-11 school year. School finances and school completion data are reported for the 2009-10 school year. Contact information, facilities, curriculum and instructional materials, and select teacher data are reported for the 2011-12 school year. For additional information about the school, parents and community members should review the entire SARC or contact the school principal or the district office.

About This School



The culture of Cajon Park School reflects a commitment that all students can learn and encourages all students to be academically successful. Efforts are ongoing to maintain a schoolwide focus on standards-based education. The staff and parents work together to create a positive learning environment

and to improve student achievement. To promote and enhance the learning environment and process, students are recognized for citizenship, responsibility, self-improvement, academic achievement, and attendance. Education requires teamwork. The Cajon Park staff, teachers, parents, students, and PTSA will continue to communicate clearly and work effectively to enable our students to meet the standards and to achieve our schoolwide site plan goals and objectives.

Academic Progress

| School | API Scores | | |
|-----------------|------------|------|------|
| | 2009 | 2010 | 2011 |
| Cajon Park | 869 | 860 | 860 |
| Carlton Hills | 859 | 878 | 882 |
| Carlton Oaks | 874 | 874 | 862 |
| Chet F Harritt | 844 | 854 | 853 |
| Hill Creek | 835 | 830 | 824 |
| Pepper Drive | 846 | 867 | 867 |
| PRIDE Academy | 807 | 805 | 823 |
| Rio Seco | 883 | 886 | 865 |
| Sycamore Canyon | 898 | 874 | 895 |

| Indicator | Result |
|---|--------------|
| 2011 Growth API Score (from 2011 Growth API Report) | 860 |
| Statewide Rank (from 2010 Base API Report) | 8 |
| Met All 2011 AYP Requirements | no |
| Number of AYP Criteria Met Out of the Total Number of Criteria Possible | Met 16 of 21 |
| 2011-12 Program Improvement Status (PI Year) | Not in PI |

*The Academic Performance Index is required under state law. Adequate Yearly Progress is required by federal law.

Student Enrollment

| Group | Enrollment |
|-------------------------------------|------------|
| Number of students | 1,049 |
| Black or African American | 0.8% |
| American Indian or Alaska Native | 0.2% |
| Asian | 0.7% |
| Filipino | 0.9% |
| Hispanic or Latino | 19.8% |
| Native Hawaiian or Pacific Islander | 0.8% |
| White | 66.2% |
| Two or More Races | 9.2% |
| Socioeconomically Disadvantaged | 29.7% |
| English Learners | 7.4% |
| Students with Disabilities | 13.9% |

Teachers

| Indicator | Teachers |
|--|----------|
| Teachers with full credential | 39 |
| Teachers without full credential | 0 |
| Teachers Teaching Outside Subject Area of Competence | 0 |
| Misassignments of Teachers of English Learners | 0 |
| Total Teacher Misassignments | 0 |

Student Performance

| Subject | Students Proficient and Above on STAR* Program Results |
|------------------------|--|
| English-Language Arts | 71% |
| Mathematics | 69% |
| Science | 80% |
| History-Social Science | 58% |

*Standardized Testing and Reporting Program assessments used for accountability purposes include the California Standards Tests, the California Modified Assessment, and the California Alternate Performance Assessment.

School Facilities

The district takes great efforts to ensure that all schools are clean, safe, and functional through proper facilities maintenance and campus supervision. Cajon Park School's original facilities were built in 1960; ongoing maintenance and campus improvements ensure facilities remain up-to-date and provide adequate space for students and staff. District maintenance and site custodial staff ensure that the repairs, necessary to keep the school in good condition, are completed in a timely manner. A work order process is used by school and district staff to communicate non-routine maintenance requests. Emergency repairs are given the highest priority. Cajon Park's campus was modernized in 2009.

Curriculum and Instructional Materials

| Core Curriculum Area | Pupils Who Lack Textbooks and Instructional Materials |
|----------------------------|---|
| Reading/Language Arts | 0% |
| Mathematics | 0% |
| Science | 0% |
| History-Social Science | 0% |
| Foreign Language | N/A |
| Health | N/A |
| Visual and Performing Arts | N/A |

School Finances

| Level | Expenditures Per Pupil (Unrestricted Sources Only) |
|-------------|--|
| School Site | \$3,536 |
| District | \$3,713 |
| State | \$5,455 |

Prepared by Kristin Baranski
January 17, 2012

BACKGROUND:

Santee School District has recently been identified as a Year 1 Program Improvement District based on Federal adequate yearly progress (AYP) criteria. When a school district enters Program Improvement, the district is required to revise the Local Education Agency (LEA) Plan or complete a Local Education Agency Plan Addendum. Since Santee School District employees and parents recently created a new, five-year LEA Plan, and the Board adopted the LEA Plan in February 2011, administration has completed the attached LEA Addendum for Board approval. All LEA Addendums are due to the California Department of Education on or before January 23, 2012.

Administration has been able to isolate the reason Santee School District went into Program Improvement. The special education student population has continued to make progress, increasing the percentage of students proficient or advanced on State testing. However, the proficiency increases were not sufficient in meeting the expected progress of No Child Left Behind legislation. The LEA Addendum highlights the goals and actions by Santee School District staff in addressing this student subgroup.

RECOMMENDATION:

Administration recommends approval of the LEA Addendum for the 2011-2012 school year.

This recommendation supports the following District goals:

- Assure the highest level of educational achievement for all students.
- Pursue actively the funding and resources to fulfill our mission and maintain fiscal solvency.
- Establish a staff development program as the cornerstone of effective instructional programs and employee performance.

FISCAL IMPACT:

There is no fiscal impact in submitting the LEA Addendum to the California Department of Education. However, the actions within the addendum, including professional development, a new assessment system for special day class students, and extended school year totals \$176,156.

STUDENT ACHIEVEMENT:

Regardless of Federal AYP requirements, Santee School District expects continual academic improvement for all students on State and local assessments.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.2.

District Name: Santee School District CD Code: 37-68361

LOCAL EDUCATIONAL AGENCY PLAN ADDENDUM TEMPLATE

The Elementary Secondary Education Act, codified as No Child Left Behind (NCLB, Section 1116(c)(7)(A) requires that local educational agencies (LEAs) identified for Program Improvement (PI) shall, not later than three months after being identified, develop or revise an LEA Plan, in consultation with parents, school staff, and others. Rather than completely rewriting the existing LEA Plan, we recommend using this Plan Addendum template to address the items below. Type your responses in the expandable text boxes.

Please submit your completed Addendum by e-mail to LEAP@cde.ca.gov and indicate in the subject line of the e-mail: 1) the name of your LEA; 2) the Program Improvement Year; and 3) the name of the document attached (i.e., ZZZ Unified School District; PI Year 1; LEA Plan Addendum). If your LEA is also identified for Title III Year 2, please also note this in the subject line.

The Plan Addendum must be submitted to the California Department of Education (CDE) no later than January 23, 2012, if your LEA received a September 2011 notice letter. The Plan Addendum should:

1. Address the fundamental teaching and learning needs in the schools of that LEA and the specific academic problems of low-achieving students, including a determination of why the prior LEA Plan failed to bring about increased student achievement.

Students with disabilities have continued to make annual progress as measured by CST, CMA, and CAPA assessments, just not the annual progress required by NCLB. In 2011, it was determined that the District went into Program Improvement due to having too many students with disabilities show proficiency on the State assessments, therefore going over the applied cap by .4% (Santee School District had 3.4% of students with disabilities test at proficient or advanced and the State cap is 3.0%).

| Please describe how you will address student learning needs, based on an analysis of data for why the prior LEA Plan was not successful. | Person(s) Responsible | Specific Timeline | Estimated Cost | Funding Source |
|---|---|--------------------------|--|----------------|
| Using the Inventory of Services and Supports for Students with Disabilities on the CDE website, the following goals were identified for continued growth of teaching practices in Santee School District: | Director of Educational Services Director of Special Education | September 2011 – ongoing | Fiscal needs highlighted in sections below | |

| | | | | |
|---|---|--|--|--|
| <p>Attention to High Quality First Instruction The use of formative assessments informs teaching and learning, assesses student progress, and identifies students in need of differentiated benchmark, strategic, and intensive support. Students with disabilities have access to grade level core instruction in mathematics and English language arts within the special and general education settings with appropriate supports and accommodations based on assessed need.</p> <p>Data Systems and Achievement Monitoring The District uses data (State and local data) to determine the academic needs of students.</p> <p>Professional Development The District provides content training in core academic areas for teachers of students with disabilities. Teachers implement research-based instructional strategies in all educational settings. The District provides professional development on the continuum of assessment: formative and summative data.</p> | <p>Coordinator of Assessment Coordinator of Instructional Technology Principals Teachers</p> | | | |
|---|---|--|--|--|

2. Include specific measurable achievement goals and targets for student groups consistent with Adequate Yearly Progress (AYP).

| Please describe academic goals and targets for student achievement, participation, growth on the API, and graduation rate, if applicable. | Person(s) Responsible | Specific Timeline | Estimated Cost | Funding Source | | | | | | | | | | | | | | | | | | |
|--|-----------------------|-------------------|----------------|----------------|-----|-----|------|-----|-----|------|-----|-----|------|-----|-----|------|-----|-----|--|-----------------------------------|----------------|--|
| <p>Participation and API growth have never been an issue for Santee School District. Students with disabilities have continued to increase proficiency in ELA and mathematics as shown below:</p> <table border="1" data-bbox="532 1089 743 1885"> <thead> <tr> <th></th> <th>ELA</th> <th>Math</th> </tr> </thead> <tbody> <tr> <td>2007</td> <td>23%</td> <td>29%</td> </tr> <tr> <td>2008</td> <td>25%</td> <td>30%</td> </tr> <tr> <td>2009</td> <td>37%</td> <td>37%</td> </tr> <tr> <td>2010</td> <td>43%</td> <td>44%</td> </tr> <tr> <td>2011</td> <td>45%</td> <td>44%</td> </tr> </tbody> </table> <p>It is the District's interest to continue to increase student proficiency for all student subgroups, particularly the students with disabilities subgroup. Since ESEA has not been reauthorized, the District targets would be related to safe harbor targets for this subgroup. Therefore, this subgroup ELA target is 48.2% and for mathematics the target is 47.8%.</p> | | ELA | Math | 2007 | 23% | 29% | 2008 | 25% | 30% | 2009 | 37% | 37% | 2010 | 43% | 44% | 2011 | 45% | 44% | <p>Director of Educational Services Director of Special Education Coordinator of Assessment Coordinator of Instructional Technology Principals Teachers</p> | <p>September 2011 – June 2012</p> | <p>No cost</p> | |
| | ELA | Math | | | | | | | | | | | | | | | | | | | | |
| 2007 | 23% | 29% | | | | | | | | | | | | | | | | | | | | |
| 2008 | 25% | 30% | | | | | | | | | | | | | | | | | | | | |
| 2009 | 37% | 37% | | | | | | | | | | | | | | | | | | | | |
| 2010 | 43% | 44% | | | | | | | | | | | | | | | | | | | | |
| 2011 | 45% | 44% | | | | | | | | | | | | | | | | | | | | |

3. *Incorporate scientifically based research strategies that strengthen the core academic program in schools served by the LEA.*

| Please describe the specific strategies that the district will use and how those strategies will be used to strengthen the core academic program. | Person(s) Responsible | Specific Timeline | Estimated Cost | Funding Source |
|---|--|---------------------------------|----------------|--|
| <p>While the District has the ability to collect, analyze, and provide teachers and site administrators with State assessment reports, a benchmark assessment specifically for students with disabilities has been an ongoing challenge due to the nature of the individualization applied in IEP goals and program design. The District has attempted to provide teachers with assessment tools aligned to general education curriculum and even to curriculum purchased specifically for special education students. None of the assessment tools provide the individualization and progress monitoring required for this subgroup.</p> <p>Beginning in September 2011, three special day class teachers began piloting a computer adaptive diagnostic and instructional tool for ELA and mathematics. Upon review of student data in the pilot timeline of 8 weeks, there is sufficient data to suggest this tool is not only providing teachers with a growth assessment for each student but the students are also highly motivated to learn and have transferred their learning into the classroom.</p> <p>Student benefits of this program include use of a computer adaptive program similar to how students will be assessed in the SMARTER Balanced Assessment System. Students receive immediate feedback on their instructional progress and set goals related to program and teacher feedback.</p> | <p>Director of Educational Services Director of Special Education Coordinator of Assessment</p> <p>Coordinator of Instructional Technology Principals Teachers</p> | <p>September 2011 – ongoing</p> | <p>\$9,400</p> | <p>Title I EIA-LEP Prof Develop Block Grant</p> |

| | | | | |
|---|--|--|--|--|
| <p>Teacher benefits include differentiating student practice on standards-aligned content, additional assessment data to show academic progress toward IEP and grade level content goals, and a focused independent student station while teachers work in small groups with other students.</p> <p>Annual costs for purchasing this computer adaptive diagnostic and instructional tool, for the current population of special day class students, totals \$9,400. Based on continued analysis of student diagnostic data and teacher feedback, increasing access to this tool would be extended to students receiving services through the resource specialist program.</p> | | | | |
|---|--|--|--|--|

4. Identify actions that have the greatest likelihood of improving student achievement in meeting state standards.

| Please identify actions and how they will be supported. | Person(s) Responsible | Specific Timeline | Estimated Cost | Funding Source |
|--|--|------------------------------------|--|----------------|
| <p>Teacher use of formative assessment, analysis of individualized summative data, and attention to high quality instruction will provide the greatest likelihood of improving student achievement.</p> <p>Teacher professional development has been focused on identification of formative measures and how to translate this information to classroom practice. Special day class and RSP teachers have been attending core content professional development alongside their general education peers and have been discussing content specific strategies as well as research-based instructional strategies.</p> <p>If a child takes the California Modified Assessment (CMA) teachers have been writing at least one IEP goal in ELA and mathematics aligned to the child's grade level. Teachers have been trained on how to benchmark these goals for greater potential of students meeting these goals.</p> | <p>Director of Educational Services</p> <p>Director of Special Education</p> <p>Coordinator of Assessment</p> <p>Coordinator of Instructional Technology</p> <p>Principals</p> <p>Teachers</p> | <p>September 2011 -- June 2012</p> | <p>Costs highlighted in other sections</p> | |

5. Address the professional development needs of the instructional staff that will support the strategies and recommendations described above.

| Please explain how the LEA identified professional development needs of instructional staff and LEA plans to support professional development. | Person(s) Responsible | Specific Timeline | Estimated Cost | Funding Source |
|--|--|------------------------------------|----------------|--------------------------|
| <p>Professional development focus areas for special education teaching staff including:</p> <ul style="list-style-type: none"> Identifying formative assessment measures and how to use this information in making instructional decisions. Analysis of summative data, including State assessment data. Review of District assessment guidelines for RSP and Special Day Class teachers. Implementation of a computer adaptive diagnostic assessment system and analysis and action based on student results. Inclusion of special education teachers in core content trainings alongside general education peers. Teachers discuss content specific strategies as well as research-based instructional strategies. Continued individual teacher support on writing IEP goals aligned and benchmarked toward grade level standards. | <p>Director of Educational Services Director of Special Education Coordinator of Assessment Coordinator of Instructional Technology Principals Teachers</p> | <p>September 2011 -- June 2012</p> | <p>\$5,600</p> | <p>Special Education</p> |

6. English Learners

a. For LEAs in Title III Status and Title I Program Improvement (PI) Status, please check below:

- If Title I only: Complete 6b
- If Title III Year 1: Complete 6b
- If Title III Year 2 or 3: Title III Year 2 Plan in CAIS
- If Title III Year 4 or 4+: Title III Year 4 Plan in CAIS

b. *Include specific academic achievement and English Language Proficiency goals, targets, and strategies for English Learners consistent with Goal 1 and Goal 2 of NCLB. (See Title III Accountability Report Information Guide available on the CDE Title III Accountability Web page at <http://www.cde.ca.gov/ta/ac/t3/index.asp>).*

| Please describe those goals and targets. | Person(s) Responsible | Specific Timeline | Estimated Cost | Funding Source |
|---|--|-----------------------------------|----------------|----------------|
| <p>The Santee School District has the following goals for English Learners consistent with Goal 1 and Goal 2 of NCLB:</p> <p>AMAO 1 – The percent of students making annual progress in learning English will continue to meet or exceed the 2011-12 state target (56%) for AMAO 1. Students have met AMAO 1 each year from 03-04 to 10-11. Last year, 70.3% of English learners met AMAO 1, exceeding the state target (54.6%) by 15.7 percentage points.</p> <p>AMAO 2 – Less Than Five Years Cohort The percent of students attaining English proficiency in this cohort will meet or exceed the 2011-12 state target (20.1%) for AMAO 2. Students have met AMAO 2 for this cohort in 2010-11. Last year, 41.7% of English learners met AMAO 2 exceeding the state target (18.7%) by 23 percentage points.</p> | <p>Director of Educational Services Coordinator, Assessment & EL Principals Teachers Language Arts Specialists Bilingual Instructional Assistants</p> | <p>September 2011 – June 2012</p> | <p>No Cost</p> | |

| | | | | |
|--|--|---------------------------------|--|----------------|
| <p>AMAO 2 – Five Years or More Cohort The percent of students attaining English proficiency in this cohort will meet or exceed the 2011-12 state target (45.1%) for AMAO 2. Students have met AMAO 2 for this cohort in 2010-11. Last year, 69.4% of English learners met AMAO 2 exceeding the state target (43.2%) by 26.2 percentage points.</p> | | | | |
| <p>AMAO 3 - The percent of students in the English Learner subgroup will meet or exceed the 2011-12 NCLB AYP requirements of students proficient or advanced in English language arts (78.4%) and math (79.0%) for AMAO 3. Last year, English Learners met AYP by way of Safe Harbor in ELA (51.3%) and Math (55.1%). In the event the English Learner subgroup falls short of NCLB AYP targets, Santee School District will meet or exceed Safe Harbor targets of 54.2% for ELA and 57.5% for mathematics to satisfy 2011-12 AYP targets.</p> | <p>Teachers Language Arts Specialists</p> | <p>September 2011 – Ongoing</p> | <p>No Cost</p> | <p>EIA-LEP</p> |
| <p>Provide ELD instruction through all CELDT levels throughout the district at a minimum of 30 minutes per day by a credentialed teacher.</p> | <p>Bilingual Instructional Assistants</p> | <p>September 2011 – Ongoing</p> | <p>\$123,772 salaries for Bilingual Assistants</p> | |
| <p>Santee School District Catch-up Plan (Achievement Progress Monitoring) Data analysis will include an in depth review of how English learners are acquiring English and performing in ELA and math and writing. Results of this multiple measure analysis will be used to inform instruction, plan targeted strategic interventions, and strengthen the implementation of core instruction in ELA and math.</p> | <p>Coordinator, Assessment & EL Principals Classroom Teachers Language Arts Specialists Bilingual Instructional Assistants</p> | <p>September 2011 – Ongoing</p> | <p>No new additional cost</p> | |

7. Incorporate, as appropriate, activities before school, after school, during the summer, and during an extension of the school year.

| Please describe those activities and how the LEA will incorporate them. | Person(s) Responsible | Specific Timeline | Estimated Cost | Funding Source |
|--|--|-----------------------------------|--------------------------------|--------------------------|
| <p>Based on IEP team recommendation, special education students attend extended year summer school and continue to work on IEP goals alongside certificated staff.</p> <p>Upon the adoption of a computer adaptive instructional program, students will be able to log into this program from home and continue to work on academic goals.</p> | <p>Director of Educational Services</p> <p>Director of Special Education</p> <p>Teachers</p> | <p>September 2011 – July 2012</p> | <p>ESY 2011 cost \$161,156</p> | <p>Special Education</p> |

8. Include strategies to promote effective parental involvement in the school.

| Please describe parental involvement strategies and how the LEA will support them across the LEA. | Person(s) Responsible | Specific Timeline | Estimated Cost | Funding Source |
|--|---|-----------------------------------|----------------|----------------|
| <p>Parents are always involved in IEP team decisions, including goal development and determining the appropriateness of inclusion into general education.</p> <p>The District's Board Advisory Council, Special Education Advisory Council, was developed in 2008-2009 to study the structure of special education in the District and to include more parents in the decision making. This committee has continued to review and recommend decisions related to students with disabilities and this year's main goal is the development of a parent liaison program for each school site.</p> <p>With District re-organization of special day classes beginning in the 2010-2011 school year, parents may now become active participants in their child's school for up to 9 years.</p> | <p>Director of Educational Services</p> <p>Director of Special Education</p> <p>Principals</p> <p>Teachers</p> <p>Parents</p> | <p>September 2011 – June 2012</p> | <p>No cost</p> | <p></p> |

**LOCAL EDUCATIONAL AGENCY PROGRAM IMPROVEMENT PLAN
ASSURANCE PAGE**

Name of LEA: Santee School District

County District Code: 37-68361

Date of Local Governing Board Approval: January 17, 2012

District Superintendent: Dr. Patrick Shaw

Address: 9625 Cuyamaca Street

City: Santee

Zip Code: 92071

Phone: 619-258-2300

FAX: 619-258-2305

**E-mail:
pat.shaw@santeesd.net**

On behalf of LEAs, participants included in the preparation of this Program Improvement LEA Plan Addendum:

| | | |
|--------------------------------------|---|------------------|
| | | 1/17/2012 |
| _____ Signature of Superintendent | _____ Printed Name of Superintendent | _____ Date |

| | | |
|---------------------------------------|--|------------------|
| | | 1/17/2012 |
| _____ Signature of Board President | _____ Printed Name of Board President | _____ Date |

| | | |
|---|--|---------------|
| _____ Signature of Title III English Learner Coordinator/Director | _____ Printed Name of Title III English Learner Coordinator/Director | _____ Date |
|---|--|---------------|

Please note that the Title III English Learner Coordinator/Director will only need to sign this Assurance if the LEA is identified for Title III Year 2 or Year 4 improvement status.

By submission of the local board approved LEA Plan Addendum (in lieu of the original signature assurance page in hard copy), the LEA certifies that the plan has been locally adopted and original signed copies of the assurances are on file in the LEA. The certification reads:

Certification: *I hereby certify that all of the applicable state and federal rules and regulations will be observed by this LEA and that, to the best of my knowledge, information contained in this Plan is correct and complete. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained onsite. I certify that we accept all general and program specific assurances for Titles I, II, and/or III as appropriate, except for those for which a waiver has been obtained. A copy of all waivers will remain on file. I certify that actual ink signatures for this LEA Plan/Plan Addendum/Action Plan are on file, including signatures of any required external providers.*

Consent Item D.4.3.

Approval of HMSystems, Inc. Agreement for Occupational Therapy (OT) Services

Prepared by Kristin Baranski
January 17, 2012

BACKGROUND:

As part of a student's Individualized Education Program (IEP), occupational therapy (OT) services are sometimes necessary in order for certain special education students to demonstrate educational progress.

We continue to contract with LC Barnes Therapy for .80 FTE. In November 2011, we began contracting with Invo Healthcare for .40 FTE, but the provider has only been able to provide .20 FTE. The OT caseload continues to require a total of 1.20 FTE and this staffing ratio has not been available since October 2011.

In order to meet yearly OT services as documented on each students' IEP, administration recommends contracting with HMSystems, Inc. for .40 FTE.

Currently, there are Santee School District postings for Occupational Therapists positions. Until permanent employees are hired, HMSystems, Inc. is able to provide the part-time support needed.

RECOMMENDATION:

Administration recommends that the Board of Education approve the agreement with HMSystems, Inc. for occupational therapy services for the term of January 18, 2012 through June 30, 2012.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The total estimated cost for occupational therapy services during the 2011-2012 school year is \$133,560.00. To date, the District has expended \$51,936.00. With the addition of the .40 FTE through HMSystems, Inc., the estimated annual cost will not exceed the original estimated cost of \$133,560.00 because we have been understaffed since October 2011.

STUDENT ACHIEVEMENT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.3.

Agreement for Occupational Therapy Services

THIS AGREEMENT is made and entered into on this 18th day of January, 2012 (the "Effective Date") by and between HM Systems, Inc. ("CONTRACTOR") and Santee School District ("CLIENT"), collectively referred to as "THE PARTIES".

WHEREAS, CONTRACTOR and CLIENT wish to cooperate in providing Occupational Therapy services for students with disabilities;

THE PARTIES hereby agree as follows:

1. Services:

- (a) CONTRACTOR shall provide Occupational Therapy services by providing Therapist(s) to CLIENT under the terms and conditions of this AGREEMENT and in accordance with any and all applicable requirements of Federal, State, and local laws, rules, and regulations.
- (b) It is expressly understood by THE PARTIES that CONTRACTOR shall perform services as an independent contractor at all times. All Therapists provided to CLIENT pursuant to this AGREEMENT are employees and subcontractors of CONTRACTOR and CONTRACTOR is solely responsible for any and all wages, fees, benefits, and tax withholding of and for the Therapists. In the event CLIENT is dissatisfied with the services of a particular Therapist, CLIENT shall notify CONTRACTOR of dissatisfaction. CONTRACTOR shall remedy dissatisfaction within five (5) days upon CLIENT's sole discretion either through specific work direction to Therapist or replacement of Therapist with another suitable to CLIENT's expressed service requirements.

2. Duties and Obligations of CONTRACTOR:

- (a) CONTRACTOR shall maintain adequate and current records, in the manner required by the CLIENT, for individuals who are provided with service.
- (b) CONTRACTOR shall prepare and submit written reports within two weeks after testing is completed.
- (c) CONTRACTOR shall prepare and submit written reports to be incorporated into multi-disciplinary team assessments.
- (d) CONTRACTOR shall maintain professional liability insurance with coverage of at least \$1 million per occurrence and \$2 million in the aggregate. This policy must be effective, and proof of such insurance shall be provided to CLIENT, on or before the first day of rendering service.
- (e) CONTRACTOR shall follow the schedule provided by CLIENT.

- (f) CONTRACTOR shall render all services in a competent and professional manner and in strict accordance with currently approved methods and practices in CONTRACTOR's specialty.
- (d) CONTRACTOR shall fully comply with all applicable provisions of law and other rules and regulations of any and all governmental authorities relating to licensure and the regulation of the Therapist and the CLIENT.

3. Duties and Obligations of CLIENT:

- (a) CLIENT shall provide the CONTRACTOR with adequate work areas, as deemed necessary by the CLIENT, for the CONTRACTOR to render services pursuant to this AGREEMENT.
- (b) CLIENT shall provide schedule for services to be rendered by CONTRACTOR.
- (c) CLIENT shall provide signed permission forms for services to be rendered by CONTRACTOR.
- (d) CLIENT shall provide necessary student/family information as needed for CONTRACTOR to render services pursuant to this AGREEMENT.
- (e) CLIENT shall provide time for CONTRACTOR for completing paperwork, treatment planning, and for participation in multidisciplinary team interactions/meetings.
- (f) CLIENT shall provide needed guidance and direction for CONTRACTOR to render services pursuant to this AGREEMENT.

4. Term:

This AGREEMENT shall be for the period from the Effective Date and extending until June 30, 2012, unless extension thereof is agreed to by THE PARTIES in writing.

5. Indemnification

THE PARTIES agree to indemnify, defend and hold harmless, each other and their respective parents, subsidiaries and affiliates, directors, officers, agents, and employees from and against any and all claims, demands, causes of action, proceedings, losses, damages, fines, penalties, liabilities, judgments, orders, costs and expenses including, without limitation, reasonable attorney's fees and legal costs, sustained or incurred by or asserted against the party seeking indemnification by reason of, arising from, or in any way attributable to the duties, responsibilities or obligations of the other party under and during the term of this

AGREEMENT; any negligence, wrongful act, intentional act, or omission of or by the other party; their agents, employees, officers, or representatives; provided that this indemnification shall not apply to the sole negligence or wrongful act of the party seeking indemnification, their agents, employees, officers, and representatives. The aforesaid indemnification shall survive termination of this AGREEMENT.

6. Fees:

(a) CLIENT shall pay CONTRACTOR for actual services rendered at the rate of \$70 per hour within thirty (30) days of receipt of a properly prepared and submitted invoice with documented hours. Invoices shall be submitted by CONTRACTOR no more than once per month.

(b) CONTRACTOR shall submit invoices to the following address:

Santee School District
Attn. Accounts Payable
9625 Cuyamaca St
Santee, CA 92071

7. Service of Notices and Contacts:

Notices served on the CLIENT shall be served by mail to:

Santee School District
9625 Cuyamaca Street
Santee, CA 92071

Phone: 619-258-2300
FAX: 619-258-2305

Notices served on the CONTRACTOR shall be served by mail to:

HM Systems, Inc.
P.O. Box 833
Oceanside, CA 92049

Phone: 760-632-1241
FAX: 760-436-6432

8. Law of State to Govern:

The validity, enforceability and interpretation of any of the clauses of this AGREEMENT will be determined and governed by the substantive and procedural laws of the State of California.

9. Scope of AGREEMENT:

This AGREEMENT constitutes the final, complete and entire contract between THE PARTIES and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions of THE PARTIES, whether written or oral. There are no representations or other agreements included. No supplemental modification or waiver of this AGREEMENT will be binding unless executed in writing by THE PARTIES to be bound thereby.

10. Amendments:

This AGREEMENT may be amended at any time by mutual agreement of THE PARTIES. However, before any amendment will be operative or valid, it must be reduced to writing and signed by both the CLIENT and CONTRACTOR.

11. Confidential Information:

THE PARTIES agree they will not at any time during or after termination of this AGREEMENT use or disclose any confidential information or methods to any person or entity for any purpose whatsoever without the prior written consent of the other party.

12. Termination:

This AGREEMENT may be terminated (i) for cause immediately upon written notice of breach of any party by the other party, or (ii) without cause by either party upon thirty (30) days prior written notice. Notice of Termination shall be delivered to the other party in writing.

13. Severability

The validity or unenforceability of any particular provision or part of this AGREEMENT will not affect any other provisions. If any provision of this contract is held to any extent invalid by any competent tribunal, that provision will be modified to make it enforceable.

THE PARTIES execute this AGREEMENT on the 18th day of January, 2012.

CLIENT:

CONTRACTOR:

Karl Christensen
Assistant Superintendent,
Business Services

Kyle Heebner
President

Summary of Changes to CSEA Contract Due To Tentative Agreements

| <u>Article #</u> | <u>Article Title</u> | <u>Topic/Section</u> | <u>Current Provisions</u> | <u>Changes</u> |
|------------------|----------------------|--|---|---|
| 1 | <u>Agreement</u> | New | No stipulation for contract to prevail over past practices and procedures | Add provision for language in Collective Bargaining Agreement to prevail over past practice |
| 2 | <u>Recognition</u> | Listing of represented classifications | Some classifications missing from the list and some are obsolete | List revised to include all valid classifications regardless of whether positions are currently filled |
| 4 | <u>Assn Rights</u> | Release time for Annual Conference | Allows for 1 unit-appointed delegate plus up to 3 additional delegates Requires that additional delegates: 1) not interfere with operation of department or District and 2) no 2 delegates be from the same department | 2 delegates for first 150 members and 1 additional delegate for each additional 100 members or fraction Release of additional delegates not interfere with District operations |
| | | Release time for Assn Business | Granting of release time for additional delegates not subject to Grievance Procedure Provided for Association President and Chief Job Steward | Remove exemption of selection of additional delegates from grievance procedure Revise to include Chapter designees |
| 8 | <u>Evaluation</u> | Form | No maximum number of hours for the year No provision for number of days advance notice required No reporting of # of moving violations in a District vehicle | Establish maximum of 180 hours for July 1 through June 30 Add at least 2 day prior notification (Maintains requirement for prior approval of Assistant Superintendent Human Resources) Add # of moving violations, number of work related accidents, and number of accidents while driving District vehicle |
| 9 | <u>Safety</u> | New | No provision describing steps for ensuring safety of employees during extreme conditions | Add provision stipulating that District will make every attempt to comply with Oversight Agency recommendations and guidelines when extreme weather, air quality, or emergency conditions are announced |
| 10 | <u>Hours</u> | Bus Driver Sitting Time | Bus Drivers compensated for up to 60 minutes of sitting time between runs | Eliminate provision for compensated sitting time |
| | | Summer Assignments | References to Project SAFE | Change Title from Summer School Assignments to Summer Assignments and reference Out of School Time Program in lieu of Project SAFE |

Summary of Changes to CSEA Contract Due To Tentative Agreements

| <u>Article #</u> | <u>Article Title</u> | <u>Topic/Section</u> | <u>Current Provisions</u> | <u>Changes</u> |
|------------------|-------------------------|---|--|--|
| 11 | <u>Layoff</u> | Notice of Layoff | No provision to indicate what constitutes receipt of notice and who delivers notice | Add provision that notice shall be delivered by Human Resources or designee(s) and certified mail delivery shall be deemed notice if employee is not available for personal service within 3 days of Board action |
| | | | No differentiation for the two types of notices provided for layoffs | Add provisions to differentiate Courtesy Notification of possible layoff and Formal Notification of final layoff decision |
| | | Impacts and Effects | Prior to layoff employee entitled to use Personal Necessity days to seek employment | Prior to layoff employee entitled to use Personal Necessity and vacation days or hours to seek other employment with 1 day prior approval for use of vacation |
| 13 | <u>Vacation</u> | New | 12, 11, 10, and 9 month employees enumerated | Add earnable vacation amounts for 6 month employees |
| 16 | <u>Leave Provisions</u> | Absence Reporting | No provision for using automated system for reporting absences | Add provision for employees to use current absence reporting system established by the District and, if requested by their supervisor, to also notify their supervisor or designee of absences |
| | | Bereavement Leave | No provision for leave for death of mother in law, father in law, or registered domestic partner | Add mother in law, father in law, and registered domestic partner to list of deceased family members for which bereavement leave may be requested |
| | | Jury Duty Return to Service | Upon return, employees complete an absence form and attach timecard | Alter statement to specify completion of Request for Special Leave |
| | | Sick Leave Return to Service | Completion of absence form required upon return to work | Delete requirement for completing absence form upon return (absences now reported through automated system) |
| 22 | <u>Term</u> | Dates of Contract | July 1, 2007 through June 30, 2010 | July 1, 2010 through June 30, 2013 |
| | | Maximum number of articles for re-openers | Limited to Compensation, Health & Welfare, and two others for each party | Revise to limit to any four articles |
| | | Notification for Re-Openers | Timelines not specified | <ul style="list-style-type: none"> • Between February 15, 2011 and March 15, 2011 for 2011-12 reopener • Between February 15, 2012 and March 15, 2012 for 2012-13 reopener • Between February 15, 2013 and March 15, 2013 to open articles for the successor Agreement. |

Tentative Agreement

Between

Santee School District

And

California School Employees Association

Article I Agreement

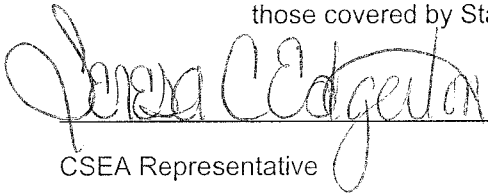
District Counter-Proposal 3 (5-2-11, 10am)

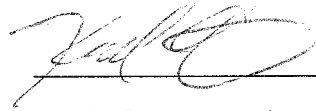
[Opening paragraph remains status quo as follows:]

This Agreement and the provisions contained herein constitute a bilateral and binding Agreement by and between the Board of Education of the Santee School District, hereinafter referred to as the "District," and California School Employees Association and its Chapter 557, hereinafter referred to as "CSEA." This Agreement is entered into pursuant to Chapter 10.7, Sections 3540 - 3549 of the Government Code.

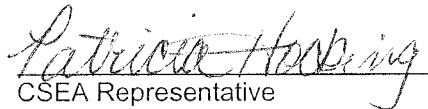
[And accept CSEA's addition as follows:]

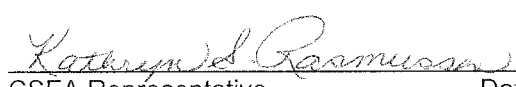
- A. It is understood and agreed that the specific language in the Agreement shall prevail over District practices and procedures. To the extent the Agreement grants rights in addition to those covered by State law, the Agreement shall prevail.

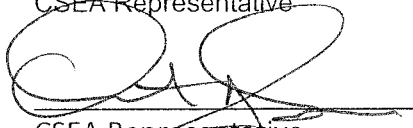
 5/26/11
CSEA Representative Date

 5-26-11
District Representative Date

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CSEA Representative Date

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 5.26.11
CSEA Representative Date

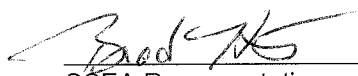
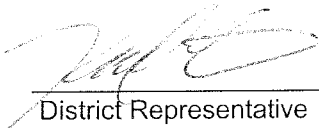
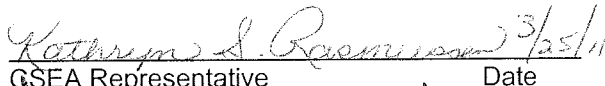
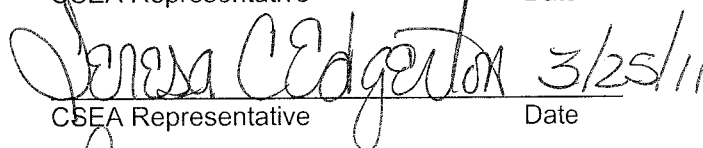
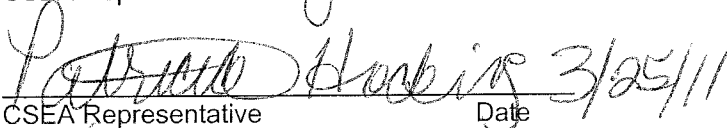


1 Grounds Series: Grounds Maintenance Worker I, Grounds Maintenance Worker
2 II, and **Grounds Maintenance Worker III, and Lead Grounds**
3 **Maintenance Worker;**
4 Maintenance/ Craftworker I, Craftworker II, Craftworker III, **Craftworker I**
5 **Warehouse Series: /Storekeeper, Craftworker I/Warehouse Worker/Delivery**
6 **Driver,** HVAC Technician II, HVAC Technician III, Lead
7 Warehouse Worker/Delivery Driver, **Maintenance Buyer,** and
8 Maintenance and Operations Lead;
9 **Nursing Series:** Licensed Vocational Nurse, Occupational Therapist, **and**
10 **Occupational Therapy Assistant;**
11 Secretarial Series: Program Secretary/Student Enrollment, School Office
12 Receptionist/Clerk, Secretary I (Department); Secretary II
13 (Department), and Secretary II (School), and
14 **Secretary/Computer User Specialist;**
15 Technology and Communication Series:
16 Computer Support Technician I, Data Specialist, Electronics
17 Technician II, Electronics Technician III, Network Specialist,
18 Technology Assistant, Publications Technician I, Publications
19 Technician II, and Web Development Specialist;
20 Transportation Series: Assistant Mechanic, Bus Attendant, Bus Driver I, **Bus Driver II,**
21 **Bus Driver III, Bus Driver/Driver Instructor,** Dispatcher/Driver
22 Instructor, and **Heavy Duty Diesel Mechanic;**

23 And, excluding all other positions not specifically enumerated above which include, but is not
24 limited to:

| | |
|---|----------------------------------|
| 25 <u>Management Positions</u> | 25 <u>Confidential Positions</u> |
| 26 Administrative and Instructional Systems Analyst | 26 Administrative Secretary |
| 27 Business Services Coordinator | 27 Executive Assistant |
| 28 Assistant Supt., Business Services | 28 Payroll Specialist |
| 29 Database Network Analyst | 29 Benefits and Risk Management |
| 30 Director of Fiscal Services | 30 Specialist |
| 31 Director of Child Nutrition Services | |
| 32 Director of Information Systems Technology | |
| 33 Director of Maintenance, Operations and Facilities | |
| 34 Director of Out-of-School Time Programs | |
| 35 Director of Transportation | 35 <u>Grant Funded Positions</u> |
| 36 Middle School Coordinator | 36 Community Collaborative |
| 37 Systems Administrator | 37 Coordinator |
| 38 Telecommunications/Network Coordinator | |
| 39 Out-of-School Time Regional Coordinator | |

1 The Association, in turn, recognizes the Board as the duly elected representative of the people
2 and agrees to negotiate exclusively with the Board's Negotiating Team through the provisions of
3 the Rodda Act, SB-160, Chapter 10.7, Section 3540 - 3549 of the Government Code. All newly
4 created positions, except those that lawfully are certificated, management, confidential, or
5 supervisory shall be assigned to the bargaining unit. The determination of management,
6 confidential, or supervisory employees shall be made by mutual agreement between the District
7 and CSEA. Disputed cases shall be submitted to the PERB for resolution. Expressly excluded
8 from the bargaining unit are all substitutes, short-term positions, and campus aide

Article II Recognition – negotiations agreement

| | | | |
|---|------------------------|---|------------------------|
|  CSEA Representative | <u>3/25/11</u> Date |  District Representative | <u>3-25-11</u> Date |
|  CSEA Representative | <u>3/25/11</u> Date | | |
|  CSEA Representative | <u>3/25/11</u> Date | | |
|  CSEA Representative | <u>3/25/11</u> Date | | |
|  CSEA Representative | <u>3/25/11</u> Date | | |
|  CSEA Representative | <u>3-25-11</u> Date | | |

ARTICLE IV: ASSOCIATION RIGHTS

ALL LANGUAGE REMAINS STATUS QUO EXCEPT FOR THE FOLLOWING:

13. [REPLACE ENTIRE SECTION WITH:] Upon request, the District will grant paid release time for two (2) delegates for the first 150 members and one (1) additional delegate for each 100 members or fraction thereof to attend the annual state conference of CSEA. Granting of release time for the additional delegates shall not unduly interfere with the smooth and efficient operation of the District as determined by the immediate supervisor of each selected delegate. All conference expenses shall be paid by CSEA or the unit member.

14. [REPLACE ENTIRE SECTION WITH:] CSEA Chapter 557 ("Association") shall have one hundred eighty (180) hours per fiscal year (July 1 – June 30) of paid release time for Association Business. No one individual shall have more than four (4) hours of paid release time in any week and release time shall be subject to prior approval of the Assistant Superintendent Human Resources or designee. The Association shall submit written request for all such release time sufficiently in advance but not less than two (2) working days prior to the intended absence to ensure substitute coverage, if appropriate. The District and the Association shall work together to monitor and record the use of release time provided for in this Article and resolve discrepancies. Release time under this section shall not be used for any activity in violation of the Agreement, or for any purpose unrelated to the Association's obligations as the exclusive representative of the Bargaining Unit.

ARTICLE X: HOURS

ALL LANGUAGE REMAINS STATUS QUO, EXCEPT AS FOLLOWS:

H. ~~Sitting Time [Entire Section Deleted]~~

ALL SUBSEQUENT SECTIONS RENUMBERED AND REMAIN STATUS QUO EXCEPT FOR THE FOLLOWING:

N.M. ~~Summer School Assignments~~

[Opening paragraph remains status quo.]

~~1. Project SAFE~~

~~a. Short term offers of employment may be extended to non-bargaining unit members for the Project SAFE peak period from June to September.~~

~~b. Additional hours may be offered to Project SAFE employees on a short-term offer of employment for the summer months only. The additional hours may not be used to qualify for additional benefits or permanent work hours as a CSEA unit member. Each school site will use a site seniority list to determine the order in which hours are offered employees.~~

ON. Additional hours may be offered to Out of School Time Program employees in addition to their regular contract hours for the purposes of working extended school year programs only. The additional hours may not be used to qualify for additional benefits or permanent work hours as a CSEA unit member. Each school site will use a site seniority list to determine the order in which hours are offered employees.

ALL SUBSEQUENT SECTIONS RENUMBERED.

Section 3.h

Field Trip and Therapy Trip Cancellations

Drivers who are assigned a field trip or therapy trip that is cancelled after the driver has reported specifically for that field trip or therapy trip is entitled to perform one (1) hour of extra work as assigned by the Director. This section shall not apply to instances when the Director or designee informs the driver of the cancellation prior to the driver reporting specifically for that field trip or therapy trip. ~~If performed by the driver, the one(1) hour of extra work as assigned by the Director shall not be credited toward entitled to compensation for Sitting Time, Article X.H.~~

ARTICLE XI: LAYOFF

ALL LANGUAGE REMAINS STATUS QUO EXCEPT FOR THE FOLLOWING:

C. Notice of Layoff

Bargaining unit employees shall be given not less than forty-five (45) calendar days notice of layoff or reduction in hours under Section A. Any written notice shall indicate the reason for layoff and be delivered by Human Resources or designee(s). Should the employee not be available for personal service of the document within three (3) days of the Board action, certified mail service shall be deemed service. Employees who have elected to accept a transfer under Paragraph B above and are not being reduced in hours do not need to receive a formal written notice of layoff.

The Association shall be given notice of the names, classifications, hours, work location and seniority dates of affected employees in accordance with the following timelines:

- Courtesy Notification: Within ~~two (2)~~ one (1) working days following the bargaining unit member's notification of a possible layoff which shall include transfer available to the

employee pursuant to this Article. Administration shall make a good faith attempt to provide this notification in a meeting with affected employees. Failure to have the meeting shall not render the layoff void.

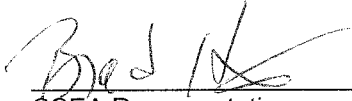
- Formal Notification: Within ~~two (2)~~ one (1) working days following the bargaining unit member's notice of the final layoff decision of the Board.


H.. Impacts and Effects of Layoff

3. Prior to any layoff, an employee shall be entitled to use personal necessity or vacation leave days or hours to seek other employment. Use of vacation under this section shall not be subject to advance approval restrictions specified in Article 13 Section 7 of this Agreement and shall only require one (1) working day advance notice.

All changes above and previous signed TAs referenced below will be effective and executed on the 1st day following Board approval subject to ratification by CSEA.


- Article I, Agreement TA signed 5/26/11
- Article II, Recognition TA signed 3/25/11
- Article VIII, Procedure for Evaluation – TA signed 3/25/11
- Article IX, Safety – TA signed 6/7/11
- Article XIII, Vacation – TA signed 6/7/11
- Article XVI, Leave Provisions – TA signed 10/31/11
- Article XXII, Term – TA signed 6/24/11


CSEA Representative 12/15/11
Date


District Representative 12-15-11
Date


CSEA Representative 12/15/11
Date


CSEA Representative 12-15-2011
Date


CSEA Representative 12/15/11
Date


CSEA Representative 12/15/11
Date

CSEA Representative Date

**SANTEE SCHOOL DISTRICT
PERFORMANCE EVALUATION FOR PROBATIONARY CLASSIFIED EMPLOYEES**

Name of _____ Period Covered _____
 Employee: _____ by Evaluation: _____ to _____

Position: _____ School/Department: _____

S = Satisfactory
 U = Unsatisfactory
 NA = Not Applicable

| ADAPTABILITY: | S | U | NA | COMMENTS |
|--|---|---|----|----------|
| Accepts change | | | | |
| Adjustment to job | | | | |
| Ease with which new duties are learned | | | | |
| RELATIONSHIP WITH PEOPLE: | S | U | NA | COMMENTS |
| Works well with: Employees | | | | |
| Students | | | | |
| Public | | | | |
| ATTITUDE TOWARD WORK: | S | U | NA | COMMENTS |
| Interest in work | | | | |
| Complies with rules, regulations, and policies | | | | |
| Willingness and ability to accept and carry out responsibility | | | | |
| Initiative / Resourcefulness | | | | |
| QUALITY/QUANTITY OF WORK: | S | U | NA | COMMENTS |
| Meets time schedules for work assignments | | | | |
| Accuracy in work | | | | |
| Proper care of materials and equipment | | | | |
| Follow through/Thoroughness | | | | |
| Technical knowledge of job | | | | |
| Demonstrates competency | | | | |
| Quantity of work - the amount of work completed and the speed with which it is completed | | | | |

| PROFESSIONAL QUALITIES: | S | U | NA | COMMENTS |
|--|---|-------|----|--|
| Appropriate attire | | | | |
| Observance of work hours | | | | |
| Regular attendance | | | | |
| DEPENDABILITY: | S | U | NA | COMMENTS |
| Attends to duties in absence of supervision | | | | |
| Follows instructions | | | | |
| Good judgment; uses common sense | | | | |
| SAFETY PERFORMANCE: | S | U | NA | COMMENTS |
| Number of disabling work injuries | | _____ | | |
| Number of <i>work-related</i> medical treatment injuries | | _____ | | |
| Number of moving violations in a District vehicle | | _____ | | |
| Number of motor vehicle accidents <i>in a District vehicle</i> | | _____ | | |
| Number of work days lost due to above | | _____ | | |
| Cooperation in carrying out district safety policies | | | | |
| Work safety record | | | | |
| Assistance Plan developed by: _____ Date | | | | Recommendation for Continued Employment <input type="checkbox"/> Yes <input type="checkbox"/> No |

EVALUATOR'S COMMENTS:

Signature of Evaluator Date

EMPLOYEE'S COMMENTS:

=====

This Performance Evaluation has been discussed with the employee
 _____ Yes _____ No If no, why? _____

_____ I have read the above evaluation.

_____ I agree with the evaluation.

_____ I disagree with the evaluation (comments may be attached within 10 working days).

_____ I would like to discuss this evaluation with the next level of administration.

Signature of Employee Conference Date Signature of Evaluator Conference Date

As requested, I discussed evaluation with employee on _____.

I do/do not concur in the ratings given by the rater. I have/have not made changes in the evaluation.

Signature of next level of administration Conference Date

**SANTEE SCHOOL DISTRICT
PERFORMANCE EVALUATION FOR PERMANENT CLASSIFIED EMPLOYEES**

Name of Employee: _____

Period Covered by Evaluation: _____ to _____

Position: _____

School/Department: _____

Evaluation Status: Biannual Special Assistance Plan Required

Next evaluation to occur by: _____

If "Unsatisfactory" is checked, an Assistance Plan will be developed. The Plan must include reasons for the rating and indicate suggestions for improvement. If "Unsatisfactory" is checked, indicate reasons in the "Comments" section. If "Satisfactory" is checked, completion of the comments section is optional. Additional comments may be added or attached.

S = Satisfactory U = Unsatisfactory NA = Not Applicable

| ADAPTABILITY: | S | U | NA | COMMENTS |
|--|---|---|----|----------|
| Accepts change | | | | |
| Adjustment to job | | | | |
| Ease with which new duties are learned | | | | |
| RELATIONSHIP WITH PEOPLE: | S | U | NA | COMMENTS |
| Works well with: | | | | |
| Employees | | | | |
| Students | | | | |
| Public | | | | |
| ATTITUDE TOWARD WORK: | S | U | NA | COMMENTS |
| Interest in work | | | | |
| Complies with rules, regulations, and policies | | | | |
| Willingness and ability to accept | | | | |
| Initiative / Resourcefulness | | | | |
| QUALITY/QUANTITY OF WORK: | S | U | NA | COMMENTS |
| Meets time schedules for work assignments | | | | |
| Accuracy in work | | | | |
| Proper care of materials and equipment | | | | |
| Follow through/Thoroughness | | | | |
| Technical knowledge of job | | | | |
| Demonstrates competency | | | | |
| Quantity of work - the amount of work completed and the speed with which it is completed | | | | |

| PROFESSIONAL QUALITIES: | S | U | NA | COMMENTS |
|--|---|-------|----|----------|
| Appropriate attire | | | | |
| Observance of work hours | | | | |
| Regular attendance | | | | |
| DEPENDABILITY: | S | U | NA | COMMENTS |
| Attends to duties in absence of supervision | | | | |
| Follows instructions | | | | |
| Good judgment; uses common sense | | | | |
| SAFETY PERFORMANCE: | S | U | NA | |
| During past 3 years: | | | | |
| Number of disabling work injuries | | _____ | | |
| Number of <i>work-related</i> medical treatment injuries | | _____ | | |
| Number of moving violations in a District vehicle | | _____ | | |
| Number of motor vehicle accidents <i>in a District vehicle</i> | | _____ | | |
| Number of work days lost due to above | | _____ | | |
| Cooperation in carrying out district safety policies | | | | |
| Work safety record | | | | |

EVALUATOR'S COMMENTS:

Signature of Evaluator Date

EMPLOYEE'S COMMENTS:

=====

This Performance Evaluation has been discussed with the employee
 _____ Yes _____ No If no, why? _____

_____ I have read the above evaluation _____

_____ I agree with the evaluation _____

_____ I disagree with the evaluation (comments may be attached within 10 working days)

_____ I would like to discuss this evaluation with the next level of administration

Signature of Employee Conference Date Signature of Evaluator Conference Date

As requested, I discussed evaluation with employee on _____

I do/do not concur in the ratings given by the rater. I have/have not made changes in the evaluation.

Signature of next level of administration Conference Date

Probationary & Permanent Evaluation forms – negotiations agreement
March 25, 2011

| | | | |
|-----------------------------|----------------|-------------------------|----------------|
| <u>Bruce K</u> | <u>3/25/11</u> | <u>[Signature]</u> | <u>3.25.11</u> |
| CSEA Representative | Date | District Representative | Date |
| <u>Jeanne Edgerton</u> | <u>3/25/11</u> | | |
| CSEA Representative | Date | | |
| <u>Patricia A. Hacking</u> | <u>3/25/11</u> | | |
| CSEA Representative | Date | | |
| <u>Kathy Jones</u> | <u>3/25/11</u> | | |
| CSEA Representative | Date | | |
| <u>Kathryn S. Rasmussen</u> | <u>3/25/11</u> | | |
| CSEA Representative | Date | | |
| <u>[Signature]</u> | <u>3.25.11</u> | | |

Tentative Agreement
Between
Santee School District
And
California School Employees Association
ARTICLE IX SAFETY
May 26, 2011

A. Safety Committee

Safety of the employees is of utmost importance. To address this issue, a District-wide Safety Committee has been established. CSEA shall be entitled to appoint two (2) representatives to serve on the District-wide Safety Committee. The two (2) representatives shall be from different departments, sites, and job classifications. The two (2) representatives from CSEA will be provided with release time to participate in the meetings.

B. Report of Accident

In the event of accident, the employee must complete and file the appropriate accident form with the immediate supervisor. All accidents, whether minor or serious, are to be reported. Any questions regarding the completion of the form should be referred to the employee's immediate supervisor. The form must be completed and submitted to the employee's immediate supervisor by the end of the next working day. If additional time is needed to comply with this procedure, the employee should notify the immediate supervisor.

C. Unsafe Working Conditions

All classified employees are responsible for reporting unsafe equipment or working conditions within twenty-four (24) hours. The Santee School District Safety Report Form is to be filled out and sent to the chairperson of the District-wide Safety Committee. The immediate supervisor should be informed of any hazards which could be of an immediate danger. Employees who submit safety reports shall not be subject to reprisals.

D. Use of Own Physician

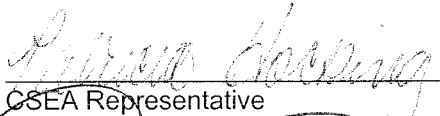
An employee wishing to use his or her own physician for a job related illness or injury must notify the Human Resource Department prior to the illness or injury. The Human Resources Department must have on file the name, address, and telephone number of the employee's physician. Should an accident or injury occur before the employee has notified the Human Resource Department of the physician's name, the employee may after thirty (30) days from the date the injury is reported, go to his or her own physician within a reasonable geographic area.


Article IX Safety – negotiation agreement
May 26, 2011

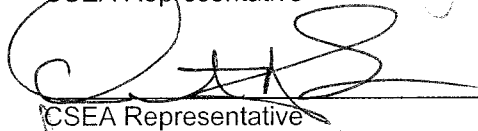
[Negotiated language addition as follows:]

E. Extreme Conditions


When extreme weather, air quality, or emergency conditions are announced by County Officials or Oversight Agencies (“Agency”) supervisors shall make every attempt to comply with Agency recommendations and guidelines to ensure the safety and well-being of employees.

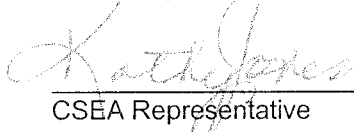

CSEA Representative 6/7/11
Date


District Representative 5-26-11
Date


CSEA Representative 6.7.2011
Date


CSEA Representative 6/7/2011
Date


CSEA Representative 6/7/11
Date


CSEA Representative 6/7/11
Date


CSEA Representative 6/7/11
Date

ARTICLE XIII
VACATION

Unit members shall accrue annual vacation at the regular rate of pay earned at the time the vacation is commenced according to the rules and regulations as follows:

1. General Position Statement.

All classified employees who are entitled to vacation will be granted vacation periods that are acceptable to the employee and the successful operation of the District. Only those periods that will not be detrimental to or disrupt the regular operation of the District programs will be granted. The District may choose to shut down certain departments or sites over winter and/or spring break. There are no provisions that provide for an employee to take vacation at his/her own discretion with or without pay.

2. Classified employees are entitled to vacation with pay on the following basis:

a. Twelve (12) month employees:

- 1) Ten (10) working days for each year of service through the fourth (4th) year.
- 2) Fifteen (15) working days for the fifth (5th) year of service and each year following.
- 3) Who have been employed ten (10) years will have an additional day of vacation added each year from the eleventh (11th) year of employment to the fifteenth (15th) year giving the fifteen (15) year and over employee twenty-two (22) days vacation.

b. Eleven (11) month employees:

- 1) Nine (9) working days for each year of service through the fourth (4th) year.
- 2) Fourteen (14) working days for the fifth (5th) year of service and each year following.
- 3) Who have been employed ten (10) years will have an additional day of vacation added each year from the eleventh (11th) year of employment to the fifteenth (15th) year giving the fifteen (15) year and over employee twenty-one (21) days vacation.

c. Ten (10) month employees:

- 1) Eight (8) working days for each year of service through the fourth (4th) year.
- 2) Thirteen (13) working days for the fifth (5th) year of service and each year following.
- 3) Who have been employed ten (10) years will have an additional day of vacation added each year from the eleventh (11th) year of employment

to the fifteenth (15th) year giving the fifteen (15) year and over employee twenty (20) days.

d. Nine (9) month employees:

- 1) Seven (7) working days for each year of service through the fourth (4th) year.
- 2) Twelve (12) working days for the fifth (5th) year of service and each year following.
- 3) Who have been employed ten (10) years will have an additional day of vacation added each year from the eleventh (11th) year of employment to the fifteenth (15th) year giving the fifteen (15) year and over employee nineteen (19) days.

e. Six (6) month employees:

- 1) Four (4) working days for each year of service through the fourth (4th) year.**
- 2) Nine (9) working days for the fifth (5th) year of service and each year following.**
- 3) Who have been employed ten (10) years will have an additional day of vacation added each year from the eleventh (11th) year of employment to the fifteenth (15th) year giving the fifteen (15) year and over employee sixteen (16) days.**

3. During the first (1st) year (or portion thereof) of service, vacation may be granted only as it has been earned by the employee through the rendering of satisfactory service. During the first (1st) period, an employee earns no vacation for the first (1st) two (2) months of service and earns one (1) day of vacation for each month of service thereafter. If an employee's service begins in the middle of a calendar month, his/her vacation entitlement will be figured to the nearest half (1/2) day.
4. If an employee's service begins during a school year and he/she earns a prorata share of vacation for that year, for purposes of earning additional vacation during the fifth (5th) year of service, his/her first (1st) year of service will be considered an entire year if he/she began the performance of his/her duties on or before February 1 of that year. If, however, he/she began his/her duties after February 1, he/she will still earn a prorata share of vacation for that period, but the first (1st) year will not count toward the five (5) years of service necessary for additional vacation entitlement.
5. Employees are encouraged to use vacation days when entitled to them. It is not the intent of this contract for employees to lose vacation time. An employee may carry over one (1) year's vacation entitlement beyond July 1 of each year. However, with special administrative approval by the Superintendent or designee, an employee may carry over

a maximum of one and one-half (1-1/2) years' vacation entitlement beyond July 1 of each year. Any requests to carry over more than one (1) year's vacation entitlement must be submitted in writing to the Business Services Department no later than May 30 of each year.

6. Only those employees who are assigned regular duties for nine (9), ten (10) or eleven (11) months per year will receive compensation for unused vacation days and the request will only be honored on the June paycheck. Employees who wish to carry over to the next year any unused vacation days must submit the request in writing to their supervisor on or before June 1 of each year.
7. Vacation must be requested by an employee on a form provided for that purpose at least ten (10) working days in advance of the desired vacation period unless special permission is granted by the immediate supervisor, and the dates of the proposed vacation must be approved by the immediate supervisor and the administration. Approved vacation will not be rescinded unless the administration determines that an emergency exists.
8. An employee terminating for any reason shall be paid for any unused vacation earned.
9. Any requests to take vacation days before they are earned must be made in advance and in writing to the employee's immediate supervisor. Final approval is entirely at the discretion of the supervisor. Any employee who is granted advance vacation and terminates before the vacation is actually earned will have his/her final paycheck docked an amount equivalent to the value of the unearned vacation which was utilized. Article XIII, "Vacation," Paragraph 9, page 37, is not subject to Article VII, "Grievance Procedure," page 15.
10. Vacation Postponement. If a bargaining unit employee's vacation becomes due during a period when he/she is on leave due to illness or injury, he/she may request that his/her vacation date be changed, and the District shall grant such request in accordance with vacation dates available at that time.
11. Upon request, a terminating employee can be issued a separate warrant for unused vacation days as soon as administratively practicable.

Article XII Vacation – negotiation agreement
June 7, 2011

[Current negotiated language remains as status quo with the addition of 2.e.(1,2,3)]

Patricia Hooping 6/7/11
CSEA Representative Date

[Signature] 6-7-11
District Representative Date

Kathryn S. Rasmussen 6/7/11
CSEA Representative Date

Vanessa Corderon 6/7/2011
CSEA Representative Date

[Signature] 6-7-2011
CSEA Representative Date

Kathleen 6/7/2011
CSEA Representative Date

[Signature] 6-7-11
CSEA LRR Date

Tentative Agreement
Between
Santee School District
And
California School Employees Association
ARTICLE XVI - LEAVE PROVISIONS

ALL LANGUAGE REMAINS STATUS QUO EXCEPT FOR THE FOLLOWING:

A. General Provisions

[1-3 Remain Status Quo]

[Insert New Section] 4. All classified bargaining unit members shall report their absence using the current absence reporting system established by the District. If requested by the supervisor, the employee shall also notify the supervisor or designee of their absence. In the event the automated system is inoperable or cannot be reached, the employee shall contact their immediate supervisor, by telephone or in person, or by voicemail message if there is no other way to contact the supervisor. This section describes in its entirety the procedure for reporting absences.

B. Specific Provisions

1. Bereavement Leave.

a. Purpose.

The purpose of bereavement leave utilization shall be for the death of a member of the immediate family. Classified employees shall exercise their bereavement leave benefits as prescribed in this Agreement upon the death(s) of member(s) of their immediate family as defined in this Agreement. The immediate family is defined as mother, step mother, mother-in-law, father, step father, father-in-law, brother-in-law, sister-in-law, grandmother, step grandmother, grandfather, step grandfather, a grandchild or step grandchild of the employee or of the spouse of the employee and the spouse, son, step son, son-in-law, daughter, step daughter, daughter-in-law, brother, step brother, sister or step sister of the employee, registered domestic partner or any relative living in the immediate household of the employee or any other person for whom the employee is legally responsible.

4. Judicial and Official Appearance Leave.

[a.-c. Remain Status Quo]

d. Return to Service.

- 1) Immediately upon return to active service, the employee shall complete a request for special leave absence form, and submit it to the immediate supervisor with the jury duty timecard attached.

9. Sick Leave.

[a.-e. Remain Status Quo]

f. Return to Service.

~~1) Immediately upon return to active service, the employee shall complete the District required absence form, and submit it to the immediate supervisor.~~

[2).-3). Remain Status Quo]

~~4) An employee shall not be allowed to return to service and shall be charged with one (1) additional day of sick leave absence if the employee fails to notify the District of intent to return to duty by 5:00 a.m. of the work day the employee intends to return to duty, and by such notification failure, a substitute is required.~~

| | | | |
|------------------------------|-------------------|-------------------------|-----------------|
| <u>Brad Hunt</u> | <u>10/31/2011</u> | <u>[Signature]</u> | <u>10-27-11</u> |
| CSEA Representative | Date | District Representative | Date |
| <u>[Signature]</u> | <u>10/31/2011</u> | | |
| CSEA Representative | Date | | |
| <u>[Signature]</u> | <u>10/31/11</u> | | |
| CSEA Representative | Date | | |
| <u>[Signature]</u> | <u>10-31-11</u> | | |
| CSEA Representative | Date | | |
| <u>Kathleen S. Rasmussen</u> | <u>10/31/11</u> | | |
| CSEA Representative | Date | | |
| <u>[Signature]</u> | <u>10/31/11</u> | | |
| <u>[Signature]</u> | <u>10/31/11</u> | | |

Tentative Agreement
Between
Santee School District
And
California School Employees Association

ARTICLE XXII
TERM

This Agreement shall remain in full force and subject to change or amendment by the parties through implementing the following procedure:

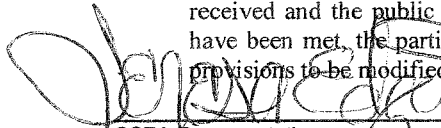


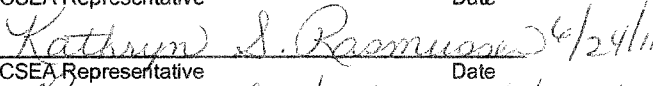
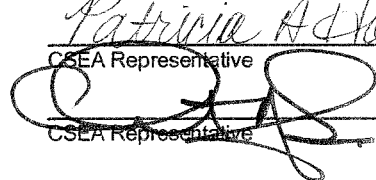
A. The term of this Agreement shall be for three (3) years, from July 1, ~~2010~~ 2007 through June 30, ~~2013~~ 2010. ~~All Articles of the Agreement shall be open for negotiations during the 2010-11-2012-2013 school year for the purposes of negotiating the successor agreement.~~ For each of the three (3) ~~years covered by this Agreement (2010-2011, 2011-2012, 2012-2013 2007-08, 2008-09, 2009-10).~~ For the 2011-12 and 2012-13 annual re-openers will be limited to **four (4) articles** ~~Compensation, Health & Welfare Benefits and two (2) other articles~~ for each party.

B. The Association and the District agree that either party will notify the other in writing, using the following timelines, between February 15th, 2007 and March 15th, 2007 ~~of the given year.~~ of its request to modify or amend the Agreement:
1. Between February 15, 2011 and March 15, 2011 for 2011-12 reopeners
2. Between February 15, 2012 and March 15, 2012 for 2012-13 reopeners.
3. Between February 15, 2013 and March 15, 2013 to open articles for the successor Agreement.

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C. In the event that neither party gives appropriate written notice to the other of its desire to modify, amend, or terminate specific provisions within the specified time limitations, the Agreement shall remain in full force and effect year to year ~~for at least another year.~~

D. After appropriate written notice pursuant to the above paragraph has been received and the public notice provisions of Chapter 10.7 of Government Code have been met, the parties agree to meet and negotiate in good faith on specific provisions to be modified, amended or terminated.

| | | | |
|---|-----------|--|---------|
|  | Date |  | Date |
| CSEA Representative | 6/24/11 | District Representative | 6-24-11 |
|  | Date | | |
| CSEA Representative | 6/24/11 | | |
|  | Date | | |
| CSEA Representative | 6/24/11 | | |
|  | Date | | |
| CSEA Representative | 6-24-2011 | | |

BACKGROUND

The After School Education and Safety (ASES) Grant is offered 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 four (4) schools that are eligible to be included in this year's application: Carlton Hills, Chet F. Harritt, Hill Creek, 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 from Santee School District is a signature sheet which has 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 18, 2012.

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 2012, 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, Hill Creek, 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:

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

STUDENT ACHIEVEMENT IMPACT:

The ASES grant funds are intended to increase classroom attendance, increase student test scores through dedicate 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.5.3.

Consent Item D.5.4. Approval of Short Term Position for Food Service Worker I-A
Prepared by Minnie Malin
January 17, 2012

BACKGROUND:

The Child Nutrition department is requesting to hire one (1) short term position to be trained as a substitute for Food Service when regular employees utilize paid leave. The short term position will provide an opportunity to properly train the substitute on cashier and food service duties at school sites.

Education Code section 45103 allows a governing Board to employ “short term employees” by designating the classification needed and a start and end time for the service. Presented tonight for Board approval is a short term employment opportunity.

RECOMMENDATION:

Administration recommends approving the following short term positions:

- * Up to 20 hours for one (1) Food Service Worker I-A during the week of January 23, 2012 through January 27, 2012.

FISCAL IMPACT:

The cost to employ one (1) short term Food Service Worker I-A position will be approximately \$400 and will be paid from fund 13.

STUDENT ACHIEVEMENT IMPACT:

This is a personnel item and will not impact student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.5.4.

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:

The District has annually hosts a Business Appreciation Breakfast to celebrate businesses in the community for supporting the Santee School District and for the opportunity to share with the business community about what is happening in the Santee School District. Administration would like to present a proposed date and plan for this year’s event to the Board for discussion.

Business Breakfast sponsored by the Santee School District

- Purpose:** To thank the businesses community for their support.
- Forum:** Business Breakfast
- Date:** Wednesday, March 28, 2012
- Time:** 7:30 a.m. to 9:00 a.m.
- Place:** Board Room-Educational Resource Center

RECOMMENDATION:

The Superintendent recommends that the Board provide approval for the Business Breakfast to thank our business partners for the resources they have committed to the school district. We also wish to thank them for the collaborative culture we have developed with them in the community and update them on what is happening in Santee School District.

This recommendation supports the following district goal:

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

FISCAL IMPACT:

This event would cost approximately \$500 for invitations, food, and other supplies and would be funded from the Board’s operating budget.

STUDENT ACHIEVEMENT:

Business partnerships can provide additional resources for the school district that can enhance student achievement.

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| Motion: | | Second: | | Vote: | | Agenda Item E.1.1. |
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BACKGROUND:

At the November 15, 2011 Board meeting, the Board of Education adopted Board Legislative Priority Goals for 2012. These Goals were to be used when meeting with local legislators in January 2012 to share how they can assist us. The adopted goals are as follows:

1. Seek or support legislation to provide instructional materials categorical flexibility beyond 2013-14 for high achieving school districts, as defined by State accountability guidelines.
2. Seek or support legislation to amend the Open Enrollment Act, SB X5 4, excluding any school with an Academic Performance Index of 800 or above from the annual Open Enrollment Schools list.
3. Seek or support legislation allowing high achieving elementary school districts, as defined by State accountability guidelines, the use of standards-aligned online or electronic curriculum in lieu of State-adopted textbooks.
4. Seek legislation that would eliminate State deferrals of apportionments and reimburse school districts for costs incurred for short-term, cash flow borrowing necessitated by State deferrals.
5. Seek or support legislation to provide equity, adequacy, stability, flexibility, and local control in State funding for K-12 education programs and operations.
6. Seek or support legislation providing local district funding for the technology infrastructure needed to equitably implement the SMARTER Balanced Assessment System beginning in 2014-2015.

Administration recognizes the challenges legislators face when initiating legislation and has considered that it may be more helpful if the Santee School District Legislative Priority Goals were narrowed down to two goals and modified to more specifically meet the needs of the Santee School District. Administration submits to the Board of Education a draft of two recommended goals to present to legislators requesting they initiate legislation to achieve these goals. These two goals are:

1. Seek legislation to amend the Open Enrollment Act, SB X5 4, excluding schools within the Santee School District with an Academic Performance Index of 800 or above from the annual Open Enrollment Schools list.
2. Seek legislation allowing Santee School District, a high achieving elementary school district, as defined by State accountability guidelines, the use of standards-aligned online or electronic curriculum in lieu of State-adopted textbooks.

RECOMMENDATION:

The Superintendent recommends that the Board review and discuss the amended Goals presented in this item. Action is at the discretion of the Board of Education.

FISCAL IMPACT:

There is no fiscal impact to this item as no funding would be involved.

STUDENT ACHIEVEMENT:

Districts that are proven to be “high achieving” could accelerate instruction, provide more current curriculum content, and integrate student learning with 21st Century learning skills. Students would skilled in seeking information through seeking more current methods of learning.

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| Motion: | | Second: | | Vote: | | Agenda Item E.1.2. |
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BACKGROUND:

Apparently due to an error in posting budget documents to the Department of Finance website early, in a hastily scheduled press conference, the Governor unveiled his budget proposal for 2012-13 on January 5, 2012, 5 days earlier than the statutorily required date. As expected, the budget proposal contains the prospect of raising additional revenue from a combination of sales and personal income tax increases to be considered on a ballot initiative scheduled for the November 2012 election. If the ballot initiative is turned down by the voters, certain mid-year trigger cuts would automatically be enacted January 1, 2013.

Administration will provide a brief overview of key components of the Governor's plan to include the following notable items:

- Budget Deficit for 2012-13 absent corrective action = \$9.2 billion
- State General Fund Revenues:
 - 2011-12 estimate = \$88.6 billion
 - 2012-13 with passage of proposed tax increases = \$95.4 billion
 - \$6.9 billion to come from voter approved increases to taxes (scheduled to sunset after 5 years):
 - ½% increase to sales tax
 - 2% increase to personal income tax for high income earners (above \$250,000) from establishment of additional brackets
 - 2012-13 without proposed tax increases = \$88.5 billion
- Proposition 98 Funding:
 - 2011-12 Adopted Budget Estimate = \$47.6 billion
 - 2011-12 Latest Estimate = \$48.3 billion
 - Difference from Adopted Budget becomes "settle up" dollars to be paid sometime after 2012-13
 - 2012-13 with passage of proposed tax increases = \$52.5 billion with the following re-benchings/shifts:
 - Elimination of policy re-benching made to hold Prop 98 harmless from the elimination of sales tax on gasoline in 2008-09
 - Shift of special education mental health services funded from Prop 63 dollars into Prop 98 formula
 - Shift of most childcare programs out of Prop 98 formula
 - 2012-13 without proposed tax increases = \$50 billion
 - \$2.4 billion shift of school facility debt service payments into Prop 98 formula
- Revenue Limit Funding:
 - No funding of 3.17% statutory COLA. Funding of the COLA would have provided an additional \$1.8 billion for K-14 education

- Categorical Program Funding:
 - Categorical programs not mandated by the Federal Government (e.g. special education) would be combined with Revenue Limit funding and allocated on a single formula based on the number of students in a school and the concentration of English learners and pupils eligible for free and reduced-price meals.
 - Full flexibility to be provided for all these programs to include those not currently flexible (i.e. K-3 Class Size Reduction and Economic Impact Aid)
 - Inclusion or exclusion of current penalties for Class Size Reduction is not known at this time
 - Weighted formula to be phased in over 5 years
- Mid-Year Triggers to K-14 education if tax increases fail = \$4.8 billion:
 - \$2.2 billion from reinstatement of apportionment deferral proposed to be eliminated in the initial budget package
 - \$2.6 billion from reduction to Revenue Limit funding
- Other Proposed Program/Service Changes:
 - *Continuing and Increased Categorical Flexibility:* Complete Categorical Flexibility and condensed funding stream with increased local control
 - *Transitional Kindergarten:* Elimination of funding for Transitional Kindergarten program. Districts would not be required to provide the program but Kindergarten entry date changes would still take effect (November 1 for 2012-13), thereby ostensibly reducing school enrollment and saving the State \$220 million in 2012-13.
 - *Home to School Transportation:* Elimination of funding for both Home to School and Special Education transportation
 - *Mandates:* Elimination of more than ½ of existing mandates with implementation of new mandate incentive block grant
 - *Childcare:* Significant reductions in childcare funding and services

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:

- **Transitional Kindergarten:** Loss of funding equates to loss of estimated 50 students = \$244,000 on-going loss in Revenue Limit funding starting in 2013-14
- **Home to School Transportation:** On-going loss of \$349,000 in funding with commensurate increase in required Contribution from General Fund for current level of operation
- **Mandates:** If \$200 million incentive grant distributed on per ADA basis, could equal \$200,000 in additional on-going revenue (NOTE: mandated cost funds are not currently budgeted until actual cash is received and no budget has been established yet for 2011-12)
- **Childcare:** Governor’s proposal indicates reduction of \$69.9 million for State Preschool – Possible reduction unquantifiable at this time
- **Categorical Flexibility:** Impact of weighted formula and increased flexibility unquantifiable at this time. Weighted formula could create “winners” and “losers” among California school districts in zero sum scenario.
- **K-3 Class Size Reduction:** Impact of possible elimination of current penalty structure unknown at this time. District currently experiences \$900,000 loss in Class Size Reduction funding for penalties with classes at 24:1. It is likely that, if the program became flexible and combined into a Weighted Student Formula, State would fund this program based on 2011-12 funding levels which would incorporate current penalty experience. Otherwise, an increase in funding for this program would be required.
- **Deferrals:** One-time increase to 2012-13 cash flow projections from elimination of \$2.2 billion apportionment deferral unquantifiable at this time. (NOTE: This item has no impact on revenue or the district budget.)
- **Mid-Year Triggers for Failed Tax Increases:** \$2.6 million reduction to Revenue Limit funding assumed to be on-going

STUDENT ACHIEVEMENT IMPACT:

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

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| Motion: | | Second: | | Vote: | | Agenda Item E.2.1. |
|---------|--|---------|--|-------|--|--------------------|

Discussion and/or Action Item E.2.2.
 Prepared by Karl Christensen
 January 17, 2012

Authorization to Pay Remaining Long-Term Debt for
 STRS 2-Year Service Credit Retirement
 Incentives

BACKGROUND:

At the August 16, 2011 Board meeting, Administration presented a proposal to payoff the long-term debt associated with STRS 2-Year Service Credit retirement incentives in two phases in order to reduce the on-going structural deficit in the General Fund. The Board approved implementing Phase 1 of the early payoff plan in September which incorporated payoff of the incentives with the highest annual interest rate. This produced the following budgetary results:

| <u>Original Amt Budgeted for Pmt</u> | <u>Additional Payment for Full Payoff</u> | <u>Total Interest Avoided</u> | <u>Annual Budget Savings</u> |
|--------------------------------------|---|-------------------------------|------------------------------|
| \$275,431 | \$845,455 | \$385,947 | \$275,431 |

Implementation of Phase 2 of the early payoff plan was contingent upon an updated analysis of the budget and cash flow in January upon release of information from the State regarding mid-year trigger cuts. Full implementation of the trigger cuts would have resulted in an approximate \$1.8 million reduction in State revenue for the District. On December 13, 2011, the Governor released the results of the Department of Finance’s analysis of State revenue. Based on this news, the reduction to school district revenue for 2011-12 will be \$328 million which equates to approximately \$260,000 for Santee.

Administration has analyzed cash flow in light of the most recent developments assuming payoff of Phase 2 STRS incentive debt and determined that the District can meet its financial obligations with some external borrowing from the County Treasury to meet short-term cash needs in May and June. The amount of external borrowing needed, if any, would be well within the allowable range. Payoff of this remaining debt for retirement incentives will produce the following budgetary results:

| <u>Original Amt Budgeted for Pmt</u> | <u>Additional Payment for Full Payoff</u> | <u>Total Interest Avoided</u> | <u>Annual Budget Savings</u> |
|--------------------------------------|---|-------------------------------|------------------------------|
| \$328,390 | \$855,380 | \$153,943 | \$328,390 |

RECOMMENDATION:

It is recommended that the Board of Education authorize payoff of remaining long-term debt associated with STRS 2-Year Service Credit retirement incentives.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The fiscal impact is an \$855,380 addition to expenditures and cash outflow, and a \$328,390 subsequent year budget savings.

STUDENT ACHIEVEMENT IMPACT:

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

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| Motion: | | Second: | | Vote: | | Agenda Item E.2.2. |
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Discussion and/or Action Item E.2.3. Update on 2012 Solar Projects
Prepared by Karl Christensen
January 17, 2012

BACKGROUND:

At the January 3, 2012 meeting, the Board of Education approved moving forward with installation of small photovoltaic (solar) systems at 6 school sites with the possibility of adding Sycamore Canyon and Pepper Drive depending on the outcome of financial analysis.

Tonight, administration will present financial information and schematic site layouts for Sycamore Canyon and Pepper Drive for the Board to discuss the possibility of adding these sites to the list of Solar Projects for 2012. If feasible, this would mean every school would have an implementation of solar and all schools except Cajon Park would have new shade structures.

RECOMMENDATION:

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

This recommendation supports the following District goal:

- Pursue actively the funding and resources to fulfill our mission and maintain fiscal solvency.
- Provide facilities that optimize the learning environment for all students.

FISCAL IMPACT:

Financial information will be presented and discussed at the meeting.

STUDENT ACHIEVEMENT IMPACT:

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

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| Motion: | | Second: | | Vote: | | Agenda Item E.2.3. |
|---------|--|---------|--|-------|--|--------------------|

BACKGROUND:

On September 16, 2011, the San Diego County Taxpayers Association (“SDCTA”) sent a letter to the Board of Education President outlining School Construction and Professional Services Best Practices Recommendations. The letter urges school districts to adopt the Best Practices as policy and indicates that SDCTA will include adoption as part of their School Bond Support Criteria.

Staff has reviewed the recommendations and compared them with current policies and practices, a summary of which is included in the attached table. Administration believes the District substantially complies with the recommendations. However, areas where Board policies or district procedures differ or are silent on the issue are noted.

Administration suggests the Board discuss the recommendations and provide direction on next steps, if any.

RECOMMENDATION:

This is an information only item. Action, if any, is 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.
- Provide facilities that optimize the learning environment for all students.

FISCAL IMPACT:

None.

STUDENT ACHIEVEMENT IMPACT:

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

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| Motion: | | Second: | | Vote: | | Agenda Item E.2.4. |
|---------|--|---------|--|-------|--|--------------------|



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September 16, 2011

The Honorable Barbara Ryan
Board Chair
Santee Elementary School District
9625 Cuyamaca St.
Santee, CA 92071-2674

Re: SDCTA School Construction & Professional Services Procurement Best Practices

Dear Chair Ryan:

The San Diego County Taxpayers Association (SDCTA) has historically been at the forefront of school bond related policy. The Association's efforts have included publishing studies and policy documents which have provided a blueprint for successful execution of school bond programs. These documents include: independent citizens oversight committee best practices; detailed bond support criteria; and a study, published in 2007, which comprehensively reviewed active school bond programs in San Diego County.

In April 2011, the San Diego Taxpayers Educational Foundation published a study ("School Facilities Bond Programs in San Diego County") reviewing the performance of school facilities bond programs throughout San Diego County. This report analyzed the procurement policies and practices of all school districts in San Diego County with active school bond programs and determined that several steps could be taken by school districts to improve the transparency and objectivity of their procurement processes. The report can be accessed at www.sdcta.org.

Following the release of the report, SDCTA adopted the "School Construction & Professional Services Procurement Best Practices" which address the findings of the report. These best practices will help enhance transparency, accountability and efficiency. The topics addressed under these best practices include district policies related to competitive bidding, solicitation of bids and transparency of the procurement process.

We urge the Governing Board to review and adopt the Best Practices as policy. Moving forward, SDCTA will include adoption of these best practices as part of our School Bond Support Criteria. If you have any questions about this document, please feel free to contact me at (619) 234-6423 or lanil@sdcta.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Lani Lutar", is written over a horizontal line.

Lani Lutar
President & CEO

cc: Superintendent
Honorable Board of Education members

Attachment (1)



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School Construction and Professional Services Procurement Best Practices *(Adopted July 15, 2011)*

In April 2011, the San Diego Taxpayers Educational Foundation published a study (“School Facilities Bond Programs in San Diego County”) reviewing the performance of school facilities bond programs throughout San Diego County. This report analyzed the procurement policies and practices of all school districts in San Diego County with active school bond programs and determined that several steps could be taken by school districts to improve the transparency and objectivity of their procurement processes. This best practices document was developed in response to the findings of this report, which can be accessed at www.sdcta.org.

District Policies

Competitive Bidding

Board policies should explicitly define all district guidelines, regulations, and procedures related to procurement of contracts through competitive bidding. Any common practices or unspoken rules should also be included in written Board Policies. Clearly defined procurement policies increase a school district's transparency and provide a standard to which the public and potential contractors may hold the district accountable. Provisions that should be defined in Board Policies include:

- The conditions a contract must meet in order for competitive bidding to be required;
- How, when, and to whom contracting opportunities will be advertised;
- Procedures and relevant deadlines for acceptance and opening of bids;
- A description of prequalification procedures and the conditions under which contractor prequalification will or may be required;
- Under what conditions the district will award the contract to the lowest bidder and under what conditions non-price factors will be considered;
- A notice that all proposal submittals are public record;
- Procedures for post-award activities such as debriefing, bid protests, publishing of bid results.

Professional Services

Government Code §4525 et seq. governs the procurement of professional services (private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms). Under its provisions, school district are afforded the freedom to develop individual procurement procedures for professional services provided that they “assure that these services are engaged on the basis of demonstrated competence and qualifications for the types of services to be performed and at fair and reasonable prices” and “prohibit practices which might result in unlawful activity including, but not limited to, rebates, kickbacks, or other unlawful consideration, and shall specifically prohibit government agency employees from participating in the

selection process when those employees have a relationship with a person or business entity seeking a contract.” School districts should ensure that these requirements are always met by clearly defining professional services procurement procedures in formal Board Policies.

Rejection of All Bids

School districts should avoid issuing a request for proposal/qualifications if it is not the ultimate intention of the district to award a contract. Should the district wish to reject all bids received, the district should notify all bidders of its specific rationale. Such a policy will provide several benefits including increased district transparency, reduced likelihood of future litigation, and a potential incentive for increased participation by contractors in future competitive bidding.

Lease-leaseback

Procurement of LLB services is more susceptible to questionable practices than procurement of other construction or professional services as no legal requirements currently exist for advertisement of potential contracting opportunities or evaluation of potential contractors via a standardized process. For this reason, we recommend that school districts institute several provisions to ensure fair and open procurement of lease-leaseback services:

- Districts should not look to LLB as a perfect project delivery method which produces optimal results in all circumstances. Rather districts should develop Board Policies for evaluating projects on a case-by-case basis;
- Districts should establish Board Policies regarding procedures for procurement and execution of LLB agreements;
- Districts should fully evaluate the knowledge and experience of current staff to ensure that proper capacity exists to effectively carryout a LLB agreement;
- LLB agreements should be procured through a best value competitive process
- Potential contractors should be evaluated using predetermined and publicly-available criteria;
- Potential contractors should be evaluated by a selection panel consisting of both district staff and outside parties knowledgeable in public works contracting and/or construction.

Solicitation Procedures/Documents

Pre-Solicitation Preparation

Prior to solicitation of any private construction or professional services for a school facilities project a school district should fully develop its intended scope of work, determine which project delivery method it will use and decide how the project will be managed. All of these factors are important for a district to consider in order to select an appropriate firm(s) to meet the district's needs. In addition, by establishing these parameters in the early stages of procurement, a district can avoid issues that may result in the delay of a project, such as the need to alter or terminate contracts and contracting for additional services after the project has already begun. Factors to be considered by a school district prior to procurement should include:

- District staff capabilities;
- Time considerations;
- Project complexity;
- Degree of district control and oversight desired;
- Type of contractors the district wants to attract;
- Budget;

- Predominant trade practices in region;
- Appropriate community and business participation;
- Level of acceptable district legal and financial risk.

Document Language

Solicitation documents should be clearly written with all necessary terms outlined definitively. Clear and understandable solicitation documents provide the potential benefits of increased contractor participation, reduced confusion among potential contractors, more uniform and comparable proposal submittals and reduced likelihood of future litigation or challenges to district award determinations. Items that should be included in all solicitation documents are:

- Scope of work : The size, type, and desired design characteristics of the buildings and site, performance specifications covering the quality of materials, equipment, and workmanship, preliminary plans or building layouts, and any other information deemed necessary to describe adequately the school district's needs;
- Specific submittal requirements: Format and content requirements for proposal submittals;
- Information about all critical dates and deadlines;
- Description of how bidders will be evaluated and how the final contract award determination will be made;
- Description of any district contracting preferences or requirements, such as prevailing wage requirements, preference for small, local, or minority owned businesses, and bonding requirements.

Prequalification

Public Contract Code §20111.5 gives school districts the authority to conduct prequalification of contractors. Any school district which elects to conduct prequalification must "adopt and apply a uniform system of rating bidders on the basis of the completed questionnaires and financial statements, in order to determine the size of the contracts upon which each bidder shall be deemed qualified to bid." Prequalification ensures school districts adequate time to evaluate the responsibility of contractors for various projects and provides contractors with additional time to provide rebuttals in the event of a district determination of non-responsibility. In 1992, the San Diego County Office of Education, (SDCOE) in cooperation with the Associated General Contractors and a collection of local school districts developed a standardized prequalification package to be used by school districts in San Diego County. We recommend school districts implement the following suggestions made by the SDCOE prequalification package:

- Prequalification evaluation should be carried about by a review panel. Panel members should be knowledgeable in public construction and may be drawn from district staff, private program management staff, SDCOE facilities planning staff, and other district representatives;
- The district's legal counsel should be informed of the district's desire to prequalify contractors and offered an opportunity to comment on the process and review documents to be used;
- All elements of a prequalification questionnaire that require factual verification should be reviewed and verified by district staff prior to consideration by the review panel.

Evaluation Criteria

All competitively bid contracts should be evaluated based on predetermined and publicly available evaluation criteria. Evaluation criteria should be identified and described in all solicitation documents. For contracts let according to traditional competitive bidding (Public Contract Code §20111), solicitation documents should clearly state that the contract will be awarded to the lowest

responsive bid made by a responsible bidder and include a description of the district's process in establishing the responsiveness and responsibility of a bid. For contracts let through best value competitive bidding, which considers non-price factors, school districts should identify and describe all significant factors and sub-factors which will be considered in evaluating proposals, including specifically identifying how much relative significance will be given to price and non-price factors.

Standardizing Scoring System

For any evaluation of potential contractors according to non-price criteria a standardized scoring system should be used in conjunction with predetermined evaluation criteria. A standardized scoring system will eliminate the potential for subjective or bias interpretation of evaluation criteria by various district staff or officials throughout the procurement process. The scoring system should identify how each evaluation criteria will be measured and the relative significance or weight that will be assigned to each criterion. A description of the scoring system should be made publicly available and included in all solicitation documents.

Selection Panel

A committee or panel comprised of district staff and a member(s) of another school district or other outside expert(s) in public works contracting should be used in all circumstances in which a potential contractor is evaluated according to non-price criteria, including best value procurement, contractor prequalification, and professional services procurement. Use of a selection committee introduces an objective outside opinion into the selection process and assures that contractors will be evaluated fairly.

Accountability/Transparency

Notice of Intent to Award

After a district has made a final contract award determination but prior to the actual awarding of the contract, the district should send a notice of intent to award to all bidders informing them which contractor(s) the district has selected. This notice serves as an indication to unsuccessful bidders that they may apply for post-award debriefing and/or file a bid protest with the district.

Bid Protest/Contract Award Appeals Procedure

Any unsuccessful bidder should be given the opportunity to challenge a district's contract award if he/she believes that the award is inconsistent with Board Policies, the bid's specifications, or local, state, or federal law. The opportunity to challenge a district's award should not be limited to contracts awarded through traditional competitive bidding, but also applicable to professional services contracts, design-build contracts, and lease-leaseback contracts. However, for contracts awarded based on non-price evaluation criteria such as professional services contracts, design-build contracts, and lease-leaseback contracts, unsuccessful bidders should not be allowed to appeal specific district interpretation or application of evaluation criteria but should be limited to a challenge based on non-compliance with Board Policies and local, state, or federal laws. If award challenges are reviewed by district staff, a procedure should be established which allows a contractor to appeal the determination of a staff member to the Board. Districts should establish a deadline for receipt of bid protests. However they should also develop a provision allowing for the extension of the deadline if an outstanding public record request has been submitted to the district by the protesting bidder. Bid protest procedures should be described in both written Board Policies and all solicitation documents.

Post-Award Debriefing

Following the award of all competitively bid contracts, school districts should offer post-award debriefing for all unsuccessful bidders. A post-award debriefing session should provide a:

- Description of the district's evaluation of the bidder's proposal and outlining of significant weaknesses;
- Review of bidder's scoring according to district rationale (if applicable);
- Rationale for the district's decision to award the contract;
- Responses to questions regarding district's adherence to district policies and state regulations;
- Response to questions regarding district's policies and state regulations in general.

Post-award debriefing procedures and notice of the right of all unsuccessful bidders to a post-award debriefing session should be included in written Board Policies as well as all solicitation documents. School districts should refer to Federal Acquisitions Regulation §15.506 as a model for developing formal Board Policies (Attachment 1).

Published Bid Results

Following the award of all competitively bid contracts, schools districts should publish bid results on a website available to the general public, such as the district's website. Bid results should include the names and basic information of all bidders, amount of bids, and original solicitation documents. Bid results may include additional information if it is available or applies to the contract in question, such as proposed contract documents, original district cost estimates, and bid walk attendee information.

Published Donor List

School districts should annually publish on their website a list of all parties who have donated to: (1) the district directly, (2) district elected officials, (3) related educational foundations, and/or (4) any recent bond campaign. The donor list should include the name of the contributor and the dollar amount of the donation.

Conflict of Interest

School district staff and officials should excuse themselves from participation in a particular procurement process and/or decision to award a contract if he/she: (1) knows or has reason to know he/she has a financial interest and/or (2) has a relationship with the person or business entity seeking a contract which would reasonably influence his/her decision. Districts should refer to Government Code §87100 et seq. to determine if a financial interest exists (Attachment 2).

Attachment 1

Federal Acquisition Regulation 15.506

(a) (1) An offeror, upon its written request received by the agency within 3 days after the date on which that offeror has received notification of contract award in accordance with 15.503(b), shall be debriefed and furnished the basis for the selection decision and contract award.

(2) To the maximum extent practicable, the debriefing should occur within 5 days after receipt of the written request. Offerors that requested a post award debriefing in lieu of a pre-award debriefing, or whose debriefing was delayed for compelling reasons beyond contract award, also should be debriefed within this time period.

(3) An offeror that was notified of exclusion from the competition (see 15.505(a)), but failed to submit a timely request, is not entitled to a debriefing.

(4)(i) Untimely debriefing requests may be accommodated.

(ii) Government accommodation of a request for delayed debriefing pursuant to 15.505(a)(2), or any untimely debriefing request, does not automatically extend the deadlines for filing protests. Debriefings delayed pursuant to 15.505(a)(2) could affect the timeliness of any protest filed subsequent to the debriefing.

(b) Debriefings of successful and unsuccessful offerors may be done orally, in writing, or by any other method acceptable to the contracting officer.

(c) The contracting officer should normally chair any debriefing session held. Individuals who conducted the evaluations shall provide support.

(d) At a minimum, the debriefing information shall include—

- (1) The Government's evaluation of the significant weaknesses or deficiencies in the offeror's proposal, if applicable;
- (2) The overall evaluated cost or price (including unit prices) and technical rating, if applicable, of the successful offeror and the debriefed offeror, and past performance information on the debriefed offeror;
- (3) The overall ranking of all offerors, when any ranking was developed by the agency during the source selection;
- (4) A summary of the rationale for award;
- (5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror; and
- (6) Reasonable responses to relevant questions about whether source selection procedures contained in the solicitation, applicable regulations, and other applicable authorities were followed.

(e) The debriefing shall not include point-by-point comparisons of the debriefed offeror's proposal with those of other offerors. Moreover, the debriefing shall not reveal any information

prohibited from disclosure by 24.202 or exempt from release under the Freedom of Information Act (5 U.S.C 552) including—

- (1) Trade secrets;
- (2) Privileged or confidential manufacturing processes and techniques;
- (3) Commercial and financial information that is privileged or confidential, including cost breakdowns, profit, indirect cost rates, and similar information; and
- (4) The names of individuals providing reference information about an offeror's past performance.

Attachment 2

87100. No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest.

87100.1. (a) A registered professional engineer or licensed land surveyor who renders professional services as a consultant to a state or local government, either directly or through a firm in which he or she is employed or is a principal, does not have a financial interest in a governmental decision pursuant to Section 87100 where the consultant renders professional engineering or land surveying services independently of the control and direction of the public agency and does not exercise public agency decision making authority as a contract city or county engineer or surveyor.

(b) For purposes of this section, the consultant renders professional engineering or land surveying services independently of the control and direction of the public agency when the consultant is in responsible charge of the work pursuant to Section 6703 or 8703 of the Business and Professions Code.

(c) Subdivision (a) does not apply to that portion of the work that constitutes the recommendation of the actual formula to spread the costs of an assessment district's improvements if both of the following apply:

- (1) The engineer has received income of two hundred fifty dollars (\$250) or more for professional services in connection with any parcel included in the benefit assessment district within 12 months prior to the creation of the district.
- (2) The district includes other parcels in addition to those parcels for which the engineer received the income. The recommendation of the actual formula does not include preliminary site studies, preliminary engineering, plans, specifications, estimates, compliance with environmental laws and regulations, or the collection of data and information, utilized in applying the formula.

87101. Section 87100 does not prevent any public official from making or participating in the making of a governmental decision to the extent his participation is legally required for the action or decision to be made. The fact that an official's vote is needed to break a tie does not make his participation legally required for purposes of this section.

87102. The requirements of Section 87100 are in addition to the requirements of Articles 2 (commencing with Section 87200) and 3 (commencing with Section 87300) and any Conflict of Interest Code adopted there under. Except as provided in Section 87102.5, the remedies provided in Chapters 3 (commencing with Section 83100) and 11 (commencing with Section 91000) shall not be applicable to elected state officers for violations or threatened violations of this article.

87102.5. (a) The remedies provided in Chapter 3 (commencing with Section 83100) shall apply to any Member of the Legislature who makes, participates in making, or in any way attempts to use his or her official position to influence any of the following governmental decisions in which he or she knows or has reason to know that he or she has a financial interest:

- (1) Any state governmental decision, other than any action or decision before the Legislature, made in the course of his or her duties as a member.
- (2) Approval, modification, or cancellation of any contract to which either house or a committee of the Legislature is a party.
- (3) Introduction as a lead author of any legislation that the member knows or has reason to know is non-general legislation.
- (4) Any vote in a legislative committee or subcommittee on what the member knows or has reason to know is non-general legislation.
- (5) Any roll call vote on the Senate or Assembly floor on an item which the member knows is non-general legislation.
- (6) Any action or decision before the Legislature in which all of the following occur:
 - (A) The member has received any salary, wages, commissions, or similar earned income within the preceding 12 months from a lobbyist employer.
 - (B) The member knows or has reason to know the action or decision will have a direct and significant

financial impact on the lobbyist employer.

(C) The action or decision will not have an impact on the public generally or a significant segment of the public in a similar manner.

(7) Any action or decision before the Legislature on legislation that the member knows or has reason to know will have a direct and significant financial impact on any person, distinguishable from its impact on the public generally or a significant segment of the public, from whom the member has received any compensation within the preceding 12 months for the purpose of appearing, agreeing to appear, or taking any other action on behalf of that person, before any local board or agency.

(b) For purposes of this section, all of the following apply:

(1) "Any action or decision before the Legislature" means any vote in a committee or subcommittee, or any roll call vote on the floor of the Senate or Assembly.

(2) "Financial interest" means an interest as defined in Section 87103.

(3) "Legislation" means a bill, resolution, or constitutional amendment.

(4) "Non-general legislation" means legislation that is described in Section 87102.6 and is not of a general nature pursuant to Section 16 of Article IV of the Constitution.

(5) A Member of the Legislature has reason to know that an action or decision will have a direct and significant financial impact on a person with respect to which disqualification may be required pursuant to subdivision (a) if either of the following apply:

(A) With the knowledge of the member, the person has attempted to influence the vote of the member with respect to the action or decision.

(B) Facts have been brought to the member's personal attention indicating that the action or decision will have a direct and significant impact on the person.

(6) The prohibitions specified in subdivision (a) do not apply to a vote on the Budget Bill as a whole, or to a vote on a consent calendar, a motion for reconsideration, a waiver of any legislative rule, or any purely procedural matter.

(7) A Member of the Legislature has reason to know that legislation is non-general legislation if facts have been brought to his or her personal attention indicating that it is non-general legislation.

(8) Written advice given to a Member of the Legislature regarding his or her duties under this section by the Legislative Counsel shall have the same effect as advice given by the commission pursuant to subdivision (b) of Section 83114 if both of the following apply:

(A) The member has made the same written request based on the same material facts to the commission for advice pursuant to Section 83114 as to his or her duties under this section, as the written request and facts presented to the Legislative Counsel.

(B) The commission has not provided written advice pursuant to the member's request prior to the time the member acts in good faith reliance on the advice of the Legislative Counsel.

87102.6. (a) "Non-general legislation" means legislation as to which both of the following apply:

(1) It is reasonably foreseeable that the legislation will have direct and significant financial impact on one or more identifiable persons, or one or more identifiable pieces of real property.

(2) It is not reasonably foreseeable that the legislation will have a similar impact on the public generally or on a significant segment of the public.

(b) For purposes of this section and Section 87102.5, all of the following apply:

(1) "Legislation" means a bill, resolution, or constitutional amendment.

(2) "Public generally" includes an industry, trade, or profession.

(3) Any recognized subgroup or specialty of the industry, trade, or profession constitutes a significant segment of the public.

(4) A legislative district, county, city, or special district constitutes a significant segment of the public.

(5) More than a small number of persons or pieces of real property is a significant segment of the public.

(6) Legislation, administrative action, or other governmental action impacts in a similar manner all members of the public, or all members of a significant segment of the public, on which it has a direct financial effect, whether or not the financial effect on individual members of the public or the significant segment of the public is the same as the impact on the other members of the public or the significant segment of the public.

(7) The Budget Bill as a whole is not non-general legislation.

(8) Legislation that contains at least one provision that constitutes non-general legislation is non-general legislation, even if the legislation also contains other provisions that are general and do not constitute non-

general legislation.

87102.8. (a) No elected state officer, as defined in subdivision (f) of Section 14 of Article V of the California Constitution, shall make or participate in the making of, or use his or her official position to influence, any governmental decision before the agency in which the elected state officer serves, where he or she knows or has reason to know that he or she has a financial interest.

(b) An elected state officer knows or has reason to know that he or she has a financial interest in any action by, or a decision before the agency in which he or she serves where either of the following occur:

(1) The action or decision will have a direct and significant financial impact on a lobbyist employer from which the officer has received any salary, wages, commissions, or similar earned income within the preceding 12 months and the action or decision will not have an impact on the public generally or a significant segment of the public in a similar manner.

(2) The action or decision will have a direct and significant financial impact on any person, distinguishable from its impact on the public generally or a significant segment of the public, from whom the officer has received any compensation within the preceding 12 months for the purpose of appearing, agreeing to appear, or taking any other action on behalf of that person, before any local board or agency.

(c) The definitions of "public generally" and "significant segment of the public" contained in Section 87102.6 shall apply to this section.

(d) Notwithstanding Section 87102, the remedies provided in Chapter 3 (commencing with Section 83100) shall apply to violations of this section.

87103. A public official has a financial interest in a decision within the meaning of Section 87100 if it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on the official, a member of his or her immediate family, or on any of the following:

(a) Any business entity in which the public official has a direct or indirect investment worth two thousand dollars (\$2,000) or more.

(b) Any real property in which the public official has a direct or indirect interest worth two thousand dollars (\$2,000) or more.

(c) Any source of income, except gifts or loans by a commercial lending institution made in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided or promised to, received by, the public official within 12 months prior to the time when the decision is made.

(d) Any business entity in which the public official is a director, officer, partner, trustee, employee, or holds any position of management.

(e) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating two hundred fifty dollars (\$250) or more in value provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made. The amount of the value of gifts specified by this subdivision shall be adjusted biennially by the commission to equal the same amount determined by the commission pursuant to subdivision (f) of Section 89503. For purposes of this section, indirect investment or interest means any investment or interest owned by the spouse or dependent child of a public official, by an agent on behalf of a public official, or by a business entity or trust in which the official, the official's agents, spouse, and dependent children own directly, indirectly, or beneficially a 10-percent interest or greater.

87103.5. (a) Notwithstanding subdivision (c) of Section 87103, a retail customer of a business entity engaged in retail sales of goods or services to the public generally is not a source of income to an official who owns a 10-percent or greater interest in the entity if the retail customers of the business entity constitute a significant segment of the public generally, and the amount of income received by the business entity from the customer is not distinguishable from the amount of income received from its other retail customers.

(b) Notwithstanding subdivision (c) of Section 87103, in a jurisdiction with a population of 10,000 or less which is located in a county with 350 or fewer retail businesses, a retail customer of a business entity engaged in retail sales of goods or services to the public generally is not a source of income to an official of that jurisdiction who owns a 10-percent or greater interest in the entity, if the retail customers of the business entity constitute a significant segment of the public generally, and the amount of income received by the business entity from the customer does not exceed one percent of the gross sales revenues that the business entity earned during the 12 months prior to the time the decision is made.

(c) For the purposes of subdivision (b):

(1) Population in a jurisdiction shall be established by the United States Census.

(2) The number of retail businesses in a county shall be established by the previous quarter's Covered Employment and Wages Report (ES-202) of the Labor Market Information Division of the California Employment Development Department.

87103.6. Notwithstanding subdivision (c) of Section 87103, any person who makes a payment to a state agency or local government agency to defray the estimated reasonable costs to process any application, approval, or any other action, including but not limited to, holding public hearings and evaluating or preparing any report or document, shall not by reason of the payments be a source of income to a person who is retained or employed by the agency.

87104. (a) No public official of a state agency shall, for compensation, act as an agent or attorney for, or otherwise represent, any other person by making any formal or informal appearance before, or any oral or written communication to, his or her state agency or any officer or employee thereof, if the appearance or communication is for the purpose of influencing a decision on a contract, grant, loan, license, permit, or other entitlement for use.

(b) For purposes of this section, "public official" includes a member, officer, employee, or consultant of an advisory body to a state agency, whether the advisory body is created by statute or otherwise, except when the public official is representing his or her employing state, local, or federal agency in an appearance before, or communication to, the advisory body.

87105. (a) A public official who holds an office specified in Section 87200 who has a financial interest in a decision within the meaning of Section 87100 shall, upon identifying a conflict of interest or a potential conflict of interest and immediately prior to the consideration of the matter, do all of the following:

(1) Publicly identify the financial interest that gives rise to the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.

(2) Recuse himself or herself from discussing and voting on the matter, or otherwise acting in violation of Section 87100.

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

(4) Notwithstanding paragraph (3), a public official described in subdivision (a) may speak on the issue during the time that the general public speaks on the issue.

(b) This section does not apply to Members of the Legislature.

San Diego County Taxpayers Association Recommendations Analysis

| <u>Category</u> | <u>Focus</u> | <u>Recommendation</u> | <u>Yes/No</u> | <u>District Comments</u> | | |
|--------------------------|----------------------------|---|---|---|--------|--|
| <u>District Policies</u> | <u>Competitive Bidding</u> | Define all district guidelines, regulations, and procedures | Yes | BP and AR 3311 | | |
| | | Include conditions for competitive bidding | Yes | AR 3311 (a) | | |
| | | Specify how, when, and to whom contracting opportunities are advertised | Yes | AR 3311 (b) | | |
| | | Include procedures and relevant deadlines for acceptance and opening of bids | Yes | BP 3311 (a) – Gov. Code 53060, Public Contract Code 20111 | | |
| | | Include description of pre-qualification procedures and conditions | Yes | | | |
| | | Include conditions under which district will award contract to the lowest bidder and under what conditions non-price factors are considered | Yes/No | -Public Contract Code 3400 Price factors still apply with proprietary building systems per -Resolution #0708-24 –Compatibility, Uniformity, and Standardization for the Proprietary Building System Components -Done on case by case basis with Board item Public Records Act | | |
| | | Include notice that all proposal submittals are public record | Yes | | | |
| | | Include procedures for post-award activities such as debriefing, bid protests, publishing of bid results | Yes/No | Includes bid protest procedures but not for debriefing. Publishing of bid results and bidders' lists are posted on the District's website. | | |
| | | <u>Professional Services</u> | Assure that services are engaged on the basis of demonstrated competence and qualifications for the types of services to be performed at fair and reasonable prices | Assure that services are engaged on the basis of demonstrated competence and qualifications for the types of services to be performed at fair and reasonable prices | Yes | BP3600 (a), BP 7140 and AR 7140 |
| | | | | Prohibit practices that might result in unlawful practices such as rebates and kickbacks | Yes/No | -BP3600 (a), BP 7140 and AR 7140 -Only AR 7140 specifically references this for Architectural and Engineering Services but only for projects receiving state funding. -Refer to ICOC Ethics Policy Statement and Conflicts of Interest Overview. |

San Diego County Taxpayers Association Recommendations Analysis

| <u>Category</u> | <u>Focus</u> | <u>Recommendation</u> | <u>Yes/No</u> | <u>District Comments</u> |
|-----------------|------------------------------|--|---------------|---|
| | | Prohibit employees from participating in the selection process when they have a relationship with a person or business entity seeking a contract | No | -Conflict of interest policies apply but no specific statement in Board policy on bidding and contracting. Is included in AR 7140 for Architectural and Engineering Services but only for projects receiving state funding. -Refer to ICOC Ethics Policy Statement and Conflicts of Interest Overview. |
| | <u>Rejection of All Bids</u> | Avoid issuing RFP/RFQ if not ultimate intention to award a contract | Yes | District Procedures are such that we get Board approval prior to RFP/RFQ or Bids. See Process Flow Chart for Business Services: Contract Process – Construction. AR 3311 (d); Public Contract Code 20111; 20651 AR 3311 (d); Public Contract Code 20111; 20651 |
| | | If reject all bids, notify all bidders of specific rationale | Yes | |
| | <u>Lease/Leaseback</u> | Not considered perfect delivery method, evaluated on case by case basis | Yes | 2008 Annual Performance Review, Section 3, Findings. |
| | | Include procedures for procurement and execution of LLB agreements | Yes | Refer to Board Items as Follows: January 23, 2007, F.2.4. – Update on Selection Process for Modernization Contract Mgmt Svcs. February 6, 2007, F.2.2. – Lease-Leaseback Modernization and New Construction Selection Process. April 17, 2007, E.2.3. – Report on Contractor Selection Process and Authorization to Proceed with Contract Negotiations for Lease-Leaseback Modernization and New Construction Projects. June 19, 2007, F.2.4. – Approval of Preconstruction Services Agreement with Douglas E. Barnhart for Pre-Constructions Services for the Modernization/New Construction at Nine (9) Santee School District Schools. |
| | | Evaluate knowledge and experience of current staff to effectively carryout LLB agreement | Yes | Same as Above |
| | | Procured through best value competitive process | Yes | Same as Above |

San Diego County Taxpayers Association Recommendations Analysis

| <u>Category</u> | <u>Focus</u> | <u>Recommendation</u> | <u>Yes/No</u> | <u>District Comments</u> |
|---|--|---|----------------------|--|
| | | Potential contractors evaluated using predetermined and publicly-available criteria | Yes | Same as Above |
| | | Potential contractors evaluated by selection panel consisting of both district staff and outside parties knowledgeable in public works contracting and construction | Yes | Same as Above |
| <u>Solicitation Procedures & Documents</u> | <u>Pre-Solicitation Preparation</u> | Prior to solicitation, develop intended scope, determine project delivery method, and determine how project will be managed | Yes | Prop R Bond Language 2005 Facilities Review Deferred Maintenance Program 5-year plan 2005 to 2007 Facilities Committee Annual Report |
| | | Consider factors such as district staff capabilities, time considerations, project complexity, degree of district control and oversight desired, types of contractors desired, budget, pre-dominant trade practices in region, appropriate community and business participation, level of acceptable legal and financial risk | Yes | 2007 Performance Auditor Selection/Qualifications 2008 Performance Auditor Review and recommendations Process Flow Chart for Business Services Board Workshop February 2, 2008, Prop R Program Budget Approval |
| | <u>Document Language</u> | Clearly written with all necessary terms outlined | Yes | Use Standardized package developed by SDCOE for General Conditions & Contract Language Boiler Plate |
| | | Include scope of work | Yes | Same as Above |
| | | Include specific submittal requirements | Yes | Same as Above |
| | | Include info on critical dates and deadlines | Yes | Same as Above |
| | | Include description of how bidders will be evaluated and award determination will be made | Yes | Same as Above |
| | | Include description of district contracting preferences or requirements (i.e. prevailing wage, types of businesses, bonding requirements) | Yes | Same as Above |
| | <u>Prequalification</u> | Use standardized prequalification package developed by SDCOE | Yes | Yes, when applicable |
| | | Evaluation carried out by review panel knowledgeable in public construction | Yes | Same as Above |
| | | District's legal counsel informed and offered opportunity to comment on process | Yes | Same as Above |

San Diego County Taxpayers Association Recommendations Analysis

| Category | Focus | Recommendation | Yes/No | District Comments |
|--|--|--|---|---|
| | <u>Evaluation Criteria</u> | <p>Factual elements of prequalification questionnaire reviewed and verified by district staff</p> <p>Based on predetermined and publicly available criteria</p> <p>Criteria identified and described in all solicitation documents</p> <p>Include statement in solicitation documents for traditional competitive bidding that the contract will be awarded to the lowest responsive bid made by a responsible bidder with description of district's process for determining</p> <p>For non-traditional bidding, identify and describe all decision factors and weighting</p> <p>Use of standardized scoring system for non-price criteria with relative significance or weight given to each criterion and description made publicly available and included in solicitation documents</p> <p>Use of committee or panel comprised of district staff and members of another school district or outside expert(s) in public works contracting in all circumstances where evaluation is done according to non-price criteria including best value procurement, contractor prequalification, and professional services procurement</p> <p>Notice sent to all bidders of intent to award to named bidder prior to actual awarding</p> <p>Unsuccessful bidder given opportunity to challenge a district's contract award.</p> <p>Opportunity to challenge available for all types of contracting, not just traditional competitive bidding</p> | <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> | <p>Same as Above</p> <p>Use Standardized package developed by SDCOE for General Conditions & Contract Language Boiler Plate</p> <p>Same as Above</p> <p>Same as Above</p> <p>Yes, when applicable</p> <p>Yes, when applicable</p> <p>Yes, when applicable</p> <p>Publishing of bid results and bidders' lists are posted on the District's website.</p> <p>AR 3311</p> <p>Use Standardized package developed by SDCOE for General Conditions & Contract Language Boiler Plate includes this protest clause.</p> <p>Yes, when applicable</p> |
| <u>Accountability/ Transparency</u> | <p><u>Notice of Intent to Award</u></p> <p><u>Bid Protest/Contract Award Appeals Procedure</u></p> | | <p>Yes</p> <p>Yes</p> | <p>Yes</p> <p>Yes</p> |

San Diego County Taxpayers Association Recommendations Analysis

| <u>Category</u> | <u>Focus</u> | <u>Recommendation</u> | <u>Yes/No</u> | <u>District Comments</u> |
|-----------------|------------------------------|---|---------------|--|
| | | For contracts based on non-price evaluation criteria, appeal should be limited to non-compliance with Board policies or local, state, or federal laws and not district interpretation or application of evaluation criteria | Yes | When applicable |
| | | Allow second appeal to the Board for staff determination of first appeal. | Yes | When applicable |
| | | Include timelines and deadlines for bid protest process | Yes | Use Standardized package developed by SDCOE for General Conditions & Contract Language Boiler Plate includes this criteria |
| | | Bid protest procedures in policies and all solicitation documents | Yes | Same as above |
| | <u>Post-Award Debriefing</u> | Provide post-award debriefing for all unsuccessful bidders to provide district's evaluation and significant weaknesses, review of scoring and rationale, and responses to questions | No | No process in place but information is shared when and if asked |
| | | Include post-award debriefing procedures in written Board policies | No | No process or policy in place but information is shared when and if asked |
| | <u>Published Bid Results</u> | Publish bid results on the district's website to include names and basic information of bidders, amount of bids, and original solicitation documents | Yes | Publishing of bid results and bidders' lists are posted on the District's website. |
| | <u>Published Donor List</u> | Annually publish list of parties who have donated to the district, district elected officials, educational foundations, or recent bond campaigns on district website | Yes/No | Donations to District are accepted by the Board at Board meetings, but all other donations, i.e., district elected officials or recent bond campaigns are not. |

San Diego County Taxpayers Association Recommendations Analysis

| <u>Category</u> | <u>Focus</u> | <u>Recommendation</u> | <u>Yes/No</u> | <u>District Comments</u> |
|-----------------|-----------------------------|---|---------------|---|
| | <u>Conflict of Interest</u> | District staff and officials excuse themselves from participation in a particular procurement process and/or decision to award a contract if he/she knows or has reason to know he/she has financial interest and/or has a relationship with the person or business entity seeking a contract which would reasonably influence his/her decision | Yes/No | Professional Standards Board Policy: BP 4119.21 (a); 4219.21; 4319.21 Ethics Policy, Board Policy, Architect AR, Professional Code of Ethics, Conflicts of Interest -Only AR 7140 specifically references this for Architectural and Engineering Services but only for projects receiving state funding. -Refer to ICOC Ethics Policy Statement and Conflict of Interest |

In August, 2007, the Santee School District Board & the ICOC jointly met and were presented the San Diego County Taxpayers' Association Oversight Committee Best Practices, dated April 2007, and these guidelines were accepted. In addition, at the September 5, 2007, ICOC meeting, the San Diego County Taxpayers' Association Oversight Committee Best Practices were presented again by the San Diego County Taxpayers' Representative.

BACKGROUND:

At the October 4, 2011 meeting, the Board approved moving forward with a change order to enclose the two stairways for the Hill Creek 10 Classroom Addition. At that time, costs for the change were estimated between \$50,000 and \$100,000.

At the December 6, 2011 meeting, the Board approved a revised estimate of \$200,000 and provided authority for the Superintendent to approve change orders up to that amount.

Costs for these changes have been finalized and are as follows:

- Construction Change Order(s): \$141,398
- Architectural & Engineering Change Order(s): \$5,000 (final estimate)
- Total cost for enclosing 2 stairways for Hill Creek addition = \$146,398

RECOMMENDATION:

It is recommended that the Board of Education approve final change order costs for enclosing the two stairways for the Hill Creek 10 Classroom Addition at \$146,398.

This recommendation supports the following District goal:

- Pursue actively the funding and resources to fulfill our mission and maintain fiscal solvency.
- Provide facilities that optimize the learning environment for all students.

FISCAL IMPACT:

The fiscal impact of enclosing 2 stairways for Hill Creek School addition is \$146,398 and to be charged to Capital Improvement Program funds. \$141,398 for construction change order(s) will be charged to the Owner's Contingency for the HC Addition Project which was originally established with an amount of \$298,864. The cumulative total of all change orders charged to the owner's contingency in excess of \$298,864, if any, will cause a commensurate increase of the budgeted amount for the Hill Creek 10 Classroom Addition.

STUDENT ACHIEVEMENT IMPACT:

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

| | | | | | | |
|---------|--|---------|--|-------|--|--------------------|
| Motion: | | Second: | | Vote: | | Agenda Item E.3.1. |
|---------|--|---------|--|-------|--|--------------------|

BACKGROUND

From data gathered during the last strategic planning process and from parental feedback during student enrollment, families in Santee School District are interested in foreign language opportunities for their children. For the past five years, a Spanish I class for grade eight students has been offered in Santee School District. Students who pass this course may enter Spanish II at Santana or West Hills High School.

In addition to this language opportunity for grade eight students, administration is interested in developing a Spanish dual immersion program for Santee School District students, beginning in grades K – 1. Language acquisition research indicates that teaching children another language before they have fully developed their primary language is the best acquisition model. Students in dual immersion programs have also received additional educational benefits besides fluency in another language; literacy in the child's primary language has also increased.

In November 2011, a small District team attended a two-day County Office of Education workshop on dual immersion programs. This evening, administration will share highlights of this training and a proposed timeline for implementation in Santee School District.

RECOMMENDATION

Administration recommends the Board of Education approve the proposed timeline for continued research and development of a dual immersion Spanish program for Santee School District.

This recommendation supports the following District goal:

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

FISCAL IMPACT

Continued research and development of a dual immersion program for Santee School District does not incur any District or site costs.

However, if the Board approves an immersion program for the 2012-2013 school year, total estimated expenditures for two immersion classes including personnel, professional development, and curriculum would be \$150,000.

STUDENT ACHIEVEMENT

Students in a dual immersion program, beginning in kindergarten or grade 1, develop full oral and reading and writing proficiency in two languages. This allows students to see their first language in a comparative perspective, in turn helping them analyze and refine their language use. In addition, research shows that not only do students in a dual immersion program perform at or above non-participating peers but they are also able to read and write at grade level in another language.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.4.1.



Dual Immersion Research and Development Timeline

| | |
|-------------------------------------|---|
| <p>January – March 2012</p> | <p>Data Collection and Site Visitations</p> <ul style="list-style-type: none"> • Data collection on current student population (past 5 years) for Native Spanish speaking children in grades K - 1 • School visitations to existing one-way and two-way immersion programs • Day three of dual immersion County workshop • Survey parents regarding interest in a dual immersion program |
| <p>March 2012</p> | <p>Plan Formation</p> <ul style="list-style-type: none"> • Based on student data, site visitations, and parent survey results, determine program type (one-way v. two-way) • Seek Board approval to begin a dual immersion program beginning in Fall 2012 |
| <p>April 2012</p> | <p>Site and Parent Communication</p> <ul style="list-style-type: none"> • DELAC and ELAC committees • ACI • PTA and SSC on sites • Information to schools and preschools • District website advertisement <p>Curriculum</p> <ul style="list-style-type: none"> • Research and adoption of Spanish language materials |
| <p>April – August 2012</p> | <p>Student Registration</p> <ul style="list-style-type: none"> • Mandatory parent meetings with student registration, application completed and commitment to the program discussed <p>Staffing</p> <ul style="list-style-type: none"> • Seek BCLAD and highly qualified teachers • Select staff |

BACKGROUND:

The District is required to administer the California Healthy Kids Survey (CHKS) to fifth and seventh grade students every two years as part of the Tobacco Use Prevention and Education Grant. During June of 2011, the CHKS was administered at all school sites. Survey data is then used to develop and review long-term goals about student attitudes and practices regarding drug and tobacco use, school safety, healthy behaviors, and other student resiliency factors.

In order to gain valid results from the survey, the District sought to administer the survey to every fifth and seventh grade student. Written, parent permission was required and all students who participated had a permission slip signed by a parent/guardian prior to completing the survey. Parents were given an opportunity to review the survey before giving permission for their child to participate. Given parental permission, student participation was still voluntary, and because of this, not all questions had to be answered. If excessive questions were skipped, that survey was invalidated.

In the 2010-11 school year, 51% of fifth grade students (up from 49% in 2009) and 56% of seventh grade students (down from 66% in 2009) responded to the survey. To be considered significant, the survey needs to be completed by 60% or more of the participants. The information in 2011 CHKS Survey is useful in looking at trends and what students are experiencing in this community even if it is not considered significant. Using the data of the Caring School Survey in tandem with this information provides valuable data.

The grade 5 and 7 survey requires particular sections be provided to students. In the grade 7 survey, districts may ask students additional questions through various modules. For the 2008-09 school year, the District administered modules regarding student knowledge of alcohol and other drugs, safety, resilience, and a youth development section. Questions in these sections are considered most valuable for a comprehensive, general assessment of health risks specifically related to alcohol, tobacco, other drug use, school violence, nutrition, and physical activity. The District also administered optional modules C to grade 7 students to gain more information about student substance abuse behaviors, suicide, weapons, and physical health; and Module G including questions regarding parent perception of alcohol and drug use and Internet safety.

RECOMMENDATION:

Administration requests Board approval to continue researching methods to decrease student risk factors in Santee.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

There is no fiscal impact as a result of this item.

STUDENT ACHIEVEMENT:

The 2011 California Healthy Kids Survey was funded by the TUPE and Elementary School Counseling grants to assist schools in preventing youth health-risk behaviors and in promoting positive youth development, resilience, and well-being. The Santee Solutions Coalition paid for the Module G reports. The overall intent of the survey is to help school communities understand the many positive traits of their schools and students and to encourage them to seek ways to help students in need to become more competent.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.5.1.

BOARD POLICIES AND BYLAWS Item F.

Agenda Item F.

Board Policies and Bylaws Item F.1.1. Second Reading: Revisions to Board Policy 4354.1 Early Retirement Health Benefits for Management/Confidential Employees

Prepared By Minnie Malin
January 17, 2012

BACKGROUND:

The current Board Policy 4354.1, Early Retirement Health Benefits for Management/Confidential Employees, does not address the annual District cap of \$7,200 (\$600 per month). Revisions to include the District cap were presented at the January 3, 2012 Board meeting for review and are provided again at tonight's meeting.

RECOMMENDATION:

Administration recommends that the Board of Education approve revisions to Board Policy 4354.1.

FISCAL IMPACT:

To include clarifying language in Board Policy 4354.1 will ensure appropriate health benefit coverage and maintain fiscal accountability.

STUDENT ACHIEVEMENT:

This is a personnel item and will not impact student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.1.

**EARLY RETIREMENT HEALTH BENEFITS FOR
MANAGEMENT/CONFIDENTIAL EMPLOYEES**

Effective July 1, 1999, Management and Confidential employees who meet the qualifications for early retirement shall be eligible and may apply for paid medical and health insurance benefits on the following basis:

1. The certificated/classified employee in the PERS retirement system must have the equivalent of ten 10 years of full service with district, the last five years of which must be consecutive and the employee must have reached or passed the age of 50 years, and be in a paid status the year of retirement.
2. The certificated/classified employee in the STRS retirement system must have the equivalent of ten 10 years of full service with district, the last five years of which must be consecutive and the employee must have reached or passed the age of 55 years, and be in a paid status the year of retirement.
3. The coverage will be limited to health and medical benefits of the plan provided by the district under which the employee was insured during the last year of employment.
4. The district will pay the health and medical premiums for the retiree *up to the annual cap of \$7,200 (\$600 per month)*.
5. The district will continue to provide this coverage until the retiree reaches the age of 65 years, or is eligible for Medi-Care, whichever comes first.
6. Employees retiring may enroll dependents, at the retiree's expense, under the following conditions:
 - a. The dependent must have been enrolled one year prior to the effective date of retirement.
 - b. Rates and other conversion requirements for dependent coverage are at the discretion of the insurance company.
 - c. Spousal coverage may continue until the spouse reaches the age of 65 years, or is eligible for Medi-Care, whichever comes first. All other dependents may be covered at the discretion of the insurance carrier.
7. Pursuant to the insurance carrier regulations, the retiree may purchase dental and/or vision coverage at the district rate until he/she reaches the minimum Medicare-eligible age. Dependent dental and/or vision coverage will be limited to the district plan in place at the time of retirement.

Policy
adopted: November 20, 1979
amended: March 17, 1998
amended: May 16, 2006
reviewed: May 5, 2009
amended:

SANTEE SCHOOL DISTRICT
Santee, California

BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS Item G.

Agenda Item G.

ADJOURNMENT Item I.