



# 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 19, 2010**

**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.*

<b>A.</b>	<b>OPENING PROCEDURES – 7:00 p.m.</b>	<b>Page #</b>
1.	Call to Order and Welcome	5
2.	District Mission	
3.	Pledge of Allegiance	
4.	Approval of Agenda	
Meeting will be adjourned in memory of Frank McCullough		
<b>B.</b>	<b>REPORTS AND PRESENTATIONS</b>	
1.	Superintendent's Report	
1.1.	Developer Fees Collection Report	7
1.2.	Use of Facilities Report	8
1.3.	Enrollment Report	9
1.4.	Claims Against the District	10
1.5.	Schedule of Upcoming Events	11
2.	Presentation of the Board's Initial Proposal to Modify Articles of the Current Collective Bargaining Agreement Between Santee School District and Santee Teachers Association (STA)	12
3.	Presentation of the Board's Initial Proposal to Modify Articles of the Current Collective Bargaining Agreement Between Santee School District and California School Employees Association (CSEA)	14
4.	Spotlight: Trevor Keller Margars-Service Learning	16
5.	Principal Presentations on Instructional Leadership: Hill Creek and Sycamore Canyon Schools	17

BOARD OF EDUCATION · Dan Bartholomew, Dustin Burns, Allen Carlisle, Dianne El-Hajj, Barbara Ryan  
DISTRICT SUPERINTENDENT · Patrick Shaw, Ed.D.

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

<b>C. PUBLIC COMMUNICATION</b>	18
<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 tape recorded.</i>	
<b>D. PUBLIC HEARINGS</b>	
1. Santee Teachers Association's (STA) Initial Proposal to Modify Articles of the Current Collective Bargaining Agreement Between Santee School District and STA.	20
2. Santee School District Board of Education's Initial Proposal to Modify Articles of the Current Collective Bargaining Agreement Between Santee School District and California School Employees Association (CSEA).	21
<b>E. CONSENT ITEMS</b>	
<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>	
<b>Superintendent</b>	
1.1. <b><u>Approval of Minutes</u></b>	23
It is recommended that the Board of Education approve meeting minutes with any necessary modifications.	
1.2. <b><u>Approval of Appointment of Members to Board Committees</u></b>	30
It is recommended that the Board of Education approve the appointment of additional community members to Board Committees as listed.	
<b>Business Services</b>	
2.1. <b><u>Approval/Ratification of Travel Requests</u></b>	31
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. <b><u>Approval/Ratification of Expenditure Warrants</u></b>	34
It is recommended that the Board of Education approve and ratify the expenditure warrants for the month of November 2009.	
2.3. <b><u>Approval/Ratification of Purchase Orders</u></b>	36
It is recommended that the Board of Education approve and ratify purchase orders #090753 through #090915 as presented in the item.	
2.4. <b><u>Approval/Ratification of Revolving Cash Report</u></b>	44
It is recommended that the Board of Education approve/ratify revolving cash checks as listed in the item.	
2.5. <b><u>Acceptance of Donations</u></b>	46
It is recommended that the Board of Education accept donations as listed.	

- 2.6. **Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement** 48  
It is recommended that the Board of Education approve the quarterly report for the period ending December 31, 2009, regarding any uniform complaints required by the Williams Settlement and authorize administration to submit the report.
- 2.7. **Santee Farmers' Market Contract Extension** 50  
It is recommended that the Board of Education approve the term extension of the permit agreement for the Santee Farmers' Market.

#### **Educational Services**

- 3.1. **Approval of 2009-10 Consolidated Application, Part II** 54  
It is recommended that the Board of Education approve the 2009-10 Consolidated Application, Part II.
- 3.2. **Approval of School Accountability Report Cards for the 2008-09 School Year** 55  
It is recommended that the Board of Education approve the School Accountability Report Cards for the 2008-09 school year.
- 3.3. **Approval of Progressus Therapy, Inc. Agreement for Occupational Therapy (OT) Services** 57  
It is recommended that the Board of Education approve the Agreement with Progressus Therapy, Inc. for Occupational Therapy services.
- 3.4. **Approval of Student Teaching Agreement for the Cal State Teach Program with California State University, Fullerton** 68  
It is recommended that the Board of Education approve the Student Teaching Agreement with California State University, Fullerton, for the Cal State Teach Program.

#### **Human Resources**

- 4.1. **Personnel, Regular** 73  
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations and dismissals.
- 4.2. **Approval of Revised Job Description for Early Childhood Assistant II** 76  
It is recommended that the Board of Education approve the revisions to the job description for the Early Childhood Assistant II position.
- 4.3. **Approval of Revisions to the Certificated Non-Management Evaluation Procedures for School Psychologists** 80  
It is recommended that the Board of Education approve the revised evaluation procedures for School Psychologists.

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

*Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.*

#### **Superintendent**

- 1.2. **Annual Business Appreciation Breakfast** 109  
It is recommended that the Board of Education discuss the proposed plan for an Annual Business Breakfast and provide Administration with direction.

## **Business Services**

- 2.1 Approval of Monthly Financial Report** 110  
It is recommended that the Board of Education approve the Monthly Financial Report.
- 2.2 Summary and Acceptance of the 2008-09 Audit Report by Vavrinek, Trine, Day & Co., LLP** 113  
It is recommended that the Board of Education accept the audit report as submitted.
- 2.3. Update on Governor's Budget Proposal** 114  
It is recommended that the Board of Education review, discuss, and take action, if necessary, on budget information as presented. Action taken is at the discretion of the Board of Education.

## **Capital Improvements/Modernization**

- 3.1. BAN and CREBs Update** 115  
This is an information only item. Action is at the discretion of the Board of Education.

## **G. BOARD POLICIES AND BYLAWS**

- 1.1. First Reading Revised BP 6171 Title I Programs** 118  
Revised Board Policy 6171, Title I Programs, is presented to the Board for a first reading. No action is requested.

## **H. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS** 129

## **I. CLOSED SESSION** 130

- 1. Public Employee Discipline/Dismissal/Release (Govt. Code § 54957)**
- 2. Conference with Labor Negotiator (Govt. Code § 54956.8)**  
*Purpose: Negotiations*  
*Agency Negotiator: Minnie Malin, Assistant Superintendent, Human Resources*  
*Employee Organizations: Santee Teachers Association*  
*Classified School Employees Association*

## **J. RECONVENE TO PUBLIC SESSION** 130

- K. ADJOURNMENT** 130  
The January 19, 2010 Board of Education meeting will be adjourned in memory of Frank McCullough, a student from PRIDE Academy at Prospect Avenue School.

**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 2, 2010, 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:

\_\_\_ Burns  
\_\_\_ Ryan  
\_\_\_ Carlisle  
\_\_\_ Bartholomew  
\_\_\_ El-Hajj

#### 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 19, 2010 regular meeting

Agenda Item A.

Reports and Presentations Item B.1. Superintendent's Report  
Prepared by Dr. Patrick Shaw  
December 15, 2009

The following items are presented for Board information:

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

Agenda Item B.

**DEVELOPER FEES COLLECTION REPORT**  
**2009-10**  
**CUMULATIVE THROUGH JANUARY 8, 2010**

Residential Rate: \$3.35 per square foot over 500 - effective 4/21/09  
Commercial Rate: \$.29 per square foot - effective 6/16/08  
Self Storage Rate: \$.16 per square foot - effective 6/16/08

COM	RES	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
X		9735 HALBERNS BLVD. (CARLTON HILLS EVANGELICAL LUTHERAN CHURCH)	07/20/09	192	\$0.00	
X		1840 JOE CROSSIN DRIVE	07/24/09	2,938	\$852.02	PD
X		8871 FANITA DRIVE (DEMO'D 1800 SQ. FEET)	08/10/09	1,276	\$0.00	
	X	9564 ABBEYFIELD ROAD	08/31/09	769	\$2,576.15	RS
	X	31 SANTEE, L.P. (MISSION VIEW ESTATES)	09/10/09	17,823	\$59,707.05	CFH
	X	31 SANTEE, L.P. (MISSION VIEW ESTATES)	09/23/09	14,931	\$50,018.85	CFH
	X	31 SANTEE, L.P. (MISSION VIEW ESTATES)	09/23/09	471	\$1,577.85	CFH
	X	STANDARD PACIFIC (RIVERWALK)	10/01/09	99,989	\$262,971.07	RS
X		1518 MAGNOLIA AVE. (ARCO AM/PM-CARWASH)	10/08/09	1,010	\$0.00	PD
	X	10456 2ND STREET	10/20/09	948	\$3,175.80	HC
	X	9215 HOLMBY	10/22/09	1,052	\$3,524.20	SC
	X	1320 WENATCHEE AVE.	11/30/09	1,110	\$3,718.50	PD
	X	9300 NORTHRIDGE PL.	11/30/09	1,222	\$4,093.70	PA
	X	31 SANTEE, L.P. (MISSION VIEW ESTATES)	12/17/09	18,084	\$60,581.40	CFH
<b>TOTAL PAGE 1</b>					<b>\$452,796.59</b>	
<b>TOTAL COLLECTED AS OF JANUARY 8, 2009</b>					<b>\$209,502.11</b>	

\*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 19, 2010**

<b>Group</b>	<b>Location</b>	<b>Date</b>	<b>Days</b>	<b>Time</b>	<b>Attendance</b>	<b>Fees Applied</b>
<b><u>Cajon Park</u></b>						
Girl Scouts (Daisy Troop)	Classroom	12/17/09	Thursday	6:00 pm - 7:00 pm	20	
SNLL	Multipurpose Room	1/5/10 - 2/16/10	Tues & Wed	6:00 pm - 9:00 pm	15	
<b><u>Carlton Hills</u></b>						
Girl Scouts	Multipurpose Room	1/4/10 - 3/15/10	Monday	5:45 pm - 7:15 pm	20	
Christ the King Lutheran Church	Multipurpose Room & Classrooms	1/10/10 - 12/27/10	Sunday	7:00 am - 11:30 am	65 - 90	\$30.25/hr Cust.
Highland Trails/Menas Realty	Classroom	1/25/10	Monday	5:30 pm - 7:00 pm	20	\$65.25 rm rental
Girl Scouts	Classroom	2/22/10	Monday	6:30 pm - 8:00 pm	25	
<b><u>Carlton Oaks</u></b>						
City of Santee, Community Service	Multipurpose Room	1/19/10 - 6/15/10	Tuesday	6:00 pm - 9:00 pm	12 - 20	
<b><u>Hill Creek</u></b>						
Riderwood Meadows	Classroom	1/14/10	Thursday	6:30 pm - 8:30 pm	15	\$65.25 rm rental
City of Santee, Community Service	Classroom	1/21/10 - 6/17/10	Tues & Thurs	3:00 pm - 5:00 pm	10 - 30	
Christ the King Lutheran Church	Multipurpose Room & Classrooms	12/20/09 - 1/3/10	Sunday	7:00 am - 11:30 am	65 - 90	\$30.25/hr Cust.
<b><u>Prospect Avenue</u></b>						
Girl Scouts	Multipurpose Room	1/14/10 - 6/10/10	Thursday	6:00 pm - 8:00 pm		
<b><u>Rio Seco</u></b>						
Girl Scouts	Multipurpose Room	1/15/10 - 6/4/10	Friday	5:30 pm - 6:30 pm	16	
Santee Girls ASA	Classroom	1/21/10	Thursday	5:00 pm - 8:30 pm	40	
PTSA	Multipurpose Room	1/23/10	Saturday	4:00 pm - 8:30 pm		\$30.25/hr Cust.
<b><u>Sycamore Canyon</u></b>						
PTA	Multipurpose Room	12/1/09	Tuesday	6:00 pm - 7:30 pm	60 - 80	
PTA	Multipurpose Room & Classroom	12/14/09 - 12/17/09	Mon - Thurs	6:00 pm - 8:00 pm	100	
Hot Spurs (Soccer Practice)	Soccer Field	1/5/10 - 1/28/10	Tues & Thurs	3:45 pm - dusk	20 - 25	

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



**Santee School District  
ENROLLMENT REPORT  
1/14/2010  
Month 5 Week 2**

SCHOOL	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8									Prior Week		
										01/14/10 Total Reg	01/16/09 Total Reg	# Diff	% Diff	01/14/10 SDC	01/16/09 SDC	# Diff SDC	% Diff SDC	1/14/10 Total All	1/8/10 Total All	Total Diff
Cajon Park	101	106	106	106	108	105	101	129	103	965	943	22	2.3%	37	30	7	23.3%	1002	1007	-5
Carlton Hills	41	35	43	48	35	52	53	89	104	500	521	-21	-4.0%	40	36	4	11.1%	540	539	1
Carlton Oaks	74	75	69	75	96	96	107	100	120	812	809	3	0.4%	46	39	7	17.9%	858	859	-1
Chet F. Harritt	60	87	63	64	64	62	68	64	56	588	645	-57	-8.8%	10	25	-15	-60.0%	598	597	1
Hill Creek	91	86	84	84	81	87	84	62	92	751	812	-61	-7.5%	23	24	-1	-4.2%	774	775	-1
Pepper Drive	82	72	79	73	77	79	85	82	81	710	713	-3	-0.4%	11	14	-3	-21.4%	721	724	-3
Prospect	59	53	54	52	52	61	67	46	52	496	471	25	5.3%	13	15	-2	-13.3%	509	508	1
Rio Seco	107	107	93	94	92	108	93	85	100	879	810	69	8.5%	23	25	-2	-8.0%	902	902	0
Sycamore Canyon	49	51	51	34	46	46	44	0	0	321	305	16	5.2%	28	24	4	16.7%	349	347	2
<b>SUBTOTAL</b>	<b>664</b>	<b>672</b>	<b>642</b>	<b>630</b>	<b>651</b>	<b>696</b>	<b>702</b>	<b>657</b>	<b>708</b>	<b>6022</b>	<b>6029</b>	<b>-7</b>	<b>-0.1%</b>	<b>231</b>	<b>232</b>	<b>-1</b>	<b>-0.4%</b>	<b>6253</b>	<b>6,258</b>	<b>-5</b>
Alternative School	1	3	4	3	4	9	6	3	2	35	46	-11	-23.9%					35	35	0
Success Academy								0	2	2	6	-4	-66.7%					2	2	0
NPS										0	0			5		5		5	5	0
EAK**	84									84	113		0.0%					84		84
<b>SUBTOTAL</b>	<b>85</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>4</b>	<b>121</b>	<b>165</b>	<b>-44</b>	<b>-26.7%</b>					<b>126</b>	<b>42</b>	<b>84</b>
<b>TOTAL</b>	<b>749</b>	<b>675</b>	<b>646</b>	<b>633</b>	<b>655</b>	<b>705</b>	<b>708</b>	<b>660</b>	<b>712</b>	<b>6143</b>	<b>6,194</b>	<b>-51</b>	<b>-0.8%</b>					<b>6379</b>	<b>6,300</b>	<b>79</b>

\*\*4 year olds were included in last year's counts

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	
Cajon Park	3	1005
Chet F Harritt	1	599
Hill Creek	12	786
Prospect	19	528
Sycamore Canyon	13	362

Total Enrollment Including PK & EAK
<b>6476</b>

## CLAIMS AGAINST THE DISTRICT

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

<u>SITE OF OCCURRENCE</u>	<u>DATE OF OCCURRENCE</u>	<u>DESCRIPTION/ACTION</u>
Sycamore Canyon School	12/7/2009	Property Damage

# Schedule of Events

<i>Date</i>	<i>Event</i>
January 26	Special Board Budget Workshop 6:00 p.m.
February 2	Board Meeting 7:00 p.m.
February 8	Lincoln's Birthday Schools and District Offices Closed
February 15	President's Day Schools and District Offices Closed
February 16	Board Meeting 7:00 p.m.
March 2	Board Meeting 7:00 p.m.
March 16	Student Forum 6:00 p.m. Board Meeting 7:00 p.m.
March 24	Business Appreciation Breakfast - Tentative Date 7:45 a.m.
March 29 - April 9	Spring Break Schools Closed
<i>April 6</i>	<i>No Board Meeting-Spring Break</i>
April 12	School Resumes from Spring Break
April 20	Principals' Meeting 6:00 p.m. Board Meeting 7:00 p.m.
May 4	Board Meeting 7:00 p.m.
May 11	Board Meeting 7:00 p.m.

Reports and Presentations Item B.2. Presentation of the Board's Initial Proposal to Modify Articles of the Current Collective Bargaining Agreement Between Santee School District and Santee Teachers Association (STA)

Prepared by Minnie Malin  
January 19, 2010

Tonight, the Board's initial proposal to modify articles of the current collective bargaining agreement between the District and STA is presented. Copies of the attached Board proposal will be posted for the public to read at the Santee Public Library, Santee Chamber of Commerce, Santee City Hall, District Education Center and all school site offices.

Section 3547 of the Government Code requires that the District hold a public hearing in matters of employee organization negotiations proposals. The public hearing on the proposal will be at the February 2, 2010 regular Board meeting.

Agenda Item B.2.

INITIAL PROPOSAL  
FROM THE  
SANTEE SCHOOL DISTRICT  
to the  
SANTEE TEACHERS ASSOCIATION

2010-2011

It is the District's intention to modify articles of the Current Collective Bargaining Agreement Between Santee School District and Santee Teachers Association (STA)

- Article XIII, Hours of Employment
- Article XV, Salary Provisions

The public hearing will be held at the regular Board of Education meeting on February 2, 2010.

Reports and Presentations Item B.3. Presentation of the Board's Initial Proposal to Modify Articles of the Current Collective Bargaining Agreement Between Santee School District and California School Employees Association (CSEA), Chapter 557

Prepared by Minnie Malin  
January 19, 2010

Tonight, the Board's initial proposal to modify articles of the current collective bargaining agreement between the District and CSEA will be presented. Copies of the attached Board proposal will be posted for the public to read at the Santee Public Library, Santee Chamber of Commerce, Santee City Hall, District Education Center and all school site offices.

Section 3547 of the Government Code requires that the District hold a public Hearing in matters of employee organization negotiations proposals. The Public Hearing on the proposal will be at the February 2, 2010 regular Board meeting.

Agenda Item B.3.

INITIAL PROPOSAL  
FROM THE  
SANTEE SCHOOL DISTRICT

to the

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
CHAPTER 557

2010-2011

The Santee School District wishes to open with two (2) articles for Negotiations with California School Employees Association, Chapter 557, for the 2010-11 school year.

Article X - Hours  
Article XVII - Compensation

The public hearing for discussion of these articles will be held at the regular Board of Education meeting on February 2, 2010.

Reports and Presentations B.4. Spotlight: Trevor Keller Margars  
Service Learning

Prepared by Dr. Patrick Shaw  
January 19, 2010

When Trevor Keller Margars heard about participating in the Santee Santa's program, he wanted to help needy families in the community by providing them with food and toys. Trevor asked his parents to take him shopping where he spent his \$236 savings account balance to purchase approximately 30 bags of food. He bought corn, green beans, and other vegetables as well as flour and oil for baking. He even brought in 3 more bags before the food drive was over.

Trevor is a first grade student in Mrs. Wittbrodt's class at Hill Creek School. He likes helping people, which is evidenced by his actions, and said he helped Santee Santas because it "made his heart feel good."

The Santee firefighters heard about Trevor's generosity and came to the school to meet him. They brought a fire engine for Mrs. Wittbrodt's class to see. Trevor even got to sound the horn! Trevor was also spotlighted in the *San Diego Union Tribune*.

The Board members would like to recognize this outstanding young student for his exceptional act of service to his community.

Agenda Item B.4.



Reports and Presentations Item B.5. Principal Presentations on Instructional Leadership: Hill Creek and Sycamore Canyon Schools

Prepared by Dr. Patrick Shaw  
January 19, 2010

**BACKGROUND:**

The Principals are responsible for instructional leadership in support of student achievement goals targeted by the Superintendent and School Board. Over the next few months, each Principal, together with their Vice Principal, will share with the Board recent school achievements, goals for the 2009-10 school year, and programs and instructional approaches to achieve the identified goals.

Tonight, Jerelyn Lindsay, principal of Hill Creek School, and Debra Simpson, principal of Sycamore Canyon School will share with the Board recent school successes, the schools' goals for the 2009-10 school year, and programs and practices that are currently in place to achieve their goals.

Agenda Item B.5.

## 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 tape recorded.

Agenda Item C.

PUBLIC HEARINGS Item D

Public Hearings Item D.1. Santee Teachers Association's (STA) Initial Proposal to Modify Articles of the Current Collective Bargaining Agreement Between Santee School District and STA

Prepared by Minnie Malin  
January 19, 2010

Copies of the STA proposal have been posted for the public to read at the Santee Public Library, Santee Chamber of Commerce, Santee City Hall, District Education Center and all school site offices.

Section 3547 of the Government Code requires that the District hold a public hearing in matters of employee organization negotiation proposals. The public hearing on the STA proposal has been scheduled for tonight.

Agenda Item D.1.

Public Hearings Item D.2. Santee School District Board of Education's Initial Proposal to Modify Articles of the Current Collective Bargaining Agreement Between Santee School District and California School Employees Association (CSEA), Chapter 557

Prepared by Minnie Malin  
January 19, 2010

Copies of the Santee School District Board of Education's proposal have been posted for the public to read at the Santee Public Library, Santee Chamber of Commerce, Santee City Hall, District Education Center and all school site offices.

Section 3547 of the Government Code requires that the District hold a public hearing in matters of employee organization negotiation proposals. The public hearing on the Santee School District Board of Education proposal has been scheduled for tonight.

Agenda Item D.2.

CONSENT ITEMS Item E.

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

Consent Item E.1.1. Approval of Minutes  
Prepared by Dr. Patrick Shaw  
January 19, 2010

**BACKGROUND:**

Presented for Board approval –

- December 15, 2009, regular meeting minutes
- January 12, 2010, special meeting minutes

**RECOMMENDATION:**

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

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

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

December 15, 2009  
**MINUTES**

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

**A. OPENING PROCEDURES**

1. Call to Order and Welcome

President El-Hajj called the meeting to order at 7:00 p.m. and read the District Mission Statement.

Members present:

Dianne ElHajj, President  
Dustin Burns, Vice President  
Barbara Ryan, Clerk  
Allen Carlisle, Member  
Dan Bartholomew, Member

Administration present:

Dr. Patrick Shaw, Superintendent and Secretary to the Board  
Karl Christensen, Assistant Superintendent, Business Services  
Minnie Malin, Assistant Superintendent, Human Resources  
Kristin Baranski, Director, Educational Services  
Linda Vail, Executive Assistant and Recording Secretary

2. President El-Hajj invited Bob Kull, vice principal at PRIDE Academy, to lead the members, staff and audience in the Pledge of Allegiance.

3. Approval of Agenda

It was moved and seconded to approve the agenda.

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

**B. ORGANIZATIONAL MEETING**

**1. Rotation of Board of Education Officers**

Member Bartholomew moved to approve the election of officers according to Board Bylaw 9120 and that Board Bylaw 9120 be revised to reflect the officer rotation for 2010. President El-Hajj passed the gavel to Mr. Burns. Newly elected Board President Burns presented a bouquet of roses and an engraved music box to Mrs. El-Hajj from the Board to thank her for her service as president. Dr. Shaw thanked Mrs. El-Hajj for taking him under her wing as the new Superintendent and making the transition so comfortable. He appreciated her sage advice and presented her with a necklace and bracelet he purchased during his travels abroad.

Mrs. El-Hajj said her year as Board President was challenging but she is pleased to be a part of a group of people who really care about kids.

**Motion: Bartholomew Second: Carlisle Vote: 5-0**

**2. Board Meeting Calendar for 2010**

Member Carlisle moved to approve the continuation of the existing meeting schedule with meetings dates as listed in the item.

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

**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. Presentation of the Santee Teachers Association (STA) Initial Proposal to Modify Articles of the Current Collective Bargaining Agreement Between Santee Teachers Association and Santee School District

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



4. Spotlight on Learning: Principal Presentation-PRIDE Academy at Prospect Avenue School  
Stephanie Southcott, Principal of the PRIDE Academy at Prospect Avenue, reported an in API over the last four years, with a current API of 804. She shared how they plan to continue to grow in student achievement using engagement, technology integration, and connectedness to school, while monitoring the progress of each individual student.

Students will be engaged through project-based learning and use of technology. Through professional development, teachers will provide technology integration with active response systems and wireless computer access. School connectedness will be established with "families", character education, and lunch buddies. Teachers will monitor student learning and meet together building their own community of learning.

**D. PUBLIC COMMUNICATION**

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

**E. PUBLIC HEARINGS**

1. Santee School District Board of Education Initial Proposal to Modify Articles of the Current Collective Bargaining Agreement Between Santee School District and Santee Teachers Association

Minnie Malin read the District's initial proposal to modify articles of the current collective bargaining agreement between Santee School district and the Santee Teachers Association. President Burns opened the public hearing. There were no comments from the public, President Burns closed the hearing.

**F. CONSENT ITEMS**

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

- 1.1. **Approval of Minutes**
- 2.1. **Approval/Ratification of Travel Requests**
- 2.2. **Approval/Ratification of Expenditure Warrants**
- 2.3. **Approval/Ratification of Purchase Orders**
- 2.4. **Approval/Ratification of Revolving Cash Report**
- 2.5. **Acceptance of Donations**
- 2.6. **Authorization to Sell Surplus and/or Dispose of Obsolete Items**
- 3.1 **Chet F. Harritt Ball Field - Inspections and Testing**
- 3.2. **Approval/Ratification of Contract Amendment #13 of the Lease-Leaseback Construction Services Agreement with Barnhart, Inc. for Chet F. Harritt Ball Field**
- 4.1. **Approval of 2009-10 School Site Fundraising Plans**
- 5.1. **Personnel, Regular**
- 5.2. **Approval to Increase Work Hours for Identified Classified Non-Management Position**

It was moved and seconded to approve Consent Items.

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

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

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

- 1.1. **Consolidation of Board Advisory Committees and Board of Education Representatives to District Committees**

Dr. Shaw presented a recommendation to consolidate Board Advisory Committees to increase participation in order to receive greater input from the community on the committee topics. Some committees would serve as subcommittees under the keystone committees of ACI and BAC. Subcommittees would report back to the main committee after meeting 1-2 times per year, or more if needed. Ad hoc committees could also be developed as needed. Dr. Shaw would also like to have a discussion about how the Board would like to receive information back from the committees, as recommendations, considerations, or suggestions.

Member Carlisle asked if the calendar meets only once and said maybe it could be under ACI. Dr. Shaw said he left it as its own committee because it involves collaboration with the associations and other districts.

Member Ryan asked how this design would increase attendance to ACI. Dr. Shaw said if they were part of a subcommittee they would be a member of ACI. The subcommittees would only meet together as needed. Member Ryan is concerned that information would need to be funneled through ACI instead of coming directly to the Board. President Burns would not want someone who wanted to be on a desired subcommittee to be forced to attend ACI

also. Member Bartholomew has some concerns about subcommittees getting lost. Dr. Shaw said he would assure that any recommendations from subcommittees come straight to the Board and not report through ACI. He will work with Mrs. Baranski to have subcommittees meet as breakouts during ACI meeting.

Dr. Shaw asked how the Board would like to have the information presented from the committees to the Board. Member Ryan said committee members should understand they are not decision making bodies but act as an advisory to the Board. Their input is for the Board to consider as part of their decision making process. This needs to be made very clear to those who serve on committees. Dr. Shaw said he wishes to be clear to the membership that information they bring to the Board is for the Board's consideration in making decisions but it is not expected that the Board will take action on their recommendations.

Member Bartholomew would like to see each committee establish a goal and give their findings at the end of the year, presented by administration. Member Ryan said she would not wish to have the findings filtered through administration but would like the information presented from committee members.

Member Bartholomew said the Budget Advisory Committee has a heavy contingent of association members and he is concerned that they will use it as a leverage to make a public platform. Administration may need to seek additional membership for a more balanced committee. Dr. Shaw said administration is working to recruit more representation on the committees and are asking principals to assist.

Board members decided that the 2009 committee assignments would remain for 2010 except where automatic changes would occur because of officer elections.

## **2.1 Approval of Monthly Financial Report**

Karl Christensen presented the monthly financial report. He reported the report was short of the projection because the County said we would receive \$700,000 in CSR that did not come until December and will be reflected in the December report. The revised budget report is the same as presented at the first interim, showing an uncommitted fund balance just over \$2M at the end of 2009-10. It is important to note the multi-year and budget reduction plans contemplate using all of this reserve. Member Ryan moved to approve the Monthly Financial Report.

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

## **3.1. Discussion of Post Occupancy Issues Related to Modernization and Construction**

Karl Christensen presented a list of issues realized upon occupation of classroom following modernization and/or construction for the Board to review and make any changes or additions. Member Burns, after having conversation with staff at some schools, wanted to discuss the use of the small rooms in the two story additions and solicit ideas for making small changes for better functionality. Mr. Christensen said the principals and staff meet monthly and have discussed all of the issues, including the smaller rooms. Christina Becker reported that this is on the list and will be addressed in future construction. No action was taken.

## **3.2. Concept for Solar Installation at Hill Creek School**

Karl Christensen presented administrations recommendation for installation of Solar at Hill Creek School through the CREBs. Hill Creek was selected because it has the highest energy usage, has not received any form of modernization, installation can incorporate the infrastructure for future modernization, and solar structures can replace the existing lunch structures.

Project constraints include integrating the site aesthetics, curb appeal, and debt profile and burden, DSA approval time period, and cost savings including a positive cash flow. We cannot issue GO bonds and would need to issue COPs. The BAN that was issued was for one year will need to be reissued soon. Administration will investigate if we need to issue both, what the debt profile and cash flow will look like. Mr. Christensen said they are looking into a two year BAN reissuance to provide more flexibility. Administration is looking to use the existing team of Barnhart and Trittipio to integrate solar into existing sites. Using preapproved shade structures would expedite the project. Mr. Christensen presented a site plan showing where structures could be placed at Hill Creek. He reported the District has seen a 20% reduction in kw-hour usage at modernized schools. Solar would be installed to initially provide 58% of the usage and after modernization it would produce about 75%. The next steps are to approve the architect services, continue cost benefit analysis, analyze debt constraints, develop the final financial model, and return to the Board with a final proposal.

Mr. Christensen said the CREBs could be issued at \$1. 8M. Member Bartholomew asked who was doing the electrical engineering. Mr. Christensen said Baker Electric has been asked to help and Trittipio has electrical engineers. Member Bartholomew asked if Baker Electric has the resources needed to do this type of analysis. Keith, from Baker Electric,

said they have been doing school modernizations for 20 years and they have a long background in solar. Member Carlisle asked how many commercial applications they currently have in the ground. Keith said they have fifteen, but no completed school sites at this time.

Member Ryan thanked administration for proceeding slowly and looking at the alternatives. Member Carlisle moved to approve:

- 1) The initiation of a conceptual plan contingent upon successful CREBs financing with a positive net present value cash flow model over a 25-year period.
- 2) A conceptual plan for design and construction to include use of the current modernization design and execution team.
- 3) The initial design work to commence with Trittipio Architects at a cost not to exceed \$40,000. If the project is not deemed to be financially viable and CREBs are not issued, the District would owe Trittipio for work completed up to the date of termination.
- 4) The use of structures for support of photovoltaic systems that are pre-approved through DSA.

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

Member Burns said administration might want to begin thinking of a plan to communicate with neighbors prior to the installation of solar. Member Carlisle said the any work that was done previously belongs to the District and encouraged administration to get it possible as it may be useful.

#### **4.1. Special Day Class Reorganization for 2010-11**

Although the Board received a request to speak card, the requestor decided not to address the Board at this time.

Kristin Baranski reported studying the special education program in the District as a result of the Special Education FCMAT study and looked at a number of potential growth areas. A Special Education Board Advisory Committee was formed to give parents and the community a voice. One concern continually voiced was that Special Day students had to frequently move schools. Based on the current study, administration requested the Board approve the continuation of studying a reorganization of the special education classes.

Member El-Hajj said this is a challenging time and the Board needs to look at how they are doing things. She would like to investigate a program that provides more stability and a better learning environment for students. Member Carlisle believes it is always good to look at efficiencies. He has heard from community members concerns that their child may be placed in a classroom with students with completely different learning challenges. Right now their children are placed with students of similar learning disabilities. Administration needs to make sure to reiterate that any changes are not about saving transportation costs but creating efficiencies and appropriate learning environments for kids.

Dr. Shaw said we may not save dollars and we need to see if there will be any additional costs. Member Ryan said the Board is not taking action, only providing direction to continue the discussion and investigation of a plan to improve education for kids. Member Bartholomew said it is an injustice if the Board is not looking for ways to improve students' educational experiences.

The Board directed administration to move forward with continued study of regionalization for special day classes being sure to include all stakeholders in the investigation process.

### **H. BOARD POLICIES AND BYLAWS**

#### **1. Second Reading: New Board Policy 3515.3, Electronic Surveillance**

New Board Policy 3515.3 Electronic Surveillance was submitted to the Board for a second reading with revisions eliminating references to discipline. President Burns requested the Board to discuss this in closed session in regards to negotiations and take action following closed session.

#### **2. Second Reading: Board Policy Annual Review**

- |           |   |
|-----------|---|
| BP 1312.1 | Complaints Concerning District Employees    |
| BP 4116   | Probationary/Permanent Status               |
| BP 4315.1 | Competence in Evaluation of Teachers        |
| BP 5117   | Intradistrict Open Enrollment               |
| BP 6145   | Extracurricular and Cocurricular Activities |

Board Bylaw 9311 and Education Code 35160.5 require that the Board annually review the listed Board Policies. The Policies were submitted for a second reading and approval. Member Ryan moved to approve the annual review of the listed policies.

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

**I. BOARD COMMUNICATION**

The Board was asked to schedule a date for a Board workshop. The workshop will be held on January 26<sup>th</sup> beginning at 6:00 p.m.

Member Ryan reported that she and Dr. Shaw met with Assembly Member Joel Anderson. He is in favor of our legislative goals. Assembly Member Anderson volunteered to submit a letter to the CDE regarding instructional materials.

Karl Christensen shared that administration will begin planning to roll over the BAN. It does not look like we will receive any of the State funds due to the District before the fall of 2011.

Dr. Shaw reported the State is anxious for school districts to join the "Race to the Top". He recommends that Santee not submit a letter of intent at this time. There are too many unanswered questions and the information and funding are very vague. There are many mandates to be placed on school districts with new standards and measures. This agreement has school districts agreeing to national standards and a national assessment. The State would establish formative assessments translated into benchmarks that would need to be achieved, such as are in NCLB.

Member Ryan said some things in it are good but we may not get the funding to support it. The greatest help will be for kids in schools where they may not get the best education. Member Ryan believes it is not out of line to base a teacher's evaluation on the achievement of their students.

Kristin Baranski reported on the H1N1 vaccination clinics. Vaccines were administered to 1,189 people. Everyone who wanted to be vaccinated was vaccinated. A follow-up clinic will be scheduled.

Member Bartholomew attended the County Supervisor meeting recognizing the County Teachers of the Year. A group of Santee's EL students led the pledge and visited the Supervisors' offices.

President Burns shared with Board Members that if they would like to see anything spotlighted at a Board meeting to please let him or Dr. Shaw know.

Member Carlisle said a farewell gathering was scheduled for John Coates for Wednesday.

**J. CLOSED SESSION**

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

1. **Public Employee Discipline/Dismissal/Release (Govt. Code § 54957)**
2. **Conference with Labor Negotiator (Govt. Code § 54956.8)**  
*Purpose: Negotiations*  
*Agency Negotiator: Minnie Malin, Assistant Superintendent, Human Resources*  
*Employee Organizations: Santee Teachers Association*  
*Classified School Employees Association*
3. **Liability Claims (Gov't Code §54956.95)**  
*Claimant: Borrego Solar*  
*Claim Against: Santee School District*

The Board entered closed session at 9:10 p.m.

**K RECONVENE TO PUBLIC SESSION**

The Board reconvened to public session at 10:15 p.m. No action was reported. Following closed session discussion, Member Ryan moved to adopt Board Policy 3515.3, Electronic Surveillance.

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

**L. ADJOURNMENT**

The December 15, 2009 regular meeting adjourned at 10:16 p.m.

SANTEE SCHOOL DISTRICT  
SPECIAL MEETING  
OF THE BOARD OF EDUCATION

January 12, 2010

**MINUTES**

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

**A. OPENING PROCEDURES**

1. Call to Order and Welcome  
President Burns called the meeting to order at 6:03 p.m.

Members present:

Dustin Burns, President  
Barbara Ryan, Vice President  
Allen Carlisle, Clerk  
Dan Bartholomew, Member  
Dianne El-Hajj, Member

Staff present:

Dr. Patrick Shaw, Superintendent and Secretary to the Board  
Karl Christensen, Assistant Superintendent, Business Services  
Minnie Malin, Assistant Superintendent, Human Resources  
Kristin Baranski, Director, Educational Services  
Linda Vail, Executive Assistant and Recording Secretary

Member Ryan moved to approve the agenda.

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

**B. PUBLIC COMMUNICATION**

There were no comments from the public.

**C. CLOSED SESSION**

President Burn announced the Board would go into closed sessions for the following:

1. **Conference with Legal Counsel – Existing Litigation**  
(Subdivision (a) of Gov't Code §54956.9)  
Case # 37-2009-00083936-CU-CO-CTL

The Board entered closed session at 6:05 p.m.

**D. RECONVENE TO OPEN SESSION**

The Board reconvened to public session at 8:25 p.m. No action was taken.

**E. ADJOURNMENT**

The January 12, 2010 special meeting was adjourned.

---

Allen Carlisle, Clerk

---

Dr. Patrick Shaw, Secretary

Prepared by Dr. Patrick Shaw  
January 19, 2010

**BACKGROUND:**

At the December 15, 2009 Board of Education meeting, Board Members approved the consolidation of Board Advisory Committees through the utilization of sub committees for programs that fall under the scope of the Advisory Council for Instruction and Budget Advisory Committee. In order to fill vacant membership positions and increase community participation in Board committees, Administration actively sought parents and community members who were interested in serving on a committee. Membership on a Board Advisory Committee is a two-year term.

Cindy Wolf	Parent	Carlton Hills	Advisory Council for Instruction
John Hoots	Parent	Hill Creek	Budget Advisory Committee
Jetta Odenkirk	Parent	Cajon Park	Budget Advisory Committee
Halah Totah	Parent	Sycamore Canyon	Budget Advisory Committee
Christina Gates	Parent	Carlton Hills	Budget Advisory Committee
Adriana Morley	Parent	PRIDE Academy at Prospect Avenue	Budget Advisory Committee
Kim Lawrence	Parent	Carlton Oaks	Budget Advisory Committee
Sabina Partain	Parent	Pepper Drive	Budget Advisory Committee
Caterina Brott-LaRochelle	Parent	Carlton Hills & Carlton Oaks (Special Education)	Special Education Advisory Committee

**RECOMMENDATION:**

Administration recommends that the Board appoint these applicants to the various Board Advisory Committees.

**FISCAL IMPACT:**

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

**STUDENT ACHIEVEMENT IMPACT:**

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

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

**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 to the Board of Education for 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 \$2,074, with additional substitute costs of \$1,680, as disclosed on the following page.

**STUDENT ACHIEVEMENT IMPACT:**

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

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



## Board Travel Report - January 19, 2010

Travel Dates	Attendees	Site or Dept	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Overnight, Out-of-State, Air Travel
Wednesday, 01/27/10	Bob Kull	Ed Services	SRB/Tuancy Training	SDCOE	\$0	\$46	Safe & Drug Free Schools	This workshop will provide training in filing criteria, intervention and prevention techniques, mechanics of SARB.
Thursday, 01/28/10	Katy Hammack Summer Tracy	PA SC	Smartboard Basics	SDCOE	\$0	\$15	EIA	This workshop will focus on the use of SMART Notebook software.
Thursday, 01/28/10	Sandra Coe Katie Judd	Preschool Preschool	Early Years Conference	San Diego	\$105	\$117	State Preschool	This conference will provide instructional strategies to enhance early years student development.
Mon-Tues, 02/01/10 - 02/02/10	Sue Krause Nicole Najjar Lori Zurmuhle Linda Millum	CO CH CFH SC	Writing Workshop	San Diego	\$210	\$210	ARRA/Sp Ed IDEA pt B	This workshop will provide instructional strategies to enhance student writing abilities.
Thursday, 02/04/10	Jennene Lehmann	CP	2009-10 AVID Coordinator/Teacher Workshop	SDCOE	\$105	\$316	AVID	This workshop will provide information on AVID.
<b>Travel Requests (overnight, out-of-county, and/or air travel) Submitted for Board Approval</b>								
Thursday, 01/21/10	Dr. Pat Shaw	Superintendent	San Diego County Superintendents' Symposium	Fallbrook	\$0	\$0	Superintendent's Office	The Symposium will focus on budget, legislation, leadership, legal issues, and information on current and future issues important to superintendents and school districts.
Thurs-Sun, 01/28/10 - 01/31/10	Heather Gianz Larry Barbary	RS CP	K-12 Alliance	Long Beach	\$210	\$108	CA MSP Science Grant	The K-12 Alliance works on instructional strategies in the areas of science and mathematics education.
Fri-Sat, 03/05/10 - 03/06/10	Tracy Fox	PA	California Council for the Social Studies Conference	Pasadena	\$105	\$392	Title I	The topic of the conference for K-12 Social Studies is laying the foundation for a 21st Century Workforce.

Consent Item E.2.2. Approval/Ratification of Expenditure Warrants  
 Prepared by Karl Christensen  
 January 19, 2010

**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 2009:

<u>Fund #/Name</u>	<u>Warrant #'s</u>	<u>Amount</u>
03/06 General	12-712424 TO 12-720938	\$384,119.79
09 00	N/A	\$0.00
12 06	12-717068	\$550.00
13 00	12-712463 TO 12-717655	\$57,598.04
14 00	N/A	\$0.00
21 09	N/A	\$0.00
21 39	12-712486 TO 12-720942	\$117,998.55
25 18	12-712494 TO 12-720943	\$21,881.73
25 38	N/A	\$0.00
30 00	12-714034 TO 12-717073	\$2,648.61
		<b>\$584,796.72</b>

Student Body Warrants issued for the period of December 2009: **\$3,375.20**

Payroll Warrant #'s beginning 10-813618 through 10-813707 and 10-883463 through 10-884255:

<u>Fund #/Name</u>	<u>Amount</u>
03 00	\$2,625,739.72
06 00	\$1,035,627.64
12 06	\$20,450.16
13 00	\$64,146.24
25-18	\$0.00
63 00	\$134,162.96
<b>\$3,880,126.72</b>	

**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 \$4,468,298.64 and is disclosed above.

**STUDENT ACHIEVEMENT IMPACT:**

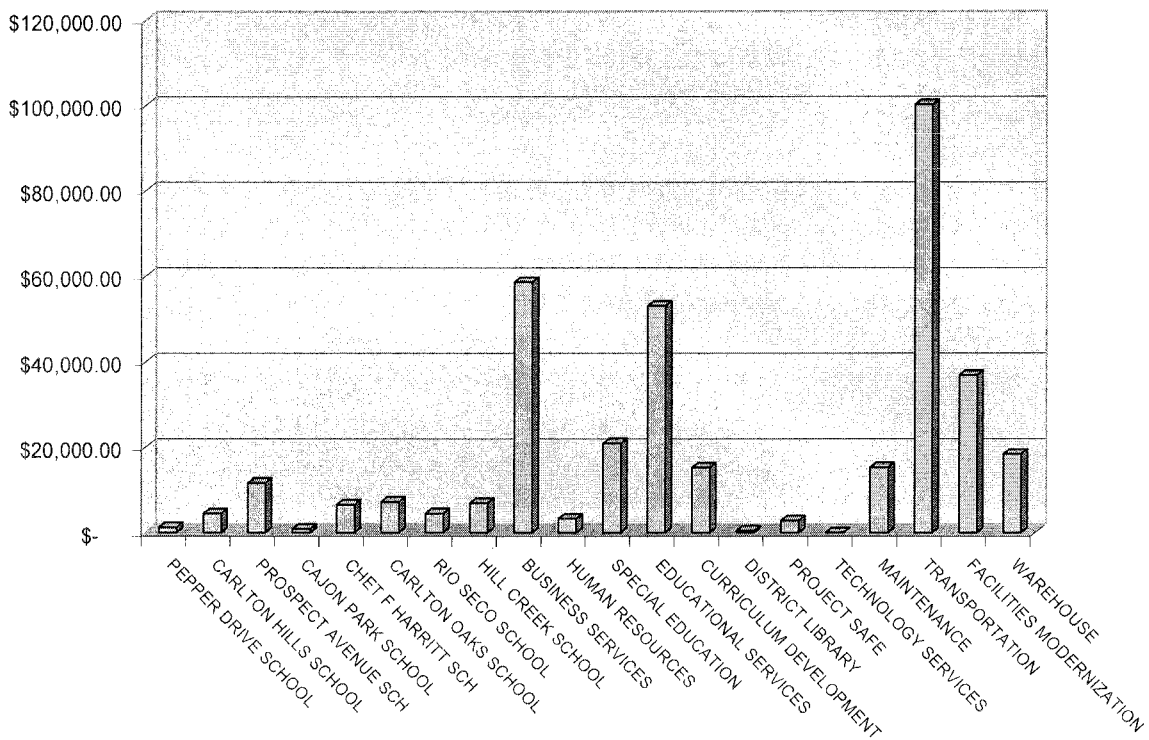
This is a fiscal item. All fiscal resources impact student achievement.

Motion:		Second:		Vote:		Agenda Item E.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 2009**



*The Transportation purchase orders include purchase of new school bus, for which the District will receive a grant reimbursement.*

**RECOMMENDATION:**

Administration recommends approval of purchase orders #090916 through #091059 issued December 1, 2009 through December 31, 2009.

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 \$368,322.28 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 E.2.3.
---------	--	---------	--	-------	--	--------------------

**LOCATION LIST 2009-10**

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

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

Fund Numbers

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

M = Monthly Blanket  
 A = Annual Blanket  
 L = Lottery

PURCHASE ORDER EXCEEDED BY 10%  
FROM 12/01/09 THROUGH 12/31/09

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT	
091013	12/14/2009	03-00	CURRICULUM ASSOCIATES INC	066	ORIGINAL AMOUNT OF PO	\$68.39	
			SHIPPING COSTS NOT INCLUDED		OVER 10%	+	\$11.95
					NEW TOTAL	\$80.34	

**PURCHASE ORDER LISTING - DECEMBER 2009  
BY SITE**

090963	12/9/2009	6	TROXELL COMMUNICATIONS INC	TECHNOLOGY EQUIPMENT - PD	\$ 1,199.75	002	PEPPER DRIVE SCHOOL
091021	12/15/2009	6	FOLLETT SOFTWARE COMPANY	LIBRARY SUPPLIES - PD	\$ 82.43	002	PEPPER DRIVE SCHOOL
					<b>TOTAL \$</b>	<b>1,282.18</b>	<b>PEPPER DRIVE SCHOOL</b>
090972	12/9/2009	3	ROBERT JOHN PRODUCTIONS	SCHOOL DANCE DJ - CH	\$ 390.00	003	CARLTON HILLS SCHOOL
090988	12/10/2009	3	DELL MARKETING L.P.	COMPUTER	\$ 549.33	003	CARLTON HILLS SCHOOL
090989	12/10/2009	3	CDW GOVERNMENT INC	SOFTWARE LICENSE	\$ 45.90	003	CARLTON HILLS SCHOOL
091033	12/17/2009	6	TROXELL COMMUNICATIONS INC	ELECTRONIC EQUIPMENT	\$ 1,843.31	003	CARLTON HILLS SCHOOL
091040	12/17/2009	6	CDW GOVERNMENT INC	TECHNOLOGY EQUIPMENT	\$ 1,616.04	003	CARLTON HILLS SCHOOL
					<b>TOTAL \$</b>	<b>4,444.58</b>	<b>CARLTON HILLS SCHOOL</b>
090944	12/2/2009	3	DELL MARKETING L.P.	COMPUTER	\$ 891.65	004	SYCAMORE CANYON SCH
090964	12/9/2009	3	CDW GOVERNMENT INC	MICROSOFT LICENSES	\$ 45.90	004	SYCAMORE CANYON SCH
090998	12/11/2009	3	IMAGESTUFF.COM	STUDENT INCENTIVES - SC	\$ 42.09	004	SYCAMORE CANYON SCH
090950	12/3/2009	6	TROXELL COMMUNICATIONS INC	EQUIPMENT REPAIRS & MAINT.	\$ 621.42	005	PROSPECT AVENUE SCH
090981	12/10/2009	3	HARCOURT OUTLINES INC	FUNDRAISER ITEMS - PA	\$ 413.75	005	PROSPECT AVENUE SCH
091030	12/17/2009	6	DELL MARKETING L.P.	PRINTER	\$ 292.36	005	PROSPECT AVENUE SCH
091031	12/17/2009	6	LOGICAL CHOICE TECHNOLOGIES	TECHNOLOGY EQUIPMENT - PA	\$ 8,988.15	005	PROSPECT AVENUE SCH
091032	12/17/2009	6	DELL MARKETING L.P.	PRINTER	\$ 292.36	005	PROSPECT AVENUE SCH
					<b>TOTAL \$</b>	<b>11,587.68</b>	<b>PROSPECT AVENUE SCH</b>
090943	12/2/2009	3	SAN DIEGO HERITAGE TOURS	PERFORMANCE FEES	\$ 250.00	006	CAJON PARK SCHOOL
090991	12/10/2009	3	MISSION SAN DIEGO DE ALCALA	ADMISSIONS	\$ 80.00	006	CAJON PARK SCHOOL
090992	12/10/2009	3	CDW GOVERNMENT INC	SOFTWARE LICENSES	\$ 504.90	006	CAJON PARK SCHOOL
					<b>TOTAL \$</b>	<b>834.90</b>	<b>CAJON PARK SCHOOL</b>
090958	12/7/2009	3	ENTERTAINMENT PUBLICATIONS, LL	FUNDRAISER - CFH	\$ 1,613.00	007	CHET F HARRITT SCH
090962	12/9/2009	6	TROXELL COMMUNICATIONS INC	ELEC. REPL. PARTS - CFH	\$ 660.26	007	CHET F HARRITT SCH
091002	12/14/2009	3	SCHOLASTIC BOOK FAIRS INC	FUNDRAISER - CFH	\$ 3,918.28	007	CHET F HARRITT SCH
091028	12/17/2009	3	TROXELL COMMUNICATIONS INC	EQUIPMENT REPAIRS & SUPPLIES	\$ 330.13	007	CHET F HARRITT SCH
					<b>TOTAL \$</b>	<b>6,521.67</b>	<b>CHET F HARRITT SCH</b>
090922	12/1/2009	3	SAN DIEGO HERITAGE TOURS	PERFORMANCE FEES	\$ 250.00	008	CARLTON OAKS SCHOOL
090923	12/1/2009	3	SAN DIEGO OCEANS FOUNDATION	ADMISSIONS	\$ 650.00	008	CARLTON OAKS SCHOOL
090951	12/3/2009	3	ICE TOWN UTC	ADMISSIONS	\$ 996.00	008	CARLTON OAKS SCHOOL
090976	12/10/2009	3	PIONEER DRAMA SERVICE INC	DRAMA MATERIALS - CO	\$ 182.59	008	CARLTON OAKS SCHOOL
090979	12/10/2009	3	CLASSICS FOR KIDS	ADMISSIONS	\$ 605.00	008	CARLTON OAKS SCHOOL
090982	12/10/2009	3	MORRIS PRESS COOKBOOKS	FUNDRAISER - CO	\$ 4,369.73	008	CARLTON OAKS SCHOOL
091013	12/14/2009	3	CURRICULUM ASSOCIATES INC	CLASSROOM MATERIALS	\$ 68.39	008	CARLTON OAKS SCHOOL
091057	12/18/2009	3	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	\$ 40.00	008	CARLTON OAKS SCHOOL
					<b>TOTAL \$</b>	<b>7,161.71</b>	<b>CARLTON OAKS SCHOOL</b>
090917	12/1/2009	3	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	\$ 400.00	009	RIO SECO SCHOOL
090959	12/8/2009	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$ 659.96	009	RIO SECO SCHOOL
090965	12/9/2009	3	DELL MARKETING L.P.	COMPUTER	\$ 549.33	009	RIO SECO SCHOOL
090968	12/9/2009	3	FRIENDS OF MISSION SAN MIGUEL	DONATIONS	\$ 181.00	009	RIO SECO SCHOOL
090969	12/9/2009	3	CDW GOVERNMENT INC	MICROSOFT LICENSE	\$ 45.90	009	RIO SECO SCHOOL



090999	12/11/2009	3	EARTH FOUNDATION	T-SHIRTS - RS	\$	840.00	009	RIO SECO SCHOOL
091001	12/11/2009	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$	41.49	009	RIO SECO SCHOOL
091014	12/14/2009	3	ASDEG	REGISTRATION FEES	\$	240.00	009	RIO SECO SCHOOL
091022	12/16/2009	3	6 DELL MARKETING L.P.	LAPTOP - RS	\$	698.31	009	RIO SECO SCHOOL
091023	12/16/2009	6	CDW GOVERNMENT INC	SOFTWARE LICENSE	\$	45.90	009	RIO SECO SCHOOL
091034	12/17/2009	3	FISHER SCIENCE EDUCATION	CLASSROOM MATERIALS	\$	159.20	009	RIO SECO SCHOOL
091035	12/17/2009	6	TROXELL COMMUNICATIONS INC	TECHNOLOGY EQUIPMENT	\$	585.31	009	RIO SECO SCHOOL
091047	12/18/2009	3	SCHOLASTIC CLASSROOM MAGAZINES	SUBSCRIPTIONS	\$	29.08	009	RIO SECO SCHOOL
					<b>TOTAL \$</b>	<b>4,475.48</b>		<b>RIO SECO SCHOOL</b>
090952	12/4/2009	6	DELL MARKETING L.P.	CART TO HOLD COMPUTERS	\$	1,483.29	010	HILL CREEK SCHOOL
090953	12/4/2009	3	DELL MARKETING L.P.	NOTEBOOK COMPUTER	\$	891.65	010	HILL CREEK SCHOOL
090954	12/4/2009	3	CDW GOVERNMENT INC	COMPUTER LICENSE	\$	45.90	010	HILL CREEK SCHOOL
090955	12/4/2009	6	DELL MARKETING L.P.	LASER PRINTER	\$	292.36	010	HILL CREEK SCHOOL
090961	12/8/2009	3	TRI-BEST VISUAL DISPLAY	CLASSROOM SUPPLIES	\$	287.10	010	HILL CREEK SCHOOL
090966	12/9/2009	3	DELL MARKETING L.P.	COMPUTERS	\$	2,753.11	010	HILL CREEK SCHOOL
090967	12/9/2009	3	CDW GOVERNMENT INC	MICROSOFT LICENSES	\$	137.70	010	HILL CREEK SCHOOL
090970	12/9/2009	3	DELL MARKETING L.P.	COMPUTER	\$	712.89	010	HILL CREEK SCHOOL
090971	12/9/2009	3	CDW GOVERNMENT INC	MICROSOFT LICENSES	\$	45.90	010	HILL CREEK SCHOOL
091029	12/17/2009	3	DELL MARKETING L.P.	PRINTER	\$	292.36	010	HILL CREEK SCHOOL
					<b>TOTAL \$</b>	<b>6,942.26</b>		<b>HILL CREEK SCHOOL</b>
090960	12/8/2009	3	6 OFFICEMAX CONTRACT INC	OFFICE SUPPLIES - ALL SITES	\$	5,657.70	064	BUSINESS SERVICES
090993	12/10/2009	13	UNITED PARCEL SERVICE	SHIPPING CHARGES	\$	26.50	064	BUSINESS SERVICES
091012	12/14/2009	3	OFFICEMAX CONTRACT INC	OFFICE SUPPLIES - ALL SITES	\$	2,674.71	064	BUSINESS SERVICES
091041	12/17/2009	3	DEBORAH JUNE MEEDER	RE-ISSUE PAYROLL WARRANT	\$	426.56	064	BUSINESS SERVICES
091048	12/18/2009	3	BERT L HOWE & ASSOC. INC	PROFESSIONAL LEGAL SERVICES	\$	907.50	064	BUSINESS SERVICES
091049	12/18/2009	3	VAVRINEK, TRINE, DAY & CO LLP	AUDIT SERVICES - GASB34	\$	3,000.00	064	BUSINESS SERVICES
091050	12/18/2009	3	STUTZ, ARTIANO, SHINOFF &	PROFESSIONAL SVCS - SPRA 2009	\$	33.78	064	BUSINESS SERVICES
091051	12/18/2009	3	FEDERAL EXPRESS CORPORATION	OVERNIGHT MAIL	\$	48.35	064	BUSINESS SERVICES
091052	12/18/2009	25	18 MARKS GOLIA & FINCH, LLP	LEGAL SERVICES - SOLAR	\$	3,846.00	064	BUSINESS SERVICES
091053	12/18/2009	3	EAST COUNTY FAMILY YMCA	SWIM PROGRAM - SC & PA	\$	1,529.50	064	BUSINESS SERVICES
091054	12/18/2009	3	MARKS GOLIA & FINCH, LLP	LEGAL SERVICES - SWAP	\$	40,481.23	064	BUSINESS SERVICES
					<b>TOTAL \$</b>	<b>58,631.83</b>		<b>BUSINESS SERVICES</b>
090984	12/10/2009	3	SCSEBA	COBRA MEDICAL PYMT	\$	3,099.74	065	HUMAN RESOURCES
090985	12/10/2009	3	DELTACARE PMI	COBRA DENTAL PAYMENT	\$	177.03	065	HUMAN RESOURCES
					<b>TOTAL \$</b>	<b>3,276.77</b>		<b>HUMAN RESOURCES</b>
090945	12/2/2009	6	SPRINGALL ACADEMY	NPS CONTRACT 09/10	\$	20,608.80	067	SPECIAL EDUCATION
090983	12/10/2009	6	BRIDGES EDUCATIONAL CORP.	CONSULTANT SERVICES	\$	282.02	067	SPECIAL EDUCATION
					<b>TOTAL \$</b>	<b>20,890.82</b>		<b>SPECIAL EDUCATION</b>
091019	12/15/2009	6	GROSSMONT UNION HIGH	SPANISH CLASSES	\$	19,786.89	066	EDUCATIONAL SERVICES
091020	12/15/2009	3	GROSSMONT UNION HIGH	SPANISH CLASSES	\$	18,443.97	066	EDUCATIONAL SERVICES
090918	12/1/2009	3	EDMIN.COM	FORMATIVE ASSESSMENT FY-09/10	\$	6,400.00	068	EDUCATIONAL PROJECTS
090919	12/1/2009	3	EDUCATIONAL TESTING SERVICES	STAR TESTING	\$	4,000.00	068	EDUCATIONAL PROJECTS
091055	12/18/2009	3	EDUCATIONAL DATA SYSTEMS INC	TESTING DATA	\$	772.94	068	EDUCATIONAL PROJECTS
090986	12/10/2009	12	6 DEPARTMENT OF SOCIAL SERVICES	LICENSING FEES - STATE PRE-SCH	\$	550.00	069	EDUCATIONAL SERVICES

091025	12/16/2009	6	FEDERAL EXPRESS CORPORATION	OVERNIGHT MAIL	\$	136.82	069	EDUCATIONAL SERVICES
091037	12/17/2009	6	LEARNING HEADQUARTERS	REGISTRATION FEES	\$	1,250.00	069	EDUCATIONAL SERVICES
091038	12/17/2009	6	LEARNING HEADQUARTERS	REGISTRATION FEES	\$	750.00	069	EDUCATIONAL SERVICES
091039	12/17/2009	6	LEARNING HEADQUARTERS	REGISTRATION FEES	\$	750.00	069	EDUCATIONAL SERVICES
091042	12/17/2009	6	ABDULAZIZ, VAHIN	CONSULTING SERVICES	\$	210.00	069	EDUCATIONAL SERVICES
					<b>TOTAL</b>	<b>\$ 53,050.62</b>		<b>EDUCATIONAL SERVICES</b>
090946	12/2/2009	3	DELL MARKETING L.P.	COMPUTER/LAPTOP	\$	891.65	070	CURRICULUM DEVELOPMENT
090987	12/10/2009	6	PROF SOFTWARE FOR NURSES INC	LIC. FEES & TRAIN'G-HEALTH SVC	\$	14,020.00	070	CURRICULUM DEVELOPMENT
090990	12/10/2009	3	CDW GOVERNMENT INC	SOFTWARE LICENSE	\$	45.90	070	CURRICULUM DEVELOPMENT
091036	12/17/2009	6	DEAF COMMUNITY SERVICES OF	CONSULTING SERVICES	\$	300.00	070	CURRICULUM DEVELOPMENT
					<b>TOTAL</b>	<b>\$ 15,257.55</b>		<b>CURRICULUM DEVELOPMENT</b>
091024	12/16/2009	3	HOUGHTON MIFFLIN COMPANY	LIBRARY MATERIALS	\$	453.27	071	DISTRICT LIBRARY
					<b>TOTAL</b>	<b>\$ 453.27</b>		<b>DISTRICT LIBRARY</b>
090947	12/3/2009	63	SKEDADDLE FUNDRAISERS	FUNDRAISER - PROJ. SAFE	\$	784.00	072	PROJECT SAFE
090948	12/3/2009	6	NOBLE CARVER II	GUITAR LESSONS - ASES	\$	200.00	072	PROJECT SAFE
090949	12/3/2009	63	CALIFORNIA SCHOOL FITNESS	SUMMER FITNESS ASSEMBLY	\$	300.00	072	PROJECT SAFE
090956	12/4/2009	63	SKEDADDLE FUNDRAISERS	FUNDRAISER - YALE/PROJ SAFE	\$	1,532.00	072	PROJECT SAFE
					<b>TOTAL</b>	<b>\$ 2,816.00</b>		<b>PROJECT SAFE</b>
090994	12/10/2009	3	UNITED PARCEL SERVICE	SHIPPING CHARGES	\$	9.19	073	TECHNOLOGY SERVICES
					<b>TOTAL</b>	<b>\$ 9.19</b>		<b>TECHNOLOGY SERVICES</b>
090924	12/1/2009	6	US AIR CONDITIONING	HVAC SUPPLIES - CFH	\$	71.16	075	MAINTENANCE
090925	12/1/2009	6	US AIR CONDITIONING	FILTERS - RS PORTABLES	\$	198.19	075	MAINTENANCE
090926	12/1/2009	6	US AIR CONDITIONING	HVAC SUPPLIES - SANTEE ON-SITE	\$	88.72	075	MAINTENANCE
090927	12/1/2009	6	US AIR CONDITIONING	HVAC SUPPLIES - STOCK	\$	46.28	075	MAINTENANCE
090928	12/1/2009	6	J A SEXAUER INC	PLUMBING SUPPLIES - STOCK	\$	411.35	075	MAINTENANCE
090929	12/1/2009	3	TOYOTALIFT INC	EQUIPMENT REPAIRS - WAREHOUSE	\$	1,069.91	075	MAINTENANCE
090930	12/1/2009	6	J A SEXAUER INC	PLUMBING SUPPLIES - STOCK	\$	1,346.60	075	MAINTENANCE
090931	12/1/2009	6	GREENBRIER LAWN & TREE EXPERT	TREE TRIM SVCS-SANTEE SCH SITE	\$	1,965.00	075	MAINTENANCE
090932	12/1/2009	6	US AIR CONDITIONING	HVAC SUPPLIES - CFH	\$	33.88	075	MAINTENANCE
090933	12/1/2009	6	TRANE U.S. INC.	HVAC SUPPLIES - RS	\$	201.00	075	MAINTENANCE
090934	12/1/2009	6	US AIR CONDITIONING	FILTERS - STOCK	\$	59.27	075	MAINTENANCE
090935	12/1/2009	6	US AIR CONDITIONING	HVAC SUPPLIES - D.O.	\$	111.35	075	MAINTENANCE
090936	12/1/2009	6	NEXON CORPORATION	HAZARDOUS WASTE - CFH	\$	950.00	075	MAINTENANCE
090937	12/1/2009	6	VALLEY INDUSTRIAL SPECIALTIES	PLUMBING SUPPLIES - CO, PD	\$	579.50	075	MAINTENANCE
090938	12/1/2009	6	TRANE U.S. INC.	HVAC SVCS - HC	\$	1,056.26	075	MAINTENANCE
090939	12/1/2009	6	WESTERN ENVIRONMENTAL & SAFETY	HAZARDOUS MATERIALS SVCS - CFH	\$	2,155.00	075	MAINTENANCE
090940	12/2/2009	6	TURF MAKER	PEST CONTROL SUPPLIES - STOCK	\$	199.01	075	MAINTENANCE
090941	12/2/2009	21	8 CITY ELECTRIC SUPPLY COMPANY	PARKING/SOLAR OTHER CONST.-PD	\$	1,218.28	075	MAINTENANCE
090957	12/7/2009	6	SONITROL CORPORATION	EQUIPMENT REPAIRS - CP	\$	48.00	075	MAINTENANCE
090995	12/10/2009	13	FERGUSON ENTERPRISES INC	PLUMBING SUP'S: CNS-RS KITCHEN	\$	90.66	075	MAINTENANCE
091016	12/15/2009	21	8 AMERICAN TIME & SIGNAL	NEW CLOCK SYSTEM - CP	\$	2,694.04	075	MAINTENANCE
091018	12/15/2009	6	SUNBELT RENTALS	RENTAL AGREEMENTS - DISTWIDE	\$	695.68	075	MAINTENANCE
					<b>TOTAL</b>	<b>\$ 15,289.14</b>		<b>MAINTENANCE</b>
090942	12/2/2009	6	CREATIVE BUS SALES INC	BUS PURCHASE	\$	97,273.96	076	TRANSPORTATION

091003	12/14/2009	6	INTERSTATE BATTERY OF	BUS REPAIRS & MAINTENANCE	\$ 189.66	076	TRANSPORTATION
091004	12/14/2009	6	ROADONE	BUS REPAIRS & MAINTENANCE	\$ 280.00	076	TRANSPORTATION
091005	12/14/2009	6	FRAME & AXLE SERVICE OF	BUS REPAIRS & MAINTENANCE	\$ 793.61	076	TRANSPORTATION
091006	12/14/2009	6	BOB BAKER CHEVROLET	BUS REPAIRS & MAINTENANCE	\$ 411.66	076	TRANSPORTATION
091007	12/14/2009	6	THE SOCO GROUP INC	VEHICLES REPAIRS & MAINTENANCE	\$ 575.94	076	TRANSPORTATION
091008	12/14/2009	6	TIRE CENTERS, LLC	REPAIRS & MAINTENANCE	\$ 28.70	076	TRANSPORTATION
091009	12/14/2009	6	EXPRESS PERFORMANCE CENTER	BUS REPAIRS & MAINTENANCE	\$ 43.75	076	TRANSPORTATION
091010	12/14/2009	6	ROMAN'S TRUCK	BUS REPAIRS & MAINTENANCE	\$ 524.40	076	TRANSPORTATION
091011	12/14/2009	6	ROBBINS GLASS OF SAN DIEGO	BUS REPAIRS & MAINTENANCE	\$ 50.00	076	TRANSPORTATION
					<b>TOTAL \$ 100,171.68</b>		<b>TRANSPORTATION</b>
090920	12/1/2009	21	8 COUNTY OF SAN DIEGO	REC/SURVEY EXAM & FILE FEES	\$ 475.00	077	FACILITIES MODERNIZATION
090921	12/1/2009	21	8 DEPARTMENT OF GENERAL SERVICES	SOLAR DESIGN REVIEW - HC	\$ 3,000.00	077	FACILITIES MODERNIZATION
090977	12/10/2009	21	8 KEENAN & ASSOCIATES	BLDR'S RISK INS-CFH BALL FIELD	\$ 193.00	077	FACILITIES MODERNIZATION
090978	12/10/2009	3	MAINTEX INC	CUSTODIAL SUPPLIES - ALL SITES	\$ 14.13	077	FACILITIES MODERNIZATION
090980	12/10/2009	25	18 WASTE MANAGEMENT OF EL CAJON -	MOD. ROLL OFFS - D.O. & PA	\$ 613.91	077	FACILITIES MODERNIZATION
091000	12/11/2009	25	18 GEM INDUSTRIAL, INC	RETROFITTING DOWNSPOUTS-CP/CO	\$ 10,999.42	077	FACILITIES MODERNIZATION
091015	12/15/2009	3	FEDERAL EXPRESS CORPORATION	OVERNIGHT MAIL	\$ 21.15	077	FACILITIES MODERNIZATION
091026	12/16/2009	21	8 MISSION VALLEY LANDSCAPE CO	SPLIT IRRIGATION - SC	\$ 14,995.00	077	FACILITIES MODERNIZATION
091027	12/16/2009	21	8 MISSION VALLEY LANDSCAPE CO	SPLIT IRRIGATION - HC	\$ 6,450.00	077	FACILITIES MODERNIZATION
091056	12/18/2009	21	8 COUNTY OF SAN DIEGO	PLAN CHECK FEES - CH	\$ 59.50	077	FACILITIES MODERNIZATION
					<b>TOTAL \$ 36,821.11</b>		<b>FACILITIES MODERNIZATION</b>
090916	12/1/2009	3	UNISOURCE CORPORATION	STORES SUPPLIES	\$ 12,871.65	078	WAREHOUSE
090973	12/9/2009	3	MAINTEX INC	STORES SUPPLIES	\$ 1,694.87	078	WAREHOUSE
090974	12/9/2009	3	MISSION JANITORIAL SUPPLIES	STORES SUPPLIES	\$ 1,121.48	078	WAREHOUSE
090975	12/9/2009	3	PIONEER STATIONERS INC	STORES SUPPLIES	\$ 576.29	078	WAREHOUSE
090996	12/10/2009	3	SOUTHWEST SCHOOL SUPPLY	STORES SUPPLIES	\$ 691.65	078	WAREHOUSE
090997	12/10/2009	3	CAL SCHOOL & SPORT	STORES SUPPLIES	\$ 241.29	078	WAREHOUSE
091017	12/15/2009	3	SOUTHWEST SCHOOL SUPPLY	STORES SUPPLIES	\$ 345.83	078	WAREHOUSE
091043	12/17/2009	3	MOORE MEDICAL CORP	STORES SUPPLIES	\$ 163.13	078	WAREHOUSE
091044	12/17/2009	3	PIONEER STATIONERS INC	STORES SUPPLIES	\$ 375.36	078	WAREHOUSE
091045	12/17/2009	3	SOUTHWEST SCHOOL SUPPLY	STORES SUPPLIES	\$ 75.78	078	WAREHOUSE
091046	12/17/2009	3	OFFICE DEPOT INC	STORES SUPPLIES	\$ 246.51	078	WAREHOUSE
					<b>TOTAL \$ 18,403.84</b>		<b>WAREHOUSE</b>
					\$ 368,322.28		

**BACKGROUND:**

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

**RECOMMENDATION:**

Administration recommends approval of checks #21827 through #21885 on the \$15,000 Revolving Cash Account.

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 \$10,127.21 as disclosed on the following report.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

SANTEE SCHOOL DISTRICT  
REVOLVING CASH REPORT- \$15,000

Date	Number	Name	Memo	Amount
12/10/09	21827	WAL-MART	LORENE FOSTER CHILDREN'S FUND	100.00
12/10/09	21828	CARLY BATES	REIMBURSEMENT- SUPPLIES	209.56
12/10/09	21829	CARLA BUCKEL	REIMBURSEMENT- TOLL FEES	9.50
12/10/09	21830	MICHELLE CORDERMAN	REIMBURSEMENT- SUPPLIES	30.12
12/10/09	21831	JENNY DEVLIEGER	REIMBURSEMENT- TRAVEL	117.90
12/10/09	21832	MAGGIE DUFFY	REIMBURSEMENT- SUPPLIES	271.88
12/10/09	21833	KRISTEN EVELAND	REIMBURSEMENT- SUPPLIES	78.64
12/10/09	21834	JACQUELINE FINN	REFUND- LOST LIBRARY BOOK FEE	4.00
12/10/09	21835	PAM FIORENTINO	REIMBURSEMENT- SUPPLIES	22.36
12/10/09	21836	PAMELA FIRTH-CAMERON	REIMBURSEMENT- SUPPLIES	185.96
12/10/09	21837	KATY HAMMACK	REIMBURSEMENT- SUPPLIES	71.97
12/10/09	21838	DELLA HARDIE	REIMBURSEMENT- TRAVEL	55.70
12/10/09	21839	TONYA HENDRIX	REIMBURSEMENT- SUPPLIES	151.71
12/10/09	21840	KATHLEEN HURDER	REIMBURSEMENT- SUPPLIES	31.42
12/10/09	21841	TERRY JOHNSON	REIMBURSEMENT- SUPPLIES	316.99
12/10/09	21842	JEANNE JOHNSTON	REIMBURSEMENT- SUPPLIES	81.54
12/10/09	21843	CYNTHIA KAUFMAN	REIMBURSEMENT- SUPPLIES	372.13
12/10/09	21844	JEANETTE KNOELL	REFUND- LOST LIBRARY BOOK FEE	13.23
12/10/09	21845	LISA MCCOLL	REIMBURSEMENT- TRAVEL	276.00
12/10/09	21846	DINORA MCCOY	REIMBURSEMENT- MILEAGE	62.99
12/10/09	21847	MARY MOGK	REIMBURSEMENT- TRAVEL	117.90
12/10/09	21848	LAURA NUNNELLEY	REIMBURSEMENT- MILEAGE	17.71
12/10/09	21849	KAREN ORTEGA	REIMBURSEMENT- MILEAGE	126.78
12/10/09	21850	ANGELA PANFIL	REIMBURSEMENT- SUPPLIES	233.19
12/10/09	21851	RICK RANDALL	REIMBURSEMENT- TREE FOR PLANTING	38.01
12/10/09	21852	TAMMY REES	REIMBURSEMENT- SUPPLIES	48.19
12/10/09	21853	MEREDITH RIFFEL	REIMBURSEMENT- TRAVEL	64.88
12/10/09	21854	LYNNE SHEVINSKY	REIMBURSEMENT- SUPPLIES	217.48
12/10/09	21855	THOR STIBOR	REIMBURSEMENT- SUPPLIES	48.94
12/10/09	21856	MR. OR MRS. SULLIVAN	REFUND- LOST LIBRARY BOOK FEE	9.38
12/10/09	21857	JOEY SUTERA	REIMBURSEMENT- SUPPLIES	46.27
12/10/09	21858	SUZANNE SWARTZ	REIMBURSEMENT- SUPPLIES	59.29
12/10/09	21859	KATIE TEDDER	REIMBURSEMENT- SUPPLIES	291.38
12/10/09	21860	TRACEY THOMPSON	REIMBURSEMENT- MILEAGE	198.00
12/10/09	21861	SUMMER TRACY	REIMBURSEMENT- SUPPLIES	165.19
12/14/09	21862	WAL-MART	LORENE FOSTER CHILDREN'S FUND	100.00
12/14/09	21863	ROBERT REYES	REFUND- LOST LIBRARY BOOK FEE	16.00
12/14/09	21864	DELLA HARDIE	REIMBURSEMENT- SUPPLIES	96.85
12/14/09	21865	MERRY BOARD	REIMBURSEMENT- SUPPLIES	26.86
12/14/09	21866	ALISON CARROLL	REIMBURSEMENT- SUPPLIES	29.24
12/15/09	21867	IMAGINE REPORTING	DEPOSITION COPIES- SWAP	4,260.40
12/15/09	21868	VONS	LORENE FOSTER CHILDREN'S FUND	75.00
12/15/09	21869	WAL-MART	LORENE FOSTER CHILDREN'S FUND	75.00
12/15/09	21870	VONS	LORENE FOSTER CHILDREN'S FUND	100.00
12/15/09	21871	WAL-MART	LORENE FOSTER CHILDREN'S FUND	100.00
12/15/09	21872	WAL-MART	LORENE FOSTER CHILDREN'S FUND	100.00
12/15/09	21873	LARISSA EVANS	REIMBURSEMENT- MILEAGE	35.20
12/15/09	21874	HOPE MICHEL	REIMBURSEMENT- MILEAGE	160.32
12/15/09	21875	STEPHANIE PIERCE	REIMBURSEMENT- MILEAGE	117.37
12/15/09	21876	MARY SHIRLEY	REIMBURSEMENT- MILEAGE	14.03
12/15/09	21877	BOLTON & COMPANY INSURANCE	6TH GRADE CAMP INSURANCE- PA	27.60
12/16/09	21878	WAL-MART	LORENE FOSTER CHILDREN'S FUND	100.00
12/16/09	21879	VONS	LORENE FOSTER CHILDREN'S FUND	100.00
12/16/09	21880	LAURA STABLEIN	REIMBURSEMENT- MILEAGE	16.50
12/17/09	21881	VONS	LORENE FOSTER CHILDREN'S FUND	75.00
12/17/09	21882	MINDY JOHNSON	REIMBURSEMENT- SUPPLIES	42.20
12/17/09	21883	POLLY JONES	REIMBURSEMENT- SUPPLIES	153.23
12/17/09	21884	LORIE SCHMITZ	REIMBURSEMENT- MILEAGE	35.42
01/04/10	21885	BOLTON & COMPANY INSURANCE	6TH GRADE CAMP INSURANCE- CP & CO	124.80

Total Checks Written

\$10,127.21

Total to be Reimbursed

\$10,127.21

**BACKGROUND:**

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

<i>Item</i>	<i>Approximate Value</i>	<i>Donated By</i>	<i>Designated For Use At</i>
Funds to Support the Instructional Program and Supplement Classroom Supplies	\$324.63	Barnes & Noble Booksellers (fundraiser)	Carlton Oaks
	\$250.00	San Diego National Bank	Hill Creek
	\$644.00	Hager Photography	Rio Seco
	\$500.00	Charles C. Leix	Sycamore Canyon
Installation Services for Sound System in Multipurpose Room	\$500.00	Terry Meyers	Carlton Oaks
Office and Classroom Furniture, Shelving, and Appliances	\$56,170.00	West Coast Office Systems, Inc.	Carlton Oaks
Funds and Equipment to Support the Instructional Program:			
PE Equipment – balls	\$247.25	Cajon Park PTSA	Cajon Park
Office Appliances	\$108.74	Cajon Park PTSA	
Projector – MPR	\$3,466.48	Cajon Park PTSA	
School Grant	\$1,000.00	Santee School District Foundation	
<b>TOTAL DONATIONS RECEIVED</b>	<b>\$63,211.10</b>		

**RECOMMENDATION:**

Administration recommends acceptance of the donations listed above for the District.

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 \$63,211.10.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item E.2.5.
---------	--	---------	--	-------	--	--------------------

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

Prepared by Karl Christensen  
January 19, 2010

**BACKGROUND:**

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

<b>SANTEE SCHOOL DISTRICT Uniform Complaint Quarterly Report September 1, 2009 through December 31, 2009</b>			
	<b>Number of Complaints Received in Quarter</b>	<b>Number of Complaints Resolved</b>	<b>Number of Complaints Unresolved</b>
<b>Instructional Materials</b>	0	0	0
<b>Facilities</b>	0	0	0
<b>Teacher Vacancy and Mis-assignment</b>	0	0	0
<b>Total</b>	0	0	0

**RECOMMENDATION:**

It is recommended that the Board of Education approve the Uniform Complaint Report for the quarter ending December 31, 2009 and authorize administration to submit the report to SDCOE.

This recommendation supports the following District goals:

- Assure the highest level of educational achievement for all students.
- Provide facilities that optimize the learning environment for all students.



**FISCAL IMPACT:**

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

**STUDENT ACHEIVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item E.2.6.
---------	--	---------	--	-------	--	--------------------

**BACKGROUND:**

At its February 17, 2009 meeting the Board of Education approved a temporary Permit for the establishment of the Santee Farmers' Market at the currently vacant Santee School site. The initial Permit Agreement approval was for a period of six months beginning April 6, 2009. On October 20, 2009 the Board renewed the permit for an additional 6 months.

The Santee Farmers' Market provides fresh, agricultural items which has been enthusiastically welcomed by the community. The Santee Farmers' Market has been responsible for all operating costs including cleanup, utilities, and security as needed. In accordance with Section 6 of the Agreement, the Santee Farmers' Market has paid the District the following proceeds thus far:

\$1,128.80  
\$168.04  
\$128.12  
\$871.88  
\$2,296.84

It is requested the Board of Education approve the term extension of the permit agreement for the Santee Farmers' Market by an additional 12 months, to April 30, 2011. The District still has the right to cancel the permit with a 30-day notice per the permit agreement. A one-year term extension is in good faith for a positively run market. The increased term has been requested and could increase sellers' confidence and participation of sellers with a potential increase of sales revenues and proceeds to the District.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the term extension of the permit agreement for the Santee Farmers' Market.

- Pursue actively the funding and resources to fulfill our mission and maintain fiscal solvency.
- Develop social, emotional and health service programs to foster student character and personal well-being.

**FISCAL IMPACT:**

Successfully run farmers' markets add value to the community and generate additional income to the District. In return for the facilities usage, the District will receive payment from the Santee Farmers' Market as follows:

- one percent (1.0%) of the gross sales per quarter (if less than \$10,000 in gross sales)
- two percent (2.0%) of the gross sales per quarter (if gross sales are \$10,000-\$14,999)
- two and one-half percent (2.5%) of the gross sales per quarter (if gross sales reach \$15,000 or more)

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item E.2.7.
---------	--	---------	--	-------	--	--------------------

**SANTEE SCHOOL DISTRICT PERMIT**  
**For Establishment of a Santee Farmers' Market at the Santee School Site**

The Santee School District is the owner of certain real property known as the Santee School Site, 10445 Mission Gorge Road, Santee, CA 92071.

In the judgment of this Board of Education, it is in the public interest to cooperate at this time in the use of a portion of the Santee School Site for the express purpose of operating a farmers' market.

NOW, THEREFORE, the Board of Education of Santee School District finds that a portion of the Santee School Site is available for use for the express purpose of a farmers' market.

No school buildings will be used by the organization for the operation of the farmers' market. Portable restroom facilities will be provided and maintained by the organization at no cost to the District and solely at the expense of the organization in accordance with location plans and specifications approved by the District in advance of placement of the portable facilities on school district property.

1. The Board of Education hereby authorizes the use of a portion of the Santee School Site for a farmers' market ("organization") under the following legally binding conditions:
2. The organization will not (a) interfere with the education program or activities of any school or class conducted upon the real property; (b) unduly disrupt the residents in the surrounding neighborhood; nor (c) jeopardize the safety of children or employees of the District.
3. The approval for use of the herein-described property shall be issued for a period of one six (6) month period, commencing on April 2009 and may be renewed with prior approval by the Board of Education.
4. The District reserves the right to terminate the agreement with or without cause following a 30-day notice. Upon termination or expiration of the Permit, the District will not be obligated to locate an alternate site, or relocate the farmer's market organization.
5. Unless otherwise approved by the District in writing, the organization's use of the property shall be limited to Wednesdays.
6. The organization shall be required to provide the District a complete accounting of the weekly sales and shall pay to the District a fee not less than one (1%) percent of the gross sales on a quarterly basis; interest earned during the quarter may be retained by the nonprofit organization for operational expenses and advertising costs. At such time as the gross sales from the farmers' market reaches Ten Thousand and no/100 Dollars (\$10,000) the organization will be required to pay to the District a charge of not less than two (2%) percent of the gross sales. At such

time as the gross sales from the farmers' market reaches Fifteen Thousand and no/100 Dollars (\$15,000), the organization will be required to pay to the District a charge of not less than two and one-half (2½%) percent of the gross sales. At the discretion of the District, an audit of the organization may be conducted.

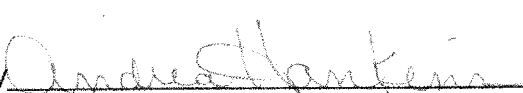
7. The organization agrees to defend, indemnify and save harmless District, its agents, officers, and employees from and against any and all liability, expense, including defense costs and legal fees, and claims for damages of any nature whatsoever, including, but not limited to, bodily injury, personal injury, death or property damage, arising from or connected with successful nonprofit organization's operations, under this Permit, including challenges to the legality of the Permit as well as any Worker's Compensation suits, liability, or expense, arising from or connected with services performed on behalf of organization by any person pursuant to this Permit. The organization's duty to indemnify District shall survive the expiration or other termination of this agreement as to any claims occurring prior to its expiration or other termination of this agreement as to any claims occurring prior to its expiration or termination.
8. The organization shall provide insurance coverage for comprehensive general liability for a combined single limit of a minimum of One Million and no/100 Dollars (\$1,000,000.00) per occurrence. The organization shall supply District, on forms acceptable to District, with appropriate certificates and endorsements of insurance and evidence that successful joint user has met the aforementioned insurance requirements.
9. It shall be the responsibility of the organization to pay for all utilities, taxes, or fees associated with his or her use of the premises during the term of use or any extensions thereof. It will also be the responsibility of the organization to inform the community of such use and address concerns of community if any.
10. The organization shall comply with all City zoning and business licensing laws.

**SANTEE SCHOOL DISTRICT**

By 

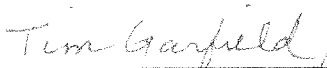

Date 2-17-09

**SANTEE FARMERS MARKET**

By 

Date 2-13-09

**Approved as to form by District Legal Counsel:**

  
Tim Garfield, Attorney at Law   
Stephenson Worley Garratt Schwartz Garfield & Praire

**BACKGROUND:**

The Consolidated Application for Categorical Funding is presented twice a year for Board approval. This application allows districts to receive categorical funding appropriations. Part II of the Consolidated Application is due to the State Department on January 31, 2010, and is submitted this evening for Board approval. Copies will be available at the Board meeting for public review.

**RECOMMENDATION:**

Administration recommends approval of the 2009-10 Consolidated Application, Part II.

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:**

Approximately \$1.1 million dollars in federal categorical funds are allocated to Santee School District as a result of the annual Consolidated Application submission to the California Department of Education.

**STUDENT ACHIEVEMENT IMPACT:**

Funding appropriations from categorical programs support a rich academic and instructional program that is positive for student achievement.

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

Agenda Item E.3.1.

**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. At least once every three years, governing boards must compare their local efforts to the current version of the State model. 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. 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 2008-09 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 2008-09 school year saving approximately \$6,000 over design costs for the 2007-08 SARCs. 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, attendance rates, special program information and other important information regarding the quality of their child's school programs.

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

Agenda Item E.3.2.



Consent Item E.3.3.

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

Prepared by Kristin Baranski  
January 19, 2010

**BACKGROUND:**

As part of a student’s Individual Education Program (IEP), occupational therapy (OT) services are necessary in order for some special education students to demonstrate educational progress. We have been contracting with a staffing agency for an OT and an occupational therapist assistant, however, we are not satisfied with the quality of OT services.

Our current agreement for an OT has been mutually terminated and we have found a suitable replacement through Progressus Therapy, Inc. but will continue COTA services through the previous staffing agency.

There is currently a Santee School District posting for the OT position; however, in the interim we must provide this service. Until a permanent employee is hired, Progressus Therapy is able to provide the additional support needed.

**RECOMMENDATION:**

Administration recommends that the Board of Education approve the agreement with Progressus Therapy to provide occupational therapist services to District students.

This recommendation supports the following District goal:

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

**FISCAL IMPACT**

Occupational therapy services will be at the rate of \$70.00 per hour. Our previous agreement was at the rate of \$72.00 per hour which amounts to a savings of approximately \$1300 for the remainder of the school year. Services will be eight hours a day, four days a week. Should we be unable to find a permanent employee, the cost for the remainder of the 2009-10 school year would be \$51,520.00.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item E.3.3.

**PROGRESSUS THERAPY, LLC  
AND  
SANTEE SCHOOL DISTRICT  
AGREEMENT FOR THERAPY SERVICES**

This AGREEMENT FOR THERAPY SERVICES together with Addenda and Exhibits (collectively, the “Agreement”) is made and entered into this 1<sup>st</sup> day of January 2010 (“Effective Date”), by and between **Progressus Therapy, LLC** (“Progressus”), a Delaware limited liability corporation, having its principal place of business at 2701 North Rocky Point Drive, Suite 650, Tampa FL 33607 and **Santee School District** (“Client”), having its principal place of business at 9619 Cuyamaca Street, Santee, CA 92071.

WHEREAS Progressus is in the business of providing personnel, including professionals and assistants (collectively referred to herein as “Therapist”) to perform physical therapy, occupational therapy, speech-language therapy, and psychology (“Therapy Services”); and

WHEREAS Client is in need of Therapy Services;

WHEREAS Client desires to engage Progressus to provide Therapy Services under the terms and conditions contained herein;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, and good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. Term

The term of this Agreement, unless otherwise terminated pursuant to the terms of this Agreement, shall be for the period beginning on the Effective Date until June 30, 2010 (“Renewal Date”). Thereafter, the Agreement shall automatically renew for successive one-year periods unless notice of non-renewal is provided by one party to the other no later than forty-five (45) days prior to the Renewal Date.

2. Requests for Therapy Services

Progressus will use its best efforts to supply Client with Therapists for the hours and times requested by Client. Progressus will confirm placement of a Therapist with a “Contractor Assignment Confirmation.” The form of the Contractor Assignment Confirmation is attached as Addendum “A.” Once signed by Client, the Contractor Assignment Confirmation will become a part of this Agreement. Nothing contained herein will guarantee that Progressus will be able to fill any particular request of Client for Therapists. Further, nothing contained herein will guarantee that a Therapist, once assigned to Client, will be able to complete the assignment. If a Therapist is unable to complete an assignment for any reason, Progressus’ sole obligation is to use its best efforts to procure a replacement Therapist for Client. Client hereby releases and relieves Progressus from all liability in connection with its failure to provide a Therapist when requested by Client or to replace a Therapist who has begun an assignment.

3. Therapist Assignments and Rates

A. Therapist Assignments

- (i) Client will provide Therapists with work assignments consistent with Client's standard workday and calendar, 8 hours per day ("Standard Workday").
- (ii) Client will provide Therapists with orientation, training and professional development days. These will be billed as Standard Workdays.

B. Therapist Rates

(i) Hourly Rate

The Hourly Rate is applicable to services that have been requested by Client and commences upon Therapist's arrival at a facility, able and available for work, whether or not a student is actually present.

Hourly Rates for Therapists are:

Hourly	<u>\$70.00 Speech-Language Pathologist/CFY</u>
Hourly	<u>\$70.00 Occupational Therapist</u>
Hourly	<u>\$70.00 Physical Therapist</u>
Hourly	<u>\$60.00 Occupational Therapy Assistant</u>
Hourly	<u>\$60.00 Physical Therapy Assistant</u>
Hourly	<u>\$60.00 Speech-Language Pathology Assistant</u>

(ii) Overtime Rate

The Overtime Rate is one hundred fifty percent (150%) of the Hourly Rate and is applicable when a Therapist works more than forty (40) hours per week, or eight (8) hours per day in California. Overtime worked by Therapists will be pre-approved and submitted in writing by Client.

(iii) Holiday Rate

The Holiday Rate is one hundred fifty percent (150%) of the Hourly Rate and is applicable when a Therapist works on any of the following holidays (or observed holidays): New Year's Day, Martin Luther King Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving or Christmas.

(iv) Mileage Reimbursement

Therapists assigned to Client will be reimbursed mileage for travel between Client's assigned facilities, training and professional development ("Mileage Reimbursement"). Mileage Reimbursement will be reimbursed at the federally approved mileage reimbursement rates (currently \$.55) and will be adjusted as necessary to maintain consistency with the federally approved rate.

4. Therapists

A. Licensure

All Therapists provided to Client pursuant to this Agreement shall be qualified to perform the services requested and will be certified and/or licensed during the term hereof to perform the applicable therapy services in the state in which Client requests a Therapist to perform services.

B. Screening of Therapists

Subject to the limitations of applicable federal, state and local laws and regulations, Progressus will conduct the following screenings, tests, and background checks for all Therapists provided to Client pursuant to this Agreement: freedom from communicable diseases; including Tuberculosis; lack of criminal record including sexual offender and predator; and acceptable professional references.

C. Employees and Subcontractors

All Therapists provided to Client pursuant to this Agreement are employees or subcontractors of Progressus and Progressus is solely responsible for the wages or fees, benefits (if any), and tax withholding (if any) of the Therapists. Progressus reserves the right to terminate, discipline, or reassign Therapists if such action is warranted in its sole discretion. In the event Client is dissatisfied with the services of a particular Therapist, Client's sole remedy is to notify Progressus of its dissatisfaction. If Progressus is unable to cure Client's dissatisfaction within a reasonable amount of time, Progressus will provide Client with another Therapist if available.

D. Health and Safety Training

Progressus will provide Therapists all training necessary to comply with the Occupational Safety and Health Administration's (OSHA) blood borne pathogens standard. Client agrees to provide Therapists with site specific information required by OSHA standards, including but not limited to availability of protective equipment and site procedures.

E. Health Insurance Portability and Accountability ("HIPAA") Compliance

Progressus and all Therapists providing therapy services to Client pursuant to this Agreement will comply with HIPAA and regulations promulgated thereunder in regard to the disclosure of "Protected Health Information", as defined therein.

F. Family Educational Rights and Privacy Act (“FERPA”) Compliance

Progressus and all Therapists providing therapy services to Client pursuant to this Agreement will comply with FERPA and regulations promulgated thereunder in regard to the disclosure of Student Education Records as defined therein.

5. Client’s Obligations

A. Facility

To the extent Client provides the facility in which Therapist performs services and such facility is not a private personal residence, such facility will be well lit, climate controlled, and free from recognized hazards. Client warrants and represents that the facility in which Therapist will perform services complies with all federal, state, and local health and safety codes, laws and regulations, and with all federal, state, and local laws governing reasonable accommodations for disabled individuals. Client will provide adequate or designated space for Therapist to perform Therapy Service and a designated storage area for Therapist to store student records. Client will also provide free parking and restroom facilities for use by Therapist.

B. Designation of Liaison

Client will designate a representative of Client to serve as a Liaison between Client and Therapist on all operational matters, including, but not limited to, use of facilities, implementation of applicable state and federal guidelines for services, scheduling, attendance record keeping, progress reports, therapy notes, in-service meetings, consultations, and reporting of time. Client may change the designation from time to time by providing notice to Progressus as addressed below.

C. Client’s Procedures

Client will provide instruction, orientation and professional development days for Therapists assigned to work in its facility. Therapists will be fully integrated in Client’s program and will be instructed as to its documentation, administrative, and therapy services procedures. Therapists will comply with all instructions given by Client. Client will notify Progressus and Therapist of all documentation/record-keeping procedures.

D. Equipment

Client will provide Therapist with all equipment reasonably necessary for Therapist to perform mandated services hereunder, including without limitation, office supplies, access to therapy equipment, assessment tests and therapy materials, and technology required to implement and document services. If Client has an automated and/or mandated documentation method, requiring access to an Intranet and/or a proprietary Student/Patient Information Management System, the Client must identify an

assigned computer to the Therapist, and provide training and grant full access to implement that method.

6. Billing and Invoicing

A. Billing Rates

The billing rates for each Therapist assigned to Client are specified in Paragraph 3 of this agreement, or in the Contractor Assignment Confirmation, which may govern any particular therapist assignment. To the extent there is a conflict between rates set forth in Paragraph 3, and rates set forth in a Contractor Assignment Confirmation, the Contractor Assignment Confirmation will govern. Progressus may adjust any or all rates to become effective after the expiration of the initial term by providing forty-five (45) days notice to Client.

B. Invoicing

Progressus will send periodic (monthly, semi-monthly or weekly) invoices to Client, at Client's email address as indicated below. Progressus invoices are based on time cards completed by Therapists. Payment is due in full upon receipt in accordance with instructions on the invoice. If any payment is not paid within thirty (30) days of the due date, unpaid balances will be assessed interest charges of 1.5% per month [18 percent (18%) per annum]. The ability to invoice based on approval of the contract will not be unreasonably withheld. Additional information may be contained in Addendum B.

C. Payment

Progressus anticipates prompt remittance of amounts due. The preferred method of payment is through the Automated Clearing House Processing System ("ACH") upon conditions of invoice – related banking information is:

Bank Name:	SunTrust Bank
Routing/ABA #	061000104
Account #	1000062044895
Account Name	Progressus Therapy

Checks may alternatively be mailed to the lockbox account at Progressus Therapy LLC, P.O. Box 791327, Baltimore, MD 21279-1327.

D. Contact Information

The Client hereby designates Hope Michel as financial liaison, to be contacted in the event of billing, payment or other questions regarding the financial matters of this Agreement. Inquiries of the Client to Progressus should be directed to the Accounts Receivable Representative at 443-320-1020.

7. Insurance

A. Provided by Progressus

Progressus shall maintain the following insurance coverage during the term of this Agreement:

- (i) Professional Liability Coverage with limits of no less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate;
- (ii) Worker's Compensation Insurance including occupational disease coverage in accordance with all state and federal requirements.

B. Provided by Client

Client shall maintain the following insurance coverage during the term of this Agreement:

Comprehensive General Liability with bodily injury and property damage with combined single limits of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate, naming Progressus as an additional insured.

Upon request, the parties agree to provide each other with insurance certificates evidencing the requisite insurance coverage, which contains a provision that the coverage afforded under the policies will not be cancelled without thirty (30) days written notice.

8. Indemnification

The parties hereto agree to indemnify, defend and hold harmless, each other and their respective parents, subsidiaries and affiliates, directors, officers, agents, servants 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, servants, employees, officers, representatives or subcontracts, provided that this indemnification shall not apply to the sole negligence or wrongful act of the party seeking indemnification, their agents, servants, employees, officers, representatives, subcontractors and related entities. The aforesaid indemnification shall survive termination of this Agreement.

9. Termination of Agreement

Either party may terminate this Agreement upon forty-five (45) days written notice to the other party. In the event Client terminates the Agreement, Client will be responsible to pay for the following:

- A. All services performed by Therapists through the effective date of termination; and
- B. All expenses incurred by Progressus in placing a Therapist with Client, including without limitation nonrefundable security deposits, prepaid rent, transportation costs, utility deposits and the like.

Progressus may terminate the Agreement immediately upon notice to Client if;

- C. Client fails to pay any invoice within forty-five (45) days of its due date; or
- D. Any petition is filed or proceeding is commenced by or against Client for adjudication as a bankrupt or insolvent entity under federal bankruptcy law or any other bankruptcy and insolvency act; or a proceeding for reorganization is filed by or instituted against Client; or Client makes an assignment for the benefit of creditors; or a proceeding is filed or instituted for the appointment of a receiver for Client.

10. Non-Solicitation

During the term of this Agreement and for a period of twelve (12) months thereafter (the “Non-Solicitation Period”), Client agrees not to, either directly or indirectly through a third party, hire, attempt to hire, contract with independently, or solicit for employment a Therapist who was referred to Client by Progressus, whether Client accepted placement of the Therapist, interviewed the Therapist or reviewed the Therapist’s resume or background information. Client acknowledges that this Non-Solicitation provision is reasonable and necessary for the protection of Progressus’ valid business interests, and that failure to comply with the Non-Solicitation provision will cause immediate and irreparable injury to Progressus, for which injury there is no adequate remedy at law. In the event of the actual or threatened breach of this Non-Solicitation provision by Client, Progressus shall be entitled to immediate injunction by a court of competent jurisdiction to prevent and restrain such breach, and Progressus shall be entitled to recover its costs, including reasonable attorneys fees and expenses in addition to any other legal or equitable relief to which it may be entitled. This paragraph shall survive termination of the Agreement.

11. Confidentiality

Client and Progressus agree to keep the terms of this Agreement confidential and not to disclose the terms to any third party, including without limitation employees of Progressus provided, however, that this paragraph shall not apply if such disclosure is required by law or court order. Client agrees to inform all persons, whether employees, contractors, or agents of Client, with knowledge of the terms of the agreement of the confidentiality provisions contained herein.

12. Notice

Any notice required to be given hereunder shall be in writing and shall be either hand delivered, mailed via certified mail, or mailed via a nationally recognized overnight courier to the addresses set forth below.



A. Progressus  
Progressus Therapy, LLC  
2701 North Rocky Point Drive Suite 650  
Tampa FL 33607  
(800) 892-0640  
Attention: Don Scheeler, President

B. Client  
  
Santee School District  
9619 Cuyamaca Street  
Santee, CA 92071  
Attention: Hope Michel, Special Education Director

Notices are effective upon mailing or delivery to overnight courier service, as the case may be.

13. Assignment

A. By Client

This Agreement may not be assigned by Client without the express written consent of Progressus, which consent will not be unreasonably withheld.

B. By Progressus

This Agreement may be assigned by Progressus to Progressus' successor or to any affiliate of Progressus and their respective successors.

14. Addenda and Exhibits

All addenda and exhibits, if any, referred to in or attached to this Agreement are and shall be deemed to be an integral part of this Agreement as if fully set forth herein.

15. Entire Agreement

This Agreement, together with all addenda and exhibits attached hereto, constitute the entire agreement between the parties hereto and supersedes all prior oral and written negotiations and agreements. This Agreement may only be modified in a writing signed by all parties hereto.

16. Waiver and Severability

No delay or omission by either party to enforce or exercise any right, remedy or power under this Agreement shall be construed as a waiver of such right, remedy or power. A waiver by either party of any breach or default under the terms of this Agreement shall not constitute a waiver of any subsequent breach or default. In the event any provision of this Agreement is held to be unenforceable by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect.

17. Jurisdiction and Applicable Law

This Agreement is deemed to have been made in the State of Florida, County of Hillsborough, and shall be interpreted in accordance with Florida law, without regard to its conflict of law principles. The parties agree that all litigation arising out of this Agreement must be brought in Florida state court in Hillsborough County, sitting in Tampa, Florida, or in the United States District Court for the Middle District of Florida, sitting in Tampa, Florida, and that the court will have personal jurisdiction over the parties, and that the venue of the action shall be appropriate to and exclusive in such court.

18. Binding Agreement

This Agreement shall inure to the benefit of, and be binding upon the parties' respective successors and assigns.

19. Attorneys' Fees and Costs

In the event of litigation arising out of this Agreement, the prevailing party in such litigation shall be entitled to payment of its reasonable attorneys' fees and costs from the other party.

20. Cumulative Remedies

No right or remedy herein conferred or reserved in this Agreement is exclusive of any right or remedy provided or permitted at law or in equity, but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise, and may be enforced concurrently therewith or from time to time.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed as of the day and date first written above.

**PROGRESSUS THERAPY, LLC**

By: \_\_\_\_\_  
Donald Scheeler, President

Date: \_\_\_\_\_

**SANTEE SCHOOL DISTRICT**

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

ADDENDUM A

**CONTRACTOR ASSIGNMENT CONFIRMATION**

This Contractor Assignment Confirmation is issued pursuant to an Agreement for Therapy Services between **Progressus Therapy, LLC** (“Progressus”) and **Santee School District** (“Client”) effective January 1, 2010 (the “Agreement”) and is governed by the terms of the Agreement.

**Assignment Information**

Therapist:	Lee Barnes	Discipline:	OT
Report to:		Facility:	
Assignment Start Date:		Assignment End Date:	
Hours Per Day:	8	Days Per Week:	
Bill Rate:	\$70.00	<b>Rate Per Hour</b>	
Mileage Reimbursement:	\$0.55	*Mileage reimbursement rate remains consistent with the Federally approved rate.	

Notes:

**Billing Information**

Name of billing contact:	Hope Michel	Phone number:	619-258-2365
Email address:	hmichel@santee.k12.ca.us	Fax number:	619-258-2305
Address (including city, state, zip)	9619 Cuayamaca Street Santee, CA 9207		

**PROGRESSUS THERAPY, LLC**

By: \_\_\_\_\_

Printed Name: Diane Kelly

Title: Client Partnerships Manager

Date: \_\_\_\_\_

**SANTEE SCHOOL DISTRICT**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Consent Item E.3.4. Approval of Student Teaching Agreement for the Cal State Teach Program with California State University, Fullerton  
Prepared by Kristin Baranski  
January 19, 2010

**BACKGROUND:**

Santee School District has entered into cooperative agreements with various universities in the past to provide field laboratory classroom placement for student teachers and interns. Santee School District has received a Student Teaching Agreement for the Cal State Teach Program with California State University, Fullerton for this purpose. The terms of the agreement shall commence on the date of execution and continue through December 31, 2014.

**RECOMMENDATION:**

Administration recommends that the Student Teaching Agreement with California State University, Fullerton, for the Cal State Teach Program be approved by the Board of Education.

This recommendation supports the following District goal:

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

*This recommendation supports the strategic plan area of student learning by helping train future classroom teachers.*

**FISCAL IMPACT:**

There is no fiscal impact to the District general fund.

**STUDENT ACHIEVEMENT IMPACT:**

This agreement supports student learning by placing interns and student teachers in the classroom for directed teaching and provides students with an additional instructional resource.

Motion:		Second:		Vote:		Agenda Item E.3.4.
---------	--	---------	--	-------	--	--------------------

**CALIFORNIA STATE UNIVERSITY, FULLERTON  
STUDENT TEACHING AGREEMENT FOR THE  
CAL STATE TEACH PROGRAM**

**THIS AGREEMENT** entered into by and between the State of California acting through the Trustees of the California State University on behalf of California State University, Fullerton, 2600 East Nutwood Avenue, Suite 300, Fullerton, CA 92831, hereinafter called "University", and *Santee School District* hereinafter called the "District".

**WITNESSETH**

**WHEREAS**, the District is authorized to enter into agreements with the University to provide teaching experience through practice teaching to students enrolled in teacher training curricula of the University; and

**NOW, THEREFORE**, it is mutually agreed between the University and the District as follows:

**SPECIAL PROVISIONS**

The **SERVICES** to be provided by District to University shall not exceed 10 semester units of practice teaching per semester.

**TERM OF AGREEMENT**

This Agreement shall remain in full force and effect for a term of five years beginning on January 4, 2010 through December 31, 2014. However, either party may cancel this Agreement upon thirty (30) days prior written notice.

Performance under this Agreement shall be reviewed annually by both parties and at the time of the annual review the parties may mutually agree to additional one year extensions of the Agreement.

**GENERAL TERMS**

1. The District shall provide teaching experience to University students, through practice teaching in schools and classes of the District not to exceed the units of practice set forth in the Special Provisions. Such practice teaching shall be provided in such schools or classes of the District, and under the direct supervision and instruction of certified Teachers of the District as the District and University, through their duly authorized representatives, may agree upon.

The District may, at its sole discretion, refuse to accept any student of the University assigned to practice teaching in the District. Upon request of the District, at its sole discretion, the University shall terminate the assignment of any student of the University to practice teaching in the District.

"Practice Teaching" is used herein and elsewhere in this agreement means active participation in the duties and functions of classrooms teaching under the direct supervision instruction of employees of the District

holding valid professional diplomas issued by the State Board of Education, other than emergency or provisional credentials, authorizing them to serve as classroom teachers in the schools or classes in which the practice teaching is provided.

2. An assignment of a student of the University to practice teaching in schools or classes of the Districts shall be at the discretion of the University, for approximately sixteen (16) weeks, but a student may be given more than one (1) assignment by the University to practice teaching in such schools or classes.

The assignment of a student of the University to practice teaching in the District shall be deemed to be effective for purposes of this agreement as of the date the student presents to the proper authorities of the District the assignment card or other document given the student by the University effecting such assignment, but not earlier than the date of such assignment as shown on such card or other document.

Absences of a student from assigned practice teaching shall not be counted as absences in computing the quarter units of practice teaching provided the student by the District.

### INSURANCE

1. The University and District shall secure and maintain at all times during the Term, at their respective sole expense, professional general liability insurance covering themselves and their respective employees.
  - A. Such coverage provided by the University and District may be afforded via commercial insurance, self-insurance, a captive, or some combination thereof at limits of at least \$1,000,000 per occurrence. Such insurance shall not be cancelable except upon 30 days' prior written notice to the other party. Such coverage shall be primary and non-contributory. Upon either party's request, the other party shall provide a certificate of insurance evidencing such coverage.
  - B. Comprehensive or Commercial Form General Liability Insurance (contractual liability included) with limits as follows:
    - 1) Each Occurrence      \$1,000,000
    - 2) General Aggregate      \$3,000,000
  - C. The University and District shall each secure and maintain at all times during the Term of the contract, at their respective sole expense, workers' compensation and employers' liability insurance covering their respective employee. Such coverage provided by The University and District may be afforded via commercial insurance or self-insurance.
  - D. Business Liability Insurance for owned, scheduled, non-owned or hired automobiles with a combined single limit no less than One Million Dollars (\$1,000,000) per occurrence.
  - E. The District shall not be responsible for worker's compensation insurance for student teachers.

The University and District shall further provide for thirty (30) day advance written notice of any modification, change or cancellation of any of the above insurance coverages.

The foregoing insurance limits and /or requirements as referred to under Section (B) above shall be subject to changes in, or modifications or, coverage, forms, and/or limits as mandated from time to time by insurance

programs of the parties. When such changes or modifications are mandates, the parties shall agree to renegotiate requirements for insurance coverage, forms and/or limits within thirty (30) days from receipt of notification by either party of such change. The period for renegotiation shall be thirty (30) days. New contract terms regarding coverage, forms, and/or limits shall be mutually agreed upon by the parties and shall be evidenced by a written addendum to this Agreement within the period for renegotiation. If the parties are unable to renegotiate said coverage, forms, and/or limits, this Agreement shall automatically terminate at the end of the thirty (30) day period following renegotiation unless the parties mutually agree to extend the period for renegotiation and additional thirty (30) days.

2. The University shall self-insure its activities in connection with this Agreement by maintaining programs of self-insurance as follows:

The State of California has elected to be self-insured for its general liability, vehicle liability, worker's compensation and property exposures through an annual appropriation from the General Fund. As a State agency, the California State University, Office of the Chancellor, the Trustees, and its system of campuses are included in this self-insurance program. Under this form of insurance, the State and its employees (as defined in Section 810.2 of the Government Code) are insured for any tort liability that may develop through carrying out official activities, including state official operations or under an official contract or license agreement, they should be referred to the State Board of Control, State of California, Tort Liability Section, 1515 K Street, Sacramento, CA 95814. Any claims regarding property are to be referred to the California State University, Risk Manager, 400 Golden Shore, Suite 210, Long Beach, CA 90802.

#### **TIME**

Time is of the essence of the Agreement

#### **GOVERNING LAW**

This Agreement will be governed by the laws of the State of California and shall in all respects be interpreted, enforced and governed by California laws.

#### **INDEMNIFICATION**

Pursuant to the provisions of Section 895.4 of the California Government Code, each party agrees to indemnify and hold the other party harmless from all liability for damage to persons or property arising out of, or resulting from, negligent acts or omissions of the indemnifying party.

#### **FINGERPRINTING/BACKGROUND CHECKS**

In accordance with California Education Code Section 44320 (b), each credential candidate prior to assignment to District must obtain at their sole expense a "Certificate of Clearance," which includes a complete Live Scan Service. The University will ensure that student's receive a Certificate prior to beginning their assignment in the District.

IN WITNESS WHEREOF, this agreement has been executed by and on behalf of the parties hereto, the day and year first above written.

**TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY**  
CALIFORNIA STATE UNIVERSITY  
FULLERTON

**DISTRICT**  
SANTEE SCHOOL DISTRICT

By: \_\_\_\_\_  
Tia Damron

Title: Contract Analyst

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Karl Christensen

Assistant Superintendent

Title: Business Services

Date: \_\_\_\_\_

**CERTIFICATION**

I, the duly appointed and acting Clerk of the Governing Board of the Santee School District, do hereby certify that at the regular meeting of said Board held on January 19, 2010, it was moved, seconded and carried that the attached contract with the Trustees of the California State University, whereby the University may assign students to the schools in the District for practice teaching, be approved; and the Santee School District is hereby authorized to execute the same.

Santee School District  
(District)

San Diego  
(County)

By \_\_\_\_\_  
Allen Carlisle  
Clerk of the Governing Board of the School District



Consent Item E.4.2. Approval of Revised Job Description for Early Childhood Assistant II

Prepared by Minnie Malin  
January 19, 2010

**BACKGROUND:**

Community Care Licensing regulations Title 22, require that teacher aides, or assistants as defined in our District, require six (6) semester units in early childhood education or child development including units in child development, child-family, and community or curriculum, *or* completion of at least two postsecondary semester units or equivalent quarter units in early childhood education or child development each semester or quarter following initial employment, and continuation in the educational program each semester or quarter until six units have been completed.

When new job descriptions for the Early Childhood positions were approved by the Board on April 1, 2008 the requirements were inadvertently left out of the Early Childhood Assistant II document. In collaboration with CSEA, revisions to the job description are presented tonight for your review.

**RECOMMENDATION:**

Administration recommends approval of the revisions to the job description presented tonight for your review.

This recommendation supports the following district goals:

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

**FISCAL IMPACT:**

There is no impact to the general fund as a result of this item.

**STUDENT ACHIEVEMENT IMPACT:**

Early preparation for pre-school children provides academic support for student success.

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

Agenda Item E.4.2.

EARLY CHILDHOOD ASSISTANT IIDEFINITION

Under the direct supervision of Out-of-School Time Director and/or Out-of-School Time Coordinator; and under the general direction of Regional Leader and/or Early Childhood Group Leader II, assist in the provision of a quality preschool program in a variety of environments.

DISTINGUISHING CHARACTERISTICS

Positions in the Early Childhood Assistant II perform more advanced tasks including being asked to directly implement the curriculum and activities provided for preschool students. Early Childhood Assistant I is the entry-level classification and incumbents perform general assistance in the preschool program and may only be in charge of students during naptimes or bathroom breaks.

EXAMPLES OF DUTIES

1. Assist in the creation of a learning environment designed to develop the physical, cognitive, emotional, creative, and social skills of preschool aged students.
2. Assist in maintaining a positive, developmentally appropriate, organized, and creative learning environment.
3. Provide leadership to children engaged in developmental activities.
4. Encourage proper student behavior and maintains student safety and discipline.
5. Model good manners, kindness and fairness.
6. Follow designated plans, prepare and assist in instructing children in the use of a variety of classroom materials.
7. Work with individual and small groups of children.
8. Assist in the preparation of the indoor and outdoor spaces to facilitate the daily program provided for the children.
9. Assist in the preparation and distribution of nutritious snacks and lunch.
10. Maintain records upon request.
11. Assist with preparing charts, bulletin boards and displays.
12. Report any unusual or improper actions to appropriate personnel.
13. Check restrooms and other facilities to insure rules are being followed by children using these areas.
14. Halt disturbances and reports actions to appropriate personnel.
15. Detain students pending the arrival of local administrator, law enforcement officer, and/or emergency medical services when necessary.
16. Maintain cooperative working relationships with children, staff, and parents.
17. Implement program and discipline plans.
18. Maintain a physically and emotionally healthy environment for the children, staff, parents and public.
19. Assist in the preparation of the classroom for custodial staff cleaning (i.e., stacking chairs, making sure toys are put away, table tops are cleared, etc.).
20. Provide first aid and health-related services as needed.

EARLY CHILDHOOD ASSISTANT II — Page 2  
EXAMPLES OF DUTIES - continued

21. Correct and/or report any conditions hazardous to the health and safety of pupils, staff and the public.
22. Work with and around hazardous materials.
23. Perform related duties as may be assigned.

QUALIFICATIONS GUIDE

Knowledge of:

Early childhood growth/development and child behavior characteristics  
Methods for controlling and motivating preschool children  
General goals of YALE Preschool Program  
Correct English usage, grammar, spelling, punctuation and vocabulary  
Mathematics principles  
Oral and written communication skills  
Proper handling techniques of hazardous materials

Ability to:

Communicate so others will clearly understand normal conversation  
Act quickly with mature judgment  
Understand and carry out oral and written instructions  
Establish and maintain cooperative relationships with those contacted in the course of work  
Establish and maintain a safe and healthy environment for children  
Plan and implement a variety of creative activities  
Participate in meetings, conferences, and in-service training programs as assigned  
Attend field trips as assigned  
Begin work as early as 6:30 a.m. and work as late as 6:00 p.m.  
See and hear with or without visual aids  
Read orally or silently a variety of materials  
Hear and understand speech at normal levels  
Maintain classroom in a clean, sanitary, orderly, and safe condition  
Maintain confidentiality

Training and Experience:

~~Equivalent to completion of the twelfth grade. Any combination of education, training, and/or experience which will demonstrate ability to perform the required duties. Experience, volunteer or paid, in early child care is desirable, but not required.~~

Equivalent to completion of the twelfth grade. Six semester units in early childhood education, including units in child development, child-family, and community or curriculum, *or* completion of at least two postsecondary semester units or equivalent quarter units in early childhood education or child development each semester or quarter following initial employment, and continuation in the educational program each semester or quarter until six units have been completed *are required*.

EARLY CHILDHOOD ASSISTANT II — Page 3  
QUALIFICATIONS GUIDE - continued

Licenses and Other Certificates:

Possession of First Aid/CPR and AED certificates issued by an authorized agency.

Characteristics:

Possess: good health and freedom from communicable diseases; good physical condition, agility and strength commensurate with the duties of the class; honesty; industry; initiative; dependability and good judgment in conjunction with position duties; loyalty and other related qualities.

Working Conditions:

Classroom setting and playground environment: subject to standing for long periods, walking, bending, stooping, lifting, reaching using hands and arms, climbing, balancing, kneeling, crouching, or crawling. May be required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; taste or smell. Must be able to regularly lift 25 pounds and occasionally lift and/or move up to 50 pounds. Exposure to intermittent noise, constant interruptions, and temperature extremes. Potential for contact with blood-borne pathogens and communicable diseases.

BOARD APPROVED: April 1, 2008  
AMENDED:

Consent Item E.4.3. Approval of Revisions to the Certificated Non-Management Evaluation Procedures for School Psychologists

Prepared by Minnie Malin  
January 19, 2010

**BACKGROUND:**

May 15, 2007, the District adopted the current Certificated Non-Management Evaluation Guidelines. Since that time, administration has implemented the new guidelines and recognizes that there are portions of the guidelines that do not apply to all certificated positions. As a result, District administrators, STA representatives, and School Psychologists created a sub committee in which they jointly developed certificated non-management evaluation procedures that address the specific needs of the School Psychologists position.

**RECOMMENDATION:**

Tonight, administration recommends approval of the revisions to the Certificated Non-Management Evaluation Guidelines. Administration further recommends implementation of this new process in the 2009-10 school year.

This recommendation supports the following district goals:

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

**FISCAL IMPACT:**

There will not be an impact to the general fund as a result of this item.

**STUDENT ACHIEVEMENT IMPACT:**

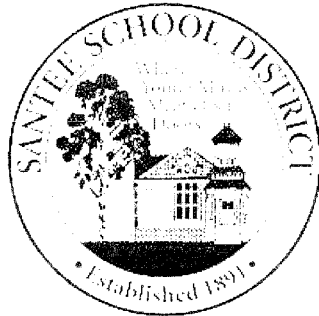
An effective up-to-date standards based evaluation document designed to provide guidance and support for all non-management teaching staff will support the district goal of providing the best educational environment for all students.

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

Agenda Item E.4.3.

# **Santee School District**

## **Certificated Non-Management Evaluation Guidelines for School Psychologists**



**Revised  
2009**

# **Santee School District**

## **Certificated Non-Management Evaluation Guidelines for School Psychologists**

### **Board of Education**

Dan Bartholomew  
Dustin Burns  
Allen Carlisle  
Dianne El Hajj  
Barbara Ryan

### **District Superintendent**

Patrick Shaw, Ed.D.

# Table of Contents

I.	Introduction	1
II.	School Psychologist Evaluation System	3
III.	Standards	4
IV.	Strategic Plan	5
V.	Certificated Evaluation – Year at a Glance	6
VI.	Track I	7
	Pre-Evaluation – FORM 1	8
	Formal Evaluation – FORM 2	9
	Mid-Year Evaluation – FORM 3	10
	Final Evaluation – FORM 4	11
	Employee Comments, Reflections or Feedback – FORM 5	12
VII.	Track II	13
	Plan to Demonstrate Competency – FORM 6	14
	Formal Certificated Observation – FORM 7	15
	Final Evaluation – FORM 8	16
	Employee Comments, Reflections or Feedback – FORM 9	17
VIII.	Assistance Plan	18
	Certificated Evaluation – FORM 15	20
	Formal Certificated Evaluation – FORM 16	21
	Mid-Year Evaluation – FORM 17	22
	Final Evaluation – FORM 18	23
	Employee Comments, Reflections or Feedback – FORM 19	24



# CERTIFICATED NON-MANAGEMENT GUIDELINES INTRODUCTION

A joint committee of Santee Teachers Association members and Santee District Management Team members have developed these evaluation procedures and forms.

## **Purpose**

The purpose of the evaluation process is to provide an on-going process based on formal and informal observations, pre- and post-conferences, and performance of other professional responsibilities.

## **Goal**

The goal of the evaluation process shall be to improve school psychology services and promote professional growth. Performance of all certificated non-management employees shall be evaluated on the basis of the Santee School District Standards for the School Psychologist.

## **Employees to be Evaluated**

Permanent certificated non-management employees shall be evaluated no less than the following schedule:

Level 1: Years 1-3 (Probationary and first tenured year)	Annually
Level 2: Years 5, 8	Every three (3) years
Level 3: Years 12 and over	Every four (4) years

Additionally, employees transferring to a new site or position will be evaluated the first year of the new assignment before moving to Level 2 or Level 3 based upon years in the district. An administrator may choose to evaluate a certificated non-management employee outside of this schedule based upon need.

If a permanent certificated non-management employee is evaluated during a year in which he or she shares a contract with another certificated non-management employee and the employment period is during the second semester, the employee will be notified by the supervisor of intent to evaluate within five (5) days upon return to work. Second semester observations and final evaluation timelines will be followed.

Any employee who does not receive a satisfactory evaluation will be evaluated the following year.

## **Evaluators**

The evaluator is usually the evaluatee's immediate supervisor. However, district management may designate a management employee other than the immediate supervisor to serve as an evaluator for certificated non-management employees. If an evaluatee moves to another assignment during the school year, modifications in the evaluation plan may be made.

## **Tracks**

All temporary and probationary certificated non-management employees will use Track I Guidelines. All permanent certificated non-management employees receiving satisfactory

evaluations as measured against the Standards for the School Psychologist and previous evaluations will use Track II observations. All permanent certificated non-management employees who have documented problems and/or are in need of assistance will use the Assistance Plan.

### **Goal Setting**

The Santee School District Standards for the School Psychologist will serve as a standard to evaluate all certificated non-management school psychologists. The evaluatee and evaluator will mutually identify standards and develop criteria for measuring progress toward meeting the goals that will promote student learning and professional competence.

If mutual agreement cannot be reached, the evaluator will select two (2) standards or goals and the evaluatee will select two (2) standards or goals. The goals, and criteria for measuring progress toward the goals, will be recorded on the Pre-Evaluation Form.

### **The Mid-Year Evaluation – Track I and Assistance Plan Employees**

Prior to January 31, a mid-year conference will be held with the evaluatee and evaluator to discuss the evaluatee's progress in attaining goals. The evaluator will discuss formal and informal observations and the performance of other professional responsibilities as related to the Santee School District Standards for the School Psychologist with the evaluatee. The Mid-Year Evaluation Form containing the summary of the evaluator's formal and informal observations, appraisals and observations related to the performance of other professional responsibilities, and recommendations for improvement will be given to the evaluatee. Any employee who is not satisfactorily meeting the Santee School District Standards for the School Psychologist will be informed, and specific recommendations will be given on the Mid-Year Evaluation Form. The employee may attach a statement to the Mid-Year Evaluation Form.

### **The Final Evaluation Report**

Prior to March 1 for Probationary and Temporary employees and May 20 for Permanent Track II employees, the evaluatee and the evaluator will hold a final conference to discuss the attainment of the mutually agreed upon goals. The Final Evaluation Report Form, including dates of formal observations, evaluator's summative report, and recommendations, if needed, will be given to the employee. The summative report will include a summary of:

- Evaluator's formal and informal observations (including dates of formal observations);
- Evaluator's appraisals;
- Evaluatee's performance of other professional responsibilities; and
- Recommendations, if needed.

Any Track II employee who has not satisfactorily met the expectations as stated in the Santee School District Standards for the School Psychologist will be informed that he or she will be re-evaluated the following year. The employee may attach a statement to the Final Evaluation Report.

### **Personnel File**

All evaluation documents will be placed in the employee's personnel file after the employee has had an opportunity to review and comment on the contents of the document.

# SANTEE SCHOOL DISTRICT

## School Psychologist Evaluation System

### Track I

Temporary, Probationary and 1<sup>st</sup> Year Tenured School Psychologists

Temporary Employees	Satisfactory Competency in all six standards	Unsatisfactory Not recommended for continued employment
Probationary Employees Years 1 & 2	Satisfactory Competency in all six standards	Unsatisfactory Not recommended for continued employment
1 <sup>st</sup> Year Tenured Teachers	Satisfactory Competency in all six standards	Unsatisfactory Placed on an Assistance Plan

### Track II

Tenured School Psychologists

Evaluation Year	Satisfactory Competency in all six standards	Unsatisfactory Not meeting all six standards Placed on an Assistance Plan
Off Year(s)	Satisfactory Competency in all six standards	Unsatisfactory Not meeting all six standards Referred to the evaluation process for specific standards or to the Assistance Plan process

### Assistance Plan

Tenured School Psychologists

Needs to be implemented as soon as possible	Implemented at or after the start of the school year	<b>FOR</b>	The remainder of that school year
---	--	------------	-----------------------------------

## STANDARDS FOR THE SCHOOL PSYCHOLOGIST

<p><b>Standard One:</b>  <b>Consult and Collaborate with School Staff and/or Families to Engage and Support Students in Learning</b></p> <p>1.1 Work with school staff to educate them regarding students' disabilities and the effects on student learning and behavior</p> <p>1.2 Work with families to educate them regarding their student's disability and the effects on student learning and behavior</p> <p>1.3 Work with school staff to identify accommodations, modifications, and/or instructional strategies required by the student to increase student learning and improve behavior</p> <p>1.4 Develop and present information to school staff on specific topics related to special education (e.g., laws, understanding cultural diversity, theories of cognition, issues surrounding violence and substance abuse, effective behavior management strategies)</p>	<p><b>Standard Two:</b>  <b>Promote and Maintain a Safe and Supportive Learning Environment</b></p> <p>2.1 Conduct observations, in structured and unstructured settings, and provide feedback related to the environment</p> <p>2.2 Design behavior support plans to improve student behavior and promote student learning</p> <p>2.3 Provide counseling services individually or in a group setting</p> <p>2.4 As a team, conduct manifestation determinations, functional behavior assessments (FBA), and/or functional analysis assessments (FAA)</p>
<p><b>Standard Three:</b>  <b>Provide Crisis Intervention Services</b></p> <p>3.1 As part of a team, evaluate the mental health needs of individuals, including students, school staff, parents, and the school community</p> <p>3.2 Provide short-term counseling either individually or in a group setting</p> <p>3.3 Make referrals to appropriate school staff or outside agencies for follow-up and long-term counseling</p> <p>3.4 Make referrals to outside agencies for immediate needs such as food, shelter, clothing, etc</p>	<p><b>Standard Four:</b>  <b>Planning Instruction and Designing Learning Experiences for Students</b></p> <p>4.1 Meet with teams (e.g., SST, Rtl, IEP) to discuss student concerns and developmental learning needs</p> <p>4.2 As a team, establish and articulate goals for student learning</p> <p>4.3 As a team, determine interventions and materials to improve student learning</p> <p>4.4 As a team, evaluate interventions to determine effectiveness</p>
<p><b>Standard Five:</b>  <b>Assessing Student Learning Patterns</b></p> <p>5.1 Consider ethic, cultural, gender diversity, and physical conditions when selecting assessment methods</p> <p>5.2 As a team, assess in all areas of suspected disability</p> <p>5.3 Conduct observations of students, in structured and unstructured settings</p> <p>5.4 Interpret and share assessment results in a manner that is understandable to school staff and parents</p> <p>5.5 Complete reports that are compliant with CA Education Code and include recommendations to increase the effectiveness of student learning</p>	<p><b>Standard Six:</b>  <b>Developing as a Professional School Psychologist</b></p> <p>6.1 Provide service in a leadership role in a professional organization</p> <p>6.2 Establish professional goals and pursue opportunities to grow professionally</p> <p>6.3 Supervise interns</p> <p>6.4 Work with colleagues to improve professional practice</p> <p>6.5 Conduct educational research and innovation</p> <p>6.6 Understand and use technology</p>



# **Santee School District Strategic Plan**

## ***Vision, Mission, Belief Statements, and Goals***

### ***Vision***

Santee School District will be a recognized leader in education, setting the standard in every endeavor.

### ***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.

### ***Belief Statements***

Children are our first priority. Therefore we believe....

- All students can learn.
- Trust, integrity, respect, citizenship, honesty, responsibility, commitment, and pride are the foundations on which our district is built.
- Academic performance and positive personal development are the highest measures of District success.
- Knowledgeable, motivated and inspired employees assure the success of our students.
- Parent and community involvement in our schools is crucial to the academic success of our students.
- Everyone has the right to learn and work in a safe, healthy, orderly, and clean environment.
- The District operates efficiently and effectively through focused leadership, fiscal responsibility, and open communication, with a strong academic program as the top priority.
- Students should understand and respect the origin of the nation, the law of the land, and the principles of our democracy.

### ***Goals***

#### **Educational Achievement**

Assure the highest level of educational achievement for all students.

#### **Facilities**

Provide facilities that optimize the learning environment for all students.

#### **Fiscal Accountability**

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

#### **Staff Development**

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

#### **Student Well-Being**

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

# SANTEE SCHOOL DISTRICT

## Certificated Evaluation

### Year at a Glance

TASK	To be completed by:		
	Track I	Track II	Assistance Plan
Distribution of School Psychologist Standards & Evaluation Packet and Notification of Intent to Evaluate	Teacher Prep Week	Teacher Prep Week	When Needed or Teacher Prep Week
Initiate or Review Assistance Plan (Assistance Plan can be initiated at any time; however, if known before the beginning of the school year, this date should be met.)			Sept 15
Pre-Evaluation Conference & Forms and Alternative Project Proposal & Conference	Oct 1	Oct 15	
Formal Observations 1 & 2	Dec 15	Jan 31	Dec 15
Mid-Year Evaluation	Jan 31		Jan 31
Mid-Year Reflection			
Formal Observations 3 & 4	March 1	May 20	May 20
End of Year Report			
Final Evaluation & Conference	March 1	May 20	May 20
Evaluatee Comment / Feedback Form	March 10	May 30	May 30

**Note:** If a date falls upon a weekend or a holiday, the due date is the first working day following that date.

# SANTEE SCHOOL DISTRICT

## Track I Evaluation

### Purpose

Track I is designed to provide school psychologists with a specific focus in their efforts to develop and strengthen their skills in school psychology. The Santee School District School Psychologist Standards reflect the goals and standards for school psychologist excellence and sound educational practice. These standards assure that quality school psychology services are provided for all students and offer an opportunity for continual professional growth for school psychologists.

### Eligibility

- Temporary employee
- Probationary employee
- First Year Tenured employee

### Desired Evaluation Outcomes

- Student learning
- Self reflection
- Continued professional development
- Collegiality and collaboration as an effective team member
- Instructional improvement
- Demonstration of competency

### Evaluation Process

The final evaluation is an accumulation of data including, but not limited to:

- Established goals
- Classroom visitations
- Formal and informal observations
- School psychologist/supervisor dialogues and conferences
- Evidence/artifacts demonstrating progress toward school psychologist standards

### Mid Year Evaluation

The mid year evaluation is an opportunity for school psychologist and supervisor to reflect on progress to date, identify areas of strength and make recommendations for further growth. In addition to the data accumulated for the final evaluation, the mid year evaluation includes a formal conference between school psychologist and supervisor.

### Final Evaluation

The final evaluation is an opportunity for school psychologist and supervisor to reflect on progress for the year, identify areas of strength and make recommendations for further growth. In addition to the data accumulated, the final evaluation includes a formal conference between school psychologist and supervisor.

# SANTEE SCHOOL DISTRICT

## Pre-Evaluation Form

### Plan to Demonstrate Competency

#### Track I

Complete four (4) forms, one for each of four (4) State standards

Name		Date
School	Assignment/ Grade Level	(Include current year) <input type="checkbox"/> Temporary _____ years <input type="checkbox"/> Probationary _____ years <input type="checkbox"/> 1 <sup>st</sup> Year Tenured

Standard:

- Consult and Collaborate with School Staff and/or Families to Engage and Support Students in Learning – *Standard 1*
- Promote and Maintain a Safe and Supportive Learning Environment – *Standard 2*
- Provide Crisis Intervention Services – *Standard 3*
- Planning Instruction and Designing Learning Experiences for Students – *Standard 4*
- Assessing Student Learning Patterns – *Standard 5*
- Developing as a Professional School Psychologist – *Standard 6*

Specific goal(s) addressed by this plan:

Plan for implementation (includes strategies for school psychologist, timelines, resources or support):

Plan for monitoring progress:

School Psychologist's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Four (4) Pre-Evaluation Forms Due: October 1*

*Distribution: Evaluator, Evaluatee & Personnel File*

FORM 1



# SANTEE SCHOOL DISTRICT

## Formal Certificated Observation

### Track I

To be completed at least four (4) times during the evaluation year

Name		Date	
Site	Day: M T W Th F	Beginning Time	Duration of Observation
Lesson Objective			Subject of Activity Observed

**Observed:** It is not anticipated that each area will necessarily be observed in any given observation. Check item if observed. Check specific elements if appropriate.

- Consult and Collaborate with School Staff and/or Families to Engage and Support Students in Learning – *Standard 1*
- Promote and Maintain a Safe and Supportive Learning Environment – *Standard 2*
- Provide Crisis Intervention Services – *Standard 3*
- Planning Instruction and Designing Learning Experiences for Students – *Standard 4*
- Assessing Student Learning Patterns – *Standard 5*
- Developing as a Professional School Psychologist – *Standard 6*

Evaluator's comments:

School psychologist's analysis and reflection:

Post conference summation:

School Psychologist's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Evaluatee's signature does not constitute endorsement of evaluator's comments, but acknowledges that an observation has taken place.

*Distribution: Evaluator, Evaluatee & Personnel File*

FORM 2

# SANTEE SCHOOL DISTRICT

## Track I

### Mid-Year Evaluation

Name		Date
School	Assignment/ Grade Level	(Include current year) <input type="checkbox"/> Temporary _____ years <input type="checkbox"/> Probationary _____ years <input type="checkbox"/> 1 <sup>st</sup> Year Tenured

Feedback and recommendations of evaluator:

Satisfactory\_\_\_\_\_ Unsatisfactory\_\_\_\_\_

School Psychologist's Signature: \_\_\_\_\_ Date \_\_\_\_\_

I intend to complete an Employee Comment, Reflections or Feedback form. (Form 5)

Evaluator's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Form Due: January 31

FORM 3

*Distribution: Evaluator, Evaluatee & Personnel File*

# SANTEE SCHOOL DISTRICT

## Track I

### Final Evaluation

Name		Date
School	Assignment/ Grade Level	(Include current year) <input type="checkbox"/> Temporary _____ years <input type="checkbox"/> Probationary _____ years <input type="checkbox"/> 1 <sup>st</sup> Year Tenured

Feedback and recommendations of evaluator:

Satisfactory \_\_\_\_\_ Unsatisfactory \_\_\_\_\_

School Psychologist's Signature: \_\_\_\_\_ Date \_\_\_\_\_

I intend to complete an Employee Comment, Reflections or Feedback form. (Form 5)

Evaluator's Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Form Due: March 1*

FORM 4

*Distribution: Evaluator, Evaluatee & Personnel File*

**SANTEE SCHOOL DISTRICT**  
**Track I**  
**Employee Comments, Reflections or Feedback**  
**(Optional)**

Name	Date	
School	Assignment/ Grade Level	(Include current year) <input type="checkbox"/> Temporary _____ years <input type="checkbox"/> Probationary _____ years <input type="checkbox"/> 1 <sup>st</sup> Year Tenured

Employee's comments, reflections or feedback:

School Psychologist's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If utilized by the employee, this form must be forwarded by the employee to the Human Resources Department to be placed in the personnel file with the evaluation documents.

FORM 5

# SANTEE SCHOOL DISTRICT

## Track II Evaluation

### Purpose

Track II is designed to provide school psychologists with a specific focus in their efforts to develop and strengthen their skills in school psychology. The Santee School District School Psychologist Standards reflect the goals and standards for school psychologist excellence and sound educational practice. These standards assure that quality school psychology services are provided for all students and offer an opportunity for continual professional growth for school psychologists.

### Eligibility

- Permanent Employees not on an Assistance Plan
- Beyond 1<sup>st</sup> Year Tenured Employee

### Desired Evaluation Outcomes

- Student learning
- Self reflection
- Continued professional development
- Collegiality and collaboration as an effective team member
- Instructional improvement
- Continued demonstration of competency

### Evaluation Process

The final evaluation is an accumulation of data including, but not limited to:

- Classroom visitations
- Formal and informal observations
- School psychologist/supervisor dialogues and conferences
- Evidence/artifacts demonstrating progress toward school psychologist standards

### Final Evaluation

The final evaluation is an opportunity for school psychologist and supervisor to reflect on progress for the year, identify areas of strength and make recommendations for further growth. In addition to the data accumulated, the final evaluation includes a formal conference between school psychologist and supervisor.

# SANTEE SCHOOL DISTRICT

## Pre-Evaluation Form

### Plan to Demonstrate Competency

#### Track II

Complete four (4) forms, one for each of four (4) State standards

Name	Date
School	Assignment/ Grade Level

Standard:

- Consult and Collaborate with School Staff and/or Families to Engage and Support Students in Learning – *Standard 1*
- Promote and Maintain a Safe and Supportive Learning Environment – *Standard 2*
- Provide Crisis Intervention Services – *Standard 3*
- Planning Instruction and Designing Learning Experiences for Students – *Standard 4*
- Assessing Student Learning Patterns – *Standard 5*
- Developing as a Professional School Psychologist – *Standard 6*

Specific goal(s) addressed by this plan:

Plan for implementation (includes strategies for school psychologist, timelines, resources or support):

Plan for monitoring progress:

School Psychologist's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Four (4) Pre-Evaluation Forms Due: October 1*

FORM 6

*Distribution: Evaluator, Evaluatee & Personnel File*

# SANTEE SCHOOL DISTRICT

## Formal Certificated Observation

### Track II

To be completed at least four (4) times during the evaluation year

Name		Date	
Site	Day: M T W Th F	Beginning Time	Duration of Observation
Lesson Objective			Subject of Activity Observed

**Observed:** It is not anticipated that each area will necessarily be observed in any given observation. Check item if observed. Check specific elements if appropriate. The four previously identified standards for the year should be checked at least once during the year.

- Consult and Collaborate with School Staff and/or Families to Engage and Support Students in Learning – *Standard 1*
- Promote and Maintain a Safe and Supportive Learning Environment – *Standard 2*
- Provide Crisis Intervention Services – *Standard 3*
- Planning Instruction and Designing Learning Experiences for Students – *Standard 4*
- Assessing Student Learning Patterns – *Standard 5*
- Developing as a Professional School Psychologist – *Standard 6*

Evaluator's comments:

School psychologist's analysis and reflection:

Post conference summation:

School Psychologist's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Evaluatee's signature does not constitute endorsement of evaluator's comments, but acknowledges that an observation has taken place.

FORM 7

*Distribution: Evaluator, Evaluatee & Personnel File*

# SANTEE SCHOOL DISTRICT

## Track II

### Final Evaluation

Name	Date
School	Assignment/ Grade Level

Feedback and recommendations of evaluator:

Satisfactory \_\_\_\_\_ Making Progress \_\_\_\_\_ Unsatisfactory \_\_\_\_\_

School Psychologist's Signature: \_\_\_\_\_ Date \_\_\_\_\_

I intend to complete an Employee Comment, Reflections or Feedback form. (Form 8)

Evaluator's Signature: \_\_\_\_\_ Date \_\_\_\_\_

*This form will be placed in the personnel file.*

*Form Due: May 20*

FORM 8

*Distribution: Evaluator, Evaluatee & Personnel File*



**SANTEE SCHOOL DISTRICT**  
**Track II**  
**Employee Comments, Reflections or Feedback**  
**(Optional)**

Name	Date
School	Assignment/ Grade Level

Employee's comments, reflections or feedback:

School Psychologist's Signature: \_\_\_\_\_ Date \_\_\_\_\_

If utilized by the employee, this form must be forwarded by the employee to the Human Resources Department to be placed in the personnel file with the evaluation documents.

FORM 9

# SANTEE SCHOOL DISTRICT

## Assistance Plan

### Purpose

The Assistance Plan is designed to provide school psychologists with specific needs a clear focus and assistance in their efforts to improve and strengthen their skills in school psychology. The Santee School District School Psychologist Standards reflect the goals and standards for school psychologist excellence and sound educational practice. These standards assure that quality school psychology services are provided for all students and offer an opportunity for continual professional growth for school psychologists.

### Eligibility

Permanent employees not meeting all six (6) standards as documented through the evaluation process.

### Desired Assistance Plan Outcomes

(Check all that apply.)

- Consult and Collaborate with School Staff and/or Families to Engage and Support Students in Learning – *Standard 1*
- Promote and Maintain a Safe and Supportive Learning Environment – *Standard 2*
- Provide Crisis Intervention Services – *Standard 3*
- Planning Instruction and Designing Learning Experiences for Students – *Standard 4*
- Assessing Student Learning Patterns – *Standard 5*
- Developing as a Professional School Psychologist – *Standard 6*

### Evaluation Process

The final evaluation is an accumulation of data including, but not limited to:

- Classroom visitations
- Formal and informal observations
- School psychologist/supervisor dialogues and conferences
- Evidence/artifacts demonstrating progress toward school psychologist standards

### Mid-Year Evaluation

The mid year evaluation is an opportunity for school psychologist and supervisor to reflect on progress to date, identify areas of strength and make recommendations for further assistance. In addition to the data accumulated for the final evaluation, the mid year evaluation includes a formal conference between school psychologist and supervisor.

## **Final Evaluation**

The final evaluation is an opportunity for school psychologist and supervisor to reflect on progress for the year, identify areas of strength and make recommendations for further growth. In addition to the data accumulated, the final evaluation includes a formal conference between school psychologist and supervisor.

**SANTEE SCHOOL DISTRICT**  
**Certificated Evaluation**  
**Assistance Plan**  
**One form for each area of concern**

Name	Date
School	Assignment/ Grade Level

The Assistance Plan below identifies the area of concern:

Standard:

- Consult and Collaborate with School Staff and/or Families to Engage and Support Students in Learning – *Standard 1*
- Promote and Maintain a Safe and Supportive Learning Environment – *Standard 2*
- Provide Crisis Intervention Services – *Standard 3*
- Planning Instruction and Designing Learning Experiences for Students – *Standard 4*
- Assessing Student Learning Patterns – *Standard 5*
- Developing as a Professional School Psychologist – *Standard 6*

Specific goal(s) for improvement:

Plan for assistance (includes strategies for school psychologist, timelines, resources or support):

Plan for monitoring progress:

Evaluation criteria/evidence of standard attainment:

School Psychologist's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date \_\_\_\_\_

FORM 15

*Distribution: Evaluator, Evaluatee & Personnel File*

# SANTEE SCHOOL DISTRICT Formal Certificated Observation Assistance Plan

**To be completed at least four (4) times during the evaluation year**

Name		Date	
Site	Day: M T W Th F	Beginning Time	Duration of Observation
Lesson Objective		Subject of Activity Observed	

**Observed:** It is not anticipated that each area will necessarily be observed in any given observation. Check item if observed. Check specific elements if appropriate.

- Consult and Collaborate with School Staff and/or Families to Engage and Support Students in Learning – *Standard 1*
- Promote and Maintain a Safe and Supportive Learning Environment – *Standard 2*
- Provide Crisis Intervention Services – *Standard 3*
- Planning Instruction and Designing Learning Experiences for Students – *Standard 4*
- Assessing Student Learning Patterns – *Standard 5*
- Developing as a Professional School Psychologist – *Standard 6*

Evaluator's comments:

School psychologist's analysis and reflection:

Post conference summation:

School Psychologist's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Evaluatee's signature does not constitute endorsement of evaluator's comments but acknowledges that an observation has taken place.

*Distribution: Evaluator & Evaluatee*

FORM 16

# SANTEE SCHOOL DISTRICT

## Assistance Plan

### Mid-Year Evaluation

Name	Date
School	Assignment/ Grade Level

Feedback and recommendations of evaluator:

Satisfactory \_\_\_\_\_ Unsatisfactory \_\_\_\_\_

School Psychologist's Signature: \_\_\_\_\_ Date \_\_\_\_\_

I intend to complete an Employee Comment, Reflections or Feedback form.

Evaluator's Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Form Due: January 31*

FORM 17

*Distribution: Evaluator, Evaluatee & Personnel File*

# SANTEE SCHOOL DISTRICT

## Assistance Plan

### Final Evaluation

Name	Date
School	Assignment/ Grade Level

Feedback and recommendations of evaluator:

Satisfactory\_\_\_\_\_ Unsatisfactory\_\_\_\_\_

School Psychologist's Signature: \_\_\_\_\_ Date \_\_\_\_\_

I intend to complete an Employee Comment, Reflections or Feedback form.

Evaluator's Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Form Due: May 20*

FORM 18

*Distribution: Evaluator, Evaluatee & Personnel File*

**SANTEE SCHOOL DISTRICT**  
**Assistance Plan**  
**Employee Comments, Reflections or Feedback**  
**(Optional)**

Name	Date
School	Assignment/ Grade Level

Employee's comments, reflections or feedback:

School Psychologist's Signature: \_\_\_\_\_ Date \_\_\_\_\_

If utilized by the employee, this form must be forwarded by the employee to the Human Resources Department to be placed in the personnel file with the evaluation documents.

FORM 19

\_\_\_\_\_  
Allwyn Gazi, President, STA

\_\_\_\_\_  
Minnie Malin, Asst. Supt., Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



DISCUSSION AND/OR ACTION ITEMS Item F.

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

**BACKGROUND:**

The District annually hosts a Business Appreciation Breakfast to celebrate businesses in the community for supporting the Santee School District and to provide an opportunity to share with the business community about what is happening in our schools. The Superintendent would like to present a proposed plan for this year's event to the Board.

**Business Appreciation Breakfast sponsored by the Santee School District**

**Date:** Wednesday, March 24, 2010  
**Theme:** Student Learning in the 21<sup>st</sup> Century  
**Time:** 7:30 a.m. to 9:00 a.m.  
**Place:** Board Room-Educational Resource Center

**Highlight**

**Presentation:** Project Based learning using Technology (Wireless and labs) Supported by the Foundation: "Preparing students for their future"  
Presentations might include a teacher and students demonstrating project based learning in the classroom and accessing learning beyond the classroom.

**RECOMMENDATION:**

The Superintendent recommends that the Board provide approval for the Business Breakfast to thank our business partners and supporters 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. This expense would be paid from the Board's operating budget.

**STUDENT ACHIEVEMENT:**

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

Motion:		Second:		Vote:		Agenda Item F.1.1.
---------	--	---------	--	-------	--	--------------------

Discussion and/or Action Item F.2.1. Approval of Monthly Financial Report  
Prepared by Karl Christensen  
January 19, 2010

**BACKGROUND:**

Administration has prepared the accompanying Monthly Financial Report covering the period December 1, 2009 through December 31, 2009 for the Board of Education's review and comments. The statements are prepared on a cash and modified accrual basis and include the District's revenue, expenditure, and cash activities.

**RECOMMENDATION:**

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

This recommendation supports the following District goal:

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

**FISCAL IMPACT:**

The Monthly Financial Report shows a beginning cash balance of \$2,054,438. Cash receipts of \$7,622,871 and disbursements of \$4,035,427 are reflected for the period of December 1, through December 31, 2009, resulting in an ending cash balance of \$5,641,882 as of December 31, 2009.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item F.2.1.
---------	--	---------	--	-------	--	--------------------



# MONTHLY FINANCIAL REPORT - DECEMBER

1

## CASH REPORT FOR DECEMBER 31, 2009

		Actual	Projected
Beginning Cash Balance as of November 30, 2009		\$2,054,438	\$2,054,348
<b>INCOME</b>			
<hr/>			
A. Revenue Limit Sources			
State Aid	\$2,446,828		
Property Taxes	2,882,169	5,328,997	
B. Federal Income			
Federal Funding	78,691		
		78,691	
C. State Income			
Unres. State Funding	15,605		
Class Size Reduction	687,850		
ASES	124,215		
AB825	122,143		
HTS Spec Ed	20,301		
Transportation	11,108	981,222	
D. Local Income			
Other Local Income	791,317		
Spec ED	442,644		
Interest		1,233,961	
E. Due to/Due from other funds			
F. Debt Proceeds		\$0	
<b>TOTAL INCOME</b>		<b>\$7,622,871</b>	<b>\$7,449,871</b>
Beginning Balance Plus Income		<b>\$9,677,309</b>	<b>\$9,504,219</b>
<b>DISBURSEMENTS</b>			
<hr/>			
G. Commercial Warrants	\$ 399,329		
H. Payroll Warrants	2,975,196		
I. Statutory Employee Benefits	363,459		
J. Health & Welfare	297,443		
K. Liability			
<b>TOTAL DISBURSEMENTS</b>		<b>\$4,035,427</b>	<b>\$4,291,223</b>
Ending Cash Balance as of December 31, 2009		<b>\$5,641,882</b>	<b>\$5,212,996</b>





**Budget Revisions  
December 31, 2009  
2009-10 Revised Budget**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
<b>Beginning Fund Balance</b>	4,614,816	2,449,373	7,064,189
<b>Estimated Income</b>	32,107,939	12,766,989	44,874,928
<b>Estimated Expenditures</b>	32,549,970	15,083,041	47,633,011
<b>Change in Fund Balance</b>	(442,031)	(2,316,052)	(2,758,083)
<b>Projected Ending Fund Balance</b>	4,172,785	133,321	4,306,106
<b>Less: Designation for Restricted Programs/Carryovers</b>	-	133,321	133,321
<b>Less: Designation for Prepaid Expenses</b>	392,160		392,160
<b>Less: Designation for Revolving Cash</b>	15,000		15,000
<b>Less: Designation for Stores Inventory</b>	27,199		27,199
<b>Less: Reserve for Vacation Carryover</b>	211,682		211,682
<b>Less: Reserve for Economic Uncertainty</b>	1,428,990		1,428,990
<b>Undesignated/Unappropriated/Unreserved Fund Balance (Uncommitted)</b>	2,097,754	-	2,097,754
<b>Fund 17 Balance</b>	<u>2,806,021</u>		<u>2,806,021</u>
<b>Total Reserves</b>	<u>6,332,765</u>	<u>-</u>	<u>6,332,765</u>
<b>% Estimated Expense Total</b>	13.29%		



**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. At its March 4, 2008 meeting, the Board authorized contracted services from Vavrinek, Trine, Day & Co., LLP to perform all necessary work for the 2007-08, 2008-09, and 2009-10 audit reports.

The 2008-09 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 Allen Carlisle, 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 Board representatives and members of the Audit Committee provide their commentary to the rest of the Board, at their discretion. Administration also recommends that the Board of Education accept the 2008-09 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 2008-09 fiscal year. There is no fiscal impact in accepting the report. Professional auditor services annually total \$24,000.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

**BACKGROUND:**

On January 8, 2010, the Governor released his proposal to address an estimated \$6 billion shortfall in the State Budget for 2009-10 and an estimated \$20 billion shortfall through 2010-11. Fortunately, the proposals for 2009-10 do not incorporate mid-year reductions for K-12 education. Statements from the Governor's office indicate that "education is protected" in this budget. However, there are still significant cuts to K-14 education when comparing previous assumptions used for 2010-11 in the Multi-Year projection. Although the Proposition 98 formula is fully funded in both years, the State still faces declining revenues which reduces the Proposition 98 guarantee and funding to K-14 education.

Administration will provide some details on the Governor's proposal and the effect on the Santee School District's budget.

**RECOMMENDATION:**

It is recommended that the Board of Education review, discuss, and take 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:**

Preliminary analysis indicates that the District may face an additional cut of \$1 million to \$1.3 million in Revenue Limit funding for 2010-11 as compared with previous estimates used in the 1<sup>st</sup> Interim Report.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item F.2.3.
---------	--	---------	--	-------	--	--------------------

**BACKGROUND:**

In July of 2009, the District issued \$11.5 million in Bond Anticipation Notes ("BANs") as bridge financing for the Capital Improvement Program ("CIP") due to the delay in receiving State funds and inability to issue local General Obligation Bonds. These notes are due to mature on June 15, 2010. It is unlikely that the District will receive any State funds or be able to issue any of the remaining local GO Bond authorization prior to maturity of the BANs. Therefore, another BAN issue will be necessary and a two-year term is recommended.

In December of 2009, the District received authorization to issue up to \$20 million in Clean Renewable Energy Bonds ("CREBs") to fund the installation of Solar Photovoltaic Systems throughout the District. The District is planning to move forward with issuance of approximately \$2 million in CREBs this spring for project installation at Hill Creek, contingent upon favorable financial projections.

Because both the BAN and CREBs are debt instruments that affect, and are affected by, the District's overall financial condition, it is essential that the order and timing of issuance of these instruments be considered. Because of the looming maturity of the BANs in June with no funding source to pay them off, it is essential that a new BAN be issued first before a CREBs is put on the market for issuance. Furthermore, there are some significant lead times for materials needed for the Photovoltaic system at Hill Creek which must be considered if construction is to commence during the summer.

Combining the BAN, CREB, and Construction schedules together with known constraints produces the following proposed timeline and order of events:

- 1) Disclosure Statement on BAN to County Office of Education (must be 30 days prior to Board approval): January 15, 2010
- 2) Board Approval for BAN Refinancing: February 16, 2010
- 3) Issue BAN: Mid-March 2010 but no earlier than March 18, 2010 to comply with 90-day rule on current BAN
- 4) Disclosure Statement on CREB to County Office of Education (must be 30 days prior to Board approval): February 2, 2010
- 5) Finalize Solar design, Estimated GMP, and financial analysis to determine if Solar Project and CREBs is feasible: February 19, 2010
- 6) Board Approval for CREBs: March 2, 2010
- 7) Board Approval for commencing construction of PV system at Hill Creek: March 16, 2010
- 8) Issue CREBs: Late March
- 9) Issue Notice To Proceed ("NTP") for procurement of materials and start of construction: After CREBs issue but on or before April 2, 2010



- 10) Materials procurement and fabrication: April 2, 2010 through June 18, 2010 (11 weeks)
- 11) Last day of school for students: June 24, 2010
- 12) Commence construction on site: June 25, 2010

Because the BAN would be issued about 90 days earlier than maturity of the outstanding issue, the proceeds would be deposited in an interest earning account but the new BANs would also accrue interest payable and overlap with the interest being paid on the current BAN issue. Assuming the new BAN closes on March 19, 2010, the net additional interest costs due to overlap is estimated to be approximately \$67,000. If the District decided to not go forward with issuance of the CREBs, closing of the new BAN could be postponed to more closely coincide with maturity of the current BAN in order to minimize overlapping interest costs. Issuing the CREBs first and then waiting to issue the BAN until later is not recommended since this action may require higher interest to be paid on the new BAN issue in order to entice investors to purchase them.

**RECOMMENDATION:**

This is an information only item. Action 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.

**FISCAL IMPACT:**

The fiscal impact is \$67,000 in additional interest costs for overlapping BAN issues for 90 days.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item F.3.1.
---------	--	---------	--	-------	--	--------------------

BOARD POLICIES AND BYLAWS Item G.

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

Board Policies and Bylaws Item G.1.1. First Reading: Revised Board Policy # 6171,  
Title I Programs

Prepared by Kristin Baranski  
January 19, 2010

**BACKGROUND:**

Since the last update of Board Policy 6171, California Department of Education (CDE), in response to federal mandates, has updated requirements for school districts collecting Title I funding. The majority of the additions to Board Policy 6171 relate to comparability of non-Title I schools and Title I schools.

The school district is required to annually complete Title I Comparability Forms and submit these forms to CDE every other year. These forms help the school district document that the same level of student-to-staff ratios and certificated salaries are provided at a Title I school as a non-Title I school.

The district is in a self review year for Categorical Program Monitoring and we are required to have an updated Board Policy addressing Title I comparability.

**RECOMMENDATIONS:**

This evening administration is presenting the revised Board Policy 6171 for a first reading. No action is requested.

**FISCAL IMPACT:**

Title I funding contributes approximately \$500,000 annually to the District's budget. Sites receive 85% of this annual apportionment. The other 15% includes indirect costs and ERC staff who support the program instructionally and administratively.

**STUDENT ACHIEVEMENT IMPACT:**

Title I funding provides many necessary resources for underachieving children. These resources are purchased in support of increasing student achievement in the areas of English language arts and mathematics.

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

Agenda Item G.1.1.

SANTEE SCHOOL DISTRICT  
9625 CUYAMACA STREET  
SANTEE, CA 92071-2674  
(619) 258-2300

### **TITLE I PROGRAMS**

In order to improve the academic achievement of students from economically disadvantaged families, the district shall use federal Title I funds to provide supplementary services that reinforce the core curriculum and assist students in attaining proficiency on state academic standards and assessments.

The Superintendent or designee shall provide technical assistance and support to any school participating in the Title I program, including consultation in the development and implementation of school plans and activities.

The district and each school receiving Title I funds shall develop a written parent involvement policy in accordance with 20 USC 6318.

#### **Local Educational Agency Plan**

The Superintendent or designee shall consult with teachers, principals, administrators, other appropriate school personnel, and parents/guardians of participating students in the development, periodic review, and, as necessary, the revision of a local educational agency (LEA) plan. The plan and any revisions shall be submitted to the Governing Board for approval.

The plan shall address the components specified in 20 USC 6312, which describe the assessments, strategies, and services the district will use to help low-achieving students meet challenging academic standards.

The initial plan shall be submitted to the California Department of Education (CDE) and approved by the State Board of Education. Subsequent revisions of the plan shall be kept on file in the district.

#### **Comparability of Services**

State and local funds used in schools receiving Title I funds shall provide services that, taken as a whole, are at least comparable to services in schools that are not receiving Title I funds or, if all district schools are receiving Title I funds, that are substantially comparable in each school. Comparability may be determined on a school-by-school basis or by grade span.

To demonstrate comparability of services among district schools:

1. The Board shall adopt and implement a districtwide salary schedule.
2. The ratio of students to teachers, administrators, and other staff at each Title I school shall not exceed 110 percent of the average ratio across non-Title I schools.
3. Salary expenditures at each Title I school shall be no less than 90 percent of the average salary expenditure across non-Title I schools.
4. All district schools shall be provided with the same level of base funding per student for curriculum and instructional materials.
5. The Superintendent or designee shall maintain records of the quantity and quality of instructional materials and equipment at each school.

In determining comparability, the district shall not include staff salary differentials for years of employment. The district also may exclude unpredictable changes in student enrollment or personnel assignments that occur after the beginning of the school year, state and local funds expended for language instruction educational programs, state and local funds expended for the excess costs of providing services to disabled students, and supplemental state or local funds expended in any school attendance area or school for programs that specifically meet the intent and purposes of Title I.

At the beginning of each school year, the Superintendent or designee shall measure comparability in accordance with the above criteria and maintain records documenting the district's compliance. If any instances of noncomparability are identified, the Superintendent or designee shall promptly implement adjustments as needed to ensure comparability.

### **Program Evaluation**

The Board shall use state assessment results and other available measures or indicators to annually determine whether each participating school is making adequate yearly progress toward ensuring that all students meet the state's proficient level of achievement on state assessments.

Legal Reference:

**EDUCATION CODE**

<u>11503</u>	<u>Parent involvement programs in Title I schools</u>
<u>52055.57</u>	<u>Districts identified or at risk of identification for program improvement</u>
<u>54020-54028</u>	<u>Economic Impact Aid</u>
<u>54420-54425</u>	<u>State Compensatory Education</u>
<u>64001</u>	<u>Single plan for student achievement, consolidated application programs</u>

**UNITED STATES CODE, TITLE 20**

<u>6301</u>	<u>Program purpose</u>
<u>6311-6322</u>	<u>Improving basic programs for disadvantaged students, including:</u>
<u>6312</u>	<u>Local educational agency plan</u>
<u>6313</u>	<u>Eligibility of schools and school attendance areas; funding allocation</u>
<u>6314</u>	<u>Title I schoolwide programs</u>
<u>6315</u>	<u>Targeted assistance schools</u>
<u>6316</u>	<u>School improvement</u>
<u>6318</u>	<u>Parent involvement</u>
<u>6320</u>	<u>Participation of private school students</u>
<u>6321</u>	<u>Comparability of services</u>
<u>7881</u>	<u>Participation of private school students</u>

**CODE OF FEDERAL REGULATIONS, TITLE 34**

<u>200.1-200.79</u>	<u>Improving basic programs for disadvantaged students</u>
---------------------	--

Administrative Regulation: AR6171

Adopted: January 16, 1996

Amended: July 18, 2006

SANTEE SCHOOL DISTRICT  
9625 CUYAMACA STREET  
SANTEE, CA 92071-2674  
(619) 258-2300

### **PARENT INVOLVEMENT IN FEDERAL PROGRAMS**

~~Federal programs shall provide identified students with supplementary services designed to instruct them in the district's standards based curriculum and improved achievement in basic and advanced skills. The district shall provide these services, including remediation in reading, language and/or mathematics, on the basis of individual student needs identified annually and assessed with objective education criteria.~~

~~When evaluating the effectiveness of federal programs, staff shall assess individual student achievements and determine whether these students' improved performance has continued over a period of more than 12 months. Services shall be modified for students who do not make substantial progress.~~

~~The district shall inform all parents whose students participate in the federally funded Title 1 program. This policy encourages parents of Title 1 students to; 1) participate in the joint development of the local site plan and process of school review for program improvement schools under Section 1116; 2) help schools to plan and implement effective parent involvement activities to improve student academic achievement and school performance; 3) build the schools' and parents capacity for strong parental involvement; 4) coordinate and integrate parental involvement strategies under Title 1 Part A and under other programs as specified; 5) conduct, with the involvement of parents, and annual evaluation of the content and effectiveness of this policy and use the findings of the evaluation to design more effective parental involvement; and 6) involve parents in the activities of the Title 1 schools.~~

~~The Superintendent or designee shall establish procedures which ensure that the district provides all district schools with the same level of base funding, per student, for staff services, curriculum materials and instructional supplies. At the beginning of each school year, the ratio of students to teachers, site administrators, and auxiliary staff shall vary as little as possible from school to school. The Superintendent of designee shall maintain records to document that these procedures are implemented.~~

Legal Reference:

~~\_\_\_\_\_ Hawkins-Stafford Elementary and Secondary School Improvement Amendments  
\_\_\_\_\_ of 1988~~

~~\_\_\_\_\_ Public Law 100-297, 1016-1021~~

**EDUCATION CODE:**

~~\_\_\_\_\_ 11500-11506 Programs to Encourage Parental Involvement~~

Administrative Regulations: ~~AR 6171~~

Adopted: ~~\_\_\_\_\_ January 16, 1996~~

Revised: ~~\_\_\_\_\_ July 18, 2006~~



SANTEE SCHOOL DISTRICT  
9625 CUYAMACA STREET  
SANTEE, CA 92071-2674  
(619) 258-2300

## TITLE I PROGRAMS

### Schoolwide Programs

A school may operate a Title I schoolwide program in order to upgrade the entire educational program of the school when at least 40 percent of the students in the school attendance area, or at least 40 percent of the students enrolled in the school, are from low-income families. The Superintendent or designee shall inform any such eligible school and the school's parents/guardians of the school's eligibility and its ability to consolidate funds from federal, state, and local sources for program purposes.

Any participating school shall develop, annually review, and update a single plan for student achievement which incorporates the plan required by 20 USC 6314 for reforming the school's total instructional program and plans required by other categorical programs included in the state's consolidated application.

A schoolwide program shall include:

1. A comprehensive needs assessment of the entire school, including the needs of migrant students, which includes the achievement of students in relation to state academic content and achievement standards
2. Schoolwide reform strategies that:
  - a. Provide opportunities for all students to meet the state's proficient and advanced levels of achievement
  - b. Use effective methods and instructional strategies, based on scientifically based research, that strengthen the school's core academic program, increase the amount and quality of learning time, help provide an enriched and accelerated curriculum, and include strategies for meeting the educational needs of historically underserved populations
  - c. Include strategies to address the needs of all students in the school, but particularly the needs of low-achieving students and those at risk of not meeting state achievement standards who are members of the target population of any program that is part of the schoolwide program

Such strategies may include counseling, student services, mentoring services, college and career awareness and preparation, and the integration of vocational and technical education programs.

- d. Address how the school will determine if student needs have been met
  - e. Are consistent with and designed to implement state and local improvement plans, if any
3. Instruction by highly qualified teachers
  4. High-quality and ongoing professional development for teachers, principals, paraprofessionals, and, if appropriate, student services personnel, other staff, and parents/guardians to enable all students in the school to meet state academic achievement standards
  5. Strategies to attract high-quality, highly qualified teachers to high-need schools
  6. Strategies to increase parent involvement
  7. Plans for assisting preschool children in the transition from early childhood programs to elementary school programs
  8. Measures to include teachers in decisions regarding the use of academic assessments to provide information on and to improve the achievement of individual students and the overall instructional program
  9. Activities to ensure that students who experience difficulty mastering the proficient and advanced levels of academic standards shall be provided with effective, timely additional assistance, which shall include measures for timely identification of students' difficulties and provision of sufficient information on which to base effective assistance
  10. Coordination and integration of federal, state, and local services and programs

### **Targeted Assistance Programs**

Any school that receives Title I funds but does not operate a schoolwide program shall use Title I funds to provide services to: (20 USC 6315)

1. Students in grades 3-12 identified by the school as failing, or most at risk of failing, to meet the state's academic achievement standards on the basis of criteria established by the district and supplemented by the school

2. Students in preschool through grade 2 selected solely on the basis of such criteria as teacher judgment, interviews with parents/guardians, and developmentally appropriate measures

A targeted assistance program shall:

1. Use program resources to help participating students meet state academic achievement standards expected for all students
2. Ensure that program planning is incorporated into existing school planning
3. Use effective methods and instructional strategies, based on scientifically based research, that strengthen the core academic program, give primary consideration to providing extended learning time, help provide an accelerated, high-quality curriculum, and minimize removing students from the regular classroom during regular school hours for instruction provided by Title I
4. Coordinate with and support the regular education program, which may include services to assist preschool students in the transition to elementary school programs
5. Provide instruction by highly qualified teachers
6. Provide opportunities for professional development for teachers, principals, paraprofessionals, and, if appropriate, student services personnel, other staff, and parents/guardians who work with participating students
7. Provide strategies to increase parent involvement
8. Coordinate and integrate federal, state, and local services and programs

### **Participation of Private School Students**

The Superintendent or designee shall provide or contract to provide special educational services or other Title I benefits to eligible private school students residing in a participating school attendance area. Such services and benefits shall be provided on an equitable basis with participating public school students.

Teachers, other educational personnel, and families of participating private school students shall have an opportunity to participate, on an equitable basis, in parent involvement activities and professional development pursuant to 20 USC 6318 and 6319.

Each year the Superintendent or designee shall contact officials of private schools with students who reside within district boundaries, regardless of whether the private school they attend is located within the district or whether or not those officials have previously indicated any interest in program participation.

The Superintendent or designee shall consult, in a meaningful and timely manner, with appropriate private school officials during the design and development of the district's Title I programs. Such consultation shall occur before the district makes any decision that affects the opportunities of eligible private school students to participate in Title I programs and shall include a discussion of:

1. How the needs of private school students will be identified
2. What services will be offered
3. How, where, and by whom the services will be provided
4. How the services will be academically assessed and how assessment results will be used to improve those services
5. The size and scope of the equitable services to be provided to private school students and the proportion of funds that is allocated for such services
6. The method or sources of data that are used to determine the number of students from low-income families in participating school attendance areas who attend private schools
7. How and when the district will make decisions about the delivery of service to such students, including a thorough consideration and analysis of the views of private school officials on the provision of services through a third-party provider
8. How, if the district disagrees with the views of private school officials on the provision of services through a third-party provider, the district will provide to private school officials a written analysis of the reasons that the district has chosen not to use a contractor

Meetings between district and private school officials shall continue throughout implementation and assessment of services.

The Superintendent or designee shall maintain, and shall provide to the California Department of Education upon request, a written affirmation signed by officials of each participating private school that consultation has occurred.

If the private school officials do not provide such affirmation within a reasonable period of time, the Superintendent or designee shall maintain records of the consultation or the offer of consultation.

The Superintendent or designee also shall maintain records documenting that:

1. The needs of private school teachers and/or private school students were identified.
2. The funds made available were equitable to those allocated for public school students and teachers.
3. The district's program met the needs of the private school teachers and/or private school students.
4. The district made efforts to resolve any complaints made by private school representatives.

Policy Reference: BP 6171

Approved: November 18, 1988

Amended: April 22, 1996

BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS Item H.

CLOSED SESSION Item I.

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

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

1. **Public Employee Discipline/Dismissal/Release** (Govt. Code § 54957)
2. **Conference with Labor Negotiator** (Govt. Code § 54956.8)  
*Purpose: Negotiations*  
*Agency Negotiator: Minnie Malin, Assistant Superintendent, Human Resources*  
*Employee Organizations: Santee Teachers Association*  
*Classified School Employees Association*

RECONVENE TO PUBLIC SESSION Item J.

ADJOURNMENT Item K.