



Santee School District

SCHOOLS:

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

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

**BOARD OF EDUCATION
 REGULAR MEETING
 AGENDA
 January 21, 2020**

District Mission

Providing an extraordinary education in an inspiring environment with caring people

	<u>Page #:</u>
A. OPENING PROCEDURES – 7:00 p.m.	5
1. Call to Order and Welcome	
2. District Mission	
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4. Approval of Agenda	
B. REPORTS AND PRESENTATIONS	6
1. Superintendent’s Report	
1.1. Developer Fees and Collection Report	7
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1.4. Schedule of Upcoming Events	10
2. Spotlight on Education: Pepper Drive School	11
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C. PUBLIC COMMUNICATION	13
<i>During this time, citizens are invited to address the Board of Education about any item not on the agenda. Request-to-speak cards should be submitted in advance. The Board may not take action on any item presented. The Board has a policy limiting any speaker to five minutes. Meetings are recorded.</i>	
D. CONSENT ITEMS	14
<i>Items listed under Consent are considered to be routine and are acted on by the Board with a single motion. There is no discussion of these items prior to the Board vote unless a member of the Board, staff, or public requests specific items be considered separately. Request to speak cards should be submitted in advance.</i>	
Superintendent	
1.1. <u>Approval of Minutes</u>	15
It is recommended that the Board of Education approve meeting minutes with any necessary modifications.	
1.2. <u>Adoption of Resolution No. 1920-14, 2020 U.S. Census</u>	31
It is recommended that the Board of Education adopt Resolution 1920-14 in support of the 2020 U.S. Census.	

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

Business Services

- 2.1. Approval/Ratification of Travel Requests** 33
It is recommended that the Board of Education ratify the authorization granted to personnel requesting out-of-district travel as listed in the item.
- 2.2. Approval/Ratification of Expenditure Warrants** 35
It is recommended that the Board of Education approve and ratify the expenditure warrants for the month of December 2019.
- 2.3. Approval/Ratification of Purchase Orders** 37
It is recommended that the Board of Education approve and ratify purchase orders for the month of December 2019 as presented in the item.
- 2.4. Approval/Ratification of Revolving Cash Report** 44
It is recommended that the Board of Education approve/ratify revolving cash checks as listed.
- 2.5. Acceptance of Donations, Grants, and Bequests** 46
It is recommended that the Board of Education accept donations, grants, and/or bequests listed in the item and authorize letters of appreciation to be sent on behalf of the governing Board.
- 2.6. Approval/Ratification of General Services Agreements** 48
It is recommended that the Board of Education approve/ratify agreements with General Service Providers as presented.
- 2.7. Approval/Ratification of Agreement for Mileage Reimbursement in Lieu of District Transportation** 49
It is recommended that the Board of Education approve/ratify the Parent/Guardian agreement for mileage reimbursement in lieu of District transportation.
- 2.8. Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)** 50
It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the month of November 2019.
- 2.9. Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement** 54
It is recommended that the Board of Education approve the Uniform Complaint Report for the quarter ending December 31, 2019 and authorize administration to submit the report to SDCOE.
- 2.10. Acceptance of 2018-19 Audit Report** 55
It is recommended that the Board of Education accept the 2018-19 audit report.
- 2.11. Authorization to Sell/Dispose of Surplus Items** 56
It is recommended that the Board of Education declare the described items as surplus with an estimated value of \$3,000.00 and authorize the sale or disposal of them in accordance with the recommended terms.
- 2.12. Approval of Agreement with School Services of California, Inc. to Facilitate Class Size Task Force** 59
It is recommended that the Board of Education Approve/Ratify the Agreement with School Services of California Inc. to facilitate the Class Size Task Force.

Educational Services

- 3.1. Approval of School Accountability Report Cards for the 2018-19 School Year** 62
It is recommended that the Board of Education approve the School Accountability Report Cards for the 2018-19 school year.
- 3.2. Annual Approval of School Plans for Student Achievement** 63
It is recommended that the Board of Education approve the School Plans for Student Achievement and Parent Involvement Policy for each of the schools.

- 3.3. Approval of Nonpublic School Master Contract with Community School of San Diego for Nonpublic School Services** 64
It is recommended that the Board of Education approve the Nonpublic School Master Contract with Community School of San Diego for one student for the period of January 13, 2020 through June 30, 2020.
- 3.4. Approval of 2020-2023 Student Teaching Agreement with Grand Canyon University** 65
It is recommended that the Board of Education approve the 2020-2023 Student Teaching Agreement with Grand Canyon University.
- 3.5. Approval of Memorandum of Understanding Between Santee School District's After School Education and Safety Program (ASES) and San Diego County Superintendent of Schools for Fiscal Year 2019-2020** 68
It is recommended that the Board of Education approve the Memorandum of Understanding between Santee School District ASES and San Diego County Superintendent of Schools for fiscal year 2019-2020.

Human Resource/Pupil Services

- 4.1. Personnel, Regular** 85
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 Coordinator, Health and Nursing Services Job Description** 89
It is recommended that the Board of Education approve the revised Coordinator, Health and Nursing Services job description.
- 4.3. Adoption of Resolution No. 1920-15 to Eliminate a Classified Non-Management Position** 92
It is recommended that the Board of Education adopt Resolution No. 1920-15 to eliminate a classified non-management position.
- 4.4. Approval to Increase Work Hours for Identified Classified Non-Management Position(s)** 94
It is recommended that the Board of Education approve the increase in work hours for an identified classified non-management position.
- 4.5. Approval of Short-Term Services Agreement** 95
It is recommended that the Board of Education approve the short-term services agreement.
- 4.6. Approval of Revised Director of Fiscal Services Job Description** 96
It is recommended that the Board of Education approve the revised Director of Fiscal Services Job Description

E. DISCUSSION AND/OR ACTION ITEMS 100
Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.

Superintendent

- 1.1. Appointment of Director, Fiscal Services** 101
It is recommended that the Board of Education approve the appointment of Tory Long as Director of Fiscal Services, effective February 1, 2020.
- 1.2 Parent Engagement Survey** 102
It is recommended the Board of Education review the results of the parent engagement survey.

Business Services

- 2.1. Governor's Budget Proposal for 2020-21** 103
This is an information item. Action, if any, is at the discretion of the Board of Education.
- 2.2. Approval of Monthly Financial Report** 104
It is recommended that the Board of Education approve the Monthly Financial Report, as presented.

2.3.	<u>Approval of Agreement with Williams and Associates LLC to Provide Consulting Services Related to the State’s School Facilities Program</u>	107
	It is recommended that the Board of Education Approve the Agreement with Williams and Associates LLC to Provide Consulting Services Related to the State’s School Facilities Program.	
F.	BOARD POLICIES AND BYLAWS	114
1.1.	<u>Second Reading: Revised Board Policy 3314.2, Revolving Funds</u>	115
	It is recommended that the Board of Education review, approve, and adopt revised Board Policy 3314.2, in a Second Reading, as presented.	
1.2.	<u>Second Reading: Revised Board Policy 3320, Claims and Actions Against the District</u>	118
	It is recommended that the Board of Education review, approve, and adopt revised Board Policy 3320, Claims and Actions Against the District, in a Second Reading, as presented.	
1.3.	<u>Second Reading: Revised Board Policy 3350, Travel Expenses</u>	120
	It is recommended that the Board of Education review, approve, and adopt revised Board Policy 3350, Travel Expenses, in a Second Reading, as presented.	
1.4.	<u>First Reading: Revised Board Policy 1312.1, Complaints Concerning District Employees</u>	124
	Revised Board Policy 1312.1, Complaints Concerning District Employees, is being presented as a first reading. Action, if any, is at the discretion of the Board of Education.	
1.5.	<u>First Reading: Revised Board Policy 1250, Visitors/Outsiders</u>	128
	Revised Board Policy 1250, Visitors/Outsiders, is being presented as a first reading. Action, if any, is at the discretion of the Board of Education.	
1.6.	<u>First Reading: Revised Board Policy 6154, Homework/Makeup Work</u>	131
	Revised Board Policy 6154, Homework/Makeup Work, is being presented as a first reading. Action, if any, is at the discretion of the Board of Education.	
1.7.	<u>First Reading: New Board Policy 6175, Migrant Education Program</u>	135
	New Board Policy 6175, Migrant Education Program, is being presented as a first reading. Action, if any, is at the discretion of the Board of Education.	
G.	EMPLOYEE ASSOCIATION COMMUNICATION	138
H.	BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS	138
I.	CLOSED SESSION	138
1.	<u>Conference with Labor Negotiator</u> ((Gov’t. Code § 54957.6) <i>Purpose: Negotiations</i> <i>Agency Negotiators: Tim Larson, Assistant Superintendent</i> <i>Employee Organizations: Santee Teachers Association (STA); and</i> <i>Classified School Employees Association (CSEA)</i>	
2.	<u>Public Employee Performance Evaluation</u> (Gov’t. Code § 54957) <i>Superintendent</i>	
3.	<u>Conference with Real Property Negotiators</u> (Gov’t. Code § 54956.8) <i>Purpose: Potential Modification of Purchase and Sale Agreement</i> <i>Property: 10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)</i> <i>Agency Negotiator: Karl Christensen, Assistant Superintendent</i>	
J.	RECONVENE TO PUBLIC SESSION	138
K.	ADJOURNMENT	138

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 4, 2020, 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
___ Levens-Craig
___ El-Hajj
___ Fox

ITEM A. OPENING PROCEDURES – 7:00 P.M.

1. Call to Order and Welcome
2. District Mission
Providing an extraordinary education in an inspiring environment with caring people
3. Pledge of Allegiance
4. Approval of Agenda for the January 21, 2020, regular meeting

Agenda Item A.

Item B. REPORTS AND PRESENTATIONS

The following items are presented for Board information:

1. Superintendent's Report
 - 1.1. Developer Fees and Collection Report
 - 1.2. Use of Facilities Report
 - 1.3. Enrollment Report
 - 1.4. Schedule of Upcoming Events
2. Spotlight on Education: Pepper Drive School
3. Spotlight on Education: 2019-20 Trimester 1 District Assessment Results

Requests For Use Of Facilities - January 21, 2020						
Group	Location	Date	Days	Time	Attend	Fees
Cajon Park						
Santee Success Program (S.D. Christian College - Volunteer Day)	Grounds	11/08/19	Friday	9:30 am - 12:30 pm	7 - 18	
Girl Scouts Troop 6791 (Meetings)	Classroom	12/16/19 - 6/01/20	Monday	4:00 pm - 6:30 pm	12	
Carlton Hills						
West Hills Little League (Board Meetings)	Classroom	1/14/20 - 4/30/20	Tues - Thurs	6:30 pm - 8:30 pm	20 - 25	\$192.00
West Hills Little League (Little League Draft)	Multi-Purpose	01/26/20	Sunday	12:00 pm - 3:00 pm	15 - 20	
West Hills Little League (Baseball Draft)	Classroom	01/27/20	Monday	4:00 pm - 9:00 pm	20 - 25	
West Hills Little League (Team Mom Meeting)	Multi-Purpose	02/04/20	Tuesday	5:00 pm - 8:30 pm	50	
West Hills Little League (Scorekeeper Clinic)	Multi-Purpose	02/11/20	Tuesday	5:00 pm - 8:30 pm	25	
Carlton Oaks						
Cub Scouts of America, Pack 383, Den 3	Classroom	10/16/19 - 5/27/20	Wednesday	6:00 pm - 7:00 pm	12	TBD
Santee School District (Music Program Parent Meeting)	Multi-Purpose & Classroom	01/13/20	Monday	5:30 pm - 7:30 pm	100	
PTA (Play-Well Technologies, Father/Son Event)	Multi-Purpose	01/25/20	Saturday	3:00 pm - 7:00 pm	100	
PTA (Father/Daughter Event, Dance)	Multi-Purpose	03/21/20	Saturday	5:00 pm - 7:00 pm	150	
Chet F. Harritt						
Prospect Fields HOA (Board Meetings)	Multi-Purpose	1/07/20, 10/06, 4/07	Tuesday	5:30 pm - 7:00 pm	20	TBD
Hill Creek						
Santee Santas (Board Meeting)	Multi-Purpose	11/14/19	Thursday	6:00 pm - 8:30 pm	11	
PTSA (Santa Night)	Multi-Purpose	12/12/19	Thursday	5:00 pm - 7:00 pm	200	
Santee School District (Music Program Parent Meeting)	Multi-Purpose	01/15/20	Wednesday	5:30 pm - 7:30 pm	100	
Soccer Shots (Enrichment Program)	Grass Field	1/21/20 - 5/19/20	Tuesday	1:45 pm - 2:45 pm	15 - 30	
Riderwood Meadows HOA (Annual HOA Meeting)	Classroom	01/16/20	Thursday	6:00 pm - 8:00 pm	10 - 20	
Pepper Drive						
U.S. Bureau of the Census (Census Worker Training)	Classroom	Jan - May TBD	Mon - Fri	8:00 am - 5:00 pm	10 - 25	
Tierra Del Sol PTA Council Meeting (Presidents PTA Meeting)	Multi-Purpose	1/8/20	Wednesday	6:00 pm - 8:30 pm	15	
PRIDE Academy (Prospect Avenue)						
ASB at PRIDE Academy (Winter Formal Dance)	Multi-Purpose	12/19/19	Thursday	5:00 pm - 8:00 pm	110	
Girl Scout Troop 5146 (Meetings)	Multi-Purpose	1/13/20 - 6/08/20	Monday	5:00 pm - 7:30 pm	30	
Rio Seco						
Santee School District Special Education (In-Service)	Multi-Purpose	11/06/19	Wednesday	1:30 pm - 3:00 pm	25	
PTSA (Holiday Shop)	Multi-Purpose	12/09/19 - 12/13/19	Mon - Fri	8:00 am - 3:30 pm	500	
Pacific Hills Chess Academy (Chess Class) - PTA Sponsored	Classroom	1/08/20 - 6/03/20	Wednesday	2:20 pm - 3:50 pm	12 - 15	
Santee School District (Music Program Parent Meeting)	Multi-Purpose	01/14/20	Tuesday	5:30 pm - 7:30 pm	100	
Cub Scout Pack 383 (Pinewood Derby)	Multi-Purpose	01/24/20	Friday	6:00 pm - 8:00 pm	100	
Cub Scout Pack 383 (Pinewood Derby)	Multi-Purpose	01/25/20	Saturday	7:00 am - 12:00 pm	100	
Santee School District Foundation (Aloha 5K Stuffing/Pick-Up)	Multi-Purpose	4/22/20 & 4/23/20	Wed & Thurs	4:00 pm - 8:00 pm	250	
Sycamore Canyon						
CYT (After-School Theater Program)	Multi-Purpose	1/16/20 - 3/5/20	Thursday	2:30 pm - 5:00 pm	15	

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

SCHOOL	REGULAR ED																		Total All													
	EAK 5yo	TK	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	01/10/20	01/11/19	# Diff	% Diff	TK	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	01/10/20	01/11/19	# Diff	% Diff	01/10/20	12/20/19	# Diff
Cajon Park		16	87	103	91	102	102	100	123	113	116	953	937	16	1.7%	0	3	2	8	11	6	6	4	11	9	60	64	-4	-6.3%	1013	1011	2
Carlton Hills	7	23	72	65	66	67	67	72	59	79	64	641	622	19	3.1%	1	7	5	4	5	2	4	6	4	38	45	-7	-15.6%	679	670	9	
Carlton Oaks	8		76	90	85	79	97	76	80	100	92	783	802	-19	-2.4%	7	4	10	6	9	6	7	8	11	68	67	1	1.5%	851	842	9	
Chet F. Harritt		23	77	79	82	87	88	65	61	45	52	639	635	4	0.6%	0	0	0	0	2	4	3	0	0	9	0	9	0.0%	648	649	-1	
Hill Creek	15	23	64	79	93	85	82	78	61	66	57	723	732	-9	-1.2%	3	7	2	9	2	1	0	0	0		26	-2	-7.7%	747	734	13	
Pepper Drive	8		73	100	100	102	101	91	132	94	96	899	956	-57	-6.0%	0	0	0	0	0	0	0	0	7	5	12	11	1	9.1%	911	904	7
Pride Academy	9	19	76	53	59	64	85	58	49	76	41	569	572	-3	-0.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	569	562	7
Rio Seco			95	94	101	119	95	111	113	112	123	963	936	27	2.9%	4	4	4	6	7	4	8	11	12	60	62	-2	-3.2%	1023	1012	11	
Sycamore Canyon	6	29	63	52	65	56	33	39	36	0	0	380	362	18	5.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	380	375	5
SUBTOTAL	53	132	703	715	742	741	730	696	716	685	643	6550	6554	-4	-0.1%	0	18	24	29	36	31	23	26	43	41	271	275	-4	-1.5%	6821	6759	62
Alternative School			0	2	2	3	2	6	1	1	4	21	26	-5	-19.2%															21	20	1
Santee Success									1	3				-1	-20.0%											0	0	0	0.0%			0
NPS												0	0						1	3	3	3	2	3	15	8	7	87.5%	15		0	
SUBTOTAL			0	2	2	3	2	6	1	2	7	25	31	-6	-19.4%	0	0	0	0	1	3	3	3	2	3	15	8	7	87.5%	40	39	1
TOTAL	53	132	703	717	744	744	732	696	717	687	650	6575	6585	-10	-0.2%	0	18	24	29	37	34	26	29	45	44	286	283	3	1.1%	6861	6798	63

	PK	TK	EAK 4yo	Total All
Cajon Park	0		0	1013
Carlton Hills	0		16	695
Carlton Oaks	0		14	865
Chet F. Harritt	0		0	648
Hill Creek	0		9	756
Pepper Dr	0		13	924
Prospect Ave	0		6	575
Sycamore Canyon	70	9	16	475
Total PKEAK	70	9	74	

Total Enrollment Including PK
7014

Schedule of Upcoming Events

Date	Event
January 20	Martin Luther King Holiday – School and Departments Closed
January 21	Board Meeting; 7:00 p.m.
January 27	Special Education Advisory Committee; 6:00 pm, ERC
January 28	Character Education and School Climate Advisory Committee; 5:00 p.m., ERC
February 3	Communication Committee; 3:30 p.m., ERC
February 4	Board Meeting; 7:00 p.m.
February 13	District Advisory Committee (DAC); 6:00 p.m., at ERC
February 14	District English Learner Advisory Committee (DELAC); 9:00 am, ERC
February 10	Lincoln Holiday – Schools and Departments Closed
February 17	President’s Day Holiday – Schools and Departments Closed
February 18	Board Meeting; 7:00 p.m.

Reports and Presentations Item B.2.
Prepared by Dr. Kristin Baranski
January 21, 2020

Spotlight on Education: Pepper Drive School

BACKGROUND:

This year's school spotlight presentations will focus on how each school site is addressing student achievement and learning.

Tonight, Principal Ted Hooks, and his team will share how they are addressing student learning at Pepper Drive School.

Agenda Item B.2.

Report and Presentations Item B.3.

2019-20 Trimester 1 District
Assessment Results

Prepared by Dr. Stephanie Pierce
January 21, 2020

BACKGROUND:

Tonight Dr. Kristin Baranski, District Superintendent, and Bonner Montler, Director of Assessment and Learning Support, will present District assessment results for Trimester 1. This presentation will include an overview of multiple assessment measures, how these results relate to two District LCAP goals, and ongoing support for improving student learning.

Motion: _____ Second: _____ Vote: _____

Agenda Item B.3.

Item C. PUBLIC COMMUNICATION

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

Agenda Item C.

Item D. CONSENT ITEMS

Items listed under Consent are considered to be routine and are acted on by the Board with a single motion. There is no 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 D.1.1.
Prepared by Dr. Kristin Baranski
January 21, 2020

Approval of Minutes

BACKGROUND:

Presented for Board approval –

- January 14, 2020, special meeting minutes
- December 2, 2019, special meeting minutes
- December 11, 2019, special meeting minutes
- December 17, organizational meeting minutes

RECOMMENDATION:

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

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

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

January 14, 2020
MINUTES

Charles Skidmore Administration Center
Conference Room
9625 Cuyamaca Street
Santee, CA 92071

A. OPENING PROCEDURES

1. Call to Order and Welcome

President Burns called the meeting to order at 5:00 p.m.

Members present:

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

Administration present:

Dr. Kristin Baranski, Superintendent and Secretary to the Board
Karl Christensen, Assistant Superintendent, Business Services
Lisa Arreola, Executive Assistant and Recording Secretary

B. 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.

C. CLOSED SESSION

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

1. Conference with Real Property Negotiators (Gov't. Code § 54956.8)

Purpose: Potential Modification of Purchase and Sale Agreement
Property: 10335 Mission Gorge Road, Santee 92071
(formerly known as Santee School Site)
Agency Negotiator: Karl Christensen, Assistant Superintendent

D. RECONVENE TO PUBLIC SESSION

The Board reconvened to public session at 5:50 p.m. President Burns reported Member El-Hajj moved to approve the amendment to purchase and sale agreement with Cameron Brothers Construction to reduce the sale price of the Remainder Property for the Former Santee School Site by \$800,000 plus a \$100,000 incentive if escrow is closed concurrently with the Preliminary Purchase Property.

<i>Motion:</i>	<u>El-Hajj</u>	<i>Burns</i>	<u>Aye</u>	<i>El-Hajj</i>	<u>Aye</u>
<i>Second:</i>	<u>Levens-Craig</u>	<i>Ryan</i>	<u>Nay</u>	<i>Fox</i>	<u>Nay</u>
<i>Vote:</i>	<u>3-2</u>	<i>Levens-Craig</i>	<u>Aye</u>		

E. ADJOURNMENT

With no further business, the special meeting of January 14, 2020 was adjourned at 5:50 p.m.

Elana Levens-Craig, Clerk

Dr. Kristin Baranski, Secretary

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

December 2, 2019
MINUTES

Charles Skidmore Administration Center
Conference Room
9625 Cuyamaca Street
Santee, CA 92071

A. OPENING PROCEDURES

1. Call to Order and Welcome

President Fox called the meeting to order at 5:40 p.m.

Members present:

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

Administration present:

Dr. Kristin Baranski, Superintendent and Secretary to the Board
Karl Christensen, Assistant Superintendent, Business Services
Lisa Arreola, Executive Assistant and Recording Secretary

B. PUBLIC COMMUNICATION

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

C. 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.

Business Services

2.1. Approval of First Period Interim Report

Mr. Christensen shared the multi-year projections showed an operating deficit of \$2,849,702 in the 2019-20 Change in Fund Balance. He shared the report included all the negotiated salary increases for 2018-19. Mr. Christensen explained including 2022-23 to the multi-year projections because it would be pertinent information in six months when the 2020-21 budget would be adopted. He shared the State's adopted budget had a factored three percent (3%) cost of living increase, for 2020-21. However, the LAO is projecting a 1.79%. He shared there is discussion that the Governor will fund a 3%, or maybe more. He explained receiving the decrease in cost of living after the report was printed; and shared the multi-year projections report included the 3% cost of living. Mr. Christensen noted the decline in the reserve percentage and shared additional information would be presented at the budget workshop in February.

General Fund Multi-Year Projection Summary

2019-20 1st Interim

#	Item	2018-19		2019-20		2020-21		2021-22		2022-23	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
1	Beginning Fund Balance	16,542,538	394,089	\$16,171,701	\$532,236	\$13,321,999	\$472,582	\$9,438,211	\$100,001	\$7,321,419	\$100,001
2	Fund Balance Adjustments	0		1							
3	Total Income	\$62,174,668	\$11,044,671	\$62,211,235	\$10,280,881	\$62,639,426	\$10,155,074	\$64,015,674	\$10,152,038	\$65,392,600	\$10,152,038
4	Total Outgo	\$62,545,505	\$10,906,522	\$65,060,937	\$10,340,535	\$66,523,214	\$10,527,854	\$66,132,466	\$10,152,038	\$67,785,248	\$10,152,038
5	Change in Fund Balance	(\$370,837)	\$138,148	(\$2,848,702)	(\$59,654)	(\$3,883,788)	(\$372,581)	(\$2,118,793)	\$0	(\$2,392,648)	\$0
6	Ending Fund Balance	\$16,171,701	\$532,236	\$13,321,999	\$472,582	\$9,438,211	\$100,001	\$7,321,419	\$100,001	\$4,928,771	\$100,001
7	Total Reserves	\$17,930,413		\$15,554,818		\$11,692,300		\$9,573,154		\$7,183,979	
8	Reserve as % of Expenditures	24.41%		20.63%		15.17%		12.55%		9.22%	
9				<u>Amount</u>	<u>Value</u>	<u>Amount</u>	<u>Value</u>	<u>Amount</u>	<u>Value</u>	<u>Amount</u>	<u>Value</u>
10				3.26%		3.00%		2.80%		3.16%	
11				3.23%	\$1,866,051	2.40%	\$1,427,906	2.25%	\$1,371,095	2.20%	\$1,371,822
12				2.84%	\$1,696,373	2.28%	\$1,356,669	2.08%	\$1,269,350	2.02%	\$1,263,231
13				4.35%	\$2,510,203	4.11%	\$2,446,788	2.98%	\$1,821,494	2.90%	\$1,808,146
14	Estimated Structural Surplus/(Deficit)			(\$180,632)		(\$1,695,061)		(\$2,111,893)		(\$2,397,548)	
15				GAP Funding:	100.00%	A:DOF	100.00%		100.00%		100.00%
16				1% Reserve Equivalent:	753,981		770,752		762,801		779,173
17				1% LCFF Increase:	577,317		595,978		610,257		623,968
18				1% Salary Increase Equivalent:	512,854		547,853		554,704		561,641
* Step & column, health benefits, statutory benefits, and inflation for utilities, insurance, and Restricted programs subject to contribution from Unrestricted General Fund											
BUDGET CONDITION: Green Yellow											

*State Adopted Budget 19-20

*Declining ADA used for all projection years

*43% UPC for all projection years

*LCFF COLA only increases for subsequent years

*Negotiated Comp Increases for 18-19 for ALL employees

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2019-20

Snapshot All Funds

LN#	Description	Unrest	General Fund		Chld Dev Fund 12	Cafeteria Fund 13	Deferred Maint Fund 14	Special Reserve Fund 17	Special Reserve Fund 40
			Rest	Ttl					
1	INCOME:								
2	LCFF Sources	59,597,762	360,497	59,958,259	0	0	0		
3	Federal Revenue	50,000	2,458,420	2,508,420	0	1,620,991	0		31,794
4	Other State Revenue	2,179,110	3,264,802	5,443,912	335,326	116,889	0		
5	Other Local Revenue	384,363	4,197,162	4,581,525	900	725,825	5,834	37,677	403,298
6	Interfund Transfers In	0	0	0	0	5,000	535,000		1,746,187
7	Other Sources	0	0	0	0	0	0		
8	Total Income	82,211,236	10,280,881	72,482,116	336,226	2,468,705	540,834	37,677	2,181,277
9	OUTGO:								
10	Certificated Salaries	28,517,407	6,281,842	34,799,249	90,896				
11	Classified Salaries	6,834,854	4,096,422	10,931,276	103,680	944,928	0		0
12	Employee Benefits	10,805,331	6,201,407	17,006,738	64,419	297,482	0		0
13	Books and Supplies	2,189,458	1,079,241	3,268,699	59,810	1,068,842	0		230,940
14	Services, Other Operating Expenses	3,089,832	2,962,035	6,051,867	11,060	82,919	100,000		54,307
15	Capital Outlay	384,700	0	384,700	14,879	115,000	0		1,258,419
16	Other Outgo	797,756	0	797,756	0	0	0		359,277
17	Transfers of Indirect/Direct Costs	-930,237	805,237	-125,000	14,630	110,371			
18	Interfund Transfers Out	1,751,187	535,000	2,286,187					
19	Other Uses	0	0	0					
20	Contributions to Restricted Programs	11,620,649	-11,620,649	0	0	0			
21	Total Outgo	65,080,937	10,340,536	75,401,473	359,374	2,819,542	100,000	0	1,902,944
22	Change In Fund Balance	-2,849,702	-59,654	-2,909,357	-23,148	-150,837	440,834	37,677	278,334
23	Projected Beginning Fund Balance	16,171,701	532,236	16,703,937	39,604	567,304	14,443	3,043,166	4,820,965
24	Projected Ending Fund Balance	13,321,999	472,582	13,794,580	16,456	416,467	455,277	3,080,843	5,099,299
25	Committed Fund Balance	0	0	0			455,277		
26	Non-Spendable Fund Balance	515,452		515,452		43,994			
27	Restricted Fund Balance	0	472,582	472,582	16,456	372,473			5,099,299
28	Assigned Fund Balance	332,772		332,772					
29	Unassigned - Economic Uncertainty	2,262,044	0	2,262,044					
30	Remaining Unassigned	10,211,731	0	10,211,730	0	0	0	3,080,843	0
									Solar: 230,319
									Tech: 3,645,298
									Bus: 905,688
									Fac Need: 317,994

2019-20

Snapshot All Funds

LN#	Description	Building Fund 21	Capital Facilities Fund 25	County School Facilities Fund 35	Enterprise Fund 83	Yale	Project SAFE	
								1
2	LCFF Sources							
3	Federal Revenue							
4	Other State Revenue							
5	Other Local Revenue	15,519,509	577,317		2	3,539,976	1,017,837	2,522,139
6	Interfund Transfers In		0	139,629		0	0	0
7	Other Sources							
8	Total Income	15,519,509	716,946	139,629	2	3,539,976	1,017,837	2,522,139
9	OUTGO:							
10	Certificated Salaries					0		0
11	Classified Salaries		89,481		2,233,977	668,784		1,565,193
12	Employee Benefits		35,180		797,724	256,231		541,493
13	Books and Supplies		0		269,605	65,007		204,598
14	Services, Other Operating Expenses	190,000	29,798		270,545	59,920		210,625
15	Capital Outlay	1,430,351	1,151,064					
16	Other Outgo		543,157					
17	Transfers of Indirect/Direct Costs							
18	Interfund Transfers Out		139,629	0		0		0
19	Other Uses					0	0	0
20	Contributions to Restricted Programs							
21	Total Outgo	1,759,980	1,848,680	139,629	2	3,571,851	1,049,942	2,521,909
22	Change In Fund Balance	13,759,529	-1,131,734	0	0	-31,875	-32,105	230
23	Projected Beginning Fund Balance	0	5,029,331	0	1,764,324	570,057		1,194,268
24	Projected Ending Fund Balance	13,759,529	3,897,597	0	1,732,449	537,952		1,194,498
25	Committed Fund Balance							
26	Non-Spendable Fund Balance							
27	Restricted Fund Balance	13,759,529	3,434,816	0	537,952	537,952		1,194,498
28	Assigned Fund Balance				1,194,498			
29	Unassigned - Economic Uncertainty							
30	Remaining Unassigned	0	0	0	0	0	0	0
			Dev Fees:	2,953,647				
			Fmr RDA:	462,781				
			Land:	481,169				

Member Burns moved approval.

Motion:	<u>Burns</u>	Fox	<u>Aye</u>	Levens-Craig	<u>Not Present</u>
Second:	<u>Ryan</u>	Burns	<u>Aye</u>	El-Hajj	<u>Aye</u>
Vote:	<u>4-0</u>	Ryan	<u>Aye</u>		

F. ADJOURNMENT

With no further business, the special meeting of December 2, 2019 was adjourned at 6:00 p.m.

Barbara Ryan, Clerk

Dr. Kristin Baranski, Secretary

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

December 11, 2019
MINUTES

Douglas E. Giles
Educational Resource Center
9619 Cuyamaca Street
Santee, CA 92071

A. OPENING PROCEDURES

1. Call to Order and Welcome

President Fox called the meeting to order at 6:00 p.m.

Members present:

Ken Fox, President
Dustin Burns, Vice President (arrived before closed session)
Barbara Ryan, Clerk
Elana Levens-Craig, Member
Dianne El-Hajj, President

Administration present:

Dr. Kristin Baranski, Superintendent and Secretary to the Board
Karl Christensen, Assistant Superintendent, Business Services
Lisa Arreola, Executive Assistant and Recording Secretary

B. PUBLIC COMMUNICATION

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

C. 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

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

Member Ryan recommended and moved for the nomination of Tamara Otero, Board Member at Cajon Valley Union School District, to the Region 17 Delegate Assembly. Motion carried.

<i>Motion:</i>	<u>Ryan</u>	<i>Fox</i>	<u>Aye</u>	<i>Levens-Craig</i>	<u>Aye</u>
<i>Second:</i>	<u>El-Hajj</u>	<i>Burns</i>	<u>Not Present</u>	<i>El-Hajj</i>	<u>Aye</u>
<i>Vote:</i>	<u>4-0</u>	<i>Ryan</i>	<u>Aye</u>		

D. CLOSED SESSION

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

1. Conference with Real Property Negotiators (Gov't. Code § 54956.8)

Property: Located within Fanita Ranch Specific Plan in the City of Santee
Agency Negotiator: Karl Christensen, Assistant Superintendent
Negotiating Parties: HomeFed Corporation and Santee School District

E. RECONVENE TO PUBLIC SESSION

The Board reconvened to public session at 7:50 p.m., and reported no action was taken.

F. ADJOURNMENT

With no further business, the special meeting of December 11, 2019 was adjourned at 8:30 p.m.

Barbara Ryan, Clerk

Dr. Kristin Baranski, Secretary

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

December 17, 2019

MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome

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

Members present:

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

Administration present:

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

2. District Mission

President Fox invited the audience to recite the District Mission.

3. Pledge of Allegiance

President Fox invited Boy Scout Troop #395, to lead the members, staff, and audience in the Pledge of Allegiance.

4. Approval of Agenda

President Fox presented the agenda for approval. Member Ryan moved approval.

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

B. ORGANIZATIONAL MEETING

1. Election of Board of Education Officers

President Fox announced this meeting was the annual organizational meeting of the Board and explained the rotation of officers was as follows: Dustin Burns, President; Barbara Ryan, Vice President; Elana Levens-Craig, Clerk; and Dianne El-Hajj and Ken Fox, Members. President Fox asked for a motion to elect 2020 Board officers through rotation according to Board Bylaw 9120, and that Board Bylaw 9120 be revised to reflect the officer rotation for 2020. Member El-Hajj moved approval.

Incoming President Burns expressed his appreciation of outgoing President Fox for his leadership and presented him with a token of appreciation for his service as President. Following the approval of the item, Member Burns assumed the leadership of the meeting as the newly elected President.

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

2. **Board Meeting Calendar for 2020**

Member Ryan moved to approve continuation of the existing meeting schedule with meeting dates for 2020 as listed.

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

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

President Burns inquired on the Board's preference to remain on their current committees. Upon discussion, it was the Board's consensus to remain on the existing assignments to Advisory and other committees for 2020 as currently assigned; with the exception of the Board/Santee City Council Joint Conference Committee.

C. **REPORTS AND PRESENTATIONS**

1. **Superintendent's Report**

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

2. **Spotlight on Education: Rio Seco School**

Debra Simpson, Principal; Chris Rogers; Vice Principal; and Tiger Rowan, Administrative Intern, shared how Rio Seco School is addressing student learning. Principal Simpson shared Rio Seco was proud to be sharing how the Roadrunners Rock and Roll; and shared Rio Seco has a strong foundation to sustain growth and sustainability. Vice Principal Rogers, shared Rio Seco continues to surpass the state and District averages in both English Language Arts and Mathematics. In some cases, by over 20 to 30 percentage points; and continues to monitor summative and formative assessments to determine areas that need more support. He noted the kindergarten, first-, and second-grade teachers have been focusing on BAS and guided reading data to analyze areas of strength and areas in need of more intense instruction. Many teachers have integrated CGI strategies to strengthen math concept comprehension. Principal Simpson explained that each grade level 3rd-8th analyzed their summative data from SBAC testing from last May and made note of either a deficit or weakness. In cases where a deficit was not indicated, the team noted any weaknesses as compared to how students performed on the rest of the test. Teachers then discussed areas of greatest need to see if they correlate with other assessments/observations in those areas; and they are aware of the areas of weakness of their current students, based on the previous year's data. Administrative Intern Rowen shared it is imperative that students know how they are doing academically and know how to meet academic goals; and shared slides that showed that each grade level has a plan for how they create and review goals with students and pictures of mixed professional learning teams discussing academic data. In closing, Principal Simpson shared Rio Seco strives to keep their goals in focus, learn from the past and always move forward.

The Board expressed their appreciation to the Rio Seco Administration for their presentation; and those in attendance in support of the *Rio Seco Roadrunners*.

3. **Spotlight on Education: PRIDE Academy**

Kristen Bonser, Principal, and Maria Parker, Vice Principal, were present to spotlight the work at PRIDE Academy. Principal Bonser welcomed and introduced those in attendance in support of PRIDE Academy; and shared their focus is moving students towards proficiency. She explained their goals were around literacy and safety. Principal Bonser shared this year focused around two aspects of literacy - Academic Vocabulary and Student Engagement. Principal Bonser explained that after examining the CAASPP data from 2019, they found that the students excelled in foundational reading skills, but struggled with their academic vocabulary; and noticed in last year's walkthroughs that

teachers were doing the heavy lifting instead of students. This year the entire staff is focused on two simple questions:

1. How are students deepening their understanding of key words?
2. Who's doing the work and how can we tell?

Principal Bonser shared the following targeted supports:

1. Professional development that aligns specifically to academic vocabulary and creates learning where students must do the heavy lifting.
2. Administrator walkthroughs that are focused only on their two goals (academic vocabulary and student engagement), and provide next steps for teachers to hone their practice.
3. Time for teachers to collaborate in professional learning communities and examine student work around one, powerful schoolwide standard.
4. Increasing our hours for our instructional aides to provide guided reading support daily in kindergarten through 3rd grade.

She shared their focus on their academic vocabulary and student engagement goal are already having an impact on student learning. Principal Bonser explained seeing evidence of academic vocabulary in student writing and ability to use higher-level vocabulary during classroom discussions. She noted excitement amongst teachers around implementing the GLAD strategies, like the cognitive content dictionary; and working together on learning progressions that students can use to self-assess their own writing.

Vice Principal Parker, explained PRIDE's second focus is school connectedness. She shared wanting students, parents, and the local community to feel that they are members of PRIDE. This goal is being supported through carefully planned interventions that target attendance and mental health. Positive Behavioral Interventions and Support (PBIS), and Safe School Ambassadors to teach proactive behaviors on campus, have also been implemented. This year PRIDE Academy joined 18 other schools, county wide, in the Improving Chronic Absenteeism Network (ICAN). The goal of ICAN is to drop chronic absenteeism by five-percent (5%). Vice Principal Parker explained this would be done by sending parent letters four times a year to keep parents up to date on their child's absences. She shared these letters would provide a clear picture of average attendance compared to their child's same age peers. Vice Principal Parker noted the next focus is handwashing tutorials for the younger students in order to decrease the spread of illness; and continue PRIDE's attendance incentives and counseling supports to motivate students and address their needs. To teach behaviors proactively, PRIDE will continue their focus on implementing and refining PBIS. This year PRIDE will be:

- Communicating a weekly focus to parents, teachers, and students
- Identifying major versus minor behaviors
- Developing a schoolwide system of predetermined responses to misbehavior
- Increasing positive rewards for displaying the three core values across campus
- Using common language to hold kids accountable to the posted expectations across campus

Vice Principal Parker shared PRIDE partnered with the Community Matters organization to bring Safe School Ambassadors to the school. She explained Safe School Ambassadors are an evidence-based program that harnesses the power of students to prevent and stop bullying and mistreatment. It relies on the "inside-out" approach to improving school climate. Student bystanders see, hear, and know things adults do not, and can intervene in ways adults are unable to.

Principal Bonser shared that in order to improve student connectedness, PRIDE targeted parent and community involvement. Their biggest change was hiring Allie Holstein, as their Community Liaison. Principal Bonser commended Ms. Holstein's work and shared that since August she started a breakfast club, hosted a literacy night called Camp Read S'more, made connections with local community services and businesses, and started fundraising for a food bank on campus. She shared seeing an increase in parent pride at school and plan on continuing forward momentum through 2020 and beyond!

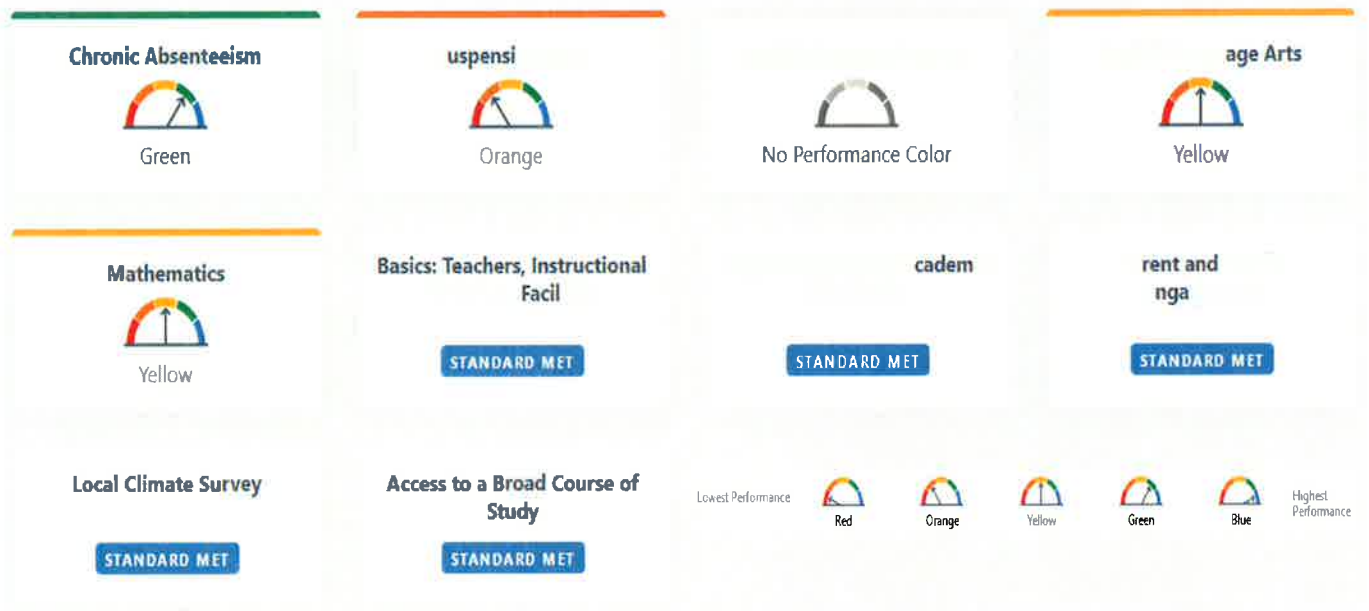
President Burns asked the students in attendance to share what they liked the most about their school. The students shared everyone at PRIDE feels like “family” and everyone helps one another.

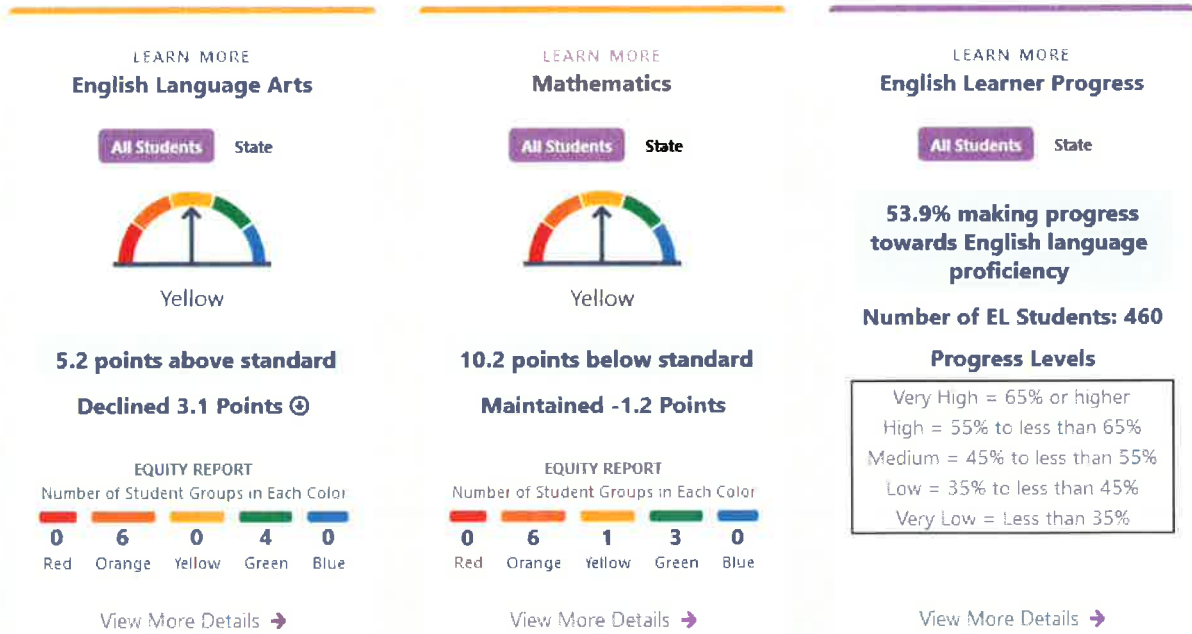
The Board expressed their gratitude towards those in attendance in support of PRIDE Academy.

4. California Dashboard

Dr. Stephanie Pierce, Assistant Superintendent of Educational Services; and Bonner Montler, Director of Assessment and Learning Support, presented an overview of the California Dashboard.

Dr. Pierce explained the State Indicators that are evaluated include chronic absenteeism; suspension rate; English learner progress (status only); and Academic (English language arts and mathematics). Local Indicators (met, not met, not met for two years) include Basics (teacher, instructional materials, and facilities); implementation of academic standards; parent engagement; and local climate survey. Mr. Montler provided an overview of the 2019 California School Dashboard. Results showed a decline of 3.1 points in English Language Arts; mathematics maintained the -1.2 point decline; chronic absenteeism had a 0.6% decline; and the suspension rate maintained at -0.2%. An overview of the parent resources on the District website were shared.





D. PUBLIC COMMUNICATION

President Burns invited members of the audience to address the Board about any item not on the agenda.

Risa Farber, First Grade Teacher at Chet F. Harritt, addressed the Board regarding student behavior (and/or lack of) and how it affects her teaching and student learning. She noted an increase of students with emotional and physical behaviors in the last six years; and shared this has been her most challenging year. Ms. Farber explained that in August, her class list included eight students with behavioral concerns with an additional student added on the third day of school; and noted a third of her students started the year with behavioral concerns. She explained the range of student behaviors. Ms. Farber explained believing more students are entering school with behavioral problems and issues with combination classes. She shared combination classes usually do not have behavioral issues; and explained students in combination classes are typically independent workers that can handle the two curriculums. Ms. Farber noted the other first grade class also has eight students with behavioral concerns; or 20% of the first grade students having identified problems. She explained this did not include those that have problems, but have not be labeled. Ms. Farber shared addressing her concern with her Principal. She explained a typical day in her classroom includes a child at a desk with a chair turned upside down; another at a desk playing with a pencil; a third child reading a book at their desk; a fourth student walking around; another three on the carpet playing and/or laying down; all while she is trying to read a story to the class. Ms. Farber shared the next day may be similar; except a student may also be attempting to run away, refusing to do work, under a table, etc. She noted it was evident that the students of today, are not the students of yesterday; as the District is piloting a social and emotional curriculum, there is a counselor at the school site four days a week, and an additional behavioral specialists were added at the District-level. Ms. Farber explained these solutions, and needy students, are creating additional work for the teachers; as they now have surveys and questionnaires to complete, meetings, behavioral plans to complete, parents to contact daily, students in/out of the classroom to receive special services, and more curriculum to teach in the same school day. She asked how she is expected to be an effective teacher given her situation. Ms. Farber shared a solution would be to reduce or eliminate combination classes; the addition of one or two teachers at each site; and class size reduction. She shared feeling as if she was cheating many of the other students' learning because of her frustration and exhaustion of dealing with the constant interruptions and uncontrollable students.

Ms. Farber shared her final thoughts by asking the Board to remember her classroom data when looking at the testing data; as 33% of her students are physically and/or incapable of focusing on test material; another 33% are falling through the cracks because she is busy managing behavioral problems; and luckily the remaining 33% are natural learners are able to excel with minimal teacher support. She shared being present to teach all children but explained knowing some students needed behavioral interventions that go beyond her teacher qualifications and school day.

E. CONSENT ITEMS

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

Superintendent

- 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, Grants, and Bequests
- 2.6. Approval/Ratification of General Services Agreements
- 2.7. Approval of Agreements for Mileage Reimbursement In Lieu of District Transportation
- 2.8. Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)
- 2.9. Authorization to Sell/Dispose of Surplus Items
- 2.10. Authorization to Solicit Formal Bids for Asphalt Replacement at Cajon Park School
- 2.11. Authorization to Solicit Bids for Milk and Milk by Products
- 3.1. Approval of Comprehensive School Safety Plans
- 3.2. Approval of Agreement with Western Governors University for Student Teacher Placement
- 3.3. Approval of Services Contract Between Santee School District and San Diego County Office of Education Regarding Participation in the CREEC Grant – pulled for separate consideration.
- 3.4. Approval of Individual Services Agreement with Stein School for Nonpublic School Services
- 3.5. Approval of Individual Services Agreement with The Institute for Effective Education Nonpublic School Services
- 3.6. Approval of Nonpublic School Individual Services Agreement and Residential Care Agreement with San Diego Center for Children Nonpublic School Services
- 4.1. Personnel, Regular
- 4.2. Approval of Agreement with Community Information Exchange
- 4.3. Adoption of Resolution No. 1920-12 to Eliminate Vacant Classified Non-Management Positions
- 4.4. Adoption of Resolution No. 1920-13 to Eliminate a Classified Non-Management Position
- 4.5. Approval to Increase Work Hours for Identified Classified Non-Management Position

President Burns pulled item 3.3. Approval of Services Contract Between Santee School District and San Diego County Office of Education Regarding Participation in the CREEC Grant, for separate consideration. He noted being employed by the San Diego County Office of Education; and explained that although there was no conflict of interest, he would be abstaining from the vote.

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

3.3. Approval of Services Contract Between Santee School District and San Diego County Office of Education Regarding Participation in the CREEC Grant – pulled for separate consideration. Member Ryan moved approval.

Motion:	<u>Ryan</u>	Burns	<u>Abstained</u>	El-Hajj	<u>Aye</u>
Second:	<u>El-Hajj</u>	Ryan	<u>Aye</u>	Fox	<u>Aye</u>
Vote:	<u>4-0</u>	Levens-Craig	<u>Aye</u>		

F. DISCUSSION AND/OR ACTION ITEMS

Superintendent

1.1. Agreement with SchoolMessenger (West Corporation) for Website Hosting Services, Communication Notification Services and Customized Mobile Communication App

Superintendent Baranski shared the District currently uses two vendors for website (SchoolWires) and communication (SchoolMessenger). She explained that to improve overall communication, provide for instant notification and increased parent engagement, the District is implementing a mobile communication app with integration to the District website and parent calling system. The mobile communication app will improve home-to-school communications and safety notifications and will allow families to readily access school and District information. Superintendent Baranski explained that during the investigative process for the best quality, communication services, SchoolWires and SchoolMessenger were invited to present their services to the District Technology Committee. The District Technology Committee, after much deliberation and consideration, selected SchoolMessenger as the vendor for all District communications. The company's web services will directly feed communications to the newly created district mobile communication application, an important feature in implementing a mobile communication application. Superintendent Baranski explained that the Technology Department is in the process of establishing a timeline for school site and district personnel regarding the maintenance of current websites prior to conversion from SchoolWires to SchoolMessenger in the summer. She shared Administration recommends SchoolMessenger migrate all teacher websites to the new webhosting site in order to reduce teacher workload. Member Ryan moved approval.

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

Business Services

2.1. Approval of Monthly Financial Report

Karl Christensen, Assistant Superintendent of Business Services, reported the monthly financial report was for cash and budget revision transactions posted through October 31, 2019, and shared the District ended the month with a cash balance in the General Fund of approximately \$10,092,465, sufficient to pay all of the District's financial obligations for the fiscal year. He noted the Budget Revisions transactions continue to project deficit spending and declining reserve percentages over the three years of the multi-year projection. Mr. Christensen noted an update would be provided at the February 4 budget workshop. Member Ryan inquired on the decrease in projected reserves. Mr. Christensen explained the decrease was due to the recent retroactive personnel salary increases. Member Ryan moved approval.

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

Human Resource/Pupil Services

3.1. Acceptance of 2018-19 School Program Services Year End Report

Tim Larson, Assistant Superintendent of Human Resources/Pupil Services, provided an overview of the 2018-19 School Program Services Year End report for the Board's acceptance. Mr. Larson noted a two-percent (2%) increase in independent study contracts. He commended the school sites for an increase in the collection of assignments from the independent study contracts. The habitual truancy remained consistent with 390 habitual truant students in 2017-18 and 391 in 2018-19; a small increase in school site suspensions from the previous year; and a decrease in suicide risk notifications. Mr. Larson noted the Interdistrict Attendance Permits (students leaving Santee School District) showed there were 252 students leaving Santee School District and 1,249 students on Interdistrict Attendance Permits (students entering the District). The Board accepted the report as presented.

G. BOARD POLICIES AND BYLAWS

President Burns noted items F.1.1., 1.2., and 1.3, as second readings; and F.1.4., 1.5., and 1.6., as first readings. He asked Board members to contact Administration if there were any questions and/or concerns. With one motion, Member El-Hajj moved approved of the second reading, items F.1.1., 1.2., and 1.3.

1.1. Second Reading: Revised Board Policy 3311, Bids

1.2. Second Reading: New Board Policy 3311.1, Uniform Public Construction Cost Accounting Procedures

1.3. Second Reading: Revised Board Policy 3312, Contracts

1.4. First Reading: Revised Board Policy 3314.2, Revolving Funds

1.5. First Reading: New Board Policy 3320, Claims and Actions Against the District

1.6. First Reading: Revised Board Policy 3350, Travel Expenses

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

H. EMPLOYEE ASSOCIATION COMMUNICATION

Melanie Hirahara, STA President, shared speaking to the site representatives about updating their teacher website prior to the conversion, to allow for a smooth transition. Mrs. Hirahara wished everyone happy holidays.

I. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

Member Burns noted the Santee Chamber of Commerce Heroes Luncheon is Friday, March 27 where the Bonnie Jackson would be honored as the District Teacher of the Year. Superintendent Baranski shared the District would have a table and mentioned someone would follow-up on their availability to attend. He noted the list of upcoming events.

Superintendent Baranski shared the San Diego County Superintendent of Schools had asked the Districts to adopt a resolution in support of the 2020 Census; a draft of the resolution was provided. It was the Board's consensus to adopt the resolution at the next meeting.

Member Ryan shared material from a Live Well meeting. She discussed one of the topics at the CSBA conference was school bonds and the mixed feelings on their placement on the 2020 ballot.

Member Levens-Craig shared learning a lot at the CSBA conference and would be sharing the information.

Member El-Hajj shared enjoying the conference and shared the public speaker reminded her of a session where the speaker discussed the National-level increase of student behavioral issues; and would share the presentation.

Member Fox shared one of the highlights of being President was the ability to bring the Boy & Girl Scout Troops to lead in the pledge of allegiance before every meeting. He shared volunteering for Santee Santas and the opportunity to help pack the boxes. Member Fox commended the District for their fundraising efforts in obtaining donations for Santee Santas.

President Burns shared enjoying the CSBA conference. He shared attending a session and learning new ways to fund a music program; and a session that discussed data on the great influence male volunteers are on a school campus. President Burns inquired on the Board's thoughts on having discussions on this subject. He inquired on the parent survey and next steps. Superintendent Baranski shared she would be presenting the data results at the next meeting; and upon the Board's review of the results, discuss next steps. President Burns asked that a message go out to all staff, on the Board's behalf, wishing everyone happy holidays.

J. CLOSED SESSION

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

1. **Conference with Labor Negotiator** (Gov't. Code § 54956.8)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
*Employee Organizations: Santee Teachers Association (STA); and
Classified School Employees Association (CSEA)*
2. **Public Employee Performance Evaluation** (Gov't. Code § 54957)
Superintendent

The Board entered closed session at 8:16 p.m.

K. RECONVENE TO PUBLIC SESSION

The Board reconvened to public session at 10:35 p.m., and reported no action was taken.

L. ADJOURNMENT

With no further business, the organizational meeting of December 17, 2019 was adjourned at 10:35 p.m.

Elana Levens-Craig, Clerk

Dr. Kristin Baranski, Secretary

Consent Item D.1.2.
Prepared by Dr. Kristin Baranski
January 21, 2020

Adoption of Resolution No. 1920-14, 2020
U.S. Census

BACKGROUND:

The mission of the Census Bureau is to serve as the leading source of quality data about the nation's people and economy. The 2020 census will provide the basis for reapportioning Congressional seats, redistricting and distributing billions of dollars in federal funding to support the state, county, and community programs. Due to the diversity of communities, the size of the state, the fiscal environment, and the changing use of technology, the U.S. Census Bureau faces great challenges in collecting complete and accurate information for California's population.

Santee School District recognizes the importance of the 2020 U.S. Census and supports helping to ensure a complete, fair, and accurate count of all Californians.

RECOMMENDATION:

It is recommended the Board adopt Resolution No 1920-14, 2020 U.S. Census. Action, if any, is at the discretion of the Board of Education.

FISCAL IMPACT:

There is no fiscal impact to this item.

Motion: _____

Second: _____

Vote: _____

Agenda Item D.1.2.



**SANTEE SCHOOL DISTRICT
RESOLUTION #1920-14**

2020 U.S. CENSUS

WHEREAS, the Census Bureau is required by the Constitution to conduct a count of the population and provides a historic opportunity to help shape American democracy; and

WHEREAS, the information collected by the census is confidential and protected by law;

WHEREAS, the next enumeration will be April 1, 2020 and will be the first to rely heavily on online responses; and

WHEREAS, the primary and perpetual challenge facing the Census Bureau is the undercount of certain population groups; and

WHEREAS, that challenge is amplified in California, given the size of the state and the diversity of communities; and

WHEREAS, California has a large percentage of individuals that are considered traditionally hard to count; and

WHEREAS, these diverse communities and demographic populations are at risk of being missed in the 2020 Census; and

WHEREAS, federal and state funding is allocated to communities, and decisions are made on matters of national and local importance based, in part, on census data; and

WHEREAS, California receives nearly \$77 billion in federal funding that relies, in part, on census data; and

WHEREAS, census data helps determine how many seats each state will have in the House of Representatives and the data is also used in the redistricting of state legislatures, city councils, and school boards; and

WHEREAS, a complete and accurate count of California's population is essential; and

WHEREAS, the decennial census is a massive undertaking that requires cross-sector collaboration and partnership in order to achieve a complete and accurate count; and

WHEREAS, this includes coordination between tribal, city, county, state governments, community-based organizations, schools, and other organizations; and

NOW, THEREFORE, BE IT RESOLVED that the Santee School District Board of Education recognizes the importance of the 2020 U.S. Census and supports helping to ensure a complete, fair, and accurate count of all Californians.

PASSED AND ADOPTED this 21st day of January 2020, at the regular meeting of the Santee School District Board of Education.

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA]
]
COUNTY OF SAN DIEGO]

I, Elana Levens-Craig, Clerk of the Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

Elana Levens-Craig, Clerk of the Board

January 21, 2020
Date

Consent Item D.2.1. Approval/Ratification of Travel Requests
 Prepared by Karl Christensen
 January 21, 2020

BACKGROUND:

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

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

RECOMMENDATION:

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

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The estimated travel expenses are \$30,540, with substitute costs of \$2,280, as disclosed on the following page.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.1.

Board Travel Report - January 21, 2020											
Travel Dates		Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Travel	District Goal	
Monday,	12/02/19	Kirsten Stretton	Cajon Park	Anxiety in Young People	SDCOE	\$0	\$45	Professional Development	Strategies to use with students and resources to support teachers.	2	
Tuesday,	01/14/20	Robynn Bennett Michele Ross	Carlton Hills Carlton Hills	Using Number Talks to Spark Math Reasoning Using Number Talks to Spark Math Reasoning	SDCOE SDCOE	\$120 \$120	\$70 \$70	Title I Title I	Mathematical instructional strategies. Mathematical instructional strategies.		
Monday,	02/03/20	Tracie F. Perez	Rio Seco	Youth Mental Health First Aid	SDCOE	\$0	\$69	Professional Development	Ways to support students in emotional / mental crisis.	2	
Monday,	02/10/20	Maria Parker	PRIDE Academy	Restorative Practices: Alternatives to Suspension	SDCOE	\$0	\$263	Title I	Workshop focuses on alternatives to suspension.	2	
Wednesday,	03/04/20	Robynn Bennett Michele Ross Anne Coman	Carlton Hills Carlton Hills Carlton Hills	Productive Struggle for All Productive Struggle for All Productive Struggle for All	San Diego San Diego San Diego	\$120 \$120 \$120	\$100 \$100 \$120	Title I Title I Title I	Mathematical practices to leverage learning for each student. Mathematical practices to leverage learning for each student. Mathematical practices to leverage learning for each student.		
Monday,	03/09/20	Tracie F. Perez John Schweller Kirsten Stretton Ed Gigliotti Stacey Rawson	Rio Seco Chet F. Harritt Cajon Park Pepper Drive Hill Creek	Counselor Convention: Unmasking Potential Counselor Convention: Unmasking Potential Counselor Convention: Unmasking Potential Counselor Convention: Unmasking Potential Counselor Convention: Unmasking Potential	San Diego San Diego San Diego San Diego San Diego	\$0 \$0 \$0 \$0 \$0	\$171 \$171 \$171 \$171 \$171	Professional Development Professional Development Professional Development Professional Development Professional Development	Conference on best practices and resources to support students. Conference on best practices and resources to support students. Conference on best practices and resources to support students. Conference on best practices and resources to support students. Conference on best practices and resources to support students.	2 2 2 2 2	
Travel Requests That Require Airfare, Overnight Stay, and/or Travel Outside of the State of California											
Fri-Mon,	03/13/20 - 03/16/20	Dr. Kristin Baranski	Superintendent	ASCD Empower Conference	Los Angeles	\$0	\$1,339	Professional Development	Resources and instructional strategies with a whole child approach.	1, 2	
Fri-Mon,	03/13/20 - 03/16/20	Tim Dobbins	Cajon Park	ASCD Empower Conference	Los Angeles	\$0	\$1,339	Professional Development	Resources and instructional strategies with a whole child approach.	1, 2	
Fri-Mon,	03/13/20 - 03/16/20	Stephanie Southcott	Carlton Hills	ASCD Empower Conference	Los Angeles	\$0	\$1,339	Professional Development	Resources and instructional strategies with a whole child approach.	1, 2	
Fri-Mon,	03/13/20 - 03/16/20	Tylene Hicks	Chet F. Harritt	ASCD Empower Conference	Los Angeles	\$0	\$1,339	Professional Development	Resources and instructional strategies with a whole child approach.	1, 2	
Fri-Mon,	03/13/20 - 03/16/20	Suzie Martin	Hill Creek	ASCD Empower Conference	Los Angeles	\$0	\$1,339	Professional Development	Resources and instructional strategies with a whole child approach.	1, 2	
Fri-Mon,	03/13/20 - 03/16/20	Kristen Bonser	PRIDE Academy	ASCD Empower Conference	Los Angeles	\$0	\$1,339	Professional Development	Resources and instructional strategies with a whole child approach.	1, 2	
Fri-Mon,	03/13/20 - 03/16/20	Summer Locke	Sycamore Canyon	ASCD Empower Conference	Los Angeles	\$0	\$1,339	Professional Development	Resources and instructional strategies with a whole child approach.	1, 2	
Fri-Mon,	03/13/20 - 03/16/20	Dr. Stephanie Pierce	Ed Services	ASCD Empower Conference	Los Angeles	\$0	\$1,339	Professional Development	Resources and instructional strategies with a whole child approach.	1, 2	
Fri-Mon,	03/13/20 - 03/16/20	Dawn Minutelli	Ed Services	ASCD Empower Conference	Los Angeles	\$0	\$1,339	Professional Development	Resources and instructional strategies with a whole child approach.	1, 2	
Fri-Mon,	03/13/20 - 03/16/20	Debra Simpson	Rio Seco	ASCD Empower Conference	Los Angeles	\$0	\$1,339	Professional Development	Resources and instructional strategies with a whole child approach.	1, 2	
Fri-Mon,	03/13/20 - 03/16/20	Andrew Johnston	Carlton Oaks	ASCD Empower Conference	Los Angeles	\$0	\$1,339	Professional Development	Resources and instructional strategies with a whole child approach.	1, 2	
Fri-Mon,	03/13/20 - 03/16/20	Ted Hooks	Pepper Drive	ASCD Empower Conference	Los Angeles	\$0	\$1,339	Professional Development	Resources and instructional strategies with a whole child approach.	1, 2	
Thurs-Sat,	03/19/20 - 03/21/20	Rebecca Nelson	Chet F. Harritt	CUE Conference	Palm Springs	\$0	\$804	Title I	Education Technology conference	1	
Thurs-Sat,	03/19/20 - 03/21/20	Megan Granger	Chet F. Harritt	CUE Conference	Palm Springs	\$240	\$804	Title I	Education Technology conference	1	
Thurs-Sat,	03/19/20 - 03/21/20	Kathryn Ducharme	Carlton Hills	CUE Conference	Palm Springs	\$240	\$896	Title I/Unrestricted	Education Technology conference	1	
Thurs-Sat,	03/19/20 - 03/21/20	Anne Coman	Carlton Hills	CUE Conference	Palm Springs	\$0	\$896	Title I/Unrestricted	Education Technology conference	1	
Thurs-Sat,	03/19/20 - 03/21/20	Marissa Johnson	Carlton Hills	CUE Conference	Palm Springs	\$240	\$896	Title I/Unrestricted	Education Technology conference	1	
Thurs-Sat,	03/19/20 - 03/21/20	Tristan Tade	Carlton Hills	CUE Conference	Palm Springs	\$240	\$896	Title I/Unrestricted	Education Technology conference	1	
Thurs-Sat,	03/19/20 - 03/21/20	Sherri Oliver	Carlton Oaks	CUE Conference	Palm Springs	\$240	\$896	Professional Development	Education Technology conference	1	
Thurs-Sat,	03/19/20 - 03/21/20	Michelle Johnson	Cajon Park	CUE Conference	Palm Springs	\$240	\$896	Professional Development	Education Technology conference	1	
Thurs-Sat,	03/19/20 - 03/21/20	Annelise Steen	SSP	CUE Conference	Palm Springs	\$240	\$896	Professional Development	Education Technology conference	1	
Sat-Tues,	06/27/20 - 06/30/20	Tracie F. Perez	Rio Seco	American School Counseling Association Conference	Seattle, WA	\$0	\$1,225	Professional Development	Conference topics are on school counseling.	2	
Sat-Tues,	06/27/20 - 06/30/20	Mia Morales	PRIDE Academy	American School Counseling Association Conference	Seattle, WA	\$0	\$1,225	Professional Development	Conference topics are on school counseling.	2	
Sat-Tues,	06/27/20 - 06/30/20	Stacey Rawson	Hill Creek	American School Counseling Association Conference	Seattle, WA	\$0	\$1,225	Professional Development	Conference topics are on school counseling.	2	
Sat-Tues,	06/27/20 - 06/30/20	Ed Gigliotti	Pepper Drive	American School Counseling Association Conference	Seattle, WA	\$0	\$1,225	Professional Development	Conference topics are on school counseling.	2	

District Goals:

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

BACKGROUND:

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 2019:

<u>Fund #/Name</u>	<u>Warrant #'s</u>	<u>Amount</u>
0100 General	14-622064 to 14-631328	\$517,293.83
0900	N/A	
1200	14-625465	\$30.40
1300	14-622922 to 14-630242	\$96,892.40
1400	N/A	
2109	N/A	
2139 / 2108	14-622066 to 14627640	\$154,742.50
2518	14-624993	\$675.00
2538	14-623744 to 14-627642	\$284,002.70
3500	N/A	
4000	14-623705 to 014-629164	\$10,597.06
6300	14-622945 to 14-4630251	\$17,573.51
TOTAL:		\$1,081,807.40

Student Body Warrants issued for the period of December 2019:

\$3,217.43

Payroll Warrants issued for the period of December 2019:

<u>Fund #/Name</u>		<u>Amount</u>
01 00	01 00	\$5,291,348.06
12 00	12 00	\$23,453.65
13 00	13 00	\$105,915.98
14 00	14 00	\$0
25 18	25 18	\$9,433.45
63 00	63 00	\$230,284.77
		\$5,660,435.91

RECOMMENDATION:

It is recommended that the Board of Education approve the expenditure warrants for the month of December 2019 as presented.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact of commercial, student body, and payroll expenditure warrants total \$6,745,460.74 and is disclosed above.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.2.

BACKGROUND:

A numerical listing of purchase orders, including the date issued, the name of the vendor, a general description of items requested, and the anticipated cost of the purchase is attached for the review and approval of the Board of Education. Actual copies of the purchase orders are available for review upon request. As a part of the report, any payment to vendors that increases the amount of the purchase order by 10% or more, or change orders that increase the amount of the bid, will be presented for Board approval/ratification. The table below is a summary of total purchase orders by location for the month of December 2019:

AMOUNT	LOCATION
\$ 138.25	PEPPER DRIVE SCHOOL
\$ 3,748.94	CARLTON HILLS SCHOOL
\$ 915.88	SYCAMORE CANYON SCH
\$ 8,037.01	PROSPECT AVENUE SCH
\$ 6,092.28	CAJON PARK SCHOOL
\$ 10,117.94	CHET F HARRITT SCH
\$ 1,516.96	CARLTON OAKS SCHOOL
\$ 5,298.25	RIO SECO SCHOOL
\$ 2,177.59	HILL CREEK SCHOOL
\$ 695.00	SUPERINTENDENT DEPT
\$ 52,237.79	BUSINESS SERVICES
\$ 7,782.29	EDUCATIONAL SERVICES
\$ 26,369.53	SPECIAL EDUCATION
\$ 16,262.01	EDUCATIONAL PROJECTS
\$ 920.96	DISTRICT LIBRARY
\$ 5,781.63	PROJECT SAFE
\$ 4,637.49	TECHNOLOGY SERVICES
\$ 3,874.03	OPERATIONS/CUSTODIAL
\$ 15,880.22	MAINTENANCE
\$ 6,239.69	TRANSPORTATION
\$ 14.07	FACILITIES MODERNIZATION
\$ 46,259.68	WAREHOUSE
\$ 4,355.17	CENTRAL KITCHEN
\$ 5,769.18	TECHNOLOGY SERVICES
\$ 235,121.84	TOTAL

RECOMMENDATION:

Administration recommends approval of purchase orders #0000009474 through #0000009579 issued December 1, 2019 through December 31, 2019.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact of \$235,121.84 is disclosed on the following pages.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.3.

LOCATION LIST 2019-20

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%
FOR THE MONTH OF DECEMBER 2019**

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
7904	4/11/2019	0100	STUDIO WC ARCHITECTURE	077	A&E SERVICES - PRIDE LRC	\$222,600.00
					ADDITIONAL SERVICES RENDERED	\$59,000.00
					NEW TOTAL	\$281,600.00

PURCHASE ORDER LISTING
DECEMBER 2019
BY SITE

PO Number	DATE	VENDOR	DESCRIPTION	FUND	AMOUNT	LOC	LOCATION
0000009525	12/12/2019	DEMCO INC	SUPPLIES	0100	\$ 55.23	002	PEPPER DRIVE SC OOL
0000009536	12/13/2019	ORIENTAL TRADING COMPANY INC	ART SUPPLIES	0100	\$ 42.09	002	PEPPER DRIVE SCHOOL
0000009537	12/16/2019	DELL MARKETING L.P.	IMAGING DRUM - PD	0100	\$ 40.93	002	PEPPER DRIVE SCHOOL
			TOTAL		\$ 138.25	0	PEPPER DRIVE SCHOOL Total
0000009552	12/18/2019	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	0100	\$ 140.00	003	CARLTON HILLS SCHOOL
0000009566	12/19/2019	DECKER EQUIPMENT	SIGNAGE	0100	\$ 62.07	003	CARLTON HILLS SCHOOL
0000009575	12/20/2019	EXCEL FUNDRAISING INC	FUNDRAISER - CH	0100	\$ 3,354.00	003	CARLTON HILLS SCHOOL
0000009579	12/20/2019	APPLE INC	APPLE TV'S	0100	\$ 192.87	003	CARLTON HILLS SCHOOL
			TOTAL		\$ 3,748.94	0	CARLTON HILLS SCHOOL Total
0000009534	12/13/2019	TROXELL COMMUNICATIONS INC	DOCUMENT CAMERAS - SC	0100	\$ 915.88	004	SYCAMORE CANYON SCH
			TOTAL		\$ 915.88	0	SYCAMORE CANYON SCH Total
0000009474	12/2/2019	AMAZON.COM	OFFICE SUPPLIES	0100	\$ 71.01	005	PROSPECT AVENUE SCH
0000009484	12/3/2019	APPLE INC	TECH SUPPLIES - PA	0100	\$ 385.75	005	PROSPECT AVENUE SCH
0000009493	12/5/2019	DEMCO INC	LIBRARY SUPPLIES	0100	\$ 178.98	005	PROSPECT AVENUE SCH
0000009516	12/10/2019	AMAZON.COM	HEALTH OFFICE SUPPLIES	0100	\$ 14.47	005	PROSPECT AVENUE SCH
0000009545	12/17/2019	BUCKMAN FENCE COMPANY	FENCING - PA	0100	\$ 1,371.00	005	PROSPECT AVENUE SCH
0000009550	12/18/2019	IDENT-A-KID SERVICES OF AMERICA, INC	OFFICE SUPPLIES	0100	\$ 109.64	005	PROSPECT AVENUE SCH
0000009555	12/18/2019	HANGSAFE HOOKS	SUPPLIES - PA	0100	\$ 5,906.16	005	PROSPECT AVENUE SCH
			TOTAL		\$ 8,037.01	0	PROSPECT AVENUE SCH Total
0000009492	12/5/2019	BUTTER BRAID SAN DIEGO	FUNDRAISER - CP	0100	\$ 4,982.00	006	CAJON PARK SCHOOL
0000009508	12/9/2019	DELL MARKETING L.P.	TONER - CP	0100	\$ 535.31	006	CAJON PARK SCHOOL
0000009509	12/9/2019	DELL MARKETING L.P.	TONERS - CP	0100	\$ 418.62	006	CAJON PARK SCHOOL
0000009510	12/9/2019	APPLE INC	ADAPTER - CP	0100	\$ 31.25	006	CAJON PARK SCHOOL
0000009513	12/9/2019	AMAZON.COM	SUPPLIES	0100	\$ 125.10	006	CAJON PARK SCHOOL
			TOTAL		\$ 6,092.28	0	CAJON PARK SCHOOL Total
0000009482	12/3/2019	GB'S FENCE COMPANY	TEMPORARY FENCING - CFH	2538	\$ 1,073.50	007	CHET F HARRITT SCH
0000009486	12/5/2019	PADRE DAM MUNICIPAL WATER	EASEMENT REVIEW FEES - CFH	2139	\$ 3,250.00	007	CHET F HARRITT SCH
0000009512	12/9/2019	JOSTENS	YEARBOOKS - CFH	0100	\$ 2,650.40	007	CHET F HARRITT SCH
0000009523	12/11/2019	AMAZON.COM	SUPPLIES	0100	\$ 1,644.04	007	CHET F HARRITT SCH
0000009532	12/13/2019	CURRICULUM ASSOCIATES INC	PROFESSIONAL DEVELOPMENT	0100	\$ 1,500.00	007	CHET F HARRITT SCH
			TOTAL		\$ 10,117.94	0	CHET F HARRITT SCH Total
0000009481	12/2/2019	SUNDANCE STAGE LINES	OUTSOURCED BUS TRANS HC/CO	0100	\$ 748.75	008	CARLTON OAKS SCHOOL
0000009488	12/5/2019	LEARNING A-Z	LICENSES	0100	\$ 399.90	008	CARLTON OAKS SCHOOL
0000009524	12/12/2019	SCHOOL NURSE SUPPLY INC	HEALTH OFFICE SUPPLIES	0100	\$ 68.31	008	CARLTON OAKS SCHOOL
0000009542	12/16/2019	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	0100	\$ 300.00	008	CARLTON OAKS SCHOOL
			TOTAL		\$ 1,516.96	0	CARLTON OAKS SCHOOL Total
0000009531	12/13/2019	MAINTEX INC	CUSTODIAL SUPPLIES	0100	\$ 59.07	009	RIO SECO SCHOOL
0000009535	12/13/2019	REALLY GOOD STUFF INC	CLASSROOM SUPPLIES	0100	\$ 61.68	009	RIO SECO SCHOOL
0000009538	12/16/2019	SKEDADDLE FUNDRAISERS	FUNDRAISER - RS	0100	\$ 4,078.50	009	RIO SECO SCHOOL
0000009540	12/16/2019	SKEDADDLE FUNDRAISERS	FUNDRAISER - RS	0100	\$ 1,099.00	009	RIO SECO SCHOOL
			TOTAL		\$ 5,298.25	0	RIO SECO SCHOOL Total
0000009481	12/2/2019	SUNDANCE STAGE LINES	OUTSOURCED BUS TRANS HC/CO	0100	\$ 748.75	010	HILL CREEK SCHOOL
0000009577	12/20/2019	2NDGEAR	LCD DISPLAY MONITOR	0100	\$ 104.59	010	HILL CREEK SCHOOL
0000009578	12/20/2019	APPLE INC	MINI MAC	0100	\$ 1,324.25	010	HILL CREEK SCHOOL
			TOTAL		\$ 2,177.59	0	HILL CREEK SCHOOL Total
0000009515	12/10/2019	SANTEE CHAMBER OF COMMERCE	MEMBERSHIP & DUES	0100	\$ 500.00	062	SUPERINTENDENT DEPT
0000009515	12/10/2019	SANTEE CHAMBER OF COMMERCE	MEMBERSHIP & DUES	0100	\$ 195.00	062	SUPERINTENDENT DEPT
			TOTAL		\$ 695.00	0	SUPERINTENDENT DEPT Total
0000009485	12/5/2019	OFFICE DEPOT INC	CHAIRS FOR PROF. DEV.	0100	\$ 18,619.20	064	BUSINESS SERVICES
0000009506	12/5/2019	RINCON CONSULTANTS, INC.	ARCHAEOLOGICAL TESTING SVCS	2538	\$ 27,351.45	064	BUSINESS SERVICES
0000009520	12/11/2019	WELLS FARGO BANK	COPS ADMIN FEES	0100	\$ 5,000.00	064	BUSINESS SERVICES

0000009547	12/18/2019	VIRCO MANUFACTURING CORP	CHAIRS - CO EAK	0100	\$	1,267.14	064	BUSINESS SERVICES
				TOTAL	\$	52,237.79	0	BUSINESS SERVICES Total
0000009475	12/2/2019	APPLE INC	MACBOOK	0100	\$	2,806.42	066	EDUCATIONAL SERVICES
0000009490	12/5/2019	HARLAND TECHNOLOGY SERVICES	ANNUAL SCANNER MAINTENANCE	0100	\$	1,545.00	066	EDUCATIONAL SERVICES
0000009541	12/16/2019	LEADERSHIP ASSOCIATES, LLC	REGISTRATION FEES	0100	\$	2,500.00	066	EDUCATIONAL SERVICES
0000009543	12/16/2019	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	0100	\$	45.00	066	EDUCATIONAL SERVICES
0000009551	12/18/2019	ACSA FOUNDATION FOR	REGISTRATION FEES	0100	\$	475.00	066	EDUCATIONAL SERVICES
0000009574	12/19/2019	California School Employees Association	REGISTRATION FEES	0100	\$	218.00	066	EDUCATIONAL SERVICES
0000009579	12/20/2019	APPLE INC	APPLE TV'S	0100	\$	192.87	066	EDUCATIONAL SERVICES
				TOTAL	\$	7,782.29	0	EDUCATIONAL SERVICES Total
0000009498	12/5/2019	AMAZON.COM	SUPPLIES FOR SP. ED.	0100	\$	592.63	067	SPECIAL EDUCATION
0000009499	12/5/2019	AMAZON.COM	SUPPLIES	0100	\$	167.17	067	SPECIAL EDUCATION
0000009539	12/16/2019	ACADEMIC THERAPY PUBLICATIONS	THERAPY SUPPLIES	0100	\$	129.30	067	SPECIAL EDUCATION
0000009546	12/17/2019	DELL MARKETING L.P.	PRINTER - SC	0100	\$	221.29	067	SPECIAL EDUCATION
0000009570	12/19/2019	MARJORIE BLOCK, MS, OTR/L	OT IEP	0100	\$	187.50	067	SPECIAL EDUCATION
0000009571	12/19/2019	DANIELA MARCUS	BILINGUAL SPEECH SERVICES	0100	\$	25,000.00	067	SPECIAL EDUCATION
0000009576	12/20/2019	DELL MARKETING L.P.	TONER - CP	0100	\$	71.64	067	SPECIAL EDUCATION
				TOTAL	\$	26,369.53	0	SPECIAL EDUCATION Total
0000009491	12/5/2019	MIDAMERICA BOOKS	LIBRARY BOOKS - HC	0100	\$	224.08	068	EDUCATIONAL PROJECTS
0000009495	12/5/2019	MIDAMERICA BOOKS	LIBRARY BOOKS - CP	0100	\$	106.40	068	EDUCATIONAL PROJECTS
0000009533	12/13/2019	BARNES AND NOBLE BOOKSELLERS	LIBRARY BOOKS - PA	0100	\$	181.53	068	EDUCATIONAL PROJECTS
0000009549	12/18/2019	SUPERINTENDENT OF SCHOOLS	PROF. LEARNING SVCS	0100	\$	15,750.00	068	EDUCATIONAL PROJECTS
				TOTAL	\$	16,262.01	0	EDUCATIONAL PROJECTS Total
0000009477	12/2/2019	MIDAMERICA BOOKS	LIBRARY BOOKS - PA	0100	\$	816.72	071	DISTRICT LIBRARY
0000009533	12/13/2019	BARNES AND NOBLE BOOKSELLERS	LIBRARY BOOKS - PA	0100	\$	104.24	071	DISTRICT LIBRARY
				TOTAL	\$	920.96	0	DISTRICT LIBRARY Total
0000009476	12/2/2019	SMART & FINAL	SUPPLIES FOR PROJ. SAFE	6300	\$	300.00	072	PROJECT SAFE
0000009480	12/2/2019	S&S WORLDWIDE	SUPPLIES FOR PROJ. SAFE	6300	\$	71.76	072	PROJECT SAFE
0000009489	12/5/2019	AMAZON.COM	SUPPLIES FOR PROJ. SAFE	6300	\$	121.61	072	PROJECT SAFE
0000009494	12/5/2019	SMART & FINAL	SUPPLIES FOR PROJ. SAFE	6300	\$	150.00	072	PROJECT SAFE
0000009496	12/5/2019	SMART & FINAL	PROJ. SAFE SUPPLIES	6300	\$	250.00	072	PROJECT SAFE
0000009497	12/5/2019	SMART & FINAL	SUPPLIES FOR PROJ. SAFE	6300	\$	1,000.00	072	PROJECT SAFE
0000009507	12/9/2019	CITI CARDS /	SUPPLIES	6300	\$	606.07	072	PROJECT SAFE
0000009507	12/9/2019	CITI CARDS /	SUPPLIES	6300	\$	1,174.57	072	PROJECT SAFE
0000009521	12/11/2019	AMAZON.COM	SUPPLIES FOR PROJ. SAFE	6300	\$	107.62	072	PROJECT SAFE
0000009522	12/11/2019	SMART & FINAL	SNACKS FOR YALE	6300	\$	500.00	072	PROJECT SAFE
0000009553	12/18/2019	LAKESHORE	SUPPLIES FOR YALE	6300	\$	1,000.00	072	PROJECT SAFE
0000009573	12/19/2019	SMART & FINAL	SUPPLIES FOR PROJ. SAFE	6300	\$	500.00	072	PROJECT SAFE
				TOTAL	\$	5,781.63	0	PROJECT SAFE Total
0000009554	12/18/2019	PROTEL & XTELESYS	ADD'L SUPPLIES - PA SYSTEM	4000	\$	4,637.49	073	TECHNOLOGY SERVICES
				TOTAL	\$	4,637.49	0	TECHNOLOGY SERVICES Total
0000009569	12/19/2019	MAINTEX INC	CUSTODIAL SUP'S & REPAIRS	0100	\$	88.05	074	OPERATIONS/CUSTODIAL
0000009569	12/19/2019	MAINTEX INC	CUSTODIAL SUP'S & REPAIRS	0100	\$	823.93	074	OPERATIONS/CUSTODIAL
0000009569	12/19/2019	MAINTEX INC	CUSTODIAL SUP'S & REPAIRS	0100	\$	2,962.05	074	OPERATIONS/CUSTODIAL
				TOTAL	\$	3,874.03	0	OPERATIONS/CUSTODIAL Total
0000009479	12/2/2019	ABC SUPPLY CO INC	ROOFING SUPPLIES	0100	\$	1,101.41	075	MAINTENANCE
0000009483	12/3/2019	CABLE, PIPE & LEAK DETECTION,	LEAK DETECTION SVCS - CFH	0100	\$	250.00	075	MAINTENANCE
0000009511	12/9/2019	ADVANCE PLUMBING CO	PLUMBING SERVICES - CFH	0100	\$	12,716.00	075	MAINTENANCE
0000009544	12/17/2019	HOME DEPOT COMMERCIAL ACCOUNT	M&O SUPPLIES	0100	\$	973.04	075	MAINTENANCE
0000009565	12/19/2019	AMS	SUPPLIES FOR REPAIRS	0100	\$	321.28	075	MAINTENANCE
0000009567	12/19/2019	WHITE CAP/HD SUPPLY	M & O SUPPLIES	0100	\$	43.44	075	MAINTENANCE
0000009568	12/19/2019	HOUSE OF AUTOMATION, INC	REPAIR SERVICES	0100	\$	475.05	075	MAINTENANCE
				TOTAL	\$	15,880.22	0	MAINTENANCE Total
0000009519	12/11/2019	O'REILLY AUTO PARTS	PARTS FOR REPAIRS	0100	\$	185.95	076	TRANSPORTATION
0000009558	12/18/2019	COMPREHENSIVE DRUG TESTING INC	DRUG TESTING SERVICES	0100	\$	142.00	076	TRANSPORTATION
0000009559	12/19/2019	O'REILLY AUTO PARTS	PARTS FOR REPAIRS	0100	\$	403.52	076	TRANSPORTATION
0000009559	12/19/2019	O'REILLY AUTO PARTS	PARTS FOR REPAIRS	0100	\$	115.14	076	TRANSPORTATION

0000009560	12/19/2019	DAY WIRELESS SYSTEMS	SUPPLIES FOR NEW BUSES	0100	\$	598.60	076	TRANSPORTATION
0000009561	12/19/2019	HORSMAN AUTOMOTIVE	VEHICLE REPAIRS	0100	\$	1,524.52	076	TRANSPORTATION
0000009562	12/19/2019	PENSKE FORD	PARTS FOR REPAIRS	0100	\$	34.50	076	TRANSPORTATION
0000009563	12/19/2019	ZUM SERVICES, INC.	OUTSOURCED BUS SERVICES	0100	\$	2,850.50	076	TRANSPORTATION
0000009564	12/19/2019	CREATIVE BUS SALES INC	PARTS FOR REPAIRS	0100	\$	85.96	076	TRANSPORTATION
0000009572	12/19/2019	CASTO	REGISTRATION FEES	0100	\$	299.00	076	TRANSPORTATION
				TOTAL	\$	6,239.69	0	TRANSPORTATION Total
0000009548	12/18/2019	FEDERAL EXPRESS CORPORATION	OVERNIGHT MAIL DELIVERY	0100	\$	14.07	077	FACILITIES MODERNIZATION
				TOTAL	\$	14.07	0	FACILITIES MODERNIZATION Total
0000009478	12/2/2019	KELLY PAPER	INVENTORY REPLENISHMENT	0100	\$	32,248.71	078	WAREHOUSE
0000009500	12/5/2019	SUPPLY SOLUTIONS	INVENTORY REPLENISHMENT	0100	\$	3,586.91	078	WAREHOUSE
0000009501	12/5/2019	AMAZON.COM	INVENTORY REPLENISHMENT	0100	\$	56.50	078	WAREHOUSE
0000009502	12/5/2019	CAMEO PAPER & JANITORIAL	INVENTORY REPLENISHMENT	0100	\$	450.93	078	WAREHOUSE
0000009503	12/5/2019	MISSION JANITORIAL SUPPLIES	INVENTORY REPLENISHMENT	0100	\$	2,002.99	078	WAREHOUSE
0000009504	12/5/2019	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	\$	829.68	078	WAREHOUSE
0000009505	12/5/2019	WAXIE SANITARY SUPPLY	INVENTORY REPLENISHMENT	0100	\$	852.52	078	WAREHOUSE
0000009514	12/10/2019	SCHOOL SPECIALTY, INC	INVENTORY REPLENISHMENT	0100	\$	54.31	078	WAREHOUSE
0000009527	12/13/2019	DELL MARKETING L.P.	INVENTORY REPLENISHMENT	0100	\$	3,654.11	078	WAREHOUSE
0000009528	12/13/2019	MAINTEX INC	INVENTORY REPLENISHMENT	0100	\$	1,496.05	078	WAREHOUSE
0000009529	12/13/2019	SCHOOL SPECIALTY, INC	INVENTORY REPLENISHMENT	0100	\$	67.88	078	WAREHOUSE
0000009530	12/13/2019	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	\$	959.09	078	WAREHOUSE
				TOTAL	\$	46,259.68	0	WAREHOUSE Total
0000009556	12/18/2019	ROMAN'S TRUCK	CNS TRUCK REPAIRS	0100	\$	4,083.93	090	CENTRAL KITCHEN
0000009557	12/18/2019	DELL MARKETING L.P.	PRINTER - CNS	1300	\$	271.24	090	CENTRAL KITCHEN
				TOTAL	\$	4,355.17	0	CENTRAL KITCHEN Total
0000009518	12/11/2019	LENOVO (UNITED STATES) INC.	THINKPADS	0100	\$	5,303.40	091	TECHNOLOGY SERVICES
0000009526	12/13/2019	GROUP VERTICAL	IPAD SUPPLIES FOR REPAIRS	0100	\$	465.78	091	TECHNOLOGY SERVICES
				TOTAL	\$	5,769.18	0	TECHNOLOGY SERVICES Total
					\$	235,121.84	0	Grand Total

Consent Item D.2.4.
Prepared by Karl Christensen
January 21, 2020

Approval/Ratification of Revolving Cash Report

BACKGROUND:

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

RECOMMENDATION:

It is recommended that the Board of Education approve checks #22660 through #22661 on the \$20,000 Revolving Cash Account.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The fiscal impact is \$1,221.73 as disclosed on the following report.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.4.

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

Date	Number	Name	Memo	Amount
12/12/19	22660	Walmart	Lorene Foster Fund - No Alcohol or Tobacco	300.00
12/13/19	22661	Samantha Matox-Cox	Replace lost Paycheck#13-261155 dated 11/27/19	919.97

Total Checks Written	\$1,219.97
December Bank Fees	\$1.76

Total to be Reimbursed	\$1,221.73
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Reimbursed by SDCOE	
Total to Deduct from Future Reimbursement	

Consent Item D.2.5. Acceptance of Donations, Grants, and Bequests
 Prepared by Karl Christensen
 January 21, 2020

BACKGROUND:

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

<i>Item</i>	<i>Approximate Value</i>	<i>Received From</i>	<i>Designated For Use At</i>
DONATIONS			
Funds to Purchase Supplies and Game	\$90.00	Anna Ott	Out-of-School Time at Cajon Park School
Funds to Support the Kindergarten Instructional Program and Supplement Classroom Supplies	\$800.00	Derek Huston	Carlton Oaks School
Sofa, Cushions, Pillows for Robin Dawson's Classroom	\$868.00	DonorsChoose.org	Pepper Drive School
iTunes Gift Card and Miscellaneous Supplies	\$100.00	Santee United Methodist Church	PRIDE Academy
Books and Whiteboard	\$50.00	Tracy Durham	PRIDE Academy
Funds to Purchase PE Equipment	\$161.40	Sycamore Canyon PTA	Sycamore Canyon
Funds for Laminating Film and Running Awards	\$136.68	Sycamore Canyon PTA	Sycamore Canyon
Funds for Library Supplies	\$100.00	Chili's / Brinker International	Sycamore Canyon
GRANTS			
(None)			
BEQUESTS			
(None)			
TOTAL RECEIVED	\$2,306.08		

RECOMMENDATION:

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

This recommendation supports the following District goal(s):

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

FISCAL IMPACT:

The donations, grants, and/or bequests listed above are valued at \$2,306.08.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.5.

Consent Item D.2.6. Approval/Ratification of General Services Agreements
 Prepared by Karl Christensen
 January 21, 2020

BACKGROUND:

From time to time, the District contracts with individuals, companies, or organizations to provide various types of general services such as educational presentations/assemblies, or specialized student services. Some services are on an as-needed basis billed on an hourly or daily rate while other services are billed by the job. The Internal Revenue Service requires an analysis of the nature and type of work performed to determine whether the service provider qualifies as an independent contractor to be paid by commercial warrant. Service providers that do not qualify as an independent contractor will be processed through Human Resources under a short-term employment services agreement.

Approval of the following General Services Agreements is requested:

Vendor Name	Description of Services	Date(s) of Service	Amount	Funding
Grossmont College Theatre Arts	Character Education Performance	10/20/2019 & 12/05/2019	\$250.00	Carlton Hills
SeaCamp San Diego	Marine Biology Experience	02/12/2020	\$250.00	Rio Seco
Curriculum Associates, LLC	iReady Mathematics	10/14/2019	\$1,500.00	Special Education
Super Soccer Stars	Soccer and Life Skills Clubs	01/07/2020 – 06/09/2020	\$2,500.00	Out-of-School Time Program

RECOMMENDATION:

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

This recommendation supports the following District goal(s):

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

FISCAL IMPACT:

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

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____

Agenda Item D.2.6.

BACKGROUND:

The Santee School District is required to provide for transportation of Special Education students when their Individualized Education Plan (IEP) includes the need for this service. In lieu of the District providing transportation, the District offers parents/guardian the opportunity to transport their own children and receive reimbursement for their incurred mileage at the IRS-approved rate.

The Commercial Warrants Audit manual stipulates that an agreement is to be executed with the Parent/Guardian whenever mileage reimbursement is provided. Agreements with parents/guardians opting to receive mileage reimbursement during the 2018-19 and 2019-20 school year for the transportation of their own child(ren) are listed below:

School of Attendance	Round Trip Miles Per Day	# of Days	Per Mile Rate	Total Estimated Annual Cost
Carlton Oaks School	6	199	\$0.58	\$692.52
Carlton Oaks School	7	199	\$0.58	\$807.94
Lafayette Elementary School	30	199	\$0.58	\$3,462.60
Total:				\$4,963.06

RECOMMENDATION:

It is recommended that the Board of Education approve/ratify the Parent/Guardian agreements for mileage reimbursement in lieu of District transportation.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact of \$4,963.06 is paid in lieu of District provided transportation.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.7.

Consent Item D.2.8. Approval/Ratification of Expenditure Transactions
 Prepared by Karl Christensen Charged to District Issued Purchasing Cards (P-Cards)
 January 21, 2020

BACKGROUND:

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

RECOMMENDATION:

It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the period November 1, 2019 through November 30, 2019.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

There were 112 transactions totaling \$11,904.56 charged to various funds.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.8.

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20191103	ABEL,CATHY	CHILD NUTRITION	SPROUTS FARMERS MARK	33.46	Produce
20191105	ABEL,CATHY	CHILD NUTRITION	AMZN MKTP US*PL9XY4ES3	43.05	Thermometers-oven
20191105	ABEL,CATHY	CHILD NUTRITION	AMZN MKTP US*IX2VB84A3	53.80	Thermometers-freezer
20191118	ABEL,CATHY	CHILD NUTRITION	PARTS TOWN	75.83	Replacement parts for VCN machine
				<u>206.14</u>	
20191106	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	MIMIS CAFE- OFF PREMIS	107.75	Board meeting supplies
20191107	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS #1897	24.98	Board meeting supplies
20191108	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SMART AND FINAL 929	28.62	Supplies for PLT meeting
20191110	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	PANERA BREAD 204874	308.86	Catering for Superintendent's Leadership Series meeting
20191119	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	BASKIN #354764 ONLINE	28.99	Board meeting supplies
20191119	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	THE WRAPSHACK	114.93	Board meeting supplies
20191120	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SMART AND FINAL 929	26.83	Supplies for Student Forum and Board meeting
20191120	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS #1897	7.99	Board meeting supplies
20191121	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS #1897	34.06	Board meeting supplies
20191121	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	CSBA	(550.00)	Reimbursement for Barbara Ryan's registration to the CSBA Annual Conference
				<u>133.01</u>	
20191103	BAKER,HOPE	OST PROGRAMS	HOBBY-LOBBY #658	51.99	Christmas craft items for YALE preschool
20191108	BAKER,HOPE	OST PROGRAMS	WAL-MART #1917	69.74	Storage bin, wood beads, bows, ribbons, plastic cups
				<u>121.73</u>	
20191117	BONSER,KRISTEN	PRIDE ACADEMY	WAL-MART #1917	35.28	Literacy Night - food and crafts
				<u>35.28</u>	
20191103	BRASHER,PAMELA	OST PROGRAMS	LAKESHORE LEARNING #52	28.49	Wristbands for holiday care at OSTP site
20191104	BRASHER,PAMELA	OST PROGRAMS	THE HOME DEPOT #1053	12.61	Nuts for thanksgiving break
20191111	BRASHER,PAMELA	OST PROGRAMS	OTC BRANDS INC	201.20	Reindeer necklaces, felt stockings, birdhouse ,Santa hats
20191124	BRASHER,PAMELA	OST PROGRAMS	SMART AND FINAL 929	32.89	Winter break, Frozen morsels for fun with food
20191128	BRASHER,PAMELA	OST PROGRAMS	JOANN STORES #1011	51.70	Felt sheets for OSTP program
				<u>326.89</u>	
20191107	DOBBINS,TIMOTHY	CAJON PARK	DOMINO'S 7708	46.41	Pizza with the Principal
20191117	DOBBINS,TIMOTHY	CAJON PARK	CUSTOMIZEDGIRL.COM	82.27	Sashes for Student Greeters
20191120	DOBBINS,TIMOTHY	CAJON PARK	STARBUCKS STORE 05912	17.95	IMPACT Teams
20191122	DOBBINS,TIMOTHY	CAJON PARK	DOMINO'S 7708	45.36	Pizza with the Principal
				<u>191.99</u>	
20191104	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*7Y2EY5GH3	29.51	Office supplies
20191120	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*QM7KT3FB3	43.09	Memo board for classroom
20191121	FORSTER,CHASITY	HILL CREEK	SMART AND FINAL 929	15.48	PBIS incentive
20191122	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*4W7EA6ZN3	7.43	PBIS incentive
20191122	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*UV2RH47Q3	80.57	PBIS incentive
				<u>176.08</u>	
20191110	HICKS,TYLENE	CHET F. HARRITT	AMZN MKTP US*9G2JB14L3	78.53	Supplies for Arts Attack
20191115	HICKS,TYLENE	CHET F. HARRITT	AMAZON.COM*IU3PG5CH3 A	51.50	Books for Professional Development
20191117	HICKS,TYLENE	CHET F. HARRITT	AMAZON.COM*PD2PY6DS3	32.31	Dry erase boards for Special Ed classroom
20191117	HICKS,TYLENE	CHET F. HARRITT	THE HOME DEPOT 673	235.93	Shelf units for storage
20191117	HICKS,TYLENE	CHET F. HARRITT	AMZN MKTP US*B00O96463	47.79	Book for Professional Development
20191118	HICKS,TYLENE	CHET F. HARRITT	AMAZON.COM*UT19N5I83	8.04	File folders for the file boxes
20191118	HICKS,TYLENE	CHET F. HARRITT	AMZN MKTP US*3350164K3	43.50	File boxes for Special Ed
20191121	HICKS,TYLENE	CHET F. HARRITT	AMZN MKTP US*537C61WN3	8.54	Student Workbook, Grade 4, Accessing Complex Texts
20191122	HICKS,TYLENE	CHET F. HARRITT	AMAZON.COM*YS6TN8CL3 A	23.61	Student reading books
20191122	HICKS,TYLENE	CHET F. HARRITT	WAL-MART #1917	181.90	Student attendance incentives
20191130	HICKS,TYLENE	CHET F. HARRITT	AMZN MKTP US*UI0BN8MO3	15.98	Student Workbook, Grade 3, Accessing Complex Texts
				<u>727.63</u>	
20191119	HOHIMER,KAREN	PEPPER DRIVE	DOLLAR TREE	12.93	Positive Reinforcement rewards
				<u>12.93</u>	
20191119	HOOKS,TED A	PEPPER DRIVE	AMAZON.COM*6V7BO10C3	91.56	Professional Learning Texts
20191122	HOOKS,TED A	PEPPER DRIVE	AMZN MKTP US*HU99Q0CL3	23.68	Elective supplies
20191122	HOOKS,TED A	PEPPER DRIVE	AMZN MKTP US*JB4EY1C83	73.89	Turkey Trot supplies
				<u>189.13</u>	
20191124	JOHNSTON,ANDREW	CARLTON OAKS	AMAZON.COM*RJ82T9H03	34.22	Professional Development materials
				<u>34.22</u>	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20191101	LOCKE,SUMMER	SYCAMORE CANYON	AMZN MKTP US*QZ4E39NL3	14.23	Rope for tetherballs
20191104	LOCKE,SUMMER	SYCAMORE CANYON	AMZN MKTP US*AI50C1OX3	37.32	Chicken feed
20191105	LOCKE,SUMMER	SYCAMORE CANYON	WWW CVS.COM	16.24	Staff photos for Team Building Activity
20191120	LOCKE,SUMMER	SYCAMORE CANYON	AMZN MKTP US*Q72CH6YL3	67.85	Paper plates for staff development and connector jack for media center audio system
20191120	LOCKE,SUMMER	SYCAMORE CANYON	AMZN MKTP US*H807Q08N3	37.04	Paper plates and forks for Staff Development meeting
20191120	LOCKE,SUMMER	SYCAMORE CANYON	AMZN MKTP US*VE6X32683	11.95	Table cloth for Staff Team Building Activity
20191121	LOCKE,SUMMER	SYCAMORE CANYON	AMAZON.COM*906ZZ0ZP3	45.78	Reading Strategies Book for ILT use and IMPACT Team PD
				<u>230.41</u>	
20191101	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*W146K5P43	32.31	Dual monitor desk mount stand
20191105	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*9Q1QG0V03	65.71	Backlit laptop keyboard for HP Elitebook 9480M
20191106	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*8D2GX0YA3	45.93	Battery for headset & 1 ear cushion for headset
20191115	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	BESTBUYCOM805660515683	129.29	Sansum TV Wall Mount
20191118	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	SIMPLISAFE	24.99	Security system
20191118	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	HOMEWOOD SUITES	949.26	Hotel for conference
20191120	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	BESTBUYCOM805660515683	815.11	Samsung 75 Class LED Smart 4K UHD TV
				<u>2,062.60</u>	
20191103	MARTIN,SUZANNE	HILL CREEK	UNITED VOLLEYBALL SUPP	362.64	Volleyball portable poles
20191104	MARTIN,SUZANNE	HILL CREEK	AMZN MKTP US*X79GX0ZX3	221.95	Behavior and Academic Intervention support books to support RTI and SST process
20191106	MARTIN,SUZANNE	HILL CREEK	AMZN MKTP US*EM44S40G3	69.71	File folders for IEP organization
20191107	MARTIN,SUZANNE	HILL CREEK	AMZN MKTP US*NN3DX7FG3	62.44	Earbuds for student curriculum access or assessment
20191111	MARTIN,SUZANNE	HILL CREEK	OTC BRANDS INC	55.11	Student activity during Barnes and Noble Night
20191112	MARTIN,SUZANNE	HILL CREEK	AMZN MKTP US*F00A73NE3	31.87	Lice combs
20191124	MARTIN,SUZANNE	HILL CREEK	DOMINO'S 7708	23.00	Student incentive-lunch with the Principal
				<u>826.72</u>	
20191117	MCGINTY,MIRIAM	SPECIAL EDUCATION	USPS PO 0570200071	14.55	Shipping for records requested (compliance issue- timeline)
20191121	MCGINTY,MIRIAM	SPECIAL EDUCATION	HAWTHORNE EDUCATIONAL	156.78	Assessment Protocols
20191127	MCGINTY,MIRIAM	SPECIAL EDUCATION	WPS	139.86	Assessment Protocols
				<u>311.19</u>	
20191114	MCKINNON,KATHY	EDUCATIONAL SERVICES	SMART AND FINAL 929	7.66	Supplies/Food - ILT Meeting
				<u>7.66</u>	
20191126	MYERS,CHARLES	TRANSPORTATION	SANDWICH BAGS	115.00	Lunch for Transportation training day 11-25-19
				<u>115.00</u>	
20191111	NELSON,REBECCA	CHET F. HARRITT	AMZN MKTP US*VR4ZI8D83	28.99	Suspenders for students
				<u>28.99</u>	
20191104	OLANDER,MICHAEL	PUPIL SERVICES	AMAZON.COM*S524E27C3	96.81	Books for counselors
				<u>96.81</u>	
20191105	PEZONE,MELYNDA	CARLTON OAKS	AMZN MKTP US*CB7JN6TV3	63.96	Playground equipment for Attendance Incentives
20191105	PEZONE,MELYNDA	CARLTON OAKS	AMZN MKTP US*T15Q02A53	64.64	Pins for 6th Grade Camp Students
20191107	PEZONE,MELYNDA	CARLTON OAKS	THE WEBSTAIRANT STORE	212.85	Stools for Jr. High Math
20191117	PEZONE,MELYNDA	CARLTON OAKS	7708 DOMINOS PIZZA	70.38	Celebration for Safety Patrol
20191117	PEZONE,MELYNDA	CARLTON OAKS	DEMCO INC	167.95	Laminate for library
				<u>579.78</u>	
20191108	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	CUE INC	1,695.00	Travel/Registration 2020 CUE - Pierce, Prouty, Rolf, Eveland & Boulais
20191108	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	VRBO HA8MT7JF	1,620.38	Travel/Lodging - 2020 CUE
20191108	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	VRBO RDD	500.00	Travel/Lodging (Refundable Deposit) -2020 CUE Conf.
				<u>3,815.38</u>	
20191110	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	HOTELSCOM9210201808530	399.13	Lodging for Palm Springs CUE Conference.
20191122	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMZN MKTP US*016371D73	150.62	STEM robot and robotics materials
				<u>549.75</u>	
20191108	RIFFEL,MEREDITH	PUPIL SERVICES	VONS #1897	74.00	Bus pass for homeless student
20191113	RIFFEL,MEREDITH	PUPIL SERVICES	AMZN MKTP US*M20S68F03	9.04	Medical supplies for district nurse
20191115	RIFFEL,MEREDITH	PUPIL SERVICES	AMZN MKTP US*3G1Z83123	30.75	Supplies for district nurse
20191119	RIFFEL,MEREDITH	PUPIL SERVICES	TARGET 00014852	13.89	Wipes for SDC class - CH
20191125	RIFFEL,MEREDITH	PUPIL SERVICES	AMZN MKTP US*HR8ZY3F23	9.70	Supplies for resource lab materials - H Rainbolt
20191125	RIFFEL,MEREDITH	PUPIL SERVICES	AMZN MKTP US*PD2NT18B3	38.42	Changing table pads for SDC PK - SC
				<u>175.80</u>	

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BACKGROUND:

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

SANTEE SCHOOL DISTRICT Uniform Complaint Quarterly Report October 1, 2019 through December 31, 2019			
	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and Mis-assignment	0	0	0
Total	0	0	0

RECOMMENDATION:

It is recommended that the Board of Education approve the Uniform Complaint Report for the quarter ending December 31, 2019 and authorize administration to submit the report to SDCOE.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning

FISCAL IMPACT:

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

STUDENT ACHEIVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.9.

BACKGROUND:

As required by law, each year Santee School District contracts with an independent certified public accountant for an annual audit of its financial records for the prior year. The District contracted with Eide Bailly (formerly known as Vavrinek, Trine, Day & Co., LLP) to perform all necessary work for the 2018-19 audit report.

The 2018-19 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.

This year there were no findings or recommendations and no restatements of fund balances.

RECOMMENDATION:

It is recommended that the Board of Education accept the 2018-19 audit report as submitted.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The Audit report contains financial details for the District’s 2018-19 fiscal year. There is no fiscal impact in accepting the report. Professional auditor services for 2019-20 are budgeted at \$25,000.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.10.

Authorization to Sell/Dispose of Surplus Items

BACKGROUND:

Board Policy (BP) and Administrative Regulation (AR) 3270 govern the sale or disposal of surplus books, equipment, and supplies in accordance with applicable Education Code provisions. AR 3270 provides the following options for sale or disposal of surplus items:

Category	Value/Condition	Option	Requirements
<i>Obsolete Instructional Materials</i>	<ul style="list-style-type: none"> Usable for educational purposes Any value 	<ul style="list-style-type: none"> Donate to any governing board, county free library or other state institution; any United States public agency or institution; any nonprofit charitable organization; or children or adults in California or foreign countries for the purpose of increasing literacy Sell to any organization that agrees to use the materials for educational purposes 	<ul style="list-style-type: none"> Receiving entity shall certify to the Board that it agrees to use the materials for educational purposes and make no charge to any persons to whom the materials are given or lent Notify public of intent at least 60 days prior to disposition
	<ul style="list-style-type: none"> Unusable for educational purposes or cannot be disposed of as above Any value 	<ul style="list-style-type: none"> Mutilate so as not to be salable and sold for scrap Destroy beyond any economical means 	<ul style="list-style-type: none"> For destruction, provide at least 30 day prior notice to those requesting notice
<i>All Other Personal Property</i>	<ul style="list-style-type: none"> Value insufficient to defray costs of arranging a sale 	<ul style="list-style-type: none"> Donate to charitable organization deemed appropriate by the Board Dispose of at local dump 	<ul style="list-style-type: none"> Requires unanimous vote by Board
	<ul style="list-style-type: none"> \$2,500 or less (one or more items) 	<ul style="list-style-type: none"> Sell without advertising 	<ul style="list-style-type: none"> Requires unanimous vote by Board
	<ul style="list-style-type: none"> More than \$2,500 (one or more items) 	<ul style="list-style-type: none"> Advertise for Bids or Conduct Public Auction 	<ul style="list-style-type: none"> Post notices in 3 public places and advertise once a

<u>Category</u>	<u>Value/Condition</u>	<u>Option</u>	<u>Requirements</u>
			<ul style="list-style-type: none"> week for 2 weeks in general circulation newspaper • Accept highest bid or reject all bids • If no qualified bid received, may be sold to any individual or entity
		<ul style="list-style-type: none"> • Without advertising for bids, sell to agencies of federal, state or local government, to any other school district, or to any agency eligible under the federal surplus property law 	<ul style="list-style-type: none"> • Sale price shall equal cost of property plus estimated cost of purchasing, storing, and handling
		<ul style="list-style-type: none"> • Without advertising for bids, sell or lease the property to agencies of federal, state or local government or to any other school district 	<ul style="list-style-type: none"> • Price and terms of sale or lease fixed by the Board and approved by County Superintendent of Schools

The District has the option of using the services of a vendor that uses an on-line bidding methodology to satisfy the advertising for bids and public auction requirements. If used, the vendor retains a portion of the sale proceeds for their fee.

The items to declare surplus are described below:

<u>Qty.</u>	<u>UOM</u>	<u>Description</u>	<u>Site</u>	<u>Storage Location</u>	<u>Condition</u>	<u>Estimated Value/Price</u>
1	Each	Portable Classroom	PRIDE Academy	On-Site	Poor	\$3,000.00
1	Lot	Library Books (damaged/old/multiple copies)	Sycamore Canyon School	On-Site	Old/Damaged	\$0.00

The recommended terms for sale or disposal of the aforementioned personal property is as follows:

Type	Method	Option? (X)
Obsolete Instructional Materials	Donate to any governing board, county free library or other state institution; any United States public agency or institution; any nonprofit charitable organization; or children or adults in California or foreign countries for the purpose of increasing literacy – LIBRARY BOOKS	X
	Sell to any organization that agrees to use the materials for educational purposes	
	Mutilate so as not to be salable and sold for scrap	
	Destroy beyond any economical means	
Other Personal Property	Value insufficient to defray costs of arranging a sale: Donate to charitable organization deemed appropriate by the Board	
	Value insufficient to defray costs of arranging a sale: Discard/Scrap	
	Value \$2,500 or less: Sell without advertising	
	Advertise for Bids (including on-line services) – PORTABLE CLASSROOM	X
	Conduct Public Auction (including on-line services)	
	Without advertising for bids, sell to agencies of federal, state or local government, to any other school district, or to any agency eligible under the federal surplus property law with sale price to equal cost of property plus estimated cost of purchasing, storing, and handling	
Without advertising for bids, sell or lease the property to agencies of federal, state or local government or to any other school district with price and terms of sale or lease fixed by the Board and approved by County Superintendent of Schools		

RECOMMENDATION:

It is recommended that the Board of Education declare the described items as surplus with an estimated value of \$3,000.00 and authorize the sale or disposal of them in accordance with the recommended terms.

This recommendation supports the following District goal(s):

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

FISCAL IMPACT:

Income estimated at \$3,000.00 less fee to on-line bidding vendor, if used.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.11.

Consent Item D.2.12.
Prepared by Karl Christensen
January 21, 2020

Approval of Agreement with School Services of
California Inc. to Facilitate the Class Size Task Force

BACKGROUND:

As a result of recent negotiations with the Santee Teachers Association (STA) for a successor agreement, a Side Letter was executed to convene a Task Force to study class size and present findings to Administration and the Board of Education. The Task Force is to be composed of certain members of STA and Administrators selected by the District.

In order to allow both STA and Administration to fully participate in the process, Administration recommends bringing in an outside entity to serve as facilitator for the Task Force in order to guide the process and discussion.

RECOMMENDATION:

It is recommended that the Board of Education Approve/Ratify the Agreement with School Services of California Inc. to facilitate the Class Size Task Force.

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Educational Achievement	Assure the highest level of educational achievement for all students
✓	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact is \$310 per hour plus expenses. Estimated total cost is \$11,000 to be paid from the General Fund.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.12.

AGREEMENT FOR SPECIAL SERVICES
Consulting Services

This is an Agreement between the **SANTEE SCHOOL DISTRICT**, hereinafter referred to as “Client,” and **SCHOOL SERVICES OF CALIFORNIA INC.**, hereinafter referred to as “Consultant,” entered into as of December 18, 2019.

RECITALS

WHEREAS, the Client needs assistance regarding facilitation of a task force to study class size; and

WHEREAS, the Consultant is professionally and specially trained and competent to provide these services; and

WHEREAS, the authority for entering into this Agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable;

NOW, THEREFORE, the parties to this Agreement do hereby mutually agree as follows:

1. The Consultant agrees to assist the Client with facilitating a task force comprised of union members and management, to study the class size, and make recommendations as appropriate.
2. The Client agrees to pay the Consultant the amount of \$310 per hour, plus expenses, upon receipt of billing from Consultant.
 - a. “Hours” are defined as hours of direct service to the Client, as well as reasonable travel time to and from the Client’s site.
 - b. “Expenses” are defined as actual, out-of-pocket expenses, such as travel, meals, shipping, and duplication of materials.
3. This Agreement shall be for the period commencing December 18, 2019, and terminating September 30, 2020. It may be terminated at any time prior to

Consent Item D.3.1.

Approval of School Accountability Report Cards
for the 2018-19 School Year

Prepared by Dr. Stephanie Pierce
January 21, 2020

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. This year, the CDE provided a standardized web template for SARCs, and hosts completed SARCs on their website (<http://www.sarconline.org/>).

Administration verifies that the SARC for each school addresses the State requirements.

All SARCs are posted in the “Schools” section of the district website. In addition, each school’s SARC will be linked under the “About Us” section of the school webpage. 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. It also provides an automatic translation option utilizing Google Translate services. A copy of the SARCs will be available at the board meeting for review.

RECOMMENDATION:

Administration recommends approval of the School Accountability Report Cards for the 2018-19 school year.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

There is no fiscal impact.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.1.

Prepared by Dr. Stephanie Pierce
January 21, 2020

BACKGROUND

State regulations governing School Plans for Student Achievement require that the Board of Education annually approve the plans for each of the schools. The 2019-20 School Plans and budgets have been approved by each school site council and meet the requirements of the applicable regulations. These plans were written utilizing the state template and include goals based on current student performance data and alignment with our District Local Control Accountability Plan (LCAP) goals and action services. In addition, each site has completed a Parent Involvement Policy as outlined in Board Policy and Administrative Regulation 6020 and these policies are attached in each School Plan. A copy of each site’s School Plan for Student Achievement will be available at the Board meeting for public review.

RECOMMENDATION

Administration recommends approval of the School Plans for Student Achievement and Parent Involvement Policy for each of the schools.

This recommendation supports the following District goal:

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

FISCAL IMPACT

Approval of the School Plans for Student Achievement will provide authorization for school staffs to expend state and federal funds to support program development focusing on student achievement during the 2019-20 school year.

STUDENT ACHIEVEMENT IMPACT:

The School Plan for Student Achievement for each school includes a comprehensive plan to improve the academic performance of students. The plan reflects the collection and analysis of student performance data, the setting of priorities for program improvement, the rigorous use of effective strategies, and the ongoing monitoring of student achievement. The template provides a structured means to improve teaching and learning to meet Common Core State Standards. In addition, parent involvement policies encourage home-school communication which is essential in student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.2.

Consent Item D.3.3.

Approval of Nonpublic School Master Contract with Community School of San Diego for Nonpublic School Services

Prepared by Dr. Stephanie Pierce
January 21, 2020

BACKGROUND:

At times, students with disabilities require enrollment in an alternative educational setting (i.e., nonpublic school) due to their specific needs and to demonstrate educational progress. One student with disabilities requires enrollment at the Community School of San Diego for the remainder of the 2019-20 school year beginning January 13, 2020 to address the student’s unique needs.

RECOMMENDATION:

Administration recommends the Board of Education approve the Nonpublic School Master Contract with Community School of San Diego for one student for the period of January 13, 2020 through June 30, 2020. The contract will be available at the Board Meeting for review.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The terms of the Contract are as follows:

School/Agency	Number of Students	Duration of Service	Cost per Day	Total Cost
Community School of San Diego	1 student	123 days 1/13/20 – 6/30/20	\$327.59	\$40,293.57

STUDENT ACHIEVEMENT:

Some students require alternative settings to demonstrate educational progress.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.3.

Consent Item D.3.4.

Approval of 2020-2023 Student Teaching Agreement with Grand Canyon University

Prepared by Dr. Stephanie Pierce, Ed.D.
January 21, 2020

BACKGROUND:

Santee School District has entered into cooperative agreements with various universities in the past to provide field laboratory classroom placement for student teachers. Santee School District has received a student teaching agreement with Grand Canyon University for this purpose. The terms of the agreement shall commence on January 21, 2020 and continue through June 30, 2023.

RECOMMENDATION:

Administration recommends that the proposed student teaching agreement with Grand Canyon University for teacher education fieldwork be approved by the Board of Education.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

Grand Canyon University shall pay the Master Teacher a stipend of \$500 per 16 week session for each full-time student teacher. There is no fiscal impact to the District.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.4.

Student Teaching Affiliation Agreement Between GCU and Santee School District

- PARTIES:** This agreement is entered into on this 14th day of January University (GCU) and Santee School District 9625 Cuyamaca Street, Santee, CA 92071. Hereafter referred to as the "District."
- PURPOSE:** The purpose of this non-exclusive Agreement is to establish the terms and conditions under which students of GCU may participate in Student Teaching Internships, Practicum and Observations at the schools located in the District.
- TERM:** The term of this Agreement begins 1/14/20
- COMPLIANCE WITH HANDBOOK AND POLICY:** GCU and GCU's participating students shall comply with all policies of the University and District. Students accepted to the District for clinical training shall be subject to all applicable policies and regulations of the District and GCU. Prior to assignment of students to the District, GCU will advise students of any specific requirements that must be met to participate in the clinical. These specific requirements are outlined in GCU's student teaching manual. Failure to complete the requirements will result in non-placement of students.
- COOPERATING TEACHERS:** The District shall provide qualified Cooperating Teachers to provide oversight, feedback and mentoring to GCU's participating students. Quality standards and service expectations for Cooperating Teachers are outlined in Exhibit A. GCU shall pay a \$500 stipend to Cooperating Teachers per each sixteen (16) week session of full-time service. Longer or shorter assignments will be assessed on a pro-rated basis. Compensation will not be provided for practicum courses. The stipends contemplated herein are to be paid directly to Cooperating Teacher. Should stipends be a lesser amount than those of the district, the participating student shall pay the difference. Stipend will be paid upon the completion of the student teaching semester providing all paperwork has been submitted. The relationship between Cooperating Teachers and GCU shall be that of an independent contractor and shall not be deemed to be that of an employer-employee relationship, joint venture, or partnership. Cooperating Teachers shall be solely responsible for the payment of his/her own state and federal income tax and self-employment tax as applicable.
- CONFIDENTIALITY:** GCU shall inform each participating student of Federal law governing the confidentiality of District student information, including FERPA. The District shall inform each participating student of any applicable state law governing the confidentiality of student information. The District shall also inform each participating Cooperating Teacher that he/she is bound to maintain in confidence, any documents or other confidential information about GCU to which he/she might have access. Any breach of confidentiality by a participating Student or Cooperating Teacher shall be grounds for immediate termination of the clinical experience.
- INDEMNIFICATION AND HOLD HARMLESS:** Neither party shall be responsible for personal injury or property damage or other loss except that resulting from its own negligence or the negligence of its employees or others for whom the party is legally responsible. The District will provide participating students with immediate first aid for work-related injuries or illnesses, such as blood or body fluid exposure.
- ASSIGNMENT:** The provisions of this agreement shall insure to the benefit of, and shall be binding upon the successors of the parties hereto. Neither this agreement nor any of the rights or obligations here under may be transferred or assigned without prior written consent of the other party.
- NOTICES:** Notices under this agreement shall be mailed or delivered to the parties as follows:

University Dr. Kimberly LaPrade Dean, College of Education Grand Canyon University 3300 W. Camelback Road Phoenix, Arizona 85017	District Santee School District Dr. Stephanie Pierce, Asst. Supt. 9169 Cuyamaca Street Santee, CA 92071
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- MODIFICATION OF AGREEMENT:** This agreement may be modified only by written amendment executed by all parties.
- TERMINATION:** Either party, upon thirty (30) days written notice to the other party, may terminate this agreement.

12. **PARTNERSHIP/JOINT VENTURE/EMPLOYMENT:** Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the parties or to create the relationship of principal and agent between or among any of the parties.
13. **NONDISCRIMINATION:** The parties shall comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990 and the regulations related thereto. The parties will not discriminate against any individual including but not limited to employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin. This section shall not apply to discrimination in employment on the basis of religion that is specifically exempt under the Civil Rights Act of 1964 (42 U.S.C. §2000 e).

14. **RESPONSIBILITIES OF GCU**

- A. To promptly and thoroughly investigate any complaint by any participating student of unlawful discrimination or harassment at the FIELDWORK SITE or involving employees or agents of the FIELDWORK SITE, to take prompt and effective remedial action when discrimination or harassment is found to have occurred and to promptly notify the District of the existence and outcome of any complaint of harassment by, against or involving any participating student.
- B. GCU agrees to comply with all federal, state and local statutes and regulations applicable to the operation of the Agreement, including without limitations, laws relating to the confidentiality of student records.
- C. GCU requires that all students who must enter a FIELDWORK SITE provide us with a current and clear copy of a background check. Students will be prohibited to move forward until this document is received.
- D. GCU will maintain in full force and effect, at its sole expense and written by carriers acceptable to District:
- i. Commercial General Liability (Minimum Requirements):

Limits of Liability:

- \$1,000,000 Combined Single Limit
- \$2,000,000 General Aggregate
- \$1,000,000 Products Aggregate
- \$1,000,000 Personal Injury
- \$5,000 Medical Payments

Coverage:

- Premises/Operation Liability
- Medical Payments Liability
- Contractual Liability
- Personal Injury Liability
- Independent Contractors

- ii. Professional Liability, as related to Educational Services

Limits of Liability:

- \$1,000,000 each wrongful act
- \$1,000,000 aggregate

- iii. Certificates of Insurance:

In witness whereof, the parties hereto have caused this Agreement to be duly executed and delivered by their respective officials thereunto duly authorized as of the date first above written.

Grand Canyon University

By: 
(Signature)

Name: Dr. Kimberly LaPrade

Title: Dean, College of Education

Date: 1/14/20

By: _____
(Signature)

Name: **Karl Christensen**
(Please print or type)

Title: **Asst. Superintendent**
(Please print or type)

Date: 01/21/20

Consent Item D.3.5.

Approval of Memorandum of Understanding Between Santee School District's After School Education and Safety Program (ASES) and San Diego County Superintendent of Schools for Fiscal Year 2019-2020

Prepared by Dr. Stephanie Pierce
January 21, 2020

BACKGROUND:

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

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

RECOMMENDATION:

Administration recommends approval of the MOU between ASES and San Diego County Superintendent of Schools for fiscal year 2019-2020.

This recommendation supports the following district goal:

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

FISCAL IMPACT:

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

STUDENT ACHIEVEMENT IMPACT:

It is the District's intention to provide support for staff and students to meet educational and other relevant needs.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.5.

MEMORANDUM OF AGREEMENT

This Agreement for the After School Education and Safety (ASES) is entered into this 1st day of July 2019 by and between the **San Diego County Superintendent of Schools** (herein known as "SDCOE" or "County") and **Santee School District** (herein known as "District") who agrees to contract for and provide the ASES Program services as specified in the grant. The District further agrees to follow all fiscal reporting and auditing standards required of the ASES Program, in accordance with the provisions of the California *Education Code* (EC) sections 8482-8484.65. Failure to comply with the following grant rules, regulations, and policies may result in denial of the remaining grant amount and an invoice from the County to the District for up to the entire grant amount allocated for the ASES Program. Any invoice from the California Department of Education (CDE) to the County due to the District's failure to comply with grant rules, regulations and policies will result in the District reimbursing the full invoice amount(s) to the County within 30 days of submission of such invoice(s).

1. SCOPE OF SERVICES: GENERAL CONDITIONS

ASES Program Hours of Operation and Attendance Requirements:

1. The After School Program will begin operation immediately upon the end of the regular school day and operate until at least 6:00 pm for a minimum of 15 hours per week, and on every "regular school day" and any day that students attend and instruction takes place.
2. For After School programs, provide program services for a minimum of three hours and at least up to 6:00 p.m. every regular school day. For Before School programs, provide program services for a minimum of 1 1/2 to 2 hours every school day as stipulated in the individual application.
3. Elementary students to participate every day that the after school component operates. Middle school and/or Junior high school should participate a minimum of nine (9) hours a week and three (3) days a week to accomplish ASES after school component program goals.
4. Establish a policy for early release of students attending the ASES after school component needing to leave a program before closing which includes written parental permission stating the dates, times, and reasons for the early release. However, the after school component must remain open until at least 6:00 p.m.
5. Ensure that Elementary students participate in every day's activity that the ASES before school component is operational. Middle school or Junior high school should participate a minimum of six (6) hours a week or three (3) days a week to accomplish program goals.
6. Establish a policy for late arrival of those students attending the ASES before school component needing to arrive late to the before school component of the program. This late arrival policy should include parental permission stating dates, times and reasons for the late arrival.
7. To ensure that subsequent ASES grant awards will not be reduced due to insufficient program attendance and performance, District must enforce the grant rules in compliance with **California Education Code 8483.7. (a) (1) (A)**. California Education Code 8483.7. (a) (1) (A) states: Each school that establishes a program pursuant to this article is eligible to receive a three-year after school grant, that shall be awarded in three one-year increments

and is subject to semiannual attendance reporting and requirements as described in Section 8482.3 once every three years:

- i. The CDE shall provide technical support for development of a program improvement plan for grantees under the following conditions: (I) If actual pupil attendance falls below 75 percent of the target attendance level in any year of the grant. (II) If the grantee fails, in any year of the grant, to demonstrate measurable outcomes pursuant to Section 8484.
- ii. The CDE shall adjust the grant level of any school within the program that is under its targeted attendance level by more than 15 percent in each of two consecutive years.
- iii. In any year after the initial grant year, if the actual attendance level of a school within the program falls below 75 percent of the target attendance level, the CDE shall perform a review of the program and adjust the grant level as the CDE deems appropriate.

Failure to comply with **California Education Code 8483.7 shall result in a reduction of the ASES grant award allocations.**

2. Web-Based Attendance and Daily Attendance Accountability Requirements

1. In FY 19/20 District receiving ASES funds must implement the City Span Web-based Attendance Tracking System (www.youthservices.net/sandiego) for daily program attendance entry.
2. District must fully utilize the “Automated Card Scanning” capability for the system. The City Span Web-based Attendance Tracking System will ensure that full attendance is documented only for students complying with their individual Early Release/Late Arrival times on file in accordance with ASES Program California Education Code Section and the intent of the Early Release/Late Arrival Policies for students in the ASES program.
3. Use the web-based attendance system’s card scanning features to ensure that all students are counted for attendance purposes in compliance with *EC* Section 8483(a)(1) and *EC* Section 8483(1)(a)(1).
4. Should District choose not to implement the City Span System the District must provide a description and demonstration of their attendance tracking system to SDCOE for review. All districts choosing not to use the SDCOE Web-based Attendance System must fully demonstrate that the attendance system they implement has the necessary capability to ensure that full attendance is documented only for students complying with their individual Early Release/Late Arrival times on file in accordance with ASES Program California Education Code Section and the intent of the Early Release/Late Arrival Policies for students in the ASES program. Also, all Districts choosing not to use the City Span system must use daily automated attendance features that will ensure that all students that are counted for attendance purposes follow *EC* Section 8483(a)(1) and *EC* Section 8483(1)(a)(1). All non-City Span systems will be reviewed by SDCOE staff to ensure State Audit Guide and California Education Code compliance. Each District will be subject to site review of the attendance procedures at a minimum of 15 ASES programs. During the attendance review the District’s system must ensure that all Early Release/Late Arrival

Policies as well as ensure that all students that are counted for attendance purposes follow *EC* Section 8483(a)(1) and *EC* Section 8483(1)(a)(1).

5. District will identify key staff members to participate in trainings provided by SDCOE/City Span for implementation of the Card Scanning System.
6. In addition, District must monitor on a weekly basis that all student sign-in (AM Program) and sign-out (PM Program) times comply with the Early Release/Late Arrival times on file for each student.

3. Staffing Requirements:

1. District must ensure a student-to-staff ratio of no more than 20 to 1 at all ASES sites.
2. District must establish qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide, pursuant to the policies of the District.
3. District shall be solely responsible for students, staff, and parents accessing services under this Agreement. District certifies that it shall provide adequate supervision of the students, parents, staff, trainees and other providers, and that its staff will follow legal guidelines on reporting child abuse/neglect.
4. District must certify that all personnel providing services to students are adequately screened so as to prevent the assignment of personnel who may pose a threat to the safety and welfare of students, and that such personnel has already provided evidence of freedom from tuberculosis prior to starting service at the school site.
5. District must reserve the right to accept or reject the assignment of any personnel and the right to remove him/her from District's premises.

4. State Mandated Data and Evaluation Requirements:

1. Participate in statewide evaluation process as determined by the CDE and provide all required information.
2. Respond to additional surveys or other methods of data collection that may be required throughout the duration of the program.
3. Annually provide participating pupils' regular school day and program attendance and test results as required by CDE.
4. To standardize procedures and collection tools developed for evaluation purposes.
5. Ensure the timely and accurate collection of data required to conduct the ASES program evaluations including but not limited to Annual Performance Reports.
6. District will submit an annual ASES Program Continuous Quality Improvement Plan (CQI) at the District and site level as required by California Senate Bill (SB) 1221. These requirements are codified in Section 8484 of the 2017 California Education Code. While the quality improvement process should be undertaken at the program level, District is responsible for ensuring that it is fully implemented at all of their sites. District is required to report the CQI via the City Span Web-based Attendance and Fiscal Management System by October 10, 2019. District is also responsible for following the county-wide CQI process that has been established by Educational Resource Consultants (ERC).

5. Student Reimbursement Rate, Payment, and Program Expenditure Guidelines

1. Distribute allocated funds to participating schools and ensure fiscal responsibility in accordance with CDE guidelines. This includes a reimbursement calculation formula that is consistent with CDE guidelines that provide for a rate of \$8.88 per student per day for PM (After School) reimbursement and a rate of \$5.92 per student per day for AM (Before School) reimbursement.
2. Allow participation of any student of a participating school regardless of their ability to pay.
3. Upon notification of overpayment of the ASES grant in excess of the grant award amount or request for reimbursement of unexpended ASES grant funds by the CDE, the District will be required to return the entire amount of funding in question to the SDCOE.
4. Ensure that expenditures shall comply with all applicable provisions of state and local rules, regulations and policies relating to the administration, use, and accounting for public school funds, including, but not limited to, the EC.
5. Failure to comply with California Education Code 8483.7 shall result in a reduction of the ASES grant award during the current fiscal year or in subsequent years of the grant.

6. Federal Program Monitoring and Annual Program Audit Guidelines.

1. The District follows all fiscal and auditing standards required by the CDE. (EC §§ 8482.3(f) (5), 8484.8(b) (3), (4).).
2. Provide a copy of Federal Program Monitoring (FPM) and Annual Program Audit findings/exceptions to SDCOE relative to the administration of the ASES Grant Requirements per California State Education Code Sections 8482-8484.6 and the Standards and Procedures for Audits of California K-12 Local Education Agencies 2018-2019; Article 3.1. § 19846. After School Education and Safety Program.
3. Participate in Federal Program Monitoring (FPM) training as conducted by SDCOE.

7. Budget Restrictions

1. No more than 15% of the grant monies may be used for administrative costs (including indirect costs equal to the lesser of 5% of the grant amount or the District approved CDE indirect cost rate).
2. Each grantee must expend at least 85% of grant funding directly for pupils.
3. Identify and secure Matching Funds/In-Kind Contributions for the ASES program that garner cash or contributions to the equal to at least 33% or one-third of the total annual grant amount for District. District is required to submit the 33% Match/In-Kind via the City Span Web-based Attendance and Fiscal Management System by October 10, 2019.
4. No more than 15% of the annual grant amount may be used for start-up costs in year one only.
5. Funds must supplement, not supplant, existing services. Programs cannot use ASES funds to pay for existing levels of service.
6. Only sites operating programs are eligible to claim administrative, operational, and/or start-up.

7. The District maintains an inventory record for each piece of equipment, with an acquisition cost of \$500 or more per unit that is purchased with state and/or federal funds. Also, District has conducted a physical check of the inventory of equipment within the past two years and has reconciled the result with inventory records. (34 CFR 80.32(d) (2).) District will also be required to report and all Inventory Items via the City Span Web-based Attendance and Fiscal Management System by October 10, 2019.
8. The record describes the acquisition by:
 - (a) Type
 - (b) Model
 - (c) Serial number
 - (d) Funding source
 - (e) Acquisition date
 - (f) Cost
 - (g) Location
 - (h) Current condition
 - (i) Transfer, replacement, or disposition of obsolete or unusable equipment
EC § 35168; 5 CCR 3946; 34 CFR 80.32(d) (I.)
9. To ensure that District follows all fiscal and auditing standards required by the California Department of Education (EC §§ 8482.3(f)(5), 8484.8(b)(3), (4).), District can be required to provide copies of the following documents to SDCOE:
 - Before and After School Program (BASP) contracts – for ASES subcontracts to provider agencies that operate Before and/or After School Programs.
 - BASP duty statements and/or job descriptions that are related to the cost that are associated with operating the BASP.
 - BASP reports program expenditures at the District and site level that clearly demonstrate that the 85/15 requirement is met. District will be required to submit the 85/15 reports via the City Span Web-based Attendance and Fiscal Management System by October 10, 2019.
 - BASP line item budgets.
 - BASP time sheets, including time accounting methods.
10. The District will need prior approval from SDCOE to make a capital expenditure purchase with ASES grant funds of \$5,000 or more. Replacement equipment, other capital assets, and improvements which materially increase the value or useful life of equipment, or other capital assets are allowable as a direct cost when approved by the awarding agency.

The Federal requirements found in the OMB guidance cited at Title 2, *Code of Federal Regulations (CFR)*, Part 200.439 (Cost Principles for Equipment and other capital expenditures), require a grantee or sub-grantee to obtain prior written approval from its awarding agency before incurring the cost of a capital expenditure. Both the OMB guidance and generally accepted accounting principles identify equipment as a capital expenditure.

8. Additional ASES Program Operation Requirements

1. Designate an ASES Contact person.
2. Ensure the designated ASES Contact attends the scheduled ASES District Contact meetings provided by the SDCOE Expanded Learning Program and the Children's Initiative (CI).
3. Operate the ASES Program to improve academic achievement and provide safe and healthy recreation and prevention activities for students at qualified school sites.
4. Commit resources to ensure the delivery of integrated, age-appropriate ASES programs.
5. Ensure that the program will include an educational and literacy element designed to provide tutoring and/or homework assistance in one or more of the following core content subject areas: language arts, mathematics, history and social science, computer training, or science.
6. The program will have an educational enrichment element that may include, but not limited to fine arts, career technical education, recreation, physical fitness and prevention activities. Such activities should be determined based on students' needs and interests.
7. Plan the program through a collaborative process that includes parents, youth, and representatives of participating public school sites, governmental agencies (e.g., city and county parks and recreation departments), local law enforcement, community organizations, and the private sector.
8. If the site is not located on a school campus, it must be as accessible and available as the school site with safe transportation being provided by District or designee to enrolled pupils.
9. Provide a snack that conforms to nutrition standards as established by the U.S. Department of Agriculture.
10. Provide information regarding the After School Program in a form and language that is easily understandable to all parents.
11. Each partner in the application will share responsibility for the quality of the program.
12. Collaborate and coordinate with the regular school day program.
13. Identify, assign, and maintain indoor/outdoor space at participating school sites that are to be utilized by the ASES program.
14. Notify the County in the event the District intends to close or relocate an ASES program school site, either temporarily or permanently.
15. All staff and volunteers will fulfill health screening and fingerprint clearance requirements in current law according to District policy.
16. Each ASES funded District will be responsible for the development of a FY 2019-2020 After School Program Plan as part of the San Diego ASES Program Consortium. The District's ASES Program Plan template has been provided by the California Department of Education. Working in collaboration with the District Contact, Site Coordinator, Site Principal, and other CBO partnerships the District ASES program plan is due on October 17, 2019 to SDCOE via City Span.
17. District staff will review the ASES program plan annually and provide updates and/or revisions based on ASES program components, California Department of Education guidelines, identified district program changes based on grant reduction or new sites.
18. Each district ASES Program plan will identify FY 2019-2020 Attendance Goals described in Section VII of the San Diego Consortium After School Program Plan.

19. Ensure that ASES staff attends countywide, regional, and district-training opportunities designed to maximize program effectiveness.
20. Host scheduled technical assistance site visits conducted by staff from the SDCOE and the Children's Initiative.
21. Work with staff from the SDCOE and the Children's Initiative to review site visitation and technical assistance reports and plan for continuous program improvement.
22. Ensure the proper record keeping and documentation of program activities and the timely submission of all required reports.
23. Contribute 2% from the grant funds to SDCOE for countywide program coordination, training, technical assistance and administrative support.

9. As the official Grantee of Record, the County will provide the following:

1. In coordination with District, inform statewide after school efforts impacting San Diego County by working with the California Department of Education, the Governor's Office, the Office of the Secretary of Education, the Department of Finance, the California State Legislature, and the California Advisory Committee on Before and After School Programs.
2. In coordination with District, educate and involve stakeholders and elected officials including: parents, government agencies, community organizations and the private sector in after school issues and efforts.
3. Serve as the fiscal, technical, and program liaison between the Districts, school sites, and the California Department of Education regarding the ASES programs.
4. Maintain files of MOAs and invoices submitted by implementing districts.
5. Establish and maintain master files of ASES participants, funding levels, attendance, expenditures, allocations and payment transmittals.
6. Verify all ASES funding levels and allocations based on official records provided by CDE.
7. Ensure the timely collection of all required data and submission of evaluation reports, and incur the associated sub-contracted costs, as negotiated.
8. Develop, verify, and obtain appropriate signatures on all required ASES reports for submission to CDE.
9. Using information provided by CDE, prepare end of grant reconciliation reports and submit to CDE by the required deadlines.
10. Provide funding notification and payment distribution to districts in a timely manner.
11. Ensure that program goals are met efficiently and effectively.
12. Ensure that information on fiscal requirements is shared with all partners expediently.
13. Compile required annual progress reports and submit them in a timely manner.
14. Share data on program process and outcomes via District Contact meetings and Consortium Steering Committee meetings.
15. Convene, in coordination with the District, meetings of after school stakeholders, as necessary.
16. Coordinate any publicity, press releases or media coverage of programs with District prior to release and distribution.
17. Ensure that all staff positions, project materials, or services funded with the 2% consortium fee directly provide and serve the County's ASES funded before and after school programs.
18. Provide training and technical assistance to Districts in San Diego County in excess of those provided through the ASC resources.

19. Ensure the development and maintenance of a web-based attendance reporting system for use of all consortium members for Phase I (District Monthly Attendance Reporting). Additionally, provide Phase II (Daily Site Attendance Reporting) and Phase III (Student Uploading of data from Infinite Campus) as venues to participating districts.
20. Ensure consortium-wide program evaluation and the preparation of CDE required evaluation reports.
21. Conduct annual needs assessment and convene task forces for needed areas of program training, technical assistance, products and support.
22. With input from consortium members, develop protocols for site visits, information sharing, advocacy, public relations and marketing activities, and other events impacting after school programs.
23. Provide training and technical assistance in preparation for Federal Program Monitoring (FPM) visits from California Department of Education. This preparation will include mock site visits.

10. Terms and Conditions of the Grant Award

1. All statutes and regulations applicable to each program under which state funds are made available through this application will be met by the District in its administration of each site program. The district will follow its program plans as specified by the agency application.
2. District will make reports to the County as necessary to enable the County to perform its duties and will maintain such records and provide access to those records as the County deems necessary. The District shall maintain such records for at least five years after the completion of the activities for which the funds are used.
3. District will make any application, evaluation, periodic program plan, or report relating to each program available to parents and other members of the general public. (California Public Records Act, Government Code Section 6250 et seq.)
4. This grant shall be administered in accordance with the provisions of California Education Code (EC) sections 8482-8484.65. Further, expenditures shall comply with all applicable provisions of federal, state and local rules, regulations and policies relating to the administration, use and accounting for public school funds, including, but not limited to, the Education Code of the state of California.
5. The grantee shall use these funds in accordance with the approved application.
6. If a program participant receives state funds to operate ASES in excess of the amount warranted due to the program failing to operate and the program serving fewer pupils than planned, raising an inadequate amount of matching funds, failing to expend funds fully or any other reason during the grant period, the County shall reduce any subsequent allocations by the amount equal to the overpayment.
7. If an ASES program site stops program operations, the County will bill the agency for the amount of the overpayment. If payment is not received within three months of the billing invoice date, any overpayment will be withheld from the next payment to the district.
8. District shall submit quarterly expenditure reports and program reports (including evaluation reports) as required. **FAILURE TO SUBMIT INTERIM REPORTS AS REQUIRED MAY RESULT IN DENIAL OF THE REMAINING GRANT AMOUNT. FAILURE TO SUBMIT AN ANNUAL EXPENDITURE REPORT**

WITHIN THREE MONTHS OF THE REPORTING DATE MAY RESULT IN DENIAL OF THE REMAINING GRANT AMOUNT.

9. **FAILURE TO SUBMIT A FINAL EXPENDITURE REPORT WITHIN SIX MONTHS OF THE REPORTING DATE WILL RESULT IN A BILLING FROM THE CDE FOR THE ENTIRE AMOUNT OF ANY GRANT FUNDS ADVANCED AND POSSIBLE REDUCTION OF ANY SUBSEQUENT YEARS' GRANT (S).**
10. District shall comply with the General Assurances attached to this MOA.
11. This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.
12. The CDE GRANT NO., FY, PCA, VENDOR NO., and SUFFIX as specified below will be used on all communications:

CDE GRANT NO. 37-24239-10371-EZ FY 19/20: PCA: 24239 VENDOR NO. 10371: SUFFIX NO. EZ

11. PERIOD OF AGREEMENT- COMPENSATION/COST AND PAYMENT SCHEDULE

According to the terms of the ASES Program (ASES) grant, the term of this Agreement shall be July 1, 2019 through June 30, 2020.

The After School Education and Safety Programs are considered direct grants and CDE shall pay grantees (County) according to the following schedule authorized in Education Code 8482.4:

“The department shall allocate 65 percent of the first-year grant amount no later than 30 days after the grantee submits the grant award acceptance letter to the CDE. Of the remaining 35 percent of the grant, the CDE shall allocate 25 percent or more of the funds within the operational period of the program and may retain up to 10 percent of the total grant until all administrative requirements of the grant have been met.”

Program funds will be dispersed to District based on Education Code 8482.4 reimbursement from CDE. Annual ASES allocation(s) **shall not exceed** * \$228,084.20 for District. However, District will only report expenditure up to \$223,522.52 (98% of \$228,084.20) and will receive a total of \$223,522.52 if the district expends all their grant allocation and is in compliant with all grant requirements.

Payments of the grant may actually differ from the granted amount as determined by CDE due to: 1) Non-operation of a program at a school sites or non-operation of a funded grant component. 2) The districts inability to expend the total grant award by the June 30, 2020 final expenditure deadline for all ASES grant funds as determined by CDE. 3) Any ASES program Audit Findings or Program Compliance issues that result in the reduction of grant award or repayment of expended ASES funding will be paid by District.

All payments will be made by SDCOE subsequent to actual receipt of funds from CDE.

** SDCOE will retain 2% of grant funds for countywide program coordination, technical assistance and program support, as agreed herein and this should not be reported in the district expenditure report.*

12. DISTRICT & COUNTY CONTACT PERSONS' NAMES & ADDRESSES

District Contact:

County Contact:

Gabriela B. Delgado
Manager, Grants
SDCOE, Student Support Services
6401 Linda Vista Road, Room 410
San Diego, CA 92111
(858) 292-3733

13. CONFIDENTIALITY

1. This agreement, all communications and information obtained by District from the County Office relating to this agreement, and all information developed by District under this agreement, are confidential. Except as provided in Subsection 3, without the prior written consent of an authorized representative of the County, District shall neither divulge to, nor discuss with, any third party either the work and services provided hereunder, or any communication or information in connection with such services or work, except as required by law. Prior to any disclosure of such matters, whether as required by law or otherwise, District shall inform the County, in writing, of the nature and reasons for such disclosure. District shall not use any communications or information obtained from the County for any purpose other than the performance of this agreement, without the County's written prior consent.
2. At the conclusion of the performance of this agreement, District shall return to the County all written materials constituting or incorporating any communications or information obtained from the County. Upon the County's specific approval, District may retain copies of such materials, subject to the requirements of Subsection 1.
3. District may disclose to any subcontractor, or County approved third parties, any information otherwise subject to Subsection 1 that is reasonably required for the performance of the subcontractor's work. Prior to any such disclosure, District shall obtain the subcontractor's written agreement to the requirements of Subsection 1 and shall provide a copy of such agreement to the County.
4. District represents that it shall not publish or cause to be disseminated through any press release, public statement, or marketing or selling effort any information which relates to this agreement without the prior written approval of the County.
5. District obligation of confidence with respect to information submitted or disclosed to

District by County hereunder shall survive termination and comply with all requirements outlined in this Agreement which is attached hereto and made a part hereof.

14. CONFIDENTIALITY OF SERVICES

Identities of all respondents including but not limited to staff, principal(s), parent(s), student(s) and individual responses on surveys in conjunction with this evaluation will be kept confidential by the Contractor. Reports generated will reflect aggregated data. No individual responses will be used. Contractor is not authorized to redistribute or share any data or information with any agency, entity or individual without the written consent of the County.

Contractor agrees to all of the following:

(a) Neither Contractor nor any of its Subcontractors shall disclose Private Information obtained from the County in the performance of this Agreement to any other Subcontractor, person, or other entity, unless one of the following is true:

- (i) The disclosure is authorized by this Agreement;
- (ii) The Contractor received advance written approval from the Contracting Department to disclose the information; or
- (iii) The disclosure is required by law or judicial order.

(b) Notwithstanding any other provisions of law, any school District, including any county office of education or superintendent of schools, may participate in an interagency data information system that permits access to a computerized database system within and between governmental agencies or Districts as to information or records which are non-privileged, and where release is authorized as to the requesting agency under state or federal law or regulation, if each of the following requirements are met:

- (i) Each agency and school District shall develop security procedures or devices by which unauthorized personnel cannot access data contained in the system.
- (ii) Each agency and school district shall develop procedures or devices to secure privilege or confidential data from unauthorized disclosure.
- (iii) Each school district shall comply with access log requirements of Section 49064.
- (iv) The right of access granted shall not include the right to add, delete, or alter data without the written permission of the agency holding the data.
- (v) An agency or school District may not make public or otherwise release information on an individual contained in the database where the information is protected from disclosure or release as to the requesting agency by state or federal law or regulation.

(c) Any disclosure or use of Private Information authorized by this Agreement shall be in accordance with any conditions or restrictions stated in this Agreement. Any disclosure or use of Private Information authorized by a Contracting Department shall be in accordance with any conditions or restrictions stated in the approval.

(d) Any failure of Contractor to comply with the Nondisclosure of Private Information Ordinance shall be a material breach of this Agreement. In such an event, in addition to any other remedies available to it under equity or law, the County may terminate this Agreement, debar Contractor, or bring a false claim action against Contractor.

15. TERMINATION FOR CONVENIENCE

1. The County may, by written notice to District, terminate this agreement in whole or in part at any time, for the County's convenience. Upon receipt of such notice, District shall:
 - a) Immediately discontinue all services affected (unless the notice directs otherwise) and
 - b) Deliver to the County all information and material as may have been involved in the provision of services in the performance of this agreement, whether completed or in process. Termination of this agreement shall be as of the date of receipt by District of such notice.
2. If the termination is for the convenience of the County, District shall submit a final invoice within 60 days of termination and upon approval by the County, the County shall pay District the sums earned for the services actually performed prior to the effective date of termination and other costs reasonably incurred by District to implement the termination.
3. District shall not be entitled to anticipatory or consequential damages as a result of any termination under this section. Payment to District in accordance with this section shall constitute the District's exclusive remedy for any termination hereunder. The rights and remedies of the County provided in this section are in addition to any other rights and remedies provided by law or under this agreement.

16. TERMINATION FOR DEFAULT

1. The County may, by written notice to District, terminate this agreement in whole or in part at any time because of the failure of District to fulfill its contractual obligations. Upon receipt of such notice, District shall:
 - a) Immediately discontinue all services affected (unless the notice directs otherwise) and
 - b) Deliver to the County all information and material as may have been involved in the provision of services in the performance of this agreement, whether completed or in process. Termination of this agreement shall be as of the date of receipt by District of such notice.
2. If the termination is due to the failure of District to fulfill its contractual obligations, the County may take over the services, and complete the services by contract or otherwise. In such case, District shall be liable to the County for any reasonable costs or damages occasioned to the County thereby.

17. INDEPENDENT CONTRACTOR

It is expressly understood that at all times, while rendering the services described herein, and in complying with any terms and conditions of this Agreement, District is acting as an independent contractor and not as an officer, agent, or employee of the County.

18. HOLD HARMLESS

District agrees to hold harmless, defend, and to indemnify the County, its officers, agents, and employees against any and all losses, injuries, claims, actions, judgments, and liens arising from, or alleged to have arisen from, District performance, or lack thereof, under this Agreement.

19. WORKERS' COMPENSATION

District shall provide workers' compensation insurance or shall self-insure their services in compliance with provisions of Section 3700 of the Labor Code of the State of California. A Certificate of Insurance may be provided, providing for such, or District shall sign and file with the County the following certificate:

“I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provision of that Code, and I will comply with such provision before commencing the performance of the work of this Agreement.”

20. NON-FUNDING

Notwithstanding any of the foregoing provisions, if for any fiscal year of this Agreement the San Diego County Board of Education fails to appropriate or allocate funds for future periodical payments under this Agreement, the County will not be obligated to pay the balance of funds remaining unpaid beyond the fiscal period for which funds have been appropriated or allocated, and may terminate this Agreement with 30 days' written notice.

21. AUDIT

District agrees to maintain and preserve until five years after termination of the Agreement with the County, and to permit the state of California or any of its duly authorized representatives, to have access to and to examine and audit any pertinent books, documents, papers, and records related to this Agreement.

22. INSURANCE REQUIREMENTS

District must ensure that it shall maintain and shall cause each Subcontractor to maintain Public Liability and Property Damage Insurance to protect them and the Superintendent of Schools from all claims for personal injury, including accidental death, as well as from all claims for property damage arising from the operations under this Agreement. The minimum amounts of such insurance shall be as hereinafter set forth.

Amounts of Insurance:		
General Liability	Bodily Injury and	<u>\$1,000,000</u>
Comprehensive form -	Property Damage	Amount
Products/Completed		
Operations		
Auto Liability	Bodily Injury and	<u>\$1,000,000</u>
Comprehensive form -	Property Damage	Amount
Owned, Non-owned	Combined	
Hired		

District shall file, with the County, Certificates of Insurance indicating a thirty-day (30) cancellation notice and naming the **SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS** as an additional insured.

23. GOVERNING LAW/VENUE SAN DIEGO

In the event of litigation, the Agreement and related matters shall be governed by and construed in accordance with the laws of the state of California. Venue shall be with the appropriate State or Federal court located in San Diego County.

24. COMPLIANCE WITH LAW

District shall be subject to, and shall comply with, all Federal, State, and local laws and regulations applicable with respect to its performance under this Agreement including, but not limited to: licensing, employment, and purchasing practices, and wages, hours, and conditions of employment, including non-discrimination.

25. FINAL APPROVAL

This Agreement is of no force or effect until approved by signature by the County Superintendent of Schools or his designee, the Assistant Superintendent of Business Services.

26. TOBACCO-FREE FACILITY

The County is a tobacco-free facility. Tobacco use (smoked or smokeless) is prohibited at all times on all areas of County Office property.

27. PUPIL SAFETY / SCHOOL SAFETY ACT

Pupil Safety/School Safety Act: The SDCOE Director has determined that the Contractor/Provider will have “**greater than limited contact**” with pupils and the Contractor/Provider shall require their employees, including the employees of any subcontractor, who will provide these services, to submit their fingerprints in order to conduct a criminal background check per Education Code §45122.1. The Contractor/Provider shall not

permit any employee, including the employees of any subcontractor, to perform services under this contract until:

1. The Department of Justice has determined that these employees have not been convicted of, or have charges pending for a defined felony.
2. The Contractor/Provider has **certified in writing** to the SDCOE Director that the employer and all of these employees have not been convicted of, or do not have charges pending for a defined felony.

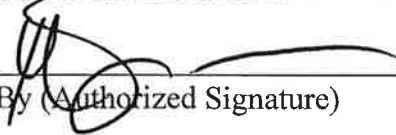
28. ENTIRE AGREEMENT

This Agreement represents the entire Agreement and understandings of the parties hereto and no prior writings, conversations or representations of any nature shall be deemed to vary the provisions hereof. This Agreement may not be amended in any way except by a writing duly executed by both parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be duly executed, such parties acting by their representatives being thereunto duly authorized.

**SAN DIEGO COUNTY
SUPERINTENDENT OF SCHOOLS**

SANTEE SCHOOL DISTRICT


By (Authorized Signature)

By (Authorized Signature)

Michael Simonson
Name (Type or Print)

Name (Type or Print)

Deputy Superintendent, Chief Business Officer
Title

Title

12/17/19

San Diego County Office of Education
 Funding Status per School
 2019-2020



Grant Number	District Name	CDS Code	School Name	School Type	Sub Program	Amount Awarded
		37683616040380	PRIDE Academy at Prospect Avenue	E	After School Base	\$133,169.40
	Santee Elementary	37683616040380	PRIDE Academy at Prospect Avenue	E	After School Supplemental	\$39,950.82
	Santee Elementary	37683616040380	PRIDE Academy at Prospect Avenue	E	Before School Base	
37-24239-10371-EZ	Santee Elementary	37683616040380	PRIDE Academy at Prospect Avenue		Before School Supplemental	\$12,684.00
					TOTAL GRANT AMOUNT	
					GRANT AMOUNT, LESS 2%	\$223,522.52

ASES Grant

BACKGROUND:

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

Certificated Staff

A. New Appointments:

Employee	Location	Class/Step/Position #	Previous Annual Salary	New Annual Salary	Effective Date
1. Cohen, Jodi	Carlton Oaks	III-11 #10321951	\$0.00	\$68,358.00	01-06-20 to 06-10-20
2. Evans, Megan	Carlton Hills	III-01 #30014108	\$0.00	\$52,667.00	01-06-20 to 06-10-20
3. Klassen, Kayla	Carlton Hills	III-01 #10321953	\$0.00	\$52,667.00	01-06-20 to 06-10-20
4. La Cross, Jennifer	PRIDE Academy	III-01 #10321955	\$0.00	\$52,667.00	01-06-20 to 06-10-20
5. Novotny, Juline	Carlton Hills	III-02 #30013194	\$0.00	\$52,667.00	01-06-20 to 05-13-20
6. Tucker, Kari	Hill Creek	III-11 #10321952	\$0.00	\$68,358.00	01-06-20 to 06-10-20

B. Temporary Rehires:

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

C. Change of Status/Location:

Employee	Location	Class/Step/Position #	Previous Annual Salary	New Annual Salary	Effective Date
1. Larson, Susan	Pepper Drive to <i>Sycamore Canyon</i>	VI 21 #10321954	\$100,346.00	\$100,346.00	01-06-20

D. Unpaid Leave Requests:

Employee	Location	Class/Step	Reason	Recommendation	Effective Date

E. Resignations:

Employee	Location	Class/Step	Reason	Effective Date

F. 39-Month Reemployment:

Employee	Location	Class/Step	Reason	Effective Date

G. Dismissals:

Employee	Location	Class/Step	Effective Date

Classified Staff

H. New Appointments:

Employee	Location	Position/Class/Hours/ Position #	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Catuogno, Chanelle	Sycamore Canyon	Instructional Assistant, Special Ed II 21 A / 3.5 hrs #10327155	\$0.00	\$1,247.46	01-07-20
2. Giddens, Kenneth	Hill Creek	Site Custodian 24 A / 8.0 hrs #10326455	\$0.00	\$3,300.27	01-09-20
3. Jaime, Milton	Transportation	Assistant Mechanic 28.5 A / 3.75 hrs #30012346	\$0.00	\$1,911.20	12-16-19
4. Lawrence, Amanda	Carlton Hills	Campus Aide 15 A / 2.5 hrs #10329405	\$0.00	\$586.30	01-21-20
5. Stolinski, Tracy	Carlton Hills	Campus Aide 15 A / 2.5 hrs #10329405	\$0.00	\$658.67	12-16-19
6. Tang, Ranae	Rio Seco	Campus Aide 15 A / 2.0 hrs #10327489	\$0.00	\$526.93	12-16-19
7. Trujillo, Rocio	Transportation	Bus Attendant 19 A / 4.5 hrs #30010108	\$0.00	\$1,454.70	01-06-20
8. Yeager, Sherryl	Transportation	Bus Driver I 25 A / 6.58 hrs #10326236	\$0.00	\$2,849.91	01-07-20

I. Rehires:

Employee	Location	Position/Class/Hours/ Position #	Previous Monthly Salary	New Monthly Salary	Effective Date

J. Change of Status/Location:

Employee	Location	Position/Class/Hours/ Position #	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Arispe, Amanda	PRIDE Academy	Campus Aide 15 B / 2.0 hrs to 15 C / 2.0 hrs #10327498	\$558.57	\$586.30	01-01-20
2. Braun, Jessica	Carlton Hills	Campus Aide 15 A / 2.0 hrs to 15 C / 2.0 hrs #10327466	\$532.13	\$586.30	01-01-20
3. Brooks, Heather	Sycamore Canyon	Instructional Assistant, Special Ed II 21 B / 3.5 hrs to 21 B / 6.25 hrs #30011040	\$1,309.64	\$2,338.80	01-13-20
4. Castaneda, Monica	Rio Seco	Campus Aide 15 A / 2.0 hrs to 15 C / 2.0 hrs #10327464	\$532.13	\$586.30	01-01-20
5. Corona, Suzanne	Sycamore Canyon	Instructional Assistant, Special Ed II 21 E / 3.5 hrs to Instructional Assistant, Special Ed II 21 E / 6.25 hrs #30013928	\$1,515.91	\$2,707.15	01-06-20
6. Cruz, Heather	Chet F. Harritt	Campus Aide 15 A / 2.0 hrs to 15 C / 2.0 hrs #10329402	\$532.13	\$586.30	01-01-20

Classified Staff continued

J. Change of Status/Location continued:

7. Cruz, Zachary	Rio Seco to <i>PRIDE Academy</i>	Site Custodian 24 E / 8.0 hrs #10326456	\$4,010.93	\$4,010.93	12-31-19
8. Gonzalez, Nydia	Sycamore Canyon	Food Service Worker I-A 20 E / 2.5 hrs to Food Service Worker I-A 20 E / 3.75 hrs #10326345	\$1,031.33	\$1,547.17	01-09-20
9. Gray, Megan	PRIDE Academy	Campus Aide 15 A / 2.0 hrs to 15 C / 2.0 hrs #30004633	\$532.13	\$586.30	01-01-20
10. Gutierrez, Maria	Cajon Park	Custodian II 23 A / 4.0 hrs to Custodian II 23 A / 6.0 hrs #10326420	\$1,571.27	\$2,356.90	01-13-20
11. Keys, Larry	Pepper Drive to <i>Rio Seco</i>	Site Custodian 24 E / 8.0 hrs to #10326457	\$4,010.93	\$4,010.93	01-06-20
12. Krout, Ann	Hill Creek	Campus Aide 15 B / 2.0 hrs to 15 C / 2.0 hrs #10327477	\$558.57	\$586.30	01-01-20
13. Lopez, Elizabeth	Pepper Drive	Campus Aide 15 A / 2.75 hrs to 15 C / 2.75 hrs #10329401	\$731.79	\$806.28	01-01-20
14. McVey, Kristine	Sycamore Canyon	Instructional Assistant, Special Ed II 21 E / 6.0 hrs to Instructional Assistant, Special Ed II 21 E / 6.25 hrs #30013927	\$2,598.70	\$2,707.15	01-06-20
15. Mewlud, Anna	Sycamore Canyon	Campus Aide 15 A / 0.5 hrs to 15 C / 0.5 hrs #30003657	\$133.03	\$146.58	01-01-20
16. Meza, Diana	Hill Creek to <i>Sycamore Canyon</i>	Site Custodian 24 E / 8.0 hrs #10326459	\$4,973.56	\$4,973.56	12-31-19
17. Nasser, Eva	Cajon Park	Campus Aide 15 A / 2.0 hrs to 15 C / 2.0 hrs #10327475	\$532.13	\$586.30	01-01-20
18. Neder, Erin	Sycamore Canyon	Instructional Assistant, Special Ed II 21 D / 3.75 hrs to Instructional Assistant, Special Ed II 21 D / 6.25 hrs #30013926	\$1,547.17	\$2,578.49	01-06-20
19. O'Donnell, Kristine	Chet F. Harritt to <i>Rio Seco</i>	Project SAFE Assistant 17 B / 5.25 hrs #30002876	\$1,616.51	\$1,616.51	12-06-19
20. Orsag, Linda	Hill Creek	Early Childhood Assistant II 18 A / 3.75 hrs to Early Childhood Assistant II 18 A / 3.92 hrs #10325059	\$1,154.69	\$1,206.90	01-08-20

Classified Staff continued

J. Change of Status/Location continued:

21. Murray-Roseberry, Joy	Pepper Drive to <i>Rio Seco</i>	Instructional Assistant, Special Ed II 21 D / 6.0 hrs #30007318	\$2,475.20	\$2,475.20	01-08-20
22. Russell, Mariela	Cajon Park to <i>Pepper Drive</i>	Campus Aide 15 A / 2.0 hrs to 15 C / 2.0 hrs #10327471	\$532.13	\$586.30	01-01-20
23. Stolinski, Tracy	Carlton Hills	Campus Aide 15 A / 2.5 hrs to 15 C / 2.5 hrs #10329405	\$665.17	\$732.88	01-01-20
24. Tang, Ranae	Rio Seco	Campus Aide 15 A / 2.0 hrs to 15 C / 2.0 hrs #10327489	\$532.13	\$586.30	01-01-20
25. Torres, Lilia	Pepper Drive	Campus Aide 15 B / 2.0 hrs to 15 C / 2.0 hrs #10327463	\$558.57	\$586.30	01-01-20
26. Trick, Michelle	Rio Seco	Campus Aide 15 A / 2.0 hrs to 15 C / 2.0 hrs #10327491	\$532.13	\$586.30	01-01-20
27. Wetherby, Brooke	Carlton Oaks	Campus Aide 15 A / 2.0 hrs to 15 C / 2.0 hrs #10329403	\$532.13	\$586.30	01-01-20
28. Wooding, Heather	Rio Seco	Campus Aide 15 A / 2.0 hrs to 15 C / 2.0 hrs #30003431	\$532.13	\$586.30	01-01-20

K. Unpaid Leave Requests:

Employee	Location	Position/Class/Hours	Reason	Recommendation	Effective Date
1. Gillespie, Mary	Cajon Park	Instructional Assistant, Special Ed II 21 C / 6.0 hrs	Personal	Approve	01-27-20 to 05-11-20

L. Resignations:

Employee	Location	Position	Reason	Effective Date
1. Amo, Rogeline	PRIDE Academy	Instructional Assistant I	Family	12-20-19
2. Becker, Christina	Maintenance and Operations	Director, Facilities / Modernization	Retirement	04-08-20
3. Bell-McElvana, Sheryl	Hill Creek	Project SAFE Assistant	Resignation	01-04-20

M. 39-63 Month Reemployment:

Employee	Location	Position/Class/Hours	Effective Date

N. Dismissals:

Employee	Location	Position	Effective Date

RECOMMENDATION:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.1.

Consent Item D.4.2.
Prepared by Tim Larson
January 21, 2019

Approval of Revised Coordinator, Health
and Nursing Services Job Description

BACKGROUND:

The Coordinator, Health and Nursing Services job description currently has work assigned that is outside a coordinator role. The proposed minor changes bring the position into alignment with appropriate coordinator responsibilities.

RECOMMENDATION:

Administration recommends approval of the revisions to the Coordinator, Health and Nursing Services job description.

FISCAL IMPACT:

There is no fiscal impact

STUDENT ACHIEVEMENT IMPACT:

This is a job description change.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.2.

SANTEE SCHOOL DISTRICT

COORDINATOR OF HEALTH AND NURSING SERVICES

JOB SUMMARY:

Under the direction of the Director of Special Education, the Coordinator of Health and Nursing Services provides ~~supervision~~, coordination, planning, consultation and assistance to staff and is responsible for assuring the health and nursing services for the district.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

1. Serves as a primary resource for health issues within the District.
2. Coordinates and ensures compliance with all state mandated health screenings and immunization requirements
3. Develops and makes recommendations regarding policies and procedures in health related areas, and interprets these policies and procedures for staff and the community.
4. Supervises and evaluates health and nursing services within the District.
5. Provides direction, ~~evaluation~~ and oversight to licensed and non-licensed personnel, ~~includes but not limited to~~, LVNs, and health clerks at school sites.
6. Provides support to site administration and health clerks regarding appropriate health office procedures and protocols.
7. Develops and provides training in specialized health care procedures.
8. Designs, provides and participates in in-service training to staff regarding health services and health education.
9. Consults with various agencies and service providers on complex medical issues.
10. Participates in the placement of students in special educational programs when appropriate.
11. Represents the District with the County Health Department and other community agencies.
12. Provides clinical compliance and supervision for all the health offices and advises site administration as necessary.
13. Performs hearing, vision and health assessments for students in the IEP assessment process or on an as needed basis.
14. Implements and oversees billing for students receiving special education services in tandem with skilled nursing services in SEIS.
15. Adheres to District, State and Federal timelines and regulations as appropriate.
16. Consults with school site administrators on a regular basis regarding student health and medical needs at each school site.
17. Coordinates with Director of Pupil Services on chronic absenteeism cases.
18. Functions as a member of the District leadership team.
19. Engages in the recruitment and hiring of new staff.
20. Reviews and makes necessary changes to District Board Policies relating to health when necessary
21. Performs other duties as designated or assigned by the Director of Special Education.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as designated or assigned by the Director of Special Education.
2. Maintains professional competence through participation in in-service education activities and/or self-selected professional growth activities.
3. Meets requirements and standards of the specific job as interpreted through local school district board policy, county regulations and the State of California Education Code.
4. Attends department meetings as required.
5. Serves in various capacities at the district level when required, such as reporting to the Board of Trustees and participating in district committees.

Coordinator of Health and Nursing Services Page 2

EMPLOYMENT STANDARDS:

- Education: A Master's Degree in Nursing or an area of specialization related to health and nursing services required.
- Experience: Minimum of three (3) years of successful school nurse experience and (2) years of nursing leadership experience. Administrative experience is desirable.
- Credential(s): California health and development or standard designated services credential in health.
- Licenses: State of California Registered Nurse license in good standing
State of California driver's license and willingness to use own vehicle
CPR/AED Certificate
Audiometric Certificate

KNOWLEDGE AND ABILITIES:

Knowledge of laws (federal and state) and procedures pertaining to nursing practice and education; operation of health services programs; personnel training; ability to coordinate health services programs; establish, maintain, and manage effective working relationships with staff and community; exercise good judgement in dealing with sensitive interpersonal situations; communicate effectively orally and in writing. Ability to make decision and maintain professional relationships with pupils, parents, supervisor and staff members. Demonstrated ability to be flexible and dependable in implementing job responsibilities. Has successfully demonstrated the ability to provide leadership to multi-disciplinary professional personnel; to effectively develop and manage project budgets; and to effectively present oral and written reports.

WORKING CONDITIONS:

Environment:

- Office environment
- Driving a vehicle to conduct work
- Constant interruptions
- Variable hours

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read and interpret a variety of material
- Sitting or standing for extended period of time
- Hearing and speaking to exchange information

Board Approved: June 4, 2019

Consent Item D.4.3.
Prepared by Tim Larson
January 21, 2020

Adoption of Resolution No. 1920-15 to
Eliminate a Classified Non-Management
Position

BACKGROUND:

A student currently in our Special Education program will be leaving our district for placement in a Non-Public School setting. As a result, an Instructional Assistant, Special Education II position will be eliminated.

Any employee affected by this change will be provided alternative employment opportunities within the District. All employees resulting in a reduction in work hours and/or layoff will receive the required 60-day notification process and placed on a reemployment list for no less than 39-months.

RECOMMENDATION:

It is recommended that the Board of Education approve to eliminate the following position effective January 22, 2020:

- One (1) 6.0-hour Instructional Assistant, Special Education II position at Carlton Hills School

FISCAL IMPACT:

The annual savings to eliminate an Instructional Assistant, Special Education II position will be \$30,447.06.

STUDENT ACHIEVEMENT IMPACT:

It is the District's intention to provide support for all students and programs.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.3.

SANTEE SCHOOL DISTRICT
Resolution No. 1920-15

ELIMINATE A CLASSIFIED NON-MANAGEMENT POSITION

WHEREAS, it has determined that an Instructional Assistant, Special Education II position at Carlton Hills School is no longer required;

NOW, THEREFORE, BE IT RESOLVED that as of the 21st day of January 2020, the Governing Board of Santee School District approved to reduce and/or eliminate the following vacant position effective January 22, 2020:

- Eliminate one (1) 6.0-hour Instructional Assistant, Special Education II position at Carlton Hills School

BE IT FURTHER RESOLVED that the Board authorizes the District Superintendent to give notice to the affected classified employees that their position will be eliminated and/or reduced in work hours/year pursuant to applicable provisions of the Education Code of the State of California, such notice to be given sixty (60) days prior to the effective date of reduction/layoff as set forth above.

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board of the Santee School District on the 21st day of January 2020, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

Dated 01/21/20

Elana Levens-Craig
Clerk, Board of Education

Consent Item D.4.4.
Prepared by Tim Larson
January 21, 2020

Approval to Increase Work Hours for
Identified Classified Non-Management
Position(s)

BACKGROUND:

Due to an increase in student population, we need to increase the Student Attendance Clerk position(s) listed below. This is consistent with the district staffing ratio guidelines and will provide additional time to address the increased student attendance responsibilities.

RECOMMENDATION:

It is recommended that the Board of Education approve the increase in work hours for the following position(s) effective January 22, 2020:

- Increase one (1) Student Attendance Clerk position at Cajon Park School from 4.5 hours to 5 hours
- Increase one (1) Student Attendance Clerk position at Carlton Oaks School from 3.75 hours to 4.5 hours
- Increase one (1) Student Attendance Clerk position at Hill Creek School from 3.75 hours to 4.5 hours
- Increase one (1) Student Attendance Clerk position at Rio Seco School from 4.5 hours to 5 hours

FISCAL IMPACT:

The annual cost to increase the work hours for these positions will be \$15,072.00 and will be paid for by the general fund.

STUDENT ACHIEVEMENT IMPACT:

It is the District's intention to provide attendance support for students to meet educational needs.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.4.

BACKGROUND:

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

RECOMMENDATION:

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

Vendor Name	Description of Services	Dates (s) of Service	Amount	Funding
Debbie Griffin	Interim Director of Transportation	01/06/2020 – 03/31/2020	\$45.00/hour (not to exceed \$20,520.00)	Transportation

This recommendation supports the following District goal:

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

FISCAL IMPACT:

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

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Consent Item D.4.6.
Prepared by Tim Larson
January 21, 2020

Approval of Revised Job Description for
Director, Fiscal Services

BACKGROUND:

The Director, Fiscal Services job description has been rewritten to reflect the current needs of the position. Since the last time the job description was reviewed, school district finances have become more complex and require a more advanced skill set. This revision more accurately describes the current needs of the position.

RECOMMENDATION:

Administration recommends the Board of Education approve the revised job description for the Director, Fiscal Services.

FISCAL IMPACT:

There is no fiscal impact as this is a job description revision

STUDENT ACHIEVEMENT IMPACT:

This is a job description revision.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.6.

DIRECTOR, FISCAL SERVICESDEFINITION:

Under the direction of the Assistant Superintendent, Business Services -- plans, organizes, controls, and directs the District's fiscal services and related activities including budgeting, accounting, payroll, purchasing, accounts payable, and accounts receivable; develops, monitors, and revises the District's budget for all funds and accounts; provides technical expertise to assist the District in the formulation of financial policies, cost controls, and reporting mechanisms; compiles and analyzes complex financial and statistical data; and trains, supervises, and evaluates the performance of assigned personnel.

EXAMPLES OF DUTIES:

- Plan, organize, direct, and coordinate the District's budgeting, accounting, payroll, and fiscal functions and activities; develop and implement budget guidelines, time lines, policies, and procedures; coordinate and direct communications, resources, systems, personnel, and information to meet District budgeting and accounting needs and ensure smooth and efficient Department operations; direct and participate in the development and implementation of the District's accounting systems and fiscal projects, services, plans, strategies, goals and objectives
- Develop and implement systems and methods for ensuring the efficiency, accuracy, timeliness, completeness, and compliance with Generally Accepted Accounting Principles of financial recordkeeping including development and monitoring of internal control procedures; direct activities to ensure proper and timely identification and resolution of fiscal errors, irregularities, and discrepancies
- Develop the District's annual budget; monitor revenues and expenditures to verify compliance with projected levels; recommend, prepare, and oversee budget revisions and reporting; analyze budgetary and financial data to verify accuracy, identify trends, and make recommendations as appropriate; develop intermediate and long-range income, expenditure, and fund balance projections
- Monitor, control, and authorize budget allocations, expenditures, fund balances, cash balances, and related financial transactions; approve budget transfers and journal entries
- Oversee and participate in researching, compiling, assembling, and analyzing a variety of financial, statistical, and budgetary information; prepare a variety of narrative, financial, and statistical reports required by the Board, administration, and Federal, State, and local agencies including the adopted budget, interim financial documents, unaudited actuals, cash flow estimates, average daily attendance reports, consolidated application, and various program expenditure reports
- Direct and participate in end-of-fiscal year closing activities; coordinate and conduct internal audits to ensure compliance with established fiscal standards and requirements; coordinate, assist, and provide fiscal information to external auditors; prepare and distribute financial and procedural data to auditors; analyze audit reports, prepare written responses, and develop and implement modifications to accounting systems in response to findings and recommendations
- Communicate with District personnel to coordinate efforts, resolve conflicts and issues, exchange information, and provide assistance regarding budgets, accounts, financial reports, and procedures; advise and assist District administrators regarding their site or department budget; respond to a variety of inquiries from District personnel and other organizations regarding accounting guidelines, procedures, budget status, and grant guidelines
- Interview and select employees for Department positions; recommend and conduct transfer, reassignment, termination, and disciplinary actions; coordinate and monitor departmental work assignments and functions to enhance the effectiveness and efficiency of the Department;

- train, supervise, and evaluate employees to maximize performance
- Provide technical information and assistance to Administration concerning Department operations and District accounting and budgeting functions, needs, and issues; assist in the formulation and development of fiscal policies, procedures, and programs
- Provide specialized accounting and financial analysis support for collective bargaining activities; oversee and participate in providing technical assistance and support in projecting and determining the fiscal impact of negotiated settlements on the District's multi-year financial outlook; prepare alternative scenarios; maintain confidentiality of sensitive and privileged information; prepare various financial reports and analyses for use in collective bargaining activities; prepare AB1200 disclosure documentation for County review prior to Board action
- Attend and conduct a variety of meetings, workshops, and trainings; prepare presentations and present at Board, leadership, and advisory committee meetings as assigned
- Maintain current knowledge of laws, codes, rules, regulations, and pending legislation related to District accounting and budgeting functions
- Perform other related duties as assigned

QUALIFICATIONS GUIDE:

Knowledge of:

- Generally accepted accounting and auditing principles, practices, and procedures related to governmental agencies
- Financial and statistical record-keeping and reporting techniques
- Budget preparation, administration, and control methods
- Financial research and analysis skills
- Principles and practices of administration, supervision, training, and workforce direction and management
- Effective interpersonal skills using tact, patience, and courtesy
- Operation of a computer and complex accounting, budgeting, and productivity software
- Laws, codes, regulations, policies and procedures related to accounting and budgeting functions within a public school district

Ability to:

- Plan, organize, direct, and control fiscal functions including budget development and monitoring, accounting, payroll, purchasing, accounts payable, and accounts receivable activities
- Plan, organize, direct, supervise, and evaluate the work of others
- Analyze, monitor, and adapt work products generated, and methods employed, by subordinates to maximize effectiveness and efficiency
- Interpret, apply and explain rules, regulations, policies and procedures
- Analyze situations accurately and adopt an effective course of action
- Compile and analyze financial data and prepare forecasts and recommendations
- Analyze complex and technical financial documents, budgets, and transactions to identify errors, irregularities, and trends
- Ensure the accuracy and completeness of financial records
- Communicate effectively both orally and in writing
- Meet schedules and time lines
- Work independently with little and occasional direction
- Establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE:

Completion of Bachelor's Degree in business administration, accounting, finance or a closely related field and five years of increasingly responsible experience in accounting and/or financial administration; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license

WORKING CONDITIONS:

Environment:

- Indoor office environment
- Constant interruptions
- Driving a vehicle to conduct work

Physical Demands:

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate a computer keyboard and mouse
- Seeing to read a variety of materials
- Sitting or standing for extended periods of time
- Bending at the waist, kneeling or crouching to file and retrieve materials
- Reaching overhead, above the shoulders and horizontally
- Regularly lifting and/or moving up to 10 pounds and occasionally lifting and/or moving up to 25 pounds

Item E. DISCUSSION AND/OR ACTION ITEMS

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

BACKGROUND:

Over the years, the volume and complexity of fiscal services functions has increased dramatically. More stringent Federal and State reporting requirements, tracking of actions and associated expenditures for the LCAP, and the transition to the more robust and complex Peoplesoft financial system are just a few examples.

Currently, Fiscal Services is overseen by the Assistant Superintendent, Business Services with assistance from the Coordinator, Business Services. In order for the District's executive team to focus its efforts on district-wide strategic direction and improvement initiatives, Administration recommends eliminating the Business Services Coordinator position and reinstating the Director, Fiscal Services position. The Director position is needed in order to take over the following functions:

1. Planning, organizing, supervising, directing, and evaluating the performance of Fiscal Services staff
2. Establishing and galvanizing strategic direction, goals and objectives for the department and its functions and services
3. Developing, implementing, refining, and improving systems and methods to calculate and integrate key components of the District's budget and multi-year projections to inform decision making

Administration recommends appointing Tory Long, current Business Services Coordinator, to the Director, Fiscal Services position.

RECOMMENDATION:

It is recommended the Board approve appointment of Tory Long to the Director, Fiscal Services Position effective February 1, 2020.

This recommendation supports the following District goal(s):

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

FISCAL IMPACT:

The appointee will be provided with a salary and benefits package commensurate to the District's posted salary schedule and her experience level.

STUDENT ACHIEVEMENT IMPACT:

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

Discussion and/or Action Item E.1.2.
Prepared by Dr. Kristin Baranski
January 21, 2020

Parent Engagement Survey

BACKGROUND:

Earlier in the year, a sub-committee of the Board of Education and Superintendent developed a school/family engagement survey. In November 2019, the survey was sent to all Santee School District parent emails using the online Survey Monkey software. To date, 685 parent responses have been received.

Survey questions were developed to better understand community perception of:

- District expectations of student learning
- Communication to parents and the community
- Emotional and physical safety of students
- Engagement of parents and families in the educational process

This evening, Dr. Kristin Baranski, Superintendent, will share the overall survey results and discuss potential uses of the survey data with the Board of Education.

RECOMMENDATION:

It is recommended the Board review the results of the parent engagement survey. Action, if any, is at the discretion of the Board of Education.

Motion: _____

Second: _____

Vote: _____

Agenda Item E.1.2.

BACKGROUND:

On January 10, 2020, the Governor unveiled his plans for the 2020-21 State Budget. Administration will provide a brief overview of key components of the Governor's plan. More details will be provided at a Budget Workshop scheduled for February 4, 2020.

RECOMMENDATION:

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

This recommendation supports the following District goal:

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

A summary will be provided at the Board of Education meeting.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.1.

Discussion and/or Action Item E.2.2. Approval of Monthly Financial Report
 Prepared by Karl Christensen
 January 21, 2020

BACKGROUND:

Administration has prepared the accompanying Monthly Financial Report covering the period November 1, 2019 through November 30, 2019 prepared on a cash and modified accrual basis and include the District’s revenue, expenditure, and cash activities.

RECOMMENDATION:

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

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The Monthly Financial Report shows a beginning cash balance of \$10,092,465; cash receipts of \$4,027,397; and disbursements of \$5,782,449 are reflected for the period of November 1, through November 30, 2019 resulting in an ending cash balance of \$8,337,413 as of November 30, 2019.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.2.

Monthly Financial Report - November

1

CASH REPORT FOR NOVEMBER

	Actual	Projected*	Difference
Beginning Cash Balance as of November 1, 2019	\$10,092,465	\$10,092,465	\$ -
INCOME			
A. Local Control Funding Formula			
State Aid	2,899,520	2,899,520	\$ -
Property Taxes	382,414	-	\$ 382,414
B. Federal Income			
Federal Funding	74,990	1,767,766	\$ (1,692,776)
C. State Income			
Other State Funding	212,139	212,139	\$ -
D. Local Income			
Other Local Income	145,967	187,812	\$ (41,845)
Spec Ed	312,367	432,251	\$ (119,884)
Interest	-	-	\$ -
E. Due to/Due from other funds		41,873	\$ (41,873)
F. Debt Proceeds	-	-	\$ -
TOTAL INCOME	\$4,027,397	\$5,541,361	\$ (1,513,964)
Beginning Balance Plus Income	\$14,119,862	\$15,633,826	\$ (1,513,964)
DISBURSEMENTS			
G. Commercial Warrants	\$ 501,064	\$ 166,650	\$ 334,414
H. Salary and Benefits	5,200,711	5,122,754	\$ 77,957
I. Other Outgo	55,674	18,671	\$ 37,003
J. Interfund Borrowing Out	25,000	-	\$ 25,000
K. Budget Adjustments	-	-	\$ -
TOTAL DISBURSEMENTS	\$5,782,449	\$5,308,075	\$ 474,374
Ending Cash Balance as of November 30, 2019	\$8,337,413	\$10,325,751	\$ (1,988,338)

* Based on Cash Flow Projection at First Interim FY 2019-20

**Budget Revisions
Through November 30, 2019
2019-20 Revised Budget**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Beginning Fund Balance	16,171,701	532,236	16,703,937
Estimated Income	50,590,586	21,901,530	72,492,116
Estimated Expenditures	53,440,288	21,961,184	75,401,472
Change in Fund Balance	(2,849,702)	(59,654)	(2,909,356)
Projected Ending Fund Balance	13,321,999	472,582	13,794,581
Less: Restricted Program Carryovers	-	472,582	472,582
Less: Non-Spendable			
Prepaid Expenses	375,869	-	375,869
Revolving Cash Fund	20,000	-	20,000
Stores Inventory	119,583	-	119,583
Less: Assigned Vacation Carryover	332,772	-	332,772
Assigned Site Carryover Balances	-	-	-
Less: Economic Uncertainty Reserve	2,262,044	-	2,262,044
Less: Reserve for State Budget Uncertainty	-	-	-
Uncommitted/Unassigned/Unappropriated Fund Balance	10,211,730	-	10,211,730
Fund 17 Projected End of Year Balance	3,080,843	-	3,080,843
Projected Reserves	15,554,617	-	15,554,617
	<u>November</u>	<u>October</u>	
Projected Reserve % 2019-20¹	20.63%	20.63%	
Projected Reserve % 2020-21²	15.17%	15.17%	
Projected Reserve % 2021-22²	12.55%	12.55%	

As a % of the Estimated Expense Total¹

Based on Multi-Year Projection at 1st Interim- October 2019²

Discussion and/or Action Item E.2.3.
 Prepared by Karl Christensen
 January 21, 2020

Approval of Agreement with Williams and Associates LLC to Provide Consulting Services Related to the State's School Facilities Program

BACKGROUND:

The District is currently in the process of negotiating a Mitigation Agreement with HomeFed Corporation who has submitted plans to the City of Santee for a Master Planned Community known as Fanita Ranch. The project, if approved by the City, would result in nearly 3,000 new homes requiring additional school facilities.

In order to understand the financial impact of new school facilities, it is necessary to verify and update classroom inventory and eligibility data with the Office of Public School Construction (OPSC) in order to determine how much State Funding may be available to pay for future new construction.

Williams and Associates LLC has provided school facility planning services to over seventy-five California school districts over the last 24 years and specializes in the State's funding program.

The agreement with Williams and Associates LLC is structured in phases, each with their own costs, to allow the District flexibility to decide whether to initiate each phase subsequent to the first phase:

- Phase 1 – Research: \$5,000
- Phase 2 – Standard Process for Eligibility Determination: \$15,000
- Phase 3 – Revision Process for Eligibility Determination: \$16,000

RECOMMENDATION:

It is recommended that the Board of Education Approve the Agreement with Williams and Associates LLC to Provide Consulting Services Related to the State's School Facilities Program.

This recommendation supports the following District goals:

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

Not to exceed \$36,000 to be paid from Fund 25-38 Land Sale Proceeds

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.3.

December 9, 2019

Mr. Karl Christensen
Assistant Superintendent, Business Services
Santee School District
9625 Cuyamaca Street
Santee, CA 92071

Subject: Proposal for State School Facility Program Services

Dear Mr. Christensen:

Williams & Associates, LLC is pleased to provide you with a proposal for State School Facility Program (SFP) services for Santee School District.

Williams & Associates was established in 1995 and has provided services specializing in school facility planning over the last 24 years to over seventy-five school districts in California. With over 32 years of experience, we have worked on projects affected by Local, State, and Federal agencies including City and County Planning agencies; the California Department of Education and Office of Public School Construction (OPSC). This diverse background provides our clients with the expertise to effectively coordinate their projects through the School Facilities Program's eligibility, application for funding, and closeout processes.

Please do not hesitate to contact us should you have any questions or require clarification on any aspect of this response. We thank you very much for the opportunity to submit a proposal and be considered for your District's facility funding needs.

Best regards,

MimiDene Williams

MimiDene Z. Williams
Principal
Williams & Associates, LLC
mimidene@williams-assoc.com
(530) 906-6690

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State School Facility Program Eligibility Services

Our team believes in partnering with the Santee School District to become familiar with the district's facilities and goals, in order to provide a comprehensive approach to assisting the district in meeting those goals. We have collectively been involved in hundreds of projects throughout the State that have required numerous agency approvals, and our team brings a wealth of knowledge in how to successfully navigate projects through the various eligibility and funding stages.

We are prepared to provide the following assistance to the District in a phased approach as follows:

Phase I – Research

- Coordination with the Office of Public School Construction (OPSC) and/or school district to obtain and review previous School Facility Program (SFP) eligibility records.
- Analysis of SFP New Construction eligibility, organized under district-wide data. This includes analysis of supplemental data, such as existing student generation rate studies, birth data, enrollment projection data, enrollment reports, community development information, school site data, facility inventories, etc.

Phase II – New Construction Eligibility Determination – Standard Process

- Analysis of SFP New Construction eligibility with the proposed Fanita Ranch Development project and without the proposed Fanita Ranch Development project.
- Coordination with the District and/or consultant to visit each school site to identify the use of the spaces on the campus, if necessary.
- Preparation and submittal of SFP new construction eligibility applications and supplemental information to the OPSC, including coordination of any site visits required by the OPSC, or requests for additional information from the OPSC during application processing.
- Meeting with local planning agencies, District staff, and State agencies.

Phase III – New Construction Eligibility Determination – Revision Process

- Analysis of SFP New Construction eligibility revisions/corrections with the proposed Fanita Ranch Development project and without the proposed Fanita Ranch Development project.
- Preparation and submittal of SFP new construction eligibility revision/correction applications and supplemental information to the OPSC, including coordination of any site visits required by the OPSC, or requests for additional information from the OPSC during application processing.
- Attending Board and district committee meetings, when necessary.

Williams & Associates, LLC is a limited liability corporation that was established in 1995, and has provided services specializing in school facility planning over the last 24 years to over seventy-five school districts in California. With over 32 years of experience, we have worked on projects affected by Local, State, and Federal agencies including City and County Planning agencies; the California Department of Education and Office of Public School Construction. This diverse background provides our clients with the expertise to effectively coordinate their projects through the School Facilities Program's eligibility, application for funding, and closeout processes.

We believe in approaching our clients as though we are extensions to the district's staff. We work collaboratively with the district's facilities team, whether they are district staff or district consultants, to ensure that we thoroughly understand the district's needs. Knowing the district's needs and goals allows our team the ability to create successful strategies to meet those needs in the most efficient manner possible.

In order to prepare successful funding strategies, we will work alongside district staff to gather relevant information. When necessary, we will request verification of data gathered by our team, to ensure proper preparation of document forms and reports.

Our primary team consists of MimiDene Williams of Williams & Associates, and two support staff.

MimiDene will lead efforts to gather necessary information for inclusion in the various facility analyses, including meeting with district staff and consultants to visit sites and document previously prepared facility documents. The support staff will prepare the primary analysis for calculation of eligibility in various facility programs, and preparation of agency forms and/or documents. MimiDene will be available to present any necessary information to district personnel, committees, or to the district's governing board.

MimiDene Williams, Principal

Ms. Williams has been assisting school districts throughout the state for over 32 years with their school facility needs.

From January, 1987 and the subsequent two and one-half years, she initiated her career into the school facilities arena with the Office of Local Assistance, now known as Office of Public School Construction, where she was responsible for all construction and modernization projects for San Diego and Imperial Counties.

For the next three and one half years, MimiDene was the Director of School Facilities Planning for the El Dorado County Office of Education. In this capacity she coordinated virtually all the projects for the school districts in El Dorado County that were seeking state funding for schools.

From July, 1993 through June, 1995, MimiDene was the Director of School Planning for the architectural firm Murray & Downs, A.I.A. Inc. located in Placerville, California.

Beginning in July, 1995, MimiDene Williams formed the company Williams & Associates specializing in school facility planning. Over the last 24 years, the firm has provided assistance to over seventy-five school districts in California working on projects affected by Local, State, and Federal agencies including City and County Planning agencies; the California Department of Education; Office of Public School Construction; Division of the State Architect; Department of Toxic Substance Control; California Coastal Commission; and the Tahoe Regional Planning Agency. This diverse background provides clients with the experience to effectively coordinate their projects through the State School Facilities Program's eligibility, application for funding, and closeout process.

Ms. Williams has a B.S. in Business Administration from California State University, Sacramento and holds a certificate in Educational Facilities Planning from the University of California, Davis.

Our team is unique in that MimiDene Williams and staff have worked directly for the Office of Public School Construction (and the Office of Local Assistance, as OPSC was previously named). Because our team is so familiar with this agency and has so many positive working relationships with the current agency employees, we are able to provide very first-hand knowledge of the intricacies of the facility programs. This creates advantages to your district, in the application of direct experience and the breadth of knowledgeable strategies that we are able to share with the district when preparing applications and creating strategies for successful funding.

We regularly attend workshops, monthly meetings and training provided through the Coalition of Adequate School Housing (CASH). We also regularly attend State Allocation Board meetings to keep abreast of changes to the regulations and policies associated with school facility funding.

Prior Relative Experience

School District & Address	Contact / Title / Email	Phone Number
Sonoma County Office of Education 5340 Skylane Boulevard Santa Rosa, CA 95403	Steven D. Herrington, Ph.D. Sonoma County Superintendent of Schools sherrington@scoe.org	(707) 524-2603
Roseville City School District 1050 Main Street Roseville, CA 95678	Dennis Snelling Associate Superintendent, Business Services dsnelling@rcsdk8.org	(916) 771-1600, Ext. 50111
Windsor Unified School District 9291 Old Redwood Highway, Bldg. 500 Windsor, CA 95492	Lois Standring Chief Business Officer lstandring@wusd.org	(707) 837-7726

Compensation

Should the Santee School District wish to retain our team for the following services, we would request that services be billed in the three phases as described below with a Not-to-Exceed amount of \$36,000. The estimated fee per Phase is as follows:

- Phase I – \$5,000 – Research – The findings will be reviewed with the District to discuss proceeding with Phase II or Phase III.
- Phase II – \$15,000 – New Construction Eligibility Determination – Standard Process.
- Phase III - \$16,000 – New Construction Eligibility Determination – Revision Process. Proceed to this Phase upon receipt of a Notice to Proceed issued by the District.

Additional Costs

The District shall pay and reimburse any direct costs (such as travel, special printing fees and mailing costs), when such expenses are incurred at the request and approval of the District.

Item F. BOARD POLICIES AND BYLAWS

Agenda Item F.

Board Policies and Bylaws F.1.1. Second Reading: Revised Board Policy 3314.2,
Prepared by Karl Christensen Revolving Funds
January 21, 2020

BACKGROUND:

Revised Board Policy 3314.2 addresses revolving funds procedures for the District, and it is consistent with the version promulgated by the California School Boards Association (CSBA).

RECOMMENDATION:

It is recommended that the Board of Education review, approve, and adopt revised Board Policy 3314.2, Revolving Funds, in a Second Reading, as presented.

FISCAL IMPACT:

None.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.1.

REVOLVING FUNDS

The Governing Board has a fiduciary responsibility to effectively manage and safeguard the district's assets and resources. All revolving cash funds shall be subject to the internal control procedures established by the district to prevent and detect fraud, financial impropriety, or irregularity and shall be maintained in accordance with law and the California School Accounting Manual.

The Superintendent or designee shall provide regular reports to the Board regarding the use of revolving funds and the results of any audits conducted on the funds.

District Standard Revolving Cash Fund

Pursuant to Education Code 42800, ~~the~~ Governing Board has established ~~by~~ adopted a resolution establishing a revolving cash fund for use by the Superintendent or designee ~~chief accounting officer~~. The fund shall be used only for the purposes specified in the Board's resolution which may include, but are not limited to, ~~in payment for goods, services or supplies and other charges determined by the~~ Board, including supplemental payments required to correct any payroll errors for which there is an urgent deadline or to reduce the need for issuing numerous small warrants.

The chief accounting officer shall be covered by an individual bond or insurance in the amounts specified in law. He/she shall ensure that payments from the fund are for services or materials that are a legal charge against the district and that a receipt is obtained setting forth the date, payee, purpose of the expenditure, and amount expended. - (Education Code 42800-42806, 4516741021, 42801, 42801.5, 42804)

The Board may at any time reduce or discontinue the revolving cash fund. (Education Code 42805)

At the request of the Board, County Auditor or County Superintendent of Schools, the Superintendent or designee shall give an account of the fund. (Education Code 42804)

The funds shall be deposited in a bank doing business locally, whose deposits are insured by FDIC. The Superintendent or designee shall be responsible for all payments into the account as well as expenditures from the account subject to the restrictions established by the Board.

The Board shall review and revise fund usage as appropriate.

Additional Revolving Funds

The Board also may, by resolution, establish revolving cash funds for use by school principals and other administrative officials to pay for goods and services. The total amount of the funds

~~shall not exceed three percent of the current year's instructional supply budget. (Education Code 42810)~~

~~No funds maintained in a revolving fund shall be used in an attempt to influence government decisions, for entertainment purposes, or for any other purpose not related to classroom instruction. (Education Code 42810)~~

~~The Board shall name the administrators who will have use and control of the funds. Officials so named shall be responsible for all payments into the accounts as well as expenditures from the accounts, subject to restrictions established by the Board.~~

~~The revolving cash fund for supplies shall be subject to the bonding provisions of Education Code 42801.~~

~~The Board shall provide an audit of revolving funds on a regular basis. (Education Code 42810)~~

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35250 Duty to keep certain records

38091 Cafeteria revolving accounts

41020 Audits of all district funds

41021 Requirement for employee's indemnity bond

41365-41367 Charter school revolving loan fund

42238 Local taxation by school districts Revenue Limits

42238.01-42238.07 Local control funding formula

42630-42652 Orders, requisitions, and warrants

42800-42806 Revolving cash fund

42810 Revolving cash funds; use; administrators

45167 Error in salary

Management Resources:

WEB SITES

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Policy
adopted: March 3, 2009

SANTEE SCHOOL DISTRICT
Santee, California

Board Policies and Bylaws F.1.2.
Prepared by Karl Christensen
January 21, 2020

Second Reading: Revised Board Policy 3320,
Claims and Actions Against the District

BACKGROUND:

Revised Board Policy 3320 addresses claims and actions against the District, and it is consistent with the version promulgated by the California School Boards Association (CSBA).

RECOMMENDATION:

It is recommended that the Board of Education review, approve, and adopt revised Board Policy 3320, Claims and Actions Against the District, in a Second Reading, as presented.

FISCAL IMPACT:

None.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.2.

CLAIMS AND ACTIONS AGAINST THE DISTRICT

The Governing Board desires to conduct district operations in a manner that minimizes risk, protects district resources, and promotes the health and safety of students, staff, and the public. Any and all claims for money or damages against the district shall be presented to and acted upon in accordance with ~~Board policy and administrative regulation~~ the Government Claims Act or other applicable state or district procedures, as well as the district's joint powers authority (JPA) agreement or other insurance coverage.

~~Compliance with this policy and accompanying administrative regulation is a prerequisite to any court action, unless the claim is governed by statutes or regulations which expressly free the claimant from the obligation to comply with district policies and procedures and the claims procedures set forth in the Government Code.~~

Roster of Public Agencies

~~The Superintendent or designee shall file the information required for the Roster of Public Agencies with the Secretary of State and the County Clerk. Any changes to such information shall be filed within 10 days after the change in facts. (Government Code 53051)~~

Within 10 days of any change in ~~This information shall include~~ the name of the school district, the mailing address of the Board, ~~and/or~~ the names and addresses of the Board ~~presiding officer~~ President, the Board clerk or secretary, ~~and/or~~ other ~~members of the Board~~ members, the Superintendent or designee shall file the updated information with the Secretary of State and the County Clerk. (Government Code 53051)

_____, *powers*

City of Stockton v. Superior Court, (2007) 42 Cal. 4th 730
Connelly v. County of Fresno, (2006) 146 Cal.App.4th 29
CSEA v. South Orange Community College District, (2004) 123 Cal.App.4th 574
CSEA v. Azusa Unified School District,
Management Resources:

California Secretary of State's Office: <http://www.sos.ca.gov>

Board Policies and Bylaws F.1.3.
Prepared by Karl Christensen
January 21, 2020

Second Reading: Revised Board Policy 3350,
Travel Expenses

BACKGROUND:

Revised Board Policy 3350 addresses employee travel expenses for the District, and it is consistent with the version promulgated by the California School Boards Association (CSBA).

RECOMMENDATION:

It is recommended that the Board of Education review, approve, and adopt revised Board Policy 3350, Travel Expenses, in a Second Reading, as presented.

FISCAL IMPACT:

None.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.3.

TRAVEL EXPENSES

The Governing Board recognizes that district employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Superintendent or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

The Governing Board shall authorize payment for actual and necessary expenses, ~~including travel,~~ incurred by any employee performing authorized services for the district, whether within or outside district boundaries. (Education Code 44032)

The Superintendent or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. He/she also shall establish reimbursement rates in accordance with law and Board policy.

An employee shall obtain approval from the Superintendent or designee prior to traveling. ~~Executive Council or~~ The Superintendent or designee may approve employee travel requests requisitions to attend meetings, workshops, and/or conferences in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent or designee if he/she determines that the travel is essential and that resources may be obtained or redirected for this purpose. ~~will submit travel request requisitions to the Board for approval or ratification in accordance with Exhibit 3350, Travel Authorization Decision Matrix.~~

~~Travel Expenses shall be reimbursed within limits approved by the Board. The Superintendent or designee shall establish procedures for the submission and verification of expense claims. He/she may authorize an advance of funds to cover necessary expenses in accordance with AR 3350.~~

~~The Board may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties. All other mileage expenses will be reimbursed in accordance with this Board policy.~~

~~All out-of-state travel for which reimbursement will be claimed shall be approved in advance by the Board approval. Travel expenses not previously budgeted also shall be approved on an individual basis by the Board.~~

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on district business, and other necessary incidental expenses.

The district shall not reimburse personal travel expenses including, but not limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying

the employee on district-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on district business.

Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

Authorized employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage or monthly basis as determined by the Superintendent or designee.

The mileage allowance provided by the district for employees' use of their private vehicles shall be equal to the rate established by the Internal Revenue Service.

Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.

The Superintendent or designee shall establish a per diem allowance for meal costs incurred while traveling on district business based on the location and hours of travel. The per diem allowance shall not exceed the standard meal allowance for business-related travel prescribed for federal income tax purposes.

Any expense that exceeds the maximum rate of reimbursement established by the district shall be reimbursed only with the approval of the Superintendent or designee.

All expense reimbursement claims shall be submitted on a district form, within 10 working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet district criteria for reimbursement.

The Superintendent or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to district business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

When approved by the Superintendent or designee, ~~Authorized~~ employees may be issued a district credit cards for use while ~~attending to~~ district business. Receipts documenting the expenses incurred on a district credit card shall be submitted promptly following return from travel. Under no circumstances ~~may~~ shall personal expenses be charged on a district credit cards, even if the employee intends to subsequently reimburse the district for the personal charges.

When necessary, the Superintendent or designee may approve a cash advance, not to exceed the estimated out-of-pocket reimbursable expenses, to an employee authorized to travel on district business. Within 10 working days following return from travel, the employee shall submit a final accounting with all necessary supporting documentation. He/she shall refund to the district any amount of cash advance exceeding the actual approved reimbursable expenses.

Legal Reference:

EDUCATION CODE

42634 Itemization of expenses

44016 Travel expense to employment interview

44032 Travel expenses ~~payment~~

44033 Automobile allowance

44802 Student teacher's travel expenses

Management Resources:

INTERNAL REVENUE SERVICE PUBLICATIONS

Per Diem Rates (For Travel Within the Continental United States), Publication 1542

WEB SITES

Internal Revenue Service: <http://www.irs.gov>

U.S. General Services Administration, Per Diem Rates: <http://www.gsa.gov/perdiem>

Policy adopted: March 3, 2009
Revised: May 7, 2013; September 6, 2016

SANTEE SCHOOL DISTRICT
Santee, California

Board Policies and Bylaws Item F.1.4.
Prepared by Dr. Kristin Baranski
January 21, 2020

First Reading: Revised Board Policy 1312.1,
Complaints Concerning District Employees

BACKGROUND:

Revised Board Policy 1312.1, Complaints Concerning District Employees was revised to conform to current CSBA language. It is being presented as a first reading.

RECOMMENDATION:

It is recommended the Board review Revised Board Policy 1312.1, Complaints Concerning District Employees, as a first reading. Action, if any, is at the discretion of the Board of Education.

FISCAL IMPACT:

This is a policy item. There is no fiscal impact to this item.

Motion: _____

Second: _____

Vote: _____

Agenda Item F.1.4.

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

The Governing Board recognizes its accountability to the public for the quality of the district's educational program and the performance of district employees. The district shall provide a process by which a complaint submitted by any person regarding an employee can be resolved impartially, expeditiously, and with minimal disruption to district operations and the educational program.

When a concern regarding an employee is presented during a Board meeting or to an individual Board member or employee outside of a Board meeting, the complainant shall be informed of the appropriate complaint procedure. ~~The Board shall not prohibit public criticism of the district and its employees.~~

Any complaint regarding the Superintendent shall be initially filed in writing with the Board. The Board shall consult with legal counsel or appoint an appropriate agent to conduct the investigation.

The Superintendent or designee shall determine whether a complaint against any other employee should be considered a complaint against the district and/or an individual employee, and whether it should be resolved by the district's process for complaints concerning personnel and/or other district procedures. Any complaint of child abuse or neglect alleged against a district employee shall be reported to the appropriate local agencies in accordance with law and BP 5141.4 - Child Abuse Prevention and Reporting. Any complaint alleging that an employee engaged in unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs and activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures. Any complaint by an employee, job applicant, volunteer, intern, or independent contractor alleging unlawful discrimination or harassment by an employee shall be filed in accordance with AR 4030 - Nondiscrimination in Employment.

Any complaint subject to this policy and the accompanying administrative regulation shall be investigated by the principal, the employee's immediate supervisor, the Superintendent or designee, legal counsel, agent of the Board, and/or other appropriate person who is not the subject of the complaint or subordinate to the employee charged in the complaint. The complainant and the employee shall have an opportunity to present information relevant to the complaint.

A complaint that is filed anonymously may be investigated by the Superintendent or designee depending on the specificity and reliability of the information.

If a complainant requests confidentiality, the Superintendent or designee shall inform the complainant that the request may limit the district's ability to investigate the employee's conduct or take other necessary action. However, the Superintendent or designee shall take all reasonable steps to investigate and resolve the complaint without divulging the complainant's identity.

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

The Board prohibits retaliation against complainants. ~~The Superintendent or designee at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The District shall not investigate anonymous complaints.~~

Appeals

If either the complainant or the employee submits an appeal of the Superintendent's decision to the Board, the Board shall determine whether to uphold the Superintendent's decision without hearing the complaint, appoint an appeals committee to advise the Board, or hear the appeal itself. ~~Because the Board sits as the appellate body in the complaint resolution process, any member of the Board who has become involved in a complaint resolution process prior to an appeal to the Board shall declare his/her involvement and not participate as a member of the Board during an appeal hearing.~~

If the Board decides to hear the complaint, the matter shall be addressed in closed session in accordance with Government Code 54957 unless the employee requests that it be heard in open session. The Board shall review the original complaint and additional information provided by the Superintendent or designee regarding the steps taken to resolve the issue.

The Board's decision shall be final.

This Board shall annually review this policy.

Legal Reference: (see next page)

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

Legal Reference:

EDUCATION CODE

33308.1 *Guidelines on procedure for filing child abuse complaints*

35146 *Closed sessions*

44031 *Personnel file contents and inspection*

44811 *Disruption of public school activities*

44932-44949 *Resignation, dismissal and leaves of absence (rights of employee; procedures to follow)*

48987 *Child abuse guidelines*

GOVERNMENT CODE

54957 *Closed session; complaints re employees*

54957.6 *Closed session; salaries or fringe benefits*

PENAL CODE

273 *Cruelty or unjustifiable punishment of child*

11164-11174.3 *Child Abuse and Neglect Reporting Act*

WELFARE AND INSTITUTIONS CODE

300 *Minors subject to jurisdiction of juvenile court*

COURT DECISIONS

Baca v. Moreno Valley Unified School District, (1996) 936 F. Supp. 719

Policy adopted: February 17, 2009
Policy reviewed: December 15, 2009, May 3, 2011;
June 15, 2012; June 4, 2013; January 20, 2015;
July 7, 2015; July 5, 2016; August 15, 2017;
September 18, 2018

SANTEE SCHOOL DISTRICT
Santee, California

Board Policies and Bylaws Item F.1.5.
Prepared by Dr. Kristin Baranski
January 21, 2020

First Reading: Revised Board Policy 1250,
Visitors/Outsiders

BACKGROUND:

Revised Board Policy 1250, Visitors/Outsiders was revised to conform to current CSBA language. It is being presented as a first reading.

RECOMMENDATION:

It is recommended the Board review Revised Board Policy 1250, Visitors/Outsiders as a first reading. Action, if any, is at the discretion of the Board of Education.

FISCAL IMPACT:

This is a policy item. There is no fiscal impact to this item.

Motion: _____

Second: _____

Vote: _____

Agenda Item F.1.5.

VISITORS/OUTSIDERS

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, The Governing Board encourages parents/guardians and interested members of the community to visit the schools and view the educational program.

To ensure minimum interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and principal or designee (see Exhibit A – Code of Conduct for Parents and Visitors). If a conference is desired, an appointment should be set with the teacher during noninstructional time.

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session.

For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission. (Education Code 51512)

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code _____, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission.

The principal shall indicate on the written permission the date(s) and times for which permission has been granted. (Penal Code 626.81)

VISITORS/OUTSIDERS

Legal Reference:

EDUCATION CODE

32210 *Willful disturbance of public school or meeting*

32211 *Threatened disruption or interference with classes; misdemeanor*

32212 *Classroom interruptions*

35160 *Authority of governing boards*

35292 *Visits to schools (board members)*

49091.10 Parental right to inspect instructional materials and observe school activities

51101 Parent Rights Act of 2002

51512 *Prohibited use of electronic listening or recording device*

EVIDENCE CODE

1070 *Refusal to disclose news source*

LABOR CODE

230.8 *Discharge or discrimination for taking time off*

PENAL CODE

290 *Sex offenders*

626-626.10 *Schools*

627-627.10 *Access to school premises, especially:*

626.81 Misdemeanor for registered sex offender to come onto school grounds

627-627.10 *Access to school premises, especially:*

627.1 *Definitions*

627.2 *Necessity of registration by outsider*

627.7 *Misdemeanors; punishment*

ATTORNEY GENERAL OPINIONS 95

Ops.Cal.Atty.Gen. 509 (1996)

Board Policies and Bylaws Item F.1.6.

First Reading: Revised Board Policy
6154, Homework/Makeup Work

Prepared by Dr. Stephanie Pierce
January 21, 2020

BACKGROUND:

Attached is revised Board Policy 6154, Homework/Makeup Work, based upon California School Board Association's (CSBA) sample Board Policies and Regulations.

RECOMMENDATIONS:

This evening administration is presenting revised Board Policy 6154, Homework/Makeup Work, for a first reading. Action, if any, is at the discretion of the Board.

FISCAL IMPACT:

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

STUDENT ACHIEVEMENT IMPACT:

This revised board policy supports the homework as a valuable extension of student learning time.

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.6.

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HOMEWORK/MAKEUP WORK

The Governing Board recognizes that meaningful homework assignments contributes toward building responsibility, self-discipline and life-long learning can be a valuable extension of student learning time and assist students in developing good study habits. Time spent on homework directly influences students' ability to meet the district's academic standards. The Board expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives. Homework shall be assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding.

The Superintendent or designee shall ~~ensure that~~ collaborate with school administrators and teachers to develop and implement an effective homework plan at each school site. As needed, teachers may receive training in designing relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Teachers' expectations related to homework may be addressed in their evaluations and review guidelines for the assignment of homework and the related responsibilities of students, staff and parents/guardians.

Homework assignments shall be reasonable in length and appropriate to the grade level and course. The Board expects that the number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students. Teachers shall assign homework only as necessary to fulfill academic goals and reinforce current instruction.

As needed, teachers may receive training in designing relevant homework assignments that reinforce classroom learning objectives.

Although on-time completion of homework is important to maintain academic progress, the Board recognizes that students learn at different rates. Students shall receive credit for work that is completed late in order to encourage their continued learning.

Age-appropriate instruction may be given to help students allocate their time wisely, meet their deadlines, learn to work independently, and develop good personal study habits.

At the beginning of the school year, teachers shall communicate homework expectations to students and their parents/guardians. Homework guidelines shall also be included in student and/or parent/guardian handbooks. These communications shall include the manner in which homework relates to achievement of academic standards and course content, the impact of homework assignments on students' grades, any school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their children.

Although it is the student's responsibility to ~~do most homework~~ undertake assignments independently, the Board expects teachers at all grade levels to use parents/guardians may serve as a contributing resource and are encouraged to ensure that their child's homework

HOMEWORK/MAKEUP WORK (continued)

assignments are complete. When a student repeatedly fails to do their complete homework, the teacher shall notify the student's parents/guardians shall be notified and asked to contact the teacher as soon as possible so that corrective action can be taken prior to the release of any final grades or report cards.

To further support students' homework efforts, the Superintendent or designee may establish and maintain ~~telephone help lines and/or after-school centers~~ electronic forums, provide access to school library media centers and technological resources, and/or provide before-school and after-school programs where students can receive ~~encouragement and clarification about homework assignments~~ assistance from teachers, volunteers and/or ~~more advanced students who are performing community service~~ student tutors. The Board encourages the Superintendent or designee to design class and transportation schedules that will enable students to make use of homework support services.

Teachers shall review all completed homework to assess the student's understanding of academic content and shall provide timely feedback to the student.

Makeup Work

Students who ~~miss school work because of an excused absence~~ are absent from school shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be ~~reasonably~~ equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

~~Students who miss school work because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.~~

The Superintendent or designee shall notify parents/guardians that no student may have a grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205.

When a parent/guardian of a student who has been suspended for two or more school days requests homework that the student would otherwise have been assigned, the student's teacher shall provide such homework. If a homework assignment is requested and is turned in to the teacher by the student either upon the student's return from suspension or within the timeframe originally prescribed by the teacher, whichever is later, and is not graded before the end of the academic term, the homework assignment shall not be included in the calculation of the student's overall grade in the class.

HOMEWORK/MAKEUP WORK (continued)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension.

Legal Reference:

EDUCATION CODE

8420-2428 21st Century High School After School Safety and Enrichment for Teens

8482-8484.65 After School Education and Safety Program

8484.7-8484.9 21st Century Community Learning Centers

48205 Absences for personal reasons

48913 Completion of work missed by suspended student

48913.5 Homework assignments for suspended students

48980 Parental notifications

58700-58702 Tutoring and homework assistance program; summer school apportionment credit

UNITED STATES CODE, TITLE 20

7171-7176 21st Century Community Learning Centers

Management Resources:

SBE POLICIES

Parent Involvement in the Education of Their Children, 1994

Policy Statement on Homework, 1995

CSBA PUBLICATIONS

Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, Governance Brief,

July 2016

WEB SITES

CSBA: <http://www.csba.org>

California State PTA: <http://www.capta.org>

Board Policies and Bylaws Item F.1.7.

First Reading: New Board Policy
6175, Migrant Education Program

Prepared by Dr. Stephanie Pierce
January 21, 2020

BACKGROUND:

Attached is new Board Policy 6175, Migrant Education Program, based upon California School Board Association's (CSBA) sample Board Policies and Regulations.

RECOMMENDATIONS:

This evening administration is presenting new Board Policy 6175, Migrant Education Program, for a first reading. Action, if any, is at the discretion of the Board.

FISCAL IMPACT:

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

STUDENT ACHIEVEMENT IMPACT:

A comprehensive program for migrant students helps to mitigate the impact of educational disruption and increase their ability to succeed in school.

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.7.

MIGRANT EDUCATION PROGRAM

The Governing Board desires to provide a comprehensive program for migrant students that attempts to mitigate the impact of educational disruption, cultural and language barriers, social isolation, health-related problems, and other factors that may inhibit their ability to succeed in school. The district shall make use of available funds to provide supplementary services for migrant students.

The Superintendent or designee shall cooperate with the regional migrant service center in outreach and identification of eligible migrant students and in the provision of migrant education services. The Superintendent or designee shall also coordinate migrant education services with other programs within the district and with other public agencies that serve migrant workers and their families.

The district shall give first priority for services to migrant students who are failing, or are most at risk of failing, to meet state academic standards or have dropped out of school.

The district shall provide services to eligible private school students residing within the district on an equitable basis with participating public school students.

The Superintendent or designee shall ensure that each migrant student is placed at the appropriate grade level upon enrollment and is provided services in accordance with an individual needs assessment and learning plan.

The Superintendent or designee shall annually report to the Board regarding student performance on statewide assessments of core academic subjects and English language development, as appropriate, for students enrolled in the district's migrant education program. In addition, the Superintendent or designee shall periodically report to the Board regarding the alignment of district services with the needs of students as identified in student needs assessments conducted pursuant to Education Code 54443.1. As necessary, the Board shall seek technical assistance from the migrant education regional service center and/or make changes in the services provided by the district in order to improve student achievement.

Legal Reference: (see next page)

MIGRANT EDUCATION PROGRAM (continued)

Legal Reference:

EDUCATION CODE

200 Educational equity

220 Prohibition against discrimination

234.7 Student protections relating to immigration and citizenship status

51225.1 Exemption from district graduation requirements

51225.3 High school graduation, course requirements

54440-54445 Migrant education program

CODE OF REGULATIONS, TITLE 5

3080 Application of uniform complaint procedures

4600-4670 Uniform complaint procedures

UNITED STATES CODE, TITLE 20

6311 Title I state plan

6381-6381k Even Start family literacy program

6391-6399 Education of migrant students

7881 Services for private school students

CODE OF FEDERAL REGULATIONS, TITLE 34

200.81-200.89 Migrant education program

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

2017 State Service Delivery Plan

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Education of Migratory Children Under Title I, Part C of the Elementary and Secondary Education Act of 1965, Non-Regulatory Guidance, rev. March 2017

WEB SITES

California Department of Education, Migrant Education Office: <http://www.cde.ca.gov/sp/me>

U.S. Department of Education, Office of Migrant Education:

<http://www.ed.gov/about/offices/list/oese/ome>

West Ed, Migrant Student Information Network: <http://www.wested.org/project/migrant-student-information-network-msin>

Item G. EMPLOYEE ASSOCIATION COMMUNICATION

Item H. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

Item I. CLOSED SESSION

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

The Board will go into Closed Session to discuss:

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

2. **Public Employee Performance Evaluation** (Gov't. Code § 54957)
Superintendent

3. **Conference with Real Property Negotiators** (Gov't. Code § 54956.8)
Purpose: Potential Modification of Purchase and Sale Agreement
Property: 10335 Mission Gorge Road, Santee 92071 (formerly
known as Santee School Site)
Agency Negotiator: Karl Christensen, Assistant Superintendent

Item J. RECONVENE TO PUBLIC SESSION

Item K. ADJOURNMENT

Agenda Items G, H, I, J, and K.