



# Santee School District

**SCHOOLS:**

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

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

**BOARD OF EDUCATION  
REGULAR MEETING  
AGENDA  
February 3, 2015**

**District Mission**

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

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1. Call to Order and Welcome	
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3. Pledge of Allegiance	
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<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>	
<b>D. CONSENT ITEMS</b>	<b>13</b>
<i>Items listed under Consent are considered to be routine and are acted on by the Board with a single motion. There is no discussion of these items prior to the Board vote unless a member of the Board, staff, or public requests specific items be considered separately. Request to speak cards should be submitted in advance.</i>	
<b>Superintendent</b>	
<b>1.1. <u>Approval of Minutes</u></b>	<b>14</b>
<i>It is recommended that the Board of Education approve meeting minutes with any necessary modifications.</i>	

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

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

**Business Services**

- 2.1. Approval/Ratification of Travel Requests** 24  
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 Transactions Charged to District Issued Purchasing Cards (P-Cards)** 26  
It is recommended that the Board of Education approve and ratify the expenditure transactions charged to District issued Purchasing cards for the month of December 2014.
- 2.3. Approval/Ratification of Revolving Cash Report** 30  
It is recommended that the Board of Education approve/ratify revolving cash checks as listed.
- 2.4. Approval/Ratification for Farmers Market at Pepper Drive School** 32  
It is recommended that the Board of Education approve/ratify conducting a Farmers Market at Pepper Drive School on January 23, 2015.
- 2.5. Contract for Auditing Services** 33  
It is recommended that the Board of Education approve the contract for auditing services with Vavrinek, Trine, Day & Co. LLP for the 2014-15, 2015-16, and 2016-17 fiscal years.

**Educational Services**

- 3.1. Approval of Alternative School of Choice Waiver 2015-2017** 47  
It is recommended that the Board of Education approve the submission of the Alternative School of Choice Waiver through June 2017.

**Human Resource/Pupil Services**

- 4.1. Personnel, Regular** 51  
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations, and dismissals.
- 4.2. Proclamation for National School Counseling Week (2/2/15 – 2/6/15) and National School Social Work Week (3/1/15 – 3/7/15)** 53  
It is recommended that the Board of Education proclaim National School Counseling Week and National School Social Work Week.
- 4.3. Approval to Increase Work Hours for an Identified Classified Non-Management Position** 55  
It is recommended that the Board of Education approve the increase in work hours for an identified classified non-management position.

**E. DISCUSSION AND/OR ACTION ITEMS** 56

*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**

- 1.1. Approval of Monthly Financial Report** 57  
It is recommended that the Board of Education approve the monthly financial Report for December 2014.
- 1.2. Unpaid Accounts for Child Nutrition Program** 60  
It is recommended that the Board of Education authorize budgeting a transfer from the General Fund to the Child Nutrition Fund for negative account balances.

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<b>F. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS</b>	63
<b>G. CLOSED SESSION</b>	64
1. <b><u>Conference with Labor Negotiator</u></b> (Gov. Code § 54956.8) <i>Purpose: Negotiations</i> <i>Agency Negotiators: Tim Larson, Assistant Superintendent</i> <i>Karl Christensen, Assistant Superintendent</i> <i>Employee Organization: Santee Teachers Association (STA)</i>	
2. <b><u>Conference with Labor Negotiator</u></b> (Gov. Code § 54956.8) <i>Purpose: Negotiations</i> <i>Agency Negotiators: Tim Larson, Assistant Superintendent</i> <i>Karl Christensen, Assistant Superintendent</i> <i>Employee Organization: Classified School Employees Association (CSEA)</i>	
3. <b><u>Conference with Real Property Negotiators</u></b> (Govt. Code § 54956.8) <i>Property:</i> <ul style="list-style-type: none"><li>• <i>Parcels 383-112-05 and 383-112-28 located on the north side of Prospect Avenue east of Marrokai Lane (known as the Renzulli Site)</i></li><li>• <i>10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)</i></li></ul> <i>Agency Negotiator: Karl Christensen, Assistant Superintendent</i>	
4. <b><u>Conference with Legal Counsel – Anticipated Litigation</u></b> (Govt. Code § 54956.9) <i>- One (1) Case</i>	
5. <b><u>Public Employee Performance Evaluation</u></b> (Govt. Code § 54957) <i>Superintendent</i>	
<b>H. RECONVENE TO PUBLIC SESSION</b>	64
<b>I. ADJOURNMENT</b>	64

**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. 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.

**The next regular meeting of the Board of Education is scheduled for February 17, 2015 at 6:00 p.m., in the Douglas E. Giles Educational Resource Center. **Please note time change.****

Members present:

Burns  
 Ryan  
 Levens-Craig  
 El-Hajj  
 Fox

## ITEM A. OPENING PROCEDURES

1. Call to Order and Welcome – 7:00 p.m.
2. District Mission  
*Santee School District assures a quality education empowering students to achieve academic excellence and to develop life skills needed for success in a diverse and changing society.*
3. Pledge of Allegiance
4. Approval of Agenda for the February 3, 2015 regular meeting

## **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: Carlton Oaks School Presentation
3. Spotlight: Chet F. Harritt School Presentation

**DEVELOPER FEES COLLECTION REPORT**  
**2014-15**  
**CUMULATIVE THROUGH JANUARY 23, 2015**

Residential Rate: \$1.98 per square foot over 500 - effective 6/17/12 - 5/4/14; \$2.08 per square foot - effective 5/5/14  
Commercial Rate: \$0.32 per square foot - effective 6/17/12 - 5/4/14; \$0.33 per square foot - effective 5/5/14  
Self Storage Rate: \$0.14 per square foot - effective 4/20/10

COM	RES	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
	X	9415 Doheny Rd	08/07/14	740	\$1,539.20	CH
X		9120 Carlton Oaks Drive (Padre Dam- Canopy)	10/01/14	27,821	\$0.00	CO
X		9120 Carlton Oaks Drive (Padre Dam- New Building)	10/01/14	10,450	\$0.00	CO
	X	8605 Sandstone	10/22/14	781	\$1,624.48	CFH
	X	9537 Pryor Drive	11/19/14	2,348	\$4,883.84	PA
	X	9539 Pryor Drive	11/19/15	2,348	\$4,883.84	PA
	X	10150 Strathmore Drive	01/05/15	641	\$1,333.28	SC
<b>TOTAL PAGE 1</b>					<b>\$14,264.64</b>	

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

<b>Requests For Use Of Facilities - February 3, 2015</b>						
<b>Group</b>	<b>Location</b>	<b>Date</b>	<b>Days</b>	<b>Time</b>	<b>Attendance</b>	<b>Fees Applied</b>
<b><u>Cajon Park</u></b>						
Girl Scouts Troop 5345	Classroom	1/12/15 - 6/15/15	Monday	6:00 pm - 7:00 pm	12	
Santee Girls Softball	Classroom	1/22/15	Thursday	4:30 pm - 9:00 pm	36	
<b><u>Carlton Hills</u></b>						
Girl Scouts	Classroom	1/8/15 - 3/19/15	Thursday	5:45 pm - 7:45 pm	12	
<b><u>Chet F. Harritt</u></b>						
Pacific Hills Chess Club	Classroom	1/9/15 - 3/27/15	Friday	1:30 pm - 3:05 pm	10	
PTA (Movie Night)	Upper Playground	1/15/15	Thursday	5:00 pm - 9:00 pm	250	
<b><u>Hill Creek</u></b>						
PTSA (Father/Daughter Dance)	Multi-Purpose	2/20/15	Friday	6:00 pm - 9:00 pm	200 - 400	
<b><u>PRIDE Academy (Prospect Avenue)</u></b>						
Santee ASA (Player Draft)	Multi-Purpose	1/22/15	Thursday	4:15 pm - 9:00 pm	20 - 40	

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

Santee School District  
 ENROLLMENT REPORT  
 1/23/2015  
 Month 7 Week 1  
 School Week 22

SCHOOL	TK	EAK 5yo	REGULAR ED												SPECIAL ED								Total All									
			K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	01/23/15	01/31/14	# Diff	% Diff	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	01/23/15	01/31/14	# Diff	% Diff	01/23/15	01/16/15	# Diff	
Cajon Park			90	104	114	118	99	120	107	118	108	978	999	-21	-2.1%	3	4	4	4	15	5	6	4	7	52	59	-7	-11.9%	1030	1030	0	
Carlton Hills	25	17	78	58	49	48	44	44	39	83	61	546	477	69	14.5%	2	3	2	3	5	2	4	6	4	31	33	-2	-6.1%	577	574	3	
Carlton Oaks			73	59	89	72	98	85	95	94	97	762	806	-44	-5.5%	2	7	6	6	5	5	5	6	9	51	55	-4	-7.3%	813	813	0	
Chet F. Harritt	24	9	81	63	59	59	75	48	65	40	49	572	559	13	2.3%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	572	570	2
Hill Creek	23	14	79	71	77	73	89	77	91	90	67	751	728	23	3.2%	0	4	1	1	3	4	1	0	0	14	14	0	0.0%	765	763	2	
Pepper Drive	5		68	134	100	97	100	100	66	82	69	821	791	30	3.8%	0	0	0	0	0	0	1	5	0	6	8	-2	-25.0%	827	828	-1	
Prospect Ave	22	11	65	69	82	61	53	57	51	49	47	567	569	-2	-0.4%	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	567	565	2	
Rio Seco			88	110	108	120	82	104	107	97	118	934	938	-4	-0.4%	1	3	6	11	6	8	8	6	9	58	48	10	20.8%	992	991	1	
Sycamore Canyon		13	50	53	47	54	52	37	40	0	0	346	356	-10	-2.8%	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	346	344	2	
<b>SUBTOTAL</b>	<b>99</b>	<b>64</b>	<b>672</b>	<b>721</b>	<b>725</b>	<b>702</b>	<b>692</b>	<b>672</b>	<b>661</b>	<b>653</b>	<b>616</b>	<b>6277</b>	<b>6223</b>	<b>54</b>	<b>0.9%</b>	<b>8</b>	<b>21</b>	<b>19</b>	<b>25</b>	<b>34</b>	<b>24</b>	<b>25</b>	<b>27</b>	<b>29</b>	<b>212</b>	<b>217</b>	<b>-5</b>	<b>-2.3%</b>	<b>6489</b>	<b>6,478</b>	<b>11</b>	
Alternative School			3	1	8	2	4	8	5	2	3	36	39	-3	-7.7%																	
Santee Success										1	8	9	10	-1	-10.0%										0	1	-1	-100.0%	9	9	0	
NPS												0	0					1		1		1	2	5	2	3	150.0%	5	5	0		
<b>SUBTOTAL</b>			<b>3</b>	<b>1</b>	<b>8</b>	<b>2</b>	<b>4</b>	<b>8</b>	<b>5</b>	<b>3</b>	<b>11</b>	<b>45</b>	<b>49</b>	<b>-4</b>	<b>-8.2%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>66.7%</b>	<b>50</b>	<b>50</b>	<b>0</b>	
<b>TOTAL</b>	<b>99</b>	<b>64</b>	<b>675</b>	<b>722</b>	<b>733</b>	<b>704</b>	<b>696</b>	<b>680</b>	<b>666</b>	<b>656</b>	<b>627</b>	<b>6322</b>	<b>6,272</b>	<b>50</b>	<b>0.8%</b>	<b>8</b>	<b>21</b>	<b>19</b>	<b>26</b>	<b>34</b>	<b>25</b>	<b>25</b>	<b>28</b>	<b>31</b>	<b>217</b>	<b>220</b>	<b>-3</b>	<b>-1.4%</b>	<b>6539</b>	<b>6528</b>	<b>11</b>	

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

	PK	EAK 4yo	Total All
Cajon Park	3	0	1033
Carlton Hills	0	8	585
Chet F Harritt	0	13	585
Hill Creek	0	10	775
Prospect Ave	0	12	579
Sycamore Canyon	49	8	403
<b>Total PK/EAK</b>	<b>52</b>	<b>51</b>	

<b>Total Enrollment Including PK</b>
<b>6642</b>



## Schedule of Upcoming Events

Date	Event
February 2	Wellness Committee; 3:00 p.m., District Library Communication Committee; 3:30 p.m., ERC
February 3	Board Meeting; 7:00 p.m.
February 9	Lincoln Holiday – Schools and Departments Closed
February 11	<del>Special Board Meeting – Budget Workshop; 6:00 p.m. (moved to Feb. 17)</del>
February 12	District Advisory Committee (DAC); 6:00 p.m., ERC
February 16	President’s Day Holiday – Schools and Departments Closed
February 17	*Board Meeting; <b>6:00 p.m.</b> Special Meeting – Budget Workshop will follow (estimated time is 6:15 p.m.)
February 19	Foundation Art Show; 5:30-7:30 p.m. Church of Jesus Christ of Latter-Day Saints, 10052 Magnolia Ave, Santee
February 24	*LCAP Annual Review Meeting; <b>6:00 p.m.</b> , Rio Seco Multi-purpose Room
March 2	Communication Committee; 3:30 p.m., ERC
March 3	Board meets with Principals; 6:00 p.m. Board Meeting; 7:00 p.m.
March 4	Facilities/Safety Committee; 3:30 p.m., DO Conf. Room
March 12	District Advisory Committee (DAC); 6:00 p.m., ERC
March 16	Character Education Committee; 4:00 p.m., DO Conf. Room
March 17	Board meets with Student Representatives; 6:00 p.m. Board Meeting; 7:00 p.m.
March 19	Budget Advisory Committee; 6:00 p.m., DO Conf. Room
March 30 – April 10	Spring Break – Schools Closed

\*Note time change

Reports and Presentations Item B.2.  
Prepared by Cathy A. Pierce, Ed.D.  
February 3, 2015

Spotlight on Learning: Carlton Oaks School

**BACKGROUND:**

The 2014-15 school year marks our first year of full implementation of the Common Core State Standards (CCSS). Along with a change in standards comes a new assessment. This spring students in Santee School District and across the nation will take the Smarter Balanced Assessments (SBAC), our new public accountability measure.

The CCSS are designed to be robust and relevant, preparing students for college and careers. The cognitive complexity of the CCSS and SBAC require students to employ a deeper level of thinking and application of learning to real-world situations. Success with the CCSS requires students to become more active in the learning process and to engage in a variety of dynamic learning opportunities, including using technology as a tool for learning.

Tonight, Principal Kristin Baranski and her school team will highlight student learning at Carlton Oaks School.

Reports and Presentations Item B.3. Spotlight on Learning: Chet F. Harritt School  
Prepared by Cathy A. Pierce, Ed.D.  
February 3, 2015

**BACKGROUND:**

The 2014-15 school year marks our first year of full implementation of the Common Core State Standards (CCSS). Along with a change in standards comes a new assessment. This spring students in Santee School District and across the nation will take the Smarter Balanced Assessments (SBAC), our new public accountability measure.

The CCSS are designed to be robust and relevant, preparing students for college and careers. The cognitive complexity of the CCSS and SBAC require students to employ a deeper level of thinking and application of learning to real-world situations. Success with the CCSS requires students to become more active in the learning process and to engage in a variety of dynamic learning opportunities, including using technology as a tool for learning.

Tonight, Principal Andrew Johnston and his school team will highlight student learning at Chet F. Harritt.

**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.*

**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 Cathy A. Pierce, Ed.D.  
February 3, 2015

Approval of Minutes

**BACKGROUND:**

Presented for Board approval –

- January 20, 2015, regular meeting minutes
- January 28, 2015, special meeting minutes

**RECOMMENDATION:**

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_ Item D.1.1.

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

January 20, 2015

**MINUTES**

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

**A. OPENING PROCEDURES**

1. Call to Order and Welcome

President Burns called the meeting to order at 7:00 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. Cathy Pierce, 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. President Burns invited the audience to recite the District Mission and then invited Ms. Arreola to lead the members, staff, and audience in the Pledge of Allegiance.
3. Approval of Agenda  
It was moved and seconded to approve the agenda.

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

**B. REPORTS AND PRESENTATIONS**

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

2. **Spotlight on Learning: Rio Seco School Presentation**

Debra Simpson, Principal of Rio Seco School, showed a video of activities happening at their school. Mrs. Simpson shared the video depicting a journey through their classrooms showing eager learners involved in their second year of Common Core State Standards implementation, academic reading, and hands-on implementation. She mentioned the Rio Seco community of students, parents, and teachers are dedicated to a balanced comprehensive academic program. Mrs. Simpson thanked and introduced staff and parents that were present. The Board extended their gratitude towards the Rio Seco staff and parents for portraying all the great things happening at their school.

3. **Student Well Being – Pupil Services Presentation**

Tim Larson, Assistant Superintendent of Human Resource/Pupil Services, mentioned the Pupil Services department provides a multitude of prevention and intervention strategies to support all students, with a particular focus on those students and families who are the most vulnerable. Mr. Larson introduced the school counselors in attendance: Ed Gigliotti, serving PRIDE Academy/Carlton Oaks/Pepper Drive; Kristen Stretton, serving Rio Seco/Cajon Park/Sycamore

Canyon/Santee Success Program; and Ana Hubbel, currently substituting for Carrie Thompson and serving Chet F. Harritt, Carlton Hills/Hill Creek.

Meredith Riffel, Collaborative Coordinator, discussed the availability of a one-stop system for parents to inquire on current services. She mentioned currently working with 40 families and the most requested services were: homelessness/domestic violence; specialized health needs; transportation to appointments/school; and foster care support. Ms. Riffel mentioned approximately nine percent of the students are military families. The majority of the students attend Chet F. Harritt and PRIDE Academy. She mentioned teachers and classified staff from Chet F. Harritt and PRIDE Academy had an opportunity to visit the Naval Base San Diego to get an understanding of their educational needs and what families experience living in a military environment. Ms. Riffel discussed current projects by the Santee Collaborative. These include Children's Health; Drug Trends within Santee; Homelessness; Career Preparation for Youth; Cultural Competency Panel Discussion; suicide, self-injury, depression, anxiety; and Parent Education for Santee School District.

Ms. Riffel mentioned one of the items on Consent was for approval of a grant submittal. She explained working in a consortium with La Mesa-Spring Valley School District to apply for a homeless grant. She mentioned there has been a 41% increase in homelessness in the past year in Santee.

John Schweller, Coordinator for Pupil Services, presented information on counseling services, administrative reviews, expulsions, discipline, attendance data, the Santee Success Program (SSP), and Character Education. Mr. Schweller explained counseling services include Junior Student to Student (JS2S) training and Club Live. He mentioned working with the University of San Diego on a paradigm shift within the counseling department that will allow them to change their services through a pilot program called *True Goals*. Classroom lessons include Second Step, Peacebuilders, and Career Education. Counselors provide crisis intervention, including self-harm, suicidal ideation, and CPS reporting. Mr. Schweller reported there have been 54 Administrative Reviews and nine (9) expulsion hearings over the past two years. The out of school suspensions have decreased by 35% from five (5) years ago and only four percent (4%) of students are classified as chronic absentees. Mr. Schweller mentioned the District maintains positive relationships with the Deputy District Attorney and local law enforcement. He mentioned there are over 800 students on Interdistrict permits, with the majority being from Lakeside and Cajon Valley Union School Districts. He noted parent feedback on the transfers often points to safe and well-run schools.

Mr. Schweller mentioned 34 students have attended the Santee Success Program over the past two years. Sixty-two percent (62%) returned to comprehensive sites within the District or have moved on to high school. Last year, SSP students helped complete an Eagle Service project creating a salsa garden; and attended a field trip to Circle TLC Ranch where they mucked stalls and learned to groom the horses.

The Character Education curriculum includes Character Counts, Peacebuilders, Second Step, Project Alert and Project Wisdom. Students participate in Camfel Behavior Assemblies, Digital Citizenship education, Red Ribbon week, Santee Santas, Stuff the Turkey, and Jump Rope for Heart. Additionally, anti-bullying parent education programs are offered in partnership with the Navy and San Diego County Office of Education.

Member Levens-Craig thanked them for the work they do to support the students. She mentioned Ms. Riffel is a great resource for students and the community. President Burns expressed his gratitude to Ms. Riffel, Mr. Schweller, and the Counselors.

### **C. 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.

### **D. CONSENT ITEMS**

President Burns invited comments from the public on any item listed under Consent.

- 1.1. **Approval of Minutes**
- 2.1. **Approval/Ratification of Travel Requests**



- 2.2. Approval/Ratification of Expenditure Warrants
- 2.3. Approval/Ratification of Purchase Orders
- 2.4. Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)
- 2.5. Approval/Ratification of Revolving Cash Report
- 2.6. Acceptance of Donations
- 2.7. Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement
- 2.8. 2013-14 Audit Report
- 2.9. Resolution No. 2015-16 Authorizing the District to Submit a 2014-15 Neighborhood Reinvestment Program Grant from the County of San Diego
- 3.1. Approval of School Accountability Report Cards for the 2013-14 School Year
- 3.2. Annual Approval of Single Plans for Student Achievement
- 3.3. Approval of Comprehensive School Safety Plans
- 3.4. Ratification of Nonpublic Agency Master Contract with AccentCare Home Health of California, Inc. for Nursing Services
- 3.5. Ratification of Amended Nonpublic Agency Master Contract with Soliant Health for School Psychology Services
- 4.1. Personnel, Regular
- 4.2. Adoption of Resolution No. 1415-15 to Eliminate Vacant Classified Non-Management Positions
- 4.3. Approval to Submit Education for Homeless Children and Youth Consortium Application

<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>	

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

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

**Business Services**

**1.1. First Amendment to Purchase and Sale Agreement with M. Grant Real Estate Inc. for Renzulli Property**

Karl Christensen, Assistant Superintendent of Business Services, explained that over the last several months, the District has been working with Michael Grant, the developer selected to purchase the Renzulli property, on alternate terms to allow completion of the sale transaction prior to completing the rezoning and entitlement process. He announced that Mr. Grant has agreed to modify the terms to pay an additional cash payment of \$1,189,000 and execute a Promissory Note secured by a Deed of Trust for the balance of the Purchase Price and has signed the documents necessary to complete this revised transaction. Mr. Christensen mentioned there are two items on tonight's agenda to enact that change. He explained the first item is to amend the Purchase and Sale Agreement which makes four changes to the purchase terms and escrow instructions:

- Initial non-refundable deposit of \$105,500 would become applicable to the purchase price;
- Buyer is to deposit an additional cash payment of \$1,189,000 into escrow;
- Close of Escrow changes to January 30, 2015; and
- Buyer waives Due Diligence Contingencies contained in the original agreement.

Mr. Christensen explained Administration recommends approval of the First Amendment to the Renzulli Purchase and Sale Agreement. Member Ryan moved approval.

<i>Motion:</i> <u>Ryan</u>	<i>Burns</i> <u>Aye</u>	<i>El-Hajj</i> <u>Aye</u>
<i>Second</i> <u>El-Hajj</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>	

**1.2. Promissory Note from M. Grant Real Estate for Purchase of Renzulli Property**

Mr. Christensen explained the second item pertaining to the Renzulli sale is approving a Promissory Note secured by a Deed of Trust for the balance of the Purchase Price. He provided a summary listing the terms of the sale related to the Promissory Note. Mr. Christensen explained the purchase price of the property is \$5,275,000 and the buyer has paid a total of \$316,500 in deposits to the District, which are applicable to the purchase price. The buyer would pay an additional cash payment of \$1,189,000 into escrow making total cash payments of \$1,505,500. He explained this makes the Promissory Note amount \$3,769,500 payable within 370 calendar days, or by February 4, 2016. If the note is paid within 180 calendar days of escrow closing, there would be no interest charges. After that, interest would accrue and be due and payable at rates dependent upon the date of payment ranging from three up to six percent. If the note is not paid in full within 370 calendar days of escrow closing, the note would be considered in default allowing the District to initiate foreclosure proceedings. Mr. Christensen explained Administration recommends approval of the Promissory Note secured by a Deed of Trust.

Member El-Hajj asked if the District subordinates the lien to a construction loan. Mr. Christensen explained we do not because the District is in first position. Member Levens-Craig asked if the attorneys had reviewed the documents. Mr. Christensen explained he has been working closely with the attorneys. She asked if this would make the District eligible for the State grant. Mr. Christensen explained that the District would be eligible since we could provide the matching funds for the grant.

Mr. Christensen mentioned the District is working on an advanced deposit of the developer fees with Mr. Grant. He clarified this is not part of the closing and would return to the Board at the February 3<sup>rd</sup> or 17<sup>th</sup> meeting, if the parties agree with the terms.

President Burns asked what the expected timeline of the payment would be once the item is approved. Mr. Christensen explained it would be January 30. President Burns asked that the Board be notified of the payment. Member Ryan moved approval.

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

**1.3. Monthly Financial Report**

Mr. Christensen explained this report pertains to cash and budget revision transactions in the General Fund posted through November 30, 2014. The District ended the month of November with a general fund cash balance of a little less than \$5.5 million. The Budget Revisions report is the same as last month's First Interim report projecting a \$2.6 million deficit in the Unrestricted General Fund and an ending reserve percentage this year of 18.55%. He explained the Projected Reserve percentages for 2015-16 and 2016-17 are from the First Interim report and have not yet been updated for new assumptions contained in the Governor's January Proposal. Mr. Christensen mentioned an update of the multi-year projections would be provided at the February 11<sup>th</sup> Budget Workshop. Member Ryan moved approval.

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

**1.4. Governor's Budget Proposal for 2015-16**

Mr. Christensen mentioned the Governor released his initial proposal for the State's 2015-16 budget on January 9<sup>th</sup> and it contained great news for education. He mentioned he would highlight a few areas and provide more details at the February 11<sup>th</sup> Budget Workshop.

Mr. Christensen provided a general overview of the California economy, pointing out all the national and state levels were going in the right direction and that all the forecasts indicate good growth in the economy.

State Revenues:

- 2014-15 = \$108 billion; up \$2.6 billion from Budget Act
- 2015-16 = \$113.4 billion; 4.9% increase from 2014-15 revision
  - 4.9% for Personal Income Tax
  - 7.4% for Sales and Use Tax
  - 5.8% for Corporation Tax
- Capital Gains tax receipts characterized as “volatile”. The table below depicts the percentage of State Revenues attributed to Capital Gains tax:

07-08	08-09	09-10	10-11	11-12	12-13	13-14 <sup>(P)</sup>	14-15 <sup>(E)</sup>	15-16 <sup>(E)</sup>
11.4%	5.7%	2.7%	5.2%	5.0%	10.8%	8.1%	11.0%	9.4%

<sup>P</sup> = Preliminary    <sup>E</sup> = Estimate

Prop 98:

- Guarantee Calculations:
  - 2013-14 = \$58.7 billion; \$0.4 billion higher than estimate in 2014-15 State Budget
  - 2013-14 = \$58.7 billion; \$0.4 billion higher than estimate in 2014-15 State Budget
  - 2014-15 = \$63.2 billion; \$2.3 billion higher than estimate in 2014-15 State Budget (Test 1)
  - 2015-16 = \$65.7 billion; 4% increase from prior year revised (Test 2)
- Distribution to K-12:
  - \$900 million in 2014-15 to eliminate remaining inter-year deferrals
  - \$4 billion to LCFF
  - \$1.1 billion for one-time discretionary funds to reduce prior year Mandated Cost Reimbursement Claims, distributed on a per ADA basis, which districts can but are not required to use for Common Core implementation
- Prop 2 “Rainy Day Fund” (Prop 98 portion operative starting 2015-16):
  - Requires the following conditions to be met before a deposit is made:
    - Maintenance Factor fully repaid (projections indicate \$2.7 billion balance at end of 2014-15; \$1.9 billion balance at end of 2015-16)
    - Test 1 for Prop 98 Guarantee operative (39.47% of State Revenues plus Property Taxes)
    - COLA and increases in workload (attendance) fully funded
    - Capital Gains tax revenues greater than 8% of State revenues
  - Governor’s projections indicate no deposit required for 2015-16 through 2018-19. Mr. Christensen explained that three of four conditions have been met in 2014-15, and it is probable or possible all four conditions will be met within the next two subsequent years.

Other Budget and Fiscal Policy Proposals:

- School Facilities
  - No funding but opens dialogue for revised system to include:
    - Local Control and Flexibility:
      - Increase to statutory Prop 39 assessed valuation CAPs to, at a minimum, match the rate of inflation experienced since passage of Prop 39
      - Reform Developer Fees to a single fee between current Level 2 and Level 3 rates
      - Allow use of RRMA accumulation for new construction and modernization
    - Targeting Resources to Areas of Need:
      - Funds to districts with low per-pupil assessed values with needs that cannot be met with local resources
      - Health and safety projects and severely overcrowded schools priority for state resources

- Sliding scale to determine the level of state and local shares of project costs based on the local capacity to fund a project

Mr. Christensen mentioned these were just a few changes and additional details would be provided at the Budget Workshop on February 11.

**Capital Improvement**

**2.1. Authorization to Disseminate Bid for Construction of Pepper Drive Grass Field – Hard Bid**

Mr. Christensen clarified that in order for the District to apply for the \$200,000 Neighborhood Reinvestment Program grant from the County of San Diego, it is necessary to provide them a cost estimate for the project in the form of a bid. He explained Administration is asking the Board for authorization to disseminate the bid now. The District's plan is to send a copy of the lowest responsive bid with the application to the County of San Diego by February 11<sup>th</sup> in order for the County to get the grant approval on their March 3<sup>rd</sup> meeting for consideration. Administration plans to bring the bid award to the Board for consideration at the March 17<sup>th</sup> Board meeting after the County has approved the grant funding.

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

**Superintendent**

**3.1. Board of Education Self-Evaluation**

President Burns requested Board Members complete the self-evaluations and return them to the following meeting for compiling and scoring.

**3.2. Review/Adoption of Santee School District Governance Standards**

President Burns inquired on any revisions to the Governance Standards. Being no revisions, Member Levens-Craig moved approval.

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

**F. BOARD POLICIES AND BYLAWS**

**1.1. Second Reading: Board Policy Annual Review**

- BP 1312.1 Complaints Concerning District Employees
- BP 4116 Probationary/Permanent Status
- BP 4315.1 Competence in Evaluation and Instructional Methodologies
- BP 5116.1 Intradistrict Open Enrollment
- BP 6145 Extracurricular and Cocurricular Activities

President Burns explained Board Bylaw 9310, Board Policies, and Education Code 35160.5 required that the Board annually review the listed Board Policies. With no additional revisions, Member Ryan moved approval.

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

**G. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS**

President Burns inquired on the Board's attendance to the Santee Chamber of Commerce Annual Awards Dinner Celebration. He mentioned the event was the same night as the Santee School District

Foundation Art Show. Members Ryan and Fox expressed an interest in attendance. Member Levens-Craig mentioned she might attend but would confirm at a later date.

President Burns asked the Board to review upcoming events. Member Levens-Craig asked if it was possible to begin the Budget Workshop a little earlier. President Burns mentioned he would work with the Superintendent on the possibility of starting the Budget Workshop earlier.

Member Levens-Craig mentioned March 10 was CSBA's Legislative Action Day and inquired on the Board's interest in participating. Member Ryan explained the majority of time appointments are with legislative staff and not the legislators and found our local meetings with the legislators more productive. Member Levens-Craig mentioned an increase in cost of attorney fees and asked for a current synopsis of expenses.

Member El-Hajj thanked Member Levens-Craig for the summary of the workshops she attended at the CSBA Annual Conference.

President Burns mentioned attending some of the Professional Development workshops on January 16. He mentioned the event was well organized, staff was very engaged, and commended Dr. S. Pierce and the Educational Services staff for their hard work in putting the workshops together. President Burns suggested inviting community leaders to attend future sessions so they can understand the purpose of holding Professional Development days.

President Burns mentioned attending the San Diego East County Chamber of Commerce Business Education Committee meeting for the STEAM presentation by Chet F. Harritt students. He mentioned the presentation was very impressive. President Burns mentioned he would be sending thank you letters to the students on the Board's behalf. Member Levens-Craig mentioned she received a text from the Committee Chair commending the students and staff for the presentation.

#### **H. CLOSED SESSION**

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

1. Conference with Labor Negotiator (Gov't Code § 54957.6)  
*Agency Negotiators: Karl Christensen, Assistant Superintendent; and  
Tim Larson, Assistant Superintendent*  
*Employee Organization: Santee Teachers Association (STA)*
2. Conference with Labor Negotiator (Gov't Code § 54957.6)  
*Agency Negotiators: Karl Christensen, Assistant Superintendent; and  
Tim Larson, Assistant Superintendent*  
*Employee Organization: Classified School Employees Association (CSEA)*
3. Conference with Real Property Negotiators (Gov't Code § 54956.8)  
*Property:*
  - *Parcels 383-112-05 and 383-112-28 located on the north side of Prospect Avenue east of Marrokal Lane (known as Renzulli site)*
  - *10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)*
  - *Parcel 366-050-16 (known as Elliott Site)**Agency Negotiator: Karl Christensen, Assistant Superintendent*
4. Conference with Legal Counsel – Anticipated Litigation (Govt. Code § 54956.9)  
*- One (1) Case*
5. Conference with Legal Counsel – Existing Litigation (Govt. Code § 54956.9)  
*- Case #: 37-2013-00034970-CUPO-CTL*
6. Public Employee Performance Evaluation (Gov't Section § 54957)  
*Superintendent*

The Board entered closed session at 7:56 p.m.

**I. RECONVENE TO PUBLIC SESSION**

The Board reconvened to public session at 10:00 p.m. No action was reported.

**J. ADJOURNMENT**

With no further business, the regular meeting of January 20, 2015 adjourned at 10:00 p.m.

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Elana Levens-Craig, Clerk

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Cathy A. Pierce, Ed.D., Secretary

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

January 28, 2015  
**MINUTES**

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

**A. OPENING PROCEDURES**

The meeting was called to order at 6:00 p.m. by President Burns.

**B. PUBLIC COMMUNICATION**

There was no public communication.

**C. CLOSED SESSION**

1. Consideration of Student Matter (Ed. Code § 48918) Student #: 4-14

The Board entered closed session at 6:05 p.m. for to discuss student discipline hearings for student #s 4-14. This matter was heard by the Santee School Board Members, Dustin Burns, Barbara Ryan, Elana Levens-Craig, and Ken Fox in closed session. Oral and documentary evidence was received. Following the presentation of evidence, President Burns announced the Board members would deliberate and all other persons were asked to leave the room.

**D. RECONVENE TO PUBLIC SESSION AND ADJOURNMENT**

The Board reconvened to public session at 7:20 p.m.

**ACTION TAKEN BY BOARD**

It was motioned by Member Ryan to expel student # 4-14 from the Santee School District for violation of California Education Code Sections 48900 (b) Possessed, sold, or otherwise furnished a weapon (firearm, knife, explosive, or other dangerous object) of no reasonable use to the pupil at school, and 48900(k) Disrupted school activities, and Santee School District Board Policy 5144.1: Students: Suspension and Expulsion/Due Process and Administrative Regulations 5144.1.

The expulsion shall be immediately suspended herewith, and the student shall complete the following elements in a Rehabilitation Plan:

- Remain at the Santee Success Program through June 17, 2015. Student may not return to his previous school or any other Santee School District school.
- Maintain 2.5 GPA for scholarship, effort and citizenship performance.
- Receive no new suspensions.
- Attend school regularly with no unexcused absences or tardies.
- Adhere to a student behavior plan developed by school administration including parent drop off and pick up from school daily.
- Perform 20 hours of community service by June 1, 2015.
- Complete a counseling program by June 1, 2015 for decision-making/peer pressure, anger management, and intimidation and harassment.
- Student will stay off of any other Santee School District campuses both before and after school.
- Student will participate in psychological assessment to determine level of risk to self or others.
- Complete all elements of this Rehabilitation Plan by June 15, 2015 and present documentation to verify completion.

A parent must meet with the Coordinator of Pupil Services by January 30, 2015, to review and sign the Rehabilitation Plan. If the parent fails to meet within the designated time and/or does not sign the Rehabilitation Plan, the student may be expelled without further Board action.

Upon satisfactory completion of all activities in this Rehabilitation Plan, the student record will be expunged of this expulsion order.

*Motion: Ryan*

*Second: Fox*

*Vote: 4-0 (Member El-Hajj not present)*

**E. ADJOURNMENT**

The January 28, 2015 special meeting was adjourned at 7:25 p.m.

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Elana Levens-Craig, Clerk

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Dr. Cathy A. Pierce, Secretary

**BACKGROUND:**

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

In accordance with Sections 35044, 35172, and 35173 of the Education Code, the Board of Education shall provide for payment of travel expenses for any representative of the Board when performing services on behalf of the District.

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

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

**RECOMMENDATION:**

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

This recommendation supports the following District goal:

**Staff Development**

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

**FISCAL IMPACT:**

The estimated travel expenses are disclosed on the following page(s).

**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 - February 3, 2015**

Travel Dates		Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Travel
Tuesday	01/20/15	Ed Gigliotti Kirsten Stretton	PA CP	Self-Regulation Seminar (Stop Bullying)	Ontario	\$0	\$212	Student Support Services	This seminar will provide techniques to help students better handle anger, anxiety, impulsiveness, etc.
Thursday	02/19/15	Renee Steel	ERC	Annual Western Regional Conference on Behavior Analysis	San Diego	\$0	\$480	Special Education	This conference will provide early intervention training for children with autism and other self-injurious behaviors.
Thursday	03/05/15	Elana Levens-Craig	Board	STEAM Connect Conference 2015	San Diego	\$0	\$75	Board	This conference will enhance the leadership of STEAM education.
<b>Travel Requests That Require Airfare/Trainfare, Overnight Stay, and/or Travel Outside of the State of California</b>									
Thurs-Fri,	03/19/15- 03/20/15	Joseph Kemery Gillian Ryan Daniel Saksa	PA PA HC	Annual CUE Conference	Palm Springs	\$236 \$236 \$236	\$394 \$520 \$394	PRIDE Academy PRIDE Academy Hill Creek	This conference focuses on advancing student achievement through the use of technology.
Sun-Tues	05/03/15- 05/05/15	Cathy Abel	CNS	California School Nutrition Association Industry Conf.	Anaheim	\$0	\$968	Child Nutrition	This conference provides updates on state regulations.
Mon-Fri,	06/22/15- 06/26/15	Michele Ross Teacher (TBD)	CH CH	Teacher's College Reading and Writing Project	New York	\$0	\$2,180	Carlton Hills	The Writers Institute is designed to establish models of best practices in writing instruction.
OR		Teacher A (TBD)	PD			\$0	\$2,180	Carlton Hills	
Mon-Fri,	08/3/15 - 08/07/15	Teacher B (TBD)	PD			\$0	\$2,430	Pepper Drive	
		Teacher C (TBD)	PD			\$0	\$2,430	Pepper Drive	
		Teacher D (TBD)	PD			\$0	\$2,430	Pepper Drive	
		Teacher A (TBD)	CP			\$0	\$2,613	Cajon Park	
		Teacher B (TBD)	CP			\$0	\$2,613	Cajon Park	
		Teacher C (TBD)	CP			\$0	\$2,613	Cajon Park	
		Teacher D (TBD)	CP			\$0	\$2,613	Cajon Park	
		Teacher E (TBD)	CP			\$0	\$2,613	Cajon Park	
		Teacher F (TBD)	CP			\$0	\$2,613	Cajon Park	
		Teacher G (TBD)	CP			\$0	\$2,613	Cajon Park	
		Teacher H (TBD)	CP			\$0	\$2,613	Cajon Park	
		Teacher I (TBD)	CP			\$0	\$2,613	Cajon Park	
		Sheryl Ford	SC			\$0	\$2,855	Sycamore Canyon	
		Jim Rosa	RS			\$0	\$2,597	Rio Seco	
		Rebecca Brodeen	RS			\$0	\$2,597	Rio Seco	
		Chythia Kaufman	RS			\$0	\$2,597	Rio Seco	
		Krista Garcia	RS			\$0	\$2,597	Rio Seco	
		Colleen Peterson	RS			\$0	\$2,597	Rio Seco	

Consent Item D.2.2.  
Prepared by Karl Christensen  
February 3, 2015

Approval/Ratification of Expenditure Transactions  
Charged to District Issued Purchasing Cards (P-Cards)

**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 December 1, 2014 through December 31, 2014.

This recommendation supports the following District goal:

**Fiscal Accountability**

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

**FISCAL IMPACT:**

There were 106 transactions totaling \$11,104.33 charged to various funds.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.2.

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20141210	ABEL,CATHY	CHILD NUTRITION	UCD CEVS-TN	64.00	Workshop Registration : Successful Menu Planning: USDA Nutrition Standards
20141211	ABEL,CATHY	CHILD NUTRITION	TARGET.COM *	28.07	Hand Held Vacuum
20141214	ABEL,CATHY	CHILD NUTRITION	THE WEBSTAIRANT STORE	154.82	Foed Delivery Bags
20141216	ABEL,CATHY	CHILD NUTRITION	WAL-MART #1917	16.17	Dust buster
20141222	ABEL,CATHY	CHILD NUTRITION	OFFICE DEPOT #5125	359.56	Printer Ink
				<b>622.72</b>	
20141203	ARREOLA,LISA	SUPERINTENDENTS OFFICE	AWARDS BY NAVAJO	63.36	Supplies for Board meeting
20141207	ARREOLA,LISA	SUPERINTENDENTS OFFICE	EB CALIFORNIA STEM SU	312.22	Registration for Member Levens-Craig to attend California STEM Summit 2015
20141209	ARREOLA,LISA	SUPERINTENDENTS OFFICE	TARGET 00014852	1.57	Supplies for Board meeting
20141210	ARREOLA,LISA	SUPERINTENDENTS OFFICE	MICHAELS STORES 3256	45.78	Supplies for Board meeting
20141212	ARREOLA,LISA	SUPERINTENDENTS OFFICE	TARGET 00009977	18.80	Supplies for Board meeting
20141212	ARREOLA,LISA	SUPERINTENDENTS OFFICE	TARGET 00014852	1.35	Supplies for Board meeting
20141214	ARREOLA,LISA	SUPERINTENDENTS OFFICE	LOWES #01661*	35.58	Supplies for Board meeting
20141215	ARREOLA,LISA	SUPERINTENDENTS OFFICE	MICHAELS STORES 8709	16.02	Supplies for Board meeting
20141215	ARREOLA,LISA	SUPERINTENDENTS OFFICE	AWARDS BY NAVAJO	16.30	Supplies for Board meeting
20141216	ARREOLA,LISA	SUPERINTENDENTS OFFICE	MICHAELS STORES 8709	13.72	Board meeting supplies
20141218	ARREOLA,LISA	SUPERINTENDENTS OFFICE	VONS STORE00020644	21.89	Board meeting supplies
20141221	ARREOLA,LISA	SUPERINTENDENTS OFFICE	VONS STORE00020644	43.59	Employee recognition
20141223	ARREOLA,LISA	SUPERINTENDENTS OFFICE	WESTIN	(462.99)	Refund of Barbara Ryan's accommodations for Delegate Assembly.
				<b>127.19</b>	
20141203	BAKER,HOPE	OST PROGRAMS	WAL-MART #1917	81.85	Other/Instructional
20141210	BAKER,HOPE	OST PROGRAMS	WAL-MART #3524	175.82	Other/Instructional
				<b>257.67</b>	
20141209	BECKER,CHRISTINA	FACILITIES & MAINTENANCE	HALDEMAN INC	192.12	HVAC Supplies - Cajon Park
20141219	BECKER,CHRISTINA	FACILITIES & MAINTENANCE	SOUTHWEST AIRLINES	194.20	Cash 36th Annual Conference Sacramento Airline Ticket
				<b>386.32</b>	
20141211	BILLICK,JERI	SYCAMORE CANYON	IMAGESTUFF.COM	86.14	Perfect attendance tags
20141211	BILLICK,JERI	SYCAMORE CANYON	STUDENT SUPPLY 2	87.11	Student rewards and incentives
20141212	BILLICK,JERI	SYCAMORE CANYON	U. S. SCHOOL SUPPLY	80.90	Student awards and incentives
20141222	BILLICK,JERI	SYCAMORE CANYON	THE 2 SISTERS/THE DAILY	69.00	Curriculum
				<b>323.15</b>	
20141205	BRASHER,PAMELA	OST PROGRAMS	SEE*SEES CANDIES MO	1,877.50	FOOD FUNDRAISER
20141211	BRASHER,PAMELA	OST PROGRAMS	OFFICE DEPOT #908	350.24	OTHER/INSTRUCTIONAL
20141211	BRASHER,PAMELA	OST PROGRAMS	99 CENTS ONLY STORES #	55.07	OTHER/INSTRUCTIONAL
20141214	BRASHER,PAMELA	OST PROGRAMS	ALBERTSONS #6727	41.17	FOOD FUNDRAISER
20141214	BRASHER,PAMELA	OST PROGRAMS	FOOD4LESS #0349	97.81	FOOD FUNDRAISER
20141216	BRASHER,PAMELA	OST PROGRAMS	WAL-MART #3494	313.63	OTHER/INSTRUCTIONAL
20141221	BRASHER,PAMELA	OST PROGRAMS	SCHOLASTIC BOOK FAIRS	160.38	BOOKS- PS (95.19%)
20141221	BRASHER,PAMELA	OST PROGRAMS	SCHOLASTIC BOOK FAIRS	8.10	BOOKS- YALE (4.81%)
				<b>2,903.90</b>	
20141209	BROGAN-BARANSKI,K	CARLTON OAKS	HYATT HOTELS	365.96	Travel- Schmitt and Iverson
20141210	BROGAN-BARANSKI,K	CARLTON OAKS	THE YELLOW BOOK ROAD	211.30	35 copies of student literature books
20141211	BROGAN-BARANSKI,K	CARLTON OAKS	OFFICESUPPLYINC.COM	91.07	36 student privacy boards
20141214	BROGAN-BARANSKI,K	CARLTON OAKS	SCHOOLMART TECHLINE ED	45.52	Student calculator caddy
				<b>713.85</b>	
20141209	HECK,TERRY	PRIDE ACADEMY	AMAZON MKTPLACE PMTS	10.40	Custodian cell phone holster
20141216	HECK,TERRY	PRIDE ACADEMY	SMART AND FINA10805810	40.58	Staff & PTA Holiday Breakfast
				<b>50.98</b>	
20141203	HICKS,TYLENE	CAJON PARK	WAL-MART #1917	22.80	Popsicles for 6th Grade Camp Fundraising
20141203	HICKS,TYLENE	CAJON PARK	WAL-MART #1917	39.82	Chips for Safety Patrol Incentive
20141203	HICKS,TYLENE	CAJON PARK	WAL-MART #1917	36.88	Wet Ones Wipes for Table/Wipe Downs (Allergies)
20141216	HICKS,TYLENE	CAJON PARK	MICHAELS STORES 3256	5.49	Key Rings for Re-keying the School
20141217	HICKS,TYLENE	CAJON PARK	THE HOME DEPOT 673	21.56	Duct Tape for Student Incentive (Taping Principal to the Wall)
20141218	HICKS,TYLENE	CAJON PARK	SMARTNFINAL39810803989	99.92	Popcorn for Student Incentives (Honor Roll)
				<b>226.67</b>	
20141212	HOHIMER,KAREN	HILL CREEK	ALBERTSONS #6727	35.16	Incentive items for "Stuff the Turkey" campaign
				<b>35.16</b>	
20141211	HOOKS,TED A	PEPPER DRIVE	AMAZON MKTPLACE PMTS	88.70	Supplies for Physical Science Lab (general)
20141217	HOOKS,TED A	PEPPER DRIVE	ALBERTSONS #6727	107.89	Supplies for Title I Parent Meeting
				<b>196.69</b>	
20141204	JOHNSTON ANDREW	CHET F. HARRITT	AMAZON.COM	43.70	"Understanding by Design Guide" 2 set books
20141219	JOHNSTON ANDREW	CHET F. HARRITT	BADWOLF PRESS	57.39	Environment Show Digital Download and Audio Recording for Susan Orsinelli. Musical plays for grades 2-6.
20141219	JOHNSTON ANDREW	CHET F. HARRITT	LEARNING A-Z	99.95	Licensing for Beth Treglio (LAS).
20141222	JOHNSTON ANDREW	CHET F. HARRITT	LEARNING A-Z	170.90	Licensing for Marybeth Atkinson. Reading and Science A-Z.
20141222	JOHNSTON ANDREW	CHET F. HARRITT	LEARNING A-Z	99.95	Licensing for Beth Treglio (LAS). Razkids.com

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
				<b>471.89</b>	
20141202	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	WILLY'S ELECTRONICS	161.49	Cabling
20141208	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	APL* ITUNES.COM/BILL	19.99	iPad Software (Caching Server)
20141217	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	WILLY'S ELECTRONICS	106.67	HDMI cables for PD
20141222	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	WWW.SIMPLISAFE.COM	24.99	Security System
				<b>313.14</b>	
20141210	MARTIN,SUZANNE	CHET F. HARRITT	AMAZON MKTPLACE PMTS	9.99	AC Adapter (POWER CABLE) for printer in lounge.
				<b>9.99</b>	
20141203	MCKINNON,KATHLEEN A	EDUCATIONAL SERVICES	THE HOME DEPOT 673	25.28	ERC Admin - Power strips
20141216	MCKINNON,KATHLEEN A	EDUCATIONAL SERVICES	TARGET 00014852	14.39	PD - Food - 12/16/14 Math Pilot Group Training
				<b>39.67</b>	
20141212	MICHEL,HOPE	SPECIAL EDUCATION	FAT CATALOG	41.15	Noise reducing headphones for student of R. Mahoney
20141224	MICHEL,HOPE	SPECIAL EDUCATION	NCS PEARSON	439.76	Testing Protocols - School Psych (75%)
20141224	MICHEL,HOPE	SPECIAL EDUCATION	NCS PEARSON	87.85	Testing Protocols - RSP (15%)
20141224	MICHEL,HOPE	SPECIAL EDUCATION	NCS PEARSON	58.64	Testing Protocols - General Ed (10%)
				<b>627.50</b>	
20141209	MONTLER,BONNER M	EDUCATIONAL SERVICES	ACE PARKING LOT #375	14.00	On-site parking fee for the Accountability Leadership Inst. For ELs and Immigrant Students. Town and Country Hotel (Mission Valley).
20141210	MONTLER,BONNER M	EDUCATIONAL SERVICES	ACE PARKING LOT #375	14.00	On-site parking fee for the Accountability Leadership Inst. For ELs and Immigrant Students. Town and Country Hotel (Mission Valley).
20141212	MONTLER,BONNER M	EDUCATIONAL SERVICES	APPLE STORE #R040	74.52	Wireless mouse for district issued MacBook Pro (Tag#65675)
				<b>102.52</b>	
20141208	ORTEGA,KAREN	HUMAN RESOURCES	TARGET 00014852	16.20	Holiday greeting cards
				<b>16.20</b>	
20141217	PIERCE,CATHY A	SUPERINTENDENT'S OFFICE	MIMIS CAFE 86	171.17	Meeting with Principals
				<b>171.17</b>	
20141216	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMAZON MKTPLACE PMTS	281.42	iPad cases for teacher-presenters at Jan. 16 professional development day.
20141216	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	DISCOUNTMUGS.COM	171.00	iPad styluses for teachers, admin., and support staff.
20141217	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	APL* ITUNES.COM/BILL	9.99	Piloting of iPad app "Inspiration."
20141218	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	BEST BUY MHT 00011452	51.83	High-capacity flash drive.
				<b>514.24</b>	
20141205	REES,TAMMY	PEPPER DRIVE	KURDISTAN TAXI	37.00	Taxi transportation for special ed student for IEP intake meeting.
20141221	REES,TAMMY	PEPPER DRIVE	FOOD4LESS #0394	116.02	Honor Roll Activity - Ice Cream sundaes.
				<b>153.02</b>	
20141204	RIFFEL,MEREDITH	PUPIL SERVICES	AMAZON MKTPLACE PMTS	12.99	Supplies for M. Rashap
20141204	RIFFEL,MEREDITH	PUPIL SERVICES	TARGET 00014852	15.65	Wipes for habich class
20141204	RIFFEL,MEREDITH	PUPIL SERVICES	OFFICE DEPOT #908	6.47	Mouse pad
20141204	RIFFEL,MEREDITH	PUPIL SERVICES	ALBERTSONS #6727	38.00	Bus pass for homeless
20141205	RIFFEL,MEREDITH	PUPIL SERVICES	AMAZON MKTPLACE PMTS	12.33	Supplies-M Rashap
20141205	RIFFEL,MEREDITH	PUPIL SERVICES	AMAZON MKTPLACE PMTS	7.83	Supplies-M Rashap
20141207	RIFFEL,MEREDITH	PUPIL SERVICES	MICHAELS STORES 3256	19.40	Craft night supplies
20141209	RIFFEL,MEREDITH	PUPIL SERVICES	SMARTFINAL39810803989	33.03	Craft night
20141210	RIFFEL,MEREDITH	PUPIL SERVICES	WAL-MART #1917	4.21	Craft night
20141212	RIFFEL,MEREDITH	PUPIL SERVICES	FLAGHOUSE INC	246.77	Equipment for student in R. Habich class
20141217	RIFFEL,MEREDITH	PUPIL SERVICES	AMAZON MKTPLACE PMTS	14.79	Velcro strips for M. Rashap
				<b>411.47</b>	
20141205	ROSA,JIM	RIO SECO	DELL SALES & SERVICE	129.59	Replacement ink cartridges for DELL printer (Rm. 12)
20141205	ROSA,JIM	RIO SECO	AMAZON.COM	53.98	Electric ball pump
20141217	ROSA,JIM	RIO SECO	TARGET 00014852	120.00	Gift cards for Attendance Incentives
20141219	ROSA,JIM	RIO SECO	DELL SALES & SERVICE	442.77	Replacement ink cartridges for DELL printers (Rms. 15, 23 & 104)
				<b>746.34</b>	
20141210	SCHWELLER,JOHN	PUPIL SERVICES	DELL SALES & SERVICE	280.76	Printer cartridges for SSP
20141216	SCHWELLER,JOHN	PUPIL SERVICES	TARGET 00014852	15.65	Wipes for C. Chadwick & S. Whittaker class
20141216	SCHWELLER,JOHN	PUPIL SERVICES	THINK SOCIAL PUBLISHN	450.00	Conference for 3 SLP's
				<b>746.41</b>	
20141210	SHEEN,KRISTINA D	OST PROGRAMS	99 CENTS ONLY STORES #	133.88	OTHER/INSTRUCTIONAL
20141210	SHEEN,KRISTINA D	OST PROGRAMS	99 CENTS ONLY STORES #	86.32	OTHER/INSTRUCTIONAL
20141210	SHEEN,KRISTINA D	OST PROGRAMS	99 CENTS ONLY STORES #	98.06	OTHER/INSTRUCTIONAL
20141218	SHEEN,KRISTINA D	OST PROGRAMS	WAL-MART #1917	45.48	OTHER/INSTRUCTIONAL
20141219	SHEEN,KRISTINA D	OST PROGRAMS	DOLRTREE 3194 00031948	71.20	SUPPLIES FOR WINTER BREAK
				<b>434.94</b>	
20141204	SIMPSON,DEBRA	RIO SECO	VONS STORE00018978	48.90	Faculty Mtg. Refreshments
20141209	SIMPSON,DEBRA	RIO SECO	HYATT HOTELS	413.96	Travel for Heather Glanz
				<b>462.86</b>	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20141203	SOUTHCOTT,STEPHANIE	HILL CREEK	SSI'SCHOOL SPECIALTY	(9.17)	Sensory toy return
20141204	SOUTHCOTT,STEPHANIE	HILL CREEK	STUDENTTREASURES8008672	<u>27.85</u>	Books
				<u>18.68</u>	
20141204	STARKEY,MARK	INFORMATION TECHNOLOGY	PAYPAL *CALIFORNIAG	109.00	Emergency server that was purchased.
20141204	STARKEY,MARK	INFORMATION TECHNOLOGY	PAYPAL *CALIFORNIAG	(109.00)	Emergency server that was cancelled.
20141205	STARKEY,MARK	INFORMATION TECHNOLOGY	METAGEEK	<u>19.99</u>	Network monitoring software for Technology.
				<u>19.99</u>	
			106	<u><u>11,104.33</u></u>	

Consent Item D.2.3.  
Prepared by Karl Christensen  
February 3, 2015

Approval/Ratification of Revolving Cash Report

**BACKGROUND:**

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

**RECOMMENDATION:**

Administration recommends approval of checks #22364 through #22365 on the \$15,000 Revolving Cash Account.

This recommendation supports the following District goal:

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The fiscal impact is \$182.94 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.2.3.

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

Date	Number	Name	Memo	Amount
01/21/15	22364	Board of Equalization	Diesel Fuel Tax Return- 4th Quarter 2014	34.88
01/22/15	22365	South Bay Union School District	Transfer of 6th Grade Camp Fundraising Funds	148.06

**Total Checks Written** \$182.94

**Total to be Reimbursed** \$182.94

Consent Item D.2.4.  
Prepared by Karl Christensen  
February 3, 2015

Approval/Ratification for Farmers  
Market at Pepper Drive School

**BACKGROUND:**

In 2007, the Santee School District adopted a Wellness Policy. One of goals of the policy is to provide Nutrition Education to students.

Food For Thought is a company that works with small growers to get locally grown produce into schools. They offer farmers markets on campus and provide nutrition education lessons for students in Grades K-5. These sessions are fun, festive, and educational and introduce students to new, healthy food choices for themselves and their families. In addition, students learn about the value of money as they buy healthy foods.

Each child is provided School Bucks to purchase fresh, in season, fruits and vegetables to take home. Over the last two years we brought this program to 8 of our 9 schools. This year we are including the final school. Parents, staff, and students have made many positive comments about the farmers markets.

**RECOMMENDATION:**

It is recommended that the Board of Education approve/ratify conducting a Farmers Market at Pepper Drive School on January 23, 2015.

This recommendation supports the following District goal:

**Learning Environment**

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

**FISCAL IMPACT:**

The cost of approximately \$2,200 will be paid from the Child Nutrition fund.

**STUDENT ACHIEVEMENT IMPACT:**

Students who choose healthy foods feel better and therefore show improved academic achievement.

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Vote: \_\_\_\_\_

Agenda Item D.2.4.



**BACKGROUND:**

Vavrinek, Trine, Day & Co., LLP has provided services for the District's annual audit for many years. They continue to provide quality service and Administration recommends contracting with them for the next three (3) years.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the contract for auditing services with Vavrinek, Trine, Day & Co., LLP for the 2014-15, 2015-16, and 2016-17 fiscal years.

This recommendation supports the following District goal:

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The maximum fees for each year are as follows and are paid by Business Services:

- 2014-15 = \$21,500
- 2015-16 = \$22,000
- 2016-17 = \$23,000

**STUDENT ACHIEVEMENT IMPACT:**

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

## CONTRACT FOR AUDITING

This agreement made and entered into this \_\_\_\_\_ of January 2015, between the Governing Board of the Santee School District, of San Diego County, State of California hereafter referred to as "District" and VAVRINEK, TRINE, DAY & CO., LLP, Certified Public Accountants, hereafter referred to as "Auditors".

We understand the services we are to provide the District for the years ended June 30, 2015, 2016, and 2017. We will audit the financial statements, including the related notes to the financial statements, which collectively comprise the basic financial statements, financial statements of the District, as of and for the three-year period beginning July 1, 2014 and ending June 30, 2017. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A) to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedules
3. Schedule of Other Postemployment Benefits (OPEB) Funding Progress

Supplementary information other than RSI, also accompanies District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of Expenditures of Federal Awards.
2. Schedules required by current *Standards and Procedures for Audits of California K-12 Local Educational Agencies*, issued by the Education Audit Appeals Panel.

The following additional information accompanying the basic financial statements will be subjected to the auditing procedures applied in our audit of the financial statement, and our auditor's report will not provide an opinion or any assurance on that other information.

1. Combining Statements – Non-Major Governmental Funds

### **AUDIT OBJECTIVES**

The objective of our audit is the expression of an opinion as to whether your basic financial statements are fairly presented, in all material respects, in conformity with United States generally accepted accounting principles and to report on the fairness of the supplementary information referred to above when considered in relation to the financial statements taken as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and OMB Circular A-133 in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with United States generally accepted auditing standards; the standards outlined in the *Standards and Procedures for Audits of California K-12 Local Educational Agencies* the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinion on the financial statements or the Single Audit compliance opinion is other than unmodified, we will fully discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

## **MANAGEMENT RESPONSIBILITIES**

Management is responsible for the basic financial statements, and all accompanying information as well as all representations contained therein. You are responsible for making all management decisions and performing all management functions relating to the financial statements, Schedule of Expenditures of Federal Awards, and related notes and for accepting full responsibility for such decisions. As part of the audit, we will assist with preparation of your financial statements, Schedule of Expenditures of Federal Awards, and related notes. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements and for preparation of the Schedule of Expenditures of Federal Awards in accordance with the requirements of OMB Circular A-133. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and the Schedule of Expenditures of Federal Awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any non-audit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities (if applicable), the aggregate discretely presented component units (if applicable), each major fund, and the aggregate remaining fund information of the District and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for federal award program compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include, identifying significant vendor relationships in which the vendor has the responsibility for program compliance and for the accuracy and completeness of that information. Management's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review during a week prior to the report date.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, and the timing and format related thereto.

### **AUDIT PROCEDURES - INTERNAL CONTROLS**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors are limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weakness. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards, Government Auditing Standards, and OMB Circular A-133.



## **AUDIT PROCEDURES - COMPLIANCE**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of test of transactions and other applicable procedures described in the OMB Circular A-133 Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. The purpose of those procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

## **AUDIT ADMINISTRATION AND ACCESS TO WORKPAPERS**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will provide the appropriate number of copies of our reports to the District; however, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and a corrective action plan) along with the Data Collection Form to the designated Federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits. At the conclusion of the engagement, we will assist management in submitting the reporting packages.

The audit documentation for this engagement is the property of the auditors and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the appropriate Cognizant or Oversight Agency for Audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of the auditor. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release or for any additional period requested. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Brian C. Ruff is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

#### **AUDIT FEES**

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The fee listed below is based on anticipated cooperation from your personnel, the assumption that unexpected circumstances will not be encountered during the audit, no significant changes in reporting format and/or audit requirements or significant changes in the operations of the District.

If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

The maximum annual fee for auditing services under the terms of this contract shall not exceed \$21,500 for the year ending June 30, 2015, \$22,000 for June 30, 2016, and \$23,000 for June 30, 2017, for personal services, with the exception that any additional auditing services provided for (1) any changes in District reporting format, i.e., GASB requirements and/or audit requirements, issued by the Education Audit Appeals Panel, Federal Agencies, American Institute of Certified Public Accountants, or Governmental Accounting Standards Board, (2) any changes in the number of funds or accounts maintained by the District during the period under this contract, and (3) any Federal Program and State Special Projects/compliance issues shall be in addition to the above maximum fee for personal services.

The final installment will represent the 10% withheld amount pursuant to *Education Code* Section 14505 and will be presented for payment upon certification by the Controller that the audit report conforms to the reporting provisions of the Audit Guide. All billings for additional audit fees or services will be billed as these services are provided. In accordance with *Education Code* Section 14505 (b), the District shall withhold fifty percent (50%) of the audit fee for any subsequent year of multi-year contract if the prior year's audit report was not certified as conforming to reporting provisions of the audit guide. This contract shall be null and void if a firm or individual is declared ineligible pursuant to subdivision (c) of Section 41020.5. The withheld amount shall not be payable unless payment is ordered by the State Board of Accountancy or the audit report for that subsequent year is certified by the controller as conforming to reporting provisions of the audit guide.

## COMPENSATION

All personal services performed by the Auditors shall be reimbursed at the following hourly rates:

Partner/Principal	\$	190
School Services Consultant		150
Manager		150
Supervisor		130
Senior in Charge		110
Staff Accountant		90
Paraprofessional		60

In addition to such payment for personal services, Auditors shall be reimbursed for such travel as may be necessary.

If a dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Rules before resorting to litigation. The costs of any mediation proceedings shall be shared equally by all parties. The District and Auditors both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the rules of the American Arbitration Association. Such arbitration will be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF DISPUTE OVER FEES, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

## **ANNUAL REPORT - FORM AND CONTENT, DELIVERY**

The form and content of the annual audit shall be in conformity, to the extent practicable, with such form and content as may be prescribed by the State of California under Section 41020 of the Education Code, including the required compliance audit provisions of Circular A-133, *Audits of State of Local Governments*, issued by the U.S. Office of Management and Budget, as issued pursuant to the Single Audit Act Amendments of 1996.

The audit shall be completed and the audit report shall be delivered in accordance with time requirements as specified in the *Standards and Procedures for Audits of California K-12 Local Educational Agencies*, issued by Educational Audit Appeals Panel, unless delayed by circumstances beyond the control of the Auditors. Fifteen (15) bound copies of the audit report may be rendered to the District, in addition to the copies required to be filed with the applicable governmental units. Copies in excess of the contract amount may be billed for an additional fee.

Government Auditing Standards require that we provide you with a copy of our most recent quality control review report. Our peer review report, for the year ended December 2011, accompanies this letter.

We appreciate the opportunity to be of service to Santee School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us. This contract will continue in effect until cancelled by either party.

## **WORKERS' COMPENSATION**

VAVRINEK, TRINE, DAY & CO., LLP is aware of the provisions of Section 3700 of the Labor Code that requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code. VAVRINEK, TRINE, DAY & CO., LLP is in compliance with such provisions.

NON LICENSEE OWNERS

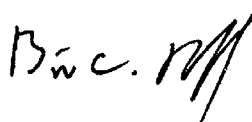
VAVRINEK, TRINE, DAY & CO., LLP has owners that are not licensed as certified public accountants as permitted under Section 5079 of the California Business and Professions Code. It may be anticipated that the non licensee owners will be performing limited audit services for the agency.

GOVERNING BOARD OF  
SANTEE SCHOOL DISTRICT

VAVRINEK, TRINE, DAY & CO., LLP

By

By



\_\_\_\_\_  
District

\_\_\_\_\_  
Partner

Federal Identification Number: 95-6002872

Consent Item D.3.1.

Approval of Alternative School of Choice  
Waiver 2015-2017

Prepared by Dr. Stephanie Pierce  
February 3, 2015

**BACKGROUND:**

Santee School District operates an Alternative Home School program allowing parents in the Santee community the opportunity to provide a home school experience. For schooling accountability purposes, parents and children submit weekly independent study contracts. These independent study contracts produce an average daily attendance and funding to maintain the program.

Education Code 51745.6a states that the ratio of average daily attendance for independent study pupils 18 years of age or less to school district full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio of pupils to full-time certificated employees for all other educational programs operated by the school district. A school district may request an Alternative School of Choice Waiver to increase by 10% the ADA-to-teacher ratio in the Alternative School.

Santee School District has a current waiver on file with the California Department of Education through the end of this school year. The Alternative School continues to experience enrollment fluctuations from month-to-month and the enrollment waiver will help support staffing needs based on enrollment fluctuations. Since this is a renewal waiver, a public hearing is not necessary for Board approval. A copy of the waiver request is attached.

**RECOMMENDATION:**

Administration recommends that the Board of Education approve the submission of Alternative School of Choice Waiver through June 2017.

This recommendation supports the following District goal:

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

**FISCAL IMPACT:**

There is no fiscal impact in submitting the waiver to the California Department of Education.

**STUDENT ACHIEVEMENT:**

Many students interact with their learning through first-hand experiences while in the Alternative School program since students are not in a traditional classroom setting.

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

Agenda Item D.3.1.



CALIFORNIA STATE DEPARTMENT OF EDUCATION  
**ALTERNATIVE SCHOOL OF CHOICE WAIVER REQUEST**  
 AEW-1 (Rev. 06-2014)

Check one: First time waiver   
 Renewal waiver

Return to: Educational Options, Student Support, and American Indian Education Office  
 California Department of Education  
 1430 N Street, Suite 6408  
 Sacramento, CA 95814-5901

Telephone: 916-323-2183  
 Fax: 916-323-6061

County and District Code: 

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6	8	3	6	1
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Local Educational Agency: Santee School District			Contact recipient of approval/denial notice: Dr. Stephanie Pierce		
Address:	City	State	ZIP	Phone:	
9619 Cuyamaca Street	Santee	CA	92071	(619) 258-2351	
Period of request: (month/day/year)		Local board approval date: (Required)		Date of public hearing:	
From: 07/01/15 To: 06/30/17		February 3, 2015		Note necessary for renewal waivers, unless controversial.	

**Part 1: LEGAL CRITERIA**

(PLEASE PROVIDE THE INFORMATION REQUESTED IN THE SPACES DESIGNATED)

1. **Under the Waiver Authority of the Education Code Section 58509, the particular Education Code or the California Code of Regulations section(s), or portion(s) thereof to be waived:** Santee School District is requesting a 10% increase in student enrollment over the District K-8 enrollment average. This request relates to Education Code 51745.6.

2. If this is a renewal of a previously approved waiver, list approval date, and attach a copy of the original document: January 5, 2010

3. **Position of the bargaining unit.** Does the district have any employee bargaining units?  Yes  No  
*Not necessary for Renewal Waivers unless controversial.*

Date(s) the bargaining unit(s) was/were consulted: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name of the bargaining unit person(s) consulted: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

The position(s) of the bargaining unit(s) was/were:  Neutral  Support  Oppose *Please summarize below.*

Comments (If appropriate):

4. **Public hearing requirement.** A public hearing is not simply a board meeting, but a properly noticed public hearing held during a board meeting at which time the public may testify on the waiver proposal. Distribution of local board agenda does not constitute notice of a public hearing. Acceptable ways to advertise include: (1) print a notice that includes the time, date, location, and subject of the hearing in a newspaper of general circulation; or (2) in small school districts, post a formal notice at each school and three public places in the district (modeled after Education Code Section 5362). *Not necessary for Renewal Waivers unless controversial.*

**How was the required public hearing advertised?**

Notice in a newspaper  Notice posted at each school  Other \_\_\_\_\_ *Please summarize below.*

5. **Advisory committies/school site councils.** Please identify the committee or council that reviewed this waiver:  
*Not necessary for Renewal Waivers unless controversial.*

\_\_\_\_\_

Date the committee/council reviewed the waiver request: \_\_\_\_\_

Check here, if there were objection(s)  *Please summarize the objection(s) below.*

**PART II. PURPOSE AND DESIRED OUTCOMES**

**1. Summary of the *Education Code* or *California Code of Regulations* section(s) or portion(s) to be waived.**  
 Please summarize the meaning, in plain language, of the *Education Code* or *California Code of Regulations* Section(s) or portion(s) to be waived. If a portion of a section is requested to be waived, include that portion verbatim.

Students attending the Alternative (Home) School program complete weekly independent study contracts. The number of students in the Alternative Home School would need to have the same ADA-to-teacher ratio as the District ADA-to-teacher ratio as the other educational programs operated in the school district.

**2. Desired outcome/rationale.**  
 State what you hope to accomplish with the waiver. Describe briefly the circumstances that brought about the request and why the waiver is necessary to achieve improved student performance and/or streamline or facilitate local agency operations.

Santee School District has been operating an Alternative School for many years and has an existing waiver to allow for the fluctuation of student ADA. As in years past, the school expects to experience a monthly fluctuation of students enrolling and un-enrolling. Because of this fluctuation, the District is requesting the waiver to provide an increase of 10% above the District base ADA-to-teacher ratio of 27.25. The ADA-to-teacher ratio for the purposes of Independent Study Contracts would then be 29.98 to 1. This waiver would help the district with any future staffing needs, particularly as the enrollment grows.

**3. For a waiver renewal, district also must certify:**

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| True                                | False                    |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The facts which precipitated the original waiver request have not changed.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The remedy for the problem has not changed.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Members of the local governing board and district staff are not aware of the existence of any controversy over the implementation of this waiver or the request to extend it. |

Renewals of Alternative School of Choice waivers must be submitted **two months prior** to the date the active waiver expires. The local governing board must approve the renewal request. Because the district certifications above assure the State Superintendent that there is no evidence of controversy associated with the waiver's renewal, it is not necessary to repeat the public hearing. Submit the renewal request **at least two months before the waiver expires** to ensure enough time for action by the State Superintendent before the present waiver expires. Retroactive waivers must go through the *first time waiver process*.

**District or County Certification**

*I hereby certify that the information provided on this application is correct and complete.*

	Assistant Superintendent	02/03/2015
Signature of Superintendent or Designee	Title	Date

**FOR CALIFORNIA DEPARTMENT OF EDUCATION USE ONLY**

Responsible Office: \_\_\_\_\_ Guidelines:  Met  Not Met  Don't Exist

**CALIFORNIA DEPARTMENT OF EDUCATION RECOMMENDATION:**  Approve  Deny

Staff (Type or print)	Staff (Signature)	Date:
Unit Manager (Type or print)	Unit Manager (Signature)	Date:
Division Director (Type or print)	Division Director (Signature)	Date:
Deputy (Type or print)	Deputy (Signature)	Date:

Consent Item D.4.2.

Proclamation for National School Counseling Week (2/2/15 – 2/6/15) and National School Social Work Week (3/1/15 – 3/7/15)

Prepared by Tim Larson  
February 3, 2015

**BACKGROUND:**

School counseling and school social work has been a contributing factor in the success of students in Santee School District for the past ten years. These programs have evolved over the past decade and serve students at all Santee Schools. Nationally, the American School Counselor Association (ASCA) has sponsored the National School Counseling Week program for many years to shed light on the valuable contribution school counselors make in helping students focus on academic, personal, social, and career development by declaring February 2 - 6 as National School Counseling Week.

The National School Social Work Association has declared March 1 - 7 as National School Social Work Week. School social workers partner with school, community, and agency personnel to address at-risk student concerns.

Santee is fortunate to have five school counselor/school social workers that work with more than 1,000 students each year to help students reach their full potential by implementing school counseling and social work programs that are a vital part of the educational process for all students as they meet the challenges of the 21st century.

**RECOMMENDATION:**

It is recommended that the Board of Education proclaim the week of February 2 – 6, 2015 as National School Counseling Week, and the week of March 1 – 7, 2015 as National School Social Work Week.

**FISCAL IMPACT:**

There is no cost to implement this proclamation.

**STUDENT ACHIEVEMENT:**

School counselors and school social workers directly support academic and social emotional growth of students in the Santee School District.

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

Agenda Item D.4.2.

## PROCLAMATION

NATIONAL SCHOOL COUNSELING WEEK – FEBRUARY 2 – 6, 2015

NATIONAL SCHOOL SOCIAL WORK WEEK – MARCH 1 – 7, 2015

**Whereas** school counselors and school social workers are employed to help students reach their full potential by implementing comprehensive school counseling programs that are a vital part of the educational process for all students as they meet the challenges of the 21st century; and

**Whereas** school counselors and school social workers are actively committed to helping students explore their abilities, strengths, interests, and talents as these traits relate to career awareness and development; and

**Whereas** school counselors and school social workers, help parents focus on ways to further the educational, personal, and social growth of their children; and

**Whereas** school social workers and school counselors work with teachers and other educators to help students explore their potential and set realistic goals for themselves; and

**Whereas** school social workers and school counselors seek to identify and utilize community resources that can enhance school sites and help students to become productive members of society; and

**Whereas** comprehensive developmental school counseling programs are considered an integral part of the educational process that enables all students to achieve success in school; and

**Whereas** Santee School District is fortunate to have outstanding school counselors and school social workers that have worked with more than 1,000 students in past years to support and enhance learning, as well as help students become resilient members of the community;

**NOW THEREFORE BE IT PROCLAIMED** that the Santee School District Board of Education does hereby proclaim February 2 – 6, 2015 as National School Counseling Week and March 1 – 7, 2015 as National School Social Work Week in Santee School District.

Congratulations to all of our school social workers and school counselors on making such an impact in the lives of our students and their families.

Adopted this 3<sup>rd</sup> day of February 2015.

\_\_\_\_\_  
Dustin Burns, President

\_\_\_\_\_  
Barbara Ryan, Vice-President

\_\_\_\_\_  
Elana Levens-Craig, Clerk

\_\_\_\_\_  
Ken Fox, Member

\_\_\_\_\_  
Dianne El-Hajj, Member

\_\_\_\_\_  
Dr. Cathy A. Pierce, Superintendent

Consent Item D.4.3.            Approval to Increase Work Hours for Identified Classified  
Non-Management Position

Prepared by Tim Larson  
February 3, 2015

**BACKGROUND:**

Hill Creek School currently has two (2) Instructional Assistant, Special Education II positions in an emotionally disturbed special day class. One (1) position is currently filled by an employee working 3.75 hours per day (8:45 – 12:30); the other position a 2.0 hours per day (12:00 – 2:00) and is currently vacant.

After several attempts to fill the vacant position, administration is recommending that the positions be combined to create one (1) position totaling 5.0 hours per day (8:45 – 1:45). This would allow for consistency in staffing and better communications between staff members.

If approved, the 5.0 hours per day position will be filled in accordance with Article 14 of the California School Employees Association (CSEA) collective bargaining agreement and the 2.0 hour vacant position will be eliminated.

**RECOMMENDATION:**

It is recommended that the Board of Education approve to increase work hours for the following position effective February 4, 2015:

- Increase one (1) Instructional Assistant, Special Education II position from 3.75 hours per day to 5.0 hours per day.

**FISCAL IMPACT:**

The annual cost to increase work hours for the Instructional Assistant, Special Education II position will be \$9,678. The special education program will offset some of the additional cost by saving \$6,247 after eliminating the 2.0 hour position.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.4.3.

**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.*

Discussion and/or Action Item E.1.1. Approval of Monthly Financial Report  
Prepared by Karl Christensen  
February 3, 2015

**BACKGROUND:**

Administration has prepared the accompanying Monthly Financial Report covering the period December 1, 2014 through December 31, 2014 prepared on a cash and modified accrual basis and include the District's revenue, expenditure, and cash activities.

**RECOMMENDATION:**

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

This recommendation supports the following District goal:

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The Monthly Financial Report shows a beginning cash balance of \$5,475,772; cash receipts of \$7,643,425; and disbursements of \$4,287,926 are reflected for the period of December 1, through December 31, 2014 resulting in an ending cash balance of \$8,831,271 as of December 31, 2014.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item E.1.1.

# Monthly Financial Report - December

1

## CASH REPORT FOR DECEMBER

		Actual	Projected*
Beginning Cash Balance as of December 1, 2014		\$5,475,772	\$4,739,731
<b>INCOME</b>			
A. Local Control Funding Formula			
State Aid	\$ 2,222,888		
Property Taxes	\$ 3,156,101		
		5,378,989	
B. Federal Income			
ARRA IDEA	-		
Federal Funding	139,726		
		139,726	
C. State Income			
EPA Funding	1,729,629		
		1,729,629	
D. Local Income			
Other Local Income	85,600		
Spec Ed	252,756		
		338,356	
E. Due to/Due from other funds		56,725	
F. Debt Proceeds		-	
<b>TOTAL INCOME</b>		<b>\$7,643,425</b>	<b>\$7,533,090</b>
Beginning Balance Plus Income		<b>\$13,119,197</b>	<b>\$12,272,821</b>
<b>DISBURSEMENTS</b>			
G. Commercial Warrants	\$ 350,062		
H. Payroll Warrants	3,172,556		
I. Statutory Employee Benefits	495,242		
J. Health & Welfare	231,170		
K. Other Outgo	38,896		
L. Interfund Borrowing Out	-		
M. Budget Adjustments	-		
<b>TOTAL DISBURSEMENTS</b>		<b>\$4,287,926</b>	<b>\$4,492,225</b>
Ending Cash Balance as of December 31, 2014		<b>\$8,831,271</b>	<b>\$7,780,596</b>

\* Based on Cash Flow Projection updated for First Interim FY 2014-15



**Budget Revisions  
Through December 31, 2014  
2014-15 Revised Budget**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Beginning Fund Balance	10,456,554	1,350,410	11,806,964
Estimated Income	39,307,351	11,451,867	50,759,218
Estimated Expenditures	<u>41,871,820</u>	<u>12,661,464</u>	<u>54,533,284</u>
Change in Fund Balance	(2,564,469)	(1,209,597)	(3,774,066)
Projected Ending Fund Balance	7,892,085	140,813	8,032,898
Less: Restricted Program Carryovers	-	140,813	140,813
Less: Non-Spendable			
Prepaid Expenses	375,869	-	375,869
Revolving Cash Fund	15,000	-	15,000
Stores Inventory	53,344	-	53,344
Less: Assigned Vacation Carryover	224,718	-	224,718
Assigned Site Carryover Balances	-	-	-
Less: Economic Uncertainty Reserve	1,635,999	-	1,635,999
Less: Reserve for State Budget Uncertainty	-	-	-
Uncommitted/Unassigned/Unappropriated Fund Balance	5,587,156	-	5,587,156
Fund 17 Projected End of Year Balance	<u>2,885,713</u>	<u>-</u>	<u>2,885,713</u>
Projected Reserves	<u>10,108,867</u>	<u>-</u>	<u>10,108,867</u>
As a % Estimated Expense Total	18.54%		
* Projected Reserve % 2015-16	12.49%		
* Projected Reserve % 2016-17	6.24%		

\* Based on most recent Multi-Year Projection at First Interim FY 2014-15

Discussion and/or Action Item E.1.2. Unpaid Accounts for Child Nutrition Program  
 Prepared by Karl Christensen  
 February 3, 2015

**BACKGROUND:**

Students participating in the National School Meal Program are designated as receiving Free, Reduced Priced, or Paid meals. The following table displays the amounts that are paid by the Federal Government, State Government, and the student/parent per meal:

<u>Meal</u>	<u>Category</u>	<u>Federal Reimbursement Per Meal</u>	<u>State Reimbursement Per Meal</u>	<u>Student Paid Amount per Meal</u>
<i>Breakfast</i>	Free	\$1.93	\$0.2248	\$0.00
	Reduced Price	\$1.63	\$0.2248	\$0.25
	Paid	\$0.28	\$0.00	\$1.25
<i>Lunch</i>	Free	\$3.00	\$0.2248	\$0.00
	Reduced Price	\$2.60	\$0.2248	\$0.40
	Paid	\$0.30	\$0.00	\$2.50

In March of 2014, the Board gave direction to Administration to cease the practice of providing an alternate meal for students in Paid status with unpaid accounts equivalent to 3 or more meals (alternative meals were not being provided to those in Reduced Price status). Since that time, the outstanding balances owed continues to rise substantially. In late March, the outstanding balance was \$5,636.00. As of January 9, 2015, the outstanding balance was \$9,373.51, a 66% increase.

Below is an accounting of amounts owed before and after discontinuation of alternate meals:

As Of: **3/27/2014**

<u>Category</u>	<u>Scope</u>	<u># of Students</u>	<u>Total Owed</u>
Reduced	All	174	\$ (1,395.00)
	More than 3 meals	133	\$ (1,371.26)
Paid	All	1,053	\$ (4,241.00)
	More than 3 meals	140	\$ (1,363.00)
<b>Total</b>	<b>All</b>	<b>1,227</b>	<b>\$ (5,636.00)</b>
	<b>More than 3 meals</b>	<b>273</b>	<b>\$ (2,734.26)</b>

As Of: 1/9/2015

Category	Scope	# of Students	Total Owed
Reduced	All	171	\$ (1,574.75)
	More than 3 meals	130	\$ (1,549.97)
	>\$75	2	\$ 168.63
	\$40.01 to \$75	7	\$ 350.90
	\$10 to \$40	31	\$ 684.48
	<\$10	131	\$ 370.74
Paid	All	1,094	\$ (7,798.76)
	More than 3 meals	827	\$ (5,283.41)
	>\$75	5	\$ 419.10
	\$40.01 to \$75	17	\$ 895.65
	\$10 to \$40	206	\$ 3,355.54
	<\$10	888	\$ 3,057.22
<b>Total</b>	<b>All</b>	<b>1,265</b>	<b>\$ (9,373.51)</b>
	<b>More than 3 meals</b>	<b>957</b>	<b>\$ (6,833.38)</b>
	<b>&gt;\$75</b>	<b>7</b>	<b>\$ 587.73</b>
	<b>\$40.01 to \$75</b>	<b>24</b>	<b>\$ 1,246.55</b>
	<b>\$10 to \$40</b>	<b>237</b>	<b>\$ 4,040.02</b>
	<b>&lt;\$10</b>	<b>1,019</b>	<b>\$ 3,427.96</b>

USDA requirements stipulate that negative account balances must be paid by the District's General Fund. In previous years, these negative amounts have been rolled over into subsequent years and no transfers have been made from the General Fund. In accordance with USDA guidance, the District will need to budget a transfer from the General Fund to the Child Nutrition Fund to occur at year end before closing the books.

**RECOMMENDATION:**

Administration recommends the Board of Education authorize budgeting of a transfer from the General Fund to the Child Nutrition Fund for negative account balances as of June 30, 2015.

This recommendation supports the following District goal:

**Fiscal Accountability**

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

**FISCAL IMPACT:**

Based on current experience, it is estimated that the transfer could be as much as \$15,000.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item E.1.2.

**Item F. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS**

## Item G. 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 Negotiator** (Gov't. Code § 54957.6)  
*Purpose: Negotiations*  
*Agency Negotiators: Tim Larson, Assistant Superintendent*  
*Karl Christensen, Assistant Superintendent*  
*Employee Organization: Santee Teachers Association (STA)*
  
2. **Conference with Labor Negotiator** (Gov't. Code § 54957.6)  
*Purpose: Negotiations*  
*Agency Negotiators: Tim Larson, Assistant Superintendent*  
*Karl Christensen, Assistant Superintendent*  
*Employee Organization: Classified School Employees Association (CSEA)*
  
3. **Conference with Real Property Negotiators** (Gov't. Code § 54956.8)  
*Property Addresses:*
  - *Parcels 383-112-05 and 383-112-28 located on the north side of Prospect Avenue east of Marrokal Lane (known as the Renzulli Site)*
  - *10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)**Agency Negotiator: Karl Christensen, Assistant Superintendent*
  
4. **Conference with Legal Counsel – Anticipated Litigation** (Gov't Code 54956.9)  
*- One (1) Case*
  
5. **Public Employee Performance Evaluation** (Gov't Code § 54957)  
*Superintendent*

## Item H. RECONVENE TO PUBLIC SESSION

## Item I. ADJOURNMENT