



# Santee School District

**SCHOOLS:**

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

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

**BOARD OF EDUCATION  
 REGULAR MEETING  
 A G E N D A  
 February 5, 2013**

**District Mission**

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

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<b>A. OPENING PROCEDURES – 7:00 p.m.</b>	<b>5</b>
1. Call to Order and Welcome	
2. District Mission	
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<i>During this time, citizens are invited to address the Board of Education about any item <u>not</u> on the agenda. Request-to-speak cards should be submitted in advance. The Board may not take action on any item presented. The Board has a policy limiting any speaker to five minutes. Meetings are recorded.</i>	

**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 discussion of these items prior to the Board vote unless a member of the Board, staff, or public requests specific items be considered separately. Request to speak cards should be submitted in advance.*

**Superintendent**

- 1.1. **Approval of Minutes** 15  
It is recommended that the Board of Education approve meeting minutes with any necessary modifications.
- 1.2. **Adoption of Resolution #1213-13 to Declare Membership in the School Project for Utility Rate Reduction (SPURR)** 23  
It is recommended that the Board of Education adopt Resolution #1213-13 to declare its membership in SPURR.
- 1.3. **Approval of Agreement with Atkinson, Andelson, Loya, Ruud & Romo** 25  
It is recommended that the Board of Education approve the agreement with Atkinson, Andelson, Loya, Ruud & Romo for services on an as needed basis.

**Business Services**

- 2.1. **Approval/Ratification of Travel Requests** 30  
It is recommended that the Board of Education ratify the authorization granted to personnel requesting out-of-district travel as listed.
- 2.2. **Approval/Ratification of Revolving Cash Report** 32  
It is recommended that the Board of Education approve/ratify revolving cash checks as listed.
- 2.3. **Acceptance of Donations** 34  
It is recommended that the Board of Education accept donations as listed.
- 2.4. **Approval of Consultants and General Service Providers** 35  
It is recommended that the Board of Education approve agreements with Consultants and General Service Providers as presented.
- 2.5. **Approval of Monthly Financial Report** 37  
It is recommended that the Board of Education approve the Monthly Financial Report.

**Educational Services**

- 3.1. **Approval of Nonpublic Agency Master Contract with Dependable Nursing, LLC for Nursing Services** 40  
It is recommended that the Board of Education approve the increase to the original Consultant Agreement and approve the Nonpublic Agency Master Contract with Dependable Nursing, LLC to provide nursing services.

**Human Resources/Pupil Services**

- 4.1. **Personnel, Regular** 42  
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations and dismissals.

4.2.	<b><u>Approval of New Job Description for Specialized Academic Instructor for Students with Visual Impairments (Infants – Grade 8)</u></b>	44
	It is recommended that the Board of Education approve the new job description for Specialized Academic Instructor for Students with Visual Impairments.	
4.3.	<b><u>Approval of Revisions to the Certificated Non-Management Evaluation Procedures for Psychologists, School Counselors, and School Social Workers</u></b>	48
	It is recommended that the Board of Education approve revisions to the evaluation procedures for psychologists, school counselors, and school social workers.	
E.	<b>DISCUSSION AND/OR ACTION ITEMS</b>	51
	<i>Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.</i>	
	<b>Superintendent</b>	
1.1.	<b><u>Approval of the Strategic Plan Action Committees Priority Goals and Action Plans</u></b>	52
	It is recommended that Board of Education approve the Strategic Plan Priority Goals and Action Plans for 2012-14 developed by Action Planning Committees.	
1.2.	<b><u>Adoption of Santee School District Governance Standards</u></b>	55
	It is recommended that Board of Education adopt the Santee School District Governance Standards as provided.	
	<b>Business Services</b>	
2.1.	<b><u>Solar Projects Update</u></b>	60
	This is an information item. Action is at the discretion of the Board of Education.	
2.2.	<b><u>Fencing Changes at Rio Seco, Carlton Oaks, PRIDE Academy Preschool, and Cajon Park Schools</u></b>	63
	It is recommended that the Board of Education authorize the purchase of fencing needs from the Chula Vista Elementary School for fencing changes at various schools and approve new doors at Rio Seco and Carlton Oaks to be constructed by Fordyce Construction.	
	<b>Capital Improvement Program</b>	
3.1.	<b><u>Chet F. Harritt Ball Field Snack Bar/Restroom Update</u></b>	65
	This is an information item. Action is at the discretion of the Board of Education.	
3.2.	<b><u>Update on Bidding Results and Value Engineering Endeavors for Potential Pepper Drive Building Projects</u></b>	68
	This is an information item. Action is at the discretion of the Board of Education.	
F.	<b>BOARD POLICIES AND BYLAWS</b>	
1.1.	<b><u>Second Reading: Revisions to BP 5127 Promotion Ceremonies &amp; Activities</u></b>	71
	Revised Board Policy 5127 is presented to the Board in a second reading. It is recommended that the Board of Education approve revisions to BP 5127.	

<b>G.</b>	<b>BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS</b>	76
<b>H.</b>	<b>CLOSED SESSION</b>	77
1.	<b>Public Employee Discipline/Dismissal/Release</b> (Govt. Code § 54957)	
2.	<b>Conference with Labor Negotiator</b> (Govt. Code § 54956.8) <i>Purpose: Negotiations</i> <i>Agency Negotiator: Karl Christensen, Asst. Superintendent</i> <i>Employee Organization: Classified School Employees Association</i>	
3.	<b>Conference with Labor Negotiator</b> (Govt. Code § 54956.8) <i>Purpose: Negotiations</i> <i>Agency Negotiator: Karl Christensen, Asst. Superintendent</i> <i>Employee Organizations: Santee Teachers Association</i>	
4.	<b>Conference with Real Property Negotiators</b> (Govt. Code § 54956.8) <i>Property Address: 10335 Mission Gorge Road (Property formerly known as the Santee School Site)</i> <i>Agency Negotiator: Karl Christensen, Asst. Superintendent, Business Services</i>	
<b>I.</b>	<b>RECONVENE TO PUBLIC SESSION</b>	77
<b>J.</b>	<b>ADJOURNMENT</b>	77

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

*The next regular meeting of the Board of Education is scheduled for February 19, 2013, at 7:00 p.m. in the Douglas E. Giles Educational Resource Center.*  
*Santee School District complies with the Americans with Disabilities Act. If you require reasonable accommodations including alternate formats for this meeting, contact the Superintendent's Office at (619) 258-2304 at least two (2) days before the meeting date.*

Members present:

\_\_\_ El-Hajj  
\_\_\_ Fox  
\_\_\_ Burns  
\_\_\_ Ryan  
\_\_\_ Levens-Craig

OPENING PROCEDURES ITEM A.

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

2. District Mission

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

3. Pledge of Allegiance

4. Approval of Agenda for the February 5, 2013 regular meeting

Agenda Item A.

Reports and Presentations Item B.1. Superintendent's Report  
Prepared by Cathy A. Pierce, Ed.D.  
February 5, 2013

The following items are presented for Board information:

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

Agenda Item B.

**DEVELOPER FEES COLLECTION REPORT  
2012-13  
CUMULATIVE THROUGH JANUARY 18, 2013**

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

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

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

COM	RES	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
X		10946 Woodside Avenue North	06/27/12	3,245	\$1,038.40	HC
	X	8780 Carlton Oaks Drive	06/27/12	2,304	\$4,561.92	CO
X		254 Town Center Parkway (Buffalo Wild Wings)	08/03/12	7,997	\$2,559.04	RS
	X	8340 O'Connell Road	08/16/12	3,216	\$6,367.68	PD
X		9336 Abraham Way (Scantibodies)	09/27/12	5,692	\$1,821.44	HC
X		9418 Mission Gorge Road (Chick-Fil-A)	10/02/12	4,734	\$1,514.88	RS
X		10350 Mission Gorge Road	10/16/12	480	\$153.60	RS
	X	1400-1415 Katie Lane, 1301-1313 Las Brisas Drive	10/26/12	782	\$1,548.36	PA
	X	9317 Pebble Beach Dr	12/03/12	1,590	\$3,148.20	CO
X		10055, 10075, 10095 Mission Gorge Rd	12/05/12	18,300	\$5,856.00	PA
	X	9256 Galstan Dr	12/18/12	803	\$1,589.94	SC
X		9216 Abraham Way	01/07/13	248	\$79.36	HC
	X	9450 Via Zapador	01/08/13	0	\$0.00	PA
X		10770 Rockville St	01/16/13	1,196	\$382.72	HC
<b>TOTAL PAGE 1</b>					<b>\$30,621.54</b>	

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

\*\*Fee Exempt - Senior / Elder Care Facility

\*\*\*Fee Exempt - Less than 500 square feet

**Requests For Use Of Facilities - February 5, 2013**

<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>						
PTSA Mother/Daughter Science Event	Multi-Purpose	1/26/13	Saturday	10:00 am - 12:00 pm	300	\$90.75
Santana National Little League	Baseball Fields	1/1/13 - 8/31/13	Mon - Sun	8:00 am - dusk	300	
Santana National Little League (Board Meeting)	Classroom	1/29/13	Tuesday	6:30 pm - 9:00 pm	20	
Santana National Little League (Draft)	Multi-Purpose	1/22/13 & 1/23/13	Tues & Wed	6:00 pm - 9:00 pm	25 - 30	
<b><u>Carlton Hills</u></b>						
Highland Trails HOA	Classroom	1/28/13	Monday	5:30 pm - 7:30 pm	20	\$100.25
PTA	Classroom	1/16/13	Wednesday	5:30 pm - 9:00 pm	10	
Girl Scouts	Classroom	1/28/13 - 6/17/13	Monday	5:45 pm - 7:30 pm	20	
PTA Father/Daughter Dance	Multi-Purpose	2/8/13	Friday	5:00 pm - 8:45 pm	250	
<b><u>Prospect Avenue (PRIDE Academy)</u></b>						
Santee Girls ASA (Meeting)	Classroom	1/24/13	Thursday	5:30 pm - 9:00 pm	15	
<b><u>Rio Seco</u></b>						
Girl Scouts	Classroom	1/9/13 - 6/5/13	Wednesday	5:30 pm - 6:30 pm	10 - 20	
<b><u>Sycamore Canyon</u></b>						
Star Specialties (Autism Training)	Classroom	1/17/13 - 6/13/13	Thursday	4:00 pm - 6:45 pm	8 - 18	

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



Santee School District  
 ENROLLMENT REPORT  
 2/1/2013  
 Month 6 Week 2

SCHOOL	REGULAR ED										SDC				Total All					
	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	02/01/13	02/03/12	# Diff	% Diff	02/01/13	02/03/12	# Diff	% Diff	02/01/13	01/25/13	# Diff
Cajon Park	107	108	94	109	112	124	104	109	122	989	960	29	3.0%	63	66	-3	-4.5%	1052	1053	-1
Carlton Hills	56	39	38	45	40	39	50	62	98	467	484	-17	-3.5%	29	27	2	7.4%	496	496	0
Carlton Oaks	83	72	94	84	89	73	94	111	100	800	824	-24	-2.9%	53	62	-9	-14.5%	853	851	2
Chet F. Harritt	60	56	67	56	78	50	50	55	59	531	563	-32	-5.7%	0	0	0	0.0%	531	531	0
Hill Creek	72	71	85	78	93	93	69	77	81	719	742	-23	-3.1%	13	18	-5	-27.8%	732	731	1
Pepper Drive	93	96	90	88	76	80	73	84	87	767	747	20	2.7%	9	9	0	0.0%	776	776	0
Prospect Ave	68	71	52	66	51	56	49	54	67	534	527	7	1.3%	0	0	0	0.0%	534	536	-2
Rio Seco	105	118	85	103	111	106	111	98	121	958	928	30	3.2%	41	52	-11	-21.2%	999	996	3
Sycamore Canyon	48	61	54	42	45	46	29	0	0	325	340	-15	-4.4%	0	1	-1	-100.0%	325	325	0
<b>SUBTOTAL</b>	<b>692</b>	<b>692</b>	<b>659</b>	<b>671</b>	<b>695</b>	<b>667</b>	<b>629</b>	<b>650</b>	<b>735</b>	<b>6090</b>	<b>6115</b>	<b>-25</b>	<b>-0.4%</b>	<b>208</b>	<b>235</b>	<b>-27</b>	<b>-11.5%</b>	<b>6298</b>	<b>6295</b>	<b>3</b>
Alternative School	2	2	3	8	3	7	5	11	6	47	37	10	27.0%	0	0	0	0.0%	47	46	1
Santee Success								3	5	8	8	0	0.0%	0	0	0	0.0%	8	7	1
TK	48									48	0	48	0.0%					48	48	0
EAK 5 yr olds	82									82	105	-23	-21.9%					82	75	7
NPS										0				2	3	-1	-33.3%	2	2	0
<b>SUBTOTAL</b>	<b>132</b>	<b>2</b>	<b>3</b>	<b>8</b>	<b>3</b>	<b>7</b>	<b>5</b>	<b>14</b>	<b>11</b>	<b>185</b>	<b>150</b>	<b>35</b>	<b>23.3%</b>					<b>187</b>	<b>178</b>	<b>9</b>
<b>TOTAL</b>	<b>824</b>	<b>694</b>	<b>662</b>	<b>679</b>	<b>698</b>	<b>674</b>	<b>634</b>	<b>664</b>	<b>746</b>	<b>6275</b>	<b>6,265</b>	<b>10</b>	<b>0.2%</b>	<b>210</b>	<b>238</b>	<b>-28</b>	<b>-12%</b>	<b>6485</b>	<b>6,473</b>	<b>12</b>

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

	PK	
Cajon Park	2	1054
Sycamore Canyon	46	371
EAK 4 yr olds	38	
<b>Total PK</b>	<b>86</b>	

Total Enrollment Including PK
<b>6571</b>

## Schedule of Upcoming Events

<b>Date</b>	<b>Event</b>
February 11	Lincoln Holiday - Schools and Departments Closed
February 12	Strategic Planning Annual Meeting @ Cajon Park 5:00 - 8:30 p.m.
February 18	Washington Holiday Schools and Departments Closed
February 19	Board Meeting – 7:00 p.m.
February 26	Foundation Art Show @ Boys & Girls Club 6:00-8:00 p.m.
February 28	Chamber of Commerce Awards Dinner 5:30 p.m.
March 1	DELAC Meeting 9:00 a.m.
March 5	Board Meeting – 7:00 p.m.
March 14	District Advisory Committee Meeting 6:00-8:00 p.m.
March 19	Board Meeting – 7:00 p.m.
March 21	English Learner Reclassification Ceremony 6:00 p.m. at Rio Seco School
March 25-April 5	Winter Break - Schools Closed District Offices Closed March 29
April 9	Special Education Advisory Committee 6:00-7:30 p.m. at ERC
April 11	District Advisory Committee 6:00-8:00 p.m.
April 16	Board Meeting – 7:00 p.m.
May 6-17	STAR Testing
May 7	Board Meeting – 7:00 p.m.
May 9	District Advisory Committee 6:00-8:00 p.m.
May 21	Board Meeting – 7:00 p.m.

2/1/2013

May 27	Memorial Day Holiday Schools and Departments Closed
June 4	Board Meeting – 7:00 p.m.
June 18	Board Meeting – 7:00 p.m.
June 19	Last Day of School
June 25	Foundation Golf Classic

Reports and Presentations Item B.2. Spotlight on Learning- Rio Seco School  
Prepared by Cathy A. Pierce, Ed.D.  
February 5, 2013

**BACKGROUND:**

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

Tonight Principal Debra Simpson and her team will highlight strategies they are using to increase student learning at Rio Seco School and share opportunities students have to develop other abilities.

Agenda Item B.2.

PUBLIC COMMUNICATION Item C.

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

Agenda Item C.

CONSENT ITEMS Item D.

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

Agenda Item D.

Consent Item D.1.1. Approval of Minutes  
Prepared by Cathy A. Pierce, Ed.D.  
February 5, 2013

**BACKGROUND:**

Presented for Board approval –

- January 15, 2013, regular meeting minutes

**RECOMMENDATION:**

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

Motion:

Second:

Vote:

Item D.1.1.

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

January 15, 2013  
**MINUTES**

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

**A. OPENING PROCEDURES**

1. Call to Order and Welcome

President El-Hajj called the meeting to order at 7:00 p.m.

Members present:

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

Administration present:

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

2. President El-Hajj invited the audience to recite the District Mission and then invited Alex Jackson, a student from Steele Canyon High School, to lead the members, staff, and audience in the Pledge of Allegiance.

3. Approval of Agenda

It was moved and seconded to approve the agenda.

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

**B. REPORTS AND PRESENTATIONS**

1. Superintendent's Report

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

Superintendent Pierce introduced Santee School District Educational Foundation Board Members Mike Clinkenbeard, Jim Panknin, and John Olson,. Mr. Clinkenbeard presented a \$20,000 check to the District to fund the Arts Attack program at schools and support technology through Microsoft licensing, The Foundation then presented each school with a check for \$750 from Stuff the Turkey fundraising proceeds. Each school will use their funds to purchase books for classrooms or libraries.

Mr. Clinkenbeard reported the two winning schools from the Stuff the Turkey Fundraiser: Carlton Oaks and Chet Harritt. Each winning school will receive a special treat for all students. President El-Hajj thanked the Foundation and said it was wonderful for them to come and present the checks to schools. The checks represent many hours of work.

2. Spotlight on Learning: Carlton Hills School

Terry Heck shared information about the student learning focus at Carlton Hills School. Carlton Hills's API for 2011-12 was 892, up 10 points from last year. Their AYP met all sub-groups including Special Education, Economically Disadvantaged, and English Learner. They have a new data room which surrounds teachers in student data and assessments, prompting rich conversations about student achievement and purposeful instruction. This also results in collaboration between all specialized academic instructors. Carlton Hills' students access technology every day. One junior high math teacher has successfully been piloting a "flipped classroom" providing instruction via the Internet students can access at home and work on the assignments during class where a teacher is available to assist. Extra-curricular activities include after school character building and self-awareness self-defense classes, an after school introduction to band provided by West Hills High School, and Higher Ground after school activities building self-esteem and sensitivity practice. Two parents shared their positive experience at Carlton Hills School. Carlton Hills' students are College Bound-No Excuses!



3. Presentation of Superintendent's Listening, Learning, and Leading to Action Tour  
Dr. Cathy Pierce shared the outcomes of the Superintendent's visits to schools and departments to seek information and input from employees and parents. Dr. Pierce thoroughly enjoyed getting to know the employees and learning more about the schools and was grateful for their time and input. The compiled results will be provided to all employees and posted on the Website.

**C. PUBLIC COMMUNICATION**

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

**D. CONSENT ITEMS**

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

- 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. **Acceptance of Donations**
- 2.5. **Approval/Ratification of Revolving Cash Report**
- 2.6. **Approval of Consultants and General Service Providers**
- 2.7. **Approval of Monthly Financial Report**
- 2.8. **Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement**
- 2.9. **Summary and Acceptance of 2011-12 Audit Report by Vavrinek, Trine, Day & Co.**
- 3.1. **Approval of School Accountability Report Cards for the 2011-12 School Year**
- 3.2. **Approval of the Revised Single Plan for Student Achievement for Chet F. Harritt School**
- 4.1. **Personnel, Regular**
- 4.2. **After School Education and Safety (ASES) Grant**

Before voting on the Consent Items, Member Ryan commented on Item D.4.2. She pointed out the Children's Initiative, as part of the Collaborative, prepared the grant not the County Office, but requested the SDCOE to be the fiscal agent.

It was moved and seconded to approve Consent Items.

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

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

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

**1.1. Quail Brush Power Plan Update and Request for Letter to the California Public Utilities Commission**

Dr. Pierce reported that the Board sent a letter last summer to the California Energy Commission sharing their concerns about unanswered questions regarding the Quail Brush Power Generation Plant and adopted a resolution opposing the construction of the Power Generation Plant at the proposed location.

Pardee Homes, through their consulting firm, have requested the Board send a similar letter to the California Public Utilities Commission as they are now considering a power purchase agreement between Cogentrix and San Diego Gas and Electric.

Barbara Ryan stated a new letter would need to be different as the Board has now taken a position through the resolution. She would not sign the letter if the Board wished to have it come from the members rather than the President. Member Burns supports providing a letter with the Board President's signature. Member Levens-Craig said she was not part of the previous letter, and was uncertain if she has enough information to make an informed decision.

Member Burns moved to send a letter from the Board to the California Public Utilities Commission, signed by the Board President.

**Motion: Burns**

**Second: Fox**

**Vote: 4-1 (Ryan, no)**

**2.1. Governor's Budget Proposal for 2013-14**

Karl Christensen provided a brief overview of the Governor's proposed budget, released on January 10<sup>th</sup>. Much of the budget is conceptual and not many details were provided. He reminded them, this is a proposal-not a budget. There will be updates, the May revise, and adjustments being made. There is also the notion there is substantial additional money for schools. In reality, part is being used to pay down the deferrals and does not provide new spending authority. Also unknown is the impact of the Local Control Funding formula. We do not know how this will affect Santee School District. Important notes include: the economy is expected to grow at a modest level which may increase State revenue along with the State tax increase. Prop 98 funding will increase but part of the money will continue to pay down deferrals for the past two years, not providing new cash. Supplemental grants are part of the accountability plan and funding targets for next several years. He is reserving judgment at this time until more definitive numbers are available to determine more precisely how Santee will be affected. The Governor is making permanent the flexibility for deferred maintenance and routine restricted maintenance accounts.

Member Levens-Craig asked if the Board received reports on deferred maintenance. Mr. Christensen said he has not provided a report recently but plans to bring to budget workshop on January 29<sup>th</sup>. President El-Hajj said it would be good to bring to the budget workshop and to discuss before adopting next year's budget.

Member Ryan believes there will be some opportunity to advocate for change. There is a meeting with Senator Anderson next week and if there is something we should share with him it would be good to do at that time.

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

Karl Christensen reported at the last board meeting this discussion was brought to the Board. He has done additional research as requested by the Board and sought out information about what other districts were planning to do. The costs districts provided to have their own finance systems were \$69-\$108 per ADA. Oracle usually works with larger districts so we probably would have no leverage. Thirty-two districts responded they were pursuing execution of the MOU, with similar reservations as we have relating mostly to cost and uncertainty. He also heard from two districts, which have their own finance systems but are moving to the County, abandoning their own systems. This transaction, like any, has risk factors but also has rewards. In terms of the County Office, the SDCOE is also sharing the risk. The rewards of a fully integrated data management system outweigh the risks; especially in light of the fact that there are few viable alternatives. Administration recommends executing the MOU with SDCOE to participate in both the Payroll and Finance modules for the new ERP solution. The estimated one-time cost for Santee at this time, net of the County's 50% contribution, is approximately \$533,000. The first payment of 70% would be due July 1, 2014 with the remaining 30% due one year later. Discussion about payment methods can come at a future time.

Member Ryan does not think we have any choice but is concerned about the high cost. She asked if the County unilaterally made this decision or did they see if school districts were ready and/or could afford to do this. Karl said there were no conversations about the cost but there was discussion that a new system was needed and all districts agreed. There was a plan to go forward with the research and find out what the needs were of the districts. The timing of finding a vendor that met the needs came at a time when Prop 30 was on the ballot. The RFP was then initiated by the County due to the need for an upgraded system.

Member Ryan said when this was presented at the County School Boards Meeting recently, the impression left was that they were moving forward and districts would have to pay the cost to use their system or find another system on their own. The program they have chosen is a really good system. At this point she is bothered that they have no choices. She believes there needs to be some communication with the County, perhaps there should have been more conversation with districts before a decision was made.





Hope Baker receives calls every day. Member Burns asked if a foreign language program was to begin at Carlton Hills, if they would be able to put a foreign language program in that would support an immersion program. Ms. Brasher said they are currently looking only at enrichment, not immersion.

This item was for information only and will return at a later date for action.

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

### **1.1 First Reading: Revisions to BP 5127 Promotion Ceremonies & Activities**

Revised Board Policy 5127 was presented to the Board for a first reading. Member Fox asked Board members why they would want an appeals process for participation in activities. Member Burns said he believes there should be a consistent approach and the Board may not wish to eliminate something that has been in place for a really long time. Member Ryan said the majority of cases are clear but sometimes there are extenuating circumstances not even staff is aware of it. An appeals process provides the family an opportunity to bring that information. Member Ryan suggested removing the last sentence from Item 5 (e) of the draft Administrative Review that was attached for Board review because to say there will be no appeal process is not realistic, as parents can always come to the Board. President El-Hajj agreed the sentence needs to be stricken.

Member Fox said one of the concerns the committee shared was that there are other activities that cannot be appealed. Member Ryan said any school decision could be appealed by parents. Member Burns said that the input of the committee is very important however, is advisory only and it is the Board's role to make policy. No action was taken and the policy will return for a second reading and request for approval.

## **I. BOARD COMMUNICATION**

On Monday, January 7<sup>th</sup>, Member Burns visited many professional development sites. There was an excitement especially with the kindergarten teachers, that was very contagious. He was impressed watching the Language Arts Specialist as they provided very high quality presentations. He would like to recognize all of the presenters in some way and include a thank you note from the Board. Dr. Pierce will coordinate this.

Member Fox was also lucky enough to visit schools on the Professional Development Day. The kindergarten teachers were very excited about being together and sharing and would really like to have more time for this.

Member Ryan was at a meeting regarding foster youth and reported the STEPS program at the County Office for juvenile sex offenders will no longer be offered by San Diego Unified. If this program goes away those children go to Juvenile Hall, a residential facility, or receive counseling and are sent to their home districts. That would require providing a 1:1 aide. There will be some future conversations but she wanted to make sure Administration was aware. President Ryan also reported she has had two additional adults who attended an afterschool program in December mention the inappropriate music. She has spoken with the Administrators but wants to make sure these items are looked at more carefully in the future. Dr. Pierce will have a follow up conversation with Administration.

Member Levens-Craig also attended professional development sessions. She was impressed to see the presenters use videos of Santee teachers and also heard one of the teachers present. She asked Stephanie Pierce if the information from the teacher forms will be compiled. Dr. Pierce said the information received was mostly about the materials and duplication of materials.

Member Levens-Craig asked about training opportunities and how the Board is notified of those opportunities? President El-Hajj said sometimes information is received through CSBA, by email and their monthly newsletter. The County Office has trainings that are specific for groups. Dr. Pierce said Administration will email the Board when they receive notice of trainings that are available.

Member Levens-Craig would like to begin attending Masters in Governance. The first modules in a reasonable location will be on March 1-2. Member Fox is also interested in attending. Dr. Pierce will work with those Board Members and assist in making arrangements.

President El-Hajj shared her idea for the format of the Superintendent Meet and Greet. She would introduce Dr. Pierce and then Dr. Pierce would make her remarks. She would like to have the speaking at approximately 8:15. The Santee School District Video can be streaming without sound. Handouts would include the Strategic Plan brochure.

In response to concerns received since the horrible events at Sandy Hook Elementary School, Dr. Pierce brought a list of identified safety items to be addressed. She provided an update on the status of each item. Items addressed included:

- State Preschool: door locking, use of a peep hole, fencing
- Rio Seco and Carlton Oaks: visitors entrance through office. (Bids to come to Board next meeting.
- Chet F. Harritt: Bell notification-Need to train staff on how to use the alarm system for emergency notification and Phase 1 schools need wireless clocks.
- Cajon Park Junior High: Fence-Getting bid to move fence.
- Sycamore Canyon: Gate for Project SAFE- now locking gate and requiring visitors to enter through office.
- Round schools: interior doors between classrooms-looking to reconfigure locks for both sides and other options.
- Project Safe schools: Gates are open for an extended period of time before and after school- Must be extra vigilant and continue to work with sites to monitor.

Member Ryan asked if there is a way to provide a lock with a code for parents at Project SAFE gates. Mr. Christensen will investigate.

Office staff has also brought a concern about identifying substitutes. They will start checking driver's licenses of substitutes.

**Member Levens-Craig asked if the** school office staffs receive special training to deal with all of the traffic, identification, and how to respond to emergencies. Dr. Pierce said the schools conduct monthly drills and safety information is provided. Schools will also be working with the Sheriff's Department on lock downs, etc. Safety plans are due in March and she has asked for them to be received at the end of September next year.

Ted Hooks would like to close the gate by Project SAFE that faces Woodglen Vista. With varied dismissals it seems to be left open frequently. Staff agrees that this is a safety issue. The Board agreed that it is safer. Board members also asked about getting new or replacement Identification Badges. Linda will facilitate getting them badges.

President El-Hajj provided each Board Member with a copy of CSBA's evaluation tool and asked the Board to review, provide their input, and bring to the next meeting.

#### **J. CLOSED SESSION**

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

- 1. Conference with Labor Negotiator (Govt. Code § 54956.8)** Purpose: Negotiations  
Agency Negotiator: Karl Christensen, Asst. Superintendent  
Employee Organization: Classified School Employees Association
- 2. Conference with Labor Negotiator (Govt. Code § 54956.8)** Purpose: Negotiations  
Agency Negotiator: Karl Christensen, Asst. Superintendent  
Employee Organizations: Santee Teachers Association
- 3. Public Employee Evaluation (Govt. Code § 54957)**  
Superintendent

The Board entered closed session at 9:20 p.m.

#### **K. RECONVENE TO PUBLIC SESSION**

The Board reconvened to public session at 10:15 p.m. No action was reported.

#### **L. ADJOURNMENT**

The January 15, 2013 regular meeting adjourned at 10:15 p.m.

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Dustin Burns, Clerk

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Cathy A. Pierce, Ed.D., Secretary

**BACKGROUND**

School Project for Utility Rate Reduction (SPURR) is a joint powers authority of California public school districts and County Offices of Education formed under the California Government Code. SPURR has conducted a statewide Request for Proposal (RFP) and has negotiated statewide Master Contracts with reliable providers for E-Rate services:

- a. Telecommunications,
- b. Internet Access, and
- c. Internal Connections equipment and services.

SPURR members can leverage the Master Contracts to save time and resources in the E-Rate procurement process.

Santee School District participates in the Federal E-Rate program and *can* benefit from SPURR's Master Contract for E-Rate services in terms of time and resources for the procurement process. There is no cost for the District to join SPURR to participate in its E-Rate program.

Approval of the attached Resolution #1213-13 will declare Santee School District's membership in the School Project for Utility Rate Reduction (SPURR), a California joint powers authority, and instructs its duly authorized agent (Alameda County Superintendent of Schools) to execute and deliver on its behalf any necessary or appropriate documents to carry out the intent of this resolution, including the SPURR Joint Powers Agreement and any agreements necessary to participate in programs operated by SPURR.

**RECOMMENDATION:**

The Superintendent recommends that the Board of Education adopt Resolution #1213-13 to declare Santee School District's membership in the School Project for Utility Rate Reduction (SPURR).

**FISCAL IMPACT:**

There is no cost to the District to join the School Project for Utility Rate Reduction (SPURR). However, the District would be able to leverage the Master Contracts to save time and resources in the E-Rate procurement process.

**STUDENT ACHIEVEMENT:**

E-Rate Services provide lower cost technology tools for student learning.

Motion:

Second:

Vote:

Agenda Item D.1.2.

**SANTEE SCHOOL DISTRICT  
Resolution Number 1213-13**

**Joint Powers Authority Membership --  
School Project for Utility Rate Reduction (SPURR)**

WHEREAS, Santee School District has been considering methods to better control its utility costs, including but not limited to the costs of natural gas and other fuels, electricity, telecommunications, water and sewage, and waste hauling, and;

WHEREAS, other California public agencies, such as school districts, community college districts, and county offices of education who have also considered these issues have determined that there is a need to form a coalition of public districts to be active in utility regulatory proceedings and to acquire utility supplies and services for use at their respective facilities, and have formed the School Project for Utility Rate Reduction joint powers authority (SPURR);

WHEREAS, the Alameda County Superintendent of Schools has agreed to act as the treasurer and responsible Fiscal Agent for SPURR, and;

WHEREAS, Title 1, Division 7, Chapter 5, Article 1, (Section 6500 et seq.) of the Government Code authorizes joint exercise by two or more public agencies of any power common to them, and;

WHEREAS, California law enables school districts, county superintendent of schools, community college districts, and joint power agencies to be active in utility regulatory proceedings, to acquire utility supplies and services for use at their respective facilities, and to establish a coalition to accomplish those ends.

NOW, THEREFORE, BE IT RESOLVED that the governing board of Santee School District hereby declares its membership in the School Project for Utility Rate Reduction (SPURR), a California joint powers authority, and instructs its duly authorized agent to execute and deliver on its behalf any necessary or appropriate documents to carry out the intent of this resolution, including the SPURR Joint Powers Agreement and any agreements necessary to participate in programs operated by SPURR.

ADOPTED by the following called vote on this 5th day of February, 2013.

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Clerk of the Board



Consent Items D.1.3.  
Cathy A. Pierce, Ed.D.  
February 5, 2013

Approval of Agreement with Atkinson, Andelson,  
Loya, Ruud & Romo

**BACKGROUND**

From time to time the Superintendent has a need to seek legal counsel and/or services for District matters. It is important that the Superintendent has good working attorney-client relationship for sensitive matters that may arise. Superintendent Cathy Pierce, Ed.D., who began in Santee School District on November 1, 2012, came to Santee School District with an established relationship with Atkinson, Andelson, Loya, Ruud & Romo. Dr. Pierce requests to be able to continue to have access to their services during the remaining months of the 2012-13 school year on as needed bases for legal counsel and/or services as she deems necessary.

**RECOMMENDATION:**

The Superintendent recommends that the Board of Education approve the agreement for the period of January 14, 2013 through June 30, 2013 with Atkinson, Andelson, Loya, Ruud & Romo for services on an as needed basis.

**FISCAL IMPACT:**

Per the attached contract, the services of Atkinson, Andelson, Loya, Ruud & Romo run from \$130.00 to \$220.00 per hour dependent on the services needed and who is providing the services. The Superintendent requests approval an amount at the Superintendent's discretion, not to exceed \$3,000 during the 2012-13 school year.

**STUDENT ACHIEVEMENT:**

This is a fiscal item.

Motion:

Second:

Vote:

Agenda Item D.1.3.

## **AGREEMENT FOR SPECIAL SERVICES**

### **I. PARTIES**

This Agreement for Special Services (the "Agreement") is made this \_\_\_\_\_ day of \_\_\_\_\_, 2013, between the law firm of ATKINSON, ANDELSON, LOYA, RUUD & ROMO, a Professional Law Corporation, hereinafter referred to as "Attorney" or the "Law Firm" and SANTEE SCHOOL DISTRICT, hereinafter referred to as "District".

### **II. RECITALS; PURPOSE; MATTERS**

The District desires to retain and engage the Law Firm to perform legal services on District's behalf, and the Law Firm is willing to accept said engagement on the terms and conditions contained in this Agreement. Attorney agrees to provide legal services to the District, including representation in administrative and court proceedings, as requested by the District. The place and time for such services are to be designated by the Superintendent of the District or designee.

### **III. TERMS AND CONDITIONS**

A. The term of this Agreement shall be for January 14, 2013, through June 30, 2013. For the period January 14, 2013, through June 30, 2013, the District hereby agrees to pay the Law Firm in connection with the above-referenced services as authorized at the following hourly rates: Two Hundred Twenty Dollars (\$220.00) for Senior Partners, Two Hundred Ten Dollars (\$210.00) for Partners/Senior Counsel, Two Hundred Five Dollars (\$205.00) for Senior Associates, Two Hundred Dollars (\$200.00) for Associates, One Hundred Thirty-Five Dollars (\$135.00) for Senior Paralegals and Law Clerks, and One Hundred Thirty Dollars (\$130.00) for Paralegals. The Law Firm shall bill in quarter-hour increments.

B. Agreements for legal fees at other than the hourly rates set forth above may be made by written mutual agreement for special projects or particular scopes of work. In the course of traveling to the District or while providing legal services at the District, it may be necessary for the Law Firm to provide billable services to other clients.

C. The Law Firm shall not be obligated to advance costs on behalf of the District; however, for purposes of convenience and in order to expedite matters, the Law Firm reserves the right to advance costs on behalf of the District with the Superintendent's or designee's prior approval in the event a particular cost item exceeds \$2,000.00 in amount, and without the prior approval of the District in the event a particular cost item totals \$2,000.00 or less. Typical cost advances include, but are not limited to, messenger fees, travel costs including mileage, parking, toll roads, meals and lodging, bonds, witness fees, Westlaw, overnight delivery, deposition and court reporter fees, transcript costs, expert witness fees, investigative fees, etc. If the Law Firm retains, with authorization from the District, experts or consultants for the benefit of the District,

rather than the District contracting directly with any expert or consultant, it is agreed that the District shall pay a five percent (5%) fee (“consultant processing fee”) on such expert and consultant costs paid by the Law Firm in order to offset certain costs to the Law Firm resulting from administering and initially paying such expert and consultant fees on behalf of the District.

D. A detailed description of the attorney work performed and the costs advanced by the Law Firm will be prepared on a monthly basis as of the last day of the month and will be mailed to the District on or about the 15th of the following month. Payment of the full amount due, as reflected on the monthly statements, will be due to the Law Firm from District by the 10th of each month, unless other arrangements are made. In the event there are retainer funds of the District in the Law Firm’s Trust Account at the time a monthly billing statement is prepared, funds will be transferred from the Law Firm’s Trust Account to the Law Firm’s General Account to the extent of the balance due on the monthly statement and a credit therefor will be reflected on the monthly statement. Any balance of fees or costs advanced remaining unpaid for a period of 30 days will be subject to a 1% per month service charge.

E. The District agrees to review the Law Firm’s monthly statements promptly upon receipt and to notify the Law Firm, in writing, with respect to any disagreement with the monthly statement. Failure to communicate written disagreement with the Law Firm’s monthly statement within thirty (30) days of the District’s receipt thereof shall be deemed to signify the District’s agreement that the monthly billing statement accurately reflects: (a) the legal services performed; and (b) the proper charge for those legal services.

F. The District agrees to fully cooperate with the Law Firm in connection with the Law Firm’s representation of the District including, but not limited to, attending mandatory court hearings and other appearances and providing necessary information and documentation to enable the Law Firm to adequately represent the District.

G. The District has the right, at any time, and either with or without good cause, to discharge the Law Firm as the District’s attorneys. In the event of such a discharge of the Law Firm by the District, however, any and all unpaid attorneys’ fees and costs owing to the Law Firm from the District shall be immediately due and payable.

H. The Law Firm reserves the right to discontinue the performance of legal services on behalf of the District upon the occurrence of any one or more of the following events:

1. Upon order of Court requiring the Law Firm to discontinue the performance of said legal services;
2. Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue legal services for the District;
3. Upon the failure of the District to perform any of the District’s obligations hereunder with respect to the payment of the Law Firm’s fees and costs advanced; or

4. Upon the failure of the District to perform any of the District's obligations hereunder with respect to cooperation with the Law Firm in connection with the Law Firm's representation of the District.

I. In the event that the Law Firm ceases to perform legal services for the District as hereinabove provided, the District agrees that it will promptly pay to the Law Firm any and all unpaid fees or costs advanced, and retrieve all of its files, signing a receipt therefor. Further, the District agrees that, with respect to any litigation where the Law Firm has made an appearance in Court on its behalf, the District will promptly execute an appropriate Substitution of Attorney form.

J. The Law Firm maintains errors and omissions insurance coverage applicable to the services to be rendered.

K. It is understood and agreed that the Law Firm, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District.

**IV. SERVICES PERFORMED BY LAW FIRM-PROVIDED NON-LEGAL CONSULTANTS**

The Law Firm has an affiliation with non-legal education consultants who are available to assist the District in areas including, but not limited to, personnel/business office audits, human resources/collective bargaining consultation, public/employee relations surveys and communications, budget analysis/support services, instructional coaching/counseling at school improvement sites, leadership coaching, board/superintendent relations and best practices, and interim management placement. Although the Law Firm has a financial interest in the work performed by these consultants, the Law Firm is not suggesting or recommending the District utilize consultant services but, rather, offers their services as an accommodation to the District at District's sole discretion.

**V. CONSENT TO LAW FIRM COMMUNICATION**

As part of our commitment to client service, the Law Firm will send the District periodic alerts on case developments and legislative changes, and notices of Breakfast Briefings, conferences, and other training opportunities designed to help the District with daily legal concerns. The Law Firm will send those and other additional service notices to the District via regular mail and/or electronic mail at the email address which you designate or the email used in your daily communications with us. These email notices are a convenient way to keep the District administrators apprised of important legal changes. By execution of this Agreement, the District and designated contact(s) consent to receive such communications by electronic mail subject to the right to unsubscribe at any time.

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**VI. ARBITRATION**

The parties agree that all disputes which arise between the District and the Law Firm, whether financial or otherwise regarding the attorney-client relationship, shall be resolved by binding arbitration. The parties agree to waive their right to a jury trial and to an appeal.

**VII. DURATION**

This Agreement shall be effective January 14, 2013, through June 30, 2013, and thereafter shall continue from month-to-month at the then current hourly rate set forth herein until modified in writing by mutual agreement or terminated by either party upon thirty (30) days' written notice.

**VIII. EXECUTION DATE**

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

“Law Firm”

**ATKINSON, ANDELSON, LOYA, RUUD & ROMO**

Dated: 1-14-13

By: Gerald A. Conradi  
Gerald A. Conradi, Partner

“District”

**SANTEE SCHOOL DISTRICT**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Cathy A. Pierce, Ed.D.  
Superintendent

Consent Item D.2.1. Approval/Ratification of Travel Requests  
Prepared by Karl Christensen  
February 5, 2013

**BACKGROUND:**

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

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

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

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

**RECOMMENDATION:**

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

This recommendation supports the following District goal:

**Staff Development**

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

**FISCAL IMPACT:**

The estimated travel expenses are \$4,966, and substitute costs of \$420, as disclosed on the following page.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item D.2.1.
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**Board Travel Report - February 5, 2013**

Travel Dates	Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Travel
Mon-Tues, 12/17/12 - 12/18/12	Lisa McColi	Hill Creek	The Skill to Lead, the Will to Teach	Oceanside	\$0	\$50	EIA	This 2-day workshop will provide leadership and instructional training.
Saturday, 02/02/13	Diane Cartier Elyse Starr Stacy Bartfeld Rachael Pabis	Cajon Park Carlton Oaks Chet F. Harritt Cajon Park	CSHA District 9 - iPad for Children with Special Needs	La Mesa	\$0 \$0 \$0 \$0	\$134 \$134 \$134 \$134	Special Education Special Education Special Education Special Education	This workshop will focus on instructional strategies for teaching with the iPad to Children with special needs.
Tuesday, 02/05/13	Karl Christensen Minnie Malin Cathy Pierce	Business HR/Pupil Servs Superintendent	Fiscal Aspects of Negotiations	Webinar	\$0 \$0 \$0	\$99 \$99 \$99	Business Services Business Services Business Services	This webinar will provide valuable insight about the fiscal aspects of negotiations.
Wednesday, 02/06/13	Hope Michel Jean Setzer Larissa Evans Diane Cartier	Special Ed Sycamore Canyon Carlton Oaks Cajon Park	Hot Topics in Special Education	San Diego	\$0 \$0 \$0 \$0	\$48 \$48 \$48 \$48	Special Education Special Education Special Education Special Education	This workshop will provide training and information on bullying, harassment, and other special education topics.
Tues-Wed, 02/26/13 - 02/27/13	Carrie Chadwick Stephen Whittaker	Chet F. Harritt Pepper Drive	Behavior Intervention Case Manager Training and Certification	San Diego	\$0 \$0	\$67 \$67	Special Education Special Education	This 2-day certification workshop will provide training on analysis assessments and ways to develop behavior intervention plans.
<b>Travel Requiring Airfare, Overnight Stay, and/or Out of County</b>								
Saturday, 01/26/13	Katy Hammack Megan Houfek Jaimie Knudson	PRIDE PRIDE PRIDE	2013 Tech Bowl	Imperial	\$0 \$0 \$0	\$35 \$35 \$35	PRIDE Academy PRIDE Academy PRIDE Academy	This conference will provide current information on education technology.
Fri-Sat, 03/01/13 - 03/02/13	Ken Fox Elana Levens-Craig	Board Board	CSBA Masters in Governance Modules	Garden Grove	\$0 \$0	\$755 \$755	Board Board	The CSBA Masters in Governance program equips Board members and Superintendents with the necessary knowledge and skills to support an effective governance structure.
Thurs-Sat, 03/14/13 - 03/16/13	Tonya Hendrix Dr. Lynne Shevinsky	Rio Seco Rio Seco	Annual Computer Using Educators' Conference	Palm Springs	\$210 \$210	\$451 \$451	21st Century Grant 21st Century Grant	This conference will provide instructional strategies on ways technology can support student achievement.
Saturday, 10/19/13	Mindy Johnson Denise Peters Julie Venolia Sandy Cardoza-Wells	Carlton Oaks Carlton Oaks Carlton Oaks Carlton Oaks	Daily 5 Fostering Literacy Independence and Increasing Academic Accountability	Los Angeles	\$0 \$0 \$0 \$0	\$310 \$310 \$310 \$310	SLIB SLIB SLIB SLIB	Daily 5 techniques provide teachers and students with a structure for classroom management used during a daily literacy block.

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Consent Item D.2.2. Approval/Ratification of Revolving Cash Report  
Prepared by Karl Christensen  
February 5, 2013

**BACKGROUND:**

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

**RECOMMENDATION:**

Administration recommends approval of checks #22278 through #22283 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 of checks #22278 through #22283 total \$5,390.96 and is 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.2.2.
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SANTEE SCHOOL DISTRICT  
 REVOLVING CASH REPORT- \$15,000

Date	Number	Name	Memo	Amount
12/18/12	22278	Bolton & Co Insurance	6th Grade Camp Insurance	20.00
12/20/12	22279	Costco	membership for Project Safe	165.00
01/10/13	22280	Voided		0.00
12/11/12	22281	San Diego Cnty Superintendent of School	CBO Forum	175.00
01/15/13	22282	Board of Equalization	Diesel Fuel Tax	30.96
01/17/13	22283	California Center for Sustainable Energy	Solar Initiative Application	5,000.00

Total Checks Written \$5,390.96

Bank Fees

Total to be Reimbursed \$5,390.96

**BACKGROUND:**

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

<i>Item</i>	<i>Approximate Value</i>	<i>Donated By</i>	<i>Designated For Use At</i>
Technology Equipment Received through Troxell's Classroom Technology Solutions Grant Program: - Projector - Document Camera - Balt Cart - Ceiling Speakers with Amplifier - Crestron BPC-8	\$4,200.00	Troxell	Carlton Hills School
Funds to Support the Instructional Program and Supplement Classroom Supplies	\$167.00	Donorschoose.org	Chet F. Harritt School
Vision Center Voucher	\$150.00	Vision Center	Hill Creek School
Funds to Purchase Library Books	\$750.00	Santee School District Foundation	PRIDE Academy
Digital Microscope, School House Rocks DVDs, Laserjet Toner Cartridges	\$340.00	Anthony Estrada	Sycamore Canyon School
<b>TOTAL DONATIONS RECEIVED</b>	<b>\$5,607.00</b>		

**RECOMMENDATION:**

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

This recommendation supports the following District goals:

**Fiscal Accountability**

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

**Educational Achievement**

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

**FISCAL IMPACT:**

The donations above are valued at \$5,607.00.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item D.2.3.
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**BACKGROUND:**

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

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

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

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

**RECOMMENDATION:**

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

This recommendation supports the following District goal:

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The fiscal impact is disclosed on the attached page.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item D.2.4.
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Consultant / General Service Provider Report  
February 5, 2013

Vendor Name	Type (Consultant or General Service Provider)	Description of Services	Date(s) of Service	Amount	Funding	Payment Type (Independent Contractor or Employee)
Laura Bueno	Consultant	Choir Instructor at Pepper Drive School	2/4/13 - 4/25/13	\$1,200.00	Donations/ PD	Employee

Agreements Below Were Approved by the Board of Education and Have Exceeded Original Budgeted Amount

Vendor Name	Type (Consultant or General Service Provider)	Description of Services	Date(s) of Service	Original Amount and Approval Date	Requested Increase/ Contract Total	Funding	Payment Type (Independent Contractor or Employee)
Bridges Educational Corp	General Service Provider	Staff Training and Support for Autistic Students	7/1/12 - 6/30/13	\$16,000-6/19/12	\$14,000/not to exceed \$30,000	Special Education	Contractor

**BACKGROUND:**

Administration has prepared the accompanying Monthly Financial Report covering the period December 1, 2012 through December 31, 2012 prepared on a cash and modified accrual basis and include the District's revenue, expenditure, and cash activities.

**RECOMMENDATION:**

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

This recommendation supports the following District goal:

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The Monthly Financial Report shows a beginning cash balance of \$2,072,247; cash receipts of \$6,394,350; and disbursements of \$3,746,599 are reflected for the period of December 1, through December 31, 2012, resulting in an ending cash balance of \$4,719,998 as of December 31, 2012.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item D.2.5.
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# MONTHLY FINANCIAL REPORT - DECEMBER

1

## CASH REPORT FOR DECEMBER

		Actual	Projected*
Beginning Cash Balance as of November 30, 2012		\$2,072,247	\$1,689,753
<b>INCOME</b>			
A. Revenue Limit Sources			
State Aid	\$ 2,581,869		
Property Taxes	<u>2,917,943</u>		
		5,499,812	
B. Federal Income			
Federal Funding	<u>55,446</u>		
		55,446	
C. State Income			
Unres. State Funding	203,710		
HTS Transportation	20,302		
Spec Ed Transportation	<u>11,110</u>		
		235,122	
D. Local Income			
Other Local Income	107,321		
Spec ED	<u>496,649</u>		
		603,970	
E. Due to/Due from other funds			
F. Debt Proceeds		-	
<b>TOTAL INCOME</b>		<b>\$6,394,350</b>	<b>\$5,263,617</b>
Beginning Balance Plus Income		<b>\$8,466,597</b>	<b>\$6,953,370</b>
<b>DISBURSEMENTS</b>			
G. Commercial Warrants	\$ 203,486		
H. Payroll Warrants	2,868,915		
I. Statutory Employee Benefits	435,970		
J. Health & Welfare	215,618		
K. Other Outgo	22,610		
L. Interfund Borrowing Out	0		
<b>TOTAL DISBURSEMENTS</b>		<b>\$3,746,599</b>	<b>\$3,866,981</b>
Ending Cash Balance as of December 31, 2012		<b>\$4,719,998</b>	<b>\$3,086,389</b>

\* Based on Cash Flow Projection at 1st Interim - October 31, 2012





**Budget Revisions  
Through December 31, 2012  
2012-13 Revised Budget**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Beginning Fund Balance	8,858,416	274,581	9,132,997
Estimated Income	33,578,110	11,891,955	45,470,065
Estimated Expenditures	<u>33,806,750</u>	<u>12,011,527</u>	<u>45,818,277</u>
Change in Fund Balance	(228,640)	(119,572)	(348,212)
Projected Ending Fund Balance	8,629,776	155,009	8,784,785
Less: Restricted			
Program Carryovers	-	155,009	155,009
Less: Committed			
Yale Preschool Expansion at CPJH	200,000	-	200,000
Less: Non-Spendable			
Prepaid Expenses	375,665	-	375,665
Revolving Cash Fund	15,000	-	15,000
Stores Inventory	50,327	-	50,327
Less: Assigned			
Vacation Carryover	209,040	-	209,040
Less: Economic Uncertainty Reserve	1,374,548	-	1,374,548
Uncommitted/Unassigned/Unappropriated Fund Balance	6,405,196	-	6,405,196
Fund 17 Projected End of Year Balance	2,864,269	-	2,864,269
Projected Reserves	<u>10,644,013</u>	<u>-</u>	<u>10,644,013</u>
As a % Estimated Expense Total	23.23%		

\* Projected Reserve % 2013-14 19.79%

\* Projected Reserve % 2014-15 14.27%

\* Based on Multi-Year Projection at 1st Interim - October 31, 2012



Consent Item D.3.1.

Approval of Nonpublic Agency Master Contract with Dependable Nursing, LLC for Nursing Services

Prepared by Dr. Stephanie Pierce  
February 5, 2013

### **BACKGROUND:**

School districts must have credentialed school nurses to promote and maintain optimal student health. A credentialed school nurse participates in the following activities: promotes and assists in the control of communicable diseases; develops Care Plans/Orders with student's physician and parents; educates and trains school staff (e.g., teachers, instructional assistants, health clerks, administrators) regarding student health matters and procedures; serves as a health professional liaison between home, school and community; and conducts vision and hearing screenings for special education evaluations.

On August 21, 2012, the Board of Education approved a contract with AccentCare Home Health of California, Inc. At this time, AccentCare Home Health of California, Inc. is unable to continue to provide nursing services.

On June 19, 2012, the Board of Education approved a Consultant Agreement with Dependable Nursing, LLC in an amount not to exceed \$2,000. Consequently, the amount of the original Consultant Agreement will be exceeded, and this nonpublic agency is intended to extend that agreement with more definitive terms through the Nonpublic Agency Master Contract.

### **RECOMMENDATION:**

Administration recommends the Board of Education:

- 1) Approve/Ratify increase of \$3,200 to original Consultant Agreement with Dependable Nursing, LLC for a revised amount not to exceed \$5,200 for services through February 5, 2013.
- 2) Approve Nonpublic Agency Master Contract with Dependable Nursing, LLC in an amount not to exceed \$43,160 for services starting February 6, 2013 and ending June 30, 2013.

This recommendation supports the following District goal:

- Provide social, emotional, and health service programs, integrated with community resources, to foster student character and personal well-being.



**FISCAL IMPACT:**

The total cost for a credentialed school nurse provided by Dependable Nursing, LLC through the Consultant Agreement and the Nonpublic Agency Master Contract is \$48,360. The hourly rate is \$65.00 per hour, 8 hours per day.

**STUDENT ACHIEVEMENT:**

Nursing services are necessary for students in order to promote and maintain optimal student health. Healthy students are better able to engage in the learning process and demonstrate educational growth.

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

Agenda Item D.3.1.

Consent Item D.4.2.

Approval of New Job Description for Specialized Academic Instructor for Students with Visual Impairments (Infants – Grade 8)

Prepared by Minnie Malin  
February 5, 2013

**BACKGROUND:**

Santee School District, in coordination with East County SELPA, serves all students in the east county area with visual impairments pursuant to IFSPs/IEPs. Subsequently, a sub committee comprised of administrators, teachers, and resource specialists created a job description for teachers working with students having visual impairments.

Administration has provided the new job description for the Board to review.

**RECOMMENDATION:**

Administration recommends that the Board of Education approve the new job description effective February 6, 2013.

**FISCAL IMPACT:**

This is a personnel item and will not impact the general fund.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.4.2.

## **SANTEE SCHOOL DISTRICT**

### **SPECIALIZED ACADEMIC INSTRUCTOR FOR STUDENTS WITH VISUAL IMPAIRMENTS (Infants – Grade 8)**

#### **PRIMARY FUNCTION:**

Under the immediate supervision of the site administrator and general direction of the Director of Special Education, and as a member of the school staff, shall provide an educational program for eligible students beginning in infancy through grade 8 and assist in other school programs as assigned. Serve students with visual impairments pursuant to IFSPs/IEPs, in a variety of educational settings throughout the East County SELPA. Shall work with other District employees and parents in creating an overall school environment conducive to learning for the students in the District and East County SELPA.

#### **PROFESSIONAL RESPONSIBILITIES:**

1. Compile and analyze data as required for documentation and program planning, including review and interpretation of eye medical reports.
2. Ability to transcribe Braille.
3. Assist readers, transcribers, mobility instructor and other District personnel in providing necessary services to individuals with visual impairments.
4. Comply with state and federal regulations and District procedures regarding implementation of IDEA.
5. Maintain accurate special education records and logs for individual students.
6. Maintain personal standards of dress and grooming in accordance with Board policy.
7. Maintain standard of promptness in carrying out assignments.
8. Maintain understanding of and implement current educational practices acquired through professional literature, and by attending conferences and site and District meetings.
9. Meet obligations as specified by the Education Code and Board Policy.
10. Participate in District and school activities such as staff meetings, staff development, trainings and Professional Learning Community work.
11. Participate in and community-related activities.
12. Share responsibility for the effective operation of the school program.
13. Perform other duties as assigned.

#### **ESSENTIAL FUNCTIONS:**

##### **Instructional**

1. Provide direct instruction in the teaching of Braille reading and writing, Nemeth code, and computer Braille.
2. Provide functional vision evaluations, learning media assessments, developmental assessments, and prepare written reports.
3. Provide instruction in the expanded core curriculum.
4. Select and obtain instructional materials and adaptive equipment, large-type or Braille textbooks, talking books, supplementary materials, educational aids, and equipment needed by students with visual impairments.
5. Communicate regularly with parents regarding student progress.
6. Consult with general education classroom teachers and DIS providers regarding individual student's IFSPs/IEPs.
7. Coordinate assessment procedures with IFSP/IEP team members (e.g., gather data, conduct evaluation procedures, write evaluation reports, and communicate with parents and teachers).
8. Coordinate IFSP/IEP development (e.g., schedule meeting dates, contact participants, assist parents, and other activities necessary to develop and complete IFSPs/IEPs).
9. Coordinate special education services with general education school programs.
10. Assist others to apply practical application of behavioral principles and practices, including behavior management based on positive reinforcement.
11. Participate in consultation and Student Study Team meetings as appropriate.
12. Plan, develop, evaluate and implement appropriate IFSPs/IEPs.

## **VISUALLY IMPAIRED SPECIALIZED ACADEMIC INSTRUCTOR (Infants – Grade 8)**

Page 2

### **ESSENTIAL FUNCTIONS**

Instructional (continued):

13. Provide instructional services using research-based materials and interventions in order to fulfill the objectives specified on the written IFSPs/IEPs and grade level curricula.
14. Determine appropriate level of service to meet the adaptive needs of students and make recommendations and provide staff the specialized equipment and materials regarding vision related goals.
15. Provide resource information/materials to parents and staff and provide in-service training to general education staff.
16. Serve as Case Manager, of assigned students only, to monitor student progress on a regular basis and manage the review and revision of IFSPs/IEPs.
17. Understand and organize subject matter for student learning, including demonstration of knowledge of grade-level content standards and student developmental readiness.
18. Use appropriate technology to provide instruction to students and communication with students, parents and staff.

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Under the direction of his/her supervisor, the Specialized Academic Instructor may be assigned to administer State and District assessments in accordance with established guidelines.
2. Collaborate with District personnel in distributing and collecting paperwork to facilitate communication and adhere to laws and policies.
3. Plan and coordinate the work of instructional assistants and Braille Transcriber, and as requested by supervisor participate in the selection of these employees.
4. Assist students through age six with toileting issues as needed.
5. Supervise students in out-of-classroom activities during the assigned work day.

### **QUALIFICATION STANDARDS**

#### **EDUCATION / CREDENTIALS:**

Bachelor's degree, including all courses to meet current credential requirements. Credential(s) to meet the requirement of the assignment as established by state and local governing boards. Applicants must be eligible for a valid California driver's license.

#### **EXPERIENCE:**

Applicants should have post-graduate coursework in Special Education for students with visual impairments. Although experience working with students beginning in infancy through grade 8 is preferred, completion of a student teaching program will be accepted with above average recommendations from supervisors or other professionals who have observed the teacher's personal characteristics, scholastic attainment and classroom performance. Applicants that have experience working as a member of a multidisciplinary team conducting assessments, interpreting ophthalmological evaluations, writing intervention plans, and providing family/staff consultation is desirable.

#### **KNOWLEDGE AND ABILITIES:**

Knowledge of:

Braille instruction and transcription.

Computers and working knowledge of current technology, equipment, and materials used for the education of students with visual impairments.

A variety of instructional methods/strategies designed specifically to assess and teach students with visual impairments beginning in infancy through grade 8.

## **VISUALLY IMPAIRED SPECIALIZED ACADEMIC INSTRUCTOR (Infants – Grade 8)**

### **Page 3**

#### **KNOWLEDGE AND ABILITIES**

Knowledge of (continued):

Appropriate use of research-based materials designed specifically to meet the needs of students with visual impairments beginning in infancy through grade 8.

The IFSP/IEP process as well as a clear understanding of special education regulations and guidelines.

Student health concerns and ability to perform necessary emergency procedures such as EpiPen administration, allergy response, etc.

Ability to:

Communicate with competent oral and written English skills.

Make oral presentations to a variety of audiences.

Establish and maintain cooperative and effective working relationships with others

Maintain confidentiality and use discretion.

Use tact, patience and courtesy.

Serve as a consultant to a multidisciplinary staff and parents.

Write developmental summaries and consultant reports.

Evaluate and update assessment profiles.

Analyze and evaluate results of diagnostic information.

Advise on the implementation of the IFSP/IEP and explore public and community program options.

Interface with agency personnel on specific issues related to students in the program.

Design and conduct in-service training for teachers, administrators, and parents.

Plan teaching strategies and appropriate objectives.

Perform the physical demands of the position.

#### **WORKING CONDITIONS:**

Environment:

Indoor and outdoor work environment.

Driving between school sites within the East County SELPA.

Physical Abilities:

Bend at the waist, knee or crouching to assist students.

After training, restrain students who are physically aggressive.

Lift non-ambulatory students.

Hearing and speaking to exchange information and make presentations.

Hear to respond to discrete differences in sounds.

Lift and carry books, materials, specialized equipment, (10 lbs and up) on a daily basis to execute lessons and presentations.

See to read, prepare, review and monitor students at student activities.

Sit or stand for extended periods of time.

Walk extended lengths to move around campus.

Hazards:

Potential exposure to communicable diseases and contact with blood and other body fluids.

Potential exposure to physical injury from aggressive behavior.

Board Approved:

Consent Item D.4.3. Approval of Revisions to the Certificated Non-Management Evaluation Procedures for Psychologists, School Counselors, and School Social Workers

Prepared by Minnie Malin  
February 5, 2013

**BACKGROUND:**

On December 4, 2012, the Board of Education approved revisions to the Certificated Non-Management Evaluation Guidelines based on recommendations by a sub committee comprised of District administrators and STA representatives. Subsequently, administration and STA formed a separate sub committee to review the current evaluation process for psychologists, as well as the evaluation process for school counselors and school social workers.

The sub committee, comprised of administrators, psychologists, school counselors, and school social workers, discovered areas in the document for potential improvement. As a result, the sub committee jointly developed revisions to both evaluation procedures and present a draft for each procedure for Board approval.

A copy of each evaluation procedure with the revisions will be available at the meeting or may be acquired upon request to the Human Resources department.

**RECOMMENDATION:**

Tonight, administration recommends approval of the revisions to the Certificated Non-Management Evaluation Procedures for Psychologists, School Counselors, and School Social Workers. Administration further recommends implementation of the new document in the 2013-2014 school year. Because the revisions are minor, administration does not feel that additional training will be necessary.

This recommendation supports the following district goals:

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

**FISCAL IMPACT:**

Committee members met outside of the instructional day and therefore did not incur expenses for teacher release time. As a result, the general fund was not impacted.

**STUDENT ACHIEVEMENT IMPACT:**

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

Agenda Item D.4.3.

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

## **Changes made to existing Evaluation Guidelines for School Psychologists**

1. **Page 5 - Updated Strategic Plan – replaced with statements adopted 5/1/12**
2. **Page 6 - Year at a Glance – revised notification / pre-evaluation dates as follows:**
  - **Page 8 - Distribution of School Psychologists Standards & Evaluation Packet – changed timeline from *Teacher Prep Week to 10/1***
  - **Page 8 - Pre-evaluation Conference & Forms – changed timeline from *10/1 to 10/15* (Track I); and *10/15 to 10/30* (Track II)**
  - **Page 8, 14 – changed evaluation timelines to correspond with Year at a Glance dates**

## **Changes made to existing Evaluation Guidelines for School Counselors/School Social Workers**

1. **Page 5 - Updated Strategic Plan – replaced with statements adopted 5/1/12**
2. **Page 6 - Year at a Glance – revised notification / pre-evaluation dates as follows:**
  - **Page 8 - Distribution of SC/SSW Standards & Evaluation Packet – changed timeline from *Teacher Prep Week* to *10/1***
  - **Page 8 - Pre-evaluation Conference & Forms and Alternative Project Proposal & Conference – changed timeline from *10/1* to *10/15* (Track I); *10/15* to *10/30* (Track II); and *10/1* to *10/15* (Alternative Plan)**
  - **Page 8, 14, & 19 – changed evaluation timelines to correspond with Year at a Glance dates**
3. **Page 18 - Eligibility for Alternative Project – added *School Counselors / School Social Workers on an assistance plan* are not eligible.**



DISCUSSION AND/OR ACTION ITEMS Item E.

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

Agenda Item E.

Discussion and/or Action Item E.1.1.

Approval of the Strategic Plan Action Planning Committees' Priority Goals for 2012-2014

Prepared by Dr. Cathy A. Pierce  
February 5, 2013

**BACKGROUND:**

In early 2012, Santee School District developed a new Strategic Plan designed to prepare students to meet the challenges of the 21<sup>st</sup> century. It is a five-year plan focusing on the development of five district-wide goals:

- Educational Achievement
- Learning Environment
- Student Well-Being
- Staff Development
- Fiscal Accountability

During the spring, Action Plans for each of these five goals were developed.

As we began the 2012-2013 school year, seven Action Planning Committees were established to research and prioritize areas of the Strategic Action Plans. The committees and their focus areas are as follows:

Action Planning Committee	Focus of the Committee
21 <sup>st</sup> Century Instructional Skills Committee	Delivery of 21 <sup>st</sup> Century Skills Instruction
Foreign Language Committee	Providing Foreign Language for all Students K-8
Multiple Assessment Committee	Measure Student Achievement Using Multiple Assessment Models
Personalized Learning Environment Committee	Providing Student Personalization in the Learning Environment
District Technology Committee (DTC)	Development and Implementation of the District Technology Plan
Student Well-Being Committee	Centrally Located Resources (One Stop Shop) to Support Students and Families
Budget Advisory Committee (BAC)	District Fiscal Solvency and Support of Educational Programs

Each committee has completed identification of two Priority Actions with deliverables for 2012-2014. The Strategic Action Leadership Team has reviewed the Priority Actions and submits them to the Board of Education for approval. The complete list is attached.

One approved by the Board of Education, sub-committees will begin to meet as needed to develop implementation plans for these Actions to meet the goals of the Strategic Plan approved by the Board in May 2012.

**RECOMMENDATION:**

It is recommended that the Board approve the Strategic Plan Priority Actions for 2012-14 developed by the Action Planning Committees

**FISCAL IMPACT:**

The cost of implementation of the Priority Action Plans is unknown at this time. Any costs incurred will come to the Board for pre-approval.

**STUDENT ACHIEVEMENT IMPACT:**

The Strategic Plan and ensuing Action Plans support the District's Mission to provide a quality education:

- ❖ *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.*

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

Agenda Item E.1.1.



## Santee School District Strategic Action Plan 2012-2014 Prioritized Actions

Goal	Core Strategy	Deliverables	Committee Lead	Start Date	Due Date		
1A	Educational Achievement	Curriculum for the 21 <sup>st</sup> Century	1A.1	Identify and define a list of the foremost 21 <sup>st</sup> century skills.	Stephanie Southcott	3/2013	6/2014
			1A.2	Design and implement a professional development plan* that uses 21 <sup>st</sup> Century Skills as the foundation for transitioning to the Common Core State Standards.			
1B	Educational Achievement	Foreign Language for All	1B.1	Submit to the Governing Board a proposal for implementing an immersion foreign language program in two Kindergarten classes at one school beginning September 2014.	Terry Heck	3/2013	6/2014
			1B.2	Submit to the Governing Board a proposal for implementing a pilot enrichment foreign language program in one grade level at each school.			
1C	Educational Achievement	Student Achievement using Multiple Measures	1C.1	Design and implement a professional development plan* focused on understanding the upward shift in the cognitive complexity of Smarter Balance Assessment items and the teaching/learning/assessment implications.	Bonner Montler	3/2013	6/2014
			1C.2	Identify and select an assessment system that reflects and supports the Smarter Balanced Assessment system and various item types.			
1D	Educational Achievement	Personalized Learning Environment	1D.1	Research and create a rubric that defines observable evidence as the teacher transitions to the role of facilitator.	Andy Johnston	3/2013	6/2014
			1D.2	Research and create a rubric with observable evidence of student learning when the teacher is the facilitator.			
2	Learning Environment	Technology	2.1	Create a plan to provide additional afterschool technology enrichment opportunities for all students.	Bernard Yeo and Laura Spencer	3/2013	6/2014
			2.2	Administer a needs assessment to staff. Use results to design and implement an on-going professional development plan* for using technology to increase student learning.		9/2013	
3	Fiscal Accountability	Reduce Operational Cost & Increase Revenue	3.1	Audit utility bills and identify ways to reduce costs for electricity, gas, water, sewer, landline, cell phone and refuse removal.	Karl Christensen	3/2013	6/2014
			3.1	To reduce water costs for irrigation, develop and implement a plan for digging wells at certain sites.			
			3.1	Create a plan to reduce the Unrestricted General Fund contribution for transportation costs.			
3.2	Increase number and amount of grants. Contract grant writer to increase opportunities for grant funding.	3/2013					
3.2	Develop list of fiscal priorities in descending order of protection.	3/2013					
3.2	Develop and implement a formal minimum budget and cash reserve policy.						
4	Staff Development	Professional Development	4.1	Create professional development plan for *Educational Achievement, *Learning Environment, *Technology Prioritized Actions	Stephanie Pierce	3/2013	6/2014
5	Student Well Being	One Stop Shop	5.1	Develop and establish guidelines for partnerships in the One Stop Shop.	Minnie Malin	3/2013	6/2014
			5.2	Secure three additional partners to provide resources for families and community members.			

Discussion and/or Action Item E.1.2. Adoption of Santee School District  
Governance Standards

Prepared by Dr. Cathy A. Pierce  
February 5, 2013

**BACKGROUND:**

On January 24, 2013, the Board of Education and Superintendent participated in a Board Collaboration/Team Building Workshop. At that meeting Board Members reviewed and edited the Santee School District Governance Standards through a collaborative process. Attached for Board Member review is the final version for consideration to adopt as the guideline to help increase effectiveness and improve the quality of governance and leadership for the District.

**RECOMMENDATION:**

It is recommended that the Board adopt the Santee School District Governance Standards.

**FISCAL IMPACT:**

There is no fiscal impact.

**STUDENT ACHIEVEMENT IMPACT:**

Effective governance assures a quality education for students.

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

Agenda Item E.1.2.

# SANTEE SCHOOL DISTRICT



Guidelines to help clarify roles, increase effectiveness,  
raise the level of understanding and  
improve the quality of governance and leadership.

**February 2013**

## BOARD OF EDUCATION MISSION STATEMENT

*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.*

# CALIFORNIA SCHOOL BOARDS ASSOCIATION PROFESSIONAL GOVERNANCE STANDARDS

## **The Individual Trustee**

*In California's public education system, a trustee is a person elected or appointed to serve on a school district or county board of education. Individual trustees bring unique skills, values and beliefs to their board. In order to govern effectively, individual trustees must work with each other and the superintendent to ensure that a high quality education is provided to each student.*

### **To be effective, an individual trustee:**

- Keeps learning and achievement for all students as the primary focus.
- Values, supports and advocates for public education.
- Recognizes and respects differences of perspective and style on the board and among staff, students, parents and the community.
- Acts with dignity, and understands the implications of demeanor and behavior.
- Keeps confidential matters confidential.
- Participates in professional development and commits the time and energy necessary to be an informed and effective leader.
- Understands the distinctions between board and staff roles, and refrains from performing management functions that are the responsibility of the superintendent and staff.
- Understands that authority rests with the board as a whole and not with individuals.

## **The Board**

*School districts and county offices of education are governed by boards, not by individual trustees. While understanding their separate roles, the board and superintendent work together as a "governance team." This team assumes collective responsibility for building unity and creating a positive organizational culture in order to govern effectively.*

## **To operate effectively, the board must have a unity of purpose and:**

- Keep the district focused on learning and achievement for all students.
- Communicate a common vision.
- Operate openly, with trust and integrity.
- Govern in a dignified and professional manner, treating everyone with civility and respect.
- Govern within board-adopted policies and procedures.
- Take collective responsibility for the board's performance.
- Periodically evaluate its own effectiveness.
- Ensure opportunities for the diverse range of views in the community to inform board deliberations.

## **The Board's Jobs**

*The primary responsibilities of the board are to set a direction for the district, provide a structure by establishing policies, ensure accountability and provide community leadership on behalf of the district and public education. To fulfill these responsibilities, there are a number of specific jobs that effective boards must carry out.*

## **Effective boards:**

- Involve the community, parents, students and staff in developing a common vision for the district focused on learning and achievement and responsive to the needs of all students.
- Adopt, evaluate and update policies consistent with the law and the district's vision and goals.
- Maintain accountability for student learning by adopting the district curriculum and monitoring student progress.
- Hire and support the superintendent so that the vision, goals and policies of the district can be implemented.
- Conduct regular and timely evaluations of the superintendent based on the vision, goals and performance of the district, and ensure that the superintendent holds district personnel accountable.
- Adopt a fiscally responsible budget based on the district's vision and goals, and regularly monitor the fiscal health of the district.
- Ensure that a safe and appropriate educational environment is provided to all students.
- Establish a framework for the district's collective bargaining process and adopt responsible agreements.
- Provide community leadership on educational issues and advocate on behalf of students and public education at the local, state and federal levels.



# Santee School District Governance Standards

1. We will rely on our district goals and value statements when deliberating and taking action.
2. We will be responsive to the needs of our constituents and an advocate for children.
3. We will respect the opinions of others, including Board members, staff and community members and their right to express those opinions publicly as allowed by law.
4. When you are acting as a representative of the Board in an official capacity, you will represent the direction of the Board or uphold the majority of the Board's decision, even if it's counter to your point of view. It's our responsibility to hold each other accountable.
5. If any Board member feels that another Board member appears to be violating the Professional Governance Standards, we will seek to resolve our differences, and address the issue initially directly with the individual or as the next step, the differences can be taken to the entire Board to resolve the issue.
6. The Board's intention is not to surprise the Superintendent-or her staff; however, this may sometimes occur. The Board will use all due diligence to try to contact administration prior to the Board meetings about questions or issues that may come up in this forum that need to be addressed.
7. The Superintendent's intention is not to surprise the Board; however, this may sometimes occur. The Superintendent will use all due diligence to try to contact the Board prior to the Board meetings about questions or issues that may come up in this forum that need to be addressed.
8. An assessment of the Board's performance will be conducted annually and the Professional Governance Standards will be subject to Board adoption annually.

\_\_\_\_\_  
Dianne El-Hajj, President

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Barbara Ryan, Member

\_\_\_\_\_  
Ken Fox, Vice President

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Elana Levens-Craig, Member

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Dustin Burns, Clerk

\_\_\_\_\_  
Cathy A. Pierce, Ed.D., Superintendent

\_\_\_\_\_  
Date Adopted by Board

Discussion and/or Action Item E.2.1. Solar Projects Update  
 Prepared by Karl Christensen  
 February 5, 2013

**BACKGROUND:**

In August 2010, the District's first implementation of solar generation at Hill Creek School began. Since that time, the District has offset more than 100% of its usage through solar generation, paid SDG&E only \$25,000 over a 27-month period and received almost \$400,000 in Performance Based Incentives. The table below provides a summary of the results of the solar implementation at Hill Creek School since its inception:

Month	Solar Generation	Energy Consumed	% Solar	SDG&E Cost	PBI Incentives Received
Aug 2010	4,538	433	1048.04%		0.00
Sept 2010	33,796	35,329	95.66%		15,546.16
Oct 2010	26,568	39,881	66.62%	3,075	12,221.28
Nov 2010	26,906	28,899	93.10%	1,430	12,376.76
Dec 2010	18,940	26,088	72.60%	1,651	8,712.40
Jan 2011	26,167	34,111	76.71%	1,941	12,036.82
Feb 2011	28,409	32,974	86.16%	1,732	13,068.14
Mar 2011	38,879	42,692	91.07%	1,390	17,884.34
Apr 2011	43,318	29,869	145.03%	880	19,926.28
May 2011	49,122	46,748	105.08%	1,192	22,596.12
Jun 2011	38,765	39,700	97.64%	1,487	17,831.90
Jul 2011*	41,620	30,000	138.73%	252	0.00
Aug 2011*	41,620	28,851	144.26%	(5,217)	0.00
Sep 2011	33,869	32,675	103.65%	(23)	15,579.74
Oct 2011	31,247	27,884	112.06%	747	14,373.62
Nov 2011	22,671	23,194	97.75%	905	10,428.66
Dec 2011	21,642	22,679	95.43%	926	9,955.32
Jan 2012	24,272	28,554	85.00%	960	11,165.12
Feb 2012	28,131	26,916	104.51%	808	12,940.26
Mar 2012	37,884	30,223	125.35%	999	17,426.64
Apr 2012	42,162	23,080	182.68%	684	19,394.52
May 2012	49,756	34,019	146.26%	728	22,887.76
Jun 2012	50,194	33,451	150.05%	650	23,089.24
Jul 2012	45,175	30,138	149.89%	592	20,780.50
Aug 2012	37,851	39,672	95.41%	(1,175)	17,411.46
Sep 2012	31,074	44,724	69.48%	3,970	14,294.04
Oct 2012	27,593	37,562	73.46%	2,070	12,692.78
Nov 2012	23,588	26,177	90.11%	1,393	10,850.48
Dec 2012	18,802	25,048	75.06%	1,293	8,648.92
<b>2011-12 Ttl</b>	<b>425,067</b>	<b>341,526</b>	<b>124.46%</b>	<b>2,418</b>	<b>157,241</b>
<b>2012-13 Ttl</b>	<b>184,083</b>	<b>203,321</b>	<b>90.54%</b>	<b>8,142</b>	<b>84,678</b>
<b>Cum Ttl**</b>	<b>906,224</b>	<b>865,809</b>	<b>104.67%</b>	<b>25,338</b>	<b>394,119</b>

\*No solar meter data for individual months. Amts estimated

\*\*Since inception of system

In November 2011, staff began exploring the possibility of implementing solar at other schools. Unfortunately, due to the threat of substantial increases to solar rates proposed by SDG&E, the District was forced to suspend work on potential future projects until the rate case was resolved. As of October 23, 2012, the District's authorization to issue Clean Renewable Energy Bonds (CREBs) expired, thereby eliminating a viable financing option for construction of photovoltaic systems. The SDG&E rate case is still pending but a more favorable resolve may be reached with either approval of a pending settlement agreement or reducing the bill impact for a revised DG-R tariff rate.

The terms of the pending settlement agreement included a provision for allowing future built systems to benefit from a one-time bill credit if California Solar Initiative applications were submitted on or before December 31, 2012 and the systems were constructed by December 31, 2013. Baker Electric submitted applications for projects at the 8 remaining schools on behalf of the District. However, an application fee of \$1,250 per application was due and payable to the California Center for Sustainable Energy by January 20, 2013 to finalize the reservations. For the 9 applications (8 schools with 1 school having 2 meters), this would require payment of \$11,250. These fees could potentially be forfeited if a contract was not executed within 6 months to construct the projects.

District staff has been exploring other options for financing the projects. Applications were submitted to the California Energy Commission for a 1% loan for all potential future projects. However, the loan amount is limited to 13 years of projected annual energy savings. Original construction estimates for these projects indicate the District would need to contribute dollars towards construction with this financing mechanism and may experience a net loss at the end of the 13-year debt service period. Since there are no Capital Improvement Program (CIP) funds available to put towards construction of these projects, this contribution would come from the General Fund. Consequently, the financial viability of using the Energy Commission 1% loan is suspect.

The Internal Revenue Service has indicated that another window period for applying for CREBs authorization will be forthcoming. However, the timing of this is unknown and it is not known whether entities with previous authorizations that expired due to circumstances beyond their control would receive higher priority for new authorizations.

In order to avoid forfeiture of CSI application fees, Administration obtained the approval of the California Center for Sustainable Energy to obtain a refund of fees paid if the projects are not completed due to an unfavorable outcome of the SDG&E rate case or inability to secure financing for the projects. Nonetheless, to avoid payment of fees for projects that are not likely to be financially viable, Administration ranked the projects using the 1% loan financing scenario to pay no more than \$5,000 in refundable fees.

Below is the analysis used to determine that Rio Seco, Pepper Drive, and Chet F. Harritt have the most potential viability. Roof mounted projects or projects at schools

that did not need a new shade structure were excluded. Fees were paid for the remaining 3 projects (4 meters) with the most favorable overall ranking of energy savings, initial contribution, and net cost after 13 years to reserve incentives at \$0.139 per kWh:

Site	Shade Structure Need	Energy Savings		Initial Dist Contrbtn		Net Cost over 13 Yrs		Overall
		% of Ttl	Rank	Amount	Rank	Amount	Rank	
CH	Yes	26.37%	8	53,338	7	110,786	7	22
CFH	Yes	31.11%	6	332	2	62,660	5	13
CO	No	35.45%	3	36,100	6	54,297	3	N/A
CP	No	35.66%	2	6,959	3	59,850	4	N/A
PA	No	33.28%	5	(1,383)	1	52,210	2	N/A
PD	Yes	31.02%	7	24,629	5	84,564	6	18
RS	Yes	38.17%	1	24,062	4	46,745	1	6
SC	Yes	34.65%	4	64,304	8	119,275	8	20

Unfortunately, since the outcome of the SDG&E rate case has not yet been finalized and a viable financing mechanism for construction is uncertain, the District must still wait to determine whether to initiate any of these projects.

**RECOMMENDATION:**

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

This recommendation supports the following District goals:

**Learning Environment**

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

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The fiscal impact is \$5,000 in refundable application fees for CSI incentives reservation paid from Fund 40.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item E.2.1.
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**BACKGROUND:**

Staff has been reviewing operational procedures and facilities issues that may need to be addressed in order to increase the safety of both students and staff and the District's ability to quickly respond to potential incidents.

Staff identified the following fencing issues that may need to be addressed:

- Due to the configuration of ornamental fencing at the front of Rio Seco and Carlton Oaks schools, gates are left open during the school day in order for visitors to be able to access the office entrance. In addition, students and staff in the Kindergarten building cannot easily walk to the office without either going outside the fencing or walking around the building in the opposite direction from the office.
- The fence bordering the north side of the preschool playground at PRIDE Academy at the turning circle is a 4-foot fence while other adjacent fencing is 6-feet high. The gate on the exterior fence along the sidewalk is left open during the day in order for visitors to gain access to the building. Procedures have been changed to lock the building during the day and require identification before entry. However, the low fence gives the appearance of easy access to the preschool playground.
- The vehicular gate at the lower parking lot near the Junior High building at Cajon Park School must be manually closed by teachers exiting the parking lot at lunch. This requires the teacher to park on the street, exit their car in heavy traffic, close the fence, and return to their car. At times, this gate has been left open during the school day.

Staff obtained quotes from various vendors to address the above issues. Estimated costs are as follows:

- Rio Seco and Carlton Oaks schools:
  - Reconfigure fencing = \$8,428 each school
    - Add approximately \$2,000 to Carlton Oaks for enclosing back office door and Room 25 in perimeter fencing.
  - Install door in wall of office perpendicular to one with existing entry door for exit to campus = \$2,975 each school
  - Total estimated cost = \$24,806
- PRIDE Academy Preschool:
  - Demolish existing segment of 4' fencing and replace with 6' fencing = \$2,220
- Cajon Park School:
  - Option 1: Install automated gate = \$14,990

- Option 2: Install fencing along sidewalk of grass field and connect to current fencing. Also requires installation of large vehicular gate for fire loop access = \$11,372

The fencing can be done by South Bay Fence, Inc., by piggybacking on the Chula Vista Elementary School District Contract No. 11/12-5 for these various fencing options. Proposals for new doors at Rio Seco and Carlton Oaks School from Fordyce Construction are \$5,950.

**RECOMMENDATION:**

It is recommended that the Board of Education authorize the purchase of fencing needs from the Chula Vista Elementary School bid for Cajon Park School (Option 2), PRIDE Academy, Carlton Oaks, and Rio Seco schools and approve new doors at Rio Seco and Carlton Oaks schools to be constructed by Fordyce Construction.

This recommendation supports the following District goal:

**Learning Environment**

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

**FISCAL IMPACT:**

The estimated cost is \$38,398 to be funded from the General Fund.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item E.2.2.
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**BACKGROUND:**

The Pioneer National Little League (PNLL) currently plays on fields at the Santee School Site. When the Santee School Site is ready for commercial development, PNLL will move to the Chet F. Harritt Ball Fields which were constructed there in 2010 and 2011. In order to ensure that equal or better facilities are provided as agreed upon, a snack bar/restroom facility will need to be provided as well as some other supplementary items. Currently, \$250,000 has been reserved in the Capital Improvement Program (CIP) funds for the snack bar project.

Administration has met with the sports council and league staff, Ken Fox and Ron Burner, and walked both the current fields and facilities at the Santee School site and the fields at Chet F. Harritt School. At the August 21, 2012 meeting, the Board of Education gave direction for the option for conversion of the two Project SAFE portables closest to Mesa Road (PS3: closest to Big Rock Park and PS4: closest to the fields) to storage, snack bar, meeting room, and restrooms for the following reasons:

**Pros & Cons:**

OPTION	PROS	CONS
B	1. Least expensive 2. Allows budget of additional facility items needed 3. Does not break-up school P.E. program fields 4. Saves District the cost of demolition/disposal of portables	1. Equal facility, but shorter useful life 2. Facility/maintenance costs higher

The PS3 and PS4 units were researched through Division of State Architect (DSA) and certified and stamped out by DSA. Original plans and structural calculations are needed to modify the buildings. A plan file request was submitted to DSA to obtain the original records. Files were found for PS3 (restrooms & storage conversion), but not for PS4 (planned for the snack bar conversion). Therefore, structural changes would not be allowed on PS4 for the windows needed for view of the fields or the floor stiffening.

In order to keep the project relatively close to the current budget of \$250,000, an option is to keep PS4 in place to avoid the \$10,000 demolition cost and relocate surplus classroom J9 from the old Cajon Park Junior High Annex on El Nopal to the Chet F. Harritt site. To move this added relocatable to Chet F. Harritt School as a snack bar adds an additional cost of \$50,000 to the budget. Estimated costs are \$10,000 to move, \$10,000 to set up/crane in, and \$30,000 for foundations.

In addition to the snack bar/restroom, other facility items are needed for equal or better replacement. Other items = \$90,000 to \$120,000.

Shaded bleachers – 6	\$30,000
Score boards – 3	\$25,000
Outfield removable fencing systems – 3	\$15,000 to \$45,000
Cargo container	\$5,000
Batting cage	\$15,000

**RECOMMENDATION:**

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

This recommendation supports the following District goal:

**Learning Environment**

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

**FISCAL IMPACT:**

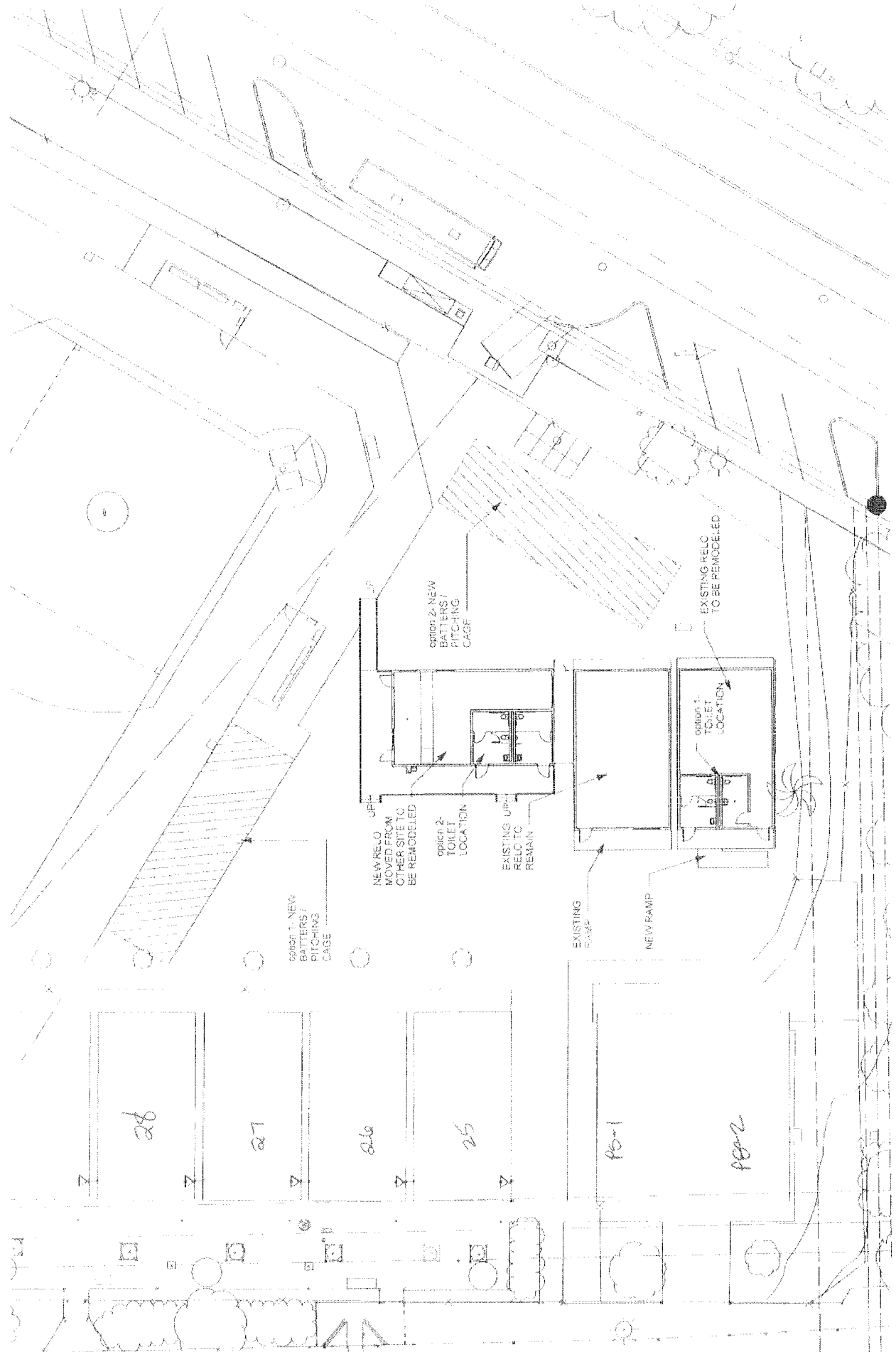
The current CIP budget is \$250,000 for this project. Estimated costs will increase by approximately \$50,000, for a total estimated cost of \$240,000 to \$270,000.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item E.3.1.
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Discussion and/or Action Item E.3.2.  
 Prepared by Karl Christensen  
 February 5, 2013

Update on Bidding Results and Value Engineering  
 Endeavors for Potential Pepper Drive School  
 Building Projects

**BACKGROUND:**

At the August 7, 2012 meeting, the Board of Education authorized staff to apply for priority funding for the Pepper Drive School 10-classroom addition. At the December 12, 2012 meeting of the State Allocation Board, the District was funded for this application in the amount of \$2,185,100. The District now has 90 days to contract for this work to be able to request a release of funds no later than March 10, 2013.

At the June 27, 2012 State Allocation Board meeting, the District was also successful in receiving an allocation of funds for the Administration/Learning Resource Center building at Pepper Drive School as a joint use project in the amount of \$1,063,026. DSA submittal was on November 30, 2012, and review of plans by DSA will be in February 2013. To maintain the Joint-Use Funding for the Admin/LRC, the District must pull DSA permits no later than June 26, 2013. We then have 18 months to award the construction contract work to request the \$1,063,026 grant fund release.

At the December 18, 2012 meeting, staff presented an overview of available financing for both of the Pepper Drive School building projects. Estimated available funds were \$8.3 million as defined below:

Description	Sources	Uses	Difference
Remaining GO Bond Funds 6-30-12	2,936,606		
State Grant Funds for HC 10 Classroom Addition	2,279,414		
Remaining Developer Fee Funds 6-30-12	833,095		
Previously Committed/Obligated		1,001,641	
State Grant for PD Addition	2,185,100		
State Grant for PD Admin/LRC Joint Use Building	1,063,026		
Estimated Interest Earnings thru 6-30-2013	36,332		
<b>Total: Available for PD Projects</b>	<b>9,333,573</b>	<b>1,001,641</b>	<b>8,331,932</b>

At that time, based on construction estimates the 10-Classroom Addition and Admin/LRC Building projects were approximately \$600,000 over estimated available funds. Both projects were put out to bid with sub-contractors and bids were opened January 16, 2013. Submitted bids were considerably higher than anticipated.

Staff, Balfour Beatty Construction, Inc., and Webb-Cleff Architectural Planning will present the bid results to the Board of Education tonight for discussion. In light of estimates now more fully quantified with bids, Administration believes the following course of action would be best:

- 1) Redesign the Admin/LRC Building to bring it in line with the matching State Grant and \$2.1 million project boundary. The revised timeline will still allow the District to obtain State Grant funding when a contract for the work is executed.
- 2) Reduce construction costs of the 10-Classroom Addition with various value engineering and contract changes to bring the Guaranteed Maximum Price (GMP) plus soft costs for completion of the building, with all 10 classrooms fully functional, within the \$7.3 million in available funds more fully defined as follows:

Description	Sources	Uses	Difference
Remaining GO Bond Funds 6-30-12	2,936,606		
State Grant Funds for HC 10 Classroom Addition	2,279,414		
Remaining Developer Fee Funds 6-30-12	833,095		
Previously Committed/Obligated		1,001,641	
State Grant for PD Addition	2,185,100		
Estimated Interest Earnings thru 6-30-2013	36,332		
<b>Total Available for PD Project(s)</b>	<b>8,270,547</b>	<b>1,001,641</b>	<b>7,268,906</b>

An action item to award the contract with a Final GMP would be brought back to the February 19, 2013 meeting for consideration in order to meet the deadline for submitting a fund release for the State Grant by March 11, 2013.

**RECOMMENDATION:**

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

This recommendation supports the following District goals:

**Learning Environment**

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

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The estimated available funding is \$7.3 million in CIP funds.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda E.3.2.
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BOARD POLICIES AND BYLAWS Item F.

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

Agenda Item F.

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

Prepared by Minnie Malin  
February 5, 2013

**BACKGROUND:**

On January 15, 2013, the Board of Education was provided a copy of BP 5127, Promotion Ceremonies & Activities with revisions provided by a District committee as a first reading. Administration is requesting that *scholarship, citizenship, and effort* be included as part of the criteria for a student's participation in promotion ceremonies and/or activities.

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

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

**RECOMMENDATION:**

Administration recommends that the Board of Education approve revisions to BP 5127 Promotion Ceremonies & Activities.

**FISCAL IMPACT:**

No fiscal impact will result from revisions to BP 5127.

**STUDENT ACHIEVEMENT:**

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

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

Agenda Item F.1.1.

## PROMOTION CEREMONIES AND ACTIVITIES

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

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

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

### *Legal Reference:*

#### EDUCATION CODE

38119 *Lease of personal property; caps and gowns*

48904 *Liability of parent or guardian; withholding of grades, diplomas, transcripts*

51225.5 *Honorary diplomas; foreign exchange students*

51400-51403 *Elementary school diploma*

51410-51412 *Diplomas*

#### COURT DECISIONS

*Cole v. Oroville Union High School District, (2000, 9th Cir.) 228 F.3d 1092*

*Santa Fe Independent School District v. Doe, (2000) 530 U.S. 290*

*Lee v. Weisman, (1992) 112 S.Ct. 2649*

*Sands v. Morongo Unified School District, (1991) 53 Cal. 3d 863*

*Lemon v. Kurtzman, (1971) 403 U.S. 602*

### *Management Resources:*

#### CDE PROGRAM ADVISORIES

0615.89 *Granting credit for passing GED, SPB:88/89-11*

#### WEB SITES

CDE: <http://www.cde.ca.gov>

Policy  
adopted: August 17, 2010  
Revised:

**SANTEE SCHOOL DISTRICT**  
Santee, California

**PROMOTION CEREMONIES AND ACTIVITIES**

**DRAFT #3**

**Background**

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

**Procedure**

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

- d. Any student transferring into a district school from another school (inter/intra) shall transfer his/her scholarship/citizenship/effort with him/her and will be required to meet the minimum district promotion standards.
  - e. Any student with more than two incidents of out-of-school suspension during his/her 8th grade year will not be eligible to participate in promotion activities. ~~There will be no appeal process privilege.~~
6. Parents/guardians of 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students will receive notification from the Director of Educational Services of district standards and eligibility requirements.
7. District standards for participation in student promotion ceremonies shall be:
- a. The student must achieve and maintain a cumulative Grade Point Average (GPA) of 2.00 for the first and second trimester and the first six weeks of the third trimester of the 8th grade year. This cumulative GPA must be maintained and will be computed in the following areas in order for a student to be eligible:
    - (1) Scholarship cumulative GPA of 2.00
    - (2) Citizenship cumulative GPA of 2.00
    - (3) Effort cumulative GPA of 2.00
8. Appeal Process for Promotion Ceremony and/or Promotion Activities:
- a. There will be an opportunity to appeal in the event an 8th grade student is denied the privilege to participate in the promotion ceremony. The parents/guardians must be involved in the following steps when deciding whether to appeal the district's policy.
    - (1) District Committee Appeal
 

The committee shall be composed of an administrator and an 8<sup>th</sup> grade teacher from the student's site (the teacher should be one that has a relationship with the student and can add information that may be a factor in the decision), as well as, an administrator, a junior high teacher, and a support staff member from other school sites. The formal appeal request form must be received by the district designated deadline. No late forms will be accepted.

The District Appeal Committee will meet with the student and at least one parent/guardian. Following the Appeal meeting, the committee will deliberate without the student or student's parent/guardian present and reach a decision. After the deliberation, the District Committee Appeal decision will be communicated to the parent by phone or in person. The notification will be made by the site administrator seated on the panel on behalf of the appealing student. The notification will also include the



required procedures for the parent to appeal to the next level if they wish to do so.

(2) Appeal to the Director of Educational Services

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

(3) Appeal to the Governing Board

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

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

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

**SANTEE SCHOOL DISTRICT**  
Santee, California

BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS Item G.

Agenda Item G.

CLOSED SESSION Item H.

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

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

- 1. Public Employee Discipline/Dismissal/Release** (Govt. Code § 54957)
- 2. Conference with Labor Negotiator** (Govt. Code § 54956.8)  
*Purpose: Negotiations*  
*Agency Negotiator: Karl Christensen, Asst. Superintendent*  
*Employee Organization: Classified School Employees Association*
- 3. Conference with Labor Negotiator** (Govt. Code § 54956.8)  
*Purpose: Negotiations*  
*Agency Negotiator: Karl Christensen, Asst. Superintendent*  
*Employee Organizations: Santee Teachers Association*
- 4. Conference with Real Property Negotiators** (Govt. Code § 54956.8)  
*Property Address: 10335 Mission Gorge Road (Property formerly known as the Santee School Site)*  
*Agency Negotiator: Karl Christensen, Asst. Superintendent, Business Services*

RECONVENE TO PUBLIC SESSION Item I.

ADJOURNMENT Item J.