



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/BUDGET WORKSHOP
 AGENDA
 February 16, 2016**

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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A. OPENING PROCEDURES – 7:00 p.m.

1. Call to Order and Welcome
2. District Mission
3. Pledge of Allegiance
4. Approval of Agenda

B. REPORTS AND PRESENTATIONS

- | | |
|-------------------------------------------|----|
| 1. Superintendent's Report | |
| 1.1. Developer Fees and Collection Report | 7 |
| 1.2. Use of Facilities Report | 8 |
| 1.3. Enrollment Report | 9 |
| 1.4. Claims Against the District | 10 |
| 1.5. Schedule of Upcoming Events | 11 |

C. PUBLIC COMMUNICATION

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

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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.

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Superintendent

- 1.1. Approval of Minutes** 14
It is recommended that the Board of Education approve meeting minutes with any necessary modifications.

Business Services

- 2.1. Approval/Ratification of Travel Requests** 20
It is recommended that the Board of Education ratify the authorization granted to personnel requesting out-of-district travel as listed in the item.
- 2.2. Approval/Ratification of Expenditure Warrants** 22
It is recommended that the Board of Education approve and ratify the expenditure warrants for the month of January 2016.
- 2.3. Approval/Ratification of Purchase Orders** 24
It is recommended that the Board of Education approve and ratify purchase orders for the month of January 2016 as presented in the item.
- 2.4. Approval/Ratification of Revolving Cash Report** 33
It is recommended that the Board of Education approve/ratify revolving cash checks as listed.
- 2.5. Acceptance of Donations** 35
It is recommended that the Board of Education accept donations listed in the item and authorize letters of appreciation to be sent on behalf of the Board.
- 2.6. Approval of Consultants and General Service Providers** 36
It is recommended that the Board of Education approve agreements with Consultants and General Service Providers as presented.
- 2.7. Approval/Ratification of Agreement with American Logistics Company to Provide Student Transportation Services** 38
It is recommended that the Board of Education approve/ratify the agreement with American Logistics Company, LLC for student transportation services on an as needed basis.

Educational Services

- 3.1. Approval of Open Ended Student Teaching and Practicum Agreement with National University** 53
It is recommended that the Board of Education approve the open ended Student Teaching and Practicum Agreement with National University.
- 3.2. Approval of Open Ended Affiliation Agreement with Maricopa County Community College District for Rio Salado College for Student Teacher Placement** 59
It is recommended that the Board of Education approve the open ended Affiliation Agreement with Maricopa County Community College District for Rio Salado College for student teacher placement.
- 3.3. Approval of Amended Nonpublic Agency Master Contract Appendix B with SPOT KIDS Therapy for Speech Therapy** 62
It is recommended that the Board of Education approve the amended Nonpublic Agency Master Contract Appendix B with SPOT KIDS Therapy for Speech Therapy services for the term of February 17 through June 30, 2016.

Human Resources/Pupil Services

- 4.1. Personnel, Regular** 63
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations, and dismissals.
- 4.2. Approval of 2016-2017 District School Calendar** 65
It is recommended that the Board of Education approve the 2016-2017 District school calendar.
- 4.3. Approval of Internship Contract Agreement with Brandman University** 67
It is recommended that the Board of Education approve the internship contract agreement with Brandman University.
- 4.4. Approval of Internship Credential Program Agreement with National University** 79
It is recommended that the Board of Education approve the internship credential program agreement with National University.

E. DISCUSSION AND/OR ACTION ITEMS 85
Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.

Human Resources/Pupil Services

- 1.1. Ratification of Tentative Agreement between Santee School District and Santee Teachers Association (STA)** 86
It is recommended that the Board of Education ratify the tentative agreement between Santee School District and Santee Teachers Association (STA).

Business Services

- 2.1. Presentation of Educator Effectiveness Funds Expenditure Plan** 139
This is an information item. Action, if any, is at the discretion of the Board of Education.

F. BUDGET WORKSHOP 141
Administration will provide information and recommendations to the Board of Education regarding the development of a balanced operating budget for the 2016-17 school year.

- 1. Review of LCAP Executive Summary Draft
- 2. Review of Multi-Year Projection and Assumptions
- 3. Significant Budget Revisions/Augmentations for 2016-17 included in Multi-Year Projection
- 4. New Budget Revision/Augmentation Considerations for 2016-17

G. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS 143

H. CLOSED SESSION 144

- 1. Conference with Labor Negotiator** (Gov. Code § 54956.8)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Karl Christensen, Assistant Superintendent
Employee Organization: Santee Teachers Association (STA)

2. **Conference with Labor Negotiator** (Gov. Code § 54956.8)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Karl Christensen, Assistant Superintendent
Employee Organization: Classified School Employees Association (CSEA)

3. **Conference with Real Property Negotiators** (Govt. Code § 54956.8)
Property:
 - Elliot Site #2 (Parcel #: APN 366 050 16 - east of landfill; North of West Hills High School – area commonly known as Camp Elliott)
 - 10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)*Agency Negotiator:* Karl Christensen, Assistant Superintendent

4. **Public Employee Performance Evaluation** (Govt. Code § 54957)
Superintendent

| | | |
|----|------------------------------------|-----|
| I. | RECONVENE TO PUBLIC SESSION | 144 |
| J. | ADJOURNMENT | 144 |

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 March 1, 2016, 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:

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

ITEM A. OPENING PROCEDURES

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

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

3. Pledge of Allegiance

4. Approval of Agenda for the February 16, 2016, regular meeting/budget workshop

Agenda Item A.

Item B. REPORTS AND PRESENTATIONS

The following items are presented for Board information:

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

Agenda Item B.

DEVELOPER FEES COLLECTION REPORT
2015-16
CUMULATIVE THROUGH FEBRUARY 9, 2016

Residential Rate: \$1.98 per square foot over 500 - effective 6/17/12 - 5/4/14; \$2.08 per square foot - effective 5/5/14

Commercial Rate: \$0.32 per square foot - effective 6/17/12 - 5/4/14; \$0.33 per square foot - effective 5/5/14

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

| COM | RES | ADDRESS | DATE OF COLLECT. | SQUARE FEET | AMOUNT | SCHOOL OF ATTENDANCE |
|---------------------|-----|-----------------------------------------------|------------------|-------------|--------------|----------------------|
| | X | 8514 Sandstone Drive *** | 07/08/15 | 336 | \$0.00 | CFH |
| | X | 9907, 9909, 9911 Conejo Road | 07/15/15 | 8,556 | \$17,796.48 | RS |
| X | | 9261 Mission Gorge Road | 07/22/15 | 4,980 | \$1,643.40 | PA |
| | X | 10128 El Nopal | 08/11/15 | 1,164 | \$2,421.12 | CP |
| | X | 9379 Willowgrove Ave. | 08/19/15 | 679 | \$1,412.32 | CH |
| X | | 9121 Mission Gorge Rd. | 09/08/15 | 5 | \$1.65 | PA |
| X | | 8824 Cottonwood Ave. **** | 09/24/15 | 1,100 | \$0.00 | PA |
| | X | 9818 Medina Dr. | 09/25/15 | 657 | \$1,366.56 | CO |
| | X | 10230 Casa Ct. | 10/01/15 | 2,190 | \$4,555.20 | CP |
| | X | 10232 Casa Ct. | 10/01/15 | 2,332 | \$4,850.56 | CP |
| | X | 10233 Casa Ct. | 10/01/15 | 2,234 | \$4,646.72 | CP |
| | X | 10244 Casa Ct. | 10/01/15 | 2,190 | \$4,555.20 | CP |
| | X | 10245 Casa Ct. | 10/01/15 | 2,206 | \$4,588.48 | CP |
| | X | 10248 Casa Ct. | 10/01/15 | 2,332 | \$4,850.56 | CP |
| | X | 10252 Casa Ct. | 10/01/15 | 2,332 | \$4,850.56 | CP |
| | X | 10256 Casa Ct. | 10/01/15 | 2,332 | \$4,850.56 | CP |
| | X | 10257 Casa Ct. | 10/01/15 | 2,190 | \$4,555.20 | CP |
| | X | 10260 Casa Ct. | 10/01/15 | 2,332 | \$4,850.56 | CP |
| X | | 1840 Joe Crosson Dr. | 10/15/15 | 5,564 | \$1,836.12 | PD |
| X | | 9720 Mission Gorge Rd. Ste G | 10/19/15 | 2,000 | \$660.00 | RS |
| | X | 8554 S. Slope Dr. | 10/19/15 | 600 | \$1,248.00 | CFH |
| | X | 9902 Via Nina (Refund for remodel never done) | 11/13/15 | 1,555 | (\$2,534.65) | RS |
| | X | 9321 Whispering Leaves Ln. | 11/30/15 | 666 | \$1,385.28 | CO |
| X | | 8157 Wing Ave. | 12/17/15 | 1,279 | \$422.07 | PD |
| | X | Bushy Hills Drive | 01/05/16 | 10,197 | \$21,209.76 | CFH |
| | X | 9253 Carita Rd. | 01/06/16 | 753 | \$1,566.24 | SC |
| X | | 8840, 8860, 8870 Magnolia Ave. | 01/08/16 | 14,670 | \$4,841.10 | HC |
| TOTAL PAGE 1 | | | | | \$102,429.05 | |

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

** Fee Exempt - Senior / Elder Care Facility

*** Fee Exempt - Less than 500 square feet

**** Fee Exempt - Religious Facility

| Requests For Use Of Facilities - February 16, 2016 | | | | | | |
|----------------------------------------------------|---------------|-------------------|-----------|-------------------|------------|--------------|
| Group | Location | Date | Days | Time | Attendance | Fees Applied |
| <u>Cajon Park</u> | | | | | | |
| PTSA (Mother/Son Dance) | Multi-Purpose | 2/6/16 | Saturday | 2:00 pm - 9:00 pm | 300 | \$298.50 |
| PTSA (Father/Daughter Dance) | Multi-Purpose | 3/5/16 | Saturday | 2:00 pm - 9:00 pm | 300 | \$298.50 |
| <u>Pepper Drive</u> | | | | | | |
| PTA (Association Meeting) | Classroom | 1/28/16 | Thursday | 5:00 pm - 8:00 pm | 50 | |
| <u>PRIDE Academy (Prospect Avenue)</u> | | | | | | |
| CSEA (Chapter Meetings) | Multi-Purpose | 1/14/16 - 12/8/16 | Thursday | 4:00 pm - 6:30 pm | 30 - 60 | |
| <u>Rio Seco</u> | | | | | | |
| PTA (Pacific Hills Chess Academy) | Tech Lab | 1/13/16 - 3/16/16 | Wednesday | 2:25 pm - 3:50 pm | 12 - 16 | |
| STA (Ratification Meeting) | Multi-Purpose | 1/28/16 | Thursday | 3:30 pm - 5:00 pm | 150 | |
| PTSA (Room Parent Carnival Meeting) | Multi-Purpose | 2/2/16 | Tuesday | 5:30 pm - 7:30 pm | 50 | |
| PTSA (Family Night) | Multi-Purpose | 2/5/16 | Friday | 5:00 pm - 8:00 pm | 100 | |
| <u>Sycamore Canyon</u> | | | | | | |
| PTA (Father/Daughter Dance) | Media Center | 2/12/16 | Friday | 6:00 pm - 8:00 pm | 60 - 80 | \$35.50 |
| PTA (Mother/Son Dance) | Media Center | 2/19/16 | Friday | 6:00 pm - 8:00 pm | 60 - 80 | \$35.50 |
| PTA (Father/Son Event) | Media Center | 04/08/16 | Friday | 6:00 pm - 8:00 pm | 60 - 80 | \$35.50 |
| PTA (Muffins With Mom/Muffins With Dad) | Media Center | 5/6/16 & 6/17/16 | Friday | 8:00 am - 8:20 am | 80 - 100 | |

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

Santee School District
 ENROLLMENT REPORT
 2/12/2016
 Month 7 Week 3
 School Week 24

| SCHOOL | REGULAR ED | | | | | | | | | | | | | SPECIAL ED | | | | | | | | Total All | | | | | | | | | |
|--------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|-------------|------------|--------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------|-----------|-------------|-------------|-------------|----------|
| | EAK 5yo | TK | K | Gr 1 | Gr 2 | Gr 3 | Gr 4 | Gr 5 | Gr 6 | Gr 7 | Gr 8 | 02/12/16 | 02/06/15 | # Diff | % Diff | K | Gr 1 | Gr 2 | Gr 3 | Gr 4 | Gr 5 | Gr 6 | Gr 7 | Gr 8 | 02/12/16 | 02/06/15 | # Diff | % Diff | 02/12/16 | 02/05/16 | # Diff |
| Cajon Park | | | 101 | 91 | 102 | 113 | 114 | 106 | 112 | 102 | 115 | 956 | 977 | -21 | -2.1% | 2 | 3 | 5 | 6 | 7 | 15 | 8 | 8 | 4 | 58 | 52 | 6 | 11.5% | 1014 | 1015 | -1 |
| Carlton Hills | 18 | 24 | 81 | 74 | 56 | 49 | 45 | 43 | 46 | 54 | 72 | 562 | 552 | 10 | 1.8% | 3 | 3 | 3 | 4 | 4 | 5 | 1 | 4 | 6 | 33 | 32 | 1 | 3.1% | 595 | 595 | 0 |
| Carlton Oaks | | | 77 | 78 | 68 | 84 | 78 | 97 | 82 | 115 | 107 | 786 | 761 | 25 | 3.3% | 5 | 3 | 4 | 7 | 10 | 8 | 5 | 6 | 5 | 53 | 51 | 2 | 3.9% | 839 | 845 | -6 |
| Chet F. Harritt | 14 | 23 | 93 | 87 | 73 | 59 | 56 | 70 | 54 | 65 | 41 | 635 | 572 | 63 | 11.0% | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% | 635 | 633 | 2 |
| Hill Creek | 14 | 25 | 77 | 75 | 78 | 74 | 77 | 88 | 69 | 93 | 91 | 759 | 753 | 6 | 0.8% | 0 | 0 | 6 | 4 | 1 | 3 | 4 | 0 | 0 | 18 | 15 | 3 | 20.0% | 777 | 779 | -2 |
| Pepper Drive | | 15 | 103 | 83 | 139 | 111 | 98 | 106 | 102 | 70 | 83 | 910 | 820 | 90 | 11.0% | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 4 | 5 | 6 | -1 | -16.7% | 915 | 915 | 0 |
| Prospect Ave | 15 | 31 | 64 | 60 | 59 | 81 | 55 | 52 | 61 | 49 | 51 | 578 | 566 | 12 | 2.1% | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% | 578 | 578 | 0 |
| Rio Seco | | | 100 | 110 | 116 | 116 | 117 | 86 | 101 | 108 | 86 | 940 | 933 | 7 | 0.8% | 1 | 1 | 4 | 9 | 10 | 7 | 11 | 8 | 8 | 59 | 59 | 0 | 0.0% | 999 | 996 | 3 |
| Sycamore Canyon | 19 | | 48 | 57 | 50 | 42 | 47 | 55 | 34 | 0 | 0 | 352 | 350 | 2 | 0.6% | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% | 352 | 347 | 5 |
| SUBTOTAL | 80 | 118 | 744 | 715 | 741 | 729 | 687 | 701 | 661 | 656 | 646 | 6478 | 6284 | 194 | 3.1% | 11 | 10 | 22 | 30 | 32 | 38 | 30 | 26 | 27 | 226 | 215 | 11 | 5.1% | 6704 | 6703 | 1 |
| Alternative School | | | 3 | 3 | 1 | 3 | 3 | 4 | 8 | 3 | 3 | 31 | 35 | -4 | -11.4% | | | | | | | | | | | | | | 31 | 30 | 1 |
| Santee Success | | | | | | | 1 | | 5 | 2 | 1 | 9 | 9 | 0 | 0.0% | | | | | | | | | | 0 | 0 | 0 | #DIV/0! | 9 | 9 | 0 |
| NPS | | | | | | | | | | | | | | | | | | 1 | | 1 | 1 | 1 | | 1 | 5 | 5 | 0 | 0.0% | 5 | 5 | 0 |
| SUBTOTAL | | | 3 | 3 | 1 | 3 | 4 | 4 | 13 | 5 | 4 | 40 | 44 | -4 | -9.1% | 0 | 0 | 1 | 0 | 1 | 1 | 1 | 0 | 1 | 5 | 5 | 0 | 0.0% | 45 | 44 | 1 |
| TOTAL | 80 | 118 | 747 | 718 | 742 | 732 | 691 | 705 | 674 | 661 | 650 | 6518 | 6328 | 190 | 3.0% | 11 | 10 | 23 | 30 | 33 | 39 | 31 | 26 | 28 | 231 | 220 | 11 | 5.0% | 6749 | 6747 | 2 |

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

| SCHOOL | PK | EAK 4yo | Total All |
|---------------------|-----------|-----------|-----------|
| Cajon Park | 0 | 0 | 1014 |
| Carlton Hills | 0 | 7 | 602 |
| Chet F. Harritt | 0 | 10 | 645 |
| Hill Creek | 0 | 10 | 787 |
| Prospect Ave | 0 | 9 | 587 |
| Sycamore Canyon | 55 | 5 | 412 |
| Total PK/EAK | 55 | 41 | |

| |
|--------------------------------------|
| Total Enrollment Including PK |
| 6845 |

CLAIMS AGAINST THE DISTRICT

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

| <u>CLAIM IDENTIFIER</u> | <u>SITE OF OCCURRENCE</u> | <u>DATE OF OCCURRENCE</u> | <u>DESCRIPTION/ACTION</u> |
|-------------------------|---------------------------|---------------------------|-------------------------------------------------------|
| 02162016-1 | Rio Seco | October 20, 2015 | Medical costs incurred related to YMCA chemical spill |
| 02162016-2 | Rio Seco | October 20, 2015 | Medical costs incurred related to YMCA chemical spill |
| 02162016-3 | Rio Seco | October 20, 2015 | Medical costs incurred related to YMCA chemical spill |
| 02162016-4 | Rio Seco | October 20, 2015 | Medical costs incurred related to YMCA chemical spill |
| 02162016-5 | Rio Seco | October 20, 2015 | Medical costs incurred related to YMCA chemical spill |

Schedule of Upcoming Events

| Date | Event |
|------------------|-------------------------------------------------------------------------------------------------------------------|
| February 15 | President's Day Holiday – Schools and Departments Closed |
| February 16 | Board Meeting for 2016; 7:00 p.m. |
| February 22 | Wellness Committee; 3:30 p.m., DO Library |
| February 18 | Foundation Art Show, 5:30-7:30 p.m. Church of Jesus Christ of Latter-Day Saints, 10052 Magnolia Avenue, Santee |
| February 29 | Character Education Committee; 4:00 p.m., DO Conf Room |
| March 1 | Board meets with Principals; 6:00 p.m., DO Conf Room Board Meeting for 2016; 7:00 p.m. |
| March 2 | Safety/Facilities Committee; 3:30 p.m., ERC |
| March 7 | LCAP Annual Review; 6:00 p.m., Rio Seco School Multi-purpose Room |
| March 10 | District Advisory Committee (DAC); 6:00 p.m., ERC |
| March 10 | Foundation Painting Night; 5:30 p.m. Refreshments/6:00 p.m. Painting 278 Town Center Pkwy, Suite 203, Santee |
| March 15 | Board Meeting for 2016; 7:00 p.m. |
| March 17 | Budget Advisory Committee (BAC); 6:00 p.m., DO Conf. Room |
| March 21-April 1 | Spring Break – School Closed |

Item C. PUBLIC COMMUNICATION

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

Agenda Item C.

Item D. CONSENT ITEMS

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

Agenda Item D.

Consent Item D.1.1.
Prepared by Cathy A. Pierce, Ed.D.
February 16, 2016

Approval of Minutes

BACKGROUND:

Presented for Board approval –

- February 2, 2016, regular meeting minutes
- February 2, 2016, special meeting minutes

RECOMMENDATION:

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

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

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

February 2, 2016
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome
President Ryan called the meeting to order at 7:00 p.m.
Members present:
 Barbara Ryan, President
 Elana Levens-Craig, Vice President
 Dianne El-Hajj, Clerk
 Ken Fox, Member
 Dustin Burns, Member
Administration present:
 Dr. Cathy Pierce, Superintendent and Secretary to the Board
 Karl Christensen, Assistant Superintendent, Business Services
 Tim Larson, Assistant Superintendent, Human Resources/Pupil Services
 Dr. Stephanie Pierce, Assistant Superintendent, Educational Services
 Lisa Arreola, Executive Assistant and Recording Secretary
2. President Ryan invited the audience to recite the District Mission and then invited Kyle Jackson, 10th grade student at Steele Canyon High School, to lead the members, staff, and audience in the Pledge of Allegiance.
3. Approval of Agenda
Member Burns moved approval.

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

B. REPORTS AND PRESENTATIONS

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

Prior to the Spotlight on Learning presentations, Superintendent Pierce announced the District was very fortunate to have two Administrators of the Year selected by the Association of California School Administrators (ACSA). She mentioned Dr. Stephanie Pierce was selected as the Curriculum and Instruction Administrator of the Year; and Bernard Yeo was selected as the Technology Administrator of the Year. Superintendent Pierce mentioned both would be recognized at the "Honoring Our Own" event on March 18. The Board congratulated the nominees.

2. Spotlight on Learning: PRIDE Academy

Terry Heck, Principal, thanked and acknowledged Pepper Drive staff, student, and PTA President for being present. Mr. Heck shared a presentation that highlighted project-based learning, change in the physical environment of the classrooms, and teachers and students smart-reflecting. The Board extended their gratitude towards the PRIDE Academy staff for portraying all the great things happening at their school.

3. Spotlight on Learning: Pepper Drive School

Ted Hooks, Principal; and Tammy Scholder, Vice Principal shared a presentation that highlighted the school's instructional purpose and goal setting, and teachers and students thinking, moving, and creating using iPads. The Board extended their gratitude towards the Pepper Drive staff for portraying all the great things happening at their school.

C. PUBLIC COMMUNICATION

Gilly Ryan, teacher at PRIDE Academy, expressed her appreciation to the Board for coming together as a family and reaching a solution during impasse. She mentioned the compromises made her feel valued, appreciated, and respected. Ms. Ryan shared her enthusiasm for the sixth-grade stipend.

D. CONSENT ITEMS

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

- 1.1. Approval of Minutes
- 2.1. Approval/Ratification of Travel Requests
- 2.2. Approval/Ratification of Revolving Cash Report
- 2.3. Acceptance of Donations
- 2.4. Approval of Consultants and General Service Providers
- 2.5. Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)
- 3.1. Adoption of Resolution #1516-16 Designating Personnel as Licensing Representatives for YALE Preschool
- 3.2. Approval of Nonpublic Agency Master Contract with Sunbelt Staffing for 1 FTE Moderate/Severe Special Education Teacher
- 4.1. Personnel, Regular
- 4.2. Adoption of Resolution No. 1516-17 to Eliminate Vacant Classified Non-Management Positions
- 4.3. Approval of Special Education Teacher Internship Agreement with Cal State University San Marcos (CSUSM)
- 4.4. Proclamation for National School Counseling Week (2/1/16 – 2/5/16) and National School Social Work Week (3/9/16 – 3/12/16)

Member Burns asked that Consent Item 4.4. Proclamation for National School Counseling Week (2/1/16-2/5/16) and National Social Work Week (3/9/16-3/12/16) be pulled for separate consideration. Member Fox moved approval of Consent Items with the exception of Item 4.4.

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

4.4. Proclamation for National School Counseling Week (2/1/16 – 2/5/16) and National School Social Work Week (3/9/16 – 3/12/16)

Member Burns acknowledged the counselors and social workers present at the meeting. He extended his appreciation for their hard work and always going above and beyond to make the lives of the students and the community better. Member Burns moved approval.

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

E. DISCUSSION AND/OR ACTION ITEMS

Business Services

1.3. Monthly Financial Report

Mr. Christensen explained this report pertained to cash and budget revision transactions in the General Fund posted through December 31, 2015. He mentioned the District ended the month of December with a general fund cash balance of approximately \$4.8 million and the District's ability

to meet all financial obligations with internal cash balances through June 30. Mr. Christensen mentioned the budget revision transactions showed an estimated reserve percentage of approximately 23%. He mentioned there were some assumptions that were not included and would be reflected in the Second Interim report. Mr. Christensen clarified these percentages did not include any impact for negotiated compensation increases for 2015-16 and beyond. Member Burns moved approval.

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

F. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

Member Burns discussed attending an Out-of-School Time program meeting and mentioned it is well attended by parents. He mentioned this would be a great group to use when seeking parent input. Member Burns commended Pam Brasher, Director, and Hope Baker, Coordinator, for having great parent participation. He inquired on a dedication ceremony for the Pepper Drive Administration/Learning Resource Center.

Member El-Hajj reported on the sub-committee’s review of Administrative Regulation 1325 – Distribution of Advertising and Promotion for Organizations Outside Santee School District. She mentioned it was the committee’s recommendation would be to include Santee Sports Council leagues, Boys and Girls Scouts, and Performing Arts Organizations as Level 1 Community Organizations. Level 2 would be modified to exclude the organizations that were now classified as Level 1. Member El-Hajj mentioned the committee recommended the District inquire on the use of Peachjar for flyer distribution. She mentioned the Board needed to hold a discussion on the organizations that partner with the Foundation and are allowed distribution of their flyers. President Ryan suggested an item be added to a future agenda for discussion. Member El-Hajj asked that it include discussion of the current guidelines for hanging banners at the schools. Member Levens-Craig mentioned the committee’s recommendation was to limit the Level 1 Organizations to distribution of flyers to no more than twice a year.

Member Levens-Craig shared attending the Communication Committee and the Special Education Advisory Committee meetings. She suggested that the committee chair discuss the charge of the committee at the first meeting of the year and/or include on the agenda. The Board suggested they evaluate the charge of each committee on an annual basis. President Ryan suggested the committee charges be reviewed in conjunction with the approval of committee appointments.

Superintendent Pierce shared receiving a notice from Tom Torlakson, California State Superintendent of Public Instruction, asking local educational agencies to post a link on their website that makes them aware of the Morgan Hill Concerned Parents Association and the Concerned Parent Association lawsuit that includes the release of students’ personal identifiable information. President Ryan asked that the District wait on posting information on the website and that a draft of the notice be brought back to the following meeting for the Board’s collective decision. Member Burns mentioned he felt the need to inform parents of the lawsuit as soon as possible instead of waiting for the information to be reviewed at the next meeting.

Karl Christensen reported Administration has been looking at an outdoor communication system for schools in case of an emergency. He explained Christina Becker, Maintenance & Operations Director, and Bernard Yeo, Director of Technology, have been working with Standard Electronics and exploring Assurecom as an option; it is the most compatible with the current system at our schools. Mr. Christensen explained the system has the capacity to have a pre-recorded message that would repeat until the situation is resolved. He explained the cost is approximately \$14,000 per school site; and approximately \$160,000 District-wide as some schools do not have the proper wiring outside. Mr. Christensen proposed installing the system at Rio Seco School as a pilot. It was the Board’s consensus to move forward with exploring the use of Assurecom. President Ryan and Member Burns mentioned their places of employment implemented an online training for staff that prepares them for emergency situations. Member Ryan suggested something similar could be useful for the District. Superintendent Pierce mentioned the District had explored the ALICE model. However, local law enforcement was not implementing its use. She mentioned Administration would contact local law enforcement and the County Office of Education for suggestions.

Superintendent Pierce inquired on topics of discussion for the Board's upcoming meeting with the Principals. The Board asked that the topics of discussion include an update on iPad rollout with lower grades; Math Adoption – initial impressions; Strategies being used to strengthen staff relationships; and the District's 125th Anniversary.

Superintendent Pierce shared a draft of the logo depicting the proposed District's 125th Anniversary and celebrating ideas. The Board suggested working with a graphic artist on the development of the 125th Anniversary logo and agreed on the suggested celebratory ideas.

As a follow-up to the previous meeting, Superintendent Pierce shared information on the purchasing and rental of canopies for promotion ceremonies. Member Burns mentioned inquiring with the Principals on the need for a canopy.

Superintendent Pierce shared proposed dates for this year's Salute to Excellence. Due to calendar conflicts, the Board asked that Administration inquire on the availability of the venue for Wednesday, May 25. Superintendent Pierce proceeded to remind the Board of upcoming events and the deadline for the submission of their Fair and Political Practices Commission Form 700.

President Ryan mentioned the structure of the Santee Chamber of Commerce Awards night would be different than from past years. She explained the event would include hors d'oeuvres, networking, and a shorter program.

As required by Bylaw 9400, the Board reviewed and discussed their annual Self-Evaluation and identified the areas in need of improvement.

G. CLOSED SESSION

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

1. **Conference with Labor Negotiator** (Gov. Code § 54956.8)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Karl Christensen, Assistant Superintendent
Employee Organization: Santee Teachers Association (STA)

2. **Conference with Labor Negotiator** (Gov. Code § 54956.8)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Karl Christensen, Assistant Superintendent
Employee Organization: Classified School Employees Association (CSEA)

4. **Conference with Real Property Negotiators** (Govt. Code § 54956.8)
Property:
 - *Elliot Site #2 (Parcel #: APN 366 050 16 - east of landfill; North of West Hills High School – area commonly known as Camp Elliott)*
 - *10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)**Agency Negotiator: Karl Christensen, Assistant Superintendent*

5. **Public Employee Performance Evaluation** (Govt. Code § 54957)
Superintendent

The Board entered closed session at 8:45 p.m.

H. RECONVENE TO PUBLIC SESSION

I. ADJOURNMENT

With no further business, the regular meeting of February 2, 2016 adjourned at 10:17 p.m.

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

February 2, 2016
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome

Vice President Levens-Craig called the meeting to order at 5:30 p.m.

Members present:

Elana Levens-Craig, Vice President

Dianne El-Hajj, Member

Ken Fox, Member

Administration present:

Dr. Cathy Pierce, Superintendent and Secretary to the Board

B. PUBLIC COMMUNICATION

During this time, citizens are invited to address the Board of Education about any item on this special meeting agenda. There was no public communication.

C. BOARD POLICIES AND BYLAWS

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

1. **BP/AR 1325 – Distribution of Advertising and Promotion for Organizations Outside Santee School District**

Members of the Board of Education met to review and discuss BP/AR 1325 – Distribution of Advertising and Promotion for Organizations Outside Santee School District.

D. ADJOURNMENT

The February 2, 2016 special meeting was adjourned.

Dianne El-Hajj, Clerk

Cathy A. Pierce, Ed.D., Secretary

Consent Item D.2.1. Approval/Ratification of Travel Requests
Prepared by Karl Christensen
February 16, 2016

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 \$2,418, with substitute costs of \$1,380, as disclosed on the following page.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.1.

Board Travel Report - February 16, 2016

| Travel Dates | Attendees | Site or Dept. | Conference or Workshop | Location | Sub Cost | Estimated Expenses | Budget | Purpose of Travel |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------------------------------------------------|-------------|-----------------------------------------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tuesday, 02/02/16 | Jennifer Keiser | Pepper Drive | Taking Tech Integration to the Next Level | San Diego | \$115 | \$167 | Pepper Drive Site Budget | This workshop will provide instructional strategies for integrating technology in the classroom. |
| Thursday, 02/25/16 | Thor Stibor | Adaptive PE | Professional Learning Community for Adaptive PE Staff | San Marcos | \$0 | \$67 | Special Education | This workshop will focus on collaboration among Adaptive PE professionals. |
| Wednesday, 03/02/16 | T. Fernandez-Perez | Educational Services | Social Emotional Learning | San Diego | \$0 | \$99 | McKinney Vento Program | This workshop will provide ways to develop social emotional competencies and increase students' capacity to learn. |
| Tue-Wed, 03/15/16 - 03/16/16 | Dr. Staci Block | Carlton Oaks | Learning Improvement Through | SDCOE | \$0 | \$75 | Carlton Oaks Site Budget | This workshop will focus on Principals and their teams get the tools, strategies, resources, and expertise needed to build the foundation for accelerated student learning in their schools at the LIFT Institute on March 15 and 16. |
| Wednesday, 03/16/16 | Esther Rascon | Child Nutrition Services | Premire Food Safety | El Cajon | \$0 | \$145 | Child Nutrition Services | This workshop will provide training for the SERVE SAFE Certification. |
| Thurs-Fri, 03/17/16 - 03/18/16 | Dr. Staci Block Lori Meaux Alisa Williams Kim Olsen Jennifer Johnson | Carlton Oaks Carlton Oaks Carlton Oaks Carlton Oaks Carlton Oaks | Arts Education Learning Exchange | Chula Vista | \$0 \$230 \$230 \$230 \$230 | \$175 \$175 \$175 \$175 \$175 | Carlton Oaks Site Budget Carlton Oaks Site Budget Carlton Oaks Site Budget Carlton Oaks Site Budget Carlton Oaks Site Budget | This 2-day workshop will focus on learning through art integration and performing arts immersion. |
| Friday, 03/18/16 | Mary Hayward Barb Knoll Katrina Sparley | Pepper Drive Pepper Drive Pepper Drive | NGSS Leadership Conference | San Diego | \$115 \$115 \$115 | \$178 \$178 \$178 | Unrestricted Site Allocation Unrestricted Site Allocation Unrestricted Site Allocation | This workshop will focus on implementation of Science Standards. |
| Monday, 03/28/16 | Wendi Klain Ava Grover | Child Nutrition Services Child Nutrition Services | Premire Food Safety | El Cajon | \$0 \$0 | \$145 \$145 | Child Nutrition Services Child Nutrition Services | This workshop will provide training for the SERVE SAFE Certification. |
| Saturday, 04/02/16 | Stacie Bartfeld | Chet F. Harritt | iPads and Beyond | San Diego | \$0 | \$166 | LEA Medi-Cal | This workshop will provide ways for use of iPads in the treatment of SL disorders and video modeling for SL intervention. |
| Travel Requests That Require Airfare, Overnight Stay, and/or Travel Outside of the State of California | | | | | | | | |
| (NONE) | | | | | | | | |

Consent Item D.2.2. Approval/Ratification of Expenditure Warrants
 Prepared by Karl Christensen
 February 16, 2016

BACKGROUND:

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

Commercial Warrants issued for the period of January 2016:

| <u>Fund #/Name</u> | <u>Warrant #'s</u> | <u>Amount</u> |
|----------------------|-------------------------------|-----------------------|
| 03/06 General | 12-458583 TO 12-461820 | \$403,945.99 |
| 09 00 | N/A | \$0.00 |
| 12 06 | 12-459702 TO 12-461821 | \$774.74 |
| 13 00 | 12-458621 TO 12-461822 | \$198,919.53 |
| 14 00 | 12-458638 TO 12-461823 | \$65,527.21 |
| 21 09 | N/A | \$0.00 |
| 21 39 / 21 08 | N/A | \$0.00 |
| 25 18 | N/A | \$0.00 |
| 25 38 | 12-459144 TO 12-461517 | \$510,064.02 |
| 35-00 | N/A | \$0.00 |
| 40-00 | 12-458639 TO 12-460838 | \$32,519.56 |
| 63 00 | 12-458640 TO 12-461825 | \$14,107.60 |
| | | \$1,225,858.65 |

Student Body Warrants issued for the period of January 2016:

| |
|-------------------|
| \$2,387.00 |
|-------------------|

Payroll Warrant #'s beginning 10-512323 through 10-512377 and 10-023357 through 10-024176:

| <u>Fund #/Name</u> | <u>Amount</u> |
|-----------------------|----------------|
| 03 00 | \$3,270,793.30 |
| 06 00 | \$844,765.56 |
| 12 06 | \$19,163.83 |
| 13 00 | \$101,864.38 |
| 25-18 | \$770.50 |
| 63 00 | \$186,241.64 |
| \$4,423,599.21 | |

RECOMMENDATION:

It is recommended that the Board of Education approve the expenditure warrants for the

month of January 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 of commercial, student body, and payroll expenditure warrants total \$5,651,844.86 and is disclosed above.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.2.

Consent Item D.2.3. Approval/Ratification of Purchase Orders
 Prepared by Karl Christensen
 February 16, 2016

BACKGROUND:

A numerical listing of purchase orders, including the date issued, the name of the vendor, a general description of items requested, and the anticipated cost of the purchase is attached for the review and approval of the Board of Education. Actual copies of the purchase orders are available for review upon request. As a part of the report, any payment to vendors that increases the amount of the purchase order by 10% or more, or change orders that increase the amount of the bid, will be presented for Board approval/ratification. However, there were no increases to existing purchase orders in excess of 10% or more during the month of January 2016. The table below is a summary of total purchase orders by location:

| AMOUNT | LOCATION |
|--------------|--------------------------------------|
| \$ 11,722.05 | PEPPER DRIVE SCHOOL |
| \$ 4,831.57 | CARLTON HILLS SCHOOL |
| \$ 246.14 | SYCAMORE CANYON SCH |
| \$ 9,004.92 | PROSPECT AVENUE SCH |
| \$ 1,785.29 | CAJON PARK SCHOOL |
| \$ 10,669.57 | CHET F HARRITT SCH |
| \$ 3,798.69 | CARLTON OAKS SCHOOL |
| \$ 15,927.81 | RIO SECO SCHOOL |
| \$ 1,952.28 | HILL CREEK SCHOOL |
| \$ 1,494.13 | SUPERINTENDENT DEPT |
| \$ 7,671.20 | SUPERINTENDENT DEPT |
| \$ 1,240.19 | HUMAN RESOURCES |
| \$ 28,136.73 | EDUCATIONAL SERVICES |
| \$ 26,600.00 | SPECIAL EDUCATION |
| \$ 51,273.95 | EDUCATIONAL SERVICES |
| \$ 345.00 | EDUCATIONAL SERVICES |
| \$ 13,658.96 | PROJECT SAFE |
| \$ 18,086.64 | TECHNOLOGY SERVICES |
| \$ 69,631.05 | MAINTENANCE |
| \$ 20,464.74 | TRANSPORTATION |
| \$ 9,824.05 | FACILITIES MODERNIZATION |
| \$ 9,255.81 | WAREHOUSE |
| | |
| | |
| \$317,620.77 | Total Purchase Orders – January 2016 |
| | |

RECOMMENDATION:

It is recommended that the Board of Education approve purchase orders #151327 through #151563 issued January 1, 2016 through January 31, 2016.

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 \$317,620.77 is disclosed on the following pages.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.3.

LOCATION LIST 2015-16

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

M = Monthly Blanket
 A = Annual Blanket
 L = Lottery

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

Fund Numbers

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

PURCHASE ORDER LISTING - JANUARY 2016
 NUMERICALLY

| PO NBR | DATE | FUND | VENDOR | DESCRIPTION | AMOUNT | LOC | LOCATION |
|--------|----------|------|--------------------------------|-------------------------------|-------------|-----|----------------------|
| 151327 | 1/4/2016 | 3 | MAINTEX INC | CUSTODIAL SUPPLIES | \$ 168.23 | 075 | MAINTENANCE |
| 151328 | 1/4/2016 | 3 | HOME DEPOT COMMERCIAL ACCOUNT | MATERIALS FOR IPAD CABINETS | \$ 56.69 | 075 | MAINTENANCE |
| 151329 | 1/4/2016 | 6 | AMERICAN MESSAGING | DUTY PAGER REPLACEMENT | \$ 64.14 | 075 | MAINTENANCE |
| 151330 | 1/4/2016 | 3 | DAVE BANG ASSOCIATES INC | PLAYGROUND CHIPS - CP | \$ 1,773.84 | 075 | MAINTENANCE |
| 151331 | 1/4/2016 | 3 | HOME DEPOT COMMERCIAL ACCOUNT | IPAD STATION SUPPLIES | \$ 71.69 | 075 | MAINTENANCE |
| 151332 | 1/4/2016 | 3 | HOME DEPOT COMMERCIAL ACCOUNT | IPAD LOCKER SUPPLIES | \$ 45.88 | 075 | MAINTENANCE |
| 151333 | 1/4/2016 | 6 | HD SUPPLY FACILITIES MAINT. | PLUMBING SUPPLIES - ERC | \$ 238.98 | 075 | MAINTENANCE |
| 151334 | 1/4/2016 | 6 | UNITED SITE SERVICES OF CA INC | PORTA-POTTIES - SC EMERGENCY | \$ 2,602.65 | 075 | MAINTENANCE |
| 151335 | 1/4/2016 | 3 | HOME DEPOT COMMERCIAL ACCOUNT | IPAD LOCKER SUPPLIES | \$ 177.52 | 075 | MAINTENANCE |
| 151336 | 1/4/2016 | 3 | IMAGESTUFF.COM | CUSTOM IMPRINTED SUPPLIES | \$ 729.23 | 002 | PEPPER DRIVE SCHOOL |
| 151337 | 1/4/2016 | 3 | SKEDADDLE FUNDRAISERS | 6TH GR. CAMP FUNDRAISER - PD | \$ 3,539.25 | 002 | PEPPER DRIVE SCHOOL |
| 151338 | 1/4/2016 | 6 | HELIX MECHANICAL | HVAC SVCS - CP ANNEX | \$ 1,100.00 | 075 | MAINTENANCE |
| 151339 | 1/4/2016 | 6 | HOSE & RUBBER PRODUCTS | PLUMBING SUPPLIES - STOCK | \$ 430.01 | 075 | MAINTENANCE |
| 151340 | 1/4/2016 | 6 | WESTERN ENVIRONMENTAL & SAFETY | HAZMAT SERVICES - CFH BALL RM | \$ 1,655.00 | 075 | MAINTENANCE |
| 151341 | 1/4/2016 | 6 | WASTE MANAGEMENT OF EL CAJON - | ROLL OFF - CP | \$ 768.52 | 075 | MAINTENANCE |
| 151342 | 1/4/2016 | 3 | MASON'S SAW & LAWNMOWER | GROUNDS SUPPLIES - STOCK | \$ 659.42 | 075 | MAINTENANCE |
| 151343 | 1/4/2016 | 3 | ORGANIZED SPORTSWEAR, LLC | PE CLOTHES - PD | \$ 390.22 | 002 | PEPPER DRIVE SCHOOL |
| 151344 | 1/5/2016 | 6 | ONESOURCE DISTRIBUTORS | PROP 39 OUTSIDE LIGHTING - PD | \$ 561.92 | 075 | MAINTENANCE |
| 151345 | 1/5/2016 | 6 | KIMBALL MIDWEST | MAINT. SUPPLIES - STOCK | \$ 328.62 | 075 | MAINTENANCE |
| 151346 | 1/5/2016 | 14 | HOME DEPOT COMMERCIAL ACCOUNT | PAINTING SUPPLIES - DO | \$ 12.18 | 075 | MAINTENANCE |
| 151347 | 1/5/2016 | 3 | CYBER EDUCATION CONSULTING | CONSULTING SERVICES | \$ 750.00 | 010 | HILL CREEK SCHOOL |
| 151348 | 1/5/2016 | 3 | MASON'S SAW & LAWNMOWER | EQUIPMENT RENTAL - PD | \$ 179.62 | 075 | MAINTENANCE |
| 151349 | 1/5/2016 | 3 | SCHOOL HEALTH CORPORATION | AED SUPPLIES | \$ 315.31 | 009 | RIO SECO SCHOOL |
| 151350 | 1/5/2016 | 3 | GOLDEN IMAGE WINDOW | STAGE CURTAINS | \$ 3,736.00 | 007 | CHET F HARRITT SCH |
| 151351 | 1/5/2016 | 3 | MTS BUS | TRANSPORTATION TICKETS | \$ 127.50 | 005 | PROSPECT AVENUE SCH |
| 151352 | 1/5/2016 | 3 | BIO CORPORATION | SCIENCE MATERIALS - CP | \$ 155.76 | 006 | CAJON PARK SCHOOL |
| 151353 | 1/5/2016 | 6 | 24-HOUR ELEVATOR, INC. | WHEELCHAIR LIFT REPAIRS - SC | \$ 480.00 | 075 | MAINTENANCE |
| 151354 | 1/5/2016 | 3 | SEHI COMPUTER PRODUCTS INC | EQUIPMENT REPL. PARTS | \$ 476.88 | 007 | CHET F HARRITT SCH |
| 151355 | 1/5/2016 | 14 | CDW GOVERNMENT INC | WIRELESS KEYBOARD/MOUSE | \$ 217.34 | 064 | BUSINESS SERVICES |
| 151356 | 1/5/2016 | 3 | INSIGHT INVESTMENTS | MONITOR | \$ 98.28 | 076 | TRANSPORTATION |
| 151357 | 1/5/2016 | 3 | AMAZON.COM | CLASSROOM MATERIALS | \$ 107.99 | 007 | CHET F HARRITT SCH |
| 151358 | 1/5/2016 | 3 | DELL MARKETING L.P. | PRINTER | \$ 264.76 | 005 | PROSPECT AVENUE SCH |
| 151359 | 1/5/2016 | 3 | DELL MARKETING L.P. | TONER CARTRIDGES | \$ 157.98 | 002 | PEPPER DRIVE SCHOOL |
| 151360 | 1/5/2016 | 3 | DELL MARKETING L.P. | COMPUTER | \$ 651.88 | 008 | CARLTON OAKS SCHOOL |
| 151361 | 1/5/2016 | 6 | 123 MATH & READING INC | SES SERVICES | \$ 2,586.40 | 068 | EDUCATIONAL PROJECTS |
| 151362 | 1/5/2016 | 6 | 1 TO 1 STUDY BUDDY TUTORING | SES SERVICES | \$ 5,172.80 | 068 | EDUCATIONAL PROJECTS |
| 151363 | 1/5/2016 | 3 | HARLAND TECHNOLOGY SERVICES | MAINTENANCE AGREEMENT 15/16 | \$ 1,334.00 | 068 | EDUCATIONAL PROJECTS |
| 151364 | 1/5/2016 | 6 | AMAZON.COM | LAPTOP ADAPTER | \$ 27.81 | 005 | PROSPECT AVENUE SCH |
| 151365 | 1/5/2016 | 3 | MAINTEX INC | CUSTODIAL SUPPLIES | \$ 261.90 | 010 | HILL CREEK SCHOOL |
| 151366 | 1/5/2016 | 6 | SCHOOL HEALTH CORPORATION | AED SUPPLIES - ASES | \$ 67.19 | 072 | PROJECT SAFE |
| 151367 | 1/5/2016 | 63 | SCHOOL HEALTH CORPORATION | AED SUPPLIES - PROJ. SAFE | \$ 268.80 | 072 | PROJECT SAFE |
| 151368 | 1/5/2016 | 3 | HEINEMANN | CLASSROOM MATERIALS | \$ 253.70 | 010 | HILL CREEK SCHOOL |
| 151369 | 1/5/2016 | 3 | DELL MARKETING L.P. | TONER CARTRIDGES | \$ 136.44 | 002 | PEPPER DRIVE SCHOOL |

| | | | | | | | | |
|--------|-----------|----|-----------------------------------|------------------------------|----|-----------|-----|--------------------------|
| 151370 | 1/6/2016 | 3 | AMAZON.COM | CLASSROOM FURNITURE | \$ | 329.24 | 064 | BUSINESS SERVICES |
| 151371 | 1/6/2016 | 3 | LAKESHORE LEARNING MATERIALS | CLASSROOM MATERIALS | \$ | 39.89 | 064 | BUSINESS SERVICES |
| 151372 | 1/6/2016 | 6 | SOCIAL THINKING | REGISTRATION FEES | \$ | 200.00 | 067 | SPECIAL EDUCATION |
| 151373 | 1/6/2016 | 6 | SANTEE CHAMBER OF COMMERCE | MEMBERSHIP DUES | \$ | 195.00 | 070 | PUPIL SERVICES |
| 151374 | 1/6/2016 | 63 | DISCOUNT SCHOOL SUPPLY | SUPPLIES FOR YALE PRE-SCHOOL | \$ | 928.12 | 072 | PROJECT SAFE |
| 151375 | 1/6/2016 | 14 | MONTGOMERY HARDWARE CO | DISTRICT OFFICE REMODEL | \$ | 1,361.64 | 075 | MAINTENANCE |
| 151376 | 1/6/2016 | 63 | MEDIA PARTNERS CORP. | TRAINING DVDS | \$ | 8,286.70 | 072 | PROJECT SAFE |
| 151377 | 1/6/2016 | 3 | SCHOFF, KIMBERLY | 403B CONTRIBUTIONS | \$ | 900.00 | 064 | BUSINESS SERVICES |
| 151378 | 1/7/2016 | 3 | VIRCO MANUFACTURING CORP | EAK FURNITURE - SC | \$ | 159.21 | 068 | EDUCATIONAL PROJECTS |
| 151379 | 1/7/2016 | 3 | SUPERINTENDENT OF SCHOOLS | REGISTRATION FEES | \$ | 280.00 | 008 | CARLTON OAKS SCHOOL |
| 151380 | 1/7/2016 | 12 | 6 SUPERINTENDENT OF SCHOOLS | REGISTRATION FEES | \$ | 140.00 | 066 | EDUCATIONAL SERVICES |
| 151381 | 1/7/2016 | 3 | FRAME & AXLE SERVICE OF | BUS REPAIRS & MAINTENANCE | \$ | 4,080.28 | 076 | TRANSPORTATION |
| 151382 | 1/7/2016 | 3 | AUTO ZONE | BUS REPAIRS & MAINTENANCE | \$ | 36.70 | 076 | TRANSPORTATION |
| 151383 | 1/7/2016 | 3 | PENSKE FORD | BUS REPAIRS & MAINTENANCE | \$ | 56.19 | 076 | TRANSPORTATION |
| 151384 | 1/7/2016 | 3 | KIRKS RADIATOR | BUS REPAIRS & MAINTENANCE | \$ | 252.35 | 076 | TRANSPORTATION |
| 151385 | 1/7/2016 | 3 | SEHI COMPUTER PRODUCTS INC | COMPUTERS | \$ | 2,157.84 | 073 | TECHNOLOGY SERVICES |
| 151386 | 1/7/2016 | 14 | ESCONDIDO REPROGRAPHICS | PLANS FOR PD HVAC PROP 39 | \$ | 877.75 | 077 | FACILITIES MODERNIZATION |
| 151387 | 1/7/2016 | 25 | 38 DEPARTMENT OF GENERAL SERVICES | DSA RE-OPENING FEES PD ADD'N | \$ | 750.00 | 077 | FACILITIES MODERNIZATION |
| 151388 | 1/7/2016 | 25 | 38 GB'S FENCE COMPANY | FENCING - PD LRC/ADMIN | \$ | 7,198.00 | 077 | FACILITIES MODERNIZATION |
| 151389 | 1/7/2016 | 3 | AMAZON.COM | SUPPLIES | \$ | 90.40 | 007 | CHET F HARRITT SCH |
| 151390 | 1/8/2016 | 3 | SUPERINTENDENT OF SCHOOLS | REGISTRATION FEES | \$ | 70.00 | 010 | HILL CREEK SCHOOL |
| 151391 | 1/8/2016 | 6 | SUPERINTENDENT OF SCHOOLS | REGISTRATION FEES | \$ | 140.00 | 005 | PROSPECT AVENUE SCH |
| 151392 | 1/8/2016 | 3 | LAKESHORE LEARNING MATERIALS | CLASSROOM SUPPLIES | \$ | 367.16 | 005 | PROSPECT AVENUE SCH |
| 151393 | 1/11/2016 | 6 | KIRK PAVING, INC | NEW CONCRETE - HC | \$ | 14,850.00 | 075 | MAINTENANCE |
| 151394 | 1/11/2016 | 6 | KIRK PAVING, INC | EMERGENCY REPAIRS-SC | \$ | 6,500.00 | 075 | MAINTENANCE |
| 151395 | 1/11/2016 | 6 | KIRK PAVING, INC | PAVEMENT REPAIRS - CP | \$ | 14,990.00 | 075 | MAINTENANCE |
| 151396 | 1/11/2016 | 3 | GROSSMONT UNION HIGH | SPANISH CLASSES - PA | \$ | 22,321.73 | 066 | EDUCATIONAL SERVICES |
| 151397 | 1/11/2016 | 3 | AMAZON.COM | CLASSROOM MATERIALS | \$ | 160.59 | 003 | CARLTON HILLS SCHOOL |
| 151398 | 1/11/2016 | 3 | AMAZON.COM | CLASSROOM SUPPLIES | \$ | 66.12 | 003 | CARLTON HILLS SCHOOL |
| 151399 | 1/11/2016 | 3 | SCHOLASTIC INC | CLASSROOM MATERIALS | \$ | 131.24 | 003 | CARLTON HILLS SCHOOL |
| 151400 | 1/11/2016 | 3 | SCHOLASTIC BOOK CLUBS INC | CLASSROOM MATERIALS | \$ | 146.32 | 003 | CARLTON HILLS SCHOOL |
| 151401 | 1/11/2016 | 3 | SCHOLASTIC INC | CLASSROOM MATERIALS | \$ | 118.42 | 003 | CARLTON HILLS SCHOOL |
| 151402 | 1/11/2016 | 3 | SCHOLASTIC INC | CLASSROOM MATERIALS | \$ | 129.87 | 003 | CARLTON HILLS SCHOOL |
| 151403 | 1/11/2016 | 3 | READING READING BOOKS | CLASSROOM MATERIALS | \$ | 283.20 | 003 | CARLTON HILLS SCHOOL |
| 151404 | 1/11/2016 | 3 | LAKESHORE LEARNING MATERIALS | CLASSROOM MATERIALS | \$ | 98.38 | 003 | CARLTON HILLS SCHOOL |
| 151405 | 1/11/2016 | 3 | EDUCATIONAL DATA SYSTEMS INC | TESTING MATERIALS | \$ | 1,145.52 | 068 | EDUCATIONAL PROJECTS |
| 151406 | 1/11/2016 | 6 | ROSEN PUBLISHING | CLASSROOM MATERIALS | \$ | 720.90 | 007 | CHET F HARRITT SCH |
| 151407 | 1/11/2016 | 6 | AMAZON.COM | SUPPLIES FOR IPADS | \$ | 22.36 | 005 | PROSPECT AVENUE SCH |
| 151408 | 1/12/2016 | 63 | SYSCO FOOD SERVICES OF | FOOD DELIVERY FOR PROJ. SAFE | \$ | 1,607.00 | 072 | PROJECT SAFE |
| 151409 | 1/12/2016 | 3 | SOS SURVIVAL PRODUCTS | EMERGENCY CLASSROOM KITS | \$ | 72.25 | 007 | CHET F HARRITT SCH |
| 151410 | 1/12/2016 | 3 | LAKESHORE LEARNING MATERIALS | CLASSROOM SUPPLIES | \$ | 195.82 | 005 | PROSPECT AVENUE SCH |
| 151411 | 1/12/2016 | 3 | ROYAL PENNANT | PRINTED T-SHIRTS | \$ | 166.32 | 006 | CAJON PARK SCHOOL |
| 151412 | 1/12/2016 | 3 | SEA WORLD OF CALIFORNIA | ADMISSIONS | \$ | 1,275.00 | 009 | RIO SECO SCHOOL |
| 151413 | 1/12/2016 | 3 | DELL MARKETING L.P. | TONER FOR PRINTER | \$ | 85.15 | 005 | PROSPECT AVENUE SCH |
| 151414 | 1/12/2016 | 3 | DELL MARKETING L.P. | PRINTER | \$ | 264.76 | 006 | CAJON PARK SCHOOL |
| 151415 | 1/12/2016 | 3 | BEST BUY BUSINESS ADVANTAGE | SUPPLIES | \$ | 431.99 | 003 | CARLTON HILLS SCHOOL |
| 151416 | 1/13/2016 | 3 | SUPERINTENDENT OF SCHOOLS | REGISTRATION FEES | \$ | 25.00 | 008 | CARLTON OAKS SCHOOL |

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| 151417 | 1/13/2016 | 3 | DISCOUNT SCHOOL SUPPLY | NEW PRE-SCHOOL SUPPLIES-SC | \$ | 186.78 | 077 | FACILITIES MODERNIZATION |
| 151418 | 1/13/2016 | 3 | SCHOOL HEALTH CORPORATION | HEALTH OFFICE SUPPLIES | \$ | 305.62 | 009 | RIO SECO SCHOOL |
| 151419 | 1/13/2016 | 6 | BARNES AND NOBLE BOOKSELLERS | LIBRARY BOOKS - CO | \$ | 630.07 | 068 | EDUCATIONAL PROJECTS |
| 151420 | 1/13/2016 | 3 | LEARNING A-Z | SOFTWARE LICENSES 16/17 | \$ | 2,559.20 | 009 | RIO SECO SCHOOL |
| 151421 | 1/13/2016 | 3 | O'REILLY AUTO PARTS | BUS REPAIRS & MAINTENANCE | \$ | 314.58 | 076 | TRANSPORTATION |
| 151422 | 1/13/2016 | 3 | 6 BOB STALL CHEVROLET | BUS REPAIRS & MAINTENANCE | \$ | 177.81 | 076 | TRANSPORTATION |
| 151423 | 1/13/2016 | 3 | AUTO ZONE | BUS REPAIRS & MAINTENANCE | \$ | 57.21 | 076 | TRANSPORTATION |
| 151424 | 1/13/2016 | 3 | INLAND KENWORTH (US) INC. | BUS REPAIRS & MAINTENANCE | \$ | 592.26 | 076 | TRANSPORTATION |
| 151425 | 1/13/2016 | 3 | A-Z BUS SALES, INC. | BUS REPAIRS & MAINTENANCE | \$ | 300.77 | 076 | TRANSPORTATION |
| 151426 | 1/13/2016 | 3 | PENSKE FORD | BUS REPAIRS & MAINTENANCE | \$ | 2,102.46 | 076 | TRANSPORTATION |
| 151427 | 1/13/2016 | 3 | 6 THE SOCO GROUP INC | OIL FOR ALL VEHICLES | \$ | 1,162.88 | 076 | TRANSPORTATION |
| 151428 | 1/13/2016 | 3 | SAN DIEGO FRICTION PRODUCTS | BUS REPAIRS & MAINTENANCE | \$ | 738.33 | 076 | TRANSPORTATION |
| 151429 | 1/13/2016 | 3 | GROSSMONT UNION HIGH | OUTSOURCED TRANSPORTATION | \$ | 1,484.70 | 076 | TRANSPORTATION |
| 151430 | 1/13/2016 | 3 | WESTERN GRAPHIX | STUDENT ID BADGE SUPPLIES | \$ | 58.89 | 076 | TRANSPORTATION |
| 151431 | 1/13/2016 | 3 | INTERSTATE BATTERY OF | BUS REPAIRS & MAINTENANCE | \$ | 248.35 | 076 | TRANSPORTATION |
| 151432 | 1/13/2016 | 3 | SOUTHWEST SCHOOL SUPPLY | SUPPLIES | \$ | 27.63 | 002 | PEPPER DRIVE SCHOOL |
| 151433 | 1/13/2016 | 3 | SCHOOL CHECK IN | SOFTWARE SUBSCRIPTION | \$ | 150.00 | 005 | PROSPECT AVENUE SCH |
| 151434 | 1/13/2016 | 3 | LAKESHORE LEARNING MATERIALS | CLASSROOM SUPPLIES | \$ | 367.16 | 005 | PROSPECT AVENUE SCH |
| 151435 | 1/13/2016 | 3 | LAKESHORE LEARNING MATERIALS | CLASSROOM SUPPLIES | \$ | 367.16 | 005 | PROSPECT AVENUE SCH |
| 151436 | 1/13/2016 | 3 | LAKESHORE LEARNING MATERIALS | CLASSROOM SUPPLIES | \$ | 367.16 | 005 | PROSPECT AVENUE SCH |
| 151437 | 1/13/2016 | 3 | LAKESHORE LEARNING MATERIALS | CLASSROOM SUPPLIES | \$ | 367.16 | 005 | PROSPECT AVENUE SCH |
| 151438 | 1/13/2016 | 3 | BRANDMAN UNIVERSITY | BOOTH FEES | \$ | 25.00 | 065 | HUMAN RESOURCES |
| 151439 | 1/13/2016 | 3 | AMAZON.COM | SUPPLIES | \$ | 299.74 | 003 | CARLTON HILLS SCHOOL |
| 151440 | 1/13/2016 | 6 | WESTERN ENVIRONMENTAL & SAFETY | HAZMAT SAMPLING - SC LOCKER RM | \$ | 310.00 | 075 | MAINTENANCE |
| 151441 | 1/13/2016 | 6 | JANUS CORPORATION | HAZMAT REMOVAL SERVICES | \$ | 350.00 | 075 | MAINTENANCE |
| 151442 | 1/13/2016 | 6 | R&R CONTROLS, INC. | HVAC SERVICES - CFH & CO | \$ | 408.00 | 075 | MAINTENANCE |
| 151443 | 1/14/2016 | 3 | AMAZON.COM | OFFICE SUPPLIES | \$ | 1,777.16 | 002 | PEPPER DRIVE SCHOOL |
| 151444 | 1/14/2016 | 3 | EXCEL FUNDRAISING INC | FUNDRAISER - CO | \$ | 516.00 | 008 | CARLTON OAKS SCHOOL |
| 151445 | 1/15/2016 | 63 | SMART & FINAL | SUPPLIES FOR PROJ. SAFE | \$ | 300.00 | 072 | PROJECT SAFE |
| 151446 | 1/15/2016 | 6 | COUNTYWIDE MECHANICAL | HVAC REPAIRS - CFH SNACK BAR | \$ | 5,695.00 | 075 | MAINTENANCE |
| 151447 | 1/15/2016 | 3 | QUILL CORPORATION | STORES SUPPLIES | \$ | 222.05 | 078 | WAREHOUSE |
| 151448 | 1/15/2016 | 3 | VERIDESK | ACCOMMODATIONS SUPPLIES | \$ | 637.20 | 065 | HUMAN RESOURCES |
| 151449 | 1/15/2016 | 3 | STAPLES ADVANTAGE | ACCOMMODATIONS SUPPLIES | \$ | 577.99 | 065 | HUMAN RESOURCES |
| 151450 | 1/15/2016 | 3 | MOORE MEDICAL CORP | STORES SUPPLIES | \$ | 446.08 | 078 | WAREHOUSE |
| 151451 | 1/15/2016 | 3 | SOUTHWEST SCHOOL SUPPLY | STORES SUPPLIES | \$ | 2,070.53 | 078 | WAREHOUSE |
| 151452 | 1/15/2016 | 3 | SCHOOL SPECIALTY, INC | STORES SUPPLIES | \$ | 629.54 | 078 | WAREHOUSE |
| 151453 | 1/15/2016 | 3 | DATTEL SYSTEMS | iPAD KEYBOARDS | \$ | 2,052.00 | 073 | TECHNOLOGY SERVICES |
| 151454 | 1/15/2016 | 3 | UZIBULL | iPAD CASES | \$ | 1,069.20 | 073 | TECHNOLOGY SERVICES |
| 151455 | 1/15/2016 | 3 | NCPDF | REGISTRATION FEES | \$ | 70.00 | 066 | EDUCATIONAL SERVICES |
| 151456 | 1/15/2016 | 6 | SUPERINTENDENT OF SCHOOLS | REGISTRATION FEES | \$ | 360.00 | 003 | CARLTON HILLS SCHOOL |
| 151457 | 1/15/2016 | 3 | COSTCO MEMBERSHIP | MEMBERSHIP RENEWAL FEES | \$ | 33.04 | 064 | BUSINESS SERVICES |
| 151458 | 1/15/2016 | 3 | SOS SURVIVAL PRODUCTS | EMERGENCY BUCKETS-STOCK | \$ | 415.00 | 064 | BUSINESS SERVICES |
| 151459 | 1/15/2016 | 3 | BIRCH AQUARIUM AT SCRIPPS | ADMISSIONS | \$ | 618.75 | 006 | CAJON PARK SCHOOL |
| 151460 | 1/15/2016 | 3 | BIRCH AQUARIUM AT SCRIPPS | ADMISSIONS | \$ | 536.25 | 006 | CAJON PARK SCHOOL |
| 151461 | 1/15/2016 | 6 | LAKESHORE | CLASSROOM MATERIALS | \$ | 300.00 | 007 | CHET F HARRITT SCH |
| 151462 | 1/15/2016 | 3 | DAY WIRELESS SYSTEMS | LICENSES & PROGRAMMING FEES | \$ | 497.20 | 076 | TRANSPORTATION |
| 151463 | 1/15/2016 | 3 | TIRE CENTERS, LLC | BUS REPAIRS & MAINTENANCE | \$ | 2,246.32 | 076 | TRANSPORTATION |

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| 151464 | 1/15/2016 | 6 | ROBO 3D INC | SUPPLIES FOR 3D PRINTER | \$ | 113.40 | 005 | PROSPECT AVENUE SCH |
| 151465 | 1/15/2016 | 3 | LOWE'S STORE #1661 | iPAD CABINETS INSTALL SUPPLIES | \$ | 73.71 | 075 | MAINTENANCE |
| 151466 | 1/19/2016 | 6 | ASBURY ENVIRONMENTAL SVCS | HAZARDOUS SUBSTANCES REMOVAL | \$ | 221.68 | 075 | MAINTENANCE |
| 151467 | 1/19/2016 | 14 | HOME DEPOT COMMERCIAL ACCOUNT | ELEC. - DO REMODEL | \$ | 158.30 | 075 | MAINTENANCE |
| 151468 | 1/19/2016 | 14 | HOME DEPOT COMMERCIAL ACCOUNT | ELEC. - DO REMODEL | \$ | 9.53 | 075 | MAINTENANCE |
| 151469 | 1/19/2016 | 6 | WASTE MANAGEMENT OF EL CAJON - | ROLL OFF - CP | \$ | 630.28 | 075 | MAINTENANCE |
| 151470 | 1/19/2016 | 6 | SYLVAN LEARNING | SES SERVICES | \$ | 3,233.00 | 068 | EDUCATIONAL PROJECTS |
| 151471 | 1/19/2016 | 6 | DRAIN PROS INC | FLOOD REPAIRS - CP & CH 1/5/16 | \$ | 745.00 | 075 | MAINTENANCE |
| 151472 | 1/19/2016 | 3 | INSIGHT INVESTMENTS | MONITOR | \$ | 109.28 | 064 | BUSINESS SERVICES |
| 151473 | 1/19/2016 | 3 | SOUTHWEST SCHOOL SUPPLY | STORES SUPPLIES | \$ | 12.31 | 078 | WAREHOUSE |
| 151474 | 1/19/2016 | 3 | SCHOOL SPECIALTY, INC | STORES SUPPLIES | \$ | 76.33 | 078 | WAREHOUSE |
| 151475 | 1/19/2016 | 3 | SOUTHWEST SCHOOL SUPPLY | STORES SUPPLIES | \$ | 641.79 | 078 | WAREHOUSE |
| 151476 | 1/19/2016 | 3 | LOWE'S STORE #1661 | iPAD CABINET SUPPLIES | \$ | 88.24 | 075 | MAINTENANCE |
| 151477 | 1/19/2016 | 6 | SIGLER | HVAC UNIT - ERC | \$ | 8,275.88 | 075 | MAINTENANCE |
| 151478 | 1/19/2016 | 3 | IDENT-A-KID SERVICES | OFFICE SUPPLIES | \$ | 91.72 | 004 | SYCAMORE CANYON SCH |
| 151479 | | | DELETED PO | | | | | |
| 151480 | 1/19/2016 | 3 | IMAGESTUFF.COM | STUDENT INCENTIVES | \$ | 57.32 | 004 | SYCAMORE CANYON SCH |
| 151481 | 1/19/2016 | 3 | 6 OFFICEMAX CONTRACT INC | OFFICE SUPPLIES - ALL SITES | \$ | 477.89 | 064 | BUSINESS SERVICES |
| 151482 | 1/19/2016 | 3 | 6 OFFICE DEPOT INC | OFFICE SUPPLIES - ALL SITES | \$ | 4,901.28 | 064 | BUSINESS SERVICES |
| 151483 | 1/19/2016 | 63 | OFFICE DEPOT INC | OFFICE SUPPLIES - PROJ. SAFE | \$ | 196.19 | 064 | BUSINESS SERVICES |
| 151484 | 1/19/2016 | 3 | SCHOOL HEALTH CORPORATION | HEALTH OFFICE SUPPLIES | \$ | 97.10 | 004 | SYCAMORE CANYON SCH |
| 151485 | 1/19/2016 | 3 | CLASSICS FOR KIDS | ADMISSIONS | \$ | 390.00 | 003 | CARLTON HILLS SCHOOL |
| 151486 | 1/19/2016 | 3 | AT&T TELECONFERENCE SERVICES | TELECONFERENCE SERVICES | \$ | 44.13 | 062 | SUPERINTENDENT DEPT |
| 151487 | 1/19/2016 | 3 | COSTCO | SUPPLIES | \$ | 300.00 | 062 | SUPERINTENDENT DEPT |
| 151488 | 1/19/2016 | 3 | EDUCATIONAL INNOVATIONS INC. | CLASSROOM MATERIALS | \$ | 285.76 | 008 | CARLTON OAKS SCHOOL |
| 151489 | 1/21/2016 | 6 | ACE TUTORING SERVICES, INC. | SES SERVICES | \$ | 1,293.20 | 068 | EDUCATIONAL PROJECTS |
| 151490 | 1/21/2016 | 6 | CLUB Z! IN-HOME TUTORING | SES SERVICES | \$ | 4,526.20 | 068 | EDUCATIONAL PROJECTS |
| 151491 | 1/21/2016 | 3 | FEDERAL EXPRESS CORPORATION | PRIORITY MAIL DELIVERY | \$ | 52.05 | 064 | BUSINESS SERVICES |
| 151492 | 1/21/2016 | 3 | HOME DEPOT COMMERCIAL ACCOUNT | REFRIGERATOR | \$ | 544.42 | 002 | PEPPER DRIVE SCHOOL |
| 151493 | 1/21/2016 | 3 | HOME DEPOT COMMERCIAL ACCOUNT | iPAD CABINET SUPPLIES | \$ | 112.83 | 075 | MAINTENANCE |
| 151494 | 1/21/2016 | 6 | DIAMOND PROVIDES | EQUIPMENT RENTALS | \$ | 575.35 | 075 | MAINTENANCE |
| 151495 | 1/21/2016 | 6 | DIAMOND PROVIDES | PUMPING SERVICES - SC | \$ | 581.00 | 075 | MAINTENANCE |
| 151496 | 1/21/2016 | 6 | HOME DEPOT COMMERCIAL ACCOUNT | FLOODING SUPPLIES 1/5/16 | \$ | 147.23 | 075 | MAINTENANCE |
| 151497 | 1/21/2016 | 6 | 24-HOUR ELEVATOR, INC. | WHEELCHAIR LIFT REPAIRS | \$ | 480.00 | 075 | MAINTENANCE |
| 151498 | 1/21/2016 | 3 | SOS SURVIVAL PRODUCTS | EMERGENCY LOCKDOWN KITS | \$ | 114.25 | 008 | CARLTON OAKS SCHOOL |
| 151499 | 1/22/2016 | 3 | ROCHESTER 100 INC | CLASSROOM SUPPLIES | \$ | 56.75 | 068 | EDUCATIONAL PROJECTS |
| 151500 | 1/22/2016 | 3 | SNYDER, VOC | CONSULTING SERVICES | \$ | 100.00 | 069 | EDUCATIONAL SERVICES |
| 151501 | 1/22/2016 | 3 | DEAF COMMUNITY SERVICES OF | INTERPRETING SERVICES | \$ | 150.00 | 070 | PUPIL SERVICES |
| 151502 | 1/22/2016 | 3 | SEHI COMPUTER PRODUCTS INC | EQUIPMENT SUPPLIES | \$ | 43.45 | 006 | CAJON PARK SCHOOL |
| 151503 | 1/22/2016 | 6 | SPOT KIDS THERAPY, INC. | OCCUPATIONAL THERAPY | \$ | 26,400.00 | 067 | SPECIAL EDUCATION |
| 151504 | 1/22/2016 | 3 | SEHI COMPUTER PRODUCTS INC | PROJECTOR | \$ | 616.68 | 008 | CARLTON OAKS SCHOOL |
| 151505 | 1/22/2016 | 25 | 38 RCP BLOCK & BRICK INC | LEGACY PATH BRICKS | \$ | 811.52 | 077 | FACILITIES MODERNIZATION |
| 151506 | 1/22/2016 | 63 | JACKSON-HIRSH, INC. | LAMINATING MATERIALS | \$ | 151.21 | 072 | PROJECT SAFE |
| 151507 | 1/22/2016 | 3 | SCHOLASTIC INC | CLASSROOM MATERIALS | \$ | 202.96 | 003 | CARLTON HILLS SCHOOL |
| 151508 | 1/22/2016 | 3 | A-Z BUS SALES, INC. | BUS REPAIRS & MAINTENANCE | \$ | 406.75 | 076 | TRANSPORTATION |
| 151509 | 1/22/2016 | 6 | INTERSTATE BATTERY OF | SUPPLIES FOR MAINT. VEHICLE | \$ | 93.03 | 076 | TRANSPORTATION |
| 151510 | 1/22/2016 | 3 | KIMBALL MIDWEST | BUS REPAIRS & MAINTENANCE | \$ | 293.22 | 076 | TRANSPORTATION |

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| 151511 | 1/22/2016 | 3 | EAST COUNTY TRANSMISSIONS | BUS REPAIRS & MAINTENANCE | \$ | 176.43 | 076 | TRANSPORTATION |
| 151512 | 1/22/2016 | 3 | PENSKE FORD | BUS REPAIRS & MAINTENANCE | \$ | 133.80 | 076 | TRANSPORTATION |
| 151513 | 1/22/2016 | 3 | SAN DIEGO FRICTION PRODUCTS | BUS REPAIRS & MAINTENANCE | \$ | 338.93 | 076 | TRANSPORTATION |
| 151514 | 1/22/2016 | 3 | AMAZON.COM | SUPPLIES | \$ | 142.34 | 003 | CARLTON HILLS SCHOOL |
| 151515 | 1/25/2016 | 6 | 1 ONLINE TUTORING LLC | SES SERVICES | \$ | 5,172.80 | 068 | EDUCATIONAL PROJECTS |
| 151516 | 1/26/2016 | 3 | ISQUAD REPAIR | iPAD REPAIRS | \$ | 600.00 | 073 | TECHNOLOGY SERVICES |
| 151517 | 1/26/2016 | 3 | DELL MARKETING L.P. | TONER | \$ | 136.44 | 002 | PEPPER DRIVE SCHOOL |
| 151518 | 1/26/2016 | 3 | APPLE COMPUTER INC | IPADS | \$ | 12,207.60 | 073 | TECHNOLOGY SERVICES |
| 151519 | 1/26/2016 | 12 | 6 DEPARTMENT OF SOCIAL SERVICES | STATE PRESCHOOL LICENSE FEE | \$ | 605.00 | 066 | EDUCATIONAL SERVICES |
| 151520 | 1/26/2016 | 3 | US GAMES | PE SUPPLIES | \$ | 1,882.41 | 007 | CHET F HARRITT SCH |
| 151521 | 1/26/2016 | 3 | DISNEY DESTINATIONS, LLC | ADMISSIONS | \$ | 8,510.00 | 009 | RIO SECO SCHOOL |
| 151522 | 1/26/2016 | 6 | LEARNING A-Z | SUBSCRIPTION | \$ | 55.49 | 007 | CHET F HARRITT SCH |
| 151523 | 1/26/2016 | 3 | CLASSICS FOR KIDS | ADMISSIONS | \$ | 812.00 | 008 | CARLTON OAKS SCHOOL |
| 151524 | 1/26/2016 | 3 | AL'S SPORT SHOP | PE CLOTHES | \$ | 447.12 | 008 | CARLTON OAKS SCHOOL |
| 151525 | 1/26/2016 | 3 | SKEDADDLE FUNDRAISERS | FUNDRAISER - CFH | \$ | 3,227.25 | 007 | CHET F HARRITT SCH |
| 151526 | 1/26/2016 | 3 | JOSTENS | YEARBOOKS - RS 2016 | \$ | 1,680.00 | 009 | RIO SECO SCHOOL |
| 151527 | 1/26/2016 | 6 | JAZMINE GREGORY TRUST ACCT | SETTLEMENT AGREEMENT | \$ | 5,000.00 | 066 | EDUCATIONAL SERVICES |
| 151528 | 1/26/2016 | 6 | TEACH-N-TUTOR INC | SES SERVICES | \$ | 25,217.40 | 068 | EDUCATIONAL PROJECTS |
| 151529 | 1/26/2016 | 6 | A+ EDUCATION CENTERS | SES SERVICES | \$ | 646.60 | 068 | EDUCATIONAL PROJECTS |
| 151530 | 1/26/2016 | 3 | DATEL SYSTEMS | KEYBOARDS FOR IPADS | \$ | 1,313.28 | 002 | PEPPER DRIVE SCHOOL |
| 151531 | 1/26/2016 | 3 | COSTCO | STAFF APPRECIATION LUNCHEON | \$ | 300.00 | 062 | SUPERINTENDENT DEPT |
| 151532 | 1/27/2016 | 3 | SHORE TOTAL OFFICE | FURNITURE | \$ | 2,970.00 | 002 | PEPPER DRIVE SCHOOL |
| 151533 | 1/27/2016 | 3 | AMAZON.COM | PE SUPPLIES | \$ | 167.32 | 005 | PROSPECT AVENUE SCH |
| 151534 | 1/27/2016 | 3 | HOME DEPOT COMMERCIAL ACCOUNT | BATTERIES FOR EQUIPMENT | \$ | 121.99 | 075 | MAINTENANCE |
| 151535 | 1/27/2016 | 14 | HOME DEPOT COMMERCIAL ACCOUNT | D.O. REMODEL SUPPLIES | \$ | 30.75 | 075 | MAINTENANCE |
| 151536 | 1/27/2016 | 3 | HOME DEPOT COMMERCIAL ACCOUNT | ON-SITE REPAIRS - CO | \$ | 98.18 | 075 | MAINTENANCE |
| 151537 | 1/28/2016 | 3 | USS MIDWAY MUSEUM | ADMISSIONS | \$ | 504.00 | 009 | RIO SECO SCHOOL |
| 151538 | 1/28/2016 | 3 | HOME DEPOT COMMERCIAL ACCOUNT | ON-SITE REPAIRS - PD | \$ | 85.10 | 075 | MAINTENANCE |
| 151539 | 1/28/2016 | 6 | HOME DEPOT COMMERCIAL ACCOUNT | JANUJARY FLOOD REPAIRS | \$ | 81.96 | 075 | MAINTENANCE |
| 151540 | 1/28/2016 | 14 | HOME DEPOT COMMERCIAL ACCOUNT | DO REMODEL SUPPLIES | \$ | 10.76 | 075 | MAINTENANCE |
| 151541 | 1/28/2016 | 14 | HOME DEPOT COMMERCIAL ACCOUNT | DO REMODEL SUPPLIES | \$ | 151.18 | 075 | MAINTENANCE |
| 151542 | 1/28/2016 | 3 | AUTO ZONE | BUS REPAIRS & MAINTENANCE | \$ | 14.56 | 076 | TRANSPORTATION |
| 151543 | 1/28/2016 | 3 | WESTERN GRAPHIX | SUPPLIES FOR ID BADGES | \$ | 90.66 | 076 | TRANSPORTATION |
| 151544 | 1/28/2016 | 3 | O'REILLY AUTO PARTS | EQUIPMENT REPAIRS | \$ | 4,411.80 | 076 | TRANSPORTATION |
| 151545 | 1/28/2016 | 63 | DISCOUNT SCHOOL SUPPLY | SUPPLIES FOR PROJ. SAFE | \$ | 2,049.94 | 072 | PROJECT SAFE |
| 151546 | 1/28/2016 | 3 | US GAMES | PE SUPPLIES | \$ | 1,643.76 | 003 | CARLTON HILLS SCHOOL |
| 151547 | 1/28/2016 | 3 | AMAZON.COM | CLASSROOM SUPPLIES | \$ | 226.64 | 003 | CARLTON HILLS SCHOOL |
| 151548 | 1/28/2016 | 6 | HOME DEPOT COMMERCIAL ACCOUNT | FLOODING SUPPLIES | \$ | 109.71 | 075 | MAINTENANCE |
| 151549 | 1/28/2016 | 6 | HOME DEPOT COMMERCIAL ACCOUNT | FLOODING SUPPLIES | \$ | 1,002.84 | 075 | MAINTENANCE |
| 151550 | 1/28/2016 | 6 | STARFALL EDUCATION | SUBSCRIPTION LICENSES | \$ | 270.00 | 005 | PROSPECT AVENUE SCH |
| 151551 | 1/28/2016 | 3 | VIRCO MANUFACTURING CORP | REPL. OF STOLEN STUDENT CHAIRS | \$ | 295.68 | 009 | RIO SECO SCHOOL |
| 151552 | 1/28/2016 | 3 | US GAMES | STORES SUPPLIES | \$ | 73.09 | 078 | WAREHOUSE |
| 151553 | 1/28/2016 | 3 | SCHOOL SPECIALTY, INC | STORES SUPPLIES | \$ | 106.40 | 078 | WAREHOUSE |
| 151554 | 1/28/2016 | 3 | SOUTHWEST SCHOOL SUPPLY | STORES SUPPLIES | \$ | 1,639.18 | 078 | WAREHOUSE |
| 151555 | 1/29/2016 | 6 | HEINEMANN | CLASSROOM MATERIALS | \$ | 5,605.00 | 005 | PROSPECT AVENUE SCH |
| 151556 | 1/29/2016 | 3 | OFFICE DEPOT INC | STORES SUPPLIES | \$ | 128.82 | 078 | WAREHOUSE |
| 151557 | 1/29/2016 | 3 | SOUTHWEST SCHOOL SUPPLY | STORES SUPPLIES | \$ | 343.83 | 078 | WAREHOUSE |

| | | | | | | | |
|--------|-----------|---|----------------------------|-------------------|--------------|-----|---------------------|
| 151558 | 1/29/2016 | 3 | CAMEO PAPER & JANITORIAL | STORES SUPPLIES | \$ 2,816.64 | 078 | WAREHOUSE |
| 151559 | 1/29/2016 | 3 | WAXIE SANITARY SUPPLY | STORES SUPPLIES | \$ 49.22 | 078 | WAREHOUSE |
| 151560 | 1/29/2016 | 3 | USS MIDWAY MUSEUM | ADMISSIONS | \$ 483.00 | 009 | RIO SECO SCHOOL |
| 151561 | 1/29/2016 | 3 | SEHI COMPUTER PRODUCTS INC | PROJECTOR | \$ 616.68 | 010 | HILL CREEK SCHOOL |
| 151562 | 1/29/2016 | 3 | SANTEE CHAMBER OF COMMERCE | ADMISSIONS | \$ 850.00 | 062 | SUPERINTENDENT DEPT |
| 151563 | 1/29/2016 | 3 | SUPERINTENDENT OF SCHOOLS | REGISTRATION FEES | \$ 50.00 | 008 | CARLTON OAKS SCHOOL |
| | | | | | \$317,620.77 | | |

Consent Item D.2.4. Approval/Ratification of Revolving Cash Report
Prepared by Karl Christensen
February 16, 2016

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:

It is recommended that the Board of Education approve checks #22409 through #22411 on the \$15,000 Revolving Cash Account.

This recommendation supports the following District goal:

Fiscal Accountability

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

FISCAL IMPACT:

The fiscal impact is \$1268.59 as disclosed on the following report.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.4.

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

| Date | Number | Name | Memo | Amount |
|------------------------|--------------------------|------------------|-------------------------------------------|------------|
| 01/29/16 | 22409 | WalMart | Lorene Foster - Assist family in need | 100.00 |
| 01/29/16 | 22410 | Von's | Lorene Foster - Assist family in need | 100.00 |
| 02/02/16 | 22411 | American Express | Project Safe-Payment of monthly statement | 1,066.53 |
| Total Checks Written | | | | \$1,266.53 |
| 01/31/16 | Bank Fee - January, 2016 | | | 2.06 |
| Total to be Reimbursed | | | | \$1,268.59 |

Consent Item D.2.5. Acceptance of Donations
 Prepared by Karl Christensen
 February 16, 2016

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 donation has been offered to the District:

| <i>Item</i> | <i>Approximate Value</i> | <i>Donated By</i> | <i>Designated For Use At</i> |
|----------------------------------|--------------------------|-------------------|------------------------------|
| 6 th Grade Campership | \$240.00 | Carrie Morton | Chet F. Harritt School |
| TOTAL DONATIONS RECEIVED | \$240.00 | | |

RECOMMENDATION:

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

This recommendation supports the following District goals:

Educational Achievement

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

Fiscal Accountability

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

FISCAL IMPACT:

The donation above is valued at \$240.00.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.5.

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 goals:

Educational Achievement

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

Fiscal Accountability

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

FISCAL IMPACT:

The fiscal impact 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.2.6.

**Consultant / General Service Provider Report
February 16, 2016**

| Vendor Name | Type (Consultant or General Service Provider) | Description of Services | Date(s) of Service | Amount | Funding | Payment Type (Independent Contractor or Employee) |
|---------------|--------------------------------------------------------|--------------------------|------------------------|--------------------------|------------------------|------------------------------------------------------------|
| Teresa Herman | General Service Provider | Historical Presentations | 02/16/16 - 02/18/16 | \$525.00 (not to exceed) | Carlton Oaks School | Independent Contractor |
| | | | | | | |

Consent Item D.2.7.
Prepared by Karl Christensen
February 5, 2016

Approval/Ratification of Agreement with American
Logistics Company to Provide Student Transportation
Services

BACKGROUND:

The Transportation department has been experiencing frequent situations in which there is a lack of bus drivers due to illness, injury, and vacancies that cannot be filled. These situations are exacerbated by a lack of substitutes which requires that routes be adjusted and stacked.

American Logistics Company provides student transportation services for several local school districts. Administration recommends procuring their services on an as needed basis when bus drivers are not available internally or from other surrounding school districts.

RECOMMENDATION:

It is recommended that the Board of Education approve/ratify the agreement with American Logistics Company, LLC for student transportation services on an as needed basis.

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 \$65 per trip plus \$2.50 per mile after mile 12.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.7.

AGREEMENT FOR THE PROVISION OF ALTERNATIVE TRANSPORTATION SOLUTIONS

THIS AGREEMENT ("Agreement") is entered into as of January 28th, 2016 between American Logistics Company, LLC ("Contractor") and Santee School District (the "District"), with the following facts:

- A. Certain student(s) of the District require transportation to and from District and/or other transportation services as requested by the District.
- B. Contractor will coordinate such transportation services. The District will reimburse Contractor for the provision of these services, in accordance with the terms and provisions of this Agreement.

NOW THEREFORE, for a valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Contractor Services

District may request, from time to time, that Contractor coordinate transportation services, which Contractor may agree to coordinate. To the extent accepted by Contractor, Contractor agrees to coordinate such transportation services and District agrees to pay Contractor in accordance with the provisions of this Agreement. Contractor's coordination of such transportation services pursuant to this Agreement are sometimes referred to herein as the "Services."

2. Term

The initial term of this Agreement shall commence on January 29th, 2016 and end on June 30th, 2017. At the end of the initial term this Agreement will be automatically renewed for successive twelve (12) month periods (each a "Renewal Term") on the same terms and conditions unless either party provides the other with not less than thirty (30) days prior written notice that the Agreement should terminate at the end of its then current term.

In the event of a material breach of this Agreement, either party may terminate this Agreement with thirty (30) day notice to cure to the breaching party. If the breach is not cured, this Agreement will terminate immediately following the thirty (30) day notification period.

The District or Contractor may terminate this Agreement without reason upon thirty (30) days' written notice.

3. Fees for Service

Contractor shall be paid the agreed sum based on fees outlined on Attachment 1, which is attached hereto and incorporated herein by this reference. Contractor shall invoice

the District for the provision of the Services on a monthly basis and shall be paid therefore within thirty (30) days after the District's receipt of Contractor's invoice for the provision of the Services for the relevant week. Any payment not received by Contractor within said thirty (30) day period shall accrue interest at the lesser of (a) the rate of one and one-half percent per month or (b) the maximum rate allowed by law, commencing with the date of the invoice until payment is actually received by Contractor.

4. Vehicles

As part of its Services and for the compensation set forth in this Agreement, Contractor agrees to coordinate the supply of such vehicles (the "Vehicles") as may be necessary to lawfully address the transportation requirements of the District. The District requires that all such Vehicles shall fully comply with all applicable laws and regulations. Contractor shall be solely responsible for the management and logistical support necessary to coordinate all Vehicles used in transporting students.

5. Contractor Personnel and Independent Contractor Drivers

As part of its Services and for the compensation set forth in this Agreement, Contractor shall provide qualified and properly licensed personnel as required by laws and regulations and as deemed appropriate by Contractor to coordinate the Services. While Contractor may contract with independent contractor drivers who will provide actual transportation services for the District, Contractor shall at all times remain responsible for the coordination of the Services under this Agreement. Contractor expressly represents and warrants to the District that it will contract with independent contractor drivers that have obtained the necessary training and are properly licensed to perform the Services.

6. Contractor Insurance

Contractor shall obtain and maintain in full force and effect during the term of this Agreement, and at no cost to District, general liability and automobile (common carrier) insurance issued by insurance companies authorized to do business in the state with minimum limits of One Million Dollars (\$1,000,000), Combined Single Limit, and Three Million Dollars (\$3,000,000) Aggregate. The District shall be named as an additionally insured of the policy or policies and shall be furnished with a certificate of insurance (COI). The District shall be notified at least thirty (30) days prior to cancellation of any such policy or policies (except 10 days for non-payment of premium).

Contractor shall also maintain workers compensation insurance for its employees in accordance with State law.

7. Background Checks

Because Contractor will be providing transportation services for District children, it is a requirement of Contractor's insurance that Contractor require and Contractor shall require each Contractor personnel or independent contractor driver in a position requiring contact with students to undergo a background check verifying no prior

convictions for or pleas of nolo contendere to a felony or misdemeanor offense involving moral turpitude, including any sexual offense involving a child.

8. Health and Safety (Tuberculosis Testing)

To the extent required under applicable law, rule or regulation applicable to the provision of Services and to the transportation services being provided by independent contractor drivers, Contractor shall require each Contractor personnel or independent contractor driver who may come in contact with student(s) to provide verification of having been tested for tuberculosis (TB) and cleared to work with students, as evidenced by a state licensed medical doctor's signature. As a service to District, Contractor will maintain a copy of said verifications.

9. Drug and Alcohol Testing

Contractor only contracts with transportation providers who enroll their drivers in a drug and alcohol testing consortium that provide for pre-employment testing, as well as random, reasonable suspicion and post-accident drug and alcohol testing. Each consortium reports to Contractor when a driver tests positive for a prohibited substance as well as when a driver is enrolled and removed from the consortium pool.

10. Assignment of Contractor's Rights

Except as it relates to the entering into of contacts with independent contractor drivers for the purpose of those independent contractors providing transportation services, Contractor shall have no right to assign its rights or obligations under this Agreement.

11. Indemnity of the District

Contractor hereby agrees to indemnify and hold the District, its Board Members, employees, agents, officers and assigns, free and harmless from and against all claims, causes of action, liabilities, damages, expenses and costs (including, but not limited to, attorney fees and court costs) arising out of (a) any injury to any person or property sustained by the District and/or Contractor and/or any student(s), in connection with the negligent provision of the Services that are to be provided by the independent contractor drivers pursuant to this agreement, and (b) any injury to any person or property sustained by any person or entity which is caused or alleged to be caused by any act, neglect, fault or omission on the part of Contractor or its agents, affiliates and independent contractors in connection with the provision of the Services, whether or not said injury or damage occurs on or off District property.

12. Independent Contractor

In providing the management and logistical support necessary to coordinate the Services, Contractor shall be and act as an independent contractor in all respects and shall not, for any purpose hereunder, be or act as an employee or agent of the District. Nothing contained in this Agreement shall be deemed to create a partnership or joint venture between either of the parties to this Agreement with each other. Contractor understands and agrees that as an independent contractor, it will not be eligible to participate in any benefits or privileges given or extended by the District to its

employees. Contractor shall be solely responsible for the payment when due to appropriate taxing authorities of all federal and state income taxes and related obligations of any nature whatsoever on any consideration paid pursuant to this Agreement, as well as any interest, penalties or other sums due thereon and shall indemnify, and hold the District, its Board Members, Officers, employees and agents free and harmless therefrom.

13. Non-Solicitation

District agrees during the term of this Agreement and for a period of twelve (12) months following the termination of this Agreement, District will not, directly or indirectly, or by acting in concert with others, employ, attempt to employ, or solicit for employment, any employee, independent contractor or other person who has performed services for Contractor at any time during the term of this Agreement.

14. Notices

All notices or other communication required or permitted hereunder shall be in writing, and shall be personally delivered (including by means of professional messenger service) or sent by registered or certified mail, postage prepaid, return receipt requested, or by facsimile or email transmission followed by delivery of a "hard" copy, and shall be deemed received upon the date of receipt thereof.

To District: Charles Myers
Santee School District
9625 Cuyamaca St
Santee CA 92071
Phone: 619-258-2338
Email: charles.myers@santeesd.net

To Contractor: Craig Puckett, President
American Logistics Company, LLC
901 Calle Amanecer, Ste 260
P: 866.999.3371; Fax: 844.245.0299
Email: CPuckett@ALCSolutions.com

Notice of change of address shall be given by written notice in the manner detailed in this paragraph 14.

15. Entire Agreement

This Agreement, and Attachments 1-6 which are incorporated herein by this reference, and if applicable the attached proposal, constitutes the entire Agreement between the parties with respect to the provision of the Service and may not be amended except by a writing signed by each of the parties.

16. Waivers

The waiver by either party of a breach or violation of any provisions of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of this Agreement.

17. Attorney Fees

In the event that either party brings an action against the other to enforce any condition or covenant of this Agreement, the prevailing party in such action shall be entitled to recover the court costs and reasonable attorney fees in the judgment rendered in such action.

18. Severability

In the event any of the provisions, or portions, or portions thereof, of this Agreement is held to be unenforceable or invalid, by any court of competent jurisdiction, the validity and enforceability of the remaining provision or portion of it shall not be affected.

19. Further Acts

Each party shall perform any further acts and sign and deliver any further documents that are reasonably necessary to carry out the provisions of this Agreement.

20. Counterparts

This Agreement may be signed in one (1) or more counterparts, each of which shall constitute an original but all of which together shall be one (1) and the same document.

DISTRICT

By: KARL CHRISTENSEN

Title: ASST. SUPERINTENDENT, BUSINESS

Signed: [Signature]

Date: 2-1-16

CONTRACTOR

By: Craig Puckett

Title: President

Signed: _____

Date: _____

ATTACHMENT 1 - Fees for service

The Contractor will charge the District a **\$65 per trip fee** (this includes the first 12 miles) regardless of the number of students being transported (from 1 – 7⁺ students, inclusive), and an additional **\$2.50 per mile** for any trip longer than 12 miles. The District will only be charged for miles incurred while a student or Monitor is onboard the vehicle. When no student or Monitor is onboard the vehicle, no mileage charges will be incurred.

A trip is defined as a one-way transportation event. Examples might include; home-to-District in the AM, a mid-day trip, or from District-to-home in the PM. The total number of trips a District is charged for is arrived at by adding together each one-way trip.

The pricing matrix below outlines all associated fees:

| Trip Items | Fees |
|--------------------------------------------------------|--------------------|
| Trip Fee (includes first 12 miles) | \$65.00 |
| Per Mile Fee (after the first 12 miles) | \$2.50 |
| Additional Fees** (as needed/requested): | |
| Wheelchair Fee (per student) | \$25.00 |
| Car Seat/Safety Vest Fee (per student) | \$5.00 |
| Wait Time Fee (per hour, billed in 15 min. increments) | \$60.00 |
| Monitor Fee (per hour, 2-hour minimum) | \$25.00 |
| No Show or Late Cancel | Full Price of Trip |

- * Vehicle capacity is determined by student requirements and vehicle availability

- ** **Additional Fees** (definitions and descriptions):

Additional fees are only incurred per the request of the District to provide additional services. They can include, but are not limited to:

- Wheelchair Fee:** A per student/per trip fee for students requiring a wheelchair vehicle
- Car Seat/Safety Vest Fee:** A per student/per trip fee for students requiring a car seat/safety vest
- Wait Time Fee:** Only incurred when authorized by the District to wait for a student. Billed on an hourly basis in 15 minute increments.
- Monitor Fee:** Only incurred when the District requests that the Contractor provide a student Monitor for the trip. Districts usually provide the student's Monitor. When the District provides the

Monitor, they are not charged a "Monitor Fee." The mileage incurred while a Monitor (whether provided by the Contractor or the District) is onboard the vehicle without a student (transporting the Monitor to and from their pick-up location) is considered part of the overall route mileage and will be billed accordingly.

1. Mileage Charges

Mileage charges are based on driving distance calculations from a third party provider (e.g. Google, MapQuest, Bing, ESRI). The calculations are based on fastest route, and the total is rounded up to the next whole mile. Contractor shall be responsible for plotting the routes collectively, and individually using Contractor's proprietary District Dispatch Software.

Under no circumstances will the District be required to pay for mileage to a pick up or destination other than those authorized by the District.

2. Fuel Surcharges

When the average gasoline price exceeds \$5.00 per gallon, the mileage rate will be increased by calculating 30% of the price of gasoline that exceeds \$5.00 and adding it to the base mileage rate. Thus, if the price of gasoline, according to the gasoline price index, is \$5.20, the increase would be 30% of 20 cents, or 6 cents. The gasoline price index to be used shall be found under the category of "[Your Specific State or Region] U.S. Regular Gasoline Prices* (dollars per gallon)" on the following website:

http://www.eia.doe.gov/oil_gas/petroleum/data_publications/wrgp/mogas_home_page.html

3. Invoicing

The invoice shall contain this level of detail and additionally will separate the charges by route showing number of days and total cost. A No Show Report will also be provided with the invoice showing the students who were not transported each day of the billing period. In the event of a No Show, the trip will be billed at the normal rate. The Contractor requires 24 hour notice to remove a student from the route.

4. When Routes Change or Students are Added or Removed

When it becomes necessary to change a route for any reason, including adding or removing students, Contractor shall plot the revised or new route using Contractor's District Dispatch Software as described above in the most efficient manner based on the information known to Contractor at that time.

Routes will be optimized from time to time as deemed necessary by Contractor or requested by the District. Routes will not be optimized more than once in a month.

If the District adds a Student to be transported, that Student may be individually transported until routes are optimized.

ATTACHMENT 2 – The District agrees that the following policies shall be followed related to Student No-Shows and Late Canceled trips for trips serviced by the Contractor

No-Shows & Late Cancels

A No-Show occurs when no previous notice is provided to the Contractor by the District/guardian that a student will not be transported and a driver attempts to pick-up a student but the student is not there or is not ready. A Late Cancel occurs when less than 2-hour notice is provided to the Contractor by the District/guardian that a student will not need transportation.

Trips where a No-Show or Late Cancel occurs are billed at full trip charge.

Possible District Protocols for No-Shows:

If the driver attempts to pick-up a student on a scheduled trip in the AM but the student is not there or not ready, then the following scenarios could apply (as determined by the District):

1. Single Rider Trips

- a. If an AM single rider No-Show occurs, the District will be billed for the AM trip and the afternoon trip will remain scheduled unless the Contractor is notified by the parent or the District to cancel the trip.
 - i. The District may set up a protocol to automatically cancel afternoon trips in the event of an AM Single Rider No-Show
- b. If the afternoon trip is cancelled within 2 hours of the scheduled pick up time, the District will not be billed for the afternoon trip.

2. Multiple Rider Trips

- a. The afternoon trip always remains scheduled.

No-Show Reports

Each morning an email is sent from the Contractor's District Dispatch team to the District. This email is sent by 11 AM and alerts the District of the following circumstances:

- Which students were no-shows that morning
- How many consecutive days/trips they have been a no-show

The daily No-Show Report provides the District time to inform the Contractor's District Dispatch if one of the students on the No-Show Report is attending District that day and will still need a ride home in the PM.

The District is responsible for alerting the Contractor of any change requests based on the data provided in the No-Show Report, such as removing a student from a route due to multiple no-shows.

Student Removal / Student Cancellation:

Permanent Removal of Student from Route:

Permanent removal of a student from a route requires District notification/approval

- The District sends an email stating that a student needs to be removed from a route until further notice.

Impact:

Once the student is removed from the route, the student's spot is now gone and may be replaced with a different student, if available, to consolidate routes. If the student was the only one on that route, the route will be removed entirely and the driver then becomes available to service other routes.

Billing:

Will only be affected if:

- Trip is above the minimum and there is a reduction in the mileage as a result of removing the student.
- The student was the only one on the route, therefore the route is cancelled.

Cancellations/Temporary Removal:

Cancellation of a student from a route requires District notification/approval.

- A student is sick one day or will be going on vacation for a few days.

Impact:

Because this is a temporary change, the student is not replaced on the route and their space on the route is reserved for their return.

Billing:

If the student is a single rider and the student is cancelled or temporarily removed, no charges will be assessed. When cancelling or temporarily removing the pick-up/drop-off for a student who is part of a multiple rider trip, the District will be charged the normal trip rate.

ATTACHMENT 3 – The District requires the following from all INDEPENDENT CONTRACTOR DRIVER (s) working with the Contractor

As required by the District, prior to beginning services transporting students for the District:

1. Pre-Service and Annual Driving Records shall be free of convicted offenses within the 10-year period preceding the date of the check of the persons driving record.
2. Pre-Service and required reporting by Driver upon status change, a criminal history record check shall be free from convicted offense(s) of a felony or misdemeanor involving moral turpitude.

ATTACHMENT 4 – The District requires the following DRIVER TRAINING modules for all Independent Contracted Driver(s) working with the Contractor

As required by the District, prior to beginning services transporting students for the District:

1. Driver shall complete an awareness course covering the following subjects:
 - a. District contract review
 - b. District policies and procedures (as provided)
 - c. Customer service
 - d. ADA sensitivity training and disability awareness

ATTACHMENT 5 – The District requires the following from all VEHICLE(s) providing service through the Contractor

As required by the District, prior to beginning services transporting students for the District:

1. Vehicles will be maintained according to manufactured specifications with records and/or inspection report(s) made available upon request.
2. Vehicles will be clean at all times of service.

ATTACHMENT 6 – The District requires the following DRUG and/or ALCOHOL TESTING from all Independent Contracted Driver(s) working with the Contractor

As required by the District, prior to beginning services transporting students for the District:

1. ALC will confirm that all drivers are enrolled in a random drug and alcohol testing program and are compliant with all applicable Federal, State and local regulations related to the class of vehicle operated.

Santee School District Contacts
(Please complete this form and return as soon as possible)

To whom should contract notices be sent?

Name & Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____ Fax: _____

Who should our accounting personnel contact regarding accounts payable matters?

Name & Title: _____
Email: _____
Phone: _____ Fax: _____

Who should our dispatchers contact regarding routine transportation matters?

Name & Title: _____
Email: _____
Phone: _____ Fax: _____

Who should our dispatchers contact regarding emergencies, accidents or student behavior?

Name & Title: _____ Emergencies Accidents Behavior
Email: _____
Phone: _____ Fax: _____

Name & Title: _____ Emergencies Accidents Behavior
Email: _____
Phone: _____ Fax: _____

Consent Item D.3.1.

Approval of Open Ended Student Teaching and Practicum Agreement with National University

Prepared by Kristin Baranski
February 16, 2016

BACKGROUND:

Santee School District has entered into cooperative agreements with various universities in the past to provide field laboratory classroom placement for student teachers and interns. Santee School District has received a Student Teaching and Practicum Agreement with National University for this purpose. The terms of the open ended agreement shall commence on February 17, 2016.

RECOMMENDATION:

Administration recommends that the Student Teaching and Practicum Agreement with National University for teacher education fieldwork be approved by the Board of Education.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

National University shall pay the District for field laboratory classroom placement of student teachers at the rate of \$300.00 per section of teaching and/or practicum supervised. This money is designated to the Master Teacher's instructional budget.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.1.



NATIONAL UNIVERSITY

STUDENT TEACHING AND PRACTICUM AGREEMENT

This agreement, effective on February 3, 2016, made by and between National University, a California non-profit public benefit corporation (the "University") and Santee School District a public entity (the "District"), with reference to the following facts:

ARTICLE 1
RECITALS

1.1 Section 35160 of the California Education Code provides that the governing board of any school district may initiate and carry on any program or activity, or may otherwise act in any manner which is not in conflict with, or inconsistent with, or pre-empted by, any law and which is not in conflict with the purposes for which school districts are established.

1.2 An agreement by a school district to provide student teaching or practicum experience to students enrolled in an education credential program offered by an institution of higher education approved by the California Commission on Teacher Credentialing (the "Commission") is not inconsistent with the purposes for which schools districts are established.

1.3 The University is accredited by the Western Association of Schools and Colleges, and its education credential programs have been approved by the Commission.

1.4 The University desires that the District provide student teaching to students enrolled in the University's teacher training curricula and/or practicum experience to students enrolled in the University's student counseling and other credential curricula. The District agrees to provide such student teaching and/or practicum experience on the terms and conditions specified in this Agreement.

ARTICLES 2
DEFINITIONS

2.1 "Student" shall refer to a student enrolled in a program at the University which is approved by the commission and which leads to an education credential

2.2 "Master Teacher" shall refer to an employee of the District holding a valid, clear teaching credential issued by the Commission typically with three or more years teaching experience.

2.3 "Student Teaching" shall refer to the active participation by a Student in the duties and functions of classroom teaching under the direct supervision and instruction of one or more Master Teachers.

2.4 "Student Teaching Assignment" shall typically refer to a full day of Student Teaching, five days a week for 12 to 18 weeks, dependent upon program. Student Teaching Assignments shall satisfy all requirements of the Commission.

2.5 "Practicum Supervisor" shall refer to an employee of the District holding a valid Pupil Personnel Services or other credential issued by the Commission or equivalent certification recognized by the District typically with three or more years experience as a school counselor, school psychologist, school social worker, or other education specialist.

2.6 "Practicum" shall refer to the participation by a Student in the duties and functions of a school counselor, school psychologist, school social worker, or school attendance worker under the direct supervision and instruction of one or more Practicum Supervisors.

2.7 "Practicum Assignment" shall consist of between 90 and 600 hours of Practicum depending upon the specific program requirements.

2.8 "Quarter Unit" shall refer to the amount of academic credit earned by a Student through the successful completion as determined by the University of approximately 25 hours of Student Teaching or between 20 to 40 hours of Practicum.

ARTICLE 3

TERMS AND CONDITIONS

3.1 Student Teaching or Practicum. The District shall provide University students with Student Teaching and/or Practicum in schools and classes of the District under the direct supervision and instruction of a Master Teacher or Practicum Supervisor. The University and the District from time to time shall agree as to the number of students assigned to the District for Student Teaching and/or Practicum.

3.2 District Determination. The District at their sole discretion may refuse to accept, or may terminate, any Student assigned to the District for Student Teaching or Practicum based upon its good faith determination that the Student is not performing to the standards of the District. Upon written notification by the District, the University shall promptly terminate the Student's assignment to the District.

3.3 University Determination. The University shall determine the number of units of Student Teaching or Practicum each Student shall receive. Students shall be able to be eligible for more than one Student Teaching Assignment and/or Practicum Assignment at the District.

3.4 District Reimbursement. The University shall reimburse the District for the cost of Student Teaching or Practicum services rendered by the District, paying the District \$300.00 per section of Student Teaching and/or Practicum supervised. The District agrees that the issuance of the stipend to the Master Teacher or the Practicum Supervisor will not render the Master Teacher or Practicum Supervisor an employee or agent of the University.

3.5 Invoice Procedure. Within a reasonable time following the completion of any Student Teaching Assignment or Practicum Assignment, the District shall submit an invoice, in triplicate, to the University which invoice shall specify the number of Quarter Units of Student Teaching or Practicum provided by the District and the amount of reimbursement calculated at the rate provided in Article 3.4. The University shall pay the reimbursement to the District within 30 days following the date the District's invoice is received.

3.6 Insurance. The District will obtain and maintain a broad form commercial general liability insurance policy with coverage of at least \$1,000,000 for each occurrence. The District will provide the University with proof of such insurance upon execution of this Agreement. For purposes of this Agreement, each of the District and the University will provide workman's compensation insurance coverage for their own employees, and Students are not employees of either the District or the University.

University agrees to maintain at least \$1 million per occurrence and \$1 million in General Aggregate Liability Insurance coverage. University agrees to provide District with a Certificate of Insurance including an Endorsement/Additional Covered Party Amendatory Endorsement/Additional Insured naming Santee School District as an additional insured party in conjunction with this Student Teaching and Practicum Agreement.

University agrees that all Students are not employees of the District and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which employees are normally entitled, including but not limited to, State Unemployment Compensation or Workers' Compensation.

3.7 Termination of Assignment. In the event a Student Teaching Assignment or Practicum Assignment is terminated before it is completed, the District shall receive reimbursement of costs at the rate provided in Article 3.4 pro-rated to the nearest completed Quarter Unit.

3.8 Representations. The University represents that all Students assigned to the District for Student Teaching or Practicum are validly enrolled in a University credential program approved by the Commission. The University makes no other representation, express or implied, about, or assumes any responsibility for, the Student's fitness or qualification to participate in the Student Teaching or Practicum. Nothing in this Agreement shall be construed as a delegation by the District to the University of any of the District's duties and responsibilities for operation or supervision of the schools or classes of the District.

3.9 Certificate of Clearance. In accordance with California Education Code Section 44320, each credential candidate prior to assignment to District must obtain at their sole expense a "Certificate of Clearance," which includes a complete Live Scan Service. The University will ensure that student's receive a Certificate prior to beginning their assignment in the district or hold a valid document issued by the CTC accounting for fingerprint clearance.

3.10 Tuberculosis Clearance. In accordance with California Education Code Section 49406, each credential candidate prior to assignment to District must obtain at the candidate's sole expense an examination by a licensed physician or surgeon within the past 60 days to determine that he or she is free of active tuberculosis, prior to beginning the candidate's assignment in the District.

ARTICLE 4
GENERAL PROVISIONS

4.1 Term. This Agreement shall commence as of the date hereof and shall continue until such time as either party gives the other party written notice of its intent to terminate the Agreement. The termination of the Agreement shall be effective upon the date specified in such written notice. Provided, however, all Students receiving Student Teaching or Practicum from the District as of the date of such notice shall be permitted to complete their

Student Teaching Assignment or Practicum Assignment so long as said student is not the cause of the termination of the agreement.

4.2 Attorney's Fees. In the event any party hereto commences litigation for the interpretation, specific performance, or damages for the breach of this Agreement, the prevailing party shall be entitled to a judgment or award against the other in an amount equal to reasonable attorney's fees and expenses incurred, together with all other appropriate legal or equitable relief.

4.3 Notices. All notices, demands, or other communications given under this Agreement shall be in writing and shall be deemed to have been duly given as of the second business day after mailing by United States mail, postage pre-paid addressed to the addresses on page four hereof, or to such other address or to such other person as any party hereto shall designate to the other for such purposes in the manner hereinabove set forth. Personal delivery of such notice, demand, or communication may also be made to the above-described addressees and shall be deemed given as of the date of such delivery.

4.4 Integration Clause. This Agreement contains the entire agreement between the parties relating to the transactions contemplated hereby and all prior or contemporaneous agreements, understandings, representations, and statements, whether oral or written, are merged herein. No modification, waiver, amendment, discharge, or change to the Agreement shall be valid unless the same is in writing and signed by the party against which the enforcement of such modification, waiver, amendment, discharge, or change is or may be sought.

4.5 General Provisions. This Agreement (i) shall be binding upon and inure to the benefit and be enforceable by the parties hereto and their respective legal representatives, successors, or assigns, (ii) may be executed in any number of counter-parts, each of which may be deemed to be an original, but all of which together shall constitute one and the same instrument, (iii) shall be construed and enforced in accordance with the laws of the State of California, and (iv) has been executed at San Diego, California as of the last date set forth below.

4.6 Mutual Indemnification. University shall defend, indemnify and hold District, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of University its officers, agents, or students.

District shall defend, indemnify and hold University, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees) or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of District, its officers, agents, or employees.

NATIONAL UNIVERSITY, a California
non-profit public benefit corporation

Santee School District

By _____
Randy C. Frisch, Esq.
Vice Chancellor, Business and
Administration

By _____
Signature

Date _____
National University
School of Education
11255 N. Torrey Pines Road
La Jolla, CA 92037

By _____
Name Typed or Printed

Title _____

Date _____

For contact/contract return:
Frank Adame
Contract Coordinator
National University
9980 Carroll Canyon Road
San Diego, CA 92131
(858) 642-8300
credcontracts@nu.edu

District Address/Telephone:

Street

City State Zip

Phone

Consent Item D.3.2.

Approval of Open Ended Affiliation Agreement with Maricopa County Community College District for Rio Salado College for Student Teacher Placement

Prepared by Dr. Stephanie Pierce
February 16, 2016

BACKGROUND:

Santee School District has entered into cooperative agreements with various universities in the past to provide field laboratory classroom placement for student teachers, counselors and education administrators. Santee School District has received an affiliation agreement for student teacher placement with Maricopa County Community College District for Rio Salado College for this purpose. The terms of the open ended agreement shall commence on February 17, 2016.

RECOMMENDATION:

Administration recommends that the proposed student teaching agreement with Maricopa County Community College District for Rio Salado College for teacher education fieldwork be approved by the Board of Education.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

Maricopa County Community College District for Rio Salado College shall pay the District for field laboratory classroom placement of student teachers at the rate determined based on the type and length of placement. This money is designated to the Master Teacher’s instructional budget.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.2.



AFFILIATION AGREEMENT
Between
MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
For
RIO SALADO COLLEGE
And
SANTEE SCHOOL DISTRICT

THIS AGREEMENT is made this 8th day of February, 2016, between MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT FOR RIO SALADO COLLEGE (referred to as "COLLEGE" herein) and SANTEE SCHOOL DISTRICT (referred to as "DISTRICT" herein).

The COLLEGE desires to secure fieldwork experience for its teacher education students, and the DISTRICT is capable of providing support for field experience and student teaching experiences and maintains facilities suitable to provide desired experience for students of the COLLEGE.

IT IS THEREFORE AGREED BETWEEN THE PARTIES AS FOLLOWS:

A. RESPONSIBILITIES OF RIO SALADO COLLEGE:

1. The COLLEGE will instruct its students to abide by all policies, procedures and rules of the DISTRICT. In matters relating to pupil activities, the COLLEGE students will take direction from authorized DISTRICT personnel.
2. The COLLEGE will maintain adequate insurance to provide coverage for liabilities arising from the acts and/or omissions of students and employees participating in the intercept experience with the DISTRICT. The COLLEGE will not be responsible for maintaining insurance coverage for any liability arising from the acts and/or omissions of the employees, representatives or agents of the DISTRICT, and the COLLEGE will not assume any liability arising from the acts and/or omissions of the employees, representatives or agents of the DISTRICT.
3. For student teaching placements, the COLLEGE shall designate a college supervisor to coordinate, consult and collaborate with the DISTRICT classroom teacher, and to supervise and evaluate the student teacher:
 - a) Out of County/Out of State Placements: via a minimum of three video-taped lesson presentations, as well as phone and/or email communication.
 - b) Maricopa County Placements: via in-person College Supervisor meetings and reviews, as well as phone and/or email communication.
4. The COLLEGE will verify the student has appropriate fingerprint clearance documentation on file with the COLLEGE.
5. The COLLEGE will pay monetary compensation directly to the mentor or cooperating teacher for the services rendered, as applicable. The stipend amount is determined by the COLLEGE based on the type (field experience or student teaching) and length of the placement.

B. RESPONSIBILITIES OF DISTRICT:

1. DISTRICT will provide qualified personnel for the guidance of students who are placed with the DISTRICT for programs and provide direct guidance, supervision and involvement for those students.
2. DISTRICT will provide appropriate and adequate facilities for learning purposes including sufficient space for teaching purposes and conferences with students.
3. DISTRICT will provide instructional materials, library facilities and other training aids as needed to the faculty/liaison and student of the COLLEGE for training purposes. DISTRICT will inform THE COLLEGE of any change in policy, rules or regulations which will affect the students or faculty of the COLLEGE.
4. DISTRICT will maintain adequate insurance to provide coverage for the liabilities arising from the acts and/or omissions of employees, representatives or agents of DISTRICT who are participating in the internship programs with the COLLEGE.
5. DISTRICT may, for good cause, refuse to accept for placement or may terminate the field experience assignment of any student by notifying the COLLEGE in writing. Prior to termination, the DISTRICT shall consult with the COLLEGE about its concerns and proposed course of action.

C. DURATION:

The effective date of this agreement is February 8, 2016. It shall continue in force until cancelled by written notice by either party to the other, no less than one semester in advance of the desired date of termination.

D. NON-DISCRIMINATION:

During the period of this agreement, the COLLEGE and the DISTRICT agree to comply with TITLE VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 172 and Section 504 of the Rehabilitation Act of 1973 and both parties agree not to discriminate against any person on the basis of race, color, sex, religion, national origin, age or handicap. Executive Order 11246 and Executive Order 75-5 are both incorporated herein by reference and applicable to this agreement.

E. ANNUAL REVIEW:

This agreement will be reviewed annually. It may be altered or modified in writing by mutual consent of the DISTRICT and the COLLEGE.

Dana Reid, M.Ed.
RIO SALADO COLLEGE
2323 W. 14th Street
Tempe, AZ 85281-6950

SANTEE SCHOOL DISTRICT
9625 Cuyamaca St
Santee, CA 92071

By:  _____

By: _____

Title: Acting Vice President
Academic Affairs

Title: _____

Date: February 9, 2016

Date: _____

Consent Item D.3.3.

Approval of Amended Nonpublic Agency Master Contract Appendix B with SPOT KIDS Therapy for Speech Therapy

Prepared by Dr. Stephanie Pierce
February 16, 2016

BACKGROUND:

As part of a student’s Individual Education Program (IEP), speech therapy is necessary for some students with disabilities to demonstrate educational progress. Since the beginning of the 2015-2016 school year, the number of students who require speech therapy has increased. Currently, there are Santee School District postings for Language, Speech and Hearing Specialists. Recently a .6 SLP from Advantage On Call resigned from her assignment in Santee. In addition, due to the teaching vacancy in the Moderate/Severe 7/8 program at Carlton Hills, an additional .4 SLP support is required to provide case management support to the classroom. Until permanent employees are hired, Spot Kids Therapy is able to provide 1.0 FTE to fully support our needs.

RECOMMENDATION:

Administration recommends the Board of Education approve the Nonpublic Agency Master Contract Appendix B with Spot Therapy for a 1.0 speech therapist for the term of February 17 through June 30, 2016. The Nonpublic Agency Master Contract will be available at the Board meeting for review.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

| FTE | Hourly Rate | Hours Per Day | Days Per Year | Total |
|-----|-------------|---------------|---------------|----------|
| 1.0 | \$75 | 8.0 | 80 | \$48,000 |

STUDENT ACHIEVEMENT:

Speech Therapy is necessary for some students with disabilities to demonstrate educational progress.

Motion _____ Second _____ Vote: _____

Agenda Item D.3.3.

Discussion and/or Action Item D.4.1. Personnel, Regular
 Prepared by Tim Larson
 February 16, 2016

BACKGROUND:

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

Certificated Staff

A. New Appointments:

| Employee | Location | Class/Step | Previous Annual Salary | New Annual Salary | Effective Date |
|--------------------------------------------------------|--------------|------------|------------------------|-------------------|----------------|
| 1. Anaya, Jenna (replacing Lindsay Benedetto) | Carlton Oaks | IV-01 | \$0.00 | \$46,694.00 | 01-19-16 |
| 2. Hunt, Charlotte (replacing Helms-Sullivan, Gina) | Rio Seco | V-02 | \$0.00 | \$51,088.00 | 02-01-16 |
| 3. Strickland, Shawna (replacing Jamie Cox) | Carlton Oaks | IV-01 | \$0.00 | \$46,694.00 | 02-16-16 |

B. Temporary Rehires:

| Employee | Location | Class/Step | Previous Annual Salary | New Annual Salary | Effective Date |
|----------|----------|------------|------------------------|-------------------|----------------|
| | | | | | |

C. Change of Status/Location:

| Employee | Location | Class/Step | Previous Annual Salary | New Annual Salary | Effective Date |
|-------------------------|--------------------------------------------------------------|---------------------|------------------------|-------------------|----------------|
| 1. Dawson, Robin | Pepper Drive | III-01 to III-02 | \$46,694.00 | \$46,694.00 | 01-07-16 |
| 2. Helms-Sullivan, Gina | Rio Seco to PRIDE Academy / Pepper Drive / Rio Seco | VI-10 | \$73,427.00 | \$73,427.00 | 02-01-16 |

D. Unpaid Leave Requests:

| Employee | Location | Class/Step | Reason | Recommendation | Effective Date |
|----------|----------|------------|--------|----------------|----------------|
| | | | | | |

E. Resignations:

| Employee | Location | Class/Step | Reason | Effective Date |
|----------|----------|------------|--------|----------------|
| | | | | |

F. 39-Month Reemployment:

| Employee | Location | Class/Step | Reason | Effective Date |
|----------|----------|------------|--------|----------------|
| | | | | |

G. Dismissals:

| Employee | Location | Class/Step | Effective Date |
|----------|----------|------------|----------------|
| | | | |

Classified Staff

H. New Appointments:

| Employee | Location | Position/Class/Hours | Previous Monthly Salary | New Monthly Salary | Effective Date |
|---------------------------------------------------------|---------------|-------------------------------------------------------------|-------------------------|--------------------|----------------|
| 1. Brogren, Victoria (replacing Irina Kruglova) | Rio Seco | Campus Aide CA A / 2.0 hrs | \$0.00 | \$433.25 | 02-09-16 |
| 2. Mojica Navarro, Mariel (replacing Jennifer Wilde) | PRIDE Academy | Food Service Worker I-A 20 A / 2.75 hrs | \$0.00 | \$819.72 | 01-27-16 |
| 3. Sanchez, Cassandra (replacing Juliana Houser) | Rio Seco | Instructional Assistant, Special Ed II 21 A / 3.0 hrs | \$0.00 | 938.62 | 02-09-16 |
| 4. Thomas, Briana (replacing Sonia Sandoval) | Hill Creek | Instructional Assistant, I 19 A / 2.5 hrs | \$0.00 | \$709.68 | 01-29-16 |

Classified Staff - continued

I. Rehires:

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

J. Change of Status/Location:

| Employee | Location | Position/Class/Hours | Previous Monthly Salary | New Monthly Salary | Effective Date |
|--------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------|--------------------|----------------|
| 1. Byerly, Candace (replacing Diane Turner) | Transportation | Bus Driver II 26 B / 5.0 hrs to <i>Dispatcher / Driver Instructor</i> 28 B / 8.0 hrs | \$2,105.00 | \$3,717.00 | 02-09-16 |
| 2. Gallagher, Karen (replacing Esther Rascon) | Sycamore Canyon to <i>Cajon Park</i> | Food Service Worker I-A 20 D / 2.5 hrs to 20 D / 3.75 hrs | \$864.06 | \$1,296.23 | 02-09-16 |

K. Unpaid Leave Requests:

| Employee | Location | Position/Class/Hours | Reason | Recommendation | Effective Date |
|----------|----------|----------------------|--------|----------------|----------------|
| | | | | | |

L. Resignations:

| Employee | Location | Position | Reason | Effective Date |
|----------------------|----------------------------|----------------|---------------------|----------------|
| 1. Johnson, Karla | Carlton Hills | Campus Aide | Personal | 02-06-16 |
| 2. Williamson, Randy | Maintenance and Operations | Craftworker II | Moving out of state | 03-01-16 |

M. 39-63 Month Reemployment:

| Employee | Location | Position/Class/Hours | | Effective Date |
|----------|----------|----------------------|--|----------------|
| | | | | |

N. Dismissals:

| Employee | Location | Position | Effective Date |
|----------|----------|----------|----------------|
| | | | |

RECOMMENDATION:

Administration recommends approval of listed personnel appointments, changes of status, leave requests, resignations, dismissals, and consultants. This recommendation supports the following District goal: Assure the highest quality of school district services, including, but not limited to, academic, social, emotional and health services by hiring and retaining employees with not only required technical skills in the areas of their responsibilities but also the ability to handle diverse challenges.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.1.

BACKGROUND:

The District Calendar Committee, comprised of representatives from employee associations, district administration, parents, and members of the Board, met to consider several options of school calendars for the 2016-2017 school year. Concerns addressed by the committee included recommended calendars from surrounding districts, the State testing window, parent conference week, and appropriate and traditional breaks. Teachers were surveyed and the majority of the respondents approved of this calendar. In addition, the calendar was shared with several committees, including PTA Presidents. Although the students' first day is earlier than in years past, stakeholders appreciated the District taking steps to align with Grossmont's new calendar.

The recommended option from the committee reflects these significant dates:

- Students' first day – Monday, August 22
- Thanksgiving break – November 21 - 25
- Parent conference week – December 5 - 9 (modified student days)
- Winter break - December 19 – January 2
- Staff and students return from winter break – Monday, January 3
- Spring break – April 10 - 21
- Last day of school – Tuesday, June 13

RECOMMENDATION:

It is recommended that the Board of Education approve the proposed school calendar for the 2016-2017 school year.

FISCAL IMPACT:

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

STUDENT ACHIEVEMENT IMPACT:

Not applicable.

Motion: _____ Second: _____ Vote: _____ Agenda Item D.4.2.

Santee School District 2016-2017 School Calendar

DRAFT

| July 2016 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

7/4 INDEPENDENCE DAY

7/29 Principals return
8/1 *Sch Sec/SACs return
8/1 11-mo employees return

8/1 VPs return
8/8 School offices open to public
8/15 Teachers return
8/15 District Professional Development
8/16 Site Professional Development
8/18 10-mo employees return
8/22 Students Return

| August 2016 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| September 2016 | | | | | | |
|----------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

9/5 LABOR DAY

| October 2016 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| November 2016 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

11/11 VETERANS' DAY
11/15 End of 1st Trimester (60 days)
11/21-11/25 THANKSGIVING BREAK
11/23 HOLIDAY in lieu of Admissions' Day
(except Project SAFE)
11/24 THANKSGIVING DAY
11/25 LOCAL HOLIDAY

| December 2016 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

12/5-12/9 Parent/Tchr conf; modified days
12/19-1/1 WINTER BREAK
12/23 LOCAL HOLIDAY
12/26 CHRISTMAS DAY observed
12/29 Project SAFE ONLY - Holiday
in lieu of Admissions' Day
12/30 LOCAL HOLIDAY

| January 2017 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

12/19-1/1 WINTER BREAK
1/2 NEW YEAR'S DAY observed
1/3 Classes resume
1/16 MARTIN LUTHER KING DAY

| February 2017 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

2/13 LINCOLN'S DAY
2/20 WASHINGTON'S DAY

| March 2017 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

3/6 End of 2nd Trimester (60 days)

| April 2017 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

4/10-4/21 SPRING BREAK
4/14 LOCAL HOLIDAY
4/24 Classes resume

| May 2017 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

5/29 MEMORIAL DAY
Observance

| June 2017 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

6/13 End of 3rd trimester (60 days)
6/13 Last school day; minimum day
6/13 9-mo emp last work day
6/16 10-mo emp last work day
6/20 VPs last work day
6/23 11-mo emp/Prin/Sch Sec/SACs
last work day

Promotion dates vary (please contact school sites)

*Variations of employee schedules will be approved by supervisor and a copy provided to payroll.

Board Approved:

Consent Item D.4.3. Approval of Internship Contract Agreement with Brandman University

Prepared by Tim Larson
February 16, 2016

BACKGROUND:

Brandman University has agreed to an internship contract agreement with Santee School District providing intern candidates for a two-year period. Each intern will work under the direct and continuing supervision of a Brandman University supervisor from the San Diego Campus, and District mentor who will provide general support at the classroom level.

This internship agreement will be effective March 1, 2016 through February 28, 2018. The agreement may be terminated by either party after giving the other party 30 days' advance written notice of the intention to so terminate.

RECOMMENDATION:

It is recommended that the Board of Education approve the internship contract agreement with Brandman University.

FISCAL IMPACT:

There is no additional cost as a result of implementing this program.

STUDENT ACHIEVEMENT IMPACT:

This agreement will support student learning by increasing the pool of qualified teachers and to better prepare future teachers.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.3.



INTERNSHIP CONTRACT AGREEMENT

by and between

BRANDMAN UNIVERSITY

and

SANTEE SCHOOL DISTRICT

- **Multiple Subject Internship Credential**
- **Single Subject Internship Credential**
- **Education Specialist Internship Credential**

An Internship Credential authorizes the same service at the same level as the Preliminary Credential with some exceptions. The Internship Credential is only valid in one school district or consortium under the preconditions established by State law (see Appendix A).

For this reason, interns must have a contract before a credential can be issued. Each intern candidate is to work under the direct and continuing supervision of a Brandman University Supervisor, from the San Diego Campus, and District Mentor who provides general support at the classroom level of the cooperating school. Also, the Internship Credential shall be issued initially for a two-year period and may be renewed by the Commission. (Education Code Section 44455). For renewals, please see Education Code Section 44456.

I. General Provisions

a. The UNIVERSITY agrees and verifies that:

- i. Each Intern Teacher shall have met the requirements for enrollment in its Credential Programs
- ii. Each Intern Teacher must have completed the minimum number of preservice hours of University Credential Program course work, as required by the CCTC for issuance of the Intern Credential.
- iii. Each Intern Teacher shall apply for the Internship Credential through the Teacher Accreditation Department at Brandman University, upon verification of employment from the School District.

b. The DISTRICT agrees and verifies that:

- i. The intern assumes full teaching and legal responsibility for their classroom from the first day of the teaching assignment as a paid employee of the District for at least one academic year, subject to the District's personnel policies and State law(s).
- ii. The intern will attend department and faculty meetings and parent-teacher conferences when appropriate. No intern may coach extracurricular activities nor be required to attend meetings that present a conflict with his/her internship responsibilities at Brandman University.
- iii. The intern is expected to attend all school and district in-service training sessions whenever possible. The intern will also attend assigned District and School orientations that occur prior to the start of the school. If there is a conflict between University and District training, University meetings shall take priority during the Internship period.

II. Support and Supervision Requirements

Pursuant to California Education Code §44321, the supervision and support of interns is the responsibility of both the Commission-approved teacher preparation program and the employer. The Commission requires that each approved intern program must have a signed Memorandum of Understanding (MOU) outlining the respective responsibilities of the program and of the employer.

a. General Support and Supervision Provided to All Interns

The UNIVERSITY and DISTRICT together shall provide a minimum of 144 hours of support/mentoring and supervision to each intern teacher per school year including coaching, modeling, and demonstrating within the classroom, assistance with course planning and problem-solving regarding students, curriculum, and development of effective teaching methodologies. The minimum support, mentoring and supervision provided to an intern teacher who assumes daily teaching responsibilities after the beginning of a school year shall be equal to four hours times the number of instructional weeks remaining in the school year. A minimum of two hours of support/mentoring and supervision must be provided to an intern teacher every five instructional days.

- i. The UNIVERSITY shall select supervisors that have current knowledge in their subject matter area; understand the context of public schooling; ability to model best professional practices in teaching and learning, scholarship and service; knowledge about diverse abilities, cultural, language, ethnic and gender diversity; and understanding of academic



standards, frameworks, and accountability systems that drive the curriculum of public schools.

- ii. The UNIVERSITY shall provide supervision and ongoing support for a minimum of 72 hours per school year. University supervisors will conduct classroom observations a minimum of four times each term that include pre and post observation discussions. Supervisors will maintain weekly contact with the intern to provide support related to planning, curriculum, and instruction in addition to problem solving regarding students.
- iii. The DISTRICT shall select mentor teachers who meet the following qualifications:
 - (1) valid corresponding Clear or Life credential,
 - (2) three years successful teaching experience, and
 - (3) the English Learner (EL) Authorization (if responsible for providing specified EL support).If the mentor does not hold an EL Authorization, the district must identify an individual who does have a valid EL authorization and who is immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and to support language accessible instruction, through in-classroom modeling and coaching as needed.
- iv. The DISTRICT shall provide supervision and ongoing support for a minimum of 72 hours per school year with a minimum of two hours of support/mentoring and supervision per week. The mentor(s) role is to provide support specifically addressing issues in the intern's classroom (See Appendix B for examples of support/supervision activities). Interns without an English Language Authorization must also receive focused English Language instruction support.
- v. The UNIVERSITY shall provide orientation and training for the district mentors and university supervisors.
- vi. The University Supervisor and District Mentor shall meet together regularly with the intern to ensure the intern is following the California Teaching Performance Expectations.
- vii. The UNIVERSITY shall monitor the completion of university and employer-provided support/mentoring to ensure that interns teachers are receiving the minimum 144 hours of mentoring via forms submitted by the interns in LiveText.
- viii. The District Mentor and site administrator shall participate in surveys that provide feedback to the university regarding the internship experience.

b. Support and Supervision Specific to Teaching English Learners

The following additional support/mentoring and supervision shall be provided to an intern teacher who enters the program without a valid English learner authorization listed on a previously issued multiple subject, single subject, or education specialist instruction teaching credential; a valid English learner or Cross-cultural, Language and Academic Development (CLAD) authorization:

- i. The UNIVERSITY shall provide 45 hours of support/mentoring and supervision per school year, including in-classroom coaching, specific to the needs of English learners. The minimum support/mentoring and supervision provided to an intern teacher who assumes daily teaching responsibilities after the beginning of a school year shall be equal to five hours times the number of months remaining in the school year. The support/mentoring and supervision should be distributed in a manner that sufficiently supports the intern teacher's development of knowledge and skills in the instruction of English learners.
- ii. The DISTRICT shall identify an individual who will be immediately available to assist the intern teacher with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and for support of language accessible instruction through in-classroom modeling and coaching as needed. The identified individual may be the same mentor assigned pursuant to section I above provided the individual possesses an English learner authorization and will be immediately available to assist the intern teacher. (See Appendix B for examples of support/supervision activities).
- iii. An individual who passes the California Teaching of English Learner (CTEL) examinations prior or subsequent to the issuance of the intern credential may be exempted from the additional 45 hours of support/mentoring and supervision specific to the needs of English learners.
- iv. The UNIVERSITY shall monitor the completion of university and employer-provided support/mentoring to ensure that interns teachers are receiving the minimum 45 hours of support/mentoring specific to the needs of English learners via forms submitted by the interns in LiveText.

III. THE PARTIES MUTUALLY AGREE

- A. The parties mutually agree each shall provide and maintain commercial general liability insurance or self-insurance acceptable to both parties in the minimum amounts of \$1,000,000 per occurrence, \$3,000,000 general aggregate and upon request shall furnish proof thereof in the form of a certificate of insurance within 30 days of the effective date

of this Agreement. Each Certificate of Insurance shall specify that should any above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions..

- B. The UNIVERSITY agrees to indemnify, hold harmless, and defend the DISTRICT, its agents and employees from and against all loss or expense (including costs and attorney fees) resulting from liability imposed by law upon the DISTRICT because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligence of the UNIVERSITY, its agents or employees.

The DISTRICT agrees to indemnify, hold harmless, and at the University's request, defend the UNIVERSITY, its agents and employees from and against all loss or expenses (including costs and attorney fees) resulting from liability imposed by law upon the University because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with the Agreement, and due or claimed to be due to the negligence of the DISTRICT, its agents or employees.

- C. Both parties acknowledge they are independent contractors, and nothing contained in this Agreement shall be deemed to create an agency, joint venture, franchise or partnership relation between the parties and neither party shall so hold itself out. Neither party shall have the right to obligate or bind the other party in any manner whatsoever, and nothing contained in this Agreement shall give or is intended to give any right of any kind to third persons.
- D. Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any provisions contained herein.
- E. Notices required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class to the parties that signed this agreement and to the addresses below.

FIELDWORK SITE CONTACT
INFORMATION:

Santee School District
9625 Cuyamaca Street
Santee, CA 92071
Attn: Karen Ortega, Administrative
Secretary
Tel: 619-258-2308

UNIVERSITY CONTACT
INFORMATION:

Brandman University
16355 Laguna Canyon Road
Irvine, CA 92618
Attn: School of Education, Dean
Tel: (949) 341-9811

- F. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.
- G. In the event of any material default under this Agreement, which default remains uncured for a period of twenty-one (21) days after receipt of written notice of such default, or in the event of the loss of WASC accreditation by the UNIVERSITY, this Agreement may be immediately terminated by the non-defaulting party.
- H. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.
- I. This Agreement shall be construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such suit or action shall be Orange County, California.

IV. TERM AND TERMINATION OF AGREEMENT

Brandman University and the Santee School District, agree to all the conditions of this Internship Contract Agreement as outlined above, to be effective on March 1, 2016, and continuing until February 28, 2018 (2-year maximum). This agreement may be terminated and the provisions of this agreement may be altered, changed or amended by mutual consent of both parties upon sixty (60) days written notice.

SIGNATURES:

DISTRICT
REPRESENTATIVES:

Signature: _____

Name: _____

Title: Superintendent

Date: _____

Signature: _____

Name: _____

Title: Human Resources

Date: _____

UNIVERSITY:

Signature: _____

Name: Phillip L. Doolittle

Title: Executive Vice Chancellor of Finance and
Administration and Chief Financial Officer

Date: _____

Signature: 

Name: Dr. Christine Zeppos

Title: Dean, School of Education

Date: _____

APPENDIX A

Preconditions Established for Internship Programs

For initial program accreditation and continuing accreditation by the Committee on Accreditation, participating districts and universities must adhere to the following requirements of state law or Commission policy.

- (1) **Bachelor's Degree Requirement.** Candidates admitted to internship programs must hold baccalaureate degrees or higher from a regionally accredited institution of higher education. Reference: Education Code §§44325, 44326, 44453.
- (2) **Subject Matter Requirement.** Each Multiple Subject intern admitted into the program has passed the Commission-approved subject matter examinations(s) for the subject area(s) in which the Intern is authorized to teach, and each Single Subject intern admitted into the program has passed the Commission-approved subject matter examination(s) or completed the subject matter program for the subject areas(s) in which the Intern is authorized to teach. Reference: Education Code § 44325(c) (3).
- (3) **Pre-Service Requirement.**
 - (a) Each Multiple and Single Subject Internship program must include a minimum of 120 clock hour (or the semester or quarter unit equivalent) pre-service component which includes foundational preparation in general pedagogy including classroom management and planning, reading/language arts, subject specific pedagogy, human development, and teaching English Learners.
 - (b) Each Education Specialist Internship program includes a minimum of 120 clock hour (or the semester or quarter unit equivalent) pre-service component which includes foundational preparation in pedagogy including classroom management and planning, reading/language arts, specialty specific pedagogy, human development, and teaching English Learners.
- (4) **Professional Development Plan.** The employing district has developed and implemented a Professional Development Plan for interns in consultation with a Commission-approved program of teacher preparation. The plan shall include all of the following:
 - (a) Provisions for an annual evaluation of the intern.
 - (b) A description of the courses to be completed by the intern, if any, and a plan for the completion of preservice or other clinical training, if any, including student teaching.
 - (c) Additional instruction during the first semester of service, for interns teaching in kindergarten or grades 1 to 6 inclusive, in child development and teaching methods, and special education programs for pupils with mild and moderate disabilities.
 - (d) Instruction, during the first year of service, for interns teaching children in bilingual classes in the culture and methods of teaching bilingual children, and instruction in the etiology and methods of teaching children with mild and moderate disabilities.

- (5) **Supervision of Interns.**
- (a) In all internship programs, the participating institutions shall provide supervision of all interns.
- (b) University Intern Programs only: No intern's salary may be reduced by more than 1/8 of its total to pay for supervision, and the salary of the intern shall not be less than the minimum base salary paid to a regularly certificated person. If the intern salary is reduced, no more than eight interns may be advised by one district support person. Reference: Education Code § 44462. Institutions will describe the procedures used in assigning supervisors and, where applicable, the system used to pay for supervision.
- (6) **Assignment and Authorization.** To receive program approval, the participating institution authorizes the candidates in an internship program to assume the functions that are authorized by the regular standard credential. Reference: Education Code § 44454. The institution stipulates that the interns' services meet the instructional or service needs of the participating district(s). Reference: Education Code § 44458.
- (7) **Participating Districts.** Participating districts are public school districts or county offices of education. Submissions for approval must identify the specific districts involved and the specific credential(s) involved. Reference: Education Code §§ 44321 and 44452.
- (8) **Early Program Completion Option.** Each intern program must make available to candidates who qualify for the option the opportunity to choose an early program completion option, culminating in a five year preliminary teaching credential. This option must be made available to interns who meet the following requirements:
- (a) Pass a written assessment adopted by the commission that assesses knowledge of teaching foundations as well as all of the following:
- Human development as it relates to teaching and learning aligned with the state content and performance standards for K-12 students
 - Techniques to address learning differences, including working with students with special needs
 - Techniques to address working with English learners to provide access to the curriculum
 - Reading instruction in accordance with state standards
 - Assessment of student progress based on the state content and performance standards
 - Classroom management techniques
 - Methods of teaching the subject fields
- (b) Pass the teaching performance assessment. This assessment may be taken only one time by an intern participating in the early completion option.
- (c) Pass the Reading Instruction Competence Assessment (RICA) (Multiple Subject Credential only).

- (d) Meet the requirements for teacher fitness.

An intern who chooses the early completion option but is not successful in passing the assessment may complete his or her full internship program. (Reference: Education Code § 44468).

- (9) **Length of Validity of the Intern Certificate.** Each intern certificate will be valid for a period of two years. However, a certificate may be valid for three years if the intern is participating in a program leading to the attainment of a specialist credential to teach students, or for four years if the intern is participating in a district intern program leading to the attainment of both a multiple subject or a single subject teaching credential and a specialist credential to teach students with mild/moderate disabilities. Reference: Education Code § 44325 (b).
- (10) **Non-Displacement of Certificated Employees.** The institution and participating districts must certify that interns do not displace certificated employees in participating districts.
- (11) **Justification of Internship Program.** When an institution submits a program for initial or continuing accreditation, the institution must explain why the internship is being implemented. Programs that are developed to meet employment shortages must include a statement from the participating district(s) about the availability of qualified certificated persons holding the credential. The exclusive representative of certificated employees in the credential area (when applicable) is encouraged to submit a written statement to the Committee on Accreditation agreeing or disagreeing with the justification that is submitted.
- (12) **Bilingual Language Proficiency.** Each intern who is authorized to teach in bilingual classrooms has passed the language proficiency subtest of the Commission-approved assessment program leading to the Bilingual Crosscultural Language and Academic Development Certificate. Reference: Education Code Section 44325 (c).

APPENDIX B
Support and Supervision Activities

| Potential Support & Supervision Activities to be Provided by the District |
|----------------------------------------------------------------------------------------------------------------------------------------|
| Demonstration Lessons and/or Co-teaching activities with mentor |
| Classroom Observations and Coaching* |
| Content Specific Coaching (for example: math coaches, reading coaches, EL coaches*) |
| Grade Level or Department Meetings related to curriculum, planning, and/or instruction |
| New Teacher Orientation |
| Coaching (not evaluation) from Administrator |
| Co-planning with Special Educator or EL expert to address included special needs students and/or English learners* |
| Logistical help before and during school year (bulletin boards, seating arrangements, materials acquisition, parent conferences, etc.) |
| Review/discuss test results with colleagues (CELDT and standardized tests)* |
| Activities/workshops specifically addressing issues in the intern's classroom—co-attended by intern and mentor(s) |
| Intern Observations of other teachers and classrooms including observations of SDAIE/ELD lessons* |
| Support & Supervision Activities Provided through the University |
| Classroom Observations and Coaching* |
| Weekly Online Seminars (problem solving issues with students, curriculum, instruction, TPEs, etc.) including EL support* |
| Weekly Contact with Supervisors via email, phone (voice, text), and/or video conferencing |
| Intern Observations of other teachers and classrooms including observations of SDAIE/ELD lessons* |

**May also be used towards the 45-hour EL Support & Supervision Requirement.*

Consent Item D.4.4. Approval of Internship Credential Program Agreement with National University

Prepared by Tim Larson
February 16, 2016

BACKGROUND:

National University has agreed to an internship credential program agreement with Santee School District placing university students, certified as qualified and competent by National University to provide intern services. The District and National University will each provide a qualified supervisor to assist each intern in the program.

This internship agreement will be effective February 3, 2016 and shall continue until such time as either party gives 30 days' notice of its intent to terminate this agreement.

RECOMMENDATION:

It is recommended that the Board of Education approve the internship credential program agreement with National University.

FISCAL IMPACT:

There is no additional cost as a result of implementing this program.

STUDENT ACHIEVEMENT IMPACT:

This agreement will support student learning by increasing the pool of qualified teachers and to better prepare future teachers.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.4.



INTERNSHIP CREDENTIAL PROGRAM AGREEMENT

This Internship Credential Program Agreement (“**Agreement**”) is entered into effective February 3, 2016 (“**Effective Date**”) by and between Santee School District, a legal association of school districts who have partnered for the purpose of providing contractual services for students, or state-supported K-12 educational service unit, which is located in the State of California, County of San Diego, Santee School District (individually or collectively, “**District**”), and National University (“**University**”), a California nonprofit, private university.

RECITALS

- A. **University** is accredited by the Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC). **University** has met all of the preconditions prescribed by the California Commission on Teacher Credentialing (CTC) to offer the following internship credential programs (“**Programs**”): Teacher Education Internship Credential, Special Education Internship Credential, Preliminary Administrative Services Internship Credential, and Pupil Personnel Services Internship Credential – School Counseling, Pupil Personnel Services Internship Credential – School Psychology;
- B. California Education Code Sections 44452 and 44321 authorize a public school district or county office of education in cooperation with an approved college or university to establish an internship program meeting the provisions of applicable California statutes and CTC regulations. **District** is a public school district (or state-supported K-12 educational service unit) or county office of education and **University** is an approved university within the meaning of Ed Code Section 44452; and
- C. **District** and **University** wish to partner to deliver services in support of the Programs that meet the regulations and standards of CTC. Attached as Exhibit “A” to this Agreement and incorporated herein by this reference is a list of the Programs that **District** and **University** will be supporting through this partnership.

Based on these recitals, **District** and **University** agree as follows:

1. **Term.** The term of this Agreement shall commence as of the Effective Date above and shall continue until such time as either party gives 30 days notice of its intent to terminate this Agreement. All Interns placed with **District** and who are in good standing with **District** and **University** as of the date of termination of this Agreement shall be permitted to complete their internship experience with **District**.
2. **Placement of Interns.** **University** students, certified as qualified and competent by **University** to provide intern services to **District**, may, at **District**'s discretion, be accepted and assigned to its schools for services as interns (“**Interns**”). **University** and **District** shall coordinate the process of selection and placement of Interns. **University** reserves the right to make the final determination on any Intern's acceptance into the Program, while **District** reserves the right to make the final determination on any Intern's employment. Neither **University** nor **District** shall discriminate in the selection or acceptance of, or participation by, any Intern pursuant to this Agreement because of race, color, national origin, religion, sex, sexual orientation, handicap, age, veteran's status, medical condition, marital status, or citizenship, within the limits imposed by law.
3. **Program Requirements.** Each Intern accepted into the Program must have met all of the following qualifying minimum criteria:
 - a. Recommendation to a Program by a **District** designee.
 - b. Interview and screening by **District** staff, including a background check, district administrator interview and paper screening, Department of Justice fingerprint clearance, and a baccalaureate degree from an accredited institution.
 - c. Interview and screening by **University** staff, including a personal interview, written self-evaluation regarding teaching and learning, and verification of coursework and prior experience with K-12 students in a multicultural, multilingual setting.
 - d. Interview with a **University** Support Provider/Supervisor and a lead faculty member for the Program.
 - e. Passage of the CBEST exam or proof of basic skills assessment and verification of subject matter competence by completion of an approved program or passage of the CSET.
 - f. All service preconditions required by the CCTC shall have been met.

4. Intern Employment Status. Interns shall be **District** employees for all purposes, including for the payment of any federal, state, or local income or occupational taxes, FICA taxes, unemployment compensation or workers' compensation contributions, vacation pay, sick leave, retirement benefits or any other payments or benefits for or on behalf of Interns.
5. Reservation of Right to Payment. Pursuant to Education Code Section 44462, **District** reserves the right to request an adjustment of any Intern's salary to cover supervision services pursuant to this Agreement.
6. Non-Displacement of Certificated Employees. Pursuant to CTC requirements, upon request **District** shall provide written certification to **University** that each Intern placed with **District** has not displaced a certificated **District** employee, which shall enable **University** to verify to CTC that all statutory and CTC requirements have been met.
7. Intern Advisory Committee. **District** and **University** will collaborate to develop an Intern Advisory Committee comprised of community members, institutional administrators, teachers, faculty members, and at least one Intern representative, which will serve to provide guidance and support for the Programs.
8. Teacher and Special Education Intern Support.
 - a. To support Education Credential Interns, **District** and **University** will each provide a qualified supervisor to assist each Intern in a Program. **District** supervisors are called "Site Support Providers". **University** supervisors are called "University Support Providers". **District** Site Support Providers will mentor, coach and consult with interns on all areas of responsibility as a teacher of record by visiting the classroom to conduct real time observations with pre- and post-debriefing protocols to provide weekly course planning, modeling and coaching with attention to differentiated instruction for English Learners; assessment of language needs and progress; and support for language accessible instruction. **University** Support Providers will provide guidance and mentorship in weekly planning for all students including, but not limited to English Language Learners via virtual communication, in-classroom coaching and mentoring as deemed appropriate.
 - b. **District** Site Support Providers will hold a valid Clear or Life Credential, three years of successful teaching experience, and a valid English Learner Authorization or CLAD Certificate issued pursuant to section 80015 or valid bilingual authorization issued pursuant to section 80015.1. **University** Support Providers will have current knowledge in their subject-matter area; ability to model best practices in teaching, scholarship and service; working knowledge about diversity (abilities, culture, language, ethnic, gender); and understanding of academic standards, frameworks and accountability for public schools. **District** and **University** shall independently determine the qualifications of their respective supervisors.
 - c. **District's** Site Support Provider and **University's** Support Provider will together meet periodically with Interns to ensure Interns are following the California standards for the specific credential each Intern is seeking to obtain.
 - d. **District's** Site Support Provider/Site Supervisors and **University's** Support Providers will meet without the Intern to discuss the Intern's progress, as needed.
 - e. Concurrent with an Intern's experience at **District**, **University** will hold Program orientation seminars for Interns and training seminars for **District** Site Support Providers/Supervisors. During the Site Support Providers'/Site Supervisors' training, **University** representatives will review supervising techniques, establish procedures for conducting observations and providing assistance, introduce forms used in the Program, communicate seminar schedules, and offer further training and materials to Site Support Providers.
 - f. **District** will include Interns in appropriate **District** support programs and regularly scheduled staff development activities.
 - g. **District** will designate a liaison, who may or may not be on the Intern Advisory Committee, to ensure supervisory and support assistance to Interns at **District**.
 - h. **University** Support Providers will visit Interns at their sites on a regularly scheduled basis to monitor each Intern's progress. **District** Site Support Providers will provide supervision and ongoing support for a minimum of 72 hours. Interns without an English Language Authorization must receive focused English Language instruction support. **University** Support Providers will provide supervision and ongoing support for a minimum of 72 hours. Interns without an English Language Authorization must receive a minimum of 45 hours of focused English Language instruction support. **University** Support Providers will monitor the completion of employer-provided support via a Intern Support Verification Form to verify the clockwork hours provided by Site Support Providers and/or employer support personnel. Forms must be turned in as part of the intern's clinical practice course assignments.
9. Counseling, Psychology and Administrative Services Intern Support
 - a. To support Services Credential Interns, **District** and **University** will each provide a qualified supervisor to assist each Intern in a Pupil Personnel Services School Counseling, Pupil Personnel Services School Psychology, and Administrative Services Programs. **District** supervisors are called "Site Support Providers/Site Supervisors". **University** supervisors are called "Support Providers/University Supervisors".
 - b. **District** and **University** shall independently determine the qualifications of their respective supervisors.
 - c. **District's** Site Support Provider/Site Supervisors and **University's** Support Provider/University Supervisors will together meet periodically with Interns to ensure Interns are following the California standards for the services credential each intern is seeking to obtain.
 - d. **District's** Site Support Provider/Site Supervisors and **University's** Support Providers/University Supervisors will meet without the Intern to discuss the Intern's progress, as needed.
 - e. Concurrent with an Intern's experience at **District**, **University** will hold Program orientation seminars for Interns and training seminars for **District** Site Support Providers/Supervisors. During the Site Support Providers'/Site Supervisors' training, **University** representatives will review supervising techniques, establish procedures for conducting observations and providing

assistance, introduce forms used in the Program, communicate seminar schedules, and offer further training and materials to Site Support Providers.

- f. **District** will include Interns in appropriate **District** support programs and regularly scheduled staff development activities.
 - g. **District** will designate a liaison, who may or may not be on the Intern Advisory Committee, to ensure supervisory and support assistance to Interns at **District**.
 - h. **University** Support Providers will visit Interns at their sites on a regularly scheduled basis to monitor each Intern's progress.
10. **Academic Responsibility.** **University** shall have exclusive control over all academic issues involving the Programs, which shall include, without limitation: selection of course content and required textbooks; delivery of instructional programs; selection and approval of faculty; admission, registration, and retention of Interns; evaluation of Interns' prior experience and education; evaluation of Interns' academic progress; scheduling courses; awarding academic credit; and conferring degrees.
 11. **Duration of Internship.** Once a student has been accepted as an Intern by **District**, and if the student remains in good standing in the Program at **University** and within the **District's** policies and performance standards, the Intern will be permitted to finish his/her internship at **District**. However, an Intern who performs below acceptable **District** or **University** standards, after appropriate support and advice efforts have been exhausted, may be removed from the paid internship position by the **District** and/or removed from his/her Program by the **University**. All services provided by **University** and **District** pursuant to this Agreement shall terminate upon an Intern's removal from the **District** or termination of participation in a Program.
 12. **Assessment.** Assessment is a function of the Teacher Education Internship Seminar course (for the Teacher Education Internship Credential), Specialist Education Clinical Practice Seminar courses (for the Special Education Internship Credential), Intern Field Experience course (for the Preliminary Administrative Services Internship Credential) and Best Practices Internship Seminar for School Counseling and School Psychology (for the Pupil Personnel Services Internship Credential). Students in those classes will pre-assess their teaching or administrative skills, develop a plan for growth, and assess their growth at the close of the course. This pre-assessment, development and post-assessment will occur in collaboration with the **District** Site Support Provider/Site Supervisor and the **University** Support Provider/University Supervisor.
 13. **Indemnity.** The **District** shall defend, indemnify and hold the **University**, its officers, employees, and agents, harmless from and against any and all liability, loss, expense (including reasonable attorneys fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the **District**, its officers, employees, or agents.

The **University** shall defend, indemnify and hold the **District**, its officers, employees, and agents, harmless from and against any and all liability, loss, expense (including reasonable attorneys fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the **University**, its officers, employees, or agents.
 14. **Relationship of Parties.** Nothing in this Agreement is intended nor shall be construed to create an employer/employee relationship, or a joint venture, partnership or agency relationship between the parties.
 15. **Publicity.** Neither **University** nor **District** shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identifies the other party or its facilities with respect to this Agreement, without the prior written consent of the other party. In addition, neither party may use the names, logos, or trademarks of the other party without its prior written consent.
 16. **Records.** It is understood and agreed that all employment records shall remain the property of **District**, and all student records, including Intern assessments, will remain the property of **University**.
 17. **Entire Agreement and Severability.** If a court or arbitrator holds any provision of this Agreement to be illegal, unenforceable, or invalid, the remaining provisions will not be affected. This Agreement contains the entire agreement between the parties pertaining to the transaction and may not be amended unless in writing, signed by both parties.
 18. **Assignment.** Neither party shall assign its rights or delegate its duties under this Agreement without the prior written consent of the other party.
 19. **Notices.** All notices or other communications given under this Agreement will be in writing and sent to the addressee listed below (unless a party has changed its address by giving notice), and will be effective upon receipt if delivered personally or by overnight mail, or effective three days after mailing if by certified mail, return receipt requested.
 20. **Representations.** Each party represents that: (a) it will abide by all applicable federal, state, or local statutes or regulations; (b) the individual signing this Agreement has the authority to do so; and (c) it has the ability and authority to perform each of its obligations under this Agreement. These representations will continue after the Agreement terminates.
 21. **General Provisions.** The Agreement: (a) will be binding and enforceable by the parties and their respective successors or assigns, but not by any individual or organization not a party to this Agreement; (b) may be executed in counterparts and effective with original or facsimile signatures; (c) will be governed by California law; and (d) has been executed at San Diego, California.

This Agreement is executed by and between:

University: National University

District: Santee School District

Contact: Frank Adame
Credentials Contract Coordinator
9980 Carroll Canyon Road
San Diego, CA 92131
Telephone (858) 642-8300
Facsimile (858) 642-8717
credcontracts@nu.edu

By: _____

Name: _____

Title: _____

Address: _____

By: _____

Randy C. Frisch, Esq.
Vice Chancellor, Business and Administration

Telephone: _____

Dated: _____

Dated: _____

EXHIBIT A

Internship Programs

District and University wish to partner to support the following Programs:

Teacher Education Internship Credential

Special Education Internship Credential

Preliminary Administrative Services Internship Credential

Pupil Personnel Services Internship Credential – School of Counseling

Pupil Personnel Services Internship Credential – School of Psychology

Item E. DISCUSSION AND/OR ACTION ITEMS

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

Agenda Item E.

Discussion and/or Action Item E.1.1.
Prepared by Tim Larson
February 16, 2016

Ratification of Tentative Agreement between
Santee School District and Santee Teachers
Association (STA)

BACKGROUND:

Santee School District and the Santee Teachers Association (STA) have reached Tentative Agreements for the successor agreement to the following Articles:

- VII Procedures for Evaluation
- XII Leave Provisions
- XIII Hours of Employment
- XIV Compensation Provisions
- XV Salary Provisions
- XVI Employee Benefits
- XVIII Early Retirement
- XXIII Term

In addition, many non-substantive changes were made to the contract correcting spelling, grammar, and title references encompassing Articles III – XX. This agreement will be effective July 1, 2015 through June 30, 2018.

STA membership ratified the tentative agreements on January 27, 2016. They are presented tonight including the Disclosure of Collective Bargaining Agreement for Board ratification.

RECOMMENDATION:

It is recommended that the Board of Education ratify the Tentative Agreements between Santee School District and the Santee Teachers Association and Disclosure of Collective Bargaining Agreement.

FISCAL IMPACT:

Certificated non-management employees will receive a 4% salary increase effective July 1, 2015; and a 4.0% salary increase effective July 1, 2016.

STUDENT ACHIEVEMENT IMPACT:

This is a personnel item.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.1.1.

ARTICLE VII
PROCEDURES FOR EVALUATION

A. Probationary and Permanent Certificated Non-management Employees

1. The District management shall evaluate all tenured employees no less than the following schedule:
Level 1: Years 1-3 (Probationary and first tenured year) Annually
Level 2: Years 5, ~~8~~, 9 Every ~~three~~two (~~3~~) years
Level 3: Years ~~10~~ and over Every ~~five~~four (~~5~~) years
2. Probationary employees shall be evaluated every year.
(See Appendix section for Evaluation Timelines and forms)

//// 06/07-SSD-STA

3. The evaluator shall be the employee's immediate supervisor and/or any other management or supervisory employee who is so designated by the District management.
4. Regular school year employees who are scheduled to be evaluated will be so notified by the appropriate management person no later than October 1 of each school year.
5. District evaluation guidelines for tenured & probationary certificated non-management employees shall be used for the purposes of conducting evaluations.
6. Except for the procedures outlined above, nothing in this article shall be construed to allow for any interpretation or application of the subjective judgment of an evaluator being subject to Article VI, "Grievance Procedure," pages 10-14. The sole remedy for such problems shall be those as provided for in the Education Code.

B. Temporary Certificated Non-management Employees

1. The District management shall evaluate all temporary certificated non-management employees every semester.
2. The evaluator shall be the employee's immediate supervisor and/or any other management or supervisory employee who is so designated by the District management.
3. The evaluator shall notify the temporary evaluatee of intent to evaluate by October 1 during the first (1st) semester and by March 1 during the second (2nd) semester.
4. District evaluation guidelines for temporary certificated non-management employees shall be used in evaluation of certificated non-management temporary employees.
5. Except for the procedures outlined above, nothing in this article shall be construed to allow for any interpretation or application of the subjective judgment of an evaluator being subject to Article VI, "Grievance Procedure," pages 10-14. The sole remedy for such problems shall be those as provided for in the Education Code

//// 9/86-SSD/STA

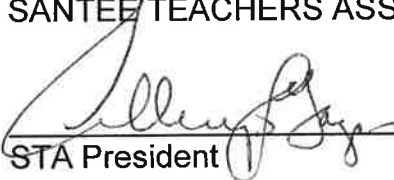
The District and Santee Teachers Association agree to form a committee to review the evaluation procedures and make recommendations as to the implementation of a standards based evaluation process. This committee will meet beginning in September 2006 and make recommendations in November 2006.


//// 5/06-SSD/STA

This Agreement shall be effective upon approval by the DISTRICT Board of Education and ratification by STA.

SANTEE TEACHERS ASSOCIATION

SANTEE SCHOOL DISTRICT

 3/23/15
STA President Date

 3-23-15
District Representative Date

STA Bargaining Team Member Date

STA Bargaining Team Member Date

STA Bargaining Team Member Date

STA Bargaining Team Member Date

STA Bargaining Team Member Date

STA Bargaining Team Member Date

ARTICLE XIV
COMPENSATION PROVISIONS

A. Salary Deductions

The Board of Education, when drawing an order for the salary payment due to an employee of the District, shall with or without charge reduce the order by the amount which it has been requested in a revocable written authorization by the employee to deduct for the purpose of paying the dues of the employee for membership in the Santee Teachers Association, California Teachers Association, and National Education Association or representational fees as required in Article V, Section I of this Agreement. Upon return from leave, this payroll deduction shall be automatically resumed. In the case where an employee's status is changed from part-time to full-time or full-time to part-time, the amount of payroll deduction will automatically be adjusted.

B. Previous Experience

Prior credit for persons hired shall be allowed in accordance with the following provisions:

- a) Hired prior to March 17, 1989, a maximum of four (4) years of teaching experience
- b) Hired on or after March 17, 1989 and before July 1, 2015, a maximum of six (6) years of teaching experience
- c) Hired on or after July 1, 2015 and before July 1, 2016, a maximum of seven (7) years of teaching experience
- d) Hired on or after July 1, 2016 and before July 1, 2017, a maximum of eight (8) years of teaching experience
- e) Hired on or after July 1, 2017 and before July 1, 2018, a maximum of nine (9) years of teaching experience
- f) Hired on or after July 1, 2018 and before July 1, 2019, a maximum of ten (10) years of teaching experience

~~A maximum of six (6) years of teaching experience will be allowed as prior credit for persons hired on or subsequent to March 17, 1989. Prior to March 17, 1989, a maximum of four (4) years of teaching experience was allowed as prior credit.~~

C. Reemployment of Permanent Employees

Whenever any employee of the Santee School District who, at the time of his/her resignation was classified as permanent, is reemployed within thirty-nine (39) months after his/her last day of paid service, the Board of Education shall, disregarding the break in service, classify him/her as, and restore to him/her all rights, benefits, and burdens of a permanent employee.

D. Units for Advancement – Approval

Employees must receive prior approval of units or courses taken while in the employ of Santee School District in order to advance classifications on the Certificated Non-management Salary Schedule. Employees may apply for approval of units or courses by

1 submitting an appropriately completed District form to the ~~Director~~Assistant
2 Superintendent of Human Resources. Only those courses related to enhancing the
3 teacherbargaining unit member skills and knowledge of subject matter pertinent to an
4 employee's assignment will be given consideration for the purpose of classification
5 change. Courses taken in preparation for other professions (e.g., real estate licenses, law
6 degrees) shall not be approved for the purpose of advancement on the Certificated Non-
7 management Salary Schedule. The approval of courses taken for salary advancement
8 purposes shall be the responsibility of the ~~Director~~Assistant Superintendent of Human
9 Resources. The District's form shall state that if courses have not been approved, the
10 employee may appeal the decision to the Professional Growth Committee for final
11 determination.

12
13 E. Units For Advancement - Accredited Institution

14 All courses and degrees used for advancement on the Certificated Non-management
15 Employees Salary Schedule must have been earned in colleges or universities accredited
16 by the appropriate regional accrediting institution.

17 F. Units For Advancement – Upper Division or Graduate Courses

18 It is required that courses taken for advancement to the next higher salary classification,
19 except four (4) semester units which may be lower division, shall be upper division or
20 graduate level courses.

21 G. Classification Change

22 Employees may not advance more than one (1) salary classification in any school year.

23 H. Complete School Year – Salary Advancement Purposes

24 Any employee who, in any one (1) school year, has served for at least seventy-five percent
25 (75%) of the number of working days the regular schools of the District in which he/she is
26 employed are maintained, shall be deemed to have served a complete school year. This
27 will be exclusive of summer school and intersession service. The only exceptions to the
28 section can be found in Article XIV, "Compensation," L. "Part-time Employment With Full
29 Retirement Credit," and M. "Half-time Employment," pages 49-52.

30 I. Warrant Distribution

31 Salary warrants for employees covered by this Agreement will be made available by the
32 end of the last working day of the calendar month for which payment is due.

33 J. Salary Placement Verification

34 Employees are required to maintain a current set of college transcripts on file in the
35 Human Resources Department in order to verify placement on the salary schedule.

36 K. California Credential Requirement

37 Initial employment and subsequent placement on the Certificated Non-management
38 Salary Schedule are contingent upon the employee holding a valid, current California
39 credential appropriate for the position.

1 L. Part-time Employment With Full Retirement Credit (Reduced Service Employment Plan
2 for Employees Fifty-five [55] Years or More of Age)

3 Part-time employment is to provide an opportunity for an employee to work on a half-time
4 basis. Part-time may be equivalent to one-half (1/2) of the days of service required of a
5 full-time employee or one-half (1/2) of the hours required daily of a full-time employee.

6 1. Requirements.

7 A part-time position request is to be initiated by the employee on or before April
8 15. The written request is to be made to the Human Resources Department.
9 Approval of the employee request shall be based upon the best interest of the
10 District as determined by the ~~Director~~Assistant Superintendent of Human
11 Resources

12 a. In order to receive full retirement credit, the employee and the District will
13 contribute to the State Teachers' Retirement System the same amount
14 as they would under full-time employment based on the compensation
15 which would have been earned if employed full-time.

16 b. The employee must have reached fifty-five (55) years of age prior to
17 assuming a part-time position.

18 c. The employee must have been continuously employed in the Santee
19 School District in a position requiring certification for ten (10) years, of
20 which the immediate preceding five (5) years were full-time employment.

21 d. Approval of part-time employment will be for a period of up to one (1) year
22 and requests must be resubmitted each year on or before April 15.

23 e. Approval of part-time employment is limited to a maximum of five (5)
24 years' participation, approved on an annual basis, per employee.

25 2. Compensation.

26 Salary will be a prorated share of the salary an employee would earn had he/she
27 not elected to exercise the option of part-time employment.

28 3. Longevity Advances.

29 Employees who are on a part-time assignment and who work at least fifty percent
30 (50%) of the required work year will receive credit for a full step on the salary
31 schedule.

32 4. Leaves.

33 The employee on a part-time assignment will receive sick leave and personal
34 necessity on a prorated basis.

35 5. Fringe Benefits.

36 The employee on a part-time assignment will receive fringe benefits as if
37 employed on a full-time basis. The "Part-time Employment With Full Retirement
38 Credit" is expressly excluded from the Grievance Procedure.

39 M. Half-time Employment (Contract Sharing)

- 1 1. Purpose.
2 Half-time employment is to provide an opportunity for a person to work on a half-
3 time basis. Half-time may be equivalent to one-half (1/2) of the days of service
4 required of a full-time employee or one-half (1/2) of the hours required daily of a
5 full-time employee.
- 6 2. Requirements.
7 A half-time position is to be initiated by the employee through a written notice of
8 intent on or before April 15 of the preceding school year. The written request shall
9 be predicated upon District staff needs as determined by the Superintendent or
10 designee. Any person who qualifies may apply for half-time employment in
11 Santee School District. A prorated amount will be paid by the employee and the
12 District to State Teachers' Retirement System.
13 A contract may be shared by two (2) persons wishing half-time employment. It is
14 the responsibility of the employee to recruit an individual to participate in contract
15 sharing. The recommendation of two (2) persons wishing to share a contract will
16 be considered by the Human Resources Department. A person wishing to move
17 from half-time to full-time employment may do so if it is determined by the
18 ~~Director~~Assistant Superintendent of Human Resources, to be in the best interest
19 of the District and available positions are open.
- 20 3. Compensation.
21 Salary will be on a prorated share of the salary an employee would earn had
22 employee not elected to exercise the option of half-time employment.
- 23 4. Longevity Advances.
24 Tenured employees who are on a half-time assignment and who work at least fifty
25 percent (50%) of the required working days will receive credit for a full step on the
26 salary schedule. Probationary employees must work at least seventy-five percent
27 (75%) of the number of required working days to receive credit for a full step on
28 the salary schedule.
- 29 5. Leaves.
30 The employee on a half-time assignment will receive sick leave and personal
31 necessity leave on a prorated basis.
- 32 6. Fringe Benefits.
33 Beginning with the 2005-2006 school year, an employee entering into a new
34 partial FTE assignment will receive prorated fringe benefits equivalent to the
35 fraction of full-time service as outlined in "Employee Benefits."
36 Employees currently in a partial FTE assignment will continue to receive benefit
37 coverage as designated at the end of the 2004-2005 school year until they are no
38 longer employed in a partial FTE assignment.
39 Employees currently on leave from a partial FTE assignment who return from

1 leave for the 2005-2006 school year will continue to receive benefit coverage as
2 designated at the end of the 2004-2005 school year during the 2005-2006 school
3 year. Employees on leave from a partial FTE assignment during the 2004-2005
4 school year who do not return from leave for the 2005-2006 school year will
5 receive prorated benefits upon returning from leave as outlined in this agreement.

6 7. Professional Responsibility.

7 An employee on a half-time teaching assignment will be expected to participate
8 in professional responsibilities such as, but not limited to, the following:

- 9 a. Parent/faculty meetings and activities.
- 10 b. Open House/Back to School Night.
- 11 c. Public school observances.
- 12 d. Supervision of students at school sponsored or approved activities such
13 as field trips, athletic events, and student body activities.
- 14 e. Extended professional meetings.
- 15 f. Parent/teacher conferencing.
- 16 g. Report card preparation.

17
18 This Agreement shall be effective upon approval by the DISTRICT Board of Education and
19 ratification by STA.
20

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22 SANTEE TEACHERS ASSOCIATION

SANTEE SCHOOL DISTRICT

23
24
25
26 STA President

Date

27
28
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30 District Representative

Date

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34 STA Bargaining Team Member Date

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38 STA Bargaining Team Member Date

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42 STA Bargaining Team Member Date

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45 STA Bargaining Team Member Date

ARTICLE XVIII
EARLY RETIREMENT

A. During the term of this Agreement, upon subsequent written mutual agreement of the Parties, the District may implement early retirement incentive programs in various forms for bargaining unit members meeting specified criteria in order to achieve overall budget savings.

Definition

This is a pre-retirement and postretirement program intended as an incentive program for employees wishing to initiate same. After the equivalent of fifteen (15) years of full-time service in the Santee School District, the last five (5) directly before retirement are in paid service to the District, and having reached age fifty-five (55) as of July 1, or having accrued 30 years of STRS service credit and be between the ages of fifty (50) and fifty-five (55) by July 1, an employee would become eligible for consideration of inclusion in this program. In the event of extraordinary circumstances (prolonged illness, or other unforeseen circumstances) the District and Association would be open to discussing the needs of particular employees for the purpose of qualifying for retirement benefits.

B. Eligibility Requirements

Employees currently employed and having been employed by the Santee School District for at least fifteen (15) years shall be eligible.

1. Persons opting for this program would be required to serve twenty-five (25) school days each year at activities or services at times established by the District.
2. Once an employee has elected to participate in the program, he/she may not return to regular full-time employment in the District.
3. Retiring unit members under this program shall tender a resignation to the District and shall be considered independent contractors and not employees of the District, nor a member of the bargaining unit.
4. Retiring employees under this program shall be allowed to participate in the District's health benefits in accordance with provisions of Article XVI of the negotiated Agreement.
5. All applications for participation in this program are subject to approval by the Board of Education. However, the tendered resignation under this article is effective only upon Board acceptance and approval of the program.
6. A contract with the unit member under this program shall be for a period not to exceed five (5) years, or to age sixty-five (65), whichever comes first.
7. The annual compensation under this program shall be \$5,500.

C. Service Options

Applicants to be considered for inclusion in this program shall provide services at the direction of the District not to include any service performed by classified employees, nor

1 shall it include responsibilities for teacher supervision or evaluation. Such services may
2 include, but not be limited to:

- 3 1. ~~_____ Demonstration teaching.~~
- 4 2. ~~_____ Staff development and in-service program development and presentation.~~
- 5 3. ~~_____ Assistance in testing and follow-up analysis, including the preparation of reports.~~
- 6 4. ~~_____ Compiling test data as it applies to instruction.~~
- 7 5. ~~_____ Assistance in orientation and programs for teachers new to the District.~~
- 8 6. ~~_____ Updating curriculum and writing new and supplementary instructional materials.~~
- 9 7. ~~_____ Substitute teaching.~~
- 10 8. ~~_____ Participation in any other project or service that would be mutually agreed upon~~
11 ~~by the retiree and the administration. The performance of the service may require~~
12 ~~possession of a credential by the consultant in accordance with Education Code~~
13 ~~Section 44065.~~

14 ~~///~~

15 ~~9/83-SSD/STA~~

16
17 This Agreement shall be effective upon approval by the DISTRICT Board of Education and
18 ratification by STA.
19

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21 SANTEE TEACHERS ASSOCIATION

SANTEE SCHOOL DISTRICT

22
23
24 
25 STA President

3/23/15
Date


District Representative

7.23.15
Date

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28 STA Bargaining Team Member Date

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43 STA Bargaining Team Member Date

Tentative Agreement in Mediation January 25, 2016

**ARTICLE XII
LEAVE PROVISIONS**

2) Additional Sick Leave Benefits for Extended Service.

In addition to such amounts of sick leave as specified in Section 10, b, 1), the ~~Santee School District Board of Education~~ grants additional amounts of sick leave as ~~a reward~~ are granted for certain bargaining unit members for continuous, satisfactory service as follows:

a) For employees hired on or before June 30, 2016: Each employee in this category who shall have served the District for a period of ten (10) consecutive years shall be credited, on a one-time basis, with twenty (20) days of additional sick leave at the beginning of his/her eleventh (11th) year of service in the District. Each year thereafter he/she shall be credited with two (2) additional days of sick leave at the beginning of the work year.

b) For employees hired after June 30, 2016: Each employee in this category who shall have served the District for a period of ten (10) consecutive years shall receive one (1) additional day of sick leave at the beginning of the work year starting with the eleventh (11th) year of service in the District and each year thereafter.

c) Years of consecutive service for purposes of allotting this benefit shall be determined in the same manner as years of experience are determined for placing employees on the salary schedule.

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Tentative Agreement in Mediation January 25, 2016

ARTICLE XIII

HOURS OF EMPLOYMENT

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3 A. Professional Growth Activities: For definition purposes, Professional Growth Activities
4 includes, but is not limited to; professional learning, collaboration with peers, focused
5 efforts directed towards data analysis and implementation planning for content standards
6 and instructional strategies, and other professional activities deemed appropriate by
7 Administration.

8 B. On-Site Workday

9 The regular on-site workday for employees shall be six and one-half (6-1/2) hours
10 excluding lunch. Employees shall have at least a thirty (30) minute duty free lunch.
11 Employees shall be on-site (15) minutes prior to the starting time for classes.

12 BC. Extended Workday

13 Administration and staff will hold meetings in an expedient, efficient, and professional
14 manner. Whenever possible, matters of importance will be conveyed prior to meetings
15 via e-mail, voicemail, and/or hardcopy. The site administrator may extend the regular
16 workday for employees for the performance of the following duties:

- 17 1. Parent meetings and activities.
- 18 ~~2.~~ 2. In years when Option 2: Regular Day Schedule as described in Section
19 D below is in effect, Faculty meetings and activities the District may schedule up
20 to twenty-seven (27) days/hours per year for Faculty Meetings and/or
21 Professional Growth Activities, limited to no more than sixty (60) minutes weekly
22 unless staff agrees to extend the time. Said meetings shall begin as soon as
23 practicable after the end of the instructional day (including time spent on after
24 school duty) and shall not exceed sixty (60) minutes weekly, unless staff agrees
25 to extend the time. Meetings in excess of twenty-seven (27) may be called in the
26 case of a bona-fide emergency.
- 27 3. Supervision of students at school sponsored or approved activities such as field
28 trips, athletic events, and student body activities.
- 29 4. Open House/Back to School Night.
- 30 5. Parent/teacher conferencing.
- 31 6. Teachers attending sixth grade camp shall be provided the following options:
 - 32 a. Stay overnight during the students' stay at camp.
 - 33 b. Drive to and from camp each day. Be on duty for the required contract hours.
34 The district will provide reimbursement for mileage between the work site and
35 camp upon employee request. One certificated staff member must be present
36 at camp the entire period of the camp stay in accordance with camp
37 guidelines.
 - 38 c. A combination of options "a" and "b".

Tentative Agreement in Mediation January 25, 2016

d. Staff and principal will work professionally to reach a mutually agreeable solution to those who can-not or chose not to attend camp.

7e. —If the regular teacher is unable to attend all or part of the week, it is the teacher's and principal's shared responsibility to find a suitable replacement / exchange teacher.

f. Teachers who stay overnight may be required to supervise students in emergency situations.

7-g. Teachers who attend 6th grade camp shall be paid a stipend of \$315 for the week of camp.

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CD. Instructional Time

1. For the start of the 2013-14 school year, each school's schedule shall remain the same as they were in the 2012-13 school year. Beginning October 7, 2013, every school shall have the same configuration of instructional minutes in accordance with one of the two options listed below. Whether all schools implement the Wednesday modified day schedule or all schools implement the regular day schedule shall be determined by a vote of the bargaining unit membership conducted on or before September 1, 2013. The vote shall be conducted by STA and tabulated and verified jointly by the District and STA. The option receiving the majority vote shall be implemented beginning October 7, 2013 through the end of the 2014-15 school year. By May 1 of every odd-numbered calendar year thereafter, the same voting and selection process shall occur, including joint tabulation and verification by the District and STA, for selection of one of the two options listed below to be implemented for the subsequent school year. In the case of a tie vote, a revote will occur by May 15, using the same voting and selection process. In the event that the voting and selection process is not completed by May 15 in an odd-numbered year after 2013, the option currently in effect will be in effect for the subsequent two school years.

OPTION 1: Modified Day Schedule

| <u>Grade Level</u> | <u>Regular Day (141 days)</u> | <u>Modified (33 Wednesdays)/ Min Day (6 days)</u> | <u>Total Annual Instructional Minutes**</u> | <u>Average Daily Instructional Minutes** (Rounded to nearest whole minute)</u> |
|--------------------|-------------------------------|---------------------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------|
| K* | 313 | 219 | 52,674 | 293 |
| 1-3* | 313 | 219 | 52,674 | 293 |
| 4-6* | 345 | 219 | 57,186 | 318 |
| 7-8^ | 360 | 234 | 59,886 | 333 |

Tentative Agreement in Mediation January 25, 2016

- * Exclusive of recess
- ^ No recess
- ** These amounts will vary in 2013-14 due to partial year implementation

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Six (6) minimum days shall be scheduled as follows:

- Five (5) days for parent conferences
- One (1) day for the last day of school

The District may call staff meetings on modified days provided that the meeting does not extend past the on-site workday. Thirty three (33) modified days shall be scheduled by the District. Professional Growth Activities planned for up to ten (10) days each year shall be structured and directed by the District and/or Site Administrator which shall include work focused on curriculum, instruction, and assessment.

Activities on the remaining twenty-three (23) days shall be for non-management certificated staff to participate in a variety of the following professional tasks or responsibilities:

- Team planning
- Vertical teaming
- Individual planning
- Focus groups
- Curriculum articulation
- Program coordination
- Parent communication
- Observations at other sites
- Data input and analysis
- Instructional materials adoption, support and training
- Any other professional task or responsibility deemed appropriate by the non-management certificated staff member in consultation with the Site Administrator

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Additional staff meetings may be called in the event of a bona-fide emergency.

OPTION 2: Regular Day Schedule

| <u>Grade Level</u> | <u>Regular Day (174 days)</u> | <u>Minimum Day (6 days)</u> | <u>Total Annual Instructional Minutes**</u> | <u>Average Daily Instructional Minutes** (Rounded to nearest whole minute)</u> |
|--------------------|-------------------------------|-----------------------------|---------------------------------------------|--------------------------------------------------------------------------------|
| K* | 295 | 220 | 52,650 | 293 |
| 1-3* | 295 | 220 | 52,650 | 293 |
| 4-6* | 321 | 220 | 57,174 | 318 |
| 7-8^ | 336 | 235 | 59,874 | 333 |

Tentative Agreement in Mediation January 25, 2016

- * Exclusive of recess
- ^ No recess
- ** These amounts will vary in 2013-14 due to partial year implementation

E. Work Calendar

1. The District shall establish a joint Calendar Committee with STA representatives in approximately equal proportion to other stakeholder groups.
2. The size of the committee shall be determined by the District but shall be convened to include at least three (3) representatives appointed by STA.
- 4.3. It shall be the goal of the Calendar Committee to consider calendars for multiple school years and to complete its annual work by March 1.

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**ARTICLE XV
SALARY PROVISIONS**

E. Salary Compensation Increase for 2013-14 and 2014-15 2015-16 and 2016-17

- ~~For 2013-14, bargaining unit members shall receive a 2.50% increase to the 2012-13 salary schedule effective July 1, 2013~~
- ~~For 2014-15, bargaining unit members shall receive a 4.00% increase to the 2013-14 salary schedule effective July 1, 2014~~
- ~~_____~~
 - Salary Schedule Increases:
 - 4.00% increase to the 2014-15 salary schedule effective July 1, 2015
 - 4.00% increase to the 2015-16 salary schedule effective July 1, 2016
 - Reimbursement for teachers hired on or after July 1, 2016 who are new to the teaching profession and who successfully complete a State required Beginning Teacher Support and Assessment (BTSA) program up to \$2,500, provided the teacher obtains permanency in the District
 - \$315 stipend for teachers who attend 6th grade camp

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Tentative Agreement in Mediation January 25, 2016

**ARTICLE XVI
EMPLOYEE BENEFITS**

A. General Provisions

For the duration of this agreement, the District agrees to provide an annual cap of \$7,800 ~~(monthly maximum contribution of \$600)~~ for the 2016 Benefit Year, and \$9,000 for Benefit Years subsequent to 2016, prorated for the fraction of full-time service rendered, for the cost of health benefits for employee use. The District will provide the following selection for coverage from companies designated by the District for each full-time employee:

1. Health insurance (employee-only)
2. Life insurance (\$50,000)
3. Vision (employee-only)
4. Dental insurance. Employees will be offered an opportunity to enroll in one (1) of the following dental plans:
 - a. Employee-only
 - b. Prepaid dental program for employee and dependents which will be offered and implemented contingent upon seventy-five percent (75%) of employees choosing to participate in this plan enrolling their dependents.
5. The life time cap on benefits eligibility shall be extended to two million dollars ~~(2,000,000)~~.
6. The employee will be responsible for any cost(s) beyond the cap for selected coverage.

The health insurance plans offered shall include copayment prescription benefits. In addition to the above coverages and provisions, each employee may choose one (1) of the following options:

Option No. 1 - Dependent Coverage.

For those employees who choose this option, in addition to the coverages and provisions listed under Article XVI, "Employee Benefits," A. "General Provisions," for each full-time employee who purchases dependent health coverage through one (1) of the District-offered plans, the District will pay the premium cost of one (1) dependent not to exceed ~~\$600 per month total cost~~ the monthly maximum contribution specified in Section A above.

If an employee's spouse is also an employee of the Santee School District and the spouse is receiving a benefit allotment for dependent coverage, the two (2) allotments may be combined and applied toward the premium cost for dependents. However, if dependent allotments are combined, at no time shall the total of the two (2) allotments exceed the actual premium cost of the coverage provided.

Option No. 2. - Discretionary Purchases

1. Cancer insurance
2. Income protection
3. Section 125, Flexible Spending Account

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Tentative Agreement in Mediation January 25, 2016

1 4. Received as compensation
2 * Beginning with the 2007 Benefit Year, for those employees who choose this option, in
3 addition to the coverage and provisions listed under Article XVII "Employee Benefits," A.
4 "General Provisions," the District will contribute for each employee from their unused
5 benefit monies up to forty dollars (\$40) per month (four hundred and eighty [\$480] per
6 benefit year) toward one (1) of the plans listed under Option No. 2 - Discretionary
7 Purchases.

8 B. Unused Benefit Monies
9 Any unused benefit monies will remain the property of the District.

10 C. Benefit Year
11 For purposes of this article, a benefit year shall be defined as ~~thea~~ one (1) year period of
12 ~~time between July 1 and June 30 in accordance with Health Plan provider requirements.~~
13 _____

14 D. New Employees
15 New employees shall qualify for benefits on the first (1st) day of the month following the
16 effective date of employment.

17 E. Prorated Benefits.
18 New employees shall earn a prorated share of the annual benefit allowance. The prorated
19 share will be one-twelfth (1/12) of the annual benefit allowance per month from the date
20 the employee qualifies for benefits until the end of the month preceding the first qualifying
21 month of the next school year.

22 F. Benefit Year Qualification
23 Those bargaining unit members who are in benefit-paid status for at least 75% of the
24 days of the work year shall receive a prorated share of the annual benefit allowance. The
25 prorated share will be one-twelfth (1/12) of the annual benefit allowance per month from
26 the date the employee qualifies for benefits until the end of the month preceding the first
27 month the employee becomes eligible for benefits of the next school year. Other
28 bargaining unit members who do not meet the above conditions shall have their benefits
29 end at the end of their last month of employment.

30 G. Benefit Selection Sheets
31 Each year no later than May 15, every employee who qualifies for benefits is required to
32 turn in to the Human Resources Department the benefit selection form provided by the
33 District. This form authorizes the District to enroll in and/or continue benefit selections for
34 employees. This form must be turned in regardless of whether or not there are any
35 changes in an employee's benefit program. It is the individual employee's responsibility
36 to comply with the provisions of this section, and failure to do so may result in a reduction
37 of the total benefit allowance for the employee. If an employee wishes to change and/or
38 add any benefits, he/she must pick up the appropriate forms from the Human Resources
39 Department and include them with the benefit selection form which is submitted by the
40 May 15 deadline.

Tentative Agreement in Mediation January 25, 2016

1 H. Certificated Non-management Employee Flexible Spending Account Plan

2 The District flexible spending account plan has been designed to meet Internal Revenue
3 Service (IRS) guidelines as a “cafeteria plan” under IRS Section 125. The flexible
4 spending account plan allows the certificated non-management employee the option of
5 extending and/or paying for (1) additional health benefits, (2) some health care not
6 covered by other benefit plans, and (3) some dependent care expenses by placing a
7 portion of his/her salary into special accounts.

8 1. Intent of the Flexible Spending Account Plan.

9 Neither the District nor the Association provides tax advice to employees in regard
10 to their participation in the flexible spending account plan. It is up to the individual
11 employee to choose to participate or not participate in this plan and to determine
12 the level of participation. The intent of offering the plan is to provide a cafeteria
13 plan which complies with IRS regulations. This benefit (the flexible spending
14 account plan) is bound by IRS guidelines.

15 2. Flexible Spending Accounts.

16 There shall be three flexible spending accounts available for the certificated non-
17 management employee. These accounts will be:

- 18 a. Premium Conversion Account
- 19 b. Dependent Care Account
- 20 c. Medical Reimbursement Account

21 Participation in any or all of the above accounts is an option to be decided by
22 each employee. The amounts directed into these accounts are at the discretion
23 of the employee and must be within the guidelines set by the Internal Revenue
24 Service. It shall be the employee’s responsibility to participate in yearly open
25 enrollment periods and to notify the District, with appropriate District-supplied
26 forms, as to the exact amounts of the deductions directed toward each flexible
27 spending account. Employees may choose to increase, decrease, or stop
28 participation during an annual open enrollment period.

29 Flexible spending accounts may be changed only during the annual open
30 enrollment period unless the employee has a change in family status during the
31 year. A change in family status includes marriage or divorce, birth or adoption,
32 death, or the termination of the employee’s spouse’s employment.

33 3. Forfeiture of Funds.

34 If an employee does not use all funds in his/her flexible spending account during
35 the benefit year (July 1 through June 30), those funds remaining in a flexible
36 spending account must be forfeited in accordance with current tax laws. In the
37 event that there are funds in employees’ flexible spending accounts after the end
38 of the benefit year, those funds will be forfeited and applied toward the costs of
39 operating the plan.

40 4. Administration of Plan.

Tentative Agreement in Mediation January 25, 2016

1 The District shall assume the costs of administering the plan.

2 I. Insurance Plan

3 Enrollment requirements, eligibility requirements, and other specific rules and regulations
4 governing participation in all District-offered insurance plans are subject to the rules and
5 regulations established by the insurance carriers.

6 J. Retirement

7 1. Retired Employee Medical Benefits.

8 Employees retiring shall be eligible and may apply for paid medical insurance
9 benefits on the following basis:

10 a. The employee must have the equivalent of fifteen (15) years of full service
11 with Santee School District, the last five (5) years of which must be
12 consecutive and has reached or passed the age of fifty-five (55) years.

13 b. The District shall pay for the cost of single coverage for the retiree in one
14 of the medical plans provided by the District, whichever the employee
15 was insured by during the last year of employment or a successor thereto,
16 up to the annual cap specified in Section A of this article in effect at the
17 time the employee retires from the District. The retiree will be responsible
18 for any additional cost beyond the District contribution including the
19 currently established fee of 2% and be subject to District and/or plan
20 regulations.

21 c. Retirees may change carriers during the open enrollment period. Through
22 ~~June 30, 2011, the District coverage will only provide up to the cost of the~~
23 ~~medical benefits plan as established at the time of retirement. Beginning~~
24 ~~July 1, 2011, the District will pay the cost of single coverage for the~~
25 ~~retiree in the medical plan a retiree changes to during an open enrollment~~
26 ~~period up to the annual cap specified in Section A of this article in effect~~
27 ~~at the time the employee retires from the District subsequent to July 1,~~
28 ~~2011 up to the annual cap specified in Section A of this article in effect at~~
29 ~~the time the employee retires from the District. The retiree will be~~
30 ~~responsible for any additional cost beyond the District contribution~~
31 ~~including the currently established fee of 2% and be subject to District~~
32 ~~and/or plan regulations.~~

33 d. The District will continue to provide this coverage until the retiree reaches
34 the age of sixty-five (65), or is eligible for Medicare, whichever comes
35 first, as long as the retiree remains current on paying their portion of costs
36 (no more than thirty (30) calendar days past the date the District remits
37 payment to the vendor) in accordance with Board policy.

38 e. Employees retiring may enroll dependents under the following conditions:

39 1) The dependent(s) must have been enrolled prior to the effective
40 date of retirement.

Tentative Agreement in Mediation January 25, 2016

ARTICLE XXIII

TERM

A. General Provisions

This agreement shall be for three years – July 1, 2012~~5~~ - June 30, 2013~~6~~; July 1, 2013~~6~~ – June 30, 2014~~7~~; July 1, 2014~~7~~ – June 30, 2015~~8~~. For the term of this contract there shall be re-openers of salary and benefits plus ~~four~~three (4~~3~~) articles of each party's choice. By mutual consent, the Association and the District may seek change in any article. The Agreement shall remain in full force and subject to change or amendment by the parties through implementing the following procedure:

1. ~~The Association and the District agree that, unless otherwise mutually agreed to, either party will notify the other in writing by March 1 of its request to modify or amend the Agreement:~~

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

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

3. Negotiations for 2012~~5~~-13~~6~~, 2013-14, and 2014~~6~~-15~~7~~ shall be considered closed.

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Tentative Agreement in Mediation January 25, 2016

1 This Agreement pertaining to Articles 12, 13, 15, 16, and 23 shall be effective July 1, 2015 upon
2 approval by the Board of Education and ratification by STA.

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SANTEE TEACHERS ASSN

SANTEE SCHOOL DISTRICT

Lori Meany 1/25/16
STA President Date

[Signature] 1-25-16
District Representative Date

ARTICLE III
EMPLOYEE RIGHTS

A. General Provisions

The District and the Association recognize the right of employees to form, join and participate in lawful activities of employee organizations and the equal alternative right of employees to refuse to form, join and participate in employee organization activities. Neither the District nor Association will illegally discriminate against any employee for any reason.

B. Personnel Files

A personnel file for each unit member shall be maintained at the District's central administration office. A unit member shall have the right to examine and/or obtain copies of any material from his/her personnel file with the exception of material that includes ratings, reports, or records which: (1) were obtained prior to the employment of the person involved, (2) were prepared by identifiable examination committee members, or (3) were obtained in connection with a promotional examination.

C. Placement of Derogatory Material in Personnel Files

1. Documentation/written materials which are not contained in the unit member's personnel file may not be used for adverse action against the unit member.
2. A written reprimand, negative memorandum or letter shall not be placed in an employee's personnel file unless the employee has been given verbal notice regarding such subject and an opportunity to correct the situation. Such requirement shall not be applicable to those instances of a serious nature. Any such material to be placed in the file shall be timely with the incident giving rise to the material.
3. Information of a derogatory nature shall not be placed in the personnel file until and unless the employee is given the opportunity to comment thereon, and to attach a written statement. Upon request, up to one (1) hour of release time can be used for this purpose. The unit member shall be given a copy of the material.
4. The unit member shall have the opportunity to acknowledge that he/she has read such material by signing and dating the original, with the understanding that his/her signature signifies only that the material has been read and does not necessarily indicate agreement with its contents. Teacher Bargaining unit member review of such derogatory material will take place at a conference scheduled by the immediate administrative supervisor or designee, and the teacher bargaining unit member may elect to be accompanied by an Association representative. Persons who cause material, other than materials in the three (3) categories listed above in Section B, to be placed in a unit member's personnel file, shall sign and date the material.

1 D. Employee Review of Personnel File

2 In order for an employee to review his/her personnel file, he/she shall observe the following
3 procedure:

- 4 1. Make an appointment with the ~~Director~~Administrator ~~effor~~ Human Resources, or
5 Administrative Secretary, Human Resources, at a time when the employee is not
6 involved in the instruction of students.
- 7 2. After reviewing the personnel file, an employee has the due process right to attach
8 statements to any derogatory information in the file. The employee can make
9 another appointment, during his/her working hours, to prepare a statement in
10 response to derogatory material without loss of salary. Up to one (1) hour of
11 release time can be utilized for this purpose.

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ARTICLE V
ASSOCIATION RIGHTS

G. Release Time for Association Business

1. Up to ten (10) days of paid leave per year shall be granted to the Association President or designee for the purpose of Association business. Requests for release time shall be initiated by the Association President and directed to the ~~Director~~Administrator ~~effor~~ Human Resources, at least twenty-four (24) hours prior to the requested release time. This requirement of twenty-four (24) hours advance notice may be waived by the ~~Director~~Administrator ~~effor~~ Human Resources, to accommodate unanticipated events requiring more immediate attention. The request shall be considered as granted upon approval by the ~~Director~~Administrator ~~effor~~ Human Resources, contingent upon availability of substitutes. Release time must be taken in increments of no less than one-half (1/2) day per Association representative released, unless the employee being released does not require a substitute. Additional release time may be arranged for through mutual agreement of the Association President and the ~~Director~~Administrator ~~effor~~ Human Resources. All expenses and costs for substitutes over and above ten (10) days shall be paid by the Association. Release time under this Agreement shall not be used for any activity which violates this Agreement.
2. Release time may be granted to STA members for the purpose of attending CTA/NEA sponsored activities. All expenses and costs for substitutes shall be paid by the Association.

H. Release Time for CTA/NEA Sponsored Conferences

Employees may be granted release time to attend CTA/NEA sponsored conferences that apply directly to meeting students' educational needs. Approval of an employee's request shall be subject to District conference procedures. All conference expenses and costs for substitutes shall be paid by the Association or the employee.

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ARTICLE VI
GRIEVANCE PROCEDURE

C. Formal Grievance Procedure

1. Level I

- a. The Level I statement will be a clear, concise statement of the grievance, the circumstances on which the grievance is based, a reference to the article and section of the contract violated, the persons involved, the remedy sought, and an outline of actions taken to adjust the grievance. Upon mutual agreement, this level may be waived.
- b. Within five (5) working days of receipt of the written grievance, the supervisor involved shall meet with the aggrieved and representative(s) in an effort to resolve the matter and shall render a written decision to the grievant within five (5) working days after the Level I meeting.

2. Level II

Within five (5) working days of the decision at Level I, or in the event there is no written response received within ten (10) working days of presentation of a written grievance at Level I, the grievant may appeal the grievance in writing to the Assistant Superintendent, Human Resources or designee. The written appeal shall be on the appropriate grievance form.

- a. Within five (5) working days of receiving the written appeal, the Assistant Superintendent, Human Resources, or designee shall hold a hearing to discuss the grievance with the grievant and representatives.
- b. Within five (5) working days of the hearing, the Assistant Superintendent, Human Resources, or designee shall render a written decision to the grievant.

3. Level III

If the matter in question is not resolved by the decision rendered at Level II, the grievant may submit a written request for mediation to the Assistant Superintendent, Human Resources.

- a. The request for mediation of the grievance must be made by the grievant within five (5) working days of receipt of the written decision at Level II. The Association shall within three (3) working days submit a written request to the California State Conciliation Service for the services of a mediator. The Association will provide the Assistant Superintendent, Human Resources, a copy of the request for mediation.

- 1 b. The function of the mediator shall be to assist the parties to achieve a
2 mutually satisfactory resolution of the grievance by means of the mediation
3 process. At the outset of this process, the mediator shall schedule and
4 hold a hearing at which time the parties to the grievance shall submit to
5 the mediator copies of all documents completed in conformance with the
6 requirements at each previous grievance level. If a satisfactory resolution
7 of the grievance is achieved by means of this mediation process, both
8 parties to the grievance shall sign a written statement to that effect.
- 9 c. If there is no resolution at the mediation hearing, the Assistant
10 Superintendent, Human Resources, shall render a written decision within
11 five (5) working days of conclusion of the mediation hearing.
- 12 d. The District and the Association may waive Level III by mutual agreement.

13 4. Level IV

14 If the grievant is not satisfied with the disposition of the grievance at Level III,
15 he/she may request that the Association review the grievance to determine
16 whether the matter should be appealed to Level IV. Within five (5) working days
17 of its receipt, the Association shall notify the ~~Director~~Administrator ~~effor~~for Human
18 Resources, using the appropriate grievance form, of its decision to submit the
19 grievance to arbitration. Within five (5) working days the Association shall request
20 a list of arbitrators from the California State Conciliation Service.

21 An arbitrator shall be selected by the following procedure: A representative of the
22 Association and the employer's representative shall select the arbitrator from the
23 California State Conciliation Service list by eliminating names until one (1) name
24 remains. The one remaining shall be the arbitrator. Neither party shall refuse to
25 participate in the selection process. The process of striking names shall occur
26 within ten (10) working days of receipt of the list. All grievances reaching the
27 arbitration level shall be numbered consecutively during the current school year.
28 The odd-numbered grievances will give the employer first elimination, even-
29 numbered grievances will give the other party first elimination. Once the arbitrator
30 has been selected, hearings shall commence at the convenience of the arbitrator.
31 The parties shall not be permitted to raise any issue whatsoever unless that issue
32 was raised in the grievance in writing at one of the earlier steps.

33 The arbitrator shall conduct the hearings in accordance with the voluntary
34 arbitration rules of the American Arbitration Association and the provisions of this
35 procedure. The jurisdiction of the arbitrator shall be confined to a determination of
36 the facts and the interpretation of the provisions of the contract. It shall be the

**ARTICLE X
TRANSFERS**

A. Introduction

The Superintendent (or designee) is responsible for the assignment and transfer of employees within the District. The services of all employees are contracted with the District rather than with individual schools, programs or departments. In acquiring permanent status, ~~teacher~~bargaining unit members do not thereby acquire a vested right to teach (or give service) in any certain assignment. The District retains the prerogative to change the assignments of employees so long as work assigned is of rank equivalent to that by which permanent status was acquired, and provided the assignment is one for which the employee holds certification qualifications.

B. Definition of Terms

1. Transfer: "Transfer" is defined as the shift or relocation of an employee from a school or department to a position of substantially the same level of responsibility, status, and pay in another school or department within the District. A transfer is a lateral as opposed to a vertical change. Changes in school assignment for employees who are assigned to two or more school sites or facilities shall not be considered a transfer providing they continue to perform duties specified by the job description for the position.
2. Employee-Initiated Transfer: An "employee-initiated transfer" is a transfer which is initiated through a request submitted by a unit member.
3. Management-Initiated Transfer: A "management-initiated transfer" is defined as a change of school or department initiated by the administrator.
4. Vacancy: "Vacancy" is defined as a position at a school or department which the District has determined is to be filled by a regular probationary or permanent employee rather than a substitute or temporary employee. A vacancy may occur due to additional enrollment, dismissal, retirement, or resignation. At the time that a position is posted, it is considered a "vacancy" and must be filled with a qualified permanent or probationary employee requesting an employee-initiated transfer. In the event that no qualified permanent or probationary employee applies for transfer to the vacant position, the position may be filled by a substitute, temporary, or new hire.
5. Seniority: "Seniority" is the length of time that an employee has been continuously employed by the District. Seniority is established on the basis of the date on which an employee first rendered paid service to the District as a regular probationary

1 employee. Highest seniority shall apply in employee-initiated transfers and lowest
2 seniority shall apply in management-initiated transfers.

3 C. Posting Procedure

- 4 1. The posting period for all vacancies that have occurred during the regular school
5 year shall be from May 1 through September 30. Vacancies that occur prior to the
6 first day of school will be posted for 5 (five) days.
- 7 2. Transfers that occur at the beginning of the school year due to overstaffed schools
8 shall be completed within the first two weeks of school. Any position(s) that
9 remains vacant after management-initiated transfers are complete shall be posted
10 for an employee-initiated transfer. Such positions shall be advertised for 3 (three)
11 days only for immediate filling. Any vacancy created as a result of the granting of
12 an employee-initiated transfer shall not be posted until May 1 of that school year.
- 13 3. Positions which become available after the fourth Friday of the school year may
14 be filled with a substitute or temporary teacher. These employees shall be
15 informed that the positions they are filling will be posted in May as a transfer
16 opportunity and that permanent and probationary employees will be given first
17 consideration for all posted positions.
- 18 4. Teachers with a permanent or probationary status at the time the position was
19 created or vacated during the year will receive consideration prior to the resultant
20 vacancy being opened to temporary or outside candidates.
- 21 5. Following appropriate Board action, the District shall notify Association leadership
22 of new or vacated positions that have been filled with a substitute or temporary
23 teacher.
- 24 6. Unit members who desire an employee-initiated transfer may file a District transfer
25 request form with the ~~Director~~Administrator ~~of~~for Human Resources, at any time,
26 whether or not a vacancy exists. Human Resources Department will notify the
27 employee's immediate supervisor of the employee's request for transfer. All
28 transfer requests will expire on April 30. An employee may file a new transfer
29 request on or after May 1.
- 30 7. Unit members returning from leave of absence or those wishing to return to full-
31 time employment from part-time employment shall be given first consideration for
32 vacancies.
- 33 8. Unit members who wish to be considered for vacancies which occur during the
34 summer must notify the Human Resources Department in writing beginning the
35 last week of school and keep the Human Resources Department informed about

1 the summer address and telephone number where they may be reached in regard
2 to receiving postings.

3 D. Employee-Initiated Transfers

4 1. Permanent Employees.

5 a. Permanent employees meeting the requirements for the position as listed
6 in the job posting, shall have first priority consideration in filling vacancies
7 that occur or are identified on or before April 15th of each school year. After
8 April 15th of each year, all qualified applicants who have applied for the
9 vacancy at the school shall have access to the selection process for filling
10 the existing vacancy.

11 b. Positions which become available after the fourth Friday of the school year
12 will be filled by a temporary teacher for the remainder of the assignment
13 of school year and will be posted for transfer the following spring for the
14 next school year.

15 c. When two or more applicants meet all specified job criteria, seniority will
16 be utilized as the tie breaker.

17 b. The District may deny a transfer to an employee under the following
18 circumstances:

19 1) The employee has had a problem in the past, extreme in nature,
20 that would prevent the employee from being effective in the
21 position.

22 2) The employee has had unsatisfactory performance as evidenced
23 by the most recent evaluation or other documentation.

24 2. Multiple Applicants for Transfer.

25 a. In the event that more than one ~~teacher~~bargaining unit member applies for
26 a position posted for transfer, the following criteria shall be applied to
27 determine who is granted the position:

28 1) Meets all legal requirements including credentials and
29 authorizations.

30 2) Level and degree of training and experience.

31 3) Meets requirements of specific job description.

32 4) Willingness to comply with specific program requirements.

33 b. The District may deny a transfer to an employee under the following
34 circumstances:

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ARTICLE XI

ASSIGNMENT AND REASSIGNMENT

A. Introduction

Assignments and reassignments are at the discretion of the principal and/or administration. The following criteria may be utilized in determining assignments and reassignments:

1. To accommodate specific program needs requiring specific qualifications among the teaching staff essential to the effective operation of a school.
2. To accommodate the best interests of the students as determined by the administration.
3. To balance the teaching staff of a school in accordance with the District's requirements.
4. To balance and equalize class size in a school because of changes in enrollment.
5. To accommodate a reduction in facilities or staffing brought about through circumstances or events that were unpredictable and unavoidable.

B. Definition of Terms

1. Assignment: "Assignment" is the initial placement of an employee at a job site.
2. Reassignment: "Reassignment" is a change in class, grade level and/or subject matter at the employee's job site.

C. Procedure for Reassignment

1. Except for employees assigned to more than one location, if an employee is reassigned within a school or department, the employee involved shall be given two (2) working days advance notice. Upon request, the teacher bargaining unit member will be given a conference with the principal or administrator to discuss the reason for the change. A teacher bargaining unit member may waive the two (2) working days advance notice if he/she desires.
2. Any teacher bargaining unit member reassigned during the school year shall be accorded one (1) working day for the purpose of move orientation and lesson planning.
3. In cases of unusual or extenuating circumstances, the Assistant Superintendent, Human Resources, may provide one (1) additional workday to the employee for the purpose of move orientation and lesson planning. Such unusual and extenuating circumstances may include, but are not limited to, the following:
 - a. A physical change in classrooms.
 - b. More than a fifty percent (50%) change in students.
 - c. A complete change in departmental subject matter.

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ARTICLE XII
LEAVE PROVISIONS

9. Sabbatical Leave.

a. Purpose.

Sabbatical leave is a special privilege and honor which the Board of Education may grant to permanent employees who have completed at least seven (7) consecutive years of service immediately preceding said leave in positions requiring certification. While it affords certificated personnel the opportunity for professional growth, leaves should be of such nature that they will clearly enrich and benefit the pupils and schools in the Santee School District. Sabbatical leave may be granted for the following purposes: study, research or travel and observation in connection with an approved study project.

b. Prerequisites.

Permanent employees who have completed at least seven (7) consecutive years of satisfactory service, in positions requiring certification qualifications, immediately preceding the sabbatical leave, are eligible to apply. Leaves of absence granted by the Board shall not constitute a break in the continuity of service required for the sabbatical, but shall not be counted in the required seven (7) years of service.

c. Requirements.

The Board of Education may grant a sabbatical leave for a period of not less than one-half (1/2) of the school year or more than one (1) full year. A half-year sabbatical leave may be taken during either half of the school year. Not more than one (1) sabbatical leave shall be granted to any one (1) employee in each eight (8) year period (inclusive of the sabbatical year). The Board of Education shall grant sabbatical leaves only within the limitation of monies budgeted each year for this specific purpose. It should be emphasized that a sabbatical leave is not a right employees earn after the required years of service have been fulfilled. It is, rather, as stated above, a definite privilege which ultimately helps to provide the community with an improved and enriched educational program. No employee over the age of sixty-one (61) shall be granted a sabbatical leave.

d. Application Procedures.

Sabbatical leave applications may be secured from the Human Resources Department and must be filed in the Human Resources

1 Department by February 1 for the following school year or October 1 for
2 the spring semester. Recommended applications shall be presented to
3 the Board for its approval. A detailed statement of the proposed
4 sabbatical program and explanation of the ways in which the program will
5 upgrade, enrich, or otherwise improve the pupils and the school district is
6 required in making application for a sabbatical leave. The Certificated
7 Professional Growth Committee and the ~~Director~~Administrator ~~effor~~
8 Human Resources, must approve any change in the applicant's plans
9 after said leave has been granted. A proposed change must be submitted
10 to the Human Resources Department in writing as soon as the applicant
11 is aware of the necessity for revision of this program. This is mandatory
12 because of the applicant's responsibility for completing the approved
13 program.

14 e. Limit.

15 No more than two percent (2%) of the employees of the Santee School
16 District may be granted sabbatical leave during one (1) school year.

17 f. Review and Recommendation Regarding Leave Proposals.

18 All applications for a sabbatical leave shall be reviewed and studied by
19 the Certificated Professional Growth Committee. This committee shall
20 consist of nine (9) total members as follows:

- 21 1) One (1) superintendent or his designee.
- 22 2) Two (2) principals or directors.
- 23 3) Six (6) teachers from grades K-8.

24 The persons representing categories (1) and (2) will be selected by the
25 Superintendent. The Association will appoint members from its
26 membership to serve on this committee for a three (3) year period.
27 Recommendations for openings needing to be filled will be forwarded to
28 the Superintendent's office. Each member of the committee shall be
29 entitled to one (1) vote. Recommended acceptance of programs,
30 changes in programs, etc., shall require five (5) affirmative votes. The
31 Certificated Professional Growth Committee, upon completion of its
32 assignment, shall forward all applications to the Superintendent for his
33 approval with either: "Recommended for Consideration" or "Not
34 Recommended at this Time." The Superintendent shall submit all
35 applications with both his recommendation and those of the Certificated
36 Professional Growth Committee to the Board of Education for action. The
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1 **ARTICLE XIV**

2 **COMPENSATION PROVISIONS**

3 A. Salary Deductions

4 The Board of Education, when drawing an order for the salary payment due to an
5 employee of the District, shall with or without charge reduce the order by the amount which
6 it has been requested in a revocable written authorization by the employee to deduct for
7 the purpose of paying the dues of the employee for membership in the Santee Teachers
8 Association, California Teachers Association, and National Education Association or
9 representational fees as required in Article V, Section I of this Agreement. Upon return
10 from leave, this payroll deduction shall be automatically resumed. In the case where an
11 employee's status is changed from part-time to full-time or full-time to part-time, the
12 amount of payroll deduction will automatically be adjusted.

13 B. Previous Experience

14 A maximum of six (6) years of teaching experience will be allowed as prior credit for
15 persons hired on or subsequent to March 17, 1989. Prior to March 17, 1989, a maximum
16 of four (4) years of teaching experience was allowed as prior credit.

17 C. Reemployment of Permanent Employees

18 Whenever any employee of the Santee School District who, at the time of his/her
19 resignation was classified as permanent, is reemployed within thirty-nine (39) months after
20 his/her last day of paid service, the Board of Education shall, disregarding the break in
21 service, classify him/her as, and restore to him/her all rights, benefits, and burdens of a
22 permanent employee.

23 D. Units for Advancement – Approval

24 Employees must receive prior approval of units or courses taken while in the employ of
25 Santee School District in order to advance classifications on the Certificated Non-
26 management Salary Schedule. Employees may apply for approval of units or courses by
27 submitting an appropriately completed District form to the ~~Director~~Administrator ~~or~~
28 Human Resources. Only those courses related to enhancing the ~~teacher~~bargaining unit
29 member skills and knowledge of subject matter pertinent to an employee's assignment
30 will be given consideration for the purpose of classification change. Courses taken in
31 preparation for other professions (e.g., real estate licenses, law degrees) shall not be
32 approved for the purpose of advancement on the Certificated Non-management Salary
33 Schedule. The approval of courses taken for salary advancement purposes shall be the
34 responsibility of the ~~Director~~Administrator ~~or~~ Human Resources. The District's form
35 shall state that if courses have not been approved, the employee may appeal the decision
36 to the Professional Growth Committee for final determination.

37

- 1 E. Units For Advancement - Accredited Institution
 2 All courses and degrees used for advancement on the Certificated Non-management
 3 Employees Salary Schedule must have been earned in colleges or universities accredited
 4 by the appropriate regional accrediting institution.
- 5 F. Units For Advancement – Upper Division or Graduate Courses
 6 It is required that courses taken for advancement to the next higher salary classification,
 7 except four (4) semester units which may be lower division, shall be upper division or
 8 graduate level courses.
- 9 G. Classification Change
 10 Employees may not advance more than one (1) salary classification in any school year.
- 11 H. Complete School Year – Salary Advancement Purposes
 12 Any employee who, in any one (1) school year, has served for at least seventy-five percent
 13 (75%) of the number of working days the regular schools of the District in which he/she is
 14 employed are maintained, shall be deemed to have served a complete school year. This
 15 will be exclusive of summer school and intersession service. The only exceptions to the
 16 section can be found in Article XIV, "Compensation," L. "Part-time Employment With Full
 17 Retirement Credit," and M. "Half-time Employment," pages 49-52.
- 18 I. Warrant Distribution
 19 Salary warrants for employees covered by this Agreement will be made available by the
 20 end of the last working day of the calendar month for which payment is due.
- 21 J. Salary Placement Verification
 22 Employees are required to maintain a current set of college transcripts on file in the
 23 Human Resources Department in order to verify placement on the salary schedule.
- 24 K. California Credential Requirement
 25 Initial employment and subsequent placement on the Certificated Non-management
 26 Salary Schedule are contingent upon the employee holding a valid, current California
 27 credential appropriate for the position.
- 28 L. Part-time Employment With Full Retirement Credit (Reduced Service Employment Plan
 29 for Employees Fifty-five [55] Years or More of Age)
 30 Part-time employment is to provide an opportunity for an employee to work on a half-time
 31 basis. Part-time may be equivalent to one-half (1/2) of the days of service required of a
 32 full-time employee or one-half (1/2) of the hours required daily of a full-time employee.
- 33 1. Requirements.
 34 A part-time position request is to be initiated by the employee on or before April
 35 15. The written request is to be made to the Human Resources Department.
 36 Approval of the employee request shall be based upon the best interest of the
 37 District as determined by the ~~Director~~Administrator ~~or~~for Human Resources

- 1 a. In order to receive full retirement credit, the employee and the District will
2 contribute to the State Teachers' Retirement System the same amount
3 as they would under full-time employment based on the compensation
4 which would have been earned if employed full-time.
- 5 b. The employee must have reached fifty-five (55) years of age prior to
6 assuming a part-time position.
- 7 c. The employee must have been continuously employed in the Santee
8 School District in a position requiring certification for ten (10) years, of
9 which the immediate preceding five (5) years were full-time employment.
- 10 d. Approval of part-time employment will be for a period of up to one (1) year
11 and requests must be resubmitted each year on or before April 15.
- 12 e. Approval of part-time employment is limited to a maximum of five (5)
13 years' participation, approved on an annual basis, per employee.

14 2. Compensation.
15 Salary will be a prorated share of the salary an employee would earn had he/she
16 not elected to exercise the option of part-time employment.

17 3. Longevity Advances.
18 Employees who are on a part-time assignment and who work at least fifty percent
19 (50%) of the required work year will receive credit for a full step on the salary
20 schedule.

21 4. Leaves.
22 The employee on a part-time assignment will receive sick leave and personal
23 necessity on a prorated basis.

24 5. Fringe Benefits.
25 The employee on a part-time assignment will receive fringe benefits as if
26 employed on a full-time basis. The "Part-time Employment With Full Retirement
27 Credit" is expressly excluded from the Grievance Procedure.

28 M. Half-time Employment (Contract Sharing)

29 1. Purpose.
30 Half-time employment is to provide an opportunity for a person to work on a half-
31 time basis. Half-time may be equivalent to one-half (1/2) of the days of service
32 required of a full-time employee or one-half (1/2) of the hours required daily of a
33 full-time employee.

34 2. Requirements.
35 A half-time position is to be initiated by the employee through a written notice of
36 intent on or before April 15 of the preceding school year. The written request shall
37 be predicated upon District staff needs as determined by the Superintendent or

1 designee. Any person who qualifies may apply for half-time employment in
2 Santee School District. A prorated amount will be paid by the employee and the
3 District to State Teachers' Retirement System.

4 A contract may be shared by two (2) persons wishing half-time employment. It is
5 the responsibility of the employee to recruit an individual to participate in contract
6 sharing. The recommendation of two (2) persons wishing to share a contract will
7 be considered by the Human Resources Department. A person wishing to move
8 from half-time to full-time employment may do so if it is determined by the
9 ~~Director~~Administrator ~~effor~~ Human Resources, to be in the best interest of the
10 District and available positions are open.

11 3. Compensation.

12 Salary will be on a prorated share of the salary an employee would earn had
13 employee not elected to exercise the option of half-time employment.

14 4. Longevity Advances.

15 Tenured employees who are on a half-time assignment and who work at least fifty
16 percent (50%) of the required working days will receive credit for a full step on the
17 salary schedule. Probationary employees must work at least seventy-five percent
18 (75%) of the number of required working days to receive credit for a full step on
19 the salary schedule.

20 5. Leaves.

21 The employee on a half-time assignment will receive sick leave and personal
22 necessity leave on a prorated basis.

23 6. Fringe Benefits.

24 Beginning with the 2005-2006 school year, an employee entering into a new
25 partial FTE assignment will receive prorated fringe benefits equivalent to the
26 fraction of full-time service as outlined in "Employee Benefits."

27 Employees currently in a partial FTE assignment will continue to receive benefit
28 coverage as designated at the end of the 2004-2005 school year until they are no
29 longer employed in a partial FTE assignment.

30 Employees currently on leave from a partial FTE assignment who return from
31 leave for the 2005-2006 school year will continue to receive benefit coverage as
32 designated at the end of the 2004-2005 school year during the 2005-2006 school
33 year. Employees on leave from a partial FTE assignment during the 2004-2005
34 school year who do not return from leave for the 2005-2006 school year will
35 receive prorated benefits upon returning from leave as outlined in this agreement.

36 7. Professional Responsibility.
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ARTICLE XVI
EMPLOYEE BENEFITS

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K. Opt-Out Provision

Employees wishing to participate or continue in the benefit opt-out provision must follow established District rules each year regarding written proof of other insurance coverage. A Medical Insurance Waiver Form must be submitted to the District’s Human Resource Department, Benefits and Risk Management Specialist, during the Open Enrollment period. Employees who do not provide the required documents within the specified open enrollment period each year will lose their ability to participate in the benefit opt-out provision for that year.

Benefit opt-out participation may be limited by the insurance provider. In such cases, limitations/ exclusions will be applied beginning with the newest participants and continue to those who have participated the longest.

1 **ARTICLE XIX**

2 **SAFETY**

3 A. General Provisions

4 The District shall provide safe working conditions for all employees within the fiscal
5 capabilities of the District to provide continuous administrative monitoring of working
6 conditions. Both parties agree that the responsibility for safe working conditions is that of
7 the Board, and responsibility for the maintenance of safe procedures and practices is that
8 of the employee. The District shall provide each employee with classroom access to a
9 form of electronic communication (i.e., walkie talkie, telephone, intercom) for use during
10 the workday.

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12 B. In the Event of an Accident

13 In the event of an accident, an appropriate form (report) must be completed and filed with
14 the Office of Business Services by the end of the next working day.

15 C. Workers' Compensation

16 All employees are covered by workers' compensation insurance. If a member of the staff
17 is injured while at school or on school business, the accident shall be reported to the
18 principal or immediate supervisor within twenty-four (24) hours.

19 D. Unsafe Working Conditions

20 All employees are responsible for reporting unsafe equipment or working conditions to
21 their immediate supervisor within twenty-four (24) hours. This must be done in writing on
22 an appropriate report form. The District shall respond to the employee in writing within
23 five (5) working days as to the action taken.

24 Employees shall immediately report cases of assault, rape, robbery, or emotional harm
25 due to an act of violence suffered by them in connection with their employment to their
26 supervisor. The supervisor and employee shall immediately report the incident to legal
27 authorities. Notification of such incident shall be immediately forwarded to the
28 Superintendent, and the District shall respond in writing to the employee within five (5)
29 working days as to the action taken.
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ARTICLE XX
DISCIPLINE OF EMPLOYEES

A. General Provisions

This article was entered into pursuant to Section 3543.2(b) of the Government Code. An employee will be disciplined by the District for just cause. The term "discipline" shall include but not be limited to such action as suspension without pay, reduction in salary, loss of extra compensation, involuntary transfer or involuntary change in assignment, but shall not include dismissal. A verbal and/or written reprimand will normally precede a discipline. The term "discipline" specifically does not include adverse or negative evaluations, warnings, directives and the implementation of other articles in the Agreement such as the denial of any leave.

B. Reasons for Discipline

Among the reasons that may be deemed sufficient for discipline are the following:

1. Repeated, unexcused absences.
2. Repeated, unexcused tardiness.
3. Failure to perform regular or other assigned duties.
4. Conviction of any criminal act involving moral turpitude.
5. Disorderly or immoral conduct while in a paid status.
6. Violation of any lawful order by a supervisor.
7. Insubordination of any kind.
8. Incompetency, ineffectiveness, or inefficiency in performance of duties.
9. Intoxication while on duty.
10. ~~Mis~~illegal use of narcotics or drugs ~~illegally~~.
11. Damage to or waste of District property or supplies due to negligence or willful acts.
12. Violation of any of the District's regulations regarding duties, conduct, or performance of an employee.
13. Willful conduct tending to injure the public service.

The District agrees to develop a brochure for employees delineating examples for section B. This brochure will present samples only and is not intended to be exhaustive.

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C. Procedures for Discipline

Prior to the taking of discipline, the Superintendent ~~of Schools~~ or his designee shall give written notice to the employee. This written notice of proposed disciplinary action shall be served by mail or personal delivery to the employee at least ten (10) calendar days prior to the date when discipline may be imposed. In emergency situations where it is deemed appropriate to remove the employee immediately, the employee shall not lose

1 compensation prior to the date when discipline may commence. Loss of compensation in
2 all cases may occur after the tenth (10th) calendar day following the date written notice
3 was served. The written notice of the proposed disciplinary action shall be served by
4 personal delivery or by certified mail. Service by certified mail shall be deemed complete
5 on the date of mailing. The contents of the written notice shall include at least the
6 following:

- 7 1. A statement identifying the District.
- 8 2. A statement in ordinary and concise language of the specific acts and omissions
9 upon which the proposed disciplinary action is based.
- 10 3. The specific disciplinary action proposed and effective date(s).
- 11 4. The cause(s) or reason(s) for the specific disciplinary action proposed.
- 12 5. A copy of the applicable regulation(s) where it is claimed a violation of
13 regulation(s) took place.
- 14 6. A statement that the employee has the right to respond to the matters raised in
15 the written notice both orally and in writing, including the submission of affidavits,
16 prior to the end of the ten (10) calendar days following the date the written notice
17 was served.
- 18 7. A statement that the employee, upon request, is entitled to appear personally
19 before the Superintendent of Schools or his designee regarding the matters
20 raised in the written notice prior to the end of the ten (10) calendar days following
21 the date the written notice was served. At such meeting the employee shall be
22 granted a reasonable opportunity to make any representations the employee
23 believes are relevant to the case.
- 24 8. A statement that the employee, upon written request, is entitled to a full
25 evidentiary hearing before a hearing officer, or may file a grievance before any
26 disciplinary action is final. The statement shall indicate that the proposed
27 disciplinary action may commence after the ten (10) calendar days following the
28 date the written notice was served. The statement also shall indicate that no full
29 evidentiary hearing shall take place unless a written demand for such a hearing
30 is delivered to the Superintendent of Schools within the (10) calendar days after
31 the date the written notice of proposed disciplinary action was served.

32 **D Evidentiary Hearing**

- 33 1. The employee in the bargaining unit shall receive a full evidentiary hearing on the
34 proposed disciplinary action only if a written demand for such a hearing is
35 delivered to the Superintendent of Schools within ten (10) calendar days of the
36 written notice of proposed disciplinary action. In the absence of a demand for a

1 full evidentiary hearing, the Superintendent of Schools shall act upon the charges
2 after the time period for hearing demand has expired.

3 By demanding a hearing, the employee waives all rights under the Grievance
4 Procedure in this Agreement. If the employee does not demand a hearing, the
5 employee may file a grievance at Level II on the discipline pursuant to the
6 Grievance Procedure.

- 7 2. The full evidentiary hearing shall be conducted before a hearing officer. The
8 hearing officer shall be mutually selected by the employee and the
9 Superintendent of Schools or his designee. If there is no mutual agreement
10 between the parties after ten (10) calendar days, a hearing officer shall be
11 selected pursuant to the procedure for selection of an arbitrator.

12 Such hearings shall take place within a reasonable period of time but not before
13 five (5) calendar days after the filing of a request for a hearing. Hearings will be
14 presided over by the hearing officer. The employee shall have a right to appear
15 in person on his own behalf, with counsel or such representation as he requests
16 to represent his defense.

- 17 3. The hearing officer shall conduct the hearing and shall rule on questions,
18 evidence, and procedure.

19 Either party may call witnesses, introduce evidence, testify, and question
20 witnesses.

21 The District has the burden of proof and shall first present evidence and
22 testimony.

23 Normal procedures shall be followed; i.e., charging party presentation, defense
24 cross-examination, defense presentation, charging party cross-examination and
25 rebuttal evidence from each party. Hearings will be recorded at the request of
26 either party with such expense being borne equally by the parties.

- 27 4. The recommendation of the hearing officer shall be submitted to the
28 Superintendent of Schools and shall be in writing summarizing the facts, setting
29 forth findings, and making a recommended decision. The decision by the hearing
30 officer shall be final unless the Superintendent of Schools, within five (5) work
31 days following receipt of the decision, determines to review further the
32 proceedings of the hearing with a view toward making his own findings and
33 conclusions in the matter. The findings and conclusions of the Superintendent of
34 Schools will be made within thirty (30) days after the decision to review the matter,
35 and such findings and conclusions will be final.

36 / / / 19/83-SSD/STA
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1 This Agreement for non-substantive changes to the contract to correct spelling, grammar,
2 and title references shall be effective July 1, 2015 upon approval by the DISTRICT Board of
3 Education and ratification by STA.

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SANTEE TEACHERS ASSOCIATION

SANTEE SCHOOL DISTRICT



STA President

5-29-15

Date



District Representative

5.29.15

Date

Disclosure of Collective Bargaining Agreement

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213);
GC § 3547.5 (Statutes of 2004, Chapter 52)

Santee School District

Name of Bargaining Unit: Santee Teachers Association (STA) Certificated: X Classified: _____

The proposed agreement covers the period: Beginning: 7/1/2015 Ending: 6/30/2018

This agreement will be acted upon by the Governing Board at its meeting on: 2/16/2016
Date

A. Proposed Change in Compensation

| # | Compensation | Cost Prior to Proposed Agreement (a) \$ | Fiscal Impact of Proposed Agreement | | | | | |
|----|------------------------------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------|----------|-----------------------|----------|-----------------------|----------|
| | | | Current Year 2015 - 2016 | | Year 2 2016 - 2017 | | Year 3 2017 - 2018 | |
| | | | (b) \$ | (c) % | (b) \$ | (c) % | (b) \$ | (c) % |
| 1. | Step & Column - Increase (Decrease) due to movement plus any changes due to settlement | \$23,732,583.70 | \$466,730.60 | 1.97% | \$484,898.53 | 2.00% | \$503,987.51 | 2.04% |
| 2. | Salary Schedule - Increase (Decrease) | \$23,732,583.70 | \$949,303.35 | 4.00% | \$1,954,579.42 | 7.92% | \$1,972,214.54 | 7.40% |
| 3. | Other Compensation - Increase (Decrease) in Stipends, Bonuses, etc. | \$23,732,583.70 | \$0.00 | 0.00% | \$33,505.00 | 0.14% | \$33,505.00 | 0.14% |
| 4. | Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc. | \$3,367,416.30 | \$134,696.65 | 4.00% | \$322,024.37 | 9.20% | \$367,205.60 | 9.60% |
| 5. | Health/Welfare Benefits - Increase (Decrease) | \$1,913,839.00 | \$73,800.00 | 3.86% | \$264,111.00 | 13.29% | \$467,877.00 | 20.78% |
| 6. | Total Compensation - Increase (Decrease) Total Lines 1(a) thru 5(a) | \$29,013,839.00 | \$1,624,530.60 | 5.60% | \$3,059,118.31 | 9.98% | \$3,344,789.65 | 9.93% |
| 7. | Total Number of Represented Employees | 316.00 | 316.00 | 316.00 | 316.00 | 316.00 | 316.00 | 316.00 |
| 8. | Total Compensation Cost for Average Employee - Increase (Decrease) | \$91,815.95 | \$5,140.92 | 5.60% | \$9,680.75 | 9.98% | \$10,584.78 | 9.93% |

Impact on other Funds: See attached for impact to Fund 12

Disclosure of Collective Bargaining Agreement

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213);
GC § 3547.5 (Statutes of 2004, Chapter 52)

Santee School District

Name of Bargaining Unit: Santee Teachers Association (STA) Certificated: X Classified: _____

The proposed agreement covers the period: Beginning: 7/1/2015 Ending: 6/30/2018

This agreement will be acted upon by the Governing Board at its meeting on: 2/16/2016
Date

A. Proposed Change in Compensation

| Compensation | Cost Prior to Proposed Agreement | Fiscal Impact of Proposed Agreement | | | | | |
|------------------------------------------------------------------------------------------------------|----------------------------------|-------------------------------------|-----------|--------------------|-----------|--------------------|-----------|
| | | Current Year 2015 - 2016 | | Year 2 2016 - 2017 | | Year 3 2017 - 2018 | |
| | | (a) \$ | (b) \$ | (c) % | (b) \$ | (c) % | (b) \$ |
| 1. Step & Column - Increase (Decrease) due to movement plus any changes due to settlement | \$68,745.68 | \$1,042.13 | 1.52% | \$1,063.19 | 1.52% | \$1,085.81 | 1.53% |
| 2. Salary Schedule - Increase (Decrease) | \$68,745.68 | \$2,749.83 | 4.00% | \$5,650.73 | 7.90% | \$5,662.21 | 7.34% |
| 3. Other Compensation - Increase (Decrease) in Stipends, Bonuses, etc. | \$68,745.68 | \$0.00 | 0.00% | \$0.00 | 0.00% | \$0.00 | 0.00% |
| 4. Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc. | \$9,754.32 | \$390.17 | 4.00% | \$926.95 | 9.14% | \$1,049.72 | 9.48% |
| 5. Health/Welfare Benefits - Increase (Decrease) | \$14,400.00 | \$600.00 | 4.17% | \$2,760.00 | 18.40% | \$2,400.00 | 13.51% |
| 6. Total Compensation - Increase (Decrease) Total Lines 3(a), 4(a), 5(a) | \$92,900.00 | \$4,782.13 | 5.15% | \$10,400.87 | 10.65% | \$10,197.73 | 9.44% |
| 7. Total Number of Represented Employees | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| 8. Total Compensation Cost for Average Employee - Increase (Decrease) | \$46,450.00 | \$2,391.07 | 5.15% | \$5,200.43 | 10.65% | \$5,098.87 | 9.44% |

Impact on other Funds: _____

A. Provide a brief narrative of the proposed change in compensation, including percentage change(s), effective date(s), and comments and explanations as necessary:

4% on schedule increase for 2015-16 effective July 1, 2015. An additional 4% on schedule increase for 2016-17 effective July 1, 2016. \$315 stipend for teachers attending 6th grade camp (estimated annual cost ~\$10,000 or 0.04% equivalent compensation increase). Up to \$2,500 reimbursement for newly hired teachers who are new to the teaching profession and complete the State required BTSA program and obtain permanency in the District (estimated annual cost ~\$25,000 or 0.09% equivalent compensation increase)

B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development days, teacher prep time, etc.)

27 days/hours per year for Professional Growth Activities that can extend past the contract day. 2/3 reduction of additional sick leave accrual beyond the 10 per year Ed Code minimum for new hires. Will eventually save the District on the one time cost paid to STRS when the employee retires for the additional years of service credit produced by the additional sick leave balance at retirement.

C. What are the specific impacts on instructional/support programs to accommodate the settlement? Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.

Schools will have the ability to have 60 minutes per week of time dedicated for teachers to engage in Professional Growth Activities (i.e. professional learning, collaboration with peers, data analysis, and strategizing for common core implementation and instruction)

D. What contingency language is included in the proposed agreement? Include specific areas identified for reopeners, applicable fiscal years, and specific contingency language.

Negotiations closed through 2016-17. Salary, Benefits, and up to 3 other articles as reopeners for 2017-18.

E. Source of Funding for Proposed Agreement

1. Current Year

13.35% estimated increase in LCFF revenue with approximately 10% for Base Grant.

2. How will the ongoing cost of the proposed agreement be funded in future years?

LCFF Base Grant revenue increase.

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations)

LCFF revenue increase for 2016-17 estimated at 5.54%; 4.25% for Base Grant (see accompanying Multi-Year Projections with compensation increase factored in for all district employees). The District has assumed moderate LCFF revenue growth in 2017-18 and negligible LCFF revenue growth in 2018-19 in accordance with DOF projections for that year. Under these assumptions, the district maintains a reserve percentage above 10% in the 3rd year and does not expect to have a significant structural deficit until 2018-19.

F. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement) | \$58,443,663 |
| b. State Standard Minimum Reserve Percentage for this District | 3.00% |
| c. Projected P-2 ADA | 6,453.20 |
| d. State Standard Minimum Reserve Amount for this District <i>(Line 1a times Line 1b, or \$50,000, whichever is greater, for a district with less than 1,001 ADA)</i> | \$1,753,309.89 |

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

| | |
|-----------------------------------------------------------------------------|-----------------|
| a. General Fund Budgeted Unrestricted Designated for Economic Uncertainties | \$1,818,503.45 |
| b. General Fund Budgeted Unrestricted Unappropriated Amount | \$8,309,047.05 |
| c. Special Reserve Fund 17-Budgeted Designated for Economic Uncertainties | \$2,895,789.00 |
| d. Special Reserve Fund 17-Budgeted Unappropriated Amount | |
| e. Total District Budgeted Unrestricted Reserves | \$13,023,339.50 |

3. Do unrestricted reserves meet the state standard minimum reserve amount?

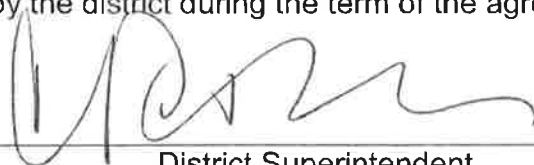
Yes

No

G. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement in accordance with the requirements of AB 1200 and Government Code § 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.



District Superintendent
(Signature)

1/28/16
Date



Chief Business Official
(Signature)

1-28-16
Date

Contact Person: KARL CHRISTENSEN

Telephone No.: 619-258-2521

H. Impact of Proposed Agreement on Current Year Operating Budget*

Date of governing board approval of budget revisions in Col. 2 2/16/2016
 in accordance with Education Code § 42142 and Government Code § 3547.5

Provide a copy of board-approved budget revisions and board minutes. In addition, provide two expenditure reports generated by the district's financial system: one showing the budget by major object before the changes and a second showing the budget by major object after the changes.

If the board-approved revisions are different from the proposed budget adjustments in Col. 2, provide a revised report upon approval of the district governing board.

| | (Col. 1) Latest Board- Approved Budget Before Settlement as of 2015-16 1st Interim: 12/15/2015 | (Col. 2) Adjustments as a Result of Settlement | (Col. 3) Other Revisions As Of: 1/28/2016 | (Col. 4) (Cols. 1 + 2 + 3) Total Impact on Budget |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------|
| REVENUES: | | | | |
| LCFF Sources (8010-8099) | 47,266,049 | | 816,990 | 48,083,039 |
| Remaining Revenues (8100-8799) | 12,102,003 | | 35,122 | 12,137,124 |
| TOTAL REVENUES | 59,368,051 | 0 | 852,112 | 60,220,163 |
| EXPENDITURES: | | | | 0 |
| 1000 Certificated Salaries | 26,791,182 | 949,303 | 0 | 27,740,485 |
| 2000 Classified Salaries | 7,908,883 | | (157,184) | 7,751,699 |
| 3000 Employee Benefits | 8,675,095 | 208,497 | 0 | 8,883,592 |
| 4000 Books and Supplies | 5,467,854 | | 87,500 | 5,555,354 |
| 5000 Services and Operating Expenses | 4,697,090 | | 87,500 | 4,784,590 |
| 6000 Capital Outlay | 551,522 | | 0 | 551,522 |
| 7000 Other | 971,429 | | 0 | 971,429 |
| TOTAL EXPENDITURES | 55,063,055 | 1,157,800 | 17,816 | 56,238,670 |
| OPERATING SURPLUS (DEFICIT) | 4,304,996 | (1,157,800) | 834,296 | 3,981,493 |
| OTHER SOURCES AND TRANSFERS IN | 28,473 | | 0 | 28,473 |
| OTHER USES AND TRANSFERS OUT | 2,204,993 | 0 | 0 | 2,204,993 |
| CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE | 2,128,477 | (1,157,800) | 834,296 | 1,804,973 |
| BEGINNING BALANCE | 10,060,220 | | | 10,060,220 |
| CURRENT YEAR-ENDING BALANCE | 12,188,697 | | | 11,865,193 |
| COMPONENTS OF ENDING BALANCE: | | | | |
| Nonspendable (9711-9719) | 437,720 | | 0 | 437,720 |
| Restricted (9740) | 1,050,840 | | (0) | 1,050,839 |
| Committed (9750/9760) | 0 | | 0 | 0 |
| Assigned (9780) | 249,083 | | 0 | 249,083 |
| Reserve Economic Uncertainties (9789) | 1,718,041 | 34,734 | 65,728 | 1,818,503 |
| Unassigned/Unappropriated (9790) | 8,733,012 | | | 8,309,047 |

If the total amount of the adjustment in Column 2 does not agree with the amount of the total cost shown on page 1, please explain:

Step and Column costs already included in Latest Board-Approved Budget Before Settlement.

*This supplement is a composite recap of "all" the bargaining agreements shown on the preceding pages.

H. Impact of Proposed Agreement on Current Year Operating Budget*

Date of governing board approval of budget revisions in Col. 2 2/16/2016
 in accordance with Education Code § 42142 and Government Code § 3547.5

Provide a copy of board-approved budget revisions and board minutes. In addition, provide two expenditure reports generated by the district's financial system: one showing the budget by major object before the changes and a second showing the budget by major object after the changes.

If the board-approved revisions are different from the proposed budget adjustments in Col. 2, provide a revised report upon approval of the district governing board.

| | (Col. 1) Latest Board- Approved Budget Before Settlement as of 12/15/15 | (Col. 2) Adjustments as a Result of Settlement | (Col. 3) Other Revisions | (Col. 4) (Cols. 1 + 2 + 3) Total Impact on Budget |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------|--------------------------------|------------------------------------------------------------|
| 2015-16 1st Interim: | | | | |
| REVENUES: | | | | |
| Revenue Limit Sources (8010-8099) | 0 | | | 0 |
| Remaining Revenues (8100-8799) | 236,807 | | | 236,807 |
| TOTAL REVENUES | 236,807 | 0 | 0 | 236,807 |
| EXPENDITURES: | | | | 0 |
| 1000 Certificated Salaries | 65,377 | 2,750 | | 68,127 |
| 2000 Classified Salaries | 82,465 | | | 82,465 |
| 3000 Employee Benefits | 38,443 | 990 | | 39,433 |
| 4000 Books and Supplies | 31,284 | | | 31,284 |
| 5000 Services and Operating Expenses | 5,500 | | | 5,500 |
| 6000 Capital Outlay | 0 | | | 0 |
| 7000 Other | 0 | | | 0 |
| TOTAL EXPENDITURES | 223,069 | 3,740 | 0 | 226,809 |
| OPERATING SURPLUS (DEFICIT) | 13,738 | (3,740) | 0 | 9,998 |
| OTHER SOURCES AND TRANSFERS IN | 0 | | | 0 |
| OTHER USES AND TRANSFERS OUT | 9,615 | | | 9,615 |
| CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE | 4,123 | (3,740) | 0 | 383 |
| BEGINNING BALANCE | 0 | | | 0 |
| CURRENT YEAR-ENDING BALANCE | 4,123 | | | 383 |
| COMPONENTS OF ENDING BALANCE: | | | | |
| Nonspendable (9711-9719) | 0 | | | 0 |
| Restricted (9740) | 0 | | | 0 |
| Committed (9750/9760) | | | | 0 |
| Assigned (9780) | 0 | | | 0 |
| Reserve Economic Uncertainties (9789) | 0 | | | 0 |
| Unassigned/Unappropriated (9790) | 4,123 | | | 383 |

If the total amount of the adjustment in Column 2 does not agree with the amount of the total cost shown on page 1, please explain:

Step and Column costs already included in Latest Board-Approved Budget Before Settlement.

*This supplement is a composite recap of "all" the bargaining agreements shown on the preceding pages.

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

GENERAL INSTRUCTIONS

- Please submit this form to the county superintendent of schools and make available to the public for review at least ten (10) working days prior to the date the governing board will take action on the proposed bargaining agreement.
- Separate documents must be completed for each collective bargaining agreement, but if more than one agreement is discussed at the same time, you may summarize the financial impact of "all" agreements on page 4 (supplement).
- Include, as applicable, *Cost Prior to Proposed Agreement, Current Year, Year 2 and Year 3* information for the period covered in the proposed agreement. For example, for a 2-year multi-year agreement, complete *Cost Prior to Proposed Agreement, Current Year and Year 2*.
- Any time a contract is reopened with a financial impact on "any area of compensation," a disclosure of the proposed agreement must be made.
- The specific manner in which the public is made aware of the proposed agreement and its availability for public inspection and review is at the discretion of the local district.
- The governing board shall adopt revisions to its budget needed in the current fiscal year to fulfill the terms of the collective bargaining agreement within 45 days of adoption (EC § 42142). Provide a copy of the board-approved budget revisions and board minutes to the county office. In addition, provide two expenditure reports generated by the district's financial system: one showing the budget by major object before the changes and a second showing the budget by major object after the changes.
- All revisions to the budget needed in the current fiscal year to meet the costs of the collective bargaining agreement shall be adopted no later than the statutory deadline for certification of the next interim report by the county superintendent of schools (GC § 3547.5, EC § 42131).

SPECIFIC INSTRUCTIONS FOR COMPLETION

PROPOSED CHANGE IN COMPENSATION

1. Step and Column

Cost Prior to Proposed Agreement:

- a. Enter the total annual cost of all salaries for the bargaining unit prior to the proposed agreement. Remove any "one-time" bonuses or payments that were paid in prior year, if applicable.
- b. \$: Enter the annual increase cost of *Step and Column* movement on the *Salary Schedule* for the affected bargaining unit.
- c. %: Divide the annual cost of *Step and Column*, Line 1(b), by the *Cost Prior to Proposed Agreement*, Line 1(a).

2. Salary Schedule

Cost Prior to Proposed Agreement:

- a. Enter the amount from Line 1(a) plus Line 1(b).
- b. \$: Enter the annual \$ amount of the proposed change in the *Salary Schedule*.
- c. %: Divide Line 2(b) by the *Cost Prior to the Proposed Agreement*, Line 2(a).

3. Other Compensation

Description: Indicate specific changes in *Other Compensation* for the current year. For example: 1% off schedule or \$200/employee. For Year 2 and Year 3, explain in "Comments" section, if applicable.

Cost Prior to Proposed Agreement:

- a. Enter the amount from Line 2(a).
- b. \$: Enter the annual amount of the proposed change in *Other Compensation*.
- c. %: Divide the amount by the *Cost Prior to the Proposed Agreement*, Line 3(a).

4. Statutory Benefits

Cost Prior to Proposed Agreement:

- a. Enter the total prior year cost of *Statutory Benefits* of the bargaining unit prior to the proposed agreement. If applicable, exclude any "one-time" benefit costs that would not carry over to current year.
- b. \$: Enter the amount of the proposed change in *Statutory Benefits* resulting from changes in *Salary Schedule, Step and Column*, and *Other Compensation* reported on Line 1(b) through Line 3(b).
- c. %: Divide Line 4(b) by the amount of dollars shown in *Cost Prior to Proposed Agreement*, Line 4(a).

5. Health/Welfare Benefits

Cost Prior to Proposed Agreement:

- a. Enter the total annual cost of Health/Welfare Benefits of the bargaining unit prior to the proposed agreement. If applicable, exclude any "one-time" costs that would not carry over to current year.
- b. \$: Enter the amount of the proposed change in *Health/Welfare Benefits*, resulting from the affected bargaining unit agreement.
- c. %: Divide Line 5(b) by the amount of dollars shown in *Cost Prior to Proposed Agreement* Line 5(a).

6. Total Compensation

Cost Prior to Proposed Agreement:

- a. Total Lines 3(a), 4(a), and 5(a).
- b. \$: Total Lines 1(b), 2(b), 3(b), 4(b), and 5(b).
- c. %: Divide the total by *Cost Prior to Proposed Agreement*, Line 6(a).

7. Total Number of Represented Employees

Enter the total full-time equivalent (FTE) employees for the affected bargaining unit for each applicable year.

8. Total Compensation Cost for Average Employee

Cost Prior to Proposed Agreement:

- a. Divide *Cost Prior to Proposed Agreement*, Line 6(a) by Prior Year FTE Employees, Line 7.
- b. \$: Divide *Total Compensation*, Line 6(b) by FTE employees, Line 7, for each applicable year.
- c. %: Divide *Total Compensation Cost for Average Employee*, Line 8(b) by *Cost Prior to Proposed Agreement*, Line 8(a).

BACKGROUND:

The final budget adopted by the State for 2015-16 contained an appropriation of \$490 million for a one-time categorical program for Educator Effectiveness. These funds are allocated to school districts based on the count of certificated personnel on the 2014-15 J90.

The funds are restricted and can be used for any of the following purposes:

- Beginning teacher and administrator support and mentoring, including, but not limited to, programs that support new teacher and administrator ability to teach or lead effectively and to meet induction requirements adopted by the Commission on Teacher Credentialing
- Professional development, coaching, and support services for teachers who have been identified as needing improvement or additional support by LEA's
- Professional development for teachers and administrators that is aligned to the state content standards adopted pursuant to Ed Code sections
- To promote educator quality and effectiveness, including, but not limited to, training on mentoring and coaching certificated staff and training certificated staff to support effective teaching and learning
- Indirect costs at the LEA's approved rate

As a condition of the receiving the funds, school districts must take the following actions:

- Develop and adopt a plan delineating how the Educator Effectiveness funds will be spent. The plan must be explained in a public meeting of the governing board of the school district or county board of education, or governing body of the charter school, before its adoption in a subsequent public meeting
- On or before July 1, 2018, report detailed expenditure information to the California Department of Education (CDE), including, but not limited to, specific purchases made and the number of teachers, administrators, or paraprofessional educators that received professional development

Administration is proposing the following expenditure plan for use of the Educator Effectiveness Funds for existing or planned expenditures:

| | | |
|-----------------------|---------------|------------------|
| 2014-15 Cert Count | Amount Per | Total Funding |
|-----------------------|---------------|------------------|

Available Funding--> 326 1,467 477,677

| Activity | Expenditure Description | 2015-16 | 2016-17 | 2017-18 | Total |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|----------------|----------------|----------------|----------------|
| Beginning teacher and administrator support and mentoring, including, but not limited to, programs that support new teacher and administrator ability to teach or lead effectively and to meet induction requirements adopted by the Commission on Teacher Credentialing | 20% of Four (4) Curriculum Resource Teachers, 30% for category | 33,887 | 36,803 | 37,809 | 108,499 |
| | New teacher training for Achieve 3000, Dreambox, SchoolNET | 20,200 | | | 20,200 |
| Professional development, coaching, and support services for teachers who have been identified as needing improvement or additional support by LEA's | 20% of Four (4) Curriculum Resource Teachers, 20% for category | 22,591 | 24,535 | 25,206 | 72,332 |
| | | | | | |
| Professional development for teachers and administrators that is aligned to the state content standards adopted pursuant to Ed Code sections | 20 Personalized Learning Plan Stipends for Teachers per Year | 7,194 | 7,333 | 7,468 | 21,995 |
| | Digital Learning Training for Teachers through USD | 3,372 | | | 3,372 |
| | 20% of Four (4) Curriculum Resource Teachers, 50% for category | 56,478 | 61,338 | 63,015 | 180,831 |
| To promote educator quality and effectiveness, including, but not limited to, training on mentoring and coaching certificated staff and training certificated staff to support effective teaching and learning | 5% of Director, Curriculum and Instruction | 16,408 | 16,962 | 17,340 | 50,710 |
| | | | | | 0 |
| Other | Indirect Costs | 6,902 | 6,334 | 6,501 | 19,737 |
| Total | | 167,032 | 153,305 | 157,340 | 477,677 |

The final plan will be brought back to the March 1, 2016 meeting for adoption.

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:

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 \$477,677.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.1.

Item F. BUDGET WORKSHOP

Administration will provide information and recommendations to the Board of Education regarding the development of a balanced operating budget for the 2016-17 school year.

1. Review of LCAP Executive Summary Draft
2. Review of Multi-Year Projection and Assumptions
3. Significant Budget Revisions/Augmentations for 2016-17 included in Multi-Year Projection
4. New Budget Revision/Augmentation Considerations for 2016-17

Agenda Item F.

Discussion and/or Action Item F. Budget Workshop
Prepared by Karl Christensen
February 16, 2016

BACKGROUND:

On January 7, 2016, the Governor unveiled his plans for the 2016-17 State Budget. Administration and staff are in the process of obtaining stakeholder input for the LCAP Annual Update and planning for the 2016-17 district budget.

The annual Budget Workshop provides the Board an opportunity to review budget priorities in light of the Governor's Budget Proposal, the Local Control Accountability Plan, and needs throughout the District. The following topics will be discussed:

1. Review of LCAP Executive Summary Draft
2. Review of Multi-Year Projection and Assumptions
3. Significant Budget Revisions/Augmentations for 2016-17 included in Multi-Year Projection
4. New Budget Revision/Augmentation Considerations for 2016-17

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 to be determined.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item F.

Item G. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

Agenda Item G.

Item H. CLOSED SESSION

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

The Board will go into Closed Session to discuss:

1. **Conference with Labor Negotiator** (Gov't. Code § 54957.6)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Karl Christensen, Assistant Superintendent
Employee Organization: Santee Teachers Association (STA)

2. **Conference with Labor Negotiator** (Gov't. Code § 54957.6)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Karl Christensen, Assistant Superintendent
Employee Organization: Classified School Employees Association (CSEA)

3. **Conference with Real Property Negotiators** (Gov't. Code § 54956.8)
 - *Elliot Site #2 (Parcel #: APN 366 050 16 – east of landfill; North of West Hills High School – area commonly known as Camp Elliott)*
 - *10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)**Agency Negotiator: Karl Christensen, Assistant Superintendent*

5. **Public Employee Performance Evaluation (Gov. Code § 54957)**
Superintendent

Item I. RECONVENE TO PUBLIC SESSION

Item J. ADJOURNMENT

Agenda Items H, I, and J.