



Santee School District

SCHOOLS:

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

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

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

District Mission

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

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

D. CONSENT ITEMS

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Items listed under Consent are considered to be routine and are acted on by the Board with a single motion. There is no discussion of these items prior to the Board vote unless a member of the Board, staff, or public requests specific items be considered separately. Request to speak cards should be submitted in advance.

Superintendent

- 1.1. Approval of Minutes** 17
It is recommended that the Board of Education approve meeting minutes with any necessary modifications.

Business Services

- 2.1. Approval/Ratification of Travel Requests** 23
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 Revolving Cash Report** 25
It is recommended that the Board of Education approve/ratify revolving cash checks as listed.
- 2.3. Acceptance of Donations** 27
It is recommended that the Board of Education accept donations as listed.
- 2.4. Approval of Consultants and General Service Providers** 28
It is recommended that the Board of Education approve agreements with Consultants and General Service Providers as presented.
- 2.5. Approval of Monthly Financial Report** 30
It is recommended that the Board of Education approve the Monthly Financial Report.

Capital Improvement Program

- 3.1. Authorization to Utilize California Uniform Public Construction Cost Accounting Act Informal Bid Procedures for Certain Supplies and Materials for the Pepper Drive School 10-Classroom Addition Project** 33
It is recommended that the Board of Education approve utilizing the CUPCCAC process to seek informal bids for certain supplies and materials needed for the Pepper Drive 10-Classroom Addition project.

Educational Services

- 4.1. Approval of Individual Services Agreement for Nonpublic, Nonsectarian School/Agency Services** 35
It is recommended that the Board of Education approve an individual service agreement for a student requiring nonpublic, nonsectarian school/agency services.

Human Resources/Pupil Services

- 5.1. Personnel, Regular** 36
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations and dismissals.

5.2.	<u>Adoption of Resolution No. 1213-15 for Non-Reelection of Temporary Certificated Employees</u>	39
	It is recommended that the Board of Education adopt resolution No. 1213-15 for non-re-election of temporary certificated employees.	
5.3.	<u>Approval of Amended School Calendar for 2013-2014</u>	42
	It is recommended that the Board of Education approve the amended 2013-2014 school calendar.	
5.4.	<u>Approval of Short-Term Positions for Out-of-School Time Programs for Field Trips During Spring Break</u>	44
	It is recommended that the Board of Education approve short-term positions for the Out-of-School Time Program during Spring Break.	
E.	DISCUSSION AND/OR ACTION ITEMS	45
	<i>Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.</i>	
	Superintendent	
1.1.	<u>Adoption of Resolution # 1213-17 Proclaiming March 2013 as Arts Education Month in Santee School District</u>	46
	It is recommended that the Board of Education adopt Resolution #1213-17 proclaiming March 2013 as Arts Education Month.	
	Business Services	
2.1.	<u>Approval of Second Period Interim Report</u>	49
	It is recommended that the Board of Education approve a positive certification for the Second Interim Report regarding the District's ability to meet its financial obligations for the 2012-13 fiscal year and two subsequent fiscal years.	
2.2.	<u>Annual Allocation for Deferred Maintenance Projects</u>	51
	It is recommended that the Board of Education provide administration with direction on the Deferred Maintenance allocation for 2013-14 and subsequent years.	
2.3.	<u>Castlerock Residential Development Project and Mitigation Update</u>	53
	This is an information item. Action is at the discretion of the Board of Education.	
2.4.	<u>Authorization to Apply for Grant to Build a Kindergarten Fitness Zone at Carlton Hills School</u>	55
	It is recommended that the Board of Education authorize administration to apply for a grant from Kaboom to build a Kindergarten Fitness Zone at Carlton Hills School.	
2.5.	<u>Update on Strategic Action Plan Objectives for Fiscal Accountability</u>	57
	Administration will provide an update on the Strategic Plan Fiscal Accountability objectives. It is recommended that the Board of Education provide any needed additional direction to Administration.	

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Educational Services	
3.1. <u>Approval of Comprehensive School Safety Plans</u>	58
It is recommended that the Board of Education approve the 2012-13 Comprehensive School Safety Plans.	
Human Resources/Pupil Services	
4.1. <u>Adoption of Resolution No. 1213-16 to Layoff/Reduce Work Hours/Year of Identified Classified Non-Management Positions</u>	60
It is recommended that the Board of Education adopt resolution no. 1213-16 to lay off/reduce work hours/years of identified classified non-management positions.	
F. BOARD POLICIES AND BYLAWS	62
1.1. <u>First Reading: Revised Board Policy 1312.3 Uniform Complaint Procedures</u>	63
Revised Board Policy 1312.3 Uniform Complaint Procedures is presented for a first reading. No action is requested.	
G. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS	73
H. CLOSED SESSION	74
1. <u>Conference with Labor Negotiator</u> (Govt. Code § 54956.8)	
<i>Agency Negotiator: Karl Christensen, Assistant Superintendent</i>	
<i>Employee Organizations: Santee Teachers Association</i>	
2. <u>Conference with Labor Negotiator</u> (Govt. Code § 54956.8)	
<i>Purpose: Negotiations</i>	
<i>Agency Negotiator: Karl Christensen, Asst. Superintendent</i>	
<i>Employee Organization: Classified School Employees Association</i>	
I. RECONVENE TO PUBLIC SESSION	74
J. ADJOURNMENT	74

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 19, 2013, at 7:00 p.m. in the Douglas E. Giles Educational Resource Center.

Santee School District complies with the Americans with Disabilities Act. If you require reasonable accommodations including alternate formats for this meeting, contact the Superintendent's Office at (619) 258-2304 at least two (2) days before the meeting date.

Members present:

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

OPENING PROCEDURES ITEM A.

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

2. District Mission

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

3. Pledge of Allegiance

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

Agenda Item A.

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

The following items are presented for Board information:

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

Agenda Item B.

DEVELOPER FEES COLLECTION REPORT
2012-13
CUMULATIVE THROUGH FEBRUARY 19, 2013

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

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

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

COM	RES	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
X		10946 Woodside Avenue North	06/27/12	3,245	\$1,038.40	HC
	X	8780 Carlton Oaks Drive	06/27/12	2,304	\$4,561.92	CO
X		254 Town Center Parkway (Buffalo Wild Wings)	08/03/12	7,997	\$2,559.04	RS
	X	8340 O'Connell Road	08/16/12	3,216	\$6,367.68	PD
X		9336 Abraham Way (Scantibodies)	09/27/12	5,692	\$1,821.44	HC
X		9418 Mission Gorge Road (Chick-Fil-A)	10/02/12	4,734	\$1,514.88	RS
X		10350 Mission Gorge Road	10/16/12	480	\$153.60	RS
	X	1400-1415 Katie Lane, 1301-1313 Las Brisas Drive	10/26/12	782	\$1,548.36	PA
	X	9317 Pebble Beach Dr	12/03/12	1,590	\$3,148.20	CO
X		10055, 10075, 10095 Mission Gorge Rd	12/05/12	18,300	\$5,856.00	PA
	X	9256 Galstan Dr	12/18/12	803	\$1,589.94	SC
X		9216 Abraham Way	01/07/13	248	\$79.36	HC
	X	9450 Via Zapador	01/08/13	0	\$0.00	PA
X		10770 Rockville St	01/16/13	1,196	\$382.72	HC
	X	Lennar (Lots 152, 157-159 pd per mitig 2-2-2010)	01/22/13	13,229	\$0.00	PD
	X	Lennar (Lots 119-122 pd per mitig 2-2-2010)	01/22/13	13,229	\$0.00	PD
TOTAL PAGE 1					\$30,621.54	

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

**Fee Exempt - Senior / Elder Care Facility

***Fee Exempt - Less than 500 square feet

Requests For Use Of Facilities - March 5, 2013						
Group	Location	Date	Days	Time	Attendance	Fees Applied
Carlton Oaks Teachers/Parents (Final D.C. Meeting)	Multi-Purpose	3/19/13	Tuesday	6:00 pm - 7:00 pm	80	

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

Santee School District
 ENROLLMENT REPORT
 3/1/2013
 Month 7 Week 2

SCHOOL	REGULAR ED											SDC			Total All					
	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	03/01/13	03/02/12	# Diff	% Diff	03/01/13	03/02/12	# Diff	% Diff	03/01/13	02/22/13	# Diff
Cajon Park	107	109	96	110	114	125	105	109	124	999	955	44	4.6%	64	68	-4	-5.9%	1063	1060	3
Carlton Hills	54	39	38	44	39	39	50	60	98	461	483	-22	-4.6%	30	27	3	11.1%	491	492	-1
Carlton Oaks	83	72	93	84	89	73	93	111	98	796	824	-28	-3.4%	54	62	-8	-12.9%	850	853	-3
Chet F. Harritt	60	57	69	57	79	50	48	53	60	533	569	-36	-6.3%	0	0	0	0.0%	533	533	0
Hill Creek	72	70	85	79	93	93	69	78	81	720	741	-21	-2.8%	14	19	-5	-26.3%	734	734	0
Pepper Drive	94	93	90	87	76	80	72	82	87	761	752	9	1.2%	10	9	1	11.1%	771	773	-2
Prospect Ave	68	72	53	67	51	56	49	54	66	536	527	9	1.7%	0	0	0	0.0%	536	534	2
Rio Seco	104	119	83	101	109	106	112	95	122	951	927	24	2.6%	42	49	-7	-14.3%	993	994	-1
Sycamore Canyon	48	61	54	42	45	46	29	0	0	325	341	-16	-4.7%	0	1	-1	-100.0%	325	326	-1
SUBTOTAL	690	692	661	671	695	668	627	642	736	6082	6119	-37	-0.6%	214	235	-21	-8.9%	6296	6299	-3
Alternative School	2	2	3	8	3	7	5	12	6	48	39	9	23.1%	0	0	0	0.0%	48	48	0
Santee Success								3	4	7	8	-1	-12.5%	0	0	0	0.0%	7	6	1
TK	48									48	0	48	0.0%					48	48	0
EAK 5 yr olds	112									112	136	-24	-17.6%					112	106	6
NPS										0				2	3	-1	-33.3%	2	2	0
SUBTOTAL	162	2	3	8	3	7	5	15	10	215	183	32	17.5%					217	210	7
TOTAL	852	694	664	679	698	675	632	657	746	6297	6,302	-5	-0.1%	216	238	-22	-9%	6513	6,509	4

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

PK	
Cajon Park	2
Sycamore Canyon	47
EAK 4 yr olds	8
Total PK	57

Total Enrollment Including PK	6570
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Schedule of Upcoming Events

Date	Event
March 12	Strategic Planning Leadership Team Meeting 6:00-8:00 p.m. @ ERC
March 14	District Advisory Committee Meeting 6:00-8:00 p.m.
March 19	PTA Founders' Day Dinner 6:00 p.m. Board Meeting – 7:00 p.m.
March 21	English Learner Reclassification Ceremony 6:00 p.m. at Rio Seco School
March 25-April 5	Spring Break - Schools Closed District Offices Closed March 29
April 9	Special Education Advisory Committee 6:00-7:30 p.m. at ERC
April 11	District Advisory Committee 6:00-8:00 p.m.
April 16	Board Workshop on Common Core State Standards 6:00-7:00 p.m. Board Meeting – 7:00 p.m.
April 26	ACSA/SDCSBA Honor Our Own Awards Dinner 5:00 p.m. @ Sheraton Harbor Island
May 6-17	STAR Testing
May 7	Board Meeting – 7:00 p.m. Student Technology Projects 6:30-7:00 p.m. @ District Library
May 9	District Advisory Committee 6:00-8:00 p.m.
May 13	District Wellness Committee Meeting 4:00 p.m. @ District Library
May 21	Board Meeting – 7:00 p.m.
May 27	Memorial Day Holiday Schools and Departments Closed
May 28	Santee School District-Salute to Excellence 5:30-7:30 p.m. Carlton Oaks Country Club
June 4	Board Meeting – 7:00 p.m. 8 th Grade Academic Achievement

June 17-18	Eighth Grade Promotion Ceremonies
June 18	Board Meeting – 7:00 p.m.
June 19	Last Day of School
June 25	Foundation Golf Classic

2012-13 SPRING EVENTS AND OPEN HOUSES

School	Date	Event	Time
Cajon Park	April 17	Open House	6:00-7:00 p.m.
	May 1	Family Night, Multi-Cultural Fair, Art Show, Basket Silent Auction Grandparents Lunch on the Lawn	5:00 – 8:00 p.m. TBD
Carlton Hills	March 21	Talent Show	8:00-8:00 p.m.
	May 24	Lunch with your Child and Open House	11:00 a.m. - 12:30 p.m.
	June 4	Farmer's Market	During School Hours
	June 7	Jog-a-Thon	During School Hours
Carlton Oaks	March 14	Junior High Drama Performance	6:30 p.m.
	May 6	Third Grade Music Extravaganza	6:00 p.m.
	May 23	Night of the Arts	TBD
	May 24	Lunch on the Lawn	10:50 a.m.-12:40 p.m.
	May 30	COPA Performance	6:00 p.m.
Chet F. Harritt	March 21	Middle School Talent Show	2:40 p.m.
Hill Creek	March 8	CYT Performance	6:00 p.m.
	March 22	5 th Grade Egg Drop	During School Hours
	May 30	Arts Attack Display - Multipurpose Room	During School Hours
	June 7	CYT Performance	6:00 p.m.
Pepper Drive	April 24 & 25	4 th Grade Choir Concert	6:00 - 7:00 p.m.
	May 30	Family Night/Art Show /Open House	5:00 – 7:00 p.m.
	June 7	Spring Festival	9:00 a.m. – 11:00 a.m.
Prospect	June 7	Lunch on the Lawn	11:00 a.m. – 1:00 p.m.
Rio Seco	March 22	Lunch on the Lawn/Open House K-6	11:00 a.m. to 1:00 p.m.
	June 4	Student Farmers Market for grades K-5	
Sycamore Canyon	May 24	Open House/Family Lunch	11:00 a.m. -12:30 p.m.
	June 5	Farmer's Market and Jog/Walk	During School Hours
EL Department	March 21	EL Reclassification Ceremony	6:00 - 7:00 p.m. @ Rio Seco School

Reports and Presentations Item B.2.
Prepared by Cathy A. Pierce, Ed.D.
March 5, 2013

Spotlight on Learning:
Arts Attack Coordinators

BACKGROUND:

Each school year, a group of dedicated individuals known as “the Arts Attack Coordinators” work diligently to provide students in Santee School District with a quality visual arts program. The program includes artwork ranging from pencil drawings to water colors to clay creations.

Through the management, organization, and commitment to the program by the Arts Attack Coordinators, students in grades K-8 has the opportunity to participate in powerful art lessons that develop essential skills, enhance their knowledge of the elements of art, and educate them about the masters and art history. The Arts Attack Coordinators take our students’ art into the community and most evidently to the annual Santee School District Art Show and Auction. The most recent Art Show was held on February 26, 2013 and the student art produced for this event was amazing, mostly produced as part of the Arts Attack program.

Tonight, the Board of Education would like to acknowledge the Arts Attack Coordinators from each school and the special gift they bring to the schools where they work.

Kim Whitacre - Cajon Park

Amber Hobbs - Carlton Hills

DeAnna Tritthart - Carlton Oaks

Diana Cozzens - Chet F. Harritt

Alisa Marrone - Pepper Drive

Mylessia Brown - PRIDE Academy

Christine Hartpence - Rio Seco

Shala Lamboy - Sycamore Canyon

Patty Pavlik-Clem, Tammy Morgan, and Mary Lee Myers – Hill Creek

The Board would also like to recognize and thank Vice Principal Suzie Martin. Mrs. Martin coordinates the Arts Attack program for the District and is the direct link for the Arts Attack Coordinators. She once again chaired the recent Santee School District Foundation Art Show and Auction and it was another very successful event.

Reports and Presentations Item B.3.

Spotlight on Learning:

Chet F. Harritt School Presentation

Prepared by Cathy A. Pierce, Ed.D.

March 5, 2013

BACKGROUND:

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

Tonight Principal Andy Johnston and his team will highlight strategies they are using to increase student learning at Chet F. Harritt and share opportunities students have to develop other abilities.

PUBLIC COMMUNICATION Item C.

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

Agenda Item C.

CONSENT ITEMS Item D.

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

Agenda Item D.

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

BACKGROUND:

Presented for Board approval –

- February 19, 2013, regular meeting minutes

RECOMMENDATION:

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

Motion:

Second:

Vote:

Item D.1.1.

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

February 19, 2013
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome
President El-Hajj called the meeting to order at 7:00 p.m.
Members present:
Dianne El-Hajj, President
Ken Fox, Vice President
Dustin Burns, Clerk
Barbara Ryan, Member
Elana Levens-Craig, Member
Administration present:
Dr. Cathy Pierce, Superintendent and Secretary to the Board
Karl Christensen, Assistant Superintendent, Business Services
Minnie Malin, Assistant Superintendent, Human Resources/Pupil Services
Dr. Stephanie Pierce, Director, Educational Services
Linda Vail, Executive Assistant and Recording Secretary
2. President El-Hajj invited the audience to recite the District Mission and then invited 8th grade Hill Creek student Heather Bissell, to lead the members, staff, and audience in the Pledge of Allegiance.
3. Approval of Agenda - It was moved and seconded to approve the agenda.
Motion: Ryan Second: Fox Vote: 5-0

B. REPORTS AND PRESENTATIONS

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

2. **Spotlight on Learning: Hill Creek School**

Principal Lisa McColl and Vice Principal Tammy Rees shared that Hill Creek is celebrating a 32 API point growth last year. The data is being analyzed to identify what caused that growth and they will continue doing those things that help students learn. Site administration believes they must do what they can do to support not only the academics but to provide a well-rounded education for students.

The charge is on to maintain their level of growth and continue to look at how they move students on their own path to student achievement. Some of the things teachers are doing this year to increase student learning include: Bloom's Taxonomy, cross grade level team presentations, professional development, Common Core State Standards Training, goal setting, guided reading groups, and book studies.

Eighth grade student Heather Bissell, shared her involvement with the Christian Youth Theater (CYT) that is offered at Hill Creek School. She believes it is a way to improve self-confidence and have fun with friends. Arts Attack coordinators introduced themselves and shared how they cover all grades to provide art instruction at least once a month, sometimes more often. Special Education classes are included and art is taught level-based and modified in collaboration with the teachers.

C. PUBLIC COMMUNICATION

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

D. CONSENT ITEMS

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

- 1.1. **Approval of Minutes**
- 2.1. **Approval/Ratification of Travel Requests**
- 2.2. **Approval/Ratification of Expenditure Warrants**
- 2.3. **Approval/Ratification of Purchase Orders**
- 2.4. **Approval/Ratification of Revolving Cash Report**
- 2.5. **Acceptance of Donations**
- 2.6. **Approval of Consultants and General Service Providers**
- 2.7. **Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)**
- 3.1. **Authorization to Utilize California Uniform Public Construction Cost Accounting Act Informal Bid Procedures for Asphalt Repairs**
- 3.2. **Approval of Builders' Risk Insurance for the 10-Classroom Addition Project at Pepper Drive School**
- 3.3. **Approval of Ninyo & Moore for Materials and Testing Labs and Geotechnical Observations during Construction of the Pepper Drive School 10-Classroom Addition Project**
- 3.4. **Approval of Hendrix, California School Construction Services as DSA Inspector of Record for the pepper Drive School 10-Classroom Addition Project**
- 4.1. *Pulled for separate consideration.*
- 5.1. **Personnel, Regular**
- 5.2. **Approval of School Calendar for 2013-2014**
- 5.3. **Approval of Classified Non-Management Reclassification / Reallocation Study Recommendations**
- 5.4. **Approval to Submit Application for the Tobacco-Use Prevention Education (TUPE) Grant for Sixth, Seventh and Eighth Grade Students**

It was moved and seconded to approve Consent Items with the exception of Item D.4.1., which was pulled for separate consideration by Member Burns.

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

D.4.1. Approval of Extended Field Trip Request for Students to Attend Camp Cuyamaca for Spring Jam, Club Live (Pulled for separate consideration by Member Burns.)

Member Burns reported that he will abstain on this item because he is employed by the County Office of Education and works at Camp Cuyamaca. Member Ryan moved approval.

Motion: Ryan **Second:** Fox **Vote:** 4-0 (Burns, Abstain)

G. DISCUSSION AND/OR ACTION ITEMS

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

1.1. 2013 CSBA Delegate Assembly Election

Board members discussed the candidates for CSBA Delegate Assembly. Member Burns moved to cast their unit vote for CSBA Delegate Assembly Region 17 representatives for the six incumbents, Twila Godley, Sharon Jones, Kelli Moors, Janet Mulder, Barbara Ryan, and Priscilla Schreiber and also for Dawn Perfect from Ramona.

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

2.1. Equity in School Lunch Pricing

Karl Christensen reported in December of 2010, President Obama signed legislation reauthorizing Child Nutrition programs that contained requirements to ensure that the amount that a District charges for paid meals was not less than the amount reimbursed by the Federal Government for free meals. Santee School District currently charges \$2.25 for a paid lunch and is reimbursed \$2.86 for a free lunch. Therefore, we are required to increase lunch prices towards closing this gap. Cathy Abel, Director of Child Nutrition Services, presented more detailed information about the requirements and Administration's proposal for increasing the paid meal price for 2013-14. This item was for information only.

Mrs. Abel reminded the Board she shared with them last year about the Paid Lunch Equity issue that would require the District to increase the cost of paid meals incrementally until the cost meets the reimbursement rate of \$2.86 for free and reduced lunches. School districts that charge less than \$2.51 for paid lunches may adjust their average price using 2% plus the 2.93% inflation factor. Originally they were allowed to use the a la carte sales toward the funding requirement but that is no longer allowable. Since Santee currently charges \$2.25 for a paid meal, we are required to increase the cost by 11¢ cents, which can be rounded down to 10¢. Next year it would be another 5¢ increase. However, raising prices by less than a quarter creates an administrative burden for cashiers. Administration recommended increasing paid lunch prices from \$2.25 to \$2.50 beginning July 1, 2013. She presented a communication plan to notify families in adequate time for summer school and next school year. Mrs. Abel plans to bring this item for action to the March 19th Board meeting.

Member Ryan asked if the general fund will have to make up the difference in the cost and the government reimbursement. Member Levens-Craig asked if when we notify parents that we are raising prices we share with them it is because of the government requirement. Cathy Abel said we do not have to make up the difference at this time and she will quote the regulation when she informs parent of the price increase. Member Levens-Craig asked our free & reduced lunch percentage. Mrs. Abel said it is 36%.

Member Burns asked what it costs for Child Nutrition Services to prepare a meal for a student. Mrs. Abel said as a general rule it was costing about \$1.70. However, due to the new nutrition guidelines, she has added a large selection of fresh fruit and vegetables which has increased the prices as well as the rapid rise in the cost of food.

Member Burns asked if any excess Federal reimbursement could be returned to the government. Mr. Christensen shared the Child Nutrition Services department is currently operating in a deficit. Administration had shared with the Board previously that there would soon be a need to increase the cost of lunches and more recently the increase in food costs with the new government guidelines has continued to increase our costs. Member Burns said he does not like the Federal government saying that we have to raise rates to a certain amount when it may cause a hardship to our community. Administration will return to the next meeting seeking action on an increase and will also provide additional information as requested by the Board. The information requested was if the District could return the excess reimbursement funds and if there are penalties for not meeting the Federal government's requirements to increase prices, and if so, what are the penalties. No action was taken

3.1. Approval of Amendment No. 16 (Phase IV – Pepper Drive School 10-Classroom Addition Project) to Construction Services Agreement for Lease-Leaseback, Site Lease, and Sublease Agreement

Mr. Christensen reported at the last Board meeting, Administration presented information on revised Plan B for completing construction of the 10-classroom addition at Pepper Drive with all 10 classrooms being operational and usable and a preliminary Guaranteed Maximum Price (GMP) was presented totaling approximately \$6.6 million. Over the last 2 weeks, the design team has refined the numbers to produce a Final GMP that is approximately \$42,000 higher than the preliminary. This is due to a variety of changes, most notably that the preliminary number included a deduction of \$53,000 for the ornamental fencing that we would be purchasing separately. After further review, it was discovered that the ornamental fencing was included in the Admin/LRC joint use building bid and not the 10-classroom addition project.

There were a few other increases offset by a few decreases in the allowances which included: an increase landscape allowance for DG (+\$15,000), adjustment to site plumbing work (+\$34,000), adjustment to the SWPPP allowance (- \$20,000), grading parking lot (-\$15,000), grading allowance (- \$15,000), and a reduction of the LRC coordination value (-\$50,000).

Mr. Christensen presented and reviewed a revised budget for the project with a final GMP for construction of \$6,650,633, which includes a 3.5% shared contingency and 3.5% owners contingency. It does not include demolition of the existing locker room and the upper asphalt courts but does include a deduction for lockers and benches for the new locker room which are planned to be purchased separately. The soft costs are estimated at \$710,000 bringing the total project cost to \$7,361,000. Mr. Christensen shared a report on the \$7.364 million in uncommitted CIP funds available for this project, which are just enough to

initiate this project. The parking lot at an estimated cost of approximately \$209,000 is also NOT included in this GMP. The plan is to see where we are with remaining contingencies on Phase 1 around June and then, hopefully, be able to initiate completion of the parking lot then. Administration recommended approval of the Amendment to the Lease-Lease Back agreement to incorporate a Final GMP of \$6,650,633 for completion of the 10-classroom addition at Pepper Drive School.

The Board asked Administration to develop a complete communication plan for staff, families, the general community, and the immediate neighbors on Marlinda Street. Dr. Pierce will work closely with Mrs. Brenner to develop a thorough communication plan. There is a staff meeting scheduled for February 27th at 3:00 p.m. to share the updates with the staff. Member Ryan moved to approve Amendment No. 16 to the Construction Services Agreement for Lease-Leaseback, Site Lease, and Sublease Agreement for the GMP of \$6,608,735.

Motion: Ryan

Second: Burns

Vote: 5-0

3.2. Revision to Bylaws for Independent Citizens Oversight Committee Term Limits and Bylaw Changes

Mr. Christensen reported that at a previous board meeting, administration presented proposed changes affecting terms to the current ICOC bylaws to comply with new legislation. Board members had questions about how this would impact current member terms so the item was tabled for further review. Concerns were raised by some Board members about increasing the terms from two to four years.

In response to the question about terms, legal counsel has advised that upon increasing the number of years for a term, current members could serve the new number of term years for the current term they are serving and any subsequent terms.

Administration has returned recommending increasing the number of years for each term from two years to three years. Therefore, existing members serving their third term, whose terms would ordinarily expire June 30, 2013, could serve until June 30, 2014. There is one member who is currently serving a fourth term, and he will not be able to continue as a member on the ICOC since he has already served the maximum number of terms allowed by law.

Administration recommended that a "term" be increased from two to three years, and the requirement for a vote change from two-thirds to a majority.

Member Levens-Craig believes terms of three years are better, making a nine-year maximum rather than a twelve year maximum. She believes having new members rotating in is beneficial. President El-Hajj has attended the meetings and said it is sometimes difficult to have a quorum. Member Burns asked if a member is still eligible for membership if their representative category is no longer valid. Mr. Christensen said no, they would no longer be eligible unless they fulfilled a different category that was vacant. Mr. Christensen was asked if the District were to have another bond pass, would a new ICOC be established or would the current ICOC continue. Mr. Christensen said the current ICOC only has oversight of the Prop R funds, not other CIP funds, nor new bond funds. A new committee would have to be convened. If that were to occur, the Board would have the opportunity to review the by-laws for a new committee and make any desired changes. Board members asked Mr. Christensen to notify the Board if a member no longer holds the representative position on the ICOC and not to move them to a new category unless authorized by the Board.

Member Fox moved to amend the ICOC by-laws to specify appointment of no more than three, 3-year terms for a total allowed service of 9 years and require a majority vote for by-law changes rather than a 2/3 vote.

Motion: Fox

Second: Burns

Vote: 5-0

4.1. Adoption of Resolution No. 1213-14 Reduction of Identified Classified Management Position

Minnie Malin reported that in order to continue to decrease the program budget for the Out-of-School Time program there is a need to eliminate one regional coordinator position. Member Burns moved to adopt resolution no. 1213-14 to reduce one regional coordinator position.

Motion: Burns

Second: Fox

Vote: 5-0

Member Ryan mentioned that Administration needs to continue to review the YALE and the after school programs to make sure there is not a significant impact to the YALE program in funding project SAFE.

H. BOARD COMMUNICATION

Member Levens-Craig noticed school ends later next year and asked why. Minnie reported that school is beginning a week later. Member Levens-Craig thanked Cathy Pierce for coming to the Founder's Day brunch. She will be attending a civil discourse conference at USD and will be attending the PTA state conference. She is looking forward to learning more about legislation.

Member Burns said he would like the Board members and Cabinet Members to have nice name badges when they attend public events. Linda will order nametags.

President El-Hajj clarified the Board chose not to continue with the self-evaluation but instead develop goals based on the Strategic Plan that have deliverables. President El-Hajj believes that self-evaluation is about how the governance team works together to meet the needs of the District and with a new Board member, now is not the best time. Member Levens-Craig likes the idea of deliverable goals. President El-Hajj asked if any Board Members were interested in attending the SDCSBA workshop on Board self-evaluations and Superintendent evaluations. Not all are able to attend and the Board concurred that if all cannot attend it would not be profitable. Member Ryan has always preferred an external evaluation as a tool for the board's self-evaluation. Member Burns likes the goal setting idea and process. President El-Hajj asked each Board Member to develop and bring two deliverable goals to the March 5th meeting. The Board will do a self-evaluation using the CSBA tool in January 2014.

Mr. Christensen provided a summary on AB 182, the legislation regarding Capital Appreciation Bonds for school districts. Member Ryan believes the legislation language has been changed enough to make better sense of the requirements and she personally would not be opposed. Senator Joel Anderson was interested to know if our Board would be in opposition to the bill language. With no opposition expressed, Member Ryan will communicate with Senator Anderson's office to inform them the Board is not in opposition to the current bill language.

Superintendent Pierce shared that principals and teachers have begun training in CCSS. There is the need to bring the Board into the conversation about the changes and she suggested holding a Board Workshop on April 16 before the Board meeting. Member Burns would prefer to hold the meeting on a night of its own. The Board determined April 23, 2013 at 6:00 would be scheduled for a workshop on CCSS.

I. CLOSED SESSION

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

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

J. RECONVENE TO PUBLIC SESSION

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

K. ADJOURNMENT

The February 19, 2013 regular meeting adjourned at 9:14 p.m.

Dustin Burns, Clerk

Cathy A. Pierce, Ed.D., Secretary

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

BACKGROUND:

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

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

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

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

RECOMMENDATION:

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

This recommendation supports the following District goal:

Staff Development

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

FISCAL IMPACT:

The estimated travel expenses are \$32,509, and substitute costs of \$105, as disclosed on the following page.

STUDENT ACHIEVEMENT IMPACT:

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

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

Travel Dates	Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Travel
Sun-Tues, 03/10/13 - 03/12/13	Mike Krynski	PUBS	Edu Business Solutions User Conference	San Diego	\$0	\$359	Publications	This workshop provided training on software used in the operations of the publications department.
Wednesday, 03/13/13	Tory Long	Business	School Services Cash Flow Conference	Orange	\$0	\$264	Business Services	This workshop will focus on the State cash flow process and ways to evaluate and analyze District cash needs.
Thursday, 03/14/13	Dr. Cathy Pierce Stephanie Pierce Bonner Montler Kristin Baranski Jerelyn Lindsay Debra Simpson Stephanie Southcott Terry Heck Lisa McCoil Ted Hooks Andy Johnston Debbie Brenner	Superintendent Ed Services Ed Services CO SC RS PRIDE CH HC CF CFH PD	Superintendents and Principals Forum - "Building Systems to Improve Teaching and Learning While Implementing the Common Core State Standards"	San Diego	\$0	\$33 \$33 \$33 \$33 \$33 \$33 \$33 \$33 \$33 \$33 \$33 \$33	Superintendent's Office Superintendent's Office Superintendent's Office Superintendent's Office Superintendent's Office Superintendent's Office Superintendent's Office Superintendent's Office Superintendent's Office Superintendent's Office Superintendent's Office Superintendent's Office	This forum will focus on building systems that effectively support the teaching and learning of all student subgroups to close the achievement gap.
Friday, 03/15/13	Carrie Thompson Kirsten Stretton	CH CP	Creating a Safe Space for Lesbian, Gay Bisexual and Transgender Youth	SDCOE	\$0	\$48 \$48	Santee Cares Santee Cares	This workshop will provide information on the Fair Education Act (SB48) and provide current training on Federal and State laws regarding bullying.
Friday, 03/15/13	Chris Hiller	HC	Gifted and Talented Education (GATE) Specialized Certificate	San Marcos	\$105	\$285	EIA	This certification workshop will provide strategies for providing differentiated instruction to implement the common core state standards.
Wednesday, 03/20/13	Bonner Montler Hope Michei	Ed Services Special Ed	English Learners with Disabilities	San Diego	\$0	\$55 \$55	EIA-LEP Special Education	This workshop will provide instructional strategies for teaching English learners with disabilities.
Travel Requiring Airfare, Overnight Stay, and/or Out of County								
Sun-Mon, 03/17/13 - 03/18/13	Stephanie Pierce Minnie Main	Ed Services HR/Pupil Servs	ACSA Legislative Action Day	Sacramento	\$0	*\$0 *\$0	*ACSA	Dr. Pierce and Ms. Main will meet with legislators to discuss issues important to school leaders, with a focus on education budgets and policies. *All travel expenses are paid by ACSA.
Sun-Tues, 04/21/13 - 04/23/13	Laura Spencer	Ed Services	American Alliance for Health, PE Recreation and Dance National Convention	Charlotte, NC	\$0	**\$0	**American Heart Association	Dr. Spencer is a member of the Joint Project Committee for the American Heart Association and the AAHPERD. **All travel expenses are paid by the American Heart Association.
Sun-Fri, 08/04/13 - 08/09/13	Chris Hiller Julie Napier Laura Clark Debbie Towne Joley Dones Kelley Riddiespurger Kathryn Pederson Jennifer Keiser Susan Nugent Michele Ross Teresa Elliott Beth Butterfield Lea Hellinan Andrea White Tracy Fox Sarah Durand	HC HC HC PD PD PD PD PD PD CH CH PRIDE PRIDE PRIDE CO CO	Teachers' College Reading and Writing Workshop: August Writing Institute	New York, NY	\$0	\$1,897 \$1,897 \$1,897 \$1,863 \$1,863 \$1,863 \$1,863 \$1,863 \$1,740 \$1,740 \$1,830 \$1,830 \$1,830 \$1,830 \$2,580 \$2,580	EIA EIA EIA Title / Donations Title / Donations Title / Donations Title / Donations Title / Donations Title / Donations Title / Donations Title / Donations Title / Donations Title / Donations Title / Donations Title / Donations GATE / SUB GATE / SUB	The writing institutes are designed to establish models of best practices in writing instruction and to increase competency in the area of writing.
Wed-Thurs, 02/20/13 - 02/22/13	Stephanie Pierce	Ed Services	2013 CISC Leadership Symposium	Monterey	\$0	***\$128.18	Professional Dvlprmt	***This travel was originally approved on 12/4/12 in the amount of \$498.00. Actual travel expenses incurred totaled \$628.18, for an additional cost of \$128.18.

Travel Requests Previously Approved by the Board of Education that have Incurred Additional Travel Expenses

Travel Dates	Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Travel
Wed-Thurs, 02/20/13 - 02/22/13	Stephanie Pierce	Ed Services	2013 CISC Leadership Symposium	Monterey	\$0	***\$128.18	Professional Dvlprmt	***This travel was originally approved on 12/4/12 in the amount of \$498.00. Actual travel expenses incurred totaled \$628.18, for an additional cost of \$128.18.

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

BACKGROUND:

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

RECOMMENDATION:

Administration recommends approval of check #22286 through #22289 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 \$3,666,68 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.2.2.
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SANTEE SCHOOL DISTRICT
 REVOLVING CASH REPORT- \$15,000

Date	Number	Name	Memo	Amount
02/07/13	22286	See's Candy Shops, Inc	Sycamore fundraiser	2,756.09
02/15/13	22287	Voided		0.00
02/15/13	22288	State Board of Equalization	Hazardous Waste Fee	205.00
02/15/13	22289	CAEOP	CAEOP Conference Registration	700.00

Total Checks Written \$3,661.09

Bank Fees 5.59

Total to be Reimbursed \$3,666.68

Consent Item D.2.3 Acceptance of Donations
 Prepared by Karl Christensen
 March 5, 2013

BACKGROUND:

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

<i>Item</i>	<i>Approximate Value</i>	<i>Donated By</i>	<i>Designated For Use At</i>
Funds to Purchase Library Books	\$750.00	Santee School District Foundation – Stuff the Turkey Fundraiser	Cajon Park School
(2) LEGO Mindstorms NXT 2.0 for “Reaping the Rewards of Robotics” Project	\$659.90	DonorsChoose.org	Rio Seco School
Funds to Support the Rio Seco Literacy Center	\$5,000.00	San Diego Scottish Rite Community Foundation	Rio Seco School
TOTAL DONATIONS RECEIVED	\$6,409.90		

RECOMMENDATION:

Administration recommends acceptance of the donations listed above for the District and requests authorization to send letters 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 \$6,409.90.

STUDENT ACHIEVEMENT IMPACT:

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

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

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

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

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

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

RECOMMENDATION:

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

This recommendation supports the following District 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.2.4.
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Consultant / General Service Provider Report
 March 5, 2013

Vendor Name	Type (Consultant or General Service Provider)	Description of Services	Date(s) of Service	Amount	Funding	Payment Type (Independent Contractor or Employee)
EduDance, Classrooms in Motion	General Service Provider	Ballroom Dance Instruction - 3 classes	9/01/13 - 12/31/13	\$360 (3 classes)	PD	Independent Contractor
Mad Science	General Service Provider	Science Education - 5th Grade Science Presentation	01/29/13	\$340	Donations - CP	Independent Contractor
San Diego Natural History Museum	General Service Provider	2nd Grade Earth Detective Program	4/12/13 and 4/19/13	\$420 (two presentations)	Field Trip - CP	Independent Contractor

BACKGROUND:

Administration has prepared the accompanying Monthly Financial Report covering the period January 1, 2013 through January 31, 2013 prepared on a cash and modified accrual basis and include the District's revenue, expenditure, and cash activities.

RECOMMENDATION:

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

This recommendation supports the following District goal:

Fiscal Accountability

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

FISCAL IMPACT:

The Monthly Financial Report shows a beginning cash balance of \$4,719,998; cash receipts of \$5,320,559; and disbursements of \$4,083,847 are reflected for the period of January 1, through January 31, 2013 resulting in an ending cash balance of \$5,956,710 as of January 31, 2013.

STUDENT ACHIEVEMENT IMPACT:

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

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

1

CASH REPORT FOR JANUARY

		Actual	Projected*
Beginning Cash Balance as of December 31, 2012		\$4,719,998	\$4,719,998
INCOME			
A. Revenue Limit Sources			
State Aid	\$ 2,139,907		
Property Taxes	1,528,501		
		3,668,408	
B. Federal Income			
Federal Funding	626,482		
		626,482	
C. State Income			
Unres. State Funding	214,276		
Lottery	245,349		
HTS Transportation	20,302		
Spec Ed Transportation	11,110		
		491,037	
D. Local Income			
Other Local Income	127,303		
Spec ED	309,853		
Interest	3,811		
		440,967	
E. Due to/Due from other funds		93,665	
F. Debt Proceeds		-	
TOTAL INCOME		\$5,320,559	\$5,320,559
Beginning Balance Plus Income		\$10,040,557	\$10,040,557
DISBURSEMENTS			
G. Commercial Warrants	\$ 400,232		
H. Payroll Warrants	2,906,888		
I. Statutory Employee Benefits	523,713		
J. Health & Welfare	215,147		
K. Other Outgo	37,867		
L. Interfund Borrowing Out	0		
TOTAL DISBURSEMENTS		\$4,083,847	\$4,083,847
Ending Cash Balance as of January 31, 2013		\$5,956,710	\$5,956,710

* Based on Cash Flow Projection at 2nd Interim - January 31, 2013





**Budget Revisions
Through January 31, 2013
2012-13 Revised Budget**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Beginning Fund Balance	8,858,416	274,581	9,132,997
Estimated Income	33,791,203	11,813,053	45,637,041
Estimated Expenditures	33,826,085	11,839,961	45,963,466
Change in Fund Balance	(34,882)	(26,908)	(326,425)
Projected Ending Fund Balance	8,638,840	167,732	8,806,572
Less: Restricted			
Program Carryovers	-	167,732	167,732
Less: Committed			
Yale Preschool Expansion at CPJH	200,000	-	200,000
Less: Non-Spendable			
Prepaid Expenses	375,665	-	375,665
Revolving Cash Fund	15,000	-	15,000
Stores Inventory	50,327	-	50,327
Less: Assigned			
Vacation Carryover	209,040	-	209,040
Less: Economic Uncertainty Reserve	1,378,904	-	1,378,904
Uncommitted/Unassigned/Unappropriated Fund Balance	6,409,904	-	6,409,904
Fund 17 Projected End of Year Balance	2,864,269	-	2,864,269
Projected Reserves	<u>10,653,077</u>	<u>-</u>	<u>10,653,077</u>
As a % Estimated Expense Total	23.18%		

* Projected Reserve % 2013-14 21.41%

* Projected Reserve % 2014-15 15.73%

* Based on Multi-Year Projection at 2nd Interim - January 31, 2013



Consent Item D.3.1.
Prepared by Karl Christensen
March 5, 2013

Authorization to Utilize California Uniform Public
Construction Cost Accounting Act Informal Bid
Procedures For Certain Supplies and Materials
for the Pepper Drive School 10-Classroom Addition
Project

BACKGROUND:

On September 4, 2012, the Board of Education approved a resolution to utilize the California Uniform Public Construction Cost Accounting Act (CUPCCAC) for public works projects over the \$15,000 formal bid limit. Staff has developed an approved vendor list following the procedures of the CUPCCAC process. This allows staff to seek bids for construction using the qualified vendors list for projects up to \$175,000.

Staff is requesting Board approval to seek separate informal bids to save on costs of construction on the Pepper Drive School 10-classroom addition project. The original proposal from Balfour Beatty Construction, Inc. was higher than available funding sources. One course of action to mitigate this is to pull some of the items from the construction management firm contract and purchase them directly. Possible cost savings can occur by separately purchasing the following:

- P.E. lockers and benches
- Cabinets and teaching walls
- Projector mounts and screens
- Security fencing

Upon receipt of the informal bids, these items would be brought back to the Board for approval.

RECOMMENDATION:

It is recommended that the Board of Education approve utilizing the CUPCCAC process to seek informal bids for certain supplies and materials needed for the Pepper Drive 10-Classroom Addition project.

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:

There is no fiscal impact at this time.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item D.3.1.
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Consent Item D.4.1. Approval of Individual Services Agreement for Nonpublic, Nonsectarian School/Agency Services

Prepared by Dr. Stephanie Pierce
March 5, 2013

BACKGROUND:

On June 19, 2012, the Board approved a Master Contract with San Diego Center for Neurological Development (d/b/a Springall Academy), a nonpublic, nonsectarian school for students with special needs for the 2012-13 school year. At that time, one student was attending San Diego Center for Neurological Development (d/b/a Springall Academy) at a rate of \$166.20 per day. The Master Contract covers the period of July 1, 2012 through June 30, 2013, to include instruction during Extended School Year (ESY) in the summer.

At this time, one additional student requires enrollment in the San Diego Center for Neurological Development (d/b/a Springall Academy).

School/Agency	Number of Students	Duration of Service	Cost per day	Total Cost
Springall Academy	1 student	68 days 3/1/13-6/30/13	\$166.20	\$11,301.60

RECOMMENDATION:

Administration recommends approval of the Individual Services Agreement for one additional student with a disability who requires nonpublic, nonsectarian school/agency services.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The total additional cost for the enrollment of one additional student at San Diego Center for Neurological Development (d/b/a Springall Academy) for the remainder of the 2012-13 school year is \$11,301.60.

STUDENT ACHIEVEMENT:

Some students require alternative settings to support increased student learning success.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.1.

Consent Item D.5.2.

Adoption of Resolution No. 1213-15 for Non-Reelection of Temporary Certificated Employees

Prepared by Minnie Malin
March 5, 2013

BACKGROUND:

In order to release temporary certificated employees, the Board must serve notice to those employees who may not be offered employment for the next school year. Since the final impact of leaves, retirements, and other attrition is unknown at this time, the District has a practice of serving a notice of non-reelection to all temporary teachers. This notice does not impact the employees' rights for consideration of employment based upon need during the next school year.

RECOMMENDATION:

It is recommended that the Board of Education adopt Resolution No. 1213-15, regarding the non-re-election of temporary certificated employees.

If the District is in a position to increase the number of classroom teachers to meet the demand, the District may hire back the appropriate number of temporary teachers in alignment with any increase in enrollment.

This recommendation supports the following district goals:

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

FISCAL IMPACT:

Fiscal impact is unknown at this time due to class reorganization.

STUDENT ACHIEVEMENT IMPACT:

There is no student achievement impact.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.5.2.

SANTEE SCHOOL DISTRICT
Resolution No. 1213-15

WHEREAS, employees' number:

879171	896928	054543	731694	184354
988856	104968	931333	334164	511037
103247	811990	792253	779571	685875
636951	356631	951137	954744	954187
550915	138847	663528	269310	303583
534802	104633	836290	553316	742640
202962	449083	209543	029484	
919130	069007	829644	819856	

are temporary and/or probationary employees of the District hired for the 2012-2013 school year; and

WHEREAS, Education Code section 44954 authorizes Governing Boards of school districts to release temporary employees and not reelect them for the following school year; and

WHEREAS, Education Code Section 44929.21 requires that the Governing Board, on or before March 15th of the second probationary year, shall notify a probationary employee, in a position requiring certification qualifications, of the decision to reelect or not reelect the employee to such a position for the next succeeding school year; and

WHEREAS, the Governing Board of the Santee School District has determined to release employees' number:

879171	896928	054543	731694	184354
988856	104968	931333	334164	511037
103247	811990	792253	779571	685875
636951	356631	951137	954744	954187
550915	138847	663528	269310	303583
534802	104633	836290	553316	742640
202962	449083	209543	029484	
919130	069007	829644	819856	

effective June 20, 2013;

BE IT THEREFORE RESOLVED:

The Board hereby directs that a notice of release be sent by the District to employees' number:

879171	896928	054543	731694	184354
988856	104968	931333	334164	511037
103247	811990	792253	779571	685875
636951	356631	951137	954744	954187
550915	138847	663528	269310	303583
534802	104633	836290	553316	742640
202962	449083	209543	029484	
919130	069007	829644	819856	

notifying the employees of the Governing Board's decision to not reelect him/her for the 2013-2014 school year.

ADOPTED by the Governing Board of Santee School District this 5th day of March, 2013.

YES: _____
NOES: _____
ABSENT: _____

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO)

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

Clerk of the Board of Education

March 5, 2013

Date

Consent Item D.5.3.
Prepared by Minnie Malin
March 5, 2013

Approval of Amended School Calendar for 2013-2014

BACKGROUND:

On February 19, 2013, the Board of Education approved the School Calendar for 2013-2014. Submitted tonight is the same school calendar for 2013-2014 with the following amendments made to Thanksgiving break:

November 18 – 22, 2013

- 11/20 HOLIDAY in Lieu of Admissions' Day
- 11/21 THANKSGIVING DAY
- 11/22 LOCAL HOLIDAY

TO

November 25 – 29, 2013

- 11/27 HOLIDAY in Lieu of Admissions' Day
- 11/28 THANKSGIVING DAY
- 11/29 LOCAL HOLIDAY

RECOMMENDATION:

It is recommended that the Board of Education approve amendments to the school calendar for the 2013-2014 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.5.3.

Santee School District 2013-2014 School Calendar

AMENDED

July 2013						
S	M	T	W	TH	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

January 2014						
S	M	T	W	TH	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	

12/23-1/6 WINTER BREAK
1/1 NEW YEAR'S DAY
1/6 Professional Day - NO SCHOOL
1/7 Classes resume
1/20 MARTIN LUTHER KING DAY

August 2013						
S	M	T	W	TH	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

8/1 11-mo employees return
8/6 Principals return
8/7 *Sch Sec/SAC return
8/9 VPs return
8/14 School offices open to public
8/28 Teachers return

February 2014						
S	M	T	W	TH	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	

2/10 LINCOLN'S DAY
2/17 WASHINGTON'S DAY

September 2013						
S	M	T	W	TH	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					

9/2 LABOR DAY
9/3 Students return
9/3 9-mo employees return
9/3 10-mo employees return

March 2014						
S	M	T	W	TH	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					

3/18 End of 2nd Trimester (60 days)

October 2013						
S	M	T	W	TH	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		

10/7 Professional Day - NO SCHOOL

April 2014						
S	M	T	W	TH	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			

4/7-4/18 SPRING BREAK
4/18 LOCAL HOLIDAY
4/21 Classes resume

November 2013						
S	M	T	W	TH	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
11/18-11/22 THANKSGIVING BREAK
11/25-11/29 THANKSGIVING BREAK
11/27 HOLIDAY in lieu of Admissions' Day (except Project SAFE)
11/28 THANKSGIVING DAY
11/29 LOCAL HOLIDAY

May 2014						
S	M	T	W	TH	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						

5/26 MEMORIAL DAY Observance

December 2013						
S	M	T	W	TH	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				

12/4 End of 1st Trimester (60 days)
12/9-12/13 Parent/Tchr conf; modified days
12/23-1/6 WINTER BREAK
12/23 Project SAFE ONLY - Holiday in lieu of Admissions' Day
12/24 LOCAL HOLIDAY
12/25 CHRISTMAS DAY HOLIDAY
12/31 LOCAL HOLIDAY

June 2014						
S	M	T	W	TH	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					

6/25 End of 3rd trimester (60 days)
6/25 Last school day; minimum day
6/25 9-mo emp last workday
6/27 Vice Principals
6/30 10-mo emp last workday
6/30 11-mo emp last workday
6/30 Principals/Sch Sec/SAC

Promotion dates vary (please contact school sites)

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

Board Approved: February 19, 2013

Amended:

Consent Item D.5.4.

Approval of Short Term Positions for Out-of-School Time Programs for Field Trips During Spring Break

Prepared by Minnie Malin
March 5, 2013

BACKGROUND:

Each year during spring break, the Out-of-School Time Programs extend their hours of operation to 11.5 hours of care each day to accommodate the needs of our students and community. Included as part of the program are multiple field trips. As a result, off-site staff to child ratio is reduced to insure the safety of the children. Therefore, administration anticipates the need for additional staff on field trip days during the two-week period.

Education Code section 45103 allows a governing Board to employ "short term employees" by designating the classification needed and a start and end time for the service. Presented tonight for Board approval are several short term employment opportunities.

RECOMMENDATION:

Administration recommends approving employment of up to five (5) Project SAFE short-term positions for up to five (5) hours on each of the following days:

- March 26 – 28, 2013
- April 2 – 4, 2013

FISCAL IMPACT:

The maximum cost to employ the short term positions will be approximately \$1,843. The Out-of-School Time Programs is a fee-based program.

STUDENT ACHIEVEMENT IMPACT:

This is a fiscal item.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.5.4.

DISCUSSION AND/OR ACTION ITEMS Item E.

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

Agenda Item E.

Discussion and/or Action Item E.1.1.
Prepared by Cathy A. Pierce, Ed.D.
March 5, 2013

Adoption of Resolution #1213-17
Proclaiming March 2013 as Arts Education Month
in Santee School District

BACKGROUND

In early February 2013, California Assemblymember Ian Calderon introduced Assembly Concurrent Resolution 12 (ACR 12), a measure that would declare March 2013 to be Arts Education Month.

Assemblymember Calderon stated, "Students need opportunities to develop their creativity and skills which are needed in the 21st century workforce, and I am pleased to carry this measure which emphasizes the importance of arts education - a vital part of our public education system and economy."

Arts education is mandated in the State Education Code for pupils in grades 1-12 in the disciplines of dance, music, theater and visual arts. The Education Code does not mandate schools to follow particular standards, which leaves implementation of arts education to the discretion of each school district.

Proclaiming March 2013 as Art Education Month encourages participation in celebrating the arts and urges communities to become interested in and give full support to quality school arts programs for children and youth. It also serves as a reminder that the arts foster cross-cultural understanding, increase academic achievement, and prepare students to be innovative in a globally competitive world.

Santee School District is proud of the Arts Attack program that is supported by the Santee School District Foundation. This community partnership provides art instruction to Santee School District students in grades k-8 and celebrates the arts through the annual Art Show and Auction which was held on February 26, 2013.

Therefore, Resolution #1213-17 is presented to the Board of Education for adoption, to proclaim the month of March 2013 as Arts Education Month in Santee School District. and encouraging all schools to participate in celebrating the arts with meaningful activities and programs for students, teachers, and the public.

RECOMMENDATION:

The Superintendent recommends that the Board of Education adopt Resolution #1213-17 proclaiming March 2013 as Arts Education Month in Santee School District.

FISCAL IMPACT:

Santee School District provides art instruction through the Arts Attack program that is fully funded through donations from the Santee School District Foundation.

STUDENT ACHIEVEMENT:

Arts education fosters cross-cultural understanding, increases academic achievement, and better prepares students to be innovative in the 21st Century globally competitive world.

Item E.1.1.

**Santee School District
Resolution #1213-17**

Resolution Proclaiming March 2013 as Arts Education Month in Santee School District

WHEREAS, Arts education, which includes dance, music, theatre, and the visual arts, is an essential and integral part of basic education for all pupils in prekindergarten, kindergarten, and grades 1 to 12, inclusive; and

WHEREAS, The arts are crucial to achieving a state educational policy that is devoted to the teaching of basic academic skills and lifelong learning capacities with the goal of truly preparing all children for success after high school regardless of gender, age, economic status, physical ability, or learning ability; and

WHEREAS, A systematic, substantive, and sequential visual and performing arts curriculum addresses and develops ways of thinking, questioning, expression, and learning that complement learning in other core subjects, but that is unique in what it has to offer; and

WHEREAS, Pupils benefit from arts learning in the areas of cultural understanding, readiness for learning and creative thinking, cognitive outcomes, emotional intelligence and expression, social interaction and collaboration, and preparation for the workplace and lifelong learning; and

WHEREAS, Arts education in California is mandated for pupils in grades 1 to 12, inclusive, by Sections 51210 and 51220 of the Education Code providing the adopted course of study shall include instruction in visual and performing arts, including instruction in the subjects of dance, music, theatre, and visual arts, aimed at the development of aesthetic appreciation and the skills of creative expression; and

WHEREAS, The arts are recognized as part of a quality education, and the University of California and the California State University have instituted a policy that includes visual and performing arts as college preparatory subjects for all high school pupils wishing to enter California's institutions of higher education; and

WHEREAS, Many national and state professional arts education associations hold celebrations in the month of March, giving California schools a unique opportunity to focus on the value of the arts for all pupils, to foster cross-cultural understanding, to give recognition to the state's outstanding young artists, and to enhance public support for this essential part of the curriculum;

WHEREAS, during the month of March, the Santee School District will formally recognize parents, community members, and other volunteers for their support and participation in arts instruction for our students.

Therefore, be it resolved that the Santee School District Board of Education proclaims the month of March 2013 as Arts Education Month in Santee School District and encourages all schools to participate in celebrating the arts with meaningful activities and programs for pupils, teachers, and the public that demonstrate learning and understanding in the visual and performing arts, and urges all residents to become interested in and give full support to quality school arts programs for children and youth.

PASSED AND ADOPTED on this 5th day of March, 2013 by the Board of Education of the Santee School District of San Diego County, California by the following vote:

AYES: NOES: ABSENT:

Dustin Burns, Clerk of the Board

March 5, 2013
Date

Discussion and/or Action Item E.2.1. Approval of Second Period Interim Report
Prepared by Karl Christensen
March 5, 2013

BACKGROUND:

Assembly Bill 2861, which became effective January 1, 1987, requires that school districts prepare and submit interim financial reports so that governing boards, the State Controller, and the Superintendent of Public Instruction are informed of school districts' financial conditions for the current and future years. The Board of Education is required to designate either a positive, qualified, or negative certification regarding the District's ability to meet its financial obligations for the current year and two subsequent years.

Provided for the Board's review and approval is the Second Interim Report as of January 31, 2013, for the Santee School District. The projection for the unrestricted General Fund includes a beginning balance of \$8,858,416, anticipated income of \$37,186,959, anticipated outgo of \$37,221,842, and a projected ending balance on June 30, 2013, of \$8,823,534. Copies of the interim report for the public's review will be available at the meeting or upon a request to the Fiscal Services department.

The District is designating a positive certification for the second interim.

RECOMMENDATION:

It is recommended that the Board of Education approve a positive certification for the Second Interim Report regarding the District's ability to meet its financial obligations for the 2012-13 fiscal year and two subsequent fiscal years.

This recommendation supports the following District goal:

Fiscal Accountability

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

FISCAL IMPACT:

The fiscal impact is summarized on the table below:

Item	2011-12		2012-13		2013-14		2014-15	
	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
Beginning Fund Balance	10,121,507	245,571	\$8,858,417	\$274,581	\$8,823,534	\$247,673	\$7,901,612	\$158,072
Audit Adjustments	(212,823)							
Total Income	\$37,421,338	\$8,527,936	\$37,186,959	\$8,417,296	\$37,229,245	\$8,140,335	\$37,229,245	\$8,140,335
Total Outgo	\$38,471,606	\$8,498,926	\$37,221,842	\$8,444,204	\$38,151,167	\$8,229,937	\$39,681,181	\$8,145,133
Change in Fund Balance	(\$1,050,268)	\$29,010	(\$34,883)	(\$26,908)	(\$921,922)	(\$89,602)	(\$2,451,936)	(\$4,798)
Ending Fund Balance	\$8,858,417	\$274,581	\$8,823,534	\$247,673	\$7,901,612	\$158,072	\$5,449,676	\$153,274
Undesignated/Unappropriated	\$6,243,780	\$0	\$6,603,521	\$0	\$5,658,143	\$0	\$3,160,846	\$0
Economic Uncertainty Reserve	\$1,409,116		\$1,369,981		\$1,391,433		\$1,434,789	
Fund 17 Reserve	\$2,852,269		\$2,864,269		\$2,881,454		\$2,898,743	
Total Reserves	\$10,505,165		\$10,837,771		\$9,931,030		\$7,494,378	
Reserve as % of Expenditures	22.37%		23.73%		21.41%		15.67%	

STUDENT ACHIEVEMENT IMPACT:

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

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

In 2008-09, in response to declining State revenues, the State enacted changes to various categorical programs allowing full flexibility for use of the funds in the Unrestricted General Fund. One of the funding sources affected by categorical flexibility was Deferred Maintenance funds.

Prior to 2008-09, the State provided funding for this program and required school districts to essentially match the amount dollar for dollar. These funds were restricted to use for major repair and replacement of school facility systems, hazard abatement, and interior and exterior painting of school buildings. As a condition for receiving the funds, school districts were required to develop and maintain a 5-Year Deferred Maintenance Plan delineating financial needs in the following major areas:

- Plumbing
- Heating and Air Conditioning Systems (HVAC)
- Electrical Systems
- Roofing
- Fencing
- Asphalt/Pavement
- Flooring Systems
- Painting

These funds and projects are separate and distinct from the Routine Restricted Maintenance Account (RRMA) which is solely a required transfer from the General Fund for routine repairs and upkeep of school facilities. Prior to 2008-09, the required transfer was a minimum of 3% of total General Fund outgo. With the enactment of Categorical Flexibility, the minimum transfer requirement was reduced to 1%. However, since the majority of RRMA funds are spent for salaries and benefits for Maintenance Workers, it is often impractical for a school district to use full flexibility for RRMA. Currently, the District has budgeted 2.26% for RRMA expenditures.

The Categorical Flexibility that suspends the requirements of the Deferred Maintenance Program expires in 2015-16. The Governor's January State Budget proposal contains a provision to roll the State's Deferred Maintenance payment into the new Local Control Funding Formula (LCFF). If enacted as proposed, this would allow local school boards to decide how much, if any, of the LCFF funds to set aside for Deferred Maintenance projects.

The amount provided by the State to the District under the Deferred Maintenance Program is \$229,818. Prior to 2008-09, this would have required a dollar for dollar

match from the District thereby making approximately \$458,000 available annually for Deferred Maintenance Projects. Unless Deferred Maintenance funds are removed from the LCFF and deemed restricted, the decision of how much to assign for Deferred Maintenance Projects will continue for at least the short term, either due to continuing Categorical Flexibility or LCFF implementation.

At the January 29, 2013 Board Budget Workshop, Administration presented information regarding probable Deferred Maintenance needs over the next 5 years. Needs in the amount of \$10.8 million were identified, some of which were originally planned for using Capital Improvement Program funding.

For 2012-13, the District transferred \$240,000 for Deferred Maintenance needs and all will be expended for asphalt repairs. Administration would like the Board to engage in a discussion to determine the amount of Deferred Maintenance allocation to budget for 2013-14 and subsequent years.

RECOMMENDATION:

It is recommended that the Board of Education provide administration with direction on the amount of Deferred Maintenance allocation to budget for 2013-14 and subsequent years.

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 varies, depending on Board direction.

STUDENT ACHIEVEMENT IMPACT:

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

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

At the May 1, 2012 and August 21, 2012 meetings, Administration provided information to the Board of Education regarding the Castlerock Project, a planned 430-unit Master Planned community in the northwest section of the District off of Mast Blvd.

The project is currently in the Carlton Oaks School attendance area. Based on the School Facilities Needs Analysis completed in April 2011, the following data is pertinent to the Castlerock Project:

- Student generation rate for single-family detached homes:
 - Elementary = 0.333
 - Middle School = 0.12
 - Combined = 0.453
- 430 homes at 2,013 average square feet each = 865,583 square feet
- Expected number of students = 195
- Preliminary expected number of additional classrooms needed = 8

The District has had several preliminary discussions with Pardee Homes regarding mitigation of impacts to school facilities. Pardee put forth the idea of exploring use of a Community Facilities District (CFD) as a mitigation method and the Board gave direction to allow further exploration.

CFDs are beneficial to a Developer as it essentially transfers financial obligation for school impacts from the Developer to the homeowner through annual assessment of a Special Tax on each property. This method can also be beneficial to a school district by generating additional revenue for needed school facilities. It may also allow construction of school facilities earlier than may be possible from normal Developer Fee collections. Rather than waiting until permits are pulled for receipt of Developer Fees, a school district can issue debt instruments using the future annual Special Taxes as a revenue stream for debt service payments in order to fund construction of school facilities.

There can be significant disadvantages to CFDs however. These include:

- Increased administrative oversight for establishment and on-going management of the CFD
- Requirement to extend “priority attendance” to homeowners within the school(s) of residence of the CFD
- Requirement to establish and monitor a detailed plan of how the CFD funds will be spent at the school of residence and for which projects
- Increased homeowner scrutiny of the use of funds for provision of school facilities

Administration will provide a report on enrollment projections, school capacities, and probable scenarios for collection of Developer Fees vs. CFD financing for the Castlerock Project.

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:

Developer Fees for the Castlerock project are estimated at \$1.8 million. The amount of revenue that could be generated from a CFD depends upon the structure negotiated.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item E.2.3.
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Discussion and/or Action Item E.2.4.
Prepared by Karl Christensen
March 5, 2013

Authorization to Apply for Grant
to Build Kindergarten Fitness Zone
at Carlton Hills School

BACKGROUND:

Numerous playgrounds and structures were scheduled for replacement with the Capital Improvement Program (CIP) plan initiated in 2006. To date, the Kindergarten play structure at Carlton Hills School is the only remaining structure not yet completed. Unfortunately, due to diminishing CIP funds, this project has been put on hold for quite some time.

Staff recently became aware of a non-profit organization named Kaboom that provides grant opportunities to build parks, playgrounds, and fitness zones across the United States. To date they have built over 2,000 play and fitness structures positively impacting an estimated 5.5 million children. Their core beliefs are as follows:

- Constructing innovative, kid-inspired play spaces, using a community-build model that improves the well-being of the children we serve as well as the neighborhoods in which they live.
- Sharing the knowledge and tools needed for anyone to find, improve, and/or build playgrounds on their own.
- Building a broad movement driven by research, analysis, policy, and community engagement.

Kaboom has installed fitness/play zones at schools in Lakeside and Spring Valley. Kaboom recently approached the District and offered a grant opportunity. They normally prefer to target areas with low income and a high ratio of children on free/reduced meal status. Kaboom has indicated that Carlton Hills School is a viable candidate for the grant. Their selection criteria includes the following:

- Demonstrated need in the community
- Anticipated impact that the project will have on the community
- Impact on low income areas
- Capacity to engage the community in planning and building the project
- Capacity to generate the matching funds to support and complete the build within the time frame of the grant period
- Demonstrated enthusiasm for this project and commitment to fulfill requirements

Kaboom has provided the following items for consideration:

- Build day would be scheduled for a Saturday in July 2013.
- Kaboom estimates the cost of the entire project to be around \$85,000. The District would be asked to contribute \$8,500 plus breakfast and lunch for volunteers.

- More than one fitness zone could be constructed at Carlton Hills School.
- The District would be responsible for obtaining the services of volunteers. Pathways Church has already indicated a desire to participate in the project.
- There would be two preparation days scheduled prior to the Build day at which approximately 30 volunteers would be needed.
- On Build day, 100 to 125 volunteers plus children would be needed.
- A planning day would be scheduled approximately two months before Build Day

Staff is exploring various options to reduce the amount the District would have to contribute including:

- Submitting for a Chargers Grant
- Obtaining donations from a student jog-a-thon and/or District vendors

Administration requests approval to apply for the grant from Kaboom.

RECOMMENDATION:

It is recommended that the Board of Education authorize administration to apply for a grant from Kaboom to build a new Kindergarten fitness zone at Carlton Hills School.

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 grant is valued at \$85,000, of which the District would be required to provide \$8,500 plus the costs for breakfast and lunch for approximately 125 volunteers on build day.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item E.2.4.
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Discussion and/or Action Item E.2.5.
Prepared by Karl Christensen
March 5, 2013

Update on Strategic Action Plan Objectives for
Fiscal Accountability

BACKGROUND:

The Strategic Action Plan Team for Fiscal Accountability is working on six objectives over the next two years. These are:

- 1) Develop a Budget Reserve Policy
- 2) Develop a Fiscal Priorities List to guide budget decision making
- 3) Explore the use of water wells to save on operational costs
- 4) Explore the use of a grant writer to increase local revenue
- 5) Identify additional cost savings measures for Transportation
- 6) Conduct an audit of utility bills to identify potential savings

Staff will provide an update on progress for Fiscal Accountability objectives and seek any needed additional Board direction.

RECOMMENDATION:

It is recommended that the Board of Education provide any needed additional direction for Fiscal Accountability objectives.

This recommendation supports the following District goal:

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:

There is no fiscal impact at this time.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item E.2.5.
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Discussion and/or Action Item E.3.1. Approval of Comprehensive School Safety Plans
Prepared by Dr. Stephanie Pierce
March 5, 2013

BACKGROUND:

California Education Code Section 32288 requires that each school district annually approve the comprehensive school safety plans. The Code also requires that each school site council develop and approve the school safety plan.

Presented for approval are the School Safety Plans for Cajon Park, Carlton Hills, Carlton Oaks, Chet F. Harritt, Hill Creek, Pepper Drive, PRIDE Academy at Prospect Avenue, Rio Seco, and Sycamore Canyon Schools. The plans contain specific action plans as well as clearly stated School Safety Strategies. Additionally, each plan contains the requirements of Education Code Section 32282 (a), namely:

- Conduct an assessment of the current status of crime committed at schools
- Identify appropriate strategies and programs that will provide or maintain a high level of school safety
- Child abuse reporting procedures
- Disaster procedures
- Policies pursuant to the Education Code for students serious acts that would lead to suspension and expulsion
- Procedures to notify teachers of dangerous pupils
- A discrimination and harassment policy
- Provision of a student dress code that prohibits “gang-related” apparel
- Procedures for safe ingress and egress of pupils, parents and school employees to and from school
- A safe and orderly environment conducive to learning
- District rules on student discipline, and
- Hate crime reporting procedures.

While each school has its own plan, School Site Councils drew from and referenced appropriate parts of the District Parent Handbook, school parent handbook, school student handbook, various governing board policies/administrative regulations as appropriate, and the School Emergency Response Procedures document otherwise known as the Red Book. In the interest of minimizing cost, these documents were not copied for each school for the board agenda; a copy of each document will be available at the board meeting for Board or audience review.

RECOMMENDATION:

Administration recommends that the Board of Education approve the comprehensive school safety plans.

This recommendation supports the following District goals:

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

FISCAL IMPACT:

There is no significant cost to the implementation of the procedures outlined in the safety plans.

ACADEMIC ACHIEVEMENT IMPACT:

The plan describes a process for insuring school safety, and thereby, also insures that student and staff enjoy a safe school learning environment.

Motion: _____ Second: _____ Vote: _____ Agenda Item E.3.1.

Discussion and/or Action Item E.4.1. Adoption of Resolution No. 1213-16 to Layoff/Reduce Work Hours/Year of Identified Classified Non-Management Positions

Prepared by Minnie Malin
March 5, 2013

BACKGROUND:

Due to the loss of two (2) 8th grade students requiring 1:1 assistance, two (2) Instructional Assistant, Special Ed II positions will no longer be required for the 2013-2014 school year.

In addition, due to the lack of a secured funding source at PRIDE Academy School, administration is recommending the reduction of two (2) Instructional Assistant I positions effective June 1, 2013; and one (1) Community Liaison position for the 2013-2014 school year.

Many of the affected employees will have bumping rights; however, some employees will receive a 60-day notice of layoff and be placed on a reemployment list for no less than 39-months.

RECOMMENDATION:

Administration supports the following recommendation:

Reduce

- Two (2) Instructional Assistant, Special Ed II positions effective June 20, 2013.
- Two (2) Instructional Assistant I positions effective June 1, 2013.
- One (1) Community Liaison position effective June 20, 2013.

FISCAL IMPACT:

The annual savings to the general fund as a result of reducing Two (2) Instructional Assistant, Special Ed II positions will be \$59,963. Encroachment to PRIDE Academy's Title I and SLIB funding will be decreased by \$21,570, as a result of reducing the three (3) identified positions.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.4.1.

SANTEE SCHOOL DISTRICT

Resolution No. 1213-16

WHEREAS, when a bona fide reduction or elimination of funds or services occurs within a school district, classified employees shall be subject to reduction of hours for either lack of work or lack of funds;

WHEREAS, the elimination of certain services being performed by the classified staff has resulted in an elimination of work;

WHEREAS, due to lack of funds and/or lack of work, the Board finds that it is in the best interest of this school district that certain services be eliminated and/or reduced in work hours:

Reduce

- Two (2) Instructional Assistant, Special Ed II positions effective June 20, 2013.
- Two (2) Instructional Assistant I positions effective June 1, 2013.
- One (1) Community Liaison position effective June 20, 2013.

BE IT FURTHER RESOLVED that the Board authorizes the District Superintendent to give notice to the affected classified employees that their position will be eliminated and/or reduced in work hours/year pursuant to applicable provisions of the Education Code of the State of California, and the negotiated agreement with California School Employees Association Article XI, (Layoff, Reemployment, Involuntary Reduction in Hours, and the Impacts and Effects of Such Matters), such notice to be given sixty (60) days prior to the effective date of reduction/layoff as set forth above.

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board of the Santee School District on the 5th day of March 2013, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

Dated 3/5/13

Clerk, Board of Education

BOARD POLICIES AND BYLAWS Item F.

Board Policies and Bylaws Item F.1.1.
Prepared by Cathy A. Pierce, Ed.D.
March 5, 2013

First Reading: Revised Board Policy 1312.3
Uniform Complaint Procedures

BACKGROUND:

Revised Board Policy 1312.3 Uniform Complaint Procedures is presented to the Board of Education in a first reading. The revisions were required by AB 9, known as Seth's Law, to assure school districts' compliance to applicable state and federal laws and regulations regarding unlawful harassment, intimidation, and bullying against any protected group as identified under Education Code 200 and 220 and Government Code 11135.

The revision includes the addition of harassment, intimidation, and/or bullying where appropriate and will address complaints filed alleging failure to comply with such laws.

This revision also includes requirements by AB 1575 for school districts to adopt procedures addressing the use of the Uniform Complaint Procedure to resolve student fees disputes. School districts are required to include information regarding the prohibition of student fees and the applicability of the Uniform Complaint Procedure in the annual notice provided to students and their families.

The draft of revised Administration Regulation 1312.3 is attached for Board review.

RECOMMENDATION:

Revised Board Policy 1312.3 Uniform Complaint Procedures is presented for a first reading. No action is requested at this time.

FISCAL IMPACT:

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

STUDENT ACHIEVEMENT:

Effective governance has a positive impact on student achievement.

Motion:

Second:

Vote:

Agenda Item F.1.1.

UNIFORM COMPLAINT PROCEDURES**DRAFT**

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. (5 CCR 4620)

The district shall follow uniform complaint procedures ~~when addressing to resolve any~~ complaints alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of ~~against any~~ protected group as identified under Education Code 200 and 220 and Government Code 11135. (5 CCR 4610) or based on association with a person or group of a protected group.

Uniform complaint procedures shall also be used when addressing complaints alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, and special education programs. (5 CCR 4610)

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and mis-assignments shall be investigated pursuant to the district's Williams uniform complaint procedure (AR 1312.4).

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the all parties and the integrity of the process. ~~This may include keeping~~ As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designee may keep the identity of the complainant confidential, as appropriate and except to the extent that the investigation of the complaint is not obstructed. ~~necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case by case basis.~~

The Board prohibits any form of retaliation against any complainant in the complaint process, ~~including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination.~~ Such Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32289 School safety plan, uniform complaint procedure

35186 Williams uniform complaint procedure

41500-41513 Categorical education block grants

48985 Notices in language other than English

49010-49013 Student Fees

49060-49079 Student records

49490-49590 Child nutrition programs

52160-52178 Bilingual education programs

52300-52490 Career-technical education

52500-52616.24 Adult schools

52800-52870 School-based coordinated programs

54000-54028 Economic impact aid programs

54100-54145 Miller-Unruh Basic Reading Act

54400-54425 Compensatory education programs

54440-54445 Migrant education

54460-54529 Compensatory education programs

56000-56867 Special education programs

59000-59300 Special schools and centers

64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

6301-6577 Title I basic programs

6601-6777 Title II preparing and recruiting high quality teachers and principals

6801-6871 Title III language instruction for limited English proficient and immigrant students

7101-7184 Safe and Drug-Free Schools and Communities Act

7201-7283g Title V promoting informed parental choice and innovative programs

7301-7372 Title V rural and low-income school programs

Policy adopted: February 17, 2009

Revised: _____

SANTEE SCHOOL DISTRICT

Santee, California

UNIFORM COMPLAINT PROCEDURES

DRAFT

Except as the Governing Board may otherwise specifically provide in other Board policies, the uniform complaint procedures shall be used only to investigate and resolve complaints alleging violations of federal or state laws or regulations governing specific educational programs, the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and unlawful discrimination, harassment, intimidation, or bullying, as specified in accompanying Board policy.

The district's uniform complaint procedures policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language.

Compliance Officers

The Governing Board designates the following compliance officer to receive and investigate complaints and to ensure district compliance with law:

Superintendent
9625 Cuyamaca St., Santee, CA 92071
619-258-2304

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

Notifications

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties.

The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints

UNIFORM COMPLAINT PROCEDURES (continued)

2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process ~~pursuant to Education Code 262.3~~, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:
 - a. The district is primarily responsible for compliance with applicable state and federal laws and regulations governing educational programs
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline
 - c. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying complaint must be filed not later than six months from the date the alleged discrimination occurred, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying
 - d. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 days of receiving the district's decision
 - e. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision

Procedures

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs

Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

UNIFORM COMPLAINT PROCEDURES (continued)

All complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of the district's alleged noncompliance with federal or state laws or regulations governing educational programs. ~~by the district~~

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. ~~unlawful discrimination.~~ A The complaint ~~alleging unlawful discrimination~~ shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 calendar days.

A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. The complaint shall be presented to the compliance officer who shall maintain a log of complaints received. ~~providing each with a code number and a date stamp.~~

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.

Step 2: Mediation

Within ~~seven working~~ three business days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If ~~the complainant~~ all parties agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging discrimination, harassment, intimidation, or bullying, ~~complaint~~ the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

UNIFORM COMPLAINT PROCEDURES (continued)

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

Within 10 calendar days of receiving the complaint, the complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint. The compliance office also shall collect all documents and interview all witnesses with information pertinent to the complaint.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, or ~~his/her~~ failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with the law, the district's refusal to shall provide the investigator with access to records and/or other information related to the allegation in the complaint and shall not in any way obstruct the investigation. ~~or its~~ Failure or refusal of the district to cooperate in the investigation ~~or its engagement in any other obstruction of the investigation,~~ may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Step 4: Response

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

UNIFORM COMPLAINT PROCEDURES (continued)

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initial receipt the complaint or within the time period that has been specified in a written agreement with the complainant.

Step 5: Final Written Decision

The district's decision shall be in writing and sent to the complainant.

The district's decision shall be written in English and when required by Education Code 48985, in the complainant's primary language. ~~in the language of the complainant whenever feasible or as required by law.~~

For all complaints, the decision shall include:

1. The findings of fact based on the evidence gathered
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition
5. Corrective actions, if any are warranted
6. Notice of the complainant's right to appeal the district's decision within 15 days to the CDE and procedures to be followed for initiating such an appeal

In addition, and decision concerning a ~~For~~ discrimination, harassment, intimidation, or bullying complaints, based on state law, shall include a notice that the complainant must wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies (Education Code 262.3)

If a student or employee or is disciplined as a result of the investigation of a complaint, the decision shall simply state that effective action was taken and that the student or employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

UNIFORM COMPLAINT PROCEDURES (continued)

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges is found to have merit, the district shall provide a remedy to all affected students and parents/guardians, which, where applicable, shall include reasonable efforts to ensure full reimbursement to them.

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the district's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision.

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE:

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file, including but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

UNIFORM COMPLAINT PROCEDURES (continued)

For complaints alleging discrimination, harassment, intimidation, and bullying, based on state law, ~~complaints however~~ a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. ~~The moratorium does not apply to injunctive relief and is applicable only if~~ provided the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law.

Regulation approved: February 17, 2009
Revised: _____

SANTEE SCHOOL DISTRICT
Santee, California

BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS Item G.

Agenda Item G.

CLOSED SESSION Item H.

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

The Board will go into Closed Session to discuss:

1. **Conference with Labor Negotiator** (Govt. Code § 54956.8)
Agency Negotiator: Karl Christensen, Assistant Superintendent
Employee Organizations: Santee Teachers Association

2. **Conference with Labor Negotiator** (Govt. Code § 54956.8)
Purpose: Negotiations
Agency Negotiator: Karl Christensen, Asst. Superintendent
Employee Organization: Classified School Employees Association

RECONVENE TO PUBLIC SESSION Item I.

ADJOURNMENT Item J.