



Santee School District

SCHOOLS:

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

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

BOARD OF EDUCATION REGULAR MEETING AGENDA March 15, 2016

District Mission

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

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D. CONSENT ITEMS	15
<i>Items listed under Consent are considered to be routine and are acted on by the Board with a single motion. There is no discussion of these items prior to the Board vote unless a member of the Board, staff, or public requests specific items be considered separately. Request to speak cards should be submitted in advance.</i>	

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

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

Superintendent

- 1.1. Approval of Minutes** 16
It is recommended that the Board of Education approve meeting minutes with any necessary modifications.

Business Services

- 2.1. Approval/Ratification of Travel Requests** 26
It is recommended that the Board of Education ratify the authorization granted to personnel requesting out-of-district travel as listed in the item.
- 2.2. Approval/Ratification of Expenditure Warrants** 28
It is recommended that the Board of Education approve and ratify the expenditure warrants for the month of February 2016.
- 2.3. Approval/Ratification of Purchase Orders** 30
It is recommended that the Board of Education approve and ratify purchase orders for the month of February 2016 as presented in the item.
- 2.4. Approval/Ratification of Revolving Cash Report** 39
It is recommended that the Board of Education approve/ratify revolving cash checks as listed.
- 2.5. Acceptance of Donations** 41
It is recommended that the Board of Education accept donations listed in the item and authorize letters of appreciation to be sent on behalf of the Board.
- 2.6. Approval of Consultants and General Service Providers** 42
It is recommended that the Board of Education approve agreements with Consultants and General Service Providers as presented.
- 2.7. Authorization to Purchase Frozen Foods from Leabo Foods through a Piggyback Bid** 44
It is recommended that the Board of Education approve food purchases from Leabo Foods through the Val Verde School District Piggyback bid.
- 2.8. Approval of Agreement with Webb Cleff Architects and Engineering, Inc. for Design Services for the District Office HVAC, Ceiling, and Lighting Replacement** 45
It is recommended that the Board of Education approve Webb Cleff Architects & Engineering, Inc. to revise plans for the District Office HVAC, Ceiling, and Lighting Replacement Project.
- 2.9. Authorization to Utilize the CUPCCAC Informal Bidding Process for Deferred Maintenance Projects** 46
It is recommended that the Board of Education authorize utilizing the CUPCCAC process to seek informal bids for certain 2016-17 Deferred Maintenance Projects. Separate items will be brought back to the Board for consideration of contract award at future meetings.

Educational Services

- 3.1. Adoption of Resolution #1516-20 Designating Personnel as Licensing Representatives for State Preschool** 48
It is recommended that the Board of Education adopt Resolution #1516-20, designating personnel as Licensing representative with signature rights as Community Care Licensing Liaisons for the licensee.

3.2.	<u>Approval of Local Education Agency (LEA) Plan Revision for 2015-2020</u>	50
	It is recommended that the Board of Education approve the Local Education Agency (LEA) Plan Revision for 2015-2020.	
Human Resources/Pupil Services		
4.1.	<u>Personnel, Regular</u>	52
	It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations, and dismissals.	
4.2.	<u>Approval to Increase Work Hours for Classified Non-Management Positions</u>	54
	It is recommended that the Board of Education approve the increase in work hours for classified non-management positions.	
E.	DISCUSSION AND/OR ACTION ITEMS	55
	<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>	
Human Resources/Pupil Services		
1.1.	<u>Ratification of Employer-Employee Collective Bargaining Tentative Agreements between Santee School District and California School Employees Association and its Chapter #557 (CSEA)</u>	56
	It is recommended that the Board of Education ratify the tentative agreements between Santee School District and California School Employees Association and its Chapter #557 (CSEA).	
Superintendent		
2.1.	<u>Approval of Sycamore Canyon Cougar Coup</u>	88
	It is recommended the Board of Education approve the Sycamore Canyon Cougar Coup project.	
2.2.	<u>Approval of Stakeholder Feedback and Prepared Leadership Development Project</u>	89
	It is recommended that the Board of Education approve the Stakeholder Feedback and Prepared Leadership Development Project.	
2.3.	<u>Approval to Purchase Canopies for Schools</u>	91
	It is recommended that the Board of Education approve the purchase of canopies for the schools.	
2.4.	<u>Approval of Management and Confidential Employee Salary Increase</u>	92
	It is recommended that the Board of Education approve the salary increase for Management and Confidential employees.	
2.5.	<u>Approval of Superintendent Salary Increase</u>	93
	It is recommended that the Board of Education approve the Superintendent's salary increase for 2015-2016 and 2016-17 as stipulated in her contract.	
F.	BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS	94

G. CLOSED SESSION

94

1. **Public Employee Discipline/Dismissal/Release** (Gov. Code § 54957)
2. **Conference with Legal Counsel – Anticipated Litigation** (Gov. Code § 54956.9)
- One case
3. **Conference with Labor Negotiator** (Gov. Code § 54956.8)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Karl Christensen, Assistant Superintendent
Employee Organization: Santee Teachers Association (STA)
4. **Conference with Labor Negotiator** (Gov. Code § 54956.8)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Karl Christensen, Assistant Superintendent
Employee Organization: Classified School Employees Association (CSEA)
4. **Conference with Real Property Negotiators** (Govt. Code § 54956.8)
Property:
 - *Elliot Site #2 (Parcel #: APN 366 050 16 - east of landfill; North of West Hills High School – area commonly known as Camp Elliott)*
 - *10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)**Agency Negotiator: Karl Christensen, Assistant Superintendent*
5. **Public Employee Performance Evaluation** (Govt. Code § 54957)
Superintendent

H. RECONVENE TO PUBLIC SESSION

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I. ADJOURNMENT

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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 April 19, 2016, at 7:00 p.m., in the Douglas E. Giles Educational Resource Center. Santee School District complies with the Americans with Disabilities Act. If you require reasonable accommodations including alternate formats for this meeting, contact the Superintendent's Office at (619) 258-2304 at least two (2) days before the meeting date.

Members present:

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

ITEM A. OPENING PROCEDURES

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

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

3. Pledge of Allegiance

4. Approval of Agenda for the March 15, 2016, regular meeting

Agenda Item A.

Item B. REPORTS AND PRESENTATIONS

The following items are presented for Board information:

1. Superintendent's Report
 - 1.1. Developer Fees and Collection Report
 - 1.2. Use of Facilities Report
 - 1.3. Enrollment Report
 - 1.4. Claims Against the District
 - 1.5. Schedule of Upcoming Events
2. Spotlight on Learning: Carlton Hills School
3. Presentation: Sycamore Canyon Cougar Coup

Agenda Item B.

DEVELOPER FEES COLLECTION REPORT

2015-16

CUMULATIVE THROUGH MARCH 3, 2016

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

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

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

COM	RES	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
	X	8514 Sandstone Drive ***	07/08/15	336	\$0.00	CFH
	X	9907, 9909, 9911 Conejo Road	07/15/15	8,556	\$17,796.48	RS
X		9261 Mission Gorge Road	07/22/15	4,980	\$1,643.40	PA
	X	10128 El Nopal	08/11/15	1,164	\$2,421.12	CP
	X	9379 Willowgrove Ave.	08/19/15	679	\$1,412.32	CH
X		9121 Mission Gorge Rd.	09/08/15	5	\$1.65	PA
X		8824 Cottonwood Ave. ****	09/24/15	1,100	\$0.00	PA
	X	9818 Medina Dr.	09/25/15	657	\$1,366.56	CO
	X	10230 Casa Ct.	10/01/15	2,190	\$4,555.20	CP
	X	10232 Casa Ct.	10/01/15	2,332	\$4,850.56	CP
	X	10233 Casa Ct.	10/01/15	2,234	\$4,646.72	CP
	X	10244 Casa Ct.	10/01/15	2,190	\$4,555.20	CP
	X	10245 Casa Ct.	10/01/15	2,206	\$4,588.48	CP
	X	10248 Casa Ct.	10/01/15	2,332	\$4,850.56	CP
	X	10252 Casa Ct.	10/01/15	2,332	\$4,850.56	CP
	X	10256 Casa Ct.	10/01/15	2,332	\$4,850.56	CP
	X	10257 Casa Ct.	10/01/15	2,190	\$4,555.20	CP
	X	10260 Casa Ct.	10/01/15	2,332	\$4,850.56	CP
X		1840 Joe Crosson Dr.	10/15/15	5,564	\$1,836.12	PD
X		9720 Mission Gorge Rd. Ste G	10/19/15	2,000	\$660.00	RS
	X	8554 S. Slope Dr.	10/19/15	600	\$1,248.00	CFH
	X	9902 Via Nina (Refund for remodel never done)	11/13/15	1,555	(\$2,534.65)	RS
	X	9321 Whispering Leaves Ln.	11/30/15	666	\$1,385.28	CO
X		8157 Wing Ave.	12/17/15	1,279	\$422.07	PD
	X	Bushy Hills Drive	01/05/16	10,197	\$21,209.76	CFH
	X	9253 Carita Rd.	01/06/16	753	\$1,566.24	SC
X		8840, 8860, 8870 Magnolia Ave.	01/08/16	14,670	\$4,841.10	HC
X		8712 Magnolia Ave.	02/12/16	24,800	\$8,184.00	HC
X		11322 N. Woodside Ave.	02/19/16	78,759	\$25,990.47	PD
TOTAL PAGE 1					\$136,603.52	

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

** Fee Exempt - Senior / Elder Care Facility

*** Fee Exempt - Less than 500 square feet

**** Fee Exempt - Religious Facility

Requests For Use Of Facilities - March 15, 2016						
Group	Location	Date	Days	Time	Attendance	Fees Applied
Cajon Park Santana National Little League (Scorekeeper's Clinic)	Classroom	2/23/16	Tuesday	6:00 pm - 8:00 pm	10 - 15	
Carleton Hills STA (Meeting)	Classroom	2/25/16	Thursday	3:30 pm - 4:30 pm	30	
Carleton Oaks Pickwick Players (Theatre Rehearsals)	Multi-Purpose/Classroom	3/19/16 - 6/6/16	Mon - Sat	8:00 am - 10:00 pm	30	
PRIDE Academy (Prospect Avenue) CSEA (Chapter Meetings)	Multi-Purpose	1/14/16 - 12/8/16	Thursday	4:00 pm - 6:30 pm	30 - 60	
Rio Seco Santee Collaborative and City of Santee	Library	3/16/16	Wednesday	2:00 pm - 8:00 pm	15 - 20	

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

Santee School District
 ENROLLMENT REPORT
 3/11/2016
 Month 8 Week 3
 School Week 28

SCHOOL	EAK 5yo	TK	K	REGULAR ED								SPECIAL ED								Total All													
				Gr.1	Gr.2	Gr.3	Gr.4	Gr.5	Gr.6	Gr.7	Gr.8	K	Gr.1	Gr.2	Gr.3	Gr.4	Gr.5	Gr.6	Gr.7	Gr.8	03/11/16	03/06/15	# Diff	% Diff	03/11/16	03/04/16	# Diff						
Cajon Park	24	24	81	74	56	49	45	44	46	54	71	568	563	15	2.7%	3	3	3	4	4	5	1	4	6	33	33	0	0.0%	601	599	2		
Carlton Hills			76	77	66	84	76	97	83	115	107	781	762	19	2.8%	5	3	4	7	10	8	5	5	5	53	50	3	6.0%	834	834	0		
Carlton Oaks	24	22	94	86	72	55	55	71	55	65	41	640	586	54	9.2%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	640	638	2	
Chet F. Harritt	24	25	76	77	79	75	77	85	68	92	87	765	757	8	1.1%	0	0	6	4	1	2	4	0	0	17	15	2	13.3%	782	782	0		
Hill Creek		15	103	82	138	111	98	106	102	70	86	911	817	94	11.5%	0	0	0	0	0	1	0	1	0	4	5	6	-1	-16.7%	916	919	-3	
Pepper Drive	23	31	64	60	58	80	56	51	60	49	50	582	569	13	2.3%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	582	579	3	
Prospect Ave			100	109	116	115	117	85	100	107	85	934	934	0	0.0%	1	1	4	9	10	7	11	8	7	58	60	-2	-3.3%	982	997	-5		
Rio Seco	23		47	56	50	42	50	55	33	0	0	356	356	0	0.0%	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	356	357	-1		
Sycamore Canyon			741	711	737	724	688	700	658	653	642	6489	6306	181	2.9%	11	10	22	30	32	37	30	26	26	224	216	8	3.7%	6713	6715	-2		
SUBTOTAL	118	117	744	714	738	727	691	704	670	660	651	6534	6353	181	2.8%	11	10	23	30	33	30	31	26	27	229	221	8	3.6%	6763	6763	0		
Alternative School			3	3	1	3	3	4	8	4	4	33	35	-2	-5.7%																		
Santee Success												12	10	2	20.0%																		
NPS																																	
SUBTOTAL			3	3	1	3	3	4	12	7	9	45	45	0	0.0%																		
TOTAL	118	117	744	714	738	727	691	704	670	660	651	6534	6353	181	2.8%	11	10	23	30	33	30	31	26	27	229	221	8	3.6%	6763	6763	0		

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

SCHOOL	PK	EAK 4yo	Total All
Cajon Park	0	0	1010
Carlton Hills	0	1	602
Chet F. Harritt	0	0	640
Hill Creek	0	0	782
Prospect Ave	0	1	583
Sycamore Canyon	59	1	416
Total PK/EAK	59	3	

Total Enrollment Including PK	6825
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CLAIMS AGAINST THE DISTRICT

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

<u>CLAIM IDENTIFIER</u>	<u>SITE OF OCCURRENCE</u>	<u>DATE OF OCCURRENCE</u>	<u>DESCRIPTION/ACTION</u>
03152016-1	Rio Seco	October 20, 2015	Medical costs incurred related to YMCA chemical spill
03152016-2	Rio Seco	October 20, 2015	Medical costs incurred related to YMCA chemical spill

Schedule of Upcoming Events

Date	Event
March 11	DELAC; 9:00 a.m., ERC
March 15	Board Meeting; 7:00 p.m.
March 17	Budget Advisory Committee (BAC); 6:00 p.m., DO Conf. Room
March 21-April 1	Spring Break – School Closed
April 16 (Saturday)	Foundation 2016 Santee Aloha 5k Fun Run & Walk; 8a.m., Town Center Community Park
April 19	Board Meeting; 7:00 p.m.
May 3	Board meets with Student Forum; 6:00 p.m. Board Meeting; 7:00 p.m.
May 17	Board Meeting; 7:00 p.m.
May 25	Salute to Excellence; 5:30 (honoree reception); 6:00 p.m. (program); Carlton Oaks Country Club
May 30	Memorial Day Holiday – Schools and Departments Closed

Reports and Presentations Item B.2.
Prepared by Cathy A. Pierce, Ed.D.
March 15, 2016

Spotlight on Learning: Carlton Hills

BACKGROUND:

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

Tonight, Principal Jerelyn Lindsay, and her team, will highlight student learning at Carlton Hills School.

Agenda Item B.2.

Reports and Presentations B.3.
Prepared by Cathy A. Pierce, Ed.D.
March 15, 2016

Sycamore Canyon "Cougar Coop"

BACKGROUND:

Sycamore Canyon has embraced the idea of Environmental Sustainability as a cornerstone for delivering meaningful instruction to all students. The students and staff at Sycamore Canyon Elementary School propose to enrich the learning of the Common Core Curriculum and Next Generation Science Standards by having a chicken coop. They will study life cycles, the interdependence of organisms, the functionality of systems, the effects of small changes on ecosystems and more!

Tonight Principal Jeri Billick will present the Sycamore Canyon Cougar Coop project.

Item C. PUBLIC COMMUNICATION

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

Agenda Item C.

Item D. CONSENT ITEMS

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

Agenda Item D.

Consent Item D.1.1.
Prepared by Cathy A. Pierce, Ed.D.
March 15, 2016

Approval of Minutes

BACKGROUND:

Presented for Board approval –

- March 2, 2016, special meeting minutes
- March 1, 2016, regular meeting minutes
- March 1, 2016, special meeting minutes
- February 23, 2016, special meeting minutes

RECOMMENDATION:

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

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

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

March 2, 2016
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome

President Ryan called the meeting to order at 5:30 p.m.

Members present:

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

Administration present:

Dr. Cathy Pierce, Superintendent and Secretary to the Board

B. PUBLIC COMMUNICATION

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

C. BOARD EXECUTIVE COACHING WORKSHOP

The Board met with Dr. Patricia White for a team building workshop and discussed ways to enhance the effectiveness of the Governance team.

D. ADJOURNMENT

The March 2, 2016 special meeting was adjourned.

Dianne El-Hajj, Clerk

Cathy A. Pierce, Ed.D., Secretary

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

March 1, 2016
MINUTES

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

A. OPENING PROCEDURES

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

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

B. REPORTS AND PRESENTATIONS

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

Stephanie Southcott, Principal, thanked and introduced members of her Hill Creek team. Principal Southcott shared a video that depicted teacher collaboration and strong classroom instruction, kindergarten students developing presentations on their iPads, increased cognizant demand in student assignments, student engagement, and student hands-on learning. The Board expressed their gratitude to Hill Creek staff for their hard work and presentation.
3. **Spotlight: Chet F. Harritt STEAM School**

Andy Johnston, Principal, thanked and introduced the members of the Chet F. Harritt team. Mr. Johnston shared the development of the presentation was a team effort of staff, parents, and students. The presentation showed a rendition of the "Cheetah News" that portrayed integrated teaching and learning, enriching learning opportunities, community partnerships, and a caring and dedicated faculty going above

and beyond to reach every student. The Board commended the students for their hard work and narration of the video and thanked the staff for their hard work and making great things happen at Chet.

4. 2015-16 Trimester 1 District Assessment Results

Stephanie Pierce, Assistant Superintendent of Educational Services; Kristin Baranski, Director of Curriculum and Assessment; and Bonner Montler, Coordinator of Assessment and English Learners, presented District assessment results for Trimester 1. The presentation included an overview of multiple assessment measures, how these results relate to two District LCAP goals, and ongoing support for improving student learning.

C. PUBLIC COMMUNICATION

Erick Weiss, President of Weiss and Associates in El Cajon and Santee resident, shared he was pleased to be able to see the students' enthusiasm and teachers' hard work in the prior presentations. Mr. Weiss also addressed the Trimester 1 Assessment Results and mentioned he believed the scores could be increased by using the funds from the sale of the Santee School Site to provide additional resources in the classroom. He encouraged the Board to hire a broker to assist with the sale of the property. President Ryan explained the Board was unable to take any action on items not on the agenda and encouraged Mr. Weiss to work with Karl Christensen, Assistant Superintendent of Business Services.

D. CONSENT ITEMS

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

- 1.1. Approval of Minutes
- 2.1. Approval/Ratification of Travel Requests
- 2.2. Acceptance of Donations
- 2.3. Approval of Consultants and General Service Providers
- 2.4. Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)
- 2.5. E-Rate Competitive Bid Process: Selection of SEHI Computer Product Inc. as the Vendor for the District's Network Equipment
- 2.6. E-Rate Competitive Bid Process: Selection of Cox Communication, Inc. as the Vendor for the District's Wide Area Network Services
- 2.7. E-Rate Competitive Bid Process: Selection of Sprint Business as the Vendor for the District's Cellular (Wireless) Communication
- 2.8. Educator Effectiveness Funds Expenditure Plan
- 2.9. Approval to Submit Request for Allowance of Attendance Due to Emergency Conditions for Material Decrease in ADA Due to Power Outage at Sycamore Canyon School
- 3.1. Approval to Increase Contract Amount for Winkler Inspector Services, LLC for the Pepper Drive Admin/LRC Building Project
- 4.1. Approval of Affiliation Agreement with Idaho State University for Student Teacher Placement
- 5.1. Personnel, Regular
- 5.2. Adoption of Resolution No. 1516-19 for Non-Reelection of Temporary Certificated Employees
- 5.3. Approval of New Probationary Teachers

Member Burns moved approval of Consent Items.

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

E. DISCUSSION AND/OR ACTION ITEMS

Business Services

1.1. Approval of Second Interim Report

Mr. Christensen explained that while working on the Second Interim report and revising the budget, a significant accounting error was brought to his attention. The error resulted in expenditures for certificated salaries being higher by \$415,000 on an on-going basis than that included in the Multi-Year Projections previously presented to the Board. He explained that in August, a credit was booked to the budget to account for the estimated amount of savings for retirees who had retired from the District at the end of the 2014-15 school year and had been included in the 2015-16 Adopted Budget. The credit entry was \$415,000. Mr. Christensen explained the way these "plug figures" are supposed to work are as a retiree is removed from a position and a new staff member is added, the savings from each retiree replacement transaction is to be offset against the August credit entry; thereby eventually reducing it to zero. Unfortunately, these offsetting entries were not made thereby keeping the credit at its original value and causing the retiree savings to be "double-counted" at First Interim and in recent multi-year projections. When the error was discovered, staff searched through the budget to identify any areas where other errors may exist and looked for savings that would offset the error. Some savings were identified; thereby reducing the impact of the error to approximately \$350,000. Mr. Christensen mentioned he believed there were still some other areas of the budget where additional savings were expected to drop to the bottom line. However, there were some budgets that were close to maximum so it was best to wait until the net savings materialized at Estimated Actuals and Unaudited Actuals. Mr. Christensen apologized for the error and mentioned a new system had been established to download budget accounts at regular intervals and identify any with a negative budget amount or that do not have any expenditure or encumbrance transactions so they can be verified, and justified, or eliminated. He explained he believed this system would prevent a similar error from reoccurring.

Mr. Christensen shared information about the Second Interim report. He provided the Board with a snapshot of all District funds. Mr. Christensen mentioned the Change in Fund Balance in the Unrestricted General Fund was \$364,390; and \$403,685 in the Restricted General Fund. He mentioned the employee compensations had been factored. Mr. Christensen noted the Child Development Fund had a Change in Fund Balance of approximately \$4,123; the Cafeteria Fund had a negative Change in Fund Balance of \$72,714. He mentioned the projected fund balance in the Deferred Maintenance Fund was approximately \$337,001; and explained the goal was to end with some carryover to use in the upcoming Pepper Drive HVAC project. Special Reserve Fund 17 showed a Projected Fund Balance of \$2,895,789; a Projected Fund Balance of \$3,217,446 in Special Reserve Fund 40; a Projected Fund Balance of \$3,235,652; and a Projected Fund Balance of \$737,660 in Enterprise Fund 63.

Mr. Christensen made reference to the Projected Budget Summary handouts. He explained the first summary was for the Second Interim report. This included assumptions for 2015-16 based on the Governor's proposal; ADA estimates based on the P1 Report; Unduplicated Pupil Counts; 2015-16 and 2016-17 compensation increases for all employees; and the use of the Educator Effectiveness Funds for existing/planned expenditures. Mr. Christensen mentioned this report showed a reserve percentage of 19.78% in 2015-16; and an Estimated Structural Surplus of \$1,758,068. He explained the estimated Change in Fund Balance in 2016-17 showed a deficit of \$1,174,406; and a drop in reserve percentage to 17.32%. Mr. Christensen explained the 2017-18 and 2018-19 projections were based on estimates from the Department of Finance and School Services of California. The reserve percentage for 2017-18 is estimated at 15.56%; and 11.88% in 2018-19. He explained the projected Estimated Structural Surplus is estimated at a deficit of \$2,106,870; which is due to the anticipated end of Prop 30 funds.

Mr. Christensen mentioned the second summary handout included the Second Interim multi-year projections with the budget workshop augmentations. He explained this included the addition of the counselor, special education set-aside funds, and accounting assistant. President Ryan mentioned the second summary was provided for informational purposes only. Member Burns inquired if the proposed augmentations would be brought back for approval. Mr. Christensen

mentioned they would be brought back for approval at a subsequent meeting. Member Burns moved approval.

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

1.2. Approval of Monthly Financial Report

Mr. Christensen provided the financial report for cash and budget transactions through January 2016. The month of January ended with a general fund cash balance of \$13.9 million and the District will be able to meet all financial obligations with internal cash this fiscal year. Member Burns moved approval.

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

Human Resources/Pupil Services

2.1. Approval to Rescind Resignation

President Ryan asked Tim Larson, Assistant Superintendent of Human Resources/Pupil Services, to introduce the item. She mentioned a Request to Speak card had been submitted for this item and the speaker would follow the introduction. Mr. Larson explained an employee had submitted a retirement notification and since then has requested to rescind her notification. He referenced current Board Policy 4117.2 and mentioned discussion and action was at the discretion of the Board.

Cindy Wittbrodt, a teacher in the District since 1977, mentioned since she submitted her notification to retire, her circumstances had changed and asked the Board to allow her to rescind her notification.

Member El-Hajj asked if there were any other individuals in the same situation. Mr. Larson explained a CSEA employee was in a similar situation. However, the CSEA employee had already started collecting PERS; and Ms. Wittbrodt was still employed. Member Burns stressed his support of Ms. Wittbrodt and commended her for being a great teacher. He clarified that his vote tonight was not precedent setting and mentioned he understood circumstances change and that Board Policy allowed for this type of situation and Board discussion. Member El-Hajj moved approval.

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

Superintendent

3.1. California School Boards Association 2016 Delegate Assembly Election

Superintendent Pierce reported it was time to cast a unit vote to fill the vacancies in the CSBA Delegate Assembly. The Board asked for President Ryan's recommendation. She recommended voting for the incumbents. She clarified she did not see a need for multiple members from the same Board be elected to serve on Delegate Assembly. Member Burns moved to cast their unit vote for the incumbents to fill the vacancies for the CSBA Delegate Assembly Region 17 representatives. Member Levens-Craig moved approval.

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

F. BOARD POLICIES AND BYLAWS

1.1. Review of Administrative Regulation 1325 – Distribution of Advertising and Promotion for Organizations Outside Santee School District

Superintendent Pierce mentioned the Board had been reviewing Administrative Regulation 1325 and the latest draft was being presented for the Board's consideration. President Ryan mentioned the majority of the Board was in consensus to move forward with the Administrative Regulation as presented. Member Burns mentioned he objected the change and supported the Principals on not sending material home with students. Member El-Hajj inquired on the price for the use of Peachjar for flyer distribution. Lisa Arreola, Executive Assistant, explained it was a one-time fee of approximately \$100 per school and the organization wanting to distribute the flyer incurred the cost of distribution. The Board asked Member Fox to inquire on with the Santee Sports Council on their thoughts on electronic flyer distribution. Member El-Hajj mentioned this is something that can possibly be implemented in the upcoming year.

G. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

Superintendent Pierce reminded the Board of the upcoming LCAP Annual Review on Monday, March 7 at Rio Seco. She shared a draft of the agenda and mentioned the majority of the meeting would be reviewing the LCAP Executive Summary and providing the stakeholders an opportunity to provide input. President Ryan reminded the Board of their protocols and asked that they be listeners and not communicators during the LCAP Annual Review.

President Ryan made reference to material presented by Dr. Patricia White for the Board's 360-evaluation. She asked the Board to review the material before the meeting and mentioned the meeting would consist of the Board and Superintendent.

Member Burns mentioned his appreciation of Principals asking to discuss counselors during their meeting and the need for the Board to address and assess how the counseling services were dispersed throughout the District. President Ryan mentioned the LCAP Annual Review would be a good place to hear parent and teacher input on counseling services. Member Fox suggested the Board meet with the counselors.

Member El-Hajj mentioned she shared information from the Healthy Kids Initiative with the Wellness Committee. Since the report included data from 2010, she mentioned the committee decided to look at the Wellness policy to evaluate where the District currently stands.

Member Levens-Craig expressed her gratitude towards Suzie Martin for coordinating the Art Show; and to Administration for their support. Member Levens-Craig mentioned there were four District students who moved forward in the PTA Reflections competition and asked if they could be recognized at an upcoming Board meeting. President Ryan suggested they be recognized at the end of the year with the other student recognitions. Member Levens-Craig reported meeting with a few Santee Teacher Association members and shared it was a great meeting. She mentioned sharing her meeting notes with the Board members.

H. CLOSED SESSION

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

1. Public Employee Discipline/Dismissal/Release (Gov. Code § 54957)
2. Conference with Legal Counsel – Anticipated Litigation (Gov. Code § 54956.9)
- One Case
3. Conference with Labor Negotiator (Gov. Code § 54956.8)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Karl Christensen, Assistant Superintendent
Employee Organization: Santee Teachers Association (STA)

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

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

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

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

I. RECONVENE TO PUBLIC SESSION

J. ADJOURNMENT

With no further business, the regular meeting/budget workshop of March 1, 2016 adjourned at 10:17 p.m.

Dianne El-Hajj, Clerk

Cathy A. Pierce, Ed.D., Secretary

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

March 1, 2016
MINUTES

District Office Conference Room
9625 Cuyamaca Street
Santee, California

A. OPENING PROCEDURES

1. Call to Order and Welcome

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

Members present:

Barbara Ryan, President

Elana Levens-Craig, Vice President

Dianne El-Hajj, Clerk

Ken Fox, Member

Dustin Burns, Member

Administration present:

Dr. Cathy Pierce, Superintendent and Secretary to the Board

B. PUBLIC COMMUNICATION

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

C. MEETING WITH PRINCIPALS

The Board of Education will meet with Principals for discussion on the implementation of the District's major initiatives.

D. ADJOURNMENT

The March 1, 2016 special meeting was adjourned.

Dianne El-Hajj, Clerk

Cathy A. Pierce, Ed.D., Secretary

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

February 23, 2016
MINUTES

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

A. OPENING PROCEDURES

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

B. PUBLIC COMMUNICATION

There was no public communication.

C. CLOSED SESSION

1. Consideration of Student Matter (Ed. Code § 48918) Student #: 1-1516

The Board entered closed session at 6:05 p.m. for to discuss student discipline hearings for student #s 1-1516. This matter was heard by the Santee School Board Members, Barbara Ryan, Dianne El-Hajj, Dustin Burns, Ken Fox, and Elana Levens-Craig in closed session. Oral and documentary evidence was received. Following the presentation of evidence, President Ryan announced the Board members would deliberate and all other persons were asked to leave the room.

D. RECONVENE TO PUBLIC SESSION AND ADJOURNMENT

The Board reconvened to public session at 7:27 p.m.

ACTION TAKEN BY BOARD

It was motioned by Member Fox to expel student # 1-1516 from the Santee School District for violation of California Education Code Sections 48900 (h) Use of tobacco or possession of tobacco on school property and 48900(k) Disrupted school activities, and Santee School District Board Policy 5144.1: Students: Suspension and Expulsion/Due Process and Administrative Regulations 5144.1.

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

- Independent Study at the Educational Resource Center on assignments provided by a credentialed teacher. Student will be enrolled in a district program and is not allowed on any school campus.
- Maintain 2.0 GPA for scholarship, effort and citizenship performance.
- Participate in a counseling program for decision-making/peer pressure and drug/alcohol abuse prevention/treatment.
- Student offered and will surrender his X-box and skateboard to the District until successful completion of his rehabilitation plan.
- Student shall not participate in end-of-year special 8th grade activities.
- Complete all elements of this Rehabilitation Plan by June 22, 2016 and present documentation to verify completion.

A parent must meet with the Coordinator of Pupil Services by February 26, 2016, to review and sign the Rehabilitation Plan. If the parent fails to meet within the designated time and/or does not sign the Rehabilitation Plan, the student may be expelled without further Board action.

Motion: Fox

Second: El-Hajj

Vote: 4-1 (Member Burns)

E. ADJOURNMENT

The February 23, 2016 special meeting was adjourned at 7:30 p.m.

Dianne El-Hajj, Clerk

Dr. Cathy A. Pierce, Secretary

Consent Item D.2.1. Approval/Ratification of Travel Requests
Prepared by Karl Christensen
March 15, 2016

BACKGROUND:

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

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

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 \$3,761, with additional substitute costs of \$575, as disclosed on the following page.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.1.

Board Travel Report - March 15, 2016

Travel Dates	Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Travel
Various (4 dates)	Kristi Sheen Hope Baker Barbara Giddens Denise Leon Chante Gonzalez Vido	Ed Services Hill Creek Sycamore Canyon Carlton Hills Pepper Drive	Inclusion Support Specialist Certificate Series	San Diego	\$0 \$0 \$115 \$115 \$0	\$106 \$106 \$106 \$106	Out of School Time Out of School Time Out of School Time Out of School Time	This is a multi-day certificate series.
Thursday	Kay O'Hanlon	Rio Seco	#Teach Digital Seminar	San Diego	\$115	\$186	LCFF Site Allocation	The seminar's focus will be technology integration.
Friday	Tracy Thompson	Carlton Oaks	California Transcribers & Educators for the Blind & Visually Impaired Conference	San Diego	\$0	\$200	Superintendent's Office	Information will be provided to assist superintendents in navigating through continuing fiscal and accountability challenges.
Thursday	Dr. Cathy Pierce	Superintendent		San Diego	\$0	\$112	Professional Development	This conference provides an opportunity to collaborate with other educators on technology integration instructional strategies.
Saturday	Tiffany Brown Kristen Eveland Jennifer Rolf Stacy Roberts	Ed Services Ed Services Ed Services Ed Services	Future NOW! Conference	San Diego	\$0 \$0 \$0 \$0	\$112 \$112 \$112	Professional Development Professional Development Professional Development	
Tuesday	Adrienne Barker Stephanie Dow Tiffany Powell	Carlton Hills Rio Seco Cajon Park	Assessing Students	San Marcos	\$0 \$0 \$0	\$43 \$43 \$43	Special Education Special Education Special Education	This workshop will focus on law when assessing students.
Friday	Dr. Cathy Pierce Dr. Stephanie Pierce Karl Christensen Tim Larson Tory Long	Superintendent Asst. Superintendent Asst. Superintendent Asst. Superintendent Business Services	May Revise 2016 Workshop	Escondido	\$0 \$0 \$0 \$0 \$0	\$175 \$175 \$175 \$175	Superintendent's Office Educational Services Business Services Human Resources Business Services	This workshop will provide information about the Governor's May Revisions to the proposed State budget.
Travel Requests That Require Airfare, Overnight Stay, and/or Travel Outside of the State of California								
Thurs-Sat 03/17/16 - 03/19/16	Molly Maloy	Hill Creek	CUE Conference	Palm Springs	\$230	\$506	LCFF Site Allocation	This conference for computer using educators will focus on technology integration in the classroom.
Friday	Tracy Thompson	Carlton Oaks	California Transcribers & Educators for the Blind & Visually Impaired Conference	Los Angeles	\$0	\$311	Professional Development	This conference will provide information for educators of the visually impaired.
Thursday	Terry Johnson	Rio Seco	Literacy Conference	Fresno	\$0	\$576	LCFF Site Allocation	This conference will provide instructional strategies for formative assessment.

Consent Item D.2.2. Approval/Ratification of Expenditure Warrants
 Prepared by Karl Christensen
 March 15, 2016

BACKGROUND:

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

Commercial Warrants issued for the period of February 2016:

<u>Fund #/Name</u>	<u>Warrant #'s</u>	<u>Amount</u>
03/06 General	12-462206 TO 12-465564	\$1,277,559.44
09 00	N/A	\$0.00
12 06	12-463432 TO 12-463433	\$496.87
13 00	12-462249 TO 12-465565	\$105,917.75
14 00	12-462271 TO 12-464818	\$53,193.79
21 09	N/A	\$0.00
21 39 / 21 08	N/A	\$0.00
25 18	N/A	\$0.00
25 38	12-462272 TO 12-465566	\$248,179.50
35 00	N/A	\$0.00
40-00	12-463721 TO 12-465567	\$21,016.81
63 00	12-463435 TO 12-465568	\$15,252.25
		\$1,721,616.41

Student Body Warrants issued for the period of February 2016

\$6,271.00

Payroll Warrant #'s beginning 10-517120 through 10-517185 and 10-048432 through 10-049252:

<u>Fund #/Name</u>	<u>Amount</u>
03 00	\$3,295,699.58
06 00	\$848,792.61
12 06	\$18,312.51
13 00	\$100,822.40
25 18	\$0.00
63 00	\$177,389.97
\$4,441,017.07	

RECOMMENDATION:

It is recommended that the Board of Education approve/ratify the expenditure warrants for the month of February as presented.

This recommendation supports the following District goal:

Fiscal Accountability

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

FISCAL IMPACT:

The fiscal impact of commercial, student body, and payroll expenditure warrants total \$6,168,904.48 and is disclosed above.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.2.

Consent Item D.2.3. Approval/Ratification of Purchase Orders
 Prepared by Karl Christensen
 March 15, 2016

BACKGROUND:

A numerical listing of purchase orders, including the date issued, the name of the vendor, a general description of items requested, and the anticipated cost of the purchase is attached for the review and approval of the Board of Education. Actual copies of the purchase orders are available for review upon request. As a part of the report, any payment to vendors that increases the amount of the purchase order by 10% or more, or change orders that increase the amount of the bid, will be presented for Board approval/ratification. The table below is a summary of total purchase orders by location for the month of February 2016:

AMOUNT	LOCATION
\$ 3,910.32	PEPPER DRIVE SCHOOL
\$ 1,059.43	CARLTON HILLS SCHOOL
\$ 2,750.61	SYCAMORE CANYON SCH
\$ 4,963.06	PROSPECT AVENUE SCH
\$ 3,753.57	CAJON PARK SCHOOL
\$ 899.03	CHET F HARRITT SCH
\$ 2,754.58	CARLTON OAKS SCHOOL
\$ 5,702.50	RIO SECO SCHOOL
\$ 691.20	HILL CREEK SCHOOL
\$ 2,350.00	SUPERINTENDENT DEPT
\$ 17,905.12	BUSINESS SERVICES
\$ 12,165.00	EDUCATIONAL SERVICES
\$ 18,086.35	SPECIAL EDUCATION
\$ 11,306.24	EDUCATIONAL PROJECTS
\$ 340.00	EDUCATIONAL SERVICES
\$ 300.00	PUPIL SERVICES
\$ 9,879.28	PROJECT SAFE
\$ 5,469.60	TECHNOLOGY SERVICES
\$ 65,883.24	MAINTENANCE
\$ 14,869.54	TRANSPORTATION
\$ 98,380.18	FACILITIES MODERNIZATION
\$ 41,686.08	WAREHOUSE
\$ 325,104.93	Total Purchase Orders – February 2016

RECOMMENDATION:

It is recommended that the Board of Education approve/ratify purchase orders #151546 through #151731 issued February 1, 2016 through February 29, 2016.

This recommendation supports the following District goal:

Fiscal Accountability

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

FISCAL IMPACT:

The fiscal impact of \$325,104.93 is disclosed on the following pages.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.3.

LOCATION LIST 2015-16

01	Santee School	76	Transportation
02	Pepper Drive School	78	Warehouse
03	Carlton Hills School	90	Central Kitchen
04	Sycamore Canyon School	92	Publications
05	Prospect Avenue School	97	District Wide
06	Cajon Park School	100	Summer School
07	Chet F. Harritt School	108	Carlton Oaks Summer School
08	Carlton Oaks School	110	Hill Creek Summer School
09	Rio Seco School		
10	Hill Creek School		
11	Cajon Park Annex		
12	Prospect Avenue Annex		
26	Cajon Park Junior High		
60	Board of Education		
62	Superintendent		
64	Business Services		
65	Personnel		
66	Educational Services		
67	Special Education, Centralized		
68	Special Projects, Centralized		
69	Professional Development		
70	Student Support Services		
71	Library Media Services		
72	Project SAFE		
73	Technology		
74	Operations		
75	Maintenance		

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

M = Monthly Blanket
A = Annual Blanket
L = Lottery

PURCHASE ORDER EXCEEDED BY 10%
 FOR THE MONTH OF FEBRUARY 2016

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
151417	1/13/2016	03/06	DISCOUNT SCHOOL SUPPLY	004	PRE-SCHOOL SUPPLIES AT SYCAMORE CYN	\$186.78
					ADDED SHIPPING COSTS	\$29.70
					ADDED SALES TAX COSTS	\$2.38
					NEW TOTAL	\$218.86

PURCHASE ORDER LISTING - FEBRUARY 2016
BY SITE

PO NBR	DATE	FUND	VENDOR	DESCRIPTION	AMOUNT	LOC	LOCATION
151564	2/2/2016	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$ 957.34	002	PEPPER DRIVE SCHOOL
151621	2/9/2016	3	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	\$ 450.00	002	PEPPER DRIVE SCHOOL
151695	2/23/2016	3	AMERICAN HEART ASSOCIATION	DONATIONS	\$ 1,168.58	002	PEPPER DRIVE SCHOOL
151696	2/23/2016	3	REUBEN H FLEET SCIENCE CENTER	ADMISSIONS	\$ 708.00	002	PEPPER DRIVE SCHOOL
151723	2/25/2016	3	ETECH CAMPUS, LLC	REGISTRATION FEES	\$ 150.00	002	PEPPER DRIVE SCHOOL
151725	2/25/2016	3	SEHI COMPUTER PRODUCTS INC	ELEC. EQUIP REPIPTS - PD	\$ 476.40	002	PEPPER DRIVE SCHOOL
				TOTAL	\$ 3,910.32		
151641	2/12/2016	3	AMAZON.COM	CLASSROOM SUPPLIES	\$ 707.86	003	CARLTON HILLS SCHOOL
151652	2/19/2016	3	CCS PRESENTATION SYSTEMS INC	ELECTRONIC EQUIP. SUPPLIES	\$ 193.32	003	CARLTON HILLS SCHOOL
151661	2/19/2016	6	LEARNING A-Z	SOFTWARE LICENSES	\$ 158.25	003	CARLTON HILLS SCHOOL
				TOTAL	\$ 1,059.43		
151622	2/9/2016	3	IMAGESTUFF.COM	STUDENT INCENTIVES	\$ 47.62	004	SYCAMORE CANYON SCH
151699	2/23/2016	3	IMAGESTUFF.COM	STUDENT INCENTIVES	\$ 157.99	004	SYCAMORE CANYON SCH
151700	2/23/2016	3	JUNIOR ACHIEVEMENT	ADMISSIONS	\$ 2,545.00	004	SYCAMORE CANYON SCH
				TOTAL	\$ 2,750.61		
151584	2/3/2016	6	HEINEMANN	CLASSROOM MATERIALS	\$ 352.82	005	PROSPECT AVENUE SCH
151607	2/5/2016	12	6 TROXELL COMMUNICATIONS INC	DOCUMENT CAMERA	\$ 918.00	005	PROSPECT AVENUE SCH
151612	2/5/2016	12	6 SEHI COMPUTER PRODUCTS INC	PROJECTOR	\$ 1,233.36	005	PROSPECT AVENUE SCH
151624	2/9/2016	12	6 DELL MARKETING L.P.	PRINTER	\$ 468.52	005	PROSPECT AVENUE SCH
151625	2/9/2016	6	DELL MARKETING L.P.	PRINTER	\$ 264.76	005	PROSPECT AVENUE SCH
151659	2/19/2016	6	HEINEMANN	REGISTRATION FEES	\$ 916.00	005	PROSPECT AVENUE SCH
151673	2/22/2016	3	AMERICAN HEART ASSOCIATION	DONATIONS	\$ 809.60	005	PROSPECT AVENUE SCH
				TOTAL	\$ 4,963.06		
151590	2/3/2016	3	BADGE-A-MINIT	SUPPLIES	\$ 235.95	006	CAJON PARK SCHOOL
151596	2/4/2016	3	SCHOOL HEALTH CORPORATION	HEALTH OFFICE SUPPLIES	\$ 66.03	006	CAJON PARK SCHOOL
151642	2/12/2016	6	HEINEMANN	CLASSROOM MATERIALS	\$ 282.02	006	CAJON PARK SCHOOL
151650	2/19/2016	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$ 166.37	006	CAJON PARK SCHOOL
151666	2/22/2016	6	IRIS MEDIA, INC	CLASSROOM MATERIALS	\$ 1,145.76	006	CAJON PARK SCHOOL
151674	2/22/2016	3	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	\$ 250.00	006	CAJON PARK SCHOOL
151701	2/23/2016	3	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	\$ 50.00	006	CAJON PARK SCHOOL
151711	2/24/2016	3	JONES SCHOOL SUPPLY CO INC	SUPPLIES	\$ 304.44	006	CAJON PARK SCHOOL
151719	2/24/2016	3	REUBEN H FLEET SCIENCE CENTER	ADMISSIONS	\$ 1,253.00	006	CAJON PARK SCHOOL
				TOTAL	\$ 3,753.57		
151651	2/19/2016	3	SCHOOL HEALTH CORPORATION	HEALTH OFFICE SUPPLIES	\$ 151.62	007	CHET F HARRITT SCH
151708	2/24/2016	3	SEHI COMPUTER PRODUCTS INC	EQUIP REPL. PARTS	\$ 238.20	007	CHET F HARRITT SCH
151728	2/25/2016	3	4ALLPROMOS	STUDENT INCENTIVES	\$ 509.21	007	CHET F HARRITT SCH
				TOTAL	\$ 899.03		
151567	2/2/2016	3	TERESA HERMAN	CONSULTANT SERVICES	\$ 525.00	008	CARLTON OAKS SCHOOL
151604	2/5/2016	3	LEXIA LEARNING SYSTEMS INC	ON-LINE TRAINING	\$ 500.00	008	CARLTON OAKS SCHOOL
151638	2/12/2016	3	SCHOOL NURSE SUPPLY INC	HEALTH OFFICE SUPPLIES	\$ 124.91	008	CARLTON OAKS SCHOOL
151647	2/17/2016	3	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	\$ 370.00	008	CARLTON OAKS SCHOOL
151675	2/22/2016	3	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	\$ 100.00	008	CARLTON OAKS SCHOOL
151712	2/24/2016	3	AMERICAN HEART ASSOCIATION	DONATIONS	\$ 976.00	008	CARLTON OAKS SCHOOL

151722	2/24/2016	3	GENESIS INC	CLASSROOM MATERIALS	TOTAL	\$	158.67	008	CARLTON OAKS SCHOOL
151568	2/2/2016	3	SANTEE SD FOUNDATION	LEGACY PAVERS - RS	TOTAL	\$	2,754.58	009	CARLTON OAKS SCHOOL
151591	2/3/2016	3	BIRCH AQUARIUM AT SCRIPPS	ADMISSIONS		\$	200.00	009	RIO SECO SCHOOL
151649	2/19/2016	3	SEA WORLD OF CALIFORNIA	ADMISSIONS		\$	887.50	009	RIO SECO SCHOOL
151694	2/23/2016	3	ICE TOWN UTC	ADMISSIONS		\$	3,000.00	009	RIO SECO SCHOOL
151703	2/24/2016	3	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES		\$	200.00	009	RIO SECO SCHOOL
151714	2/24/2016	3	ETECH CAMPUS, LLC	REGISTRATION FEES		\$	175.00	009	RIO SECO SCHOOL
151608	2/5/2016	3	TROXELL COMMUNICATIONS INC	DOCUMENT CAMERA	TOTAL	\$	5,702.50	010	HILL CREEK SCHOOL
151611	2/5/2016	3	SEHI COMPUTER PRODUCTS INC	REPL. PARTS FOR EQUIP.		\$	232.20	010	HILL CREEK SCHOOL
151710	2/24/2016	3	CALIFORNIA CITY SCHOOL	REGISTRATION FEES	TOTAL	\$	691.20	062	HILL CREEK SCHOOL
151726	2/25/2016	3	COSTCO	SUPPLIES		\$	150.00	062	SUPERINTENDENT DEPT
151727	2/25/2016	3	SAN DIEGO COUNTY SCHOOL BOARDS	ADMISSIONS		\$	400.00	062	SUPERINTENDENT DEPT
151600	2/4/2016	3	DELL MARKETING L.P.	TONER FOR PRINTER	TOTAL	\$	2,350.00	064	SUPERINTENDENT DEPT
151601	2/4/2016	3	DELL MARKETING L.P.	PRINTER		\$	175.41	064	BUSINESS SERVICES
151619	2/9/2016	3	FAGEN FRIEDMAN & FULLFROST	LEGAL SVCS - DEC. 2015		\$	246.76	064	BUSINESS SERVICES
151630	2/10/2016	14	CONCEPTS SCHOOL & OFFICE	OFFICE FURNITURE - DO		\$	424.00	064	BUSINESS SERVICES
151639	2/23/2016	3	OFFICE DEPOT INC	OFFICE SUPPLIES - ALL SITES		\$	10,740.73	064	BUSINESS SERVICES
151690	2/23/2016	12	OFFICE DEPOT INC	OFFICE SUPPLIES - PA PRESCHOOL		\$	4,339.90	064	BUSINESS SERVICES
151691	2/23/2016	63	OFFICE DEPOT INC	OFFICE SUPPLIES - PROJ. SAFE		\$	303.53	064	BUSINESS SERVICES
151692	2/23/2016	3	OFFICEMAX CONTRACT INC	OFFICE SUPPLIES - ALL SITES		\$	390.85	064	BUSINESS SERVICES
151660	2/19/2016	3	BIRCH AQUARIUM AT SCRIPPS	ADMISSIONS	TOTAL	\$	1,283.94	064	BUSINESS SERVICES
151718	2/24/2016	3	UNIVERSITY OF SAN DIEGO	PROF. DEV. 15/16		\$	17,905.12	066	BUSINESS SERVICES
151569	2/2/2016	3	HOUGHTON MIFFLIN HARCOURT	TESTING PROTOCOLS	TOTAL	\$	165.00	066	EDUCATIONAL SERVICES
151599	2/4/2016	3	PEARSON	TESTING PROTOCOLS		\$	12,000.00	066	EDUCATIONAL SERVICES
151605	2/5/2016	3	UNITED PARCEL SERVICE	SHIPPING CHARGES		\$	12,165.00	067	EDUCATIONAL SERVICES
151606	2/5/2016	6	NORTH COASTAL CONSORTIUM	REGISTRATION FEES		\$	2,136.02	067	SPECIAL EDUCATION
151623	2/9/2016	6	DELL MARKETING L.P.	PRINTER		\$	13,619.56	067	SPECIAL EDUCATION
151627	2/10/2016	3	CURRICULUM ASSOCIATES INC	TESTING MATERIALS		\$	47.02	067	SPECIAL EDUCATION
151628	2/10/2016	6	APPLE INC	IPADS		\$	30.00	067	SPECIAL EDUCATION
151587	2/3/2016	6	1 IPAD GRATIS LLC	SES TUTORING SESSIONS	TOTAL	\$	181.43	067	SPECIAL EDUCATION
151588	2/3/2016	6	1ST CHOICE ANDROID	SES TUTORING SESSIONS		\$	811.84	067	SPECIAL EDUCATION
151589	2/3/2016	6	LEARN WITH IPADS LLC	SES TUTORING SESSIONS		\$	1,260.48	067	SPECIAL EDUCATION
151631	2/11/2016	6	5 STAR TUTORS LLC	SES TUTORING SERVICES		\$	18,086.35	068	SPECIAL EDUCATION
151721	2/24/2016	3	PEARSON	TESTING MATERIALS		\$	2,290.44	068	SPECIAL EDUCATION
151646	2/17/2016	3	HOOTS, YURIKO	CONSULTANT SERVICES	TOTAL	\$	240.00	069	EDUCATIONAL PROJECTS
151648	2/17/2016	3	TOMA-RAMIREZ, ZINA	CONSULTANT SERVICES		\$	646.60	068	EDUCATIONAL PROJECTS
151595	2/4/2016	3	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES		\$	1,939.80	068	EDUCATIONAL PROJECTS
151620	2/9/2016	6	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES		\$	2,586.40	068	EDUCATIONAL PROJECTS
					TOTAL	\$	11,306.24	068	EDUCATIONAL PROJECTS
						\$	300.00	069	EDUCATIONAL PROJECTS
					TOTAL	\$	100.00	069	EDUCATIONAL SERVICES
						\$	340.00	070	EDUCATIONAL SERVICES
						\$	75.00	070	PUPIL SERVICES
						\$	75.00	070	PUPIL SERVICES

151676	2/22/2016	6	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	TOTAL	\$	150.00	070	PUPIL SERVICES
151586	2/3/2016	63	KID VENTURE	ADMISSIONS		\$	300.00	072	PUPIL SERVICES
151597	2/4/2016	63	SMART & FINAL	SUPPLIES FOR PROJ. SAFE		\$	2,000.00	072	PROJECT SAFE
151598	2/4/2016	63	SMART & FINAL	SUPPLIES FOR PROJ. SAFE		\$	100.00	072	PROJECT SAFE
151602	2/5/2016	63	SYSCO FOOD SERVICES OF	FOOD FOR PROJ. SAFE SITES		\$	500.00	072	PROJECT SAFE
151637	2/11/2016	63	SYSCO FOOD SERVICES OF	FOOD SUPPLIES FOR PROJ. SAFE		\$	2,410.41	072	PROJECT SAFE
151639	2/12/2016	63	SAN DIEGO PADRES	ADMISSIONS		\$	1,703.92	072	PROJECT SAFE
151698	2/23/2016	63	AMERICAN EXPRESS	SUPPLIES		\$	1,740.00	072	PROJECT SAFE
151713	2/24/2016	63	SMART & FINAL	PROJ. SAFE SUPPLIES		\$	186.15	072	PROJECT SAFE
151716	2/24/2016	63	SMART & FINAL	SUPPLIES		\$	500.00	072	PROJECT SAFE
151720	2/24/2016	63	DISCOUNT SCHOOL SUPPLY	SUPPLIES FOR PROJ. SAFE		\$	500.00	072	PROJECT SAFE
				TOTAL		\$	238.80	072	PROJECT SAFE
				TOTAL		\$	9,879.28		PROJECT SAFE
151609	2/5/2016	3	DATEL SYSTEMS	EQUIPMENT		\$	1,533.60	073	TECHNOLOGY SERVICES
151610	2/5/2016	6	SEHI COMPUTER PRODUCTS INC	REPL. PARTS FOR EQUIP.		\$	696.60	073	TECHNOLOGY SERVICES
151629	2/10/2016	3	UNION-TRIBUNE PUBLISHING CO	ADS FOR 3 TECHNOLOGY RFP'S		\$	2,483.40	073	TECHNOLOGY SERVICES
151707	2/24/2016	3	UZIBULL	IPAD SUPPLIES		\$	756.00	073	TECHNOLOGY SERVICES
				TOTAL		\$	5,469.60		TECHNOLOGY SERVICES
151565	2/2/2016	3	LOWE'S STORE #1661	IPAD INSTALLATION SUPPLIES		\$	50.75	075	MAINTENANCE
151571	2/2/2016	6	KIRK PAVING, INC	FLOOD REPAIRS - RS		\$	1,483.50	075	MAINTENANCE
151572	2/2/2016	6	LOWE'S STORE #1661	VANDALISM REPAIR SUPPLIES		\$	3.07	075	MAINTENANCE
151573	2/2/2016	6	WESTERN ENVIRONMENTAL & SAFETY	ASBESTOS CONSULTANT - CP		\$	2,395.00	075	MAINTENANCE
151574	2/2/2016	3	MAINTEX INC	CUSTODIAL SUPPLIES - DO		\$	336.47	075	MAINTENANCE
151582	2/2/2016	6	FLOOD BUSTERS	FLOOD REPAIRS - CFH		\$	4,364.59	075	MAINTENANCE
151603	2/5/2016	6	KIRK PAVING, INC	JAN. FLOOD EMERG. REPAIRS - RS		\$	6,300.00	075	MAINTENANCE
151618	2/9/2016	6	ATLAS CRANE SERVICE INC	CRANE SVCS - ERC HVAC		\$	700.00	075	MAINTENANCE
151626	2/10/2016	6	AMERICAN MESSAGING	PAGER REPAIRS/REPL.		\$	30.24	075	MAINTENANCE
151632	2/11/2016	6	CHEMSEARCH	HVAC SUPPLIES - PD		\$	246.29	075	MAINTENANCE
151633	2/11/2016	63	FERGUSON ENTERPRISES INC	WATER FOUNTAIN - YALE / HC		\$	194.14	075	MAINTENANCE
151634	2/11/2016	6	ARI ALLIED REFRIGERATION INC	HVAC SUPPLIES - STOCK		\$	57.99	075	MAINTENANCE
151635	2/11/2016	6	MERCURY DISPOSAL SYSTEMS INC	HAZMAT DISPOSAL (LT BULBS)		\$	237.29	075	MAINTENANCE
151636	2/11/2016	6	LOWE'S STORE #1661	VANDALISM SUPPLIES - RS		\$	103.25	075	MAINTENANCE
151653	2/19/2016	40	FERGUSON ENTERPRISES INC	DRINKING FOUNTAINS CP/HC		\$	6,167.56	075	MAINTENANCE
151654	2/19/2016	6	SERVPRO	SEWER LEAK REPAIRS - SC		\$	658.16	075	MAINTENANCE
151655	2/19/2016	14	ONESOURCE DISTRIBUTORS	ELEC. SUPPLIES - DO REMODEL		\$	564.02	075	MAINTENANCE
151656	2/19/2016	6	WESTERN ENVIRONMENTAL & SAFETY	FLOODING 1-5-16 - PD SITE		\$	775.00	075	MAINTENANCE
151657	2/19/2016	6	DIXIELINE LUMBER COMPANY	SUPPLIES FOR STAGE - CP		\$	1,076.75	075	MAINTENANCE
151658	2/19/2016	6	JANUS CORPORATION	HAZMAT ABATEMENT - CP STAGE		\$	7,880.00	075	MAINTENANCE
151672	2/22/2016	3	HOME DEPOT COMMERCIAL ACCOUNT	IPAD CABINET SUPPLIES		\$	40.91	075	MAINTENANCE
151678	2/23/2016	6	HOSE & RUBBER PRODUCTS	FLOOD SUPPLIES 1-5-16 ALL SITE		\$	1,584.69	075	MAINTENANCE
151679	2/23/2016	3	ALPINE ROCK AND BLOCK	LEGACY PAVERS - PD		\$	152.87	075	MAINTENANCE
151680	2/23/2016	6	WHITE CAPI/HD SUPPLY	EMERG. FLOOD SUPPLIES: 1/5/16		\$	710.28	075	MAINTENANCE
151681	2/23/2016	6	WHITE CAPI/HD SUPPLY	FLOOD SUPPLIES - 1/5/16		\$	2,769.70	075	MAINTENANCE
151682	2/23/2016	6	WASTE MANAGEMENT OF EL CAJON -	ROLL-OFF FOR SURPLUS		\$	430.80	075	MAINTENANCE
151683	2/23/2016	14	WASTE MANAGEMENT OF EL CAJON -	ROLL-OFF DO REMODEL		\$	303.60	075	MAINTENANCE
151684	2/23/2016	3	HOME DEPOT COMMERCIAL ACCOUNT	PD MOD		\$	23.70	075	MAINTENANCE
151685	2/23/2016	3	HOME DEPOT COMMERCIAL ACCOUNT	PD MOD		\$	170.81	075	MAINTENANCE

151643	2/12/2016	3	SOUTHWEST SCHOOL SUPPLY	STORES SUPPLIES	\$	892.17	078	WAREHOUSE
151644	2/12/2016	3	RANCHO JANITORIAL SUPPLIES	STORES SUPPLIES	\$	805.25	078	WAREHOUSE
151645	2/12/2016	3	A-DISCOUNT VACUUM	STORES SUPPLIES	\$	160.92	078	WAREHOUSE
151677	2/22/2016	3	P&R PAPER SUPPLY CO INC	STORES SUPPLIES	\$	2,071.17	078	WAREHOUSE
151702	2/23/2016	3	WAXIE SANITARY SUPPLY	STORES SUPPLIES	\$	799.42	078	WAREHOUSE
				TOTAL	\$	41,686.08		WAREHOUSE

\$ 325,104.93

Consent Item D.2.4. Approval/Ratification of Revolving Cash Report
Prepared by Karl Christensen
March 15, 2016

BACKGROUND:

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

RECOMMENDATION:

It is recommended that the Board of Education approve check #22412 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 \$77.27 as disclosed on the following report.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.4.

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

Date	Number	Name	Memo	Amount
03/03/16	22412	WalMart	Lorene Foster - Assist Family in Need	75.00
		Total Checks Written		\$75.00
02/29/16		Bank Fee - February, 2016		2.27
		Total to be Reimbursed		\$77.27

Consent Item D.2.5. Acceptance of Donations

Prepared by Karl Christensen
 March 15, 2016

BACKGROUND:

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

<i>Item</i>	<i>Approximate Value</i>	<i>Donated By</i>	<i>Designated For Use At</i>
Apple TV	\$200.00	DonorsChoose.org	Cajon Park School
(5) Orbotix – SPRK Robot	\$531.90		PRIDE Academy
(35) “Wonder” by R.J. Palacio	\$294.35		Rio Seco School
Supplies for the Project, “Everything But The Kitchen Sink”	\$53.56		Rio Seco School
Funds to Support the Instructional Program and Supplement Classroom Supplies	\$174.57	Chick-fil-A	Carlton Oaks School
Funds to Offset Transportation Costs for Field Trip	\$100.00	Ryan Morse	Rio Seco School
Bus Transportation for Field Trip	\$300.00	Heritage of the Americas Museum	Rio Seco School
Bus Transportation for Field Trip	\$700.00	ArtsBusXpress	PRIDE Academy
TOTAL DONATIONS RECEIVED	\$2,354.38		

RECOMMENDATION:

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

This recommendation supports the following District goals:

Educational Achievement

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

Fiscal Accountability

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

FISCAL IMPACT:

The donations above are valued at \$2,354.38.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.5.

Consent Item D.2.6. Approval of Consultants and General Service Providers
Prepared by Karl Christensen
March 15, 2016

BACKGROUND:

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

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

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

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

RECOMMENDATION:

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

This recommendation supports the following District goals:

Educational Achievement

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

Fiscal Accountability

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

FISCAL IMPACT:

The fiscal impact is disclosed on the attached page.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.6.

Consultant / General Service Provider Report
 March 15, 2016

Vendor Name	Type (Consultant or General Service Provider)	Description of Services	Date(s) of Service	Amount	Funding	Payment Type (Independent Contractor or Employee)
Satellite Sports Group	General Service Provider	Summer Assemblies: Sports	07/1/16 - 08/31/16	Not to Exceed \$2,000.00	Out of School Time Programs	Independent Contractor
Lauri Carpenter	Consultant	Consulting Services - SH Teachers	03/15/16 - 06/22/16	\$100/hour - Not to Exceed \$1,000.00	Special Education	Employee

Consent Item D.2.7.
Prepared by Karl Christensen
March 15, 2016

Authorization to Purchase Frozen Foods
from Leabo Foods through a Piggyback Bid

BACKGROUND:

The Child Nutrition Department has contracted with Leabo Foods to procure frozen foods for the past three years. Administration would like to continue procuring through Leabo Foods by piggybacking on Vale Verde School District's frozen food bid for the 2016-17 school year. Vale Verde School District has a procurement agreement to purchase frozen foods at a lower cost than Santee School District could procure on their own, and the bid language for the 2016-17 school year allows other school districts to piggyback onto their bid.

RECOMMENDATION:

It is recommended that the Board of Education approve food purchases from Leabo Foods through the Val Verde School District Piggyback bid.

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 approximately \$450,000 from the Child Nutrition Fund.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.7.

Consent Item D.2.8.
Prepared by Karl Christensen
March 15, 2016

Approval of Agreement with Webb Cleff Architects and
Engineering, Inc. for Design Services for the District
Office HVAC, Ceiling, and Lighting Replacement

BACKGROUND:

In 2015, the planned District Office renovations were bundled together and bids were solicited. Ultimately, all bids were rejected due to costs exceeding the budget. The project was divided into portions and the roofing and flooring portions were bid separately. The work remaining to be completed is for HVAC, Ceiling, and Lighting Replacement. Webb Cleff Architects & Engineering, Inc. must revise the bid plans and delete roofing, flooring, workstations, interior office changes, and the exterior ramp from the previous construction documents used for bidding. Plans need to be completed for the revised schedule.

RECOMMENDATION:

It is recommended that the Board of Education approve Webb Cleff Architects & Engineering, Inc. to revise plans for the District Office HVAC, Ceiling, and Lighting Replacement Project.

This recommendation supports the following District goal:

Learning Environment

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

FISCAL IMPACT:

The fiscal impact is \$27,900 funded from Deferred Maintenance.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.8.

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 threshold. Staff has developed an approved vendor list following the procedures of the CUPCCAC process. This allows staff to seek informal bids for public works projects using the qualified vendor’s list for projects up to \$175,000.

As part of the 2016-17 Adopted Budget, a budget of \$535,000 for the Deferred Maintenance Fund is being planned for the subsequent year. An amount of \$400,000 is allocated towards the Pepper Drive HVAC replacement project, leaving \$135,000 for other Deferred Maintenance projects tentatively planned as follows:

System	Site/Description	2016-17
<i>Painting</i>	Various as needed	35,000
<i>Roofing</i>	Various as needed	30,000
<i>Paving</i>	Asphalt repairs, as needed	40,000
	Energy	
<i>Relocatable Classroom Building Improvements</i>	Efficiencies and	
	Finishes	30,000
Grand Total		135,000

Staff is requesting Board authorization to solicit informal bids through the CUPCCAC process for Deferred Maintenance projects at various sites for Fiscal Year 2016-17 as follows:

1. Roofing repairs – District-wide as needed
2. Asphalt Repairs: Paving & Sealcoating – District-wide as needed.
3. Various painting needs – District-wide as needed
4. Relocatable classroom renovations– District-wide as needed

RECOMMENDATION:

It is recommended that the Board of Education authorize utilizing the CUPCCAC process to seek informal bids for certain 2016-17 Deferred Maintenance Projects. Separate items will be brought back to the Board for consideration of contract award at future meetings.

This recommendation supports the following District goal:

Learning Environment

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

FISCAL IMPACT:

The fiscal impact is up to \$135,000 from Deferred Maintenance funds.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.9.

Consent Item D.3.1.

Adoption of Resolution #1516-20 Designating
Personnel as Licensing Representatives for
State Preschool

Prepared by Dr. Stephanie Pierce
March 15, 2016

BACKGROUND:

Santee School District State Preschool is licensed through the State of California Department of Social Services Community Care Licensing – Child Care. Licensing regulations require that the Board adopt a resolution designating personnel as Licensing Representatives to sign documents.

RECOMMENDATION:

Administration recommends adoption of Resolution #1516-20, designating personnel as Licensing representatives with signature rights as Community Care Licensing Liaisons for the licensee.

FISCAL IMPACT:

There is no fiscal impact.

STUDENT ACHIEVEMENT:

In order for State Preschool to continue operating and thereby positively impact student achievement, we must comply with licensing regulations.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.1.



RESOLUTION

BE IT RESOLVED that the Governing Board of Santee School District authorizes that the persons who are listed below, are designated as Licensing Representatives and have signature rights as Community Care Licensing Liaisons for the licensee.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
Kristin Baranski	Director, Curriculum & Assessment	_____
Dr. Stephanie Pierce	Assistant Superintendent Educational Services	_____

PASSED AND ADOPTED THIS 15th day of March, 2016, by the Governing Board of Santee School District of San Diego County, in the State of California.

I, Dianne El-Hajj, Clerk of the Governing Board of Santee School District, of San Diego County, in the State of California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a School Board meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

Date

Prepared by Dr. Stephanie Pierce
March 15, 2016

BACKGROUND:

The Elementary and Secondary Education Act (ESEA) legislation requires each district receiving federal funds to develop a five-year Local Education Agency (LEA) Plan and revise the LEA Plan yearly as necessary. The focus of the plan is to provide a quality education for all children and the plan must address these goals:

1. All students will reach high standards at a minimum, attaining proficiency or better in language arts and mathematics.
2. All limited-English-proficient students will become proficient in English and reach high academic standards.
3. All students will be taught by highly qualified teachers.
4. All students will be educated in learning environments that are safe, drug-free, and conducive to learning.

The revised LEA Plan developed for the Santee School District was a collaborative effort between District personnel and the District Advisory Council (DAC). Plan goals and activities support the requirements of state and federal categorical programs and District instructional priorities. The LEA Plan is to be reviewed and revised annually, as applicable, and approved by the Board of Education every five years. A copy of the revised LEA Plan will be available at the Board meeting for public review.

RECOMMENDATION:

Administration recommends approval of the 2015-2020 revision of Local Education Agency Plan.

This recommendation supports the following District goals:

- Assure the highest level of educational achievement for all students.
- Provide a safe, engaging environment that promotes creativity, innovation and personalized learning.
- Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility.
- Implement a staff development plan as the cornerstone of employee performance and growth.
- Provide social, emotional, and health service programs, integrated with community resources, to foster student character and personal well-being.

FISCAL IMPACT:

Local Education Agencies are expected to have a current and annually updated LEA Plan. State and federal funding requested through the bi-annual Consolidated Application process, approximately \$697,000 for Santee School District, ties directly to performance goals in the LEA Plan.

STUDENT ACHIEVEMENT:

Performance goals in the LEA Plan are aligned to providing a quality education for all children. To accomplish the goals, the plan addresses the needs of students and staff in the areas of Common Core State Standards (CCSS) in English Language Arts and CCSS Mathematics, CCSS English Language Development for English Learners, integration of technology to improve instruction, and quality staff development activities.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.2.



BACKGROUND:

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

Certificated Staff

A. New Appointments:

Employee	Location	Class/Step	Previous Annual Salary	New Annual Salary	Effective Date
1. Davis, Stephan (replacing Stephen Whittaker)	Carlton Hills	V-04	\$0.00	\$57,576.00	03-07-16

B. Temporary Rehires:

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

C. Change of Status/Location:

Employee	Location	Class/Step	Previous Annual Salary	New Annual Salary	Effective Date
1. Wittbrodt, Cindy (withdrew retirement)	Hill Creek	VI-30	\$94,797.00	\$98,585.00	03-01-16

D. Unpaid Leave Requests:

Employee	Location	Class/Step	Reason	Recommendation	Effective Date
1. Bakke, Christy	Long-Term LOA		Family Care	Approve	08-22-16 to 06-13-17
2. Krug, Megan	Long-Term LOA		Family Care	Approve	08-22-16 to 06-13-17
3. Mula, John	Long-Term LOA		Military	Approve	08-22-16 to 06-13-17
4. Rust, Angela	Long-Term LOA		Family Care	Approve	08-22-16 to 06-13-17
5. Ryan, Lisa	Long-Term LOA		Family Care	Approve	08-22-16 to 06-13-17
6. Speaks, Kyla	Long-Term LOA		Family Care	Approve	08-22-16 to 06-13-17
7. Van Dyke, Jamie	Long-Term LOA		Family Care	Approve	08-22-16 to 06-13-17
8. White-Melton, Carol Ann	Long-Term LOA		Family Care	Approve	08-22-16 to 06-13-17

E. Resignations:

Employee	Location	Class/Step	Reason	Effective Date
1. Johnston, Beth Jeanne	Chet F. Harritt	VI-23	Retirement	06-23-16

F. 39-Month Reemployment:

Employee	Location	Class/Step	Reason	Effective Date

G. Dismissals:

Employee	Location	Class/Step	Effective Date

Classified Staff

H. New Appointments:

Employee	Location	Position/Class/Hours	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Bloomfield, Heather	Sycamore Canyon	Instructional Assistant, Special Ed II 21 A / 3.0 hrs	\$0.00	\$938.62	03-02-16
2. Gonzalez, Jennae (replacing Nick Bosjolie)	Carlton Hills	Project SAFE Assistant 17 A / 3.5 hrs	\$0.00	\$900.81	03-03-16
3. Luttmers, Vicky (replacing Susan Dimas)	Rio Seco	Campus Aide CA A / 2.0 hrs	\$0.00	\$433.25	02-22-16

Classified Staff - continued

H. New Appointments: continued

4. Martin, Steve (replacing Bonnie Hepner)	Chet F. Harritt	Custodian II 23 A / 6.0	\$0.00	\$2,073.75	02-22-16
5. Moody, Julie (replacing Tyler Erwin)	Sycamore Canyon	Early Childhood Group Leader I 19.5 A / 3.92 hrs	\$0.00	\$1,141.70	02-29-16
6. Miller, Beverly (replacing Martha Ramos)	PRIDE Academy	Campus Aide CA A / 2.0 hrs	\$0.00	\$433.25	03-08-16
7. Murray-Roseberry, Joy	Carlton Hills	Instructional Assistant, Special Ed II 21 A / 5.5 hrs	\$0.00	\$1,720.81	02-25-16
8. Neder, Erin	Sycamore Canyon	Instructional Assistant, Special Ed II 21 A / 3.75 hrs	\$0.00	\$1,173.15	03-08-16
9. Rhodes, Lacy (replacing Camra Ruiz)	Chet F. Harritt	Campus Aide CA A / 2.0 hrs	\$0.00	\$433.25	02-25-16

I. Rehires:

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

J. Change of Status/Location:

Employee	Location	Position/Class/Hours	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Ahumada, Veronica	Transportation	Bus Driver I 25 B / 5.17 hrs to <i>Bus Driver II</i> 26 B / 5.0 hrs	\$2,070.80	\$2,105.00	03-09-16
2. Bloomfield, Heather	Sycamore Canyon to <i>Carlton Oaks</i>	Instructional Assistant, Special Ed II 21 A / 3.0 hrs to 21 A / 5.75 hrs	\$938.62	\$1,799.15	03-03-16
3. Boxler, Nancy	Rio Seco	Instructional Assistant, Special Ed II 21 D / 4.0 hrs to 21 D / 3.5 hrs	\$1,452.50	\$1,270.93	03-22-16
4. Gonzalez, Nydia (replacing Karen Gallagher)	Pepper Drive to <i>Sycamore Canyon</i>	Food Service Worker I-A 20 A / 1.25 hrs to 20 A / 2.5 hrs	\$372.78	\$745.31	03-07-16
5. Rodriguez, Judith	Carlton Oaks	Instructional Assistant, Special Ed I 20 E / 5.0 hrs to <i>Instructional Assistant,</i> <i>Special Ed II 21 E / 6.0 hrs</i>	\$1,815.63	\$2,290.50	03-02-16

K. Unpaid Leave Requests:

Employee	Location	Position/Class/Hours	Reason	Recommendation	Effective Date

L. Resignations:

Employee	Location	Position	Reason	Effective Date
1. Hernandez, Israel	Chet F. Harritt	Custodian II	Seeking more hours	03-05-16
2. Philpot, Maria	Hill Creek	Project SAFE Assistant	Retirement	03-19-16
3. Stayner, Kathleen	Carlton Oaks	Secretary II (School)	Retirement	05-01-16

M. 39-63 Month Reemployment:

Employee	Location	Position/Class/Hours	Effective Date

N. Dismissals:

Employee	Location	Position	Effective Date

RECOMMENDATION:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.1.

Consent Item D.4.2.

Approval to Increase Work Hours for Classified
Non-Management Positions

Prepared by Tim Larson
March 15, 2016

BACKGROUND:

To provide consistent classroom coverage and support student transitioning on and off buses in several special education classrooms, administration is recommending to increase work hours for positions currently filled by employees.

If approved, the positions increasing in hours will be filled in accordance with Article 14 of the California School Employees Association (CSEA) collective bargaining agreement.

RECOMMENDATION:

It is recommended that the Board of Education approve to increase work hours for the following positions effective March 16, 2016:

- Increase two (2) Instructional Assistant, Special Education II position from 5.0 to 6.25 hours at Carlton Oaks School
- Increase one (1) Instructional Assistant, Special Education II position from 5.0 to 6.25 hours at Rio Seco School
- Increase one (1) Instructional Assistant, Special Education II position from 5.75 to 6.25 hours at Rio Seco School

FISCAL IMPACT:

The annual cost to increase work hours for the Instructional Assistant, Special Education II positions will be \$25,800 and will be paid for by the Special Education department.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.2.

Item E. DISCUSSION AND/OR ACTION ITEMS

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

Agenda Item E.

Discussion and/or Action Item E.1.1. Ratification of Employer-Employee Collective Bargaining Tentative Agreements Between Santee School District and California School Employees Association and its Chapter #557 (CSEA)

Prepared by Tim Larson
March 15, 2016

BACKGROUND:

Santee School District and the California School Employees Association and its (CSEA) Chapter #557 have reached Tentative Agreements for the 2015-2016 school year concerning the following Articles:

- Article 7, Grievance Procedure
- Article 14, Transfers
- Article 17, Compensation
- Article 18, Health and Welfare Benefits

CSEA membership ratified the tentative agreements on March 3, 2016 and they are presented tonight including the Disclosure of Collective Bargaining Agreement for Board ratification. The agreement includes a 5.65% total compensation package in which 4% is a salary increase for 2015-2016, retroactive to July 1, 2015.

RECOMMENDATION:

It is recommended that the Board of Education ratify the tentative agreements between the California School Employees Association and its Chapter #557 and the Santee School District.

FISCAL IMPACT:

Classified non-management employees will receive a 4% salary increase effective July 1, 2015.

STUDENT ACHIEVEMENT IMPACT:

This is a personnel item.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.1.1.

ARTICLE 7

GRIEVANCE PROCEDURE

A. General Provisions

The purpose of this grievance procedure is to secure solutions to grievances at the lowest possible administrative level. CSEA and the District agree that these proceedings will be kept confidential and that a grievant and immediate management supervisor should attempt to resolve a grievance at the informal level. **If a grievance is filed by the Association the District shall not contact unit members regarding the grievance without the Association being present during the discussion.** It is the intent of the parties that the grievance procedure be employed only after other means of solving problems have been unproductive.

B. Definitions

~~1. A "grievance" shall mean an alleged violation, misapplication, or misinterpretation of a specific provision of this Agreement which adversely affects one (1) or more bargaining unit members. The grievance procedure shall not be used to challenge or change policies, regulations, or procedures of the District which are not included in this Agreement nor shall the grievance procedure be used for other matters for which specific methods of review are provided by law or District policies, rules or regulations.~~

1. Grievances shall be limited to matters concerning the specific provisions of this Agreement.

~~2. A "grievant" shall mean an employee, a group of or employees in the bargaining unit or **the Association.** CSEA itself filing a grievance. A "group grievance" may be filed on behalf of two (2) or more specifically named bargaining unit members when there are mutually agreed upon common questions of fact pertaining to the grievance of each unit member. The requirements of timeliness set forth herein must be met by each employee named in a group grievance.~~

3. A "grievance" shall mean a claim that the provisions of this agreement have been violated or a question concerning the proper application or interpretation of this agreement. The grievance procedure shall constitute the sole and exclusive method for remedy of all such grievances.

~~4. A "conferee" shall mean a CSEA representative selected by the grievant to assist the employee in presenting and processing the claimant's grievance. A "conferee" shall also mean **or** a representative selected by the supervisor with whom a grievance is filed to assist the supervisor in presenting and processing the claimant's grievance.~~

Remainder of this section to be renumbered and remainder of article to remain unchanged

This Agreement shall become effective July 1, 2015.

CSEA:

William Edgerton
Margie Sh
Chris Suber
Bred K
Mary Podano
Mel Wimmer

5/12/15
5/12/15
5.12.15
5/12/15
5/12/15
5/12/15

DISTRICT:

[Signature]

5/12/15

Tentative Agreement July 1, 2015

ARTICLE 14

TRANSFERS

Definition of Terms

- 1. Transfer: "Transfer" is defined as the permanent shift or relocation of an employee from a school or department to a position of substantially the same level of responsibility, status, and pay in another school or department within the District. A transfer is a lateral as opposed to a vertical change. Unit members who apply for lateral transfers for positions in the same classification/position will not be required to take qualifying examinations or physical examinations. Changes in school assignment for employees that result in the employee being split between two or more school sites or facilities shall not be considered a transfer providing they continue to perform duties specified by the job description for the position.
- 2. Employee-Initiated Transfer **Request**: An "employee-initiated transfer **request**" is a transfer **request** which is initiated ~~through a request submitted~~ by a unit member **indicating their desire to be transferred.**
- 3. District-Initiated Transfer: A "district-initiated transfer" is defined as a change of school or department initiated by District administration.
- 4. Vacancy: "Vacancy" is defined as a position at a school or department which the District has determined is to be filled by a regular ~~probationary or~~ permanent employee rather than a substitute or temporary employee. A vacancy may occur due to additional enrollment, dismissal, retirement, or resignation. At the time that a position is posted, it is considered a "vacancy" and must be filled with a qualified permanent employee ~~submitting request~~ **or Application For Transfer.** In the event that no qualified permanent employee applies for transfer to the vacant position, the position shall be "open to public posting".
- 5. **Application for Transfer: The process by which an employee applies for a specific vacancy.**
- 6. Seniority: "Seniority" is the length of time that an employee has been continuously employed by the District. Seniority is established on the basis of the date on which an employee first rendered paid service to the District as a regular probationary employee. Highest seniority shall apply in employee-initiated transfers and lowest seniority shall apply in management-initiated transfers.

A. District-initiated Transfer

Transfer of an employee from one (1) position to another position not involving a change of classification may be made by the Superintendent of the District or designee, at any time when such transfer is in the best interest of the District for reasons such as, but not limited to the following:

- a. Unsatisfactory service or working relationships as evidenced by District evaluations or other documentation, including documentation resulting from formal disciplinary action.
1. A bargaining unit member affected by a District-initiated transfer shall be given notice as soon as administratively practical.
 2. Before a request for District-initiated transfer is acted upon, the employee must be advised through personal interview of the reason why a District-initiated transfer is being recommended. Upon request by the employee, these reasons will be provided in writing.
 3. The administrator initiating a transfer shall complete a District transfer request form, stating the reasons for the transfer.
 4. The affected employee shall acknowledge being advised of the reasons for transfer by signing the transfer form.
 5. The affected employee may request the opportunity to attach a signed, written, and dated statement to the transfer form.
The affected employee will be advised within five (5) days of the final decision by the Superintendent or designee of employer action regarding the transfer. Upon request by the employee, this decision will be provided in writing.

B. **Employee-Initiated Transfer Requests**

A permanent bargaining unit member may request a transfer by completing the designated form, and forwarding the form to the Human Resource Department. Requests for transfer may be for a specific or nonspecific location.

1. Requests for transfer shall be valid for a year. In consideration of requests for voluntary transfers, the following are among factors which shall be applied:
 - a. Experience in the position.
 - b. Qualifications required for the position.
 - c. Prior performance evaluations of the applicant.
 - d. Approval of the building principal or immediate management supervisor of the school or department to which the applicant desired to be transferred.
 - e. In the event that all other factors are deemed equal by the administrator, the acceptable candidate with the greatest seniority shall be granted the position.
2. ~~Single Applicant~~ **Application** for Transfer.

Permanent employees may apply for transfer by completing the designated form and forwarding the form to the Human Resources Department. Requests shall be for a specific location.

a. The following criteria shall be considered in the interview and selection process: ~~In the event that only one permanent or probationary employee applies for a position, the applicant may be considered for the transfer to that position if he/she:~~

- 1.. Meets the requirements of the specific job description and meets the written

criteria established by Administration. If applicable, written criteria shall be made available upon request through site administration prior to the interview.

2.. ~~Acknowledges a w~~Willingness to comply with specific program requirements discussed in a pre-transfer conference.

3.. **Level and degree of training and experience**

b. The District may deny a transfer to an employee if the employee ~~has had unsatisfactory performance as evidenced by the most recent evaluation or other documentation.~~ **is currently on an Assistance Plan in accordance with Article 8b.**

3. ~~Multiple Applicants for Transfer.~~

a. ~~In the event that more than one employee applies for a position posted for transfer, the following criteria shall be applied to determine who is granted the position:~~

1) ~~Meets the requirements of the specific job description and the written criteria established by administration. If applicable, written criteria shall be made available upon request through site administration prior to the interview.~~

2) ~~Level and degree of training and experience.~~

3) ~~Willingness to comply with specific program requirements.~~

b. ~~The District may deny a transfer to an employee if the employee has had unsatisfactory performance as evidenced by the most recent evaluation or other documentation.~~

c. Seniority shall be the deciding factor where two or more unit members are equally qualified for the same vacancy. In the event that two or more equally qualified unit members also have equal seniority, the determination of who is granted the position shall be by lot.

d. ~~If a unit member's employee-initiated transfer request has been denied, he/she is encouraged to request a conference with the Superintendent or his/her designee to discuss the reasons for denying the transfer. Upon request, a written statement of the reasons for denying an employee-initiated transfer request will be provided to the affected unit member.~~

ed. No request for transfer shall be denied arbitrarily, capriciously, or without basis or fact.

C. **Consideration of Voluntary Transfer Requests Prior to Public Posting**

Unless otherwise prohibited by law, when an existing position becomes vacant, the District shall post the position for transfer for a minimum of five (5) working days.

The exclusive posting requirements provided for in this section shall apply only to the original vacancy. In all other cases, vacancies shall be posted simultaneously within and without the District.

D. **Posting of Notice**

Notice of job vacancies shall be posted on bulletin boards in prominent locations by the District for not less than five (5) working days.

E. Medical Transfers

Whenever a unit member becomes medically unable to satisfactorily perform the essential functions of their job, the District shall make an effort to reasonably accommodate the unit member so they can perform the essential functions of their job in a satisfactory manner. When practical the District will attempt to provide alternative work in a related class to the unit member if they are unable to perform the essential functions of their present job in a satisfactory manner even with reasonable accommodation. The unit member must be able to perform the essential job functions of the alternative work with or without reasonable accommodation. The alternate work may constitute promotion, demotion, or lateral transfer to a related class. A demotion shall require consultation with CSEA and the concurrence of the unit member.

F. Interview Process

When one or more bargaining unit members apply for a transfer, the unit member(s) shall be interviewed by a panel that includes one CSEA bargaining unit member appointed by the President of CSEA, or the Vice President in the President's absence. Notification of interview date and time shall be provided a minimum of 3 (three) working days in advance by Human Resources. The president of CSEA shall be forwarded the name of the individual recommended by the panel for appointment by Administration on a District form within 5 (five) working days.

G. Notification of Selection

All applicants shall be notified by the Human Resources Department of the disposition of the application by writing or by phone. Unsuccessful candidates for transfer may request a conference with the Human Resources Department to discuss the results of the interview and efforts that can be made by the employee to improve interview performance.

District Form

To: CSEA President

Re: Recommendation of Panel for Transfer Appointment

Position:

Date(s) of Interview:

Name of Panel Recommendation:

Sincerely,

Human Resources

Santee School District

This Agreement shall become effective July 1, 2015.

CSEA:

DISTRICT:

Jordan Edgelm 7/1/15
Brad St 7/1/15
Margi St 7/1/15
John Bush 7.1.15
Michael 7/1/15

[Signature] 7/1/15

Tentative Agreement
Between
The California School Employees Association and its Santee Chapter 557
And
The Santee School District

February 16, 2016

ARTICLE 17
COMPENSATION

A. Salary Placement and Classification

The salary step placement (A – E) and classification of all bargaining unit members will be determined by the District Superintendent or designee.

B. ~~Reclassification~~

~~Reclassification means the upgrading of a position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent. Classification means that each position in the classified service shall have a designated title, a regular minimum number of assigned hours per day, days per week, and months per year, a specified statement of the duties required to be performed by the employees in each such position, and the regular monthly salary ranges for each such position. Position reclassification shall be subject to mutual input between the Board and CSEA. The Board may propose a reclassification at any time, provided the Board has prior input from CSEA. CSEA may propose reclassifications once a year during the life of this Agreement. The Board recognizes that reclassification proposals relate to wages and are therefore negotiable. Any agreed upon reclassification and/or reallocation will become effective July 1 of the following year.~~

B. Reclassification and Reallocation

Placement in Class: Every bargaining unit position shall be placed in a class.

Reclassification: the upgrading of a position to a higher classification as a result of an increase in the duties being performed by the incumbent.

Reallocation: Increasing the pay rates for the positions based on comparability studies with other like districts

1. Reclassification Review Committee

a. A Reclassification Committee shall be established and shall meet annually as needed.

b. The Reclassification Committee shall consist of six (6) voting members and shall consist of the following members:

Three CSEA Representatives appointed by the CSEA President.

Three District representatives appointed by the Superintendent or designee.

d. All actions taken by the Reclassification Committee shall be taken only in official meetings called, scheduled, and conducted with all members present.

e. A recommendation to approve a reclassification request must be made by a majority vote of all members of the Reclassification Committee.

f. The appropriate forms and procedures to permit requests to be made shall be negotiated.

g. The Reclassification Committee's recommendations shall not be subject to the grievance procedure.

Forn

2. Requests for Reclassification

- a. Only permanent employees who have completed their probationary period are eligible **to apply** for reclassification.
- b. Any new request for reclassification from a bargaining unit member must be submitted **to the Human Resources Department between November 1st and December 1st for consideration during the upcoming review period.**
- c. A request for reclassification shall **only be considered once per the fiscal year except that the District may request reclassification at any time. Approved reclassifications will become effective July 1st of the following fiscal year except those requested by the District which shall become effective as soon as prudently possible.**
- d. The Reclassification Committee shall **receive the reclassification requests no later than January 15 and shall conduct reclassification reviews between February 15 and March 15. The Reclassification Committee's review may include but is not limited to, an interview with the requestor(s), an analysis of job descriptions, salary surveys or benchmarks, and internal and external parity.**
- e. The Reclassification Committee shall **send written notification to the unit member, the Chapter President and Director of Human Resources administrator of its recommendation to approve or deny the unit member's request for reclassification.**

3. Appeal Process

- a. A unit member receiving a recommendation to deny his/her request for reclassification **may file a written appeal to the Reclassification Committee within 10 (ten) working days of receipt of the recommendation.**
- b. The Reclassification Committee may interview the unit member and other appropriate parties in consideration of the appeal.
- c. The Reclassification Committee shall review appeals and respond, in writing, to the unit member with a courtesy copy to the Association and the District by April 15th.
- d. A denial of the request for reclassification shall not prohibit the unit member's eligibility to apply for reclassification in the following year.

4. Reclassification Implementation: Salary Step Advancement, Evaluation and Employment Dates

- a. When the position or class of positions of a unit member is reclassified, the position shall be placed on the salary schedule in a range which shall result in at a least a one (1) range increase above the salary of the existing position or positions.
- b. The unit member's evaluation and salary step advancement date, for purposes of step increases and longevity, shall not change.

5. Incumbents Rights: When an entire class of positions or a position is reclassified, the incumbents in the position shall be entitled to serve in the new position.

6. New Positions or Classes of Positions: New classifications created or positions added to classes shall be subject to negotiations between the District and CSEA to determine if they are to be included in the bargaining unit.

7. Reallocation: The Reclassification Committee shall also review groups of job families to determine if their range of pay is comparable to like and/or surrounding districts. **Each year one group from the list below will be reviewed on a rotational basis so that every group will be reviewed once every five years.** A report shall be forwarded to the Chapter President and the Human Resources administrator.

Group A: Food Service & Transportation

Group B: Custodian, Grounds & M&O/WH

Group C: Assistant

Group D: Secretary & Clerical

Group E: Technology & Nurse

8. Like Districts: The Reclassification Committee shall meet to decide what the criteria is for determining a "like" district and then determine what districts meet the criteria.

C. Length of Work Year for Step Advancement Purposes

If a twelve (12) month bargaining unit member's service begins during a school year, his/her first (1st) year of service will be considered an entire year if he/she began the performance of his/her duties on or before January 1 of that year. The cutoff date for nine (9), ten (10) and eleven (11) month employees will be February 1. He/she will be allowed to advance to the next step on the salary schedule at the beginning of the next work year (July 1 for twelve [12] month employees and the first [1st] regular work day of the next work year for all other employees).

D. Longevity

The District will grant a longevity award of four percent (4%) of the bargaining unit member's regular classification and step placement at the beginning of the fifteenth (15th), eighteenth (18th), twenty-first (21st), twenty-fourth (24th), twenty-seventh (27th), and thirtieth (30th) years.

E. Professional Growth Program

The Professional Growth Program is a system designed to encourage and recognize unit members' efforts to reach career goals. To assist unit members, it is recognized that open lines of communication between managers and employees concerning career goals is important. The District also recognizes that at times it is beneficial for unit members to observe and cross-train with other District employees.

Employees wishing to further their career goals may request of their immediate supervisor a flex-time or release time arrangement for the purpose of "shadowing" or cross-training with an employee in another job classification. Such arrangement must not interfere with the normal operation of the District and shall be at the discretion of the supervisors involved. The manager and employee shall agree in writing on how the release time is to be provided and the manner in which the time will be made up. Arrangements which are made for educational opportunities will not be considered for out-of-class compensation.

1. Compensation.

Compensation for each 10 semester units successfully completed by the employee and approved by the District shall be:

- a. Employees working eight (8) hours per day - \$18.00 per month thereafter for each month of service during an employee's work year.
- b. Employees working at least six (6) hours but less than eight (8) hours per day - \$13.50 per month thereafter for each month of service during an employee's work year.

- c. Employees working at least four (4) hours but less than six (6) hours per day - \$9.00 per month thereafter for each month of service during an employee's work year.
- d. Employees working at least three (3) hours but less than four (4) hours per day - \$4.50 per month thereafter for each month of service during an employee's work year.
- e. Any employee who has 40 verified semester units will be placed at Step F on the salary schedule.

Compensation will be paid on a monthly basis beginning the month following verification of the completion of units.

2. Units Required.

Units required shall be ten (10) semester units. Fifteen (15) hours of attendance at approved activities will be equal to one (1) semester unit.

3. Limitation.

A unit member will be compensated for no more than ten (10) additional units in any one fiscal year.

4. Grade Requirement.

A grade of C or higher or a pass credit (if pass/fail option is elected) must be earned.

5. Eligible Units.

Eligible units will be those earned at accredited universities, colleges, junior colleges, trade schools, ROP, and adult education. Units can also be earned by workshop attendance. Eligible units must be earned while in the employment of Santee School District as a bargaining unit member.

6. Course Requirements.

Eligible courses are those which tend to improve job performance and/or would qualify the employee for a promotion.

7. Procedures.

Application for course credit must be submitted to the Assistant Superintendent of Human Resources for prior approval. If the Assistant Superintendent of Human Resources does not feel that the request falls within the above-established guidelines, the request will be presented to the District/CSEA EERC Committee for a recommendation.

Successful completion of coursework will be verified by a transcript, grade card, or appropriate District form submitted to the Assistant Superintendent of Human Resources for approval. All college coursework must be ultimately verified by an official college transcript. All coursework or workshop attendance will be outside of an employee's working hours and the cost shall be borne by the employee.

F. Salary Schedule

Bargaining unit members shall be compensated in accordance with the salary schedule attached as an appendix to this Agreement.

G. Employee Mileage Reimbursement

Upon the approval of the District Superintendent, employees who are required to travel in the course of their employment may receive mileage reimbursement. The rate of reimbursement will be at the IRS approved rate. Mileage allowance shall be granted from the first (1st) duty station of the day to other authorized locations as part of the regular day's work.

H. Promotion to Higher Classification

When an employee is promoted into a higher classification, he/she shall be placed at the appropriate step and range of the new class to insure an increase of not less than five percent (5%) except he/she may be placed at the last step of the higher classification if that is the maximum allowable. He/she will be allowed to advance to the next step on the salary schedule at the beginning of the next work year (July 1 for twelve [12] month employees and the first [1st] regular work day of the next work year for nine [9], ten [10] and eleven [11] month employees).

~~I. Working out of Classification~~

~~It is the intent of this section to allow the District to temporarily work employees outside of their normal duties but in so doing to require that additional compensation be provided the employee during such temporary assignments. The compensation shall be not less than a 5% increase in the employee's hourly wages or Step A of the temporarily worked classification (whichever is higher) and for a minimum of one (1) hour if the task takes one (1) hour or less to complete and then in quarter-hour increments thereafter.~~

Forr

~~I.J. 2013-14 and 2014-15 Salary Increases 2015-16 Compensation Increase~~

~~1. A 2.50% increase shall be applied to the 2012-13 salary schedule effective July 1, 2013.~~

~~2. A 4.00% increase shall be applied to the 2013-14 salary schedule effective July 1, 2014.~~

~~1. For 2015-16, bargaining unit members shall receive an approximate 5.65% total compensation increase applied in the following manner:~~

~~a. Except for Campus Aides, a 4.0% increase shall be applied to the 2014-15 salary schedule effective July 1, 2015~~

~~b. The increment between steps for Campus Aides shall be increased from 2.50% to 5.00% effective July 1, 2015~~

~~c. The full-time annual Health Benefit CAP shall be increased as specified in Article 18.~~

Forr

Forr

Forr

K. 3121 Alternative Social Security Plan

The 3121 Plan is an alternative to Social Security for unit members who work less than four (4) hours per day and are not qualified to participate in the California Public Employees Retirement System "CalPERS". The 3121 Plan shall be administered by the San Diego County Office of

District Counter Proposal November 2, 2015a

ARTICLE 18

HEALTH AND WELFARE BENEFITS

A. General Provisions

The District will provide a health and welfare benefits program, through companies designated by the District, for unit members who have a regular assignment of twenty (20) or more hours per week. The plans and carriers shall be determined by the Board. The District shall pay the cost of benefits to the extent provided below:

1. Maximum District Contribution Toward Employee Health and Welfare Benefits.

The District contribution toward employee health and welfare benefits is prorated according to hours worked by the employee in his/her regular assignment during the workweek. The District contribution toward health and welfare benefits shall be applied toward the purchase of required and optional benefits.

~~a. Full-time employees.~~

~~Employees having a regular assignment of eight (8) hours per day for five (5) days a week and employees who regularly work forty (40) hours per week on an alternate workweek schedule as described in Article 10, "Hours," Paragraph B, page 23, will be provided a maximum annual District contribution of up to \$6291.84 to be applied toward the purchase of required and optional benefits.~~

Forn

~~b. Employees who work at least thirty (30) hours per week.~~

~~Employees having a regular assignment of at least six (6) hours per day but less than eight (8) hours per day for five (5) days a week and employees who regularly work thirty (30) hours per week on an alternate workweek schedule will be provided with an annual District contribution reflecting 90% of maximum coverage (including dependents) of up to \$5662.66 to apply toward the purchase of required and optional benefits effective June 1, 2000. The cap will not be increased.~~

Forn

Forn

Forn

Forn

Forn

Forn

~~c. Employees who work at least twenty (20) hours per week.~~

~~Employees having a regular assignment of at least four (4) hours per day but less than six (6) hours per day for five (5) days a week and employees who regularly work twenty (20) hours per week on an alternate workweek schedule will be provided with an annual District contribution reflecting 65% of maximum coverage (including dependents) of up to \$4,089.70 to apply toward the purchase of required and optional benefits effective June 1, 2000. The cap will not be increased.~~

Forn

Forn

Forn

a. Effective January 1, 2016, for employees who work forty (40) hours per week the contribution shall be increased from \$6291.84 to \$7300 annually.

b. Effective January 1, 2016 for employees who work at least thirty (30) hours per week the contribution shall be increased from \$5662.66 to \$6570 annually.

c. Effective January 1, 2016 for employees who work at least twenty (20) hours per week the contribution shall be increased from \$4089.70 to \$4745 annually.

2. Required Coverage.

Employees covered by this Agreement must select the following coverages:

a. Employee-only health coverage through one (1) of the plans and carriers offered by the District.

b. Employee-only vision plan.

c. One (1) of the two (2) dental plans offered by the District:

(1) Employee-only plan.

(2) Employee and dependent prepaid dental plan.

d. \$50,000 life insurance plan, effective March 1, 1998.

3. Optional Benefits Coverage.

Employees shall have the option of: (1) enrolling all eligible dependents in the health plan in which the employee is enrolled, or (2) choosing a discretionary allowance which may be applied toward purchasing additional cancer insurance, voluntary dental insurance, income protection, or receive as compensation. The discretionary allowance shall be \$240 per year for employees who work eight (8) hours per day, \$180 per year for employees who work at least six (6) hours per day, and \$120 per year for employees who work at least four (4) hours per day, paid tenthly.

4. Unused Benefit Monies.

Any unused benefit monies shall remain the property of the District.

4. Plans and Carriers.

The plans and carriers shall be determined by the Board.

5. Cost in Excess of District Contribution.

In the event that increases occur in the cost of required health and welfare benefits during the term of this Agreement to the extent that those costs exceed the amount of

the District contribution, such increases in costs shall be deducted from each eligible unit member's payroll warrant.

B. Terminating Employees

Any employee who terminates his/her employment with the school district shall have his/her health benefits continue through the end of the month in which he/she terminates.

C. New Employees

New employees shall qualify for benefits on the first (1st) day of the month following hire date.

D. Benefit Selection Sheets

Each year prior to the end of the open enrollment period, every employee who qualifies for benefits is required to turn in to the Human Resources Department the benefit selection form provided by the District. This form authorizes the District to enroll in and/or continue benefit selections for employees. This form must be turned in regardless of whether or not there are any changes in an employee's benefit program. It is the individual employee's responsibility to comply with the provisions of this section and failure to do so may result in a reduction of the total benefit allowance for the employee. If an employee wishes to change and/or add any benefits, he/she must pick up the appropriate forms from Human Resources and include them with the benefit selection form which is submitted by the May 15 deadline.

E. Insurance Plans

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

F. Retired Employees' Health Benefits

Bargaining unit members retiring shall be eligible and may apply for paid medical and health insurance benefits on the following basis:

1. The employee must have the equivalent of fifteen (15) years of full service with the Santee School District, the last five (5) years of which must be consecutive, and have reached or passed the age of fifty-five (55) years.
2. The coverage will only provide health and medical benefits as covered under one (1) of the health and medical plans provided by the District, whichever the employee was insured under during the last year of employment unless the employee relocates and is 100 miles or more from a medical facility covered by his or her plan.

If the employee relocates and is 100 miles or more from a medical facility covered by his or her plan, the employee may appeal to the District to change medical coverage with the provision that the employee will be responsible for paying any additional cost for medical coverage either annually or quarterly. The employee will also be expected to

sign an agreement with the District releasing the District from any liability of lapsed coverage due to the employee not making a timely payment to the District for additional medical coverage.

3. The District will pay the ~~health and single coverage~~ medical premiums for the retiree. For current retirees who retired before January 1, 2016, the District contribution to this coverage shall be limited to \$6300 for current fulltime retirees; \$5670 for retirees who worked less than full time but at least thirty (30) hours per week; \$4095 for retirees who worked less than full time but at least 20 hours per week. For retirees who retire on or after January 1, 2016, the district contribution to this coverage shall be limited to the annual cap specified in Section A of this article in effect at the time the employee retires from the District. The foregoing amounts shall be prorated for the number of months a retiree is eligible for retiree benefits. ~~will be governed to limits as provided in Section A of this Article.~~
4. The retiree will be responsible for any additional cost beyond the District contribution, including a fee of 2% for optional COBRA dental or vision coverage and for dependents who are no longer covered under the retiree, if selected, and be subject to District and/or plan regulations.
5. The District will continue to provide this coverage until the retiree reaches the age of sixty-five (65) or is eligible for Medicare, whichever comes first, as long as the retiree remains current on paying their portion of costs as specified in Section F.4 of this Article in accordance with Board policy.
6. These benefits cover the retiring employee only and are not extended to dependents.
- ~~7. Only bargaining unit members retiring after November 19, 1985, are eligible for the above employee health benefit provisions.~~

G. Classified Employees Flexible Spending Account Plan

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

1. Intent of the Flexible Spending Account Plan.

Neither the District nor the Association provides tax advice to employees in regard to their participation in the flexible spending account plan. It is up to the individual employee to choose to participate or not participate in this plan and to determine the level of participation. The intent of offering the plan is to provide a cafeteria plan which

complies with IRS regulations. This benefit (the flexible spending account plan) is bound by IRS guidelines.

2. Flexible Spending Accounts.

There shall be three flexible spending accounts available for the classified employee.

These accounts will be:

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

Participation in any or all of the above accounts is an option to be decided by each employee. The amounts directed into these accounts are at the discretion of the employee and must be within the guidelines set by the Internal Revenue Service.

It shall be the employee's responsibility to participate in yearly open enrollment periods and to notify the District, with appropriate District-supplied forms, as to the exact amounts of the deductions directed toward each flexible spending account. Employees may choose to increase, decrease, or stop participation during an annual open enrollment period.

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

3. District Contribution to the Flexible Spending Account Plan.

The District contribution to the flexible spending account plan shall be that amount provided for employee Health and Welfare Benefits, Article 18. The District contribution shall be applied toward required and optional coverages.

4. Forfeiture of Funds.

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

5. Administration of Plan.

There will be a monthly administrative cost paid by the employer for portions of this plan (Medical Reimbursement and Dependent Care accounts). The administrative cost shall be set during the open enrollment period.

H. Opt-out Program

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

CSEA:

Janessa Edgeton 2/16/16

Brenda [unclear] 2/16/16

[unclear] 2/16/16

Angie Suber 2-16-16

Margie [unclear] 2/16/16

Mary Sodano 2-16-16

School District:

[Signature]

Disclosure of Collective Bargaining Agreement

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

Santee School District

Name of Bargaining Unit: _____ Classified School Employees Associatn (CSEA) Certified: _____ Classified: x

The proposed agreement covers the period: Beginning: 7/1/2015 Ending: 6/30/2016

This agreement will be acted upon by the Governing Board at its meeting on: 3/15/2016
Date

A. Proposed Change in Compensation

#	Compensation	Cost Prior to Proposed Agreement (a) \$	Fiscal Impact of Proposed Agreement					
			Current Year 2015 - 2016		Year 2 2016 - 2017		Year 3 2017 - 2018	
			(b) \$	(c) %	(b) \$	(c) %	(b) \$	(c) %
1.	Step & Column - Increase (Decrease) due to movement plus any changes due to settlement	\$6,414,600.00	\$107,686.72	1.68%	\$113,939.31	1.75%	\$112,329.55	1.69%
2.	Salary Schedule - Increase (Decrease)	\$6,414,600.00	\$266,205.90	4.15%	\$266,205.90	3.98%	\$266,205.90	3.83%
3.	Other Compensation - Increase (Decrease) in Stipends, Bonuses, etc.	\$6,414,600.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
4.	Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	\$1,234,377.33	\$70,761.16	5.73%	\$77,349.67	5.93%	\$89,636.55	6.48%
5.	Health/Welfare Benefits - Increase (Decrease)	\$653,097.00	\$81,697.00	12.51%	\$131,037.00	17.83%	\$108,243.00	12.50%
6.	Total Compensation - Increase (Decrease) Total Lines 1(a) thru 5(a)	\$8,302,074.33	\$526,350.78	6.34%	\$588,531.88	6.67%	\$576,415.00	6.12%
7.	Total Number of Represented Employees	267.00	267.00	267.00	267.00	267.00	267.00	267.00
8.	Total Compensation Cost for Average Employee - Increase (Decrease)	\$31,093.91	\$1,971.35	6.34%	\$2,204.24	6.67%	\$2,158.86	6.12%

Impact on other Funds: See attached for impact to Fund 12, 13, and 63

Disclosure of Collective Bargaining Agreement

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

Santee School District

Name of Bargaining Unit: Classified School Employees Associatn (CSEA) Certificated: 0 Classified: x

The proposed agreement covers the period: Beginning: 7/1/2015 Ending: 6/30/2016

This agreement will be acted upon by the Governing Board at its meeting on: 3/15/2016
Date

A. Proposed Change in Compensation

Compensation	Cost Prior to Proposed Agreement (a) \$	Fiscal Impact of Proposed Agreement					
		Current Year 2015 - 2016		Year 2 2016 - 2017		Year 3 2017 - 2018	
		(b) \$	(c) %	(b) \$	(c) %	(b) \$	(c) %
1. Step & Column - Increase (Decrease) due to movement plus any changes due to settlement	\$86,100.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
2. Salary Schedule - Increase (Decrease)	\$86,100.00	\$3,444.00	4.00%	\$3,444.00	3.85%	\$3,444.00	3.70%
3. Other Compensation - Increase (Decrease) in Stipends, Bonuses, etc.	\$86,100.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
4. Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	\$16,294.88	\$651.80	4.00%	\$700.76	4.14%	\$815.53	4.62%
5. Health/Welfare Benefits - Increase (Decrease)	\$910.00	\$118.00	12.97%	\$148.00	14.40%	\$122.00	10.37%
6. Total Compensation - Increase (Decrease) Total Lines 3(a), 4(a), 5(a)	\$103,304.88	\$4,213.80	4.08%	\$4,292.76	3.99%	\$4,381.53	3.92%
7. Total Number of Represented Employees	6.00	6.00	6.00	6.00	6.00	6.00	-6.00
8. Total Compensation Cost for Average Employee - Increase (Decrease)	\$17,217.48	\$702.30	4.08%	\$715.46	3.99%	\$730.26	3.92%

Impact on other Funds: _____

Disclosure of Collective Bargaining Agreement

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

Santee School District

Name of Bargaining Unit: _____ Classified School Employees Associatn (CSEA) Certificated: _____ 0 Classified: x

The proposed agreement covers the period: Beginning: 7/1/2015 Ending: 6/30/2016

This agreement will be acted upon by the Governing Board at its meeting on: 3/15/2016
Date

A. Proposed Change in Compensation

Compensation	Cost Prior to Proposed Agreement (a) \$	Fiscal Impact of Proposed Agreement					
		Current Year 2015 - 2016		Year 2 2016 - 2017		Year 3 2017 - 2018	
		(b) \$	(c) %	(b) \$	(c) %	(b) \$	(c) %
1. Step & Column - Increase (Decrease) due to movement plus any changes due to settlement	\$731,600.00	\$14,520.85	1.98%	\$15,363.85	2.06%	\$15,147.17	1.99%
2. Salary Schedule - Increase (Decrease)	\$731,600.00	\$29,264.00	4.00%	\$29,264.00	3.85%	\$29,264.00	3.70%
3. Other Compensation - Increase (Decrease) in Stipends, Bonuses, etc.	\$731,600.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
4. Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	\$141,207.33	\$8,286.52	5.87%	\$9,080.61	6.07%	\$10,516.49	6.63%
5. Health/Welfare Benefits - Increase (Decrease)	\$50,056.00	\$7,396.00	14.78%	\$9,288.00	16.17%	\$7,673.00	11.50%
6. Total Compensation - Increase (Decrease) Total Lines 3(a), 4(a), 5(a)	\$922,863.33	\$59,467.37	6.44%	\$62,996.46	6.41%	\$62,600.67	5.99%
7. Total Number of Represented Employees	42.00	42.00	42.00	42.00	42.00	42.00	42.00
8. Total Compensation Cost for Average Employee - Increase (Decrease)	\$21,972.94	\$1,415.89	6.44%	\$1,499.92	6.41%	\$1,490.49	5.99%

Impact on other Funds: _____

Disclosure of Collective Bargaining Agreement

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

Santee School District

Name of Bargaining Unit: _____ Classified School Employees Associatrn (CSEA) Certificated: _____ 0 Classified: x

The proposed agreement covers the period: Beginning: 7/1/2015 Ending: 6/30/2016

This agreement will be acted upon by the Governing Board at its meeting on: 3/15/2016
Date

A. Proposed Change in Compensation

	Compensation	Cost Prior to Proposed Agreement	Fiscal Impact of Proposed Agreement						
			Current Year 2015 - 2016		Year 2 2016 - 2017		Year 3 2017 - 2018		
			(a)	(b)	(c)	(b)	(c)	(b)	(c)
			\$	\$	%	\$	%	\$	%
1.	Step & Column - Increase (Decrease) due to movement plus any changes due to settlement	\$1,252,200.00	\$17,531.14	1.40%	\$18,548.80	1.46%	\$18,286.73	1.42%	
2.	Salary Schedule - Increase (Decrease)	\$1,252,200.00	\$50,088.00	4.00%	\$50,088.00	3.85%	\$50,088.00	3.70%	
3.	Other Compensation - Increase (Decrease) in Stipends, Bonuses, etc.	\$1,252,200.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	
4.	Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	\$240,303.35	\$12,797.28	5.33%	\$13,965.80	5.52%	\$16,191.02	6.06%	
5.	Health/Welfare Benefits - Increase (Decrease)	\$145,005.00	\$20,592.00	14.20%	\$25,860.00	15.62%	\$21,361.00	11.16%	
6.	Total Compensation - Increase (Decrease) Total Lines 3(a), 4(a), 5(a)	\$1,637,508.35	\$101,008.42	6.17%	\$108,462.61	6.24%	\$105,926.75	5.74%	
7.	Total Number of Represented Employees	41.00	41.00	41.00	41.00	41.00	41.00	41.00	
8.	Total Compensation Cost for Average Employee - Increase (Decrease)	\$39,939.23	\$2,463.62	6.17%	\$2,645.43	6.24%	\$2,583.58	5.74%	

Impact on other Funds: _____

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

4% on schedule increase for 2015-16 effective July 1, 2015 for all bargaining unit members except Campus Aides. Increment between steps for Campus Aides increased from 2.5% to 5.0% effective July 1, 2015. \$1,008.16 added to Full-Time Benefit CAP bringing the amount to \$7,300 per benefit plan year effective January 1, 2016. Less than full-time CAPs adjusted commensurately.
Added clarifying language for compensation when working out of classification to be at least 5% higher than the employee's hourly rate.
Added language for annual reclassification and relocation review.

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

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

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

None

E. **Source of Funding for Proposed Agreement**

1. Current Year

14.52% estimated increase in LCFF revenue after factoring in increase in ADA, with approximately 10% for Base Grant.

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

LCFF Base Grant revenue increase.

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

F. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$60,425,023
b. State Standard Minimum Reserve Percentage for this District	3.00%
c. Projected P-2 ADA	6,453.20
d. State Standard Minimum Reserve Amount for this District <i>(Line 1a times Line 1b, or \$50,000, whichever is greater, for a district with less than 1,001 ADA)</i>	\$1,812,750.70

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

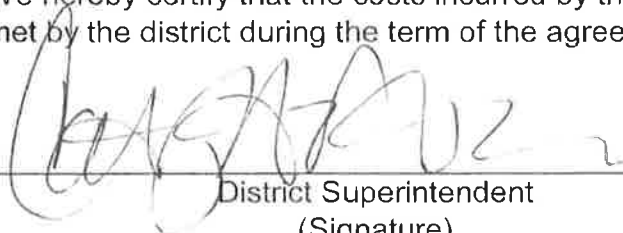
a. General Fund Budgeted Unrestricted Designated for Economic Uncertainties	\$1,812,750.70
b. General Fund Budgeted Unrestricted Unappropriated Amount	\$7,240,658.79
c. Special Reserve Fund 17-Budgeted Designated for Economic Uncertainties	\$2,895,789.00
d. Special Reserve Fund 17-Budgeted Unappropriated Amount	
e. Total District Budgeted Unrestricted Reserves	\$11,949,198.49

3. Do unrestricted reserves meet the state standard minimum reserve amount? Yes No


G. Certification

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

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


 District Superintendent
 (Signature)

3/1/16
 Date


 Chief Business Official
 (Signature)

2-29-16
 Date

Contact Person: KARL CHRISTENSEN Telephone No.: 619-258-2321

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

Date of governing board approval of budget revisions in Col. 2 3/15/2016
 in accordance with Education Code § 42142 and Government Code § 3547.5

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

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

	(Col. 1) Latest Board- Approved Budget Before Settlement as of 2015-16 2nd Interim: 3/1/2016	(Col. 2) Adjustments as a Result of Settlement	(Col. 3) Other Revisions As Of: 3/1/2016	(Col. 4) (Cols. 1 + 2 + 3) Total Impact on Budget
REVENUES:				
LCFF Sources (8010-8099)	48,582,261			48,582,261
Remaining Revenues (8100-8799)	12,582,365			12,582,365
TOTAL REVENUES	61,164,626	0	0	61,164,626
EXPENDITURES:				0
1000 Certificated Salaries	28,786,970			28,786,970
2000 Classified Salaries	8,103,151	266,206		8,369,357
3000 Employee Benefits	8,629,240	152,458		8,781,698
4000 Books and Supplies	5,731,127			5,731,127
5000 Services and Operating Expenses	5,061,857			5,061,857
6000 Capital Outlay	521,692			521,692
7000 Other	971,429			971,429
TOTAL EXPENDITURES	57,805,466	418,664	0	58,224,130
OPERATING SURPLUS (DEFICIT)	3,359,160	(418,664)	0	2,940,496
OTHER SOURCES AND TRANSFERS IN	28,473		0	28,473
OTHER USES AND TRANSFERS OUT	2,200,894	0	0	2,200,894
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	1,186,739	(418,664)	0	768,075
BEGINNING BALANCE	10,060,220			10,060,220
CURRENT YEAR-ENDING BALANCE	11,246,959			10,828,295
COMPONENTS OF ENDING BALANCE:				
Nonspendable (9711-9719)	437,720		0	437,720
Restricted (9740)	1,088,083		0	1,088,083
Committed (9750/9760)	0		0	0
Assigned (9780)	249,083		0	249,083
Reserve Economic Uncertainties (9789)	1,800,191	12,560	0	1,812,751
Unassigned/Unappropriated (9790)	7,671,883			7,240,659

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

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

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

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

Date of governing board approval of budget revisions in Col. 2 3/15/2016
 in accordance with Education Code § 42142 and Government Code § 3547.5

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

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

	(Col. 1) Latest Board- Approved Budget Before Settlement as of	(Col. 2) Adjustments as a Result of Settlement	(Col. 3) Other Revisions	(Col. 4) (Cols. 1 + 2 + 3) Total Impact on Budget
2015-16 2nd Interim:	03/01/16			
REVENUES:				
LCFF Sources (8010-8099)	0			0
Remaining Revenues (8100-8799)	254,316			254,316
TOTAL REVENUES	254,316	0	0	254,316
EXPENDITURES:				0
1000 Certificated Salaries	70,266	0		70,266
2000 Classified Salaries	84,907	3,444		88,351
3000 Employee Benefits	37,673	770		38,443
4000 Books and Supplies	36,510			36,510
5000 Services and Operating Expenses	6,285			6,285
6000 Capital Outlay	0			0
7000 Other	0			0
TOTAL EXPENDITURES	235,641	4,214	0	239,855
OPERATING SURPLUS (DEFICIT)	18,675	(4,214)	0	14,461
OTHER SOURCES AND TRANSFERS IN	0			0
OTHER USES AND TRANSFERS OUT	10,338			10,338
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	8,337	(4,214)	0	4,123
BEGINNING BALANCE	411			411
CURRENT YEAR-ENDING BALANCE	8,747			4,534
COMPONENTS OF ENDING BALANCE:				
Nonspendable (9711-9719)	0			0
Restricted (9740)	0			0
Committed (9750/9760)				0
Assigned (9780)	0			0
Reserve Economic Uncertainties (9789)	0			0
Unassigned/Unappropriated (9790)	8,747			4,534

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

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

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

Date of governing board approval of budget revisions in Col. 2 3/15/2016
 in accordance with Education Code § 42142 and Government Code § 3547.5

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

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

	(Col. 1) Latest Board- Approved Budget Before Settlement as of	(Col. 2) Adjustments as a Result of Settlement	(Col. 3) Other Revisions	(Col. 4) (Cols. 1 + 2 + 3) Total Impact on Budget
2015-16 2nd Interim:	03/01/16			
REVENUES:				
LCFF Sources (8010-8099)	0			0
Remaining Revenues (8100-8799)	2,362,585			2,362,585
TOTAL REVENUES	2,362,585	0	0	2,362,585
EXPENDITURES:				
1000 Certificated Salaries	0	0		0
2000 Classified Salaries	882,063	29,264		911,327
3000 Employee Benefits	187,345	15,683		203,028
4000 Books and Supplies	1,110,144			1,110,144
5000 Services and Operating Expenses	95,796			95,796
6000 Capital Outlay	15,000			15,000
7000 Other	0			0
TOTAL EXPENDITURES	2,290,349	44,947	0	2,335,295
OPERATING SURPLUS (DEFICIT)	72,236	(44,947)	0	27,290
OTHER SOURCES AND TRANSFERS IN	0			0
OTHER USES AND TRANSFERS OUT	100,004			100,004
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	(27,768)	(44,947)	0	(72,714)
BEGINNING BALANCE	703,161			703,161
CURRENT YEAR-ENDING BALANCE	675,393			630,446
COMPONENTS OF ENDING BALANCE:				
Nonspendable (9711-9719)	0			0
Restricted (9740)	0			0
Committed (9750/9760)				0
Assigned (9780)	0			0
Reserve Economic Uncertainties (9789)	0			0
Unassigned/Unappropriated (9790)	675,393			630,446

If the total amount of the adjustment in Column 2 does not agree with the amount of the total cost shown on page 1, please explain:
 Step and Column costs already included in Latest Board-Approved Budget Before Settlement.

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

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

Date of governing board approval of budget revisions in Col. 2 3/15/2016
 in accordance with Education Code § 42142 and Government Code § 3547.5

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

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

	(Col. 1) Latest Board- Approved Budget Before Settlement as of	(Col. 2) Adjustments as a Result of Settlement	(Col. 3) Other Revisions	(Col. 4) (Cols. 1 + 2 + 3) Total Impact on Budget
2015-16 2nd Interim:	03/01/16			
REVENUES:				
LCFF Sources (8010-8099)	0			0
Remaining Revenues (8100-8799)	2,868,963			2,868,963
TOTAL REVENUES	2,868,963	0	0	2,868,963
EXPENDITURES:				0
1000 Certificated Salaries	0	0		0
2000 Classified Salaries	1,805,698	50,088		1,855,786
3000 Employee Benefits	464,784	33,389		498,173
4000 Books and Supplies	220,310			220,310
5000 Services and Operating Expenses	217,481			217,481
6000 Capital Outlay	0			0
7000 Other	0			0
TOTAL EXPENDITURES	2,708,273	83,477	0	2,791,750
OPERATING SURPLUS (DEFICIT)	160,690	(83,477)	0	77,213
OTHER SOURCES AND TRANSFERS IN	0			0
OTHER USES AND TRANSFERS OUT	20,170			20,170
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	140,520	(83,477)	0	57,043
BEGINNING BALANCE	680,617			680,617
CURRENT YEAR-ENDING BALANCE	821,138			737,660
COMPONENTS OF ENDING BALANCE:				
Nonspendable (9711-9719)	0			0
Restricted (9740)	0			0
Committed (9750/9760)				0
Assigned (9780)	0			0
Reserve Economic Uncertainties (9789)	0			0
Unassigned/Unappropriated (9790)	821,138			737,660

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

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

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

Revised: 07/2011

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

GENERAL INSTRUCTIONS

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

SPECIFIC INSTRUCTIONS FOR COMPLETION

PROPOSED CHANGE IN COMPENSATION

1. Step and Column

Cost Prior to Proposed Agreement:

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

2. Salary Schedule

Cost Prior to Proposed Agreement:

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

3. Other Compensation

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

Cost Prior to Proposed Agreement:

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

4. Statutory Benefits

Cost Prior to Proposed Agreement:

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

5. Health/Welfare Benefits

Cost Prior to Proposed Agreement:

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

6. Total Compensation

Cost Prior to Proposed Agreement:

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

7. Total Number of Represented Employees

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

8. Total Compensation Cost for Average Employee

Cost Prior to Proposed Agreement:

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

Discussion and/or Action Item E.2.1.
Prepared by Cathy A. Pierce, Ed.D.
March 15, 2016

Approval of Sycamore Canyon "Cougar Coup"

BACKGROUND:

Sycamore Canyon has embraced the idea of Environmental Sustainability as a cornerstone for delivering meaningful instruction to all students. The students and staff at Sycamore Canyon Elementary School propose to enrich the learning of the Common Core Curriculum and Next Generation Science Standards by having a chicken coop. They will study life cycles, the interdependence of organisms, the functionality of systems, the effects of small changes on ecosystems and more!

RECOMMENDATION:

Administration recommends approval of the Sycamore Canyon "Cougar Coup." Action is at the discretion of the Board.

FISCAL IMPACT:

Project will be funded through donations, grants, and fundraisers. There is no fiscal impact to the school or District.

STUDENT ACHIEVEMENT IMPACT:

Students at Sycamore Canyon Elementary School will enrich their learning of the Common Core Curriculum and Next Generation Science Standards.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.1.

Discussion and/or Action Item E.2.2.
by Cathy A. Pierce, Ed.D.
March 15, 2016

Approval of Stakeholder Feedback and Prepared
Leadership Development Project

BACKGROUND:

On March 2, 2016, the Board of Education and Superintendent met with Dr. Patricia White to discuss way to enhance the effectiveness of the Governance Team. Dr. White presented a proposal that would assist the Board in seeking perspective on the Governance Team's effectiveness in carrying out their role. Tonight, the Board will discuss the proposal and next steps.

RECOMMENDATION:

Administration recommends the Board of Education review and discuss Dr. White's proposal and base cost for consulting and providing instruments, analysis, reports, and workshops. Action is at the discretion of the Board.

FISCAL IMPACT:

The cost of instruments, data analysis, and consultant services is \$14,900.

STUDENT ACHIEVEMENT IMPACT:

Effective governance assures a quality education for students.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.2.

Patricia Clark White, Ed.D.

33961 Nauticus Isle, Dana Point, CA 92629 949-842-5041 pwhite@brandman.edu

Stakeholder Feedback and Leadership Development Project

- Consultant will prepare the online Board Governance Survey and the Transformational Leadership Skills Inventory, each with customized open ended questions, for 80 respondents who are leaders or nominated by their peers from the categories of teachers, classified, union leadership, parent/community, principal, and other administrative roles.
- The Board and Superintendent will establish the final list of positions, seek the names of nominees, and provide it to the consultant, using a memo developed by the consultant. A cover letter provided by the consultant with the link to the online instrument will be deployed by district staff. Respondents will participate anonymously and responses will go directly to the consultant's data analysis team. Cost of blending 3 instruments into two customized surveys and producing data analysis and reports: \$10,700.
- Consultant will design the process, customize the instruments, arrange for the data analysis team to receive and analyze the data. Consultant will meet with the Board to present the final drafts of all instruments and assist them in doing the self-analysis using the instruments provided, prior to full deployment.
- Consultant will prepare a report to the Board on the findings from both instruments, and conduct a 3- hour workshop with the Board to present the findings and discuss the results. A separate meeting with the Superintendent to discuss the results of the Transformational Leadership Skills Inventory (TLSi) will also be offered prior to the Board workshop.
- Consultant will also provide a 3-hour workshop to assist the Board and Superintendent in next steps: developing an action plan with specific plans to address the themes and patterns discovered in the data analysis and earlier discussion. A separate meeting with the Superintendent will be offered to discuss the action plan if desired. Total Cost for all Consultant Services: \$4200
- Total Cost of Instruments, Data Analysis, and Consultant Services: \$14,900
- Timelines:
 - Friday, March 4: Draft of memo for Superintendent to use with Principals re: the study and the need to seek 2 teacher reps from each school.
 - Monday, March 7: Superintendent meets with principals and distributes memo.
 - Thursday, March 10: Provide Superintendent with contracts for services rendered by consultant and data analysis team members.
 - Tuesday, March 15: Board acts on contracts
 - Friday, March 18: Deploy the memo to Stakeholder groups requesting representatives who will agree to participate in the surveys.
 - First week in April—date to be determined by Board: Meet with Board to review instruments and assist Board and Superintendent in completing their self-analysis on the instruments.
 - Friday, April 8: Deploy the memo indicating the link is open, urging participation as soon as possible and citing the closing date of Monday, April 18.
 - Friday, April 15: Deploy the reminder memo indicating the link will be closing on Monday, April 18 and urging participation.
 - Friday, April 22: Deploy a thank you message to participants.
 - Week of June 20 (tentative): Report of findings to Board and Superintendent
 - June 25 (tentative) or date TBD in July: Action Plan Meeting with Board and Superintendent

BACKGROUND:

After receiving input from the Principals, the Board of Education determined the need to purchase canopies for the schools to use throughout the year for various activities. These will offer protection against over exposure to the ultra-violet rays for students and personnel. Administration obtained the following information for the Board's consideration.

Brand	Size	Price	Cost for 9 Schools
Ameri-Mark Color: Navy, with unlimited logos 6 mos – 1 year warranty	10x10 Top-quality	\$657.60 + s/h	\$5,918.40 + tax and s/h
	10x15 Top-quality	\$1,193 + s/h	\$10,737 + tax and s/h
Easy-Up Color: Navy (custom color) w/logo 5 year warranty	10x10 Mid-quality	\$712.80 + s/h	\$6,415.20 + tax and s/h
	10x15 Professional grade	\$875.00 +s/h	\$7,875 + tax and s/h
Dick's Sporting Goods Color: White (no logo) 1 year warranty	10x10 Recreational grade	\$89.99	\$809.91 + tax
	12x12 Recreational grade	\$199.99	\$1,800.00 + tax
Big 5 Color: White (no logo) 1 year warranty	10x10 Recreational grade	\$159.99	\$1,439.91 + tax

RECOMMENDATION:

Administration recommends the Board approve the purchase of canopies for the schools.

FISCAL IMPACT:

Canopies will be purchased from the General Fund.

STUDENT ACHIEVEMENT IMPACT:

It is the District's intention to provide a healthy environment for all students.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.3.

BACKGROUND:

On February 16, 2016, the Board of Education approved a 10.11% total compensation increase for all Santee Teachers Association employees over two years in the form of 5.65% for 2015-16 and 4.46% for 2016-17.

Tonight the Board will vote on a 5.65% total compensation increase in 2015-16 for all CSEA employees.

In this item, Management and Confidential employees have requested the Board consider a 10.11% salary increase for them over two years:

- 5.65% salary increase for the 2015-16 school year, retroactive to July 1, 2015
- 4.46% salary increase for the 2016-17 school year
- No increase to health benefits cap

RECOMMENDATION:

Administration recommends approval of the management and confidential employees' request for a salary increase.

FISCAL IMPACT:

The estimated impact to District funds are as follows:

Fund	2015-16 Impact	2016-17 Impact
General	\$272,692	\$234,542
Cafeteria	6,430	5,530
Enterprise – OST Programs	16,588	14,263
Total	\$295,710	\$254,336

STUDENT ACHIEVEMENT IMPACT:

Knowledgeable, motivated, and inspired employees contribute to student success.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.4.

BACKGROUND:

On February 16, 2016, the Board of Education approved a 10.11% total compensation increase for all Santee Teachers Association employees over two years in the form of 5.65% for 2015-16 and 4.46% for 2016-17.

Tonight the Board will vote on a 5.65% total compensation increase in 2015-16 for all CSEA employees.

In addition, tonight the Board will vote on Management and Confidential employees' salary increase as follows:

- 5.65% salary increase for the 2015-16 school year, retroactive to July 1, 2015
- 4.46% salary increase for the 2016-17 school year
- No increase to health benefits cap

This item is consistent with the Superintendent's contract and provides the same 10.11% salary increase as other employees receive over two years, in the form of 5.65% salary increase in 2015-16, 4.46% salary increase in 2016-17, and no increase to the health benefits cap.

RECOMMENDATION:

Administration recommends approval of Superintendent's salary increase for 2015-16 and 2016-17.

FISCAL IMPACT:

The estimated impact to District funds is \$13,746 for 2015-16; and \$11,686 for 2016-17.

STUDENT ACHIEVEMENT IMPACT:

Knowledgeable, motivated, and inspired employees contribute to student success.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.5.

Item F. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

Item G. CLOSED SESSION

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

The Board will go into Closed Session to discuss:

1. **Public Employee Discipline/Dismissal/Release** (Gov. Code § 54957)
2. **Conference with Legal Counsel – Anticipated Litigation** (Gov't. Code § 54956.9)
 - One Case
3. **Conference with Labor Negotiator** (Gov't. Code § 54957.6)

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

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

Agency Negotiator: Karl Christensen, Assistant Superintendent
6. **Public Employee Performance Evaluation (Gov. Code § 54957)**
Superintendent

Item H. RECONVENE TO PUBLIC SESSION

Item I. ADJOURNMENT

Agenda Items F, G, H, and I.