



# Santee School District

**SCHOOLS:**

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

**Carlton Oak School**  
**9353 Wethersfield Road**  
**Santee, California 92071**

**BOARD OF EDUCATION**  
**REGULAR MEETING**  
**A G E N D A**  
**March 20, 2012**

**\* PLEASE NOTES CHANGE IN LOCATION AND TIME FOR MEETING.**

**District Mission**

*Santee School District, supported by an involved community, an outstanding staff, and a shared vision, assures a quality education that supports students in achieving academic excellence and in developing life skills needed for success in a diverse and changing society.*

Page #

**A. OPENING PROCEDURES – 8:00 p.m.**

4

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

**B. REPORTS AND PRESENTATIONS**

- |                                       |   |
|---------------------------------------|---|
| 1. Superintendent's Report            | 5 |
| 1.1. Developer Fees Collection Report | 6 |
| 1.2. Use of Facilities Report         | 7 |
| 1.3. Enrollment Report                | 8 |
| 1.4. Schedule of Upcoming Events      | 9 |

**C. PUBLIC COMMUNICATION**

10

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

**D. CONSENT ITEMS**

11

*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.*

BOARD OF EDUCATION • Dan Bartholomew, Dustin Burns, Dianne El-Hajj, Ken Fox, Barbara Ryan  
 DISTRICT SUPERINTENDENT • Patrick Shaw, Ed.D.

	<u>Page #</u>
<b>Superintendent</b>	
1.1. <b><u>Approval of Minutes</u></b> It is recommended that the Board of Education approve meeting minutes with any necessary modifications.	12
<b>Business Services</b>	
2.1. <b><u>Approval/Ratification of Travel Requests</u></b> It is recommended that the Board of Education ratify the authorization granted to personnel requesting out-of-district travel as listed in the item.	21
2.2. <b><u>Approval/Ratification of Expenditure Warrants</u></b> It is recommended that the Board of Education approve and ratify the expenditure warrants for the month of February 2012.	23
2.3. <b><u>Approval/Ratification of Purchase Orders</u></b> It is recommended that the Board of Education approve and ratify purchase orders for the month of February 2012 as presented in the item.	25
2.4. <b><u>Acceptance of Donations</u></b> 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.	32
2.5. <b><u>Approval of Consultants and General Service Providers</u></b> It is recommended that the Board of Education approve Consultant and General Service Provider agreements as presented.	33
2.6. <b><u>Agreement with School Innovations &amp; Advocacy for Services Related to Mandated Cost Reporting</u></b> It is recommended that the Board of Education approve the Agreement with School Innovations & Advocacy to coordinate, accumulate, and submit Mandated Cost claims for three (3) years with a right to terminate the agreement at the end of each fiscal year.	35
2.7. <b><u>Renewal of Agreement with Hope Through Housing Foundation for Provision of Snacks</u></b> It is recommended that the Board of Education approve renewal of the Agreement with Hope Through Housing Foundation through June 30, 2012.	41
<b>Human Resources/Pupil Services</b>	
3.1. <b><u>Personnel, Regular</u></b> It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations and dismissals.	47
<b>E. DISCUSSION AND/OR ACTION ITEMS</b> <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>	50
<b>Superintendent</b>	
1.1. <b><u>Board Selection of Eighth Promotion Assignments</u></b> It is recommended the Board select assignments for presentation of promotion certificates.	51

	<u>Page #</u>
<b>Educational Services</b>	
2.1. <b><u>Microsoft Live@edu Grades 7-8 Student Access Pilot at PRIDE Academy at Prospect Avenue and Rio Seco Schools</u></b>	53
It is recommended that the Board of Education approve the Student Live@edu pilot at PRIDE Academy and Rio Seco School for the duration of May – June 2012.	
2.2. <b><u>Authorization to Disseminate a Request for Proposal (RFP) for Library and Textbook Management Systems</u></b>	56
It is recommended that the Board of Education authorize administration to publicize and distribute a Request for Proposal for a library and textbook management system.	
<b>F. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS</b>	59
<b>G. CLOSED SESSION</b>	60
1. <b><u>Conference with Legal Counsel–Anticipated Litigation</u></b> <i>(Significant exposure to litigation pursuant to subdivision (b) of Gov't Code § 54956.9) One potential case.</i>	
2. <b><u>Conference with Labor Negotiator</u></b> (Govt. Code § 54956.8) <i>Agency Negotiator: Karl Christensen, Assistant Superintendent Employee Organizations: Santee Teachers Association</i>	
3. <b><u>Public Employee Performance Evaluation</u></b> (Govt. Code § 54957) <i>Superintendent</i>	
<b>H. RECONVENE TO PUBLIC SESSION</b>	60
<b>I. ADJOURNMENT</b>	60

**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 17, 2012, 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:

\_\_\_ Bartholomew  
\_\_\_ El-Hajj  
\_\_\_ Fox  
\_\_\_ Burns  
\_\_\_ Ryan

OPENING PROCEDURES ITEM A.

1. Call to Order and Welcome – 8:00 p.m.

2. District Mission

*Santee School District, supported by an involved community, an outstanding staff, and a shared vision, assures a quality education that supports students in achieving academic excellence and in developing life skills needed for success in a diverse and changing society.*

3. Pledge of Allegiance

4. Approval of Agenda for the March 20, 2012 regular meeting

Agenda Item A.

Reports and Presentations Item B.1. Superintendent's Report  
Prepared by Dr. Patrick Shaw  
March 20, 2012

The following items are presented for Board information:

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

Agenda Item B.1.

**DEVELOPER FEES COLLECTION REPORT**  
**2011-12**  
**CUMULATIVE THROUGH MARCH 9, 2012**

Residential Rate: \$3.56 per square foot over 500 - effective 4/05/11

Commercial Rate: \$.29 per square foot - effective 6/16/08

Self Storage Rate: \$.14 per square foot - effective 4/20/10

COM	RES	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
	X	9733 Notnil Court	07/18/11	615	\$2,189.40	HC
	X	9526 St. Andrews Drive	07/18/11	567	\$2,018.52	CO
	X	8321 Big Rock Road	07/21/11	785	\$2,794.60	CFH
X		1800 Joe Crosson Drive	08/02/11	3,016	\$874.64	PD
	X	1992 Los Senderos Drive (McMillin Morningview)	08/08/11	3,206	\$11,413.36	PD
	X	2084, 2144, 2155 Los Senderos Drive (McMillin Morningv	08/08/11	7,537	\$26,831.72	PD
	X	2037 Los Senderos Drive (McMillin Morningview)	08/08/11	2,000	\$7,120.00	PD
	X	7460-7465 Mission Villas Court (Bushy Hill 12)	08/24/11	10,770	\$38,341.20	CFH
	X	2144 Los Senderos (McMillin Morningview)	08/29/11	210	\$747.60	PD
	X	2084 Los Senderos (McMillin Morningview)	08/29/11	195	\$694.20	PD
	X	11402 Cacho Court	08/31/11	560	\$1,993.60	PD
	X	2246 Los Senderos Drive (McMillin Morningview)	09/28/11	3,206	\$11,413.36	PD
	X	2281 & 2293 Los Senderos Drive (McMillin Morningview)	09/28/11	4,293	\$15,283.08	PD
	X	2253 & 2288 Los Senderos Drive (McMillin Morningview)	09/28/11	5,244	\$18,668.64	PD
X		9310 Fanita Pkwy (Padre Dam MWD) Replace Shade Str	10/25/11	3,924	\$0.00	CO
	X	2288 Los Senderos (McMillin Morningview)	11/02/11	210	\$747.60	PD
	X	7466-7475 Mission Villas Court (McMillin Morningview)	11/03/11	10,770	\$38,341.20	CFH
X		9216 Abraham Way (Scantibodies)	11/10/11	455	\$131.95	HC
	X	11997-11701 Woodside Terrace (McMillin Morningview)	11/15/11	7,537	\$26,831.72	PD
	X	1931 Woodside Terrace (McMillin Morningview)	11/15/11	2,000	\$7,120.00	PD
X		8876 Cuyamaca Street	11/15/11	123	\$35.67	RS
X		8967 Carlton Hills	11/18/11	3,910	\$1,133.90	CH
	X	9234 Birchcrest Blvd.	01/03/12	972	\$3,460.32	SC
	X	1214 Tuttle Lane	01/17/12	1,356	\$4,827.36	PD
	X	11997 Woodside Terrace (McMillin) Addt'l Sq. Footage	01/19/12	210	\$747.60	PD
X		9216 Abraham Way (Scantibodies)	01/25/12	443	\$128.47	HC
	X	8213 Poinciana Drive	01/27/12	1,875	\$6,675.00	PD
	X	8225 Poinciana Drive	01/27/12	1,875	\$6,675.00	PD
<b>TOTAL PAGE 1</b>					<b>\$237,239.71</b>	

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

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

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

Requests For Use Of Facilities - March 20, 2012						
Group	Location	Date	Days	Time	Attendance	Fees Applied
<u>Cajon Park</u> Santee School District 3rd Annual Learning Fair	Multi-Purpose & Classrooms	2/25/12	Saturday	8:00 am - noon	100+	
<u>Chet F. Harritt</u> PTA (Mother/Son Softball)	Baseball Fields	3/23/12	Friday	6:00 pm - 9:30 pm	150 - 200	TBD
<u>Pepper Drive</u> Santana National Little League	Ballfield	3/1/12 - 6/30/12	Mon - Fri	4:00 pm - 8:00 pm	40	
<u>Rio Seco</u> Girl Scout Troop 6687 (Garage Sale)	Parking Lot	4/28/12	Saturday	6:00 am - 1:00 pm		
<u>Santee School Site Property</u> Santee Certified Farmers Market Inc.	Parking Lot	1/4/12 - 10/31/12	Wed	8:00 am - 8:00 pm		Contracted

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

Santee School District  
 ENROLLMENT REPORT  
 3/16/2012  
 Month 7 Week 4

SCHOOL	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	03/16/12 Total Reg	03/18/11 Total Reg	# Diff	% Diff	03/16/12 SDC	03/18/11 SDC	# Diff SDC	% Diff SDC	Prior Week		
																		03/16/12 Total All	3/9/12 Total All	Total Diff
Cajon Park	101	99	105	109	112	111	110	112	93	952	988	-36	-3.6%	67	66	1	1.5%	1019	1019	0
Carlton Hills	42	38	44	41	42	43	41	99	96	486	496	-10	-2.0%	28	19	9	47.4%	514	512	2
Carlton Oaks	78	95	82	89	75	96	95	94	121	825	821	4	0.5%	63	58	5	8.6%	888	886	2
Chet F. Harritt	63	76	56	83	51	55	60	61	63	568	582	-14	-2.4%	0	9	-9	-100.0%	568	568	0
Hill Creek	75	86	83	92	90	73	86	83	74	742	759	-17	-2.2%	19	24	-5	-20.8%	761	759	2
Pepper Drive	97	88	83	78	72	74	81	91	86	750	695	55	7.9%	9	9	0	0.0%	759	758	1
Prospect	61	55	61	53	59	54	54	69	59	525	505	20	4.0%	0	0	0	0.0%	525	527	-2
Rio Seco	102	88	113	104	104	110	94	123	93	931	920	11	1.2%	49	40	9	22.5%	980	976	4
Sycamore Canyon	64	61	45	48	47	31	45	0	0	341	332	9	2.7%	1	0	1	100.0%	342	342	0
<b>SUBTOTAL</b>	<b>683</b>	<b>686</b>	<b>672</b>	<b>697</b>	<b>652</b>	<b>647</b>	<b>666</b>	<b>732</b>	<b>685</b>	<b>6120</b>	<b>6098</b>	<b>22</b>	<b>0.4%</b>	<b>236</b>	<b>225</b>	<b>11</b>	<b>4.9%</b>	<b>6356</b>	<b>6347</b>	<b>9</b>
Alternative School	0	3	6	3	5	3	7	7	7	41	39	2	5.1%					41	38	3
Success Academy								1	3	7	11	9	22.2%					11	11	0
NPS											0			3	2	1	50.0%	3	3	0
EAK**	144									144	119		0.0%					144	139	5
<b>SUBTOTAL</b>	<b>144</b>	<b>3</b>	<b>6</b>	<b>3</b>	<b>5</b>	<b>3</b>	<b>8</b>	<b>10</b>	<b>14</b>	<b>196</b>	<b>167</b>	<b>29</b>	<b>17.4%</b>					<b>199</b>	<b>191</b>	<b>8</b>
<b>TOTAL</b>	<b>827</b>	<b>689</b>	<b>678</b>	<b>700</b>	<b>657</b>	<b>650</b>	<b>674</b>	<b>742</b>	<b>699</b>	<b>6316</b>	<b>6,265</b>	<b>51</b>	<b>0.8%</b>					<b>6555</b>	<b>6538</b>	<b>17</b>

\*\*5 year olds only

Please note: Special Ed. PK listed below are not reflected in the total count above because they do not receive ADA until they reach 5 years of age.

	PK	
Cajon Park	0	1019
Carlton Hills	1	515
Sycamore Canyon	42	384
EAK 4YO	2	

<b>Total Enrollment Including PK</b>
<b>6600</b>



## Schedule of Upcoming Events

<b>Date</b>	<b>Event</b>
March 28	Business Appreciation Breakfast 7:45 to 9:00 a.m.
April 2 – April 13	Spring Break Schools and Department Offices Closed
April 17	Board Workshop - General Obligation Bonding Capacity 6:00 p.m. Board Meeting – 7:00 p.m.
April 20	SDCSBA and ACSA Honoring Our Own Awards Dinner 5:00 p.m. - Sheraton Harbor Island
May 1	Principals Meet with Board – 6:00 p.m. (This is rescheduled) Board Meeting – 7:00 p.m.
May 15	Board Meeting – 7:00 p.m.
May 22	Salute to Excellence Employee Recognition Event Reception 5:30 p.m. Program 6:00-7:00 p.m.
May 28	Memorial Day Holiday - Schools and Department Offices Closed
June 5	Board Meeting – 7:00 p.m.
June 14	End of Year Employee Celebration
June 19	Board Meeting – 7:00 p.m.
June 26	Last Day of School
June 28	Foundation Golf Tournament

## PUBLIC COMMUNICATION Item C

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

Agenda Item C.

CONSENT ITEMS Item D.

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

Agenda Item D

Consent Item D.1.1. Approval of Minutes  
Prepared by Dr. Patrick Shaw  
March 20, 2012

**BACKGROUND:**

Presented for Board approval –

- March 6, 2012, regular meeting minutes
- January 24, 2012, special meeting minutes

**RECOMMENDATION:**

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

Motion:

Second:

Vote:

Item D.1.1.

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

March 6, 2012  
**MINUTES**

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

**A. OPENING PROCEDURES**

1. Call to Order and Welcome

President Bartholomew called the meeting to order at 7:00 p.m.

Members present:

Dan Bartholomew, President  
Dianne El-Hajj, Vice President  
Ken Fox, Clerk  
Dustin Burns, Member  
Barbara Ryan, Member

Administration present:

Dr. Patrick Shaw, Superintendent and Secretary to the Board  
Karl Christensen, Assistant Superintendent, Business Services  
Minnie Malin, Assistant Superintendent, Human Resources/Pupil Services  
Kristin Baranski, Director, Educational Services  
Linda Vail, Executive Assistant and Recording Secretary

2. President Bartholomew invited the audience to recite the District Mission Statement and then invited Felicia Klouk and Zachary Starr, Chet F. Harritt students, to lead the members, staff, and audience in the Pledge of Allegiance.

3. Approval of Agenda

President Bartholomew reported the District received information on Friday about a California court decision that requires changes on some of the items on the agenda. Consent Items D.4.1. and D.4.2. are being presented with amendments and Administration would like to move them to Discussion and/or Action to provide the Board the opportunity to ask questions. President Bartholomew requested the addition of a new item (Item E.5.2.) to be added to the Agenda for discussion and possible action. This item reflects the changes required by the March 1<sup>st</sup> court decision and action must be taken by the Board before March 15<sup>th</sup>. President Bartholomew also requested moving the E.1.1., Board Self Evaluation, to the end of the Discussion and/or Action items. Member Burns moved to approve the agenda with the changes presented by President Bartholomew.

**Motion:** Burns                      **Second:** El-Hajj                      **Vote:** 5-0

**B. REPORTS AND PRESENTATIONS**

1. Superintendent's Report

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

2. Student Spotlight - Chet F. Harritt Project SAFE Cheerleading Squad

Chet F. Harritt Principal, Andy Johnston, said Chet F. Harritt is always happy to come and share with the Board the great things students are doing. Mr. Johnston introduced the Chet F. Harritt Project SAFE Cheer Team, comprised of primary students from Project SAFE. These students, expertly coached and led by Felicia Garcia, are experiencing the challenges of working as a team to produce a quality dance routine infused with elements of gymnastics. Through this medium of cheer, students develop lifelong skills that include cooperation, collaboration, communication and fitness. Mr. Johnston introduced the students and they performed a dance routine. Board Members said the performance was awesome and it was a great demonstration of the great things our Out-of-School Time program offers.

**C. PUBLIC COMMUNICATION**

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

**D. CONSENT ITEMS**

Items listed under Consent are considered to be routine and are all acted on by the Board with one single motion. President Bartholomew 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. **Agreement with Food For Thought to Provide Farmers' Market and Nutrition Education for K-5 Students at Hill Creek School**
- 3.1. **Acceptance of 2010-11 General Obligation Bonds Building Fund Financial and Performance Audit**
- 4.1. *Amended and Moved to Discussion and/or Action*
- 4.2. *Amended and Moved to Discussion and/or Action*
- 4.3. **Approval of Short-Term Positions**

It was moved and seconded to approve Consent Items.

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

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

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

**D. 4.1. Personnel, Regular and Approval of Probationary Teachers (Amended)**

Minnie Malin shared there were two amendments on this item. The Social Workers' contracts were extended to June 2013 and three additional probationary teachers were added to the original item.

Member El-Hajj moved to approve the listed personnel appointments, change of status, leave requests, resignations and dismissals and approve probationary status of identified teachers.

**Motion:** El-Hajj                      **Second:** Ryan                      **Vote:** 5-0

Minnie Malin introduced the new probationary teachers:

Lindsay Benedetto	Rebecca Habich	Karla Ortiz
Mary Boutwell	Tamara Hebert	Tiffany Powell
Larissa Evans	Kathryn Judd	Julia Suokko
Kelly Eveland	Jeanie Low	Courtney Vaca
Heather Fuentes	Sunshine Melgoza-Groessi	Andrea White

Member Burns said it is wonderful that Santee is in a position to do this when many districts are doing much different things. Board Members congratulated the new probationary teachers.

**D.4.2. Adoption of Resolution No. 1112-14 for Non-Reelection of Temporary Certificated Employees**

Minnie Malin reported amendments to this item which eliminated the Social Workers and deleted eight temporary categorically funded certificated employees as they must be processed differently due to a recent court ruling. Member El-Hajj said the ramifications of the court decision are unprecedented. Mrs. Malin shared that school districts are very frustrated. Member Ryan moved to adopt Resolution #1112-14.

**Motion:** Ryan                      **Second:** El-Hajj                      **Vote:** 5-0

**E.5.2. Adoption of Resolution No 1112-15 for Reduction or Elimination of Certain Certificated Services (This new item was added to the agenda by Board vote.)**

Mrs. Malin reported that based upon current and future financial constraints brought about the State budget crisis, it is evident that sufficient revenue will not be available to maintain current levels of programs. Administration recommended a reduction or elimination of particular kinds of services is needed for the 2012-13 school year as a contingency to the uncertain budgetary conditions.

Based on the March 1 court ruling, a teacher hired for programs funded by categorical revenue must be given the same rights as a probationary employee. Impact teachers, which were hired as temporary teachers by individual schools sites are being paid by Title 1 funds. In the past, all temporary teachers received a non re-elect. The court ruling states that if the categorical funding is not exhausted they cannot receive a non re-elect notice but must be given a lay-off letter and the opportunity for a hearing. The lay-off notices must be provided to the employees by March 15. Administration recommended the adoption of resolution # 1112-15 for reduction or elimination of certain certificated services.

Dr. Shaw said these teachers will also have rehire rights and would be hired back before we could hire any temporary teachers. Member El-Hajj asked if temporary classroom teachers working in a classroom were being paid by categoricals. Mrs. Malin said no, they are paid by general fund dollars. Member El-Hajj asked if this ruling would still apply if a temporary teacher was only partially funded from categoricals. Mrs. Malin said yes, even if their funding was split.

Mrs. Malin said the long-term effect is that we will no longer be able to hire "impact teachers" out of categorical funds to provide interventions for our students. Member Burns asked when the conversation should come about how it may affect our students if we cannot hire temporary teachers to provide these interventions. Dr. Shaw said administration will continue seeking ways to fund these interventions and will investigate how we can move forward to continue to provide some of the intervention work. It was confirmed the District cannot hire these people as consultants.

This item should be a discussion item this summer for the Board to determine how this can be mitigated and provide options for principals to provide the support for students in the classroom.

Member Ryan believes that it will be appealed and legal action will follow. She said, at this time this action must be done to protect the District.

Dr. Shaw said the temporary teachers who will receive non re-elect notices have been told to be patient because things will open up when school starts. That is the message we want to portray to them.

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

**1.1. Board Self-Evaluation**

President Bartholomew presented a summary of the results of Board's self-evaluation tool. The summary indicated that all Board Members believed the Board "always" or "often" followed the governance standards addressed in the evaluation tool. They agreed they have a good functioning team. Member Burns suggested creating action plans on the items that scored lowest with the possibility of implementing them into the strategic plan. President Bartholomew said the Board may want to look at a different tool in the future that can produce data that can demonstrate positive action and outcomes.

**2.1. Approval of Second Interim Report**

Karl Christensen provided a report on the District's second interim report. There continues to be new developments at the State budget level. Following the initial proposal, the Governor has brought a new proposal that would provide flat funding, eliminate the mandate for Transitional Kindergarten, but provide funding for EAK, and possibly funding for 4-year olds. This would be phased in over six years. It would include a hold harmless policy for 2012-13, so no district will receive a reduction. However, it appears there will be elimination of funding that is owed to districts. This could create a scenario where we will get less. The proposal is still reliant on a ballot initiative passing in November to increase taxes. If it does not pass, we will experience a reduction of \$455 per ADA, transportation funding elimination, and a reduction to the revenue limit. Mr. Christensen shared the multi-year projection showing deficit spending but covering the deficits with reserves. Based on this projection, Santee School District will certify as Positive. Mr. Christensen reported there are now three ballot initiatives that are qualifying with signatures and shared the concepts of each. Member Ryan moved to approve the Second Interim Report.

**Motion: Ryan                      Second: El-Hajj                      Vote: 5-0**

**2.2. Approval of Monthly Financial Report**

Mr. Christensen presented the monthly financial report for February 2012. Member Burns moved to approve the Monthly Financial Report.

**Motion: Burns**

**Second: Fox**

**Vote: 5-0**

**2.3. Award of Bid for CNS Kitchen Building Repairs and Roofing/Flashing Project, Bid #2011/12 013 002**

Mr. Christensen shared the bidding process for the roofing repairs at Child Nutrition and the outcomes of the bids. Member El-Hajj moved to approve the award of the CNS Kitchen Building Repairs and Roofing/Flashing Project Bid #2011/12 013 002 to the lowest responsive bidder, Fordyce Construction, for the base bid and alternate #1 for an amount of \$179,113.

**Motion: El-Hajj**

**Second: Burns**

**Vote: 5-0**

**3.1. Agreements with Lyle Smoot and Sima Salek to Provide Special Services Relating to Dispute Resolution for State Grant for Hill Creek Addition Project**

Karl Christensen reported the need to use consultants for special services during the current funding dispute with the State for the Hill Creek new classroom building. Member Burns said he met with these consultants while in Sacramento and he feels confident that they have a good understanding of the system and can be very useful to our cause. Member Ryan recalled Lyle Smoot when he was on the State Allocation staff and cautioned that if they are representing other districts it becomes like a contract lobbyist who can only ask for so many favors. She strongly advised administration to be personally involved as much as possible and to always attend a meeting that is being held for the District. In her experience, she believes the more we are personally involved the better. President Bartholomew said he appreciates having Member Ryan's expertise.

Member Burns said both consultants stated it was very important that the Board and staff be very involved and attend the meetings. Mr. Christensen said the most recent trip to Sacramento gave them hope.

Member Burns moved to approve agreements with Lyle Smoot and Sima Salek to provide special services relating to the dispute and resolution for State grant funding for the Hill Creek Addition Project with the addition that the Board and Administration stay actively involved and attend meetings with the consultants.

**Motion: Burns**

**Second: Ryan**

**Vote: 5-0**

**3.2. Approval of Non-substantive Changes for the Final DIR-approved Labor Compliance Program (LCP)**

The District has applied for State matching funds for its Capital Improvement Program which requires a District-sponsored Labor Compliance Program (LCP). A resolution by the Board gave the District Superintendent or designee authorization to make non-substantive changes to the LCP. Administration is seeking approval of the no- substantive changes for the revised final Department of Industrial Relations (DIR) approved Labor Compliance Program manual.

Member Burns moved to approve the revised final labor compliance program manual approved by the Department of Industrial Relations.

**Motion: Burns**

**Second: Fox**

**Vote: 5-0**

**4.1. Approval of 2012-2013 Early Admittance to Kindergarten Program (EAK) - Phase I and Phase II**

Kristin Baranski reported that after presenting the Transitional Kindergarten (TK) program plan, we heard word the Governor would not be supporting the program. Administration would like to have a plan in place to let parents know what we are offering this fall so there is no confusion as parents begin the process of enrolling their children in Kindergarten. The State has changed the Kindergarten entry date requirement to November 1. It is possible that 4-year olds may be included in a program and receive funding, although Mrs. Baranski anticipates it probably will not materialize. She shared a proposed timeline for parent communication and registration for a two-phase Early Admittance to Kindergarten (EAK) implementation. Phase I would be for students who turn 5 between November 1 and December 2, who would have previously been eligible to enter Kindergarten. Phase I EAK students would attend school from October through June. Phase II EAK would include students whose birthdates are from December 3 through March 15, and will run from January through June.



School placement will be dependent on student enrollment, classroom space, and YALE Preschool. Staffing of Phase I EAK will use existing teaching staff because we anticipate 50 less Kindergarteners with the new eligibility date. These 50 children will be eligible to enroll in Phase 1 of EAK.

Member Ryan said it is confusing to not have a single start date and asked if there is any possibility of starting all EAK students at the same time. Dr. Shaw said we are trying to get as many children into school as is fiscally possible but the District cannot collect ADA on students until they turn 5-years old.

Member Burns asked why Phase 1 could not start in September. Mrs. Baranski said the jobs will be posted for transfer and the teachers may not be Kindergarten teachers. They may need to prepare for the Phase 1 EAK and also will support the district wide K-3 reading assessment. Member Burns said he believes it is very important that what the teacher will be doing until EAK starts is well defined and provided to the Board.

Member Burns asked if the impact teachers who receive lay-off notices would be offered the EAK positions. Mrs. Baranski said Phase 1 would probably seek transfers and Phase II positions would need to be offered to teachers who received lay-off notices first.

Member El-Hajj likes the two-phase idea. She said a couple of month's age difference makes a huge difference.

Member Ryan also hopes there will be careful evaluation of the program. She said she would vote no because she believes there should not be two separate start dates and all students should have the same opportunities.

Member El-Hajj moved to approve the Phase I and Phase II Early Admittance to Kindergarten (EAK) Program. It is further recommended that the program total 210 minutes of instruction each day.

**Motion:** *El-Hajj*

**Second:** *Burns*

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

#### **4.2. Educationally Related Mental Health Services (ERMHS) Options for 2012-2013**

Hope Michel, Director of Special Education, reported on June 30, 2011, AB 114 was signed into law ending State funding to support Educationally Related Mental Health Services. She shared the different levels of mental health services students may require: Outpatient therapy, day treatment, day rehabilitation, and residential treatment at a center in or sometimes out of state. Currently two students receive outpatient therapy and three students are enrolled or on a waiting list for day treatment /rehabilitation. We currently have no students in residential treatment, although two students are currently being assessed. After numerous discussions with Special Education Directors in the East County, Administration recommends hiring district staff, contracting with non-public agencies, or continuing to partner with Cajon Valley School District. She shared estimates from non-public agencies and County Mental Health for outpatient therapy, and based on their rates, she recommends to contract with a non-public agency to provide outpatient therapy services for 2012-13. She also recommends continuing to utilize the day treatment/day rehabilitation program located in the Cajon Valley school district.

On March 16<sup>th</sup>, the SELPA will host a Non-public Agency Interest Pool. On June 5<sup>th</sup>, Administration will bring a proposed contract with a non-public agency for outpatient therapy and if needed, an Agreement/MOU with CMH for day treatment/day rehabilitation services received through the Cajon Valley School District program.

Member Ryan said our District needs to be able to choose the private contractor, not have it selected as a vote in the SELPA. She hopes cost is not the determining factor because we want the best service. She is concerned about the agency Cajon Valley has chosen for the program and asked that it is monitored closely to make sure our students are safe and receive good treatment. Ms. Michel said she will visit the program and the law requires a report to be completed whenever there is a physical restraint. Receipt of those would indicate the need for closer observation. Member Ryan requested Ms. Michel do periodic observations not dependent on reports.

President Bartholomew agreed with the things Member Ryan shared. There is great concern since the costs were pushed to the school district. The Board should be making decisions for these students, the neediest of our kids, that consider what is most appropriate for our kids, provide them with the best care, and not based on the least cost for tailored services.

Dr. Shaw said now that it is more competitive, the agencies should be working to provide better services. This is a positive move and gives us more control about services for our kids.

Member Burns moved to approve the proposed options for assessment, outpatient, day treatment, and residential treatment center (RTC) services for special education students requiring mental health services in the 2012-2013 school year.

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

**5.1. Approval of 2012-2013 Out-of-School Time Programs Fee Structure**

Minnie Malin reported that an assessment has been made for the short term and long term on the need to increase fees for Project SAFE. This information has been presented to the Out-of-School-Time Parent Advisory Council. In an effort to provide a quality program and to adjust to parents' needs for more time to sign up, Administration recommended a tiered approach to sign up, offering "early bird" sign ups and increasing the cost as the deadline nears. The program is also introducing Specialty Camps for all families with a separate charge. Wrap around care can also be provided. Families will now be offered sibling and/or modified day programs choosing the amount of care they need. Some parents will experience a decrease in fees while others will experience an increase. A \$20.00 charge will be initiated to cover the full week of half day care during the December parent conference week. YALE Preschool recommends a 5% fee increase for all fees except EAK wrap around care. A 5% increase in fees and a \$10 field trip fee are recommended for the ASES program. These recommended fee increases will erase the deficit and cover salary increases into the 2013-14 fiscal year for Project SAFE and keep the other programs fiscally sound.

The impact on Project SAFE families from these fee increases would range from a savings of \$2.00 to an increase of \$14.00 per month for a family with one child (75% of enrollment) during the school year. The impact for families with two children would range from a savings of \$1.00 to an increase of \$28.00 per month.

Member Burns said he never likes to increase fees for parents but knows it is the reality to continue to provide quality programs and remain fiscally responsible. Member Burns moved approve the proposed fee structure for 2012-2013.

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

**F. BOARD POLICIES AND BYLAWS**

- 1.1. Second Reading: Revised Board Policy 4122, Student Teacher Funds**
- 1.2. Second Reading: New Board Policy 4161.4 Long-Term Leave of Absence**
- 1.3. Second Reading: Revised Board Policy 3580, Retention of Electronic Mail Records**
- 1.4. Second Reading: Revised Board Policy 4040, Technology Acceptable Use**

The Board Policies listed were presented for a second reading and request for adoption/approval. Member Burns moved to adopt new BP 4161.4, and approve the revisions to BP 4122, BP 3580, and BP 4040.

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

**G. BOARD COMMUNICATION**

Member Ryan went to the SDCSBA meeting on Conflict of Interest, Form 700. She shared information about the advice to not "reply to all" when answering questions from staff or parents and to not use your personal email for district communication. Since it has been a very long time since receiving the information about Conflict of Interest, the Board requested a workshop facilitated by Dan Shinoff to cover the Conflict of Interest issues and answer questions the Board may have.

Member Ryan contacted Boyd Anderson about some photos and shared they are upset because they have been business partners with the school district but they have not been selected to do school pictures. Administration shared that the schools, in collaboration with PTA, usually select the photographers based on service and price. Dr. Shaw said we do want to be good business partners and he will put this item on a principal meeting agenda.

Member Burns reported he sent to Sacramento for the SAB meeting and they will need to return on March 28<sup>th</sup>. It will be very important for 1 or 2 Board Members to attend and also to request our legislators be there. The Board requested a letter from the President be sent to the legislators with all Board signatures saying they appreciate them putting this meeting on their calendar in case they are needed. The letter

should include the republican committee member names and if possible, Board Members make a personal phone call.

Member El-Hajj attended the Technology Learning Fair on February 25<sup>th</sup>. There were fewer people but it was great.

Ken Fox attended opening day for Pioneer Little League. Tyler De la Cruz, Member Burns' nephew sang the National Anthem. He visited Pepper Drive and Cajon Park School this month. He is amazed with the pride principals have in showing off their schools.

President Bartholomew thanked Executive Council for getting the changes and approvals together to bring to the Board on such short notice.

Board Members were reminded of the Strategic Planning Action Planning training on March 20<sup>th</sup> at Carlton Oaks School from 6:00-8:00 p.m., immediately followed by the Board meeting.

Dr. Shaw reported on his conversation with the City manager regarding City Ordinance 175. The City manager suggested a couple of ways to bring this to the attention of the City Council. The Board decided to submit a letter to generate an agenda item on the City Council agenda. Dr. Shaw will draft a letter with the District's rationale to be signed by all Board Members.

A City/Board joint meeting has been scheduled for March 29<sup>th</sup>. Board Members had no additional agenda items for this meeting.

Board Members were provided a flier on the proposed power plant and a brochure on Dual Immersion. Mrs. Baranski asked Board Members to please review the Dual Immersion brochure before the April meeting.

Dr. Shaw said he would like to schedule a Board Workshop to discuss the Reauthorization of GO Bonds that could help the District capitalize on the funds and to get Board feedback if the District should move forward with a ballot item in November. A workshop will be scheduled for April 17<sup>th</sup> at 6:00 p.m. The meeting with Principals will be rescheduled to May 1<sup>st</sup> at 6:00.

Member Ryan asked if the March 21<sup>st</sup> Strategic Planning Leadership Team meeting could start at 6:30 p.m. All Board Members agreed.

#### H. CLOSED SESSION

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

1. **Conference With Labor Negotiator** (Govt. Code § 54956.8)  
*Agency Negotiator: Karl Christensen, Assistant Superintendent*  
*Employee Organizations: Santee Teachers Association*
2. **Public Employee Performance Evaluation** (Govt. Code § 54957)  
*Superintendent*

The Board entered closed session at 9:28 p.m.

#### J. RECONVENE TO PUBLIC SESSION

The Board reconvened to public session at 11:05 p.m. No action was reported.

#### K. ADJOURNMENT

The March 6, 2012 regular meeting adjourned at 11:05 p.m.

SANTEE SCHOOL DISTRICT  
SPECIAL MEETING OF THE BOARD OF EDUCATION

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

**MINUTES**  
January 24, 2012

**A. CALL TO ORDER**

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

Board Members present: Dan Bartholomew, Dianne El-Hajj, Ken Fox, Dustin Burns, and Barbara Ryan.

**B. PUBLIC COMMUNICATION**

There were no comments from the public.

**C. CLOSED SESSION**

**1. Consideration of Student Matters (Ed. Code S48918) Student #1-11**

The Board entered Closed Session at 6:03 p.m. for a student discipline hearing for student #1-11. Those present included: Minnie Malin, Assistant Superintendent; Bob Kull, Coordinator of Pupil Services; Dan Bell, parent; and Erik Bell, student. Oral and documentary evidence were received. Following the presentation of evidence, President Bartholomew announced that the Board members would deliberate and all other persons were asked to leave the room.

**D. RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 7:19 p.m.

**1. Action on Student Hearings**

It was motioned by Member Fox to expel student #1-11 from the Santee School District from January 24, 2012, to June 26, 2012, for violations of California Education Code Section 48900 (d) Offered, arranged, or negotiated to sell a substance represented to be a controlled substance, 48900 (k) Disrupted school activities, and Santee School District Board Policies 5144.1: Pupil Discipline: Suspension and Expulsion 5144.4: Administrative Review, and related Administrative Regulations.

This action is based on the following Findings of Fact in accordance with California Education Code §48900.2:

- Education Code Section 48915(b)(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct. The facts that support this conclusion are: Student #1-11 has attended several behavioral assemblies, signed the zero tolerance policy, admitted to knowing that marijuana is against the law, admitted to knowing that selling a substance represented as marijuana is against the law and still chose to defy board policy and education laws.
- Education Code Section 48915(b)(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others. The facts that support this conclusion are: Student #1-11 possessed and attempted to sell a substance he represented as marijuana on a school campus posing a safety risk for all students who attend that school.

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

- Remain at the Santee Success Program through June 26, 2012.
- Maintain 2.0 GPA for academic and citizenship performance.
- Receive no new suspensions.
- Attend school regularly with no unexcused absences or tardies.
- Complete a counseling program by March 16, 2012 for decision-making/peer pressure and drug/alcohol abuse/prevention/treatment.
- Remain free of illegal substances and participate in weekly drug testing.
- Attend Juvenile Hall Open House on 5/19/12 and provide verification of attendance.
- Student agreement to avoid Parkway Plaza Shopping Mall unless accompanied by an adult/guardian.
- Complete all elements of this Rehabilitation Plan by June 26, 2012 and present documentation to verify completion.

The board also recommended that parent complete parenting classes and a program of family counseling.

A parent must meet with the Coordinator of Pupil Services by January 31, 2012, to review and sign the Rehabilitation Plan. If the parent fails to meet within the designated time and/or does not sign the Rehabilitation Plan, the student may be expelled without further Board action. Upon satisfactory completion of all activities in the rehabilitation plan, the student record will be expunged of this expulsion order.

*Motion: Fox*

*Second: El-Hajj*

*Vote: 5-0*

**E. ADJOURNMENT**

The January 24, 2012 special meeting adjourned 7:20 p.m.

Consent Item D.2.1. Approval/Ratification of Travel Requests  
Prepared by Karl Christensen  
March 20, 2012

**BACKGROUND:**

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

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

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

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

- Establish a staff development program as the cornerstone of effective instructional programs and employee performance.

**FISCAL IMPACT:**

The estimated travel expenses are \$366, 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 20, 2012**

Travel Dates		Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Overnight, Out-of-State, Air Travel
Monday,	04/02/12	Terry Heck	CH	Dual Language Institute	SDCOE	\$0	\$100	Title I	This workshop will provide training on dual language instruction.
Wed-Thurs	05/30/12 - 05/31/12	Andrea Desrosiers Jeanne Abshire	CH	Instructional Media Resource Assistant - Certificate Course of Study	SDCOE	\$0 \$0	\$133 \$133	School Library Improvement General Unrestricted Fund	This course of study provides certification in Model School Library Standards.

Consent Item D.2.2. Approval/Ratification of Expenditure Warrants  
 Prepared by Karl Christensen  
 March 20, 2012

**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 2012:

<u>Fund #/Name</u>	<u>Warrant #'s</u>	<u>Amount</u>
03/06 General	12-008729 TO 12-018319	\$323,621.10
09 00	N/A	\$0.00
12 06	12-008774	\$550.00
13 00	12-008775 TO 12-016344	\$107,536.87
14 00	N/A	\$0.00
21 09	N/A	\$0.00
21 39	12-008802 TO 12-016346	\$690,910.26
25 18	N/A	\$0.00
	N/A	\$0.00
	N/A	\$0.00
25 38	N/A	\$0.00
30 00	12-008805 TO 12-016350	\$2,710.49
		<b>\$1,125,328.72</b>

Student Body Warrants issued for the period of February 2012:

**\$5,372.25**

Payroll Warrant #'s beginning 10-018070 through 10-018875; and 10-086406 through 10-086472; and 10-091388 through 10-091389:

<u>Fund #/Name</u>	<u>Amount</u>
03 00	\$2,802,044.45
06 00	\$827,932.67
12 06	\$22,015.96
13 00	\$79,072.50
25-18	\$410.11
63 00	\$182,733.42
<b>\$3,914,209.11</b>	

**RECOMMENDATION:**

Administration recommends that the Board approve the expenditure warrants for the month of February as presented.

This recommendation supports the following District goal:

- Pursue actively the funding and resources to fulfill our mission and maintain fiscal solvency.

**FISCAL IMPACT:**

The fiscal impact of commercial, student body, and payroll expenditure warrants total \$5,044,910.08 and is disclosed above.

**STUDENT ACHIEVEMENT IMPACT:**

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

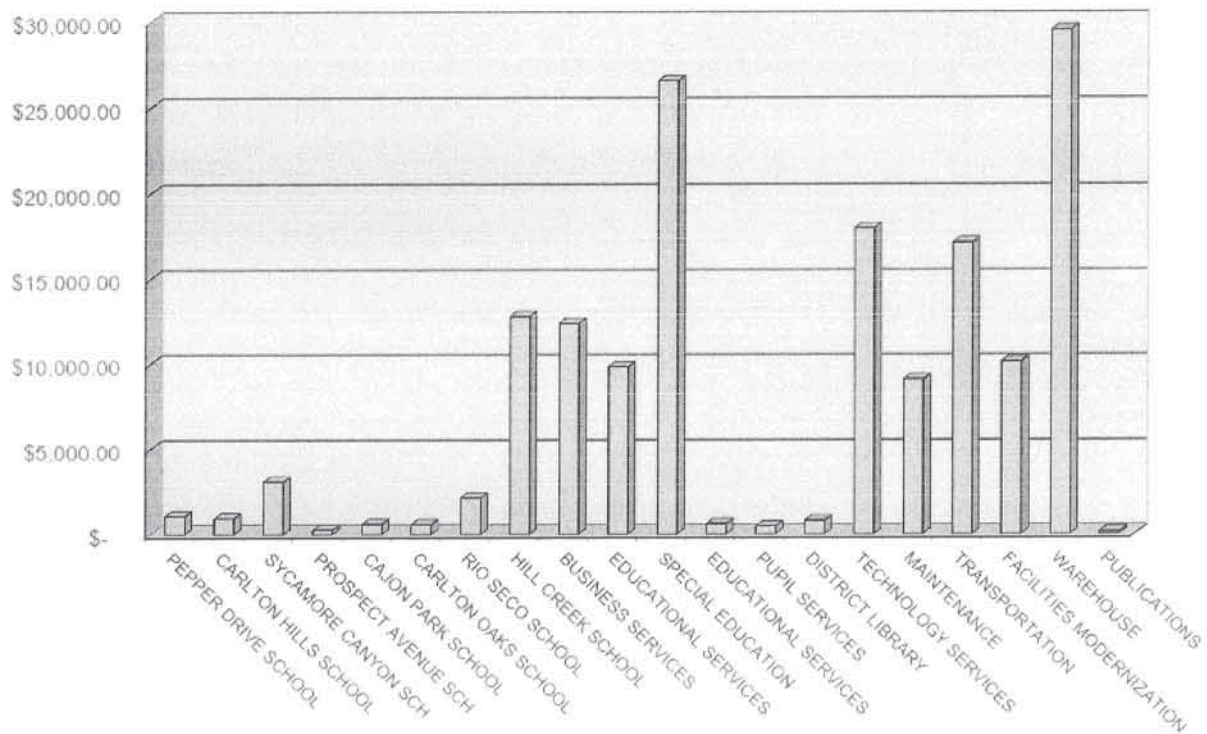
Motion:		Second:		Vote:		Agenda Item D.2.2.
---------	--	---------	--	-------	--	--------------------



**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.

**PURCHASE ORDER REPORT  
 FEBRUARY 2012**



*The Special Education purchase orders include payments for various professional services needed for District operations such as specialized consulting.  
 The Warehouse purchase orders include supplies for stocking warehouse such as reams of paper, office supplies, and custodial supplies.*

**RECOMMENDATION:**

Administration recommends approval of purchase orders #110975 through #111072 issued February 1, 2012 through February 29, 2012.

This recommendation supports the following District goal:

- Pursue actively the funding and resources to fulfill our mission and maintain fiscal solvency.

**FISCAL IMPACT:**

The fiscal impact of \$155,801.27 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 2011-12**

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

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

Fund Numbers

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

M = Monthly Blanket  
A = Annual Blanket  
L = Lottery

PURCHASE ORDER EXCEEDED BY 10%  
 FOR THE MONTH OF FEBRUARY 2012

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
110161	7/13/2011	03-00	GREENBRIER LAWN & TREE EXPERT FOR ALL SITES GROUNDS / TREE SVCS	097	BOARD APPROVED AMOUNT INCREASE ANNUAL P.O.	\$10,000.00 \$10,000.00
					NEW TOTAL	\$20,000.00
110912	1/18/2012	03-00	BIRCH AQUARIUM AT SCRIPPS ADDITIONAL ATTENDEES	006	ADMISSIONS FOR FIELD TRIP OVER 10%	\$930.00 \$109.00
					NEW TOTAL	\$1,039.00

PURCHASE ORDER LISTING - FEBRUARY 2012  
BY SITE

PO NBR	DATE	FUND	VENDOR	DESCRIPTION	AMOUNT	LOC	LOCATION
110990	2/3/2012	3	CHRISTIAN YOUTH THEATER	ADMISSIONS	\$ 612.00	002	PEPPER DRIVE SCHOOL
111004	2/3/2012	3	DELL MARKETING L.P.	LASER PRINTER	\$ 258.80	002	PEPPER DRIVE SCHOOL
111017	2/9/2012	3	RENAISSANCE LEARNING INC	CLASSROOM MATERIALS	\$ 193.50	002	PEPPER DRIVE SCHOOL
				<b>TOTAL</b>	<b>\$ 1,064.30</b>		<b>PEPPER DRIVE SCHOOL</b>
110991	2/3/2012	3	FITNESS WAREHOUSE USA &	EQUIPMENT REPAIRS	\$ 223.65	003	CARLTON HILLS SCHOOL
111051	2/22/2012	3	AMERICAN HEART ASSOCIATION	DONATION-JUMP ROPE FOR HEART	\$ 247.00	003	CARLTON HILLS SCHOOL
111067	2/28/2012	3	FITNESS WAREHOUSE USA &	EQUIPMENT REPAIRS	\$ 459.60	003	CARLTON HILLS SCHOOL
				<b>TOTAL</b>	<b>\$ 930.25</b>		<b>CARLTON HILLS SCHOOL</b>
110975	2/1/2012	3	SAN DIEGO NAT'L HISTORY MUSEUM	ASSEMBLY FEES	\$ 300.00	004	SYCAMORE CANYON SCH
110997	2/3/2012	3	TROXELL COMMUNICATIONS INC	EQUIPMENT REPLACEMENT PARTS	\$ 269.38	004	SYCAMORE CANYON SCH
111016	2/9/2012	3	MARITIME MUSEUM ASSOCIATION	ADMISSIONS	\$ 2,506.00	004	SYCAMORE CANYON SCH
				<b>TOTAL</b>	<b>\$ 3,075.38</b>		<b>SYCAMORE CANYON SCH</b>
110993	2/3/2012	6	LOGICAL CHOICE TECHNOLOGIES	CLASSROOM MATERIALS	\$ 79.30	005	PROSPECT AVENUE SCH
111008	2/9/2012	6	PC MALLGOV	SOFTWARE LICENSES	\$ 90.31	005	PROSPECT AVENUE SCH
111012	2/9/2012	3	SPARKLETTS	WATER	\$ 23.40	005	PROSPECT AVENUE SCH
111033	2/16/2012	6	NORTH COASTAL CONSORTIUM	REGISTRATION FEES	\$ 60.00	005	PROSPECT AVENUE SCH
				<b>TOTAL</b>	<b>\$ 253.01</b>		<b>PROSPECT AVENUE SCH</b>
110984	2/1/2012	3	PC MALLGOV	SOFTWARE LICENSE	\$ 41.59	006	CAJON PARK SCHOOL
110985	2/2/2012	3	DELL MARKETING L.P.	DESKTOP COMPUTER	\$ 556.53	006	CAJON PARK SCHOOL
				<b>TOTAL</b>	<b>\$ 598.12</b>		<b>CAJON PARK SCHOOL</b>
111013	2/9/2012	3	CDW GOVERNMENT INC	COMPUTERS	\$ 302.81	008	CARLTON OAKS SCHOOL
111014	2/9/2012	3	PC MALLGOV	SOFTWARE LICENSES	\$ 41.59	008	CARLTON OAKS SCHOOL
111015	2/9/2012	3	DELL MARKETING L.P.	PRINTER	\$ 240.19	008	CARLTON OAKS SCHOOL
				<b>TOTAL</b>	<b>\$ 584.59</b>		<b>CARLTON OAKS SCHOOL</b>
111019	2/9/2012	3	SAN DIEGO NAT'L HISTORY MUSEUM	ADMISSIONS	\$ 1,982.00	009	RIO SECO SCHOOL
111034	2/16/2012	6	DELL MARKETING L.P.	COMPUTER ACCESSORIES	\$ 64.33	009	RIO SECO SCHOOL
111040	2/17/2012	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$ 81.37	009	RIO SECO SCHOOL
				<b>TOTAL</b>	<b>\$ 2,127.70</b>		<b>RIO SECO SCHOOL</b>
110992	2/3/2012	3	PC MALLGOV	SOFTWARE LICENSES	\$ 41.59	010	HILL CREEK SCHOOL
110998	2/3/2012	3	LENOVO (UNITED STATES) INC.	LAPTOP	\$ 894.94	010	HILL CREEK SCHOOL
111006	2/6/2012	3	DUDLEY'S BAKERY, INC.	FUNDRAISER	\$ 4,843.90	010	HILL CREEK SCHOOL
111009	2/9/2012	3	DELL MARKETING L.P.	COMPUTERS	\$ 2,153.61	010	HILL CREEK SCHOOL
111010	2/9/2012	3	PC MALLGOV	SOFTWARE LICENSES	\$ 124.77	010	HILL CREEK SCHOOL
111011	2/9/2012	3	CDW GOVERNMENT INC	COMPUTERS	\$ 4,599.93	010	HILL CREEK SCHOOL
111053	2/22/2012	3	DEMCO INC	LIBRARY MATERIALS	\$ 118.14	010	HILL CREEK SCHOOL
				<b>TOTAL</b>	<b>\$ 12,776.88</b>		<b>HILL CREEK SCHOOL</b>
110987	2/3/2012	3	FEDERAL EXPRESS CORPORATION	OVERNIGHT DELIVERIES	\$ 40.07	064	BUSINESS SERVICES
110989	2/3/2012	3	KEENAN & ASSOCIATES	P & L CLAIM - QTRLY ADMIN FEE	\$ 63.90	064	BUSINESS SERVICES
111002	2/3/2012	3	CASBO PROFESSIONAL DEVELOPMT	REGISTRATION FEES	\$ 445.00	064	BUSINESS SERVICES
111020	2/9/2012	63	OFFICE DEPOT INC	OFFICE SUPPLIES - OOST	\$ 1,292.52	064	BUSINESS SERVICES

111021	2/9/2012	3	6	OFFICE DEPOT INC	OFFICE SUPPLIES - ALL SITES	\$	4,516.66	064	BUSINESS SERVICES
111022	2/9/2012	63		OFFICEMAX CONTRACT INC	OFFICE SUPPLIES - OOST	\$	50.53	064	BUSINESS SERVICES
111023	2/9/2012	3	6	OFFICEMAX CONTRACT INC	OFFICE SUPPLIES - ALL SITES	\$	2,779.17	064	BUSINESS SERVICES
111027	2/9/2012	3		EMPLOYMENT DEVELOPMENT DEPT.	EDD PAYMENTS	\$	2,465.51	064	BUSINESS SERVICES
111037	2/16/2012	40		LUCID DESIGN GROUP, INC.	SOLAR DASHBOARD - HC	\$	500.00	064	BUSINESS SERVICES
111038	2/16/2012	3		FEDERAL EXPRESS CORPORATION	OVERNIGHT DELIVERY	\$	85.16	064	BUSINESS SERVICES
111056	2/28/2012	3		OPPENHEIMER FUNDS	403B CONTRIBUTION	\$	125.00	064	BUSINESS SERVICES
						<b>TOTAL</b>	<b>\$ 12,363.52</b>		<b>BUSINESS SERVICES</b>
111005	2/3/2012	3	6	CURRICULUM ASSOCIATES INC	CLASSROOM MATERIALS	\$	9,402.00	066	EDUCATIONAL SERVICES
111018	2/9/2012	6		SCHOOLWIRES, INC.	DISTRICT WEB SITE DESIGN	\$	300.00	066	EDUCATIONAL SERVICES
111025	2/9/2012	3	6	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	\$	100.00	066	EDUCATIONAL SERVICES
						<b>TOTAL</b>	<b>\$ 9,802.00</b>		<b>EDUCATIONAL SERVICES</b>
111000	2/3/2012	6		CAJON VALLEY UNION SCHOOL	EXT. SCHOOL SERVICES	\$	562.50	067	SPECIAL EDUCATION
111001	2/3/2012	6		GROSSMONT UNION HIGH	BUS SERVICES	\$	525.00	067	SPECIAL EDUCATION
111026	2/9/2012	6		HM SYSTEMS INC	OT CONSULTANT	\$	25,200.00	067	SPECIAL EDUCATION
111029	2/14/2012	6		SHAW, JENNIFER	CONSULTANT SERVICES	\$	240.00	067	SPECIAL EDUCATION
						<b>TOTAL</b>	<b>\$ 26,527.50</b>		<b>SPECIAL EDUCATION</b>
110983	2/1/2012	12	6	DEPARTMENT OF SOCIAL SERVICES	LICENSE FEES FOR STATE PRE-SCH	\$	550.00	069	EDUCATIONAL SERVICES
111032	2/15/2012	6		POWAY UNIFIED SCHOOL DISTRICT	REGISTRATION FEES	\$	60.00	069	EDUCATIONAL SERVICES
						<b>TOTAL</b>	<b>\$ 610.00</b>		<b>EDUCATIONAL SERVICES</b>
110999	2/3/2012	6		SAN DIEGO YOUTH & COMMUNITY	YOUTH SERVICES	\$	350.00	070	PUPIL SERVICES
111024	2/9/2012	3		SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	\$	25.00	070	PUPIL SERVICES
111036	2/16/2012	6		EWG MINISTRIES & GARMENT PTG	T-SHIRT PRINTING	\$	79.02	070	PUPIL SERVICES
						<b>TOTAL</b>	<b>\$ 454.02</b>		<b>PUPIL SERVICES</b>
110986	2/2/2012	6		YELLOW BOOK ROAD	LIBRARY BOOKS	\$	805.88	071	DISTRICT LIBRARY
						<b>TOTAL</b>	<b>\$ 805.88</b>		<b>DISTRICT LIBRARY</b>
111035	2/16/2012	3		SEHI/PROCMP COMPUTER PRODUCTS	BATTERY PACK TOWERS	\$	17,900.96	073	TECHNOLOGY SERVICES
111069	2/29/2012	3		UNITED PARCEL SERVICE	SHIPPING CHARGES	\$	51.04	073	TECHNOLOGY SERVICES
						<b>TOTAL</b>	<b>\$ 17,952.00</b>		<b>TECHNOLOGY SERVICES</b>
111003	2/3/2012	6		AMERI-MEX PLUMBING INC.	EMERG. PLUMBING - HC KITCHEN	\$	5,263.86	075	MAINTENANCE
111039	2/17/2012	6		ADVANCE PLUMBING CO	EMERGENCY PLUMBING REP'S - HC	\$	1,072.14	075	MAINTENANCE
111046	2/21/2012	6		DIGITAL NETWORKS GROUP, INC.	SURVEILLANCE CAMERA AT M&O YD	\$	821.15	075	MAINTENANCE
111049	2/22/2012	6		STANDARD ELECTRONICS	ELECTRICAL REPAIRS - PD	\$	630.58	075	MAINTENANCE
111050	2/22/2012	6		STANDARD ELECTRONICS	ELECTRICAL REPAIRS - CP	\$	181.38	075	MAINTENANCE
111054	2/24/2012	3		CAMEO PAPER & JANITORIAL	CUSTODIAL SUPPLIES	\$	420.23	075	MAINTENANCE
111055	2/24/2012	3		P&R PAPER SUPPLY CO INC	CUSTODIAL SUPPLIES	\$	269.38	075	MAINTENANCE
111066	2/28/2012	6		STRAIT-LINE CONCRETE CUTTING	DRILLING SERVICES - HC & PA	\$	385.00	075	MAINTENANCE
111070	2/29/2012	6		UNITED PARCEL SERVICE	SHIPPING CHARGES	\$	16.33	075	MAINTENANCE
						<b>TOTAL</b>	<b>\$ 9,060.05</b>		<b>MAINTENANCE</b>
110976	2/1/2012	6		INTERSTATE BATTERY OF	BATTERIES FOR M&O & BUS	\$	269.92	076	TRANSPORTATION
110977	2/1/2012	6		GROSSMONT UNION HIGH	BUS DRIVER RENTAL	\$	804.25	076	TRANSPORTATION
110978	2/1/2012	3		GOLF VENTURES WEST	EQUIPMENT PARTS / SUPPLIES	\$	872.59	076	TRANSPORTATION
110979	2/1/2012	6		KIMBALL MIDWEST	SHOP SUPPLIES	\$	314.41	076	TRANSPORTATION
110980	2/1/2012	6		KIRKS RADIATOR	BUS REPAIRS & MAINTENANCE	\$	220.89	076	TRANSPORTATION

110981	2/1/2012	6	A-Z BUS SALES, INC.	BUS REPAIRS & MAINTENANCE	\$ 3,318.28	076	TRANSPORTATION
110982	2/1/2012	6	MIRAMAR TRUCK CENTER	BUS REPAIRS & MAINTENANCE	\$ 5,698.65	076	TRANSPORTATION
111057	2/28/2012	6	INTERSTATE BATTERY OF	BUS REPAIRS & MAINTENANCE	\$ 37.10	076	TRANSPORTATION
111058	2/28/2012	6	ROADONE	BUS REPAIRS & MAINTENANCE	\$ 299.20	076	TRANSPORTATION
111059	2/28/2012	3 6	PARKHOUSE TIRE INC	BUS REPAIRS & MAINTENANCE	\$ 2,681.76	076	TRANSPORTATION
111060	2/28/2012	6	SCHOOL BUS PARTS COMPANY	BUS REPAIRS & MAINTENANCE	\$ 17.40	076	TRANSPORTATION
111061	2/28/2012	6	MIRAMAR TRUCK CENTER	BUS REPAIRS & MAINTENANCE	\$ 1,931.74	076	TRANSPORTATION
111062	2/28/2012	6	KIRKS RADIATOR	BUS REPAIRS & MAINTENANCE	\$ 253.21	076	TRANSPORTATION
111063	2/28/2012	3	GOLF VENTURES WEST	EQUIPMENT REPAIRS	\$ 39.74	076	TRANSPORTATION
111064	2/28/2012	6	A-Z BUS SALES, INC.	BUS REPAIRS & MAINTENANCE	\$ 270.16	076	TRANSPORTATION
111065	2/28/2012	6	ALL STAR GLASS	BUS REPAIRS & MAINTENANCE	\$ 59.95	076	TRANSPORTATION
					<b>TOTAL</b>	<b>\$ 17,089.25</b>	<b>TRANSPORTATION</b>
110994	2/3/2012	13	WESTERN ENVIRONMENTAL & SAFETY	ASBESTOS REMOVAL PLAN - CNS	\$ 425.00	077	FACILITIES MODERNIZATION
110995	2/3/2012	21 39	SEHI/PROCOMP COMPUTER PRODUCTS	PROJECTORS FOR 10-CR - HC	\$ 3,616.05	077	FACILITIES MODERNIZATION
110996	2/3/2012	21 39	SIMMONS & WOOD, INC.	PAINTING AT CFH	\$ 450.00	077	FACILITIES MODERNIZATION
110988	2/3/2012	21 39	VAVRINEK, TRINE, DAY & CO LLP	AUDIT SERVICES-PROP 39 GO BOND	\$ 5,000.00	064	FACILITIES MODERNIZATION
111007	2/6/2012	21 39	SEHI/PROCOMP COMPUTER PRODUCTS	WALL MOUNTS FOR PROJECTORS	\$ 593.66	077	FACILITIES MODERNIZATION
111028	2/14/2012	21 39	UNITED SITE SERVICES OF CA INC	TEMPORARY FENCE - CFH	\$ 20.74	075	FACILITIES MODERNIZATION
					<b>TOTAL</b>	<b>\$ 10,105.45</b>	<b>FACILITIES MODERNIZATION</b>
111030	2/14/2012	3	AMERICAN CHEMICAL & SANITARY	STORES SUPPLIES	\$ 106.67	078	WAREHOUSE
111031	2/14/2012	3	CAMEO PAPER & JANITORIAL	STORES SUPPLIES	\$ 54.31	078	WAREHOUSE
111041	2/17/2012	3	MAINTEX INC	STORES SUPPLIES	\$ 235.97	078	WAREHOUSE
111042	2/17/2012	3	OFFICE ADVANTAGE	STORES SUPPLIES	\$ 201.88	078	WAREHOUSE
111043	2/17/2012	3	SCHOOL SPECIALTY, INC	STORES SUPPLIES	\$ 495.37	078	WAREHOUSE
111044	2/17/2012	3	SOUTHWEST SCHOOL SUPPLY	STORES SUPPLIES	\$ 1,037.68	078	WAREHOUSE
111045	2/17/2012	3	SOUTHWEST SCHOOL SUPPLY	STORES SUPPLIES	\$ 266.68	078	WAREHOUSE
111047	2/21/2012	3	BADEN SPORTS INC	STORES SUPPLIES	\$ 237.39	078	WAREHOUSE
111048	2/22/2012	3	SPORT SUPPLY GROUP INC	STORES SUPPLIES	\$ 30.95	078	WAREHOUSE
111068	2/29/2012	3	UNISOURCE CORPORATION	STORES SUPPLIES	\$ 26,084.98	077	WAREHOUSE
111071	2/29/2012	3	SOUTHWEST SCHOOL SUPPLY	STORES SUPPLIES	\$ 685.94	078	WAREHOUSE
111072	2/29/2012	3	STAPLES	STORES SUPPLIES	\$ 50.58	078	WAREHOUSE
					<b>TOTAL</b>	<b>\$ 29,488.40</b>	<b>WAREHOUSE</b>
111052	2/22/2012	3	LITHO EQUIPMENT SERVICE	EQUIPMENT REPAIRS	\$ 132.97	092	PUBLICATIONS
					<b>TOTAL</b>	<b>\$ 132.97</b>	<b>PUBLICATIONS</b>

\$ 155,801.27

**BACKGROUND:**

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

<i>Item</i>	<i>Approximate Value</i>	<i>Donated By</i>	<i>Designated For Use At</i>
Funds to Support the Instructional Program and Supplement Classroom Supplies	\$150.00	Santee United Methodist Church	Santee Alternative School
Funds to Purchase Library Books	\$750.00	Santee School District Foundation – “Stuff the Turkey” Fundraiser	Cajon Park School
Funds will be used toward landscaping and other supplies for Rio Seco’s Memorial Reading Park/Garden in Honor of Chris Bailey and Kathy Davis.	\$3,000.00	San Diego Council of Literacy Professionals	Rio Seco School
<b>TOTAL DONATIONS RECEIVED</b>	<b>\$3,900.00</b>		

**RECOMMENDATION:**

Administration recommends acceptance of the donations listed above for the District and authorization to send letters of appreciation on behalf of the governing Board.

This recommendation supports the following District goals:

- Assure the highest level of educational achievement for all students.
- Pursue actively the funding and resources to fulfill our mission and maintain fiscal solvency.

**FISCAL IMPACT:**

The donations above are valued at \$3,900.00.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item D.2.4.
---------	--	---------	--	-------	--	--------------------



**BACKGROUND:**

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

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

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

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

**RECOMMENDATION:**

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

This recommendation supports the following District goal:

- Pursue actively the funding and resources to fulfill our mission and maintain fiscal solvency.

**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.2.5.
---------	--	---------	--	-------	--	--------------------

**Consultants and General Service Providers Report  
March 20, 2012**

Vendor Name	Type (Consultant or General Service Provider)	Description of Services	Date(s) of Service	Amount	Funding	Payment Type (Independent Contractor or Employee)
William T. Peck	General Service Provider	President Abraham Lincoln Presentation	3/13/2012	\$150.00	Rio Seco Site Budget	Independent Contractor

**BACKGROUND:**

The State Constitution requires the State to reimburse public agencies, including school districts, for activities they must conduct as the result of ballot or legislative action that creates a mandate. If not paid immediately, these mandated costs create a bona fide debt of the State that must eventually be paid. Although the State is considerably in arrears in paying claims, eventually the State will have to pay these mandates. The budget proposed by the Governor for 2012-13 contains a proposal for reforming the mandate process by eliminating some mandates and funding the others as "voluntary" using a per ADA block grant. However, this will be difficult to enact as the notion of a "voluntary mandate" is not likely to be accepted. Until there is a significant change to the funding of mandated costs, it is prudent for the District to continue to file claims as under current law, these claims must eventually be paid.

On September 1, 2009, the Board approved a contract with School Innovations & Advocacy to provide services associated with accumulating and submitting mandated cost claims. This vendor provides excellent service and Administration recommends extending the contract for the same annual cost as the prior one.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the Agreement with School Innovations & Advocacy to coordinate, accumulate, and submit Mandated Cost claims for a period of three (3) years with a right to terminate the agreement at the end of each fiscal year.

This recommendation supports the following District goal:

- Pursue actively the funding and resources to fulfill our mission and maintain fiscal solvency.

**FISCAL IMPACT:**

The fiscal impact is \$11,000 per year to be funded from the General Fund.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item D.2.6.
---------	--	---------	--	-------	--	--------------------



**MANDATEPREP® SERVICES AGREEMENT**  
**Between**  
**SCHOOL INNOVATIONS & ADVOCACY, INC.**  
**And**  
**SANTEE ELEMENTARY SCHOOL DISTRICT**

THIS AGREEMENT, dated \_\_\_\_\_, 2012 (the “Agreement”) is made by and between Santee Elementary School District (“District”), and School Innovations & Advocacy, Inc., a California corporation (“SI&A”), each being a “Party” and collectively the “Parties”.

**RECITALS**

WHEREAS, District is authorized to retain consulting services to assist District in the preparation and filing of reimbursement claims for the costs of the Mandate Reimbursement Process Program, legislatively mandated by the State of California (“State”), and SI&A is qualified to perform such services; and

WHEREAS, it is necessary and desirable that SI&A be retained by District for the purpose of performing consulting services;

**AGREEMENT**

NOW, THEREFORE, the Parties agree as follows:

1. **Agreement Period.** The Agreement period begins July 1, 2012 (the “Effective Date”) and will automatically expire on June 30, 2015 (the “Expiration Date”). The Agreement period consists of three (3) District fiscal years (July 1, 2012 through June 30, 2013; July 1, 2013 through June 30, 2014; and July 1, 2014 through June 30, 2015), the “Agreement Period”. Each fiscal year within the Agreement Period is an “Agreement Year”.

2. **Services.**

Description of Services. SI&A agrees to provide District the following consulting services (“Services”) during the Agreement Period:

(a) Prepare and file (based on information provided by District):

(i) For Agreement Year 2012/2013:

(1) 2011/2012 reimbursement claims;

(2) Late and amended 2010/2011 reimbursement claims; and

- (3) Newly claimable programs approved by the Commission on State Mandates (“Commission”) if the filing deadline is within the Agreement Period;

(ii) For Agreement Year 2013/2014:

- (1) 2012/2013 reimbursement claims;
- (2) Late and amended 2011/2012 reimbursement claims; and
- (3) Newly claimable programs approved by the Commission if the filing deadline is within the Agreement Period;

(iii) For Agreement Year 2014/2015:

- (1) 2013/2014 reimbursement claims;
- (2) Late and amended 2012/2013 reimbursement claims; and
- (3) Newly claimable programs approved by the Commission if the filing deadline is within the Agreement Period;

- (b) Hold training sessions for District’s staff during the Agreement Period, as necessary or appropriate (as reasonably determined by SI&A);
- (c) Monitor District’s mandated cost tracking systems for each Agreement Year;
- (d) Research and assist District with data collection for test claims approved by the Commission during the Agreement Period;
- (e) Serve as a liaison with the State Controller’s Office and Commission regarding (i) statewide cost estimate request responses, and (ii) general questions from the State Controller’s Office; and
- (f) Provide representation of District with respect to any State audit of claims that were prepared and submitted with SI&A’s assistance pursuant to this Agreement, unless prior to claim submission SI&A advised District that SI&A would not provide audit assistance, due to potentially unresolved audit issues (such as documentation or data problems) or claim rejection concerns.

**3. District’s Obligations.**

3.1 District Responsibilities and Obligations. District shall be responsible for the following: (a) ensuring District has record retention policies sufficient to maintain original documentation used in support of claims (for audit or examination by any State or regulatory agency); and (b) maintaining original supporting documents for a period of four (4) years after the State’s first payment of the claim; and (c) District shall provide SI&A all records and information relevant to any claim in a timely manner and contact information for District’s personnel to whom SI&A may direct inquiries. District understands and agrees that the results of SI&A’s inquiries, the documentation obtained from District and other corroborating information may be used by

SI&A for filing and/or supporting the reimbursement claims, or responding to audits or investigations.

3.2 Claim Approval. Upon presentation of a claim for District's approval, District agrees to review the claim and respond to SI&A by either: (a) certifying to SI&A, under penalties of perjury, that the time, costs and other data collected by District and furnished to SI&A in support of the claim are true and correct; or (b) provide SI&A with notice specifying why the foregoing certification may not be true. All notices and certifications must comply with the requirements of Section 4 of the Standard Terms and Conditions.

4. **California False Claims Act**. District acknowledges that reimbursement claims filed under this Agreement constitute "claims" under the California False Claims Act (California Government Code Section 12650, et seq.) ("False Claims Act") and consequently, District, its employees, contractors and other persons acting on its behalf, may be subject to the provisions of the False Claims Act. Among other things, the False Claims Act imposes liability for treble damages, penalties and costs of civil recovery actions upon persons who "knowingly" present or cause to be presented false claims, or who "knowingly" make or cause to be made false records or statements in support of a claim. Under the False Claims Act, "knowingly" means that a person, with respect to information, has actual knowledge of the information or acts in deliberate ignorance or reckless disregard of the truth or falsity of the information.

5. **Payment of Fees**.

5.1 Fees. For Services provided pursuant to the terms of this Agreement, District agrees to pay SI&A **\$11,000**, annually, (the "Fee") for the fiscal years 2012/13, 2013/14 and 2014/15.

5.2 Payment Plan. The Fee is payable in annual or semi-annual installments as indicated below. District must clearly mark one payment plan below. If a plan is not clearly identifiable by SI&A, then District agrees to pay the Fee on an annual basis.

3 annual payments due July 1, 2012, 2013 and 2014.

6 semi-annual payments due July 1, 2012, 2013 and 2014, and January 1, 2013, 2014 and 2015.

5.3 Travel; Lodging Expenses. If SI&A reasonably determines that travel to District's site is necessary, SI&A and District shall schedule mutually convenient dates and times for such meetings. All travel and lodging expenses incurred by SI&A in connection with the Initial Scope of Services are included in the Fee.

6. **Entire Agreement**. This Agreement, including, without limitation, the Standard Terms and Conditions attached hereto as Exhibit A is the final expression of, and contains the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior understandings with respect thereto.

7. **Exhibits**. All exhibits referred to in this Agreement are attached and incorporated herein by this reference.

8. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, including copies sent to a party by facsimile transmission or in portable document format (pdf), as against the party signing such counterpart, but which together shall constitute one and the same instrument.


IN WITNESS WHEREOF, the District and SI&A have made and executed this Agreement as set forth below.

**SI&A:**

**DISTRICT:**

**SCHOOL INNOVATIONS  
& ADVOCACY, INC.**

**SANTEE ELEMENTARY SCHOOL  
DISTRICT**

Signature:   
 Date Signed: 12/20/11  
 Print Name: Jeffrey C. Williams  
 Title: Chief Executive Officer  
 Company: School Innovations & Advocacy  
 Address: 11130 Sun Center Dr, Suite 100  
Rancho Cordova, CA 95670  
 Phone: (800) 487-9234  
 Fax: (888) 487-6441

Signature: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

## EXHIBIT A - STANDARD TERMS AND CONDITIONS

1. **Scope of Services; Independent Contractor.** SI&A's services described in the Agreement (the "Services") detail the initial scope of services anticipated by SI&A as of the effective date of the Agreement ("Initial Scope of Services"). District acknowledges that the Fee is based on this Initial Scope of Services. If SI&A determines that the Initial Scope of Services may be or has been increased anytime during the Agreement Period, SI&A reserves the right to increase the Fee to compensate for the unanticipated or additional services as mutually agreed upon in writing by both Parties. This Agreement is not for lobbying services and SI&A is not being retained to provide lobbying services to District. The Parties agree that School Innovations & Advocacy is an independent contractor and the Agreement shall not be construed to create a relationship of agent, servant, employee, partnership, joint venture, association or any other relationship.
2. **Termination.** Either Party may terminate the Agreement, with or without cause, by delivering written notice of termination to the other Party not later than thirty (30) days prior to expiration of the current agreement year within the Agreement Period. The effective date of termination shall be the expiration of such current year of the Agreement. Upon termination, SI&A will invoice District for any Fees owing and District shall pay the full invoice amount within thirty (30) days after receipt of SI&A's invoice. Except as set forth in this Section 2, neither Party shall have any liability to the other for damages resulting solely from a Party's termination of this Agreement in accordance with this Section 2.
3. **Termination Due to Changes in State Law.** If Legislation is enacted that eliminates or suspends K-12 education mandates, thereby making the filing of mandate reimbursement claims impossible or futile, District may immediately terminate this Agreement. Upon termination, SI&A will invoice District for any Fees owing and District shall pay the full invoice amount within thirty (30) days after receipt of SI&A's invoice. All other terminations shall be subject to the terms and conditions set forth in Section 2, above.
4. **Notice.** All Agreement notices must be in writing, directed to the Party's address set forth below such Party's signature in the Agreement and shall be deemed to be received in accordance with the following: (a) in the case of personal delivery, on the date of such delivery; (b) in the case of facsimile transmission, on the date upon which the sender receives confirmation by facsimile transmission that such notice was received by the addressee, provided that a copy of such transmission is additionally sent by mail as set forth in (d) below; (c) in the case of overnight courier, on the second business day following the day such notice was sent, with receipt confirmed by the courier; and (d) in the case of mailing by first class certified mail, postage prepaid, return receipt requested, on the fifth business day following such mailing. A Party may change the address stated in the Agreement by giving notice to the other Party.
5. **District's General Responsibilities; District Acknowledgment.** During the Agreement Period, in addition to the obligations set forth in the Agreement, District is responsible for the following: (a) ensuring that District, its employees and contractors properly identify and comply with laws and regulations applicable to District's activities; (b) completing any documents required by SI&A for any service obtained by District; (c) importing only data that reflects student performance to the grade level into the school site plan to ensure confidentiality and consistency with FERPA guidelines; and (d) monitoring assignments of login and passwords to assure FERPA compliance. District acknowledges that SI&A's full, accurate and timely performance under this Agreement is materially dependent upon District's reasonable cooperation and assistance. District further acknowledges that SI&A's Initial Scope of Services and Fee presume a reasonable amount of cooperation and assistance from District, such as District's timely provision of certain information, documentation and personnel. SI&A has explained its requirements in this regard to District and District agrees to meet these requirements.
6. **Further Assurances.** Upon request of the other Party, SI&A or District shall execute and deliver additional instruments and take additional actions as may be necessary or appropriate to perform the Agreement.
7. **Assignment Prohibited.** Neither Party may assign any rights or obligations under this Agreement without the prior written consent of the other Party. Any purported assignment in violation of the provisions of this Section 7 shall be null and void.
8. **Family Educational Rights and Privacy Act ("FERPA"); California Education Code.** SI&A may have limited access to student information only for purposes of providing the legally required notification services, if any, specified in this Agreement. SI&A performs the Services as an agent of District and has no right to access or utilize student information for any other purpose. SI&A, its officers and employees, shall comply with the Family Educational Rights and Privacy Act and California Education Code sections 49073 et seq. and/or sections 76240 et seq. at all times.
9. **Confidential and Proprietary Materials of SI&A.** During performance of the Agreement, SI&A may provide materials or disclose information to District that SI&A considers proprietary or confidential including, but not limited to SI&A's training handbooks, policy manuals, instructions, copyrighted checklists and forms ("SI&A's Materials"). District agrees that District acquires no interest of any kind in SI&A's Materials. At all times during and after the Agreement Period, District agrees (a) to keep SI&A's Materials in confidence and trust for SI&A; (b) not to disclose, duplicate or otherwise use SI&A's Materials, except in furtherance of SI&A's performance per the Agreement; (c) to limit access to SI&A's Materials to District's employees and/or contractors who have a "need to know;" and (d) to promptly return all copies of SI&A's Materials to SI&A after a request is made.
10. **Limitation of Liability; Indemnification.** In no event shall SI&A's liability to District, for any reason arising out of this Agreement, exceed the amount of the Fee actually received by SI&A under this Agreement. SI&A shall not be liable for any consequential damages. Each Party agrees to defend, hold harmless, and indemnify the other Party (and its officers, employees, trustees, agents, successors, and assigns) against all claims, suits, expenses (including reasonable attorney's fees), losses, penalties, fines, costs, and liability whether in contract, tort, or strict liability (including but not limited to personal injury, death at any time, and property damage) arising out of or made necessary by the indemnifying Party's breach of the terms of this Agreement. In the event that any action or proceeding is brought against a Party by reason of any claim or demand discussed in this Section 10, upon notice from the Party, the indemnifying Party shall defend the action or proceeding at the indemnifying Party's expense, through counsel reasonably satisfactory to the other Party. The obligations to indemnify set forth in this Section 10 shall include reasonable attorney's fees and investigation costs and all other reasonable costs, expenses, and liabilities from the time of giving the first notice of any claim or demand. The indemnifying Party's obligations under this Section 10 shall apply regardless of whether the other Party (or any of its officers, employees, trustees, or agents) is actively or passively negligent, but shall not apply to any loss, liability, fine, penalty, forfeiture, cost, or damage caused solely by the active negligence or by the willful misconduct of the other Party.
11. **Governing Law; Enforcement Costs.** The Agreement shall be governed by and construed in accordance with the substantive laws of California. If any legal action (including arbitration) is commenced to enforce the Agreement's terms or a Party's rights or obligations under this Agreement, then the prevailing Party shall be entitled to recover all fees and costs incurred by the action, including reasonable attorneys' fees and arbitrators' fees, in addition to any other relief to which the Party may be entitled.
12. **Judicial Reference.** In the event a dispute is not resolved through discussions and negotiations among the Parties, the dispute shall be decided by general reference procedures pursuant to Code of Civil Procedure Section 638 et seq., as modified by the provisions of this Section 12, and any subsequent provisions mutually agreed upon in writing by the Parties. The reference shall be conducted in accordance with California law, including, but not limited to, the Code of Civil Procedure and the Evidence Code. The Parties shall be allowed to conduct discovery in the manner provided by Code of Civil Procedure Section 2017 et. seq. **BOTH PARTIES HEREBY WAIVE A JURY TRIAL OR PROCEEDING IN CONNECTION WITH ANY DISPUTE ARISING OUT OF THIS AGREEMENT.** All general reference proceedings hereunder shall, unless all Parties hereto otherwise agree, be conducted in a mutually agreeable location in the County of Sacramento, State of California.
13. **Modification; Interpretation; Severability; Construction.** No modification or supplement to any provision of the Agreement shall be valid, unless executed in writing by both Parties. No provision of the Agreement shall be construed to require the commission of any act contrary to law. If any term, provision, covenant or condition of the Agreement is held to be invalid or otherwise unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated. The headings preceding each Section and subsection of this Agreement are solely for convenience of reference only, are not part of the Agreement, and shall be disregarded in the interpretation of any portion of the Agreement. Whenever required by the context of the Agreement, the singular shall include the plural and the masculine shall include the feminine and vice versa. The Agreement shall not be construed as if it had been prepared by one of the Parties, but rather as if both Parties had prepared the same. Unless otherwise indicated, all references to paragraphs, Sections, subparagraphs and subsections are to the Agreement.
14. **Waiver.** Either Party's failure at any time to enforce any default or right reserved to it, or to require performance of any of the Agreement's terms, covenants, provisions by the other Party at the time designated, shall not be a waiver of any such default or right to which the Party is entitled, nor shall it in any way affect the right of the Party to enforce such provisions thereafter.
15. **Force Majeure.** A Party shall not be liable under the Agreement as a result of any delay, failure or interruption caused by the other Party or third parties, an act of God, acts or orders of governmental authorities, acts of civil or military authorities, catastrophes or other cause (other than financial) beyond the Party's reasonable control, and such nonperformance will not be a default hereunder or a ground for termination of the Agreement.



Consent Item D.2.7.  
Prepared by Karl Christianson  
March 20, 2012

Renewal of Agreement with Hope Through  
Housing Foundation for Provision of Snacks

**BACKGROUND:**

Hope Through Housing provides after school mentoring and tutoring to low income students. The program is located at the Shadow Hills Apartments on Woodside Avenue. The Hope Through Housing Foundation recently contacted Santee School District Child Nutrition Department requesting a continuation of the contract to provide after school snacks for the children in the program. The previous contract expired in July 2011. Due to an oversight by Hope through Housing, the contract was not renewed before expiration. They have requested the time period covered by this contract to be retroactive to September 1, 2011 to show continuation of contract for audit purposes. Child Nutrition Services has been providing snack to Hope Through Housing Foundation since September 6, 2011 without an updated contract.

**RECOMMENDATION:**

It is recommended that the Board of Education approve renewal of the Agreement with Hope Through Housing Foundation effective September 1, 2011 through June 30, 2012.

This recommendation supports the following District goal:

- Develop social, emotional and health service programs to foster student character and personal well-being.

**FISCAL IMPACT:**

The Hope Through Housing Foundation will pay the District on a monthly basis for snacks provided. The estimated annual fiscal impact is \$500.00 of income in the cafeteria fund.

**STUDENT ACHIEVEMENT IMPACT:**

This is a safety item. Safe environments foster student character and personal well-being which impact student achievement in a positive manner.

Motion:		Second:		Vote:		Agenda Item D.2.7.
---------	--	---------	--	-------	--	--------------------

**AGREEMENT BETWEEN SANTEE SCHOOL DISTRICT AND THE HOPE  
THROUGH HOUSING FOUNDATION OF SANTEE**

This agreement, executed in duplicate, entered into September 1, 2011 between the Santee School District hereinafter referred to as the Local Education Agency (LEA) and the Hope Through Housing Foundation, Shadow Hill Apartments, listed in Addendum A, and hereinafter referred to as the Hope Through Housing Foundation is made for the purpose of providing afternoon snacks according to the requirements of the Afternoon Snack Program. The term of this Agreement will be September 1, 2011 through June 30, 2012. The first day of service will be September 6, 2011. See Addendum A for location of the Hope Through Housing Foundation.

Hope Through Housing Foundation is a non profit organization that provides an after-school program that is participating in a pilot Afternoon Snack Program provided by USDA. Hope Through Housing Foundation serves students of the Santee School District.

It is hereby agreed that:

It will be the responsibility of the LEA to:

1. Prepare snacks once a week for pick up which meet the USDA Afternoon Snack Program requirements. Snacks will be provided by the Santee School District. The LEA will not be responsible for providing snacks at times when the Santee School District schools are not in session. The LEA will alert the Hope Through Housing Foundation regarding these dates.
2. Ensure that preparation sites will maintain the appropriate state and local health certifications for the facilities.
3. Provide the necessary straws and napkins for snacks.
4. Provide a monthly menu covering the snacks to be served for the following month, one week prior to the end of each month.
5. Comply with all the rules and regulations pertaining to the Afternoon Snack Program as outlined by the state and federal authorities.
6. Invoice the Hope Through Housing Foundation for all snacks provided by the 15<sup>th</sup> of the month after the month of service. The price of the snack will be \$0.70 each.

The staff at the Hope Through Housing Foundation shall:

1. Notify the Site Manager at Santee School District or other designated school of the number of snacks needed no later than 2:00 p.m. on the Thursday before the pick up day.

2. Pick up snacks at a mutually agreed upon time and day once a week.
3. Provide all personnel necessary to serve and supervise the consumption of the snacks.
4. Ensure that staff uses safe food handling procedures in the transportation, serving and storage of food.
5. Dispose of all perishable food that has not been consumed at the end of the snack period. Left over unopened milk and juice may be kept if refrigerated at or below 41 degrees F until the expiration date. All other non-perishable foods and whole fruit must be used or disposed of within four (4) calendar days. A list of perishable and non-perishable food will be provided in Addendum B.
6. Ensure that perishable foods sent for afternoon snacks are placed in the refrigerator immediately after delivery to the facility.
7. Indemnify and hold harmless the LEA and its officers, employees, and agents from any and all liability, cost, damages, fees, fines or expense arising out of the Hope Through Housing's performance of the agreement.
8. Provide and maintain general liability insurance, in an amount not less than one million (\$1,000,000.00) for each occurrence and will provide the LEA with a certificate evidencing insurance in that amount.
9. Provide payment to the LEA for the snacks no later than the end of the month after the month of service. The rate of payment will be \$0.70 per snack.

Both the LEA and the Hope Through Housing Foundation will be responsible for maintaining the proper temperature of the snack components when they are in their respective keeping until they are consumed.

Gifts or exchanges of commodities will not be permitted.

The term of this agreement will be from September 1, 2011 through June 30, 2012. This agreement may be terminated by either party upon 5 days written notice with or without cause.

All business and information relating to the administration of this agreement and the services thereof will be directed to:

For the LEA: Cathy Abel, the Director of Child Nutrition Services, or her successor at the Santee School District , 9625 Cuyamaca, Santee, CA 92071, Telephone (619) 258-2290, and

For the Hope Through Housing Foundation:

Gabriela Hoffman  
9065 Haven Ave Suite 100  
Rancho Cucamonga, CA. 91730  
Telephone: (909) 483-2444 ext 128

**HOPE THROUGH HOUSING  
FOUNDATION**

**SANTEE SCHOOL DISTRICT  
SCHOOL FOOD AUTHORITY**

By: George Searcy

By:

Title : Executive Director

Title:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Address: 9065 Haven Ave. #100  
Rancho Cucamonga, CA 91730

Telephone: ( )

Fax: ( )

Telephone: (909) 483-2444 ext 155

Fax: (909) 476-5912

ADDENDUM "A"

LOCATION OF THE HOPE THROUGH HOUSING FOUNDATION

Hope Through Housing Foundation  
Shadow Hill Apartment  
11085 Woodside Ave.  
Santee, California 92071

ADDENDUM B

SANTEE SCHOOL DISTRICT

LIST OF PERISHABLE AND NON-PERISHABLE FOODS

QUESTIONS: CALL CNS AT (619) 258-2290

Perishable Foods: discard immediately after the snack service:

1. All hot food.
2. Any food that has been partially consumed.
3. Any food that is not wrapped.
4. Any food that is not on the list below.

Non-Perishable or Storable Perishable Foods

1. Unopened Milk or Juice. MUST BE STORED IN THE REFRIGERATOR AT 41 DEGREES F. OR BELOW. Check expiration dates before serving.
2. Unopened yogurt. MUST BE STORED IN THE REFRIGERATOR AT 41 DEGREES F. OR BELOW. Check expiration dates before serving.
3. Packaged cookies.
4. Whole Fruit.

Note: All Non-Perishable or Storage Perishable Food items must be discarded after four calendar days unless they have a printed expiration date. All food with an expiration date must be discarded before that date.

Discard immediately after the snack any open items that have been served to either a student or staff member.

DISCUSSION AND/OR ACTION ITEMS Item E.

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

Agenda Item E

**BACKGROUND:**

Annually, Board members are honored to present certificates to eighth grade students being promoted from Santee School District. The chart below is provided to assist Board members in selecting the promotion ceremony they wish to attend. A schedule of dates and times for the 2012 promotion ceremonies is attached. Promotion certificates will be available for signatures by the second Board meeting in May.

HISTORY OF BOARD MEMBER ASSIGNMENTS  
 2000 to 2011

Schools	Bartholomew	Burns	El-Hajj	Fox	Ryan
Alternative	2008	2004 2006	2007 2010 2011		2003 2005
Cajon Park	2008	2003 2005 2006 2010 2011			2001 2007 2009
Carlton Hills	2009 2011	2007 2010			2000
Carlton Oaks	2005 2007	2004	2000 2003 2006 2008 2010 2011		2002 2010
Chet F. Harritt	2006 2009	2004			2003 2005 2011
Hill Creek	2006 2010 2011	2007	2000 2001 2003 2004 2009		2008
Pepper Drive	2010	2009 2011	2002 2005 2007 2008		2006
Prospect Avenue	2005	2008	2001 2004 2011		2002 2007 2009
Rio Seco	2007	2005 2006 2008 2009	2002 2010	2011	2000 2004

**RECOMMENDATION:**

Board members will select assignments for presentation of promotion certificates.

Motion:		Second:		Vote:		Agenda Item E.1.1.
---------	--	---------	--	-------	--	--------------------





# Santee School District

## PROMOTION SCHEDULE

June 2012

SCHOOL	DATE	TIME	LOCATION	BOARD MEMBER
Alternative School	June 22	11:00 a.m.	Alternative School	
Cajon Park	June 26	8:30 a.m.	Front Patio of Junior High Building	
Carlton Hills	June 25	8:30 a.m.	Carlton Hills Lower Field (Junior High).	
Carlton Oaks	June 25	9:00 a.m.	Carlton Oaks Upper Field (JH)	
Chet F. Harritt	June 25	9:00 am.	Chet F. Harritt <i>Tentatively - Big Rock Park</i>	
Hill Creek	June 22	9:00 a.m.	Hill Creek Amphitheater	
Pepper Drive	June 25	9:00 a.m.	Pepper Drive Upper Field	
PRIDE Academy at Prospect Avenue	June 26	8:30 a.m.	Santee Trolley Square (Next to Panda Express)	
Rio Seco	June 26	9:00 a.m.	Rio Seco Amphitheater	
Santee Success	June 26	12:30 p.m.	Santee Success	

FYI-Sycamore Canyon- June 26 @ 8:45 a.m.

Area High Schools	DATE	TIME	LOCATION	BOARD MEMBER
Santana High	June 21	6:00 p.m.	Santana Stadium	
West Hills High	June 21	9:00 a.m.	West Hills Football Field	

Discussion and/or Action Item E.2.1. Microsoft Live@edu, Grades 7 – 8 Student Access Pilot at PRIDE Academy at Prospect Avenue and Rio Seco Schools

Prepared by Kristin Baranski  
March 20, 2012

## **BACKGROUND:**

District staff completed the migration to Microsoft Live@edu in June of 2011 at no cost to the District. As previously presented to the Board of Education, Live@edu provides educational institutions with a set of free hosted services and applications, including Online Exchange and Outlook Live, SkyDrive storage, and Microsoft Office workspace. Following are some of the Online Exchange/Outlook Live features of Live@edu:

- 10GB of mail storage per user
- Attachment size of 18MB
- Student email accounts – provides the ability to provide all students with an email account, in an environment that is controlled and safe
- Security and privacy features – Outlook Live includes Microsoft's data security and spam filtering;
- No migration or hosting cost – Live@edu is a free hosted service from Microsoft.
- Online storage (25GB SkyDrive storage)
- Online MS Office applications (Word, Excel, PowerPoint and OneNote)
- Email Backup and Email Spam are managed by Microsoft

As District staff has continued to learn about all the productivity features provided in Live@edu, administration has discussed potential student access to Live@edu for the following purposes:

- Online storage of student documents (25GB SkyDrive storage)
- Online document sharing similar to Google Docs for student-to-student collaboration
- Online access to Microsoft Office applications (Word, Excel, PowerPoint, and OneNote)
- Cloud-based/internal student email accounts

While students in grades 3 – 8 currently have access to productivity tools within the Santee Cloud, hosted by the San Diego Office of Education, these tools are not as robust as those found in Live@edu. For example, the Santee Cloud includes an application called Zoho but it is limited in its ability to perform the complex tasks Microsoft Office performs. In addition, Zoho does not have a student collaboration function, a feature desired by teachers and students to support 21<sup>st</sup> Century skills.

Cloud Computing was originally purchased through the County Office of Education to provide equal access to the digital tools needed for success in a 21<sup>st</sup> Century learning environment. However, as technology has advanced and as Live@edu has become available free of charge to school districts, Live@edu appears to be a better option as compared to the productivity options in the Santee Cloud. Piloting Live@edu will allow administration to determine if the storage availability, online document sharing, access to Microsoft applications, and student email can be maintained safely and securely for students in Santee School District.

To maintain the commitment to student safety in Santee School District, Live@edu incorporates a number of safeguards for student users. The following safeguards will be shared with parents, students, and teachers:

- Limiting incoming email to allowed domains
- Applying filters for inappropriate language
- Archiving messages
- Restricting specific users who do not use the technology appropriately
- Access to student accounts

Teachers and site administrators from PRIDE Academy and Rio Seco School are interested in piloting Live@edu with their students in grades 7 – 8. A pilot of Live@edu will help administration determine if all Live@edu components are appropriate for use in grades 3 – 8 beginning in the 2012-2013 school year. If the Board approves the pilot at these two school sites, the sites, in conjunction with instructional and information technology staff, will focus in the following areas:

#### **April 2012: Prior to Student Use**

- Create student accounts
- Hold parent nights to share features of Live@edu
- Conduct student digital citizenship assemblies with a focus on student rights and cyberbullying prevention
- Provide teacher inservices on Live@edu student features

#### **May – June 2012: Pilot Duration**

Students will:

- Use online storage of documents
- Collaborate with online document sharing
- Create documents with Microsoft Office software
- Email products to teachers for feedback and grading

Teachers and Administrators will:

- Closely monitor and observe student progress
- Reflect on accessibility, student safety and appropriate use
- Provide feedback to District administration

## **July 2012: After the Pilot**

Administration will:

- Report to the Board of Education
  - Pilot results from PRIDE Academy and Rio Seco, grades 7 - 8
  - Recommended next steps including extended use in grades 3 – 8 of some or all of the Live@edu functions
  - Recommended contract revision for the Santee Cloud and San Diego County Office of Education
  - Timeline and implementation plan including training, parent meetings, and student assemblies

This evening, administration will highlight key Live@edu features for students, connection of 21<sup>st</sup> Century Skills to communication and collaboration tools, and procedural safeguards to protect student use.

### **RECOMMENDATION:**

Administration recommends the approval of the Live@edu pilot in grades 7 – 8 at PRIDE Academy and Rio Seco Schools for the duration of May – June 2012.

This recommendation supports the following District goal:

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

### **FISCAL IMPACT:**

Microsoft Live@edu features and functions are provided to school districts, staff and students, at no cost. If it is determined through the pilot process that Live@edu can be maintained safely and securely for students, the Santee Cloud may no longer be necessary, saving a potential annual cost to the District of \$40,000.

### **STUDENT ACHIEVEMENT IMPACT:**

Offering students greater technology tools increases 21<sup>st</sup> century learning skills.

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

Agenda Item E.2.1.

Discussion and/or Action Item E.2.2. Authorization to Disseminate a Request for Proposal (RFP) For Library and Textbook Management Systems

Prepared by Kristin Baranski  
March 20, 2012

**BACKGROUND:**

In 1999, Santee School District purchased Follett library tracking software to provide an accurate inventory of approximately 150,000 picture books, big books, novels, and professional reading materials housed at all nine school sites and the District library.

Due to the age of this software package, Follett no longer maintains support to Districts who require assistance. The District is also unable to upgrade any computers used in the libraries because the software is not compatible with current Windows operating systems. Within the past three years, the District technology department has rebuilt servers to provide additional assistance when problems arise with Follett; however, if the software crashes in the future, all volume data could be lost.

In addition, the current inventory system does not support tracking of student textbooks and teacher editions. Providing students and teachers with textbook materials in the beginning of each school year is centrally supported by the District Library. The current system for locating textbooks when grade level enrollment increases from school to school requires many personnel hours and communication with school personnel through emails and phone messages, an inefficient system for ensuring all students and teachers have textbooks required at the beginning of the school year. With the lack of tracking software for textbooks, District library personnel resort to purchasing additional textbook materials when the school sites state they have exhausted their search for these materials.

The tentative schedule for this RFP process is as follows:

Board Initiation of RFP Process	March 20, 2012
Public Dissemination of RFP	March 26 – April 6, 2012
Deadline to Submit Questions	April 23, 2012 @ 4:30 p.m.
Submittals Due	April 30, 2012 @ 4:30 p.m.
Selection of Vendors: Interviews/Presentations	TBD
Santee School Board Authorization	June 5, 2012

Submissions to the RFP will be evaluated by consensus by a project team consisting of the representatives from the schools, Instructional Technology, and Information Systems. Areas of evaluation include, but are not limited to the following criteria:

1. Demonstrated understanding of the DISTRICT's objectives and the ability to meet the specifications as described within this document;
2. Potential estimated cost(s), including life cycle cost(s);
3. Performance criteria such as, but not limited to, meeting requirements, network functionality, technical expertise, warranty, distribution, delivery, and supply of products and services and ability of company, product and services to meet the DISTRICT's requirements as determined by the DISTRICT, plus any other factor(s) that may be considered by the DISTRICT in its sole discretion in evaluating this area of the Vendor's submission;
4. Ability to provide efficient, reliable, and expedited service for installation, ongoing maintenance, training, and technical support.
5. Breadth, depth, and longevity of implementations of Vendor's systems in California public school districts and U.S. public school districts;
6. The Vendor's reputation, financial status, longevity and stability, as solely determined by the DISTRICT;
7. Vendor's technical knowledge and expertise;
8. Vendor processes for technology improvement, advancement, and innovation;
9. References and proven ability to complete projects on time and on budget and to provide a solution that addresses the customer's requirements satisfactorily;
10. Clarity and presentation of submission;
11. Any other factors that the DISTRICT considers relevant.

A copy of the RFP will be available at the Board meeting for public review.

### **RECOMMENDATION:**

It is recommended that the Board of Education authorize administration to publicize and distribute a Request for Proposal for a library and textbook management system.

This recommendation supports the following District goals:

- Assure the highest level of educational achievement for all students.
- Pursue actively the funding and resources to fulfill our mission and maintain fiscal solvency.

### **FISCAL IMPACT:**

Requesting proposals from tracking software companies does not require fiscal support. However, for future reference, one-time costs for a library and textbook management system is expected to be approximately \$50,000 with an additional annual cost of \$10,000 - \$15,000 to maintain and support software.

The library volumes and textbook inventory stored at the nine school sites and the District Library has an approximate value of \$2,000,000. Providing school sites and District centralized services with a currently supported software package will ensure the efficient tracking of reading and textbook materials. Administration also recognizes the District may potentially save on unnecessary textbook purchases with a better tracking system.

**STUDENT ACHIEVEMENT IMPACT:**

Standards based textbooks and a variety of student reading materials provide teachers and students with the necessary tools for engaging students in acquiring new knowledge and skills.

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

Agenda Item E.2.2.

BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS Item F.

Agenda Item F.



CLOSED SESSION Item G.

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

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

1. **Conference with Legal Counsel–Anticipated Litigation**  
*(Significant exposure to litigation pursuant to subdivision (b) of Gov't Code § 54956.9)  
One potential case.*
2. **Conference with Labor Negotiator** (Govt. Code § 54956.8)  
*Agency Negotiator: Karl Christensen, Assistant Superintendent  
Employee Organizations: Santee Teachers Association*
3. **Public Employee Performance Evaluation** (Govt. Code § 54957)  
*Superintendent*

RECONVENE TO PUBLIC SESSION Item H.

ADJOURNMENT Item I.