



Santee School District

SCHOOLS:

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

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

**BOARD OF EDUCATION
 REGULAR MEETING
 AGENDA
 April 2, 2019**

District Mission

Providing an extraordinary education in an inspiring environment with caring people

	<u>Page #:</u>
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1. Call to Order and Welcome	
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1. Superintendent’s Report	
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<i>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.</i>	
D. CONSENT ITEMS	13
<i>Items listed under Consent are considered to be routine and are acted on by the Board with a single motion. There is no discussion of these items prior to the Board vote unless a member of the Board, staff, or public requests specific items be considered separately. Request to speak cards should be submitted in advance.</i>	

Superintendent

1.1. <u>Approval of Minutes</u>	14
<i>It is recommended that the Board of Education approve meeting minutes with any necessary modifications.</i>	

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

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

Business Services

- 2.1. Approval/Ratification of Travel Requests** 24
It is recommended that the Board of Education ratify the authorization granted to personnel requesting out-of-district travel as listed in the item.
- 2.2. Approval/Ratification of Revolving Cash Report** 26
It is recommended that the Board of Education approve/ratify revolving cash checks as listed.
- 2.3. Acceptance of Donations, Grants, and Bequests** 28
It is recommended that the Board of Education accept the donations, grants, and/or bequests listed in the item and authorize letters of appreciation to be sent on behalf of the Board.
- 2.4. Approval/Ratification of General Services Agreements** 30
It is recommended that the Board of Education approve/ratify agreements with General Service Providers as presented.
- 2.5. Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)** 31
It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the month of February 2019.
- 2.6. Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement** 36
It is recommended that the Board of Education approve the quarterly report for the period ending March 31, 2019, required by the Williams Settlement.
- 2.7. Approval for Surveying Services with ATC Design Group for Chet F. Harritt School Capital Improvement Program Project** 37
It is recommended that the Board of Education approve surveying services with ATC Design Group for the design of the Learning Resource Center and 8-Classroom Addition at Chet F. Harritt School.

Educational Services

- 3.1. Approval to Purchase Achieve3000 Supplemental Reading Program** 38
It is recommended that the Board of Education approve the purchase of Achieve3000 for the term of August 2019 through June 2022.
- 3.2. Adoption of Resolution #1819-27 Designating Personnel as Licensing Representatives for State Preschool** 44
It is recommended that the Board of Education adopt Resolution 1819-27, designating personnel as Licensing representatives with signature rights as Community Care Licensing Liaisons for the licensee.

Human Resource/Pupil Services

- 4.1. Personnel, Regular** 46
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations, and dismissals.
- 4.2. Adoption of Resolution No. 1819-23, Declaring May 8, 2019 as Santee School District's Day of the Teacher** 48
It is recommended that the Board of Education adopt resolution no. 1819-23, declaring May 8, 2019 as Santee School District's Day of the Teacher.

- 4.3. **Adoption of Resolution No. 1819-24, Declaring May 19 - 25, 2019 as Classified School Employees Week** 50
It is recommended that the Board of Education adopt resolution no. 1819-24, declaring May 19 - 25, 2019 as Classified School Employees Week.
- 4.4. **Approval of Consultant Agreements** 52
It is recommended that the Board of Education approve the consultant agreements.
- 4.5. **Approval of 2020-2021 District School Calendar** 53
It is recommended that the Board of Education approve the 2020-2021 school calendar.
- 4.6. **Adoption of Resolution No. 1819-25 to Eliminate Classified Non-Management Positions** 55
It is recommended that the Board of Education adopt resolution no. 1819-25 to Eliminate Classified Non-Management positions.
- 4.7. **Approval of New Job Description for Director II, Facilities Planning and Construction Position** 57
It is recommended that the Board of Education approve the new job descriptions for Director II, Facility, Planning and Construction.
- E. **DISCUSSION AND/OR ACTION ITEMS** 63
Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.
- Superintendent**
- 1.1. **Appointment of Director II, Facilities Planning and Construction Position** 64
It is recommended that the Board of Education approve the appointment of Christina Becker as Director II, Facilities Planning and Construction.
- 1.2. **Appointment of Director Facilities, Maintenance and Operations** 65
It is recommended that the Board of Education approve the appointment of Bryce Storm as Director of Facilities, Maintenance and Operations.
- Business Services**
- 2.1. **Approval of Monthly Financial Report** 66
It is recommended that the Board approve the Monthly Financial Report for February 2019.
- 2.2. **Approval of Master Architectural Services Agreement with StudioWC Architecture and Engineering for the Three (3) Remaining Capital Improvement Program Projects** 69
It is recommended that the Board of Education approve the Master Architectural Services Agreement with StudioWC Architecture and Engineering for the Three (3) remaining CIP projects.
- 2.3. **Adoption of Resolution No. 1819-26 of the Board of Education of the Santee School District to Approve Request for Proposals for Preconstruction and Lease-Leaseback Services** 114
It is recommended that the Board of Education adopt Resolution No. 1819-26 to approve request for proposals for preconstruction and lease-leaseback services.
- 2.4. **Imminent Facility Needs** 301
This is an information item. Action, if any, is at the discretion of the Board of Education.

F.	BOARD POLICIES AND BYLAWS	303
1.1.	<u>Second Reading: Revised Board Policy 6142.6, Visual and Performing Arts Education</u> Revised Board Policy 6142.6, Visual and Performing Arts Education, is being presented for a second reading. It is recommended that the Board of Education approve revised BP 6142.6.	304
1.2.	<u>Second Reading: Revised Board Policy 6142.91, Reading/Language Arts Instruction</u> Revised Board Policy 6142.91, Reading/Language Arts Instruction, is being presented for a second reading. It is recommended that the Board of Education approve revised BP 6142.91.	308
1.3.	<u>Second Reading: Revised Board Policy 6142.92, Mathematics Instruction</u> Revised Board Policy 6142.92, Mathematics Instruction, is being presented for a second reading. It is recommended that the Board of Education approve revised BP 6142.92.	313
G.	EMPLOYEE ASSOCIATION COMMUNICATION	317
H.	BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS	317
I.	CLOSED SESSION	317
1.	<u>Conference with Legal Counsel – Anticipated Litigation</u> (Gov't. Code § 54956.9) - One Case	
2.	<u>Conference with Labor Negotiator</u> (Gov't. Code § 54956.8) <i>Purpose:</i> Negotiations <i>Agency Negotiators:</i> Tim Larson, Assistant Superintendent <i>Employee Organizations:</i> Santee Teachers Association (STA); and Classified School Employees Association (CSEA)	
3.	<u>Public Employee Performance Evaluation</u> (Gov't. Code § 54957) <i>Superintendent</i>	
J.	RECONVENE TO PUBLIC SESSION	317
K.	ADJOURNMENT	317

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 May 7, 2019, 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:

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

ITEM A. OPENING PROCEDURES – 7:00 P.M.

1. Call to Order and Welcome

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

3. Pledge of Allegiance

4. Approval of Agenda for the April 2, 2019, regular meeting

Agenda Item A.

Item B. REPORTS AND PRESENTATIONS

The following items are presented for Board information:

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

2. Spotlight on Education: Carlton Hills School

DEVELOPER FEES COLLECTION REPORT
2018-19
CUMULATIVE THROUGH MARCH 19, 2019

Residential Rate: \$2.16 per square foot - effective 6/19/16 - 6/19/18; \$2.35 per square foot - effective 6/20/18
Commercial Rate: \$0.35 per square foot - effective 6/19/16 - 6/19/18; \$0.38 per square foot - effective 6/20/18
Self Storage Rate: \$0.15 per square foot - effective 6/19/16 - 6/19/18; \$0.07 per square foot - effective 6/20/18

COM	RES	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
		10920 Summit Ave. (Exempt)	07/09/18	9,263	\$0.00	CP
	X	9433 Mandeville Road	07/19/18	798	\$1,875.30	CH
	X	681 Kenney Street	07/25/18	815	\$309.70	PD
	X	9707 Abbeyfield Road	07/25/18	868	\$2,039.80	RS
	X	8983, 8987, 8999, 9013, 9023, 9045, 8059 Hightail Dr.				
		8966, 8954 Trailridge Ave	07/30/18	594	\$1,395.00	CO
	X	1731 Garywood St.	08/20/18	772	\$1,814.20	PD
	X	1329 Wenatchee Ave	08/28/18	802	\$1,884.70	PD
	X	9078 Hightail Drive	09/18/18	273	\$641.55	CO
	X	8701 Mesa Road Unit #150	10/08/18	594	\$1,395.90	CFH
	X	1920 N. Marshall Ave Building H	10/10/18	10,700	\$4,066.00	PD
	X	1890 N. Marshall Ave Building J	10/10/18	35,800	\$13,604.00	PD
	X	1890 N. Marshall Ave Building K	10/10/18	8,200	\$3,116.00	PD
	X	1890 N. Marshall Ave Building G	10/10/18	10,762	\$4,089.56	PD
	X	10123 Riverwalk Drive	10/12/18	3,541	\$1,345.58	RS
	X	8618 Cuyamaca Street	10/18/18	11,154	\$4,238.52	PA
	X	8616 Cuyamaca Street	10/26/18	897	\$340.86	PA
	X	8860 Ellsworth Cricle	12/04/18	540	\$1,269.00	PA
	X	8961, 8967, 8971, 8981, 8997 Trailridge Ave	01/22/19	944	\$2,218.10	CO
	X	8522, 8524, 8526, 8528, 8530, 8532, 8534 Boulder Way	02/12/19	14,274	\$33,543.90	CO
	X	8510, 8512, 8514, 8516, 8518, 8520 Boulder Way	02/12/19	11,901	\$27,967.35	CO
	X	9032, 9036, 9040, 9044, 9048, 9052, 9056, 9060, 9061,				
	X	9057, 9053, 9049, 9045, 9041 West Bluff Pl	03/04/19	1,454	\$3,416.90	CO
TOTAL PAGE 1						

- *Additional square footage (total is over 500 square feet)
- ** Fee Exempt - Senior / Elder Care Facility
- *** Fee Exempt - Less than 500 square feet
- **** Fee Exempt - Religious Facility

Requests For Use Of Facilities - April 2, 2019

Group	Location	Date	Days	Time	Attend	Fees
Cajon Park						
PTA (Fit Kids America - Lacrosse/Flag Football)	Quad Grass/Lower Field	4/1/19 - 5/29/19	Mon - Fri	1:40 pm - 3:05 pm	10 - 20	
CYT (CYT @ School After School)	Multi-Purpose	4/1/19 - 6/10/19	Monday	1:45 pm - 3:20 pm		
CYT (CYT @ School After School)	Multi-Purpose	6/10/19	Monday	5:30 pm - 7:30 pm		
Santee Collaborative (Parenting Class - Budgeting)	Multi-Purpose	4/10/19	Wednesday	5:30 pm - 7:30 pm	15	
Mad Science of San Diego (After-School Program)	Classroom	4/12/19 - 5/31/19	Friday	1:40 pm - 2:40 pm	20/class	
Santee Special Education Department (Staff Meeting)	Multi-Purpose	8/20/19	Tuesday	8:00 am - 11:00 am	100	
Carlton Oaks						
American History Theatre (Theatre Rehearsals)	Classroom	3/21/19 - 4/16/19	Mon - Thurs	6:30 pm - 10:00 pm	15	
American History Theatre (Theatre Rehearsals)	Classroom	3/21/19 - 4/16/19	Saturday	9:00 am - 2:00 pm	15	
CSEA # 557 (Meeting)	Library	3/27/19	Wednesday	4:30 pm - 6:30 pm	25	
Chet F. Harritt						
Chet F. Harritt (D. C. Meeting)	Classroom	3/19/19	Tuesday	5:30 pm - 6:30 pm	30	
PTA (Fit Kids America - Lacrosse/Flag Football)	Field	4/2/19 - 5/30/19	Tues & Thurs	1:40 pm - 3:00 pm	10 - 20	
Rio Seco						
Santee Santas (Meeting)	Multi-Purpose	03/16/19	Saturday	8:30 am - 4:00 pm	10	
Sycamore Canyon						
PTA (Fit Kids America - Lacrosse/Flag Football)	Lower Playground	4/1/19 - 5/31/19	Mon - Fri	2:55 pm - 3:55 pm	10 - 20	
PTA (California Fitness Fun - Heartlight San Diego Dance)	Multi-Purpose	4/29/19 - 6/3/19	Monday	2:30 pm - 3:30 pm	20	

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

Santee School District
 ENROLLMENT REPORT
 3/29/2019
 Month 9 Week 2
 School Week 32

SCHOOL	REGULAR ED														SPECIAL ED										Total All								
	EAK 5yo	TK	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	03/29/19	3/23/2018*	# Diff	% Diff	TK	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	03/29/19	3/23/2018*	# Diff	% Diff	03/29/19	03/22/19	# Diff	
Cajon Park		15	103	90	99	95	99	116	109	113	93	934	933	1	0.1%	1	4	11	8	8	3	12	9	13		88	76	-11	-14.5%	999	999	0	
Carlton Hills		19	24	72	65	72	68	75	57	55	64	634	610	24	3.9%	7	4	4	5	3	3	6	3	9		44	31	13	41.9%	678	676	2	
Carlton Oaks			79	84	80	87	72	77	98	95	121	793	768	25	3.3%	3	7	6	8	5	9	6	11	11		66	62	4	6.5%	859	860	-1	
Chet F. Harritt		20	13	85	81	73	86	70	63	50	49	651	647	4	0.6%	0	0	0	0	0	0	0	0	0		0	0	0	0.0%	651	647	4	
Hill Creek		22	25	77	96	88	84	79	75	75	58	745	768	-13	-1.7%	5	3	5	2	6	4	0	0	0		25	22	3	13.6%	770	767	3	
Pepper Drive				107	102	110	108	91	131	110	101	97	957	970	-13	-1.3%	0	0	0	0	0	0	5	4	2		11	8	3	37.5%	968	966	2
Pride Academy		22	22	55	65	69	62	61	53	77	43	49	578	574	4	0.7%	0	0	0	0	0	0	0	0	0		0	0	0	0.0%	578	573	5
Rio Seco				92	97	117	92	106	105	115	123	94	941	943	-2	-0.2%	4	6	6	3	3	8	11	13	8		62	53	9	17.0%	1003	1002	1
Sycamore Canyon		23	24	58	66	55	33	43	43	29	0	0	374	375	-1	-0.3%	0	0	0	0	0	0	0	0	0		0	0	0	0.0%	374	373	1
SUBTOTAL	106	123	726	746	783	715	696	722	718	846	844	6607	6578	29	0.4%	0	20	24	32	24	23	27	40	40	43	273	252	21	8.3%	6880	6863	17	
Alternative School			3	0	3	5	3	2	3	4	3	26	28	-2	-7.1%																26	26	0
Santee Success									2	4		6	10	-4	-40.0%												0	0	0	0.0%	6	4	2
NPS												0	0							1		3	2	2	1	9	9	0	0.0%	9	8	1	
SUBTOTAL	3	0	3	5	3	2	3	6	7			32	38	-6	-15.8%	0	0	0	0	1	0	3	2	2	1	9	9	0	0.0%	41	38	3	
TOTAL	106	123	731	746	786	720	699	724	721	852	851	6639	6616	23	0.3%	0	20	24	32	25	23	30	42	42	44	282	261	21	8.0%	6921	6901	20	

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

	PK	TK 4yo	EAK 4yo	Total All
Cajon Park	0		0	999
Carlton Hills	0		6	684
Chet F Harritt	0		2	653
Hill Creek	0		4	774
Prospect Ave	0		3	691
Sycamore Canyon	67	0	2	443
Total PK/EAK	67	0	17	

Total Enrollment Including PK
7005

Schedule of Upcoming Events

Date	Event
April 11	District Advisory Committee (DAC); 6:00 p.m., at ERC
April 12	District English Learner Advisory Committee (DELAC); 9:00 a.m., at ERC
April 15 – April 26	Spring Break – Schools Closed
May 6	Communication Committee; 3:30 p.m., ERC
May 9	District Advisory Committee (DAC) and Special Education Advisory Committee; 6:00 p.m., at ERC
May 10	District English Learner Advisory Committee (DELAC); 9:00 a.m., at ERC
May 20	Wellness Committee; 3:30 p.m., at ERC
May 23	Budget Advisory Committee (BAC); 6:00 p.m., Charles E. Skidmore Administration Center
May 27	Memorial Day Holiday – Schools and Departments Closed
May 28	Salute to Excellence; 5:30 p.m. (honoree reception); 6:00 p.m. (program); Carlton Oaks Country Club
May 30	Character Education and School Climate Advisory Committee; 5:00 p.m.
June 4	Board Meeting; 7:00 p.m.
June 12	Last Day of School
June 18	Board Meeting; 7:00 p.m.
June 20	Foundation Golf Classic, Carlton Oaks Country Club

Reports and Presentations Item B.2.
Prepared by Dr. Kristin Baranski
April 2, 2019

Spotlight on Education: Carlton Hills School

BACKGROUND:

This year's school spotlight presentations will focus on our District organizational goals: student mastery of grade level reading and writing literacy standards and student perception of safety at school. These goals are based on the District's high expectations of student learning and attention to caring relationships among all school-level stakeholders.

Tonight, Principal Stephanie Southcott, and her team will share how they are addressing these two organizational goals at Carlton Hills School.

Agenda Item B.2.

Item C. PUBLIC COMMUNICATION

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

Agenda Item C.

Item D. CONSENT ITEMS

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

Agenda Item D.

Consent Item D.1.1.
Prepared by Dr. Kristin Baranski
April 2, 2019

Approval of Minutes

BACKGROUND:

Presented for Board approval –

- March 19, 2019, regular meeting minutes
- March 19, 2019, 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 19, 2019
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome

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

Members present:

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

Administration present:

Dr. Kristin Baranski, Superintendent and Secretary to the Board
Karl Christensen, Assistant Superintendent, Business Services
Tim Larson, Assistant Superintendent, Human Resources/Pupil Services
Dr. Stephanie Pierce, Assistant Superintendent, Educational Services
Lisa Arreola, Executive Assistant and Recording Secretary

2. District Mission

President Fox invited the audience to recite the District Mission.

3. Pledge of Allegiance

President Fox invited Boy Scouts Troop #384, to lead the members, staff, and audience in the Pledge of Allegiance.

4. Approval of Agenda

President Fox presented the agenda for approval. Member Burns moved approval. President Fox acknowledged Mr. Thomas J. Castonguay, former Santee School District Board Member was in attendance.

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

B. REPORTS AND PRESENTATIONS

1. Superintendent's Report

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

2. Spotlight on Education: Cajon Park School

Superintendent Baranski invited Principal Tim Dobbins, and Vice Principal Angelo Benedetto to share the great things happening at Cajon Park School. Principal Dobbins expressed his gratitude towards the Board and Executive Council for allowing them to showcase the wonderful work and people of Cajon Park.

Principal Dobbins shared Cajon Park was fortunate to be recipients of two Santee School District Foundation grants that involved video and photography equipment. He explained that the presentation included clips of students discussing why they liked Cajon Park.

Principal Dobbins shared Cajon Park decided to focus on the “why” of what they do. He shared a picture of the staff on the corner of Magnolia and Mast Avenues with welcome back signs. Principal Dobbins shared the signs read things like, “welcome back,” “we can’t wait to see you,” etc. to let the community know they were excited to start the year with them. He explained the focus is on the students and shared staff finds new ways to inspire and connect with them daily. Principal Dobbins shared research based on teacher efficacy from John Hattie showed student growth. He explained Cajon Park staff’s focus for the year is a collective belief that every student can succeed.

Kelley Riddlespurger, Intervention Resource Teacher, shared that with the Wonders adoption, Alexia, Rtl, as well as other programs, Cajon Park is making tremendous growth in literacy and shared BAS/Rtl Graduation Data as follows:

BAS K-3 (T1 – T2) Exceeded/Met (Kindergarten ONLY)	+11% +31%
Last Rtl Cycle (Movement) Completely Exited	+37% 13%

Vice Principal Benedetto shared that in alignment with the District’s goal on safety and connectedness, Cajon Park is committed to continuing with traditions. He shared kindergarten students continue to gather every morning to recite the pledge and sing songs together; peer tutoring; PTSA and spirit days; and a buddy bench. Vice Principal Benedetto explained the importance of collecting data and shared partial results of the survey.

Teachers and other grown-ups at this school believe I can do a good job.	T1 84.50%	T2 86.30%
This school is a supporting and inviting place for me to learn.	T1 74.90%	T2 83.80%

Lindsay Ogden, Administrative Intern, discussed PBIS at Cajon Park. She shared each teacher has a PBIS poster in their classroom and posters are displayed in common areas throughout the school; in addition to sandwich boards displayed in lunch and common areas. Ms. Ogden shared the school established a PBIS committee that looks at hall pass data and climate surveys to determine how to make the school better and safer; in addition to creating a scope and sequence. She explained the committee took one of the school’s core values and incorporated them into their lessons and restorative circles for a month. Ms. Ogden shared “prepared” was January’s focus. She mentioned the school created a “lesson bank” where teachers could access and share ideas for the different core values.

Vice Principal Benedetto shared information on hall pass data. He explained the implementation of the digital hall pass allows staff to track student discipline; and review it with the students and parents. Vice Principal Benedetto shared the decrease in hall passes allotted more time for administration to spend in the classrooms.

Total Hall Passes Submitted	T1-T2 -12%
Bullying/Harassment	T1-T2 -52%

Ms. Ogden shared Cajon Park strives to create a safe environment for students; and shared the school created a "Strive for 96.5" attendance goal. Ms. Ogden mentioned this goal is discussed at their Falcon Proud Rallies; in addition to students receiving video tips on the importance of getting to school on time, etc. Each teacher display an "all present" sign in the classroom. If there are no absences, the class gets to color a letter. When all the letters are colored, the class receives an incentive. Additionally, Cajon Park holds a monthly grade-level competition. Ms. Ogden shared the school created a "target" list from students who struggled with attendance the prior year. Their attendance was monitored and if it showed improvement from last year, they were invited to lunch with Administration.

Principal Dobbins shared that one largest aspects of the Cajon Park culture is the community connection. He mentioned their garden is in full bloom and provided the Board with sweet peas. Principal Dobbins shared the sweet peas are grown by the SDC classes and volunteer gardeners. He explained the students pick the flowers, vase them, and sell them as a fundraiser. Principal Dobbins shared a picture of the LCAP Student Forum; and expressed their gratitude towards the PTSA.

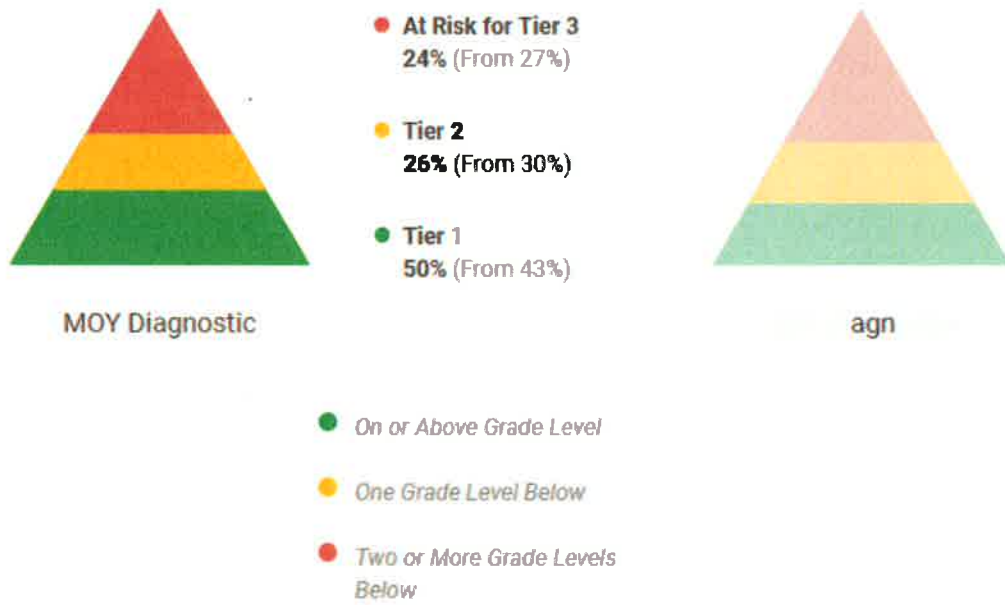
He expressed his gratitude towards the Board for allowing them to share the great things happening at Cajon Park. Staff self-introductions were conducted.

3. 2018-19 Trimester 2 District Assessment Results

Superintendent Baranski invited Dr. Stephanie Pierce, Assistant Superintendent of Educational Services, and Bonner Montler, Director of Assessment and Learning Support, to present the District's assessment results for Trimester 2.

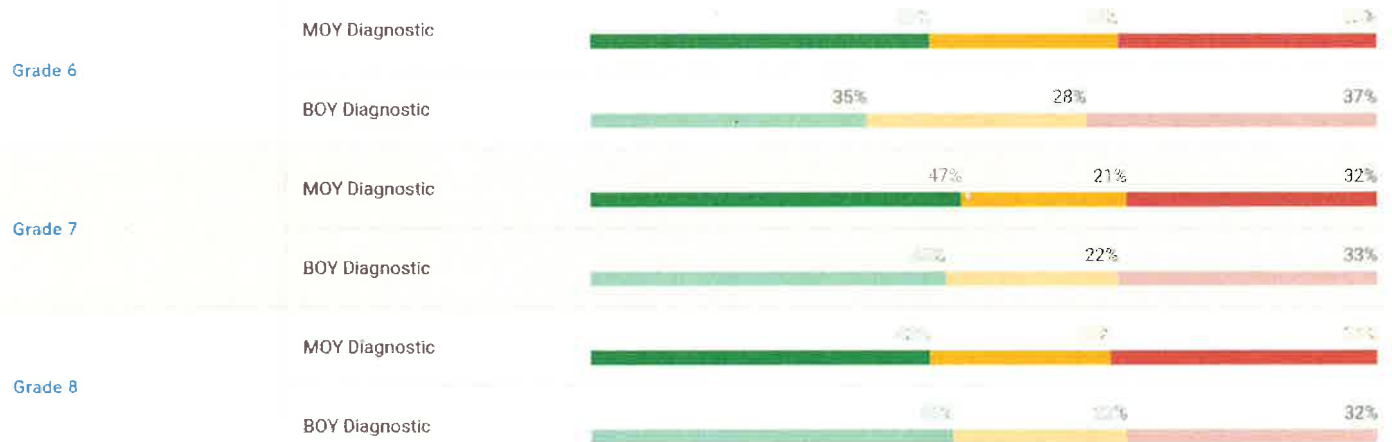
Dr. Pierce shared the presentation reviewed Trimester 2 data points from the District's reading assessments and the Interim Assessments as part of the CAASPP system. She explained it is imperative that the District monitor student achievement to make important instructional decisions to improve student-learning outcomes. Dr. Pierce shared all of the assessments provide instructional decision-making. She explained iReady provides standards and skills feedback in reading along with instructional lesson planning options to provide for intervention for 3rd – 8th grade. Dr. Pierce mentioned this assessment program also provides teachers with options for creating assessments specific to the standards taught beyond only a Lexile level. The Benchmark Assessment system allows the District to make instructional decisions to inform our guided reading instruction for K-3 grade students. The IABs for Math and ELA provide the District with an opportunity to dig into the item analysis. She explained this process allows the District to understand the percentage of student missing a particular problem. Teachers understanding the misconceptions and the distractors in items. For example, as Administration met with Principals, it was discovered that many students missed two-part questions. They may have only answered a portion of the question. Administration also noticed that students might need to understand the vocabulary of the directions; and clearly the complexity of the tasks so students need the opportunity to engage in complex work to build the grit to persevere in this work. Dr. Pierce shared Administration will continue to have discussion with Principals around promising practices. She explained this includes teacher team instructional goal setting and even more importantly student goal setting. Dr. Pierce shared student feedback is essential and the need to know how well they are doing on assessments and set goals to improve their work.

Mr. Montler provided an overview of iReady Data for 3rd- 8th grade for the second administration. He explained the presentation included overall data; and shared teachers have their class-level data. Mr. Montler explained green meant on or above grade level; yellow represented one grade level below; and red was two or more grade levels below. He shared there was a seven-percent (7%) increase in Tier 1 (students on or above grade level); a decrease of 4% in Tier 2 (one grade level below); and a three percent decrease in Tier 3 (two or more grade levels below).

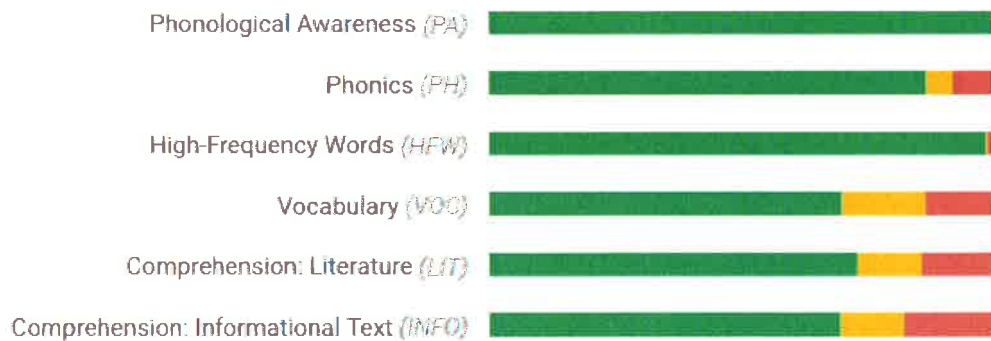


Mr. Montler discussed the data by grade level and domain.





Placement By Domain



Mr. Montler provided a two-year comparison of Benchmark assessment data, for K-3, was also presented; which showed a decrease in grade 3, a 2.9% increase in Kindergarten; no change in 1st grade; and 1.4% increase in 2nd grade.

	Kindergarten	1st Grade	2nd Grade	3rd Grade
2018	70.9%	68.0%	71.8%	77.4%
2019	73.8%	68.0%	73.2%	74.8%
Difference	2.9%	0.0%	1.4%	-2.6%

Mr. Montler discussed the SBAC Interim Assessment Data for ELA and Mathematics for grades 3-8, and their strengths and areas of improvement. English Language Arts results showed a 3.6% decrease grade 3; no change in grade 4; a .01% decrease in grade 5; a decrease of 4.4% in grade 6; a decrease of 1.1% in grade 7; and a 1.7% decrease in grade 8. Math Interim Assessment data showed a 3.6% decrease in grade 3; 1.1% decrease in grade 4; a .08% increase in grade 5; a 6.4% decrease in grade 6; 7.4% increase in grade 7; a .04% decrease in grade 8.

Dr. Pierce shared that for ELA, school teams are working on vocabulary development. She shared it is important the students understand what they are being asked to do in the assessment and understand the vocabulary content to engage in the work. Dr. Pierce mentioned Rio Seco is doing some work around vocabulary and have the Wednesday word day each week. The Rio Seco staff wears words to encourage this focus area. It is important that student read complex text both in literature and in non-fiction and demonstrate their understanding (reading comprehension). Dr. Pierce explained it is important that the District focus on stronger conceptual understanding in mathematics, which is beyond just knowing an algorithm. With stronger conceptual understanding, students can apply the mathematical understanding through application and novel situations. The CAASPP test in May is significantly more complex test and teachers use these assessments to guide their work and demonstrate improved student outcomes. She mentioned looking forward to reporting growth in our Trimester 2 data.

Dr. Pierce shared some of the next steps as part of a continuous improvement process. It is critical that the District use this information to better serve our children to stretch their thinking and intervene with support when necessary.

C. PUBLIC COMMUNICATION

President Fox invited members of the audience to address the Board about any item not on the agenda.

Thomas J. Castonguay, Board member from 1979-1982, requested a donation of textbooks to send to Vietnam. He shared that during a recent visit, their guide (a former Marine) shared he volunteered as an English teacher in rural parts of Vietnam. Mr. Castonguay shared the lack of resources and asked the District for a donation of obsolete material to send to Vietnam. The Board expressed their gratitude towards Mr. Castonguay and noted that *"once a member of the family, always a member of the family."*

President Fox acknowledged his request and mentioned they would have someone from the District contact him.

D. CONSENT ITEMS

President Fox invited comments from the public on any item listed under Consent. There were no public comments.

- 1.1. Approval of Minutes
- 2.1. Approval/Ratification of Travel Requests
- 2.2. Approval/Ratification of Expenditure Warrants
- 2.3. Approval/Ratification of Purchase Orders
- 2.4. Approval/Ratification of Revolving Cash Report
- 2.5. Acceptance of Donations, Grants, and Bequests
- 2.6. Approval/Ratification of Agreement for Mileage Reimbursement in Lieu of District Transportation
- 2.7. Approval of Agreement with Santee Sportsplex USA for the Classified Appreciation Luncheon
- 2.8. Approval of Asbestos Sampling and Inspection Services for the PRIDE Academy and Sycamore Canyon Learning Resource Centers and Chet F. Harritt Classroom Addition
- 2.9. Approval of Amendment to Purchase Agreement and Escrow Instructions for Sale of the Former Santee School Site
- 2.10. Approval of Price Increase for Full Pay Breakfast
- 3.1. Approval of Nonpublic Agency Master Contract with SPOT Kids Therapy for Psycho-Educational Assessments
- 3.2. Approval of Extended Field Trip for Chet F. Harritt School Students to Participate in a GeoChallenge Competition in Fresno, California – pulled for separate consideration
- 4.1. Personnel, Regular
- 4.2. Approval of Short Term Position
- 4.3. Adoption of Resolution No. 1819-22 to Reduce Classified Non-Management Positions

Member Burns pulled item 3.2. Approval of Extended Field Trip for Chet F. Harritt School Students to Participate in a GeoChallenge Competition in Fresno, California. He moved approval of remaining consent items.

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

3.2. Approval of Extended Field Trip for Chet F. Harritt School Students to Participate in a GeoChallenge Competition in Fresno, California

Member Burns explained he had pulled the item to inquire if this was an overnight fieldtrip. Dr. Stephanie Pierce, Assistant Superintendent of Educational Services, mentioned the parents would be driving their own children to the competition and were driving back after the competition.

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

E. BOARD POLICIES AND BYLAWS

President Fox presented Items E.1.1., 1.2., and 1.3., as second readings; and Items E.1.4, 1.5., and 1.6., as first readings and asked that they refer to Administration if they had any questions. Member Burns moved approval of second readings.

1.1. Second Reading: Revised Board Policy 6111, School Calendar

1.2. Second Reading: Revised Board Policy 6112, School Day

1.3. Second Reading: Revised Board Policy 6142.4, Service Learning/Community Service Classes

1.4. First Reading: Revised Board Policy 6142.6, Visual and Performing Arts Education

1.5. First Reading: Revised Board Policy 6142.91, Reading/Language Arts Instruction

1.6. First Reading: Revised Board Policy 6142.92, Mathematics Instruction

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

F. EMPLOYEE ASSOCIATION COMMUNICATION

Melanie Hirahara, Santee Teachers Association President, had no communication.

G. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

The Board and Superintendent Baranski debriefed on the student forum. Superintendent Baranski shared she liked the fact that the students collected data from their colleagues. Member El-Hajj shared it was great to hear input from other students, not just the students that attend. Member Burns said he was very surprised with some of the answers. President Fox noted the majority of students named a teacher when they were asked what adult on campus they trusted most. Superintendent Baranski shared Mike Olander, Director of Pupil Services, was present to listen to the student responses and present the data to his committee. Member Burns suggested the Board take a picture with the students; and possibly having the students create an anti-bullying video to share throughout the District.

Superintendent Baranski shared the LCAP Annual Review went well and noted the slight increase in parent participation. She mentioned the School Site Councils and PTA Executive Boards were invited to attend the next DAC meeting to gather additional input. She shared dinner and childcare would be available in hopes to get additional participation.

Superintendent Baranski inquired on the Board's topic of discussion for their meeting with the Principals on May 7; and suggested the following topics. How do you involve your parents/community? How do you create a welcoming environment?

Superintendent Baranski shared the CSBA Call for Presenters deadline was upcoming and inquired on the Board's interest to present on the Strategic Planning process. It was the Board's consensus to bring back to the April 2 meeting for further discussion.

Superintendent Baranski invited Tim Larson, Assistant Superintendent of Human Resources/Pupil Services, to share about the CSEA ACE (Appreciating Classified Employees) program. Mr. Larson mentioned the ACE Program was confirmed for May 21; noted the Board and Administration were invited to participate. He noted this was an opportunity for Board Members and Administration to shadow a classified employee for a few hours and learn first-hand about their daily tasks. Mr. Larson shared this was a great accomplishment for the local CSEA Chapter #557, as only 10 are selected Statewide.

Superintendent Baranski shared the ice cream for Staff Appreciation Week would be the week of May 20-24. She mentioned a schedule would be forthcoming and noted the following dates:

- Day of the Teacher – Wednesday, May 8
- Classified Week – May 19 – 25
- Classified Luncheon – Friday, May 24, at 11:30 am – 1:00 pm, SportsPlex

Superintendent Baranski inquired on the Board's preference to sign promotion certificates. It was the Board's consensus to sign the promotion certificates. Superintendent Baranski shared a copy of the promotion schedule for the Board to review and discuss at the April 2 meeting.

H. **CLOSED SESSION**

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

1. **Conference with Legal Counsel – Existing Litigation**
- OAH Case No. #: 2018120122
2. **Conference with Labor Negotiator** (Gov't. Code § 54957.6)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Employee Organizations: Santee Teachers Association (STA); and
Classified School Employees Association (CSEA)
3. **Public Employee Performance Evaluation** (Gov't. Code § 54957)
Superintendent

The Board entered closed session at 8:53 p.m.

I. **RECONVENE TO PUBLIC SESSION**

The Board reconvened to public session at 10:44 p.m., and no action was taken.

J. **ADJOURNMENT**

With no further business, the regular meeting of March 19, 2019 was adjourned at 10:44 p.m.

Barbara Ryan, Clerk

Dr. Kristin Baranski, Secretary

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

March 19, 2019
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome

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

Members present:

Ken Fox, President

Dustin Burns, Vice President

Barbara Ryan, Clerk

Elana Levens-Craig, Member

Dianne El-Hajj, Member

Administration present:

Kristin Baranski, Superintendent and Secretary to the Board

B. PUBLIC COMMUNICATION

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

C. STUDENT FORUM

The Board of Education will meet with student representatives from each school to discuss:

- Interviews with colleagues regarding school safety.

D. ADJOURNMENT

The March 19, 2019 special meeting was adjourned.

Barbara Ryan, Clerk

Kristin Baranski, Secretary

Consent Item D.2.1. Approval/Ratification of Travel Requests
 Prepared by Karl Christensen
 April 2, 2019

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.

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.

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:

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Staff Development	Implement a staff development plan as the cornerstone of employee performance and growth

FISCAL IMPACT:

The estimated travel expenses are \$2,379, with substitute costs of \$360 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 E.2.1.

Board Travel Report - April 2, 2019

Travel Dates	Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Travel	District Goal
Friday, 03/22/19		Carlton Oaks	Pre-K Readiness & Writing Workshop	Anaheim	\$120	\$353	Professional Development	This workshop will focus on Pre-K readiness and writing.	1
Friday,		Chet F. Harrill	Fresh Look at Phonics	San Diego	\$60		Title I	Workshop on phonics teaching to produce learning gains.	1
Friday,		Chet F. Harrill	Fresh Look at Phonics	San Diego	\$60		Title I	Workshop on phonics teaching to produce learning gains.	1
Friday,		Chet F. Harrill	Fresh Look at Phonics	San Diego	\$60		Title I	Workshop on phonics teaching to produce learning gains.	1
Friday,		Chet F. Harrill	Fresh Look at Phonics	San Diego	\$60		Title I	Workshop on phonics teaching to produce learning gains.	1
Travel Requests That Require Airfare, Overnight Stay, and/or Travel Outside of the State of California									
Wed - Sat,		Pepper Drive	Computer Using Educators 2019 Conference	Palm Springs	\$0	\$286	Professional Development	Focus on educational technology to advance student achievement.	1
Wed -	-	Technology	So. California Technology Leaders IT Briefing	Cupertino	\$0	\$532	Professional Development	Briefing on deployment best practices, student data privacy, etc.	2
Wed -	-	Technology	So. California Technology Leaders IT Briefing	Cupertino	\$0	\$532	Professional Development	Briefing on deployment best practices, student data privacy, etc.	2
Wed -	-	Technology	So. California Technology Leaders IT Briefing	Cupertino	\$0	\$532	Professional Development	Briefing on deployment best practices, student data privacy, etc.	2

Consent Item D.2.2.
Prepared by Karl Christensen
April 2, 2019

Approval/Ratification of Revolving Cash Report

BACKGROUND:

The Revolving Cash Fund of \$20,000 is used for prompt payment to vendors and saves the costs associated with processing payments of small amounts through the County Superintendent of Schools. The attached report of numerical listings by check number include the issue date, name of payee, a general description of items purchased, and the amount of the check.

RECOMMENDATION:

It is recommended that the Board of Education approve check #22635 on the \$20,000 Revolving Cash Account.

This recommendation supports the following District goal:

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact is \$1,104.88 as disclosed on the following report.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.2.

**SANTEE SCHOOL DISTRICT
REVOLVING CASH REPORT- \$20,000**

Date	Number Name	Memo	Amount
	22635 Audra Gervase	payroll reimbursement	1,104.88

Bank Fees

Total Checks Written \$1,104.88

Reimbursed by SDCOE -1,104.88

Total to be Reimbursed

Total to Deduct from Future Reimbursement

Consent Item D.2.3. Acceptance of Donations, Grants, and Bequests
 Prepared by Karl Christensen
 April 2, 2019

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, grants, and/or bequests have been offered to the District:

<i>Item</i>	<i>Approximate Value</i>	<i>Received From</i>	<i>Designated For Use At</i>
DONATIONS			
Funds for the Purchase of a New Sound System in the MPR	\$1,000.00	Seltzer, Caplan, McMahon, Vitek	Cajon Park School
Three Exterior Round Blue Tables for Lower Playground Area	\$2,412.61	Carlton Hills School PTA	Carlton Hills School
Study Buddies (stuff animals)	\$120.00	Terry and Anna Heck	Carlton Hills School
Funds to Support the Instructional Program	\$100.00	Adrian Vela and Family	Carlton Oaks School
Funds to Purchase Snacks for Testing Days	\$60.00	American Heart Association	PRIDE Academy
Funds to Purchase PE Equipment	\$100.00	American Heart Association	Rio Seco School
Supplies for Classroom Project, "Flexible Seating Organization for Success"	\$278.87	DonorsChoose.org	Rio Seco School
GRANTS			
(None)			
BEQUESTS			
(None)			
TOTAL RECEIVED	\$4,071.48		

RECOMMENDATION:

Administration recommends acceptance of the donations, grants, and/or bequests listed above for the District and authorization to send a letter of appreciation on behalf of the governing Board.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Educational Achievement	Assure the highest level of educational achievement for all students
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The donations, grants, and/or bequests listed above are valued at \$4,071.48.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.3.

Consent Item D.2.4. Approval/Ratification of General Services Agreements
 Prepared by Karl Christensen
 April 2, 2019

BACKGROUND:

From time to time, the District contracts with individuals, companies, or organizations to provide various types of general services such as educational presentations/assemblies, or specialized student services. Some services are on an as-needed basis billed on an hourly or daily rate while other services are billed by the job. 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. Service providers that do not qualify as an independent contractor will be processed through Human Resources under a short-term employment services agreement.

Approval of the following General Services Agreements is requested:

Vendor Name	Description of Services	Date(s) of Service	Amount	Funding
The Super Dentist	The Tooth Kerry Assembly	03/27/19	\$0	PRIDE Academy
Santee Historical Society	Santee History Assembly	03/26/19	\$0	PRIDE Academy
Julie Chiaverini	Train on the New Benchmark Assessment System	05/29/19	\$2,275.00	Educational Services
Brain Learning	Psychological/Neuropsychological Assessments	07/01/19 – 06/30/20	\$25,000.00 (not to exceed)	Special Education
Zovargo	Interactive Animal Education Assembly	04/08/19 – 04/12/19	\$1,050.00 (not to exceed)	YALE Preschool

RECOMMENDATION:

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

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Educational Achievement	Assure the highest level of educational achievement for all students
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact of the General Service Agreements is detailed in the table above.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.4.

Consent Item D.2.5. Approval/Ratification of Expenditure Transactions
 Prepared by Karl Christensen Charged to District Issued Purchasing Cards (P-Cards)
 April 2, 2019

BACKGROUND:

The District has issued Purchasing Cards (P-Cards) to certain management, supervisory, or confidential employees to expedite and streamline purchases of goods and services. P-Card transactions are tracked and monitored to ensure they are properly accounted for and supported by documentation. P-Card transactions are limited to a specified amount each month and approval of the Superintendent is required to exceed these limits.

RECOMMENDATION:

It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the period February 1, 2019 through February 28, 2019.

This recommendation supports the following District goal:

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

There were 198 transactions totaling \$22,630.23 charged to various funds.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.5.

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20190203	ABEL,CATHY	CHILD NUTRITION	SMART AND FINAL 929	23.95	Vegan cheese
20190206	ABEL,CATHY	CHILD NUTRITION	SMART AND FINAL 929	9.79	Ranch dressing
20190206	ABEL,CATHY	CHILD NUTRITION	SMART AND FINAL 929	29.98	Caesar salad dressing
20190206	ABEL,CATHY	CHILD NUTRITION	AMAZON.COM*MB7XB5SF2	42.85	Almond milk
20190213	ABEL,CATHY	CHILD NUTRITION	SMART AND FINAL 929	59.96	Caesar dressing
20190225	ABEL,CATHY	CHILD NUTRITION	CALIFORNIA SCHOOL NUTR	395.00	Child Nutrition and Industry Summit Registration
20190227	ABEL,CATHY	CHILD NUTRITION	AMZN MKTP US*MI51K4GO2	123.77	Almond milk
20190227	ABEL,CATHY	CHILD NUTRITION	AMZN MKTP US*MI51K4GO2	13.98	Hard water test strips
20190228	ABEL,CATHY	CHILD NUTRITION	THE WEBSTAIRANT STORE	46.83	Aprons
				<u>746.11</u>	
20190203	ALBERT,DIANN L	CHET F. HARRITT	AMAZON.COM*MB8610RV0	83.42	Two sets of books for Principal & VP: Setting & Using Criteria and Self-Assessment & Goal Setting
20190203	ALBERT,DIANN L	CHET F. HARRITT	AMZN MKTP US*MB3E41Q22	22.32	Principal book: Conferencing & Reporting (Knowing What Counts)
20190203	ALBERT,DIANN L	CHET F. HARRITT	AMZN MKTP US*MB4PE9I21	20.72	VP book : Conferencing and Reporting (Knowing What Counts)
20190226	ALBERT,DIANN L	CHET F. HARRITT	LEARNING A-Z, LLC	58.30	Raz Kids license for Beth Treglio
				<u>184.76</u>	
20190205	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	TLF*TELEFLORACOM PICKS	78.98	Condolences on behalf of the Board
20190206	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	THE WRAPSHACK	49.83	Board meeting supplies
20190206	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS #1897	37.35	Board meeting supplies
20190206	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	BASKIN #354764 Q35	26.99	Board meeting supplies
20190207	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SOUTHWEST AIRLINES	172.96	Airfare for attendance to Apple Briefing
20190207	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SPROUTS FARMERS MARK	7.98	Board meeting supplies
20190207	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SOUTHWEST AIRLINES	152.96	Airfare for attendance to Apple Briefing
20190207	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SOUTHWEST AIRLINES	152.96	Airfare for attendance to Apple Briefing
20190207	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SOUTHWEST AIRLINES	152.96	Airfare for attendance to Apple Briefing
20190207	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SOUTHWEST AIRLINES	172.96	Airfare for attendance to Apple Briefing
20190207	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SOUTHWEST AIRLINES	172.96	Airfare for attendance to Apple Briefing
20190207	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SOUTHWEST AIRLINES	172.96	Airfare for attendance to Apple Briefing
20190207	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SOUTHWEST AIRLINES	172.96	Airfare for attendance to Apple Briefing
20190207	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SOUTHWEST AIRLINES	172.96	Airfare for attendance to Apple Briefing
20190207	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SOUTHWEST AIRLINES	172.96	Airfare for attendance to Apple Briefing
20190207	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SOUTHWEST AIRLINES	172.96	Airfare for attendance to Apple Briefing
20190208	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SOUTHWEST AIRLINES	172.96	Airfare for attendance to Apple Briefing
20190208	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SMART AND FINAL 929	35.81	Board/PLT meeting supplies
20190210	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	PANERA BREAD 204874	11.84	East County Superintendent's Meeting
20190210	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS #1897	27.99	Miscellaneous meeting supplies
20190211	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	HILTON	281.82	Accommodations for Member Burns while attending CUE Conference
20190211	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	HILTON	281.82	Accommodations for Superintendent while attending CUE Conference
20190221	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS #1897	9.99	Board meeting supplies
				<u>2,865.92</u>	
20190201	BAKER,HOPE	OST PROGRAMS	SMART AND FINAL 929	50.55	Snack items for YALE Preschool
20190222	BAKER,HOPE	OST PROGRAMS	8545 DOMINOS PIZZA	77.45	Kid Venture field trip lunch
20190222	BAKER,HOPE	OST PROGRAMS	KID VENTURES	700.00	Field Trip for YALE preschool to Kid Ventures
20190222	BAKER,HOPE	OST PROGRAMS	SMART AND FINAL 929	97.70	Snack items for YALE preschool
				<u>925.70</u>	
20190208	BENEDETTO,ANGELO	CAJON PARK	TEACHERSPAYTEACHERS.CO	38.24	Science materials for our kindergarten team
20190212	BENEDETTO,ANGELO	CAJON PARK	AMZN MKTP US*MI3YR9TG1	305.01	DJ equipment for school events
20190227	BENEDETTO,ANGELO	CAJON PARK	SMART AND FINAL 929	15.66	Refreshments for ELAC meeting
				<u>358.91</u>	
20190201	BONSER,KRISTEN	PRIDE ACADEMY	LOWES #01661*	1,723.78	Tables & chairs
20190203	BONSER,KRISTEN	PRIDE ACADEMY	LOWES #01661*	(258.49)	Refund tables & chairs
20190215	BONSER,KRISTEN	PRIDE ACADEMY	GROW LIFE HYDROPONICS	770.29	Hydroponic System via DROPS grant
				<u>2,235.58</u>	
20190217	BRASHER,PAMELA	OST PROGRAMS	VONS #2049	23.58	Food training for staff
20190222	BRASHER,PAMELA	OST PROGRAMS	LAKESHORE LEARNING #52	86.15	Number dots and labeling for YALE program
20190222	BRASHER,PAMELA	OST PROGRAMS	TEACHERSPAYTEACHERS.CO	74.70	Practice activity books for OSTP
20190224	BRASHER,PAMELA	OST PROGRAMS	WALMART.COM	265.88	Baking sheet with cover, cookie sheet, playdough
20190226	BRASHER,PAMELA	OST PROGRAMS	WAL-MART #2253	170.45	Games, supplies for Cooling Club for ASES program
				<u>620.76</u>	
20190203	BROGAN-BARANSKI,K	SUPERINTENDENT'S OFFICE	ALAMO RENT-A-CAR	187.68	Expenses while attending Superintendent's Symposium
20190204	BROGAN-BARANSKI,K	SUPERINTENDENT'S OFFICE	PORTOLA HOTEL AND SPA	45.00	Expenses while attending Superintendent's Symposium
20190204	BROGAN-BARANSKI,K	SUPERINTENDENT'S OFFICE	PORTOLA HOTEL AND SPA	805.68	Expenses while attending Superintendent's Symposium
20190204	BROGAN-BARANSKI,K	SUPERINTENDENT'S OFFICE	SP PLUS-ALADDIN AIRPOR	68.00	Expenses while attending Superintendent's Symposium
20190225	BROGAN-BARANSKI,K	SUPERINTENDENT'S OFFICE	AMZN MKTP US*MI5MG9B40	46.01	Reading material for PLT Professional Development
				<u>1,152.37</u>	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20190203	BROWN,TIFFANI	PEPPER DRIVE	AMZN MKTP US**MB8DP8QY2	12.98	Books for Kindness Week
20190204	BROWN,TIFFANI	PEPPER DRIVE	AMZN MKTP US**MB6ER6D42	200.57	Kindness Week supplies
20190205	BROWN,TIFFANI	PEPPER DRIVE	7704 DOMINOS PIZZA	71.39	TIGER Awards Middle School
				<u>284.94</u>	
20190227	DOBBINS,TIMOTHY	CAJON PARK	DOMINO'S 7708	72.82	Pizza with the Principal (Attendance/Behavior event)
				<u>72.82</u>	
20190224	EDMONSTON,ERICA	RIO SECO	24HOURWRISTBANDS.COM	105.83	Lanyards for staff and substitute teacher ID cards
				<u>105.83</u>	
20190210	FORSTER,CHASITY	HILL CREEK	STARBUCKS STORE 9329	20.00	Middle School incentive- support PBIS
20190211	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US**MB6TG6IN2	14.47	Chinese Jump Ropes for Jump Rope for Heart
20190212	FORSTER,CHASITY	HILL CREEK	AMAZON.COM**MB68B8W02	123.90	Jump rope rack
20190213	FORSTER,CHASITY	HILL CREEK	BARNES & NOBLE #2135	13.78	PBIS calming coloring book
20190225	FORSTER,CHASITY	HILL CREEK	SMART AND FINAL 929	43.98	ELAC Meeting refreshments/Support PBIS Parent Involvement
20190226	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US**MI03K5BV0	71.97	Top Dog trophies - PBIS
				<u>288.10</u>	
20190201	HICKS,TYLENE	CHET F. HARRITT	AMAZON.COM**MB8Q10UD0	29.89	Puzzles and Brain Ticklers for advanced students in grade 3
20190203	HICKS,TYLENE	CHET F. HARRITT	WALMART.COM	82.83	Filler for bean bag chair and kinetic sand for counselor
20190207	HICKS,TYLENE	CHET F. HARRITT	LOWES #01661*	15.89	Pegs for shelf in the library
20190207	HICKS,TYLENE	CHET F. HARRITT	TARGET 00014852	41.01	Student rewards
20190207	HICKS,TYLENE	CHET F. HARRITT	AMAZON.COM**MB0K06KO2 A	104.73	Cabinet to store iBots for Kinder teacher who received grant from the Foundation
20190208	HICKS,TYLENE	CHET F. HARRITT	AMAZON.COM**MI53V6LR1	149.74	Two stability ball chairs for students who need flexible seating
20190211	HICKS,TYLENE	CHET F. HARRITT	HARBOR FREIGHT TOOLS 1	43.20	Noise canceling head phones for students
20190213	HICKS,TYLENE	CHET F. HARRITT	SCHOLASTIC EDUCATION	88.20	Books for student incentives
20190214	HICKS,TYLENE	CHET F. HARRITT	AMAZON.COM**MI0052J00	13.20	Math Puzzle Book for students who need more challenges
20190214	HICKS,TYLENE	CHET F. HARRITT	TEACHERSPAYTEACHERS.CO	12.00	Valentine STEM activities for students
20190220	HICKS,TYLENE	CHET F. HARRITT	AMZN MKTP US**MI08X0NR2	54.83	Gardening sets for student incentives
				<u>635.52</u>	
20190215	HOOKS,TED A	PEPPER DRIVE	AMAZON.COM**MI82Y0F42	440.97	Science Supplies NGSS (DROPS)
20190215	HOOKS,TED A	PEPPER DRIVE	AMAZON.COM**MI82Y0F42	54.35	Science Supplies- Science Elective
20190215	HOOKS,TED A	PEPPER DRIVE	AMZN MKTP US**MI0M84E20	183.00	Science Supplies NGSS (DROPS)
20190219	HOOKS,TED A	PEPPER DRIVE	AMZN MKTP US**MI4WR5NH2	20.98	Science Supplies NGSS (DROPS)
20190226	HOOKS,TED A	PEPPER DRIVE	AMAZON.COM**MI5XH68B0	62.44	Classroom sound system
				<u>761.74</u>	
20190213	JOHNSTON,ANDREW	CARLTON OAKS	ASSOC SUPERV AND CURR	60.63	Professional Development materials
20190221	JOHNSTON,ANDREW	CARLTON OAKS	THECERAMICSHOP	760.66	Kiln materials
				<u>821.29</u>	
20190204	LOCKE,SUMMER	SYCAMORE CANYON	AMAZON.COM**MB1C53DC2	10.58	Worms for chickens
20190204	LOCKE,SUMMER	SYCAMORE CANYON	AMAZON.COM**MB5C29D52	25.47	Pine Shavings for chickens
20190205	LOCKE,SUMMER	SYCAMORE CANYON	AMAZON.COM**MI47R8CG1	65.77	Books for Professional Development -CCSS
20190206	LOCKE,SUMMER	SYCAMORE CANYON	AMZN MKTP US**MI2Q09C70	36.42	Read Across America Week supplies- Cat in the Hat cutout
20190206	LOCKE,SUMMER	SYCAMORE CANYON	AMAZON.COM**MI70R9CP0	280.16	Read Across America Week materials-bookmarks
20190206	LOCKE,SUMMER	SYCAMORE CANYON	AMZN MKTP US**MI0XG7CZ1	39.22	Read Across America Week supplies
20190212	LOCKE,SUMMER	SYCAMORE CANYON	DISCOUNTMUGS.COM	(133.00)	Refund for expedited shipping from Kindness Week T Shirts
20190228	LOCKE,SUMMER	SYCAMORE CANYON	AMAZON.COM**MI7XG5D41	86.16	2 iPad VGA cables for PreK SDC Classes
				<u>410.78</u>	
20190204	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US**MB8H66R60	399.00	Ucaca Mini PC for Pepper Drive lobby sign-in
20190207	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	WWW.ACTIVE4.ME	149.00	6 months Run Club 1000 students
20190208	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	WILLY'S ELECTRONICS	56.55	VGA cables
20190215	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US**MI8UP60L1	7.59	DisplayPort to VGA adapter for computers
20190218	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	SIMPLISAFE.COM	24.99	Security system
20190225	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US**MI0UD7BW0	48.38	Logitech Keys-to-go stand alone keyboard
20190227	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	WILLY'S ELECTRONICS	64.69	HDMI cable, grommets, and chassis box for board room
20190227	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	WILLY'S ELECTRONICS	32.84	Y-cord 1 RCA jack to 2 plugs (audio adapters)
20190227	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	WILLY'S ELECTRONICS	26.38	VGA cable, male to male, 50'
20190227	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US**MI9I59DC1	7.59	DisplayPort to VGA adapter for computers
20190227	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	WILLY'S ELECTRONICS	18.89	VGA cable, male to male 35'
20190228	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	WILLY'S ELECTRONICS	36.79	Chassis box, cable tie, and expandable sleeving, all supplies for board room
				<u>872.69</u>	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20190204	MARTIN,SUZANNE	HILL CREEK	AMZN MKTP US*MB0L84Y00	137.59	Office supplies & science materials
20190204	MARTIN,SUZANNE	HILL CREEK	AMZN MKTP US*MB1K226B2	20.40	Science hardware for experiments
20190207	MARTIN,SUZANNE	HILL CREEK	STEVESPANGGLERSCI STEVE	55.68	Science supplies- 6th grade-microscope study
20190208	MARTIN,SUZANNE	HILL CREEK	AMZN MKTP US*MB82607T2	58.48	Table Topics- PBIS classroom circle conversation pieces
20190208	MARTIN,SUZANNE	HILL CREEK	AMZN MKTP US*MB80X2KB2	32.39	Volt meter, science experiment supplies
20190208	MARTIN,SUZANNE	HILL CREEK	AMZN MKTP US*MI1HB0FG1	14.00	Plastic spools-science experiment supplies
20190210	MARTIN,SUZANNE	HILL CREEK	AMZN MKTP US*MI0SZ2FA0	71.70	Privacy boards for 3rd grade classroom
20190212	MARTIN,SUZANNE	HILL CREEK	AMZN MKTP US*MI3JW53K0	9.70	Table Topics to Go- PBIS Classroom circles
20190227	MARTIN,SUZANNE	HILL CREEK	OFFICE DEPOT #908	133.50	Foam board for Creation of middle school photo display boards for parent night
				<u>533.44</u>	
20190204	MCGINTY,MIRIAM	SPECIAL EDUCATION	TOBII DYNAVOX SYSTEMS	99.00	Boardmaker online software
20190206	MCGINTY,MIRIAM	SPECIAL EDUCATION	AMAZON.COM*MI5AM80E0	29.60	Disposable under pads for changing table in mod/severe classroom
20190208	MCGINTY,MIRIAM	SPECIAL EDUCATION	SOUTHWEST AIRLINES	119.96	Airline ticket for VI teacher Tom Abbott (Selpa to reimburse)
20190213	MCGINTY,MIRIAM	SPECIAL EDUCATION	AMZN MKTP US*MB64M3Y02	33.96	Office supplies for Special Education Dept.
20190215	MCGINTY,MIRIAM	SPECIAL EDUCATION	BAJA FRESH SBARRO	13.57	Director's meal on travel
20190217	MCGINTY,MIRIAM	SPECIAL EDUCATION	AMZN MKTP US*MI7NL3AN0	20.64	OT Child's stamp
20190218	MCGINTY,MIRIAM	SPECIAL EDUCATION	HILTON	489.24	Special Education Director's hotel on travel
20190218	MCGINTY,MIRIAM	SPECIAL EDUCATION	HILTON	20.00	Hotel parking for Director on travel
20190218	MCGINTY,MIRIAM	SPECIAL EDUCATION	HILTON STARBUCKS	18.27	Director's meal on travel
20190227	MCGINTY,MIRIAM	SPECIAL EDUCATION	AMZN MKTP US*MI99W6DD1	20.64	Student/Child's name stamp for OT purposes
				<u>864.90</u>	
20190201	MCKINNON,KATHY	EDUCATIONAL SERVICES	SMART AND FINAL 929	8.97	Prof. Dev. - Food Instructional Leadership Team Meeting
20190201	MCKINNON,KATHY	EDUCATIONAL SERVICES	SANDWICH BAGS	132.00	Prof. Dev. - Food Instructional Leadership Team Meeting
20190214	MCKINNON,KATHY	EDUCATIONAL SERVICES	TARGET 00014852	13.70	Prof. Dev. - Food - Logistics and DAC
20190221	MCKINNON,KATHY	EDUCATIONAL SERVICES	SMART AND FINAL 929	7.05	Prof. Dev. - Food - Instructional Leadership Team Meeting
				<u>161.72</u>	
20190204	MINUTELLI,DAWN	EDUCATIONAL SERVICES	AMAZON.COM*MB61N6RC0	86.70	LP Grant - books
20190207	MINUTELLI,DAWN	EDUCATIONAL SERVICES	AMAZON.COM*MI05T1FT0	52.73	LP Grant - books/guided reading
20190208	MINUTELLI,DAWN	EDUCATIONAL SERVICES	AMAZON.COM*MB9VD47N2	555.88	LP Grant - books/guided reading
20190210	MINUTELLI,DAWN	EDUCATIONAL SERVICES	FUNBELIEVABLE PLAY	100.00	State Preschool - field trip
20190218	MINUTELLI,DAWN	EDUCATIONAL SERVICES	AMAZON.COM*MI4Z96PW1	309.80	LP Grant - books/reading
20190226	MINUTELLI,DAWN	EDUCATIONAL SERVICES	DOLLAR TREE	70.81	Prof. Dev. - materials
				<u>1,175.92</u>	
20190218	OLANDER,MICHAEL	PUPIL SERVICES	HILTON	510.24	Hotel for conference
				<u>510.24</u>	
20190214	ORTEGA,KAREN	HUMAN RESOURCES	ARENSON OFFICE FURNITU	(324.86)	Credit for purchase of conference tables
20190224	ORTEGA,KAREN	HUMAN RESOURCES	CASBO CAREER CENTER	150.00	Online advertisement for Director, Facilities, Maintenance & Operations
				<u>(174.86)</u>	
20190208	PEZONE,MELYNDA	CARLTON OAKS	HOMEDEPOT.COM	22.43	Cleaning supplies for ceramics program
20190210	PEZONE,MELYNDA	CARLTON OAKS	CENTRAL REST PRODUCTS	245.98	Cart for ceramics program
20190210	PEZONE,MELYNDA	CARLTON OAKS	HOMEDEPOT.COM	57.78	Cleaning supplies for ceramics program
20190213	PEZONE,MELYNDA	CARLTON OAKS	AMZN MKTP US*MI3ZS4E01	355.41	Headphones for testing
20190217	PEZONE,MELYNDA	CARLTON OAKS	VONS #2116	21.13	Perfect Attendance Incentive party supplies
20190225	PEZONE,MELYNDA	CARLTON OAKS	AMZN MKTP US*MI3R21BE1	44.49	Books for behavior support
				<u>747.22</u>	
20190225	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	DISNEY RESORTS	274.53	Prof. Dev. - Travel/Lodging - S.Pierce/CISC Leadership Symposium
				<u>274.53</u>	
20190203	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMAZON.COM*MB00V9I01	125.10	Three copies of each book: "Setting and Using Criteria" and "Self Assessment and Goal Setting"
20190205	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMAZON.COM*MI60C4CI0	71.12	Two copies of the book "Ambitious Science Teaching"
20190211	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMAZON.COM*MB2522I82	35.56	One copy of the book "Ambitious Science Teaching"
20190221	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMAZON.COM*MI2T14VR1	13.46	25-foot HDMI cable
20190228	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMZN MKTP US*MI2DP9X82	31.98	Two blue tooth iPad keyboards
				<u>277.22</u>	
20190207	RIFFEL,MEREDITH	PUPIL SERVICES	VONS #1897	262.00	Bus Passes
				<u>262.00</u>	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20190201	SAUNDERS,LEAH	CARLTON HILLS	AMZN MKTP US*MB2QR1U20	39.98	PE safety equipment: helmets for pedal cars
20190201	SAUNDERS,LEAH	CARLTON HILLS	AMZN MKTP US*MB6Q53U10	19.99	PE safety equipment: helmets for pedal cars
20190203	SAUNDERS,LEAH	CARLTON HILLS	AMZN MKTP US*MB7830Q52	64.32	Fluorescent light covers for classrooms
20190203	SAUNDERS,LEAH	CARLTON HILLS	AMAZON.COM*MB2690I51	55.71	Professional Development books: Teaching Students to Self-Assess
20190203	SAUNDERS,LEAH	CARLTON HILLS	MARY'S DONUTS	12.50	PBIS Kindness Week Community Read-In Reception
20190206	SAUNDERS,LEAH	CARLTON HILLS	AMZN MKTP US*M12JN3C11	59.97	PE safety equipment: helmets for pedal cars
20190207	SAUNDERS,LEAH	CARLTON HILLS	AMZN MKTP US*M18CU94R1	2.12	Warranty for bluetooth headphones: SPED
20190207	SAUNDERS,LEAH	CARLTON HILLS	AMZN MKTP US*M169X5OV0	43.09	Bluetooth headphones for SPED student
20190208	SAUNDERS,LEAH	CARLTON HILLS	HOMEGOODS #295	55.99	Storage tubs for recess equipment
20190210	SAUNDERS,LEAH	CARLTON HILLS	MARY'S DONUTS	14.50	ELAC parent meeting snacks
20190224	SAUNDERS,LEAH	CARLTON HILLS	AMZN MKTP US*M19X22HD1	21.53	Health clerk supplies
20190228	SAUNDERS,LEAH	CARLTON HILLS	AMZN MKTP US*M137I7650	15.90	Adaptive writing materials SPED
				<u>405.60</u>	
20190205	SHEEN,KRISTINA D	OST PROGRAMS	GROUPON INC	48.25	Magnet tiles for Pepper Drive
20190205	SHEEN,KRISTINA D	OST PROGRAMS	MICHAELS STORES 3256	177.60	Shirts for kickball club for OSTP
20190205	SHEEN,KRISTINA D	OST PROGRAMS	GROUPON INC	5.35	Magnet tiles for Pepper Drive Project SAFE
20190205	SHEEN,KRISTINA D	OST PROGRAMS	GROUPON INC	82.57	Magnet tiles for Pepper Drive Project SAFE
20190205	SHEEN,KRISTINA D	OST PROGRAMS	GROUPON INC	77.21	Magnet tiles for Pepper Drive Project SAFE
20190205	SHEEN,KRISTINA D	OST PROGRAMS	GROUPON INC	7.50	Magnet tiles for Pepper Drive Project SAFE
20190206	SHEEN,KRISTINA D	OST PROGRAMS	WAL-MART #3524	60.75	Folders, screen protectors, Barbies, wall clock for district office
20190207	SHEEN,KRISTINA D	OST PROGRAMS	ESTRADAS MEXICAN FOOD	26.70	Staff meeting for SC site
20190207	SHEEN,KRISTINA D	OST PROGRAMS	SMK*SURVEYMONKEY.COM	264.00	Renewal charge for survey monkey
20190211	SHEEN,KRISTINA D	OST PROGRAMS	OTC BRANDS, INC.	83.92	Pom poms, silver, black, green, white for cheer clubs
20190215	SHEEN,KRISTINA D	OST PROGRAMS	THE WRAPSHACK	59.80	ASES staff meeting
				<u>893.65</u>	
20190206	SIMKO,JOHANNA	PRIDE ACADEMY	SSI SCHOOL SPECIALTY	270.87	SEL books
20190210	SIMKO,JOHANNA	PRIDE ACADEMY	7-ELEVEN 19006	25.00	PBIS behavior incentives
20190210	SIMKO,JOHANNA	PRIDE ACADEMY	7-ELEVEN 19006	25.00	PBIS behavior incentives
20190210	SIMKO,JOHANNA	PRIDE ACADEMY	7-ELEVEN 19006	25.00	PBIS behavior incentives
20190215	SIMKO,JOHANNA	PRIDE ACADEMY	AMZN MKTP US*M102O6F82	340.33	PE equipment
20190215	SIMKO,JOHANNA	PRIDE ACADEMY	OTC BRANDS, INC.	47.97	6th Grade Camp Jogathon incentives
20190219	SIMKO,JOHANNA	PRIDE ACADEMY	AMZN MKTP US*M165R43Z2	37.70	PE equipment
20190221	SIMKO,JOHANNA	PRIDE ACADEMY	AMAZON.COM*M15RX5XZ0	75.40	PE equipment
20190227	SIMKO,JOHANNA	PRIDE ACADEMY	AMAZON.COM*M13Q138T0	139.28	CGI books
				<u>986.55</u>	
20190215	SIMPSON,DEBRA	RIO SECO	WWW.STENHOUSE.COM	406.22	Math books for CGI
20190215	SIMPSON,DEBRA	RIO SECO	GOOGLE *K12SCHOOLSUPPL	45.64	Wall hanging files for office
				<u>451.86</u>	
20190204	SOUTHCOTT,STEPHANIE	CARLTON HILLS	AMZN MKTP US*MB7QH2W61	12.88	Sensory item for student use
20190206	SOUTHCOTT,STEPHANIE	CARLTON HILLS	AMAZON.COM*M19L35OD1	28.10	Supplies for PE equipment
20190207	SOUTHCOTT,STEPHANIE	CARLTON HILLS	AMAZON.COM*MB7YF87W2	186.08	Books for the library
20190207	SOUTHCOTT,STEPHANIE	CARLTON HILLS	AMAZON.COM*M11QG04N1	20.22	PD supplies
20190207	SOUTHCOTT,STEPHANIE	CARLTON HILLS	AMZN MKTP US*M12554O1	63.57	Arts Attack supplies
20190219	SOUTHCOTT,STEPHANIE	CARLTON HILLS	AMZN MKTP US*M15510ZK2	46.55	Rain gear for Site Custodian
20190222	SOUTHCOTT,STEPHANIE	CARLTON HILLS	LEGOLAND CALIFORNIA	891.00	4th grade field trip
20190222	SOUTHCOTT,STEPHANIE	CARLTON HILLS	AMAZON.COM*M12HU7TK2	99.49	Rain gear for Site Custodian
20190227	SOUTHCOTT,STEPHANIE	CARLTON HILLS	MEAD DIRECT RESPONSE,	34.58	Supplies for administration
				<u>1,382.47</u>	
20190204	STARKEY,MARK	INFORMATION TECHNOLOGY	AMZN MKTP US*MB17F0R61	249.99	19" Touch Screen monitor with stand for PD lobby check-in computer
20190213	STARKEY,MARK	INFORMATION TECHNOLOGY	AMZN MKTP US*M18825CY2	152.58	Wide angle lenses for iPads
20190214	STARKEY,MARK	INFORMATION TECHNOLOGY	AMZN MKTP US*M19IGOTF0	131.38	Filmmaking case video rig for iPad Pro for CP
				<u>533.95</u>	
				<u>22,630.23</u>	

BACKGROUND:

The Williams Settlement requires school districts to submit quarterly reports to the San Diego County Office of Education (SDCOE) on complaints each district has received related to instructional materials, emergency facilities issues, and teacher vacancies and mis-assignments. The report must include the number of complaints in each area that have been received, resolved, and unresolved. The report must be publicly reported on a quarterly basis at a regularly scheduled meeting of the district’s governing board (Ed Code § 35186(d)) and is due to SDCOE thirty (30) days following the close of each quarter.

SANTEE SCHOOL DISTRICT Uniform Complaint Quarterly Report January 1, 2019 through March 31, 2019			
	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and Mis-assignment	0	0	0
Total	0	0	0

RECOMMENDATION:

It is recommended that the Board of Education approve the Uniform Complaint Report for the quarter ending March 31, 2019 and authorize administration to submit the report to SDCOE.

FISCAL IMPACT:

There is no direct fiscal impact but there is staff in-kind time involved in researching, assembling, and developing this report.

STUDENT ACHEIVEMENT IMPACT:

The Williams Law mandates that staff engage in procedures that ultimately may have an impact on student achievement.

Motion: _____ Second: _____ Vote: _____

Consent Item D.2.7.
Prepared by Karl Christensen
April 2, 2019

Approval for Surveying Services with ATC Design
Group For Chet F. Harritt School Capital Improvement
Program Project

BACKGROUND:

As part of the redesign of the Learning Resource Center and 8-Classroom Addition at Chet F. Harritt for permitting and code compliance with accessibility regulations, it is necessary to obtain survey data. The service includes a Topographic Survey, a Boundary Survey, and Lot Line Adjustment.

RECOMMENDATION:

It is recommended that the Board of Education approve surveying services with ATC Design Group for the design of the Learning Resource Center and 8-Classroom Addition at Chet F. Harritt School.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning
	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact will be \$13,000 to be funded from Capital Improvement Program funds.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.7.

Consent Item D.3.1.

Approval to Purchase Achieve3000
Supplemental Reading Program

Prepared by Dr. Stephanie Pierce
April 2, 2019

BACKGROUND:

Achieve3000 is a supplemental reading program that offers non-fiction literacy solutions called KidBiz3000 for grades 2-5 and TeenBiz3000 for grades 6-8. Achieve3000 makes it possible for every student in the class to read about the same topic and cover the same key concepts, but the non-fiction content is individualized according to each student's precise reading level and instructional needs. Achieve3000 also offers additional scaffolds for students who require more support such as English language learners, struggling readers, students with special abilities, and advanced students.

Support for teachers includes prebuilt units that provide alignment to both Wonders and Amplify, our adopted English Language Arts programs. Importantly, Achieve3000 allows teachers to check on student progress through various reports.

Achieve3000 comes with an iPad application that allows students to complete their lessons anytime and anywhere, even without an internet connection. The latest version of the application extends to support Spanish speaking students. Additionally, the Home Edition of Achieve3000 allows parents and teachers to work together within the Achieve environment to assure student progress and success.

RECOMMENDATION:

Administration recommends Board of Education approve the purchase of Achieve3000 for the term of August 2019 through June 2022.

This recommendation supports the following District goals:

- Assure the highest level of educational achievement for all students.
- Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning

FISCAL IMPACT:

Funding for this program will come from Local Control Funding Formula (LCFF). The total cost for Achieve3000 will be \$249,732 for the term of August 2019 through June 2022. The payment schedule includes an upfront payment of \$99,892.80 due by July 2019 and \$74,919.60 due July 2020, and July 2021. A copy of the proposal is attached.

STUDENT ACHIEVEMENT IMPACT:

Achieve3000 will provide students with a blended on-line solution that will personalize learning. Administrators, teachers, students, and parents will have access to Achieve3000 reports for monitoring achievement and mastery of standards. Teachers who have chosen to use Achieve as a supplemental program will utilize the full capacity of Achieve3000 based on student achievement research.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.1.



ACHIEVE3000SM

Account Name	
Address	Client
	dawn.minutelli@santeesd.net

Participating Schools				
	Program		20-21	21-22

Product	Cost		

Product	Cost	Qty	Total
Achieve3000's Boost, Access and Espanol Solutions for all of your students. Requires Achieve3000 Pro purchase. <i>(BAE-EXPNDR)</i>	\$2,500.00 per site	7.00	\$17,500.00
Achieve3000's Pro Differentiated Literacy Solution: includes 1 student license <i>(LIT-STDT)</i>	\$42.00 per student	1982.00	\$83,244.00
Professional Development Services: Launch <i>(PDI)</i>	\$2,695.00 per session	14.00	\$37,730.00
Achieve3000 Automatic Roster Import - Annual fee per school for automatic integration with Student Information Systems (SIS). <i>(AUTO-INT-FEE-PRO)</i>	\$290.00 per site	7.00	\$2,030.00
Subtotal			\$144,704.00

Year 2 (2020 - 2021)

Product	Cost	Qty	Total
A customized course aligned to McGraw-Hill Reading Wonders 2017 <i>(CCA-RW.17)</i>	\$600.00 per course	7.00	\$4,200.00
Achieve3000's Boost, Access and Espanol Solutions for all of your students. Requires Achieve3000 Pro purchase. <i>(BAE-EXPNDR)</i>	\$2,500.00 per site	7.00	\$17,500.00
Achieve3000's Pro Differentiated Literacy Solution: includes 1 student license <i>(LIT-STDT)</i>	\$42.00 per student	1982.00	\$83,244.00
Professional Development Services: Launch <i>(PDI)</i>	\$2,695.00 per session	14.00	\$37,730.00
Achieve3000 Automatic Roster Import - Annual fee per school for automatic integration with Student Information Systems (SIS). <i>(AUTO-INT-FEE-PRO)</i>	\$290.00 per site	7.00	\$2,030.00
Subtotal			\$144,704.00

Year 3 (2021 - 2022)

Product	Cost	Qty	Total
A customized course aligned to McGraw-Hill Reading Wonders 2017 <i>(CCA-RW.17)</i>	\$600.00 per course	7.00	\$4,200.00

Product	Cost	Qty	Total
Achieve3000's Boost, Access and Espanol Solutions for all of your students. Requires Achieve3000 Pro purchase. <i>(BAE-EXPNDR)</i>	\$2,500.00 per site	7.00	\$17,500.00
Achieve3000's Pro Differentiated Literacy Solution: includes 1 student license <i>(LIT-STDT)</i>	\$42.00 per student	1982.00	\$83,244.00
Professional Development Services: Launch <i>(PDI)</i>	\$2,695.00 per session	14.00	\$37,730.00
Achieve3000 Automatic Roster Import - Annual fee per school for automatic integration with Student Information Systems (SIS). <i>(AUTO-INT-FEE-PRO)</i>	\$290.00 per site	7.00	\$2,030.00
Subtotal			\$144,704.00

Payment Terms

Year	Total
Subtotal	\$434,112.00
Discount	(\$184,380.00)
Order Total	\$249,732.00
1 st Payment Due by July 15, 2019	\$99,892.80
2 nd Payment Due by July 15, 2020	\$74,919.60
3 rd Payment Due by July 15, 2021	\$74,919.60
No obligation to make year 2 and 3 payments if budget does not allow for some reason	

See Next Page for Quote Acceptance



ACHIEVE3000®

Acceptance for Quote ID Q-11561: \$249,732.00

Santee School District

Achieve3000

Account Name

Signature

Signature

Name / Title

Name / Title

Date

Date

The Complete Signed Quote and Purchase Orders can be sent to:

Achieve3000
1985 Cedar Bridge Ave., Suite 3
Lakewood, NJ 08701
Fax: 316-221-0718
Email: orders@achieve3000.com

This quote is governed by and subject to the Achieve3000 terms and conditions at www.achieve3000.com/terms-of-service. By signing this quote, you are agreeing to such terms and conditions.

**National Literacy Summit
November 11-13 | Orlando, FL**

Join us at the National Literacy Summit, an interactive experience where you'll collaborate and learn powerful new strategies for literacy instruction from an incredible lineup of the industry's thought leaders and expert practitioners. Ask about special customer pricing!

About Achieve3000®

Achieve3000 is the leading literacy platform in today's blended learning programs, with cloud-based solutions that serve more than three million students worldwide. Based on decades of scientific research, Achieve3000's patented and proven differentiated instruction for grades PreK-12 and adult education reaches all students at their individual reading levels to accelerate learning, improve high stakes test performance, and drive college and career success.

Discover all of Achieve3000's research-based solutions by visiting www.achieve3000.com.

A Proven Solution for Summer Success! Engage, motivate and accelerate learning this summer with Achieve Intensive - the rapid intervention solution for Grades 2 - 12 from Achieve3000! Visit www.achieve3000.com/intensive to learn more.



Consent Item D.3.2.

Adoption of Resolution #1819-27 Designating Personnel as Licensing Representatives for State Preschool

Prepared by Dr. Stephanie Pierce
April 2, 2019

BACKGROUND:

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

RECOMMENDATION:

Administration recommends adoption of Resolution #1819-27, designating personnel as Licensing representatives with signature rights as Community Care Licensing Liaisons for the licensee.

FISCAL IMPACT:

There is no fiscal impact.

STUDENT ACHIEVEMENT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.2.



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BACKGROUND:

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

Certificated Staff

A. New Appointments:

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

B. Temporary Rehires:

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

C. Change of Status/Location:

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

D. Unpaid Leave Requests:

Employee	Location	Class/Step	Reason	Recommendation	Effective Date
1. Schmelzlen, Allison	Carlton Oaks	VI-08	Family	Approve	08-14-19 to 06-10-20

E. Resignations:

Employee	Location	Class/Step	Reason	Effective Date

F. 39-Month Reemployment:

Employee	Location	Class/Step	Reason	Effective Date

G. Dismissals:

Employee	Location	Class/Step	Effective Date

Classified Staff

H. New Appointments:

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

I. Rehires:

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

J. Change of Status/Location:

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

Classified Staff continued

K. Unpaid Leave Requests:

Employee	Location	Position/Class/Hours	Reason	Recommendation	Effective Date

L. Resignations:

Employee	Location	Position	Reason	Effective Date
1. Camarda, Patricia	Transportation	Bus Driver I	Retirement	06-13-19
2. Chavez, Alessandra	Carlton Hills	Campus Aide	Other job opportunities	04-27-19
3. Chavez, Cheryl	Cajon Park	Health Clerk	Retirement	06-13-19
4. Ferguson, Rose	Cajon Park	Food Service Worker I-A	Accepted outside employment	03-29-19
5. McLarney, Denise	Carlton Hills	Instructional Assistant, Special Ed II	Retirement	06-13-19
6. Ortega, Karen	Human Resources	Administrative Secretary	Retirement	06-08-19
7. Roschefski, Jaden	PRIDE Academy	Out-of-School Time Group Leader	Moving	04-13-19
8. Schmidtke, Cynthia	Transportation	Bus Driver I	Retirement	07-01-19
9. Schmitz, Lorie	Business Services	Accounting Assistant III	Retirement	06-22-19

M. 39-63 Month Reemployment:

Employee	Location	Position/Class/Hours	Effective Date

N. Dismissals:

Employee	Location	Position	Effective Date

RECOMMENDATION:

It is recommended that the Board of Education approve the listed personnel appointments, changes of status, leave requests, resignations, dismissals, and consultants.

Motion: _____ Second: _____ Vote: _____

Consent Item D.4.2. Adoption of Resolution No. 1819-23, Declaring May 8, 2019 as Santee School District's Day of the Teacher

Prepared by Tim Larson
April 2, 2019

BACKGROUND:

Certificated employees who we fondly refer to as teachers, provide instruction to students and create a learning environment supported by caring, warmth, empathy, and understanding. Therefore, these employees deserve recognition for their dedication, tenacity, and creativity in the delivery of instruction to best meet the needs of all learners.

RECOMMENDATION:

It is recommended that the Board of Education recognize certificated employees by declaring May 8, 2019 as Santee School District's "Day of the Teacher."

FISCAL IMPACT:

There is no fiscal impact as a result of this declaration.

STUDENT ACHIEVEMENT IMPACT:

Teachers are the foundation of student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.2.

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SANTEE SCHOOL DISTRICT

Resolution # 1819-23

Resolution of the Santee School District Board of Education Declaring May 8, 2019 as the Day of the Teacher in Santee School District

WHEREAS, education is the most vital activity we as a society undertake to ensure the well-being of the nation;

WHEREAS, education is dependent in large part on the talent and commitment of teachers;

WHEREAS, teaching is a profession characterized by skill, knowledge, discipline, tenacity and creativity in the delivery of instruction;

WHEREAS, teachers are a source of caring, concern, understanding, empathy and warmth;

WHEREAS, teachers deserve widespread recognition and gratitude for their performance;

WHEREAS, teachers in the Santee School District exemplify all of these qualities;

WHEREAS, teachers in the Santee School District educate and motivate students who have not succeeded in other educational settings or have special needs that require unique skills and compassion; and

WHEREAS, teachers at the Santee School District have made a crucial difference in the lives of all students:

NOW, THEREFORE, BE IT RESOLVED that the Santee School District Board of Education and District Superintendent declare May 8, 2019 as the "Day of the Teacher" in Santee School District; and

BE IT FURTHER RESOLVED that the Santee School District Board of Education and County Superintendent of Schools encourage the community of Santee to recognize and honor Santee School District teachers on this day.

PASSED AND ADOPTED this 2nd day of April, 2019 at a regular meeting of the Santee School District Board of Education.

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board of the Santee School District on the 2nd day of April, 2019 by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

Dated April 2, 2019

Barbara Ryan
Clerk, Board of Education

Consent Item D.4.3. Adoption of Resolution No. 1819-24, Declaring May 19 - 25, 2019 as Classified School Employees Week

Prepared by Tim Larson
April 2, 2019

BACKGROUND:

Classified employees serve, assist, and provide support to children and fellow employees of the Santee School District. Therefore, classified employees deserve recognition and public celebration of their caring deeds and contributions.

RECOMMENDATION:

It is recommended that the Board of Education recognize classified employees and commend all classified employees for their service by declaring May 19 - 25, 2019 as Santee School District's "Classified School Employees Week."

FISCAL IMPACT:

There is no fiscal impact as a result of this declaration.

STUDENT ACHIEVEMENT IMPACT:

Classified employees provide support to staff and students.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.3.

SANTEE SCHOOL DISTRICT

Resolution # 1819-24

**Resolution of the Santee School District Board of Education
Declaring May 19 - 25, 2019 as
Classified School Employees Week
in Santee School District**

WHEREAS, education is the most vital activity we as a society undertake to ensure the well-being of the nation;

WHEREAS, classified school employees assist the Santee School District in its commitment to provide quality educational programs and services to the children of the Santee community;

WHEREAS, classified school employees, individually and collectively, set an exemplary standard of performance and commitment;

WHEREAS, classified school employees provide knowledge, skills and expertise that are relied upon throughout the organization; and

WHEREAS, classified school employees deserve rightful recognition and public celebration of their caring, their deeds, and their incalculable contributions to the children of the Santee School District:

NOW, THEREFORE, BE IT RESOLVED that the Santee School District Board of Education and District Superintendent hereby express their gratitude and commend all classified employees for their service to the Santee School District by declaring the week of May 19 – 25, 2019 as “Classified School Employees Week” in Santee School District.

PASSED AND ADOPTED this 2nd day of April, 2019 at a regular meeting of the Santee School District Board of Education.

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board of the Santee School District on the 2nd day of April, 2019 by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

Dated April 2, 2019

Barbara Ryan
Clerk, Board of Education

BACKGROUND:

From time to time, the District contracts with individuals to provide various types of general services. Some services are on an as-needed basis billed on an hourly or daily rate, while other services are billed by the job.

RECOMMENDATION:

It is recommended that the Board of Education approve the following consultant agreements:

Vendor Name	Description of Services	Date(s) of Service	Amount	Funding
Linda Hagerty	Special Education Training	7/1/19 to 6/30/20	\$125/hour not to exceed 30 hours	Special Education
Rosemary Hutzley	Special Education Caseload Issues	7/1/19 to 6/30/20	\$68/hour not to exceed \$40,000	Special Education
Elyse Starr	Speech Therapy Caseload Issues	7/1/19 to 6/30/20	\$68/hour not to exceed \$40,000	Special Education
Silvia Taraz	Bilingual Eligibility Determination	7/1/19 to 6/30/20	\$80/hour not to exceed \$3,000	Special Education
Angela Van Appelen	Braille Services for VI Program	7/1/19 to 6/30/20	\$28/hour not to exceed \$25,000	Special Education

FISCAL IMPACT:

The fiscal impact is detailed in the table above.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.4.

BACKGROUND:

The District Calendar Committee, comprised of representatives from employee associations, district administration, parents, and members of the Board, met to consider several options of school calendars for the 2020-2021 school year. Concerns addressed by the committee included recommended calendars from surrounding districts, the State testing window, parent conference week, and appropriate and traditional breaks.

The recommended option from the committee reflects these significant dates:

- Students return on August 19, 2020
- Parent Conferences – November 2 - 6 (modified days)
- Veterans' Day - Wednesday, November 11
- Thanksgiving Break – November 23 - 27
- Winter break December 21 – January 1
- Martin Luther King Day observance – Monday, January 18
- Lincoln's Day observance - Monday, February 8
- President's Day observance - Monday, February 15
- School year ends on June 9, 2021

RECOMMENDATION:

It is recommended that the Board of Education approve the proposed District school calendar for the 2020-2021 school year.

FISCAL IMPACT:

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

STUDENT ACHIEVEMENT IMPACT:

Not applicable.

Second: _____ Vote: _____ Agenda Item D.4.5.

Santee School District 2020-2021 School Calendar

July 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

7/3 INDEPENDENCE DAY
observance

7/29 Principals return

7/30 VPs return

August 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

8/3 *Sch Sec/SACs return
8/3 11-mo employees return
8/10 School offices open to public
8/12 Teachers return

8/12-8/14 District Prof Dev (2.5)

8/14-8/18 Site Prof Dev (2.5)

8/19 10-mo employees return

8/19 Students Return

8/19 9-mo employees return

September 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

9/7 LABOR DAY Observance

October 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11/2 End of 1st trimester (53 days)

11/2-11/6 Parent/Teacher Conf;
modified days

11/11 VETERANS' DAY

11/23-11/27 THANKSGIVING BREAK

11/26 THANKSGIVING DAY

11/27 LOCAL HOLIDAY

December 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12/21-1/1 WINTER BREAK

12/24 LOCAL HOLIDAY in lieu of
Admissions' Day

12/25 CHRISTMAS DAY

12/28 LOCAL HOLIDAY

12/31 LOCAL HOLIDAY

January 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1/1 NEW YEAR'S DAY

1/4 Classes resume

1/18 MARTIN LUTHER KING DAY
observance

February 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2/8 LINCOLN'S DAY observance

2/15 WASHINGTON'S DAY
observance

2/19 End of 2nd trimester (60 days)

March 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3/22-4/2 SPRING BREAK

April 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

3/22-4/2 SPRING BREAK

4/2 LOCAL HOLIDAY

4/5 Classes resume

May 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5/25 MEMORIAL DAY Observance

June 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

6/9 End of 3rd trimester (68 days)

6/9 Teacher's last day

6/9 Last school day; minimum day

6/9 9-mo emp last work day

6/16 10-mo emp last work day

6/17 VPs last work day

6/21 Sch Sec/SACs last work day

6/22 Prin last work day

6/30 11-mo emp last work day

Promotion dates vary (please contact school sites)

Important Dates

9/19-9/20	Rosh Hashana
9/28	Yom Kippur
4/13-5/12	Ramadan

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

Board Approved:

Consent Item D.4.6.

Adoption of Resolution No. 1819-25 to Eliminate
Classified Non-Management Positions

Prepared by Tim Larson
April 2, 2019

BACKGROUND:

Four (4) Instructional Assistant I positions hired for temporary instructional support with Title I funding January 7 through June 12, 2019, will be eliminated.

Any employees affected by these changes will be provided alternative employment opportunities within the District, if available. All employees resulting in a reduction in work hours and/or layoff will receive the required 60-day notification process and placed on a reemployment list for no less than 39-months.

RECOMMENDATION:

It is recommended that the Board of Education approve to eliminate the following positions effective June 13, 2019:

- Two (2) Instructional Assistant I positions at Chet F. Harritt
- Two (2) Instructional Assistant I positions at Pepper Drive

FISCAL IMPACT:

The cost to provide instructional support at Chet F. Harritt will be approximately \$14,953. The cost to provide instructional support at Pepper Drive will be approximately \$25,320.

STUDENT ACHIEVEMENT IMPACT:

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

**SANTEE SCHOOL DISTRICT
Resolution No. 1819-25**

**ELIMINATE
CLASSIFIED NON-MANAGEMENT POSITIONS**

WHEREAS, four (4) Instructional Assistant I positions hired for temporary instructional support with Title I funding January 7 through June 12, 2019, will be eliminated;

NOW, THEREFORE, BE IT RESOLVED that as of the 2nd day of April 2019, the Governing Board of Santee School District approved to eliminate the following positions effective June 13, 2019:

- Two (2) Instructional Assistant I positions at Chet F. Harritt
- Two (2) Instructional Assistant I positions at Pepper Drive

BE IT FURTHER RESOLVED that the Board authorizes the District Superintendent to give notice to the affected classified employees that their position will be eliminated and/or reduced in work hours/year pursuant to applicable provisions of the Education Code of the State of California, such notice to be given sixty (60) days prior to the effective date of reduction/layoff as set forth above.

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board of the Santee School District on the 2nd day of April 2019, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

Dated 4/2/19

Barbara Ryan
Clerk, Board of Education

Consent Item D.4.7.

Approval of New Job Description for Director II,
Facilities Planning and Construction

Prepared by Tim Larson
April 2, 2019

BACKGROUND:

In 2007, with the launch of the District's Capital Improvement Program (CIP), the District hired a Director Facilities/Modernization to be devoted exclusively to overseeing and monitoring CIP projects. In 2009, when the District was forced to enact significant budget reductions in response to declining State Revenue caused by the Great Recession, the Director Facilities/Modernization was asked to step into the Director, Maintenance & Operations position. Since then, the incumbent in this position has fulfilled both roles.

With passage of Measure S and the pending land sale, the District is embarking on the final phase of CIP to complete the three (3) remaining projects within the next 28 months. This necessitates reinitiating a separate Director level position to oversee this final phase.

As with the previous CIP projects, the District will be using the Lease-Leaseback delivery method for construction of the three (3) remaining projects. This methodology contemplates a planning structure whereby the contractor and the architect work together with the District team during the planning and design phase in order to reduce design errors/omissions, and incorporate value-engineering techniques to reduce construction costs. This delivery method requires the District representative to have some familiarity and expertise with architectural and engineering design, as well as experience in the construction field.

In addition, the Chet F. Harritt eight (8) Classroom/Learning Resource Center building ("CFH Project") will be unlike any other building built by the District during the previous phases of CIP. Prior classroom building additions were two-story "site adapts" utilizing building plans from other school districts previously approved by the Division of State Architect (DSA). The CFH Project will be a brand new, single-story design, requiring procurement of additional land not yet owned or available to, the District. Furthermore, the CFH Project will require significantly greater design time and effort than prior CIP projects. For these reasons, the CFH Project will be more complex than prior CIP projects, thereby requiring the Director Facilities Planning and Construction to have a higher level of architectural design and construction management expertise than the previous Director Facilities/Modernization. This level of expertise could be evidenced by possession of an Architect License and/or completion of a sufficient number of college courses in the architectural or structural engineering field.

RECOMMENDATION:

It is recommended that the Board of Education approve the new job description for Director II, Facilities, Planning and Construction and placement on the Classified Management Salary Schedule.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

Salary range from \$115,053 to \$139,847 as specified below:

CLASSIFIED MANAGEMENT	Work Schedule	Step 1	Step 2	Step 3	Step 4	Step 5
Director II, Facilities Planning and Construction ^b	12 month	115,053	120,806	126,846	133,188	139,847

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.7.

SANTEE SCHOOL DISTRICT

DIRECTOR II, FACILITIES PLANNING AND CONSTRUCTION

DEFINITION:

Under the administrative direction of the Assistant Superintendent, Business Services; plans, designs, coordinates and manages the District-wide construction of new facilities and modification/alteration/relocation of existing facilities; conducts needs assessments and develops and maintains a long-range facilities master plan for the District; and plans and oversees professional and construction services contract work required for the District's Capital Improvement Program.

EXAMPLE OF DUTIES:

- Plans, organizes, prioritizes, and oversees construction projects; maintains responsibility for the general oversight and management of the District's Capital Improvement Program; and effectively allocates resources to various construction projects.
- Develops, recommends, and execute plans for school facilities including the preparation of district design standards, guide specifications, drawings, and details.
- Provides direction to District's contracted architect on optimal and best value design and specifications; reviews and analyzes drawings and specifications prepared by architect and engineers for conformance with prescribed federal and state standards, building codes and regulations, project design and location criteria, best value measures, and District preferences; reviews conceptual, schematic, and construction blueprint design documents prepared by contracted architect and makes recommendations for changes/alterations to ensure completeness and best value.
- Coordinates the work of user input committees and the design process; collaborates with school principals and District administrators to identify and incorporate needs and desires related to facility design; provides input and recommendations related to the design and specifications of construction and modernization projects.
- Plans layout and design of limited scope projects and integrates efforts and designs of design professionals and District staff.
- Conducts facility needs assessments; develops, revises, and maintains long-range facilities master plan for the District; coordinates and directs the preparation of demographic, enrollment, capacity, and boundary data; analyzes demographic data, and makes long and short-term enrollment projections.
- Identifies and investigates sources of funding for facilities projects and oversees the process for securing such funding, including the hiring of consultants to conduct specialized functions; may manage the collection and expenditure of developer and other facilities mitigation fees.
- Manages application process to the State School Facility Program and assures compliance with the program regulations; represents the district in communication to the Office of Public School Construction, the California Department of Education, the Division of the State Architect, the City and County, attorneys, and staff of other local, state and federal governmental agencies as appropriate in the acquisition of sites or facilities and the construction/modification of facilities.

- Provides leadership and direction in a property management program to include inventory of existing facilities, updating site plans, determining need for school closures and alternate use, or disposing of, school sites as needed.
- Assists in identifying, investigating, and recommending potential sites to the Board; assists with the site acquisition process including preliminary testing, real estate negotiations, eminent domain procedures, environmental impact studies and procedures, and the California Department of Education approval process.
- Coordinates the preparation of environmental assessment documents for facilities projects and site acquisition for compliance with the California Environmental Quality Act (CEQA)
- Examines, analyzes, and makes recommendations on submitted construction bids and consultant qualifications and proposals; reviews and analyzes contract modifications and makes recommendations accordingly.
- Develops and administers contracts for construction and modernization projects; recommends and develops "requests for proposals" for hiring architects, engineers, inspectors, and other experts; prepares and develops plans and specifications for alterations or additions to buildings and grounds for bid by outside contractors; provides input and recommendations related to construction project delivery methods; and negotiates contract changes as needed.
- Develops project budgets, monitors expenditures, approves payments and changes, and resolves related uncertainties and disputes.
- Serves as chair for the bond oversight committee
- Makes periodic presentations on District facility construction and modernization progress, needs, capacities, and options to the Governing Board, bond oversight committee, and other interested groups.
- Oversees the performance of contractors, architects, inspectors, and other design and construction professionals and consultants; coordinates the work of the architect and construction contractor under various project delivery methods to minimize change orders and costs for the District; conducts on-site observation of work to monitor compliance with construction contract documents.
- Attends construction meetings; monitors and inspects progress at modernization/construction sites; certifies work progress; reviews and checks change order requests for validity, appropriateness, and accurate costs; coordinates with inspector and architect to evaluate change order requests; assists architect in responding to requests for information; reviews and checks contractors' correspondence, reports, payment requests, and submittals to ensure contract compliance and conformity with design intent.
- Prepares and maintains reports, documents, specifications, logs, and other materials relating to the facilities program; researches and analyzes local, state and federal laws, rules, and regulations; and advises the Assistant Superintendent of Business Services on facilities-related matters.
- Assists staff in preparing, maintaining, and updating records, files, drawings, and descriptive materials for district sites and facilities.
- Performs other related duties as required or assigned.

QUALIFICATIONS GUIDE

Knowledge of:

- Legal rights and responsibilities of the District under applicable State, Federal, County, and local ordinances pertaining to school building programs.
- School facilities planning as related to methods and techniques of instruction, traffic flow, economy of maintenance, provision for growth, relationship of instructional and service areas, and adaptability to multi-functional usage.
- General characteristics and relative costs of various methods of construction, architectural features and building and room designs for all types of school uses.
- Current trends in school building design and construction. Educational programs, school budget, and school laws.
- Construction project delivery methods including Multi-Prime, Construction Manager At Risk, Design-Build, Lease-Leaseback, Developer Built, and Design-Bid-Build
- Methods, materials, costs and equipment used in various building construction specialties.
- Construction, engineering and architecture management.
- Principles and methods of architectural design
- Building codes and other applicable laws, codes, regulations, policies and procedures.
- Hazardous waste management procedures and regulations
- Budget preparation and control.
- Systems of record keeping and budget development/control.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Manage and coordinate multiple large-scale facilities projects at various stages in the planning and construction process
- Learn, analyze, and apply complex regulations, laws, and procedures to maximize District facilities options
- Attend meetings and workshops, including at night and on weekends
- Research information to keep abreast of new facility-related developments or options
- Read, understand, analyze, and troubleshoot conceptual/schematic drawings and construction blueprints
- Maintain a high energy level and work under pressure of deadlines, Board expectations, and complex procedures
- Develop accurate reports and recommendations
- Make effective presentations before the Board, administration, and community groups
- Explain complex, technical information to others
- Persuade, negotiate, and lead effective group processes
- Resolve complex operational or planning problems
- Establish and maintain effective working relationships with individuals at all levels in the organization and staff of other agencies
- Communicate effectively, orally and in writing, using correct English, grammar, and vocabulary
- Conduct business in a professional and ethical manner while promoting District interests.

EDUCATION AND EXPERIENCE:

At least eight (8) years of progressively responsible facilities planning and construction experience with emphasis on managing complex or multiple large-scale construction projects. This experience should include supervisory and school construction experience; and familiarity with the State School Facilities Program and its regulations. A bachelor's degree with courses in, or supplemented by, facilities or urban planning, architecture, engineering, project management, or public administration.

Skill in operating personal computers, including word processing, spread sheet, database applications, and automated drafting and trade programs, such as CAD.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, use of an automobile, and the ability to qualify and maintain qualifications for District vehicle Insurance coverage.

California Architect License highly desirable.

WORKING CONDITIONS:

- Primarily in an indoor office environment
- Travel by automobile to school and construction sites to inspect facilities or progress of work
- Walk around on uneven surfaces in construction sites
- Climb ladders and access roofs and construction areas
- Operate a computer and read computer screens and/or analyze blueprints, specifications, and printed regulations for long periods of time
- Make oral presentations to small and large groups
- Attendance at evening meetings is frequently required
- This job generally requires 50% sitting, 40% walking, and 10% standing

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information and make presentations
- Seeing to read and analyze a variety of materials
- Dexterity of hands and fingers to operate a computer keyboard.
- Walking and using ladders to inspect sites.
- Good health and freedom from communicable diseases.
- Good physical condition, agility and strength commensurate with the duties of the class
- Honesty; loyalty, industry; initiative; dependability and good judgment
- Sitting or standing for extended periods of time

Adopted:

Item E. DISCUSSION AND/OR ACTION ITEMS

Agenda Item E.

Discussion and/or Action Item E.1.1. Appointment of Director II, Facilities Planning and Construction Position

Prepared by Dr. Kristin Baranski
April 2, 2019

BACKGROUND:

It is Administration's intention to appoint Christina Becker as the new Director II, Facilities Planning and Construction effective April 1, 2019. Ms. Becker has been the District's Director Facilities/Modernization, also fulfilling the role of Director Maintenance & Operations, since 2009.

RECOMMENDATION:

It is recommended the Board of Education approve the appointment of Christina Becker as Director II, Facilities Planning and Construction effective April 1, 2019.

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning

FISCAL IMPACT:

With placement at Step 5 due to Mrs. Becker's experience level and possession of a California Architect License, the total cost for the new position, including salary, statutory, and health and welfare benefits, is \$189,602. Funding to support this position will include 60% from Developer Fees and 40% from the General Fund.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.1.1.

Discussion and/or Action Item E.1.2. Appointment of Director Facilities, Maintenance and Operations

Prepared by Dr. Kristin Baranski
April 2, 2019

BACKGROUND:

It is Administration's intention to appoint Bryce Storm as the new Director Facilities, Maintenance and Operations effective April 3, 2019.

RECOMMENDATION:

It is recommended the Board of Education approve the appointment of Bryce Storm as Director Facilities, Maintenance and Operations effective April 3, 2019.

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning

FISCAL IMPACT:

\$128,400 paid from the General Fund.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.1.2.

Discussion and/or Action Item E.2.1. Approval of Monthly Financial Report
 Prepared by Karl Christensen
 April 2, 2019

BACKGROUND:

Administration has prepared the accompanying Monthly Financial Report covering the period February 1, 2019 through February 28, 2019 prepared on a cash and modified accrual basis and include the District’s revenue, expenditure, and cash activities.

RECOMMENDATION:

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

This recommendation supports the following District goal:

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The Monthly Financial Report shows a beginning cash balance of \$15,656,717; cash receipts of \$4,002,513; and disbursements of \$5,930,446 are reflected for the period of February 1, through February 28, 2019 resulting in an ending cash balance of \$13,728,784 as of February 28, 2019.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.1.

Monthly Financial Report - February

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CASH REPORT FOR FEBRUARY

	Actual	Projected*	Difference
Beginning Cash Balance as of February 1, 2019	\$15,656,717	\$15,656,717	\$ -
INCOME			
A. Local Control Funding Formula			
State Aid	2,921,740	2,994,989	\$ (73,249)
Property Taxes	389,744	324,093	\$ 65,651
B. Federal Income			
Federal Funding	157,006	881,802	\$ (724,796)
C. State Income			
Lottery	-	-	\$ -
Other State Funding	17,176	34,715	\$ (17,539)
EPA Funding	-	-	\$ -
D. Local Income			
Other Local Income	151,483	224,589	\$ (73,106)
Spec Ed	307,654	695,117	\$ (387,463)
Interest	379	-	\$ 379
E. Due to/Due from other funds	57,331	-	\$ 57,331
F. Debt Proceeds	-	-	\$ -
TOTAL INCOME	\$4,002,513	\$5,155,305	\$ (1,152,792)
Beginning Balance Plus Income	\$19,659,230	\$20,812,022	\$ (1,152,792)
DISBURSEMENTS			
G. Commercial Warrants	\$ 489,935	\$ 1,603,335	\$ (1,113,400)
H. Salary and Benefits	5,286,074	5,173,830	\$ 112,244
I. Other Outgo	54,437	171,581	\$ (117,144)
J. Interfund Transfers Out	100,000	-	\$ 100,000
K. Budget Adjustments	-	-	\$ -
TOTAL DISBURSEMENTS	\$5,930,446	\$6,948,746	\$ (1,018,300)
Ending Cash Balance as of February 28, 2019	\$13,728,784	\$13,863,276	\$ (134,492)

* Based on Cash Flow Projection at Second Interim FY 2018-19

**Budget Revisions
Through February 28, 2019
2018-19 Revised Budget**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Beginning Fund Balance	16,542,538	394,089	16,936,627
Estimated Income	48,819,202	22,767,261	71,586,463
Estimated Expenditures	52,615,812	22,524,039	75,139,851
Change in Fund Balance	(3,796,610)	243,222	(3,553,388)
Projected Ending Fund Balance	12,745,928	637,311	13,383,239
Less: Restricted Program Carryovers	-	637,311	637,311
Less: Non-Spendable			
Prepaid Expenses	375,869	-	375,869
Revolving Cash Fund	20,000	-	20,000
Stores Inventory	88,850	-	88,850
Less: Assigned Vacation Carryover	295,037	-	295,037
Assigned Site Carryover Balances	-	-	-
Less: Economic Uncertainty Reserve	2,254,196	-	2,254,196
Less: Reserve for State Budget Uncertainty	-	-	-
Uncommitted/Unassigned/Unappropriated Fund Balance	9,711,977	-	9,711,977
Fund 17 Projected End of Year Balance	3,014,145	-	3,014,145
Projected Reserves	14,980,318	-	14,980,318
	<u>February</u>	<u>January</u>	
Projected Reserve % 2018-19¹	19.94%	19.94%	
Projected Reserve % 2019-20²	20.60%	20.60%	
Projected Reserve % 2020-21²	17.69%	17.69%	

As a % of the Estimated Expense Total¹

Based on Multi-Year Projection at 2nd Interim- January 2019²

Discussion and/or Action Item E.2.2.
 Prepared by Karl Christensen
 April 2, 2019

Approval of Master Architectural Services
 Agreement with StudioWC Architecture and
 Engineering for the Three (3) Remaining Capital
 Improvement Program Projects

BACKGROUND:

On August 7, 2012, the Board approved proceeding with key personnel from Webb-Cleff Architecture & Engineering, Inc. for architectural services needed for various Capital Improvement Program (“CIP”) projects. StudioWC Architecture & Engineering (“StudioWC”), formerly Webb Cleff Architecture & Engineering, Inc., has provided exemplary services for CIP since then and has background knowledge of all the District’s facilities.

To move forward with construction of the remaining three (3) CIP projects, on November 1, 2018, the District disseminated a Request for Proposal/Quote (“RFP/Q”) for Architect services. Thirteen (13) firms submitted proposals which were evaluated and ranked by the District’s Director, Facilities/Modernization and the School Facility Planning Coordinator for the County Office of Education using criteria specified in the RFP/Q.

This process resulted in StudioWC receiving the highest score. The architectural fees submitted by StudioWC based on estimated construction costs are as follows:

Project	New Construction	Modernization	Total
Chet F Harritt 8 Classroom/LRC Building	\$689,000	\$215,000	\$904,000
PRIDE Academy LRC	\$222,600		\$222,600
Sycamore Canyon LRC, including additional parking lot	\$356,750		\$356,750
Total	\$1,268,350	\$215,000	\$1,483,350

RECOMMENDATION:

It is recommended that the Board of Education approve the Master Architectural Services Agreement with StudioWC Architecture and Engineering for the Three (3) remaining CIP projects.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact will be \$1,483,350 funded from Capital Improvement Program funds.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.2.

MASTER ARCHITECTURAL SERVICES AGREEMENT

This Master Architectural Services Agreement (“AGREEMENT”) is made and entered into this 2nd day of April in the year 2019 by and between the Santee School District, hereinafter referred to as “DISTRICT,” and StudioWC Architecture & Engineering, hereinafter referred to as “ARCHITECT.” This AGREEMENT shall include all terms and conditions set forth herein. The DISTRICT and the ARCHITECT are sometimes referred to herein individually as a “PARTY” and collectively as the “PARTIES.” This AGREEMENT is made with reference to the following Recitals which are part of this AGREEMENT:

WHEREAS, DISTRICT desires to obtain architectural services for various projects throughout the District using various funding sources including, but not limited to, funding from the state (“BUILDING PROGRAM”);

WHEREAS, an individual project or all projects comprising the BUILDING PROGRAM shall be referred to as “PROJECT” or “PROJECTS”;

WHEREAS, the DISTRICT has not fully developed PROJECTS included in the BUILDING PROGRAM, and therefore, as each PROJECT becomes defined, the PARTIES agree this AGREEMENT will be supplemented from time to time with individual “SCOPE AMENDMENT(S)” which will supplement this AGREEMENT and which will particularize and more fully describe tasks and/or services to be performed pursuant to the terms of this AGREEMENT; provided that, the ARCHITECT (and its services) shall, in each instance in which the ARCHITECT is assigned a task or PROJECT under any such “SCOPE AMENDMENT”, continue to be governed by the terms of this AGREEMENT in addition to the specific additional tasks and requirements set forth in the subsequent “SCOPE AMENDMENT(S)”;

WHEREAS, the PARTIES agree that the written SCOPE AMENDMENTS shall reference this AGREEMENT as well as identify the specific portion of the PROJECT that is being incorporated into this AGREEMENT by referencing the name of the improvement, location, scope of work, ARCHITECT’s project number, and basis of compensation. If the proposed PROJECT will use a construction delivery method other than the traditional design-bid-build method, the SCOPE AMENDMENT shall include appropriate revisions including, but not limited to, what costs are included to define Construction Costs used to calculate the ARCHITECT’s Fee. A sample SCOPE AMENDMENT form is attached hereto as Exhibit “B”;

WHEREAS, the ARCHITECT shall provide to the DISTRICT, on the terms herein set forth, all of the architectural, design and/or engineering services necessary to complete each PROJECT and any other tasks/projects assigned to the ARCHITECT as further described in the various SCOPE AMENDMENTS to this AGREEMENT;

WHEREAS, the terms and conditions set forth in this AGREEMENT shall apply to any subsequent PROJECTS covered by a SCOPE AMENDMENT unless specifically noted otherwise in the SCOPE AMENDMENT;

WHEREAS, the PARTIES agree that the terms of this AGREEMENT shall be controlling in the event of a conflict or inconsistency between the terms of any SCOPE AMENDMENT with the terms set forth in this AGREEMENT, unless otherwise set forth in this AGREEMENT;

WHEREAS, the ARCHITECT understands and agrees that the execution of this AGREEMENT by the PARTIES does not require the DISTRICT to award any specific PROJECTS, tasks, or work to the ARCHITECT; and

WHEREAS, ARCHITECT employs Architects who are licensed to provide architectural services in conformity with the laws of the State of California.

NOW, THEREFORE, the PARTIES hereto agree as follows:

ARTICLE I - ARCHITECT'S SERVICES AND RESPONSIBILITIES

1. The ARCHITECT's services shall consist of those services performed by the ARCHITECT, ARCHITECT's employees and ARCHITECT's consultants, as enumerated in Articles II and III of this AGREEMENT, as well as any services described in any SCOPE AMENDMENT(S) which shall be executed between the PARTIES as set forth hereinabove. The ARCHITECT understands and acknowledges that the term of this AGREEMENT may not exceed five (5) years as set forth in California Education Code Section 17596.

2. The ARCHITECT's services shall be performed in a manner which is consistent with the usual and customary professional skill and care and the orderly progress of the work. The ARCHITECT represents that it will follow the standards of its profession at the time the services are rendered in performing all services under this AGREEMENT. The ARCHITECT shall submit for the DISTRICT's approval a schedule for the performance of the ARCHITECT's services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the PARTIES and shall include allowances for time required for the DISTRICT's review and for approval by authorities having jurisdiction over the PROJECT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the ARCHITECT.

3. The schematic design, design development and construction document services covered by this AGREEMENT shall be completed and submitted to the DISTRICT on or before a date to be agreed upon in writing by the DISTRICT. The construction document services covered by this AGREEMENT shall be completed and submitted to the Division of the State Architect ("DSA") for review and approval on or before a date to be agreed upon in writing by the DISTRICT.

4. If the PROJECT includes the replacement or repair of more than 25% of a roof or the replacement or repair of a roof that has a total cost of more than \$21,000, the ARCHITECT shall comply with the requirements set forth in Public Contract Code section 3000, et seq., including signing the required certification.

5. The ARCHITECT has been selected based on ARCHITECT's knowledge of California public schools and ARCHITECT's knowledge of the educational system for funding and construction and is thoroughly familiar with the requirements of the OPSC for state funding,

DSA for approvals of plans and specifications, and of the CDE for site approvals and educational requirements that are applicable to a public school project.

6. The ARCHITECT shall coordinate its services with the Contractor, Project Inspector, its consultants and other parties to ensure that all requirements under DSA's Inspection Card (Form 152) and any subsequent revisions, supplements or updates thereto issued or required by DSA, or any other/alternate processes are being met in compliance with DSA requirements and in compliance with the PROJECT schedule. The ARCHITECT and its consultants shall take all action necessary as to not delay progress in meeting any DSA requirements. The ARCHITECT shall meet all requirements set forth in DSA's Construction Oversight Process Procedure (PR 13-01) and any subsequent revisions, supplements or updates thereto issued or required by DSA. Any references to the DSA requirements, DSA forms, documents, manuals applicable to the PROJECT shall be deemed to include and incorporate any revisions or updates thereto.

ARTICLE II - SCOPE OF ARCHITECT'S SERVICES

1. The ARCHITECT shall provide to the DISTRICT, on the terms herein set forth, all of the architectural, design and/or engineering services necessary to complete the PROJECT. The ARCHITECT's services shall include those described in this AGREEMENT, and include all on-site structural, civil, mechanical and electrical engineering and landscape architecture services and any other services necessary to produce a reasonably complete and accurate set of "Construction Documents" defined as including, but not limited to, the following: The contract between the DISTRICT and the "Contractor" awarding the PROJECT (the "Contract"); general and supplementary conditions of the Contract between the DISTRICT and Contractor; drawings, specifications, Addenda, Revisions and other documents listed in the Contract; and modifications issued after execution of the Contract between the DISTRICT and Contractor.

2. The ARCHITECT shall assist the DISTRICT in obtaining required approvals from governmental agencies (for on-site approvals) and any other entities including, but not limited to, those responsible for electrical, gas, water, sanitary or storm sewer, telephone, cable/TV, antenna-based services (e.g., Dish Network), internet providers, public utilities, the fire department, as well as the County Health Department, California Department of Education ("CDE"), the Office of Public School Construction ("OPSC"), State Water Resources Control Board (SWRCB), and DSA. If necessary, the ARCHITECT shall secure preliminary agency approvals and notify the DISTRICT in writing as to the actions the DISTRICT must take to secure formal approvals.

3. The ARCHITECT shall be responsible for determining the capacity of existing utilities through utility information provided by governmental and utility agencies having jurisdiction, and/or for any design or documentation required to make perpendicular points of connection to existing utility services that may be located on the PROJECT site or located immediately off the PROJECT site and adjacent to the PROJECT site and which are required for the PROJECT.

4. The ARCHITECT shall provide a PROJECT description which includes the DISTRICT's needs, Program, and the requirements of the PROJECT prior to preparing preliminary designs for the PROJECT.

5. The ARCHITECT shall assist the DISTRICT in determining the phasing of the PROJECT that will maximize the efficient and timely completion of the PROJECT in accordance with the approved PROJECT schedule. Such phasing will be determined and approved by the DISTRICT in writing prior to completion of the Design Development phase of the PROJECT.

6. The ARCHITECT shall provide a written preliminary evaluation of the DISTRICT's PROJECT, schedule, and construction budget requirements prior to preparing preliminary designs for the PROJECT for the DISTRICT's approval. Such evaluation shall include alternative approaches to design and construction of the PROJECT, evaluation and application of educational specification requirements under Education Code section 17251 and under Title 5 California Code of Regulations, Section 14000, et seq.

7. The ARCHITECT shall provide planning surveys, (as opposed to actual record data base map surveys, to be provided by the DISTRICT) site evaluations and comparative studies for the existing PROJECT site.

8. The ARCHITECT shall attend regular PROJECT coordination meetings between the ARCHITECT, its consultants, the DISTRICT's representative(s), and other consultants of the DISTRICT during PROJECT development.

9. The ARCHITECT shall make revisions in Drawings, Specifications, the Project Manual, or other documents when such revisions are necessary due to the ARCHITECT's failure to comply with approvals or instructions previously given by the DISTRICT, including revisions made necessary by adjustments in the DISTRICT's Program or Budget as defined in Article IV.

10. The ARCHITECT shall provide services required due to programmatic changes in the PROJECT including, but not limited to, size, quality, complexity, method of bidding or negotiating the contract for construction, so long as such changes are not inconsistent with prior DISTRICT written directives and approvals. The ARCHITECT shall be prepared to prioritize and prepare a priority list to address critical Program and PROJECT needs for DISTRICT review, direction and approval, as opposed to optional items that may be dropped if there is inadequate Budget for the PROJECT. In some instances, additive and/or deductive bid scope items may be incorporated into the PROJECT, as approved by the DISTRICT. In the case where there are Budget constraints, the ARCHITECT, shall prepare a priority list of critical programmatic needs and items that may be of lesser priority and review the Program with the DISTRICT.

11. The ARCHITECT shall provide services in connection with the work of a Construction Manager or separate consultants retained by DISTRICT. If the PROJECT is using the multiple-prime delivery method of construction, the Construction Manager's fees and/or general conditions will be included in the total Construction Cost used to calculate the ARCHITECT's fee unless an alternate fee basis is agreed upon in writing between the ARCHITECT and the DISTRICT.

12. The ARCHITECT shall provide detailed estimates of the PROJECT's Construction Costs at no additional cost to DISTRICT as further described in Articles V and VI.

13. The ARCHITECT shall provide detailed quantity surveys which provide inventories of material, equipment, and labor consistent with OPSC requirements for such surveys or estimates.

14. The ARCHITECT shall provide analyses of DISTRICT ownership and operating costs for the PROJECT.

15. The ARCHITECT shall provide interior design and other services required for, or in connection with, graphics and signage. All other interior design services are addressed under Article III as an Additional Service.

16. To the extent the ARCHITECT is not familiar or does not have experience with any materials or systems designed for the PROJECT, the ARCHITECT shall visit suppliers, fabricators, and manufacturers' facilities, such as for carpet, stone, wood veneers, standard or custom furniture, to review the quality or status of items being produced for the PROJECT.

17. The ARCHITECT shall cooperate and consult with DISTRICT in use and selection of manufactured items on the PROJECT, including, but not limited to, paint, hardware, plumbing, mechanical and electrical equipment, fixtures, roofing materials, and floor coverings. All such manufactured items shall be standardized to the DISTRICT's criteria to the extent such criteria do not interfere with PROJECT design and are in compliance with the requirements of Public Contract Code §3400. DISTRICT shall be required to provide the ARCHITECT with the DISTRICT standardized criteria and the ARCHITECT shall be able to reasonably rely upon the information provided by the DISTRICT.

18. The ARCHITECT shall certify to the best of its information, pursuant to 40 Code of Federal Regulations §763.99(a)(7), that no asbestos-containing material was specified as a building material in any Construction Document for the PROJECT and will require as a part of the Construction Documents that contractors provide the DISTRICT with a certification that all materials used in the construction of any school building are free from any asbestos-containing building materials ("ACBM's"). ARCHITECT shall include statements in the PROJECT's specifications that materials containing ACBM's shall not be included or incorporated into the PROJECT. The ARCHITECT shall incorporate requirements into the PROJECT's specifications that indicate the above certification shall be part of the Contractor's final PROJECT submittal to the DISTRICT.

19. The ARCHITECT shall consider operating or maintenance costs when selecting systems for the DISTRICT. The ARCHITECT shall utilize grants and outside funding sources and work with the DISTRICT to utilize and consider funding from grants and alternative funding sources to the extent such alternative funding is available and applicable to the PROJECT scope.

20. The ARCHITECT shall prepare for and make formal presentations to the Governing Board of the DISTRICT, attend public hearings and other public meetings. The ARCHITECT shall be prepared to address concept and programmatic requirements for the PROJECT in such presentations, public hearings and public meetings. In addition, the ARCHITECT shall attend and assist in legal proceedings that arise from the errors or omissions of the ARCHITECT. However, with regard to matters in which the ARCHITECT is made a party

to litigation and there is a conflict of interest as between the DISTRICT and the ARCHITECT, the ARCHITECT's assistance and attendance will be determined by counsel for the ARCHITECT.

21. The duties, responsibilities and limitations of authority of the ARCHITECT shall not be restricted, modified, or extended without written agreement between the DISTRICT and ARCHITECT.

22. The ARCHITECT shall comply with all federal, state, and local laws, rules, regulations and ordinances that are applicable to the PROJECT.

23. The ARCHITECT shall have access to the work at all times.

24. The ARCHITECT shall commit the same PROJECT representatives from the commencement of services under this AGREEMENT through the completion of the Project Close-Out Phase. Any change in staff will require the written approval of the DISTRICT.

25. **Schematic Design Phase**

a. The ARCHITECT shall meet with the DISTRICT to understand and verify the DISTRICT's requirements for its Program. In the cases where a Program is furnished to the ARCHITECT by the DISTRICT, the ARCHITECT shall review the DISTRICT's Program and address if the Program, in the ARCHITECT's professional opinion, is realistic. If there are issues with the Program that has been provided, as part of the Schematic Design Services, ARCHITECT shall rework the Program with the DISTRICT representative and the DISTRICT to establish a priority list of programmatic needs and items that may be within and outside of the DISTRICT's Budget. Once the Schematic Design, Program and Budget are reconciled with the DISTRICT representative, and the DISTRICT approves the Schematic Design, Program and Budget, the ARCHITECT may then move on to the Design Development Phase.

b. In the cases where the DISTRICT has not established a Program, the ARCHITECT shall work with the DISTRICT to help establish a Program and Budget based on available state funding, available grants, or available funds (in the cases where no funding or grants are available). The ARCHITECT's familiarity with how projects are funded by the state or through grants shall be part of the expertise the DISTRICT is relying upon in conjunction with the ARCHITECT's experiences with similar projects and programs for the establishment of the DISTRICT's Program and PROJECT under this AGREEMENT. The ARCHITECT shall not design for a Program or PROJECT that exceeds the DISTRICT's Budget unless the ARCHITECT obtains the written consent of the DISTRICT and an agreement that the ARCHITECT is permitted to exceed the available Budget.

c. The ARCHITECT shall prepare, for approval by the DISTRICT, Schematic Design Documents consisting of drawings, renderings, programmatic outlines, and other documents illustrating the scale and relationship of the PROJECT's components. These documents shall be prepared with the understanding that Design Development and Construction Documents Phases of this AGREEMENT shall be completed in accordance with the realistic understanding of and adherence to the Schematic Design. The Schematic

Design Documents shall comply with all applicable laws, statutes, ordinances, codes, rules, and regulations of the State and local governmental agencies and/or authorities having jurisdiction over the PROJECT, including, but not limited to, the OPSC, the CDE, DSA, the County Health Department and the local fire marshal/department, which are required for the final approval of the PROJECT's completed Construction Documents.

d. The ARCHITECT shall prepare schematic design studies and site utilization plans leading to a recommended solution together with a general description of the PROJECT and PROJECT's priorities for approval by the DISTRICT.

e. If directed by the DISTRICT at the time of approval of the Schematic Design Documents, the Construction Documents shall be prepared so that portions of the work of the PROJECT may be performed under separate construction contracts, phased construction contracts, or so that the construction of certain buildings, facilities, or other portions of the PROJECT may be deferred. Careful attention is directed to DSA requirements for phasing of projects and the likelihood that DSA or other agency approvals may expire during the phases. If there is an expiration and need to obtain additional DSA approvals for future phases, the ARCHITECT shall provide the DISTRICT with a written notification of the PROJECT approvals that may expire due to phasing. Alternate construction schemes made by the DISTRICT subsequent to the Design Development Phase shall be provided as an Additional Service pursuant to Article III unless the alternate construction scheme arises out of the PROJECT exceeding the estimated Budget constraint as a result of the ARCHITECT's services under this AGREEMENT.

f. The ARCHITECT shall submit a list of qualified engineers for the PROJECT for the DISTRICT's approval in conformance with Article XII. ARCHITECT shall ensure that each engineer places his or her name, seal, and signature on all drawings and specifications prepared by said engineer.

g. The ARCHITECT shall observe existing conditions or facilities through site visitation and verify existing drawings of such conditions or facilities.

h. The ARCHITECT shall perform Schematic Design services to keep the PROJECT within all Budget and scope constraints set by the DISTRICT, unless otherwise modified by written authorization by the DISTRICT.

i. The ARCHITECT shall prepare and submit to the DISTRICT a written estimate of the Construction Cost in conformance with Articles V and VI and shall advise the DISTRICT, in writing, of any adjustments to the estimate of Construction Cost.

26. Design Development Phase (Preliminary Plans)

a. Upon approval by the DISTRICT of the Schematic Design services set forth above, the ARCHITECT shall prepare Design Development Documents based on the Schematic Design and based on the Program that has been approved by the DISTRICT. Such documents shall consist of site and floor plans, elevations, cross-sections, and other documents necessary to depict the design of the PROJECT, and shall outline specifications to fix and illustrate the size, character, and quality of the entire PROJECT as to the Program

requirements, landscapes, architecture, civil, structural, mechanical, and electrical systems, materials, and such other essentials as may be appropriate. The ARCHITECT shall prepare the Design Development Documents to comply with the requirements of all governmental agencies having jurisdiction over the PROJECT including, but not limited to, the OPSC, the CDE, DSA, the County Health Department and the local fire marshal/department.

b. The ARCHITECT shall prepare and submit to the DISTRICT a written estimate of the Construction Cost in conformance with Articles V and VI and shall advise the DISTRICT, in writing, of any adjustments to the estimate of Construction Cost.

c. The ARCHITECT shall perform all Design Development Services to keep the PROJECT within all Budget and scope constraints set by the DISTRICT, unless otherwise modified by written authorization by the DISTRICT.

27. Construction Document Phase (Final Plans)

a. The ARCHITECT shall prepare, from the Design Development Documents approved by the DISTRICT, Construction Documents (in an acceptable Building Information Modeling format, such as Autodesk® Revit® and AutoCAD® Civil 3D®) including, but not limited to, all drawings and specifications for the PROJECT setting forth, in detail, the requirements for the construction of the entire PROJECT in conformity with all applicable on-site governmental and code requirements including, but not limited to, the requirements of the OPSC, DSA, the local fire marshal/department, the County Health Department and any other governmental agency having jurisdiction over the PROJECT. The Construction Documents shall show all the work to be done in a minimum of LOD 200, as well as the materials, workmanship, finishes, and equipment required for the completion of the PROJECT. All Construction Documents prepared by the ARCHITECT shall be properly coordinated including, but not limited to, the various disciplines, dimensions, terminology, details, etc.

b. The ARCHITECT shall prepare and file all documents required for, and obtain the required approvals of, all governmental agencies having jurisdiction over the PROJECT including, but not limited to, the OPSC, CDE, DSA, local fire marshal/department, City Design Review, County Health Department, Department of Public Works, and any other governmental agencies or authorities which have jurisdiction over the PROJECT. The DISTRICT shall pay all fees required by such governmental agencies and/or authorities. ARCHITECT shall, whenever feasible, establish beforehand the exact costs due any governmental agencies and/or authorities in order to submit such cost information to the DISTRICT so payments can be prepared by the DISTRICT.

c. The ARCHITECT shall identify all tests and special inspections on the Statement of Structural Tests and Special Inspections (Form DSA 103) that are required for the completion of the PROJECT as designed and submit such DSA 103 to DSA for approval along with all other Construction Documents. Upon DSA's approval of the Construction Documents, including the approved DSA 103 for the PROJECT, the ARCHITECT shall ensure that a copy of the approved DSA 103 for the PROJECT is

provided to the DISTRICT, the Laboratory of Record, each Special Inspector working on the PROJECT, the Project Inspector and the Contractor.

d. When the ARCHITECT is preparing the Construction Documents, the ARCHITECT shall include provisions in the Construction Documents that require the Contractor to:

(1) Provide the DISTRICT with five (5) complete sets of operation manuals;

(2) Provide adequate training and consultation to DISTRICT personnel in the operation, testing, start-up, adjusting and balancing of mechanical, electrical, heating, air conditioning, and other systems installed by Contractor or its subcontractors; and

(3) Prepare a marked set of prints which indicate the dimensioned location of buried utility lines and which show changes in the work made during construction ("as-built documents"). All as-built documents shall be provided to the DISTRICT in a format approved by the DISTRICT.

e. The ARCHITECT shall immediately notify the DISTRICT in writing of adjustments in previous estimates of the Construction Cost arising from market fluctuations or approved changes in scope or requirements.

f. The ARCHITECT shall perform Construction Document Services to keep the PROJECT within all Program scope constraints set by the DISTRICT, as well as approved Budget, unless otherwise modified by written authorization by the DISTRICT.

g. As part of the ARCHITECT's professional services, ARCHITECT has coordinated the drawings on the PROJECT. It is suggested, but not mandatory, that ARCHITECT perform a clash detection review of the final Construction Documents prior to submission to DSA. However, if the Construction Manager (if applicable), or Design Build entity (if applicable) performs a clash check, ARCHITECT shall coordinate with the Construction Manager or Design Build entity to perform reasonable clash check resolution meetings as may be necessary and make revisions as necessary prior to DSA submission, with follow-up clash checks during DSA review, and after DSA review as may be necessary (followed by CCD submission or Addenda submission to document any necessary changes). The initial clash check, if performed, must be completed and delivered to ARCHITECT at least twenty-one (21) days in advance of DSA submission.

h. The ARCHITECT shall prepare and submit to the DISTRICT a written estimate of Construction Costs in conformance with Articles V and VI at 50% and 90% completion of Construction Documents.

i. If the estimated PROJECT Construction Cost exceeds the Budget, the ARCHITECT shall make all necessary design revisions at no cost to the DISTRICT to comply with the Budget and scope set by the DISTRICT in conformance with Articles V and VI, unless otherwise modified by written authorization of the DISTRICT.

28. **Bidding & Award Phase**

a. The ARCHITECT, following the DISTRICT's approval of the Construction Documents and of the latest estimate of Construction Cost, shall assist the DISTRICT in obtaining bids and awarding the Contract for the construction of the PROJECT.

b. The ARCHITECT shall prepare all the necessary bidding information and bidding forms required to bid the PROJECT. The ARCHITECT shall also assist the DISTRICT with the preparation of the Contractor's Contract form, the general conditions, the supplementary conditions, and all other contract documents necessary to bid the PROJECT and award a complete Contract to the lowest responsible responsive bidder. The DISTRICT will provide the standard general conditions and supplementary conditions that must be incorporated into the Contract with the Contractor. The ARCHITECT shall review the general conditions, supplementary conditions, and all other contract documents provided by the DISTRICT for incorporation into the Contract with the Contractor and shall coordinate such documents with all other Construction Documents that are prepared by the ARCHITECT pursuant to this AGREEMENT. The ARCHITECT's coordination obligations under this Section include, but are not limited to, verifying that any and all bid instructions and requirements set forth in the specifications prepared by the ARCHITECT are also set forth in the Instructions to Bidders and the Bid Form that are distributed to the bidders in connection with the PROJECT. The ARCHITECT shall prepare and sign all written Addendums that are necessary to incorporate changes into the DSA approved Construction Documents prior to the award of the PROJECT. The ARCHITECT shall assist the DISTRICT in distributing all Addendums to each bidder that has obtained a set of the DSA approved Construction Documents. The ARCHITECT shall ensure that all Addendums are submitted to and approved by DSA prior to certification of the PROJECT.

c. The ARCHITECT shall deposit a reproducible set of Construction Documents including, but not limited to, all drawings and specifications for the PROJECT at a reprographics company specified by the DISTRICT for the bid and for printing of additional sets of the DSA approved Construction Documents during the PROJECT. In accordance with the requirements of this Section, the ARCHITECT shall forward all plans, drawings, specifications, record drawings, models, mock-ups, renderings and other documents (including all computer files and/or BIM files) prepared by the ARCHITECT or the ARCHITECT's consultants during the course of the PROJECT to the reprographics company specified by the DISTRICT at no additional cost to the DISTRICT. The DISTRICT may request that such documents be delivered to the reprographics company selected by the DISTRICT in CADD, PLOT, TIFF or other format approved by the DISTRICT. In addition, the ARCHITECT shall provide the DISTRICT with a BIM format diskette file with all layers unprotected so the DISTRICT may utilize with a Construction Manager or Design Build entity (if applicable). It is expressly understood that the release of the underlying BIM files is for the limited use only as a general reference document for the PROJECT (unless otherwise agreed to in writing) and that the accuracy of the information provided and any changes that are made to the underlying BIM files are not the responsibility of ARCHITECT. It is understood that the BIM files are not contractual Construction Documents, and only the printed Construction Documents approved by DSA are to be utilized for the purpose of construction of the PROJECT. For documentation

purposes, one record set of the transmitted documents shall be placed on a CD (or other acceptable electronic media) properly labeled as the record set of documents transmitted to the DISTRICT. Reasonable costs for producing this record document shall be reimbursed to the ARCHITECT and ARCHITECT's consultants. ARCHITECT is also advised to make a record set of clash detection checks to record the clashes that are encountered on the set of documents distributed for future record purposes and this clash detection shall also be placed on the CD. This clash detection document is not a requirement but simply recommended, and if provided by the ARCHITECT, shall be provided as an Additional Service.

d. Upon the DISTRICT's request, the ARCHITECT shall recommend an acceptable plan room, or blueprinting shop, or, in the alternative, ARCHITECT shall print the necessary bidding information, Contract forms, general conditions, supplementary general conditions and all other Construction Documents necessary to bid the PROJECT and award a complete Contract to a successful bidder and shall deliver/distribute such printed copies to all interested bidders.

b. The Construction Phase will commence with the award of the Construction Contract to Contractor.

c. The ARCHITECT shall reproduce five (5) sets of Construction Documents and all progress prints for the DISTRICT's use at the ARCHITECT's expense.

d. The ARCHITECT shall provide technical direction to a full-time Project Inspector employed by, and responsible to, the DISTRICT, as required by applicable law. The ARCHITECT shall direct and monitor the work of the Laboratory of Record as required by applicable law and provide code required supervision of Special Inspectors not provided by the Laboratory of Record. Upon the DISTRICT's award of a Construction Contract to the Contractor, the ARCHITECT shall obtain the necessary Project Inspection Cards ("PIC") (Form DSA 152) from the DSA that are needed for the Project Inspector's use in approving and signing off work on the PROJECT as it is completed by the Contractor. The ARCHITECT shall verify that the Project Inspector has the appropriate amount of PIC's that are needed for the inspection and completion of the entire PROJECT prior to the commencement of any work by the Contractor on the PROJECT. The ARCHITECT shall provide the Project Inspector, Laboratory of Record and each Special Inspector with a copy of the DSA approved Construction Documents including, but not limited to, the approved Statement of Structural Tests and Special Inspections (Form DSA 103) prior to the commencement of any work on the PROJECT.

e. The ARCHITECT shall meet with the Project Inspector, DISTRICT, Contractor, Laboratory of Record and Special Inspectors as needed throughout the completion of the PROJECT to verify the testing and special inspection program required by the DSA approved Construction Documents are being implemented and are coordinated.

f. The ARCHITECT shall prepare Interim Verified Reports (Form DSA 6-AE) and submit such Interim Verified Reports to DSA, the Project Inspector and the DISTRICT prior to the Project Inspector's approval and sign off of any of the following sections of the PROJECT's PIC's as applicable:

- (1) Initial Site Work and Foundations Preparation;
- (2) Vertical and Horizontal Framing;
- (3) Appurtenances;
- (4) Finish Site Work and Other Work;
- (5) Final.

If the ARCHITECT has delegated responsibility for any portion of the PROJECT's design to other engineers, the ARCHITECT shall ensure that such engineers submit the necessary Interim Verified Reports (Form DSA 6-AE) to DSA, the Project Inspector and the DISTRICT during the course of construction and prior to the Project Inspector's approval and sign off of the above sections of DSA Form 152 as they relate to the portions of the PROJECT that were delegated to such engineers.

g. The ARCHITECT shall be responsible for reviewing and determining, on a monthly basis, that the Contractor is maintaining an up-to-date set of as-built documents which will be furnished to the DISTRICT upon completion. The ARCHITECT shall review the as-built documents prepared by the Contractor on a monthly basis and report whether they appear to be up to date, based upon the ARCHITECT's observations of the PROJECT. If it appears the as-built documents are not being kept up to date by the Contractor, the ARCHITECT shall recommend to the DISTRICT, in writing, an appropriate withholding

from the Contractor's monthly payment application to account for the Contractor's failure to maintain such as-built documents.

h. The ARCHITECT will endeavor to secure compliance by Contractor with the Contract requirements, but does not guarantee the performance of the Contractor's Contract.

i. The ARCHITECT shall provide general administration of the Construction Documents including, but not limited to, the following:

(1) Visiting the PROJECT site to maintain such personal contact with the PROJECT as is necessary and render architectural observation, which is distinguished from the continuous personal inspection of the PROJECT by the Project Inspector, to assure the ARCHITECT that the Contractor's work is being completed in compliance with the DSA approved Construction Documents (in no case shall the number of visits be less than once every week or as necessary to observe work being completed in connection with each block/section of a PIC so the ARCHITECT can verify that the work does or does not comply with the DSA approved Construction Documents, whichever is greater) in order to:

i. Become familiar with, and to keep the DISTRICT informed about, the progress and quality of the portion of the work completed and for the preparation of the weekly written reports the ARCHITECT will prepare and submit to the DISTRICT for its review;

ii. Become familiar with, and to keep DSA and Project Inspector informed about, the progress and quality of the portion of the work completed and for the preparation of the necessary Interim Verified Reports the ARCHITECT will prepare and submit to DSA and Project Inspector as necessary for the timely inspection of the PROJECT and for the approval and sign off of each block/section of the PIC's during the course of the PROJECT's construction;

iii. Endeavor to guard against nonconforming work and deficiencies in the work;

iv. Determine if the work is being performed in a manner indicating that the work, when fully completed, will be in accordance with the approved DSA Construction Documents;

v. Attend weekly on-site construction meetings and other site meetings that may be required to clarify the intent of the Construction Documents. Excessive and repeated requests by the Contractor to have the ARCHITECT visit the PROJECT site to address Contractor coordination and/or errors in the field, not due to negligence by the ARCHITECT, shall be provided as an Additional Service pursuant to Article III. The

ARCHITECT shall obtain prior written approval from the DISTRICT before performing such Additional Services;

vi. Review Contractor applications for payment and to issue certificates for payment in amounts approved by the necessary parties; and

vii. Verify, at least monthly, in coordination with the Project Inspector, that all as-built documents are being updated pursuant to the Contract between the DISTRICT and the Contractor.

(2) Making regular reports as may be required by all governmental agencies or authorities having jurisdiction over the PROJECT;

(3) Reviewing schedules and shop drawings for compliance with design;

(4) Reviewing, providing professional opinions and recommendations, and taking appropriate action on the substitution of materials, equipment, and the laboratory reports thereof for conformance to the DISTRICT's standards subject to DISTRICT knowledge and approval;

(5) Responding to DSA field trip notes;

(6) Preparing Construction Change Documents for approval by DSA;

(7) Preparing Immediate Change Directives as directed by the DISTRICT;

(8) Preparing change orders for written approval by the DISTRICT;

(9) Making Punch List observations when the PROJECT reaches Substantial Completion;

(10) Determining date of Substantial Completion and the date of final completion of the PROJECT;

(11) Providing a color schedule of all materials for the PROJECT for the DISTRICT's review and approval;

(12) Assembling and delivering to the DISTRICT written guarantees, instruction books, diagrams, charts, and as-built documents that will be provided by the Contractor pursuant to the Contract between the DISTRICT and the Contractor;

(13) Issuing the ARCHITECT's Certificate of Substantial Completion, Certificate of Completion and final certificate for payment; and

(14) Providing any other reasonable architectural services to fulfill the requirements of the Construction Documents and this AGREEMENT.

j. ARCHITECT shall provide the DISTRICT with written reports, as necessary, to inform the DISTRICT of any problems arising during construction, changes contemplated as a result of each problem, and the progress of work.

k. The ARCHITECT, as part of the ARCHITECT's Basic Services, shall advise the DISTRICT of any observed or known deficiencies in construction following the acceptance of the work and prior to the expiration of the guarantee period of the PROJECT.

l. The ARCHITECT shall be the interpreter of the requirements of the Construction Documents and advise the DISTRICT as to the performance by the Contractor thereunder.

m. The ARCHITECT shall make recommendations to the DISTRICT on claims relating to the execution and progress of the work and all matters and questions relating thereto. The ARCHITECT's recommendations in matters relating to artistic effect shall be consistent with the intent of the Construction Documents.

n. The ARCHITECT shall advise the DISTRICT to reject work which does not conform to the Construction Documents. The ARCHITECT shall promptly inform the DISTRICT and Project Inspector whenever, in the ARCHITECT's opinion, it may be necessary to stop the work to avoid the improper performance of the Construction Agreement. The ARCHITECT does not have authority to stop the work, but has authority to require additional inspection or testing of the work in accordance with the provisions of the Construction Documents, whether work is fabricated, installed, or completed.

o. The ARCHITECT shall not issue orders to the Contractor that might commit the DISTRICT to extra expenses, or otherwise amend the Construction Documents, without first obtaining the written approval of the DISTRICT.

p. The ARCHITECT shall be the DISTRICT's architectural representative during construction and shall advise and consult with the DISTRICT. The ARCHITECT shall have authority to act on behalf of the DISTRICT only to the extent provided in this AGREEMENT, unless otherwise modified in writing. The ARCHITECT, however, shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work by the Contractor, since these are the Contractor's responsibility under the Contract for Construction. Without in any way limiting the ARCHITECT's responsibilities and obligations under the law, the Contract Documents for any PROJECT, or this AGREEMENT, the ARCHITECT shall not otherwise be responsible for the Contractor's schedule or failure to carry out the Work in accordance with the Contract Documents. Subject to its obligations with respect to the Contractor as set forth herein, the ARCHITECT shall not have control over or charge of errors or omissions of the caused by the Contractor, Subcontractors, or their agents or employees, or of any other persons

performing portions of the Work. ARCHITECT shall promptly notify the DISTRICT in writing of any such errors or omissions of which it becomes aware.

q. The ARCHITECT shall prepare all documents and/or drawings made necessary by the negligence of the ARCHITECT in the originally approved drawings or specifications at no additional cost or expense to the DISTRICT. In addition, the ARCHITECT shall, at no additional cost, provide architectural services made necessary by defect or deficiencies in the work of the Contractor which, through reasonable care, should have been discovered by the ARCHITECT and promptly reported to the DISTRICT and Contractor, but which ARCHITECT failed to do, so long as discovery would have made such Additional Services and costs unnecessary.

r. The ARCHITECT shall review, verify, and approve the Contractor's applications for payment and issue certificates for payment for the work and materials provided by the Contractor which also reflect the ARCHITECT's recommendation as to any amount which should be retained or deducted from those payments under the terms of the Construction Documents or for any other reason. The ARCHITECT's certification for payment shall constitute a representation to the DISTRICT, based on the ARCHITECT's observations at the site, that the work has progressed to the level certified, that quality of the work is in accordance with the DSA approved Construction Documents, that the as-built documents are up to date, and that the Contractor is entitled to payment in the amount certified.

s. The ARCHITECT shall review and provide comments and recommendations or take other appropriate action, upon the Contractor's submittals of shop drawings, product data, and samples for the purpose of checking for conformance with the Construction Documents. The ARCHITECT's actions shall not delay the work, but should allow for sufficient time, in the ARCHITECT's professional judgment, to permit adequate review. The ARCHITECT shall ensure that all deferred approval submittals, subject to the reasonable cooperation of the Contractor in providing the information and documents required by DSA, are resolved and approved by DSA prior to incorporation into the PROJECT. Excessive submissions by the Contractor of unwarranted and/or incomplete submittals requiring the ARCHITECT's continued review and written communications shall be provided as an Additional Service pursuant to Article III. The ARCHITECT shall obtain prior written approval from the DISTRICT before performing such Additional Services.

t. After the PROJECT has been let, all changes to the DSA approved Construction Documents shall be made by means of a Construction Change Document ("CCD") unless otherwise approved by the DISTRICT in writing. The ARCHITECT shall be responsible for preparing each CCD related to the PROJECT and shall determine which changes affect the Structural, Access or Fire & Life Safety (collectively "SAFLS") portions of the PROJECT and ensure that such changes are documented and implemented through a written CCD-Category A (Form DSA 140). All CCD-Category A's must be submitted to DSA by the ARCHITECT with all supporting documentation and data and must be approved by DSA before such work can commence on the PROJECT. The ARCHITECT shall obtain the DISTRICT's approval of all CCD-Category A's before they are submitted

to DSA for review and approval. All other changes to the DSA approved Construction Documents not involving SAFLS portions of the PROJECT are not require to be submitted to DSA unless DSA specifically requires such changes to be submitted to DSA in the form of a written CCD (Form DSA 141) inclusive of all supporting documentation and data. Changes that are not determined by the ARCHITECT and/or DSA to require documentation through an approved CCD-Category A or CCD-Category B shall be documented through an alternative CCD form or other document approved by the DISTRICT or as required by DSA.

u. The ARCHITECT shall prepare and issue Immediate Change Directives (“ICD”) to the Contractor when directed by the DISTRICT to complete the work that is necessary due to the Contractor’s failure to complete the PROJECT in accordance with the DSA approved Construction Documents. The ARCHITECT shall provide the Project Inspector with a copy of the ICD and direct the Project Inspector to inspect the work as it is completed in accordance with the ICD. Excessive and repeated issuances of ICD’s required due to the Contractor’s failure(s) to complete the PROJECT in accordance with the Contract Documents shall be provided as an Additional Service pursuant to Article III. The ARCHITECT shall obtain prior written approval from the DISTRICT before performing such Additional Services.

v. All changes to the DSA approved Construction Documents, whether set forth in a CCD, ICD or any other document approved by the DISTRICT, shall be incorporated into change orders by the ARCHITECT for the DISTRICT’s approval. Each change order shall identify: (1) the description of the change in the work; (2) the amount of the adjustment to the Contractor’s Contract sum, if any; and (3) the extent of the adjustment in the Contractor’s Contract Time, if any. The ARCHITECT shall prepare change orders, with supporting documentation and data, for the DISTRICT’s review in accordance with the Construction Documents, and may authorize minor changes in the work not involving an adjustment in the contract sum or an extension of time. The ARCHITECT shall evaluate and make written recommendations regarding Contractor’s proposals for possible change orders. Change Orders resulting from DISTRICT directed changes and/or unforeseen conditions shall be processed by the ARCHITECT as an Additional Service pursuant to Article III. The ARCHITECT shall obtain prior written approval from the DISTRICT before performing such Additional Services.

w. The ARCHITECT shall, at the ARCHITECT’s expense, prepare a set of reproducible record drawings of the Contractor’s as-built documents showing significant changes in the work made during construction based on the marked-up prints, drawings and other data furnished by the Contractor to the ARCHITECT.

x. The ARCHITECT shall perform site observation and review of the PROJECT to determine the date or dates of Substantial Completion and final completion. The ARCHITECT shall receive and forward to the DISTRICT for the DISTRICT’s review all written warranties and related documents required by the Construction Documents, and issue a final certificate for payment upon Contractor compliance with the requirements of the Construction Documents. In the event the approved schedule for the PROJECT has been exceeded due to the fault of the Contractor, the ARCHITECT shall issue a written

notice to the DISTRICT and the Contractor evaluating the cause of the delay(s) and shall advise the DISTRICT and the Contractor of the commencement of liquidated damages under the Contract between the DISTRICT and Contractor.

y. The ARCHITECT shall provide written evaluation of the Contractor's performance under the requirements of the Construction Documents when requested in writing by the DISTRICT. When the ARCHITECT has actual knowledge of any defects, errors, or deficiencies with respect to the Contractor's performance on the PROJECT, the ARCHITECT shall provide the DISTRICT and the Contractor with written notification of such defects, errors, or deficiencies.

z. The ARCHITECT shall:

(1) Review all requests for information ("RFI"), submittals, and substitution requests that are submitted by the Contractor in connection with the PROJECT;

(2) Determine the data criteria required to evaluate requests for substitutions; and

(3) Be responsible for ensuring that all RFI's, submittals and substitution requests by the Contractor are responded to not later than fourteen (14) days. The ARCHITECT will endeavor to expedite responses when circumstances require. Unwarranted and/or incomplete requests, as determined by the ARCHITECT in its professional opinion, shall be rejected, and returned to the Contractor. Excessive and repeated submissions by the Contractor of incomplete or unwarranted submissions requiring the ARCHITECT's continued review and written communications shall be provided as an Additional Service pursuant to Article III. The ARCHITECT shall notify and obtain prior written approval from the DISTRICT before performing such Additional Services.

aa. The ARCHITECT shall be responsible for gathering information and processing forms required by any applicable governing agencies and/or authorities having jurisdiction over the PROJECT including, but not limited to, the County Health Department, the local building departments, local fire departments, the OPSC, and DSA, in a timely manner and ensure proper close-out of the PROJECT.

bb. The ARCHITECT shall obtain the DISTRICT's approval of all CCD immediately following the request for such changes by the Contractor or upon any other circumstances necessitating approved changes. Furthermore, the ARCHITECT shall maintain a log of all CCD's, ICD's change orders or any other DISTRICT approved form documenting changes to the DSA approved Construction Documents (the "Changes Log"), including status, for the DISTRICT's review and approval. The ARCHITECT shall submit the Changes Log to the DISTRICT with its monthly invoice. Submission of the Changes Log is a requirement for payments to the ARCHITECT during the course of construction.

cc. The ARCHITECT shall evaluate and render written recommendations within a reasonable time on all claims, disputes, or other matters at issue between the

DISTRICT and Contractor relating to the execution or progress of the work on the PROJECT as provided in the Contract between the DISTRICT and the Contractor. Under no circumstances should this evaluation take longer than 20 calendar days from the date the claim is received by the ARCHITECT, unless additional time is requested by the ARCHITECT and approved by the DISTRICT.

dd. The ARCHITECT shall require in the Construction Documents for the Contractor to provide assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation.

ee. The ARCHITECT shall review the list of minor defects, deficiencies, and/or incomplete items (hereinafter the "Punch List") and the fully executed Verified Report (Form DSA-6) that are submitted to the DISTRICT by the Contractor when the Contractor considers the PROJECT to be Substantially Complete. The ARCHITECT shall attend a site Punch List observation and review of the PROJECT, in conjunction with the Contractor, in order to verify the Contractor's Punch List, add any other items to the Punch List and to confirm that Substantial Completion has been reached on the PROJECT. In the event the Contractor does not submit a fully executed Verified Report with its proposed Punch List, the ARCHITECT shall reject the Contractor's Punch List, in writing, as premature. If Substantial Completion of the PROJECT is verified by the ARCHITECT and the required Verified Report has been submitted to the DISTRICT for review, the ARCHITECT shall finalize the Punch List and notify the Contractor in writing that all Punch List items must be corrected prior to acceptance of the PROJECT and final payment, and that all Punch List items must be completed within the duration set forth in the Contract between the DISTRICT and the Contractor. The DISTRICT shall also be notified in writing of all Punch List items identified by the ARCHITECT and the Contractor. The ARCHITECT shall notify the DISTRICT when all Punch List items have been corrected by the Contractor for the DISTRICT's final acceptance of the PROJECT and final payment. In the event the Contractor fails to correct any Punch List item(s) within the duration set forth in the Contract between the DISTRICT and the Contractor, the ARCHITECT shall inform the DISTRICT of such default and provide the DISTRICT with a reasonable valuation of the cost to correct each outstanding Punch List item for deduction from the Contractor's final payment and/or retention. For purposes of this AGREEMENT, "Substantial Completion" shall mean the following five (5) conditions have been met: (1) all contractually required items have been installed with the exception of only minor and incomplete items on the Punch List; (2) All Fire/Life Safety Systems have been installed, and are working and signed off on the DSA Form 152 Inspection Card; (3) all building systems including mechanical, electrical and plumbing are functioning; (4) all other items DSA Form 152 Inspection Card requirements for the Project have been approved and signed off; and (5) the PROJECT is fit for occupancy and its intended use.

ff. Once the ARCHITECT has verified the Substantial Completion of the PROJECT, the ARCHITECT shall issue a Certificate of Substantial Completion to the Contractor and the DISTRICT. Upon the issuance of the Certificate of Substantial Completion, the ARCHITECT shall prepare and submit to DSA, Project Inspector and the DISTRICT a written Verified Report, on Form DSA 6AE, pursuant to Section 4-336

of Title 24 of the California Code of Regulations. The ARCHITECT shall also submit a signed Verified Report to DSA, Project Inspector and the DISTRICT upon any of the following events:

- (1) Work on the PROJECT is suspended for a period of more than one month;
- (2) The services of the ARCHITECT are terminated for any reason prior to the completion of the PROJECT;
- (3) DSA requests a Verified Report.

gg. The ARCHITECT and its consultants shall verify that all defective, deficient, or incomplete work identified in any Notice(s) of Deviation or similar notice(s) issued by the ARCHITECT, Project Inspector, Special Inspector(s), Laboratory of Record and/or any governmental agency or authority, is fully corrected and closed before the ARCHITECT approves any final Punch List by the Contractor. As part of the ARCHITECT's Basic Services under this Section, the ARCHITECT shall direct the applicable Inspectors, Special Inspectors, and/or engineers on the PROJECT to visually verify that each defective, deficient and/or incomplete item of work referenced in each Notice of Deviation have been rectified and closed prior to the approval of the final Punch List and the issuance of any Certificate of Substantial Completion by the ARCHITECT. In the event the ARCHITECT and/or its consultants fail to verify that such work has been corrected by the Contractor, to the extent such work is known or visible through site observations, before the ARCHITECT approves the final Punch-List and such work has in fact not been corrected, the ARCHITECT shall be responsible for performing all the architectural and/or engineering services necessary, at no additional cost to the DISTRICT, to ensure such open and outstanding items in the Notice(s) of Deviation are addressed accordingly and that all work related to such notices is corrected in a manner acceptable to the DISTRICT and DSA.

30. Project Close-Out

a. Within thirty (30) days after the completion of the PROJECT's construction and the ARCHITECT's receipt of as-built documents from the Contractor, ARCHITECT will review the as-built documents prepared by the Contractor at no additional cost to the DISTRICT. If the ARCHITECT determines the as-built documents prepared by the Contractor are incomplete, then the ARCHITECT shall amend the record drawings and specifications so that they include all material changes made necessary by CCD's, ICD's, change orders, RFI's, change order requests ("COR's"), Bulletins, clarifications and/or any other DISTRICT approved document which details the changes that were made to the DSA approved Construction Documents. The ARCHITECT shall incorporate such changes into a complete as-built file, and PDF files, and provide all such documents, including five (5) hard copies, to the DISTRICT as an Additional Service pursuant to Article III. The ARCHITECT shall obtain prior written approval from the DISTRICT before performing such Additional Services. In the event the Contractor fails to provide its as-built documents within 30 days of the PROJECT's completion, the ARCHITECT shall notify the

DISTRICT, in writing, of the Contractor's failure and recommend the appropriate withholding from the Contractor's final payment under the Contract with the DISTRICT.

b. The ARCHITECT shall assist the DISTRICT in securing the delivery of any and all applicable documents described in Sections c and d below, to DSA for review prior to issuance of a "Certificate of Completion." The ARCHITECT shall submit all documents prepared by, or in control of, the ARCHITECT to DSA without delay.

c. During the period the PROJECT is under construction, the ARCHITECT shall certify that the following documents have been submitted to DSA:

- (1) Addenda, deferred approvals and revisions;
- (2) Copies of the Project Inspector's semi-monthly reports;
- (3) Construction deviation notices;
- (4) Copies of the laboratory reports on all tests or laboratory inspections as returned and done on the PROJECT;
- (5) Special inspection reports;
- (6) Construction Change Directives;
- (7) Copies of all the necessary PIC's which have been approved and signed off by the Project Inspector for the submission to and certification by DSA; and
- (8) All other documents required to be submitted to DSA in accordance with Title 24 and the Construction Oversight Process Procedure set forth in DSA's PR 13-01.

The ARCHITECT shall notify the DISTRICT, in writing, if any of the above forms are not promptly submitted to DSA by the responsible parties. If necessary, the ARCHITECT shall assist the DISTRICT in obtaining the delivery of the above documents to DSA.

d. Upon the completion of all construction, including all Punch List items, the ARCHITECT shall assist the DISTRICT in securing the delivery of the following documents to DSA:

- (1) Copy of the Notice of Completion.
- (2) Final Verified Report Form DSA-6A/E certifying all work is 100% complete from the ARCHITECT, structural engineer, mechanical engineer, and electrical engineer.

(3) Final Verified Report Form DSA-6 certifying all work is 100% complete from the Contractor or Contractors, Project Inspector, and Special Inspector(s).

(4) Verified Reports of Testing and Inspections as specified on the approved drawings and specifications, i.e., Final Laboratory Report, Welding, Glued-Laminated Timber, etc.

(5) Weighmaster's Certificate (if required by approved drawings and specifications).

(6) Copies of the signature page of all Addenda as approved by DSA.

(7) Copies of the signature pages of all deferred approvals as approved by DSA.

(8) Copies of the signature pages of all Revisions as approved by DSA.

(9) Copies of the signature page of all applicable Construction Change Documents as approved by DSA.

(10) Verification by the Project Inspector that all items noted on any "Field Trip Notes" have been corrected.

The ARCHITECT shall notify the DISTRICT, in writing, if any of the above items are not promptly submitted to the ARCHITECT and/or the DISTRICT by the responsible parties for submittal to DSA. If necessary, the ARCHITECT shall assist the DISTRICT in obtaining the above documents for delivery to DSA.

ARTICLE III - ADDITIONAL ARCHITECT'S SERVICES

1. The ARCHITECT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the ARCHITECT's control ("Additional Services"). The ARCHITECT shall obtain written authorization from the DISTRICT before rendering Additional Services. Compensation for all valid Additional Services shall be negotiated and approved in writing by the DISTRICT before such Additional Services are performed by the ARCHITECT, and shall not exceed the rates set forth in Exhibit "C". No compensation shall be paid to the ARCHITECT for any Additional Services that are not previously approved by the DISTRICT in writing. Additional Services may include, but are not limited to, the following:

a. Making material revisions in drawings, specifications or other documents when such revisions are required by the enactment or revision of laws, rules, or regulations subsequent to the preparation and completion of the Construction Documents;

b. Preparing drawings, specifications and other documentation and supporting data, and providing other services in connection with change orders required by causes beyond the control of the ARCHITECT which are not the result of the direct or indirect negligence, errors, or omissions on the part of the ARCHITECT;

c. Providing consultation concerning the replacement of work damaged by fire and furnishing services required in connection with the replacement of such work;

d. Providing services made necessary by the default of the Contractor, which does not arise directly or indirectly from negligence, errors, or omissions of ARCHITECT;

e. If the DISTRICT requests the PROJECT be let on a segregated basis after the completion of Design Development Phase where segregation does not arise from ARCHITECT exceeding the estimated Budget constraint, then plan preparation and/or contract administration work to prepare the segregated plans is an Additional Service subject to prior negotiation and written approval by the DISTRICT;

f. Providing contract administration services after the construction Contract time (including any Governmental Delay Float as addressed in the General Conditions of the Construction Contract with Contractor) has been exceeded through no fault of the ARCHITECT, where it is determined that the fault is that of the Contractor. The ARCHITECT's compensation is expressly conditioned on the lack of fault of the ARCHITECT;

g. Providing BIM documents that exceeds LOD 200; and

h. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted architectural practice.

2. If authorized in writing by the DISTRICT, the ARCHITECT shall provide one or more PROJECT representatives to assist in carrying out more extensive representation at the site than is described in Article II. The PROJECT representative(s) shall be selected, employed, and directed by the ARCHITECT, and the ARCHITECT shall be compensated therefor as agreed by the DISTRICT and ARCHITECT. Through the observations of such PROJECT representative(s), the ARCHITECT shall endeavor to provide further protection for the DISTRICT against defects and deficiencies in the work, but the furnishing of such PROJECT representation shall not modify the rights, responsibilities, or obligations of the ARCHITECT as described elsewhere in this AGREEMENT. Such services shall be negotiated and approved in writing by the DISTRICT.

ARTICLE IV - DISTRICT'S RESPONSIBILITIES

1. The DISTRICT shall provide to the ARCHITECT information regarding requirements for the PROJECT, including information regarding the DISTRICT's objectives, schedule, and budget constraints, as well as any other criteria provided by the DISTRICT.

2. Prior to the Schematic Design Phase, the ARCHITECT shall prepare a current overall budget for the PROJECT which shall include the Construction Cost budget for the PROJECT. The overall budget shall be based upon the DISTRICT's objectives, schedule, budget constraints, and any other criteria that are provided to the ARCHITECT by the DISTRICT pursuant to Article IV, Section 1, above. The DISTRICT shall approve the Construction Cost budget prepared by the ARCHITECT pursuant to this Section and this shall be the "Budget" for the PROJECT as set forth in this AGREEMENT. The DISTRICT shall concurrently define the "soft cost budget" for the PROJECT which shall include, but not be limited to, testing and

inspections, Architect and Engineering fees, DISTRICT's other consultant fees, Reprographics, F,F&E, reasonable Construction Contingency, and other PROJECT related expenses.

3. The DISTRICT shall notify the ARCHITECT of administrative procedures required and name a representative authorized to act on its behalf. The DISTRICT shall promptly render decisions pertaining thereto to avoid unreasonable delay in the progress of the PROJECT. The DISTRICT shall observe the procedure of issuing any orders to Contractors only through the ARCHITECT.

4. The DISTRICT shall give prompt written notice to the ARCHITECT if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the Construction Documents. However, the DISTRICT's failure or omission to do so shall not relieve the ARCHITECT of the ARCHITECT's responsibilities under Title 21, Title 24, and the Field Act hereunder. The DISTRICT shall have no duty to observe, inspect, or investigate the PROJECT.

5. The proposed language of certifications requested of the ARCHITECT or ARCHITECT's consultants shall be submitted to the ARCHITECT for review and approval at least fourteen (14) days prior to execution.

6. The DISTRICT shall provide a topographical survey to the ARCHITECT upon request.

7. The DISTRICT shall make payment to the ARCHITECT of approved charges within forty-five (45) days of submission of ARCHITECT's invoices for services completed to the date of the invoice. DISTRICT shall notify ARCHITECT within fourteen (14) days of submission of ARCHITECT's invoices of any disputes over the invoice amount, and in no case shall DISTRICT delay releasing payment of undisputed amount. DISTRICT may retain 150% of the disputed amounts, and the parties shall endeavor to resolve such disputes in a mutually agreeable manner.

8. At DISTRICT's discretion, DISTRICT may provide standards for security and/or a security consultant and ARCHITECT will incorporate into the PROJECT such standards and/or advice from the security consultant. A consultation and recommendations for school security systems to prevent acts of terrorism are not the responsibility of the ARCHITECT.

9. Environmental/Hazardous Material Consultant: If necessary, the DISTRICT shall provide ARCHITECT with a copy of any mitigation measures for the PROJECT adopted by the DISTRICT pursuant to the California Environmental Quality Act. If necessary, the DISTRICT shall retain hazardous materials consultant(s) to prepare necessary contract drawings, and/or specifications for bidding and the ARCHITECT shall coordinate and incorporate such documents into the final Construction Documents for the PROJECT.

10. Technology: If required, the DISTRICT shall furnish technology guidelines to provide the information needed by the ARCHITECT and the ARCHITECT'S electrical engineer to provide a comprehensive technology "backbone" infrastructure system for the PROJECT.

11. Testing: The DISTRICT shall furnish the services of other consultants and Division of State Architect approved inspectors to provide the various tests required by law.

12. Soils Consultant: The DISTRICT shall furnish the services of a geotechnical engineer, if required, to provide the reports and information needed by the ARCHITECT'S structural engineer as well as DSA.

13. Additional Consultants: The DISTRICT shall furnish the services of additional consultants, above and beyond basic service consultants provided by this AGREEMENT, as determined necessary by the ARCHITECT and DISTRICT, and approved by the DISTRICT.

ARTICLE V - COST OF CONSTRUCTION

1. During the Schematic Design, Design Development, and Construction Document Phases, the ARCHITECT's estimates of Construction Cost shall be reconciled against the Budget approved by the DISTRICT pursuant to Article IV, Section 2.

2. The PROJECT's "Construction Cost," as used in this AGREEMENT, means the total cost to the DISTRICT of all work designed or specified by the ARCHITECT, which includes the total award from the initial construction Contract(s) plus the work covered by approved change orders and/or any alternates approved by the DISTRICT. The Construction Cost shall not include any costs that are not specifically referenced in this Article V, Section 2, as approved costs. Costs excluded from the Construction Cost include, but are not limited to, payments to the ARCHITECT or other DISTRICT consultants, costs of inspections, surveys, tests, and landscaping not included in PROJECT.

3. If the PROJECT is using the multiple-prime delivery method of construction, the Construction Manager's fees and/or general conditions will be included in the total Construction Cost used to calculate the ARCHITECT's fee unless an alternate fee basis is agreed upon in writing between the ARCHITECT and the DISTRICT.

4. When labor or material is furnished by the DISTRICT below its market cost, the Construction Cost shall be based upon current market cost of labor and new material.

5. The Construction Cost shall be the acceptable estimate of Construction Costs to the DISTRICT as submitted by the ARCHITECT until the completion of the Design Development Phase, whereupon the PARTIES will agree upon the final Construction Costs to calculate the ARCHITECT's Final Fee as set forth in Exhibit "A".

ARTICLE VI - ESTIMATE OF PROJECT CONSTRUCTION COSTS

1. Estimates referred to in Article II shall be prepared on a square foot/unit cost basis, or more detailed computation if deemed necessary by the DISTRICT, considering prevailing construction costs and including all work for which bids will be received. It is understood that the PROJECT Construction Cost is affected by the labor and/or material market as well as other conditions beyond the control of the ARCHITECT or DISTRICT.

2. The ARCHITECT shall prepare and review the ARCHITECT's estimates of Construction Cost at each phase of the ARCHITECT's services. The ARCHITECT shall provide the DISTRICT with a written evaluation of the estimates at each phase of the ARCHITECT's services. The ARCHITECT's written evaluations shall, among other things, evaluate how the

estimates compare to the Budget. If such estimates are in excess of the Budget, the ARCHITECT shall revise the type or quality of construction to come within the Budget at no additional cost to the DISTRICT. The ARCHITECT's initial budget and scope limitations shall be realistic and be reviewed with the DISTRICT prior to formalization.

3. The ARCHITECT, upon request of the DISTRICT, shall prepare a detailed estimate of Construction Cost, in addition to those estimates required in Article II, as an Additional Service. The ARCHITECT shall obtain prior written approval from the DISTRICT before performing such Additional Services

ARTICLE VII - ARCHITECT'S DRAWINGS AND SPECIFICATIONS

1. All documents including, but not limited to, plans, drawings, specifications, record drawings, models, mock-ups, renderings and other documents (including all computer files, BIM files and/or AutoCAD files) prepared by the ARCHITECT or the ARCHITECT's consultants for this PROJECT, shall be and remain the property of the DISTRICT pursuant to Education Code section 17316 for the purposes of repair, maintenance, renovation, modernization, or other purposes as they relate to the PROJECT. The DISTRICT, however, shall not be precluded from using the ARCHITECT's or ARCHITECT's consultant's documents enumerated above for the purposes of additions, alignments, or other development on the PROJECT site.

2. If DISTRICT intends to reuse ARCHITECT's plans, specifications, or other documents for a project or projects other than that which is the subject of this AGREEMENT, and for which the ARCHITECT is not the architect of record, a fee of three percent (3%) of the Construction Costs shall be paid to the ARCHITECT for such reuse, unless an alternate fee structure is agreed to between the DISTRICT and ARCHITECT in writing. In the event of such reuse or modification of the ARCHITECT's drawings, specification, or other documents by any person, firm, or legal entity, the DISTRICT agrees to indemnify, defend, and hold the ARCHITECT harmless from and against any and all claims, liabilities, suits, demands, losses, costs, and expenses, including, but not limited to, reasonable attorneys' fees accruing to, or resulting from, any and all persons, firms, or any other legal entity, on account of any damage or loss to property or persons including, but not limited to, death arising out of such unauthorized use, reuse or modification of the ARCHITECT's drawings, specifications, or other documents. The DISTRICT further agrees to remove the names and seals of the ARCHITECT and the ARCHITECT's consultants from the title block and signature pages. The DISTRICT, however, may use the ARCHITECT's plans and documents as enumerated in this Article as reference documents for the purposes of additions, alignments, or other development on the PROJECT site. Prior to reuse of the ARCHITECT's documents for any project other than an addition, alignment, or other development on the PROJECT site, the DISTRICT agrees to notify the ARCHITECT in writing of such reuse.

ARTICLE VIII - TERMINATION

1. This AGREEMENT may be terminated by either PARTY upon fourteen (14) days' written notice to the other PARTY in the event of a substantial failure of performance by such other PARTY, including insolvency of the ARCHITECT, or if the DISTRICT should decide to abandon or indefinitely postpone the PROJECT.

2. In the event of a termination based upon abandonment or postponement by DISTRICT, the DISTRICT shall pay the ARCHITECT for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records and expense reports, up until the date of the abandonment or postponement, plus any sums due the ARCHITECT for Board approved Additional Services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents, whether delivered to the DISTRICT or in the possession of the ARCHITECT.

3. In the event a termination for cause is determined to have been made wrongfully or without cause, then the termination shall be treated as a termination for convenience in accordance with Article VIII, Section 4, below, and ARCHITECT shall have no greater rights than it would have had if a termination for convenience had been effected in the first instance. No other loss, cost, damage, expense, or liability may be claimed, requested, or recovered by ARCHITECT.

4. This AGREEMENT may be terminated without cause by the DISTRICT upon fourteen (14) days' written notice to the ARCHITECT. In the event of a termination without cause, the DISTRICT shall pay the ARCHITECT for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records and expense reports, up until the date of notice of termination plus any sums due the ARCHITECT for Board-approved Additional Services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents, whether delivered to the DISTRICT or in the possession of the ARCHITECT. In addition, ARCHITECT will be reimbursed for reasonable termination costs through the payment of 3% of the sum due the ARCHITECT under this Section through 50% completion of the ARCHITECT's services of the current PROJECT being performed pursuant to a SCOPE AMENDMENT, and if 50% completion is reached, payment of 3% of the unpaid balance of the fee for the current PROJECT being performed pursuant to a SCOPE AMENDMENT to the ARCHITECT as termination cost. This 3% payment is agreed to compensate the ARCHITECT for the unpaid profit ARCHITECT would have made under the PROJECT on the date of termination and is consideration for entry into this termination for convenience clause.

5. In the event of a dispute between the PARTIES as to performance of the work or the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the PARTIES shall attempt to resolve the dispute. Unless the PARTIES can resolve the dispute amicably within thirty (30) calendar days of written notification of a dispute, the PARTIES shall prepare a written basis for the dispute, and a subsequent meeting shall be convened within fifteen (15) calendar days to discuss the issues among the executive leadership for each PARTY. If the dispute is not resolved as a result of the meeting, the PARTIES agree to immediately pursue alternative dispute resolution in accordance with Article VIII, Section 5. Pending resolution of this dispute, ARCHITECT agrees to continue the work diligently to completion, so long as the DISTRICT continues to make progress payments on all undisputed invoices submitted under this AGREEMENT. If the dispute is not resolved, ARCHITECT agrees it will neither rescind the AGREEMENT nor stop the progress of the work, but ARCHITECT's

sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute after the PROJECT has been completed, and not before.

6. All claims, disputes or controversies arising out of, or in relation to the interpretation, application or enforcement of this Agreement shall be decided through mediation as the first method of alternative dispute resolution.

ARTICLE IX - ACCOUNTING RECORDS OF THE ARCHITECT

1. Records of the ARCHITECT's direct personnel and reimbursable expenses pertaining to the services performed on this PROJECT and records of accounts between the DISTRICT and Contractor shall be kept on a generally recognized accounting basis and shall be available to the DISTRICT or his authorized representative at mutually convenient times.

ARTICLE X - COMPENSATION TO THE ARCHITECT

The DISTRICT shall compensate the ARCHITECT as follows:

1. The ARCHITECT's fees for performing Additional Services related to change orders are paid as approved by the DISTRICT's Board. If a change order is approved without ARCHITECT fee, no fee will be paid to the ARCHITECT unless negotiated and approved prior to commencing the change order-related services.

2. The ARCHITECT's compensation for performing all the Basic Services required by this AGREEMENT including, but not limited to, those services detailed in Article I and II, shall be as follows unless otherwise set forth in a SCOPE AMENDMENT:

- | | |
|----------------------------|--|
| Schematic Design Phase: | No more than 10% of the estimated Architect Fee, as determined under Exhibit "A" to this AGREEMENT, to be paid monthly based on actual level of completion |
| Design Development Phase: | No more than 15% of the estimated Architect Fee, as determined under Exhibit "A" to this AGREEMENT, to be paid monthly based on actual level of completion |
| Construction Docs Phase | No more than 40% of the Final Architect Fee, as determined under Exhibit "A" to this AGREEMENT, to be paid monthly based on actual level of completion |
| DSA Approval Phase: | No more than 5% of the Final Architect Fee, as determined under Exhibit "A" to this AGREEMENT, to be paid upon DSA approval of the PROJECT including incorporation and approval of any back-check comments |
| Bidding Phase: | No more than 2% of the Final Architect Fee, as determined under Exhibit "A" to this AGREEMENT, to be paid monthly based on actual level of completion |
| Construction Admin. Phase: | No more than 24% of the Final Architect Fee, as determined under Exhibit "A" to this AGREEMENT and the accepted bid, to be paid monthly based on actual level of completion |
| Project Close-Out Phase: | Balance of the Final Architect Fee to be paid after the all the Project Close-Out Phase requirements set forth in Article II have been completed and the PROJECT is certified by DSA |

and the Notice of Completion has been recorded. Close-Out Phase fee shall be paid incrementally as the following components are completed: 1) Generate Punch List – 1%, 2) Receive and Review M&O, Warranty, Record/ As-Built Drawings – 1%, 3) File DSA Required Close Out Documents – 1%, and 4) PROJECT is certified by DSA – 1%.

3. The ARCHITECT and its consultants shall maintain time sheets detailing information including, but not limited to, the name of the employee, date, a description of the task performed in sufficient detail to allow the DISTRICT to determine the services provided, and the time spent for each task. The DISTRICT and ARCHITECT may otherwise mutually agree, in writing, on alternative types of information and levels of detail that may be provided by the ARCHITECT and its consultants pursuant to this Article X.

4. The ARCHITECT shall invoice all fees and/or costs monthly for the Basic Services that are provided in accordance with this AGREEMENT from the time the ARCHITECT begins work on the PROJECT. The ARCHITECT shall submit one (1) invoice monthly to the DISTRICT detailing all the fees associated with the applicable progress to completion percentage, reimbursable expenses (if any), and Additional Services (if any) incurred for the monthly billing period. Invoices requesting reimbursement for expenses incurred during the billing period must clearly list items for which reimbursement is being requested and be accompanied by proper documentation (e.g., receipts, invoices), including a copy of the DISTRICT's authorization notice for the invoiced item(s), if applicable. Invoices requesting payment for Additional Services must reflect the negotiated compensation previously approved by the DISTRICT and include a copy of the DISTRICT's written authorization notice approving the Additional Services and the additional compensation approved by the DISTRICT. No payments will be made by the DISTRICT to the ARCHITECT for monthly invoices requesting reimbursable expenses or Additional Services absent the prior written authorization of the DISTRICT. The DISTRICT's prior written authorization is an express condition precedent to any payment by the DISTRICT for Additional Services or reimbursable expenses and no claim by the ARCHITECT for additional compensation related to Additional Services or reimbursable expenses shall be valid absent such prior written approval by the DISTRICT.

5. To the extent that the time initially established for the completion of ARCHITECT's services is exceeded or extended through no fault of the ARCHITECT, compensation for any services rendered during the additional period of time shall be negotiated and subject to the prior written approval of the DISTRICT.

ARTICLE XI - REIMBURSABLE EXPENSES

1. Reimbursable expenses are in addition to compensation for basic and extra services, and shall be paid to the ARCHITECT at one and five hundredths (1.05) times the expenses incurred by the ARCHITECT, the ARCHITECT's employees and consultants for the following specified items:

a. Approved reproduction of drawings and specifications in excess of the copies provided by this AGREEMENT which includes all the sets of the Construction Documents and all progress prints;

b.

c. Messenger and/or delivery service costs as requested by the DISTRICT.

2. Approved reimbursable expenses are to be established and set forth in a SCOPE AMENDMENT, and this amount shall not be exceeded without the prior written approval of the DISTRICT.

3. Reimbursable Expenses shall not include the following specified items or any other item not specifically identified in Article XI, Section 1 above:

a. Travel expenses;

b. Check prints;

c. Prints or plans or specifications made for ARCHITECT's consultants and all progress prints;

d. Preliminary plans and specifications;

e. ARCHITECT's consultants' reimbursables;

f. Models or mock-ups; and

g. Meetings with Cities, planning officials, fire departments, DSA, State Allocation Board or other public agencies.

4. The DISTRICT's prior written authorization is an express condition precedent to any reimbursement to ARCHITECT of such costs and expenses for items not included in Article XI, Section 1 above as an allowable reimbursable expense, and no claim for any additional compensation or reimbursement shall be valid absent such prior written approval by DISTRICT. Payment for these reimbursable expenses shall be made as set forth in Article X.

ARTICLE XII - EMPLOYEES AND CONSULTANTS

1. The ARCHITECT, as part of the ARCHITECT's basic professional services, shall furnish the consultant services necessary to complete the PROJECT including, but not limited to: landscape architects; theater and acoustical consultants; structural, mechanical, electrical and civil engineers; and any other necessary design professionals and/or consultants as determined by the ARCHITECT and acceptable to the DISTRICT. All consultant services shall be provided at the ARCHITECT's sole expense. The ARCHITECT shall be responsible for the coordination and cooperation of all architects, engineers, experts or other consultants employed by the ARCHITECT. The ARCHITECT shall ensure that its engineers and/or other consultants file the required Interim Verified Reports, Verified Report and other documents that are necessary for the PROJECT's timely inspection and close-out as required by the applicable governmental agencies and/or authorities having jurisdiction over the PROJECT including, but not limited to, DSA. The ARCHITECT shall ensure that its engineers and consultants observe the construction of the PROJECT during the course of construction, at no additional cost to the DISTRICT, to maintain such personal contact with the PROJECT as is necessary to assure such engineers and consultants

that the Contractor's work is being completed, in every material respect, in compliance with the DSA approved Construction Documents (in no case shall the number of visits be less than once every week or as necessary to observe work being completed in connection with each block/section of a PIC so such engineers and consultants can verify that the work does or does not comply with the DSA approved Construction Documents).

2. The ARCHITECT shall submit, for written approval by the DISTRICT, the names of the consultants and/or consultant firms proposed for the PROJECT. The ARCHITECT shall notify the DISTRICT of the identity of all design professionals and/or consultants in sufficient time prior to their commencement of services to allow the DISTRICT a reasonable opportunity to review their qualifications and object to their participation on the PROJECT if necessary. The ARCHITECT shall not assign or permit the assignment of any design professionals, engineers, or other consultants to the PROJECT to which DISTRICT has a reasonable objection. Approved design professionals and/or consultants shall not be changed without the prior written consent of the DISTRICT. Nothing in this AGREEMENT shall create any contractual relation between the DISTRICT and any consultants employed by the ARCHITECTS under the terms of this AGREEMENT.

3. ARCHITECT's consultants shall be licensed to practice in California and have relevant experience with California school design and construction during the last five years. If any employee or consultant of the ARCHITECT is not reasonably acceptable to the DISTRICT, then that individual shall be replaced with an acceptable competent person at the DISTRICT's request.

4. The construction administrator or field representative assigned to the PROJECT by the ARCHITECT shall be licensed as a California Architect and able to make critical PROJECT decisions in a timely manner and shall be readily available and provide by phone, facsimile, and through correspondence, design direction and decisions when the construction administrator is not at the site.

ARTICLE XIII – MISCELLANEOUS

1. The ARCHITECT shall make a written record of all meetings, conferences, discussions, and decisions made between or among the DISTRICT, ARCHITECT, and Contractor during all phases of the PROJECT and concerning any material condition in the requirements, scope, performance and/or sequence of the work. The ARCHITECT shall provide a copy of such record to the DISTRICT.

2. To the fullest extent permitted by law, ARCHITECT agrees to indemnify and hold the DISTRICT harmless from all liability arising out of:

a. Workers' Compensation and Employer's Liability. Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to ARCHITECT's employees or ARCHITECT's subcontractor's employees arising out of ARCHITECT's work under this AGREEMENT; and

b. General Liability. To the extent arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the ARCHITECT, the ARCHITECT shall indemnify, defend and hold the DISTRICT harmless from any liability for damages for (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law; or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the ARCHITECT or the DISTRICT, or any person, firm or corporation employed by the ARCHITECT or the DISTRICT upon or in connection with the PROJECT, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents, or independent Architects who are directly employed by the DISTRICT. The ARCHITECT, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings (other than professional negligence covered by Section c below) that may be brought or instituted against the DISTRICT, its officers, agents, or employees, to the extent such claims, actions, suits, or other proceedings arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the ARCHITECT, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents, or employees, in any action, suit or other proceedings as a result thereof. Any costs to defend under this Section b shall not exceed the ARCHITECT's proportionate percentage of fault; and

c. Professional Liability. To the extent arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the ARCHITECT, the ARCHITECT shall indemnify and hold the DISTRICT harmless from any loss, injury to, death of persons, or damage to property caused by any act, neglect, default, or omission of the ARCHITECT, or any person, firm, or corporation employed by the ARCHITECT, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm, or corporation, including the DISTRICT, arising out of, or in any way connected with, the PROJECT, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death, or damages caused by sole or active negligence or willful misconduct of the DISTRICT or any other third party for which ARCHITECT is not legally liable. With regard to the ARCHITECT's obligation to indemnify for acts of professional negligence, such obligation does not include the obligation to provide defense counsel or to pay for the defense of actions or proceedings brought against the DISTRICT, but rather to reimburse the DISTRICT for attorneys' fees and costs incurred by the DISTRICT in defending such actions or proceedings brought against the DISTRICT, and such fees and costs shall not exceed the ARCHITECT's proportionate percentage of fault.

d. The PARTIES understand and agree that Article XIII, Section 2, of this AGREEMENT shall be the sole indemnity, as defined by California Civil Code § 2772, between the DISTRICT and the ARCHITECT related to the PROJECT. Any other indemnity that is attached to this AGREEMENT as part of any EXHIBIT shall be void and unenforceable between the PARTIES.

e. Any attempt to limit the ARCHITECT's liability to the DISTRICT in any of the exhibits or attachments to this AGREEMENT shall be void and unenforceable between the PARTIES.

3. ARCHITECT shall purchase and maintain policies of insurance with an insurer or insurers qualified to do business in the State of California and acceptable to DISTRICT, which will protect ARCHITECT and DISTRICT from claims which may arise out of, or result from, ARCHITECT's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subconsultant, subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

a. The ARCHITECT shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California. However, such amount shall not be less than ONE MILLION DOLLARS (\$1,000,000).

b. Commercial general and auto liability insurance, with limits of not less than TWO MILLION DOLLARS (\$2,000,000.00) combined single limit, bodily injury and property damage liability per occurrence, including:

1. Owned, non-owned, and hired vehicles;
2. Blanket contractual;
3. Broad form property damage;
4. Products/completed operations; and
5. Personal injury.

c. Professional liability insurance, including contractual liability, with limits of TWO MILLION DOLLARS (\$2,000,000.00) per claim. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least five (5) years thereafter and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. In the event that ARCHITECT subcontracts any portion of ARCHITECT's duties, ARCHITECT shall require any such subcontractor to purchase and maintain insurance coverage as provided in this Section. Failure to maintain professional liability insurance is a material breach of this AGREEMENT and grounds for immediate termination.

d. Valuable Document Insurance. The ARCHITECT shall carry adequate insurance on all drawings and specifications as may be required to protect the DISTRICT in the amount of its full equity in those drawings and specifications, and shall file with the DISTRICT a certificate of that insurance. The cost of that insurance shall be paid by the ARCHITECT, and the DISTRICT shall be named as an additional insured.

e. Each policy of insurance required under Article XIII, Section 3(b), above, shall name the DISTRICT and its officers, agents, and employees as additional insureds; shall state that, with respect to the operations of ARCHITECT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice (ten (10) days written notice for cancellation based upon non-payment of premiums) shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. ARCHITECT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, the ARCHITECT shall deliver to DISTRICT

certificates of insurance as evidence of compliance with the requirements herein. In the event the ARCHITECT fails to secure or maintain any policy of insurance required hereby, the DISTRICT may, at its sole discretion, secure such policy of insurance in the name of, and for the account of, ARCHITECT, and in such event ARCHITECT shall reimburse DISTRICT upon demand for the cost thereof.

f. In the event that the ARCHITECT subcontracts any portion of the ARCHITECT's duties, the ARCHITECT shall require any such subcontractor to purchase and maintain insurance coverage for the types of insurance referenced in Article XIII, Sections 3(a), (b), (c) and (d), in amounts which are appropriate with respect to that subcontractor's part of work which shall in no event be less than \$500,000 per occurrence. The ARCHITECT shall not subcontract any portion of the ARCHITECT's duties under this AGREEMENT without the DISTRICT's prior written approval. Specification processing consultants are the only subcontractors exempt from maintaining professional liability insurance.

g. All insurance coverage amounts specified hereinabove shall cover only risks relating to, or arising out of, the PROJECT governed by this particular AGREEMENT. The insurance and required amounts of insurance specified above shall not be reduced or encumbered on account of any other projects of the ARCHITECT.

4. The ARCHITECT, in the performance of this AGREEMENT, shall be and act as an independent contractor. The ARCHITECT understands and agrees that the ARCHITECT and all of the ARCHITECT's employees shall not be considered officers, employees, or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled including, but not limited to, State Unemployment Compensation or Workers' Compensation. ARCHITECT assumes the full responsibility for the acts and/or omissions of the ARCHITECT's employees or agents as they relate to the services to be provided under this AGREEMENT. The ARCHITECT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security, and income taxes for the respective employees of the ARCHITECT.

5. Notices. All notices or demands to be given under this AGREEMENT by either PARTY to the other shall be in writing and given either by: (a) personal service; or (b) U.S. Mail, mailed either by registered, overnight, or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either PARTY may be changed by written notice given in accordance with the notice provisions of this Section. At the date of this AGREEMENT, the addresses of the PARTIES are as follows:

DISTRICT:

Santee School District
9625 Cuyamaca St
Santee, CA 92071

ARCHITECT:

StudioWC Architecture and Engineering
515 Encinitas Blvd, Suite 201
Encinitas, CA 92024

Attn: Karl Christensen
Email: karl.christensen@santeesd.net

Attn: Debra Vaughan-Cleff
Email: debra@studiowc.net

6. The ARCHITECT, or any person, firm, or corporation employed by the ARCHITECT, either directly or by independent contract, shall be prohibited from using tobacco products (smoking, chewing, etc.) on DISTRICT property at all times.

7. The ARCHITECT, or any person, firm, or corporation employed by the ARCHITECT, either directly or by independent contract, shall be prohibited from using profanity on DISTRICT property including, but not limited to, all school sites and this prohibition shall include, but is not limited to, all racial, ethnic and/or sexual slurs or comments which could be considered harassment.

8. Appropriate dress by the ARCHITECT, or any person, firm, or corporation employed by the ARCHITECT, either directly or by independent contract, is mandatory. Therefore, tank tops, cut-offs and shorts shall not be allowed. Additionally, what is written or pictured on clothing must comply with the requirements of acceptable language as set forth above in Section above.

9. During the entire term of this AGREEMENT, the ARCHITECT, if applicable, shall fully comply with the provision of Education Code section 45125.1 (Fingerprint Requirements) when it is determined that the ARCHITECT will have contact with the DISTRICT's pupils while performing any services under this AGREEMENT.

10. Nothing contained in this AGREEMENT shall create a contractual relationship with, or a cause of action in favor of, any third party against either the DISTRICT or ARCHITECT.

11. The DISTRICT and ARCHITECT, respectively, bind themselves, their partners, officers, successors, assigns, and legal representatives to the other PARTY to this AGREEMENT with respect to the terms of this AGREEMENT. ARCHITECT shall not assign this AGREEMENT.

12. This AGREEMENT shall be governed by the laws of the State of California.

13. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and ARCHITECT and supersedes all prior negotiations, representations, or agreements, either written or oral. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the ARCHITECT.

14. If either PARTY becomes involved in litigation arising out of this AGREEMENT or the performance thereof, each PARTY shall bear its own litigation costs and expenses, including reasonable attorneys' fees.

15. This AGREEMENT shall be liberally construed to effectuate the intention of the PARTIES with respect to the transaction described herein. In determining the meaning of, or resolving any ambiguity with respect to, any word, phrase, or provision of this AGREEMENT, neither this AGREEMENT nor any uncertainty or ambiguity herein will be construed or resolved

against either PARTY (including the PARTY primarily responsible for drafting and preparation of this AGREEMENT), under any rule of construction or otherwise, it being expressly understood and agreed that the PARTIES have participated equally or have had equal opportunity to participate in the drafting hereof.

16. The ARCHITECT is prohibited from capturing on any visual medium images of any property, logo, student, or employee of the DISTRICT, or any image that represents the DISTRICT without express written consent from the DISTRICT.

17. In accordance with Education Code section 17604, this AGREEMENT is not valid, binding, or an enforceable obligation against the DISTRICT until approved or ratified by motion of the Governing Board, duly passed and adopted.

The PARTIES, through their authorized representatives, have executed this AGREEMENT as of the day and year first written above.

ARCHITECT:

StudioWC Architecture and Engineering

DISTRICT:

Santee School District

By: _____
Debra Vaughan-Cleff

Its: President

By: _____
Karl Christensen

Its: Assistant Superintendent, Business Services

APPROVED AS TO FORM:

Atkinson, Andelson, Loya, Ruud & Romo

Martin A. Hom
Attorneys for Santee School District

EXHIBIT "A"

**ARCHITECT'S FEE SCHEDULE
(for New Construction)**

At the end of the Design Development Phase, the PARTIES will meet to agree upon the final Construction Costs used to calculate the ARCHITECT's Final Fee ("Computed Cost") as set forth below.

1. Ten percent (10%) of the first five hundred thousand dollars (\$500,000.00) of Computed Cost as defined herein Exhibit "A." (Maximum of \$50,000.00)
2. Nine percent (9%) of the next five hundred thousand dollars (\$500,000.00) of Computed Cost as defined herein Exhibit "A." (Maximum of \$45,000.00)
3. Eight percent (8%) of the next one million dollars (\$1,000,000.00) of Computed Cost as defined herein Exhibit "A." (Maximum of \$80,000.00)
4. Seven percent (7%) of the next four million dollars (\$4,000,000.00) of Computed Cost as defined herein Exhibit "A." (Maximum of \$280,000.00)
5. Six percent (6%) of the next four million dollars (\$4,000,000.00) of Computed Cost as defined herein Exhibit "A." (Maximum of \$240,000.00)
6. Five percent (5%) of the PROJECT's Computed Cost, as defined herein Exhibit "A," in excess of ten million dollars (\$10,000,000.00).

Once the Final Fee has been calculated at the completion of the Design Development Phase as set forth above, the Final Fee shall not be adjusted except for additive changes to the PROJECT approved by the DISTRICT in writing not resulting or related to the negligence of the ARCHITECT. Any portions of the PROJECT that are deleted or removed shall result in the Final Fee being adjusted as agreed upon by the PARTIES.

EXHIBIT "A" (cont.)

**ARCHITECT'S FEE SCHEDULE
(for Reconstruction/Modernization)**

At the end of the Design Development Phase, the PARTIES will meet to agree upon the final Construction Costs used to calculate the ARCHITECT's Final Fee ("Computed Cost") as set forth below.

1. Twelve percent (12%) of the first five hundred thousand dollars (\$500,000.00) of Computed Cost as defined herein Exhibit "A." (Maximum of \$60,000.00)
2. Eleven percent (11%) of the next five hundred thousand dollars (\$500,000.00) of Computed Cost as defined herein Exhibit "A." (Maximum of \$55,000.00)
3. Ten percent (10%) of the next one million dollars (\$1,000,000.00) of Computed Cost as defined herein Exhibit "A." (Maximum of \$100,000.00)
4. Nine percent (9%) of the next four million dollars (\$4,000,000.00) of Computed Cost as defined herein Exhibit "A." (Maximum of \$360,000.00)
5. Eight percent (8%) of the next four million dollars (\$4,000,000.00) of Computed Cost. (Maximum of \$320,000.00)
6. Seven percent (7%) of the PROJECT's Computed Cost, as defined herein Exhibit "A," in excess of ten million dollars (\$10,000,000.00).

Once the Final Fee has been calculated at the completion of the Design Development Phase as set forth above, the Final Fee shall not be adjusted except for additive changes to the PROJECT approved by the DISTRICT in writing not resulting or related to the negligence of the ARCHITECT. Any portions of the PROJECT that are deleted or removed shall result in the Final Fee being adjusted as agreed upon by the PARTIES.

EXHIBIT "B"

SCOPE AMENDMENT No. _____

TO

MASTER ARCHITECTURAL SERVICES AGREEMENT

BETWEEN

SANTEE SCHOOL DISTRICT

AND

StudioWC Architecture and Engineering

DATED

_____, 2019

WHEREAS, this SCOPE AMENDMENT shall be considered attached to and incorporated in that certain document dated _____,

WHEREAS, this SCOPE AMENDMENT arises out of the DISTRICT's desire to obtain the necessary architectural, design and engineering services for the completion of _____ which shall hereinafter be considered a formal

location, scope of work, ARCHITECT's project number, basis of compensation (if different than the AGREEMENT) and any additional Basic Services that will be performed by the ARCHITECT in accordance with the AGREEMENT.

NOW, THEREFORE, the PARTIES hereto agree that the aforementioned services shall be completed pursuant to the terms and conditions of the AGREEMENT as part of the PROJECT and as set forth hereinbelow:

1. Project Description.

A. Provide architectural, design and/or engineering Services for the following:

2. Basic Services.

A. The ARCHITECT will provide all the Basic Services set forth in the AGREEMENT in connection with this SCOPE AMENDMENT except as revised as follows:

[INSERT ANY REVISIONS TO BASIC SERVICES AS SET FORTH IN ARTICLES I & II OF THE AGREEMENT]

B. The ARCHITECT agrees to provide the following services and/or consultants for the completion of the above-described scope of work as Basic Services: (Describe any other services not otherwise set forth in the AGREEMENT.)

[INSERT ANY SERVICES NOT INCLUDED IN THE AGREEMENT THAT MUST BE PERFORMED FOR THIS SCOPE AMENDMENT]

3. Design Requirements and Deliverables. The ARCHITECT will provide all the services specified in the AGREEMENT and this SCOPE AMENDMENT. A more specific list of the Design Requirements & Deliverables is set forth hereinbelow.

[INSERT ANY SPECIFIC DELIVERABLES TO BE PROVIDED BY THE ARCHITECT PURSUANT TO THIS SCOPE AMENDMENT]

4. Project Budget: The ARCHITECT understands and acknowledges that the "Budget" as set forth in the AGREEMENT for the PROJECT is \$_____. The ARCHITECT shall be responsible for designing this PROJECT within all budget limitations approved by the DISTRICT in accordance with the AGREEMENT.

5. Architect Compensation:

A. Architect Fee. For performing the all services described in the AGREEMENT and this SCOPE AMENDMENT, the DISTRICT agrees to pay the ARCHITECT as follows:

[INSERT ARCHITECT'S FEE OR HOW FEE WILL BE CALCULATED UNDER THIS SCOPE AMENDMENT IF DIFFERENT THAN AS SET FORTH IN THE AGREEMENT]

B. Reimbursable Expenses. Reimbursable expenses are estimated to be _____ Dollars (\$ _____), and this amount shall not be exceeded without the prior written approval of the DISTRICT.

The PARTIES, through their authorized representatives, have executed this SCOPE AMENDMENT as of the day and year first written above.

ARCHITECT:

DISTRICT:

StudioWC Architecture and Engineering

Santee School District

By: _____
Debra Vaughan-Cleff

By: _____
Karl Christensen

Its: President

Its: Assistant Superintendent, Business Services

EXHIBIT "C"

ARCHITECT'S BASIC HOURLY RATE SCHEDULE

Principal	\$195
Project Architect/Senior Associated	\$175
Civil Engineering Coordinator Architect	\$125
Senior Staff AutoCAD / Job Captain	\$100
Interim Staff AutoCAD	\$90
Assistant Staff AutoCAD / Drafting	\$90
Clerical	\$75
Landscape Planner	\$125

NOTE: These rates are subject to change annually upon written agreement by the DISTRICT.

Discussion and/or Action Item E.2.3.
 Prepared by Karl Christensen
 April 2, 2019

Adoption of Resolution No. 1819-26 of the
 Board of Education of the Santee School District
 to Approve Request for Proposals for
 Preconstruction and Lease-Leaseback Services

BACKGROUND:

To complete the three (3) remaining Capital Improvement Program Projects, Administration recommends using the Lease-Leaseback delivery method. To initiate this process, it is necessary to adopt a resolution approving the Request for Proposals that will be disseminated as well as the following agreements to be executed after final selection of the Lease-Leaseback Contractor:

- Master Site Lease
- Master Sub Lease
- Master Construction Services Agreement (includes Preconstruction Services Scope)

This resolution declares that the Board approves the form of the Request for Proposal and appurtenant agreements.

RECOMMENDATION:

It is recommended that the Board of Education adopt Resolution No. 1819-26 to approve request for proposals for preconstruction and lease-leaseback services.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The construction costs are estimated at \$19,895,000 to be paid from Capital Improvement Program funds.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.3.

Please note:

Click here to link to Resolution No. 1819-26 of the Board of Education of the Santee School District to Approve Request for Proposals for Preconstruction and Lease-Leaseback Services.

BACKGROUND:

At the September 4, 2018 meeting, Administration presented an update on Deferred Maintenance projects as well as various other facility needs. This prompted a discussion on equity across school sites and prioritization of projects. The Board requested additional information on projects as well as school site visits to expand the list of projects in order to provide equity across school sites.

Facility needs can generally be broken down into the following types:

Project Type	Description	Appropriate Funding Sources
Routine Repair or Maintenance	Routine, recurring, and usual work for the preservation or protection of the facility for its intended purposes	1. Routine Restricted Maintenance Account 2. General Fund
Deferred Maintenance	Major repair or replacement of building systems including plumbing, HVAC, electrical, roofing, flooring, walls, hardscape, and other structures	1. Deferred Maintenance Fund 2. General Fund
Enhancement/Improvement	Work to enhance or improve an element of existing buildings or grounds	1. General Fund 2. Fund 40 Set Aside
Renovation/Modernization	Work to significantly alter or renovate existing buildings, structures, and grounds	1. GO Bond Proceeds 2. State Grants 3. Developer Fees (if associated with growth) 4. Land Sale Proceeds
New Building Construction	Work to construct or reconstruct new buildings, including demolition and replacement	1. GO Bond Proceeds 2. State Grants 3. Developer Fees (if associated with growth) 4. Land Sale Proceeds

The Board and Administration visited all nine (9) school sites on October 13, 2018. At the February 5, 2019 Board meeting, Administration presented the resulting list of 71

identified projects. The Board gave direction to have the Principals rank the projects for their respective schools. In addition, the Board and Executive Council ranked all items.

Tonight, Administration will present the results of the ranking process in order to inform prioritization of projects.

RECOMMENDATION:

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

This item supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

Estimates of project costs will be provided at the Board meeting.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.4.

Item F. BOARD POLICIES AND BYLAWS

Agenda Item F.

Board Policies and Bylaws Item F.1.1.

Second Reading: Revised Board Policy 6142.6, Visual and Performing Arts Education

Prepared by Dr. Stephanie Pierce
April 2, 2019

BACKGROUND:

Attached is revised Board Policy 6142.6, Visual and Performing Arts Education, based upon California School Board Association’s (CSBA) sample Board Policies and Regulations.

RECOMMENDATIONS:

This evening administration is presenting revised Board Policy 6142.6, Visual and Performing Arts Education, for a second reading. Administration recommends Board approval of revised BP 6142.6.

FISCAL IMPACT:

There is no fiscal impact to the district by revising this board policy.

STUDENT ACHIEVEMENT IMPACT:

Visual and performing arts are essential to a well-rounded educational program.

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.1.

VISUAL AND PERFORMING ARTS EDUCATION

The Governing Board believes that visual and performing arts are essential to a well-rounded educational program and should be an integral part of the course of study offered to students at all grade levels. The district's arts education program shall provide opportunities for appreciation, creation, ~~and performance,~~ and appreciation of the arts.

The Board shall adopt academic standards for dance, music, theatre, and visual arts that describe the skills, knowledge, and abilities that students shall be expected to possess at each grade level. The district's standards shall meet or exceed state content standards for each of these disciplines.

The Superintendent or designee shall develop a sequential curriculum for dance, music, theatre, and visual arts which is consistent with the state curriculum framework and includes the following strands:

1. Artistic perception: processing, analyzing, and responding to sensory information through the use of language and skills unique to each arts discipline
2. Creative expression: composing, arranging, and performing a work and using a variety of means to communicate meaning and intent in one's own original works
3. Historical and cultural context: understanding the historical contributions and cultural dimensions of an arts discipline
4. Aesthetic valuing: analyzing and critically assessing works of dance, music, theatre, and visual arts
5. Connections, relationships, and applications: connecting, comparing, and applying what is learned in one arts discipline to learning in the other arts, other subject areas, and careers

The Board shall adopt standards-based instructional materials for visual and performing arts in accordance with applicable law, Board policy, and administrative regulation, ~~—In addition, the Board encourages teachers to~~ which may incorporate a variety of media and technologies into lessons, presentations, and explorations in each of the arts disciplines.

As appropriate, the Superintendent or designee shall provide a standards-based professional development program designed to increase teachers' knowledge of and ability to teach the arts and to implement adopted instructional materials.

VISUAL AND PERFORMING ARTS EDUCATION (continued)

The Superintendent or designee shall encourage, ~~as a supplement to teacher instruction,~~ the integration of community arts resources into the educational program. Such resources may include opportunities for students to attend musical and theatrical performances, observe the works of accomplished artists, and work directly with artists-in-residence and volunteers. In addition, the Superintendent or designee may collaborate with community organizations to share resources and seek grant opportunities.

The Superintendent or designee shall regularly evaluate ~~and report to the Board regarding~~ the implementation of arts education at each grade level ~~and program and report to the Board regarding its~~ effectiveness in enabling students to meet academic standards.

~~Arts and Music Block Grants~~

~~Any state funding received through arts and music block grants shall be used only for hiring additional staff, purchasing new materials, books, supplies, and equipment, and/or implementing or increasing staff development opportunities as needed to support standards-aligned arts and music instruction.~~

~~The Board shall distribute block grant funds to all district schools on the basis of an equal amount per student or the minimum school site allocation specified in the state budget, whichever is greatest.~~

~~However, the Board may allocate block grant funds for districtwide expenditures that support program purposes on behalf of all district schools. If the Board elects to do so, it shall adopt a resolution at a public meeting which specifies how the funds will be allocated among schools and for districtwide purposes and the reasons for those allocations. Prior to the public meeting, the Board shall inform school site councils, schoolwide advisory groups, or school support groups, as applicable, of the content of the proposed resolution and of the time and location where the resolution is proposed to be adopted.~~

Legal Reference: (see next page)

VISUAL AND PERFORMING ARTS EDUCATION (continued)

Legal Reference:

EDUCATION CODE

~~8820-8830 Arts Work Visual and Performing Arts Educational Program~~

8950-8957 California summer school of the arts

32060-32066 Toxic art supplies

35330-35332 Field trips

51210 Course of study, grades 1-6

51220 Course of study, grades 7-12

51225.3 Graduation requirements

58800-58805 Specialized secondary programs

60200-60206~~10~~ Instructional materials, elementary schools

60400-60411 Instructional materials, high schools

99200-99206 Subject matter projects

UNCODIFIED STATUTE

~~SB 77, Ch. 171, Statutes of 2007, Item 6110-265-0001 Arts and music block grant~~

Management Resources:

CSBA PUBLICATIONS

~~Maximizing School Board Leadership: Curriculum Development, 1996~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Visual and Performing Arts Framework for California Public Schools: Kindergarten through Grade 12, 2004

Visual and Performing Arts Content Standards, January 2001

Arts Education Program Toolkit: A Visual and Performing Arts Program Assessment Process, 2001

WEB SITES:

CSBA: <http://www.csba.org>

Arts Education Partnership: <http://aep-arts.org>

California Alliance for Arts Education: <http://www.artsed411.org>

California Arts Council: <http://www.cac.ca.gov>

California Art Education Association: <http://www.caea-arteducation.org>

~~California Association for Music Education: <http://www.calmusieed.com>~~

California Dance Education Association: <http://www.cdeadance.org>

California Department of Education, Visual and Performing Arts: <http://www.cde.ca.gov/ci/vp>

California Educational Theatre Association: http://www.cetoweb.org/eeta_pages

California Music Educators Association: <http://www.calmusiced.com>

The California Arts Project: <http://csmp.ucop.edu/tcap>

Board Policies and Bylaws Item F.1.2.

Second Reading: Revised Board Policy 6142.91, Reading/Language Arts Instruction

Prepared by Dr. Stephanie Pierce
April 2, 2019

BACKGROUND:

Attached is revised Board Policy 6142.91, Reading/Language Arts Instruction, based upon California School Board Association's (CSBA) sample Board Policies and Regulations.

RECOMMENDATIONS:

This evening administration is presenting revised Board Policy 6142.91, Reading/Language Arts Instruction, for a second reading. Administration recommends Board approval of revised BP 6142.91.

FISCAL IMPACT:

There is no fiscal impact to the district by revising this board policy.

STUDENT ACHIEVEMENT IMPACT:

Reading and other language arts constitute the basic foundation for learning.

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.2.

READING/LANGUAGE ARTS INSTRUCTION

The Governing Board recognizes that reading and other language arts constitute the basic foundation for learning in other areas of study. ~~Students should develop an appreciation for literature and for reading as a means to acquire knowledge. They also should develop oral and written language skills that enable them to effectively communicate with others.~~ The Board desires to offer a comprehensive, balanced reading/language arts program that ensures all students have the skills necessary to read fluently and for meaning and develop students' appreciation of literature. The program shall integrate reading, ~~writing, speaking, and listening~~ and oral and written language arts activities in order to build effective communication skills.

For each grade level, the Board shall adopt academic standards ~~in reading, speaking, and writing, including spelling and grammar,~~ that meet or exceed Common Core State Standards. ~~The district's program also shall be aligned with the state framework for reading/language arts instruction, in the following strands:~~

1. Reading: Foundational skills, text complexity and analysis, and the growth of comprehension
2. Writing: Text types, responding to reading, production and distribution of writings, and research
3. Speaking and listening: Oral language development, comprehension, flexible communication, and collaboration
4. Language: Conventions, effective use, knowledge of language, and vocabulary

~~Teachers are encouraged to use a variety of instructional strategies to accommodate the needs of beginning readers and the varying abilities of more advanced readers.~~

~~The Superintendent or designee shall provide professional development opportunities that are designed to provide instructional staff with knowledge about how students develop language skills, the ability to analyze students' developing literacy, and the ability to draw from a variety of instructional strategies and materials.~~

The Superintendent or designee shall ensure that the district's reading/language arts program offers sufficient access to standards-aligned textbooks and other instructional materials. The program shall provide instructional materials of varying levels of difficulty, including fiction and nonfiction works, so that students are continually reading at an appropriate level. In addition, technology should be available to support all areas of literacy.

Teachers are expected to use a variety of instructional strategies to accommodate the needs of beginning readers and the varying abilities of more advanced readers. The program shall provide ongoing diagnosis of students' skills and, as needed, may provide supplementary instruction during the school day and/or outside the regular school session to assist students who are experiencing difficulty learning to read.

READING/LANGUAGE ARTS INSTRUCTION (continued)

The Superintendent or designee shall make available professional development opportunities that are designed to provide instructional staff with knowledge about how students develop language skills, the ability to analyze students' literacy levels, and mastery of a variety of instructional strategies and materials.

The Superintendent or designee shall regularly provide the Board with data from state and district reading assessments and program evaluations to enable the Board to monitor program effectiveness.

Grades K-3

~~The goal of the district's early literacy program shall be to ensure that students are able to read fluently and at grade level by the end of third grade. To reach this goal, the Superintendent or designee shall design a balanced and comprehensive reading/language arts program with the following components:~~

- ~~1. Explicit skill development for beginning readers that includes phonemic awareness, phonics and decoding skills, and sufficient practice and repetition of these skills~~
- ~~2. A strong literature, language, and comprehension program that includes a balance of oral and written language~~

- ~~3. Ongoing diagnosis of students' skills~~
- ~~4. An early intervention program that provides assistance to students at risk of reading failure~~

Grades 4-8

~~The Board recognizes that reading/language arts instruction is an integral component of the curriculum at all grade levels. Continuous progress in fluency and comprehension shall be the goal of reading/language arts instruction in grades 4-8.~~

~~The program in these grades shall promote reading for subject matter comprehension; developing understanding of progressively more advanced reading material; analyzing and discussing a variety of reading materials; increasing the frequency of reading; developing more complex writing skills with attention to composition and vocabulary; and developing other communications skills.~~

~~When students in these grades do not have fully developed reading/language arts skills, the Superintendent or designee shall make resources available to assist them in reaching a reading~~

READING/LANGUAGE ARTS INSTRUCTION (continued)

~~level sufficient to meet the demands of grade-level material. Staff at all grade levels and in every subject shall take responsibility for supporting and expanding students' literacy skills.~~

~~Supplementary Reading Instruction for Grades K-4~~

~~When state funding is available, the Board may offer students in grades K-4 increased instructional opportunities before or after school and/or outside the regular school session to assist those students who are experiencing difficulty learning to read and to increase the reading skills and reading enjoyment of all students.~~

Legal Reference: (see next page)

READING/LANGUAGE ARTS INSTRUCTION (continued)*Legal Reference:*EDUCATION CODE41505-41508 *Pupil Retention Block Grant*41530-41532 *Professional Development Block Grant*~~44277 *Professional growth activities*~~44735 *Teaching as a Priority Block Grant*44755-44757.5 *Teacher Reading Instruction Development Program, K-3*51210 *Areas of study, grades 1-6*51220 *Areas of study, grades 7-12*~~51700-51702 *Reading First*~~~~53000-53006 *Comprehensive Reading Leadership Program*~~60119 *Sufficiency of textbooks and instructional materials*60200.4 *Fundamental skills*60207 *Curriculum frameworks*60350-60352 *Core reading program instructional materials*60605 *State-adopted content and performance standards in core curricular areas*60605.8 *Common Core standards*99220-99221 *California Reading Professional Development Institutes*99230-99242 *Mathematics and Reading Professional Development Program (AB 466 trainings)*REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS~~53025-53032 *Intensive reading program for grades K-4*~~CODE OF REGULATIONS, TITLE 59535 *Purchase of nonadopted core reading program instructional materials*11980-11985 *Mathematics and Reading Professional Development Program (AB 466 trainings)*11991-11991.2 *Reading First achievement index*UNITED STATES CODE, TITLE 20~~6361-6368 *Reading First Program*~~~~6371-6376 *Early Reading First Program*~~6381-6381k *Even Start Family Literacy Program*6383 *Improving literacy through school libraries**Management Resources:*CSBA PUBLICATIONS*Governing to the Core, Governance Briefs*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*California Common Core State Standards: English Language Arts and Literacy in History, Social Studies, Science, and Technical Subjects, March 2013**Common Core State Standards for English Language Arts, August 2010**Every Child a Reader, 1995**English-Language Arts Framework for California Public Schools**English-Language Arts Content Standards for California Public Schools, Kindergarten Through Grade Twelve**Recommended Literature: Kindergarten Through Grade Twelve*U.S. DEPARTMENT OF EDUCATION GUIDANCE*Guidance for the Reading First Program, April 2002*WEB SITESCSBA: <http://www.csba.org>California Department of Education, Reading/Language Arts: <http://www.cde.ca.gov/pd/ca/rl>U.S. Department of Education: <http://www.ed.gov>

Policy
 adopted: August 17, 2010
 revised:

SANTEE SCHOOL DISTRICT
 Santee, California

Board Policies and Bylaws Item F.1.3.

Second Reading: Revised Board Policy
6142.92, Mathematics Instruction

Prepared by Dr. Stephanie Pierce
April 2, 2019

BACKGROUND:

Attached is revised Board Policy 6142.92, Mathematics Instruction, based upon California School Board Association's (CSBA) sample Board Policies and Regulations.

RECOMMENDATIONS:

This evening administration is presenting revised Board Policy 6142.92, Mathematics Instruction, for a second reading. Administration recommends Board approval of revised BP 6142.92.

FISCAL IMPACT:

There is no fiscal impact to the district by revising this board policy.

STUDENT ACHIEVEMENT IMPACT:

A rigorous mathematics program ensures students develop the knowledge and skills needed to succeed in college and career.

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.3.

MATHEMATICS INSTRUCTION

The Governing Board desires to offer a rigorous mathematics program that ~~provides a strong foundation in basic mathematical~~ progressively develops the knowledge and skills and ~~prepares students will need to apply mathematics succeed in real life college and career.~~ The Superintendent or designee shall develop grade-level curricula that offer a balanced instructional program, including but not limited to: The district's mathematics program shall be designed to teach mathematical concepts in the context of real-world situations and to help students gain a strong conceptual understanding, a high degree of procedural skill and fluency, and ability to apply mathematics to solve problems.

1. ~~Basic mathematical skills: quantification, basic facts, sorting and classification, and computational skills including addition, subtraction, multiplication, division, fractions, decimals, squares and square roots~~
2. ~~Conceptual understanding: knowledge and application of facts and definitions, identification of principles, understanding of relationships among mathematical concepts, recognition and application of signs, symbols and terms~~
3. ~~Problem solving: use of mathematical concepts, skills, tools and reasoning strategies to formulate and solve problems in a variety of situations~~

~~The mathematics program shall develop such knowledge and skills in the subject areas of numbers, measurement, geometry, functions, statistics and probability, logic, algebra and discrete mathematics. Students should know, understand and demonstrate concepts through their application to classroom and real life situations.~~

~~The Superintendent or designee shall ensure that all students have many opportunities to take the full range of mathematics course options.~~

~~The Board shall establish specific content and performance standards in mathematical skills, concepts and problem-solving ability for each grade level. Students at risk of failing to meet performance standards shall receive additional assistance and intervention.~~

For each grade level, the Board shall adopt academic standards for mathematics that meet or exceed the Common Core State Standards. The Superintendent or designee shall develop or select curricula that are aligned with these standards and the state curriculum framework.

The district's mathematics program shall address the following standards for mathematical practices which are the basis for mathematics instruction and learning:

1. Overarching habits of mind of a productive mathematical thinker: Making sense of problems and persevering in solving them; attending to precision
2. Reasoning and explaining: Reasoning abstractly and quantitatively; constructing viable arguments and critiquing the reasoning of others

MATHEMATICS INSTRUCTION (continued)

3. Modeling and using tools: Modeling with mathematics; using appropriate tools strategically
4. Seeing structure and generalizing: Looking for and making use of structure; looking for and expressing regularity in repeated reasoning

In addition, the program shall be aligned with grade-level standards for mathematics content.

For grades K-8, content shall address, at appropriate grade levels, counting and cardinality, operations and algebraic thinking, number and operations in base ten, fractions, measurement and data, geometry, ratios and proportional relationships, functions, expression and equations, the number system, and statistics and probability. Students shall learn the concepts and skills that prepare them for the rigor of higher mathematics.

The Superintendent or designee shall ensure that certificated staff have opportunities to participate in professional development activities designed to increase their knowledge and skills in effective mathematics teaching practices.

StudentsThe Superintendent or designee shall ensure that students have access to sufficient instructional materials, including manipulatives and technology, to support a balanced, standards-aligned mathematics program.

The Superintendent or designee shall provide the Board with data from state and district mathematics assessments and program evaluations to enable the Board to monitor program effectiveness.

Legal Reference: (see next page)

MATHEMATICS INSTRUCTION (continued)

Legal Reference:

EDUCATION CODE

51210 Areas of study, grades 1 through 6

51220 Areas of study, grades 7 through 12

51224.5 Algebra in course of study for grades 7-12

51224.7 California Mathematics Placement Act of 2015

51225.3 High school graduation requirements

51284 Financial literacy

60605 State-adopted content and performance standards in core curricular areas

60605.8 Common Core standards

Management Resources:

CDE PUBLICATIONS

Improving Mathematics Achievement for All California Students: The Report of the California Mathematics Task Force, 1995

CSBA PUBLICATIONS

Governing to the Core, Governance Briefs

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Mathematics Framework for California Public Schools: Kindergarten Through Grade Twelve, 1992-2013

California Common Core State Standards: Mathematics, rev. January 2013

COMMON CORE STATE STANDARDS INITIATIVE PUBLICATIONS

Appendix A: Designing High School Mathematics Courses Based on the Common Core State Standards

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Common Core State Standards Initiative: <http://www.corestandards.org/math>

Policy
adopted: August 17, 2010
revised:

SANTEE SCHOOL DISTRICT
Santee, California

Item G. EMPLOYEE ASSOCIATION COMMUNICATION

Item H. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

Item I. CLOSED SESSION

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

The Board will go into Closed Session to discuss:

1. **Conference with Legal Counsel – Anticipated Litigation** (Gov't. Code § 54956.9)
- One Case

2. **Conference with Labor Negotiators** (Gov't. Code § 54957.6)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Employee Organizations: Santee Teachers Association (STA); and
Classified School Employees Association (CSEA)

3. **Public Employee Performance Evaluation** (Gov't. Code § 54957)
Superintendent

Item J. RECONVENE TO PUBLIC SESSION

Item K. ADJOURNMENT

Agenda Items G, H, I, J and K.