



# 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

**BOARD OF EDUCATION  
REGULAR MEETING  
AGENDA  
April 21, 2020**

**District Mission**

*Providing an extraordinary education in an inspiring environment with caring people*

In response to the Governor’s Order regarding COVID-19, written notice is hereby given in accordance with Government Code Section 54956 that the following special meeting of the Board of Education of the Santee School District will be conducted virtually.

**TO JOIN THE MEETING**

[Click this link to join from a PC, Mac, iPad, iPhone, or Android device](#) or by phone: (669) 900-6833, Webinar ID: 978 0020 4923

**FOR PUBLIC COMMENTS**

[Click here to submit a public comment](#). All comments will be read by the meeting facilitator during the meeting and will be limited to five minutes.

**PUBLIC COMMENTS MUST RECEIVED BY TUESDAY, APRIL 21, AT 6:30 PM**

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**A. OPENING PROCEDURES – 7:00 p.m.**

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

**B. REPORTS AND PRESENTATIONS**

1. Superintendent’s Report
  - 1.1. Developer Fees and Collection Report

**C. PUBLIC COMMUNICATION**

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

**D. CONSENT ITEMS**

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

**Superintendent**

**1.1. Approval of Minutes**

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

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

### **Business Services**

- 2.1. Authorization to Sell/Dispose of Surplus Items** 16  
It is recommended that the Board of Education declare the described items as surplus with an estimated value of \$25 and authorize the sale or disposal of them in accordance with the recommended terms.
- 2.2. Approval/Ratification of Expenditure Warrants** 19  
It is recommended that the Board of Education approve and ratify the expenditure warrants for the month of March 2020.
- 2.3. Approval/Ratification of Purchase Orders** 21  
It is recommended that the Board of Education approve and ratify purchase orders for the month of March 2020 as presented in the item.
- 2.4. Approval/Ratification of Revolving Cash Report** 29  
It is recommended that the Board of Education approve/ratify revolving cash checks as listed.
- 2.5. Acceptance of Donations, Grants, and Bequests** 31  
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.
- 2.6. Approval/Ratification of General Services Agreements** 32  
It is recommended that the Board of Education approve/ratify agreements with General Service Providers as presented.
- 2.7. Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)** 33  
It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the month of February 2020.
- 2.8. Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement** 38  
It is recommended that the Board of Education approve the quarterly report for the period ending March 31, 2020, required by the Williams Settlement.
- 2.9. Approval of Ninyo & Moore for Geotechnical Observation and Testing Services for Cajon Park Asphalt Replacement Project** 39  
It is recommended that the Board of Education approve Ninyo & Moore to provide Geotechnical Observation and Testing Services for the Cajon Park asphalt replacement project.

### **Educational Services**

- 3.1. Approval of Teacher Preparation Clinical Practice Agreement with Cal State University San Marcos** 47  
It is recommended that the Board of Education approve the proposed Teacher Preparation Clinical Practice Agreement with Cal State University San Marcos for teacher education fieldwork.

### **Human Resource/Pupil Services**

- 4.1. Personnel, Regular** 52  
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations, and dismissals.
- 4.2. Approval of Shared Classroom Teaching Assignments for 2020-2021** 54  
It is recommended that the Board of Education approve the shared classroom teaching assignments for 2020-2021.
- 4.3. Adoption of Resolution No. 1920-24, Declaring May 13, 2020 as Santee School District's Day of the Teacher** 55  
It is recommended that the Board of Education adopt resolution no. 1920-24, declaring May 13, 2020 as Santee School District's Day of the Teacher.

<b>4.4.</b>	<b><u>Adoption of Resolution No. 1920-25, Declaring May 17 - 23, 2020 as Classified School Employees Week</u></b>	57
	It is recommended that the Board of Education adopt resolution no. 1920-25, declaring May 17 - 23, 2020 as Classified School Employees Week.	
<b>4.5.</b>	<b><u>Ratification of Short-Term Services Agreement</u></b>	59
	It is recommended that the Board of Education ratify the short-term services agreement.	
<b>E.</b>	<b>DISCUSSION AND/OR ACTION ITEMS</b>	60
	<i>Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.</i>	
	<b>Business Services</b>	
<b>1.1.</b>	<b><u>Approval of Monthly Financial Report</u></b>	61
	It is recommended that the Board approve the Monthly Financial Report for February 2020.	
<b>F.</b>	<b>BOARD POLICIES AND BYLAWS</b>	64
<b>1.1.</b>	<b><u>First Reading: Revised Board Policy 3513.3, Tobacco-Free Schools</u></b>	65
	Revised Board Policy 3513.3, Tobacco-Free Schools, is presented for a First Reading. Action, if any, is at the discretion of the Board of Education.	
<b>1.2.</b>	<b><u>First Reading: New Board Policy 3514, Environmental Safety</u></b>	68
	New Board Policy 3514, Environmental Safety, is presented for a First Reading. Action, if any, is at the discretion of the Board of Education.	
<b>G.</b>	<b>EMPLOYEE ASSOCIATION COMMUNICATION</b>	72
<b>H.</b>	<b>BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS</b>	72
<b>K.</b>	<b>ADJOURNMENT</b>	72

**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. As of this posting, the next regular meeting of the Board of Education is scheduled for May 5, 2020, at 7:00 p.m., in the Douglas E. Giles Educational Resource Center or virtually. 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:

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

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

1. Call to Order and Welcome
2. District Mission  
*Providing an extraordinary education in an inspiring environment with caring people*
3. Pledge of Allegiance
4. Approval of Agenda for the April 21, 2020, 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

**DEVELOPER FEES COLLECTION REPORT**

**2019-20**

**CUMULATIVE THROUGH APRIL 21, 2020**

Residential Rate: \$2.35 per square foot - effective through 3/17/2020; \$3.38 per square foot - effective 3/18/2020

Commercial Rate: \$0.38 per square foot - effective 6/20/18

Self Storage Rate: \$0.07 per square foot - effective 6/20/18

COM	RES	SS	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
	X		8343 O'Connell Rd	07/02/19	2,678	\$6,293.30	PD
	X		8504 & 8506 Goldfield St	09/05/19	3,938	\$9,254.30	CO
	X		8735 & 8737 Scrub Oak St	09/05/19	4,162	\$9,780.70	OO
	X		8509, 8507, 8505, 8508, 8510 Goldfield St	09/05/19	9,889	\$23,239.15	CO
	X		8739 & 8741 Scrub Oak St	09/05/19	3,936	\$9,249.60	CO
	X		10226 Settle Rd	09/05/19	595	\$1,398.25	SC
	X		11459 Woodside Ave	09/06/18	4,839	\$1,838.82	PD
	X		9650 Derald Rd	09/13/19	495	\$0.00	SC
	X		10735 Prospect Ave	09/13/19	4,173	\$1,585.74	PD
	X		9710 Halberns Blvd	09/13/19	1,148	\$2,697.80	SC
	X		9125 Carlton Hills Blvd (Mast Park)	09/17/19	647	\$0.00	CH
	X		9125 Carlton Hills Blvd (Mast Park)	09/17/19	200	\$0.00	CH
	X		9050 Trailmark Way	09/17/19	612	\$0.00	CO
	X		172 SF (Leasing Office) 2401 SF (Clubhouse, Fitness, Re	10/07/19	2,573	\$977.74	CFH
	X		7847,7851,7859,7861,7869,7865,7895,7891,7871,7875,7				
	X		879,7889 Mission Gorge Rd	10/07/19	101,411	\$238,315.85	CFH
	X		9051, 9055, 9059, 9063, 9067, 9071, 9075, 9079, 9083,				
	X		9087, 9091, 9095, 9096, 9092, 9088, 9084, 9080				
	X		Trailmark Wy.	10/14/19	55,845	\$131,235.75	CO
	X		9100, 9108, 9097 West Bluff Pl	10/14/19	672	\$1,579.20	CO
	X		9060, 9064 Trailridge Ave.	10/14/19	(1,988)	(\$4,294.08)	CO
	X		9758 Settle Rd	10/18/19	585	\$1,374.75	SC
	X		9334 Van Andel Way	11/07/19	869	\$2,042.15	CO
	X		9316 Pebble Beach Dr	11/08/19	1,148	\$2,697.80	CO
	X		10111 Prospect Ave	12/03/19	1,440	\$100.80	PA
	X		8614 Rumson Dr	12/18/19	553	\$1,299.55	CO
	X		8695 Toyopa Ct, 9099, 9103, 9107, 9111, 9115, 9119,				
	X		9123, 9129, 9132, 9128, 9124, 9120, 9116, 9112, 9108,				
	X		9104, 9100 Trailmark Wy.	01/08/20	56,867	\$133,637.45	CO
	X		8232 Poinciana Dr ADU	01/31/20	1,199	\$2,817.65	PD
	x		9914, 9918, 9922, 9926, 9930, 9938, 9942, 9946 & 9950				
	x		Buena Vista Ave	04/06/20	51,840	\$175,219.20	PA
<b>TOTAL PAGE 1</b>						<b>\$752,341.47</b>	

\*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

## **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.*

## **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.*



Consent Item D.1.1.  
Prepared by Dr. Kristin Baranski  
April 21, 2020

Approval of Minutes

**BACKGROUND:**

Presented for Board approval –

- April 6, 2020, special meeting minutes
- March 17, 2020, regular meeting minutes
- March 17, 2020, emergency meeting minutes

**RECOMMENDATION:**

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

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Vote: \_\_\_\_\_

Item D.1.1.

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

April 6, 2020  
**MINUTES**

**VIRTUAL MEETING**

**A. OPENING PROCEDURES**

**1. Call to Order and Welcome**

President Burns called the meeting to order at 3:00 p.m.

Members present:

Dustin Burns, President  
Barbara Ryan, Vice President  
Elana Levens-Craig, Clerk  
Dianne El-Hajj, Member (arrived later in the meeting)  
Ken Fox, 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

**B. PUBLIC COMMUNICATION**

President Burns invited members of the audience to address the Board about any item not on the agenda. Since this was a virtual meeting, the public was provided the opportunity for public comments online or by telephone. There were no public comments.

**C. CLOSED SESSION**

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

1. California State of Emergency and Impact of COVID-19 Virus (Gov't. Code § 54957)

**D. RECONVENE TO PUBLIC SESSION**

The Board reconvened to public session at 4:35 p.m., and reported no action was taken.

**E. ADJOURNMENT**

With no further business, the April 6, 2020, special meeting was adjourned at 4:35 pm.

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Elana Levens-Craig, Clerk

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Dr. Kristin Baranski, Secretary

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

March 17, 2020  
**MINUTES**

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

**A. OPENING PROCEDURES**

**1. Call to Order and Welcome**

President Burns called the meeting to order at 7:10 p.m.

Members present:

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

**2. District Mission**

President Burns recited the District Mission.

**3. Pledge of Allegiance**

President Burns lead the members, staff, and audience in the Pledge of Allegiance.

**4. Approval of Agenda**

President Burns presented the agenda for approval. Member Fox moved approval.

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

Superintendent Baranski shared that given the current circumstances with COVID-19, the Cajon Park spotlight was being rescheduled to a future meeting date.

**C. PUBLIC COMMUNICATION**

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

**D. PUBLIC HEARING**

**1. Public Hearing on a Resolution Adopting a School Facilities Needs Analysis and the Establishment of Statutory and Level Two Alternative School Mitigation Fees**

President Burns opened the public hearing Public Hearing on a Resolution Adopting a School Facilities Needs Analysis and the Establishment of Statutory and Level Two Alternative School Mitigation Fees. There were no comments. The public hearing was closed.

**E. CONSENT ITEMS**

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

**Superintendent**

- 1.1. Approval of Minutes
- 1.2. Authorization to Disseminate a Request for Proposal (RFP) for the Acquisition and Installation of a District-Wide Security Camera System – pulled for separate consideration
- 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 General Services Agreements
- 2.7. Approval of Agreement with Santee Sportsplex USA for the Classified Employees' Appreciation Luncheon
- 2.8. Award of Bid for Bid #2021-075-001, Asphalt Replacement at Cajon Park School
- 2.9. Adoption of Resolution No. 1920-16 Establishing School Facilities Fees in Accordance with the Provisions of Senate Bill 50 and Assembly Bill 695
- 2.10. Adoption of Resolution Nos. 1920-20, 1920-21, and 1920-22 to Offer an Early Retirement Incentive Program for Certain Employees
- 3.1. Personnel, Regular
- 3.2. Approval of Student Teaching Agreement with San Francisco State University

Member Ryan moved approval of consent items.

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

- 1.2. Authorization to Disseminate a Request for Proposal (RFP) for the Acquisition and Installation of a District-Wide Security Camera System

This item was pulled for separate consideration. Upon discussion, Member Ryan moved approval.

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

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

**Superintendent**

- 1.1. Appointment of Administrative Secretary, Educational Services

Superintendent Baranski shared that with the transition of staff in Educational Services she was recommending the appointment of Stephanie Borden, as the Administrative Secretary, Educational Services. She shared Ms. Borden has great skill and knowledge and will be a great asset to the department. Member El-Hajj moved approval. Due to the current COVID-19 circumstances, Mrs. Borden was unable to attend. The Board asked that a congratulatory letter to be sent to her on their behalf.

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

**Business Services**

**1.1. Budget Reduction Considerations for 2020-21**

Karl Christensen, Assistant Superintendent of Business Services, noted this item was being presented for information and discussion. No action was necessary.

Mr. Christensen shared the District continues to be challenged by escalating costs for retirement systems, special education, and property/liability insurance in addition to the normal cost increases for step and column movement on salary schedule and other routine inflationary factors. He noted that for the second year, the Governor proposed a COLA only increase for the Local Control Funding Formula (LCFF) which is insufficient to pay for these increases. Mr. Christensen explained that when this condition is combined with declining enrollment and a decrease in Unduplicated Pupil Count (UPC) students the District experienced this year, a large structural deficit (on-going expenditures exceed on-going revenue) is now projected for the 2020-21 fiscal year. With COLA only LCFF increases for the subsequent years, this structural deficit will grow and erode reserve levels to less than 5% in the third year of the 2020-21 multi-year projection. Consequently, causing the District to enact budget reduction for the 2020-21 fiscal year to reduce/eliminate the structural deficit and slow the decline of the reserve.

Mr. Christensen noted the District assesses the condition of its budget on factors such as the presence of a structural deficit and its magnitude, the reserve level, and cash flow patterns. Depending on the measurement and interplay of each of these factors, in similar fashion to the California Dashboard, the District's expresses its budget conditions as a color representing overall fiscal health as follows: Green = healthy fiscal condition; Yellow = some sign of pending fiscal disturbance; Orange = prominent signs of pending fiscal distress; and Red = significant fiscal distress.

Mr. Christensen explained that the conditions described above put the District's 2020-21 budget into a "yellow" condition absent any action. He shared numerous ideas for budget reductions were explored and the operational program impact of reduction ideas were categorized as minimal, moderate, and significant. Mr. Christensen noted that since the projected budget conditions is "yellow," cost containment strategies and reductions with minimal impact were identified. He shared a list of recommended reductions to be enacted with the development of the District's 2020-21 adopted budget.

#	Action	Category	Amount		Year Invoked	LCFF
			One-Time	On-Going		
1	Reduce Technology Reserve Transfer to Fund 40 from \$820k to \$500k	Protection		320,000	2020-21	S
2	Eliminate Facility Needs Set-Aside Transfer to Fund 40	Places	750,000		2020-21	B
3	Eliminate Classroom Furniture Replacement Set-Aside Transfer to Fund 40	Places	100,000		2020-21	B
4	Implement Retirement Incentive	People		400,000	2020-21	B
5	Reduce Deferred Maintenance Transfer from \$535k to \$400k	Places		135,000	2020-21	B
6	Eliminate Release Time Budget for Schools with Partial Offsetting Increase to Main Budget	Programs		112,323	2020-21	B
7	Reduce Professional Development budget	Programs		44,767	2020-21	S
8	Rastructure Certain Classified Positions with Retirements	People		30,680	2020-21	B
9	Reduce Department/Functional Area Operations Budgets	Programs		103,729	2020-21	B
<b>Total All:</b>			<b>850,000</b>	<b>1,148,499</b>		

Upon discussion, the Board took action to approve the recommended budget reduction consideration as presented. Member Fox moved approval.

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

**F. BOARD POLICIES AND BYLAWS**

President Burns noted items F.1.1, F.1.2., and F.1.3, were first readings but given the current COVID-19 situation, CSBA had updated these policies and Administration was requesting waiving the second reading.

It was noted the title on Item F.1.3., BP 3516.5, was incorrect and should have read BP 3516.5, *Emergency Schedules*. With one motion, Member Levens-Craig moved approval of first readings; waived second readings; and revisions to BP 3516.5 as discussed.

- 1.1. **First Reading: New Board Policy 1431, Waivers**
- 1.2. **First Reading: Revised Board Policy 3516, Emergency and Disaster Plan**
- 1.3. **First Reading: Revised BP 3516.5, Emergency Closure of School or Facility Schedules**

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

**G. EMPLOYEE ASSOCIATION COMMUNICATION**

Melanie Hirahara, STA President, had nothing to report.

**H. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS**

Superintendent Baranski provided a brief update on the current COVID-19 virus and its impact on Santee School District. The Board commended Child Nutrition for their hard work in preparing and handing out meals to students; and to the Maintenance & Operations staff for their help in making sure our facilities are clean and safe. They asked that they be acknowledged on their behalf.

**I. CLOSED SESSION**

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

- 1. **California State of Emergency and Impact of COVID-19 Virus** (Gov't. Code § 54957)
- 2. **Conference with Labor Negotiator** (Gov't. Code § 54956.8)  
*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 8:23 p.m.

**J. RECONVENE TO PUBLIC SESSION**

The Board reconvened to public session at 10:15 p.m., and reported no action was taken.

**K. ADJOURNMENT**

With no further business, the regular meeting of March 17, 2020 was adjourned at 10:15 p.m.

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

March 17, 2020  
**MINUTES**

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

**A. OPENING PROCEDURES**

**1. Call to Order and Welcome**

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

Members present:

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

**B. PUBLIC COMMUNICATION**

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

**C. BUSINESS SESSION**

**1. Adoption of Resolution 1920-23, Declaring Emergency Conditions Exist at Schools and Offices in the District and Granting the Authorization Needed to Take Any and All Necessary Actions to Prepare and Respond Effectively to the Novel Coronavirus (COVID-19)**

President Burns presented Resolution 1920-23, Declaring Emergency Conditions Exist at Schools and Offices in the District and Granting the Authorization Needed to Take Any and All Necessary Actions to Prepare and Respond Effectively to the Novel Coronavirus (COVID-19). The Board discussed the resolution. No action was taken.

**D. ADJOURNMENT**

With no further business, the emergency meeting of March 17, 2020, adjourned at 7:10 pm.

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Elana Levens-Craig, Clerk

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Dr. Kristin Baranski, Secretary

Authorization to Sell/Dispose of Surplus Items

**BACKGROUND:**

Board Policy (BP) and Administrative Regulation (AR) 3270 govern the sale or disposal of surplus books, equipment, and supplies in accordance with applicable Education Code provisions. AR 3270 provides the following options for sale or disposal of surplus items:

<b>Category</b>	<b>Value/Condition</b>	<b>Option</b>	<b>Requirements</b>
<b>Obsolete Instructional Materials</b>	<ul style="list-style-type: none"> <li>Usable for educational purposes</li> <li>Any value</li> </ul>	<ul style="list-style-type: none"> <li>Donate to any governing board, county free library or other state institution; any United States public agency or institution; any nonprofit charitable organization; or children or adults in California or foreign countries for the purpose of increasing literacy</li> <li>Sell to any organization that agrees to use the materials for educational purposes</li> </ul>	<ul style="list-style-type: none"> <li>Receiving entity shall certify to the Board that it agrees to use the materials for educational purposes and make no charge to any persons to whom the materials are given or lent</li> <li>Notify public of intent at least 60 days prior to disposition</li> </ul>
	<ul style="list-style-type: none"> <li>Unusable for educational purposes or cannot be disposed of as above</li> <li>Any value</li> </ul>	<ul style="list-style-type: none"> <li>Mutilate so as not to be salable and sold for scrap</li> <li>Destroy beyond any economical means</li> </ul>	<ul style="list-style-type: none"> <li>For destruction, provide at least 30 day prior notice to those requesting notice</li> </ul>
<b>All Other Personal Property</b>	<ul style="list-style-type: none"> <li>Value insufficient to defray costs of arranging a sale</li> </ul>	<ul style="list-style-type: none"> <li>Donate to charitable organization deemed appropriate by the Board</li> <li>Dispose of at local dump</li> </ul>	<ul style="list-style-type: none"> <li>Requires unanimous vote by Board</li> </ul>
	<ul style="list-style-type: none"> <li>\$2,500 or less (one or more items)</li> </ul>	<ul style="list-style-type: none"> <li>Sell without advertising</li> </ul>	<ul style="list-style-type: none"> <li>Requires unanimous vote by Board</li> </ul>
	<ul style="list-style-type: none"> <li>More than \$2,500 (one or more items)</li> </ul>	<ul style="list-style-type: none"> <li>Advertise for Bids or Conduct Public Auction</li> </ul>	<ul style="list-style-type: none"> <li>Post notices in 3 public places and advertise once a week for 2 weeks in</li> </ul>



<u>Category</u>	<u>Value/Condition</u>	<u>Option</u>	<u>Requirements</u>
			<ul style="list-style-type: none"> <li>general circulation newspaper</li> <li>Accept highest bid or reject all bids</li> <li>If no qualified bid received, may be sold to any individual or entity</li> </ul>
		<ul style="list-style-type: none"> <li>Without advertising for bids, sell to agencies of federal, state or local government, to any other school district, or to any agency eligible under the federal surplus property law</li> </ul>	<ul style="list-style-type: none"> <li>Sale price shall equal cost of property plus estimated cost of purchasing, storing, and handling</li> </ul>
		<ul style="list-style-type: none"> <li>Without advertising for bids, sell or lease the property to agencies of federal, state or local government or to any other school district</li> </ul>	<ul style="list-style-type: none"> <li>Price and terms of sale or lease fixed by the Board and approved by County Superintendent of Schools</li> </ul>

The District has the option of using the services of a vendor that uses an on-line bidding methodology to satisfy the advertising for bids and public auction requirements. If used, the vendor retains a portion of the sale proceeds for their fee.

The items to declare surplus are described below:

<u>Qty</u>	<u>UOM</u>	<u>Description</u>	<u>Site</u>	<u>Storage Location</u>	<u>Condition</u>	<u>Estimated Value/Price</u>
1	each	10' Chalkboard on wheels	SC	Breezeway storage	Obsolete	\$25

The recommended terms for sale or disposal of the aforementioned personal property is as follows:

<u>Type</u>	<u>Method</u>	<u>Option? (X)</u>
<b>Obsolete Instructional Materials</b>	Donate to any governing board, county free library or other state institution; any United States public agency or institution; any nonprofit charitable organization; or children or adults in California or foreign countries for the purpose of increasing literacy – <b>LIBRARY BOOKS</b>	
	Sell to any organization that agrees to use the materials for educational purposes	
	Mutilate so as not to be salable and sold for scrap	

Type	Method	Option? (X)
	Destroy beyond any economical means	
<i>Other Personal Property</i>	Value insufficient to defray costs of arranging a sale: Donate to charitable organization deemed appropriate by the Board	
	Value insufficient to defray costs of arranging a sale: Discard/Scrap	
	Value \$2,500 or less: Sell without advertising	X
	Advertise for Bids (including on-line services) – <b>PORTABLE CLASSROOM</b>	
	Conduct Public Auction (including on-line services)	
	Without advertising for bids, sell to agencies of federal, state or local government, to any other school district, or to any agency eligible under the federal surplus property law with sale price to equal cost of property plus estimated cost of purchasing, storing, and handling	
	Without advertising for bids, sell or lease the property to agencies of federal, state or local government or to any other school district with price and terms of sale or lease fixed by the Board and approved by County Superintendent of Schools	

**RECOMMENDATION:**

It is recommended that the Board of Education declare the described items as surplus with an estimated value of \$25.00 and authorize the sale or disposal of them in accordance with the recommended terms.

This recommendation supports the following District goal(s):

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:**

Income estimated at \$25.00 less fee to on-line bidding vendor, if used.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.1.

Consent Item D.2.2.  
 Prepared by Karl Christensen  
 April 21, 2020

Approval/Ratification of Expenditure Warrants

**BACKGROUND:**

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

Commercial Warrants issued for the period of March 2020:

<u>Fund #/Name</u>	<u>Warrant #'s</u>	<u>Amount</u>
0100 General	14-656068 TO 14-664835	\$644,412.87
0900	N/A	
1200	14-656099 TO 14-664782	\$652.17
1300	14-654950 TO 14-656096	\$104,332.87
1400	N/A	
2109	N/A	
2139 / 2108	14-656096 TO 14-664782	\$7,752.07
2518	14-659365	\$1,341.00
2538	14-656095 TO 14-664815	\$70,796.65
3500	N/A	
4000	14-659359 TO 14-664822	\$6,990.73
6300	14-656078 TO 14-664782	\$8,454.99
TOTAL:		<b>\$844,733.35</b>

Student Body Warrants issued for the period of March 2020:

<b>\$1,244.00</b>
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Payroll Warrants issued for the period of March 2020:

<u>Fund #/Name</u>		<u>Amount</u>
01 00	01 00	\$6,891,621.77
12 00	12 00	\$25,219.27
13 00	13 00	\$111,483.14
14 00	14 00	\$0
25 18	25 18	\$9,621.74
63 00	63 00	\$234,057.30
		<b>\$7,272,003.22</b>

**RECOMMENDATION:**

It is recommended that the Board of Education approve the expenditure warrants for the month of March 2020 as presented.

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 of commercial, student body, and payroll expenditure warrants total \$8,117,980.57 and is disclosed above.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.2.

**BACKGROUND:**

A numerical listing of purchase orders, including the date issued, the name of the vendor, a general description of items requested, and the anticipated cost of the purchase is attached for the review and approval of the Board of Education. Actual copies of the purchase orders are available for review upon request. As a part of the report, any payment to vendors that increases the amount of the purchase order by 10% or more, or change orders that increase the amount of the bid, will be presented for Board approval/ratification. The table below is a summary of total purchase orders by location for the month of March 2020:

AMOUNT	LOCATION
\$ 84.84	PEPPER DRIVE SCHOOL
\$ 4,888.77	CARLTON HILLS SCHOOL
\$ 801.96	SYCAMORE CANYON SCHOOL
\$ 583.86	PROSPECT AVENUE SCHOOL
\$ 927.36	CAJON PARK SCHOOL
\$ 373.85	CHET F HARRITT SCHOOL
\$ 1,818.02	CARLTON OAKS SCHOOL
\$ 655.11	RIO SECO SCHOOL
\$ 8,870.36	HILL CREEK SCHOOL
\$ 330.88	SANTEE SUCCESS
\$ 5,293.00	SUPERINTENDENT DEPT
\$ 27,934.36	BUSINESS SERVICES
\$ 1,370.84	EDUCATIONAL SERVICES
\$ 11,296.56	SPECIAL EDUCATION
\$ 1,414.88	EDUCATIONAL PROJECTS
\$ 3,789.11	PUPIL SERVICES
\$ 16.56	DISTRICT LIBRARY
\$ 9,425.76	PROJECT SAFE
\$ 3,259.44	TECHNOLOGY SERVICES
\$ 48,627.13	MAINTENANCE
\$ 1,911.31	TRANSPORTATION
\$ 38,394.77	FACILITIES MODERNIZATION
\$ 26,748.94	WAREHOUSE
\$ 87,804.00	CENTRAL KITCHEN
\$ 5,845.11	TECHNOLOGY SERVICES
\$ 292,466.78	GRAND TOTAL

**RECOMMENDATION:**

Administration recommends approval of purchase orders #0000009942 through #0000010085 issued March 1, 2020 through March 31, 2020.

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 of \$292,466.78 is disclosed on the following pages.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.3.

## LOCATION LIST 2019-20

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

M = Monthly Blanket  
 A = Annual Blanket  
 L = Lottery

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

### Fund Numbers

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

**PURCHASE ORDER EXCEEDED BY 10%  
FOR THE MONTH OF MARCH 2020**

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
8480	7/3/2019	0100	TRANE US INC	075	ANNUAL - HVAC SUPPLIES	\$ 4,000.00
					INCREASED ANNUAL AMOUNT	\$ 2,500.00
					NEW TOTAL	\$ 6,500.00
8543	7/10/2019	0100	WASTE MANAGEMENT	075	ANNUAL - REFUSE REMOVAL - CNS	\$ 4,000.00
					INCREASED ANNUAL AMOUNT	\$ 1,100.00
					NEW TOTAL	\$ 5,100.00
8560	7/11/2019	0100	SC FUELS	076	ANNUAL - UNLEADED FUEL - TRANS VEHICLES	\$ 30,000.00
					INCREASED ANNUAL AMOUNT	\$ 10,000.00
					NEW TOTAL	\$ 40,000.00



**PURCHASE ORDER LISTING  
MARCH 2020  
NUMERICALLY**

PO Number	DATE	VENDOR	DESCRIPTION	FUND	AMOUNT	LOC	LOCATION
0000010071	3/20/2020	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$ 84.84	002	PEPPER DRIVE SCHOOL
			<b>TOTAL</b>	\$	<b>84.84</b>	0	<b>PEPPER DRIVE SCHOOL Total</b>
0000009968	3/4/2020	THE GREATER SAN DIEGO SCIENCE AND	ADMISSIONS	0100	\$ 300.00	003	CARLTON HILLS SCHOOL
0000010013	3/10/2020	DELL MARKETING L.P.	PRINTER - CH	0100	\$ 60.92	003	CARLTON HILLS SCHOOL
0000010015	3/10/2020	DELL MARKETING L.P.	PRINTER - CH	0100	\$ 221.29	003	CARLTON HILLS SCHOOL
0000010032	3/13/2020	SEE'S CANDY SHOPS INC	FUNDRAISER - CH	0100	\$ 4,136.11	003	CARLTON HILLS SCHOOL
0000010048	3/17/2020	AMAZON.COM	CLASSROOM SUPPLIES	0100	\$ 157.96	003	CARLTON HILLS SCHOOL
0000010071	3/20/2020	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$ 12.49	003	CARLTON HILLS SCHOOL
			<b>TOTAL</b>	\$	<b>4,888.77</b>	0	<b>CARLTON HILLS SCHOOL Total</b>
0000009981	3/6/2020	AMAZON.COM	CLASSROOM SUPPLIES	0100	\$ 425.61	004	SYCAMORE CANYON SCH
0000009989	3/6/2020	AMAZON.COM	PRIZES	0100	\$ 198.65	004	SYCAMORE CANYON SCH
0000010014	3/10/2020	AMAZON.COM	CLASSROOM SUPPLIES	0100	\$ 68.81	004	SYCAMORE CANYON SCH
0000010049	3/17/2020	IDENT-A-KID SERVICES OF AMERICA, INC	OFFICE SUPPLIES	0100	\$ 108.89	004	SYCAMORE CANYON SCH
			<b>TOTAL</b>	\$	<b>801.96</b>	0	<b>SYCAMORE CANYON SCH Total</b>
0000009983	3/6/2020	AMAZON.COM	CLASSROOM SUPPLIES	0100	\$ 26.93	005	PROSPECT AVENUE SCH
0000009992	3/9/2020	AMAZON.COM	SUPPLIES	0100	\$ 181.33	005	PROSPECT AVENUE SCH
0000010071	3/20/2020	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$ 375.60	005	PROSPECT AVENUE SCH
			<b>TOTAL</b>	\$	<b>583.86</b>	0	<b>PROSPECT AVENUE SCH Total</b>
0000009949	3/2/2020	MAINTEX INC	CUSTODIAL SUPPLIES - CP	0100	\$ 111.31	006	CAJON PARK SCHOOL
0000009950	3/2/2020	CDW GOVERNMENT INC	BARCODE SCANNER - CP	0100	\$ 148.57	006	CAJON PARK SCHOOL
0000009984	3/6/2020	AMAZON.COM	CLASSROOM SUPPLIES	0100	\$ 474.10	006	CAJON PARK SCHOOL
0000010027	3/12/2020	AMAZON.COM	CLASSROOM SUPPLIES	0100	\$ 81.74	006	CAJON PARK SCHOOL
0000010071	3/20/2020	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$ 111.64	006	CAJON PARK SCHOOL
			<b>TOTAL</b>	\$	<b>927.36</b>	0	<b>CAJON PARK SCHOOL Total</b>
0000009979	3/6/2020	DELL MARKETING L.P.	IMAGING DRUM - CFH	0100	\$ 40.93	007	CHET F HARRITT SCH
0000010071	3/20/2020	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$ 193.74	007	CHET F HARRITT SCH
0000010082	3/26/2020	RCP BLOCK & BRICK INC	CREEKBED PROJECT - CFH	2139	\$ 139.18	007	CHET F HARRITT SCH
			<b>TOTAL</b>	\$	<b>373.85</b>	0	<b>CHET F HARRITT SCH Total</b>
0000010024	3/11/2020	AMAZON.COM	CLASSROOM MATERIALS	0100	\$ 440.95	008	CARLTON OAKS SCHOOL
0000010044	3/16/2020	YMCA - SANTEE	ADMISSIONS	0100	\$ 1,065.00	008	CARLTON OAKS SCHOOL
0000010047	3/16/2020	AMAZON.COM	CLASSROOM SUPPLIES	0100	\$ 134.66	008	CARLTON OAKS SCHOOL
0000010071	3/20/2020	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$ 177.41	008	CARLTON OAKS SCHOOL
			<b>TOTAL</b>	\$	<b>1,818.02</b>	0	<b>CARLTON OAKS SCHOOL Total</b>
0000009961	3/3/2020	BOUND TO STAY BOUND BOOKS INC	LIBRARY BOOKS - RS	0100	\$ 99.69	009	RIO SECO SCHOOL
0000009967	3/4/2020	LEGOLAND CALIFORNIA	ADMISSIONS	0100	\$ 150.00	009	RIO SECO SCHOOL
0000009969	3/4/2020	CITY OF SANTEE	USE OF FACILITIES - RS EVENT	0100	\$ 180.00	009	RIO SECO SCHOOL
0000010071	3/20/2020	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$ 225.42	009	RIO SECO SCHOOL
			<b>TOTAL</b>	\$	<b>655.11</b>	0	<b>RIO SECO SCHOOL Total</b>
0000009985	3/6/2020	JUNIOR ACHIEVEMENT	ADMISSIONS	0100	\$ 2,106.00	010	HILL CREEK SCHOOL
0000009986	3/6/2020	SEA WORLD OF CALIFORNIA	ADMISSIONS	0100	\$ 825.50	010	HILL CREEK SCHOOL
0000009991	3/9/2020	BUREAU OF EDUCATION & RESEARCH	REGISTRATION FEES	0100	\$ 279.00	010	HILL CREEK SCHOOL
0000010031	3/13/2020	SEE'S CANDY SHOPS INC	FUNDRAISER - HC	0100	\$ 947.66	010	HILL CREEK SCHOOL
0000010074	3/23/2020	SEE'S CANDY SHOPS INC	FUNDRAISER - HC	0100	\$ 4,712.20	010	HILL CREEK SCHOOL
			<b>TOTAL</b>	\$	<b>8,870.36</b>	0	<b>HILL CREEK SCHOOL Total</b>
0000010004	3/9/2020	APPLE INC	APPLE TV	0100	\$ 160.55	016	SANTEE SUCCESS
0000010071	3/20/2020	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$ 170.33	016	SANTEE SUCCESS
			<b>TOTAL</b>	\$	<b>330.88</b>	0	<b>SANTEE SUCCESS Total</b>

000009993	3/9/2020	BERTRAND'S MUSIC	MUSIC PROGRAM	0100	\$	5,200.00	062	SUPERINTENDENT DEPT
0000010071	3/20/2020	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$	93.00	062	SUPERINTENDENT DEPT
				<b>TOTAL</b>	<b>\$</b>	<b>5,293.00</b>	<b>0</b>	<b>SUPERINTENDENT DEPT Total</b>
000009956	3/3/2020	FEDERAL EXPRESS CORPORATION	OVERNIGHT MAIL DELIVERY	0100	\$	128.27	064	BUSINESS SERVICES
000009976	3/5/2020	OFFICE DEPOT INC	EMERGENCY WATER NEEDS	0100	\$	480.55	064	BUSINESS SERVICES
000009990	3/6/2020	SOUTHWEST SCHOOL SUPPLY	HAND SANITIZER	0100	\$	152.57	064	BUSINESS SERVICES
0000010045	3/16/2020	DELL MARKETING L.P.	TONER - BUS SVCS	0100	\$	91.09	064	BUSINESS SERVICES
0000010051	3/18/2020	US BANK	2006 GO BONDS FEES	0100	\$	500.00	064	BUSINESS SERVICES
0000010052	3/18/2020	INTERINSURANCE EXCHANGE OF THE AUTO CLU	INSURANCE CLAIM	0100	\$	1,146.70	064	BUSINESS SERVICES
0000010061	3/18/2020	ENTERPRISE	TRAVEL EXPENSES - CAR RENTAL	0100	\$	103.82	064	BUSINESS SERVICES
0000010062	3/18/2020	FEDERAL EXPRESS CORPORATION	OVERNIGHT MAIL SERVICES	0100	\$	84.95	064	BUSINESS SERVICES
0000010075	3/25/2020	DALE SCOTT & CO., INC.	CONTINUING DISCLOSURE SVCS	0100	\$	5,052.50	064	BUSINESS SERVICES
0000010081	3/26/2020	HOME DEPOT COMMERCIAL ACCOUNT	EMERGENCY SUPPLIES-COVID19-CNS	0100	\$	193.91	064	BUSINESS SERVICES
0000010085	3/31/2020	EPA K-9 & INVESTIGATIVE SERVICES, INC.	SECURITY SERVICES	0100	\$	20,000.00	064	BUSINESS SERVICES
				<b>TOTAL</b>	<b>\$</b>	<b>27,934.36</b>	<b>0</b>	<b>BUSINESS SERVICES Total</b>
000009948	3/2/2020	VARIDESK LLC	OFFICE SUPPLIES	0100	\$	533.36	066	EDUCATIONAL SERVICES
000009960	3/3/2020	ORANGE COUNTY DEPARTMENT OF	MATERIALS	0100	\$	678.83	066	EDUCATIONAL SERVICES
000009966	3/4/2020	DELL MARKETING L.P.	IMAGING DRUM - ERC	0100	\$	158.65	066	EDUCATIONAL SERVICES
				<b>TOTAL</b>	<b>\$</b>	<b>1,370.84</b>	<b>0</b>	<b>EDUCATIONAL SERVICES Total</b>
000009978	3/5/2020	SIERRA ACADEMY	NPS	0100	\$	11,068.20	067	SPECIAL EDUCATION
000009980	3/6/2020	NORTH COASTAL CONSORTIUM	REGISTRATION FEES	0100	\$	120.00	067	SPECIAL EDUCATION
0000010025	3/12/2020	AMAZON.COM	CLASSROOM SUPPLIES	0100	\$	108.36	067	SPECIAL EDUCATION
				<b>TOTAL</b>	<b>\$</b>	<b>11,296.56</b>	<b>0</b>	<b>SPECIAL EDUCATION Total</b>
0000010026	3/12/2020	FOLLETT SCHOOL SOLUTIONS INC.	LIBRARY BOOKS - SC	0100	\$	173.60	068	EDUCATIONAL PROJECTS
0000010029	3/13/2020	ENCINITAS UNION SCHOOL DISTRICT	STUDENT TRANSPORTATION	0100	\$	1,241.28	068	EDUCATIONAL PROJECTS
				<b>TOTAL</b>	<b>\$</b>	<b>1,414.88</b>	<b>0</b>	<b>EDUCATIONAL PROJECTS Total</b>
000009944	3/2/2020	AMAZON.COM	CLASSROOM MATERIALS - PA	0100	\$	268.86	070	PUPIL SERVICES
000009945	3/2/2020	ETA HAND2MIND	CLASSROOM MATERIALS	0100	\$	72.46	070	PUPIL SERVICES
000009951	3/3/2020	AMAZON.COM	CLASSROOM MATERIALS	0100	\$	98.00	070	PUPIL SERVICES
000009952	3/3/2020	AMAZON.COM	CLASSROOM MATERIALS	0100	\$	96.78	070	PUPIL SERVICES
000009953	3/3/2020	LAKESHORE LEARNING MATERIALS	CLASSROOM MATERIALS	0100	\$	47.91	070	PUPIL SERVICES
000009954	3/3/2020	EAI EDUCATION	CLASSROOM MATERIALS	0100	\$	90.06	070	PUPIL SERVICES
000009955	3/3/2020	AMAZON.COM	CLASSROOM MATERIALS	0100	\$	129.27	070	PUPIL SERVICES
000009962	3/3/2020	AMAZON.COM	SUPPLIES	0100	\$	32.45	070	PUPIL SERVICES
000009964	3/3/2020	AMAZON.COM	CLASSROOM SUPPLIES	0100	\$	452.49	070	PUPIL SERVICES
000009982	3/6/2020	AMAZON.COM	CLASSROOM MATERIALS	0100	\$	201.99	070	PUPIL SERVICES
0000010033	3/13/2020	AMAZON.COM	CLASSROOM SUPPLIES	0100	\$	216.07	070	PUPIL SERVICES
0000010037	3/16/2020	AMAZON.COM	CLASSROOM SUPPLIES	0100	\$	245.36	070	PUPIL SERVICES
0000010039	3/16/2020	LAKESHORE LEARNING MATERIALS	CLASSROOM SUPPLIES	0100	\$	92.12	070	PUPIL SERVICES
0000010040	3/16/2020	AMAZON.COM	CLASSROOM SUPPLIES	0100	\$	860.29	070	PUPIL SERVICES
0000010041	3/16/2020	LAKESHORE LEARNING MATERIALS	CLASSROOM SUPPLIES	0100	\$	109.48	070	PUPIL SERVICES
0000010042	3/16/2020	LAKESHORE LEARNING MATERIALS	CLASSROOM SUPPLIES	0100	\$	266.10	070	PUPIL SERVICES
0000010043	3/16/2020	DELL MARKETING L.P.	PRINTER - PUPIL SVCS	0100	\$	377.25	070	PUPIL SERVICES
0000010046	3/16/2020	AMAZON.COM	CLASSROOM SUPPLIES	0100	\$	91.24	070	PUPIL SERVICES
0000010050	3/17/2020	LAKESHORE LEARNING MATERIALS	CLASSROOM SUPPLIES	0100	\$	40.93	070	PUPIL SERVICES
				<b>TOTAL</b>	<b>\$</b>	<b>3,789.11</b>	<b>0</b>	<b>PUPIL SERVICES Total</b>
0000010026	3/12/2020	FOLLETT SCHOOL SOLUTIONS INC.	LIBRARY BOOKS - SC	0100	\$	16.56	071	DISTRICT LIBRARY
				<b>TOTAL</b>	<b>\$</b>	<b>16.56</b>	<b>0</b>	<b>DISTRICT LIBRARY Total</b>
000009942	3/2/2020	AMAZON.COM	SUPPLIES FOR PROJ. SAFE	6300	\$	86.11	072	PROJECT SAFE
000009943	3/2/2020	AMAZON.COM	SUPPLIES FOR PROJ. SAFE	6300	\$	103.63	072	PROJECT SAFE
000009948	3/2/2020	VARIDESK LLC	OFFICE SUPPLIES	6300	\$	1,384.59	072	PROJECT SAFE
0000010009	3/9/2020	DISCOUNT SCHOOL SUPPLY	SUPPLIES FOR YALE	6300	\$	1,458.91	072	PROJECT SAFE

0000010010	3/10/2020	LAKESHORE LEARNING MATERIALS	SUPPLIES - CH YALE	6300	\$	1,541.51	072	PROJECT SAFE
0000010011	3/10/2020	LAKESHORE LEARNING MATERIALS	SUPPLIES - HC YALE	6300	\$	833.13	072	PROJECT SAFE
0000010012	3/10/2020	LAKESHORE LEARNING MATERIALS	SUPPLIES - SC YALE	6300	\$	798.87	072	PROJECT SAFE
0000010073	3/23/2020	CITI CARDS /	SUPPLIES	6300	\$	924.77	072	PROJECT SAFE
0000010073	3/23/2020	CITI CARDS /	SUPPLIES	6300	\$	2,294.24	072	PROJECT SAFE
				TOTAL	\$	9,425.76	0	<b>PROJECT SAFE Total</b>
0000010007	3/9/2020	PROTELESIS	PHONE KITS	0100	\$	2,610.00	073	TECHNOLOGY SERVICES
0000010008	3/9/2020	PROTELESIS	PHONE TREE CREATION	0100	\$	624.00	073	TECHNOLOGY SERVICES
0000010065	3/18/2020	UNITED PARCEL SERVICE	SHIPPING COSTS FOR RETURNS	0100	\$	25.44	073	TECHNOLOGY SERVICES
				TOTAL	\$	3,259.44	0	<b>TECHNOLOGY SERVICES Total</b>
0000009963	3/3/2020	COMMERCIAL & INDUSTRIAL ROOFING CO. INC.	ROOFING REPAIRS - CFH	0100	\$	720.00	075	MAINTENANCE
0000009973	3/5/2020	ABABA BOLT	SMALL TOOLS	0100	\$	118.87	075	MAINTENANCE
0000009974	3/5/2020	WESTERN ENVIRONMENTAL & SAFETY	ASBESTOS & MOLD SAMPLING - PD	0100	\$	2,990.00	075	MAINTENANCE
0000010005	3/9/2020	DELL MARKETING L.P.	COMPUTER - M&O	0100	\$	570.26	075	MAINTENANCE
0000010017	3/10/2020	GEARY PACIFIC SUPPLY	HVAC SUPPLIES	0100	\$	267.91	075	MAINTENANCE
0000010018	3/10/2020	SIGLER	HVAC SUPPLIES	0100	\$	429.30	075	MAINTENANCE
0000010019	3/10/2020	MEACOR SIGNS	SIGNS	0100	\$	565.68	075	MAINTENANCE
0000010019	3/10/2020	MEACOR SIGNS	SIGNS	0100	\$	1,584.60	075	MAINTENANCE
0000010020	3/10/2020	KRC ROCK INC	DIRT & SAND - RS	0100	\$	343.99	080	MAINTENANCE
0000010022	3/10/2020	DELL MARKETING L.P.	TONER - M&O	0100	\$	162.16	075	MAINTENANCE
0000010030	3/13/2020	FORDYCE CONSTRUCTION INC	CONCRETE REPAIRS - CFH	0100	\$	6,700.00	075	MAINTENANCE
0000010078	3/26/2020	DENA'S TRUCKING	RELOCATION SERVICES	1400	\$	480.00	075	MAINTENANCE
0000010079	3/26/2020	24-HOUR ELEVATOR, INC.	ELEVATOR REPAIRS	0100	\$	3,367.66	075	MAINTENANCE
0000010080	3/26/2020	WHITE CAP/HD SUPPLY	M&O SUPPLIES	0100	\$	146.99	075	MAINTENANCE
0000010083	3/31/2020	ATI	FIRE SPRINKLER REPAIRS - PD	0100	\$	12,085.08	075	MAINTENANCE
0000010084	3/31/2020	ATI	FIRE SPRINKLER REPAIRS - PD	0100	\$	18,094.63	075	MAINTENANCE
				TOTAL	\$	48,627.13	0	<b>MAINTENANCE Total</b>
0000010053	3/18/2020	NORTHERN TOOL & EQUIPMENT	SHOP SUPPLIES	0100	\$	285.53	076	TRANSPORTATION
0000010054	3/18/2020	AUTO-AIR-MARINE-ELECTRIC	VEHICLE REPAIRS	0100	\$	471.33	076	TRANSPORTATION
0000010055	3/18/2020	GRAINGER	PARTS FOR REPAIRS	0100	\$	7.90	076	TRANSPORTATION
0000010056	3/18/2020	PENSKE FORD	PARTS FOR REPAIRS	0100	\$	208.33	076	TRANSPORTATION
0000010057	3/18/2020	ASBURY ENVIRONMENTAL SVCS	ENVIRONMENTAL SERVICE FEES	0100	\$	316.98	076	TRANSPORTATION
0000010058	3/18/2020	A-Z BUS SALES, INC.	PARTS FOR REPAIRS	0100	\$	45.35	076	TRANSPORTATION
0000010060	3/18/2020	O'REILLY AUTO PARTS	PARTS FOR REPAIRS	0100	\$	237.57	076	TRANSPORTATION
0000010064	3/18/2020	CREATIVE BUS SALES INC	PARTS FOR REPAIRS	0100	\$	338.32	076	TRANSPORTATION
				TOTAL	\$	1,911.31	0	<b>TRANSPORTATION Total</b>
0000009946	3/2/2020	DEPARTMENT OF GENERAL SERVICES	PLAN CHECK FEES	2538	\$	15,250.00	077	FACILITIES MODERNIZATION
0000010035	3/16/2020	ZASUETA CONTRACTING INC.	MOVE SWING SET AT SC	2538	\$	10,855.00	077	FACILITIES MODERNIZATION
0000010036	3/16/2020	PORTABLE STORAGE CORP	LEASED STORAGE UNIT - SC	2538	\$	1,749.90	077	FACILITIES MODERNIZATION
0000010066	3/18/2020	CONCEPTS SCHOOL & OFFICE FURNISHINGS	MOBILE BOOK CARTS - PA/SC	2538	\$	2,622.20	077	FACILITIES MODERNIZATION
0000010066	3/18/2020	CONCEPTS SCHOOL & OFFICE FURNISHINGS	MOBILE BOOK CARTS - PA/SC	2538	\$	2,622.20	077	FACILITIES MODERNIZATION
0000009947	3/2/2020	DEPARTMENT OF GENERAL SERVICES	PLAN CHECK FEES	2139	\$	5,197.50	077	FACILITIES MODERNIZATION
0000009987	3/6/2020	HOME DEPOT COMMERCIAL ACCOUNT	LIVE-ON REPAIRS - CO	0100	\$	97.97	077	FACILITIES MODERNIZATION
				TOTAL	\$	38,394.77	0	<b>FACILITIES MODERNIZATION Total</b>
0000009957	3/3/2020	AMAZON.COM	INVENTORY REPLENISHMENT	0100	\$	817.82	078	WAREHOUSE
0000009965	3/4/2020	SCHOOL HEALTH CORPORATION	INVENTORY REPLENISHMENT	0100	\$	2,336.02	078	WAREHOUSE
0000009975	3/5/2020	ALERT SERVICES, INC	INVENTORY REPLENISHMENT	0100	\$	245.69	078	WAREHOUSE
0000009977	3/5/2020	MAINTEX INC	INVENTORY REPLENISHMENT	0100	\$	2,563.59	078	WAREHOUSE
0000009994	3/9/2020	CAMEO PAPER & JANITORIAL	INVENTORY REPLENISHMENT	0100	\$	358.81	078	WAREHOUSE
0000009995	3/9/2020	MAINTEX INC	INVENTORY REPLENISHMENT	0100	\$	329.03	078	WAREHOUSE
0000009996	3/9/2020	MISSION JANITORIAL SUPPLIES	INVENTORY REPLENISHMENT	0100	\$	662.27	078	WAREHOUSE
0000009997	3/9/2020	MCKESSON MEDICAL-SURGICAL GVT SOL LLC	INVENTORY REPLENISHMENT	0100	\$	403.63	078	WAREHOUSE

0000009998	3/9/2020	OFFICE SOLUTIONS	INVENTORY REPLENISHMENT	0100	\$	162.14	078	WAREHOUSE
0000009999	3/9/2020	SCHOOL HEALTH CORPORATION	INVENTORY REPLENISHMENT	0100	\$	138.35	078	WAREHOUSE
0000010000	3/9/2020	SCHOOL SPECIALTY, INC	INVENTORY REPLENISHMENT	0100	\$	459.62	078	WAREHOUSE
0000010001	3/9/2020	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	\$	1,087.24	078	WAREHOUSE
0000010002	3/9/2020	WAXIE SANITARY SUPPLY	INVENTORY REPLENISHMENT	0100	\$	133.95	078	WAREHOUSE
0000010003	3/9/2020	SCHOOL HEALTH CORPORATION	INVENTORY REPLENISHMENT	0100	\$	7,334.82	078	WAREHOUSE
0000010016	3/10/2020	WASTE MANAGEMENT OF EL CAJON -	SURPLUS TRASH - ALL SITES	0100	\$	627.46	078	WAREHOUSE
0000010028	3/12/2020	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	\$	1,949.71	078	WAREHOUSE
0000010067	3/19/2020	SUPPLY SOLUTIONS	INVENTORY REPLENISHMENT	0100	\$	2,022.90	078	WAREHOUSE
0000010068	3/19/2020	OFFICE SOLUTIONS	INVENTORY REPLENISHMENT	0100	\$	1,058.64	078	WAREHOUSE
0000010069	3/19/2020	SCHOOL SPECIALTY, INC	INVENTORY REPLENISHMENT	0100	\$	169.12	078	WAREHOUSE
0000010070	3/19/2020	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	\$	1,610.38	078	WAREHOUSE
0000010076	3/26/2020	CAMEO PAPER & JANITORIAL	INVENTORY REPLENISHMENT	0100	\$	1,641.58	078	WAREHOUSE
0000010077	3/26/2020	MEDCO SUPPLY COMPANY	INVENTORY REPLENISHMENT	0100	\$	636.17	078	WAREHOUSE
			<b>TOTAL</b>		<b>\$</b>	<b>26,748.94</b>	<b>0</b>	<b>WAREHOUSE Total</b>
0000010021	3/10/2020	ACE COOLERS INC	COOLER & FREEZER REPLACEMENT	1300	\$	87,804.00	090	CENTRAL KITCHEN
			<b>TOTAL</b>		<b>\$</b>	<b>87,804.00</b>	<b>0</b>	<b>CENTRAL KITCHEN Total</b>
0000010006	3/9/2020	APPLE INC	KEYBOARDS	0100	\$	4,951.11	091	TECHNOLOGY SERVICES
0000010023	3/11/2020	MICRO REPLAY	MACBOOK REPAIRS	0100	\$	399.00	091	TECHNOLOGY SERVICES
0000010038	3/16/2020	MICRO REPLAY	MACBOOK REPAIRS	0100	\$	495.00	091	TECHNOLOGY SERVICES
			<b>TOTAL</b>		<b>\$</b>	<b>5,845.11</b>	<b>0</b>	<b>TECHNOLOGY SERVICES Total</b>
					<b>\$</b>	<b>292,466.78</b>	<b>0</b>	<b>Grand Total</b>

Consent Item D.2.4.  
Prepared by Karl Christensen  
April 21, 2020

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 #22670 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 \$1,128.31 as disclosed on the following report.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.4.

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

Date	Number	Name	Memo	Amount
04/06/20	22670	Loretta Meaux	Deduction Adjustment	1,128.31

<b>Total Checks Written</b>		<b>\$1,128.31</b>
<b>Reimbursed by SDCOE</b>		<b>(\$1,128.31)</b>
<b>Total to be Reimbursed</b>		<b>\$0.00</b>
 <b>Total to Deduct from Future Reimbursement</b>		 

Consent Item D.2.5.  
 Prepared by Karl Christensen  
 April 21, 2020

Acceptance of Donations, Grants, and Bequests

**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>
<b>DONATIONS</b>			
Funds to Support:		Sycamore Canyon PTA	Sycamore Canyon School
• Field Trip Costs	\$1,500.00		
• 6 <sup>th</sup> Grade Camp	\$300.00		
• Purchase of Apple TVs and Headphones	\$3,408.04		
• PAWS Prizes	\$198.64		
Funds to Support the Instructional Program	\$248.68	El Pollo Loco (fundraiser)	Chet F. Harritt School
Funds to Support the Instructional Program	\$129.23	Kroger	Carlton Hills School
	\$120.00	Bright Funds	
<b>GRANTS</b>			
(None)			
<b>BEQUESTS</b>			
(None)			
<b>TOTAL RECEIVED</b>	<b>\$5,904.59</b>		

**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):

<b>SUPPORTED</b>	<b>STRATEGIC OBJECTIVE</b>	<b>DESCRIPTION</b>
✓	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 \$5,904.59.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.5.

Consent Item D.2.6. Approval/Ratification of General Services Agreements  
 Prepared by Karl Christensen  
 April 21, 2020

**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
Living Coast Discovery Center	Animal Outreach Programs	06/15/20 – 08/14/20	\$2,000.00 (not to exceed)	Out-of-School Time Program

**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.2.6.



Consent Item D.2.7. Approval/Ratification of Expenditure Transactions  
 Prepared by Karl Christensen Charged to District Issued Purchasing Cards (P-Cards)  
 April 21, 2020

**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, 2020 through February 29, 2020.

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 177 transactions totaling \$18,543.64 charged to various funds.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.7.

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20200204	ABEL,CATHY	CHILD NUTRITION	TARGET 00014852	3.29	Sugar-free syrup
20200211	ABEL,CATHY	CHILD NUTRITION	TARGET 00014852	41.35	Gluten free food
20200213	ABEL,CATHY	CHILD NUTRITION	SMART AND FINAL 929	50.32	Dairy free pizza
20200224	ABEL,CATHY	CHILD NUTRITION	SMART AND FINAL 929	6.99	Gluten free food
20200224	ABEL,CATHY	CHILD NUTRITION	VONS #1897	61.91	Gluten free hamburger buns
20200224	ABEL,CATHY	CHILD NUTRITION	SPROUTS FARMERS MARK	16.55	Almond milk
20200226	ABEL,CATHY	CHILD NUTRITION	BEST BUY MHT 00011452	53.85	USB cord
20200226	ABEL,CATHY	CHILD NUTRITION	TARGET 00014852	109.67	Gluten free foods
20200226	ABEL,CATHY	CHILD NUTRITION	PREMIER FOOD SAFETY CO	139.00	Manager certificate-Cathy Abel
				482.93	
20200205	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	MIMIS CAFE- OFF PREMIS	107.75	Board meeting supplies
20200205	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	JERSEY MIKES ONLINE OR	74.99	Board meeting supplies
20200205	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	DISNEY RESORTS	(279.63)	Cancellation of accommodations for Distinguished School Ceremony
20200205	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	DISNEY RESORTS	(279.63)	Cancellation of accommodations for Distinguished School Ceremony
20200205	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	DISNEY RESORTS	(279.63)	Cancellation of accommodations for Distinguished School Ceremony
20200205	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	DISNEY RESORTS	(279.63)	Cancellation of accommodations for Distinguished School Ceremony
20200205	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	DISNEY RESORTS	(279.63)	Cancellation of accommodations for Distinguished School Ceremony
20200206	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS #1897	26.46	Board meeting supplies
20200207	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS #1897	6.99	Board meeting supplies
20200213	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SMART AND FINAL 929	33.37	Board meeting/Class-size task force meeting supplies
20200213	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	JERSEY MIKES ONLINE OR	149.98	Class size task force meeting supplies
20200213	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SCHOOL SERVICES OF CAL	220.00	Superintendent's registration to School Services of California Budget Workshop
20200214	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	ALS SPORT SHOP	16.14	PLT name badge
20200216	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS #1897	19.34	Board meeting supplies
20200216	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS #1897	16.99	Board meeting supplies
20200219	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	THE WRAPSHACK	84.57	Board meeting supplies
20200220	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS #1897	15.99	Board meeting supplies
20200221	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	CARLTON CLASSIC CLEAN	116.03	Tablecloth dry cleaning
20200223	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	PANERA BREAD 204874	314.22	Catering for Superintendent's Leadership Series
20200229	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	MIMIS CAFE 86	122.75	Meeting supplies
				(72.58)	
20200204	AVILA,EVONN	BUSINESS SERVICES	PANERA BREAD 204874	47.07	Interviews
20200205	AVILA,EVONN	BUSINESS SERVICES	ALBERTSONS 0725	33.58	Interviews
20200212	AVILA,EVONN	BUSINESS SERVICES	CA SECRETARY OF STATE	20.00	SI-100 form filing - SSD School Facilities Corporation
20200213	AVILA,EVONN	BUSINESS SERVICES	SCHOOL SERVICES OF CAL	880.00	Governor's May Revise Workshop (Christensen, Pierce, Larson, Long)
20200223	AVILA,EVONN	BUSINESS SERVICES	SCHOOL SERVICES OF CAL	550.00	Federal Compliance Workshop (Long, Ashburn)
				1,530.65	
20200205	BAKER,HOPE	OST PROGRAMS	WAL-MART #1917	53.89	YALE supplies, hooks, hearts, kit kals and lava cake for Valentines day
20200223	BAKER,HOPE	OST PROGRAMS	VISTAPRINT.VISTAPRINT.COM	135.93	15 Strengths books for OSTP
20200225	BAKER,HOPE	OST PROGRAMS	WAL-MART #1917	129.09	Batteries, 1st aid kits, flash lights for YALE OSTP
20200227	BAKER,HOPE	OST PROGRAMS	TARGET 00014852	88.06	Board games, lucky charms, science kits
20200227	BAKER,HOPE	OST PROGRAMS	DOLLARTREE	37.81	Rope, activities, Clorox wipes, coins, games
				444.78	
20200212	BENEDETTO,ANGELO	CAJON PARK	AMAZON.COM*L62ZD7CB3	40.55	Reading skills and vocabulary development book
20200226	BENEDETTO,ANGELO	CAJON PARK	SMART AND FINAL 929	15.77	Refreshments for ELAC
				56.32	
20200203	BONSER,KRISTEN	PRIDE ACADEMY	VONS #1897	10.76	Attendance Incentives
20200211	BONSER,KRISTEN	PRIDE ACADEMY	SPLITSVILLE - ANAHEIM	24.47	Travel Reimbursement-California Distinguished School Awards
20200219	BONSER,KRISTEN	PRIDE ACADEMY	AMZN MKTP US*8V51C5VB3	5.38	Craft materials for 4/5 electives
20200219	BONSER,KRISTEN	PRIDE ACADEMY	AMZN MKTP US*6H8BU6ON3	72.29	Craft materials for 4/5 electives
20200219	BONSER,KRISTEN	PRIDE ACADEMY	AMZN MKTP US*WR5F14JH3	74.38	Craft materials for 4/5 electives
20200220	BONSER,KRISTEN	PRIDE ACADEMY	DESIGN PRINT BANNER LL	36.95	Marketing materials
20200224	BONSER,KRISTEN	PRIDE ACADEMY	LEGOLAND CALIFORNIA	(125.00)	Refund-Robotics Workshop was cancelled
20200225	BONSER,KRISTEN	PRIDE ACADEMY	CERCAFE LA MESA	(10.00)	Refund for deposit-Arts Attack supplies
20200226	BONSER,KRISTEN	PRIDE ACADEMY	SKILLPATH / NATIONAL	149.00	Online training
				238.23	
20200220	BRASHER,PAMELA	OST PROGRAMS	SMART AND FINAL 929	24.25	Spring Break supplies for OSTP, Brown paper bags for craft
20200221	BRASHER,PAMELA	OST PROGRAMS	WAL-MART #3084	16.04	Muffins and juice for OSTP group lead meeting
20200225	BRASHER,PAMELA	OST PROGRAMS	WAL-MART #1917	9.27	Vinegar for garden at Carlton Hill Project SAFE
20200226	BRASHER,PAMELA	OST PROGRAMS	THE HOME DEPOT #0673	77.41	Hand weeder for Carlton Hills OSTP
				126.97	
20200203	BROGAN-BARANSKI,KRISTIN	SUPERINTENDENT'S OFFICE	HYATT HOTELS	668.32	Accommodations for Superintendent while attending Superintendent Symposium
20200212	BROGAN-BARANSKI,KRISTIN	SUPERINTENDENT'S OFFICE	PARKING - DLH	20.00	Expenses while attending Distinguished School Ceremony
20200212	BROGAN-BARANSKI,KRISTIN	SUPERINTENDENT'S OFFICE	EARL OF SANDWICH (ANHM	29.46	Expenses while attending Distinguished School Ceremony
20200212	BROGAN-BARANSKI,KRISTIN	SUPERINTENDENT'S OFFICE	TORTILLA JOS	191.77	Expenses while attending the Distinguished School ceremony
				909.55	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20200207	D'AGOSTINO,KRISTA	HUMAN RESOURCES	ELEVATE 2019	178.00	Elevate 2020 Workers' Compensation & Leadership Conference registration for T.Larson and K Borts
20200220	D'AGOSTINO,KRISTA	HUMAN RESOURCES	CALIFORNIA ASSOCIATION	50.00	California Association of School Transportation Officials Job Posting for Director of Transportation
				<u>228.00</u>	
20200202	DOBBINS,TIMOTHY	CAJON PARK	DEVELOPMENTAL STUDIES	100.00	SIPPS Introductory Professional Learning
				<u>100.00</u>	
20200204	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*Y11R97AF3	13.99	PBIS rewards
20200205	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*190ZC1E13	15.33	Science materials
20200205	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*6T17985W3	26.93	Bags with handles for 2nd grade
20200206	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*XO9LM7UT3	19.72	Science materials
20200206	FORSTER,CHASITY	HILL CREEK	AMAZON.COM*GS2JG3GT3	5.60	Science materials- iodine
20200207	FORSTER,CHASITY	HILL CREEK	WWW COSTCO COM	27.99	Command Hooks for PBIS posters
20200207	FORSTER,CHASITY	HILL CREEK	INSTACART	65.84	ELAC Meeting - food for parents
20200211	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*AU96M6AN3	7.38	Office supplies
20200220	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*4929V8RR3	22.52	Student walking rope for EAK
20200220	FORSTER,CHASITY	HILL CREEK	FREE FORM CLAY & SUPPL	253.96	Clay and supplies for Arts Attack
20200228	FORSTER,CHASITY	HILL CREEK	INSTACART	85.60	Elective class Farm to Table supplies
				<u>544.86</u>	
20200220	GRIFFIN,DEBRA	TRANSPORTATION	KTEC E-STORE	81.97	Maintenance vehicle repair
20200228	GRIFFIN,DEBRA	TRANSPORTATION	THE HOME DEPOT #0673	147.74	Regular education supplies
				<u>229.71</u>	
20200203	HICKS,TYLENE	CHET F. HARRITT	BARNES & NOBLE #2135	475.88	STEAM books for students
20200204	HICKS,TYLENE	CHET F. HARRITT	DOLLAR TREE	23.81	Staff STEAM activity supplies
20200210	HICKS,TYLENE	CHET F. HARRITT	AMZN MKTP US*3Z4QJ7AF3	46.32	Supplies to make volunteer bags
20200210	HICKS,TYLENE	CHET F. HARRITT	DISCOUNTMUGS.COM	357.35	Gifts for our volunteers
20200210	HICKS,TYLENE	CHET F. HARRITT	COBRA INK SYSTEMS	57.60	Ink for designing the volunteer bags
20200212	HICKS,TYLENE	CHET F. HARRITT	DISCOUNTMUGS.COM	(220.83)	Overcharged for volunteer gifts-refund
20200223	HICKS,TYLENE	CHET F. HARRITT	DISCOUNTMUGS.COM	(36.85)	Overcharged for volunteer gifts-refund
20200227	HICKS,TYLENE	CHET F. HARRITT	GITARCENTER.COM INTER	216.99	Student's rented trumpet was damaged beyond being fixed-replaced the equipment
				<u>920.27</u>	
20200205	HOOKS,TED A	PEPPER DRIVE	AMZN MKTP US*UO5AP8ND3	15.71	Classroom library book
20200206	HOOKS,TED A	PEPPER DRIVE	AMAZON.COM*CP8TQ48R3	50.03	Classroom library books
20200212	HOOKS,TED A	PEPPER DRIVE	AMAZON.COM*Z97UM3IU3 A	54.94	Classroom library books
20200214	HOOKS,TED A	PEPPER DRIVE	SMARTANDFINALECOMMERCE	55.63	Elective Course materials
20200220	HOOKS,TED A	PEPPER DRIVE	JOSTENS *CUSTOM AP	100.35	Incentives (Kindness Week)
20200226	HOOKS,TED A	PEPPER DRIVE	RALPHS #0220	67.36	Student award snacks
20200228	HOOKS,TED A	PEPPER DRIVE	AMAZON.COM*GC0RK95Z3 A	35.48	Library books
				<u>379.50</u>	
20200207	LOCKE,SUMMER	SYCAMORE CANYON	AMZN MKTP US*GU0HL03M3	50.73	Mealworms and chicken shavings for coop
20200207	LOCKE,SUMMER	SYCAMORE CANYON	AMAZON.COM*J17N57OV3	30.32	Sport wristbands for PE
20200218	LOCKE,SUMMER	SYCAMORE CANYON	BUDSGUNSHOP.COM	98.33	Fraudulent charge, MFCU has given us credit on 2/27/20
				<u>179.38</u>	
20200204	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*8V0SC2SQ3	87.21	Protective cases for external DVD drives
20200204	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*HJ3YE3PL3	9.69	Protective case for external DVD drive
20200205	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*Z55JF7GN3	6.08	HDMI cable
20200205	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*ME8QJ1OJ1	80.79	External DVD drives
20200205	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	MOSYLE COR* MOSYLEMAN	23.92	Data management system
20200206	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*ME8RB1CX0	29.07	Protective cases for external DVD drives
20200206	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMAZON.COM*M28DP44D3 A	6.59	DVI to HDMI cable
20200207	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*PG2PJ6K23	322.17	Portable book and document scanner/camera
20200211	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*TK8QH1YF3	183.16	Portable monitor 15.6" display
20200217	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	SIMPLISAFE	24.99	Security system
20200220	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	THE HOME DEPOT #0673	194.14	Emergency lights
20200228	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*AT2FX5OI3	26.06	5-pk SanDisk 8GB memory card with SD adapter
				<u>993.87</u>	
20200204	MARTIN,SUZANNE	HILL CREEK	AMZN MKTP US*XO4K11683	62.44	Earbuds for student digital instruction
20200204	MARTIN,SUZANNE	HILL CREEK	DOLLAR TREE	39.97	Earbuds for digital learning
20200207	MARTIN,SUZANNE	HILL CREEK	AMZN MKTP US*QL7YV69N3	7.53	Pencil grips for writing instruction
20200214	MARTIN,SUZANNE	HILL CREEK	SMART AND FINAL 929	230.61	Student attendance incentive
20200217	MARTIN,SUZANNE	HILL CREEK	SMART AND FINAL 929	(53.60)	Returning items not used during student attendance incentive
20200225	MARTIN,SUZANNE	HILL CREEK	AMZN MKTP US*AV7R05803	95.90	Toner
20200225	MARTIN,SUZANNE	HILL CREEK	PARTY CITY 441	43.04	Dr. Seuss Read Across America literacy activity
				<u>425.89</u>	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20200205	MCGINTY,MIRIAM	SPECIAL EDUCATION	AMZN MKTP US*2334F5UC3	59.24	Weighted vest
20200206	MCGINTY,MIRIAM	SPECIAL EDUCATION	AMZN MKTP US*PS5BA0AV3	104.43	Sensory supplies for Occupational Therapy
20200206	MCGINTY,MIRIAM	SPECIAL EDUCATION	AMZN MKTP US*4D9WH1U33	87.24	Noise cancelling headphones for SDC classroom
20200210	MCGINTY,MIRIAM	SPECIAL EDUCATION	AMZN MKTP US*0A1FM8RM3	59.21	Logitech digital pencil
20200224	MCGINTY,MIRIAM	SPECIAL EDUCATION	AMZN MKTP US*929MP77Y3	205.47	Occupational Therapy supplies
				<u>515.59</u>	
20200207	MCKINNON,KATHY	EDUCATIONAL SERVICES	SMART AND FINAL 929	9.99	Supplies/food - PLT Meeting
20200213	MCKINNON,KATHY	EDUCATIONAL SERVICES	FOOD4LESS #0349	11.96	Supplies/food - ILT Meeting
20200214	MCKINNON,KATHY	EDUCATIONAL SERVICES	SMART AND FINAL 929	13.47	Supplies/food - ILT Meeting
				<u>35.42</u>	
20200204	MINUTELLI,DAWN	EDUCATIONAL SERVICES	AMAZON.COM*ZB7T13TG3 A	37.66	Supplies/book
20200220	MINUTELLI,DAWN	EDUCATIONAL SERVICES	AMAZON.COM*W69C12FR3 A	26.67	Supplies/book
				<u>64.33</u>	
20200207	NELSON,REBECCA	CHET F. HARRITT	AMAZON.COM*QG1SP84Q3	26.63	Professional Development book "Don't Suspend Me"
20200213	NELSON,REBECCA	CHET F. HARRITT	AMZN MKTP US*OC5807GN3	17.21	Watercolor paper for Mr. Hohimer's class
20200214	NELSON,REBECCA	CHET F. HARRITT	AMAZON.COM*OZ8BE1MW3 A	54.88	Prof Dev Books: All Learning is Social & Emotional/Leading for Change Through School Social-Emotional Learning
20200218	NELSON,REBECCA	CHET F. HARRITT	#04 LAKESHORE LEARNING	11.80	School supplies
20200224	NELSON,REBECCA	CHET F. HARRITT	AMZN MKTP US*TB6FI6D73	21.52	Ear probes for Health Clerk thermometer
				<u>132.04</u>	
20200204	OLANDER,MICHAEL	PUPIL SERVICES	EB CRITICAL ISSUES IN	165.00	Critical issues conference for Mia Morales
20200207	OLANDER,MICHAEL	PUPIL SERVICES	MARACAS	20.19	Dinner on travel
20200209	OLANDER,MICHAEL	PUPIL SERVICES	EMBASSY SUITES	340.30	Hotel for Every Child Counts Symposium
20200210	OLANDER,MICHAEL	PUPIL SERVICES	AGUA CALIENTE RESORT	4.00	Hotel charges for Every Child Counts Symposium
20200210	OLANDER,MICHAEL	PUPIL SERVICES	AGUA CALIENTE RESORT	19.00	Hotel charges for Every Child Counts Symposium
				<u>548.49</u>	
20200226	PARKER,HEIDI MARIA	PRIDE ACADEMY	LOWES #01661*	186.11	Supplies
				<u>186.11</u>	
20200203	PEZONE,MELYNDA	CARLTON OAKS	AMZN MKTP US*847ZV9QT3	299.49	Umbrella stands purchased by PTA for shade at outdoor tables
20200203	PEZONE,MELYNDA	CARLTON OAKS	AMZN MKTP US*X422G2J03	416.88	Umbrella's purchased by PTA for shade at outdoor tables
20200206	PEZONE,MELYNDA	CARLTON OAKS	AMAZON.COM*2X0ZN4243	57.93	Recycling bins for Recycling Program
				<u>774.30</u>	
20200204	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	ALASKA AIRLINES INC.	265.79	Prof. Dev. - Travel/Airfare - ACSA Conference - Counselors
20200204	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	ALASKA AIRLINES INC.	265.79	Prof. Dev. - Travel/Airfare - ACSA Conference - Counselors
20200204	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	ALASKA AIRLINES INC.	265.79	Prof. Dev. - Travel/Airfare - ACSA Conference - Counselors
20200204	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	ALASKA AIRLINES INC.	265.79	Prof. Dev. - Travel/Airfare - ACSA Conference - Counselors
20200220	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	ASCA	1,156.00	Prof. Dev. - Travel/Registration - ACSA Conference - Counselors
20200221	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	SHERATON	928.16	Prof. Dev. - Travel/Lodging - ACSA Conference - Counselors
20200221	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	SHERATON	928.16	Prof. Dev. - Travel/Lodging - ACSA Conference - Counselors
				<u>4,075.48</u>	
20200203	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	URBANE CAFE SAN DIEGO	77.80	Meal for science textbook adoption review team
20200213	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	URBANE CAFE SAN DIEGO	76.34	Meal for science textbook adoption review team
20200221	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMZN MKTP US*6L9PR5RF3	16.15	Computer mouse
20200229	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMAZON.COM*YQ8DY0DC3 A	31.19	Book on classroom management
				<u>201.48</u>	
20200220	RIFFEL,MEREDITH	PUPIL SERVICES	VONS #1897	95.00	Bus pass for homeless
20200220	RIFFEL,MEREDITH	PUPIL SERVICES	VONS #1897	72.00	Bus pass for homeless
20200224	RIFFEL,MEREDITH	PUPIL SERVICES	AMZN MKTP US*E00ED54Z3	82.75	OT supplies for SPED students
20200225	RIFFEL,MEREDITH	PUPIL SERVICES	AMZN MKTP US*KQ99C2E53	118.47	Transcription device for pupil services
20200229	RIFFEL,MEREDITH	PUPIL SERVICES	FAIRFIELD INN	117.91	Hotel for H. Rainbolt
				<u>486.13</u>	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20200202	SAUNDERS,LEAH	CARLTON HILLS	AMZN MKTP US*024GC4DE3	21.52	Sensory fidgets for student accommodations
20200203	SAUNDERS,LEAH	CARLTON HILLS	MARY'S DONUTS	18.00	PBIS: Refreshments for Community Read-In
20200207	SAUNDERS,LEAH	CARLTON HILLS	AMAZON.COM*S64ZN2303	64.62	Latex free dodge balls for Jr. High ROAR Spirit Games
20200211	SAUNDERS,LEAH	CARLTON HILLS	AMAZON.COM*G94S484U3	16.32	PBIS Literature: Restorative Practices Pocketbook
20200212	SAUNDERS,LEAH	CARLTON HILLS	AMAZON.COM*CN35O7T13 A	26.98	Prof Dev Literature: Understanding Texts and Readers/Responsive Comprehension Instruction with Leveled Texts
20200214	SAUNDERS,LEAH	CARLTON HILLS	MARY'S DONUTS	8.08	ELAC Parent meeting refreshments
20200220	SAUNDERS,LEAH	CARLTON HILLS	AMZN MKTP US*DR6IM8RY3	116.28	ROAR Incentives: PBIS
20200220	SAUNDERS,LEAH	CARLTON HILLS	AMZN MKTP US*9F9KK2393	19.38	ROAR Incentives: PBIS
20200224	SAUNDERS,LEAH	CARLTON HILLS	AMAZON.COM*4U8016IH3 A	15.91	PBIS ROAR drawing tickets
20200224	SAUNDERS,LEAH	CARLTON HILLS	AMZN MKTP US*YYCN74PQ3	48.73	PBIS ROAR drawing incentives
20200224	SAUNDERS,LEAH	CARLTON HILLS	AMZN MKTP US*JV6CA04H3	120.18	PBIS ROAR drawing incentives
20200224	SAUNDERS,LEAH	CARLTON HILLS	AMAZON.COM*Q875S6RV3	28.76	PBIS Alternate recess games
20200226	SAUNDERS,LEAH	CARLTON HILLS	SCHOOLSTICKERS.COM	58.07	PBIS: Attendance improvement postcards
20200226	SAUNDERS,LEAH	CARLTON HILLS	SMART AND FINAL 581	106.07	PBIS: Incentives and crossing guard incentives
20200226	SAUNDERS,LEAH	CARLTON HILLS	WALGREENS #09817	9.89	PBIS ROAR pictures: Jr. High ROAR awards
				<u>678.79</u>	
20200202	SHEEN,KRISTINA D	OST PROGRAMS	SMART AND FINAL 398	73.94	ASES non-compliant day-popcorn
20200207	SHEEN,KRISTINA D	OST PROGRAMS	FOXS PIZZA DEN - SANT	97.00	Staff meeting
20200221	SHEEN,KRISTINA D	OST PROGRAMS	WAL-MART #2253	97.26	T-Shirts (underwear garment) letter sheets carrybag for ASES
20200221	SHEEN,KRISTINA D	OST PROGRAMS	WAL-MART #2253	88.15	Letter sheets carrybag for OSTP ERC
20200224	SHEEN,KRISTINA D	OST PROGRAMS	DRI*GALLUP	299.85	Clifton Strength finder books for staff
20200228	SHEEN,KRISTINA D	OST PROGRAMS	MICHAELS STORES 3256	212.27	Paint, palette knives, sheo lacing for ASES projects
				<u>868.47</u>	
20200224	SOUTHCOTT,STEPHANIE	CARLTON HILLS	AMZN MKTP US*VT5TW21H3	48.82	Supplies to preserve primary sources
20200226	SOUTHCOTT,STEPHANIE	CARLTON HILLS	AMZN MKTP US*BH4B50OS3	37.70	Supplies for preservation of primary sources
				<u>86.52</u>	
20200227	STARKEY,MARK	INFORMATION TECHNOLOGY	AMAZON.COM*6F0WG90G3 A	129.27	Desktop computer speakers with subwoofer for classroom
20200228	STARKEY,MARK	INFORMATION TECHNOLOGY	AMAZON.COM*AW9J70AC3 A	215.45	Desktop computer speakers with subwoofer for classrooms
				<u>344.72</u>	
20200227	STORM,BRYCE	FACILITIES, MAINTENANCE & OPERATION IN *PACIFIC COAST LIFT		1,827.44	Forklift battery charger
				<u>1,827.44</u>	
				<u>18,543.64</u>	

Consent Item D.2.8.  
 Prepared by Karl Christensen  
 April 21, 2020

Approval of Uniform Complaint Quarterly Report  
 Required by the Williams Settlement

**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.

<b>SANTEE SCHOOL DISTRICT</b> <b>Uniform Complaint Quarterly Report</b> <b>January 1, 2020 through March 31, 2020</b>			
	<b>Number of Complaints Received in Quarter</b>	<b>Number of Complaints Resolved</b>	<b>Number of Complaints Unresolved</b>
<b>Instructional Materials</b>	0	0	0
<b>Facilities</b>	0	0	0
<b>Teacher Vacancy and Mis-assignment</b>	0	0	0
<b>Total</b>	0	0	0

**RECOMMENDATION:**

It is recommended that the Board of Education approve the Uniform Complaint Report for the quarter ending March 31, 2020 and authorize administration to submit the report to SDCOE.

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 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: \_\_\_\_\_

Agenda Item D.2.8.

Consent Item D.2.9.  
Prepared by Karl Christensen  
April 21, 2020

Approval of Ninyo & Moore for Geotechnical  
Observation and Testing Services for Cajon Park  
Asphalt Replacement Project

**BACKGROUND:**

At the March 17, 2020 meeting, the Board of Education awarded the bid for replacing asphalt on the playground next to the Junior High building. Since this project is extensive and involves complete removal of the existing asphalt and replacement with new, Administration recommends procuring geotechnical observation and testing services for this project.

Ninyo & Moore has served the District since the inception of the Capital Improvement Program (CIP). Staff recommends using Ninyo & Moore for the Cajon Park asphalt replacement project.

**RECOMMENDATION:**

It is recommended that the Board of Education approve Ninyo & Moore to provide Geotechnical Observation and Testing Services for the Cajon Park asphalt replacement project.

This recommendation supports the following District goal(s):

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

**FISCAL IMPACT:**

The fiscal impact is \$12,648 to be funded from Deferred Maintenance funds.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.9.



Geotechnical & Environmental Sciences Consultants

March 12, 2020  
Project No. 108828001

Mr. Bryce Storm  
Santee School District  
9625 Cuyamaca Street  
Santee, California 92071

Subject: Proposal for Geotechnical Observation and Testing Services  
Asphalt Replacement at Cajon Park School  
10300 North Magnolia Avenue  
Santee, California

Dear Mr. Storm:

In accordance with your request, we are pleased to submit this proposal to provide geotechnical observation and testing services during construction of the subject asphalt concrete (AC) replacement project at the Cajon Park School. Based on our review of the available project documents, we understand that the project includes a base bid and add alternative scope. The base bid scope of work includes replacing approximately 36,700 square-foot (sf) of AC hardcourt pavements in the western portion of the campus. The add alternative scope of work includes placement of approximately 14,500 sf of AC hardcourt pavements in the southern portion of the campus. Prior to the resurfacing, the existing AC hardscape will be cleared. Based on our review of the project specifications, the pavement section for the base bid area will include 3 inches of AC over 6 inches of aggregate base materials, and the pavement section for the add alternative area includes 3½ inches of AC.

A geotechnical pavement evaluation report (dated June 20, 2019) was prepared by our firm and indicates that the project site is underlain by clayey sand (fill) and granitic rock. The report recommends clearing and removing the existing AC. The upper 12 inches of exposed subgrade should be scarified, and moisture conditioned to near optimum moisture content. The moisture conditioned subgrade soil should then be compacted to a relative compaction of 95 percent of the modified Proctor density in accordance with ASTM International (ASTM) D 1557.

Our estimated fee and scope of services is based on our review of the bid documents and addendums 1 through 4. Our proposal was prepared without the benefit of a project construction schedule. After the formulation of a project schedule and approval of DSA documents, our hours may be reevaluated.



## SCOPE OF SERVICES

We propose to provide geotechnical observation and testing services during the construction of the planned improvements. We anticipate our scope of services for this project to include:

- Attending preconstruction and site meetings, as requested.
- Field observation and in-place density testing during subgrade preparation and placement of aggregate base materials.
- Laboratory testing of the soils used for earthwork operations. The tests to be performed are anticipated to include Proctor density/optimum moisture content determination. Additional tests may be performed, as appropriate.
- Field observation and in-place density testing during placement of AC pavements.
- Laboratory testing of the materials used during AC pavement operations. The tests to be performed are anticipated to include Hveem stability and unit weight determination along with percent asphalt content and gradation by extraction. Additional tests may be performed, as appropriate.
- Project coordination and project management, including distribution of test reports and daily reports.
- Reviewing for and preparing a final summary of compaction report.

## ASSUMPTIONS

Our fee estimate is based upon the following assumptions:

- The project is subject to San Diego's Prevailing Wage under Determination 2019-1D.
- Work will be performed during normal business days (Monday through Friday) and during normal business hours.
- Geotechnical inspection and testing will be coordinated by the project inspector or the District's authorized representative.

## FEE ESTIMATE

The geotechnical observation and testing services described above will be provided on a time-and-materials basis accrued in accordance with the attached Schedule of Fees. We estimate that the fees for the services described above will be \$12,648 (Twelve Thousand Six Hundred Forty-Eight Dollars), as summarized in the table below. A breakdown of the fee for our services are presented in the attached Tables 1 and 2.

Fees	
Base Bid	\$ 8,775
Add Alternative	\$ 3,873
<b>Total Fee</b>	<b>\$ 12,648</b>

Estimated costs are based on our assumptions of the anticipated services and it should be noted that the performance of the subcontractors can substantially affect the duration of our service. Requested engineering, special inspection, and field and laboratory testing not within the specified scope of services will be provided on a time and materials basis. Our fee does not include time to review drawings, preparation of construction specifications, meetings and other activities requested that are not presented in our scope of services.

If our proposal meets your approval, please forward your contract documents or notice to proceed. We appreciate the opportunity to submit this proposal and look forward to working with you on this project.

Respectfully submitted,  
**NINYO & MOORE**



Christine M. Kuhns, PE  
 Project Engineer



Jeffrey T. Kent, PE, GE  
 Principal Engineer

CMK/JTK/gg

Attachments: Table 1 – Breakdown of Estimated Fee - Base Bid  
 Table 2 – Breakdown of Estimated Fee - Add Alternative  
 Schedule of Fees

Distribution: (1) Addressee (via e-mail)

**Table 1 – Breakdown of Estimated Fee - Base Bid****Field Services**

Project Engineer/Geologist	4 hours @	\$156.00 /hour	\$	624.00
Senior Field Technician	48 hours @	\$102.00 /hour	\$	4,896.00
		<b>Subtotal</b>	<b>\$</b>	<b>5,520.00</b>

**Laboratory Analysis**

Proctor Density	2 tests @	\$220.00 /test	\$	440.00
Hveem Stability and Unit Weight	1 test @	\$225.00 /test	\$	225.00
Extraction, % Asphalt, including Gradation	1 test @	\$250.00 /test	\$	250.00
		<b>Subtotal</b>	<b>\$</b>	<b>915.00</b>

**Project Management, Technical Support, and Report Preparation**

Principal Engineer/Geologist	2 hours @	\$178.00 /hour	\$	356.00
Project Engineer/Geologist	8 hours @	\$156.00 /hour	\$	1,248.00
Technical Illustrator/CAD Operator	8 hours @	\$92.00 /hour	\$	736.00
		<b>Subtotal</b>	<b>\$</b>	<b>2,340.00</b>

**TOTAL ESTIMATED FEE****\$ 8,775.00**

**Table 2 – Breakdown of Estimated Fee - Add Alternative**

**Field Services**

Senior Field Technician	24 hours @	\$102.00 /hour	\$	2,448.00
		<b>Subtotal</b>	<b>\$</b>	<b>2,448.00</b>

**Laboratory Analyses**

Proctor Density	1 test @	\$220.00 /test	\$	220.00
Hveem Stability and Unit Weight	1 test @	\$225.00 /test	\$	225.00
		<b>Subtotal</b>	<b>\$</b>	<b>445.00</b>

**Project Management, Technical Support, and Report Preparation**

Principal Engineer/Geologist	2 hours @	\$178.00 /hour	\$	356.00
Project Engineer/Geologist	4 hours @	\$156.00 /hour	\$	624.00
		<b>Subtotal</b>	<b>\$</b>	<b>980.00</b>

<b>TOTAL ESTIMATED FEE</b>			<b>\$</b>	<b>3,873.00</b>
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## Schedule of Fees

### Hourly Charges for Personnel

#### Professional Staff

Principal Engineer/Geologist/Environmental Scientist/Certified Industrial Hygienist.....	\$ 178
Senior Engineer/Geologist/Environmental Scientist.....	\$ 168
Senior Project Engineer/Geologist/Environmental Scientist.....	\$ 163
Project Engineer/Geologist/Environmental Scientist.....	\$ 156
Senior Staff Engineer/Geologist/Environmental Scientist.....	\$ 142
Staff Engineer/Geologist/Environmental Scientist.....	\$ 126
GIS Analyst.....	\$ 116
Technical Illustrator/CAD Operator.....	\$ 92

#### Field Staff

Field Operations Manager.....	\$ 102
Nondestructive Examination Technician (UT, MT, LP).....	\$ 102
Supervisory Technician.....	\$ 102
Senior Technician.....	\$ 102
Special Inspector (Concrete, Masonry, Structural Steel, Welding, and Fireproofing).....	\$ 102
Technician.....	\$ 102

#### Administrative Staff

Information Specialist.....	\$ 68
Geotechnical/Environmental/Laboratory Assistant.....	\$ 68
Data Processor.....	\$ 68

### Other Charges

Concrete Coring Equipment (includes technician).....	\$ 190/hr
Anchor Load Test Equipment (includes technician).....	\$ 190/hr
Nuclear Density Gauge.....	\$ 12/hr
Field Vehicle.....	\$ 15/hr
Expert Witness Testimony.....	\$ 450/hr
Direct Expenses.....	Cost plus 15 %
Special equipment charges will be provided upon request.	

### Notes

For field and laboratory technicians and special inspectors, overtime rates at 1.5 times the regular rates will be charged for work performed in excess of 8 hours in one day Monday through Friday and all day on Saturday. Rates at twice the regular rates will be charged for all work in excess of 12 hours in one day, all day Sunday and on holidays.

Field technician and special inspection hours are charged at a 4-hour minimum, and 8-hour minimum for hours exceeding 4 hours.

Invoices are payable upon receipt. A service charge of 1.5 percent per month may be charged on accounts not paid within 30 days.

Our rates will be adjusted in conjunction with the increase in the Prevailing Wage Determination during the life of the project, as applicable.

The terms and conditions are included in Ninyo & Moore's Work Authorization and Agreement form.

## Schedule of Fees for Laboratory Testing

### SOILS

Atterberg Limits, D 4318, CT 204	\$ 170
California Bearing Ratio (CBR), D 1883	\$ 550
Chloride and Sulfate Content, CT 417 & CT 422	\$ 175
Consolidation, D 2435, CT 219	\$ 300
Consolidation, Hydro-Collapse only, D 2435	\$ 150
Consolidation - Time Rate, D 2435, CT 219	\$ 200
Direct Shear - Remolded, D 3080	\$ 350
Direct Shear - Undisturbed, D 3080	\$ 300
Durability Index, CT 229	\$ 175
Expansion Index, D 4829, IBC 18-3	\$ 190
Expansion Potential (Method A), D 4546	\$ 170
Geofabric Tensile and Elongation Test, D 4632	\$ 200
Hydraulic Conductivity, D 5084	\$ 350
Hydrometer Analysis, D 422, CT 203	\$ 220
Moisture, Ash, & Organic Matter of Peat/Organic Soils	\$ 120
Moisture Only, D 2216, CT 226	\$ 35
Moisture and Density, D 2937	\$ 45
Permeability, CH, D 2434, CT 220	\$ 300
pH and Resistivity, CT 643	\$ 175
Proctor Density D1557, D 698, CT 216, AASHTO T-100	\$ 220
Proctor Density with Rock Correction D 1557	\$ 340
R-value, D 2844, CT 301	\$ 375
Sand Equivalent, D 2419, CT 217	\$ 125
Sieve Analysis, D 422, CT 202	\$ 145
Sieve Analysis, 200 Wash, D 1140, CT 202	\$ 100
Specific Gravity, D 854	\$ 125
Thermal Resistivity (ASTM 5334, IEEE 442)	\$ 925
Triaxial Shear, C,D, D 4767, T 2297	\$ 550
Triaxial Shear, C,U., w/pore pressure, D 4767, T 2297 per pt.	\$ 450
Triaxial Shear, C,U., w/o pore pressure, D 4767, T 2297 per pt.	\$ 350
Triaxial Shear, U,U., D 2850	\$ 250
Unconfined Compression, D 2166, T 208	\$ 180

### MASONRY

Brick Absorption, 24-hour submersion, 5-hr boiling, 7-day, C 67	\$ 70
Brick Compression Test, C 67	\$ 55
Brick Efflorescence, C 67	\$ 55
Brick Modulus of Rupture, C 67	\$ 50
Brick Moisture as received, C 67	\$ 45
Brick Saturation Coefficient, C 67	\$ 60
Concrete Block Compression Test, 8x8x16, C 140	\$ 70
Concrete Block Conformance Package, C 90	\$ 500
Concrete Block Linear Shrinkage, C 426	\$ 200
Concrete Block Unit Weight and Absorption, C 140	\$ 70
Cores, Compression or Shear Bond, CA Code	\$ 70
Masonry Grout, 3x3x6 prism compression, C 39	\$ 45
Masonry Mortar, 2x4 cylinder compression, C 109	\$ 35
Masonry Prism, half size, compression, C 1019	\$ 120
Masonry Prism, Full size, compression, C 1019	\$ 200

### REINFORCING AND STRUCTURAL STEEL

Chemical Analysis, A 36, A 615	\$ 135
Fireproofing Density Test, UBC 7-6	\$ 90
Hardness Test, Rockwell, A 370	\$ 80
High Strength Bolt, Nut & Washer Conformance, per assembly, A 325	\$ 150
Mechanically Spliced Reinforcing Tensile Test, ACI	\$ 175
Pre-Stress Strand (7 wire), A 416	\$ 170
Reinforcing Tensile or Bend up to No. 11, A 615 & A 706	\$ 75
Structural Steel Tensile Test: Up to 200,000 lbs., A 370	\$ 90
Welded Reinforcing Tensile Test: Up to No. 11 bars, ACI	\$ 80

### CONCRETE

Compression Tests, 6x12 Cylinder, C 39	\$ 35
Concrete Mix Design Review, Job Spec	\$ 300
Concrete Mix Design, per Trial Batch, 6 cylinder, ACI	\$ 850
Concrete Cores, Compression (excludes sampling), C 42	\$ 120
Drying Shrinkage, C 157	\$ 400
Flexural Test, C 78	\$ 85
Flexural Test, C 293	\$ 85
Flexural Test, CT 523	\$ 95
Gunite/Shotcrete, Panels, 3 out cores per panel and test, ACI	\$ 275
Lightweight Concrete Fill, Compression, C 495	\$ 80
Petrographic Analysis, C 856	\$ 2,000
Restrained Expansion of Shrinkage Compensation	\$ 450
Splitting Tensile Strength, C 496	\$ 100
3x6 Grout, (CLSM), C 39	\$ 55
2x2x2 Non-Shrink Grout, C 109	\$ 55

### ASPHALT

Air Voids, T 269	\$ 85
Asphalt Mix Design, Caltrans (incl. Aggregate Quality)	\$ 4,500
Asphalt Mix Design Review, Job Spec	\$ 180
Dust Proportioning, CT LP-4	\$ 85
Extraction, % Asphalt, including Gradation, D 2172, CT 382	\$ 250
Extraction, % Asphalt without Gradation, D 2172, CT 382	\$ 150
Film Stripping, CT 302	\$ 120
Hveem Stability and Unit Weight D 1560, T 246, CT 366	\$ 225
Marshall Stability, Flow and Unit Weight, T 245	\$ 240
Maximum Theoretical Unit Weight, D 2041, CT 309	\$ 150
Moisture Content, CT 370	\$ 95
Moisture Susceptibility and Tensile Stress Ratio, T 238, CT 371	\$ 1,000
Slurry Wet Track Abrasion, D 3910	\$ 150
Superpave, Asphalt Mix Verification (incl. Aggregate Quality)	\$ 4,900
Superpave, Gyrotory Unit Wt., T 312	\$ 100
Superpave, Hamburg Wheel, 20,000 passes, T 324	\$ 1,000
Unit Weight sample or core, D 2726, CT 308	\$ 100
Voids in Mineral Aggregate, (VMA) CT LP-2	\$ 90
Voids filled with Asphalt, (VFA) CT LP-3	\$ 90
Wax Density, D 1188	\$ 140

### AGGREGATES

Clay Lumps and Friable Particles, C 142	\$ 180
Cleaness Value, CT 227	\$ 180
Crushed Particles, CT 205	\$ 175
Durability, Coarse or Fine, CT 229	\$ 205
Fine Aggregate Angularity, ASTM C 1252, T 304, CT 234	\$ 180
Flat and Elongated Particle, D 4791	\$ 220
Lightweight Particles, C 123	\$ 180
Los Angeles Abrasion, C 131 or C 535	\$ 200
Material Finer than No. 200 Sieve by Washing, C 117	\$ 90
Organic Impurities, C 40	\$ 90
Potential Alkali Reactivity, Mortar Bar Method, Coarse, C 1260	\$ 1,250
Potential Alkali Reactivity, Mortar Bar Method, Fine, C 1260	\$ 950
Potential Reactivity of Aggregate (Chemical Method), C 289	\$ 475
Sand Equivalent, T 176, CT 217	\$ 125
Sieve Analysis, Coarse Aggregate, T 27, C 136	\$ 120
Sieve Analysis, Fine Aggregate (including wash), T 27, C 136	\$ 145
Sodium Sulfate Soundness, C 88	\$ 450
Specific Gravity and Absorption, Coarse, C 127, CT 206	\$ 115
Specific Gravity and Absorption, Fine, C 128, CT 207	\$ 175

### ROOFING

Roofing Tile Absorption, (set of 5), C 67	\$ 250
Roofing Tile Strength Test, (set of 5), C 67	\$ 250

Special preparation of standard test specimens will be charged at the technician's hourly rate.  
Ninyo & Moore is accredited to perform the AASHTO equivalent of many ASTM test procedures.

Consent Item D.3.1.

Approval of Teacher Preparation Clinical Practice Agreement with Cal State University San Marcos

Prepared by Dr. Stephanie Pierce, Ed.D.  
April 21, 2020

**BACKGROUND:**

Santee School District has entered into cooperative agreements with various universities in the past to provide field laboratory classroom placement for student teachers. Santee School District has received a Teaching Preparation Clinical Practice Agreement with Cal State University San Marcos for this purpose. The terms of the agreement shall commence on July 1, 2020 and continue through June 30, 2021 with an option to extend the agreement for an additional term of four years with an approved amendment.

**RECOMMENDATION:**

Administration recommends that the proposed Teacher Preparation Clinical Practice Agreement with Cal State University San Marcos for teacher education fieldwork be approved by the Board of Education.

This recommendation supports the following District goal:

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

**FISCAL IMPACT:**

There is no fiscal impact to the District. Any honorarium of payment from Cal State University San Marcus shall be paid to the Master Teacher.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.3.1.



## Teacher Preparation Clinical Practice Agreement

This Agreement ("**Agreement**") is between the Trustees of the California State University on behalf of **California State University San Marcos ("University")** and Santee School District \_\_\_\_\_ ("**District**"). **District** and University are collectively referred to herein as the "Parties" or individually as a "Party." This Agreement shall be effective as of the date of the last Party's signature below. In consideration of the mutual promises set forth below, the Parties agree as follows:

WHEREAS, the District is authorized to enter into agreements with University, to provide teaching experience through clinical practice to teacher candidates enrolled in teacher training curricula of University and,

WHEREAS, the honorarium or payment provided herein is intended to be transmitted promptly by the District to the Cooperating Teacher and/or Onsite Liaison as compensation for and recognition of services performed for the teacher candidate in the Cooperating Teacher's and/or Onsite Liaisons charge.

1. This Agreement will be in effect from July 1, 2020 to June 30, 2021. University shall have the option to extend this Agreement for an additional term of four (4) years. University shall exercise this option by written amendment to this Agreement signed by both Parties. The Agreement may be terminated for any reason by either Party upon providing the other Party thirty (30) days written notice of the intent to terminate. If the District terminates this Agreement, it will permit any student working at the District at the time of termination to complete their work. The Agreement may be renewed upon the mutual written consent of both Parties.
2. The District shall provide University teacher candidates with a teaching experience through clinical practice in schools and classes of the District as set forth herein. Clinical practice shall be provided in schools or classes of the District and under the direct supervision and instruction of employees of the District, as agreed upon in advance by duly authorized representatives of District and University. The District may, for good cause, refuse to accept for clinical practice any teacher candidate of University assigned to the District and, upon the request of the District; University shall terminate the assignment of said teacher candidate. District shall provide University with adequate written notice, but in no event less than fifteen (15) days prior notice, of its refusal to accept a teacher candidate to ensure University has the opportunity to place the teacher candidate elsewhere.
3. "Clinical practice" as used herein and elsewhere in this agreement means active participation in the instructional duties and functions under the direct supervision and instruction of employees of the District holding valid, clear credentials in the appropriate area(s) of authorization issued by the State Board of Education and duly verified by Parties. All services provided under this agreement shall be per the Commission for Teacher Credentialing specifications and requirements for the applicable program.



4. District may request University to withdraw any teacher candidate who District determines is not performing satisfactorily, refuses to follow District's administrative policies, procedures, rules and regulations or violates any federal or state laws. Such requests must be in writing and must include a statement as to the reason or reasons why District desires to have the teacher candidate withdrawn. University shall respond to said request within five (5) days of receipt of same.
5. Teacher candidate's participation shall terminate upon a teacher candidate's discontinuance of the credential program.
6. The assignment of a University teacher candidate for clinical practice in the District shall be deemed to be effective for purposes of this agreement as of the date University has set with the District.

University shall pay the District a reasonable fee to compensate for the services of the Cooperating Teacher and/or Onsite Liaison. District shall be provided University's fee schedule upon request. District shall be paid within thirty (30) days following the last day of each semester.

7. Teacher candidates shall not be considered officers, employees, agents or volunteers of the University.
8. Each Party agrees to maintain professional and commercial general liability coverage of at least \$1,000,000 per occurrence, \$2,000,000 aggregate and to provide evidence of coverage upon request. Insurance must be placed with insurers with a current A.M. Best rating of at least A: VII.

University will provide the student(s) with general, professional and educator's errors and omissions liability coverage in the amount of \$1,000,000 per occurrence, \$3,000,000 general aggregate.

9. Indemnification
  - a) District shall indemnify, defend, and hold harmless the State of California, Board of Trustees of the California State University, CSU, and their respective officers, agents and employees from any and all claims and losses accruing or resulting to any other person, firm or corporation furnishing or supplying work, service, materials or supplies in connection with the performance of this Contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation related to, arising out of or resulting from District's performance of this Contract.
  - b) This Section will survive expiration or termination of this Agreement.
10. University and District shall keep confidential at all times any and all information and personal data received from the other relating to teaching strategy, students, employees and tutors, and their performance and progress. Unless required by law, no personal data received from the other Party will be divulged to any third Party without the prior written approval of the individual to whom such personal data relates. Disclosure of confidential information as required by court order, law or other governmental regulation shall not constitute a breach of this Agreement. University is legally mandated to provide records in response to a request for records under the California Public Records Act (Cal. Gov. Code section 6250, et seq.), and/or the Richard McKee Transparency Act of 2011 (Cal. Edu. Code section 72690, et seq.), unless such information falls under an exemption provided for under California law. The disclosure of information pursuant to University's obligations under the Public Records Act and/or McKee Act shall not constitute a violation of this Agreement. The University is, and District may be, subject to various privacy, freedom of information and public records laws, and the University and District agree that they will co-operate and provide all

necessary assistance in order to comply with these legal obligations. District shall familiarize itself with student privacy laws (FERPA) and adhere to it accordingly.

- 11. The Parties agree that all teacher candidates receiving clinical training pursuant to this Agreement shall be selected without discrimination on account of race, color, religion, national origin, ancestry, disability, marital status, gender, sexual orientation, age, or veteran status. Further, the Parties agree to comply with all applicable federal, state and local laws and regulations, including but not limited to laws that prohibit discrimination, harassment, sexual misconduct, and retaliation. The District also agrees to comply with University policies governing discrimination, harassment, sexual misconduct, and retaliation, which are set forth in CSU Executive Orders 1095-1097. Any violation of applicable law or CSU policy is grounds for the immediate termination of the Agreement.
- 12. The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of California. The Parties agree that all actions or proceedings arising in connection with this Agreement shall be tried and litigated exclusively in the state courts located in the County of San Diego, State of California.
- 13. Any notices required by this Agreement will be deemed to have been duly given if communicated in writing to the following individuals.

TO UNIVERSITY:

Maria Froehle  
 Contract Analyst  
 California State University San Marcos  
 333 S. Twin Oaks Valley Road  
 San Marcos, CA 92096-0001  
[mfroehle@csusm.edu](mailto:mfroehle@csusm.edu)  
 760.750.4468

TO DISTRICT:

Name: Dr. Stephanie Pierce  
 Title: Assistant Superintendent, Educational Services  
 District: Santee School District  
 Address: 9619 Cuyamaca St.  
 City, State, Zip: Santee, CA 92071  
 Email: stephanie.pierce@santeesd.net  
 Phone #: 619-258-2351

- 14. Nothing contained in this Agreement confers on either Party the right to use the other Party's name without prior written permission, or constitutes an endorsement of any commercial product or service by the University.
- 15. This Agreement may be amended upon mutual consent of University and the District.
- 16. Without written consent of University, this agreement is not assignable by the District either in whole or in part.

- 17. Upon termination of this Agreement for any reason, the terms, provisions, representations and warranties contained in this Agreement shall survive expiration or early termination of this Agreement.
- 18. This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, arrangements, and understandings with respect hereto. No representation, promise, inducement or statement of intention has been made by any party hereto that is not embodied herein, and no party shall be bound by or liable for any alleged representation, promise or inducement or statement not set forth herein.

CERTIFICATION

I, the duly appointed and acting Clerk or Secretary of the Governing Board of the School District Listed below, do hereby certify that the following is a true and exact copy of a portion of the Minutes of the regular meeting of said Board held on April 21, 2020

Date

"It was moved, seconded and carried that the attached contract with the Trustees of The California University, whereby the University may assign teacher candidates to the school in the School District is hereby authorized to execute the same.

**Santee School District**

District

**San Diego**

County

By **Elana Levens-Craig**

Clerk, secretary (strike one) of the Governing Board of the School District

By \_\_\_\_\_ Date \_\_\_\_\_

Maria Froehle  
 Contract Analyst  
 California State University San Marcos

**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. Martin, Courtney	Long-Term LOA	IV-06	Family	Approve	04-17-20 to 06-10-20
2. Snyder, Kelly	Long-Term LOA	V-14	Family	Approve	08-12-20 to 06-09-21

E. Resignations:

Employee	Location	Class/Step	Reason	Effective Date
1. Pedro, Jason	Carlton Hills	VI-06	Personal	04-18-20

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
1. Grantham, Kellie	PRIDE Academy	Out-of-School Time Group Leader 19.5 A / 3.92 hrs #10325010	\$0.00	\$1,199.50	04-13-20
2. Grantham, Kellie	PRIDE Academy	Instructional Assistant I 19 A / 3.0 hrs #30010769	\$0.00	\$969.80	04-13-20
3. Lucie, Michelle	Chet F. Harritt	Campus Aide 15 C / 2.0 hrs #10329402	\$0.00	\$586.30	03-16-20

**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

**K. Unpaid Leave Requests:**

Employee	Location	Position/Class/Hours	Reason	Recommendation	Effective Date

**L. Resignations:**

Employee	Location	Position	Reason	Effective Date
1. Byerly, Candace	Transportation	Dispatcher/Driver Instructor	Resignation	03-28-20
2. Hermosillo, Azalie	PRIDE Academy	Project SAFE Assistant	Resignation	04-11-20

**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: \_\_\_\_\_

Agenda Item D.4.1.

**BACKGROUND:**

The following employees request shared classroom teaching assignments for the 2020-2021 school year pursuant to Article XIV, of the Successor Agreement between Santee School District and Santee Teachers Association:

<b>Employees</b>	<b>School Site</b>
Lori Powell 50% Alison Azzarella 50%	Cajon Park
Erica Trafton 50% Jaimie Knudson 50%	Cajon Park
Larissa Evans 80% Amy Buntin 20%	Carlton Oaks
Sarah Harlow 60% Allison Schmelzlen 40%	Carlton Oaks
Summer Tracy 80% Angela Rust 20%	Sycamore Canyon

**RECOMMENDATION:**

It is recommended that the Board of Education approve the shared classroom teaching assignments for the 2020-2021 school year.

**FISCAL IMPACT:**

Shared contracts may minimize the annual cost to the general fund by reducing full-time employees currently paid on the high end of the salary schedule.

**STUDENT ACHIEVEMENT IMPACT:**

There can be many benefits to having two teachers in a classroom who consistently plan instruction for students.

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

Agenda Item D.4.2.

Consent Item D.4.3. Adoption of Resolution No. 1920-24, Declaring May 13, 2020 as Santee School District's Day of the Teacher

Prepared by Tim Larson  
April 21, 2020

**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 13, 2020 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.4.3.

# SANTEE SCHOOL DISTRICT

Resolution # 1920-24

## Resolution of the Santee School District Board of Education Declaring May 13, 2020 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 13, 2020 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 21<sup>st</sup> day of April, 2020 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 21<sup>st</sup> day of April, 2020 by the following vote:

**AYES:** \_\_\_\_\_  
**NOES:** \_\_\_\_\_  
**ABSENT:** \_\_\_\_\_

Dated April 21, 2020

\_\_\_\_\_  
Elana Levens-Craig  
Clerk, Board of Education



Consent Item D.4.4. Adoption of Resolution No. 1920-25, Declaring May 17 - 23, 2020 as Classified School Employees Week

Prepared by Tim Larson  
April 21, 2020

**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 17 - 23, 2020 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.4.4.

# SANTEE SCHOOL DISTRICT

Resolution # 1920-25

## Resolution of the Santee School District Board of Education Declaring May 17 - 23, 2020 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 17 – 23, 2020 as “Classified School Employees Week” in Santee School District.

**PASSED AND ADOPTED** this 21<sup>st</sup> day of April, 2020 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 21<sup>st</sup> day of April, 2020 by the following vote:

**AYES:** \_\_\_\_\_  
**NOES:** \_\_\_\_\_  
**ABSENT:** \_\_\_\_\_

Dated April 21, 2020

\_\_\_\_\_  
Elana Levens-Craig  
Clerk, Board of Education

**BACKGROUND:**

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

At the January 21 meeting, the Board approved the short-term services agreement for Debbie Griffin, the Interim Director of Transportation from January 6 – March 31, 2020. The original item to be amended is to ratify the dates of service to extend until June 30, 2020.

**RECOMMENDATION:**

It is recommended that the Board of Education ratify the following short-term services agreement:

Vendor Name	Description of Services	Dates (s) of Service	Amount	Funding
Debbie Griffin	Interim Director of Transportation	04/1/2020 – 06/30/2020	\$45.00/hour (not to exceed \$20,520.00)	Transportation

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 of the Short-Term Services Agreement is detailed in the table above.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

**Item E. DISCUSSION AND/OR ACTION ITEMS**

Agenda Item E.

Discussion and/or Action Item E.1.1. Approval of Monthly Financial Report  
 Prepared by Karl Christensen  
 April 21, 2020

**BACKGROUND:**

Administration has prepared the accompanying Monthly Financial Report covering the period February 1, 2020 through February 29, 2020 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 \$15,740,926; cash receipts of \$4,263,033; and disbursements of \$6,183,732 are reflected for the period of February 1, through February 29, 2020 resulting in an ending cash balance of \$13,820,227 as of February 29, 2020.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item E.1.1.

# Monthly Financial Report - February

1

## CASH REPORT FOR FEBRUARY

	Actual	Projected*	Difference
Beginning Cash Balance as of February 1, 2020	\$15,740,926	\$15,740,926	\$ -
<b>INCOME</b>			
A. Local Control Funding Formula			
State Aid	2,971,236	2,942,622	\$ 28,614
Property Taxes	380,712	372,729	\$ 7,983
B. Federal Income			
Federal Funding	125,318	1,581,458	\$ (1,456,140)
C. State Income			
Lottery	-	-	\$ -
Other State Funding	-	9,332	\$ (9,332)
EPA Funding	-	-	\$ -
D. Local Income			
Other Local Income	37,655	16,645	\$ 21,010
Spec Ed	707,723	823,044	\$ (115,321)
Interest	-	-	\$ -
E. Due to/Due from other funds	40,389	55,271	\$ (14,882)
F. Debt Proceeds	-	-	\$ -
<b>TOTAL INCOME</b>	<b>\$4,263,033</b>	<b>\$5,801,101</b>	<b>\$ (1,538,068)</b>
Beginning Balance Plus Income	<b>\$20,003,959</b>	<b>\$21,542,027</b>	<b>\$ (1,538,068)</b>
<b>DISBURSEMENTS</b>			
G. Commercial Warrants	\$ 652,335	\$ 686,767	\$ (34,432)
H. Salary and Benefits	5,458,914	5,378,266	\$ 80,648
I. Other Outgo	72,483	73,048	\$ (565)
J. Interfund Transfers Out	-	1,623,086	\$ (1,623,086)
K. Budget Adjustments	-	-	\$ -
<b>TOTAL DISBURSEMENTS</b>	<b>\$6,183,732</b>	<b>\$7,761,167</b>	<b>\$ (1,577,435)</b>
Ending Cash Balance as of February 29, 2020	<b>\$13,820,227</b>	<b>\$13,780,860</b>	<b>\$ 39,367</b>

\* Based on Cash Flow Projection at Second Interim FY 2019-20

**Budget Revisions  
Through February 29, 2020  
2019-20 Revised Budget**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
<b>Beginning Fund Balance</b>	16,171,701	532,236	16,703,937
<b>Estimated Income</b>	51,249,001	21,733,655	72,982,656
<b>Estimated Expenditures</b>	53,738,726	21,747,204	75,485,930
<b>Change in Fund Balance</b>	(2,489,725)	(13,549)	(2,503,274)
<b>Projected Ending Fund Balance</b>	13,681,976	518,687	14,200,663
<b>Less: Restricted Program Carryovers</b>	-	518,687	518,687
<b>Less: Non-Spendable</b>			
<b>Prepaid Expenses</b>	375,869	-	375,869
<b>Revolving Cash Fund</b>	20,000	-	20,000
<b>Stores Inventory</b>	119,583	-	119,583
<b>Less: Assigned Vacation Carryover</b>	332,772	-	332,772
<b>Assigned Site Carryover Balances</b>	-	-	-
<b>Less: Economic Uncertainty Reserve</b>	2,264,578	-	2,264,578
<b>Less: Reserve for State Budget Uncertainty</b>	-	-	-
<b>Uncommitted/Unassigned/Unappropriated Fund Balance</b>	10,569,173	-	10,569,173
<b>Fund 17 Projected End of Year Balance</b>	3,080,843	-	3,080,843
<b>Projected Reserves</b>	15,914,594	-	15,914,594
	<u>February</u>	<u>January</u>	
<b>Projected Reserve % 2019-20<sup>1</sup></b>	21.08%	21.08%	
<b>Projected Reserve % 2020-21<sup>2</sup></b>	14.08%	14.08%	
<b>Projected Reserve % 2021-22<sup>2</sup></b>	9.71%	9.71%	

**As a % of the Estimated Expense Total<sup>1</sup>**

**Based on Multi-Year Projection at 2nd Interim- January 2020<sup>2</sup>**

**Item F. BOARD POLICIES AND BYLAWS**

Agenda Item F.



Board Policies and Bylaws F.1.1. First Reading: Revised Board Policy 3513.3,  
Prepared by Karl Christensen Tobacco-Free Schools  
April 21, 2020

**BACKGROUND:**

Revised Board Policy 3513.3, Tobacco-Free Schools, prohibits smoking and/or the use of tobacco products in District-owned or leased buildings, on District property, and in District vehicles, and it is consistent with the version promulgated by the California School Boards Association (CSBA).

**RECOMMENDATION:**

Revised Board Policy 3513.3, Tobacco-Free Schools, is presented for a First Reading. Action, if any, is at the discretion of the Board of Education.

**FISCAL IMPACT:**

None.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item F.1.1.

**TOBACCO-FREE SCHOOLS**

The Governing Board recognizes ~~the health hazards associated with~~that smoking and ~~the other~~ uses of tobacco and nicotine products, including the breathing of second hand smoke, and desires to constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

The Board prohibits smoking and/or the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles. (Health and Safety Code 104420, 104559; Labor Code 6404.5; 20 USC 6083)

These prohibitions apply to all employees, students and visitors at any school sponsored instructional program, activity or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

~~Smoking or use of any tobacco related products and disposal of any tobacco related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. (Health and Safety Code 104495)~~

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495)

## **TOBACCO-FREE SCHOOLS**

~~In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495)~~

### *Legal Reference:*

#### EDUCATION CODE

48900 *Grounds for suspension/expulsion*

48901 *Prohibition against tobacco use by students*

#### BUSINESS AND PROFESSIONS CODE

22950.5 Stop Tobacco Access to Kids Enforcement Act: definitions

#### HEALTH AND SAFETY CODE

39002 *Control of air pollution from nonvehicular sources*

104350-104495 *Tobacco use prevention, especially:*

104495 *Prohibition of smoking and tobacco waste on playgrounds*

104559 Tobacco use prohibition

119405 Unlawful to sell or furnish electronic cigarettes to minors

#### LABOR CODE

3300 Employer, definition

6304 Safe and healthful workplace

6404.5 *Occupational safety and health: use of tobacco products*

#### UNITED STATES CODE, TITLE 20

6083 *Nonsmoking policy for children's services*

7111-711722 Safe and Drug-Free Schools and Communities Act Student :Support and Academic Enrichment Grants

#### CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

#### PUBLIC EMPLOYMENT AND RELATIONS BOARD RULINGS

Eureka Teachers Assn v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)

CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147) Management Resources:

Management Resources:

#### WEB SITES

CDE: <http://www.cde.ca.gov>

California Department of Education, Alcohol, Tobacco and Other Drug Prevention:  
<http://www.cde.ca.gov/ls/he/at>

California Department of Education, Tobacco-Free School District Certification:  
<http://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp>

California Department of Public Health-Services, Tobacco Control: <http://www.dhs.ca.gov>  
<http://www.cdph.ca.gov/programs/tobacco>

Occupational Safety and Health Standards Board: <http://www.dir.ca.gov/OSHSB/oshsb.html> U.S.

Environmental Protection Agency: <http://www.epa.gov>

Policy adopted: March 3, 2009

Revised: March 20, 2018

**SANTEE SCHOOL DISTRICT**

Santee, California

Board Policies and Bylaws F.1.2. First Reading: New Board Policy 3514,  
Prepared by Karl Christensen Environmental Safety  
April 21, 2020

**BACKGROUND:**

New Board Policy 3514, Environmental Safety, addresses safe and healthy environments at school facilities for students, staff, and community members, and it is consistent with the version promulgated by the California School Boards Association (CSBA).

**RECOMMENDATION:**

New Board Policy 3514, Environmental Safety, is presented for a First Reading. Action, if any, is at the discretion of the Board of Education.

**FISCAL IMPACT:**

None.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item F.1.2.

**Environmental Safety**

The Governing Board recognizes its obligation to provide a safe and healthy environment at school facilities for students, staff, and community members. The Superintendent or designee shall regularly assess school facilities to identify environmental health risks and shall develop strategies to prevent and/or mitigate environmental hazards. He/she shall consider the proven effectiveness of various options, anticipated short-term and long-term costs and/or savings to the district, and the potential impact on staff and students, including the impact on student achievement and attendance.

Such strategies shall focus on maximizing healthy indoor air quality; monitoring the quality of outdoor air and adjusting outdoor activities as necessary; reducing exposure to vehicle emissions; minimizing exposure to lead and mercury; reducing the risk of unsafe drinking water; inspecting and properly abating asbestos; appropriately storing, using, and disposing of potentially hazardous substances; using effective least toxic pest management practices; reducing the risk of foodborne illness; and addressing any other environmental hazards identified during facilities inspections.

In developing strategies to promote healthy school environments, the Superintendent or designee may consult and collaborate with local environmental protection agencies, health agencies, water boards, and other community organizations.

The Superintendent or designee shall provide the district's maintenance and facilities staff, bus drivers, food services staff, teachers, and other staff as appropriate with professional development regarding their responsibilities in implementing strategies to improve and maintain environmentally safe and healthy schools.

The Superintendent or designee shall notify the Board, staff, parents/guardians, students, and/or governmental agencies, as appropriate, if an environmental hazard is discovered at a school site. The notification shall provide information about the district's actions to remedy the hazard and may recommend health screening of staff and students.

*Legal References (on the following page):*

**Environmental Safety**

Legal References:

EDUCATION CODE

17002 Definition of "good repair"

17070.75 Facilities inspection

17582 Deferred maintenance fund

17590 Asbestos abatement fund

17608-17614 Healthy Schools Act of 2000, least toxic pest management practices

32080-32081 Carbon monoxide devices

32240-32245 Lead-Safe Schools Protection Act

48980.3 Notification of pesticides

49410-49410.7 Asbestos materials containment or removal

FOOD AND AGRICULTURAL CODE

11401-12408 Pest control operations and agricultural chemicals

13180-13188 Healthy Schools Act of 2000, least toxic pest management practices

GOVERNMENT CODE

3543.2 Scope of representation; right to negotiate safety conditions

HEALTH AND SAFETY CODE

105400-105430 Indoor environmental quality

113700-114437 California Retail Food Code, sanitation and safety requirements

116277 Lead testing of potable water at schools and requirements to remedy

CODE OF REGULATIONS, TITLE 5

14010 Standards for school site selection

CODE OF REGULATIONS, TITLE 8

337-339 Hazardous substances list

340-340.2 Occupational safety and health, rights of employees

1528-1537 Construction safety orders; exposure to hazards

5139-5223 Control of hazardous substances

CODE OF REGULATIONS, TITLE 13

2025 Retrofitting of diesel school buses

2480 Vehicle idling

CODE OF REGULATIONS, TITLE 17

35001-36100 Lead abatement services

CODE OF REGULATIONS, TITLE 22

64670-64679 Lead and copper in drinking water

CODE OF REGULATIONS, TITLE 24

915.1-915.7 California Building Standards Code; carbon monoxide devices

UNITED STATES CODE, TITLE 7

136-136y Use of pesticides

UNITED STATES CODE, TITLE 15

2601-2629 Control of toxic substances

2641-2656 Asbestos Hazard Emergency Response Act

UNITED STATES CODE, TITLE 42

1758 Food safety and inspections

CODE OF FEDERAL REGULATIONS, TITLE 40

141.1-141.723 Drinking water standards

745.61-745.339 Lead-based paint standards

763.80-763.99 Asbestos-containing materials in schools

763.120-763.123 Asbestos worker protections

Environmental SafetyManagement Resources:CSBA PUBLICATIONS

Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments, Policy Brief, July 2008

Asthma Management in the Schools, Policy Brief, March 2008

Food Safety Requirements, Fact Sheet, October 2007

Sun Safety in Schools, Policy Brief, July 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Site Selection and Approval Guide, 2000

Indoor Air Quality, A Guide for Educators, 1995

CALIFORNIA DEPARTMENT OF HEALTH SERVICES PUBLICATIONS

Report to the Legislature: Lead Hazards in California's Public Elementary Schools and Child Care Facilities, April 1998

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY: AIR RESOURCES BOARD PUBLICATIONS

Facts about Truck and Bus Regulation School Bus Provisions, rev. March 22, 2011

CALIFORNIA STATE WATER RESOURCES CONTROL BOARD PUBLICATIONS

Frequently Asked Questions about Lead Testing of Drinking Water in California Schools; Updated for Assembly Bill 746/Health and Safety Code 116277, December 15, 2017

DIVISION OF THE STATE ARCHITECT PUBLICATIONS

K-12 Occupancy Classification and Load Factors, IR A-26, rev. April 18, 2012

U.S. ENVIRONMENTAL PROTECTION AGENCY PUBLICATIONS

A Citizen's Guide to Radon: The Guide to Protecting Yourself and Your Family from Radon, 2016

Healthy School Environments Assessment Tool, rev. 2015

Indoor Air Quality Tools for Schools, rev. 2009

Mold Remediation in Schools and Commercial Buildings, September 2008

The ABCs of Asbestos in Schools, rev. August 2003

How to Manage Asbestos in School Buildings: AHERA Designated Person's Self-Study Guide, 1996

WEB SITES

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

AirNow: <http://www.airnow.gov>

American Association of School Administrators: <http://www.aasa.org>

California Air Resources Board: <http://www.arb.ca.gov>

California Building Standards: <http://www.bsc.ca.gov/codes.aspx>

California Department of Education, Health and Safety: <http://www.cde.ca.gov/ls/fa/hs>

California Department of Pesticide Regulation: <http://www.cdpr.ca.gov>

California Department of Public Health: <http://www.cdph.ca.gov>

California State Water Resources Control Board: <http://www.waterboards.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Consumer Product Safety Commission: <http://www.cpsc.gov>

National Center for Environmental Health: <http://www.cdc.gov/nceh>

Occupational Safety and Health Administration: <http://www.osha.gov>

U.S. Environmental Protection Agency: <http://www.epa.gov>

Policy  
Adopted:

**SANTEE SCHOOL DISTRICT**  
Santee, California

**Item G. EMPLOYEE ASSOCIATION COMMUNICATION**

**Item H. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS**

**Item I. ADJOURNMENT**

Agenda Items G, H, and I.