



Santee School District

SCHOOLS:

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

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

**BOARD OF EDUCATION
 REGULAR MEETING
 A G E N D A
 May 15, 2012**

District Mission

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

A.	OPENING PROCEDURES – 7:00 p.m.	Page # 5
	1. Call to Order and Welcome	
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	3. Pledge of Allegiance	
	4. Approval of Agenda	
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	4. Spotlight on Learning: Student Recognition	14
	• County Science Fair Participants	
	• County Spelling Bee Participant	
	• Outdoor Education Essay Contest Winner	
	5. Special Education Program Update	16

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

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C. PUBLIC COMMUNICATION	17
<i>During this time, citizens are invited to address the Board of Education about any item <u>not</u> on the agenda. Request-to-speak cards should be submitted in advance. The Board may not take action on any item presented. The Board has a policy limiting any speaker to five minutes. All meetings are tape recorded.</i>	
D. CONSENT ITEMS	18
<i>Items listed under Consent are considered to be routine and are acted on by the Board with a single motion. There is no discussion of these items prior to the Board vote unless a member of the Board, staff, or public requests specific items be considered separately. Request to speak cards should be submitted in advance.</i>	
Superintendent	
1.1. <u>Approval of Minutes</u>	19
It is recommended that the Board of Education approve meeting minutes with any necessary modifications.	
1.2. <u>Approval to Cancel the July 3, 2012 Regularly Scheduled Meeting of the Board of Education</u>	28
Business Services	
2.1. <u>Approval/Ratification of Travel Requests</u>	29
it is recommended that the Board of Education ratify the authorization granted to personnel requesting out-of-district travel as listed in the item.	
2.2. <u>Approval/Ratification of Expenditure Warrants</u>	31
It is recommended that the Board of Education approve and ratify the expenditure warrants for the month of April 2012.	
2.3. <u>Approval/Ratification of Purchase Orders</u>	33
It is recommended that the Board of Education approve and ratify purchase orders for the month of April 2012 as presented in the item.	
2.4. <u>Approval/Ratification of Revolving Cash Report</u>	40
It is recommended that the Board of Education approve/ratify revolving cash checks as listed in the item.	
2.5. <u>Acceptance of Donations</u>	42
It is recommended that the Board of Education accept the donations listed in the item and authorize letters of appreciation to be sent on behalf of the Board.	
Capital Improvement Program	
3.1. <u>Authorization to Award Ornamental Fencing Project for Hill Creek School</u>	43
It is recommended that the Board of Education authorize the purchase of fencing needs from the Chula Vista Elementary School bid for Hill Creek School for current and any future deferred maintenance projects that may arise.	

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Educational Services	
4.1. <u>Approval of State Preschool Program Annual Report to California Department of Education</u>	44
It is recommended that the Board of Education approve the Annual Report of the State Preschool Program for the 2011-12 school year.	
4.2. <u>Approval of the 2011-12 Consolidated Application, Part II</u>	49
It is recommended that the Board of Education approve the 2011-12 Consolidated Application, Part II.	
Human Resources/Pupil Services	
5.1. <u>Personnel, Regular</u>	50
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations and dismissals.	
5.2. <u>Approval of Short-Term Position</u>	52
It is recommended that the Board of Education approve the listed short-term position.	
E. DISCUSSION AND/OR ACTION ITEMS	53
<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>	
Educational Services	
1.1. <u>Approval to Participate in Autism Training and Research with Rady Children's Hospital and University of California, San Diego</u>	54
It is recommended that the Board of Education approve the participation in autism training and research with Rady Children's Hospital and University of California, San Diego beginning in the 2012-2013 school year.	
1.2. <u>Approval of K-3 Balanced Reading: Professional Development and Materials</u>	57
It is recommended that the Board of Education approve the professional development plans and materials for the K – 3 Balanced Reading Program and Benchmark Assessment System implementation.	
Human Resources/Pupil Services	
2.1. <u>Approval to Increase Work Hours for Identified Classified Non-Management Positions</u>	61
It is recommended that the Board of Education approve the increase in work hours for the identified positions.	
2.2. <u>Adoption of Resolution No. 1112-28 to Layoff an Identified Classified Non-Management Position</u>	62
It is recommended that the Board of Education adopt resolution no. 1112-28 to layoff an identified classified non-management position.	

F.	BOARD POLICIES AND BYLAWS	Page #
1.	<u>First Readings</u>	
1.1.	<u>First Reading: Board Policy Annual Review:</u>	65
	BP 1312.1 Complaints Concerning District Employees	
	BP 4116 Probationary/Permanent Status	
	BP 4315.1 Competence in Evaluation of Teachers	
	BP 5116.1 Intradistrict Open Enrollment	
	BP 6145 Extracurricular and Cocurricular Activities	
	Board Bylaw 9310, Board Policies, and Education Code 35160.5 require that the Board annually review the listed Board Policies. The above listed policies are submitted with no recommended revisions for a first reading. No action is requested.	
2.	<u>Second Readings</u>	80
2.1.	<u>Second Reading: NEW BP 5131.3, Bullying Prevention</u>	
	It is recommended that the Board of Education adopt new BP 5131.3.	
2.2.	<u>Second Reading: Revised Board Policies to Incorporate Recommendations from the San Diego County Taxpayer's Association</u>	82
	BP 3290 BP 3311 BP 3312	
	BP 3600 BP 7140	
	It is recommended that the Board of Education approve revisions to BP 3290, BP 3311, BP 3312, BP 3600, and BP 7140.	
G.	BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS	91
H.	CLOSED SESSION	92
1.	<u>Public Employee Discipline/Dismissal/Release</u> (Govt. Code § 54957)	
2.	<u>Conference with Labor Negotiator</u> (Govt. Code § 54956.8) <i>Agency Negotiator: Karl Christensen, Assistant Superintendent</i> <i>Employee Organizations: Santee Teachers Association</i>	
3.	<u>Conference with Legal Counsel—Anticipated Litigation</u> <i>Significant exposure to litigation pursuant to subdivision (b) of Gov't Code § 54956.9</i> <i>One potential case.</i>	
4.	<u>Public Employee Performance Evaluation</u> (Govt. Code § 54957) <i>Superintendent</i>	
I.	RECONVENE TO PUBLIC SESSION	92
J.	ADJOURNMENT	92

Per SB 343, the supporting documents for this meeting agenda are available in the lobby at the Santee School District Office, located at 9625 Cuyamaca St., Santee, CA 92071 and will be available for viewing at the meeting.

The next regular meeting of the Board of Education is scheduled for May June 5, 2012, at 7:00 p.m. in the Douglas E. Giles Educational Resource Center. Santee School District complies with the Americans with Disabilities Act. If you require reasonable accommodations including alternate formats for this meeting, contact the Superintendent's Office at (619) 258-2304 at least two (2) days before the meeting date.

Members present:

___ Bartholomew
___ El-Hajj
___ Fox
___ Burns
___ Ryan

OPENING PROCEDURES ITEM A.

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

2. District Mission

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

3. Pledge of Allegiance

4. Approval of Agenda for the May 15, 2012 regular meeting

Agenda Item A.

Reports and Presentations Item B.1. Superintendent's Report
Prepared by Dr. Patrick Shaw
May 15, 2012

The following items are presented for Board information:

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

DEVELOPER FEES COLLECTION REPORT

2011-12

CUMULATIVE THROUGH MAY 7, 2012

Residential Rate: \$3.56 per square foot over 500 - effective 4/05/11 - 4/5/12
 Residential Rate: \$1.84 per square foot over 500 - effective 4/6/12 - 6/16/12
 Residential Rate: \$1.98 per square foot over 500 - effective 6/17/12
 Commercial Rate: \$0.29 per square foot - effective 6/16/08 - 6/16/12
 Commercial Rate: \$0.32 per square foot - effective 6/17/12
 Self Storage Rate: \$0.14 per square foot - effective 4/20/10

COM	RES	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
	X	9733 Notnil Court	07/18/11	615	\$2,189.40	HC
	X	9526 St. Andrews Drive	07/18/11	567	\$2,018.52	CO
	X	8321 Big Rock Road	07/21/11	785	\$2,794.60	CFH
X		1800 Joe Crosson Drive	08/02/11	3,016	\$874.64	PD
	X	1992 Los Senderos Drive (McMillin Morningview)	08/08/11	3,206	\$11,413.36	PD
	X	2084, 2144, 2155 Los Senderos Drive (McMillin Morningview)	08/08/11	7,537	\$26,831.72	PD
	X	2037 Los Senderos Drive (McMillin Morningview)	08/08/11	2,000	\$7,120.00	PD
	X	7460-7465 Mission Villas Court (Bushy Hill 12)	08/24/11	10,770	\$38,341.20	CFH
	X	2144 Los Senderos (McMillin Morningview)	08/29/11	210	\$747.60	PD
	X	2084 Los Senderos (McMillin Morningview)	08/29/11	195	\$694.20	PD
	X	11402 Cacho Court	08/31/11	560	\$1,993.60	PD
	X	2246 Los Senderos Drive (McMillin Morningview)	09/28/11	3,206	\$11,413.36	PD
	X	2281 & 2293 Los Senderos Drive (McMillin Morningview)	09/28/11	4,293	\$15,283.08	PD
	X	2253 & 2288 Los Senderos Drive (McMillin Morningview)	09/28/11	5,244	\$18,668.64	PD
X		9310 Fanita Pkwy (Padre Dam MWD) Replace Shade Struc.	10/25/11	3,924	\$0.00	CO
	X	2288 Los Senderos (McMillin Morningview)	11/02/11	210	\$747.60	PD
	X	7466-7475 Mission Villas Court (McMillin Morningview)	11/03/11	10,770	\$38,341.20	CFH
X		9216 Abraham Way (Scantibodies)	11/10/11	455	\$131.95	HC
	X	11997-11701 Woodside Terrace (McMillin Morningview)	11/15/11	7,537	\$26,831.72	PD
	X	1931 Woodside Terrace (McMillin Morningview)	11/15/11	2,000	\$7,120.00	PD
X		8876 Cuyamaca Street	11/15/11	123	\$35.67	RS
X		8967 Carlton Hills	11/18/11	3,910	\$1,133.90	CH
	X	9234 Birchcrest Blvd.	01/03/12	972	\$3,460.32	SC
	X	1214 Tuttle Lane	01/17/12	1,356	\$4,827.36	PD
	X	11997 Woodside Terrace (McMillin) Addtl Sq. Footage	01/19/12	210	\$747.60	PD
X		9216 Abraham Way (Scantibodies)	01/25/12	443	\$128.47	HC
	X	8213 Poinciana Drive	01/27/12	1,875	\$6,675.00	PD
	X	8225 Poinciana Drive	01/27/12	1,875	\$6,675.00	PD
	X	8564 Clifford Heights Road (Fire Re-build of 2,250 sq. ft.)	03/12/12	2,250	\$0.00	CFH
	X	Wakeland Housing- Olive Lane & Via Zapador	04/10/12	57,458	\$105,722.72	PA
	X	10404 Len Court	04/16/12	670	\$1,232.80	CP
TOTAL PAGE 1					\$344,195.23	

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

**Fee Exempt - Senior / Elder Care Facility

***Fee Exempt - Less than 500 square feet

Requests For Use Of Facilities - May 15, 2012

Group	Location	Date	Days	Time	Attendance	Fees Applied
Cajon Park PTSA (Family Night)	Kitchen	6/6/12	Wednesday	5:00 pm - 8:00 pm	50 - 75	\$20.00
Chet F. Harritt School Social Worker (Parent Night) PTA (Movie Night) PTA (Teacher Lunch)	Multi-Purpose Multi-Purpose Multi-Purpose	5/17/12 5/18/12 6/13/12	Thursday Friday Wednesday	6:00 pm - 7:30 pm 5:00 pm - 11:00 pm 11:00 am - 3:30 pm	20 - 30 65	
Rio Seco UNUM & AGIS (Long Term Care Pres.)	Multi-Purpose	6/11/12	Monday	3:00 pm - 7:00 pm	50	

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

Santee School District
ENROLLMENT REPORT
5/1/2012
Month 9 Week 4

SCHOOL	K	Gr.1	Gr.2	Gr.3	Gr.4	Gr.5	Gr.6	Gr.7	Gr.8	05/11/12 Total Reg	05/13/11 Total Reg	# Diff	% Diff	05/11/12 SDC	05/13/11 SDC	# Diff SDC	% Diff SDC	Prior Week		Total Diff
																		5/11/12 Total All	5/4/12 Total All	
Cajon Park	103	99	105	109	116	109	113	113	95	962	990	-28	-2.8%	67	70	-3	-4.3%	1029	1029	0
Carlton Hills	42	38	44	41	42	43	41	99	93	483	504	-21	-4.2%	28	20	8	40.0%	511	511	0
Carlton Oaks	78	95	83	89	76	96	95	94	122	828	820	8	1.0%	63	58	5	8.6%	891	891	0
Chet F. Harritt	62	77	56	84	51	55	54	61	61	561	579	-18	-3.1%	0	9	-9	-100.0%	561	560	1
Hill Creek	74	86	83	92	89	74	86	81	72	737	746	-9	-1.2%	18	27	-9	-33.3%	756	755	-1
Pepper Drive	97	87	83	78	72	75	81	94	85	752	698	54	7.7%	9	9	0	0.0%	761	762	-1
Prospect	62	55	60	54	60	53	52	69	58	523	508	15	3.0%	0	0	0	0.0%	523	523	0
Rio Seco	103	88	111	104	103	110	93	122	97	931	923	8	0.9%	48	43	5	11.6%	979	981	-2
Sycamore Canyon	62	62	46	46	46	30	43	0	0	335	327	8	2.4%	1	0	1	100.0%	336	336	0
SUBTOTAL	683	687	671	697	655	645	658	733	683	6112	6095	17	0.3%	234	236	-2	-0.8%	6346	6349	-3
Alternative School	0	2	7	3	5	3	7	7	7	41	42	-1	-2.4%					41	40	1
Success Academy							1	1	9	11	10	1	10.0%	1				12	11	1
NPS											0			3	2	1	50.0%	3	3	0
EAK*	144									144	117		0.0%					144	144	0
SUBTOTAL	144	2	7	3	5	3	8	8	16	196	169	27	16.0%					200	188	2
TOTAL	827	689	678	700	660	648	666	741	699	6308	6264	44	0.7%					6546	6547	-1

*5 year olds only

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

PK	
2	1031
1	512
45	381
0	

Total Enrollment including PK
6594

Schedule of Upcoming Events

Date	Event
May 22	Salute to Excellence Employee Recognition Event Reception 5:30 p.m. Program 6:00-7:00 p.m. Carlton Oaks Country Club
May 28	Memorial Day Holiday - Schools and Departments Closed
June 5	Board Meeting – 7:00 p.m.
June 14	End of Year Employee Celebration
June 19	Board Meeting – 7:00 p.m.
June 22-26	Eighth Grade Promotions
June 26	Last Day of School
June 28	Foundation Golf Tournament
July 3	Board Meeting-Recommended to be cancelled
July 4	Fourth of July Holiday - Schools and Departments Closed
July 17	Board Meeting – 7:00 p.m.

Reports and Presentations Item B.2.
Prepared by Dr. Pat Shaw
May 15, 2012

Student Spotlight: Carlton Oaks
Carlton Oaks Performing Arts Program

BACKGROUND:

Carlton Oaks Performing Arts (C.O.P.A) is a unique before and after school program for 4th-6th grade students. Students participate in beginning & intermediate guitar, beginning & intermediate dance, and choir. It is taught by Angela Panfili, Alisa Williams, and Kim Olsen. These teachers created this program and donate their time because they strongly believe that music and the arts are critical subjects that should be in a school's curriculum. They designed the program to be free of charge for students and on a volunteer/sign-up basis. The response has been overwhelming! We are currently in our 5th year of COPA and 469 students have participated during those years.

Students begin practice in January and practice on a weekly basis before or after school. In June, all ensembles come together to perform in a show in our outdoor amphitheater. Each ensemble gets a chance to perform as a group, and then all ensembles; guitar, dance, and choir perform songs together. It has truly been an amazing program that we plan to continue for many additional years.

Tonight, the teachers have brought several students from this year's COPA program to perform for the Board.

Agenda Item B.2.

Reports and Presentations Item B.3.
Prepared by Dr. Pat Shaw
May 15, 2012

Student Spotlight: PRIDE Academy
Rosetta Stone Language Program

BACKGROUND:

This year PRIDE Academy has implemented a foreign language program for students in grades 7 and 8. Students that earned Proficient or Advanced on last year's English/Language Arts CST test were eligible for to participate in the program using *Rosetta Stone* software. Five different languages were selected by students and they work with the program 4 days each week. On the 5th day, the students participate in a conversation component that is a very important addition to the program, to ensure that the students are able to put their new language skills to use! Tonight you will see a sample of the languages being spoken – presented by a few participating students from PRIDE Academy.

Agenda Item B.3.

Reports and Presentation Item B.4.

Spotlight on Learning: Student Recognition

- County Science Fair Participants
- County Spelling Bee Participant
- Outdoor Education Essay Contest Winner

Prepared by Kristin Baranski

May 15, 2012

BACKGROUND:

This evening, the Board of Education is recognizing Santee School District students who participated in County level programs: 2012 Greater San Diego County Science and Engineering Fair, the 2012 San Diego County Spelling Bee, and the 2012 Outdoor Education Scholarship Contest.

Nine student projects receiving high merit were honored on March 23 - 25, 2012 at the **Countywide Greater San Diego Science and Engineering Fair**. This year, one student, Caity Williams from Cajon Park, is eligible for the State competition. The list below highlights the achievements earned by these nine students.

1st Place Awards:

Chad Nancarrow	Engineering – Energy and Transport
Caity Williams	Product Testing/Consumer Science

2nd Place Award:

Andrew Pelowitz	Chemistry
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3rd Place Awards:

Mugen Blue	Engineering – Electrical and Mechanical
Brooke Motl	Product Testing/Consumer Science
Scott Sterner	Engineering – Electrical and Mechanical
Zachary Taft	Engineering – Materials and Bioengineering

4th Place Awards:

Melissa Chavez	Behavioral and Social Sciences
Phillip Richeson	Medicine

In addition to the student recognition this evening, the Board of Education would also like to commend the following teachers in their support of student participation at the 2012 Greater San Diego County Science and Engineering Fair: Mrs. Allwyn Gazi, Mr. Larry Barbary, and Mr. Bruce Jennings.

Two 8th grade students, Kasey Stoudt from Hill Creek and Victoria Weinzirl from Chet F. Harritt, participated in this year's **County Spelling Bee on March 21**. The Countywide Spelling Bee is coordinated by the San Diego Union Tribune and the San Diego County Office of Education. The Board of Education also recognizes Ms. Nancy Knudsen and Ms. Jackie Ray for their organization of the Hill Creek and Chet F. Harritt Spelling Bees.

The **Outdoor Education Scholarship Contest**, funded by the William E. Van Arsdale Trust, consists of a countywide writing competition for fifth grade students. The winners each receive a scholarship to the San Diego County Office of Education Outdoor School Program. This year, Madison Porter, a 5th grade student in Mrs. Jane Montler's class at Hill Creek School, was one of only 15 students throughout the County named contest winners out of over 2940 essays submitted.

Agenda Item B.4.

BACKGROUND

During the 2007-2008 school year, Santee School District participated in a Fiscal Crisis and Management Assistance Team (FCMAT) study concentrating on the District's special education program. Outcomes from the FCMAT study included the following:

- Goal 1: To improve communication with parents and staff
- Goal 2: To enhance collaboration throughout the District
- Goal 3: To improve instruction, curriculum, and monitoring of student progress

An action plan was created and this plan has guided the District's focus and expectations for all stakeholders in special education. Over the past four school years, the District has implemented the following activities to support the identified goals:

- A District special education advisory committee was created (SEAC)
- Special day classes were reorganized to increase staff collaboration and reduce the number of student moves through their K – 8 experience
- Special day class teachers meet in “job alike” sessions to discuss special education topics with their similar peers
- Annual collection of parent feedback on the IEP process
- Increased mainstreaming opportunities as appropriate to student need
- Core curriculum training for special education teachers
- Integrated special education and general education professional development related to differentiation strategies for special education students
- Identified and implemented a new benchmark assessment for mild-moderate special day class students, iReady
- District special education website includes parent resources (e.g. acronym definitions, definition of special education terms)
- Special education parent handbook was created and revised as needed
- A parent liaison volunteer job description was created by the SEAC

This evening, Hope Michel, Director of Special Education, will provide the Board an update of the District special education program and recent activities.

PUBLIC COMMUNICATION Item C

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

Agenda Item C.

CONSENT ITEMS Item D.

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

Agenda Item D

Consent Item D.1.1. Approval of Minutes
Prepared by Dr. Patrick Shaw
May 15, 2012

BACKGROUND:

Presented for Board approval –

- May 1, 2012, regular meeting minutes

RECOMMENDATION:

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

Motion:

Second:

Vote:

Item D.1.1.

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

May 1, 2012
MINUTES

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

Prior to the regularly scheduled Board meeting, the Board met with Principals for a discussion, mostly centered on the challenges facing school districts due to budget reductions and deferrals by the State of California.

A. OPENING PROCEDURES

1. Call to Order and Welcome
President Bartholomew called the regular meeting to order at 7:03 p.m. and read the District Mission Statement.
Members present:
 Dan Bartholomew, President
 Dianne El-Hajj, Vice President
 Ken Fox, Clerk
 Dustin Burns, Member
 Barbara Ryan, Member
Administration present:
 Dr. Patrick Shaw, Superintendent and Secretary to the Board
 Karl Christensen, Assistant Superintendent, Business Services
 Minnie Malin, Assistant Superintendent, Human Resources/Pupil Services
 Kristin Baranski, Director, Educational Services
 Linda Vail, Executive Assistant and Recording Secretary
2. President Bartholomew invited the audience to recite the District Mission and then invited Aaron Peterson, a 4th grade student from Sycamore Canyon School, to lead the members, staff, and audience in the Pledge of Allegiance.
3. Approval of Agenda
It was moved and seconded to approve the agenda.
Motion: Ryan Second: El-Hajj Vote: 5-0

B. REPORTS AND PRESENTATIONS

1. Superintendent's Report
 - 1.1. Developer Fees Collection Report
 - 1.2. Use of Facilities Report
 - 1.3. Enrollment Report
 - 1.4. Schedule of Upcoming Events
2. **Student Spotlight – Sycamore Canyon School: A Celebration of Writing**
Sycamore Canyon Principal, Debra Simpson, shared that Sycamore Canyon students are excited about writing and students came to share some of their terrific stories with the Board. Three students read stories they wrote:
 Aliha Leholm, 6th grade: *Arntia the Hidden World*
 Jacob Joralemon, 4th grade: *San Diego Beaches*
 Joseph Roman, 1st grade: *George Washington's Visit to Room 3*
The Board was very impressed with their writing skills and also complimented their outstanding penmanship.
3. **Student Spotlight – Rio Seco School: Choir Enrichment Rotation Class**
Rio Seco Principal, Lisa McColl, reported how proud she is of the 5th grade program and the teaming rotation provided by the teachers. The rotation includes music, art, poetry, history, and athletics. She

believes there is great value in these opportunities. Mrs. McColl introduced Allicen Ostash, 5th grade teacher who teaches the choir rotation class. Mrs. Ostash presented her class singing two songs from the Broadway musicals *Hairspray* and *Grease*. The Board loved the performance.

4. Report from the Budget Advisory Committee

Karl Christensen reported the Budget Advisory Committee meets once each month with the task of formulating lists of budget considerations to present to the Board. Mr. Christensen introduced parent members of the BAC, Jody Flannigan and Ann Petta, who presented the committee's report to the Board.

Ms. Flannigan and Ms. Petta shared the BAC consists of parents, community members, and district staff. This year the committee expanded its scope to provide the Board with 3 lists of recommendations: revenue enhancements, perspectives on service and functions, and programs to be reserved, restored and/or expanded in the future as funds become available. The committee hopes this information will also assist the Board in their strategic planning. The list of recommendations was weighted by combining the scores given by each committee member. The list will be filed with the minutes. Ms. Flannigan and Ms. Petta thanked the Board for the opportunity to serve and be a part of the District budget process.

President Bartholomew asked the committee members what the thinking was including what to preserve and/or expand, as this is an addition to past committee recommendations. They shared the committee wanted to look at the budget as a tool to providing the best possible future for the education of our children. Member Burns said the report shows that someone on the committee could not support "quality of instruction" and he wondered why that would be. Mr. Christensen said it needs to be confirmed because it is odd that someone would not support quality instruction. He will check on it as it may be a misunderstanding of the scoring process. President Bartholomew thanked the parents for serving on the committee and presenting the information.

5. Report on Educationally Related Mental Health Services (ERMHS) for 2012-2013

Hope Michel provided an update on ERMHS for the 2012-13 school year. On March 1 the East County Directors and the SELPA met with 7 Non-Public Agencies (NPA) to hear information regarding their services and costs. The Directors clearly identified Vista Hill as a NPA to begin conversations with regarding outpatient mental health services. Vista Hill has a long history of providing school based mental health services. At this time, Santee School District does not have any students requiring outpatient services. Should we require them in the future, there are several options available. We can contract directly with Vista Hill, purchase staff full time equivalents (FTE's), or work collaboratively with another district who is already purchasing staff FTE's. At the March 6, 2012 meeting, the Board voted to continue using Cajon Valley District services for day treatment/day rehabilitation options. In June, administration plans to bring their final recommendations and any necessary ERMHS contracts to the Board for approval.

Member Burns confirmed that outpatient services would be delivered at the schools sites. Ms. Michel said they are working to provide all outpatients services at school sites as they believe it is in the best interest of the students. Member Ryan thanked Ms. Michel for taking the time to go over this information with her prior to the meeting. Mrs. Ryan wished to caution staff that in some instances agencies may only use interns to provide the services on the school campuses. Mrs. Ryan wants to make certain that is not the case if Santee School District uses their services. Ms. Michel said this concern was duly noted, and at the March SELPA meeting she advised Vista Hill should Santee School District require services, we would require licensed clinicians.

C. PUBLIC COMMUNICATION

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

D. PUBLIC HEARINGS

1.1. Santee School District Board of Education's Initial Proposal to Modify Articles of the Collective Bargaining Agreement Between Santee School District and Santee Teachers Association's (STA)

President Bartholomew opened the public hearing on the Santee School District Board of Education's initial proposal to modify articles of the collective bargaining agreement between Santee School District and Santee Teachers Association. There were no comments. The hearing was closed.

1.2. Santee Teachers Association's (STA) Initial Proposal to Modify Articles of the Collective Bargaining Agreement Between Santee School District and STA

President Bartholomew opened the public hearing on the Santee Teachers Association initial proposal to modify articles of the collective bargaining agreement between Santee School District and Santee Teachers Association. There were no comments. The hearing was closed.

E. CONSENT ITEMS

Items listed under Consent are considered to be routine and are all acted on by the Board with one single motion. President Bartholomew invited comments from the public on any item listed under Consent.

- 1.1. **Approval of Minutes**
- 1.2. **Adoption of Revised Santee School District Mission Statement, Vision Statement, Core Belief Statements, and Goals**
- 2.1. **Approval/Ratification of Travel Requests**
- 2.2. **Approval/Ratification of Revolving Cash Report**
- 2.3. **Acceptance of Donations**
- 2.4. **Adoption of Resolution #1112-22 Requesting Temporary Transfer of Funds**
- 2.5. **Approval of Interdistrict Attendance Agreements**
- 2.6. **Adoption of Resolutions Authorizing Specific Designated Agents**
- 2.7. **Approval of Amendment #4 to Agreement with City of Santee For Cooperative Facilities Utilization**
- 2.8. **Acceptance of Child Nutrition Services Roofing Project and Authorization to File Notice of Completion Document**
- 3.1. **Finalization of Costs for Consultants Pertaining to Dispute Resolution for State Grant for Hill Creek Addition Project**
- 3.2. **Approval of Retention Reduction for Hill Creek Addition Project**
- 4.1. **Personnel, Regular**
- 4.2. **Approval of Short-Term Positions**
- 4.3. **Approval of Shared Classroom Teaching Assignments for 2012-2013**

Member Ryan confirmed with Mrs. Malin that the teachers with shared contracts receive 50% benefits. Mrs. Malin said yes, all teachers on new shared contracts receive prorated benefits. Member El-Hajj moved and seconded to approve Consent Items.

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

F. DISCUSSION AND/OR ACTION ITEMS

1.1. Quail Brush Power Plant Project

President Bartholomew recognized members of the audience who submitted Request to Speak Cards: Eid Fakhouri, Santee resident: Mr. Fakhouri provided information regarding the impact of the Quail Brush Power Plant on the community of Santee and Santee property values. He presented a study on the effect of power plants on property values. Mr. Fakhouri requested the Board to consider their fiscal responsibility to the community of Santee and a healthy environment for the children.

Dr. Kurtz: San Diego resident: Dr. Kurtz spoke about the emissions and noise levels the proposed power plant would create from the use of natural gas fired engines. The engines are similar to what is used on large ships. This type of plant, an intermediate peaker plant, has frequent engine stops and starts which cause extra emissions that are not accounted for in the emissions levels reports included on the application. To counteract the emissions, ammonia is injected into the exhaust. The dosage of ammonia is critical and too much causes it to be released into the environment. Maintenance of the engines is very important and as the engines get older they create more exhaust. This type of engine runs relatively slow, 700-750 rpm, with noise at a low frequency. There is no information in the applications about frequency of noise. He concluded, reporting significant concerns about the technology for this power plant, including increases in emissions and a possible significant problem with noise.

Steven Houlahan, Santee resident and Registered Nurse: Mr. Houlahan has been a resident of Santee over 30 years. He shared with the Board his concerns about the health for children and that it is his passion. He reported the power plant has the potential of emitting at least 56.5 tons of emissions. Not included by the power plant is also 484.9 tons of carbon dioxide that will be emitted. This is a total of 689.74 tons of emissions annually, with the power plant working at 43% capacity. The actual amount will probably be more since these engines will start and stop more frequently. There is also no estimate of how much nitrogen oxide would be emitted. Nitrogen oxide increases allergies and respiratory illnesses, and according to documented journals, air pollution harms children's lungs for life. Mr. Houlahan urged the Board to adopt a resolution opposing the Quail Brush Project and do what they can to stop this from happening in our community. Mr. Houlahan said he believed Grossmont Union High School District passed a resolution.

Sonja Ramos, Santee resident: Mrs. Ramos expressed her concerns about the recent application to build a power plant outside the city limits. She is concerned about the health and safety of our children and our community if this project is approved by the California Energy Commission. Mrs. Ramos requested the Board to send home flyers with the students and submit a resolution formally opposing the Quail Brush Power Plant to the California Energy Commission.

William Dudley, resident of Santee and parent of students at Chet F. Harritt School: Mr. Dudley urged the Board to coordinate with the Grossmont High School District facilities director, Bob Keesley, in their efforts to get information and formulate their opposition to the proposed power plant. He is concerned about the impact on Santee property values and how a power plant might negatively impact our community.

By invitation of the Board, Lori Ziebart, project manager for the Quail Brush Power Plant, presented information regarding the proposed 100 megawatt natural gas peaker plant. The plant would be located on 10 acres of land off Mast Blvd., just west of the Sycamore Canyon Landfill. This site was chosen because it is close to natural gas and transmission lines. The purpose of the plant will be to provide power to SDG&E and activity will be limited to specific hours that it can run. By law, they will be continuously monitoring emissions. The company is taking community concerns very seriously and making changes based on their concerns. The original plan had 11 stacks, 100' high each. They are currently working to reduce visual impact after hearing that this was a major concern of the community. Cogentrix recently requested a 60-day extension for consideration of their application for some of these changes. Their contract with SDG&E and permit will limit their operation to 43%. Ms. Ziebart urged the Board to continue to seek information and get all of their questions addressed.

Member Ryan asked to see some renderings. Ms. Ziebart said they initially provided very rough renderings which caused great concern. They have hired an architect to create more realistic renderings. That is one of the reasons for the delay. Board members would be interested in seeing renderings from the vantage points at Carlton Oaks and Sycamore Canyon Schools, as well as the Camp Elliot property which is nearby. Member Burns asked about the other peaker plants in the County and if there were any in closer proximity to a school than they are proposing. He would be interested in a map showing more details of the current peaker plant locations and their proximity to schools. Ms. Ziebart said the Encino plant is in the proximity of five schools less than 2 miles away. In Escondido, there are 11 schools within 2.5 miles. The new Palomar Medical Center is less than ½ mile from a plant. Mr. Burns would be interested to see if there is any impact to their schools and asked for information from those school districts. If he is provided the names of the schools, he may contact the schools for information on any impacts as well.

Member Ryan would be interested in seeing where the peaker plant between Hwys 125 and 52 is located. Member Fox asked if there are studies available about property values and fleeing residents. Ms. Ziebart is unaware of any. Member El-Hajj would like to know if the sizes of the existing peaker plants around the county and indicated on the map are similar to what they are planning. Member Fox asked if the power plant would provide direct benefit to our community. Ms. Ziebart is not certain if the power created would go directly to Santee citizens, but said the community may benefit through school fees and property taxes. She is not certain and is still checking on this.

Member El-Hajj thanked Ms. Ziebart and the community members for coming. It was really helpful to be able to hear both sides of the issue without an overflow of emotion.

President Bartholomew asked when the CEC would publish the preliminary staff assessment. Ms. Ziebart said around the end of July but that may be extended now because they need to provide additional information. She expects the preliminary staff assessment to be available in late summer or early fall. President Bartholomew asked if Cogentrix has been involved with other peaker plants. Ms. Ziebart said yes, they have built two in Colorado that are slightly larger in size. President Bartholomew said the potential health risks associated with the emissions are very important and asked Ms. Ziebart to address this concern. Ms. Ziebart said data is provided based on their modeling and the emission levels would be in compliance with the State. The CEC is looking at the emissions levels and must approve the project.

The Board summarized the information they would like to receive:

- Renderings with a sense of scale and line of sight
- Information about schools in similar proximity to a plant of this type
- Sizes of existing peaker plants around the County (shown on the map provided)

President Bartholomew said the Board appreciated everyone for coming and for their time to bring the Board to a level of understanding. He has specific personal concerns and it is a very hot issue in our community. There was no further discussion and no action taken by the Board.

2.1. Approval of Monthly Financial Report

Mr. Christensen reported an ending cash balance of \$1,407,468 as of March 31, slightly higher than projected. We received \$4.4 million in proceeds this month from our County Treasury loan which was needed to bridge a projected short term cash deficit into July. We continue to show a projected deficit of approximately \$2.3 million for the Unrestricted General Fund and \$16,000 for the Restricted General Fund, which will drop our reserve to a little less than 20%. If the ballot initiatives fail and the \$455/ADA proposed mid-year trigger is pulled, our reserve would drop to 13.5% for 2012-13 and then to slightly higher than the minimum 3% required in 2013-14. Member Ryan moved to approve the Monthly Financial Report for March 2012.

Motion: Ryan

Second: El-Hajj

Vote: 5-0

2.2. Approval of Addendum to Agreement with School Innovations & Advocacy for Mandated Cost Services for Site Services

Mr. Christensen reported School Innovations & Advocacy currently provides services related to accumulation and reporting of mandated cost claims. Although we are not currently receiving funding for this program, it is important that we continue to file claims as this represents a debt of the State that must eventually be paid. For the 2009-10 fiscal year, we claimed \$87,000, which dropped for 2010-11 to \$34,000.

Ordinarily, we would expect to see an approximate 50/50 split between claims for the District Office and those for schools. For 2010-11, the split was 94% DO and 6% sites. Administration would like to provide the sites with more personalized service for submitting reimbursement claims which will help to increase the amount of claims submitted. SI&A offers SiteServ, which involves a consultant personally meeting with each individual at a school site submitting claims to assist with accumulating data for the claim at a cost of an additional \$6,750 per year above the current cost of \$11,000. This cost is also fully reimbursable from the State.

Member El-Hajj asked if spending this additional money will ever pay off. Mr. Christensen said in 2006 the District received about \$1 million so we are hopeful that these costs will be paid to districts in the future.

Member Ryan moved to approve the addendum to Agreement with School Innovations & Advocacy for Mandated Cost Services to incorporate SiteServSM Services for 2011-12 and 2012-13.

Motion: Ryan

Second: Burns

Vote: 5-0

3.1. Update on Castlerock Project and Methods to Mitigate School Impacts

Mr. Christensen provided an update on the Castlerock home development project, sharing their plan for 421 single family detached homes. They are currently seeking annexation into the City of Santee.

According to their timeline, models will open in July 2014 and production will begin in December 2014. The project is currently in the Carlton Oaks attendance area, and based on the school facilities need assessment, the student generation rate is ½ student per home (191 students). Based on current utilization, Carlton Oaks would be short two classrooms. There are various methods for school impact mitigation, which include, developer fees (\$1.7 million), negotiated school fees assessment, or community facilities district (CFD). A CFD is governed by the Mello-Roos Act of 1982 and allows a special tax on property within specified boundaries to fund public facilities and services. Mr. Christensen provided the Board a summary sheet with the advantages and disadvantages of each of these options. A CFD can provide revenue for the long term; however, there is risk of bond default. The advantage to a builder is they transfer the school fees to the homeowner, often lowering the price of the home to compensate.

Member Burns said the Board would need to determine what school students living in that development would attend as their school of residence. If students attended Sycamore Canyon, the library resource center could be funded from those fees. Mr. Christensen said he believes CFD should be explored and the Board supported continued exploration into this method of school impact mitigation. Member Burns asked Administration to return to the Board as the development of Castlerock draws nearer to determine where students from this development would go to school. No action was taken.

3.2. Submission of Modernization Grants for Relocatable Classrooms at Pepper Drive, Cajon Park, Hill Creek and Rio Seco and Approval of Architectural Services

Mr. Christensen reported there is an opportunity to obtain additional sources of funding for relocatable classrooms at various sites. This grant would be reimbursement to the District for work already completed and provide funding for Rio Seco work on the portables that is necessary in order to be able to close out the Phase 1 Rio Seco modernization project with DSA. Funding could help to offset costs for the possible YALE preschool expansion at the old Cajon Park junior high and provide Pepper Drive some benefit to include with CIP funds. These State Grants now allow inclusion of funding for green initiatives such as solar. Therefore, we would include this component in each of these applications. Applying for these grants does require some architectural design work estimated at \$46k, of which \$25k is already available through the open PO with Webb Cleff that was approved several months ago. Administration seeks approval to continue with design work for this possible funding through Webb-Cleff Architecture.

Member Ryan moved to authorize submission of applications for State Modernization Grants for relocatable classrooms at Pepper Drive, Cajon Park, Hill Creek, and Rio Seco schools and approve architectural contract services with Webb Cleff Architect & Engineering, Inc.

Motion: Ryan Second: Burns Vote: 5-0

3.3. Hill Creek New Addition Fencing

Dr. Shaw reported that with modernization we have installed ornamental iron fencing in the front of the schools. Pursuant to the current design, the fencing installed in front of the new Hill Creek addition is chain link. Because of the proximity of the new Hill Creek building and the highly visible school frontage, he believed it would be good to discuss the option of upgrading the fencing in front of the building to ornamental iron fencing. If the Board desired to do this, the new fencing could be installed during the summer. At this time we can get a good price on the ornamental iron fencing through a piggy-back bid with Chula Vista. The run of 265' with 2 gates would not exceed \$15,000.

Member Fox asked about gates and if they would be locked. Christina Becker said yes, they would be locked just like all perimeter gates are locked during the school day. The school would determine ingress and egress.

Member Burns asked if the gates would have panic bars or locks. Ms. Becker said she would prefer locks but will need to see what the Fire Marshal requires. Member Burns asked if the fence being removed can be re-used. Ms. Becker assured him that it would be re-used. Member El-Hajj moved to replace the current fencing in front of the new Hill Creek 10-classroom building as described in the item.

Motion: El-Hajj Second: Fox Vote: 5-0

4.1. Dual Immersion Program

Kristin Baranski reported that Administration came to the last Board meeting with information to propose considerations to implement a dual immersion program. The Board took no action. Member El-Hajj said she asked to bring this item back because she felt another discussion was needed. She believes there

may be support for a dual immersion program if it is done in the appropriate way. She wished to have a discussion with the Board to re-examine the option and see what the concerns of the Board are and if they can be addressed over time. The following is a list of items the Board seeks more information or analysis on and areas of concern that need to be addressed:

- A financial analysis/projection of what the program would look like at one or more schools, showing potential growth,
- The financial commitment for 1 class or 1 group of students moving through the grades,
- A financial analysis of 1 class versus 2 classes, showing any savings by having 2 classes (over a 5-year period),
- How the attrition of participating students would be addressed,
- The cost analysis for the model proposed with 2 classes,
- A proposed plan if the program needed to grow,
- Information from Chula Vista about how they implemented the program and expanded their program,
- Board members visits planned to observe an existing program,
- Investigate best practice programs and language programs that offer a greater number of students opportunities to be exposed to another language,
- Alignment with the Strategic Plan,
- Analysis of the expense of a dual immersion program versus a program where all students have exposure to another language,
- Analysis of the academic benefit if the funds were used to offer foreign language opportunities to all students,
- Analysis of the financial portion, facilities portion, educational portion, and political (policies): How they are intertwined in some ways and not in others,
- Rationale of starting program in grade K rather than 1st grade,
- Analysis of what we can learn from the Lakeside program: how the program grew and displaced staff. What does it look like when it grows? Could we develop a formula for a program like this?,
- A plan on how we would fill open spots or new classes (i.e., lottery),
- Policies addressing the program should be in place first,
- What does it mean if the current principal were to leave and what would be looked for in replacing the principal,
- A plan showing how teachers would be impacted and the ripple effect,
- A plan to mitigate a large number of students leaving a particular school or having too many student desiring to participate, and
- A plan to preserve the neighborhood schools and at what point do we stop adding to a school.

Moving forward it is important to remember the Board's philosophy to provide choice of schools to parents. Board members would like to have the opportunity to visit current programs in other districts. As Administration continues to provide information to the Board, the timeline should include a final decision about implementation in the 2013-14 school year be made by April 1, 2013 in order to adequately prepare and inform families.

Member Burns reiterated that his greatest concern is providing the opportunity to Santee students and not filling the classes with students from outside of our community. Board members asked Administration if this discussion provided a more defined scope of information the Board is seeking. Administration was appreciative for the list of items and will use it when compiling information to return to the Board. No action was taken.

5.1. Approval of Declaration of Need for Fully Qualified Educators

Minnie Malin reported this declaration is an annual requirement certifying that a diligent search to recruit a fully prepared teacher for assignments was made and that if a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority requirements stated in the declaration. Member Ryan moved to approve the declaration.

Motion: Ryan Second: Burns Vote: 5-0

G. BOARD POLICIES AND BYLAWS

1.1 First Reading: New BP 5131.3, Bullying Prevention

New BP 5131.3 was presented to the Board for a first reading. No action was requested and the Board Policy will return to the Board for a second reading and request for adoption.

1.2. First Reading: Revised Board Policies to Incorporate Recommendations from the San Diego County Taxpayer's Association

BP 3290 BP 3311 BP 3312
BP 3600 BP 7140

Revised BP 3290, BP 3311, BP 3312, BP 3600, and BP 7140 were presented to the Board for a first reading. These policies were revised to include recommendations by the San Diego County Taxpayers Association. No action was requested and the revised Board Policies will return to the Board for a second reading and request for approval.

H. BOARD COMMUNICATION

- Member El-Hajj's Action Planning committee for strategic planning continues to work and the work is going well.
- Member Burns said his committee met last night and will meet again next week. The conversations are extremely rich.
- President Bartholomew said his Fiscal team has met several times as well. All of the Board and Administration are working hard with Action Planning committees.
- Member Burns would like to see 3/4 combination classes staffed at the lower level next year. Dr. Shaw said he realized this year that they were staffed at the higher level and has made plans already for this to be rectified for next year.
- The Board requested Administration to check if Grossmont has adopted a resolution or made a public opinion about the Quail Brush Power Plant.
- The Classroom of the Future awards event will be held on May 17th. Member El-Hajj will attend.
- The Board would like to schedule a workshop on Conflict of Interest for August 21st.
- Board members greatly appreciated the opportunity to meet with the principals.

I. CLOSED SESSION

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

- 1. Conference with Labor Negotiator (Govt. Code § 54956.8)**
Purpose: Negotiations
Agency Negotiator: Karl Christensen, Asst. Superintendent
Employee Organizations: Santee Teachers Association
Classified School Employees Association
- 2. Conference with Legal Counsel (Subdivision (a) of Govt. Code § 54956.9)**
Anticipated Litigation: One potential case
- 3. Public Employee Performance Evaluation (Govt. Code § 54957)**
Superintendent

The Board entered closed session at 10:16 p.m.

J. RECONVENE TO PUBLIC SESSION

The Board reconvened to public session at 11:45 p.m. No action was reported.

K. ADJOURNMENT

The May 1, 2012 regular meeting adjourned at 11:45 p.m.

Consent Item D.1.2.

Approval to Cancel the July 3, 2012 Regularly Scheduled Meeting of the Board of Education

Prepared by Dr. Patrick Shaw
May 15, 2012

BACKGROUND:

The regular meetings of the Board of Education are scheduled for the first and third Tuesdays of each month. Because the regular meeting date of July 3, 2012 falls shortly after school ends, immediately proceeds a holiday, and during a time when many parents and staff may be traveling, it is recommended that the Board cancel the scheduled meeting. Regularly scheduled meeting will be held on June 19 and July 17, 2012.

Administration does not believe cancellation of the meeting will have a negative impact on district operations and any routine business of the District can be brought to the Board at meetings directly preceding or following the July 3rd meeting. Rescheduling of the meeting will be unnecessary. The cancellation of this meeting would be properly noticed at the standard locations and on the District web site.

Administration will notify the Board President for consideration if the need arises to schedule a special meeting.

RECOMMENDATION:

Administration recommends cancellation of the July 3, 2012 Board of Education meeting. It is determined at this time that it will be unnecessary to reschedule the meeting.

FISCAL IMPACT:

There would be no fiscal impact from the cancellation of the meeting.

Motion: _____ Second: _____ Vote: _____ Agenda Item D.1.2.

Consent Item D.2.1. Approval/Ratification of Travel Requests
Prepared by Karl Christensen
May 15, 2012

BACKGROUND:

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

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

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

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

RECOMMENDATION:

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

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The estimated travel expenses are \$80, with substitute costs of \$105, as disclosed on the following page.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item D.2.1.
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Board Travel Report - May 15, 2012

Travel Dates	Attendees	Site or Dept	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Overnight, Out-of-State, Air Travel
Tuesday, 05/15/12	Hope Michel Meredith Riffel Kathleen McKinnon Judith Fox	Ed Services Ed Services Ed Services Ed Services	Special Education Residency and Custody Training	SDDOE	\$0 \$0 \$0 \$0	\$20 \$20 \$20 \$20	Special Education Special Education Special Education Special Education	This workshop will provide a presentation on laws regarding homeless students, foster youth, special education and residency.
Thurs-Fri, 5/31/2012 - 06/01/12	Heather Glanz	RS	Engineering is Elementary - Teacher Educator Institute, WestEd	Los Alamitos	\$105	\$0	GATE	Ms. Glanz was invited to participate in the teacher educator institute regarding engineering in elementary schools.

Consent Item D.2.2. Approval/Ratification of Expenditure Warrants
 Prepared by Karl Christensen
 May 15, 2012

BACKGROUND:

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

Commercial Warrants issued for the period of April 2012:

<u>Fund #/Name</u>	<u>Warrant #'s</u>	<u>Amount</u>
03/06 General	12-032111 TO 12-042140	\$246,217.68
09 00	N/A	\$0.00
12 06	N/A	\$0.00
13 00	12-033290 TO 12-042141	\$260,882.24
14 00	N/A	\$0.00
21 09	N/A	\$0.00
21 39 / 21 08	12-032143 TO 12-042145	\$1,796,383.96
25 18	12-032149 TO 12-042146	\$4,830.04
25 38	N/A	\$0.00
35-00	N/A	\$0.00
40-00	12-038408	\$105.03
63-00	12-032150 TO 12-042147	\$6,103.04
		\$2,314,521.99

Student Body Warrants issued for the period of April 2012:

\$2,828.00

Payroll Warrant #'s beginning 10-106927 through 10-106987 and 10-111178 through 10-111976 and 10-111874:

<u>Fund #/Name</u>	<u>Amount</u>
03 00	\$2,779,894.28
06 00	\$793,769.30
12 06	\$19,050.84
13 00	\$66,300.43
25-18	\$0.00
63 00	\$177,594.67
\$3,836,609.52	

RECOMMENDATION:

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

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The fiscal impact of commercial, student body, and payroll expenditure warrants total \$6,153,959.51 and is disclosed above.

STUDENT ACHIEVEMENT IMPACT:

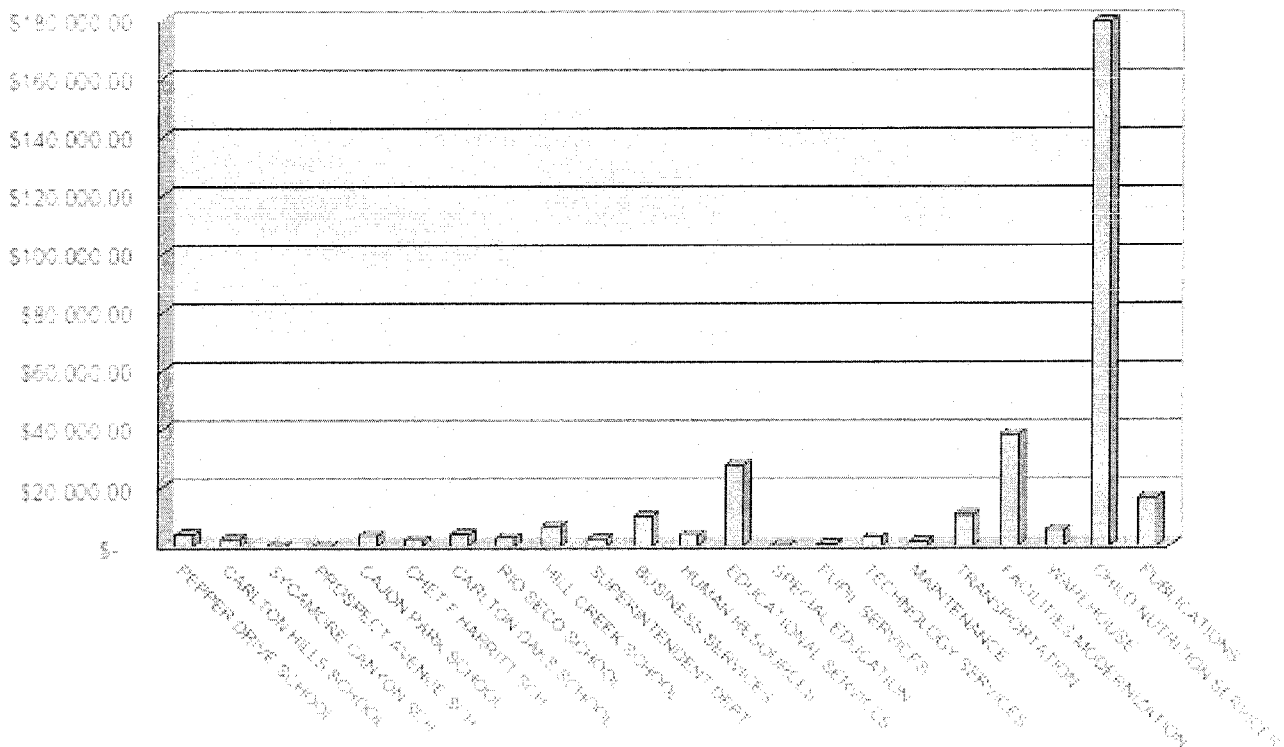
This is a fiscal item. All fiscal resources impact student achievement.

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

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

**PURCHASE ORDER REPORT
 APRIL 2012**



The Child Nutrition Services purchase orders include payments for the Central Kitchen Building Repairs and Roofing/Flashing Project Installation.

RECOMMENDATION:

Administration recommends approval of purchase orders #111159 through #111242 issued April 1, 2012 through April 30, 2012.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The fiscal impact of \$324,750.84 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.
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LOCATION LIST 2011-12

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

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

M =	Monthly Blanket
A =	Annual Blanket
L =	Lottery

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

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
110106	7/12/2011	03-00	SOCO GROUP UNLEADED FUEL FOR TECH DEPT	073	BOARD APPROVED AMOUNT INCREASE ANNUAL P.O.	\$2,200.00 \$700.00 NEW TOTAL \$2,900.00
110108	7/12/2011	03-00	STANDARD TEL PHONE SYSTEM SERVICE/SUPPORT	073	BOARD APPROVED AMOUNT INCREASE ANNUAL P.O.	\$3,000.00 \$1,300.00 NEW TOTAL \$4,300.00
111019	2/9/2012	03-00	SAN DIEGO NATIONAL HISTORY MUSEUM AN EXTRA CLASS ATTENDED	009	FIELD TRIP ADMISSIONS OVER 10%	\$1,982.00 \$708.00 NEW TOTAL \$2,690.00
111103	3/14/2012	03-00	MARKS, FINCH, THORNTON & BAIRD ARCHITECTURAL LEGAL CONSULTING	097	BOARD APPROVED AMOUNT INCREASE P.O.	\$1,500.00 \$1,500.00 NEW TOTAL \$3,000.00
111112	3/15/2012	03-00	OASIS CAMEL DIARY ADDITIONAL ATTENDEES	008	FIELD TRIP ADMISSIONS OVER 10%	\$290.00 \$50.00 NEW TOTAL \$340.00

PURCHASE ORDER LISTING - APRIL 2012
BY SITE

PO NBR	DATE	FUND	VENDOR	DESCRIPTION	AMOUNT	LOC	LOCATION
111180	4/17/2012	3	JUNIOR ACHIEVEMENT	ADMISSIONS	\$ 1,066.00	002	PEPPER DRIVE SCHOOL
111224	4/27/2012	3	PARTY TIME TACOS	FATHER/DAUGHTER DANCE FOOD	\$ 900.00	002	PEPPER DRIVE SCHOOL
111233	4/27/2012	3	SUNDANCE STAGE LINES	TRANSPORTATION TO DISNEYLAND	\$ 1,998.00	002	PEPPER DRIVE SCHOOL
				TOTAL	\$ 3,964.00		PEPPER DRIVE SCHOOL
111223	4/27/2012	3	DELL MARKETING L.P.	PRINTER INK CARTRIDGE	\$ 220.05	003	CARLTON HILLS SCHOOL
111234	4/27/2012	3	SUNDANCE STAGE LINES	TRANSPORTATION TO DISNEYLAND	\$ 2,286.00	003	CARLTON HILLS SCHOOL
				TOTAL	\$ 2,506.05		CARLTON HILLS SCHOOL
111205	4/25/2012	3	SPARKLETTTS	BOTTLED WATER	\$ 12.74	004	SYCAMORE CANYON SCH
				TOTAL	\$ 12.74		SYCAMORE CANYON SCH
111204	4/25/2012	3	SPARKLETTTS	BOTTLED WATER	\$ 19.68	005	PROSPECT AVENUE SCH
				TOTAL	\$ 19.68		PROSPECT AVENUE SCH
111163	4/3/2012	3	EAST COUNTY FAMILY YMCA	ADMISSIONS	\$ 608.00	006	CAJON PARK SCHOOL
111235	4/27/2012	3	SUNDANCE STAGE LINES	TRANSPORTATION TO DISNEYLAND	\$ 2,997.00	006	CAJON PARK SCHOOL
				TOTAL	\$ 3,605.00		CAJON PARK SCHOOL
111236	4/27/2012	3	SUNDANCE STAGE LINES	TRANSPORTATION TO DISNEYLAND	\$ 1,998.00	007	CHET F HARRITT SCH
				TOTAL	\$ 1,998.00		CHET F HARRITT SCH
111220	4/26/2012	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$ 55.34	008	CARLTON OAKS SCHOOL
111221	4/26/2012	3	UNITED HEALTH SUPPLIES	HEALTH OFFICE SUPPLIES	\$ 72.96	008	CARLTON OAKS SCHOOL
111237	4/27/2012	3	SUNDANCE STAGE LINES	TRANSPORTATION TO DISNEYLAND	\$ 3,789.00	008	CARLTON OAKS SCHOOL
				TOTAL	\$ 3,917.30		CARLTON OAKS SCHOOL
111169	4/4/2012	3	DELL MARKETING L.P.	SHARED LASER PRINTER	\$ 240.19	009	RIO SECO SCHOOL
111170	4/4/2012	3	DELL MARKETING L.P.	KEYBOARDS	\$ 172.31	009	RIO SECO SCHOOL
111238	4/27/2012	3	SUNDANCE STAGE LINES	TRANSPORTATION TO DISNEYLAND	\$ 2,463.00	009	RIO SECO SCHOOL
				TOTAL	\$ 2,875.50		RIO SECO SCHOOL
111208	4/25/2012	3	FUNDRAISING MANAGER	FUNDRAISER - -C	\$ 4,938.02	010	HILL CREEK SCHOOL
111239	4/27/2012	3	SUNDANCE STAGE LINES	TRANSPORTATION TO DISNEYLAND	\$ 1,998.00	010	HILL CREEK SCHOOL
				TOTAL	\$ 6,936.02		HILL CREEK SCHOOL
111212	4/25/2012	3	SANTEE CHAMBER OF COMMERCE	AD IN SANTEE MAGAZINE	\$ 2,500.00	062	SUPERINTENDENT DEPT
				TOTAL	\$ 2,500.00		SUPERINTENDENT DEPT
111160	4/2/2012	3	WILBER. PATRICIA	RE-ISSUE PAYROLL WARRANT	\$ 500.00	064	BUSINESS SERVICES
111175	4/1/2012	3	OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 4,595.26	064	BUSINESS SERVICES
111176	4/1/2012	63	OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 296.69	064	BUSINESS SERVICES
111177	4/1/2012	3	OFFICEMAX CONTRACT INC	OFFICE SUPPLIES	\$ 2,745.26	064	BUSINESS SERVICES
111226	4/27/2012	25	CAPITOL PUBLIC FINANCE GROUP	GO BONDS REPORT	\$ 900.00	064	BUSINESS SERVICES
111227	4/27/2012	3	FEDERAL EXPRESS CORPORATION	OVERNIGHT DELIVERIES	\$ 152.22	064	BUSINESS SERVICES
111228	4/27/2012	3	KEENAN & ASSOCIATES	P & L CLAIMS ADMIN FEES	\$ 394.05	064	BUSINESS SERVICES
111229	4/27/2012	3	KEENAN & ASSOCIATES	QTRLY ADMIN FEES	\$ 31.95	064	BUSINESS SERVICES
111230	4/27/2012	3	AT&T TELECONFERENCE SERVICES	TELECONFERENCE SERVICES	\$ 51.83	064	BUSINESS SERVICES
111231	4/27/2012	3	STUTZ, ARTIANO, SHINOFF &	LEGAL SERVICES	\$ 560.30	064	BUSINESS SERVICES
				TOTAL	\$ 10,227.56		BUSINESS SERVICES

111161	4/2/2012	3	SCSEBA	COBRA KAISER PYMT	\$	465.68	065	HUMAN RESOURCES
111174	4/11/2012	3	CDW GOVERNMENT INC	TECH EQUIPMENT	\$	159.50	065	HUMAN RESOURCES
111181	4/18/2012	3	6 SAVE-A-LIFE EDUCATORS INC	CPR/AED TRAINING	\$	830.00	065	HUMAN RESOURCES
111182	4/18/2012	63	SAVE-A-LIFE EDUCATORS INC	CPR/AED TRAINING - OOST	\$	1,940.00	065	HUMAN RESOURCES
111203	4/20/2012	3	MARGARITAS RESTAURANT	END OF YR EMPL CELEBRATION	\$	50.00	065	HUMAN RESOURCES
111209	4/25/2012	3	DEPARTMENT OF GENERAL SERVICES	STATE FEES	\$	80.00	065	HUMAN RESOURCES
111211	4/25/2012	3	DELL MARKETING L.P.	TONER CARTRIDGE	\$	99.12	065	HUMAN RESOURCES
				TOTAL	\$	3,624.30		HUMAN RESOURCES
111162	4/3/2012	3	DELL MARKETING L.P.	LASER PRINTER	\$	152.72	066	EDUCATIONAL SERVICES
111171	4/11/2012	3	PATHWAYS COMMUNITY CHURCH	FACILITY USE FEES	\$	325.00	066	EDUCATIONAL SERVICES
111172	4/11/2012	3	FINELINE GRAFIX	SIGN REMOVAL	\$	100.00	068	EDUCATIONAL PROJECTS
111206	4/25/2012	3	HEINEMANN	CLASSROOM MATERIALS	\$	26,651.63	068	EDUCATIONAL PROJECTS
111207	4/25/2012	3	SAN DIEGO DAILY TRANSCRIPT	LEGAL AD FOR LIBRARY SOFTWARE	\$	211.00	068	EDUCATIONAL PROJECTS
111240	4/30/2012	6	SUPERINTENDENT OF SCHOOLS	ADMISSIONS	\$	90.00	068	EDUCATIONAL PROJECTS
111159	4/2/2012	12	6 ZOOLOGICAL SOCIETY OF	ADMISSIONS	\$	120.00	069	EDUCATIONAL SERVICES
111200	4/18/2012	12	6 SMART & FINAL	SUPPLIES	\$	100.00	069	EDUCATIONAL SERVICES
				TOTAL	\$	27,750.36		EDUCATIONAL SERVICES
111242	4/30/2012	6	GROSSMONT UNION HIGH	SP. ED. STUDENT TRANSPORTATION	\$	225.00	067	SPECIAL EDUCATION
				TOTAL	\$	225.00		SPECIAL EDUCATION
111199	4/18/2012	3	MCALISTER INSTITUTE	ANNUAL 11/12	\$	500.00	070	PUPIL SERVICES
				TOTAL	\$	500.00		PUPIL SERVICES
111167	4/4/2012	3	PC MALLGOV	SOFTWARE LICENSES	\$	90.31	073	TECHNOLOGY SERVICES
111168	4/4/2012	3	TROXELL COMMUNICATIONS INC	ELECTRONIC REPLACEMENT PARTS	\$	1,208.08	073	TECHNOLOGY SERVICES
111201	4/19/2012	3	SEHI/PROCOMP COMPUTER PRODUCTS	EQUIPMENT SUPPLIES	\$	201.02	073	TECHNOLOGY SERVICES
111210	4/25/2012	3	CDW GOVERNMENT INC	COMPUTER EQUIPMENT	\$	116.76	073	TECHNOLOGY SERVICES
111217	4/26/2012	3	GTC SYSTEMS INC	COMPUTER EQUIPMENT	\$	1,268.38	073	TECHNOLOGY SERVICES
				TOTAL	\$	2,884.55		TECHNOLOGY SERVICES
111173	4/11/2012	3	ALL CITIES PEST CONTROL	GOPHER CONTROL SERVICES	\$	1,290.00	075	MAINTENANCE
111225	4/27/2012	3	MISSION JANITORIAL SUPPLIES	CUSTODIAL SUPPLIES	\$	168.36	075	MAINTENANCE
				TOTAL	\$	1,458.36		MAINTENANCE
111183	4/18/2012	6	CREATIVE BUS SALES INC	BUS REPAIRS & MAINTENANCE	\$	339.22	076	TRANSPORTATION
111184	4/18/2012	6	PECK'S HEAVY FRICTION INC	BUS REPAIRS & MAINTENANCE	\$	546.28	076	TRANSPORTATION
111185	4/18/2012	6	DREW FORD	BUS REPAIRS & MAINTENANCE	\$	774.59	076	TRANSPORTATION
111186	4/18/2012	6	A-Z BUS SALES, INC.	BUS REPAIRS & MAINTENANCE	\$	6,192.67	076	TRANSPORTATION
111187	4/18/2012	3	MASON'S SAW & LAWNMOWER	EQUIPMENT REPAIRS	\$	40.00	076	TRANSPORTATION
111188	4/18/2012	6	EAST COUNTY TRANSMISSIONS	BUS REPAIRS & MAINTENANCE	\$	405.91	076	TRANSPORTATION
111189	4/18/2012	3	COUNTY MOTOR PARTS CO INC	EQUIPMENT REPAIRS	\$	4.11	076	TRANSPORTATION
111190	4/18/2012	6	KIRKS RADIATOR	MAINT. VEHICLES REPAIRS	\$	247.83	076	TRANSPORTATION
111191	4/18/2012	6	ALL STAR GLASS	BUS REPAIRS & MAINTENANCE	\$	59.95	076	TRANSPORTATION
111192	4/18/2012	6	CAJON VALLEY UNION SCHOOL	SUBSTITUTE BUS DRIVER	\$	188.20	076	TRANSPORTATION
111193	4/18/2012	6	UNITY SCHOOL BUS PARTS	BUS REPAIRS & MAINTENANCE	\$	180.02	076	TRANSPORTATION
111194	4/18/2012	6	FRAME & AXLE SERVICE OF	MAINT. VEHICLE REPAIRS	\$	40.00	076	TRANSPORTATION
111195	4/18/2012	6	GROSSMONT UNION HIGH	SUBSTITUTE BUS DRIVER	\$	1,318.25	076	TRANSPORTATION
111202	4/19/2012	6	SUNDANCE STAGE LINES	SIXTH GRADE CAMP BUS	\$	250.00	076	TRANSPORTATION

111164	4/3/2012	21 39	DEPARTMENT OF GENERAL SERVICES	DSA PLAN CHECK FEES - PD	TOTAL \$	10,587.03	TRANSPORTATION
111165	4/3/2012	25 18	DEPARTMENT OF GENERAL SERVICES	DSA PLAN CHECK FEES - CP	\$	4,400.00	FACILITIES MODERNIZATION
111166	4/3/2012	21 39	DEPARTMENT OF GENERAL SERVICES	DSA PLAN CHECK FEES - RS	\$	3,850.00	FACILITIES MODERNIZATION
111178	4/17/2012	21 39	ESCONDIDO REPROGRAPHICS	MODERNIZATION PRINTING-HC & RS	\$	3,850.00	FACILITIES MODERNIZATION
111179	4/17/2012	25 18	ESCONDIDO REPROGRAPHICS	YALE ACADEMY/MOD PRINTING - CP	\$	207.57	FACILITIES MODERNIZATION
111197	4/18/2012	21 39	SALEK, SIMA	LCP CONSULTING SERVICES	\$	80.04	FACILITIES MODERNIZATION
111198	4/18/2012	21 39	SEHI/PROCOMP COMPUTER PRODUCTS	ELECTRONIC EQUIP. FOR HC ADDN	\$	21,475.60	FACILITIES MODERNIZATION
111219	4/26/2012	21 39	UNITED SITE SERVICES OF CA INC	TEMP. FENCE AT CFH - MOD	\$	1,271.45	FACILITIES MODERNIZATION
111232	4/27/2012	21 39	SMOOTH, LYLE	DEPT OF LABOR CONSULTING SVCS	\$	75.00	FACILITIES MODERNIZATION
				TOTAL	\$	3,000.00	FACILITIES MODERNIZATION
				TOTAL	\$	38,209.66	FACILITIES MODERNIZATION
111213	4/26/2012	3	OFFICE ADVANTAGE	STORES SUPPLIES	\$	56.63	WAREHOUSE
111214	4/26/2012	3	SCHOOL SPECIALTY, INC	STORES SUPPLIES	\$	825.65	WAREHOUSE
111215	4/26/2012	3	AMERICAN CHEMICAL & SANITARY	STORES SUPPLIES	\$	224.12	WAREHOUSE
111216	4/26/2012	3	SOUTHWEST SCHOOL SUPPLY	STORES SUPPLIES	\$	515.05	WAREHOUSE
111222	4/26/2012	3	CAMEO PAPER & JANITORIAL	STORES SUPPLIES	\$	3,205.56	WAREHOUSE
111241	4/30/2012	3	BADEN SPORTS INC	STORES SUPPLIES	\$	472.48	WAREHOUSE
				TOTAL	\$	5,299.49	WAREHOUSE
111218	4/26/2012	13	FORDYCE CONSTRUCTION INC	CNS ROOF PROJECT	\$	179,113.00	CHILD NUTRITION SERVICES
				TOTAL	\$	179,113.00	CHILD NUTRITION SERVICES
111196	4/18/2012	3	EDU BUSINESS SOLUTIONS	SOFTWARE SYSTEM FOR PUBS	\$	16,537.25	PUBLICATIONS
				TOTAL	\$	16,537.25	PUBLICATIONS

\$324,750.84

Consent Item D.2.4. Approval/Ratification of Revolving Cash Report
Prepared by Karl Christensen
May 15, 2012

BACKGROUND:

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

RECOMMENDATION:

Administration recommends approval of checks #22241 through #22242 on the \$15,000 Revolving Cash Account.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The fiscal impact is \$200.00 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.
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SANTEE SCHOOL DISTRICT
REVOLVING CASH REPORT- \$15,000

Date	Number	Name	Memo	Amount
04/20/12	22241	Santana High School Basketball	Registration Fee- Pepper Drive Boys Basketball	100.00
05/03/12	22242	Von's	Lorene Foster Children's Fund	100.00
		Total Checks Written		\$200.00
		Total to be Reimbursed		\$200.00

Consent Item D.2.5 Acceptance of Donations
 Prepared by Karl Christensen
 May 15, 2012

BACKGROUND:

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

<i>Item</i>	<i>Approximate Value</i>	<i>Donated By</i>	<i>Designated For Use At</i>
\$1,000 Each Awarded to Ms. Stotz and Ms. McCune to Support the Instructional Program and Supplement Classroom Supplies	\$2,000.00	California Milk Real Seal Appeal (milk seals collected and submitted)	Carlton Hills School
Lumens DC235 Ladibug Zoom Document Camera Awarded to L. Barker for Use in Classroom	\$499.00	Lumens Integration, Inc. USA	Carlton Hills School
Funds for Classroom Supplies	\$5,000.00	Jacob C. Rosati in memory of Mrs. Rosati	Chet F. Harritt School
Funds to Support Instructional Program and Supplement Classroom Supplies	\$218.30	Box Tops for Education	PRIDE Academy at Prospect Avenue School
P.E. Equipment: Basketballs (6), Footballs (6), Soccer Balls (6), Cone Half Dome w/Wire Rack	\$212.99	DonorsChoose.org	PRIDE Academy at Prospect Avenue School
iPod Touch (3)	\$599.97	DonorsChoose.org	Rio Seco School
Funds to Support Instructional Program and Supplement Classroom Supplies	\$150.00	Hoehn Motors, Inc.	Rio Seco School
Funds to Support Student Attendance with Incentives	\$450.00	Sycamore Canyon PTA	Sycamore Canyon School
TOTAL DONATIONS RECEIVED	\$9,130.26		

RECOMMENDATION:

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

This recommendation supports the following District goals:

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

FISCAL IMPACT:

The donations above are valued at \$9,130.26.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item D.2.5.
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BACKGROUND:

On May 1, 2012, staff presented to the Board of Education an ornamental fencing option which would be built along Jeremy Street in front of the new 10-classroom building addition and the Board gave unanimous direction to move forward with installation of fencing before the Fall opening.

The ornamental fencing can be done by South Bay Fence, Inc. by piggybacking on the Chula Vista Elementary School District contract No. 08/09-10 for various fencing options that include ornamental fencing.

RECOMMENDATION:

It is recommended that the Board of Education authorize the purchase of ornamental fencing needs from the Chula Vista Elementary School bid for Hill Creek School now, and for any future deferred maintenance projects that may arise under this contract.

This recommendation supports the following District goal:

- Pursue actively the funding and resources to fulfill our mission and maintain fiscal solvency.
- Provide facilities that optimize the learning environment for all students.

FISCAL IMPACT:

The price for the removal of the chain link fencing and replacing it with the 6 ft. ornamental fencing is approximately \$15,000. This will be funded by the Capital Improvement Program funds.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda D.3.1
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Prepared by Kristin Baranski
May 15, 2012

BACKGROUND:

Santee School District is required to submit an annual report to the California Department of Education for the State Preschool Program housed at PRIDE Academy at Prospect Avenue School. The annual report is a self-evaluation process. In this self-evaluation, staff determines areas of strength and need, and utilizes the information gathered during the self-evaluation process to make program improvements for the following school year.

Each year the preschool director, site administrator, and classroom teachers use an Environmental Rating Scale for program evaluation and the classroom teachers assess three- and four-year old students on numerous developmental aspects. Administration compiles these findings along with findings in the Categorical Program Monitoring (CPM) process to submit an annual report of the program. This year's Annual Report consists of only the self-review process and key findings from the classroom assessments. The report is attached for Board review.

RECOMMENDATION:

Administration recommends that the Board of Education approve the Annual Report of the State Preschool Program for the 2011-2012 school year.

This recommendation supports the following District goals:

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

FISCAL IMPACT:

The submission of the annual report allows Santee School District to maintain funding of approximately \$215,000 toward the State Preschool Program. There is no fiscal impact for submission of this report.

STUDENT ACHIEVEMENT IMPACT:

Annual self-evaluation continues to increase our capacity to improve student development for three- and four-year old children in the State Preschool Program.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.1.

Program Self-Evaluation Annual Report

Contractor's Legal Name Santee School District		
Vendor Number	6836	<input type="checkbox"/> Cal-SAFE CDS Code
Contract and Age	<input checked="" type="checkbox"/> CSPP <input type="checkbox"/> CCTR – (Infant/Toddler) <input type="checkbox"/> CCTR – (School Age) <input type="checkbox"/> Education Network (Infant/Toddler) <input type="checkbox"/> Education Network (Preschool) <input type="checkbox"/> CHAN <input type="checkbox"/> CMIG - (Infant/Toddler) <input type="checkbox"/> CMIG - (Preschool)	
Date Program Self-Evaluation Completed	May 8, 2012	
Number of Classrooms	3	Number of Family Child Care Homes
Describe the Program Self-Evaluation Process (Note: This area expands as necessary.) <ul style="list-style-type: none"> • Staff reviewed all sections of the monitoring instrument for areas of need and or evidence of compliance. • Student attendance reports and eligibility/termination reports were reviewed for accuracy. Student/staff ratios continue to be within compliance. • Student assessment results from Desired Results Development Profile were reviewed with parents; teachers reviewed for determining future program needs. • The Environmental Rating Scale was performed and a summary report was shared with staff. • Parents were formally surveyed as part of the program review. • Director maintains current site licensure. 		
A copy of the Program Self-Evaluation will be/has been presented to the Governing Board.		Date 5/15/2012
A copy of the Program Self-Evaluation will be/has been presented to teaching/program staff.		Date 5/08/2012
A copy of the Program Self-Evaluation will be/has been presented to parents.		Date 5/08/2012
Statement of Completion I certify that a Program Self-Evaluation was completed.	Signature Name, Title, and Phone Number Kristin Baranski, Director 619-258-2351	Date 5/10/2012

**Desired Results Developmental Profile Summary of Findings
And Program Action Plan – Program or Network Level**

Contractor Name Santee School District	
Contract Type, Education Network, and/or Cal-SAFE CSPP	Age Group (Infant/Toddler, Preschool, School-Age) Preschool Ages 3 - 4
Planning Date April 19, 2012	Lead Planner's Name and Position Kristin Baranski (Director) and Stephanie Southcott (Principal)
Follow-up Date(s) May 4, 2012	Lead Planner's Name and Position Kristin Baranski (Director)

Key Findings from Developmental Profiles And Educational Goal (What will be accomplished for children?)	Action Steps (Including materials and training needed, schedule, space and supervision changes)	Expected Completion Date and Persons Responsible	Follow-Up and Reflection (Changes made, date completed, time extended)
Teachers will be working on site word recognition and vocabulary development.	Teachers will be labeling more classroom objects and having students match written words on cards to the objects. Teachers will use kindergarten site word banks for those students ready to acquire these words. Words will be placed on flash cards and sent home with children for additional practice.	April 2013; teachers	
Teachers will be increasing book activity time for the purpose of "reading" for enjoyment and concepts of print.	Teachers will incorporate a core reading time where children choose books to preview and read. Teachers will model concepts of print.	April 2013; teachers	

<p>Teachers will be helping children to better understand weights and measures.</p>	<p>Teachers will add tools of measurement around the classrooms (e.g. measuring tape on the wall to check student heights, rulers and scales in manipulative area to compare and contrast the height and weight of objects). Through group modeling and hands-on experiences children will compare objects and use vocabulary to express differences (shorter, taller, heavier, smaller, etc.)</p>	<p>April 2013; teachers</p>	
<p>Teachers will be increasing student phonological awareness through increasing rhyming word activities.</p>	<p>Rhyming words of the week will be added to classroom activities, clapping syllables, building word banks and families.</p>	<p>April 2013; teachers</p>	
<p>Teachers will be increasing the depth and differentiation of learning in math, reading, and writing.</p> <p>Teachers will expedite the acquisition of self regulation and interpersonal skills.</p>	<p>Teachers will continue to review DRDP data to determine areas of need for children. Center rotations will be re-designed based on students who need more in-depth understanding. Teachers will teach life skills, hygiene, manners, kindness, friendship, sharing a good idea, and being a good audience at the beginning of the year instead of spreading out throughout the year and will review continuously throughout the year instead.</p>	<p>April 2013; teachers</p> <p>April 2013; teachers</p>	

BACKGROUND:

The Consolidated Application for Categorical Funding is presented twice a year for Board approval. This application allows districts to receive categorical funding appropriations. Part II of the Consolidated Application is due to the California Department of Education on May 25, 2012, and is submitted this evening for Board approval. Copies will be available at the Board meeting for public review.

RECOMMENDATION:

Administration recommends approval of the 2011-12 Consolidated Application, Part II.

This recommendation supports the following District goals:

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

Approximately \$1.1 million dollars in federal categorical funds are allocated to Santee School District as a result of the annual Consolidated Application submission to the California Department of Education.

STUDENT ACHIEVEMENT IMPACT:

Funding appropriations from categorical programs support a rich academic and instructional program that is positive for student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.2.

Consent Item D.5.2. Approval of Short Term Position
Prepared by Minnie Malin
May 15, 2012

BACKGROUND:

During the 2011-2012 school year, an Instructional Assistant, Special Ed II position assigned to a 1:1 student has been utilized in a Moderate-Severe class at Sycamore Canyon School while the 1:1 student was unable to attend school due to a long-term medical condition. At this time, the 1:1 student is now able to return to school one (1) day per week and will require 1:1 assistance on those days through the end of the 2011-2012 school year.

As a result, the Moderate-Severe class supported by the additional Instructional Assistant, Special Ed II position during the student's absence will still require additional support through the end of the 2011-2012 school year due to the significant needs of that classroom.

Administration recommends employment of a short-term Instructional Assistant, Special Ed II position to work in the Moderate-Severe class when 1:1 assistance is required by the permanent Instructional Assistant, Special Ed II position for the returning student.

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

RECOMMENDATION:

Administration recommends approving the employment of the following short term employment opportunity:

- One (1) 3.5 hour Instructional Assistant, Special Ed II position as needed from May 16, 2012 – June 26, 2012.

FISCAL IMPACT:

The cost to employ the short term position will be approximately \$350 to be paid from the Unrestricted General Fund.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.5.2.

DISCUSSION AND/OR ACTION ITEMS Item E.

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

Agenda Item E

Discussion and/or Action Item E.1.1.

Approval to Participate in Autism Training and Research with Rady Children's Hospital and University of California, San Diego

Prepared by Kristin Baranski
May 15, 2012

BACKGROUND:

Rady Children's Hospital and the University of California, San Diego (UCSD) are conducting a three-year research study related to the recent adaptation of a behavioral technique used in a clinical setting with autistic children, Pivotal Response Training (PRT). PRT has been recently adapted to incorporate similar techniques in the classroom with children who have autism spectrum disorders. This adaptation is called Classroom Pivotal Response Training (CPRT). Rady Children's Hospital and UCSD are looking for teachers and paraprofessionals in 108 classrooms and a total of 216 students, ages 3 – 10 years, who will consent to be part of this three year study of CPRT.

When a District approves the participation in this study, teachers and paraprofessionals receive the following:

- Free training (12 hours) on the use of CPRT techniques with children on the autism spectrum,
- Individual coaching and feedback based on classroom observation using CPRT techniques,
- Potentially positive behavioral effects with students while using CPRT techniques,
- Study results when the study is complete,
- The option to discontinue participation at any time during the study,
- A small honorarium for their participation.

For each participating classroom teacher, the research team will be requesting parent consent for 2 children per classroom. Children must be between the ages of 3 – 10 years and they have an educational diagnosis of an autism spectrum disorder. Consenting parents will agree to the following:

- Study participation for 1 – 3 school years depending on enrollment in a participating teacher's classroom,
- The option to discontinue study participation at any time,
- Multiple assessments conducted at the school site by a member of the research team (parents may choose to observe the assessment administration),
- Multiple behavior inventories and questionnaires completed by the parent at the beginning and end of each participating school year,
- Possible videotaping of their child during classroom observations when CPRT is performed by the teacher,
- Possible improvements in the child's behavior as a result of CPRT techniques,
- A small honorarium for participation.

Professional development, specifically autism training, has been a need in Santee School District and likely in many districts due to the increased number of students who are found to have an autism spectrum disorder. Receiving free training on a behavioral technique like CPRT will benefit teachers, paraprofessionals, students and parents. Currently, nine Santee School District Special Day Class teachers are interested in participating in this study.

The attachment, CPRT in the Classroom, provides background information on how the technique is used in the classroom. All consent documents (teacher consent, paraprofessional consent, and parent consent for target student) will be available at the Board meeting for review.

RECOMMENDATION:

Administration recommends participation in autism training and research with Rady Children’s Hospital and University of California, San Diego beginning in the 2012-2013 school year.

This recommendation supports the following district goals:

- Assure the highest level of educational achievement for all students.
- implement a staff development plan as the cornerstone of employee performance and growth.

FISCAL IMPACT:

There is no fiscal impact to the District for participating in this study.

STUDENT ACHIEVEMENT IMPACT:

CPRT techniques can be used to teach a variety of skills, including communication, play, peer social interaction, self-initiations, academic skills, and joint attention. As children learn to use these new skills, they also begin to apply the skill in other environments, including outside the classroom setting.

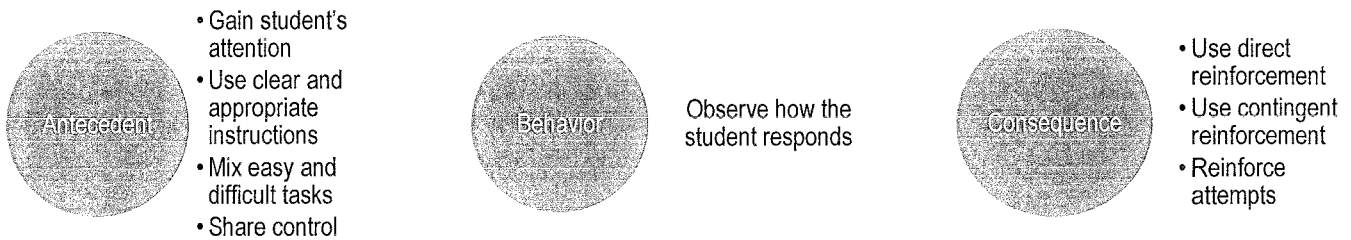
Classroom Pivotal Response Teaching (CPRT) is a naturalistic behavioral intervention that is soundly supported by the scientific literature and has been developed for use during day to day classroom activities. The intervention focuses on student motivation and involves presenting clear opportunities to respond, supporting student skill use, and providing appropriate consequences based on student behavior. CPRT can be used to teach a variety of skills, including communication, play, peer social interaction, self-initiations, academic skills and joint attention. CPRT has been adapted for classroom use from a program called Pivotal Response Training (PRT). PRT is based on a series of studies identifying important treatment components. CPRT has specific, evidence-based components, which are based on the principles of Applied Behavior Analysis (ABA). The structure and components of CPRT are described below.

ABC: CPRT is implemented in an Antecedent-Behavior-Consequence (ABC) pattern similar to other ABA-based interventions. Children with autism often need support to learn from the natural environment. Specifically setting up opportunities to learn and providing rewards for positive behaviors give CPRT interactions structure and help children understand what to do. They can then better learn to use these new skills in many different environments. The diagram below describes the pattern and gives an example:

ANTECEDENT	BEHAVIOR	CONSEQUENCE
SEES A TOY ON A SHELF	POINTS TO THE TOY	IS HANDED THE TOY
What happens before	How the child responds	What happens after

Consequences control how likely a student is to use the same behavior in the future. If a behavior is followed by a desired consequence (receiving a favorite toy), the student is likely to use that behavior again. If a behavior is followed by an undesired consequence (being ignored), the student is likely to use that behavior less in the future.

Components: The boxes below show the structure of CPRT and list the specific Components:



IEP Goals: CPRT does not have a specific curriculum. Rather, teachers use IEP goals developed for their students to determine intervention targets. Implementation is flexible and can be conducted in a variety of classroom settings to meet many different types of student goals.

Tracking Progress: Data are collected regularly throughout CPRT implementation to track progress and plan instruction. Data collection is flexible, and information can be gathered at several levels of detail during both individual and group interactions.

Prepared by Kristin Baranski
May 15, 2012

BACKGROUND:

At the April 17, 2012 Board meeting, administration presented the newly designed District Balanced Reading Program Elements for Kindergarten – Grade 3 classrooms as well as the results of a grade K – 3 reading assessment pilot conducted by the District Language Arts Specialists this school year. That evening, administration provided background on the development of the Balanced Reading Program Elements and the multiple reasons for purchasing and implementing a new K – 3 reading assessment beginning in the 2012-2013 school year.

Administration also shared that a timeline for professional development and additional materials needs would be presented at the May 15, 2012 Board meeting. Administration required additional time to prepare a professional development plan for:

- an overview of the Balanced Reading Program Elements at all the school sites,
- Benchmark Assessment System training (conducted by Heinemann Publishing) for all K – 3 teachers and Language Arts Specialists before the end of the school year,
- guided reading professional development beginning in September 2012.

The timeline below shows how the District plans to implement both the K – 3 Balanced Reading Model Elements and the new reading assessment, Benchmark Assessment System beginning May 2012 – January 2013.

Professional Development	Timeline, Location, Trainers, Cost
<p style="text-align: center;">Overview of the Balanced Reading Program Elements</p> <ul style="list-style-type: none"> • Background on the Development • Why a Balanced Reading Model • Program Elements • Introduction to Guided Reading 	<p style="text-align: center;">May 29 – June 15 at school sites</p> <p style="text-align: center;">Language Arts Specialists Kristin Baranski, Director</p> <p style="text-align: center;">No cost</p>
<p style="text-align: center;">Benchmark Assessment System (BAS) Training</p> <ul style="list-style-type: none"> • District-wide understanding and tool calibration • How to administer and analyze results • Understanding instructional and grouping implications 	<p style="text-align: center;">May 23 – 25; June 14 – 15 at ERC Full day release (6 hours) for every K – 3 teacher and Language Arts Specialists, 132 teachers and 5 days of training</p> <p style="text-align: center;">Heinemann consultant</p> <p style="text-align: center;">\$27,700 for consultant and substitute costs \$210 per attendee</p>

Professional Development	Timeline, Location, Trainers, Cost
<p>Benchmark Assessment System (BAS) Guided Reading</p> <ul style="list-style-type: none"> • Reviewing BAS results and determining student groupings • Guided reading and establishing classroom routines 	<p>September 24, 2012, various District locations</p> <p>Language Arts Specialists District and site administration</p> <p>No cost</p>
<p>Benchmark Assessment System (BAS) Guided Reading</p> <ul style="list-style-type: none"> • BAS review and progress monitoring • Guided reading groups and re-grouping based on BAS data • Classroom management during guided reading groups 	<p>End of October – Early November, ERC Full day release for every K – 3 teacher, 121 teachers</p> <p>Language Arts Specialists District and site administration</p> <p>\$13,000 substitute costs</p>
<p>Benchmark Assessment System (BAS) Guided Reading</p> <ul style="list-style-type: none"> • Trimester 1 data review and progress monitoring • Guided reading groups and center management 	<p>January 7, 2013, various District locations</p> <p>Language Arts Specialists District and site administration</p> <p>No cost</p>

In addition to this professional development series, there are three professional materials recommended for purchase from Heinemann at a total cost of \$8,002.69:

- *Continuum of Literacy Learning, a Guide to Teaching*
 - An excellent resource for teachers as they learn how to move assessments into practice, particularly guided reading groups.
 - Benchmark Assessment System kits include one copy of the Continuum. Administration is recommending the purchase of an additional 60 copies so every K – 3 teacher and Language Arts Specialist can have his/her own copy of this guide.
- *Prompting Guides for Comprehension*
 - This flip chart tool is designed to help teachers demonstrate, prompt for, or reinforce effective reading behaviors related to comprehension.
 - Each teacher would receive a copy for use during guided reading groups.
- *Continuum of Literacy Learning, Teaching Library Video Series*
 - Recommend the purchase of two sets each, K – 2 and grades 3 – 8 for site check-out and use during District professional development
 - Video series includes many teaching examples of the Balanced Reading Model Elements and provides learners the commentary to support the effectiveness of the lessons.

Lastly, school sites will need some District support in rebuilding site book rooms with multiple copies of leveled texts, fiction and non-fiction. Providing teachers and students with a variety of text, including non-fiction text, will allow teachers to thoughtfully plan small group instruction. Administration recommends providing campuses with a \$3 per K – 3 pupil allocation to begin rebuilding books rooms for the 2012-2013 school year.

School Site	Leveled Text Allocation
Cajon Park	\$1200
Carlton Hills	\$500
Carlton Oaks	\$1000
Chet F. Harritt	\$800
Hill Creek	\$1000
PRIDE	\$700
Pepper Drive	\$1000
Rio Seco	\$1200
Sycamore Canyon	\$650
Total	\$8,050

Professional development in both the K – 3 Balanced Reading Program Elements, specifically guided reading practices, and the translation of Benchmark Assessment System data is integral to the success and integration of both the instructional design and the data that supports instructional practices.

RECOMMENDATION:

Administration recommends the approval of professional development plans and materials for the K – 3 Balanced Reading Program and Benchmark Assessment System implementation.

This recommendation supports the following district goals:

- Assure the highest level of educational achievement for all students.
- Implement a staff development plan as the cornerstone of employee performance and growth.

FISCAL IMPACT:

The following table details the fiscal impact for professional development and materials needs. No general fund dollars will be needed to support the implementation of the Balanced Reading Program and the Benchmark Assessment System.

2011-2012	Expenditures	Budget
Professional Development	\$27,700: \$14,700 consultant fees with Heinemann \$13,000 substitute costs	\$17,000 BTSA \$10,700 Title I
Professional Development Materials	\$8,002.69 Professional development materials for teachers and site administrators	\$8,002.69 Instructional Materials Realignment Fund Program (IMFRP)
Leveled Text	\$3 per K – 3 student per site \$8,050 total	\$8,050 District Lost Library Book Funding
Totals 2011-2012	\$43,752.69	

2012-2013	Expenditures	Budget
Professional Development	\$13,000 substitute costs	\$6,000 Title I \$7,000 Professional Development Block Grant
Totals 2012-2013	\$13,000	

STUDENT ACHIEVEMENT IMPACT:

The coordination and integration of the Balanced Reading Program Elements and the new reading assessment in grades K – 3 will greatly impact student personalization and differentiation of learning. The use of a high quality assessment tool and one that is used consistently throughout the District will provide teachers with a common vocabulary when communicating results with students, parents, and staff. In addition, a thorough assessment and rigorous benchmark expectations provide teachers with the necessary information when planning instruction, particularly small group instruction specific to student strategies and skills in reading.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.1.2.

Discussion and/or Action Item E.2.1. Approval to Increase Work Hours for Identified Classified Non-Management Positions

Prepared by Minnie Malin
May 15, 2012

BACKGROUND:

The Child Nutrition Services department's Grab N' Go program has been so successful that the Director is recommending an increase work hours at three (3) school sites for Food Service Worker I-A positions to accommodate the demand. Another consideration requested by the Director of Child Nutrition Services is to increase the work hours for a Food Service Utility Worker position to support the department due to the increase in productivity.

In addition, administration is recommending an increase in work hours for one (1) Bilingual Clerical Assistant position. This position currently supports the Out-of-School Time Programs and will also be utilized to support some clerical duties in Human Resources.

Administration has worked collaboratively with CSEA to bring forward this recommendation to the Board of Education.

RECOMMENDATION:

Administration recommends approval to increase work hours for the following positions:

- Three (3) Food Service Worker I-A positions from 2.5 to 2.75 hours per day;
- One (1) Food Service Utility Worker position from 5.0 to 6.0 hours per day; and
- One (1) Bilingual Clerical Assistant position from 3.75 to 4.75 hours per day.

FISCAL IMPACT:

The annual cost to increase work hours will be \$2,346 for the Food Service Worker I-A positions; \$5,210 for the Food Service Utility Worker position; and \$11,512 for the Bilingual Clerical Assistant position. All of the increased costs will be paid from programs that are self-supporting and will not impact the general fund with the exception of \$5,756 representing .5 hours of clerical services for Human Resources.

STUDENT ACHIEVEMENT IMPACT:

This is a personnel item and is not expected to impact student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.1.

Discussion and/or Action Item E.2.2. Adoption of Resolution No. 1112-28 to Layoff an Identified Classified Non-Management Position

Prepared by Minnie Malin
May 15, 2012

BACKGROUND:

Due to the promotion of a 1:1 8th grade student at Carlton Hills School, the Instructional Assistant, Special Ed II position providing assistance will no longer be required for the 2012-2013 school year. As a result, several classified employees may be affected by the elimination of this position and will have an option to bump into other positions within the same classification. However, one (1) classified non-management employee will be laid off. The affected employee will receive a 45-day notice of layoff and be placed on a 39-month reemployment list.

RECOMMENDATION:

Administration supports the following recommendation:

Layoff

- Eliminate one (1) Instructional Assistant, Special Ed II position effective June 27, 2012

This recommendation supports the following District goal:

- 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 total annual savings by eliminating one (1) Instructional Assistant, Special Ed II position will be \$25,328.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.2.

SANTEE SCHOOL DISTRICT

Resolution No. 1112-28

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

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

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

Layoff

- Eliminate one (1) Instructional Assistant, Special Ed II position effective June 27, 2012

BE IT FURTHER RESOLVED that the Board authorizes the District Superintendent to give notice to the affected classified employees that their position will be eliminated and/or reduced in work hours/year pursuant to applicable provisions of the Education Code of the State of California, and the negotiated agreement with California School Employees Association Article XI, (Layoff, Reemployment, Involuntary Reduction in Hours, and the Impacts and Effects of Such Matters), such notice to be given forty-five (45) days prior to the effective date of reduction/layoff as set forth above.

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board of the Santee School District on the 15th day of May 2012, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

Dated 5/15/12

Clerk, Board of Education

BOARD POLICIES AND BYLAWS Item F.

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

Agenda Item F.

BACKGROUND:

Board Bylaw 9310, Board Policies, and Education Code 35160.5 require that the Board annually review the Board Policies listed below. These Board Policies have been reviewed by Administration and are submitted to the Board for a first reading.

Policy	Policy Title
BP 1312.1	Complaints Concerning District Employees
BP 4116	Probationary/Permanent Status
BP 4315.1	Certification of Competence in Evaluation and Instructional Methodologies
BP 5116.1	Intradistrict Open Enrollment
BP 6145 AR 6145	Extracurricular and Cocurricular Activities

The listed Board Policies were last reviewed on May 3, 2011.

RECOMMENDATION:

It is recommended that the Board of Education review the listed Board Policies submitted for a first reading with no recommended revisions. These Board Policies will return for a second reading and request for approval.

FISCAL IMPACT:

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

STUDENT ACHIEVEMENT IMPACT:

Effective governance has a positive impact on student achievement.

Motion:		Second:		Vote:		Item F.1.1.
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COMPLAINTS CONCERNING DISTRICT EMPLOYEES

The Governing Board accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board desires that complaints be resolved expeditiously without disrupting the educational process.

The Superintendent or designee shall develop regulations which permit the public to submit complaints against district employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved.

The Board places trust in its employees and desires to support their actions in such a manner that employees are free from unnecessary, spiteful or negative criticism and complaints. Constructive criticism is welcome when it is motivated by a sincere desire to improve the quality of the educational program.

Verbal complaints made to a Board member or at a Board meeting against an employee other than the Superintendent, will be referred to the Superintendent for appropriate consideration and action according to this policy. If a single Board member receives a complaint about the Superintendent, it will be referred to the entire Board. Because the Board sits as the appellate body in the complaint resolution process, any member of the Board who has become involved in a complaint resolution process prior to an appeal to the Board shall declare his/her involvement and not participate as a member of the Board during an appeal hearing.

When public complaints against employees involve accusations of child abuse, the provisions of Board policy and administrative regulation 5141.4 shall be implemented.

The Board shall not prohibit public criticism of the district and its employees.

The Superintendent or designee shall develop regulations which permit the public to submit complaints against district employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved.

The Board prohibits retaliation against complainants. The Superintendent or designee at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The district will not investigate anonymous complaints.

This Board shall annually review this policy.

Legal Reference: (see next page)

COMPLAINTS CONCERNING DISTRICT EMPLOYEES (continued)

Legal Reference:

EDUCATION CODE

33308.1 *Guidelines on procedure for filing child abuse complaints*

35146 *Closed sessions*

44031 *Personnel file contents and inspection*

44811 *Disruption of public school activities*

44932-44949 *Resignation, dismissal and leaves of absence (rights of employee; procedures to follow)*

48987 *Child abuse guidelines*

GOVERNMENT CODE

54957 *Closed session; complaints re employees*

54957.6 *Closed session; salaries or fringe benefits*

PENAL CODE

273 *Cruelty or unjustifiable punishment of child*

11164-11174.3 *Child Abuse and Neglect Reporting Act*

WELFARE AND INSTITUTIONS CODE

300 *Minors subject to jurisdiction of juvenile court*

Policy adopted: February 17, 2009
Policy reviewed: December 15, 2009, May 3, 2011

SANTEE SCHOOL DISTRICT
Santee, California

PROBATIONARY/PERMANENT STATUS

Permanent status is granted by law to teachers who have satisfactorily passed a period of probationary service. A teacher who has been employed by the district for two (2) consecutive school years and is then rehired for the next succeeding school year shall become a permanent employee at the commencement of the third (3rd) year. On or before March 15 of the employee's second complete consecutive year, the Governing Board shall notify the teacher of its decision to rehire or not to rehire for the next year. If the Board does not give notice on or before March 15, the teacher shall be rehired for the next school year. Permanent personnel may continue in teaching positions if they keep their teaching certificate in force, remain free from communicable diseases, and are not dismissed for reasons specified in the state school law.

Permanent status applies only to teachers holding regular credentials issued by the Commission on Teacher Credentialing.

Interns

A person employed as a district or university intern shall be classified as a probationary employee. Following completion of the internship, if he/she is reelected by the district to serve in a position requiring certification qualifications for the next succeeding school year, he/she shall continue to be classified as a probationary employee during that year. (Education Code 44466, 44885.5)

Legal Reference:

EDUCATION CODE

- 44466 *Status of university interns*
- 44850.1 *No tenure in administrative or supervisory position*
- 44885.5 *Status of district interns*
- 44908 *Complete year for probationary employees*
- 44911-44913 *Service not computed in eligibility for permanent status*
- 44915 *Classification of probationary employees*
- 44917-44921 *Status of substitute or temporary employees*
- 44929.20 *Continuing contracts (not to exceed four years - ADA under 250)*
- 44929.21 *Districts of 250 ADA or more*
- 44929.23 *Districts with less than 250 ADA*
- 44929.28 *Employment by another district*
- 44930-44988 *Resignations, dismissals and leaves of absence, especially:*
- 44948.2 *Election to use provisions of Section 44948.3*
- 44948.3 *Dismissal of probationary employees*

Policy adopted: February 18, 1986
Policy revised: May 5, 2009
Policy reviewed: December 15, 2009, May 3, 2011

SANTEE SCHOOL DISTRICT
Santee, California

**CERTIFICATION OF COMPETENCE IN EVALUATION
AND INSTRUCTIONAL METHODOLOGIES**

The Superintendent shall annually submit to the Governing Board a list of district administrators whose duties include evaluation of certificated personnel. The administrators listed will be presented as competent by the Superintendent in instructional methodologies and in the evaluation of certificated personnel. The Board will certify the competence of personnel recommended by the Superintendent.

Criteria for certification may include but not be limited to the following:

Academic Qualifications

1. Earned Master's Degree or advanced degree of equivalent standard from an accredited college or university.
2. Evidence of university level course work in techniques of supervision, human relations and instructional methodologies.

Experience

1. Demonstration of competence in the evaluation process.
2. Demonstration of competence in instructional methodologies.
3. Completion of at least three (3) years of successful teaching.

Credential

1. Possession of valid California Administrative Credential

Professional Knowledge and Skills

1. Evidence of professional growth program participation.
2. Demonstration of understanding of district-adopted curriculum, policies and practices.
3. Demonstration of skill in instructional observation.
4. Demonstration of skill in techniques and procedures of evaluation of instruction.

This certification is intended to comply with requirements of the Education Code and is intended to be used for no other purpose. This policy shall be reviewed annually by the Board.

Legal Reference: (see next page)

**CERTIFICATION OF COMPETENCE IN EVALUATION
AND INSTRUCTIONAL METHODOLOGIES (continued)**

Legal Reference:

EDUCATION CODE

33039 *Guidelines for teacher evaluation*

44660-44665 *Evaluation and assessment of performance of certificated employees*

44681-44689 *Administrator training and evaluation*

GOVERNMENT CODE

3543.2 *Scope of representation (re evaluation procedures)*

Policy adopted: June 19, 1984

Policy amended: December 4, 2007

Policy reviewed: May 5, 2009, December 15, 2009, May 3, 2011

SANTEE SCHOOL DISTRICT

Santee, California

INTRADISTRICT OPEN ENROLLMENT

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district.

The Board shall annually review this policy.

Enrollment Priorities

Priority for attendance outside a student's attendance area shall be given as follows:

1. If a district school receiving Title I funds is identified for program improvement, corrective action, or restructuring, all students enrolled in that school shall be provided an option to transfer to another district school or charter school.
2. If while on school grounds a student becomes the victim of a violent criminal offense, he/she shall be provided an option to transfer to another district school or charter school.
3. If a student attends a school designated by the California Department of Education as "persistently dangerous," he/she shall be provided an option to transfer to another district school or charter school.
4. The Superintendent or designee may approve a student's transfer to a district school that is at capacity and otherwise closed to transfers upon finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student.

To grant priority under these circumstances, the Superintendent or designee must have received either:

- a. A written statement from a representative of an appropriate state or local agency, such as a law enforcement official, social worker, or a properly licensed or registered professional, such as a psychiatrist, psychologist, or marriage and family therapist
 - b. A court order, including a temporary restraining order and injunction
5. Priority may be given to siblings of students already in attendance in that school.

INTRADISTRICT OPEN ENROLLMENT (continued)

6. Priority may be given to any student whose parent/guardian is assigned to that school as his/her primary place of employment.

For all other applications for enrollment from outside a school's attendance area, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school receives admission requests that are in excess of the school's capacity. A school's capacity shall be calculated in a nonarbitrary manner using student enrollment and available space.

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students.

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area.

Transportation

Except as required by 20 USC 6316 for transfers out of Title I program improvement schools, the district shall not be obligated to provide transportation for students who attend school outside their attendance area.

Legal Reference: (see next page)

INTRADISTRICT OPEN ENROLLMENT (continued)

Legal Reference:

EDUCATION CODE

35160.5 *District policies; rules and regulations*

35291 *Rules*

35351 *Assignment of students to particular schools*

48980 *Notice at beginning of term*

CODE OF REGULATIONS, TITLE 5

11992-11994 *Definition of persistently dangerous schools*

UNITED STATES CODE, TITLE 20

6316 *Transfers from program improvement schools*

7912 *Transfers from persistently dangerous schools*

CODE OF FEDERAL REGULATIONS, TITLE 34

200.36 *Dissemination of information*

200.37 *Notice of program improvement status, option to transfer*

200.39 *Program improvement, transfer option*

200.42 *Corrective action, transfer option*

200.43 *Restructuring, transfer option*

200.44 *Public school choice, program improvement schools*

200.48 *Transportation funding for public school choice*

COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

ATTORNEY GENERAL OPINIONS

85 *Ops. Cal. Atty. Gen. 95 (2002)*

Management Resources:

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Unsafe School Choice Option, May 2004

Public School Choice, February 2004

WEB SITES

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

California Department of Education, *Unsafe School Choice Option:*

<http://www.cde.ca.gov/ls/ss/se/usco.asp>

U.S. Department of Education, *No Child Left Behind:* <http://www.nclb.gov>

Policy
adopted: August 17, 2010
reviewed: May 3, 2011

SANTEE SCHOOL DISTRICT
Santee, California

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES

The Governing Board recognizes that extracurricular and cocurricular activities enrich the educational and social development and experiences of students. The district shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program.

No extracurricular or cocurricular program or activity shall be provided or conducted separately, and no district student's participation in extracurricular and cocurricular activities shall be required or refused, based on the student's sex, gender, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. Requirements for participation in extracurricular and cocurricular activities shall be limited to those that are essential to the success of the activity. (5 CCR 4925)

Any complaint regarding the district's extracurricular and cocurricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

No student shall be prohibited from participating in extracurricular and cocurricular activities related to the educational program because of inability to pay fees associated with the activity.

Eligibility Requirements

Junior High social activities and eighth grade excursion day are subject to academic, effort, and citizenship requirements as specified in AR 6145.

Student Conduct at Extracurricular/Cocurricular Events

When attending or participating in extracurricular and/or cocurricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or cocurricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement.

Supervision

Extracurricular activities shall be under the general supervision of school authorities and certificated employees whenever they are conducted by the district.

The Superintendent or designee shall:

1. Determine which activities and programs are affected by this policy.
2. Ensure districtwide uniformity.

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (continued)

Annual Policy Review

The Board shall annually review this policy and implementing regulations.

Legal Reference:

EDUCATION CODE

35145 *Public meetings*

35160.5 *District policy rules and regulations; requirements; matters subject to regulation*

35179 *Interscholastic athletics; associations or consortia*

35181 *Students' responsibilities*

48850 *Participation of foster youth in extracurricular activities and interscholastic sports*

48930-48938 *Student organizations*

49700-49704 *Education of children of military families*

CODE OF REGULATIONS, TITLE 5

350 *Fees not permitted*

4900-4965 *Nondiscrimination in elementary and secondary education programs receiving state financial assistance*

5531 *Supervision of extracurricular activities of pupils*

UNITED STATES CODE, TITLE 42

2000h-2-2000h-6 *Title LX, 1972 Education Act Amendments*

COURT DECISIONS

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Management Resources:

CALIFORNIA TASK FORCE REPORT TO THE LEGISLATURE

Compact on Educational Opportunity for Military Children: Preliminary Final Report, March 2009

WEB SITES.

California Association of Directors of Activities: <http://www.cadal.org>

California Department of Education, Educational Options Office: <http://www.cde.ca.gov/ls/pf/mc>

California Department of Education, Foster Youth Services: <http://www.cde.ca.gov/ls/pf/fy/>

Policy
adopted: August 17, 2010
reviewed: May 3, 2011

SANTEE SCHOOL DISTRICT
Santee, California

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES**Definitions**

Extracurricular activities are those programs that have all of the following characteristics: (Education Code 35160.5)

1. The program is supervised or financed by the school district.
2. Students participating in the program represent the school district.
3. Students exercise some degree of freedom in the selection, planning or control of the program.

Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit and do not take place during classroom time. (Education Code 35160.5)

Cocurricular activities are programs that may be associated with the curriculum in a regular classroom. (Education Code 35160.5)

An activity is not an extracurricular or cocurricular activity if it is a program that has as its primary goal the improvement of academic or educational achievement of students. (Education Code 35160.5)

Eligibility Requirements

In order to be eligible for participation in extracurricular activities, a student in grades 7 and 8 shall have earned a minimum 2.0 or "C" grade point average (GPA) in academics, citizenship, and effort.

1. Each junior high/middle school staff shall plan appropriate social activities, i.e., dances, skating parties, for junior high/middle school students. The plan shall reflect input from students, teachers and parents/guardians. The activities planned shall reflect a balance in number and types of activities suitable for junior high/middle school students.
2. An activity plan shall be developed at the beginning of the school year; subject to change depending upon the needs of the students, as determined by the principal and junior high/middle school staff and approved by the principal.
3. Evening activities are to be held in compliance with curfew regulations.
4. The principal shall insure that adequate adult supervision is provided and that appropriate safety and security measures are observed.

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (continued)

Eight Grade Excursion Day

Annually, eighth grade students in the district participate in an Excursion Day which is scheduled towards the end of the school year and is considered to be a regular part of student activities.

Under the direction of the principal, the middle school staff will assume the primary responsibility for the Excursion Day activity. If a parent/guardian organization (PTA) wishes to assist/sponsor this activity, it may do so if it has approval of the principal.

The Excursion Day activity may include a visit to Disneyland, Knott's Berry Farm, or other recreational attractions in the vicinity. In planning the Excursion Day, each school is to adhere to the following procedure:

Excursion Day Plan

An Excursion Day plan shall be submitted to the Office of Assistant Superintendent, Educational Services. The plan is to be submitted 30 calendar days prior to the activity. The plan is to include the following information:

- Date (A regular school day may be utilized.)
- Place to be visited.
- Time, length of activity, and return time.
- Student cost, if any.

Transportation

Business Services is to be made aware of transportation needs by the principal 30 calendar days in advance. All transportation arrangements will be made by Business Services.

Supervision

Each school shall be responsible for providing adequate adult supervision. The principal or designee shall accompany the students.

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (continued)**Admission Fees**

Each school shall be responsible for collection of any or all admission fees. Ticket orders are to be processed through Business Services. If district funds are being requested for payment of fees for teachers, a travel request form is to be submitted then 10 working days in advance to Business Services.

Student Participation

District standards for participation in the promotion excursion activity shall be:

1. A child must achieve a cumulative GPA of 2.00 for the first and second trimester and the first six weeks of the third trimester of the 8th grade. This cumulative GPA will be computed in the following areas in order for a child to be eligible:
 - a. Academic cumulative GPA of 2.00
 - b. Effort cumulative GPA of 2.00
 - c. Citizenship cumulative GPA of 2.00
2. The cumulative GPA shall be obtained from the district approved report cards for the first two trimesters and the third trimester progress report of the 8th grade year.
3. Parents/Guardians of the 8th grade student who does not meet anyone or more of the minimum requirements will be notified after each report card by mail. The parent/guardian letter will review the student's academic, effort, and citizenship GPA's, recommend additional intervention, and make clear the consequences if improvement is not made.
4. If a student does not qualify to participate in 8th grade excursion activity at the third trimester progress report of eighth grade, he/she may petition the principal or designee for a school appeal during the third trimester. If enough progress has been made and demonstrated by the date of the appeal, the principal or designee may recommend the student participate in the excursion activity.
5. Any student transferring into a district school from another school in the district shall transfer his/her grades/effort/citizenship with him/her. Any student transferring into the district from outside the district will be required to meet the minimum district promotion standards of a 2.0 GPA in academics, effort, and citizenship from the date of enrollment in the district in order to be eligible to participate in the excursion activity.

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (continued)

6. Any student with more than three out-of-school suspensions during his/her 8th grade year will not be eligible to participate in the excursion activity. There will be no appeal process privilege.

When a student becomes ineligible to participate in the upcoming school year, or when he/she is subject to probation, the principal or designee shall provide written notice to the student and his/her parents/guardians. The principal shall also consult with the student's teacher(s) in deciding on a program of remediation to improve the student's academic progress.

Board Policies and Bylaws F.2.1.

Second Reading: NEW BP 5131.3,
Bullying Prevention

Prepared by Minnie Malin
May 15, 2012

BACKGROUND:

At the May 1, 2012 Board meeting, administration presented the first reading of new board policy 5131.3, Bullying Prevention. In order to ensure that bullying does not occur on school campuses; administration has created this policy to establish procedures for reporting incidents, immediate intervention, and prompt investigation of bullying incidents. This policy will also provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff.

RECOMMENDATION:

At this time, administration recommends that the Board of Education approve new board policy 5131.3.

This recommendation supports the following district goal:

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

FISCAL IMPACT:

This is a personnel item and does not have an impact on the general fund.

STUDENT ACHIEVEMENT IMPACT:

Cultivating acceptance and understanding will develop a better learning environment.

Motion: _____ Second: _____ Vote: _____

Agenda Item F.2.1.

Bullying Prevention

The Governing Board believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The Governing Board will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The Governing Board will not tolerate discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics.

The Governing Board expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, the Superintendent or designee will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

Policy
Adopted:

SANTEE SCHOOL DISTRICT
Santee, California

Board Policies and Bylaws F.2.2.
Prepared by Karl Christensen
May 15, 2012

Second Reading: Revised Board Polices
to Incorporate Recommendations from the
San Diego County Taxpayer's Association –
BP 3290, BP 3311, BP 3312, BP 3600,
BP 7140

BACKGROUND:

At the January 17, 2012 meeting, the Board gave direction to revise certain Board Policies to incorporate recommendations made by the San Diego County Taxpayer's Association pertaining to School Construction and Professional Services Procurement Best Practices. The recommendations which prompted revisions were as follows:

- Include conditions under which district will award contract to the lowest bidder and under what conditions non-price factors are considered
- Include procedures for post-award activities such as debriefing, bid protests, publishing of bid results
- Prohibit practices that might result in unlawful practices such as rebates and kickbacks
- Prohibit employees from participating in the selection process when they have a relationship with a person or business entity seeking a contract
- Provide post-award debriefing for all unsuccessful bidders to provide district's evaluation and significant weaknesses, review of scoring and rationale, and responses to questions
- Annually publish list of parties who have donated to the district, district elected officials, educational foundations, or recent bond campaigns on district website

The following Board Policies are presented with revisions:

- Board Policy 3290 – Donations
- Board Policy 3311 – Bids
- Board Policy 3312 – Contract
- Board Policy 3600 – Consultants
- Board Policy 7140 – Architectural and Engineering Services

Administrative regulations connected to these policies will also be changed once revisions are finalized.

RECOMMENDATION:

It is recommended that the Board of Education review and approve revisions to Board Policies 3290, 3311, 3312, 3600, and 7140.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

None.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item F.2.2.
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GIFTS, GRANTS AND BEQUESTS

The Governing Board may accept any bequest or gift of money or property on behalf of the district. While greatly appreciating suitable donations, the Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students.

All gifts or donations received by schools and/or District employees, exceeding \$50.00 must be reported and officially received by the Board.

Before accepting a gift, the Board shall consider whether the gift:

1. Has a purpose consistent with the district's vision and philosophy;
2. Begins a program which the Board would be unable to continue when the donated funds are exhausted;
3. Entails undesirable or excessive costs;
4. Implies endorsement of any business or product.

The Board shall carefully evaluate any conditions or restrictions imposed by the donor in light of district philosophy and operations. If the Board feels the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

Gift books and instructional materials shall be accepted only if they meet regular district criteria.

All gifts, grants and bequests shall become district property. Donors are encouraged to donate all gifts to the district rather than to a particular school. At the Superintendent or designee's discretion, a gift may be used at a particular school.

Listings of donors and donation amounts to the District, elected officials, and bond campaigns shall be made publically available at least annually.

Legal Reference:

EDUCATION CODE

1834 Acquisition of materials and apparatus

35162 Power to sue, be sued, hold and convey property

41030 School district may invest surplus monies from bequest or gifts

41031 Special fund or account in county treasury

41032 Authority of school board to accept gift or bequest; investments; gift of land requirements

41035 Advisory committee

41036 Function of advisory committee

41037 Rules and regulations

Policy 3290

Adopted: March 3, 2009

Revised: October 4, 2011 Santee, California

SANTEE SCHOOL DISTRICT

BIDS

In order to ensure transparency and the prudent expenditure of public funds, the Governing Board shall award contracts in an objective manner and in accordance with law. District equipment, supplies, and services shall be purchased using competitive bidding when required by law or if the Board determines that it is in the best interest of the district to do so.

In other regular bidding circumstances, the amount by which contracts shall be competitively bid shall escalate automatically based upon the annual adjustment by the Superintendent of Public Instruction.

Competitive bids shall be sought through advertisement for contracts exceeding the amount delineated by the administrative regulation accompanying the Board policy. (Government Code 53060, Public Contract Code 20111).

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118)

Bid specifications shall be carefully designed and shall describe in detail the quality, delivery, and service required.

To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation.

In certain circumstances allowed by law, the Board may use a Request for Qualifications (RFQ) or Request for Proposal (RFP) process or may approve use of an alternative delivery method for public works projects such as Lease/Leaseback and/or Design-Build. In these cases, the Board shall approve use of a best value competitive process and shall publicly enumerate the pre-determined criteria, including price and non-price factors, to be used for evaluating submittals and selecting a vendor.

The Superintendent or designee shall ensure that the award/selection process:

1. Prohibits practices which might result in unlawful activity such as rebates, kickbacks, or other unlawful consideration;
2. Complies with Government Code 87100 by ensuring district officials excuse themselves from participation in a particular procurement process or decision to award a contract if he/she knows, or has reason to know, he/she has a financial interest in, or has a relationship with, the person or business entity seeking a contract.

Legal Reference: (see next page)

BIDS (continued)

Legal Reference:

EDUCATION CODE

17595 *Purchases through Department of General Services*
38083 *Purchase of perishable foodstuffs and seasonable commodities*
38110-38120 *Apparatus and supplies*
39802 *Transportation services*

GOVERNMENT CODE

4330-4334 *Preference for California-made materials*
6252 *Definition of public record*
53060 *Special services and advice*
54201-54205 *Purchase of supplies and equipment by local agencies*
87100 *Conflict of Interest*

PUBLIC CONTRACT CODE

1102 *Emergencies*
2001-2001 *Responsive bidders*
3400 *Bids, specifications by brand or trade name not permitted*
3410 *United States produce and processed foods*
6610 *Bid visits*
12200 *Definitions, recycled goods, materials and supplies*
20103.8 *Award of contracts*
20107 *Bidder's security*
20111-20118.4 *Contracting by school districts*
20189 *Bidder's security, earthquake relief*
22002 *Definition of public project*
22030-22045 *Alternative procedures for public projects (UPC'CAA)*
22050 *Alternative emergency procedures*
22152 *Recycled product procurement*

COURT DECISIONS

Marshall v. Pasadena USD, (2004) 119 Cal.App.4th 1241
Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449
City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861

ATTORNEY GENERAL OPINIONS

89 *Ops. Cal. Atty. Gen. 1 (2006)*

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
California Association of School Business Officials: <http://www.casbo.org>

CONTRACTS

All contracts between the district and outside agencies shall conform to prescribed standards as required by law.

All contracts between the district and outside agencies shall be prepared under the supervision of the Assistant Superintendent, Business Services, and where appropriate, subject to approval of the legal adviser of the district.

The vendor selection/award process for contracts shall:

1. Be based on pre-determined and publically available criteria; and,
2. Prohibit practices that might result in unlawful activities such as rebates, kickbacks, or other unlawful consideration; and,
3. Comply with Government Code 87100 by ensuring that district officials excuse themselves from participation in the process or decision to award a contract if he/she knows or has reason to know he/she has a financial interest in, or has a relationship with, the person or business entity seeking a contract.

Affirmative Action

The district shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency, or organization discriminates on the basis of race, color, creed, sex, religion, ancestry, national origin, age, or non-job-related handicap or disability, either in employment practice or in the provision of benefits or services to students or employees.

Legal Reference: (see next page)

CONTRACTS (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

14505 Provisions required in contracts for audits

17595-17606 Contracts

35182.5 Contract prohibitions

45103.5 Contracts for management consulting service related to food service

49431-49431.5 Nutritional standards

CODE OF CIVIL PROCEDURE

685.010 Rate of interest

GOVERNMENT CODE

12990 Nondiscrimination and compliance employment programs

53260 Contract provision re maximum cash settlement

53262 Ratification of contracts with administrative officers

LABOR CODE

1775 Penalties for violations

1810-1813 Working hours

PUBLIC CONTRACT CODE

4100-4114 Subletting and subcontracting fair practices

7104 Contracts for excavations; discovery of hazardous waste

7106 Noncollusion affidavit

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

20104.50 Construction Progress Payments

22300 Performance retentions

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, discrimination

CONSULTANTS

The Governing Board authorizes the use of consultants to provide expert professional advice or specialized technical or training services which are not needed on a continuing basis and which cannot be provided by district staff because of limitations of time, experience or knowledge. Individuals, firms or organizations employed as consultants may assist management with decisions and/or project development related to financial, economic, accounting, engineering, legal, administrative, instructional or other matters.

As part of the contract process, the Superintendent or designee shall determine, in accordance with Internal Revenue Service guidelines, that the consultant is properly classified as an independent contractor. District employees who perform extra-duty consultant services shall not be retained as independent contractors. They shall be considered employees for all purposes, even if the additional services are not related to their regular duties.

The selection process for consultants shall:

1. Be based on pre-determined and publically available criteria; and,
2. Prohibit practices that might result in unlawful activities such as rebates, kickbacks, or other unlawful consideration; and,
3. Comply with Government Code 87100 by ensuring that district officials excuse themselves from participation in the process or decision to award a contract if he/she knows or has reason to know he/she has a financial interest in, or has a relationship with, the person or business entity seeking a contract.

All consultant contracts shall be brought to the Board for approval.

The district shall not contract for consulting services that can be performed without charge by a public agency or official unless these services are unavailable from the public source for reasons beyond the district's control.

All qualified firms or resource persons shall be accorded equal opportunity for consultant contracts regardless of race, creed, color, gender, national or ethnic origin, age or disability.

Independent contractors applying for a consultant contract shall submit a written conflict of interest statement disclosing financial interests as determined necessary by the Superintendent or designee, depending on the range of duties to be performed by the consultant. The Superintendent or designee shall consider this statement when deciding whether to recommend the consultant's employment.

When employees of a public university, county office of education or other public agency serve as consultant or resource persons for the district, they shall certify as part of the consultant agreement that they will not receive salary or remuneration other than vacation pay from any other public agency for the specific days when they work for this district.

Legal Reference: (see next page)

CONSULTANTS (continued)

Legal Reference:

EDUCATION CODE

10400-10407 Cooperative improvement programs

17596 Limit on continuing contracts

35010 Control of districts; prescription and enforcement of rules

35172(a) Promotional activities

35204 Contract with attorney

44925 Part-time readers employed as independent contractors

45103 Classified service in districts not incorporating the merit system

45103.5 Contracts for food service consulting services

45134-45135 Employment of retired classified employee

45256 Merit system districts; classified service; positions established for professional experts on a temporary basis

GOVERNMENT CODE

53060 Contract for special services and advice

Management Resources:

INTERNAL REVENUE SERVICE PUBLICATIONS

15-A Employer's Supplemental Tax Guide

ARCHITECTURAL AND ENGINEERING SERVICES

In order to ensure safe construction and protect the investment of public funds, the Governing Board requires that a licensed and certified architect or structural engineer be employed to design and supervise the construction of district schools and other facilities.

The Superintendent or designee shall devise a competitive process for the selection of architects and structural engineers that is based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. For each project, he/she shall recommend specific architectural and engineering firms to the Board. The Board shall pay fair and reasonable amounts warranted by the provider's qualifications and competence. The Board need not select the lowest responsible bidder.

The vendor selection/award process shall:

1. Be based on pre-determined and publically available criteria; and,
2. Prohibit practices that might result in unlawful activities such as rebates, kickbacks, or other unlawful consideration; and,
3. Comply with Government Code 87100 by ensuring that district officials excuse themselves from participation in the process or decision to award a contract if he/she knows or has reason to know he/she has a financial interest in, or has a relationship with, the person or business entity seeking a contract.

*Legal Reference:*EDUCATION CODE*17070.50 Conditions for apportionment**17280-17316 Approvals, especially:**17302 Persons qualified to prepare plans, specifications and estimates and supervise construction**17316 Contract provision re school district property**17371 Limitation on liability of governing board*GOVERNMENT CODE*4525-4529.5 Contracts with private architects, engineering, land surveying, and construction project management firms**14837 Definition of small business**87100 Public officials: financial interest*PUBLIC CONTRACT CODE*20111 School district contracts*

BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS Item G.

Agenda Item G.

CLOSED SESSION Item H.

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

The Board will go into Closed Session to discuss:

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

RECONVENE TO PUBLIC SESSION Item I.

ADJOURNMENT Item J.