



# Santee School District

**SCHOOLS:**

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

**Please note: The June 6, 20, July 18, and August 1 Board of Education meetings will be held at Cajon Park School, 10300 Magnolia Avenue, Santee, CA 92071. All meetings will begin at 7:00 p.m.**

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

**BOARD OF EDUCATION  
 REGULAR MEETING  
 AGENDA  
 May 16, 2017**

**District Mission**

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

	<u>Page #:</u>
<b>A. OPENING PROCEDURES – 7:00 p.m.</b>	<b>6</b>
1. Call to Order and Welcome	
2. District Mission	
3. Pledge of Allegiance	
4. Approval of Agenda	
 <b>B. REPORTS AND PRESENTATIONS</b>	 <b>7</b>
1. Superintendent's Report	
1.1. Developer Fees and Collection Report	8
1.2. Use of Facilities Report	9
1.3. Enrollment Report	10
1.4. Schedule of Upcoming Events	11
2. Spotlight: PT(S)A Presidents	12
3. Spotlight: Student Recognitions	13
• Greater San Diego Science and Engineering Fair Participants	
• San Diego County Schools Spelling Bee	
• PTSA 2017 Reflections	
• Young American Poetry Digest Published Authors	
• Spring Sprint Triathlon	
• Greater San Diego Regional Botball Tournament	
• Science Field Day	

<b>C. PUBLIC COMMUNICATION</b>	15
<i>During this time, citizens are invited to address the Board of Education about any item not on the agenda. Request-to-speak cards should be submitted in advance. The Board may not take action on any item presented. The Board has a policy limiting any speaker to five minutes. Meetings are recorded.</i>	
<b>D. CONSENT ITEMS</b>	16
<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>	
<b>Superintendent</b>	
1.1. <b><u>Approval of Minutes</u></b>	17
It is recommended that the Board of Education approve meeting minutes with any necessary modifications.	
<b>Business Services</b>	
2.1. <b><u>Approval/Ratification of Travel Requests</u></b>	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. <b><u>Approval/Ratification of Expenditure Warrants</u></b>	31
It is recommended that the Board of Education approve and ratify the expenditure warrants for the month of April 2017.	
2.3. <b><u>Approval/Ratification of Purchase Orders</u></b>	33
It is recommended that the Board of Education approve and ratify purchase orders for the month of April 2017 as presented in the item.	
2.4. <b><u>Approval/Ratification of Revolving Cash Report</u></b>	41
It is recommended that the Board of Education approve/ratify revolving cash checks as listed.	
2.5. <b><u>Acceptance of Donations</u></b>	43
It is recommended that the Board of Education accept donations listed in the item and authorize letters of appreciation to be sent on behalf of the Board.	
2.6. <b><u>Approval of Consultants and General Service Providers</u></b>	44
It is recommended that the Board of Education approve agreements with Consultants and General Service Providers as presented.	
2.7. <b><u>Approval of Agreement for Mileage Reimbursement In Lieu of District Transportation</u></b>	46
It is recommended that the Board of Education approve/ratify the Parent/Guardian agreement for mileage reimbursement in lieu of District transportation.	
2.8. <b><u>Award of Bid for Stucco Replacement Project at Carlton Hills School</u></b>	47
It is recommended that the Board of Education award the bid for stucco replacement at Carlton Hills School to Walter N. Coffman, Inc.	
2.9. <b><u>Award of Bid #1718-90-01: Commodities, Non-Commodities, and Grocery/Snack</u></b>	48
It is recommended that the Board of Education award the Bid #1718-09-01: Commodities, Non-Commodities, and Grocery / Snack bid to A&R Foods with an option to extend the contract annually for up to two additional years.	

- 2.10. **Authorization to Solicit Informal Bids through the CUPCCAC Process for Reseeding and Irrigation System Improvement of Grass Fields at Pepper Drive and Sycamore Canyon Schools** 49  
It is recommended that the Board of Education authorize utilizing the CUPCCAC process to seek informal bids for reseeded and irrigation system improvement of grass fields at Pepper Drive and Sycamore Canyon Schools. A separate item will be brought back to the Board for consideration of contract award at a future meeting.
- 2.11. **Authorization to Sell/Dispose of Surplus Items** 50  
It is recommended that the Board of Education declare the described items as surplus with an estimated value of \$200.00 and authorize the sale or disposal of them in accordance with the recommended terms.
- 2.12. **Approval of Agreement with DECISIONINSITE LLC for Professional Services and Software Related to Demographic Analysis and Enrollment Projections** 53  
It is recommended that the Board of Education approve the agreement with DECISIONINSITE LLC for professional services and software related to demographic analysis and enrollment projections.

### **Educational Services**

- 3.1. **Approval of State Preschool Program Annual Report to California Department of Education** 74  
It is recommended that the Board of Education approve the Annual Report of the State Preschool Program for the 2016-2017 school year.
- 3.2. **Approval of Personnel Agreement with Grossmont Union High School District for the 2017-18 Santee School District Spanish I Program** 76  
It is recommended that the Board of Education approve entering into a personnel agreement with the Grossmont Union High School District for the 2017-18 school year.

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

- 4.1. **Personnel, Regular** 79  
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations, and dismissals.
- 4.2. **Approval of Services Agreement with San Joaquin County Office of Education (SJCOE) to Provide Claims Administration Services for the Medi-Cal Billing Option Program** 81  
It is recommended that the Board of Education approve the services agreement with SJCOE to provide claims administration services for the Medi-Cal billing option program.
- 4.3. **Approval of Agreement with Kontraband Interdiction and Detection Services, Inc. (K.I.D.S.) for the 2017-2018 School Year** 92  
It is recommended that the Board of Education approve the agreement with K.I.D.S., Inc. for the 2017-2018 school year.
- 4.4. **Approval to Renew Agreement with Frontline Technologies (Aesop) Automated Substitute Calling/Attendance System** 96  
It is recommended that the Board of Education approve to renew the agreement with Frontline Technologies (Aesop) for 2017-2018.
- 4.5. **Approval of Teacher Induction Program Agreement with San Diego County Office of Education for 2017-2018** 99  
It is recommended that the Board of Education approve the teacher induction program agreement with SDCOE for 2017-2018.

- 4.6. Approval of Influenza Vaccine Administration Program Agreement** 102  
It is recommended that the Board of Education approve the influenza vaccine administration program agreement.
- 4.7. Approval of Short Term Positions** 104  
It is recommended that the Board of Education approve the short term positions.
- 4.8. Approval of Revisions to Direction, Curriculum & Assessment Job Description** 105  
It is recommended that that the Board of Education approve the revisions to the Director, Curriculum & assessment Job Description.
- 4.9. Adoption of Resolution No. 1617-43 to Eliminate/Layoff Classified Non-Management Position** 108  
It is recommended that the Board of education adopt resolution no. 1617-43 to eliminate/layoff a classified non-management position.
- E. DISCUSSION AND/OR ACTION ITEMS** 110  
*Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.*
- Educational Services**
- 1.1. Middle School Elective Application: Hill Creek School** 111  
It is recommended that the Board of Education approve the application for electives funding for Hill Creek School.
- Business Services**
- 2.1. Series B General Obligation Bond Refunding Update** 113  
This is an information item. Action, if any, is at the discretion of the Board of Education.
- 2.2. Authorization to Solicit Informal Bids through the CUPCCAC Process for Installation of a Driveway at the Lower Parking Lot at Pepper Drive School** 114  
It is recommended that the Board of Education authorize utilizing the CUPCCAC process to seek informal bids for installation of a driveway at the lower parking lot at Pepper Drive. A separate item will be brought back to the Board for consideration of contract award at a future meeting.
- 2.3. Yale Preschool Program Fee Increase** 115  
This is an information item. Action, if any, is at the discretion of the Board of Education. An action item to increase fees effective August 21, 2017 is planned for the June 6, 2017 Board of Education meeting.
- 2.4. Paid Meal Price Increase** 118  
This is an information item. Action, if any, is at the discretion of the Board of Education.
- 2.5. May Revise and State Budget Update** 120  
This is an information item. Action, if any, is at the discretion of the Board of Education.
- F. BOARD POLICIES AND BYLAWS** 121
- 1.1. Second Reading: New Board Policy and Revised Administrative Regulation 5111.1, District Residency**  
It is recommended that the Board of Education approve new BP 5111.1 and revised AR 5111.1, District Residency.

- 1.2. **First Reading: New Board Policy 3515.7 Firearms on School Grounds** 131  
This is a First Reading: New Board Policy 3515.7 Firearms on School Grounds. Action, if any, is at the discretion of the Board.
- G. **BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS** 133
- H. **CLOSED SESSION** 133
1. **Conference with Legal Counsel – Anticipated Litigation** (Gov't. Code § 54956.9)
2. **Conference with Labor Negotiator** (Gov't. Code § 54956.8)  
*Purpose: Negotiations*  
*Agency Negotiators: Tim Larson, Assistant Superintendent*  
*Employee Organization: Santee Teachers Association (STA)*
3. **Conference with Labor Negotiator** (Gov't. Code § 54956.8)  
*Purpose: Negotiations*  
*Agency Negotiators: Tim Larson, Assistant Superintendent*  
*Employee Organization: Classified School Employees Association (CSEA)*
4. **Public Employee Performance Evaluation** (Gov't. Code § 54957)  
*Superintendent*
- I. **RECONVENE TO PUBLIC SESSION** 133
- J. **ADJOURNMENT** 133

**Please note:** Per SB 343, the supporting documents for this meeting agenda are available in the lobby at the Santee School District Office, located at 9625 Cuyamaca St., Santee, CA 92071 and will be available for viewing at the meeting. The next regular meeting of the Board of Education is scheduled for April 4, 2017 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. **Please note: Due to construction, the June 6, 20, July 18, and August 1 Board of Education meetings will be held at Cajon Park School, 10300 Magnolia Avenue, Santee, CA 92071. All meetings will begin at 7:00 p.m.**

Members present:

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

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

1. Call to Order and Welcome
2. District Mission  
*Santee School District assures a quality education empowering students to achieve academic excellence and to develop life skills needed for success in a diverse and changing society.*
3. Pledge of Allegiance
4. Approval of Agenda for the May 16, 2017, regular meeting

Agenda Item A.

## **Item B. REPORTS AND PRESENTATIONS**

The following items are presented for Board information:

1. Superintendent's Report
  - 1.1. Developer Fees and Collection Report
  - 1.2. Use of Facilities Report
  - 1.3. Enrollment Report
  - 1.4. Schedule of Upcoming Events
  
2. Spotlight: PTS/A Presidents
  
3. Spotlight: Student Recognitions
  - Greater San Diego Science and Engineering Fair Participants
  - San Diego County Schools Spelling Bee
  - PTSA 2017 Reflections
  - Young American Poetry Digest Published Authors
  - Spring Sprint Triathlon
  - Greater San Diego Regional Botball Tournament
  - Science Field Day

**DEVELOPER FEES COLLECTION REPORT**

2016-17

CUMULATIVE THROUGH MAY 4, 2017

Residential Rate: \$2.08 per square foot - effective 5/5/14 - 6/19/16; \$2.16 per square foot effective 6/20/16  
 Commercial Rate: \$0.33 per square foot - effective 5/5/14 - 6/19/16; \$0.35 per square foot - effective 6/20/16  
 Self Storage Rate: \$0.14 per square foot - effective 4/20/10-6/19/16; \$0.15 per square foot - effective 6/20/16

COM	RES	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
	X	10130 Woodpark Dr.	08/05/16	952	\$2,056.32	CP
	X	10140 Strathmore Dr.	08/09/16	766	\$1,654.66	SC
	X	Braverman Dr. (model home)	08/16/16	2,210	\$4,773.60	HC
	X	Braverman Dr. (model home)	08/16/16	2,554	\$5,516.64	HC
	X	Braverman Dr. (model home)	08/16/16	2,853	\$6,162.48	HC
	X	8746 Bushy Hill	08/24/16	16,982	\$36,681.12	CFH
	X	3943-3953 Magnolia Ave.	09/28/16	22,590	\$48,794.40	PD
	X	8931 Sunwood Dr.	11/08/16	1,068	\$2,306.88	CH
X		9480 Cuyamaca St.	11/09/16	5,079	\$1,777.65	RS
	X	1309 Rex Lane	01/04/17	640	\$1,382.40	PD
	X	9465 Mandeville Rd.	02/06/17	906	\$1,956.96	CH
	X	9233 Willowgrove	02/09/17	624	\$1,347.84	CH
	X	10647, 10653, 10655, 10659, 10671, 10677 Braverman Dr	02/10/17	15,876	\$34,292.16	HC
X		9331 Mission Gorge Rd.	02/23/17	95	\$14.25	PA
	X	8600, 8604, 8608 Camden Drive	03/03/17	6,232	\$13,461.12	HC
	X	9208 Maranda	03/17/17	670	\$1,447.20	CH
	X	9015 Willowgrove Circle	03/22/17	637	\$1,375.92	CH
X		501-589 Lantern Crest Way	03/29/17	14,322	\$5,012.70	HC
	X	9544-9580 Coolwater Way	04/04/17	17,098	\$36,931.68	HC
X		9300 Fanita Parkway	04/06/17	212	\$74.20	CO
	X	9908 Cleary Street	04/18/17	729	\$1,574.64	HC
	X	8601, 8605, 8609, 8613, 8617, 8621, 8625 Camden Drive	04/24/17	14,913	\$32,212.08	CFH
	X	9940 Seymour Street	04/24/17	636	\$1,373.76	HC
X		8867 Cuyamaca Street	05/02/17	4,086	\$1,430.10	RS
<b>TOTAL PAGE 1</b>					<b>\$243,610.76</b>	

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



<b>Requests For Use Of Facilities - May 16, 2017</b>						
<b>Group</b>	<b>Location</b>	<b>Date</b>	<b>Days</b>	<b>Time</b>	<b>Attend.</b>	<b>Fees Applied</b>
<b><u>Cajon Park</u></b>						
Santana National Little League (Board Meeting)	Multi-Purpose	4/28/17	Friday	5:00 pm - 8:00 pm	14	
Superintendent's Office (Board Meetings SSD)	Multi-Purpose	6/6/17 & 6/20/17	Tuesday	4:30 pm - 10:00 pm	60	
<b><u>Carlton Hills</u></b>						
Tierra Del Sol Council PTA (Reflections Art Show)	Multi-Purpose	5/31/17	Wednesday	4:00 pm - 8:00 pm	125	
<b><u>Rio Seco</u></b>						
Santee DC Trip	Multi-Purpose	5/9/17	Tuesday	5:30 pm - 7:00 pm	100	
Santee School District Special Education (Meeting)	Multi-Purpose	5/23/17	Tuesday	12:30 pm - 3:00 pm	20	
Santee School District Pupil Services (Expulsion Hearing)	Multi-Purpose	5/30/17	Tuesday	5:00 pm - 8:00 pm	12	

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

Santee School District  
 ENROLLMENT REPORT  
 5/5/2017  
 Month 10 Week 4  
 School Week 37

SCHOOL	REGULAR ED														SPECIAL ED										Total All								
	TK	EAK 5yo	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	05/05/17	05/13/16	# Diff	% Diff	TK	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	05/05/17	05/13/16	# Diff	% Diff	05/05/17	04/28/17	# Diff	
Cajon Park			111	99	90	105	121	114	94	108	94	936	940	-4	-0.4%	1	13	4	6	3	11	7	16	8	8	77	58	19	32.8%	1013	1008	5	
Carlton Hills	23	24	77	70	76	58	45	47	42	65	53	580	566	14	2.5%	3	2	3	3	4	2	6	3	3	29	34	-5	-14.7%	609	609	0		
Carlton Oaks			76	82	75	65	86	76	97	88	118	762	788	-26	-3.3%	6	4	8	4	7	12	9	6	8	62	52	10	19.2%	824	822	2		
Chet F. Harritt	25	25	79	82	81	74	54	54	60	60	64	658	648	10	1.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	658	661	-3	
Hill Creek	24	26	83	85	80	84	75	71	74	65	92	759	775	-16	-2.1%	2	2	1	2	4	8	2	0	0	0	19	18	1	5.6%	778	778	0	
Pepper Drive	25		110	110	88	141	116	102	114	92	71	969	906	63	7.0%	0	0	0	0	0	1	2	4	3	10	5	5	100.0%	979	979	0		
Pride Academy	21	24	72	69	60	60	75	54	51	55	43	584	575	9	1.6%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	584	584	0	
Rio Seco			102	102	110	111	123	120	83	101	94	946	933	13	1.4%	5	1	1	5	7	13	7	7	8	54	59	-5	-8.5%	1000	1002	-2		
Sycamore Canyon	23		79	47	48	48	42	47	48	0	0	374	352	22	6.3%	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	374	374	0		
<b>SUBTOTAL</b>	<b>118</b>	<b>122</b>	<b>783</b>	<b>746</b>	<b>706</b>	<b>748</b>	<b>737</b>	<b>684</b>	<b>663</b>	<b>634</b>	<b>629</b>	<b>6568</b>	<b>6483</b>	<b>85</b>	<b>1.3%</b>	<b>3</b>	<b>28</b>	<b>12</b>	<b>18</b>	<b>19</b>	<b>35</b>	<b>37</b>	<b>40</b>	<b>28</b>	<b>30</b>	<b>281</b>	<b>226</b>	<b>25</b>	<b>11.1%</b>	<b>6519</b>	<b>6,617</b>	<b>2</b>	
Alternative School			3	4	3	2	4	6	5	9	2	38	33	5	15.2%																		
Santee Success									3	4	6	13	7	6	85.7%											0	0	0	0.0%	13	14	-1	
NPS												0	0							3	2	2	1		8	5	3	60.0%	8	8	0		
<b>SUBTOTAL</b>			<b>3</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>13</b>	<b>8</b>	<b>51</b>	<b>40</b>	<b>11</b>	<b>27.5%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>8</b>	<b>5</b>	<b>3</b>	<b>60.0%</b>	<b>59</b>	<b>80</b>	<b>-1</b>	
<b>TOTAL</b>	<b>118</b>	<b>122</b>	<b>786</b>	<b>750</b>	<b>709</b>	<b>748</b>	<b>741</b>	<b>690</b>	<b>671</b>	<b>647</b>	<b>637</b>	<b>6619</b>	<b>6,523</b>	<b>96</b>	<b>1.5%</b>	<b>3</b>	<b>29</b>	<b>12</b>	<b>18</b>	<b>22</b>	<b>35</b>	<b>39</b>	<b>40</b>	<b>30</b>	<b>31</b>	<b>289</b>	<b>231</b>	<b>28</b>	<b>12.1%</b>	<b>6878</b>	<b>6877</b>	<b>1</b>	

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

SCHOOL	PK	EAK 4yo	Total All
Cajon Park	1	0	1014
Carlton Hills	0	0	609
Chet F. Harritt	0	0	658
Hill Creek	0	0	778
Prospect Ave	0	0	584
Sycamore Canyon	67	0	441
<b>Total PK/EAK</b>	<b>68</b>	<b>0</b>	

<b>Total Enrollment Including PK</b>
<b>6946</b>

## Schedule of Upcoming Events

Date	Event
Saturday, May 13	2017 Santee Aloha 5k Fun Run & Walk 8:00 a.m., Town Center Community Park <i>Sponsored by Santee School District Foundation</i>
May 16	Board Meeting; 7:00 p.m.
May 22	Wellness Committee; 3:30 p.m., Santee Success Program, 10250 North Magnolia <b><i>(please note location change)</i></b>
May 23	Salute to Excellence; 5:30 p.m. (honoree reception); 6:00 p.m. (program); Carlton Oaks Country Club
May 25	Budget Advisory Committee (BAC); 6:00 p.m., Rio Seco School MPR, 9545 Cuyamaca <b><i>(please note location change)</i></b>
May 29	Memorial Day Holiday – Schools and Departments Closed
June 6	Board Meeting; 7:00 p.m., at Cajon Park School MPR, 10300 Magnolia Avenue <b><i>(please note location change)</i></b>
June 7	Safety/Facilities Committee Meeting; 3:30 pm, at Cajon Park School MPR, 10300 Magnolia Avenue <b><i>(please note location change)</i></b>
June 9	District English Learner Advisory Committee (DELAC); 9:00 a.m., at Rio Seco School MPR, 9545 Cuyamaca <b><i>(please note location change)</i></b>
June 13	Last Day of School
June 15	Foundation Golf Classic, Carlton Oaks Country Club
June 20	Board Meeting; 7:00 p.m., at Cajon Park School Multi-purpose Room, 10300 Magnolia Avenue <b><i>(please note location change)</i></b>
July 4	Independence Day – District Office Closed
July 18	Board Meeting; 7:00 p.m., at Cajon Park School Multi-purpose Room, 10300 Magnolia Avenue <b><i>(please note location change)</i></b>
August 1	Board Meeting; 7:00 p.m., at Cajon Park School Multi-purpose Room, 10300 Magnolia Avenue <b><i>(please note location change)</i></b>
August 21	First Day of School

**BACKGROUND:**

The Parent Teacher Association (PTA), comprised of a group of dedicated volunteers, is an integral part of our school community. Each school's PT(S)A works hard to provide interesting and valuable programs at their schools, but also advocates for all children with their one voice. PT(S)A's focus is always on the education, health, safety, and well-being of children.

The PT(S)A presidents at each school work diligently encouraging parent participation in their children's education and school activities and building effective family-school partnerships.

Tonight, the Board would like to recognize and thank the PT(S)A presidents of Santee School District who are a part of the "heart" of each school.

Cajon Park  
**Kim Stacks**

Pepper Drive  
**Melissa Jarvis**

Carlton Hills  
**Andie Reyes-Pupero**

PRIDE Academy  
**Robyn Sarvis**

Carlton Oaks  
**Shelly Kowalsky**

Rio Seco  
**April Stuart**

Chet F. Harritt  
**Chris Ebert**

Sycamore Canyon  
**Trish Malone**

Hill Creek  
**Cara Cadwell**

Tierra del Sol Council President  
**Jean Brittain**

- Reports and Presentation Item B.3. Spotlight on Learning: Student Recognitions
- Greater San Diego Science and Engineering Fair Participants
  - San Diego County Schools Spelling Bee
  - PTSA 2017 Reflections
  - Young American Poetry Digest Published Authors
  - Spring Sprint Triathlon
  - Greater San Diego Regional Botball Tournament
  - Science Field Day

Prepared by Dr. Stephanie Pierce  
May 16, 2017

### **BACKGROUND:**

This evening, the Board of Education is recognizing Santee School District students who participated in County level programs: 2017 Greater San Diego County Science and Engineering Fair, the 2017 San Diego County Spelling Bee, PTA 2017 Reflections, Young American Poetry Digest Published Authors, Spring Sprint Triathlon, Greater San Diego Regional Botball Tournament, and the Science Field Day.

Two student projects receiving high merit were honored on March 18, 2017 at the **2017 Greater San Diego Science and Engineering Fair**.

Shala Malone and Jasmine Lopez, 7<sup>th</sup> graders from Carlton Hills School received a 2nd Place Ribbon and the Micky Award trophy for best sports related project.

Rose Terrill, an 8th grade student from Hill Creek School, participated in this year's **San Diego County Spelling Bee** on March 23, 2017. The Countywide Spelling Bee is coordinated by the San Diego Union Tribune and the San Diego County Office of Education.

Zoey Ebert, 2<sup>nd</sup> grade student from Chet F. Harritt, Stephen Cox, 5<sup>th</sup> grade student from Carlton Hills, and Alazain Angotti, 7<sup>th</sup> grade student from Rio Seco, are being recognized as **PTA 2017 Reflections** school winners.

Aron Guidroz, Amber Froehlich, Aubrey Laue, and Kaydence Millender, 4<sup>th</sup> graders from Chet F. Harritt School, were **2016 Young American Poetry Digest** published authors.

Carlton Oaks students, Keira Baranski, Nate Buechner, Liberty Bloom, Aydin Heth, Sydney Hodge, Carson Kowalsky, Jayden Musback, Raegen Musbach, Thomas Simpson, Riley Smith, Taylor Spletstoesser, and Caleb Van Hoy, trained with Ms. Angela Panfili since February to participate in a triathlon. On May 7, 2017, Ms. Panfili and the students completed the **Spring Sprint Triathlon**.

On May 6, 2017, Carlton Oaks and PRIDE Academy students participated in the **Greater San Diego Regional Botball Tournament**. The Board of Education recognizes the following students for their outstanding achievement:

Carlton Oaks: Jacob Southwick, Alex Marquardt, Amy Manahan, Andrew Gallagher, and Alayla Reese – Judge’s choice award for Critical Thinking Skills

PRIDE Academy: Dominic Fionda, Kaylee Burns, Seth Crook, Elijah Gipson, Leo Gonzales, Cameron Reyes, Mathew Rogers, Jacob Tingle, Kris Yepez, and Jesse Saucedo

On May 13, 2017, Rio Seco students, Kristen Bressler, Sophia Pineiro, Nolan Goetz, Jordyn Bugg, Larissa Baker, Kenadie Wisneski, Chloe Nickerson, Sarah Mitchell, Hayden Miller, Maddy Saul, and Aly Reiter competed in a variety of events at the **Science Field Day**. The students prepared weekly after school for this event with Ms. Heather Glanz. Students in grades 4<sup>th</sup> through 6<sup>th</sup> from sixty schools around the county competed in science based events.

**Item C. PUBLIC COMMUNICATION**

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

**Item D. CONSENT ITEMS**

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



Consent Item D.1.1.  
Prepared by Kristin Baranski  
May 16, 2017

Approval of Minutes

**BACKGROUND:**

Presented for Board approval –

- May 2, 2017, 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 2, 2017  
**MINUTES**

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

**A. OPENING PROCEDURES – 7:00**

**1. Call to Order and Welcome**

President Levens-Craig called the meeting to order at 7:00 p.m.

Members present:

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

Administration present:

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

**2. District Mission**

President Levens-Craig invited the audience to recite the District Mission.

**3. Pledge of Allegiance**

President Levens-Craig invited, AJ Kane and Mar Mila de la Roca, fifth-grade students at Cajon Park, to lead the members, staff, and audience in the Pledge of Allegiance. She shared the students are important members of Mrs. Rutherford/Mrs. Pace and Ms. Tolnay's classes; and they were demonstrating some of the concepts they have learned through their instruction of their teachers and classmates.

**4. Approval of Agenda**

Member Ryan moved approval.

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

**B. REPORTS AND PRESENTATIONS**

**1. Superintendent's Report**

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

**2. Riverview Community Church Donation for Unpaid Child Nutrition Accounts**

Mr. Christensen shared that Riverview Community Church recently took up an offering to pay off unpaid child nutrition accounts for the parents of our District as well as parents of West Hills and Santana High Schools in the Grossmont School District. He mentioned that Riverview Community Church has a history of supporting the District in tangible ways having participated in several School Beautification Days and regularly volunteering to assist Cajon Park School when they were meeting in their multi-purpose room.

Mr. Christensen acknowledged the Pastor of the church, Todd Tolson, was present and asked that he step forward so the Board could convey their appreciation. He mentioned that Pastor

Tolson had delivered a check to the District last Monday in the amount of \$4,792.15. He explained the donation was applied to accounts with negative balances as of last Monday leaving approximately \$230 to be applied to accounts going negative after that date.

President Levens-Craig expressed her appreciation of Pastor Tolson and the Riverview Community Church for their long standing partnership and exemplary contributions to the students of Santee School District and the Santee Community.

### **3. Spotlight: Special Education Program**

Dr. Stephanie Pierce shared the Special Education staff was present to provide an update on their program and invited Mimi McGinty, Director of Special Education, to the podium. Ms. McGinty introduced Brienne Downing, program specialist and shared she has been a wonderful addition to the special education department. She announced and commended Ms. Downing on completing her doctorate of education degree with the University of California, San Diego and Cal State San Marcos.

Ms. McGinty shared that in 2016-17, the special education department made tremendous progress in the following three areas:

- Increasing specialized academic curriculum in the mid/moderate SDC classrooms;
- Increase professional development for special education instructional assistants and parents
- Increase mainstream opportunities for students in special day classes

She shared a video that featured their progress.

### **4. Spotlight on Education: Special Student Recognition**

Ms. McGinty introduced students from the special education program to be honored for overcoming obstacles and challenges to make outstanding strides in learning:

Cajon Park: Ella Brigance	Pepper Drive: Nyssa Alvarado
Carlton Hills: Alessandra Soto	PRIDE Academy: Sebastian Burns
Carlton Oaks: Hayden Dilts	Rio Seco: Joseph Andrew
Chet F. Harritt: Katlyn Kraus	Sycamore Canyon: Taylor Nein
Hill Creek: Aiden Dimas Jackson	

### **5. Spotlight on Education: Educational Services Update**

Dr. Pierce mentioned the Curriculum Resource Teachers (CRTs), Tiffani Brown, Kristen Eveland, Stacy Roberts, and Jennifer Rolf, were present to highlight their "marathon" of exceptional work in improving student learning.

Ms. Eveland began the presentation by explaining they chose the "marathon" theme for their presentation because running is hard, difficult, and a struggle; and sometimes that's how people feel about change. She mentioned that the CRTs have asked a lot from people within the District. However, she explained it is easier to run when you have a partner or a coach; and she explained that is how they see their roles of being a partner and helping everyone through the "marathon." She explained another reason they chose this theme was because everyone in the District has different goals. She explained the CRTs have to meet everyone at their level and help them grow toward their goals. Ms. Eveland made reference to their handout and mentioned their presentation would focus on 1) Digital learning Days and iPad Rollouts; 2) PLCs, Professional Learning, and PLT support; 3) ELA/ELD and Math Pilots and Adoptions; 4) New Teacher Support; 5) Next Generation Science Standards (NGSS); 6) Teacher Tuesday and CRT website; 7) Instructional Shifts; and 8) Individual School Site Support.

Ms. Eveland shared the iPad Rollouts consisted of integration of best practices in technology; digital citizenship; distribution of 7,000 iPads in two years; digital citizenship and iPad care lessons in every classroom; and they continue with annual kindergarten rollouts and ongoing teacher support in technology integration.

Ms. Rolf shared one of the professional learning they enjoy is the most is the "*professional learning in flip flops*." She explained this is held every August, as a kick-off to the upcoming year, and is an opportunity for teachers to select what they want to learn and collaborate in a casual

atmosphere. She explained demo lessons and coaching is just some of the strategies the CRTs implement in their support roles. Ms. Rolf said a lot of their work involves professional learning; and shared the following were just some of the professional learning and coaching that had been offered: PLP - Personalized Learning Plan; District-wide August PL (K-8); Badging System implementation; Achieve3000; DreamBox; Safari Montage (K-8); ELA Pilot Team (K-8); Math Expressions (K-5) & CPM (6-8); and NGSS (6-8).

Ms. Roberts reported they assisted with implementation of DreamBox, Safari Montage, and Achieve3000 in the classroom; all of which do a great job supplementing English Language Arts and mathematics pilot and adoptions. She explained this process was two years of ongoing collaboration and critical thinking about how to relay this information to teachers. Ms. Roberts mentioned they developed a framework and standards study to assist teachers in what they were supposed to be looking for in their materials before the adoption. They used the State adopted toolkit materials to assist with evaluation of the materials; and offered collaboration time to meet at grade-levels and/or vertical teams.

Ms. Brown shared that one of the most important things is that the CRTs continue to sharpen their tool set and that they have the most up-to-date research and resources available. They have built a Teacher on Special Assignment (TOSA) environment and/or curriculum assessment network with their counterparts in surrounding districts; and the San Diego County Office of Education leadership networks to stay up to date with the latest information. Additionally, the CRTs offer new teacher support. She mentioned this year, every new teacher received one-to-one support and strategies to make them feel welcomed and make them feel supported.

Ms. Rolf added they have spent some time developing opportunities and experiences for the teachers. She explained focus units were created around literature circles, research skills, genius hour, etc. These are available to the teachers to implement in their classroom with their support. Ed Camp was another opportunity offered, to the District and San Diego County community, to bring teachers together to plan and share their passions. She explained the next generation science standards have provided a very exciting time to dive deeper into science standards. Ms. Rolf mentioned that since the District is in a transitional period, Gilly Ryan, from PRIDE Academy, worked with the teachers to give them an understanding of NGSS in the classrooms.

Ms. Brown shared presenting at the Achievement Gap Task Force meeting, the San Diego Computer Using Educators (CUE) Conference, attending the CUE conference in Palm Springs. She explained the CRTs provide ongoing communication to the teachers as part of a Teacher Tuesday newsletter and the CRT website. Ms. Eveland shared upcoming individualized school site support will include assisting with the SBAC testing; in particular, for the new teachers. She mentioned this was in addition to the support they have already provided to the sites which includes Math Expressions, data analysis, learning intentions and success criteria, close reading, math talks, project-based learning, digital citizenship, and personalized cohort learning. Ms. Brown mentioned that in looking ahead they have the implementation of the ELA/ELD adoption, their continuation of work with NGSS, and a future history/social science framework.

President Levens-Craig inquired on the approximate number of teachers using google classroom. The District trained approximately 80 teachers and some use it to a certain capacity. However, there are about 30-40 power users.

The Board complimented the CRTs for being an amazing team and a great resource for teachers. Member Burns mentioned the Board hears constant accolades about the CRTs and their services and commended the CRTs for their hard work and their impact on the District.

## **6. 2017 – 18 Local Control Accountability Plan Revised Goals and Action Service Steps Presentation**

Superintendent Baranski mentioned Assistant Superintendents, Dr. Stephanie Pierce and Karl Christensen were presenting the 2017-18 Local Control Accountability Plan (LCAP). Dr. Pierce shared the District was now using the new LCAP template and would be highlighting some of the different components. She explained the first component, *The Story*, was an opportunity for the District to describe the students and community, etc. *LCAP Highlights*, asked to identify and briefly summarize the key features of this year's LCAP. *Review of Performance* asked for the greatest progress and greatest needs, and performance gaps. *Increased or Improved Services*

asked that the District identify the two to three most significant way it will increase or improve services for low-income students, English learners, and foster youth. Dr. Pierce shared the Budget Summary asked for the District's Total General Fund Budget Expenditures for the LCAP year (\$63,970,971); and the Total Funds Budgeted for Planned Actions/Services to Meet the Goals in the LCAP for LCAP year (\$50,688,000). She noted the \$13 million difference. Dr. Pierce explained the District is required to reconcile items for the difference of the General Fund Expenditures to the LCAP.

Dr. Pierce shared the District's goals and reminded the Board they had been condensed to three goals because some of the previous goals were no longer relevant. She proceeded to share the summary of stakeholder input and how they correlated with the goals. Dr. Pierce explained that based on the stakeholder input, adjustments were made to the action and services steps.

Karl Christensen, Assistant Superintendent, shared the significant difference for 2017-18 was the structure and presentation of the actions and services, not so much the content and intent. He explained the number of actions has been reduced from 25 to 15 but all content of 2016-17 actions and services is carried forward with the exception of the following three:

- Action for how we were distributing school site funds with base and supplemental components similar to the LCFF. He mentioned the District received guidance from SDCOE that it would no longer be allowable in the LCAP to merely give funding to schools. Furthermore, we were reminded that School Site Councils do not approve the use of LCFF funds. Instead, it is the District that is to specify the services that schools will provide with the funds that are distributed to them. So the school budget action has been split into 6 components:
  - Supplemental personnel
  - Supplemental professional development
  - Supplementation instructional/intervention materials and software
  - Student well-being and attendance initiatives
  - Parent involvement endeavors
  - Base/Core program expenditures
- The action to provide funding for PE equipment and training was eliminated this year since funding was fully provided in 2016-17
- The action to provide funding for expanding Middle School electives was eliminated since full funding was provided in 2016-17

Mr. Christensen shared that in accordance with guidance we received from WestEd, the California Collaborative for Educational Excellence, and the County Office, the actions and services have been layered into three general categories, that include:

- BASE: everything that is required by law, mandate, regulation, Board policy, or employment contracts
- SUPPLEMENTAL: increased or improved services for students not required by law, mandate, regulation, Board policy, or employment contracts
- TARGETED: specific supplemental services targeted towards unduplicated count students

He noted that the LCAP now includes a conglomeration of numerous funding sources over and above the LCFF such as Title 1, Title 3, the Homeless Grant, Educator Effectiveness funds, Prop 20 lottery, and TUPE. Mr. Christensen provided an overview of the actions and services.

### **C. PUBLIC COMMUNICATION**

President Levens-Craig invited members of the audience to address the Board about any item not on the agenda. She announced receiving a Request to Address the Board and invited Kasey Zahner to the podium.

Mrs. Zahner mentioned it was a privilege to hear what the teachers and students are doing in Santee School District. She shared being a member of the *Moms Demand Action for Gun Sense in America*. Mrs. Zahner mentioned, both she and her husband were educators and her daughter would be starting

Transitional Kindergarten in the fall. She shared the topic of guns in schools was an important and personal topic of interest.

Mrs. Zanher explained the California Gun Free School Zone Act makes it a felony to bring or carry a firearm onto school property. However, the Act has a loophole that allows individual school districts to allow concealed permit holders to carry guns onto campuses; there are currently four districts in California that have allowed concealed guns on their campuses. She mentioned it was irresponsible and dangerous; she clarified this excluded security guards and police officers. She explained that Assembly Member Kevin McCarty had introduced Assembly Bill (AB) 424 to close this dangerous loophole; the bill is cosponsored by Assembly Member Todd Gloria. Mrs. Zanher mentioned they have taken the liberty of drafting a resolution in support of AB 424 for the Board's approval; and inclusion into tonight's meeting minutes. She asked that the Board adopt AB 424 and urge the State Senate and Assembly, and Governor Brown to approve AB 424. Mrs. Zahner asked that we put the safety of our teachers and students first.

President Levens-Craig expressed her gratitude to Mrs. Zanher and explained the Board could not take action on anything not on the agenda and mentioned the Board would review the resolution.

#### **D. PUBLIC HEARINGS**

**1. Presentation of California School Employees Association Chapter #557 (CSEA) Initial Proposal to Modify Articles of the Collective Bargaining Agreement between Santee School District and CSEA**

Tim Larson mentioned the Santee School District Board of Education's Initial Proposal to Modify Articles of the California School Employees Association Chapter #557 (CSEA) Initial Proposal to Modify Articles of the Collective Bargaining Agreement Between Santee School District and CSEA was being presented.

**2. Public Hearing for California School Employees Association Chapter #557 (CSEA) Initial Proposal to Modify Articles of the Collective Bargaining Agreement between Santee School District and CSEA**

President Levens-Craig opened the public hearing for Santee School District Board of Education's Initial Proposal to Modify Articles of the California School Employees Association Chapter #557 (CSEA). There were no comments. The public hearing was closed.

#### **E. CONSENT ITEMS**

President Levens-Craig invited comments from the public on any item listed under Consent.

- 1.1. Approval of Minutes
- 2.1. Approval/Ratification of Travel Requests
- 2.2. Approval/Ratification of Expenditure Warrants
- 2.3. Approval/Ratification of Purchase Orders
- 2.4. Approval/Ratification of Revolving Cash Report
- 2.5. Acceptance of Donations
- 2.6. Approval of Consultants and General Service Providers
- 2.7. Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)
- 2.8. Adoption of Resolution No. 1617-36 Requesting Temporary Transfer of Funds
- 2.9. Approval of Interdistrict Attendance Agreements
- 2.10. Adoption of Resolutions Authorizing Specific Designated Agents
- 2.11. Authorization to Contract with SiteImprove for Website ADA Compliance, Content, and Analytic Monitoring Services
- 2.12. Authorization to Purchase Fresh Produce from Sunrise Produce for the 2017-18 Fiscal Year
- 3.1. Approval of Amended Nonpublic Agency Master Contract Appendix B with ABA Education Foundation for Behavioral Support
- 3.2. Approval of Appointment for Representative to the Community Advisory Committee (CAC), East County Special Education Local Plan Area (SELPA)
- 4.1. Personnel, Regular
- 4.2. Approval of Shared Classroom Teaching assignments for 2017-2018

- 4.3. Approval of Short Term Positions
- 4.4. Approval of Agreement for Mandated Student Health Screenings (Vision, Hearing, and Scoliosis) with Rady Children’s Hospital, San Diego – pulled for separate consideration.
- 4.5. Approval of 2017 Implementation Plan for the California Healthy Kids Survey (CHKS)
- 4.6. Adoption of Resolution No. 1617-42 to Eliminate/Layoff Classified Non-Management Positions
- 4.7. Approval to Submit Proposal to Department of Defense Military Connected Local Educational Agencies for Academic and Support Programs (MCASP)

President Levens-Craig explained there was an amendment to Consent Item 4.2. and amended copies were provided to the Board and public. Member Ryan shared she is employed by Rady Children's Hospital and would be abstaining from Item 4.4.

Member Fox moved approval of Consent Items with the amendment to Consent Item 4.2.; and with the exception of Item 4.4. which was pulled by Member Ryan for separate consideration.

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

- 4.4. Approval of Agreement for Mandated Student Health Screenings (Vision, Hearing, and Scoliosis) with Rady Children’s Hospital, San Diego

Agreement for Mandated Student Health Screenings (Vision, Hearing, and Scoliosis) with Rady Children’s Hospital, San Diego was presented for approval. Member Burns moved approval.

<i>Motion:</i>	<u>Burns</u>	<i>Levens-Craig</i>	<u>Aye</u>	<i>Burns</i>	<u>Aye</u>
<i>Second</i>	<u>Fox</u>	<i>El-Hajj</i>	<u>Aye</u>	<i>Ryan</i>	<u>Abstained</u>
<i>Vote:</i>	<u>4-0</u>	<i>Fox</i>	<u>Aye</u>		

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

**Educational Services**

- 1.1. Middle School Elective Application: Pepper Drive School

Dr. Stephanie Pierce, Assistant Superintendent, mentioned Pepper Drive School was present to share their middle school elective application; which was part of the LCAP Action/Service steps. She welcomed Ted Hooks, Principal, and Karen Hohimer, Vice Principal.

Principal Hooks extended his gratitude towards the Board and Administration for the opportunity to share Pepper Drive’s recent experience with electives and their next steps. He shared that Pepper Drive has not offered elective coursework in the recent past; and their six-period day included an Academic Lab period for each student to support their diverse learners in achieving high levels of academic performance.

Vice Principal Hohimer shared Pepper Drive School spent the end of Trimester 3, in 2016, mapping out a solution; and designed a schedule that would allow every student a daily elective class. She explained sixth graders would experience four, six-week elective wheels, and seventh and eighth graders would experience two, twelve week electives based on their interest. This would be a two-trimester “test drive” of their new elective program to take place in the 2016-2017 school year. When students returned in the Fall, Pepper Drive spent the first six weeks of school preparing for electives. Middle school students and middle school parents were surveyed and using their responses, electives were narrowed from seven potential offerings to the five being proposed. The process was discussed with school site council. Thoughts were presented to the entire school staff; and they to rank the potential offerings as well as providing input on what they would like to see in the future as the school grows. All of this informed their decisions.

Principal Hooks explained that when asked by their stakeholders, it’s important to explain that their team set criteria for electives as followed:

- Must align with the school's mission of *"thinking with depth, moving with purpose, and creating with imagination as we reach for excellence on our journey toward a college and career bound future."*
- Need to engage students
- Need variety and to allow for choice

Principal Hooks explained that it was also their hope that they would include at least one STEM/STEAM section; and they wanted to try to offer a math enrichment in preparation for high school. He mentioned the proposed courses met these criteria *and* fulfilled their hopes.

Vice Principal Hohimer explained that with all of the feedback received, they landed on five elective offerings for their 7<sup>th</sup> and 8<sup>th</sup> graders; and a four elective wheel for the sixth grade for 2016-2017. She mentioned their talented middle school teachers cobbled together materials on site, and with a few strategic purchases using site funds, Pepper Drive was able to offer: 1) Robotics and Coding; 2) Performing Arts; 3) Visual Arts; 4) Leadership; and 5) for 8<sup>th</sup> graders only, a twelve-week Algebra Enrichment class. She explained Pepper Drive launched their test drive on week 6, and it concluded the Friday before Spring Break. Pepper Drive spent the entire time reflecting and discussing how we could polish this for next year. Teachers were excited to create proposals of what was needed to support elective expansion. With your support, we can make that expansion a reality.

Principal Hooks explained that with this successful pilot, current plans are to expand the program from 24-weeks to yearlong. The schedule for sixth graders will be to continue their elective wheels, therefore getting a taste of each of the courses, except Algebra Enrichment. Seventh and eighth graders will complete request forms and be placed in three electives each year, one per trimester, that will be based on their interest. If eighth graders choose Algebra Enrichment, it will be a yearlong commitment and the only elective for them. Pepper Drive intends to offer the same courses as the pilot, and depending on staffing and schedules, we may offer more than one section of courses. This will be based on interest surveys taken this year or Fall 2017. He mentioned Pepper Drive's plan is to offer electives Monday-Friday.

Principal Hooks and Vice Principal Hohimer shared a comprehensive description of the course offerings:

**Coding/Robotics/Engineering:** Students will interact with coding apps as well as building and programming robots in order to develop problem solving skills and enable students to become the critical thinkers as well as creators of the future. Teacher to be determined.

**Performing Arts:** Students will practice basic drama techniques including vocal practice, set design, and script writing. Students will perform for their peers and give each other feedback, allowing them to create as well as build skills, confidence, and personal presence that translate to being strong communicators. Teacher to be determined.

**Visual Arts:** Students will practice basic drawing and photography skills to create unique pieces that reinforce an understanding and appreciation of two-dimensional art. This class will channel students' creativity and allow them to express themselves in unique ways, providing an appreciation of the artistic process. Teacher: Michael Roach.

**Leadership:** Students will involve themselves in community service, video creation, and cross-age mentorships while learning the many roles of service leadership and how to make a difference in the lives of others. Through mentor studies and humble actions, they will show that 21st century leaders can look just like them. Teacher: Tori Bryant.

**Algebra:** Eighth grade students will participate in an Algebra Enrichment course in preparation for their placement in high school mathematics. Since it will be a yearlong elective, this group will be expected to show determination and challenge themselves to reach for excellence. Teacher: Sarah Mowrey.

Principal Hooks mentioned that using all of the stakeholder input, feedback, and teacher reflection from this school year, this drafted budget and course offerings list was brought before the School



Site Council and put to a vote on April 24, 2017. With one dissent, the council approved moving forward. He explained that in creating this proposed budget, elective teachers worked as a team to prepare a needs-list for next year.

<u>Elective</u>	<u>Item</u>	<u>Cost</u>	<u>Quantity</u>	<u>Total Cost</u>
<b>Leadership</b>				
	Laptops	\$945.00	3	\$2,835.00
			<i>subtotal</i>	\$2,835.00
<b>Performing Arts</b>				
	Microphones	\$2,000.00	1	\$2,000.00
	Pipe and Drape	\$2,000.00	kit	\$2,000.00
	Printed Resources	\$800.00	1	\$800.00
	Stage Materials	\$2,000.00	asst	\$2,000.00
			<i>subtotal</i>	\$6,800.00
<b>Robotics/Coding</b>				
	Cart	\$1,927.80	1	\$1,927.80
	Laptops	\$945.00	40	\$37,800.00
	Makey Makey STEM kits	\$599.95	2	\$1,199.90
	Lego Mindstorm kits	\$999.95	4	\$3,999.80
			<i>subtotal</i>	\$44,927.50
<b>Visual Arts</b>				
	Nikon Coolpix L340 Cameras	\$185.00	12	\$2,220.00
	SDHC Cards	\$12.00	12	\$144.00
	Camera Cases	\$12.00	12	\$144.00
	Photo Printers	\$464.75	2	\$929.50
	Art Supplies	\$2,000.00	1	\$2,000.00
			<i>subtotal</i>	\$5,437.50
			<b>TOTAL</b>	<b>\$60,000.00</b>

Principal Hook explained Pepper Drive is requesting a few laptops for the leadership class to use for video creation. The Performing Arts class needs some performance supplies and a small budget for purchasing printed materials like scripts. The robotics/coding class needs the majority share of funding to establish a baseline of materials. He mentioned this was the most popular elective when considering choice requests, and they were hoping that this strategic purchase will allow this course to be expanded; and visual arts required cameras as well as printers and art

supplies to jump start the activities. Principal Hooks explained all of these items were to enrich their electives next year and establish them as their new tradition.

Vice Principal Hohimer mentioned the School Site Council also approved, with the same one dissent, a proposed commitment of \$10,000 per year for the next three years to support ongoing costs and/or course expansion. She shared Pepper Drive hopes that between staff skills and student interests they can expand offerings to include content that was of high interest in their surveys such as a second language, organized sports, culinary arts, etc.

Principal Hooks explained their next steps include reviewing and ensuring that staffing and schedules align to the courses they plan to offer, purchasing materials, and designing some showcase opportunities for their electives to better share them with their families and community.

Member Ryan inquired on the make-up of Pepper Drive's School Site Council. Principal Hooks explained the school is required to have at five parents on the council. Member Ryan inquired if the one dissent had been a teacher and/or parent. Principal Hooks confirmed it was a parent.

President Levens-Craig inquired on requirements to take the Algebra course. Principal Hooks mentioned there were no established requirements; and if there was a concern, they would assist the student(s) in need. President Levens-Craig expressed her concern on the *Teachers to Be Determined* for the proposed electives. Principal Hooks mentioned he was confident they would have someone on staff to teach the elective.

Member Burns moved approval.

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

**Business Services**

**2.1. Approval of Monthly Financial Report**

Mr. Christensen presented the financial report for budget revisions and cash transactions through March 31, 2017. He explained the District ended the month with a general fund cash balance of approximately \$11.45 million and the District will be able to meet all financial obligations with internal cash through the end of the fiscal year. He explained the budget revision report continued to indicate an operating deficit in the Unrestricted General Fund projected at \$2.5 million, a reserve percentage of a little less than 19% for the end of the year, and declining reserves to about 9% in 2018-19. Member Burns moved approval.

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

**Human Resources/Pupil Services**

**2.2. Approval of Declaration of Need for Fully Qualified Educators**

Declaration of Need for Fully Qualified Educators was presented for approval. Member Burns moved approval.

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

**G. BOARD POLICIES AND BYLAWS**

**1.1. First Reading: New Board Policy 5111.1 and Revised Administrative Regulation 5111.1 District Residency**

New Board Policy 5111.1 and Revised Administrative Regulation 5111.1 District Residency was presented for a first reading. New Board Policy 5111.1 and Revised Administrative Regulation 5111.1 will return to the next meeting for a second reading and request for approval.

#### H. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

Superintendent Baranski shared a copy of the promotion schedule and history of the Board's attendance to prior ceremonies. The Board held a discussion on their preferences and availability and selected their promotion assignments. Superintendent Baranski inquired on holding a Governing Team Norms workshop. She mentioned Sandy Thorstenson, of Leadership Associates, was available to facilitate. Upon discussion, the Board asked that the Superintendent work with the Board President to establish a proposed date. Superintendent Baranski shared ice cream sundaes would be served at the schools on May 26 – June 2 in honor of Staff Appreciation Week; and the District was holding the annual classified luncheon on Monday, May 22 at the SportsPlex. She presented the schedule and asked the Board to join in the celebration as their schedules permitted. Board members were asked to share if they would be attending a school with the Superintendent's office. Superintendent Baranski shared a draft of the working agenda and honoree announcement for Salute to Excellence. She mentioned resurrecting the Site and District Administrator honoree category. Members El-Hajj and Burns asked that the District confirm awardees attendance to the event.

Member Ryan discussed speaking with Dorothy Zirkle regarding trauma informed care in our community. She mentioned Ms. Zirkle is a resident of Santee and had former students at Hill Creek and Santana High School. She shared this was a great opportunity if funds were available for a study that could possibly help other districts. Member Ryan inquired on the dimming lights in the Board Room. Members Ryan and Burns asked that the lights be appropriately adjusted to avoid the dimming.

Member Fox mentioned participating in the SanTree Day at Pride Academy; and expressed his appreciation to Chris Erwin and his staff for covering the transformer in front of Cajon Park School; and cleaning Santee School Site.

President Levens-Craig mentioned attending the Communication Committee meeting. She shared Kristi Sheen reported on a partnership with Kids Fit America. President Levens-Craig explained the Out of School Time program is looking into enrichment offerings for students in Project SAFE and other students (for a nominal fee). She mentioned the students and parents will be surveyed to establish interest in the offerings.

#### I. CLOSED SESSION

President Levens-Craig announced that the Board would meet in closed session for:

1. **Conference with Legal Counsel – Existing Litigation**
  - OAH Case No. 2016040721
2. **Public Employee Discipline/Dismissal/Release** (Govt. Code § 54957)
3. **Conference with Labor Negotiator** (Govt. Code § 54957.6)  
*Purpose: Negotiations*  
*Agency Negotiator: Tim Larson, Assistant Superintendent*  
*Employee Organization: Santee Teachers Association (STA)*
4. **Conference with Labor Negotiator** (Govt. Code § 54957.6)  
*Purpose: Negotiations*  
*Agency Negotiator: Tim Larson, Assistant Superintendent*  
*Employee Organization: Classified School Employees Association (CSEA)*
5. **Conference with Real Property Negotiators** (Gov't. Code § 54956.8)  
*Property:*
  - 10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)*Agency Negotiator: Karl Christensen, Assistant Superintendent*

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

The Board entered closed session at 9:05 p.m.

**J. RECONVENE TO PUBLIC SESSION**

The Board reconvened to public session at 10:27 p.m. and reported a dispute arose regarding a student's special education program. It was moved by Member Burns, seconded by Member Ryan, and carried 5-0, to reach a settlement in special education dispute, OAH #: 2016040721. The agreement involved a release of potential District liability.

**K. ADJOURNMENT**

With no further business, the regular meeting of May 2, 2017 was adjourned.

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Ken Fox, Clerk

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Kristin Baranski, Secretary

Consent Item D.2.1. Approval/Ratification of Travel Requests  
Prepared by Karl Christensen  
May 16, 2017

**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 for Board of Education approval **prior** to the travel date.

**RECOMMENDATION:**

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

This recommendation supports the following District goal:

**Staff Development**

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

**FISCAL IMPACT:**

The estimated travel expenses are \$1,744, with substitute costs of \$115, as disclosed on the following page.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.1.

**Board Travel Report - May 16, 2017**

Travel Dates	Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Travel
Wednesday, 05/10/17	AnaMarie Garrabrant	Cajon Park	Crisis Prevention Intervention	El Cajon	\$115	\$26	Special Education	This workshop will focus on techniques to deal with confrontational, disruptive, or potentially out of control behaviors.
Thursday, 05/11/17	Stephanie Southcott Phil Johnson Bonner Montler Terry Johnson	Pepper Drive/Rio Seco Guest Educational Services Rio Seco	Biliteracy Symposium Event	La Jolla	\$0 \$0 \$0 \$0	\$50 \$50 \$0 \$0	Professional Development Professional Development *no charge *no charge	This event will acknowledge and recognize the District's leaders in biliteracy.
Wed-Thurs, 06/14/17 - 06/15/17	Stephanie Dow Tiffany Powell Suzanne Robinson	Rio Seco Cajon Park Carlton Oaks	Patterns of Strengths & Weaknesses (PSW)	La Mesa	\$0 \$0 \$0	\$131 \$131 \$131	Special Education Special Education Special Education	This workshop will provide an overview of the PSW model adopted by East County SELPA and the steps involved in a SLD evaluation.
Friday, 06/16/17	Allison Schmeizien Char Hunt Tracie Lincoln Sharon Hodges Sharon Lara Michelle Hart Leslie Wiley Anne Coman Brienne Downing	Carlton Oaks Rio Seco Sycamore Canyon Pepper Drive Rio Seco Pepper Drive Cajon Park Carlton Hills Educational Services	Patterns of Strengths & Weaknesses (PSW)	El Cajon	\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	\$42 \$42 \$42 \$42 \$42 \$42 \$42 \$42 \$42	Professional Development Professional Development Professional Development Professional Development Professional Development Professional Development Professional Development Professional Development Professional Development	This is a training of the PSW mode adopted by East County SELPA.
<b>Travel Requests That Require Airfare, Overnight Stay, and/or Travel Outside of the State of California</b>								
Fri-Sun, 05/19/17 - 05/21/17	Barbara Ryan	Board Member	CSBA Delegate Assembly	Sacramento	\$0	\$847	Board of Education	Board Member Ryan serves as a CSBA Delegate.

Consent Item D.2.2. Approval/Ratification of Expenditure Warrants  
 Prepared by Karl Christensen  
 May 16, 2017

**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 2017:

<b><u>Fund #/Name</u></b>	<b><u>Warrant #'s</u></b>	<b><u>Amount</u></b>
03/06 General	14-241919 TO 14-252284	\$366,473.34
09 00	N/A	
12 06	14-244824 TO 14-244824	\$36.38
13 00	14-242766 TO 14-252282	\$97,793.06
14 00	N/A	
21 09	N/A	
21 39 / 21 08	N/A	
25 18	N/A	
25 38	14-244820 TO 14-244820	\$13,480.50
35-00	N/A	
40-00	14-248459 TO 250967	\$2,638.92
63 00	14-241926 TO 14-249127	\$9,673.59
		<b>\$490,095.79</b>

Student Body Warrants issued for the period of April 2017:

<b>\$3,751.80</b>
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Payroll Warrants:

<b><u>Fund #/Name</u></b>	<b><u>Amount</u></b>
01 00	\$4,665,458.37
12 00	\$20,988.09
13 00	\$91,337.91
14 00	0
25 18	0
63 00	\$192,895.21
<b>\$4,970,679.58</b>	

**RECOMMENDATION:**

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

This recommendation supports the following District goal:

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The fiscal impact of commercial, student body, and payroll expenditure warrants total \$5,464,527.17 and is disclosed above.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.2.



Consent Item D.2.3. Approval/Ratification of Purchase Orders  
 Prepared by Karl Christensen  
 May 16, 2017

**BACKGROUND:**

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

<b>AMOUNT</b>	<b>LOCATION</b>
\$ 9,652.19	PEPPER DRIVE SCHOOL
\$ 26,350.67	CARLTON HILLS SCHOOL
\$ 17,581.82	SYCAMORE CANYON SCH
\$ 34,457.89	PROSPECT AVENUE SCH
\$ 7,504.20	CAJON PARK SCHOOL
\$ 32,834.13	CHET F HARRITT SCH
\$ 13,245.05	CARLTON OAKS SCHOOL
\$ 25,388.44	RIO SECO SCHOOL
\$ 5,408.57	HILL CREEK SCHOOL
\$ 20.86	EAK
\$ 2,500.00	BOARD OF EDUCATION
\$ 174.69	SUPERINTENDENT DEPT
\$ 5,212.80	BUSINESS SERVICES
\$ 4,841.92	HUMAN RESOURCES
\$ 3,334.71	EDUCATIONAL SERVICES
\$ 420.93	SPECIAL EDUCATION
\$ 1,013.87	EDUCATIONAL PROJECTS
\$ 3,010.00	PUPIL SERVICES
\$ 118.31	DISTRICT LIBRARY
\$ 9,213.42	PROJECT SAFE
\$ 18,033.68	TECHNOLOGY SERVICES
\$ 2,990.55	OPERATIONS/CUSTODIAL
\$ 18,694.27	MAINTENANCE
\$ 10,548.47	TRANSPORTATION
\$ 3,838.87	FACILITIES MODERNIZATION
\$ 6,504.55	WAREHOUSE
\$145,979.13	CENTRAL KITCHEN
\$ 73.29	PUBLICATIONS
<b>\$408,947.28</b>	<b>Total Purchase Orders – April 2017</b>

**RECOMMENDATION:**

It is recommended that the Board of Education approve purchase orders #0000002792 through #0000002924 issued April 1, 2017 through April 30, 2017.

This recommendation supports the following District goal:

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The fiscal impact of \$408,947.28 is disclosed on the following pages.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.3.

## LOCATION LIST 2016-17

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

M = Monthly Blanket  
A = Annual Blanket  
L = Lottery

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

### Fund Numbers

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

PURCHASE ORDER EXCEEDED BY 10%  
FOR THE MONTH OF APRIL 2017

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
0000000882	7/25/2016	0100	AARDVARK PEST CONTROL	075	ANNUAL PEST CONTROL SERVICES	\$21,146.00
					INCREASED ANNUAL AMOUNT	\$2,500.00
					NEW TOTAL	\$23,646.00
00000002868	4/17/2017	0100	AIS SPECIALTY PRODUCTS	075	PLUMBING SUPPLIES	\$189.64
					ADDED SHIPPING CHARGES	\$21.49
					NEW TOTAL	\$211.13

**PURCHASE ORDER LISTING  
APRIL 2017  
NUMERICALLY**

PO NBR	DATE	VENDOR	DESCRIPTION	FUND	AMOUNT	LOC	LOCATION
0000002830	4/6/2017	SCHOOL LIFE	STUDENT AWARDS	0100	\$ 126.07	002	PEPPER DRIVE SCHOOL
0000002834	4/6/2017	NINYO & MOORE	SOILS TESTING - DROPS	0100	\$ 5,077.75	002	PEPPER DRIVE SCHOOL
0000002859	4/13/2017	OFFICE DEPOT INC	OFFICE SUPPLIES FOR DISTRICT	0100	\$ 848.32	002	PEPPER DRIVE SCHOOL
0000002887	4/20/2017	MEACOR SIGNS	SIGNS & SIGN MATERIALS	0100	\$ 84.05	002	PEPPER DRIVE SCHOOL
0000002893	4/21/2017	HORNBLOWER CRUISES & EVENTS	ADMISSIONS	0100	\$ 3,000.00	002	PEPPER DRIVE SCHOOL
0000002912	4/26/2017	NEW CHILDREN'S MUSEUM	ADMISSIONS	0100	\$ 20.00	002	PEPPER DRIVE SCHOOL
0000002913	4/26/2017	ZOOLOGICAL SOCIETY OF	ADMISSIONS	0100	\$ 496.00	002	PEPPER DRIVE SCHOOL
					<b>\$ 9,652.19</b>		<b>PEPPER DRIVE SCHOOL Total</b>
0000002834	4/6/2017	NINYO & MOORE	SOILS TESTING - DROPS	0100	\$ 5,077.75	003	CARLTON HILLS SCHOOL
0000002841	4/10/2017	NEXON CORPORATION	ASBESTOS ABATEMENT - CH	1400	\$ 19,467.00	003	CARLTON HILLS SCHOOL
0000002846	4/11/2017	HANOVER INSURANCE GROUP	BLDR'S RISK INS/SHADE SHELTERS	2538	\$ 500.00	003	CARLTON HILLS SCHOOL
0000002869	4/17/2017	MEACOR SIGNS	SIGNS & SIGN SUPPLIES	0100	\$ 493.50	003	CARLTON HILLS SCHOOL
0000002915	4/26/2017	OMA'S PUMPKIN PATCH	ADMISSIONS	0100	\$ 693.91	003	CARLTON HILLS SCHOOL
0000002916	4/26/2017	AMAZON.COM	SUPPLIES FOR PE FITNESS LAB	0100	\$ 118.51	003	CARLTON HILLS SCHOOL
					<b>\$ 26,350.67</b>		<b>CARLTON HILLS SCHOOL Total</b>
0000002834	4/6/2017	NINYO & MOORE	SOILS TESTING - DROPS	0100	\$ 5,077.75	004	SYCAMORE CANYON SCH
0000002846	4/11/2017	HANOVER INSURANCE GROUP	BLDR'S RISK INS/SHADE SHELTERS	2538	\$ 500.00	004	SYCAMORE CANYON SCH
0000002856	4/12/2017	PRECISION ELECTRIC CO.	ELECTRICAL - SC WELL	4000	\$ 7,721.50	004	SYCAMORE CANYON SCH
0000002859	4/13/2017	OFFICE DEPOT INC	OFFICE SUPPLIES FOR DISTRICT	0100	\$ 61.71	004	SYCAMORE CANYON SCH
0000002859	4/13/2017	OFFICE DEPOT INC	OFFICE SUPPLIES FOR DISTRICT	0100	\$ 297.21	004	SYCAMORE CANYON SCH
0000002887	4/20/2017	MEACOR SIGNS	SIGNS & SIGN MATERIALS	0100	\$ 64.65	004	SYCAMORE CANYON SCH
0000002910	4/24/2017	MARITIME MUSEUM ASSOCIATION	ADMISSIONS	0100	\$ 3,859.00	004	SYCAMORE CANYON SCH
					<b>\$ 17,581.82</b>		<b>SYCAMORE CANYON SCH Total</b>
0000002829	4/6/2017	BUTTER BRAID SAN DIEGO	6TH GRADE CAMP FUNDRAISER	0100	\$ 1,249.90	005	PROSPECT AVENUE SCH
0000002833	4/6/2017	SHIFFLER EQUIPMENT SALES INC	PE LOCKERS - PRIDE	2518	\$ 13,283.46	005	PROSPECT AVENUE SCH
0000002833	4/6/2017	SHIFFLER EQUIPMENT SALES INC	PE LOCKERS - PRIDE	4000	\$ 14,302.70	005	PROSPECT AVENUE SCH
0000002834	4/6/2017	NINYO & MOORE	SOILS TESTING - DROPS	0100	\$ 5,077.75	005	PROSPECT AVENUE SCH
0000002859	4/13/2017	OFFICE DEPOT INC	OFFICE SUPPLIES FOR DISTRICT	0100	\$ 517.14	005	PROSPECT AVENUE SCH
0000002887	4/20/2017	MEACOR SIGNS	SIGNS & SIGN MATERIALS	0100	\$ 26.94	005	PROSPECT AVENUE SCH
					<b>\$ 34,457.89</b>		<b>PROSPECT AVENUE SCH Total</b>
0000002834	4/6/2017	NINYO & MOORE	SOILS TESTING - DROPS	0100	\$ 5,077.75	006	CAJON PARK SCHOOL
0000002843	4/10/2017	SAN DIEGO JUNIOR THEATRE	ADMISSIONS	0100	\$ 1,239.00	006	CAJON PARK SCHOOL
0000002846	4/11/2017	HANOVER INSURANCE GROUP	BLDR'S RISK INS/SHADE SHELTERS	2538	\$ 500.00	006	CAJON PARK SCHOOL
0000002869	4/17/2017	MEACOR SIGNS	SIGNS & SIGN SUPPLIES	0100	\$ 687.45	006	CAJON PARK SCHOOL
					<b>\$ 7,504.20</b>		<b>CAJON PARK SCHOOL Total</b>
0000002827	4/6/2017	US GAMES	PE SUPPLIES	0100	\$ 506.28	007	CHET F HARRITT SCH
0000002832	4/6/2017	SHIFFLER EQUIPMENT SALES INC	PE LOCKERS - CFH	4000	\$ 25,697.30	007	CHET F HARRITT SCH
0000002834	4/6/2017	NINYO & MOORE	SOILS TESTING - DROPS	0100	\$ 5,077.75	007	CHET F HARRITT SCH
0000002846	4/11/2017	HANOVER INSURANCE GROUP	BLDR'S RISK INS/SHADE SHELTERS	2538	\$ 500.00	007	CHET F HARRITT SCH
0000002859	4/13/2017	OFFICE DEPOT INC	OFFICE SUPPLIES FOR DISTRICT	0100	\$ 221.31	007	CHET F HARRITT SCH
0000002869	4/17/2017	MEACOR SIGNS	SIGNS & SIGN SUPPLIES	0100	\$ 771.49	007	CHET F HARRITT SCH
0000002874	4/18/2017	GSDRA	REGISTRATION FEES	0100	\$ 60.00	007	CHET F HARRITT SCH
					<b>\$ 32,834.13</b>		<b>CHET F HARRITT SCH Total</b>
0000002802	4/4/2017	BLICK ART MATERIALS	SUPPLIES - CO	0100	\$ 517.33	008	CARLTON OAKS SCHOOL
0000002812	4/5/2017	EDUCATIONAL INNOVATIONS INC.	SCIENCE MATERIALS	0100	\$ 130.38	008	CARLTON OAKS SCHOOL
0000002834	4/6/2017	NINYO & MOORE	SOILS TESTING - DROPS	0100	\$ 5,077.75	008	CARLTON OAKS SCHOOL
0000002859	4/13/2017	OFFICE DEPOT INC	OFFICE SUPPLIES FOR DISTRICT	0100	\$ 241.47	008	CARLTON OAKS SCHOOL
0000002879	4/19/2017	MEACOR SIGNS	SIGNS & SIGN MATERIALS	0100	\$ 536.60	008	CARLTON OAKS SCHOOL
0000002922	4/26/2017	SCHOOL NURSE SUPPLY INC	HEALTH OFFICE SUPPLIES	0100	\$ 41.45	008	CARLTON OAKS SCHOOL
0000002923	4/26/2017	SEHI COMPUTER PRODUCTS INC	LAPTOP BATTERY	0100	\$ 100.82	008	CARLTON OAKS SCHOOL
0000002924	4/26/2017	US GAMES	PE SUPPLIES	0100	\$ 6,599.25	008	CARLTON OAKS SCHOOL

0000002834	4/6/2017	NINYO & MOORE	SOILS TESTING - DROPS	0100	\$ 5,077.75	009	RIO SECO SCHOOL
0000002844	4/10/2017	KIRK PAVING, INC	ASPHALT WORK - RS	2538	\$ 14,995.00	009	RIO SECO SCHOOL
0000002846	4/11/2017	HANOVER INSURANCE GROUP	BLDR'S RISK INS/SHADE SHELTERS	2538	\$ 500.00	009	RIO SECO SCHOOL
0000002857	4/12/2017	OFFICEMAX CONTRACT INC	SUPPLIES FOR ALL SITES	0100	\$ 348.31	009	RIO SECO SCHOOL
0000002859	4/13/2017	OFFICE DEPOT INC	OFFICE SUPPLIES FOR DISTRICT	0100	\$ 58.51	009	RIO SECO SCHOOL
0000002869	4/17/2017	MEACOR SIGNS	SIGNS & SIGN SUPPLIES	0100	\$ 271.53	009	RIO SECO SCHOOL
0000002882	4/19/2017	HOME DEPOT COMMERCIAL ACCOUNT	SUPPLIES FOR RS ELECTIVE PROG.	0100	\$ 4,137.34	009	RIO SECO SCHOOL
					<b>\$ 25,388.44</b>		<b>RIO SECO SCHOOL Total</b>
0000002819	4/6/2017	HOME DEPOT COMMERCIAL ACCOUNT	SUPPLIES FOR WO AT CFH	0100	\$ 12.49	010	HILL CREEK SCHOOL
0000002834	4/6/2017	NINYO & MOORE	SOILS TESTING - DROPS	0100	\$ 5,078.00	010	HILL CREEK SCHOOL
0000002857	4/12/2017	OFFICEMAX CONTRACT INC	SUPPLIES FOR ALL SITES	0100	\$ 178.72	010	HILL CREEK SCHOOL
0000002867	4/17/2017	DIXIELINE LUMBER COMPANY	SUPPLIES - HC BALL WALL	0100	\$ 84.11	010	HILL CREEK SCHOOL
0000002872	4/17/2017	HOME DEPOT COMMERCIAL ACCOUNT	SUPPLIES	0100	\$ 9.99	010	HILL CREEK SCHOOL
0000002879	4/19/2017	MEACOR SIGNS	SIGNS & SIGN MATERIALS	0100	\$ 45.26	010	HILL CREEK SCHOOL
					<b>\$ 5,408.57</b>		<b>HILL CREEK SCHOOL Total</b>
0000002859	4/13/2017	OFFICE DEPOT INC	OFFICE SUPPLIES FOR DISTRICT	0100	\$ 20.86	017	EAK
					<b>\$ 20.86</b>		<b>EAK Total</b>
0000002914	4/26/2017	SANTEE CHAMBER OF COMMERCE	ADVERTISMENT	0100	\$ 2,500.00	060	BOARD OF EDUCATION
					<b>\$ 2,500.00</b>		<b>BOARD OF EDUCATION Total</b>
0000002859	4/13/2017	OFFICE DEPOT INC	OFFICE SUPPLIES FOR DISTRICT	0100	\$ 174.69	062	SUPERINTENDENT DEPT
					<b>\$ 174.69</b>		<b>SUPERINTENDENT DEPT Total</b>
0000002813	4/6/2017	DALE SCOTT & CO., INC.	FINANCIAL SERVICES	0100	\$ 5,000.00	064	BUSINESS SERVICES
0000002859	4/13/2017	OFFICE DEPOT INC	OFFICE SUPPLIES FOR DISTRICT	0100	\$ 212.80	064	BUSINESS SERVICES
					<b>\$ 5,212.80</b>		<b>BUSINESS SERVICES Total</b>
0000002803	4/4/2017	ATKINSON, ANDELSON, LOYA, RUUD	LEGAL SERVICES	0100	\$ 2,040.00	065	HUMAN RESOURCES
0000002836	4/7/2017	ATKINSON, ANDELSON, LOYA, RUUD	LEGAL SERVICES	0100	\$ 2,801.92	065	HUMAN RESOURCES
					<b>\$ 4,841.92</b>		<b>HUMAN RESOURCES Total</b>
0000002801	4/4/2017	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	0100	\$ 10.00	066	EDUCATIONAL SERVICES
0000002807	4/4/2017	COUNCIL FOR EXCEPTIONAL CHILDREN	REGISTRATION FEES	0100	\$ 1,832.00	066	EDUCATIONAL SERVICES
0000002828	4/6/2017	ABDULKARIM ZANGANA	CONSULTANT SERVICES	0100	\$ 590.00	066	EDUCATIONAL SERVICES
0000002859	4/13/2017	OFFICE DEPOT INC	OFFICE SUPPLIES FOR DISTRICT	0100	\$ 53.08	066	EDUCATIONAL SERVICES
0000002873	4/18/2017	GSDRA	REGISTRATION FEES	0100	\$ 180.00	066	EDUCATIONAL SERVICES
0000002920	4/26/2017	DELL MARKETING L.P.	COMPUTER	0100	\$ 669.63	066	EDUCATIONAL SERVICES
					<b>\$ 3,334.71</b>		<b>EDUCATIONAL SERVICES Total</b>
0000002797	4/3/2017	SOUTHERN OREGON EDUCATION SVC DIST	VI STUDENT KIT	0100	\$ 172.40	067	SPECIAL EDUCATION
0000002805	4/4/2017	EAST COUNTY SELPA /	REGISTRATION FEES	0100	\$ 25.00	067	SPECIAL EDUCATION
0000002806	4/4/2017	NORTH COASTAL CONSORTIUM	REGISTRATION FEES	0100	\$ 30.00	067	SPECIAL EDUCATION
0000002855	4/12/2017	EAST COUNTY SELPA /	REGISTRATION FEES	0100	\$ 20.00	067	SPECIAL EDUCATION
0000002859	4/13/2017	OFFICE DEPOT INC	OFFICE SUPPLIES FOR DISTRICT	0100	\$ 173.53	067	SPECIAL EDUCATION
					<b>\$ 420.93</b>		<b>SPECIAL EDUCATION Total</b>
0000002811	4/5/2017	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	0100	\$ 990.00	068	EDUCATIONAL PROJECTS
0000002859	4/13/2017	OFFICE DEPOT INC	OFFICE SUPPLIES FOR DISTRICT	0100	\$ (165.60)	068	EDUCATIONAL PROJECTS
0000002921	4/26/2017	FOLLETT SCHOOL SOLUTIONS	SUPPLIES FOR LIBRARY - CFH	0100	\$ 189.47	068	EDUCATIONAL PROJECTS
					<b>\$ 1,013.87</b>		<b>EDUCATIONAL PROJECTS Total</b>
0000002811	4/5/2017	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	0100	\$ 1,510.00	070	PUPIL SERVICES
0000002860	4/13/2017	CENTER FOR COMMUNITY COUNSELING	THERAPY SERVICES	0100	\$ 1,500.00	070	PUPIL SERVICES
					<b>\$ 3,010.00</b>		<b>PUPIL SERVICES Total</b>
0000002892	4/21/2017	HOUGHTON MIFFLIN HARCOURT	CLASSROOM MATERIALS	0100	\$ 118.31	071	DISTRICT LIBRARY
					<b>\$ 118.31</b>		<b>DISTRICT LIBRARY Total</b>
0000002798	4/3/2017	SCHOOL SPECIALTY, INC	SUPPLIES FOR PROJ. SAFE	6300	\$ 255.05	072	PROJECT SAFE
0000002799	4/4/2017	AMAZON.COM	SUPPLIES FOR PROJECT SAFE	6300	\$ 374.13	072	PROJECT SAFE
0000002831	4/6/2017	SYSCO FOOD SERVICES OF	PROJ. SAFE FOOD SUPPLIES	6300	\$ 1,679.93	072	PROJECT SAFE
0000002839	4/7/2017	UNITED STATES POSTAL SERVICE	POSTAGE	6300	\$ 100.00	072	PROJECT SAFE
0000002859	4/13/2017	OFFICE DEPOT INC	OFFICE SUPPLIES FOR DISTRICT	6300	\$ 317.05	072	PROJECT SAFE
0000002861	4/13/2017	ULTRAZONE LASER TAG	ADMISSIONS - PS SUMMER PROGRAM	6300	\$ 1,600.00	072	PROJECT SAFE

0000002875	4/18/2017	OLD TOWN TROLLEY TOURS of SAN DIEGO	ADMISSIONS	6300	\$	1,200.00	072	PROJECT SAFE
0000002878	4/18/2017	KID VENTURE	ADMISSIONS	6300	\$	1,400.00	072	PROJECT SAFE
0000002883	4/19/2017	AMAZON.COM	SUPPLIES FOR CFH PROJECT SAFE	6300	\$	139.64	072	PROJECT SAFE
0000002911	4/26/2017	S&S WORLDWIDE	SUBSCRIPTION SVCS	6300	\$	85.12	072	PROJECT SAFE
0000002917	4/26/2017	SAN DIEGO PADRES	ADMISSIONS	6300	\$	2,062.50	072	PROJECT SAFE
					\$	<b>9,213.42</b>		<b>PROJECT SAFE Total</b>
0000002821	4/6/2017	UNITED PARCEL SERVICE	RETURNED SHIPPING CHARGES	0100	\$	32.87	073	TECHNOLOGY SERVICES
0000002835	4/6/2017	COX COMMUNICATIONS	INTERNET SERVICES	0100	\$	8,219.70	073	TECHNOLOGY SERVICES
0000002877	4/18/2017	SHORE TOTAL OFFICE	FURNITURE FOR TECH/PUBS	0100	\$	3,500.00	073	TECHNOLOGY SERVICES
0000002891	4/20/2017	AT&T / CALNET 3	DISTRICT PHONE SERVICES	0100	\$	4,423.42	073	TECHNOLOGY SERVICES
0000002919	4/26/2017	GROUP VERTICAL	SUPPLIES FOR IPAD REPAIRS	0100	\$	1,857.69	073	TECHNOLOGY SERVICES
					\$	<b>18,033.68</b>		<b>TECHNOLOGY SERVICES Total</b>
0000002837	4/7/2017	A-DISCOUNT VACUUM	SUPPLIES FOR VACUUM REPAIRS	0100	\$	2,009.37	074	OPERATIONS/CUSTODIAL
0000002870	4/17/2017	MAINTEX INC	EQUIP. REPAIRS - PD	0100	\$	741.52	074	OPERATIONS/CUSTODIAL
0000002894	4/24/2017	A-DISCOUNT VACUUM	CUSTODIAL EQUIP. REPAIRS	0100	\$	239.66	074	OPERATIONS/CUSTODIAL
					\$	<b>2,990.55</b>		<b>OPERATIONS/CUSTODIAL Total</b>
0000002817	4/6/2017	GRAINGER	TRANS. LOT SUPPLIES	0100	\$	300.41	075	MAINTENANCE
0000002818	4/6/2017	LOWE'S STORE #1661	EMERG. REPAIR SUPPLIES	0100	\$	16.97	075	MAINTENANCE
0000002840	4/7/2017	FORDYCE CONSTRUCTION INC	REPAIRS TO PORTABLE BLDG - PD	0100	\$	9,210.00	075	MAINTENANCE
0000002866	4/17/2017	ATI	FEB FLOOD DAMAGE SERVICES - PD	0100	\$	3,206.20	075	MAINTENANCE
0000002868	4/17/2017	AIS SPECIALTY PRODUCTS INC	SUPPLIES FOR M&O	0100	\$	189.64	075	MAINTENANCE
0000002869	4/17/2017	MEACOR SIGNS	SIGNS & SIGN SUPPLIES	0100	\$	517.20	075	MAINTENANCE
0000002879	4/19/2017	MEACOR SIGNS	SIGNS & SIGN MATERIALS	0100	\$	70.04	075	MAINTENANCE
0000002879	4/19/2017	MEACOR SIGNS	SIGNS & SIGN MATERIALS	0100	\$	172.40	075	MAINTENANCE
0000002880	4/19/2017	WASTE MANAGEMENT OF EL CAJON -	ROLL-OFF - CP	0100	\$	635.10	075	MAINTENANCE
0000002881	4/19/2017	COMMERCIAL & INDUSTRIAL	ROOF REPAIRS - SC	0100	\$	777.00	075	MAINTENANCE
0000002884	4/20/2017	24-HOUR ELEVATOR, INC.	FLOOD DAMAGES - PD	0100	\$	1,358.00	075	MAINTENANCE
0000002886	4/20/2017	BRADY SO CAL INC	CNS LUNCHROOM REPAIRS	0100	\$	795.00	075	MAINTENANCE
0000002887	4/20/2017	MEACOR SIGNS	SIGNS & SIGN MATERIALS	0100	\$	43.10	075	MAINTENANCE
0000002888	4/20/2017	SNAP-ON TOOLS	SMALL TOOLS - M&O	0100	\$	50.80	075	MAINTENANCE
0000002890	4/20/2017	CITY ELECTRIC SUPPLY	ELECTRICAL SUPPLIES	0100	\$	691.21	075	MAINTENANCE
0000002895	4/24/2017	CABLE, PIPE & LEAK DETECTION,	LEAK DETECTION SERVICES - PA	0100	\$	270.00	075	MAINTENANCE
0000002896	4/24/2017	HOME DEPOT COMMERCIAL ACCOUNT	RAIN DAMAGE SUPPLIES - PD	0100	\$	61.20	075	MAINTENANCE
0000002898	4/24/2017	COUNTYWIDE MECHANICAL	HVAC REPAIRS - RS	0100	\$	330.00	075	MAINTENANCE
					\$	<b>18,694.27</b>		<b>MAINTENANCE Total</b>
0000002814	4/6/2017	CALIFORNIA REGISTRATION SERVICES	VEHICLE REGISTRATION FEES	0100	\$	221.00	076	TRANSPORTATION
0000002815	4/6/2017	INLAND KENWORTH (US) INC.	SUPPLIES FOR REPAIRS	0100	\$	139.20	076	TRANSPORTATION
0000002816	4/6/2017	TIRE CENTERS, LLC	VEHICLE TIRES	0100	\$	624.71	076	TRANSPORTATION
0000002820	4/6/2017	THE LIGHTHOUSE	SUPPLIES FOR BUS REPAIRS	0100	\$	182.10	076	TRANSPORTATION
0000002822	4/6/2017	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLE REPAIRS	0100	\$	257.93	076	TRANSPORTATION
0000002823	4/6/2017	HANK'S TOWING	TOWING SERVICES	0100	\$	225.00	076	TRANSPORTATION
0000002824	4/6/2017	WAYNE MILLER'S MOBILE TIRE INC	VEHICLE REPAIRS	0100	\$	69.99	076	TRANSPORTATION
0000002825	4/6/2017	SAN DIEGO FRICTION PRODUCTS	SUPPLIES FOR VEHICLE REPAIRS	0100	\$	19.86	076	TRANSPORTATION
0000002826	4/6/2017	WAYNE MILLER'S MOBILE TIRE INC	VEHICLE REPAIRS	0100	\$	79.99	076	TRANSPORTATION
0000002838	4/7/2017	AUTO ZONE	PARTS FOR VEHICLE REPAIRS	0100	\$	169.65	076	TRANSPORTATION
0000002838	4/7/2017	AUTO ZONE	PARTS FOR VEHICLE REPAIRS	0100	\$	270.65	076	TRANSPORTATION
0000002862	4/17/2017	MARK'S AUTO GLASS SERVICE	BUS REPAIRS	0100	\$	261.32	076	TRANSPORTATION
0000002863	4/17/2017	SNAP-ON TOOLS	TRANS. SHOP SUPPLIES	0100	\$	311.35	076	TRANSPORTATION
0000002864	4/17/2017	TIRE CENTERS, LLC	TIRES FOR BUSES	0100	\$	365.81	076	TRANSPORTATION
0000002865	4/17/2017	ROADONE	TOWING SERVICES	0100	\$	180.00	076	TRANSPORTATION
0000002901	4/24/2017	INTERSTATE BATTERY OF SAN DIEGO INC	SUPPLIES FOR VEHICLE REPAIRS	0100	\$	109.94	076	TRANSPORTATION
0000002902	4/24/2017	O'REILLY AUTO PARTS	PARTS FOR VEHICLE REPAIRS	0100	\$	21.50	076	TRANSPORTATION
0000002902	4/24/2017	O'REILLY AUTO PARTS	PARTS FOR VEHICLE REPAIRS	0100	\$	128.27	076	TRANSPORTATION
0000002903	4/24/2017	AUTO ZONE	TRANSPORTATION SUPPLIES	0100	\$	16.15	076	TRANSPORTATION
0000002904	4/24/2017	CREATIVE BUS SALES INC	SUPPLIES FOR BUS REPAIRS	0100	\$	117.92	076	TRANSPORTATION
0000002905	4/24/2017	THE DETAIL SHOP	DETAILING SERVICES	0100	\$	185.00	076	TRANSPORTATION

0000002906	4/24/2017	FRAME & AXLE SERVICE OF	BUS REPAIR SERVICES	0100	\$	610.88	076	TRANSPORTATION
0000002907	4/24/2017	INLAND KENWORTH (US) INC.	BUS REPAIRS	0100	\$	4,695.74	076	TRANSPORTATION
0000002908	4/24/2017	INLAND KENWORTH (US) INC.	BUS REPAIRS	0100	\$	768.76	076	TRANSPORTATION
0000002909	4/24/2017	PENSKE FORD	SUPPLIES FOR VEHICLE REPAIRS	0100	\$	45.47	076	TRANSPORTATION
0000002909	4/24/2017	PENSKE FORD	SUPPLIES FOR VEHICLE REPAIRS	0100	\$	470.28	076	TRANSPORTATION
						<b>\$ 10,548.47</b>		<b>TRANSPORTATION Total</b>
0000002800	4/4/2017	AMAZON.COM	KEYBOARD TRAY & ARM	0100	\$	254.07	077	FACILITIES MODERNIZATION
0000002809	4/5/2017	C.A.S.H.	MEMBERSHIP DUES	0100	\$	508.00	077	FACILITIES MODERNIZATION
0000002810	4/5/2017	LITHO EQUIPMENT SERVICE	CUTTER IN PUBS RELOCATION	0100	\$	500.00	077	FACILITIES MODERNIZATION
0000002842	4/10/2017	HOME DEPOT COMMERCIAL ACCOUNT	SUPPLIES FOR TECH/PUBS MOVES	0100	\$	260.16	077	FACILITIES MODERNIZATION
0000002858	4/12/2017	UNITED PARCEL SERVICE	RETURNED SHIPPING CHARGES	0100	\$	14.15	077	FACILITIES MODERNIZATION
0000002871	4/17/2017	HOME DEPOT COMMERCIAL ACCOUNT	SUPPLIES	0100	\$	499.24	077	FACILITIES MODERNIZATION
0000002885	4/20/2017	HOME DEPOT COMMERCIAL ACCOUNT	SUPPLIES FOR TECH/PUBS REMODEL	0100	\$	140.56	077	FACILITIES MODERNIZATION
0000002887	4/20/2017	MEACOR SIGNS	SIGNS & SIGN MATERIALS	0100	\$	409.45	077	FACILITIES MODERNIZATION
0000002889	4/20/2017	CALIFORNIA ELECTRIC SUPPLY	SUPPLIES FOR TECH/PUB MOVES	0100	\$	225.06	077	FACILITIES MODERNIZATION
0000002890	4/20/2017	CITY ELECTRIC SUPPLY	ELECTRICAL SUPPLIES	0100	\$	980.53	077	FACILITIES MODERNIZATION
0000002897	4/24/2017	HOME DEPOT COMMERCIAL ACCOUNT	FLOOD DAMAGE SUPPLIES - ERC	0100	\$	14.50	077	FACILITIES MODERNIZATION
0000002899	4/24/2017	LOWE'S STORE #1661	SUPPLIES - TRANS. LOUNGE RENO	0100	\$	26.23	077	FACILITIES MODERNIZATION
0000002900	4/24/2017	DUNN EDWARDS CORPORATION	SUPPLIES - TECH/PUBS MOVES	0100	\$	6.92	077	FACILITIES MODERNIZATION
						<b>\$ 3,838.87</b>		<b>FACILITIES MODERNIZATION Total</b>
0000002792	4/3/2017	CAMEO PAPER & JANITORIAL	INVENTORY REPLENISHMENT	0100	\$	459.02	078	WAREHOUSE
0000002793	4/3/2017	MAINTEX INC	INVENTORY REPLENISHMENT	0100	\$	296.87	078	WAREHOUSE
0000002794	4/3/2017	OFFICE DEPOT INC	INVENTORY REPLENISHMENT	0100	\$	777.55	078	WAREHOUSE
0000002795	4/3/2017	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	\$	615.25	078	WAREHOUSE
0000002796	4/3/2017	US GAMES	INVENTORY REPLENISHMENT	0100	\$	164.47	078	WAREHOUSE
0000002847	4/11/2017	A-DISCOUNT VACUUM	INVENTORY REPLENISHMENT	0100	\$	171.32	078	WAREHOUSE
0000002848	4/11/2017	AMAZON.COM	INVENTORY REPLENISHMENT	0100	\$	278.32	078	WAREHOUSE
0000002849	4/11/2017	CAMEO PAPER & JANITORIAL	INVENTORY REPLENISHMENT	0100	\$	360.75	078	WAREHOUSE
0000002851	4/11/2017	MAINTEX INC	INVENTORY REPLENISHMENT	0100	\$	1,526.68	078	WAREHOUSE
0000002852	4/11/2017	MISSION JANITORIAL SUPPLIES	INVENTORY REPLENISHMENT	0100	\$	1,321.96	078	WAREHOUSE
0000002853	4/11/2017	OFFICE DEPOT INC	INVENTORY REPLENISHMENT	0100	\$	58.99	078	WAREHOUSE
0000002854	4/11/2017	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	\$	473.37	078	WAREHOUSE
						<b>\$ 6,504.55</b>		<b>WAREHOUSE Total</b>
0000002845	4/11/2017	ARROW PIPELINE REPAIR INC	STEAM BOILER REPL VENDOR - CNS	1300	\$	145,767.00	090	CENTRAL KITCHEN
0000002859	4/13/2017	OFFICE DEPOT INC	OFFICE SUPPLIES FOR DISTRICT	1300	\$	212.13	090	CENTRAL KITCHEN
						<b>\$ 145,979.13</b>		<b>CENTRAL KITCHEN Total</b>
0000002804	4/4/2017	SUPERINTENDENT OF SCHOOLS	OUTSOURCED BUS CARDS	0100	\$	73.29	092	PUBLICATIONS
						<b>\$ 73.29</b>		<b>PUBLICATIONS Total</b>
						<b>\$ 408,947.28</b>		<b>Grand Total</b>



Consent Item D.2.4. Approval/Ratification of Revolving Cash Report  
Prepared by Karl Christensen  
May 16, 2017

**BACKGROUND:**

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

**RECOMMENDATION:**

It is recommended that the Board of Education approve check #22461 on the \$20,000 Revolving Cash Account.

This recommendation supports the following District goal:

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The fiscal impact is \$2,700.78 as disclosed on the following report.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.4.

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

Date	Number	Name	Memo	Amount
04/27/17	22461	Veronica Ahumada	Advance on offcycle paycheck	2,700.00

**Total Checks Written**

**\$2,700.00**

04/30/17

**April Bank Fees**

0.78

**Total to be Reimbursed**

**\$2,700.78**

**Total to Deduct from Future Reimbursement**

Consent Item D.2.5. Acceptance of Donations  
 Prepared by Karl Christensen  
 May 16, 2017

**BACKGROUND:**

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

<i>Item</i>	<i>Approximate Value</i>	<i>Donated By</i>	<i>Designated For Use At</i>
Funds to Support the Instructional Program and Supplement Classroom Supplies	\$1,122.20	General Mills (Box Tops for Education)	Pepper Drive School
Funds for Supplies for the Spring Festival	\$800.00	Pepper Drive School PTA	Pepper Drive School
Funds for Field Trip Transportation	\$4,500.00	Pepper Drive School PTA	Pepper Drive School
Teacher Mini Grants	\$2,200.00	PRIDE Academy PTA	PRIDE Academy
Grant for Books	\$1,000.00	PRIDE Academy PTA	PRIDE Academy
<b>TOTAL DONATIONS RECEIVED</b>	<b>\$9,622.20</b>		

**RECOMMENDATION:**

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

This recommendation supports the following District goals:

**Educational Achievement**

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

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The donations above are valued at \$9,622.20.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.5.

**BACKGROUND:**

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

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

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

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

**RECOMMENDATION:**

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

This recommendation supports the following District goals:

**Educational Achievement**

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

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The fiscal impact is disclosed on the attached page.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.6.

**Consultant / General Service Provider Report  
May 16, 2017**

Vendor Name	Type (Consultant or General Service Provider)	Description of Services	Date(s) of Service	Amount	Funding	Payment Type (Independent Contractor or Employee)
3Rs Robotics LLC dba STEAM Maker	General Service Provider	STEAM Assemblies with Hands-on Activities	8/7/17 thru 8/11/17	\$4,500.00 (not to exceed)	Project Safe Agreements	Independent Contractor
Magic Mike Stilwell	General Service Provider	Magic Lecture and Show	thru 8/18/17	\$1,100.00 (not to exceed)	Project Safe Agreements	Independent Contractor
Lizard Wizard of San Diego	General Service Provider	Educational Assembly	05/11/17	\$300.00 (not to exceed)	Cajon Park	Independent Contractor
William Fagan	General Service Provider	DJ for Dinner Dance	06/08/17	\$300.00 (not to exceed)	Carlton Oaks	Independent Contractor
Elissa Bell Barber	General Service Provider	Speech Therapy	8/21/17 thru 6/30/18	\$67.50/hour (not to exceed \$40,000.00)	Special Education	Employee

**Agreements Below Were Approved by the Board of Education and Have Exceeded Original Budgeted Amount**

Vendor Name	Type (Consultant or General Service Provider)	Description of Services	Date(s) of Service	Original Amount and Approval Date	Requested Increase/ Contract Total	Funding	Payment Type (Independent Contractor or Employee)
Deanne Bilixey Monte	General Service Provider	Psychological Services	9/2016 thru 6/2017	\$5,000.00-10/04/2016	\$3,278.50 / \$12,853.50 (contract increased \$2,075.00 on 12/6/16 \$2,500.00 on 3/21/17)	Special Education	Employee
Angela Van Appelen	General Service Provider	Braille Transcriber	7/1/16 thru 6/13/17	\$10,000.00 - 9/6/16	\$10,000.00 / \$20,000.00	SELPA-VI Program	Employee

**BACKGROUND:**

The Santee School District is required to provide for transportation of Special Education students when their Individualized Education Plan (IEP) includes the need for this service. In lieu of the District providing transportation, the District offers parents/guardian the opportunity to transport their own children and receive reimbursement for their incurred mileage at the IRS-approved rate.

The Commercial Warrants Audit manual stipulates that an agreement is to be executed with the Parent/Guardian whenever mileage reimbursement is provided. Agreements with parents/guardians opting to receive mileage reimbursement for the 2016-17 school year for the transportation of their own child(ren) are listed below:

School of Attendance	Round Trip Miles Per Day	# of Days	Per Mile Rate	Total Estimated Annual Cost
Carlton Oaks School	7	41	\$0.5350	\$153.55
<b>Total:</b>				<b>\$ 153.55</b>

**RECOMMENDATION:**

It is recommended that the Board of Education approve/ratify the Parent/Guardian agreement for mileage reimbursement in lieu of District transportation.

This recommendation supports the following District goals:

**Learning Environment**

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

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The fiscal impact of \$153.55 is paid in lieu of District provided transportation.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.7.

Consent Item D.2.8.  
Prepared by Karl Christensen  
May 16, 2017

Award of Bid for Stucco Replacement Project at  
Carlton Hills School

**BACKGROUND:**

On March 21, 2017, the Board of Education authorized Administration to seek informal bids utilizing the CUPCCAC bid process for stucco replacement at roof overhangs and eaves at Carlton Hills School.

Three vendors provided informal bids and the results are as follows:

<b>Vendor</b>	<b>Total Bid</b>
Walter N. Coffman, Inc.	\$22,884.00
E. L. Hobbs, Inc.	\$27,520.00
Brady SoCal, Inc.	\$35,803.00

**RECOMMENDATION:**

It is recommended that the Board of Education award the bid for stucco replacement at Carlton Hills School to Walter N. Coffman, Inc.

This recommendation supports the following District goals:

**Learning Environment**

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

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The fiscal impact is \$22,884 to be funded from 2017-18 Deferred Maintenance funds. Work to begin on July 1, 2017.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.8.

Consent Item D.2.9.  
Prepared by Karl Christensen  
May 16, 2017

Award of Bid #1718-90-01: Commodities,  
Non-Commodities, and Grocery / Snack

**BACKGROUND:**

The District expects to purchase a variety of food items for the 2017-18 fiscal year that will exceed bid limits. Consequently, a formal bid process is necessary. The components of this bid may be awarded separately or as one, depending on whichever will most benefit the District.

At the February 14, 2017 meeting, the Board of Education authorized the publication of Bid #1718-90-01: Commodities, Non-Commodities, and Grocery / Snack. Bids were opened on April 5, 2017 at 11:00 a.m. with five vendors responding. Results are as follows:

<b>Bidder</b>	<b>Bid Status</b>	<b>Details</b>
Nardone Brothers	Non -responsive	Incomplete bid
Gold Star Foods	Non -responsive	Incomplete bid; multiple mathematical errors
Sunrise Produce	Non -responsive	Incomplete bid
Sysco Foods	Non -responsive	Cannot meet the requirements of the bid
AR Food Distributors	Responsive and responsible bidder	Meets all requirements

**RECOMMENDATION:**

It is recommended that the Board of Education award the Bid #1718-09-01: Commodities, Non-Commodities, and Grocery / Snack bid to A&R Foods with an option to extend the contract annually for up to two additional years.

This recommendation supports the following District goals:

**Learning Environment**

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

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The estimated cost of \$650.000 annually is to be funded from the Child Nutrition fund.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.9.



Consent Item D.2.10.  
Prepared by Karl Christensen  
May 16, 2017

Authorization to Solicit Informal Bids through the  
CUPCCAC Process for Reseeding and Irrigation  
System Improvement of Grass Fields at Pepper Drive  
and Sycamore Canyon Schools

**BACKGROUND:**

On September 4, 2012, the Board approved a resolution to utilize the California Uniform Public Construction Cost Accounting Act (CUPCCAC) for public works projects over the \$15,000 formal bid threshold. Staff has developed an approved vendor list following the procedures of the CUPCCAC process. This allows staff to seek informal bids or quotes for public works projects using the qualified vendors list for projects up to \$175,000.

At the September 26, 2016 workshop, the Board approved a Non-CIP Facilities Needs Provisional Plan that included a project to improve irrigation systems and reseed the lower fields at Pepper Drive and Sycamore Canyon. With the recent success of a deep irrigation water well at Sycamore Canyon, Administration recommends moving forward with this project.

**RECOMMENDATION:**

It is recommended that the Board of Education authorize utilizing the CUPCCAC process to seek informal bids for reseeding and irrigation system improvement of grass fields at Pepper Drive and Sycamore Canyon Schools. A separate item will be brought back to the Board for consideration of contract award at a future meeting.

This recommendation supports the following District goals:

**Learning Environment**

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

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The estimated cost is \$50,000 to be paid from Facilities Needs Set-Aside in Fund 40.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.10.

Authorization to Sell/Dispose of Surplus Items

**BACKGROUND:**

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

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

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

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

The items to declare surplus are described below:

<u>Qty</u>	<u>UOM</u>	<u>Description</u>	<u>Location</u>	<u>Condition</u>	<u>Estimated Value/Price</u>
1	ea	1989 Massey-Ferguson Skiploader	Maintenance	Burnt Up (totaled)	\$200

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

Type	Method	Option? (X)
<b>Obsolete Instructional Materials</b>	Donate to any governing board, county free library or other state institution; any United States public agency or institution; any nonprofit charitable organization; or children or adults in California or foreign countries for the purpose of increasing literacy	
	Sell to any organization that agrees to use the materials for educational purposes	
	Mutilate so as not to be salable and sold for scrap	
	Destroy beyond any economical means	
<b>Other Personal Property</b>	Value insufficient to defray costs of arranging a sale: Donate to charitable organization deemed appropriate by the Board	
	Value insufficient to defray costs of arranging a sale: Discard/Scrap	X
	Value \$2,500 or less: Sell without advertising	
	Advertise for Bids (including on-line services)	
	Conduct Public Auction (including on-line services)	
	Without advertising for bids, sell to agencies of federal, state or local government, to any other school district, or to any agency eligible under the federal surplus property law with sale price to equal cost of property plus estimated cost of purchasing, storing, and handling	
	Without advertising for bids, sell or lease the property to agencies of federal, state or local government or to any other school district with price and terms of sale or lease fixed by the Board and approved by County Superintendent of Schools	

**RECOMMENDATION:**

It is recommended that the Board of Education declare the described items as surplus with an estimated value of \$200.00 and authorize the sale or disposal of them in accordance with the recommended terms.

This recommendation supports the following District goal:

**Fiscal Accountability**

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

**FISCAL IMPACT:**

Income estimated at \$200.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.11.

Consent Item D.2.12.  
Prepared by Karl Christensen  
May 16, 2017

Approval of Agreement with DECISIONINSITE  
LLC for Professional Services and Software Related to  
Demographic Analysis and Enrollment Projections

**BACKGROUND:**

For the past five years, the District has used DECISIONINSITE services and software for enrollment, budget, and facilities planning. The current agreement expires June 30, 2017 and Administration recommends executing a new five-year agreement. The annual fee for a five-year agreement is \$3,698 less than the one-year agreement.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the agreement with DECISIONINSITE LLC for professional services and software related to demographic analysis and enrollment projections.

This recommendation supports the following District goals:

**Learning Environment**

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

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The fiscal impact is \$8,796 annually paid from Developer Fees.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.12.



## **Premier Services Agreement**

### **Santee School District**

**SERVICES AGREEMENT**

**BETWEEN**

**Santee School District**

**9625 Cuyamaca Street  
Santee  
CA, 92071**

**and**

**DecisionInsite, LLC**

**101 Pacifica Suite, 380  
Irvine  
CA, 92816  
877.204.1392**

This Agreement is made by and between Santee School District (hereinafter DISTRICT) and DECISIONINSITE, LLC (hereinafter DECISIONINSITE) with reference to the following:

WHEREAS, DISTRICT requires professional services in community demographic analysis and enrollment projections using data spatialization technology for use in budget planning, facilities planning, program planning, staff planning, strategic planning and school configuration planning, and

WHEREAS, DecisionInsite has the expertise necessary to properly perform such services, and

WHEREAS, the parties desire to enter into a contract for the provision of such services;

IN CONSIDERATION of the foregoing, it is agreed between the parties hereto, as follows:

## **SECTION 1 – FEES AND SERVICES OF DecisionInsite**

1.1 DECISIONINSITE shall perform the services and provide the information products as specified in this agreement and outlined in Schedule A, which is attached to and made a material part of this agreement. Deliverables to DISTRICT include but are not limited to the provision of

- 1) generation of enrollment forecasts and
- 2) certain access rights to review and manipulate information via DECISIONINSITE's secure web application called the StudentView System. Specific deliverables are listed on Schedule A.

1.2 This service agreement is for DECISIONINSITE's combined StudentView System access license and its Premier Enrollment Projection package.

1.3 The DECISIONINSITE fee schedule is based upon the

- 1) DISTRICT'S most recent reported enrollment,
- 2) The Enrollment Projection Package option outlined in the Proposal for Services and
- 3) DISTRICT'S intent to have or not have DECISIONINSITE complete residential development research. The following table summarizes the assumptions and terms of this Agreement.

<b>Service Agreement Assumptions</b>			
<b>Agreement Term</b>	5 year		
<b>Product Type</b>	Premier		
<b>Residential Development Impact Research</b>	Not Requested		
<b>Fee Calculations:</b>		<b>Annual Fee</b>	<b>Over Life of Contract</b>
<b>Base Annual Fee</b>		\$8,796	\$43,980
<b>Residential Development Research (Not to Exceed per year)</b>		\$0	\$0
<b>Total Annual Not to Exceed</b>		<b>\$8,796</b>	<b>\$43,980</b>

1.4 If Residential Development Research is included, DECISIONINSITE begins the research projects each year in late spring and completes all research by September so that the data is available for the fall projection season. Residential Development Research is billed at the rate outlined on Schedule B. DECISIONINSITE only initiates this research when requested by the DISTRICT and each year will notify the DISTRICT before commencing. DECISIONINSITE makes every effort to contain residential research within the “not-to-exceed” allocation. If DECISIONINSITE believes it can not complete the task within the allocation, it will consult with the DISTRICT. Under no circumstances will DECISIONINSITE exceed that allocation without prior authorization from the DISTRICT. If the District does not want DECISIONINSITE to conduct the research because the District has the data, a modest fee will be added to cover the integration of those data.

1.5 Custom GIS Technical Services can be provided at client request and according to the following terms. These are one time projects which, once done, persist as long as the DISTRICT is a client. Except where stipulated below, all custom GIS work is billed at the hourly rate for Technical GIS services outlined in the proposal and on Schedule B.

**1. Attendance Area Changes:** As part of a standard agreement, a district can modify attendance areas once each year and this service is included in the base fee. If the DISTRICT should require additional changes outside the normal cycle of client updating, it would be considered custom GIS work and the district would be invoiced separately. See detail on Schedule B.

**2. Custom Map Layers:** DISTRICT may request special map layers be digitized and available. These are also custom GIS projects and are invoiced separately. See detail on Schedule B.

**3. Custom Point Plotting:** DISTRICT may request that special features be geocoded so that they can be point-plotted for mapping and analysis. Such projects are invoiced separately. See detail on Schedule B.

**4. Additional Student Attribute Plotting, Reporting and Analysis:** DISTRICT may request that additional attributes can be appended to student data files. This is a custom project. Such



projects are invoiced separately. See detail on Schedule B.

**SECTION 2 – PERIOD OF PERFORMANCE**

2.1 As noted in Section 1.1, the services included in this Service Agreement are comprised of two components; the generation of enrollment projections and access to the StudentView System. This is a 5-year agreement which provides for initial and annual enrollment forecasting services for 5 school years and system access for up to 5 years or the end of the DISTRICT fiscal year, whichever comes first.

2.2 The agreement shall commence on date of board approval as notated on the signature page of this agreement and upon being signed by both parties.

2.3 Project Timeline: Your project will be put into our production queue within 3 working days of two events: 1) reception of a signed agreement and 2) reception of all required data.

**System Access:** Clients will be provided login credentials for system immediately upon receipt of an executed service agreement.

**Production of Enrollment Forecasts:** DecisionInsite is committed to both quality and rapid delivery. We pledge to complete your projections as quickly as possible without compromising the integrity of the projections and output. Clients should expect preliminary enrollment projections 3 – 5 weeks from the time DecisionInsite has received and validated the data requested of the District. Prior to final delivery, the district designated official will be contacted for a “preview” of the numbers and to make sure that some element has not been overlooked before the final and public study is released.

2.4 The Agreement shall terminate June 30, 2022 unless renewed by both parties.

Service Agreement Performance Period	Annually	Begin Date	End Date
<b>Enrollment Forecasts Generation Time table*</b>	Fall 2017 (P/Y 2018/19)		
	Fall 2018 (P/Y 2019/20)		
	Fall 2019 (P/Y 2020/21)		
	Fall 2020 (P/Y 2021/22)		
	Fall 2021 (P/Y 2022/23)		
<b>StudentView System Access</b>		Jul 1, 2017	June 30, 2022
<b>Service Agreement</b>		Jul 1, 2017	June 30, 2022

P/Y = Projection Year

\* Estimated. Dependent on the DISTRICT providing DECISIONINSITE data requested in a timely manner.

## **SECTION 3 – OBLIGATIONS OF THE DISTRICT**

3.1 DISTRICT agrees that its employees will cooperate with DECISIONINSITE in the performance of services under this Agreement and will make every reasonable attempt to be available for consultation with DECISIONINSITE.

3.2 DISTRICT shall provide to DECISIONINSITE, at no cost to DECISIONINSITE, for use in providing the services outlined in this Agreement, any data which DISTRICT may have available which are required or requested for providing the services of this Agreement.

The DISTRICT AGREES TO

1. Provide DECISIONINSITE staff with the contact information for the appropriate DISTRICT staff who will be working on this project.
2. Direct DISTRICT staff to review and respond to the Data Request documents provided to the DISTRICT. (This information is available for review at our public website: <http://decisioninsite.com/client-center/new-client>)
3. Provide DECISIONINSITE with the data requested in a timely manner.

3.3 If DISTRICT chooses to provide residential development research to DECISIONINSITE instead of engaging DECISIONINSITE to conduct the research, then the DISTRICT agrees to provide these data to DECISIONINSITE in the array and format stipulated in the Data Request Instructions and Documents found on the DECISIONINSITE website. Failure to provide the data either in the detail or format specified may result in an additional fee to convert the data and/or to conduct the additional research.

3.4 DISTRICT shall make every reasonable effort to aid DECISIONINSITE in obtaining data from other public offices or agencies, local business firms, and private citizens whenever such data is necessary for the compilation of the work outlined in this Agreement. (For example, contacts with appropriate housing developers.) Fees for obtaining such data will be reimbursable to DECISIONINSITE and will be paid by the DISTRICT.

3.5 DISTRICT agrees to appoint a single staff person to fulfill the role of Administrative User (admin user). This person will be responsible to administer access rights to DECISIONINSITE secure server where the DISTRICT'S data will be available. Included in this responsibility is setting up those persons within the DISTRICT that will be granted access rights.

3.6 This AGREEMENT as outlined on Schedule A includes web based access to the secure DECISIONINSITE StudentView System. DISTRICT agrees to abide by the policies for access as outlined in Schedule D.

## **SECTION 4 – LIMITATIONS**

4.1 DECISIONINSITE understands that time is of the essence in completing the work outlined in this AGREEMENT. However, the DISTRICT understands that DECISIONINSITE may be dependent upon the timely delivery of data from third parties and that all tasks may not be completed in the allotted time as may be specified in this AGREEMENT or in the spirit of timely delivery. None-the-less, DECISIONINSITE will make all reasonable efforts to complete all tasks in a timely fashion.

4.2 DISTRICT understands the work performed by DECISIONINSITE is based upon the best information available to DECISIONINSITE at the time of rendering services. DISTRICT also understands that DECISIONINSITE takes great care in identifying and obtaining the most widely recognized and respected data sources for use in serving the DISTRICT but can none-the-less make no warranties for the ultimate accuracy of these information products and the DISTRICT hereby agrees.

## **SECTION 5 – GENERAL PROVISIONS**

5.1 DISTRICT understands that the StudentView System is built upon Google base maps and access to these base maps by the DISTRICT must conform to Google Map requirements. Further some aerial images and census demographic databases that are updated and projected are licensed by DECISIONINSITE from third party vendors and remain the sole intellectual property of these vendors.

5.2 DISTRICT understands that this AGREEMENT extends access rights to the DISTRICT for use only by the DISTRICT and/or anyone assisting the DISTRICT in its normal activities. DISTRICT may not sell, lease or assign the demographic databases, aerial images or the mapping data to any third party except as such would employ the data in the service of the DISTRICT. (For example, an outside planning consultant may use and review the data in fulfilling a planning consultation on behalf of the DISTRICT but the same consultant may not use, quote, or otherwise refer to the data for any other purpose.)

5.3 DISTRICT agrees to make appropriate attributions to the data source(s) in any written, graphically displayed or orally delivered presentations that include any piece of data, the presentation of the data or the methodologies by which the data is generated that are provided by DECISIONINSITE

## **SECTION 6 – TERMINATION**

6.1 It is understood and agreed that the DISTRICT may terminate this AGREEMENT for the DISTRICT'S convenience and without cause at any time by giving DECISIONINSITE thirty (30) days written notice of such termination. Promptly upon receipt of written notice from the DISTRICT that this AGREEMENT is terminated, DECISIONINSITE will submit an invoice to the DISTRICT for any outstanding fees including any early termination adjustment per the schedule described in 6.2 and any reimbursable expenses, if actually incurred and in accordance with the approved AGREEMENT, and not reimbursed prior to the date of termination. Upon approval and payment of this invoice by the DISTRICT, the DISTRICT shall be under no further obligation to DECISIONINSITE monetarily or otherwise.

6.2 Early Termination Adjustment: Multi-year agreements are based upon discounts to the single year fee for system and services. Should the district opt for one of the multi-year agreements and then choose to terminate the AGREEMENT per 6.1 above an adjustment will be applied to the final year of service based upon the number of years of the contract that have been completed. The adjustment schedule is provided below.

5 Year Cancellation Schedule	
Years Complete	Adjustment Fee
1	\$3,698
2	\$2,773.50
3	\$1,849
4	\$924.50
5	\$0

## SECTION 7 – COMPENSATION

7.1 DECISIONINSITE services and website access rights are based upon the mix of products and services chosen by the DISTRICT. (See Schedule A.)

7.2 Compensation to DECISIONINSITE is determined by the service and product features selected by the DISTRICT and is reflected on Schedule A. For each fiscal year DECISIONINSITE will issue invoices in two stages in accordance with the following:

1. 50% on the initial date of execution of this agreement or at the beginning of DecisionInsight's annual production season in July of each year.
2. 50% Completion and delivery of annual enrollment projections.

7.3 Annual fees and payment schedule is as follows. Client will receive an invoice 30 days prior to the due date to insure proper and timely payment.

Schedule of Payments	Total per Year	First Payment	Second Payment
Year 1	\$8,796	\$4,398	\$4,398
Year 2	\$8,796	\$4,398	\$4,398
Year 3	\$8,796	\$4,398	\$4,398
Year 4	\$8,796	\$4,398	\$4,398
Year 5	\$8,796	\$4,398	\$4,398

7.4 Residential development research, if requested by the district is invoiced separately from the annual license agreement. Residential development research is invoiced only for time and materials per the fee schedule set forth in Schedule B. Invoicing is not done until the research project is complete and this will typically begin in May and be completed no later than October of each year. As stated earlier, DECISIONINSITE will not invoice beyond the “not to exceed” stated in the Service Agreement Assumptions of Section 1.3. If a research project looks to be larger than either the District or DECISIONINSITE anticipated, DECISIONINSITE will contact the district. It will not proceed further without prior authorization from the district.

7.5 The specific elements available to the DISTRICT are outlined on Schedule A of this AGREEMENT and reflect those features proposed to the DISTRICT in the PROPOSAL FOR SERVICES document submitted to

the DISTRICT. The DISTRICT understands that if additional requests for analysis, GIS services or consultation are made beyond that outlined in this Schedule that additional fees shall be charged based upon the rates outlined on Schedule B. Such additional requests would call for a contract addendum from DECISIONINSITE stipulating the specific additions and related fees and to which the DISTRICT would have the right to accept by signing or reject.

## **SECTION 8 – INDEMNIFICATION**

8.1 DECISIONINSITE shall indemnify and hold DISTRICT, its Board members, agents and employees harmless, and will defend DISTRICT, its Board members, agents and employees from any and all liability arising from or related to the performance of this Agreement, including third part legal actions caused by the acts of DECISIONINSITE.

## **SECTION 9 – OWNERSHIP, DATA SECURITY AND ACCESS TO THE WORK PRODUCT**

9.1 DISTRICT understands the delivered products—whether as printed reports and/or digital PDF files or the online web accessible StudentView System—are the result of extensive data integration and computer modeling. The DISTRICT supplies DECISIONINSITE with student and school based data. DECISIONINSITE provides licensed demographic and geographic mapping data. This data is processed through the proprietary StudentView System that includes "location analytic" models and a GIS analytical mapping interface and is transformed into the deliverable products for use by the DISTRICT. This results in a significant integration of disparate data sources; some of which is only licensed to DECISIONINSITE for use with its clients.

9.2 The DISTRICT maintains ownership of all data supplied to DECISIONINSITE as part of the project. The DISTRICT also maintains full access rights to all paper or PDF expressions of reports, maps and other prepared materials in perpetuity as long as abiding by the limitations outlined in 5.1 and 5.2 above.

9.3 The DISTRICT shall have access rights to the web based expression of said reports, maps and other analytical and presentation materials through the StudentView System as long as the contract with DECISIONINSITE is in effect. Upon contract termination, access to the StudentView System will no longer be available.

9.4 Occasionally, clients need to access or retrieve data or work product after the termination of the service agreement. As such, DECISIONINSITE agrees to securely archive District data and DECISIONINSITE work product for a period of five years so that they client may retrieve data if needed. DISTRICT agrees to submit such requests in writing.

9.5 DECISIONINSITE agrees to adhere to the principles and practices listed in the attached Privacy Policy. (See Schedule D)

## **SECTION 10 – CONFIDENTIALITY**

10.1 DECISIONINSITE shall not, during or at any time following termination of this Agreement with DISTRICT, disclose or divulge the work product of this Agreement to third parties except when directed to do so by the DISTRICT in response to a valid request pursuant to the California Public Records Act or court order.

10.2 DISTRICT does agree to allow DECISIONINSITE to use some elements of the final product for the purposes of demonstration. At no time shall DECISIONINSITE divulge any data about particular students or families to which it has access during the production either of the product or subsequent to the final creation of the deliverable product. DECISIONINSITE fully understands its obligation to protect the privacy of student level data and any confidential DISTRICT data or its board and staff in its possession at all times.

10.3 DECISIONINSITE shall take every reasonable precaution to protect all student or school data supplied on its computers and information systems.

### **SECTION 11 – ASSIGNMENT PROHIBITED**

11.1 No party to this Agreement may assign any right or obligation pursuant to this Agreement. Any attempt to assign such rights or obligations shall be null and void.

### **SECTION 12 – AUDIT**

12.1 Pursuant to, and in accordance with, the provisions of California Government Code section 8546.7, or any amendments thereto, all books, records and files of DECISIONINSITE, or any subcontractor connected with the performance of this Agreement involved in the expenditure of public funds in excess of Ten Thousand Dollars (\$10,000), including, but not limited to the administration thereof, shall be subject to the examination and audit of the State Auditor, at the request of DISTRICT or as part of any audit of DISTRICT, for a period of three (3) years after final payment is made under the Agreement. DECISIONINSITE shall preserve and cause to be preserved such books, records, and files for the audit period.

### **SECTION 13 – ENTIRE AGREEMENT**

13.1 This AGREEMENT contains the entire AGREEMENT of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements, either oral or written. This AGREEMENT may only be modified in writing and signed by both parties.

13.2 The parties hereto have caused this AGREEMENT to be duly executed by their duly authorized representatives.

**Santee School District**

**DecisionInsight, LLC**

\_\_\_\_\_  
Mr. Karl Christensen  
Assistant Superintendent – Business Services

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



Michael B. Regele  
President, DECISIONINSITE, LLC

May 3, 2017  
Tax ID # 74-3123949



## SCHEDULE A: PRODUCT FEATURE LISTS

### Premier

Premier is DecisionInsite’s flagship package. The Premier package annually integrates the professional development of student enrollment projections with full access to all of the location analytic features of the DI StudentView System. The Premier package is highlighted by these distinctive features.

StudentView Features (Partial List)	Premier Features (Partial List)
Location Plot Data and Tools	<b>Two District-wide and School-by-grade Projections annually</b> ; one conservative and the other moderate. In districts funded on a per pupil basis, the conservative projection is suitable for budget planning and staffing, and the moderate projection suitable for facilities planning
Plot students by an array of parameters, including by trait or attribute, by school, by area, by grade, plus more	
SFTP SIS Integration (for select SIS systems)	Intra-district (Open Enrollment/School of Choice) and Inter-district enrollment patterns
Annual Fall Enrollment Data Upload	
Anytime Student Upload	Projections by attendance area
Student Mailing List Generation	A Final Executive Report of Findings designed for use with Administrative Staff and Boards
Excel Data Exporting	
Display District and School Boundary Maps	Full access to all of the EnrollmentAnalytics functions in the StudentView System
Location Analytics Tools	
Maps generated to fit PowerPoint	Full access to the StudentView System’s boundary change analysis tools which allow the development of alternative geographic attendance areas and derive a report of future projected enrollment within the defined scenario area
Google Street and Satellite Base Maps	
Spatial Query Tools	Full access to all of the unique DecisionInsite efficiency calculators
Report Generator	
Measurement Tools	Full access to all of the community demographic variables that are integrated into the system along with all of the predefined, colorful reports—QuickInsite, FullInsite, ExecutiveInsite, SchoolInsite and Neighbor Center
Walking Distance Polygons	
Quick Presentation Graphs and Tables	MySchoolLocator – Parent assigned school lookup
Easy PowerPoint Presentation Creation	
Alternative Google Base Maps	



## **Optional Residential Development Research**

The option of Residential Development Research for integration into the enrollment forecasts is available upon request. Inclusion would include location mapping of expected projects, and full reporting on all proposed residential development projects phased over time.

Not all School Districts are impacted by new housing development. For clients who have been or may be impacted and request this service, DecisionInsite will contact government agencies and developers on behalf of the District to gather the data required to quantify the potential impact of new housing.

This work is completed on a “not-to-exceed” basis and the estimated fee for this service is listed separately below. Any data provided to DecisionInsite by the District will reduce the work required.

## **SCHEDULE B: ADDITIONAL SERVICES AND RATES**

### **Optional Services and Consulting Rates**

Clients have the option to contract with DECISIONINSITE for additional services. For reference a description of the services available and the corresponding rates are listed below. If the DISTRICT should choose to request any of the services listed below or any other service not listed, DECISIONINSITE will provide the DISTRICT an estimate in writing prior to commencing any work.

#### **Consulting**

**1. Residential Housing Development Research:** (If not already contracted for this service) For districts impacted by housing development, we offer additional research services. Many districts have internal staff that collect and monitor this information. But for those that do not, we offer this as an enhancement to the core service. Having an accurate picture of housing development is critical to good enrollment projections.

**2. Boundary Configuration Consulting:** While generating multiple attendance boundary reconfigurations is easy with the DI System, some districts prefer to contract for outside consulting services to assist in the generation of multiple scenarios and/or participate in or lead community reconfiguration committee processes. DecisionInsite’s professional and experienced team is well qualified to provide these additional services. Fees are assessed on an hourly basis and not-to-exceed amount is set in consultation with the client.

**3. Student Generation Rate Studies:** Student generation rates will determine how many students are expected out of new housing. Some districts have these already (by housing product type and grade level). For those that do not, we can either use our standard default rates or as an enhancement, DecisionInsite can generate custom student generation rates based upon product type that is anticipated and the current generation of students by similar product type.

**4. School Capacity Studies:** A School Capacity Study by DecisionInSite generates multiple scenarios that consider alternative impacts of changes in underlying variables such as special use classrooms, class size by grade level, half-day or extended day Kindergarten, number of relocatable classrooms, projected enrollment, spaces for teacher prep time, etc.

**5. Public Presentations of Findings:** If requested by the District, DecisionInSite will make staff available to review the work completed on behalf of the District.

### **Custom GIS Services**

DecisionInSite can easily add and integrate several custom data and analysis tools to a district's base system. These include:

**1. Existing Map Layer Changes:** As part of a standard agreement, a district can modify attendance areas once each year and this service is included in the base fee. Generally, this is sufficient since changes mid-year seldom occur and policy changes on attendance areas seldom happen more often. If such should be required outside the normal cycle of client updating, it would be considered custom GIS work and the district would be billed according to the hourly rate for GIS Technical Services.

**2. Custom Map Layers:** DISTRICT'S may request the creation of additional Map layers for analysis, print or PowerPoint presentations. Possibilities include:

- Special Assessment Districts
- School or municipal planning areas
- Natural or manmade hazard features such as flood zones, pipelines, or other features which require safety buffer zones
- Board Trustee Areas
- District study areas
- Other custom features

DecisionInSite can add these custom map layers to any existing district study. These layers can be activated or deactivated just like school attendance boundaries. Additionally, most custom layers can be queried for enrollment, ethnicity and census updates and projections.

Custom map layers are billed at the GIS Technical Services hourly rate. Upon request, DecisionInSite will provide the district with a project scope proposal based upon the assessed complexity of the project.

3. Custom Plotting of People (other than students) or Places (other than schools).

**Consulting and GIS Rates**

Consulting is billed according to DecisionInsite consulting rates as outlined below. In all cases, DecisionInsite provides the district with “a not to exceed” amount. Some contracts have development impact written in from the beginning. For others, these services may be appended to the original contract. All billing is based upon the rates in the following table.

Consultant Billable Rates	Per Hour
Senior Consultant	\$250.00
Consultant	\$175.00
Residential Development Research	\$150.00
GIS Technical Services	\$95.00

**Expenses**

Expenses are invoiced for actual travel, lodging and materials. For locations beyond one hour of travel time charge is included.

**Generation of Additional Enrollment Projections**

DISTRICTS may request additional projection scenarios beyond the standard two (2) per year. DecisionInsite can generate additional projections according to the following fee schedule.

Per additional enrollment projection scenario	Ranges	
	Min	Max
Web posting only, no report	\$1000	\$2,500
Web posting plus Final report	\$1,500	\$3,000

## **SCHEDULE C: WEB ACCESS POLICIES**

Access to DecisionInsight's secure web server is at the center of the services provided to DISTRICT. Therefore, the following policies should be followed.

Only authorized persons employed by or representing the school district may be granted access. Granting access to any other party is a violation of this AGREEMENT.

No person granted access rights may access and use any part of the site except in the conduct of school district business. Use of any information on other than for district business is a violation of this AGREEMENT.

The Client Access area on the DecisionInsight web site is password protected. Access will be granted according to those granted access by the District administrative user. These can be set up via the District Admin user interface.

There is no limit on the number of users granted to a district. However, only the district may authorize users and DecisionInsight will only add users upon the formal request of the authorized agent of the district. Unless otherwise stipulated, the authorized agent is the person signing the Agreement.



MySchoolLOCATOR will be accessible from the DecisionInsight web site. A link can be set up on the DISTRICT'S own web site as soon as the DISTRICT'S web studies are available. SchoolLOCATOR will remain active as long as the District remains an active client.

## SCHEDULE D: PRIVACY POLICY



### PRIVACY POLICY

#### Definition of Personal Information

Personal information is defined as any data relating to an identified or identifiable individual.

#### Definition of Aggregated Data

In the context of this privacy policy, aggregated data is defined as data which is derived from client uploads which has been compiled, organized and utilized by DecisionInsight to complete our contractual obligations. Aggregated data does not contain personal information. Examples of aggregated data include enrollment projections, grade level student counts or historical enrollment figures.

#### Statement of Privacy Principles

In handling client, student and employee personal information, we abide by the following principles:

- 1. We will limit the information we collect to that which is necessary to conduct business and work with clients to ensure compliance with Federal and State laws governing student data privacy.**
  - DecisionInsight collects business contact and student information in compliance with applicable laws and ethical business practices, in order to provide products and services, to conduct business, and to administer the StudentView web application.
  - As an organization conducting certain studies for or on behalf of a District, DecisionInsight will comply with all applicable elements of the *Federal Educational Rights and Privacy Act (FERPA)* and cooperate with the client to ensure District compliance.
  - We collect usernames and passwords from our clients for use in the login portion of the DecisionInsight web site.

- The business contact information we collect is an individual's name, title, business address, email address or telephone number, and any other information our clients voluntarily provide us.
  - The primary information collected from the student record includes the student identification number, home address, grade in school, dates of first enrollment in the district and in the school, and ethnicity. Client may also choose to provide us with additional student "attributes" if deemed necessary. Student names are not a necessary part of the record we collect; however, when provided, we use them to help identify and delete duplicate records and to enable user student list generation.
2. **We promise to use only legal, ethical and professionally accepted practices in collecting data.**
- We will deliberately limit our use of the data we collect
  - DecisionInsite shall not use or disclose business contact or student information for purposes other than those for which it was collected, except with the consent of the Person or as required by law.
  - We collect student information only for statistical and aggregate querying purposes, the results of which cannot be associated with a specific person.
  - At no time shall DecisionInsite divulge any data about particular students or families to which it has access neither during the production of the product nor subsequent to the final creation of the deliverable product.
  - We will not disclose any personal information in a manner that would link the information disclosed to the individual to whom it pertains.
  - DecisionInsite may from time to time use a person's business contact information to contact the person about changes, enhancements or similar notices related to DecisionInsite products and services.
3. **We will apply stringent procedural and technological security safeguards**
- DecisionInsite will protect personal information with physical, electronic and procedural safeguards that are appropriate to the sensitivity of the information, in order to protect it from unauthorized access, release or use.
  - Only DecisionInsite employees who need to know in order to provide products or services to you, or whose duties reasonably so require, are granted access to personal information about individuals.
  - DecisionInsite makes very limited use of "cookies." Cookies are files or file entries placed on your computer's hard drive by a website, that allow monitoring of your use of the site. We use cookies only to store a unique session ID so that we can keep each user's session separate from other users.
  - If there is an unauthorized disclosure of either personal student information or District business contact information, DecisionInsite will notify the client, in writing within 24 hours.
  - **Retention of Data:** DecisionInsite will retain personally identifiable data during the time DecisionInsite is providing services to the District and securely store the aggregated data (data not associated with a person) for a period of 5 years after

the expiration of the agreement. After 5 years DecisionInsite will delete all client data in a manner consistent with industry best practices.

**4. We will carefully limit data that may be shared with other vendors or agencies**

- Either while under contract by a School District or after the completion of our work for a School District, DecisionInsite does not and will not sell, rent, or otherwise provide personal information to any third party.
- DecisionInsite contracts with Amazon Web Services (AWS) for data storage and processing facilities to assist us in administering our web application or providing our products and services. AWS data centers are staffed 24/7 by trained security personnel.
  1. We may transfer personal information to vendors who have entered into a contract with DecisionInsite in ways that protects the confidentiality of your information and permits the vendor to use it only as reasonably necessary to fulfill its contract with DecisionInsite.
  2. From time to time School Districts direct DecisionInsite to provide data to District consultants who are working on behalf of the District. These requests must be provided to DecisionInsite in writing by authorized District personnel. DecisionInsite will only provide outside District consultants with aggregated data which cannot be associated with a specific person.
- DecisionInsite may disclose personal information as it believes is reasonably necessary to comply with law, regulation or other governmental authority or to prevent harm to you or others.
- DecisionInsite may disclose personal information upon a transfer or sale to another entity of all or substantially all of DecisionInsite's assets or stock in DecisionInsite's line of business to which this Privacy Policy relates.

**5. Protecting Privacy, a shared responsibility**

- DecisionInsite's StudentView platform is designed to be used by authorized District administrators only. System access should not be granted to individuals not employed by the District or not authorized to access personal information.
- DecisionInsite provides designated District personnel with administrative user rights which allow the client to grant or restrict access. It is the client's responsibility to verify the credentials of the person to whom they are granting access.
- The StudentView system provides a level of access in which personal information is not accessible. We recommend that the number of users with access to personal information be limited.
- If a client should need any assistance with system administration we strongly recommend that the client contact us for additional training.
- Clients should not send personal information to DecisionInsite for upload via email. A secure upload interface is provided for this purpose.

**6. DecisionInsite employees and contractors**

- All DecisionInsight employees and contractors are required to execute a Confidentiality Agreement, in which they agree to abide by the principles laid out in this document.

**7. We will be open concerning our policies and practices**

- DecisionInsight will respond to questions about our Privacy Principles, policies and procedures, and will address privacy complaints about possible privacy violations.
- Parents, legal guardians or students who wish to view or correct personally identifiable information should submit a request in writing to an administrator designated by the District. This request should be then submitted to DecisionInsight. Upon receipt of this request, DecisionInsight will take the appropriate action and respond via District personnel.
- We will provide clients and employees with easily understood information about our policies regarding the collection, use, and disclosure of personal information.
- DecisionInsight reserves the right to change this privacy policy, and will post any revisions on our web site.





## **SCHEDULE E: REFERENCES**

Mr. Paul Reed, Deputy Superintendent  
**Newport Mesa Unified School District (CA)**  
Contact phone: 714-424-5001  
[preed@nmusd.us](mailto:preed@nmusd.us)

Mr. Stan Johnson, Executive Director of Operations  
**Phoenixville Area School District (PA)**  
Contact phone: 484-927-5024  
[johnsons@pasd.k12.pa.us](mailto:johnsons@pasd.k12.pa.us)

Mr. Donald Stabler, Deputy Supt.  
**Torrance Unified School District (CA)**  
Contact phone: 310-972-6061  
[dstabler@tusd.org](mailto:dstabler@tusd.org)

Mr. Bob Reichert, Director of Business Affairs  
**Hatboro-Horsham School District (PA)**  
Contact phone: 215-420-5007  
[rreicher@hatboro-horsham.org](mailto:rreicher@hatboro-horsham.org)

Dr. Michael Christian, Superintendent.  
**Owen J. Roberts School District (PA)**  
Contact phone: 610-469-5112  
[Mchristian@oirsd.com](mailto:Mchristian@oirsd.com)

Jim Fregelette, Executive Director, Finance & Information Syst.  
**Erie 1 BOCES (NY)**  
Contact Phone: 716-821-7100  
[jfregelette@e1b.org](mailto:jfregelette@e1b.org)

Lisa Parker, Superintendent of Schools  
**Dunlap Community Schools (IL)**  
Contact Phone: 309-691-3955  
[lparker@dunlapcusd.net](mailto:lparker@dunlapcusd.net)

Dr. Richard Martinez, Superintendent  
**Pomona Unified School District (CA)**  
Contact phone: (909) 397-4800 ext. 3882  
[Richard.Martinez@pomona.k12.ca.us](mailto:Richard.Martinez@pomona.k12.ca.us)

Dr. Samuel Lee, Superintendent  
**Bensalem Township School District (PA)**  
Contact phone: 215-943-3200 ext. 212  
[slee@bensalemsd.org](mailto:slee@bensalemsd.org)

Consent Item D.3.1.

Approval of State Preschool Program Annual  
Report to California Department of Education

Prepared by Dr. Stephanie Pierce  
May 16, 2017

**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 through five-year old students on numerous developmental aspects using the Developmental Results Developmental Profile. Administration compiles these findings to submit an annual report of the program. This year's Annual Report consists of the self-review process and key findings from the classroom assessments. A copy of the report will be available for review at the meeting.

**RECOMMENDATION:**

Administration recommends that the Board of Education approve the Annual Report of the State Preschool Program for the 2016-2017 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.
- 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 \$262,939.00 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 through five-year old children in the State Preschool Program.

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

Agenda Item D.3.1.

Consent Item D.3.2.

Approval of Personnel Agreement with Grossmont Union High School District for the 2017-18 Santee School District Spanish I Program

Prepared by Dr. Stephanie Pierce  
May 16, 2017

**BACKGROUND**

Since the 2007-08 school year, the Santee School District and the Grossmont Union High School District have offered an eighth grade Spanish I class during a zero period. Grossmont Union High School District contracts with a credentialed Spanish teacher and Santee School District funds the teacher’s salary for this class. Students successfully completing this class may enroll in Spanish 2 as freshmen.

For the 2017-18 school year, Santee School District will be able to offer one Spanish class at PRIDE Academy. All incoming eighth grade students with at least a 2.5 scholastic GPA in their 7<sup>th</sup> grade year are invited to enroll. Enrollment will be capped at 40 students. Based on District budgetary reductions, students will not be provided District transportation to and from the class.

**RECOMMENDATION**

Administration requests approval to enter into a personnel agreement with the Grossmont Union High School District for the 2017-18 school year. Offering a junior high Spanish class addresses the strategic planning area of educational opportunities.

This recommendation supports the following District goal:

- Assure the highest level of educational achievement for all students

**FISCAL IMPACT**

The cost of the Spanish classes will come from the general fund and will not exceed \$24,894.69, the cost of the teacher’s salary.

**STUDENT ACHIEVEMENT**

Research shows that the study of a second language increases the potential for learning in the first language and in the area of mathematics. Additionally, students enrolled in the Spanish I class will have the possibility of accelerating their educational opportunities for advanced study in high school.

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

Agenda Item D.3.2.

PERSONNEL AGREEMENT

THIS AGREEMENT, is entered into on this 1st day of JULY, 2017, by and between the Santee School District, herein called "Santee," and the Grossmont Union High School District, herein called "Grossmont."

WHEREAS, Santee is in need of the professional services of an employee of Grossmont to work at Prospect Avenue Elementary School to teach Spanish for high school credit for the 2017-18 school year, for one period per day;

AND, WHEREAS, the District is agreeable to assigning Danny Martinez, herein referred to as "Employee" to give his professional services to Santee in the above assignment and to provide high school credit for this class.

NOW THEREFORE, the parties to this agreement do mutually agree as follows:

1. Grossmont agrees during the term of this agreement to assign Employee to Santee and to perform those duties assigned by Santee and to require Employee in the performance of such services to Santee to conform to the rules and regulations applicable to certificated personnel of Santee including but not limited to performance of work in Santee.
2. Santee agrees to pay Grossmont in consideration of the services performed by Employee as herein specified and Grossmont agrees to accept in full payment hereof a sum not to exceed

\$ 24,894.69 computed as follows:

(a) \$ 19,198.84 salary payment.

(b) \$ 5,695.85 fringe benefits' cost including teachers' retirement, worker's compensation, unemployment insurance.

(c) Santee agrees to adjust the amount specified above to provide complete reimbursement to Grossmont for actual cost based on Grossmont negotiated increases. Actual cost increases that exceed the state approved COLA plus 2 percent shall require an amendment to this agreement. The amendment must be approved by mutual consent of both parties.

(d) The agreement provides for 185 days of service by the Employee at an hourly rate of

\$ 103.78 excluding fringe benefits.

(e) The sum called for herein shall become due and payable to Grossmont within (15) days after the date of submission of an itemized claim by Grossmont. Grossmont may submit claims on a semi-annual basis.

\* Salary & benefit costs will be automatically increased once the 2017-18 costs are known.

3. Grossmont agrees that Santee may pay directly to the Employee, during the term of this agreement, reimbursement for assigned mileage and travel expenses in accordance with and subject to the policies of Santee.
4. The work time under this agreement shall be in accordance with the normal workday for employment by Santee.
5. This agreement may be amended at the request of either party by mutual consent of both parties by the addition of an addendum to the agreement signed by a representative of Grossmont and Santee.
6. The term of this agreement shall commence JULY 1, 2017 and end on JUNE 30, 2018 inclusive unless terminated sooner by the mutual consent of both parties.
7. This agreement contains the entire agreement between the parties and shall not be modified except in writing signed by a representative of Santee and/or Grossmont.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first written above:

Approved by the Governing Board  
Grossmont Union High School District:

Approved by the Governing Board  
Santee School District:

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

CONSENT OF EMPLOYEE

The undersigned Employee hereby acknowledges that he/she has read the foregoing agreement between Santee and Grossmont and consents to serve as described in this agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BACKGROUND:**

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

**Certificated Staff**

A. New Appointments:

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

B. Temporary Rehires:

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

C. Change of Status/Location:

Employee	Location	Class/Step	Previous Annual Salary	New Annual Salary	Effective Date
1. Bailey, Anissa	Chet F. Harritt	V-05 to V-06	\$3,109.50	\$3,225.05	07-01-16

D. Unpaid Leave Requests:

Employee	Location	Class/Step	Reason	Recommendation	Effective Date
1. Buntin, Amy	Hill Creek	V-05	Family Care	Approve	08-14-17 to 06-12-18
2. Chonka, Jennie	Long-Term LOA	VI-12	Family Care	Approve	08-14-17 to 06-12-18 Corrected Date
3. Krug, Megan	Long-Term LOA		Family Care	Approve	08-14-17 to 06-12-18 Corrected Date
4. Mula, John	Long-Term LOA		Military	Approve	08-14-17 to 06-12-18 Corrected Date
5. Rust, Angela	Long-Term LOA		Family Care	Approve	08-14-17 to 06-12-18 Corrected Date
6. Ryan, Lisa	Long-Term LOA		Family Care	Approve	08-14-17 to 06-12-18 Corrected Date
7. Speaks, Kyla	Long-Term LOA		Family Care	Approve	08-14-17 to 06-12-18 Corrected Date
8. Van Dyke, Jamie	Long-Term LOA		Family Care	Approve	08-14-17 to 06-12-18 Corrected Date
9. White-Melton, Carol Ann	Long-Term LOA		Family Care	Approve	08-14-17 to 06-12-18 Corrected Date

E. Resignations:

Employee	Location	Class/Step	Reason	Effective Date

F. 39-Month Reemployment:

Employee	Location	Class/Step	Reason	Effective Date
1. Garcia, Kristi	Rio Seco	V-16	Medical	04-06-17

G. Dismissals:

Employee	Location	Class/Step	Effective Date

## Classified Staff

**H. New Appointments:**

Employee	Location	Position/Class/Hours	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Ashcraft, Krystle (replacing Maria Stella Cuevas)	Hill Creek	Early Childhood Assistant II 18 A / 3.92 hrs	\$0.00	\$1,145.62	04-28-17

**I. Rehires:**

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

**J. Change of Status/Location:**

Employee	Location	Position/Class/Hours	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Murray-Roseberry, Joy	<i>Chet F. Harritt to Hill Creek</i>	Instructional Assistant, Special Ed II 21 A / 5.0 hrs	\$1,691.87	\$1,691.87	2-21-17

**K. Unpaid Leave Requests:**

Employee	Location	Position/Class/Hours	Reason	Recommendation	Effective Date

**L. Resignations:**

Employee	Location	Position	Reason	Effective Date

**M. 39-63 Month Reemployment:**

Employee	Location	Position/Class/Hours	Effective Date

**N. Dismissals:**

Employee	Location	Position	Effective Date

**RECOMMENDATION:**

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

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



Consent Item D.4.2. Approval of Services Agreement with San Joaquin County Office of Education (SJCOE) to Provide Claims Administration Services for the Medi-Cal Billing Option Program

Prepared by Tim Larson  
May 16, 2017

**BACKGROUND:**

The District contracted with SJCOE to administer and submit claims under the LEA billing option program for the 2016-17 school year using their MedAsist program in conjunction with SEIS tracker which is the electronic database that our special education department uses for all special education services. This allowed for a larger number of Medi-Cal billable claims. Approval of this agreement will continue these services into the 2017-2018 school year.

SJCOE will submit invoices for fees that are equal to 9% of the value of paid claims submitted on behalf of LEA.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the agreement with SJCOE for the LEA billing option program for the period of July 1, 2017 through June 30, 2018.

**FISCAL IMPACT:**

In 2016-17, the revenue estimate for the LEA Medi-Cal billing program is \$80,000 resulting in fees of \$7200.

**STUDENT ACHIEVEMENT:**

Support services may provide a greater potential for student success.

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

Agenda Item D.4.2.



## San Joaquin County Office of Education

James A. Mousalimas, County Superintendent of Schools

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### 4. Obligations of Provider.

- a. Provider shall notify SJCOE of any limitation(s) in its notice of privacy practices in accordance with 45 CFR 164.520, to the extent that such limitation may affect SJCOE's use or disclosure of Protected Health Information.
- b. Provider shall notify SJCOE of any changes in, or revocation of, permission by Individual to use or disclose Protected Health Information, to the extent that such changes affect SJCOE's use or disclosure of Protected Health Information.
- c. Provider shall notify SJCOE of any restriction to the use or disclosure of Protected Health Information that Provider has agreed to in accordance with 45 CFR 164.522, to the extent that such information may affect Provider's use or disclosure of Protected Health Information.

### 5. Permissible Requests by Provider

Provider shall not request SJCOE to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if done by Provider.

### 6. Term and Termination

- a. Term. The term of this Addendum shall be effective as of the effective date set forth above, and shall terminate when all of the Protected Health Information provided by Provider to SJCOE, or created or received by SJCOE on behalf of Provider, is destroyed or returned to Provider, or, if it is not feasible to return or destroy Protected Health Information, protections are extended to such information, in accordance with the termination provisions in this Section.
- b. Termination for Cause. Upon Provider's knowledge of a material breach by SJCOE, Provider shall either:
  - i. Provide an opportunity for SJCOE to cure the breach or end the violation and terminate this Addendum and the Agreement to which this Addendum attaches, if SJCOE does not cure the breach or end the violation within thirty (30) days of receipt of written notice from Provider.
  - ii. Immediately terminate this Addendum and the Agreement if SJCOE has breached



## San Joaquin County Office of Education

James A. Mousalimas, County Superintendent of Schools

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a material term of this Addendum and cure is not possible; and the Agreement to which this Addendum attaches.

- iii. If neither termination nor cure is feasible, Provider shall report the violation to the Secretary.
  - iv. Require SJCOE to take such other action as Provider may request, at SJCOE's expense.
  - v. Provider's remedies under this provision shall be cumulative, and the exercise of any remedy shall not preclude the exercise of any other. If Provider elects to terminate the Addendum/Agreement, Provider shall be relieved of any further obligations under the Addendum/Agreement and shall be immediately entitled to a refund of any amounts prepaid from the date of termination through the end of payment period, on a pro rata basis.
- c. Effect of Termination.
- i. Except as provided in subparagraph (2) of this section, upon termination of this Addendum, for any reason, SJCOE shall return or destroy all Protected Health Information received from Provider, or created or received by SJCOE on behalf of Provider. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of SJCOE. SJCOE shall retain no copies of the Protected Health Information.
  - ii. In the event that SJCOE determines that returning or destroying the Protected Health Information is not feasible, SJCOE shall provide to Provider notification of the conditions that make return or destruction not feasible. Upon mutual agreement of the Parties that return or destruction of Protected Health Information is not feasible, SJCOE shall extend the protections of this Addendum to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction not feasible, for so long as SCJOE maintains such Protected Health Information.



**San Joaquin County Office of Education**  
James A. Mousalimas, County Superintendent of Schools

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**7. Miscellaneous**

- a. A reference in this Addendum to a section in the Privacy Rule means the section as in effect or as amended.
- b. SJCOE and Provider agree to take such action as is necessary to amend this Addendum from time to time as is necessary for Provider to comply with the requirements of the Privacy Rule and the Health Insurance Portability and Accountability Act, Public Law 104-191.
- c. The respective rights and obligations of SJCOE under Section 5.c, Effect of Termination, shall survive the termination of this Addendum.
- d. Any ambiguity in this Addendum shall be resolved to permit Provider to comply with the Privacy Rule.

**San Joaquin County Office of Education**

By: \_\_\_\_\_ Dated: \_\_\_\_\_

Name: James Mousalimas  
Title: County Superintendent of Schools

**Santee School District**

By: \_\_\_\_\_ Dated: \_\_\_\_\_

Name: Kristin Baranski  
Title: Superintendent



**San Joaquin County Office of Education**  
James A. Mousalimas, County Superintendent of Schools

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**SAN JOAQUIN COUNTY OFFICE OF EDUCATION**  
**LEA MEDI-CAL BILLING SERVICES**  
**HIPAA BUSINESS ASSOCIATE ADDENDUM**

This HIPAA Business Associate Addendum is made effective on July 1, 2017 and supplements and is made a part of the Services Agreement dated July 1, 2017, by and between **San Joaquin County Office of Education** (“SJCOE” or “Business Associate”) and **Santee School District** (“Provider”), LEA Medi-Cal Billing Agent (“Agreement”).

**1. Definitions.**

The following terms used in this HIPAA Business Associate Addendum shall be defined as follows:

- a. Individual. “Individual” shall have the same meaning as the term “individual” in 45 CFR 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR 164.502(g).
- b. Privacy Rule. “Privacy Rule” shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR part 160 and part 164, subparts A and E.
- c. Protected Health Information. “Protected Health Information” shall have the same meaning as the term “protected health information” in 45 CFR 164.501, limited to the information created or received by SJCOE from or on behalf of Provider.
- d. Required by Law. “Required by Law” shall have the same meaning as the term “required by law” in 45 CFR 164.501.
- e. Secretary. “Secretary” shall mean the Secretary of the Department of Health and Human Services or his designee.
- f. Agreement. “Agreement” shall mean the Services Agreement, as amended.
- g. Addendum. “Addendum” shall mean this HIPAA Business Associate Addendum, as amended.
- h. Designated Record Set. “Designated Record Set” shall mean records maintained by SJCOE for Provider’s use.



## San Joaquin County Office of Education

James A. Mousalimas, County Superintendent of Schools

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### 2. Obligations and Activities of SJCOE

- a. SJCOE agrees to not use or disclose Protected Health Information other than as permitted or required by this Addendum or as Required by Law.
- b. SJCOE agrees to use appropriate safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by this Addendum.
- c. SJCOE agrees to mitigate, to the extent practicable, any harmful effect that is known to SJCOE of a use or disclosure of Protected Health Information by SJCOE in violation of the requirements of this Addendum,
- d. SJCOE agrees to report to Provider any use or disclosure of the Protected Health Information not provided for by this Addendum of which it becomes aware.
- e. SJCOE agrees to ensure that any agent, including a subcontractor, to whom it provides Protected Health Information received from, or created or received by SJCOE on behalf of Provider agrees to the same restrictions and conditions that apply through this Addendum to SJCOE with respect to such Information.
- f. SJCOE agrees to provide access within fourteen (14) days of receipt of a written request from Provider to Protected Health Information in a Designated Record Set, to Provider or, as directed by Provider, to an Individual in order to meet the requirements under 45 CFR 164.524.
- g. SJCOE agrees to make any amendment(s) to Protected Health Information in a Designated Record Set that Provider directs or agrees to pursuant to 45 CFR 164.526 at the request of Provider or an Individual within fourteen (14) days of receipt of a written request from Provider.
- h. SJCOE agrees to make internal practices, books, and records, including policies and procedures and Protected Health Information relating to the use and disclosure of Protected Health Information received from, or created or received by SJCOE on behalf of, Provider available to Secretary within fourteen (14) days of receipt of a written request from Provider, for purposes of the Secretary determining Provider's compliance with the Privacy Rule.
- i. SCJOE agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for Provider to respond to



## San Joaquin County Office of Education

James A. Mousalimas, County Superintendent of Schools

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a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.

- j. SJCOE agrees to provide to Provider or an Individual, within fourteen (14) days of receipt of a written request from Provider, information collected in accordance with Section i of this Addendum, to permit Provider to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.
- k. SJCOE agrees to hold harmless, indemnify and defend Provider and any of its officers, directors, or employees, from all claims, costs (including costs of settlement and attorneys' fees) demands, losses, damages, or liability, including civil and criminal penalties, arising out of or in connection with the breach by SJCOE or any of its officers, directors, agents, subcontractors or employees, of SJCOE's obligations under the Agreement or Addendum solely with respect to PHI. This provision shall survive the termination of the Addendum or Agreement.
- l. SJCOE shall obtain and maintain all necessary and proper insurance applicable to protecting the PHI pursuant this Agreement, including general liability insurance and errors and omissions insurance. Such insurance shall be in the minimum amounts of \$1,000,000 per occurrence/\$3,000,000 aggregate, either self-insured or from an insurance company acceptable to Provider. Is such insurance is on a "claims made" basis, and such coverage is later terminated, or converted to an "occurrence" coverage, or vice versa, SJCOE shall also acquire "prior acts" or "tail" coverage (as applicable), in the above amounts, covering all periods that this Addendum is or has been in force. SJCOE shall procure an endorsement whereby its insurer shall immediately notify Provider in the event of any changes or termination of coverage that affects coverage during the term of this Addendum.
- m. Notwithstanding any other rights or remedies provided in this Addendum, Provider retains all rights to seek injunctive relief to prevent or stop the director, agent, subcontractor, or employee of SJCOE that maintains PHI for Provider. This provision shall survive termination of the Addendum.
- n. In the event that SJCOE is served with legal process (e.g. a subpoena) or request from a government agency (e.g. the Secretary) that potentially could require the disclosure of PHI, SJCOE shall provide prompt (i.e. within twenty-four (24) hours) written notice of such legal process (including a copy of the legal process served) to Provider. In



## San Joaquin County Office of Education

James A. Mousalimas, County Superintendent of Schools

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addition, SJCOE shall not disclose the PHI without the consent of Provider unless pursuant to a valid and specific court order or to comply with a requirement for review of documents by a governmental regulatory agency under its statutory or regulatory authority to regulate the activities of either party.

### 3. Permitted Uses and Disclosures by SJCOE

#### a. General Use and Disclosure Provisions.

Except as otherwise limited in this Addendum, SJCOE may use or disclose Protected Health Information on behalf of, or to perform functions, activities, or services for, Provider as specified in this Addendum or incidental to the Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by Provider or the minimum necessary policies and procedures of the Covered Entity.

#### b. Specific Use and Disclosure Provisions.

- i. Except as otherwise limited in this Addendum, SJCOE may use Protected Health Information for the proper management and administration of SJCOE as it pertains to SCJOE's obligations pursuant to the Agreement or to carry out the legal responsibilities of SJCOE.
- ii. Except as otherwise limited in this Addendum, SCJOE may disclose Protected Health Information for the proper management and administration of SJCOE, provided that disclosures are Required By Law, or SJCOE obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as Required By Law or for the purpose for which it was disclosed to the person, and the person notifies SJCOE of any instances of which it is aware in which the confidentiality of the information has been breached.
- iii. Except as otherwise limited in this Addendum, SJCOE may use Protected Health Information to provide Data Aggregation services to Provider as permitted by 42 CFR 164, 504(e)(2)(i)(B).
- iv. SJCOE may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with 45 CFR 164,502(j)(1).

### 4. Obligations of Provider.

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## San Joaquin County Office of Education

James A. Mousalimas, County Superintendent of Schools

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- a. Provider shall notify SJCOE of any limitation(s) in its notice of privacy practices in accordance with 45 CFR 164.520, to the extent that such limitation may affect SJCOE's use or disclosure of Protected Health Information.
- b. Provider shall notify SJCOE of any changes in, or revocation of, permission by Individual to use or disclose Protected Health Information, to the extent that such changes affect SJCOE's use or disclosure of Protected Health Information.
- c. Provider shall notify SJCOE of any restriction to the use or disclosure of Protected Health Information that Provider has agreed to in accordance with 45 CFR 164.522, to the extent that such information may affect Provider's use or disclosure of Protected Health Information.

### 5. Permissible Requests by Provider

Provider shall not request SJCOE to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if done by Provider.

### 6. Term and Termination

- a. Term. The term of this Addendum shall be effective as of the effective date set forth above, and shall terminate when all of the Protected Health Information provided by Provider to SJCOE, or created or received by SJCOE on behalf of Provider, is destroyed or returned to Provider, or, if it is not feasible to return or destroy Protected Health Information, protections are extended to such information, in accordance with the termination provisions in this Section.
- b. Termination for Cause. Upon Provider's knowledge of a material breach by SJCOE, Provider shall either:
  - i. Provide an opportunity for SJCOE to cure the breach or end the violation and terminate this Addendum and the Agreement to which this Addendum attaches, if SJCOE does not cure the breach or end the violation within thirty (30) days of receipt of written notice from Provider.
  - ii. Immediately terminate this Addendum and the Agreement if SJCOE has breached a material term of this Addendum and cure is not possible; and the Agreement to which this Addendum attaches.



## San Joaquin County Office of Education

James A. Mousalimas, County Superintendent of Schools

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- iii. If neither termination nor cure is feasible, Provider shall report the violation to the Secretary.
  - iv. Require SJCOE to take such other action as Provider may request, at SJCOE's expense.
  - v. Provider's remedies under this provision shall be cumulative, and the exercise of any remedy shall not preclude the exercise of any other. If Provider elects to terminate the Addendum/Agreement, Provider shall be relieved of any further obligations under the Addendum/Agreement and shall be immediately entitled to a refund of any amounts prepaid from the date of termination through the end of payment period, on a pro rata basis.
- c. Effect of Termination.
- i. Except as provided in subparagraph (2) of this section, upon termination of this Addendum, for any reason, SJCOE shall return or destroy all Protected Health Information received from Provider, or created or received by SJCOE on behalf of Provider. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of SJCOE. SJCOE shall retain no copies of the Protected Health Information.
  - ii. In the event that SJCOE determines that returning or destroying the Protected Health Information is not feasible, SJCOE shall provide to Provider notification of the conditions that make return or destruction not feasible. Upon mutual agreement of the Parties that return or destruction of Protected Health Information is not feasible, SJCOE shall extend the protections of this Addendum to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction not feasible, for so long as SCJOE maintains such Protected Health Information.

## 7. Miscellaneous

- a. A reference in this Addendum to a section in the Privacy Rule means the section as in effect or as amended.
- b. SJCOE and Provider agree to take such action as is necessary to amend this Addendum from time to time as is necessary for Provider to comply with the requirements of the Privacy Rule and the Health Insurance Portability and Accountability Act, Public Law



**San Joaquin County Office of Education**

James A. Mousalimas, County Superintendent of Schools

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104-191.

- c. The respective rights and obligations of SJCOE under Section 5.c, Effect of Termination, shall survive the termination of this Addendum.
- d. Any ambiguity in this Addendum shall be resolved to permit Provider to comply with the Privacy Rule.

**San Joaquin County Office of Education**

By: \_\_\_\_\_ Dated: \_\_\_\_\_

Name: James Mousalimas  
Title: County Superintendent of Schools

**Santee School District**

By: \_\_\_\_\_ Dated: \_\_\_\_\_

Name: Kristin Baranski  
Title: Superintendent

Consent Item D.4.3.

Approval of Agreement with Kontraband Interdiction and Detection Services, Inc. (K.I.D.S.) for the 2017-2018 School Year

Prepared by Tim Larson  
May 9, 2017

**BACKGROUND**

On August 7, 2012, the Board of Education approved to use Kontraband Interdiction and Detection Services, Inc. (K.I.D.S.) for the 2012-13 school year to address the increasing number of student incidents involving illegal drugs, alcohol, and tobacco and drug paraphernalia. The primary purpose of this program is to provide another tool to monitor 6<sup>th</sup> – 8<sup>th</sup> grade students and minimize the potential of contraband being brought onto school sites.

K.I.D.S. has worked with administrators during random visits since 2012 providing 3-4 visits per site each year. A team typically visits 2-3 schools in one day. Inspections are performed on an unannounced basis to protect the integrity of the program. K.I.D.S. excludes the use of their canines to "sniff" individuals under any circumstance(s). Consultants working for K.I.D.S. have extensive backgrounds enabling them to provide education on topics such as drug awareness, substance abuse, gangs and prevention. This complements the overall objective of assuring a safe and healthy learning environment both on and off school grounds.

**RECOMMENDATION**

It is recommended that the Board of Education approve the agreement to continue using K.I.D.S. for canine drug detection services for the 2017-2018 school year.

**FISCAL IMPACT**

The agreement with Kontraband Interdiction and Detection Services, Inc. is for (14) full-day visits at \$540 each visit for a total of \$7,560 and will be paid from the General Fund. A 2% discount will apply if payment is prepaid by July 14, 2017.

**STUDENT ACHIEVEMENT**

Providing students with a safe and healthy campus enhances student learning.

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

Agenda Item D.4.3.



**CONTRABAND INTERDICTION & DETECTION SERVICES™, INC.**

**California Corporate Headquarters:**

1550 Mchenry Avenue ~ Modesto, California 95350

**Texas Corporate Headquarters:**

9011 Champions Way – Bldg. #2 ~ Streetman, Texas 75859

**SANTEE SCHOOL DISTRICT**

**(DISTRICT)**

**2% EARLY PAYMENT AGREEMENT- PAID IN FULL BY JULY 14, 2017/  
5:00 PM-PST**

*This shall serve as an agreement by and between the **(CONTRACTOR)** and the **(DISTRICT)** for substance awareness, consulting and detection services for the period of 08/01/2017 thru 06/30/2018. It is understood that the **(DISTRICT)** has established a written and communicated policy clearly defining all weapons and drugs of abuse, (in the broadest terms), i.e.; illicit drugs, alcoholic beverages, firearms, pyrotechnics, weapons and tobacco as prohibited contraband. This policy has been dispersed throughout the **(DISTRICT)**'s locations where **(CONTRACTOR)**'s service will be utilized. Violations are considered detrimental to the welfare of all students, employees, visitors and contrary to the **(DISTRICT)**'s desire to maintain a safe and healthy learning environment.*

***(CONTRACTOR)** will provide contraband detection canines, inspections and consulting services using non-aggressive detection canines certified as a reliable team to detect (Illicit drugs – Alcoholic beverages – Pyrotechnics) and qualified professionally trained personnel. Such services may be conducted on an unannounced basis under the auspices and direction of the **(DISTRICT)** administration with **(CONTRACTOR)** acting on behalf of the **(DISTRICT)** while conducting such services. Common areas, lockers, automobiles, vacant classrooms and grounds shall be subject to inspections at the **(DISTRICT)**'s sole discretion. Contraband seized on the **(DISTRICT)**'s property is the responsibility of the **(DISTRICT)**. Suspected illicit drugs of abuse may be field tested to provide the **(DISTRICT)** with a preliminary or presumptive identification of the suspected drug. **(DISTRICT)** and their personnel understand such test are not conclusive and should be further tested by a qualified agency in the event the **(DISTRICT)** decides to declare and/or act on such suspected evidence. **(CONTRACTOR)**'s policy and procedures prohibits the use of detection canines to "sniff" individuals under any and all circumstances. **(DISTRICT)** agrees only the certified handler can determine an alert/indication by the canine and **(DISTRICT)** agrees item(s) the canine alerted on will be inspected by the certified handler with the owner's permission. Any item inspected by the **(DISTRICT)** may not and in some instances cannot validate the canine alert/indication and could affect the canine/handler's stats and therefore could jeopardize the **(DISTRICT)**'s required 'reasonable suspicion' standards in concert with past case law to legally 'search' the item(s) under the 4<sup>th</sup> Amendment and be in breach of this agreement. **(CONTRACTOR)**'s policy also precludes discriminating against a single item.*



**California Corporate Headquarters:**  
1550 Mchenry Avenue ~ Modesto, California 95350

**Texas Corporate Headquarters:**  
9011 Champions Way – Bldg. #2 ~ Streetman, Texas 75859

***(CONTRACTOR) agrees to provide (14) FULL day visits during the term of the above referenced contract period. Additional visits may be scheduled upon mutual agreement between (CONTRACTOR) and the (DISTRICT). A FULL DAY visit shall be defined as the normal hours of operation of DISTRICT schools. The fee for a FULL day visit will be (\$540.00) per team. Multiple teams will be charged on a per team basis. (CONTRACTOR) will invoice for services on a monthly basis whereas the (DISTRICT) agrees to pay in full for services within (30) calendar days of receipt of such invoice. In the event an invoice remains unpaid for more than (30) calendar days, (DISTRICT) agrees to pay a late fee not to exceed (10%) of the amount due per month. The unpaid invoice(s) and late fees will accumulate per month until the balance and late fees are paid in full. (CONTRACTOR) will coordinate schedules with the designated (DISTRICT) administrator concerning inappropriate days. (DISTRICT) agrees to provide a calendar of inappropriate days not to visit the month prior to service. (DISTRICT) agrees that all other days on which students are in attendance are acceptable and visits "NOT" previously scheduled as inappropriate will be charged at the above rate unless (CONTRACTOR) visits a neighboring client on that day. CONTRACTOR and DISTRICT agree to make reasonable efforts to replace a declined visit at a DISTRICT school not previously scheduled as inappropriate with another DISTRICT school on that same day.***

***Insurance: CONTRACTOR shall maintain in full force and effect during the entire term of this Agreement liability insurance with a minimum coverage limit of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. CONTRACTOR shall name DISTRICT as an additional insured on their policy and provide a copy of said policy to the DISTRICT upon request. CONTRACTOR shall also maintain in full force and effect during the entire term of this Agreement workers compensation insurance for all of its employees with the minimum coverage limits required by law.***

***Indemnification: CONTRACTOR agrees to indemnify and hold harmless DISTRICT from any and all claims, damages, liabilities, or costs, including reasonable attorney's fees and defense costs, directly relating to the acts, errors, or omissions of officers, employees, or agents of the CONTRACTOR.***

***Independent Contractor: CONTRACTOR shall be and remain an Independent Contractor with respect to all services performed under the contract. CONTRACTOR accepts full and exclusive liability for the payment of any and all contributions of taxes for social security, workers compensation insurance, Medicare, unemployment insurance, or retirement benefits, pensions or annuities, now or hereafter imposed under the State and Federal law, salaries or other remuneration paid to persons hired, including deposits of income tax withholding amount due, and it agrees to indemnify and hold harmless DISTRICT from any claims for contributions, taxes or liabilities thereof.***



Consent Item D.4.4. Approval to Renew Agreement with Frontline Technologies (Aesop) Automated Substitute Calling / Attendance System

Prepared by Tim Larson  
May 16, 2017

**BACKGROUND:**

The Aesop automated sub calling / attendance system was Board approved on September 2, 2008 and implemented on January 1, 2009. Aesop allows District administrators to stay informed through extensive reporting using skill-matching identifiers; includes a custom report writer; and allows preference lists to ensure quality substitute placements. Substitutes can search for and accept jobs through the phone or internet, plus receive electronic notifications of open jobs. Aesop’s hardware and software is maintained at an off-site, secure, climate-controlled facility, with 7-day power back-up; provides free on-going upgrades; and 24-hour customer service.

Due to rising costs, Frontline has presented a 6% rate increase. Rates are based on the number of current employees in the system at the end of each fiscal year and are calculated over a 10-month period (September through June). The increase will take effect at the beginning of the 2017-2018 school year.

**RECOMMENDATION:**

It is recommended that the Board approve the renewal of the agreement with Frontline Technologies effective at the beginning of the 2017-2018 school year.

**FISCAL IMPACT:**

The annual estimated cost for the 2017-2018 service agreement will be \$8,524 and will be paid from the General Fund.

**STUDENT IMPACT:**

Implementation of Aesop has enabled the District to provide an automated telephone and internet system taking advantage of new technology as a way to provide quality substitutes to meet student instructional needs.

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

Agenda Item D.4.4.





March 17, 2017

14\*\*\*\*\*AUTO\*\*MIXED AADC 197

Santee School District
ATTN: Joy Buchard, Accounts Payable
9625 Cuyamaca St
Santee, CA 92071-2674

Dear Valued Client,

This past summer, we reintroduced ourselves as Frontline Education — a change that not only affected our name, but reinforced our dedication to bringing additional integrated insights and solutions to you, the front line of education. I would like to thank you for partnering with us in this journey.

We are following through on this commitment by investing tens of millions of dollars this year in our infrastructure, including the security of our systems which in turn protects the privacy of your employees' and student data. We are also enhancing our reporting in line with federal and state compliance requirements and upgrading our client success infrastructure and systems to ensure you get the answers and responsiveness you need - when you need them. We are certain that these initiatives will allow us to continue providing the high-quality solutions and service you have come to associate with Frontline Education.

The ongoing costs associated with providing these enhanced system and support capabilities necessitate a price change across all our solutions, with the exception of any products still in the initial term stated in your contract as well as the recently acquired eSped/eSTAR solutions, if applicable. Effective July 1, 2017, rates for annual renewal subscriptions will increase by 6.00%.

New and future enhancements to our solutions are only possible through partnerships with organizations like yours and we are excited to continue serving the needs of your district.

If you are not the correct contact for this letter, please share this with the appropriate person in your district.

If you have any questions or would like to schedule a call, please email inquiries@frontlineed.com and we will respond by the end of the next business day.

Thank you again for your business.

Sincerely,

Jim Catalino
SVP, Client Success



# Purchase Order

Dispatch via Print

**Santee School District**  
BUSINESS SERVICES  
9625 CUYAMACA  
SANTEE CA 92071  
United States

**Supplier:** FR0270  
FRONTLINE TECHNOLOGIES GROUP  
1400 ATWATER DR  
MALVERN PA 19355  
Phone: 610/722-9745  
FAX: 610/722-9537

<b>Purchase Order</b>	<b>Date</b>	<b>Revision</b>	<b>Page</b>
03200-0000000940	07/27/2016		1
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>	
Due Now	Origination	Common Car	
<b>Buyer</b>	<b>Phone</b>	<b>Currency</b>	
Nancy Stasch	619/258-2329	USD	

**Ship To:** 0000000065  
HUMAN RESOURCES  
9625 CUYAMACA  
SANTEE CA 92071  
United States

**Bill To:** BUSINESS SERVICES  
9625 CUYAMACA  
SANTEE CA 92071  
United States

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	ESTIMATE FOR AESOP SYSTEM RENEWAL		1.00	YR	8,524.10	8,524.10	07/27/2016
<b>Schedule Total</b>						<u>8,524.10</u>	
<b>Item Total</b>						<u>8,524.10</u>	

FOR PERIOD JULY 1, 2016 THROUGH JUNE 30 2017

**Total PO Amount** 8,524.10

**VENDOR INSTRUCTIONS:**

The Purchase Order is subject to the instructions and conditions shown herein:

1. All prices F.O.B. Destination unless otherwise specified.
2. If specified as F.O.B., point of shipment and transportation charge is prepaid.
3. Any Price increase above 5% will need prior approval by Purchasing.
4. California State or Use Tax, when applicable, will be considered an addition to the total.
5. In accepting this order, it is understood that the usual discounts will be considered as applying up to 60 days.
6. Invoices must be submitted listing therein every item on the Purchase Order, indicating on unshipped items whether Back Ordered (B.O.) or Cancelled (C). Separate totals shall be shown for different types of material supplies or labor.
7. Enclose Packing list with all shipments
8. Cash discounts quoted will be taken from date of delivery of this order and receipt of accurate invoices.
9. This order is valid for current fiscal year only (July 1 - June 30).
10. Terms are net 30.

**IMPORTANT: PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND CORRESPONDENCE.**

Authorized Signature

Consent Item D.4.5.

Approval of Teacher Induction Program Agreement with San Diego County Office of Education for 2017-2018

Prepared by Tim Larson  
May 9, 2017

**BACKGROUND:**

This agreement is to establish a working relationship with the County Office of Education to set forth conditions to support the District's Beginning Teacher Support and Assessment (BTSA) Induction Program. Among other obligations, SDCOE and the District agree to:

- Maintain commission-approved status
- Provide FACT (Formative Assessment for California Teachers) training for new support providers
- Support District leads to facilitate FACT verification
- Provide compensation for a District lead position based on supporting six (6) or more participating teachers
- Ensure all support providers understand their responsibilities
- Provide release time for participating teachers to complete the two required classroom observations

This agreement will be in effect for the 2017-2018 school year.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the teacher induction program agreement with SDCOE.

**FISCAL IMPACT:**

There annual cost will depend on the use of the program.

**STUDENT ACHIEVEMENT IMPACT:**

This agreement will support new teachers to successfully complete program requirements for a clear credential.

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

Agenda Item D.4.5.



## Teacher Induction Program District Agreement 2017-2018

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District/School Name

This is an agreement between the Commission approved SDCOE Teacher Induction Program and San Diego County school districts. The purpose of this agreement is to establish a working relationship to set forth conditions that will outline this partnership.

### SECTION 1

#### The SDCOE Teacher Induction Program agrees to:

1. Maintain commission-approved status with the Commission on Teacher Credentialing by establishing, maintaining, and submitting accurate records required as part of the accreditation process.
2. Provide FACT training for new support providers.
3. Maintain and monitor the learning management system, Haiku, for support providers and participating teachers.
4. Support district leads to facilitate FACT verification and other meetings for support providers and participating teachers.
5. Recommend only those candidates who successfully complete program requirements for a clear credential.
6. Maintain communication with district leads through regularly scheduled District Lead meetings.
7. Maintain communication with districts through regularly scheduled Advisory Committee meetings.
8. Provide compensation for a district lead position based on supporting 6 or more participating teachers (not applicable to privates and non-publics). This compensation is based on a sliding scale.
9. Invoice responsible party based on option selected below:
  - Invoice district \$1000 per participating teacher per year: District will pay support providers.
  - Invoice district \$2500 per participating teacher per year: SDCOE will hire district-selected support providers as hourly limited term employees pending completion of SDCOE's employment process and pay up to \$1500 per participating teacher supported per year.
  - Invoice teacher \$1000 per year: District will pay support providers.
  - Invoice teacher \$2500 per year: SDCOE will hire district-selected support providers as hourly limited term employees pending completion of employment process and pay up to \$1500 per participating teacher support per year.

\*District/teacher will be invoiced the full amount for any drops after December 1, 2017.

### SECTION 2

The district agrees to:

1. Identify eligible participating teachers according to state criteria for eligibility.
2. Provide timely notification of new hires eligible for induction to the program by Oct 2, 2017.
3. Follow district approved support provider selection procedures, understanding that the best match is by school/grade level/content.
4. Ensure all support providers understand their responsibilities to and the requirements of the SDCOE Teacher Induction Program outlined in the Support Provider Memorandum of Understanding, including mandatory attendance to training for all new support providers.
5. Provide release time for support providers, as needed, to observe participating teachers as required by program completion requirements.
6. Provide release time for participating teachers to complete the two required classroom observations-one time in the fall and one time in the spring.
7. Upon request, participate in the evaluation of the SDCOE Teacher Induction Program.
8. Identify a district administrator to attend Advisory Committee meetings and participate in required accreditation activities.
9. If the district has six or more participating teachers enrolled in the program, the district will identify a district lead as the liaison between the district and the SDCOE Teacher Induction program. The district lead will:
  - a. Provide advice and assistance to both support providers and participating teachers.
  - b. Coordinate support provider/participating teacher pairing and provide SDCOE the pairing list.
  - c. Assist participating teachers and support providers in using Haiku.
  - d. Monitor grades in Haiku for all participating teachers within the district.
  - e. Facilitate FACT Verification meetings throughout the year.
  - f. Attend all monthly district lead meetings throughout the year. If unable to attend, District Lead will view the recordings.
  - g. Establish due dates for all assignments and notify program leadership of these due dates.
  - h. Communicate with program leadership as questions and needs arise.
  - i. Notify program leadership if concerns arise about a participating teacher or support provider. This concern includes potential non-completion.
  - j. Communicate with support providers consistently via e-mails, phone calls, meetings, etc.
  - k. Facilitate end-of-the-year colloquium(s) in May as determined by district/school.
  - l. Submit timesheets by due dates, if applicable.
10. Pay SDCOE based on the payment option selected in SECTION 1 item 9 of this document if applicable. District/teacher will be invoiced the full amount for any drops after December 1, 2017.

---

District Representative Signature

Printed Name

Date

---

Induction Program Coordinator Signature

Sheiveh Jones

Printed Name

Date

Consent Item D.4.6.

Approval of Influenza Vaccine Administration  
Program Agreement

Prepared by Tim Larson  
May 9, 2017

**BACKGROUND:**

On October 26, 2017, Santee School District will hold its annual open enrollment event. This year RITE AID has once again agreed to provide immunizations with influenza vaccine (“flu shot”) to eligible members. The service will be provided by authorized pharmacists certified under the RITE AID immunization program.

This year, RITE AID is offering a 7.5% discount to employees if the agreement is approved prior to June 30, 2017. This vaccine will be provided free of charge to employees providing proof of eligibility of insurance coverage accepting outside billing.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the influenza vaccine administration program agreement.

**FISCAL IMPACT:**

There is no cost to the District for this program.

**STUDENT ACHIEVEMENT IMPACT:**

Not applicable.

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

Agenda Item D.4.6.



Sign up for a Rite Aid Flu Clinic  
by July 30<sup>th</sup> and **SAVE UP TO 30%!**

April 14, 2017

Call: 1.855.882.5948

Jennifer O'Reilly  
Santee School District  
9625 Cuyamaca Street  
Santee, CA 92071-2674



S65560



1567919\_MAR15

**Dear Jennifer O'Reilly,**

The 2016/2017 flu season was a good one, meaning the flu stayed relatively mild and we were able to avoid any mass outbreaks like we've seen in past years. It's great for our workforce, and great for the health of your company. However, next season the flu might not be so tame.

On average, 17 million workdays per year are lost due to employees' absences caused by the flu.<sup>1</sup> Last year you partnered with Rite Aid to protect your workforce from the flu. Help keep your employees healthy and productive by signing up for a Rite Aid Flu Clinic again this year. We have years of experience providing flu protection to businesses like yours. In fact, in the last four years we've completed over 87,000 on-site flu clinics, so you can be confident you're getting the best care and expertise for your employees' wellbeing.

**Protect your employees and get big savings by signing up for Rite Aid's Flu Clinic now!<sup>2</sup> You can receive:**

- A **7.5% discount** when you sign up before the **6/30/2017** deadline.
- A **5% discount** when you sign up before the **7/30/2017** deadline.
- A **5% discount** when you refer another caring business that signs a flu shot contract.
- Up to a **20% quantity discount** based on your flu shot volume.
- Discount options for direct bill accounts.
- Extremely competitive prices within the marketplace.

**Get Rite Aid convenience, flexibility and professional service.**

**Convenience**

- Your employees can go to any Rite Aid location without an appointment. Just walk in!
- Or host an onsite workplace clinic to fit YOUR business' schedule.
- Online clinic scheduling tool available.

**Flexibility**

- Direct insurance carrier billing (provided flu immunization is a covered service).
- Direct business billing.
- Direct employee billing – payment collected at time of services inclusive of ALL discounts!
- Flu vouchers can be issued and used at any Rite Aid location. No appointment necessary!

**Professional Service**

- Immunizations are administered by a Certified Immunizing Rite Aid Pharmacist.
- Rite Aid has years of experience providing flu protection so you can be confident in our services

**GET UP TO 30% OFF NOW!<sup>3</sup>**  
Sign up for Rite Aid's Workplace Flu Shot Program today.  
Just have your Human Resources or Benefits Manager responsible for  
employee immunizations contact the Rite Aid Clinical Team at **1-855-882-5948**  
or sign up at **shieldmyworkforce.com**, select **Mail** and enter code **1114!**

Best,

Brian Bobby  
Vice President, Clinical Services

1. Source: <http://www.cdc.gov/workplacehealthpromotion/evaluation/topics/immunization.html>  
2. Does not apply to insurance billing  
3. Offer valid for businesses with 50 or more employees. Clinic and flu shot availability is limited and subject to state and federal law. Other limitations may apply, including age restrictions. Discounts only apply to direct business billed contracts.

**BACKGROUND:**

The annual and distribution of iPads and implementation of the Digital Learning Initiative require additional assistance in the technology department for clerical support to compile, assemble, organize, record and process a variety of departmental forms in preparation of iPad distribution. For this purpose, administration is requesting up to six (6) clerk typist II positions as needed for up to 8.0 hours per day, per position, from June 12 – September 30, 2017; and up to four (4) mover positions as needed for up to 8.0 hours per day, per position, from May 31 – September 30, 2017.

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 the short term employment opportunities.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the following short term employment opportunities:

- Up to six (6) Clerk Typist II positions as needed for up to 8.0 hours per day, per person, June 12 – September 30, 2017
- Up to four (4) Mover positions as needed for up to 8.0 hours per day, per person, May 31 – September 30, 2017

**FISCAL IMPACT:**

The estimated fiscal impact to the General Fund will be \$19,000.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.4.7.



Consent Item D.4.8.

Approval of Revisions to Director, Curriculum & Assessment Job Description

Prepared by Tim Larson  
May 16, 2017

**BACKGROUND:**

On March 21, 2017, the Board of Education approved revisions to the Director I, Curriculum & Assessment title and job description. Administration has determined that certain experience requirements need to be more clearly defined.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the revisions to Director, Curriculum & Assessment job description.

**FISCAL IMPACT:**

As reflected for director positions on the certificated management salary schedule.

**STUDENT ACHIEVEMENT IMPACT:**

Providing instructional support will enhance student achievement.

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

Agenda Item D.4.8.

## SANTEE SCHOOL DISTRICT

### **DIRECTOR, CURRICULUM and ASSESSMENT**

#### **JOB SUMMARY:**

The DIRECTOR, Curriculum and Assessment, under the direction of the Assistant Superintendent, Educational Services is responsible for the implementation and coordination of instructional programs, supervision of certificated and classified professional development and parent/volunteer education programs to ensure the ongoing implementation of high standards of instructional practice, services and assistance. In addition, the Director of Curriculum and Assessment assists the Assistant Superintendent, Educational Services in meeting and maintaining all compliance objectives for state and federally funded projects in accordance with project guidelines and in cooperation with principals, teachers, parents and advisory committees. Other responsibilities and duties, as assigned by the Assistant Superintendent, Educational Services are also performed.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

In concert and under the direction of the Assistant Superintendent, Educational Services, implements curriculum and instructional outcomes district-wide:

- Implements and supports instructional materials selection committees according to district administrative regulations and procedures.
- Establishes goals and objectives for staff professional development programs that support a high level of instructional practice in classrooms.
- Plans, organizes, implements, and evaluates instructional in-service programs to improve instruction.
- Meets regularly with administrators and teachers to establish future goals and identify specific training needs of the district's personnel, including certificated and classified.
- Coordinates the establishment of procedures, timelines, preparation of necessary forms and letters, assignment or workshop sites and all other practical elements of in-service training.
- Coordinates the operation of the student teacher program in the district.
- Coordinates parent education programs in the district.
- Researches best instructional practices and works with staff to pilot and implement these practices.
- Interprets in-service programs' objectives, results and needs to district staff, Board, civic and parent groups, teacher training institutions, and others.
- Coordinates the advisory program for certificated professional growth requirements mandated by the state credentialing commission.
- Develops instructional intervention programs in collaboration with site administrators.
- Provides written communication to district staff on programs.
- In concert with the Assistant Superintendent, Educational Services, develops curriculum for special needs students, including Title I, GATE, and EIA-LEP.

EXAMPLES OF DUTIES AND RESPONSIBILITIES (continued):

- Supervises summer school.
- Assists the Assistant Superintendent, Educational Services, to meet all compliance mandates and requirements for federal and state funded programs.
- Works with designated committees of teachers, principals and other members in specific programs and projects.
- Assists the Assistant Superintendent, Educational Services, to obtain assessment data on special needs programs and evaluates program effectiveness.
- Assists the Assistant Superintendent, Educational Services, to develop annual reports for Local Educational Plans, Coordinated Compliance Review, and Consolidated Application.
- Assists the Assistant Superintendent, Educational Services, to prepare and administer centralized state and federal project budgets.
- Coordinates the preparation of district publications such as orientation for materials for new teachers and staff members.
- Maintains a budget that supports instructional planning objectives.
- Assumes other responsibilities as assigned by the Assistant Superintendent, Educational Services.
- Coordinates, plans and implements district-wide assessments.
- Coordinates, plans and implements state bilingual assessments.
- Assists the Assistant Superintendent, Educational Services, with the coordination, administration, and evaluation of the state assessment.

EMPLOYMENT STANDARDS:

Education:	Master's degree is required; advanced education in curriculum and instruction is preferred.
Experience:	Minimum of <del>four</del> or five years of experience as a classroom teacher at K-8 level is required preferred. Successful experience as a site administrator preferred. Increasing levels of experience and responsibility in the areas of project management, implementation and innovation.
Credential(s):	Appropriate California teaching credential authorizing service in grades K-8 and administrative credential(s).
Knowledge and Abilities:	Possesses knowledge of curriculum and instruction techniques, best instructional practices, successful staff development practices, interpersonal skills and organizational skills. Has successfully demonstrated the ability to lead groups, analyze situations and needs, carry out directives and communicate effectively. Possesses exemplary presentation skills.

ADOPTED: July 15, 2003  
REVISED: March 21, 2017  
REVISED: \_\_\_\_\_

Consent Item D.4.9. Adoption of Resolution No. 1617-43 to Eliminate / Layoff  
Classified Non-Management Position

Prepared by Tim Larson  
May 16, 2017

**BACKGROUND:**

Administration was recently informed that a 1:1 student requiring assistance will be the leaving the District at the end of the school year. Therefore, one (1) Instructional Assistant, Special Education II position will no longer be necessary for the 2017-2018 school year.

It is possible that all employees affected by this action will receive an offer of employment in lieu of layoff. However, any employee laid off or reduced in hours will receive a 60-day notice of layoff and be placed on a reemployment list for no less than 39-months.

**RECOMMENDATION:**

It is recommended that the Board of Education approve to layoff / eliminate the following position effective June 14, 2017:

- One (1) 5.0-hour Instructional Assistant, Special Education II position at Hill Creek School

**FISCAL IMPACT:**

The savings for eliminating the Instructional Assistant, Special Education II position will be \$23,517.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.4.9.

**SANTEE SCHOOL DISTRICT**  
**Resolution No. 1617-43**

**ELIMINATE AND LAYOFF OF**  
**CLASSIFIED NON-MANAGEMENT POSITION**

**WHEREAS**, administration is recommending that one (1) Instructional Assistant, Special Education II position be eliminated as a result of a 1:1 student requiring assistance leaving the District at the end of the school year;

**NOW, THEREFORE, BE IT RESOLVED** that as of the 16<sup>th</sup> day of May 2017, the Governing Board of Santee School District approved to layoff and eliminate the following positions and serve the 60-day notification effective June 14, 2017:

- One (1) 5.0-hour Instructional Assistant, Special Education II position at Hill Creek School

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

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board of the Santee School District on the 16<sup>th</sup> day of May 2017, by the following vote:

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

Dated 5/16/17

\_\_\_\_\_  
Clerk, Board of Education

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

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

Discussion and/or Action Item E.1.1.

Middle School Elective Application:  
Hill Creek School

Prepared by Dr. Stephanie Pierce  
May 16, 2017

### **BACKGROUND:**

Legislation enacting the Local Control Funding Formula requires school districts to develop and adopt a three-year Local Control Accountability Plan (LCAP) and to update the plan every year. The LCAP is a strategic planning instrument involving significant engagement of stakeholders to inform decision-making for the formation of Goals and Action Steps. These Goals and Action Steps are to increase or improve services for all students.

One approved LCAP Goal and Action Step expands elective course offerings such as coding, visual and performing arts, and STEM (Science, Technology, Engineering, and Mathematics) related opportunities for middle school students.

This evening, Jim Rosa, Interim Principal at Hill Creek School, will be presenting Hill Creek's middle school elective application for programs and expenses beginning this school year.

### **RECOMMENDATION:**

Administration recommends the Board of Education approve the application for electives funding for Hill Creek School.

This recommendation supports the following District goals:

- 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.

### **FISCAL IMPACT:**

Hill Creek's total allocation for middle school electives from LCFF funding is \$45,000. Annual ongoing site contribution from Hill Creek is estimated to be \$4,000.00 per year.

The chart below details the budget for Hill Creek's middle school electives.

<b>Robotics/Coding</b>	
Apps	\$2,000
Software	\$4,000
Kits	\$6,000
<b>Subtotal</b>	<b>\$12,000</b>
<b>Media Arts</b>	
Laptop	\$1,000
Green Room	\$800
Furniture	\$1,600
<b>Subtotal</b>	<b>\$3,400</b>
<b>Makerspace</b>	
3D Printer	\$500
Service Current Equipment	\$1,000
Drafting Supplies	\$1,000
<b>Subtotal</b>	<b>\$2,500</b>
<b>Introduction To Language</b>	
Curriculum	\$5,000
<b>Subtotal</b>	<b>\$5,000</b>
<b>Farm to Table</b>	
Garden Fencing	\$8,000
Garden Beds	\$2,000
Garden Equipment	\$2,000
Ovens	\$6,000
Cooking Utensils	\$1,000
Dishwasher and Garbage Disposal	\$2,000
Refrigerator/Freezer	\$1,000
<b>Subtotal</b>	<b>\$22,000</b>
<b>Cross Age Tutoring</b>	
Notebooks	\$100
<b>Subtotal</b>	<b>\$100</b>
<b>Total Cost</b>	<b>\$45,000</b>

**STUDENT ACHIEVEMENT IMPACT:**

Elective course offerings designed to expand student knowledge and skills in California State Standards and 21<sup>st</sup> Century Skills will increase student college and career readiness.

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

Agenda Item E.1.1.



**BACKGROUND:**

At the October 18, 2016 meeting, the Board of Education adopted a resolution to issue General Obligation Bonds to refund a portion of the Series B bonds issued in 2008. This refunding would lower total debt service payments and save taxpayers money. Unfortunately, the transaction had to be postponed due to rising interest rates that eroded the savings to well below the Board's threshold of 15%.

Dale Scott, the District's financial advisor, will provide an update on market conditions and the savings that can be realized from a potential late June bond sale.

**RECOMMENDATION:**

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

This recommendation supports the following District goal:

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The potential savings in debt service costs will be provided at the meeting.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item E.2.1.

Discussion and/or Action Item E.2.2.  
Prepared by Karl Christensen  
May 16, 2017

Authorization to Solicit Informal Bids through the  
CUPCCAC Process for Installation of a  
Driveway at the Lower Parking Lot Pepper Drive  
School

**BACKGROUND:**

On September 4, 2012, the Board approved a resolution to utilize the California Uniform Public Construction Cost Accounting Act (CUPCCAC) for public works projects over the \$15,000 formal bid threshold. Staff has developed an approved vendor list following the procedures of the CUPCCAC process. This allows staff to seek informal bids or quotes for public works projects using the qualified vendors list for projects up to \$175,000.

The traffic flow and single street access at Pepper Drive make it difficult for busses to drop off and pickup students at the front of the school on-time. The Director, Transportation; Director, Facilities, Maintenance, and Operations; and Principal have been reviewing the traffic and parking configuration at Pepper Drive and developing ideas for improvement. The best alternative is to have busses drop-off and pickup students at the lower parking lot while parents are dropping off and picking up primarily at the upper parking lot. Since there is only one driveway in and out of the lower parking lot, an additional driveway on Pepper Drive will be required. Staff has been working with the County of San Diego and has preliminary approval to request an additional driveway.

**RECOMMENDATION:**

It is recommended that the Board of Education authorize utilizing the CUPCCAC process to seek informal bids for installation of a driveway at the lower parking lot at Pepper Drive. A separate item will be brought back to the Board for consideration of contract award at a future meeting.

This recommendation supports the following District goals:

**Learning Environment**

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

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The estimated cost is \$30,000 to \$40,000 to be paid from the General Fund.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item E.2.2.

Discussion and/or Action Item E.2.3. Yale Preschool Program Fee Increase  
 Prepared by Karl Christensen  
 May 16, 2017

**BACKGROUND:**

During the 2016-17 fiscal year, Administration and staff have been discussing the revenue and expenditure patterns of the YALE Preschool program. Starting with adoption of the 2016-17 budget, it became evident that the program was experiencing a structural deficit (on-going expenditures exceeding on-going revenues).

Below is a summary of revenues and expenditures for 2015-16, 2016-17 2<sup>nd</sup> Interim, and the most recent estimates for 2016-17:

Description	2015-16	2016-17 2nd Interim	2016-17 Revised Estimate
Total Revenue	\$873,755	\$780,074	\$865,501
Salary & Benefit Expenditures	\$686,761	\$779,172	\$779,172
Non-Salary Expenditures	\$92,319	\$139,534	\$139,534
Total Expenditures	\$779,080	\$918,706	\$918,706
<b>Operating Surplus(Deficit)</b>	<b>\$94,675</b>	<b>(\$138,632)</b>	<b>(\$53,205)</b>
Salaries and Benefits as a % of Revenue	78.60%	99.88%	90.03%
One-Time Revenue Adjustment	\$12,362	\$5,332	\$5,332
One-Time Expenditure Adjustment	\$11,789	\$940	\$940
<b>Estimated Structural Surplus(Deficit)</b>	<b>\$94,102</b>	<b>(\$143,024)</b>	<b>(\$57,597)</b>

The last fee increase for YALE was 6.5% effective for the 2014-15 school year. Administration is recommending a fee increase starting August 21, 2017 in order to mitigate the impact of the following cost pressures:

- Negotiated Compensation Increases: From 2014-15 through 2016-17, the District provided all employees a combined 14.11% compensation increase which impacts YALE salary and benefit costs
- Step & Column Salary Increases: Estimated at \$15,500 annually
- PERS Contribution Rate Increases: Estimated at \$8,700 annually
- Minimum Wage Increases: The current hourly rate at Step A for the lowest paid YALE position is \$12.85 per hour. The current minimum wage is \$10.50 per hour and will increase each year to the following rates:
  - \$11.00 Jan 1, 2018
  - \$12.00 Jan 1, 2019
  - \$13.00 Jan 1, 2020
  - \$14.00 Jan 1, 2021
  - \$15.00 Jan 1, 2022

In order to eliminate the projected structural deficit for the next three years and provide enough of a cushion for potential negotiated compensation increases and minimum wage increases in the future, it is necessary to increase fees.

YALE Preschool administration surveyed programs in Santee to determine market rates. Based on the information that was gathered, Administration recommends an increase of 15% for full-time participants and 20% for part-time participants. This increase still keeps the YALE Preschool program fees comparable with other preschool providers. Below is a summary of current fees and proposed fees for YALE and other preschool providers:

(Current Rates)											
Full-Time		Hrly. Rate	PT 5-Day		Hrly. Rate	PT 3-Day		Hrly. Rate	PT 2-Day		Hrly. Rate
1	Children's Choice	\$3.04	1	Children's Choice	\$5.09	1	YALE	\$6.36	1	YALE	\$6.92
2	YALE	\$3.20	2	Little Learners	\$5.83	2	Little Learners	\$8.33	2	Little Learners	\$10.42
3	Kindercare	\$3.84	3	YALE	\$6.22	3	Kindercare	\$11.25	3	Kindercare	\$13.50
4	Little Learners	\$3.91	4	Tutor Time	\$8.40	4	Tutor Time	\$12.00	4	Tutor Time	\$14.60
5	Tutor Time	\$4.12	5	Kindercare	\$9.00	5	*		5	*	
(15% & 20%)											
Full-Time		Hrly. Rate	PT 5-Day		Hrly. Rate	PT 3-Day		Hrly. Rate	PT 2-Day		Hrly. Rate
1	Children's Choice	\$3.04	1	Children's Choice	\$5.09	1	YALE	\$7.69	1	YALE	\$8.31
2	YALE	\$3.65	2	Little Learners	\$5.83	2	Little Learners	\$8.33	2	Little Learners	\$10.42
3	Kindercare	\$3.84	3	YALE	\$7.54	3	Kindercare	\$11.25	3	Kindercare	\$13.50
4	Little Learners	\$3.91	4	Tutor Time	\$8.40	4	Tutor Time	\$12.00	4	Tutor Time	\$14.60
5	Tutor Time	\$4.12	5	Kindercare	\$9.00	5	*		5	*	

Below is a projection of revenue and expenditures for the 3-year period from 2017-18 through 2019-20 with the proposed fee increase and expenditure reductions (NOTE: this analysis does not include the impact of any future negotiated compensation increases or minimum wage increases):

Fee Increase	Description	2017-18	2018-19	2019-20
<b>15% Full-Time, 20% Part-Time Effective 8-21-17</b>	Total Revenue	\$991,232	\$991,232	\$991,232
	Salary & Benefit Expenditures	\$803,379	\$827,586	\$851,793
	Non-Salary Expenditures	\$118,929	\$121,308	\$123,734
	Total Estimated Expenditures	\$922,308	\$948,894	\$975,527
	<b>Operating Surplus(Deficit)</b>	<b>\$68,924</b>	<b>\$42,338</b>	<b>\$15,705</b>
	Salaries and Benefits as a % of Revenue	81.05%	83.49%	85.93%
	One-Time Revenue Adjustment	\$0	\$0	\$0
	One-Time Expenditure Adjustment	\$0	\$0	\$0
	<b>Estimated Structural Surplus(Deficit)</b>	<b>\$68,924</b>	<b>\$42,338</b>	<b>\$15,705</b>

**RECOMMENDATION:**

This is an information item. Action, if any, is at the discretion of the Board of Education. An action item to increase fees effective August 21, 2017 is planned for the June 6, 2017 Board of Education meeting.

This recommendation supports the following District goals:

**Learning Environment**

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

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The revenue increase is estimated to be approximately \$125,000 annually.

**STUDENT ACHIEVEMENT:**

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

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

Agenda Item E.2.3.

Discussion and/or Action Item E.2.4. Paid Meal Price Increase  
 Prepared by Karl Christensen  
 May 16, 2017

**BACKGROUND:**

The current paid lunch price for Child Nutrition Services, enacted for the 2015-16 school year, is \$2.75. Each year, the District is required by United States Department of Agriculture (USDA) regulations to calculate Paid Lunch Equity (PLE) using a calculator provided by the California Department of Education (CDE). The calculation was recently done and it indicates a need to increase the full pay lunch price to at least \$2.85. Due to the difficulty of making change for prices that are not a multiple of \$0.25, it would be best to increase the price to \$3.00.

In addition to the PLE requirement, the projected financial condition of the Child Nutrition Services fund should also be considered. The 2016-17 2<sup>nd</sup> Interim Report projected the following revenues, expenditures, and ending fund balance for the Child Nutrition Services fund:

Description	Cafeteria Fund 13
Total Income	2,363,885
Total Outgo	2,700,756
Change in Fund Balance	-336,871
Projected Beginning Fund Balance	697,923
Projected Ending Fund Balance	361,053

The normal annual cost increases for Step & Column and PERS contributions is estimated at \$22,300. Negotiated compensation increases and minimum wage increases also impact the Child Nutrition Services fund.

Administration has planned to bring an action item to increase the paid lunch price effective August 21, 2017 back to the June 6, 2017 meeting for consideration.

**RECOMMENDATION:**

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

This recommendation supports the following District goal:

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The estimated increased revenue = \$52,000.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item E.2.4.

Discussion and/or Action Item E.2.5. May Revise and State Budget Update  
Prepared by Karl Christensen  
May 16, 2017

**BACKGROUND:**

On May 15, 2017, the Governor is scheduled to release an update to his proposal for the 2017-18 State Budget, commonly referred to as the May Revise.

Staff will provide the Board of Education with an update on State revenue projections, Proposition 98 calculations, and any changes to the Governor's plans for K-12 education funding for 2017-18 as compared with the January proposal.

**RECOMMENDATION:**

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

This recommendation supports the following District goal:

**Fiscal Accountability**

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

**FISCAL IMPACT:**

Projected revenues and the probable impact to the District's budget will be provided at the Board of Education meeting.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item E.2.5.



**Item F. BOARD POLICIES AND BYLAWS**

Board Policies and Bylaws Item F.1.1. Second Reading: New Board Policy and Revised Administrative Regulation 5111.1, District Residency

Prepared by Dr. Stephanie Pierce  
May 2, 2017

**BACKGROUND:**

Attached is new BP 5111.1 and revised AR 5111.1, District Residency, based upon California School Board Association's (CSBA) sample Board Policies and Regulations. The policy and administrative regulation address the criteria for establishing district residency for student enrollment, verification and investigation of residency and appeal process for enrollment denial.

**RECOMMENDATIONS:**

This evening administration is presenting new Board Policy and revised Administrative Regulations 5111.1, District Residency, for a second reading. Administration recommends approval of new BP 5111.1 and revised AR 5111.1.

**FISCAL IMPACT:**

There is no fiscal impact to the district by revising this policy and administrative regulation.

**STUDENT ACHIEVEMENT IMPACT:**

An enrollment process ensures students the opportunity to engage in learning.

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

Agenda Item F.1.1.

## DISTRICT RESIDENCY

The Governing Board desires to admit all students who reside within district boundaries or who fulfill the district residency requirements through other means as allowed by law. The Superintendent or designee shall develop procedures to facilitate the receipt and verification of students' proof of residency.

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance.

The Superintendent or designee shall require parents/guardians to provide documentation of the student's residency upon admission to a district school. A copy of the document or written statement offered as verification of residency shall be maintained in the student's mandatory permanent record.

When establishing a student's residency for enrollment purposes, the Superintendent or designee shall not inquire into a student's citizenship or immigration status.

A student's enrollment may be denied when the submitted documentation is insufficient to establish district residency. In any such case, the Superintendent or designee shall notify the parent/guardian in writing, including specific reasons for the denial.

### **Investigation of Residency**

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to determine that the student meets district residency requirements. An investigation may be initiated when the Superintendent or designee is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false or unreliable evidence of residency.

The Superintendent or designee may assign a trained district employee to conduct the investigation. The investigation may include the examination of records, including public records, and/or interviews of persons who may have knowledge of the student's residency.

If necessary, the Superintendent or designee may employ the services of a private investigator to conduct the investigation. Before hiring a private investigator, the Superintendent or designee shall make other reasonable efforts to determine whether the student resides in the district.

The investigation shall not include the surreptitious collection of photographic or videographic images of persons or places subject to the investigation. However, the use of technology is not prohibited if done in open and public view.

**DISTRICT RESIDENCY (continued)**

Any employee or contractor engaged in the investigation shall truthfully identify himself/herself as an investigator to individuals contacted or interviewed during the course of the investigation.

**Appeal of Enrollment Denial**

If the Superintendent or designee, upon investigation, determines that a student does not meet district residency requirements and denies the student's enrollment in the district, he/she shall provide the student's parent/guardian an opportunity to appeal that determination.

The Superintendent or designee shall send the student's parent/guardian written notice specifying the basis for the district's determination. This notice shall also inform the parent/guardian that he/she may, within 10 school days, appeal the decision and provide new evidence of residency.

The burden shall be on the parent/guardian to show why the district's determination to deny enrollment should be overruled.

A student who is currently enrolled in the district shall be allowed to remain in attendance at his/her school pending the results of the appeal. A student who is not currently enrolled in the district shall not be permitted to attend any district school unless his/her appeal is successful.

In an appeal to the Superintendent of a determination that district residency requirements were not met, the Superintendent shall review any evidence provided by the parent/guardian or obtained during the district's investigation and shall make a decision within 10 school days of receipt of the parent/guardian's request for the appeal. The Superintendent's decision shall be final.

## DISTRICT RESIDENCY (continued)

### *Legal Reference:*

#### EDUCATION CODE

220 Prohibition of discrimination

35160.5 Intradistrict open enrollment

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance permits

48050-48054 Nonresidents

48200-48208 Compulsory education law, especially:

48204 Residency requirements

48204.1-48204.2 Evidence of residency

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act transfers

48645.5 Former juvenile court school students, enrollment

48852.7 Education of homeless students; immediate enrollment

48853.5 Education of foster youth; immediate enrollment

48980 Notifications at beginning of term

52317 Regional occupational program, admission of persons including nonresidents

#### FAMILY CODE

6550-6552 Caregivers

#### GOVERNMENT CODE

6205-6210 Confidentiality of residence for victims of domestic violence

#### CODE OF REGULATIONS, TITLE 5

432 Retention of student records

#### UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

#### COURT DECISIONS

*Katz v. Los Gatos-Saratoga Joint Union High School District*, (2004) 117 Cal.App.4th 47

### *Management Resources:*

#### CSBA PUBLICATIONS

*Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status*, February 2017

*Legal Guidance Regarding International Student Exchange Placement Organizations*, April 2014

#### U.S. DEPARTMENT OF JUSTICE CIVIL RIGHTS DIVISION AND U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS JOINT PUBLICATIONS

*Fact Sheet: Information on the Rights of All Children to Enroll in School*

*Dear Colleague Letter: School Enrollment Procedures*, May 8, 2014

#### WEB SITES

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

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

California Secretary of State, Safe at Home Program: <http://www.sos.ca.gov/safeathome>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

U.S. Department of Justice: <http://www.justice.gov>

**DISTRICT RESIDENCY**

**Criteria for Residency**

A student shall be deemed to have complied with district residency requirements if he/she meets any of the following criteria:

1. The student's parent/guardian resides within district boundaries.
2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-ordered commitment or placement.
3. The student ~~has been~~ is admitted through ~~the district's~~ an interdistrict attendance ~~program agreement~~.
4. The student is an emancipated minor residing within district boundaries.
5. The student lives with a caregiving adult within district boundaries and the caregiving adults submits an affidavit to that effect.
6. The student resides in a state hospital located within district boundaries.
7. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability.
8. The student's parent/guardian resides outside district boundaries but is employed within district boundaries and lives with the student at the place of employment for a minimum of three days during the school week.
9. The student's parent/guardian, while on active military duty pursuant to an official military order, is transferred or pending transfer to a military installation within district boundaries.

**Residency Based on Parent/Guardian Employment**

In addition, district ~~District~~ residency status may be granted to a student if at least one of his/her parents/guardians is physically employed within district boundaries for a minimum of 10 hours during the school week. No student seeking residency on this basis shall be denied enrollment based on race, ethnicity, sex, parental income, scholastic achievement, or any of the individual characteristics set forth in Education Code 220. However, the Superintendent or designee may deny enrollment into the district if any of the following circumstances is present:

1. The additional cost of educating the student would exceed the amount of additional state aid received as a result of the transfer.

**DISTRICT RESIDENCY (continued)**

2. ~~Enrollment of the student would adversely affect the district's court ordered or voluntary desegregation plan as determined by the Governing Board.~~
3. ~~Other circumstances exist that are not arbitrary.~~

~~Such circumstances may include, but are not limited to, overcrowding of school facilities at the relevant grade level.~~

~~Once a student establishes residency on this basis, he/she shall not be required to reapply for enrollment in subsequent years. The student may continue to attend school in the district through the highest grade level offered by the district if the parent/guardian so chooses and if at least one parent/guardian of the student continues to be physically employed by an employer situated within district boundaries, subject to the exceptions in items #1-3 above.~~

~~The Superintendent or designee may deny a transfer out of the district by a student whose parent/guardian is employed within the boundaries of another district if the difference between the number of students entering or exiting the district on the basis of parent/guardian employment exceeds the limits prescribed in Education Code 48024.~~

~~District residency is not required for enrollment in a regional occupational center or program if there are openings in the program or class.~~

~~The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance.~~

**Proof of Residency**

~~Prior to admission in district schools, students shall provide proof of residency.~~

~~The Superintendent or designee shall annually verify the student's residency and retain a copy of the document or written statement offered as verification in the student's mandatory permanent record.~~

~~Upon enrollment of a student residing in the home of a caregiving adult within district boundaries, the caregiving adult shall execute, under penalty of perjury, the affidavit specified in Family Code 6552.~~

~~Upon enrollment of a student residing in the home of a caregiving adult within district boundaries, the caregiving adult shall execute, under penalty of perjury, the affidavit specified in Family Code 6552.~~

**DISTRICT RESIDENCY** (continued)

~~Reasonable evidence~~ Evidence of residency may be established by documentation showing the name and address of the parent/guardian within the district, including, but not limited to, any of the following:

1. Property tax payment receipts
2. Rental property contract, lease, or payment receipts
3. Utility service contract, statement, or payment receipts
4. Pay stub
5. Voter registration
6. Correspondence from a government agency
7. Declaration of residency executed by the student's parent/guardian
8. If the student is an unaccompanied youth as defined in 42 USC 11434a, a declaration of residency executed by the student
9. If the student is residing in the home of a caregiving adult within district boundaries, an affidavit executed by the caregiving adult in accordance with Family Code 6552

~~A parent/guardian seeking residency status on the basis of his/her employment within district boundaries shall submit proof of the employment which may include, but not be limited to, a paycheck stub or letter from his/her employer listing a physical address within district boundaries. Such evidence shall also indicate the number of hours or days per school week that the parent/guardian is employed at that location.~~

~~A parent/guardian who is transferred or pending transfer into a military installation within district boundaries shall provide proof of residence within 10 days after the published arrival date provided on official documentation. For this purpose, he/she may use as his/her address a temporary on base billeting facility, a purchased or leased home or apartment, or federal government or public-private venture off-base military housing.~~

Any homeless or foster youth or student who has had contact with the juvenile justice system shall be immediately enrolled in school even if he/she is unable to provide proof of residency.



**DISTRICT RESIDENCY (continued)**

~~If any district employee reasonably believes that the parent/guardian of a student has provided false or unreliable evidence of residency, the Superintendent or designee shall make reasonable efforts to determine that the student meets residency requirements.~~

**Safe at Home Program/Confidential Address Program**

When a student or parent/guardian participating in the Safe at Home program requests that the district use the substitute address designated by the Secretary of State, the Superintendent or designee may request the actual residence address for the purpose of establishing residency within district boundaries. ~~The Superintendent or designee shall not include the actual address in the student's file or any other public record and~~ but shall instead use the substitute address for all future communications and correspondence and shall not include the actual address in the student's file or any other public record.

**~~Admission of Residents of Other States or Countries~~**

~~The Superintendent or designee may, with the approval of the County Superintendent of Schools, admit a student living in an adjoining state contiguous with the district, as long as an agreement has been reached with the governing authority of the district in which the student resides and payment is made in accordance with law.~~

~~A student whose actual and legal residence is in a foreign country adjacent to California, regardless of whether or not his/her parents/guardians are citizens of the United States, may be admitted to a district school provided that the student is otherwise eligible for admission to a California district and the student regularly returns within a 24-hour period to the foreign country. As a condition to admittance of such a student, the student's parent/guardian shall agree to pay the district reimbursement of costs in accordance with law.~~

**~~Denial or Revocation of Enrollment~~**

~~If the Superintendent or designee, upon investigation, determines that a student's enrollment or attempted enrollment is based on false evidence of residency, he/she shall revoke the student's enrollment. Before any such revocation, the parent/guardian shall be sent written notice of the facts leading to the decision. This notice shall state the parent/guardian's right, within 10 school days, to schedule a meeting with a hearing officer to inspect supporting documents, rebut district evidence, question any district witnesses, and present oral and/or documentary evidence, including witnesses, on the student's behalf. For good cause, the hearing officer may extend the meeting date for an additional 10 days to permit the parent/guardian to obtain required documentation.~~

~~If the parent/guardian fails to schedule the above meeting, the student's enrollment shall be revoked 11 school days after the date of the notice.~~

**DISTRICT RESIDENCY** (continued)

~~If the above meeting is held, the hearing officer shall prepare a written decision describing his/her findings. If the hearing officer's decision is upheld, the parent/guardian shall be informed of his/her right to appeal to the Governing Board within 10 days.~~

~~A parent/guardian who appeals to the Board shall have the right to have a representative present and to rebut district evidence, question any district witnesses, and present oral and/or documentary evidence, including witnesses, on the student's behalf. Except in cases where good cause is shown, the Board shall not reopen the record to consider evidence or argument which was not presented to the hearing officer. The student may continue to attend school during the period of the appeal.~~

~~The Board's decision shall be final.~~

*Legal Reference:*EDUCATION CODE~~35351 Assignment of students to particular schools~~~~48050-48054 Nonresidents~~~~48200-48208 Persons included (compulsory education law)~~~~48980 Notifications at beginning of term~~~~52317 ROP, admission of persons including nonresidents to attendance area~~FAMILY CODE~~6550-6552 Caregivers~~GOVERNMENT CODE~~6205-6211 Confidentiality of residence for victims of domestic violence~~CODE OF REGULATIONS, TITLE 5~~432 Varieties of student records~~UNCODIFIED STATUTES~~AB 687, Ch. 309, Statutes of 1995~~COURT DECISIONS~~*Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47*~~*Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES~~0303.95 Verification of residency, LO: 1-95~~WEB SITES~~California Department of Education: <http://www.ede.ca.gov>~~~~California Secretary of State, Safe at Home Program: <http://www.ss.ca.gov/safeathome>~~

Board Policies and Bylaws Item F.1.2. First Reading: New Board Policy 3515.7,  
Prepared by Karl Christensen Firearms On School Grounds  
May 16, 2017

**BACKGROUND:**

The Board of Education is committed to providing a safe environment for students, staff, and visitors on campus. The Superintendent or designee shall consult with local law enforcement, insurance carriers, and other appropriate individuals and agencies to address the security of school campuses.

New BP 3515.7, as it relates to SB 707, comes directly from CSBA.

The Superintendent or designee shall not grant permission to any individual (who is not specifically listed in Penal Code 626.9(l)-(o) or 30310) to carry a firearm or ammunition on school grounds. District policy regarding the possession of firearms and/or ammunition on school grounds shall be included in the district's comprehensive safety plan and shall be communicated to district staff, parents/guardians, and the community.

**RECOMMENDATION:**

This is a First Reading of New BP 3515.7, Firearms On School Grounds. Action, if any, is at the discretion of the Board of Education.

**FISCAL IMPACT:**

This is a policy item. There is no fiscal impact.

**STUDENT ACHIEVEMENT IMPACT:**

Effective governance has a positive impact on student achievement.

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

Agenda Item F.1.2.

**FIREARMS ON SCHOOL GROUNDS**

The Governing Board is committed to providing a safe environment for students, staff, and visitors on campus. The Superintendent or designee shall consult with local law enforcement, insurance carriers, and other appropriate individuals and agencies to address the security of school campuses.

District policy regarding the possession of firearms and/or ammunition on school grounds shall be included in the district's comprehensive safety plan and shall be communicated to district staff, parents/guardians, and the community.

Any person specified in Penal Code 626.9(l)-(o) and 30310 is authorized to possess a firearm and/or ammunition on school grounds. School grounds include, but are not limited to, school buildings, fields, storage areas, and parking lots.

The Superintendent or designee shall not grant permission to any other individual to carry a firearm or ammunition on school grounds.

No staff member shall be required to carry a firearm and/or ammunition while on school grounds.

Legal Reference:

*EDUCATION CODE*

*32281 Comprehensive safety plan*

*35160 Powers and duties of the board*

*35161 Powers and duties of the board; authority to delegate*

*38001.5 District security officers; requirements if carry firearm*

*PENAL CODE*

*626.9 Gun Free School Zone Act*

*830.32 District police department; district decision to authorize carrying of firearm*

*16150 Definition of ammunition*

*16520 Definition of firearm*

*26150-26225 Concealed weapons permit*

*30310 Prohibition against ammunition on school grounds*

*UNITED STATES CODE, TITLE 18*

*921 Definitions, firearms and ammunition*

*922 Firearms, unlawful acts*

*923 Firearm licensing*

*UNITED STATES CODE, TITLE 20*

*7151 Gun-Free Schools Act; student expulsions for possession of firearm*

*Management Resources:*

*WEB SITES*

*Office of the Attorney General: <https://oag.ca.gov/firearms>*

Regulation  
adopted:

**SANTEE SCHOOL DISTRICT**  
Santee, California

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

**Item H. CLOSED SESSION**

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

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

1. **Conference with Legal Counsel – Anticipated Litigation** (Govt. Code § 54956.9)
2. **Conference with Labor Negotiator** (Gov't. Code § 54956.8)  
*Purpose: Negotiations*  
*Agency Negotiators: Tim Larson, Assistant Superintendent*  
*Employee Organization: Santee Teachers Association (STA)*
3. **Conference with Labor Negotiator** (Gov't. Code § 54956.8)  
*Purpose: Negotiations*  
*Agency Negotiators: Tim Larson, Assistant Superintendent*  
*Employee Organization: Classified School Employees Association (CSEA)*
4. **Public Employee Performance Evaluation** (Gov't. Code § 54957)  
*Superintendent*

**Item I. RECONVENE TO PUBLIC SESSION**

**Item J. ADJOURNMENT**