



Santee School District

SCHOOLS:

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

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

**BOARD OF EDUCATION
 REGULAR MEETING
 A G E N D A
 June 7, 2011**

District Mission

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

A.	OPENING PROCEDURES – 7:00 p.m.	<u>Page #</u>
	1. Call to Order and Welcome	
	2. District Mission	
	3. Pledge of Allegiance	
	4. Approval of Agenda	
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	1. Superintendent's Report	
	1.1. Developer Fees Collection Report	7
	1.2. Use of Facilities Report	8
	1.3. Enrollment Report	9
	1.4. Schedule of Upcoming Events	10
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	2. Ken Fox: Awarded Outstanding Park and Recreation Commissioner of 2010 by the California Association of Park and Recreation Commissioners	12
	3. Spotlight on Education: Special Student Recognition	13
	4. Spotlight on Education: Eighth Grade Academic Achievement Awards	14
	The Board will adjourn for a brief reception in honor of our recognized students.	
	5. Independent Citizens' Oversight Committee Annual Report	15
	6. Facilities Committee Annual Report	16
C.	PUBLIC COMMUNICATION	17

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.

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

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D. PUBLIC HEARINGS	
1. <u>Recycling of Obsolete Instructional Materials</u>	19
E. CONSENT ITEMS	
<i>Items listed under Consent are considered to be routine and are acted on by the Board with a single motion. There is no discussion of these items prior to the Board vote unless a member of the Board, staff, or public requests specific items be considered separately. Request to speak cards should be submitted in advance.</i>	
Superintendent	
1.1. <u>Approval of Minutes</u>	22
It is recommended that the Board of Education approve meeting minutes with any necessary modifications.	
Business Services	
2.1. <u>Approval/Ratification of Travel Requests</u>	27
It is recommended that the Board of Education ratify the authorization granted to personnel requesting out-of-district travel as listed in the item.	
2.2. <u>Approval/Ratification of Revolving Cash Report</u>	29
It is recommended that the Board of Education approve/ratify revolving cash checks as listed in the item.	
2.3. <u>Acceptance of Donations</u>	31
It is recommended that the Board of Education accept donations as listed.	
2.4. <u>Renewal of Bond Counsel Agreement with Bowie, Arneson, Wiles & Giannone</u>	32
It is recommended that the Board of Education approve the agreement with Bowie, Arneson, Wiles & Giannone to renew bond counsel services for future bond and bond anticipation note sales for a period of five (5) years.	
2.5. <u>Adoption of Resolution #1011-32, to Establish Temporary Interfund Transfers</u>	42
It is recommended that the Board of Education adopt Resolution #1011-32, as required for the 2010-11 year-end closing process and 2011-12 fiscal year.	
2.6. <u>Approval of 2011-12 Student Accident Insurance</u>	45
It is recommended that the Board of Education approve student accident insurance for the 2011-12 school year available from Guarantee Trust Life Insurance Company through Pacific Educators, Inc.	
2.7. <u>Approval of Agreements with the San Diego County Office of Education Fringe Benefits Consortium (FBC) to Administer Two (2) Retirement Incentive Programs for the 2010-11 School Year</u>	46
It is recommended that the Board of Education approve agreements with the San Diego County Office of Education Fringe Benefits Consortium to Administer Two (2) 403(b) Lump Sum Retirement Incentive Programs for the 2010-11 school year.	
Capital Improvement Program	
3.1. <u>Approval of Kinder Play Structure Purchase and Installation at Hill Creek School</u>	48
It is recommended that the Board of Education approve using Dave Bang Associates, Inc. to purchase the play equipment for Hill Creek School by utilizing piggyback bid #09-01, with the Colton Joint USD Piggyback Bid Discount.	

Educational Services		<u>Page #</u>
4.1.	<u>Approval Extended Field Trip for Carlton Hills 7-8 Grade Students to H&M Landing in San Diego</u> It is recommended that the Board of Education approve the extended field trip.	49
4.2.	<u>Acceptance of NEA Student Achievement Grant</u> It is recommended that the Board of Education approve the NEA grant awarded to Candy Stotz and Karin McCurdy at Carlton Hills School.	51
Human Resources/Pupil Services		
5.1.	<u>Personnel, Regular</u> It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations and dismissals.	52
5.2.	<u>Approval of Shared Classroom Teaching Assignments for 2011-12</u> It is recommended that the Board of Education approve shared classroom assignment requests as listed in the item.	55
5.3.	<u>Approval of Reduced Workload Agreement</u> It is recommended that the Board of Education approve the reduced workload agreement.	56
5.4.	<u>Approval of Short Term Positions</u> It is recommended that the Board of Education approve the short term positions listed in the item.	57
5.5.	<u>Approval to Renew Annual Attorney Agreement and Rate Structure with Fagen, Friedman & Fulfrost</u> It is recommended that the Board of Education approve the annual agreement and rate structure with Fagen, Friedman & Fulfrost.	59
5.6.	<u>Approval of Medi-Cal Administrative Activities (MAA) Agreement with Orange County Department of Education</u> It is recommended that the Board of Education approve the Medi-Cal agreement.	64

F. DISCUSSION AND/OR ACTION ITEMS

Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.

Superintendent

1.1.	<u>Santee School District Administrative Regulation 5030, Student Wellness</u> The Superintendent will provide a report on the revisions to Administrative Regulation 5030, Student Wellness. Discussion from the Board is sought; however, no action from the Board is required.	66
1.2.	<u>Technology Parent Survey</u> It is recommended that the Board of Education approve the distribution of a survey to parents to find the level of interest of parents to provide portable digital tools to their children for the school environment.	78

	<u>Page #</u>
Business Services	
2.1. <u>Governor's May Revise</u>	80
The Board of Education will be provided an update on the Governor's May Revise of the State Budget.	
2.2. <u>Approval of Monthly Financial Report</u>	82
It is recommended that the Board of Education approve the Monthly Financial Report for April 2011.	
Human Resources/Pupil Services	
3.1. <u>Adoption of Resolution No. 1011-30, to Layoff and/or Reduce Identified Classified Non-Management Positions</u>	85
It is recommended that the Board of Education adopt resolution no. 1011-30.	
G. BOARD POLICIES AND BYLAWS	
1.1. <u>First Reading: BP 4020, Drug and Alcohol-Free Work Place</u>	88
It is recommended that the Board of Education review the proposed revisions to Board Policy 4020, "Drug and Alcohol-Free Workplace" in a first reading. No action is requested.	
1.2. <u>First Reading: BP 3101, Fund Balance Policy</u>	91
It is recommended that the Board of Education review the proposed Board Policy 3101, "Fund Balance Policy" in a first reading. No action is requested.	
H. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS	95
I. CLOSED SESSION	96
1. Conference with Labor Negotiator (Govt. Code § 54956.8) <i>Agency Negotiator: Karl Christensen, Assistant Superintendent</i> <i>Employee Organizations: Classified School Employees Association</i>	
2. Public Employee Performance Evaluation (Govt. Code § 54957) <i>Superintendent</i>	
J. RECONVENE TO PUBLIC SESSION	96
K. ADJOURNMENT	96

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
June 21, 2011, at 7:00 p.m.
in the Douglas E. Giles Educational Resource Center.*

Santee School District complies with the Americans with Disabilities Act. If you require reasonable accommodations including alternate formats for this meeting, contact the Superintendent's Office at (619) 258-2304 at least two (2) days before the meeting date.

Members present:

Ryan
 Bartholomew
 El-Hajj
 Fox
 Burns

OPENING PROCEDURES ITEM A.

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

2. District Mission

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

3. Pledge of Allegiance

4. Approval of Agenda for the June 7, 2011 regular meeting

Agenda Item A.

Reports and Presentations Item B.1. Superintendent's Report
Prepared by Dr. Patrick Shaw
June 7, 2011

The following items are presented for Board information:

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

Agenda Item B.

DEVELOPER FEES COLLECTION REPORT

2010-11

CUMULATIVE THROUGH MAY 27, 2011

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

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

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

COM	RES	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
X		10641 Prospect Avenue (DCXcavation, Inc.)	07/12/10	983	\$285.07	PA
	X	1058-1287 Calle R. Tuttle (McMillin)	07/22/10	15,341	\$53,079.86	PD
	X	8498 Mesa Heights Road (Miller)	07/09/10	1,026	\$3,549.96	CFH
	X	Morning View- Phase I (McMillin) Add'l Sq. Footage	09/02/10	210	\$726.60	PD
X		10351 Lunar Lane (Don Witte)	10/21/10	6,720	\$1,948.80	PA
	X	Morning View- 1220 Calle R. Tuttle (McMillin)	11/10/10	3,200	\$11,072.00	PD
	X	Morning View- Phase II (McMillin)	11/10/10	12,924	\$44,717.04	PD
	X	Morning View- Phase III (McMillin)	11/15/10	15,614	\$54,024.44	PD
	X	9438 Kashube Way	11/19/10	3,367	\$11,649.82	CO
	X	8226 Ramhaven Lane	02/10/11	655	\$2,266.30	CFH
	X	9733 Halberns Blvd.	03/04/11	756	\$2,615.76	SC
	X	Morning View- Phase 4 (Mc Millin)	03/29/11	14,395	\$48,941.70	PD
	X	9718 Eucalyptus Ct.	04/21/11	818	\$2,912.08	HC
	X	9346 Las Lomas Dr.	04/21/11	1,263	\$4,496.28	SC
	X	9435 St. Andrews Dr.	05/24/11	865	\$3,079.40	CO
	X	1809 Las Senderas Morning View- Phase V (McMillin)	05/26/11	2,000	\$7,120.00	PD
	X	Morning View- Phase V (McMillin)	05/26/11	10,488	\$37,337.28	PD
	X	Morning View- Phase V "B" (McMillin)	05/26/11	3,206	\$11,413.36	PD
TOTAL PAGE 1					\$301,235.75	

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

**Fee Exempt - Senior / Elder Care Facility

***Fee Exempt - Less than 500 square feet

Requests For Use Of Facilities - June 7, 2011

Group	Location	Date	Days	Time	Attendance	Fees Applied
<u>Cajon Park</u> Sonshine Haven	Classroom	9/29/11 - 5/24/12	Thursday	2:00 pm - 3:30 pm	40	
<u>Carlton Oaks</u> San Diego Youth Services	Library	5/9/11 - 6/20/11	Monday	5:45 pm - 8:30 pm	10	
Teachers (D.C. Meeting)	Multi-Purpose Room	5/12/11 & 5/26/11	Thursday	6:30 pm - 7:45 pm	30 - 60	
Teachers (Retirement)	Multi-Purpose Room	6/17/11	Friday	4:00 pm - 6:00 pm	100	
<u>Sycamore Canyon</u> Academic Chess	Multi-Purpose Room	5/20/11	Friday	6:30 pm - 9:30 pm	50	

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

Santee School District
 ENROLLMENT REPORT
 5/27/2011
 Month 9 Week 4

SCHOOL	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	05/27/11		# Diff	% Diff	05/27/11		# Diff	% Diff	Prior Week		Total Diff
										Total Reg	Total Reg			SDC	SDC			05/27/11	05/20/11	
Cajon Park	100	104	108	110	113	109	112	101	132	989	963	26	2.7%	70	35	35	100.0%	1059	1058	1
Carlton Hills	49	47	36	37	45	40	61	89	96	500	483	17	3.5%	20	41	-21	-51.2%	520	521	-1
Carlton Oaks	86	80	79	66	96	99	100	121	94	821	812	9	1.1%	58	46	12	26.1%	879	878	1
Chet F. Harritt	80	53	85	51	56	56	61	65	70	577	588	-11	-1.9%	9	9	0	0.0%	586	586	0
Hill Creek	90	88	91	89	72	88	85	77	67	747	750	-3	-0.4%	28	21	7	33.3%	775	774	1
Pepper Drive	85	78	73	64	69	75	85	88	83	700	699	1	0.1%	8	10	-2	-20.0%	708	707	1
Prospect	51	65	53	63	49	57	63	63	43	507	492	15	3.0%	0	13	-13	-100.0%	507	509	-2
Rio Seco	89	113	106	102	115	95	116	98	92	926	878	48	5.5%	43	23	20	87.0%	969	968	1
Sycamore Canyon	61	49	51	50	32	46	39	0	0	328	332	-4	-1.2%	0	30	-30	-100.0%	328	328	0
SUBTOTAL	691	677	682	632	647	665	722	702	677	6095	5997	98	1.6%	236	228	8	3.5%	6331	6,329	2
Alternative School	4	4	3	3	3	4	7	9	5	42	41	1	2.4%					42	42	0
Success Academy								4	6	10	12	-2	-16.7%					10	10	0
NPS										0	0			2	5	-3	-60.0%	2	2	0
EAK 5YO	118									118	138		0.0%					118	118	0
SUBTOTAL	122	4	3	3	3	4	7	13	11	170	191	-21	-11.0%					172	172	0
TOTAL	813	681	685	635	650	669	729	715	688	6265	6188	77	1.2%					6503	6501	2

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

	PK	
Cajon Park	1	1060
Chet F Harritt	1	587
Sycamore Canyon	44	372
Total PK	46	

Total Enrollment Including PK
6549

EAK 4YO

Schedule of Upcoming Events

<i>Date</i>	<i>Event</i>
June 9	End-of-Year Employee Celebration Downtown Café 4:00-6:00 p.m.
June 21	Board Meeting 7:00 p.m.
June 22	Last Day of School
June 28	Foundation Golf Tournament 12:00 Shotgun Start 5:30 p.m. Banquet
July 4	Fourth of July Holiday All Schools and Departments Closed
July 5	Regularly Scheduled Board Meeting Cancelled
July 19	Board Meeting 7:00 p.m.



Santee School District

2011 PROMOTION SCHEDULE

SCHOOL	DATE	TIME	LOCATION
Alternative School	Wednesday June 22	11:00 a.m.	Alternative School
Cajon Park	Wednesday June 22	8:30 a.m.	Front Patio of Junior High Building
Carlton Hills	Tuesday June 21	8:30 a.m.	Carlton Hills Lower Field (Junior High).
Carlton Oaks	Tuesday June 21	9:00 a.m.	Carlton Oaks Upper Field (JH)
Chet F. Harritt	Tuesday June 21	9:00 am.	Chet F. Harritt <i>Tentatively - Big Rock Park</i>
Hill Creek	Monday June 20	9:00 a.m.	Hill Creek Amphitheater
Pepper Drive	Tuesday June 21	9:00 a.m.	Pepper Drive Upper Field
PRIDE Academy at Prospect Avenue	Wednesday June 22	8:30 a.m.	Santee Trolley Square (Next to Panda Express)
Rio Seco	Wednesday June 22	9:00 a.m.	Rio Seco Amphitheater
Santee Success	Wednesday, June 22	12:30 p.m.	Santee Success
Sycamore Canyon	Wednesday, June 22	8:45 a.m.	Sycamore Canyon Front Lawn

Area High Schools				
Santana High	Tuesday June 15	6:00 p.m.	Santana Stadium	
West Hills High	Wednesday June 16	9:00 a.m.	West Hills Football Field	

Reports and Presentations Item B.2.

Ken Fox: Awarded Outstanding Park and Recreation Commissioner of 2010 by the California Association of Park and Recreation Commissioners

Prepared by Dr. Pat Shaw
June 7, 2011

BACKGROUND:

At the May 25, 2011 Santee City Council meeting, Board Member Ken Fox was recognized as the ***Outstanding Park and Recreation Commissioner of 2010*** by the California Association of Park and Recreation Commissioners.

Ken Fox has been a very active and involved community member for many years. He has served on the Santee Sports Council and remained an active volunteer in East County Little League. Ken has served on the Santee Parks and Recreation Committee for 12 years and currently serves as the chair. Ken's service on these committees and as a School Board Member, show his unwavering support for the youth of the Santee community.

Volunteers and active citizens, such as Member Fox, are the foundation on which a community can live up to the true promise of its potential. The Board would like to congratulate Member Fox as the recipient of this statewide recognition.

Agenda Item B.2.

Prepared by Kristin Baranski
June 7, 2011

BACKGROUND:

Tonight the Board of Education would like to honor a number of outstanding students in the Santee School District. Each school's teaching and administrative staff have selected these students to be acknowledged for their accomplishments. We are proud to recognize them for the excellent effort they have demonstrated this school year and the wonderful role models they have been to others.

Cajon Park
Casey Lucore

Chet F. Harritt
Hannah Yeager
Savannah Michonski

PRIDE Academy
Israel "Angel" Sanchez

Carlton Hills
Katelyn Pinard

Hill Creek
Jacob Bachofner

Rio Seco
Christina Hurtado
Celine Menard

Carlton Oaks
Kathlen Bautista
Luis Gomez

Pepper Drive
Isaiah Stone
Daniel Chavez

Sycamore Canyon
Dean Gardner
Kanon Sogabe
Kathryn Reichard

Reports and Presentations Item B.4. Spotlight on Education: Eighth Grade Student Academic Achievement Awards

Prepared by Kristin Baranski
June 7, 2011

BACKGROUND:

Tonight we are honoring students who were selected to compete in the Academic Achievement Award competition for the 2010-11 school year.

Kristin Baranski, Director of Educational Services, will introduce students from each school in Santee School District who achieved academic excellence during the current school year and were chosen to participate in this competition by their 8th grade teachers in collaboration with the school principal.

The Academic Student Achievement Award is provided to 8th grade students who participate in an annual end of the year competition. This year the Academic Achievement Award Competition focused on the areas of writing, speech and mathematics. Students were required to write a literature response essay, give an impromptu speech, and take a comprehensive algebra test. For the essay, students had to read and analyze a number of short pieces of literature, develop a thematic thesis statement, and support their thesis. In the speech competition, students were provided a topic and given five minutes to prepare a focused two minute speech. The algebra test required the students to use their math skills and problem solving techniques learned throughout their elementary and junior high school experiences.

This evening the Board of Education and Director of Educational Services, Kristin Baranski, will honor the students selected by their school who participated in this year's 2010-11 competition. The City of Santee and the Santee Chamber of Commerce will both be represented to present the top recipient awards. The names of the award winners will be announced at the Board meeting.

Academic Achievement Participants

Cajon Park
Randall Dale
Wendy Sigler

Chet F. Harritt
Nicholas Smith
Katherine Craig

PRIDE Academy
Melanie Sanchez
Morgan Bain

Carlton Hills
Lillianne McCreery
Jacob Samson

Hill Creek
Colleen Huppert
Tyler Hodges

Rio Seco
Carly Messig
Marisa McKasson

Carlton Oaks
Kiernan Elam
Jenette Allen

Pepper Drive
Brooke Boyd
Ben Sellers

Reports and Presentations Item B.5. Independent Citizens' Oversight Committee
Annual Report

Prepared by Karl Christensen
June 7, 2011

BACKGROUND:

On November 7, 2006, citizens voted in favor of a bond (Proposition R) to modernize and improve Santee School District facilities. In accordance with Education Code Section 15278, et seq., the Board of Education established and appointed members to an Independent Citizens' Oversight Committee (ICOC) to account for the District's Capital Improvement Program (CIP) and expenditure of the bond proceeds. The Committee's primary purpose is to inform the public at least annually in a written report regarding the expenditure of the Bond proceeds. Tonight, ICOC Chair Gina Jackson will present the third annual report to the Board of Education on behalf of the committee.

Agenda Item B.5.

BACKGROUND:

The Facilities Committee is a Board Advisory Committee currently chaired by Christina Becker, the Director of Facilities and Modernization. The Committee is composed of community members, a facilities coordinator, a representative from the San Diego County Office of Education, Board members, Principals, technology staff, representatives from CSEA, SAA, and STA, and the Assistant Superintendent of Business Services. The Committee meets three times, or more if needed, from September through June of each year. The Board of Education's Charge to the Facilities Committee is:

- 1) Advise on the development of facilities planning application processes and timelines;
- 2) Recommend project funding priorities;
- 3) Receive and review facilities proposals from departments, program areas, and/or maintenance and operations;
- 4) Recommend representatives as consultants or advisors to serve on the District's Facilities Committee;
- 5) Recommend procedures and policies;
- 6) Review State reports and short/long-term facilities planning documents for compliance and make recommendations to ensure compliance; and
- 7) Work to develop and modernize District facilities to the fullest extent possible.

A specific outcome of this committee is to develop an application to the State for the purpose of securing State modernization 60% matching funds. Since 2005, with the forming of the Committee, the specific outcomes have been met and exceeded. As of January 2011, the Santee School District qualified for \$50,056,884 in State Grants.

Tonight, Christina Becker will present a report to the Board of Education on what the Committee has reviewed this year, what goals they have completed, and the future focus the Committee may be able to do.

PUBLIC COMMUNICATION Item C

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

Agenda Item C.

PUBLIC HEARINGS Item D

Agenda Item D.

Public Hearing Item D.1.
Prepared by Kristin Baranski
June 7, 2011

Recycling of Obsolete Instructional Materials

BACKGROUND:

In accordance with Education Code 60510, the governing board of the school district may dispose of surplus or undistributed obsolete instructional materials that are usable for educational purposes by donating them to children or adults in the State of California or foreign countries for the purpose of increasing the general literacy of the people.

Due to the modernization at three Santee School District sites, obsolete instructional materials will be recycled through J&C Books. Materials will be then donated to a San Diego based non-profit agency, The Book Man, and the U.S. Navy to be distributed overseas. Any obsolete materials that J&C Books deems unusable will be recycled.

The public hearing should convene and permit any interested citizens to raise questions or to provide input on the recycling of obsolete textbook materials.

Agenda Item D.1.

**PLEASE POST
Until June 7, 2011**

NOTICE OF PUBLIC HEARING
FROM THE
SANTEE SCHOOL DISTRICT
FOR
RECYCLING OF OBSOLETE TEXTBOOK MATERIALS

The Santee School District Board of Education shall hold a public hearing regarding recycling of obsolete instructional materials.

DATE: Tuesday, June 7, 2011

TIME: 7:00 p.m.

PLACE: Educational Resource Center
9619 Cuyamaca Street
Santee, CA 92071

Posted 05/25/11
Santee City Clerk's Office
Santee Library
Educational Resource Center
Santee Chamber of Commerce
Santee Schools

CONSENT ITEMS Item E.

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

Agenda Item E

Consent Item E.1.1. Approval of Minutes
Prepared by Dr. Patrick Shaw
June 7, 2011

BACKGROUND:

Presented for Board approval –

- May 17, 2011, regular meeting minutes

RECOMMENDATION:

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

Motion:

Second:

Vote:

Item E.1.1.

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

May 17, 2011
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome
President Ryan called the meeting to order at 7:00 p.m. and read the District Mission Statement.
Members present:
Barbara Ryan, President
Dan Bartholomew, Vice President
Dianne ElHajj, Clerk
Ken Fox, Member
Dustin Burns, Member
Administration present:
Dr. Patrick Shaw, Superintendent and Secretary to the Board
Karl Christensen, Assistant Superintendent, Business Services
Minnie Malin, Assistant Superintendent, Human Resources/Pupil Services
Kristin Baranski, Director, Educational Services
Linda Vail, Executive Assistant and Recording Secretary
2. The Board members, staff, and audience joined in reciting the Pledge of Allegiance.
3. Approval of Agenda
President Ryan reported Administration has requested to pull Consent Item D.2.6. from the agenda. Member El-Hajj moved to approve the agenda with Item D.2.6. pulled.
Motion: El-Hajj Second: Burns Vote: 5-0

B. REPORTS AND PRESENTATIONS

1. **Superintendent's Report**
 - 1.1. Developer Fees Collection Report
 - 1.2. Use of Facilities Report
 - 1.3. Enrollment Report
 - 1.4. Schedule of Upcoming Events
 - 1.5. Update on Governor's May Revise

Assistant Superintendent Karl Christensen provided a summary of the Governor's May Revise. The budget revisions protect K-1 education but the Governor is still seeking an extension of taxes through a vote of the California citizens. Mr. Christensen said a key highlight is that revenues are reported to be approximately \$6 billion higher than projected. About \$3 million will go to fund Prop 98 and may restore some of the deferrals. The Governor did not provide any details for a plan B, as he anticipates the voters will approve the tax extensions.

2. **Spotlight on Learning: Student Recognition**
 - County Science Fair Participants
 - County Spelling Bee Participant
 - Outdoor Education Essay Contest Winners

Kristin Baranski and Dr. Lynne Shevinsky introduced students who competed in the Greater San Diego County Science Fair. Each student received congratulations and a certificate from the Board. Three students received special awards for their projects and one Rio Seco student, Kevin Krick, will take his project to the State competition.

3. **Recognition of Pepper Drive School: Title I Academic Achievement Award**

Dr. Shaw introduced Pepper Drive Principal, Debbie Brenner, and the Pepper Drive staff and congratulated them for their recognition as a California Distinguished Title I Academic Achievement School. Pepper Drive qualified for this award by meeting the criteria to demonstrate specific achievement in their schoolwide API score and doubling the API grown target for the socioeconomically disadvantaged subgroup, or the subgroup must be at or above 800 API. President Ryan presented the staff with a certificate of recognition and the Board congratulated all of them and thanked the staff for their hard work in closing the achievement gap.

Pepper Drive teacher Susan Nugent presented the Board an envelope containing 100% of the staff memberships to the Santee School District Foundation. The Board thanked Pepper Drive staff for their support of the Foundation.

4. Spotlight: Mormon Helping Hands Project

Dr. Shaw reported that on Saturday April 30th over 300 volunteers worked at Pepper Drive School and the property at the old Santee School site including the Pioneer Little League fields. Dr. Shaw said they cleaned up the grounds in places that have not been touched in a number of years and the campus looks beautiful. They did an amazing job. Member Fox said he went by the Little League fields and the volunteers did an outstanding job of cutting weeds and cleaning up the grounds. Dr. Shaw introduced Marsi Walker who coordinated the project. A short video of the workers was shown. President Ryan presented the group with a certificate of appreciation and all Board members thanked Ms. Walker and all of the volunteers for their service.

5. Safety Committee Report

In the absence of Mrs. Griffin, the chair of the Safety Committee, Assistant Superintendent Karl Christensen provided a report from the safety committee to the Board summarizing their work during this school year. A copy of the report was included in the Board meeting materials.

C. PUBLIC COMMUNICATION

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

D. CONSENT ITEMS

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

1.1. Approval of Minutes

1.2. Approval to Cancel the July 5, 2011 Regularly Scheduled Meeting of the Board of Education

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. *Pulled from the agenda.*

3.1. Award of Bid for Furniture and Equipment Moving and Storage at Various Sites, GMP Contract

3.2. Approval of Builder's Risk Insurance for Capital Improvement Program

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

5.1. Personnel, Regular

5.2. Approval of New Job Description for Moderate-Severe Specialized Academic Instructor (Grades K-8)

5.3. Ratification of Employer-Employee Tentative Agreement with Santee Teachers Association

5.4. Adoption of Resolution #1011-31 Declaring May 31, 2011 as World No Tobacco Day in Santee School District

It was moved and seconded to approve Consent Items.

Motion: *El-Hajj*

Second: *Burns*

Vote: *5-0*

E. DISCUSSION AND/OR ACTION ITEMS

President Ryan invited comments from the public on any item listed under Discussion and/or Action.

1.1. Equity in School Lunch Pricing

Cathy Abel, Director of Child Nutrition Services (CNS), reported that new legislation is being enacted for equity in school lunch prices. The legislation mandates that school districts charge the same price for a paid lunch that they are reimbursed for. The District currently receives reimbursement of \$2.72 for a free meal and charges \$2.25 for a full price meal; a difference of \$.26. There is a waiver for this if you can

show enough funding from other sources other than the Federal government reimbursement. A chart was shared showing adequate other sources CNS receives in revenue, such as afterschool snacks, lunch snack sales. Mrs. Abel does not want to increase the cost for full price meals at this time. However, the following year more legislation may require consideration to raise prices. Serving sizes for fruits and vegetables are being doubled which will increase the cost to CNS and she may need to consider an increase at that time, probably only by \$.25. Mrs. Abel said the breakfast program is growing incredibly and at this time the schools are serving over 800 breakfasts daily.

2.1. Approval of Declaration of Need for Fully Qualified Educators

Minnie Malin presented the required declaration of need for fully qualified educators. She reported that by submitting an annual declaration that a diligent search has been made to recruit a fully prepared teacher for the assignment and that if a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority requirements stated in the declaration. Member Burns moved to approve the declaration of need.

Motion: Burns Second: Fox Vote: 5-0

3.1. 2011-12 Proposed Instructional Schedules

Kristin Baranski presented the site instructional schedules submitted by Principals with no changes in instructional minutes for 2011-12. However, when checking the calculations, Mrs. Baranski found several errors that were corrected by making adjustments in the daily minutes.

Member Burns said he would not support this item because he believes that consistent starting and ending times would provide a positive fiscal impact in our district. We could recoup costs if we aligned our bell schedules. Member El-Hajj moved to approve the 2011-12 proposed Instructional Schedules.

Motion: El-Hajj Second: Bartholomew Vote: 4-1 (Burns no)

3.2. 2011-12 School Schedules

Kristin Baranski presented the proposed 2011-12 school schedules which are the same as this year. Parents will be notified of the school schedules before the end of this school year.

Member Burns will not support this because of the later start for Kindergarten at PRIDE Academy. He believes that with one of the lowest populations, this is not the way to increase enrollment. Not providing full day kindergarten is a big issue for him because he believes it is better for students beginning their education. Member El-Hajj moved to approve the 2011-12 school schedules.

Motion: El-Hajj Second: Bartholomew Vote: 4-1 (Burns no)

H. BOARD COMMUNICATION

Dr. Shaw shared that Carlton Hills' teachers Candy Stotz and Karen McCurdy have received an NEA grant of \$5,000. Mrs. Stotz has been able to generate a total of \$15,000 for Carlton Hills School. Dr. Shaw reported an 8th grade Pepper Drive student was hit by a car this morning. The student was not injured.

Karl Christensen reported on AB 165, an attempt to codify the settlement provision of the ACLU lawsuit regarding illegal fees being charged by schools. ACSA reported that AB 165 as written, expands the scope to include other entities. There are also provisions requiring districts to hold public hearings to determine if illegal fees have been charged. ACSA is opposing this bill and requesting letters opposing this assembly bill as written.

Minnie Malin reported SB 931 is being carried by Juan Vargas and if it became law would prohibit public entities from using public money to seek legal counsel when it comes to matters of collective bargaining. The bill has vague language and puts districts in a position to have to disclose confidential communication. It would also the limit the spending power of publically elected school boards. ACSA requests districts oppose SB 931.

Board members requested to have opposition letters for both AB 165 and SB 931 sent via ACSA Advocacy online.

Member Burns said he has observed that some of the Board's five-year old laptops have begun to have some problems. The Board saved some of their budgeted operating budget this year by not attending

CSBA. He would like the Board to consider using some of these dollars to upgrade and possibly consider a Tablet computer. He believes a Tablet, such as an IPAD may be a better option because with the laptop screens it sometimes appears the Board is looking at their screens instead of the audience. Dr. Shaw will have a discussion with the Director of Information Technology about what may be the best option for an upgrade and the lifespan of a new device. Board members would like any laptops that would be replaced to go to classrooms for students. The Board discussed consideration of holding their carryover so that a decision does not need to be made immediately, before the fiscal year ends. Dr. Shaw will investigate the next steps.

President Ryan said the Board representatives will be meeting with the City representatives for a meeting of the City/Board Joint Committee. This rescheduled meeting will have the same agenda.

The District has reserved eight seats for the retirement event for Warren Savage, Executive Director of the Chamber. Linda will put together a token brick to present to Warren showing that a brick will be placed in each school's legacy paver path in his honor.

Board members congratulated administration for being among districts with the most improved percentage of oral health assessments in San Diego County.

President Ryan shared information received about business sponsorship opportunities. Linda will distribute copies to Board members.

President Ryan distributed a copy of AB 3632, which is part of the May revise. It is not good for education and we need to do an assessment since the money will be coming directly to the school districts. If you have a high Medi-Cal population you would want to contract with the County to provide mental health services. Districts will be responsible for residential care. An assessment should be done to determine the Medi-Cal and non Medi-Cal percentages in our district and if it would be cheaper to contract with a provider. She believes it may pass so we should be prepared. The May revise says the AB 3632 money will go directly to districts. The mandate is on the district, not on the county.

President Ryan attended the delegate assembly, and in response to the issues of CSBA last year, and attempting to be more transparent, have asked board members what they think about leadership development, new school board member training, and technology. Webinars may be in the future for leadership training. A new executive director has been hired and CSBA is trying to resolve some of the issues that occurred in the past.

I. CLOSED SESSION

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

1. **Conference with Labor Negotiator** (Govt. Code § 54956.8)
Agency Negotiator: Karl Christensen, Assistant Superintendent
Employee Organizations: Santee Teachers Association
Classified School Employees Association
2. **Conference with Legal Counsel-Potential Litigation**
Initiation of litigation pursuant to subdivision (c) of Government Code Section 54956.9 (One potential case)
3. **Public Employee Performance Evaluation** (Govt. Code § 54957)
Superintendent
Assistant Superintendent, Business Services

The Board entered closed session at 8:25 p.m.

J. RECONVENE TO PUBLIC SESSION

The Board reconvened to public session at 10:20 p.m. No action was reported.

K. ADJOURNMENT

The May 17, 2011 regular meeting adjourned at 10:20 p.m.

Consent Item E.2.1. Approval/Ratification of Travel Requests
Prepared by Karl Christensen
June 7, 2011

BACKGROUND:

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

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

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

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

RECOMMENDATION:

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

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The estimated travel expenses are \$3,881, as disclosed on the following page.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item E.2.1.
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Board Travel Report - May 17, 2011									
Travel Dates	Attendees	Site or Dept	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Overnight, Out-of-State, Air Travel	
Friday, 05/20/11	Kera Harkins	Ed Services	Professional Growth Day for Certificated and Classified Library Media Educators	SDCOE	\$0	\$46	Prof Dvlpmnt Blk Grant		
Tuesday, 06/14/11	Anne Coman Larissa Evans Marian Rshap	Carlton Hills Carlton Hills Carlton Hills	Effective Neurological Management of Sensory Processing Disorder	San Diego	\$0 \$0 \$0	\$179 \$179 \$179		This workshop will provide attendees with skills to understand neurological disorders and how to discern which patients have SPD only.	
Sun-Wed, 06/26/11 - 06/29/11	Laura Spencer	Ed Services	ISTE 2011	Philadelphia	\$0	\$491	Prof Dvlpmnt Blk Grant	Ms. Spencer has been requested to present information to attendees on instructional Technology initiatives. Ms. Spencer also hopes to gain new knowledge relating to instructional technology to bring back to Santee teachers.	
Wednesday, 07/27/11	Christina Becker	Maint/Opers	State Allocation Board Meeting	Sacramento	\$0	\$110	Facilities/Modernization	Ms. Becker will attempting to secure joint use modernization grant funding on behalf of Santee School District.	
Sun-Thurs, 08/07/11 - 08/11/11	Meredith Riffel	Ed Services	Office of Safe and Drug Free Schools National Conference	National Harbor Maryland	\$0	\$2,697	Santee CARES	Participation in the national conference is a grant requirement.	

Consent Item E.2.2. Approval/Ratification of Revolving Cash Report
Prepared by Karl Christensen
June 7, 2011

BACKGROUND:

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

RECOMMENDATION:

Administration recommends approval of checks #22184 through #22185 on the \$15,000 Revolving Cash Account.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The fiscal impact is \$264.00 as disclosed on the following report.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item E.2.2.
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SANTEE SCHOOL DISTRICT
REVOLVING CASH REPORT- \$15,000

Date	Number	Name	Memo	Amount
05/17/11	22184	TOBY'S CANDLE COMPANY	FIELD TRIP FOR 4TH GRADE- PEPPER DRIVE	164.00
05/20/11	22185	VON'S	LORENE FOSTER CHILDREN'S FUND	100.00
Total Checks Written				\$264.00
Total to be Reimbursed				\$264.00

Consent Item E.2.3 Acceptance of Donations
 Prepared by Karl Christensen
 June 7, 2011

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 Construction and Installation of a Grass Field	\$2,000.00	Barona Band of Mission Indians	Cajon Park School
Funds to Purchase the FIRST Lego League Robotics Club	\$1,000.00	SAIC	Cajon Park School
Funds to Support the Instructional Program and to Supplement Classroom Supplies	\$75.70	General Mills Box Top for Education	PRIDE Academy at Prospect Avenue School
	\$200.00	Bebo Foods, LLC dba Fox's Pizza Den	
Craft Supplies (boxes, paper, ribbon, bags, wire, organza, cellophane wrap, etc.)	\$1,654.00	Commonwealth Packaging Company	Project SAFE – Districtwide
Funds to Support the Recognition of Employees:		Mission Federal Credit Union	Districtwide
Salute to Excellence Event	\$200.00		
Classified Employees' Luncheon	\$1,200.00		
TOTAL DONATIONS RECEIVED	\$6,329.70		

RECOMMENDATION:

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

This recommendation supports the following District goals:

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

FISCAL IMPACT:

The donations above are valued at \$6,329.70.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item E.2.3.
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Consent Item E.2.4.
Prepared by Karl Christensen
June 7, 2011

Renewal of Bond Counsel Agreement with
Bowie, Arneson, Wiles & Giannone

BACKGROUND:

On June 6, 2006, the District entered into a Bond Counsel Retention Agreement with the law firm of Bowie, Arneson, Wiles & Giannone. This agreement expires after five (5) years. Administration recommends renewing the Agreement with Bowie, Arneson, Wiles & Giannone to serve as Bond Counsel for future bond and bond anticipation note transactions.

RECOMMENDATION:

It is recommended that the Board of Education approve the agreement with Bowie, Arneson, Wiles & Giannone to renew bond counsel services for future bond and bond anticipation note sales for a period of five (5) years.

This recommendation supports the following District goal:

- Provide facilities that optimize the learning environment for all students.

FISCAL IMPACT:

Cost varies with the size of issue. Costs could range from \$28,000 to \$50,250 and would be paid from bond proceeds.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item E.2.4.
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**BOND COUNSEL RETENTION AGREEMENT BETWEEN
BOWIE, ARNESON, WILES & GIANNONE AND
SANTEE SCHOOL DISTRICT**

(General Obligation Bond Counsel Services –
Renewal of Bond Counsel Services Agreement)

THIS AGREEMENT (“Agreement”) is made and entered into this 8th day of June, 2011, by and between the **SANTEE SCHOOL DISTRICT**, a public school district organized and existing under the laws of the State of California hereinafter referred to as “District,” and **BOWIE, ARNESON, WILES & GIANNONE**, Attorneys at Law, whose offices are situated at 4920 Campus Drive, Newport Beach, hereinafter referred to as “Attorneys.”

W I T N E S S E T H :

WHEREAS, the District has previously undertaken to authorize the issuance and sale of general obligation bonds to finance the acquisition and improvement of real property and various other capital projects in accordance with Part 10 of Division 1 of Title 1, Section 15100 *et seq.* of the Education Code of California, pursuant to the provisions of the “Safer Schools, Smaller Classes and Financial Accountability Act” as adopted by the voters of the State of California on November 7, 2000 and related California law (also known as “Proposition 39”), and Articles XIII and XIII B of the State of California (collectively the, “Law”), which authorization was approved by the voters within the District on November 7, 2006 (designated as “Proposition R”)(“Bond Authorization”); and

WHEREAS, District may in the future determine to seek authorization for further issuance of general obligation bonds pursuant to the provisions of the Law, to finance the acquisition and improvement of real property and various other capital projects to be identified by the District, which may include proceedings under the provisions of Proposition 39 (which may, or may not, involve the formation of a School Facilities Improvement District pursuant to Education Code Sections 15300 *et seq.*) (“Future Bond Authorizations”, and, collectively with the Bond Authorization, “Bond Proceedings”); and

WHEREAS, this Agreement shall be effective for the issuance of general obligation bonds (“Bonds”) authorized by the District pursuant to the Bond Proceedings; and

WHEREAS, the District has previously retained the services of Attorneys to act as bond counsel (“Bond Counsel”) to the District for issuance and sale of general obligation bonds pursuant to the Bond Proceedings and provide the services specified herein related to the authorization and issuance of such Bonds; and

WHEREAS, the parties hereto desire to renew the Bond Counsel services agreement upon the terms and conditions set forth herein; and

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE PROMISES, COVENANTS AND CONDITIONS SET FORTH HEREIN, THE PARTIES HERETO DO MUTUALLY AGREE AS FOLLOWS:

1. District hereby renews its retention of Attorneys as Bond Counsel, upon the terms and conditions set forth herein, in connection with District proceedings to authorize and finance the acquisition or improvement of real property through the issuance of and sale of Bonds based on *ad valorem* property taxation, hereinafter referred to as “General Obligation Bond Services.” Attorneys accept such renewal of such retention and agree to provide such General Obligation Bond Services to the District and to represent the District and its officers and employees in their capacities as such throughout the proceedings for the sale and issuance of the Bonds.

2. In providing General Obligation Bond Services, Attorneys shall:

- a. Consult with appropriate representatives of the District and its counsel, if applicable, and with its financing consultant(s) or underwriter(s) and other special consultants to the District concerning the authorization, sale and issuance of the Bonds including the terms and structure, and other questions of California law, federal tax law, federal securities law and general public finance law as such affect the authorization, sale and issuance of the Bonds;
- b. Prepare, or assist in preparing, a calendar of events setting forth the actions required the authorization, sale and issuance of the Bonds.
- c. Consult with architects and engineers on issues concerning the legality of the Project or of particular features of the Project in relation to the sale of the Bonds if needed;
- d. Assist the District to obtain any governmental approvals necessary as a condition precedent to the sale of the Bonds or jurisdiction to undertake same, including review of any environmental impact studies, reports or other proceedings; if any, as they relate to the sale of the Bonds;
- e. Prepare or review, for the purpose of determining legal sufficiency, all documents of a legal nature including, but not limited to, notices, affidavits, certificates, orders, ordinances, contracts required for the District or its officers to issue the Bonds by a competitive bid process or negotiated sale of the Bonds;
- f. Review the Official Statement describing the Bonds prepared by the financial consultant to the District or underwriter, including related consultation, but excluding drafting or preparation of content and excluding the provision of any opinion(s) as to areas of such Official Statement outside of Attorneys areas of practice or expertise;

- g. Assist with securing investment ratings for the Bonds as requested by the District;
- h. As a nationally recognized Bond Counsel, prepare and issue a legal opinion approving the legality of the proceedings relating to the sale of the Bonds, including an opinion on the tax-exempt status of interest on Bonds, which is required for the sale of the Bonds by the District;
- i. Review any municipal bond insurance arrangements to be entered by District into in connection with the sale of the Bonds;
- j. Review, advise, and assist the District with the negotiation, preparation and formation of a bond purchase agreement between the District and the underwriter in connection with a negotiated sale of Bonds or assist and prepare documents in connection with a competitively bid bond sale of the Bonds by the District;
- k. Provide advice as to the form and content of the Bonds and examine the proofs of Bonds, prepare the final closing papers required to effect delivery of Bonds and organize and attend the bond closing;
- l. Perform other services associated with the legality of the sale of the Bonds when such services are requested by an official, including, but not limited to, appearances before the District's governing board at a reasonable number of public meetings, participation in a reasonable volume of meetings and consultations regarding the Project and delivery of written legal advice concerning particular aspects of the legality of the Project; and
- m. Such other General Obligation Bond Services as may be directly incidental to the foregoing.

3. For all General Obligation Bond Services rendered by Attorneys in connection with the sale of each separate series of the Bonds, Attorneys shall receive a fee of:

- a. One percent (0.01) of the principal amount of the first \$1.5 million or any portion thereof of the Bonds issued and delivered;
- b. One-half of one percent (0.005) of the principal amount of the next \$4.5 million or any portion thereof of the Bonds issued and delivered;
- c. One-quarter of one percent (0.0025) of the principal amount of the next \$2.5 million or any portion thereof of the Bonds issued and delivered;
- d. One-tenth of one percent (0.001) of the principal amount of the next \$7.0 million or any portion thereof of the Bonds issued and delivered; and

- e. Out-of-pocket expenses in an amount not to exceed \$3,000.00.

“Out-of-pocket expenses” for which Attorneys would be reimbursed include, but are not limited to, reproduction of documents, courier service, facsimile transmission charges, overnight mail services, long distance telephone charges, travel expenses, computer-assisted legal research, printing and postal service charges, and other actual and necessary expenses incurred in the course of providing General Obligation Bond Services. Any out-of-pocket expenses in excess of \$3,000 shall be approved by the District in writing. District agrees that Attorneys may invoice the District for a flat rate of \$3,000 for each issuance of Bonds as full settlement of such expenses.

Except as herein provided, all fees, costs and other compensation owing Attorneys for General Obligation Bond Services shall be contingent upon the issuance and delivery of the Bonds or shall be payable solely from the proceeds of the sale thereof, and shall not be owing in the event such proceedings are initiated and abandoned or otherwise not completed.

4. The services described by Paragraph 3 above shall not include representation by Attorneys in any legal action to validate the financing program or the transactions contemplated by this Agreement; any legal action to condemn or acquire any property or easement; or any work related to construction contracts or related lease-lease/purchase transactions in connection with the facilities to be funded from proceeds of the Bonds. The following services are specifically not included within the scope of services described in Section 3 and if required to be performed by Attorneys, shall be compensated at the hourly rates designated on Exhibit “A” plus out of pocket expenses, in addition to the compensation described in Section 7. The payment of such additional amounts shall be contingent upon the execution and delivery of the Bonds, payable from the proceeds thereof:

- a. Travel out of San Diego, Orange and Los Angeles Counties;
- b. Review of, and work involved with, any guaranteed investment contract or other investment vehicles for the proceeds of the Bonds;
- c. Special legal research regarding Proposition 218 and its impact on the financing;
- d. Special research concerning the application of federal Circular 230 as applied to the transaction or to the Bonds;
- e. Work performed by Attorneys on any validation action in connection with the authorization, issuance or sale of any series of the Bonds;
- f. Civil actions to challenge a bond election, or recount efforts;
- g. Services relating to on-going continuing disclosure issues or matters relating to the District or any series of the Bonds not directly connected to the issuance of a series of the Bonds;

- h. Provision of any opinion(s) in Attorney's capacity as counsel to the School District (other than as Bond Counsel) or any other party;
- i. Post-issuance continuing disclosure matters;
- j. Work related to the issuance of the Bonds, or any series thereof, as "Qualified School Construction Bonds" or "Build America Bonds" under the provisions of the American Reinvestment and Recovery Act of 2009, or similar federal legislation which may in the future authorize similar types of securities;
- k. Post-issuance reviews of the Bonds by outside parties, including, without limitation, the Internal Revenue Service, the State of California or the County of San Diego;
- l. Matters relating to a private-placement sale of the Bonds, including, but not limited to, tax research issues, special legal or financial consultant services or related matters;
- m. Work required for the preparation, filing, or support of documentation required in order to form a School Facilities Improvement District, such as boundary map/legal description preparation, County filings, State filings, and related and similar work.

The following services are specifically not included within the scope of services described in Section 3 and if required to be performed by Attorneys, shall be compensated at the hourly rates designated on Exhibit "A" plus out of pocket expenses:

- a. Services provided to the District on behalf of, or for, any citizen's oversight committee which may be formed by the District pursuant to Education Code Sections 15278 *et seq.*, or otherwise, as the result of a successful future general obligation bond election conducted pursuant to the Law. Pursuant to the provisions of Education Code Section 15280(a), services provided pursuant to this paragraph may not be paid from the proceeds of the Bonds for any citizen's oversight committee formed by the District pursuant to Education Code Sections 15278 *et seq.*

5. It is understood and agreed that in the performance of services hereunder, Attorneys are and shall be deemed to be acting as independent contractors of District, and not as officers, employees or agents thereof, and shall secure the payment of compensation for themselves and their employees in accordance with the provisions of the Labor Code Section 3700.

6. This Agreement constitutes a renewal of the prior Bond Counsel services agreement between the District and Attorneys and shall supersede such prior agreement upon the execution hereof by both of the parties hereto. The term of this Agreement shall commence on the day, month and year first above written, and shall continue thereafter until terminated in the

manner provided by this paragraph or by operation of law. This Agreement may be terminated by either Attorneys or District 30 calendar days following the date of service of written notice of termination by the terminating party upon the non-terminating party. Notwithstanding the other provisions of this paragraph relating to termination, upon expiration of five (5) years from the date of execution, this Agreement shall automatically terminate and renewal hereof shall require execution of a new agreement.

7. Notwithstanding any contrary provision herein, if the Agreement is terminated by the District, Attorneys shall be compensated for all General Obligation Bond Services rendered up until the time of termination, including services which are incomplete at the time the Agreement is terminated, at the hourly rates for Attorneys set forth in Exhibit "A" and all out-of-pocket expenses. In addition, if this Agreement is terminated prior to the successful issuance and sale of the series of Bonds next occurring after the date of this Agreement, Attorneys shall be entitled to a "Severance Fee" of \$8,000 in addition to any amounts owing to Attorneys under the prior sentence of this Section 7. The parties expressly agree that such Severance Fee is a fair and reasonable compensation for services of Attorneys. After completion of the issuance and sale of such next occurring series of Bonds (and compensation of Attorneys under the provisions of this Agreement), the foregoing sentences referring to the Severance Fee shall be of no further force or effect.

8. Notwithstanding any provision to the contrary, a termination of this Agreement by the Attorneys will apply only to General Obligation Bond Services which were not initiated prior to the service of the notice of termination. In the event the Attorneys terminate this Agreement before service of the notice of termination, Attorneys shall not receive compensation for any services rendered or costs incurred in the provisions of General Obligation Bond Services.

9. All notices, letters and other communications authorized or required by this Agreement shall be deemed transmitted, served and effective for all purposes on the date they are reduced to writing, deposited in the United States mail, postage prepaid, and addressed as follows:

- a. **To Attorneys:**
Bowie, Arneson, Wiles & Giannone
4920 Campus Drive
Newport Beach, CA 92660
Attn: Managing Partner

- b. **To District and its officers:**
Superintendent
Santee School District
9625 Cuyamaca Street
Santee, California 92071

10. District agrees that in the event District is merged or consolidated with another public agency, such successor agency shall assume all obligation for payment of the outstanding unpaid principal amount of all General Obligation Bond Services and associated expenses owed Attorneys under this Agreement.

11. This Agreement is not assignable by Attorneys without the prior written consent of the District.

12. No addition to, or modification of, any provision contained in this Agreement shall be effective unless fully set forth in writing signed by the authorized representative of both of the parties hereto.

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158550.2

Exhibit "A"

HOURLY RATE SCHEDULE
BOWIE, ARNESON, WILES & GIANNONE

	<u>Hourly Rate*</u>
Partners	\$242
Senior Associates	\$210
Associates	\$205
Paralegals	\$ 79
Law Clerks	\$125

* Subject to annual increase not to exceed 3% commencing July 1, 2012.

Consent Item E.2.5.
Prepared by Karl Christensen
June 7, 2011

Adoption of Resolution #1011-32 to Establish
Temporary Interfund Transfers

BACKGROUND:

At certain times of the year, because of the State’s reliance on apportionment deferrals and other timing circumstances, it becomes necessary for some funds to temporarily borrow monies from other funds to pay bills. These temporary loans are known as “Due To/Due From” accounts. These account transfers must conform with Education Code Section 42603 which states “The governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations.” In order to comply with adopted procedures by the San Diego County Office of Education, the Santee School District Board of Education must annually adopt a resolution to allow for Temporary Interfund Transfers of Special or Restricted Funds. This resolution approves all such transfers as needed to close the books for fiscal year 2010-11 and incorporates any transfers needed for the 2011-12 fiscal year.

RECOMMENDATION:

It is recommended that the Board of Education adopt Resolution #1011-32, “Resolution to Establish Temporary Interfund Transfers of Special or Restricted Fund Moneys” (Due To/Due From), as required for the 2010-11 year-end closing process and 2011-12 fiscal year.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

Resolution #1011-32 will allow temporary interfund transfers of special or restricted fund moneys (due to/due from) as required for the 2010-11 year-end closing process and 2011-12 fiscal year. This resolution approves all such transfers as needed to close the books for fiscal year 2010-11 and incorporates any transfers needed for the 2011-12 fiscal year. The anticipated fiscal amount of the transfers is not to exceed \$5,000,000.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item E.2.5.
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SANTEE SCHOOL DISTRICT)
)
Resolution to Establish Temporary)
Interfund Transfers of Special or)
Restricted Fund Moneys (Due To/)
Due From Accounts))
)
Resolution #1011-32)

On Motion of Member _____, seconded by Member _____, the following resolution is hereby adopted:

WHEREAS, the Governing Board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code Section 42603, and

WHEREAS, the transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account, and

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final one hundred twenty (120) calendar days of a fiscal year,

THEREFORE, BE IT RESOLVED that the Board of Education of the Santee School District in accordance with the provisions of the Education Code Section 42603 adopts the following authorization for fiscal year 2011-12 to temporarily transfer funds not to exceed \$5,000,000 between the following funds provided that all transfers are approved by the Superintendent or designee:

- General Fund (03/06)
- Child Development (12)
- Cafeteria (13)
- Deferred Maintenance (14)
- Special Reserve (17)
- Other Building Fund (21)
- Capital Facilities (25)
- State School Building (30)

BACKGROUND:

Each year the District offers to parents a medical insurance plan for students. This plan is voluntary and is generally used by parents who do not have insurance plans that cover their children.

RECOMMENDATION:

Administration recommends approval of offering student accident insurance for the 2011-12 school year, available from Guarantee Trust Life Insurance Company through Pacific Educators, Inc. Insurance Services. The premiums listed below have not changed from last year's premiums.

RATE SCHEDULE

	Standard Benefit Option	High Benefit Option
School Time Coverage	\$10.00	\$23.00
24-Hour Coverage	\$70.00	\$150.00

Administration also recommends that Pacific Educators, Inc. serve as the servicing broker. This broker handles all claims and referrals from parents of students who are involved in injuries.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The District does not pay any of the premiums for this coverage.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item E.2.6.
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Consent Item E.2.7.
Prepared by Karl Christensen
June 7, 2011

Approval of Agreements with the San Diego County
Office of Education Fringe Benefits Consortium (FBC)
to Administer Two (2) Retirement Incentive Programs
for the 2010-11 School Year

BACKGROUND:

This year, the District offered two retirement incentive programs as follows:

- 1) 25% of 2010-11 base salary for certificated non-management employees who are 55 years of age or older with at least 20 years of service to the District as of June 30, 2011 paid as a one-time lump sum payment into a 403(b) account of the retiree's choosing;
- 2) Equivalent of cost of STRS 2 year service credit as of June 30, 2010 to certificated management employees who are at least 55 years of age or older with at least 30 years of service to the District as of June 30, 2011 paid in 2 installments into a 403(b) account of the retiree's choosing

There are 4 employees that provided irrevocable notice to receive the first incentive and 1 employee that provided irrevocable notice to receive the second incentive. To ensure compliance with IRS and ERISA (Employee Retirement Income Security Act) requirements, Administration recommends contracting with the San Diego County Office of Education Fringe Benefit Consortium to administer these programs. The FBC would be paid a 1% fee for these services.

RECOMMENDATION:

It is recommended that the Board of Education approve agreements with the San Diego County Office of Education Fringe Benefits Consortium to Administer Two (2) 403(b) Lump Sum Retirement Incentive Programs for the 2010-11 school year.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

Financial results for the two retirement incentive programs are as follows:

- 1) Certificated Non-Management
 - a. Cost of incentive = \$84,381
 - b. FBC Fee = \$844
 - c. 1st Year Estimated Savings = \$28,745 (assumes replacement)
 - d. 2nd Year Estimated Savings = \$120,187 (assumes replacement)

- 2) Certificated Management
 - a. Cost of incentive = \$68,661
 - b. FBC Fee = \$687
 - c. 1st Year Estimated Net Cost = \$48,340 or less depending on reconfiguration of school administration district-wide
 - d. 2nd Year Estimated Savings = \$9,917 or more depending on reconfiguration of school administration district-wide

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item E.2.7.
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Consent Item E.3.1.
Prepared by Karl Christensen
June 7, 2011

Approval of Kinder Play Structure Purchase
and Installation at Hill Creek School

BACKGROUND:

Hill Creek School is scheduled for a much needed Kindergarten Play Structure that ties into the master plan of PRIDE Academy at Hill Creek's modernization Capital Improvement Program (CIP). Santee School District has worked with Dave Bang Associates, Inc. for many years and this company has supplied the planned CIP play structures to most of our other school sites via piggyback bid awards.

RECOMMENDATION:

It is recommended that the Board of Education approve using Dave Bang Associates, Inc. to purchase the play equipment for Hill Creek School by utilizing piggyback bid #09-01, with the Colton Joint USD Piggyback Bid Discount. The equipment costs are \$31,902.60, with wood fiber costs of \$7,547.30, and installation costs of \$14,898.00.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The fiscal impact totals \$54,347.90 and will be funded from CIP proceeds.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda E.3.1.
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Consent Item E.4.1.

Approval of Extended Field Trip for Carlton Hills 7-8 Grade Students to H&M Landing in San Diego

Prepared by Kristin Baranski
June 7, 2011

BACKGROUND:

Mr. Chris Stanley, junior high teacher at Carlton Hills School, requests Board approval to take approximately 50 seventh and eighth grade students on an extended field trip to H&M Landing in San Diego, California, on June 15, 2011. The trip will begin at 11:00 a.m. at Carlton Hills School. This fishing trip is a reward field trip for seventh and eighth grade honor roll students and an end of year activity. Students will travel by district bus, returning to school at approximately 7:00 p.m.

The extended travel request form is attached for review.

RECOMMENDATION:

Administration recommends approval of the extended field trips to H&M Landing in San Diego, California.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The \$12.00 cost of the trip to H&M Landing will be paid for by student donations and is supported by the "Friends of Rollo". ASB will provide funds for financial hardships.

STUDENT ACHIEVEMENT IMPACT:

The trip to H&M Landing is an incentive for students to maintain good scholarship and citizenship grades.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.4.1.

SANTEE SCHOOL DISTRICT

EXTENDED FIELD TRIP REQUEST FORM

SCHOOL SITE(S): Carlton Hills School

DATE: April 28, 2011

TEACHER(S): Chris Stanley-teacher in charge

GRADE(S): 7/8

The sponsor of the organization desiring to take an extended trip will insure that the following requirements/stipulations are met and are presented to the principal in a timely manner:

DESTINATION OF TRIP: H&M Landing, San Diego, CA

Itinerary: Leave school at 11:00 a.m., arrive at H&M Landing by 11:30 p.m. Depart for return trip to school at 6:30 p.m., with an expected arrival to school by 7:00 p.m.

Educational Objectives of the Trip: Honor Roll reward fishing trip for Junior High. Also supported by "Friends of Rollo".

Specific Dates: June 15, 2011

Mode of Travel: District Bus

Number of Student Participants: Approx. 50

Cost Per Student: Approx. \$12.00

Insurance Coverage: District

Supervision: Junior High Teachers

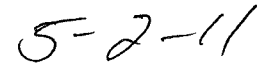
Number of Substitute Days Required: None

Money will be Raised or Provided to Cover Costs by: Student donations/ASB

Provisions for Financial Hardship Cases: ASB



Principal Approval



Date

Director II, Educational Services

Board Approval Date

Consent Item E.4.2.

Acceptance of NEA Student Achievement Grant Award

Prepared by Kristin Baranski
June 7, 2011

BACKGROUND:

Candy Stotz and Karin McCurdy, teachers at Carlton Hills School, were recently awarded \$4,500 by the NEA Foundation, an independent, public charity supported by contributions from educators, corporate sponsors, and other contributors.

Mrs. Stotz and Mrs. McCurdy wrote a student achievement grant to enhance reading and mathematics instruction through technology designed for differentiation and individualized instruction. These two teacher awardees were among only 41 nationally awarded grants by the NEA Foundation.

RECOMMENDATION:

Administration recommends the Board of Education approve the NEA grant award for Carlton Hills School.

This recommendation supports the following District goals:

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

FISCAL IMPACT:

The grant award of \$4,500 will financially support the increased availability of technology in the primary classrooms at Carlton Hills School.

STUDENT ACHIEVEMENT IMPACT:

Differentiated and individualized instruction highlighted in the grant support student achievement outcomes for Carlton Hills School.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.4.2.

Consent Item E.5.2. Approval of Shared Classroom Teaching Assignments for 2011-12
 Prepared by Minnie Malin
 June 7, 2011

BACKGROUND:

The following persons request shared classroom teaching assignments for the 2011-12 school year pursuant to Article XIV, of the Successor Agreement between Santee School District and Santee Teachers Association:

<u>Employees</u>	<u>School Site</u>
Trisha Best/Marlana Sanders 4 days/1 days	Chet F. Harritt
Lori Powell/ Alison Azzarella	Cajon Park
Megan Krug/Teresa Kulas	Cajon Park
Jaimie Jones/Kelly Snyder	PRIDE Academy
Shawna Rosa/Sandra Coe	PRIDE Academy
Jennie Chonka/Katy Pohle	Pepper Drive
Chasity Forster/Lori Harris	Pepper Drive
Joley Dones/Kelley Riddlespurger	Pepper Drive
Susan Larson/Erica Edmonston	Pepper Drive
Wendy Dunnigan/Michelle Meyer	Pepper Drive
Cindy Anderson/no partner	Pepper Drive

RECOMMENDATION:

Administration recommends approval of requested shared classroom teaching assignments for the 2011-12 school year.

This recommendation supports the following district goal:

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

FISCAL IMPACT:

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

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.5.2.

Consent Item E.5.3. Approval of Reduced Workload Agreement
Prepared by Minnie Malin
June 7, 2011

BACKGROUND:

Part-time certificated employment with full STRS retirement credit requires Board approval per Article XIV, of the Successor Agreement between Santee School District and Santee Teachers Association. The following employee has requested part-time employment with full retirement credit:

Michelle Meyer 50% Shared Teaching Contract Pepper Drive

RECOMMENDATION:

Administration recommends approval of part-time certificated employment and participation in the STRS Reduced Workload Program per Education Code Section 44922 for Michelle Meyer, for the 2011-12 school year.

This recommendation supports the following district goal:

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

FISCAL IMPACT:

The STRS Reduced Workload Program allows an employee to work half time and earn a full year's service credit. This program requires the employee and the District to make a STRS contribution equivalent of a full year's service. Estimated annual cost to the District for this employee to participate in this program will be \$4,000.

STUDENT ACHIEVEMENT IMPACT:

Student achievement is not impacted as a result of the reduced workload program.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.5.3.

BACKGROUND:

Due to modernization at three (3) school sites and year-end promotion set up required at all school sites; it will be necessary for additional assistance with moving of furniture, equipment, and materials for classrooms. Modernization will also impact the district warehouse as a result of surplus materials, equipment, salvaging, and recycling; and will affect the technology department when moving and installing computer equipment. The goal is to complete this work by September 7, 2011.

In addition, temporary instructional assistance in a special education classroom with emotional disturbed students has become a recent concern with the arrival of a new student. During the IEP meeting, it was determined that the student requires 1:1 assistance for the remainder of the 2010-11 school year and to assess whether 1:1 assistance will be required for the 2011-12 school year.

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

RECOMMENDATION:

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

- Five (5) 8-hour mover positions to be used as needed from June 20, 2011 through June 24, 2011.
- Three (3) 8-hour mover positions to be used as needed from June 22, 2011 through September 2, 2011.
- One (1) 8-hour warehouse position to be used as needed from June 8, 2011 through September 7, 2011.
- Three (3) 8-hour technology positions to be used as needed from June 8, 2011 through September 7, 2011.
- One (1) 4.25-hour instructional special education position from June 8, 2011 through June 22, 2011.

This recommendation supports the following district goal:

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

FISCAL IMPACT:

The cost to employ all short term positions will be approximately \$14,500 to be paid from the Unrestricted General Fund.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.5.4.

Consent Item E.5.5. Approval to Renew Annual Agreement and Rate Structure with Fagen, Friedman & Fulfrost

Prepared by Minnie Malin
June 7, 2011

BACKGROUND:

Fagen, Friedman & Fulfrost has provided Santee School District with excellent legal and consultant services related to general personnel and legal services with regard to labor relations and collective bargaining issues and litigation since receiving Board approval on January 20, 2009. Other services include but not limited to: legal response to complaints and grievances; issues pertaining to interpretation of the Education and Government Codes and Federal statues; and interpret proposed and adopted legislation.

At this time, the law firm has provided notification to implement a new rate structure effective July 1, 2011. This structure was based on maintaining the lowest possible industry rates while providing the highest level of legal expertise and service.

RECOMMENDATION:

It is recommended that the Board of Education approve to the new rate structure and annual agreement with Fagen, Friedman & Fulfrost for personnel attorney services.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The annual District adopted budget includes an amount not to exceed \$45,000 to provide attorney services.

STUDENT ACHIEVEMENT IMPACT:

Attorney services provide support to administration when making personnel decisions. This allows administration to make decisions in relation to what is best for all students. A well trained staff can impact student achievement in a positive manner.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.5.5.



AGREEMENT FOR LEGAL SERVICES

This agreement is by and between Santee School District (“Client”) and the law firm of Fagen Friedman & Fulfroest LLP (“Attorney”). In consideration of the promises and the mutual agreements hereinafter contained, Attorney agrees to provide legal services to Client on the terms set forth below effective July 1, 2011:

1. **CONDITIONS.** This Agreement will not take effect, and Attorney will have no obligation to provide legal services, until Client returns a signed copy of this Agreement.
2. **SCOPE OF SERVICES.** Client hires Attorney as its legal representative/counsel with respect to matters Client specifically refers to Attorney. Attorney will provide those legal services reasonably required to represent Client. Attorney will take reasonable steps to keep Client informed of progress and to respond to Client’s inquiries.
3. **CLIENT’S DUTIES.** Client agrees to cooperate with Attorney and to communicate with candor while keeping the Attorney apprised of any information or developments which may come to Client’s attention, to abide by this Agreement, to pay Attorney’s bills on time and to keep Attorney advised of Client’s address and telephone number. Client will assist Attorney in providing information and documents necessary for the representation in the described matter.
4. **LEGAL FEES AND BILLING PRACTICES.** Client agrees to pay by the hour, in minimum units of one tenth (.1) of an hour, at Attorney’s prevailing rates for all time spent on Client’s matter by Attorney’s legal personnel. Current hourly rates are noted in an attached rate schedule.

The rates on this schedule are subject to change on 30 days’ written notice to client. If Client declines to pay any increased rates, Attorney will have the right to withdraw as Attorney for Client. The time charged will include the time Attorney spends on telephone calls relating to Client’s matter, including calls with Client and other parties and attorneys. The legal personnel assigned to Client’s matter may confer among themselves about the matter, as required and appropriate. When they do confer, each person will charge for the time expended, as long as the work done is reasonably necessary and not duplicative. Likewise, if more than one of the legal personnel attends a meeting or other proceeding, each will charge for the time spent.

5. **COSTS AND OTHER CHARGES.** (a) In general, Attorney will incur various costs and expenses in performing legal services under this Agreement. Client agrees to pay for all costs, disbursements and expenses in addition to the hourly fees. The costs and expenses commonly include fees fixed by law or assessed by public agencies, messenger and other delivery fees, postage, photocopying and other reproduction costs, travel costs including parking, mileage, transportation, meals and hotel costs, investigation expenses and consultants' fees and other

similar items. Except for in-office photocopying, facsimile charges and mileage, all costs and expenses will be charged at Firm's cost.

In office Photocopying	\$0.25/page
Facsimile Charges	\$1.00/page
Mileage	IRS Standard Rate
Postage	Actual Cost

(b) Out of town travel. Client agrees to pay transportation, meals, lodging and all other costs of any necessary out-of-town travel by law firm personnel. Client will also be charged the hourly rates for the time legal personnel spend traveling.

(c) Consultants and Investigators. To aid in the representation in Client's matter, it may become necessary to hire consultants or investigators. Client agrees to pay such fees and charges.

6. BILLING STATEMENTS. Attorney will send Client monthly statements for fees and costs incurred. Each statement will be payable within thirty (30) days of its mailing date. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) days past due. Client may request a statement at intervals of less than 30 days. If Client requests a bill, Attorney will provide one within 10 days. The statements shall include the amount, rate, basis of calculation or other method of determination of the fees and costs, which costs will be clearly identified by item and amount.

7. DISCHARGE AND WITHDRAWAL. Client may discharge Attorney at any time. Attorney may withdraw with Client's consent, for good cause or as allowed or required by law upon ten (10) days written notice. Good cause includes Client's breach of this Agreement, refusal to cooperate or to follow Attorney's advice on a material matter or any fact or circumstance that would render Attorney's continuing representation unlawful or unethical. When Attorney's services conclude, all unpaid charges will immediately become due and payable. After services conclude, Attorney will, upon Client's request, deliver Client's file(s) and property in Attorney's possession, whether or not Client has paid for all services. Attorney shall transition all outstanding legal work and services to others as Client shall direct.

8. DISCLAIMER OF GUARANTEE AND ESTIMATES. Nothing in this Agreement and nothing in Attorney's statements to Client will be construed as a promise or guarantee about the outcome of the matter. Attorney makes no such promises or guarantees. Attorney's comments about the outcome of the matter are expressions of opinion only. Actual fees may vary from estimates given.

9. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

10. MODIFICATION BY SUBSEQUENT AGREEMENT. This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them or an oral agreement only to the extent that the parties carry it out.

11. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY. If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

12. MEDIATION CLAUSE. If a dispute arises out of or relating to any aspect of this Agreement between the Client and Attorney, or the breach thereof, and if the dispute cannot be settled through negotiation, Attorney and Client agree to use mediation before resorting to arbitration, litigation, or any other dispute resolution procedure.

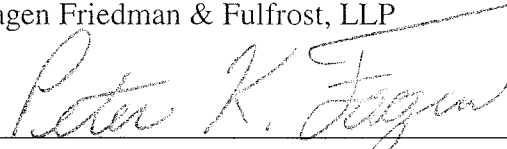
13. EFFECTIVE DATE. This Agreement will govern all legal services performed by Attorney on behalf of Client commencing with the date Attorney first performed services. The date at the beginning of this Agreement is for reference only. Even if this Agreement does not take effect, Client will be obligated to pay Attorney the reasonable value of any services Attorney may have performed for Client.

THE PARTIES HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND AGREE TO THEM AS OF THE DATE ATTORNEY FIRST PROVIDED SERVICES. THE CLIENT SHALL RECEIVE A FULLY EXECUTED DUPLICATE OF THIS AGREEMENT. IN WITNESS WHEREOF, the parties have signed this Agreement for Legal Services.

Santee School District

Fagen Friedman & Fulfroost, LLP

Dr. Patrick Shaw, Superintendent



Peter K. Fagen, Managing Partner

DATE: _____

DATE: 5/10/11



PROFESSIONAL RATE SCHEDULE

Santee School District
(Effective July 1, 2011)

1. HOURLY PROFESSIONAL RATES

Client agrees to pay Attorney by the following standard hourly rate:

Associate	\$ 175 - \$ 190 per hour
Partner	\$ 210 - \$ 230 per hour
Of-Counsel	\$ 215 - \$ 235 per hour
Paralegal/Law Clerk	\$ 110 - \$ 130 per hour
Consultant	\$ 145 - \$ 195 per hour

Travel time shall be charged only from the attorney's nearest office to the destination and shall be prorated if the assigned attorney travels for two or more clients on the same trip. If Client requests a specific attorney, Client agrees to pay for all travel time of that specific attorney in connection with the matter.

2. COSTS AND EXPENSES

In-office Photocopying	\$0.25 per page
Facsimile	\$1.00 per page
Postage	Actual Usage
Mileage	IRS Standard Rate

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.

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Consent Item E.5.6. Approval of Medi-Cal Administrative Activities (MAA)
Agreement with Orange County Department of Education
Prepared by Minnie Malin
June 7, 2011

BACKGROUND:

This support services agreement for the Medi-Cal Administrative Activities (MAA) Program is renewable on an annual basis. The Orange County Department of Education serves as the local education consortium (LEC) agent for the southern region. The District is required to work with a LEC for the MAA program. The term for this agreement is July 1, 2011 through June 30, 2012.

RECOMMENDATION:

Administration recommends the Board of Education approve the agreement with the Orange County Department of Education for MAA program support services.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

A fee is charged equal to 5% per quarterly claim. The District received \$48,964 from 2009-10 MAA program activities and proceeds are still pending for 2010-11 due to switching vendors from Paradigm to Accelify.

STUDENT ACHIEVEMENT IMPACT:

The MAA program revenues will be deposited into the general fund and will be used to support the instructional program as indicated.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.5.6.

DISCUSSION AND/OR ACTION ITEMS Item F.

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

Agenda Item F

BACKGROUND:

The federal Child Nutrition and Women, Infants and Children (WIC) Reauthorization Act of 2004 mandates each district participating in the National School Lunch Program or any program in the Child Nutrition Act of 1966 to adopt a district-wide school wellness policy with specified components by the beginning of the 2006-07 school year.

During the 2005-2006 school year, Santee School District Administration, in collaboration with a Board Advisory Wellness Committee, began the development of a student wellness policy. The result is current Board Policy 5030, adopted by the Board in September 2010, which provides the general guidelines to encourage consistent health messages at school. The implementation of this policy began during the 2006-2007 school year. These guidelines include a Wellness Committee, nutrition education and physical activity goals, nutritional guidelines, and program implementation and evaluation.

Administrative regulations supporting the implementation of this policy were drafted and have continued to be revised by the Wellness Committee. During this revision process, input to the administrative regulations has been provided by site and district administrators, PTA Presidents, ACI, and Wellness Committee members.

The Administrative Regulation provides nutritional guidelines for meals offered to students by Child Nutrition Services, food and beverages served and/or sold at school, fundraising activities at school, and snacks and/or beverages provided for rewards, celebrations, and school sponsored activities. Goals for nutrition/health education and physical activity, and a plan for monitoring implementation are also included.

The language for this Administrative Regulation was taken from CSBA's Wellness Policy. Language to be deleted is crossed out and District language added is shaded.

This evening, administration presents to the Board the most recent draft of the Student Wellness Administrative Regulations for Board review. The focus of this revision is to curb the number of celebration activities during the school year that include food. While Administration recognizes that there are special occasions during the school year that may include food and sweets, those occasions need to be minimized to control the amount of sweets and non-federally regulated food items consumed by students during the school day. Setting limits on the number of celebrations that include food will help minimize student consumption of sweets and high fat foods at school, provide greater protection for students with food allergies, and help increase awareness and control the escalating rate of child obesity. The Board Policy is also attached for your reference.

RECOMMENDATION:

It is recommended that the Board review the presented draft AR 5030 Student Wellness and discuss as desired. Based on Board discussion, Administration will move forward to refine the regulation if needed, and plan for introduction and implementation for the 2011-12 school year.

FISCAL IMPACT:

There is no fiscal impact to the general fund. However, this Administrative Regulation may impact student fund raising during school hours.

STUDENT ACHIEVEMENT:

There is a direct relationship between good student health and successful academic performance.

Motion:

Second:

Vote:

Agenda Item F.1.1.

Students

AR 5030

STUDENT WELLNESS

The following regulations have been established as guidelines to reflect district practice in promoting student health and reducing childhood obesity:

NUTRITIONAL GUIDELINES

- a) All meals offered by the Districts nutrition program shall meet all legal requirements for participation in the National School Lunch and Breakfast Programs.
- b) All menus will be nutrient based using the USDA- Approved "Nutrient Standard Menu Planning" option.
- c) Only low fat and non-fat milk or 100% fruit juice shall be served for breakfast and lunch.
- d) The Child Nutrition Department will increase the availability of whole wheat breads and pastas.
- e) The Child Nutrition Department will provide a variety of fresh fruits and vegetables daily.

Guidelines for Other Foods and Beverages Served / Sold Outside Lunch Program

Only compliant food and beverages may be sold on campus beginning one-half hour before school to one-half hour after school.

Compliant foods and beverages are defined as:

- a) Not more than 35% of the total calories of the food item, excluding nuts or seeds, are from fat.
- b) Not more than 10% of the food's total calories are from saturated fat.
- c) Not more than 35% of the total weight of the food item, excluding fruits and vegetables, is composed of sugar.
- d) Fruit and vegetable-based drinks that are composed of no less than 50% fruit or vegetable juice and have no added sweetener.
- e) Drinking water with no added sugar.

- f) Two percent-fat milk, one percent-fat milk, non-fat milk, soymilk, rice milk and other similar non-dairy milk.
- g) Electrolyte replacement beverage that contains no more than 42 grams of added sweetener per 20 ounce serving, for junior high only students.
- h) Entrée items sold/served to students during the school day must contain not more than 400 calories per entrée and not more than 4 grams of fat per 100 calories.

Snacks and Beverages

Snacks served during the school day and in after school care or enrichment programs shall meet or exceed SB12 & SB965 as listed above. The school day is defined as 30 minutes before the start of school and 30 minutes after the end of the school day.

Rewards

~~When rewarding students for academic performance or good behavior, non-food items are recommended. However, if food items are given as rewards they must meet or exceed SB12 & SB965 as listed above.~~

Rewards, Celebrations & School Sponsored Activities

~~All persons providing beverages and snacks for class celebrations and school-sponsored events are encouraged to provide items that adhere to SB12 & SB965 as listed above. Birthday celebrations should be planned for after lunch.~~

Rewards, celebrations, or school sponsored activities that include food will be limited to five times per school year. This includes celebrations taking place up to 30 minutes before, 30 minutes after, and/or during school hours.

All persons providing beverages and snacks are encouraged to provide items that adhere to SB12 and SB965. Celebrations will only be planned after lunch.

Role Models

~~Staff should promote the consumption of healthy and nutritious foods when in the presence of students.~~

Santee School District staff is encouraged to serve as positive role models by promoting a healthy and active lifestyle.

Fundraising with Food/Beverages and other Food/Beverage Sales during the School Day

During the school day, only one student organization may sell up to three food or beverage items per day upon approval of the governing board. Such foods and beverages cannot be the same as items sold in the food service program that day at that school. On no more than four days during the year, any number of student organizations may sell food and beverages (MB 00-810-CCR Title 5, Section15501).

Fundraising with Food/Beverages and Other Food Sales Taking Place 30 minutes Before or After the School Day 30 minutes After the School Day

All parties are encouraged to sell food and beverages that adhere to SB12 & SB965 as listed above.

Amount of Time Allowed for Students to Eat

The Child Nutrition Department shall continuously seek creative ways such as staggered lunches, “play first”, and creative vending to help eliminate long waits in line, therefore allowing students adequate time to eat, engage in physical activity, and socialize during their lunch period.

Adequate Facilities

The Santee School District will strive to provide lunchroom facilities that are adequate, enjoyable, and promote a healthy atmosphere for students.

GOALS FOR NUTRITION/HEALTH EDUCATION

- a) Students in pre K – 8 grades will receive nutrition education that provides the knowledge they need to adopt healthy lifestyles.
- b) Nutrition education will be integrated into curricular areas and will include developmentally appropriate, participatory activities.
- c) Education will promote fruits, vegetables, whole grain products, proteins, low-fat, low-glycemic, and low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices including water consumption and vitamins and minerals.
- d) Education provides a balance between food intake and energy expenditure (physical activity/exercise); links with school meal programs, other school foods, and nutrition-related community services; teaches media literacy with an emphasis on food marketing.
- e) Training for teachers, staff, and parents/guardians will be included in the educational process.
- f) Provide parents/guardians nutritional information to support a healthy lifestyle.

GOALS FOR PHYSICAL ACTIVITY AND OTHER SCHOOL-BASED ACTIVITIES

- a) **Daily Physical Education (PE) 1 – 8.** All students in grades 1 – 8, including students with disabilities, special health-care needs, and in alternative educational settings, will participate in moderate to vigorous physical education for a minimum of 200 minutes every 10 days (Education Code Section 51210) for the entire school year. Instructors of physical education will be provided the necessary training to be “qualified and trained” physical education teachers. Students will be expected to participate in moderate to vigorous physical activity during physical education time. Student involvement in other activities involving physical activity (e.g. after-school intramural sports programs) will not be substituted for meeting the physical education requirement.

Moderate Physical Activity Defined. Movement that causes moderate increases in breathing, sweating, and heart rate. Such activities include brisk walking, active play, active housework, and gardening.

Vigorous Physical Activity Defined. Movement that causes heavy breathing and sweating and large increases in heart rate. Examples of such activities include jogging, aerobic dancing, biking, swimming, skating, soccer or other active sports.

- b) **Daily Recess.** It is recommended that elementary school students will have a daily supervised recess, preferably outdoors, during which schools would encourage physical activity.
- c) **Physical Activity Opportunities Before and After School.** Santee School District will investigate extracurricular physical activity programs, such as physical activity clubs or intramural programs. The Wellness Committee will evaluate and recommend free and fee-based programs for site use. The committee will research activities that meet the needs, interests, and abilities of all students. After-school childcare and enrichment programs will provide and encourage daily periods of moderate to vigorous activity for all participants.

Integrating Physical Activity into the Classroom Setting

For students to receive the nationally-recommended amount of moderate to vigorous daily physical activity (at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- a) classroom health/nutrition education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- b) sites will be provided program opportunities to support physical activity on campus (before, during, after school programs);
- c) families will also be provided program opportunities to support physical activity at home/outside of school (before and after school programs).

PLAN FOR MONITORING IMPLEMENTATION

Policy implementation will occur in three phases.

Phase One: Education of policy language to staff, students, parents, and community.

Phase Two: Education of nutritional guidelines, healthy eating habits, physical education standards implementation and delivery.

Phase Three: Development of nutrition standards and delivery.

The Santee School District School Board should be involved in establishing the goals for the school wellness policy, success indicators, reporting methodology, and frequency of reporting to the Board.

The Superintendent or designee should ensure district wide and individual school compliance with the adopted school wellness policy.

The principal or designee should ensure individual school compliance.

The Superintendent or designee should report on a bi-annual basis, as determined by the Board, on wellness policy compliance to the Board, Board Advisory Wellness Committee representatives, parent/teacher organizations, and school administrators.

Legal Reference:

EDUCATION CODE

- 49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001
- 49490-49493 School breakfast and lunch programs
- 49500-49505 School meals
- 49510-49520 Nutrition
- 49530-49536 Child Nutrition Act
- 49540-49536 Childcare food program
- 49547-49548.3 Comprehensive nutrition services
- 49550-49560 Meals for needy students
- 49565-49565.8 California Fresh Start pilot program
- 49570 National School Lunch Act
- 51222 Physical education
- 51223 Physical education, elementary schools

CODE OF REGULATIONS, TITLE 5

- 15500-15501 Food sales by student organizations
- 15510 Mandatory meals for needy students
- 15530-15535 Nutrition education
- 15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

- 1751-1769 National School Lunch Program, especially:
- 1751 Note Local wellness policy
- 1771-1791 Child Nutrition Act, including:
- 1773 School Breakfast Program
- 1779 Rules and regulations, Child Nutrition Act

CODE OF FEDERAL REGULATIONS, TITLE 7

- 210.1-210.31 National School Lunch Program
- 220.1-220.21 National School Breakfast Program

:

Administrative Regulation
adopted:

SANTEE SCHOOL DISTRICT
Santee, California

STUDENT WELLNESS

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall build a coordinated school health system that supports and reinforces healthy literacy through health education, physical education, health services, nutrition services, psychological and counseling services, health promotion for staff, a safe and healthy school environment, and parent/guardian and community involvement.

To encourage consistent health messages between the home and school environment, the Superintendent or designee may disseminate health information to parents/guardians through district or school newsletters, handouts, parent/guardian meetings, the district or school web site, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.

Wellness Committee

The Superintendent or designee may appoint a Wellness committee consisting of parents/guardians, students, food service employees, district and school site administrators, Board representatives, health professionals, school nurses, health educators, physical education teachers, counselors, members of the public, and/or others interested in school health issues.

The Wellness Committee shall advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the committee's charge(s) may include the planning and implementation of activities to promote health within the school or community.

Nutrition Education and Physical Activity Goals

The Board shall adopt goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the district determines appropriate.

The district's nutrition education and physical education programs shall be based on research, consistent with the expectations established in the state's curriculum frameworks and content standards, and designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

Nutrition education shall be provided as part of the health education program in grades K-8 and, as appropriate, shall be integrated into other academic subjects in the regular educational program. Nutrition education also may be offered through before- and after-school programs.

STUDENT WELLNESS (continued)

All students in grades K-8 shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education, recess, school athletic programs, extracurricular programs, before- and/or after-school programs, and other structured and unstructured activities.

The Superintendent or designee shall encourage staff to serve as positive role models. He/she shall promote and may provide opportunities for regular physical activity among employees. Professional development may include instructional strategies that assess health knowledge and skills and promote healthy behaviors.

The Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, or other means.

Nutritional Guidelines for Foods Available at School

The Board shall adopt nutritional guidelines for all foods available on each campus during the school day, with the objectives of promoting student health and reducing childhood obesity.

The Board believes that foods and beverages available to students at district schools should support the health curriculum and promote optimal health. Nutritional standards adopted by the district for all foods and beverages sold to students, including foods and beverages provided through the district's food service program, student stores, vending machines, fundraisers, or other venues, shall meet or exceed state and federal nutritional standards.

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties and by limiting foods or beverages that do not meet nutritional standards to no more than one such food or beverage per party. Class parties or celebrations shall be held after the lunch period when possible.

Guidelines for Reimbursable Meals

Foods and beverages provided through federally reimbursable school meal programs shall meet or exceed federal regulations and guidance issued pursuant to 42 USC 1758(f)(1), 1766(a), and 1779(a) and (b), as they apply to schools.

STUDENT WELLNESS (continued)

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs, to the extent possible.

Program Implementation and Evaluation

The Board shall establish a plan for measuring implementation of this policy. The Superintendent shall designate at least one person within the district and at each school who is charged with operational responsibility for ensuring that each school site implements this policy.

To determine whether the policy is being effectively implemented districtwide and at each district school, the following indicators shall be used:

1. Descriptions of the district's nutrition education, physical education, and health education curricula
2. Number of minutes of physical education instruction offered at each grade span
3. Number and type of exemptions granted from physical education
4. Results of the state's physical fitness test
5. An analysis of the nutritional content of meals served based on a sample of menus
6. Student participation rates in school meal programs
7. Any sales of non-nutritious foods and beverages in fundraisers or other venues outside of the district's meal programs
8. Feedback from food service personnel, school administrators, the school health council, parents/guardians, students, and other appropriate persons
9. Any other indicators recommended by the Superintendent and approved by the Board

The Superintendent or designee shall report to the Board at least every two years on the implementation of this policy and any other Board policies related to nutrition and physical activity.

Posting Requirements

Each school shall post the district's policies and regulations on nutrition and physical activity in public view within all school cafeterias or in other central eating areas.

STUDENT WELLNESS (continued)

Each school shall also post a summary of nutrition and physical activity laws and regulations prepared by the California Department of Education.

*Legal Reference:*EDUCATION CODE

33350-33354 CDE responsibilities re: physical education
 49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001
 49490-49494 School breakfast and lunch programs
 49500-49505 School meals
 49510-49520 Nutrition
 49530-49536 Child Nutrition Act
 49540-49546 Child care food program
 49547-49548.3 Comprehensive nutrition services
 49550-49561 Meals for needy students
 49565-49565.8 California Fresh Start pilot program
 49570 National School Lunch Act
 51210 Course of study, grades 1-6
 51220 Course of study, grades 7-12
 51222 Physical education
 51223 Physical education, elementary schools
 51795-51796.5 School instructional gardens
 51880-51921 Comprehensive health education

CODE OF REGULATIONS, TITLE 5

15500-15501 Food sales by student organizations
 15510 Mandatory meals for needy students
 15530-15535 Nutrition education
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UNITED STATES CODE, TITLE 42

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1779 Rules and regulations, Child Nutrition Act

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program
 220.1-220.21 National School Breakfast Program

COURT DECISIONS

Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

*Management Resources:*CSBA PUBLICATIONS

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007

Food Safety Requirements, Fact Sheet, October 2007

Physical Education and California Schools, Policy Brief, rev. October 2007

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Management Resources continued: (see next page)

STUDENT WELLNESS (continued)*Management Resources: (continued)*CSBA PUBLICATIONS (continued)

Promoting Oral Health for California's Students: New Roles, New Opportunities for Schools, Policy Brief, March 2007

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief, March 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Healthy Children Ready to Learn, January 2005

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

Physical Education Framework for California Public Schools, Kindergarten Through Grade 12, 1994

CALIFORNIA PROJECT LEAN PUBLICATIONS

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide for Elementary and Middle/High Schools, 2004

Making It Happen: School Nutrition Success Stories, 2005

NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS

Fit, Healthy and Ready to Learn, 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Dietary Guidelines for Americans, 2005

Team Nutrition, Food and Nutrition Services, Changing the Scene, Improving the School Nutrition Environment: A Guide to Local Action, 2000

WEB SITES

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

Action for Healthy Kids: <http://www.actionforhealthykids.org>

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

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

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

California School Nutrition Association: <http://www.calsna.org>

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

Dairy Council of California: <http://www.dairycouncilofca.org>

National Alliance for Nutrition and Activity: <http://www.cspinet.org/nutritionpolicy/nana.html>

National Association of State Boards of Education: <http://www.nasbe.org>

National School Boards Association: <http://www.nsba.org>

School Nutrition Association: <http://www.schoolnutrition.org>

Society for Nutrition Education: <http://www.sne.org>

U.S. Department of Agriculture, Food Nutrition Service, wellness policy:

http://www.fns.usda.gov/tn/Healthy/wellnesspolicy_steps.html

Policy

adopted: June 6, 2006

reviewed: May 20, 2008

revised: September 7, 2010

SANTEE SCHOOL DISTRICT

Santee, California

BACKGROUND:

The rapid rate of technology in the area of portable digital devices has provided greater access for people to communicate and acquire information anywhere, any time. In the school environment, access to digital devices such as netbooks, laptops, and tablets is limited due to cost. Administration also recognizes that the future of the students' world will include these devices in more advanced forms as necessary tools as a part of their workplace. While Administration strives to provide more opportunities for students to use digital tools in the school environment we would like to find the level of interest from the parent community to allow their child to bring personal digital devices, netbooks, laptops, and tablets to school.

Administration would like to survey the parent community to find their level of interest in providing their children with digital tools (netbooks, tablets, laptops) that would be used in the school environment. While this survey is exploratory, it will provide the District with valuable information to revise our technology plan to make available for all Santee students "real time" access to information in a learning environment that is safe and protected.

The survey would be administered to students in grades 2 through 7 and be distributed in paper format to ensure that Administration can receive a favorable return within a short timeframe.

RECOMMENDATION:

It is recommended that the Board of Education approve the distribution of a survey to parents to find the level of interest of parents to provide portable digital tools to their children for the school environment.

FISCAL IMPACT:

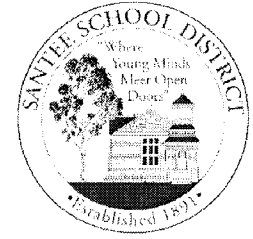
The cost to distribute the survey is approximately \$100 from general fund dollars.

STUDENT ACHIEVEMENT:

The use of portable digital devices at school would promote 21st century readiness for students by providing students with tools and resources for critical thinking and problem solving, communication, collaboration, and creativity and innovation (Four C's).

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.2.



Mobile Devices Survey (Grades 2 – 7)

Dear Santee School District Parents:

As a school district, we plan instruction according to what our students will need for their future and we know their future will include mobile devices and real-time access to information. Increased access to information using technology tools in the classroom is a goal we have for our students. While our schools have some netbooks and desktop machines, the District is interested in pursuing options to increase this access. One option would be to allow students to bring their own mobile devices to and from school.

Please take a few minutes to answer the following questions and return this survey to your child's teacher by Friday, June 17. Thank you.

1. Please identify your child's grade level for the 2011-2012 school year.
2. Does your child have access to a mobile computing device with wireless Internet capabilities, such as a netbook, laptop, or tablet in the home environment? If yes, please answer questions 3 – 4. If no, please skip to question 5.
3. Would you allow your child to bring that device to school to be used in the classroom with the understanding that the device would be secured when not in use?
4. What type of mobile device does your child have access to outside of school?
 - netbook
 - laptop
 - tablet
5. Mobile devices such as netbooks have become very affordable. If your child does not have access to a netbook, laptop, or tablet would you be interested in purchasing a device with special financing should the district be able to provide this opportunity at a reasonable price?

**Please complete a survey for every child in your household
in grade 2 – 7 for the 2011-2012 school year.**

BACKGROUND:

On May 16, 2011, the Governor issued his May Revision proposal for the 2011-12 State Budget. Below are some key highlights of that proposal affecting education:

- Recognizes \$6.6 billion in additional revenues in the current and budget years above the Governor's January estimates.
- Eliminates personal income tax from the list of temporary tax items proposed to be extended and put before the voters "as soon as possible." Now includes only:
 - 1% Sales Tax
 - 0.50% Vehicle License Fee
- Gives Proposition 98 its share of the increase in revenues resulting in \$3 billion more than January amount (\$52.4 billion vs. \$49.4 billion)
 - Eliminates \$2.1 billion inter-year (March/April to July) deferral plus an additional \$400 million for about ¼ of the Feb to July deferral to "begin repaying the (remaining) \$8.2 billion in debts to schools."
- Reduces \$38.2 million in mandate costs paralleling recommendations made by the legislative analyst-led mandate working group:
 - Reduces or eliminates funding for 28 out of the current 38 K-14 state mandates. Mandates such as county office of education and school district fiscal reporting, high school exit exam, intradistrict attendance, pupil promotion and retention, collective bargaining differential pay, juvenile court notices, pupil safety notices and school district reorganization would continue to be funded.
- Shifts mental health services costs to schools with commensurate upward re-benching of Prop 98 by \$221.8 million.

Administration will provide a report on the May Revise and its affect on the District's budget for 2011-12 and the Multi-Year Projection.

RECOMMENDATION:

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

This recommendation supports the following District goal:

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

FISCAL IMPACT:

Preliminary estimates indicate the District would face a \$1.3 million deficit in 2011-12, growing to \$2.2 million in 2012-13 and \$3.1 million in 2013-14 absent other action. However, these numbers are still being refined in preparation for adoption of the District's budget for 2011-12 and an update will be provided at the Board meeting.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item F.2.1.
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Discussion and/or Action Item F.2.2. Approval of Monthly Financial Report
Prepared by Karl Christensen
June 7, 2011

BACKGROUND:

Administration has prepared the accompanying Monthly Financial Report covering the period April 1, 2011 through April 30, 2011 for the Board of Education’s review and comments. The statements are prepared on a cash and modified accrual basis and include the District’s revenue, expenditure, and cash activities.

RECOMMENDATION:

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

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The Monthly Financial Report shows a beginning cash balance of \$3,695,460; cash receipts of \$6,130,104; and disbursements of \$5,686,504 are reflected for the period of April 1, through April 30, 2011, resulting in an ending cash balance of \$4,139,061 as of April 30, 2011.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item F.2.2.
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MONTHLY FINANCIAL REPORT - APRIL

1

CASH REPORT FOR APRIL

		Actual	Projected
Beginning Cash Balance as of March 31, 2011		\$ 3,695,460	\$ 2,577,577
INCOME			
<hr/>			
A. Revenue Limit Sources			
State Aid	\$ 2,966,038		
Property Taxes	<u>2,165,517</u>		
		5,131,555	
B. Federal Income			
ARRA IDEA	379		
Federal Funding	<u>13,788</u>		
		14,167	
C. State Income			
Unres. State Funding	380,981		
Lottery	212,631		
HTS Transportation	20,308		
Spec Ed Transportation	<u>11,113</u>		
		625,033	
D. Local Income			
Other Local Income	87,298		
Spec ED	258,341		
Interest	<u>13,710</u>		
		359,349	
E. Due to/Due from other funds			
F. Debt Proceeds		-	
TOTAL INCOME		\$ 6,130,104	\$ 7,297,740
Beginning Balance Plus Income		\$ 9,825,565	\$ 9,875,318
DISBURSEMENTS			
<hr/>			
G. Commercial Warrants	\$ 364,038		
H. Payroll Warrants	2,769,280		
I. Statutory Employee Benefits	488,862		
J. Health & Welfare	209,324		
K. Other Outgo	1,855,000		
TOTAL DISBURSEMENTS		\$ 5,686,504	\$ 5,976,137
Ending Cash Balance as of April 30, 2011		\$ 4,139,061	\$ 3,899,180





Budget Revisions Through April 30, 2011 2010-11 Revised Budget

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Beginning Fund Balance	6,817,102	101,959	6,919,060
Estimated Income	34,078,406	12,924,044	47,002,450
Estimated Expenditures	32,501,929	12,433,448	44,935,377
Change in Fund Balance	1,576,477	490,596	2,067,073
Projected Ending Fund Balance	8,393,579	592,555	8,986,133
Less: Designation for Restricted Programs/ Carryovers	-	592,555	592,555
Less: Designation for Prepaid Expenses	375,869		375,869
Less: Designation for Revolving Cash	15,000		15,000
Less: Designation for Stores Inventory	26,258		26,258
Less: Reserve for Vacation Carryover	208,676		208,676
Less: Reserve for Economic Uncertainty	1,348,061		1,348,061
Less: Reserve for State Budget Uncertainty	-		-
Undesignated/Unappropriated/Unreserved Fund Balance (Uncommitted)	6,419,714	-	6,419,714
Fund 17 Projected End of Year Balance	2,853,080		2,853,080
Projected Reserves	10,620,855	-	10,620,855
As a % Estimated Expense Total	23.64%		
	<u>\$19 ADA Cut</u>	<u>\$349 ADA Cut</u>	
* Projected Reserve % 2011-12	19.64%	15.20%	
* Projected Reserve % 2012-13	13.60%	4.89%	
* Projected Reserve % 2013-14	7.05%	-6.64%	

* Based on latest multi-year projection assumptions



Discussion and/or Action Item F.3.1. Adoption of Resolution No. 1011-30 to Layoff and/or Reduce Identified Classified Non-Management Positions

Prepared by Minnie Malin
June 7, 2011

BACKGROUND:

During a recent IEP meeting, it was determined that 1:1 assistance provided by an Instructional Assistant, Special Education I will no longer be required. As a result, several classified employees will be affected by the elimination of this position and may have an option to bump into other positions within the same classification. However, one (1) classified employee will be laid off. The affected employee will receive a 45-day notice of layoff and be placed on a 39-month reemployment list.

In addition, administration has identified a classified position that should be reduced in accordance with the classified staffing formula. The classified employee affected by the reduction of this position will have an option to bump into another position within the same classification and/or previous classifications and keep the same hours; however, One (1) classified employee will be reduced in work hours. The affected employee will receive a 45-day notice of layoff and be placed on a 63-month reemployment list.

Administration brings forward this recommendation at tonight's meeting.

RECOMMENDATION:

Administration supports the following recommendations:

Layoff

- Eliminate one (1) Instructional Assistant, Special Education I position effective July 26, 2011.

Reduction of Work Hours

- Reduce one (1) Instructional Media Technician from 4.0 hours per day to 3.0 hours per day effective July 26, 2011.

FISCAL IMPACT:

The annual savings to the general fund by eliminating one (1) Special Education position will be \$30,333. An additional annual savings of \$9,617 will result by reducing one (1) Instructional Media Technician position by one (1) hour per day.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item F.3.1.

SANTEE SCHOOL DISTRICT

Resolution No. 1011-30

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

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

WHEREAS, due to lack of funds and/or lack of work, the Board finds that it is in the best interest of this school district that as of July 26, 2011, certain services be eliminated and/or reduced in work hours:

Layoff and/or Reduction in Work Hours

- Eliminate one (1) Instructional Assistant, Special Education I position effective July 26, 2011.
- Reduce one (1) Instructional Media Technician from 4.0 hours per day to 3.0 hours per day effective July 26, 2011.

NOW THEREFORE, BE IT RESOLVED that as of the 26th day of July, 2011:

- Eliminate one (1) Instructional Assistant, Special Education I position effective July 26, 2011.
- Reduce one (1) Instructional Media Technician from 4.0 hours per day to 3.0 hours per day effective July 26, 2011.

BE IT FURTHER RESOLVED that the Board authorizes the District Superintendent to give notice to the affected classified employee that their position will be eliminated and/or reduced in work hours as of July 26, 2011, pursuant to applicable provisions of the Education Code of the State of California, and the negotiated agreement with California School Employees Association Article XI, (Layoff, Reemployment, Involuntary Reduction in Hours, and the Impacts and Effects of Such Matters), such notice to be given forty-five (45) days prior to the effective date of reduction/layoff as set forth above.

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board of the Santee School District on the 7th day of June 2011, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

Dated 6/7/11

Clerk, Board of Education

BOARD POLICIES AND BYLAWS Item G.

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

Agenda Item G.

Board Policies and Bylaws Item G.1.1. First Reading: BP 4020, Drug and Alcohol-Free Workplace
Prepared by Karl Christensen
June 7, 2011

BACKGROUND:

Board Policy 4020, Drug and Alcohol-Free Workplace was originally adopted on December 5, 1989 and amended by the Board of Education on May 5, 2009. The Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq.) requires that every person or organization awarded a contract or grant for procurement of any property or service from any State agency, must certify that it will provide a drug-free workplace by doing certain specified acts. The Act provides that each contract or grant awarded by a State agency may be subject to suspension of payments or termination, and the contractor or grantee may be subject to debarment from future contracting, if the contracting agency determines that specified acts have occurred. Amending BP 4020 to include Contractors and Vendors is in alignment with the Drug-Free Workplace Act of 1990.

RECOMMENDATION:

It is recommended that the Board of Education review the proposed revisions to Board Policy 4020, "Drug and Alcohol-Free Workplace" in a first reading.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

This is not a fiscal item.

STUDENT ACHIEVEMENT IMPACT:

This is a policy compliance item.

Motion:		Second:		Vote:		Agenda Item G.1.1.
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DRUG -FREE WORKPLACE

The Governing Board believes the maintenance of a drug-free workplace is essential to promoting quality school district operations. Accordingly, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is prohibited in the workplace. Employees who violate these prohibitions shall be disciplined, including the possibility of termination, or required to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program.

In considering disciplinary action, the Board's decision shall be made in accordance with relevant state and federal laws, employment contracts, collective bargaining agreements, and district policies and practices.

As a condition of employment, each employee agrees to abide by the terms of this policy. It will be each employee's responsibility to notify the school district within five days if he or she is convicted of a criminal drug violation which occurred in the workplace.

The Board directs the Superintendent to develop procedures needed to implement this policy and comply with requirements of the Drug-free Workplace Act of 1988 as it may be amended from time to time.

Contractors and Vendors

The Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq.) requires that every person or organization awarded a contract or grant for procurement of any property or service from any State agency, must certify that it will provide a drug-free workplace by doing certain specified acts. The Act provides that each contract or grant awarded by a State agency may be subject to suspension of payments or termination, and the contractor or grantee may be subject to debarment from future contracting, if the contracting agency determines that specified acts have occurred.

Contractors with whom the District contracts for public works projects through the formal bid process or consultants with whom the District contracts must agree that vendors, employees or agents of the contractor or consultant shall not in any way be impaired due to being under the influence of alcohol or an illegal drug(s) while performing services for the District or while on District property.

No such person shall possess an open container of alcohol or consume alcohol, or possess, or be under the influence of an illegal drug, nor shall they sell, offer, or provide alcohol or an illegal drug(s) to another person while on District property.

All District consultants, contractors, and vendors shall inform their employees and agents that are performing service for the District of the District's objective of a safe, healthful, and productive workplace and the prohibition of drug and alcohol use or impairment from same while performing such service for the District.

Each District consultant, contractor, and vendor shall, moreover, advise the District whether they have a policy or procedure for maintaining a drug free workplace at the consultant's, contractor's, or vendor's own place of business, and, if so, shall briefly describe it in writing to District officials.

Legal Reference:

EDUCATION CODE

44011 *Controlled substance offense*

44425 *Conviction of controlled substance offenses as grounds for revocation of credential*

44836 *Employment of certificated persons convicted of controlled substance offenses*

44940 *Compulsory leave of absence for certificated persons*

44940.5 *Procedures when employees are placed on compulsory leave of absence*

45123 *Employment after conviction of controlled substance offense*

45304 *Compulsory leave of absence for classified persons*

GOVERNMENT CODE

8350-8357 *Drug-free workplace*

UNITED STATES CODE, TITLE 20

7111-7117 *Safe and Drug Free Schools and Communities Act*

UNITED STATES CODE, TITLE 21

812 *Schedule of controlled substances*

UNITED STATES CODE, TITLE 41

701-707 *Drug-Free Workplace Act*

CODE OF FEDERAL REGULATIONS, TITLE 21

1308.01-1308.49 *Schedule of controlled substances*

Board Policies and Bylaws Item G.1.2. First Reading: BP 3101, Fund Balance Policy
Prepared by Karl Christensen
June 7, 2011

BACKGROUND:

The Governmental Accounting Standards Board (GASB) issued statement number 54 on March 11, 2009 which becomes effective for financial statements for fiscal years issued after June 15, 2010. GASB 54 is intended to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions.

Implementation of GASB 54 by Local Education Agencies requires adoption of a Board policy governing how components of fund balance are determined and reported. Attached for Board consideration is a proposed policy that codifies the requirements of GASB 54. The policy outlines that fund balance shall be composed of nonspendable, restricted, committed, assigned, and unassigned amounts and describes how committed and assigned amounts are created and terminated or changed. The policy also incorporates a Minimum Fund Balance equal to the minimum dictated by the State of 3% of total General Fund expenditures and other financing uses.

RECOMMENDATION:

It is recommended that the Board of Education review the proposed Board Policy 3101, "Fund Balance Policy" in a first reading.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

Compliance with the provisions of this policy shall be reviewed, presented and discussed as part of the Unaudited Actuals Financial Reporting process and presentation to the Board of Education, and the amounts of nonspendable, restricted, committed, assigned and unassigned fund balances shall be reported.

STUDENT ACHIEVEMENT IMPACT:

This is a policy compliance item.

Motion:		Second:		Vote:		Agenda Item G.1.2.
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FUND BALANCE POLICY

The Governmental Accounting Standards Board (GASB) issued Statement 54 (GASB 54) that goes into effect for fiscal year 2010-11 financial statements. This statement considerably alters the categories and terminology used to describe the components that compose fund balance. These changes are intended to enhance how fund balance information is reported by establishing new classifications that are easier to understand.

The District hereby establishes and will maintain components of Fund Balance, as defined herein, in accordance with Governmental Accounting and Financial Standards Board Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. This policy shall only apply to the District's governmental funds.

Fund Balance information is used to identify the available resources to repay long-term debt, reduce property taxes, add new governmental programs, expand existing ones, or enhance the financial position of the District, in accordance with policies established by the Board of Education.

Fund balance reporting is unique to governmental fund accounting. It has traditionally been broken into reservations and designations with the remainder being reported as undesignated/unreserved/unappropriated. GASB 54 implements a five-tier fund balance classification based on spending constraints on the use of these resources. The five classifications are:

1. Non-Spendable fund balance
2. Restricted fund balance
3. Committed fund balance
4. Assigned fund balance
5. Unassigned fund balance

Definitions

Fund Balance – refers to the difference between assets and fund liabilities in the governmental funds balance sheet and is referred to as fund equity.

Non-Spendable Fund Balance - Amounts that are not in a spendable form or are required to be maintained intact. Examples are inventory, pre-paid expenses, and revolving cash fund amounts.

Restricted Fund Balance – Amounts that can be spent only for the specific purposes stipulated by external resource providers (such as grantors), or enabling legislation. Restrictions may be changed or lifted only with the consent of the resource providers.

Committed Fund Balance - Amounts subject to internal constraints self-imposed by the District's highest level of decision making authority. Commitments may be changed or lifted only by the Board of Education taking the same formal action that imposed the constraint originally.

Assigned Fund Balance – Amounts the District intends to use for a specific purpose. Assignments may be established by the governing board or by a designee of the Board. Examples include site carry-overs and accrued vacation.

Unassigned Fund Balance – Amounts representing the residual balance in the General Fund that has not been assigned to other funds and that are not in the other classifications. The Reserve For Economic Uncertainty falls into this classification.

Classification of Fund Balance Amounts

When expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available, restricted fund balance is considered to have been spent first unless legal requirements disallow it.

When expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications can be used, committed amounts should be reduced first, followed by assigned amounts and then unassigned amounts; unless the Board of Education has provided otherwise in its commitment or assignment actions.

Authority to Commit Funds

The Board of Education shall have the sole authority to commit funds. Any funds set aside as Committed Fund Balance requires the passage of a resolution by a simple majority vote. The passage of a resolution must take place prior to June 30th of the applicable fiscal year. If the actual amount of the commitment is not available by June 30th, the resolution must state the process or formula necessary to calculate the actual amount as soon as information is available.

Authority to Assign Funds

The Superintendent and Assistant Superintendent Business Services shall have authority to assign amounts of fund balance to a specific purpose; however, before expenditure, amounts must be appropriated by the Board of Education.

The Board of Education has the authority to set aside funds as Assigned Fund Balance with a simple majority vote. The same action is required to change or remove the assignment.

Minimum Level of Unassigned Fund Balance

The District is committed to maintaining a prudent level of financial resources to ensure adequate cash and protect against the need to reduce service levels because of temporary revenue shortfalls or unanticipated expenditures. The District's minimum fund balance policy requires a reserve for economic uncertainties consisting of unassigned amounts equal to 3% of general fund operating expenses and other financing uses.

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE

1240 Duties of county superintendent of schools
33127-33131 Standards and criteria for local budgets and expenditures
35035 Powers and duties of superintendent
35161 Powers and duties, generally, of governing boards
42103 Public hearing on proposed budget; requirements for content of proposed budget
42120-42129 Budget requirements
42132 Resolutions identifying estimated appropriations limit
42602 Use of unbudgeted funds
42610 Appropriation of excess funds and limitation thereon
44518-44519.2 Chief business officer training program
45253 Annual budget of personnel commission
45254 First year budget of personnel commission

GOVERNMENT CODE

7900-7914 Appropriations limit

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure
15440-15451 Criteria and standards for school district budgets

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Budget Planning and Adoption, 2006
Maximizing School Board Governance: Understanding District Budgets, 2006
School Finance CD-ROM, 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

GOVERNMENTAL ACCOUNTING STANDARDS BOARD

Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999

Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits

Other Than Pensions, June 2004

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

Legislative Analyst's Office: <http://www.lao.ca.gov>

School Services of California, Inc.: <http://www.sscal.com>

Policy **SANTEE SCHOOL DISTRICT**
adopted:

Santee, California

BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS Item H.

Agenda Item H.

CLOSED SESSION Item I.

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 Labor Negotiator** (Govt. Code § 54956.8)
Agency Negotiator: Karl Christensen, Assistant Superintendent
Employee Organizations: Classified School Employees Association
- 2. Public Employee Performance Evaluation** (Govt. Code § 54957)
Superintendent

RECONVENE TO PUBLIC SESSION Item J.

ADJOURNMENT Item K.