



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
AGENDA
July 7, 2015**

District Mission

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

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A. OPENING PROCEDURES – 7:00 p.m.	5
1. Reporting from Closed Session	
2. Call to Order and Welcome	
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B. REPORTS AND PRESENTATIONS	6
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<i>During this time, citizens are invited to address the Board of Education about any item not on the agenda. Request-to-speak cards should be submitted in advance. The Board may not take action on any item presented. The Board has a policy limiting any speaker to five minutes. Meetings are recorded.</i>	
D. CONSENT ITEMS	12
<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>	13
<i>It is recommended that the Board of Education approve meeting minutes with any necessary modifications.</i>	

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

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

Business Services

- 2.1. Approval/Ratification of Travel Requests** 21
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. Acceptance of Donations** 23
It is recommended that the Board of Education accept donations listed in the item and authorize letters of appreciation to be sent on behalf of the Board.
- 2.3. Approval of Consultants and General Service Providers** 24
It is recommended that the Board of Education approve agreements with Consultants and General Service Providers as presented.
- 2.4. Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)** 26
It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the month of May 2015.
- 2.5. Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement** 32
It is recommended that the Board of Education approve the Uniform Complaint Report for the quarter ending June 30, 2015.
- 2.6. Approval of Interdistrict Attendance Agreement** 33
It is recommended that the Board of Education approve the Interdistrict Attendance Agreement with National City School District.
- 2.7. Approval of Revision to Security Services Agreement with Santee SD Security for the 2015-16 School Year** 34
It is recommend that the Board of Education approve the revised agreement with Santee SD Security for security services for the period from July 1, 2015 through June 30, 2016.
- 2.8. Authorization to Rescind Award of Fresh Produce Bid # 1516-090-01, Rejection of All Bids, and Authorization to Re-Bid for Fresh Produce Bid #1516-090-02** 39
It is recommended that the Board of Education rescind Award of Bid #1516-090-01 Fresh Produce to Sunrise Produce, Reject all Bids, and Authorize a Rebid for Fresh Produce Bid #1516-090-02.

Educational Services

- 3.1. Approval of Nonpublic Agency Master Contract with LC Barnes Therapy for Occupational Therapy** 73
It is recommended that the Board of Education approve the Nonpublic Agency Master Contract with LC Barnes for occupational therapy for the term of July 1, 2015 through June 30, 2016.
- 3.2. Approval of Nonpublic Agency Master Contract with Advantage On Call, LLC for Speech Therapy** 74
It is recommended that the Board of Education approve the Nonpublic Agency Master Contract with Advantage On Call, LLC for 2.5 FTE speech therapists for the term of July 1, 2015 through June 30, 2016.
- 3.3. Approval of 2015-20 Student Teaching Agreement with University of San Diego** 75
It is recommended that the Board of Education approve the proposed student teaching agreement with the University of San Diego for teacher education fieldwork for the term of July 1, 2015 through June 30, 2020.

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Human Resource/Pupil Services	
4.1. <u>Personnel, Regular</u>	81
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations, and dismissals.	
4.2. <u>Approval to Accept the United Way of San Diego County Impact Network Grant for Santee Project Primary Success (SPPS)</u>	83
It is recommended that the Board of Education accept the United Way of San Diego County Impact Network Grant for Santee Project Primary Success (SPPS).	
4.3. <u>Approval to Accept Education for Homeless Children and Youth (EHCY) Consortium Application</u>	95
It is recommended that the Board of Education accept the Education for Homeless Children and Youth (EHCY) Consortium Application.	
4.4. <u>Adoption of Resolution No. 1516-02 to Eliminate a Classified Non-Management Position</u>	98
It is recommended that the Board of Education adopt resolution no. 1516-02 to eliminate a classified non-management position.	
E. DISCUSSION AND/OR ACTION ITEMS	100
<i>Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.</i>	
Business Services	
1.1. <u>Approval of Monthly Financial Report</u>	101
It is recommended that the Board of Education approve the Monthly Financial Report.	
1.2. <u>Approval of Quitclaim Deed to Transfer Ownership of 8' Gap Section of Property on the South Side of Braverman Road and the West Side of Jeremy Street Near Hill Creek School</u>	104
It is recommended that the Board of Education approve the Quitclaim Deed to Transfer Ownership of 8' Gap Section of Property on the South Side of Braverman Road and the West Side of Jeremy Street near Hill Creek School.	
F. BOARD POLICIES AND BYLAWS	110
1.1. <u>First Reading, BP4154.2, 4254.2, 4354.2, "Unpaid Accounts for Health and Welfare Benefits"</u>	111
This is a First Reading. The policy will be brought back at a subsequent meeting for Second Reading and adoption.	
1.2. <u>Second Reading: Board Policy Annual Review</u>	114
<ul style="list-style-type: none">• BP 1312.1 Complaints Concerning District Employees• BP 4116 Probationary/Permanent Status• BP 4315.1 Competence in Evaluation and Instructional Methodologies• BP 5116.1 Intradistrict Open Enrollment• BP 6145 Extracurricular and Cocurricular Activities	
Board Bylaw 9310, Board Policies, and Education Code 35160.5 require that the Board annually review the listed Board Policies. The above listed policies were submitted for a first reading in June and are being submitted for a second reading. Administration recommends approval of the review as presented.	

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G. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS	125
H. CLOSED SESSION	126
1. <u>Conference with Labor Negotiator</u> (Gov. Code § 54956.8) <i>Purpose: Negotiations</i> <i>Agency Negotiators: Tim Larson, Assistant Superintendent</i> <i>Karl Christensen, Assistant Superintendent</i> <i>Employee Organization: Santee Teachers Association (STA)</i>	
2. <u>Conference with Labor Negotiator</u> (Gov. Code § 54956.8) <i>Purpose: Negotiations</i> <i>Agency Negotiators: Tim Larson, Assistant Superintendent</i> <i>Karl Christensen, Assistant Superintendent</i> <i>Employee Organization: Classified School Employees Association (CSEA)</i>	
3. <u>Conference with Real Property Negotiators</u> (Govt. Code § 54956.8) <i>Property:</i> <ul style="list-style-type: none">• <i>Parcels 383-112-05 and 383-112-28 located on the north side of Prospect Avenue east of Marrokal Lane (known as the Renzulli Site)</i>• <i>10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)</i> <i>Agency Negotiator: Karl Christensen, Assistant Superintendent</i>	
4. <u>Public Employee Performance Evaluation</u> (Govt. Code § 54957) <i>Superintendent</i>	
I. RECONVENE TO PUBLIC SESSION	126
J. ADJOURNMENT	126

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 August 4, 2015, 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:

Burns
 Ryan
 Levens-Craig
 El-Hajj
 Fox

ITEM A. OPENING PROCEDURES

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

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

3. Pledge of Allegiance

4. Approval of Agenda for the June 16, 2015 regular meeting

Item B. REPORTS AND PRESENTATIONS

The following items are presented for Board information:

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

Agenda Item B.

DEVELOPER FEES COLLECTION REPORT
2014-15
CUMULATIVE THROUGH JUNE 26, 2015

Residential Rate: \$1.98 per square foot over 500 - effective 6/17/12 - 5/4/14; \$2.08 per square foot - effective 5/5/14

Commercial Rate: \$0.32 per square foot - effective 6/17/12 - 5/4/14; \$0.33 per square foot - effective 5/5/14

Self Storage Rate: \$0.14 per square foot - effective 4/20/10

COM	RES	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
	X	9415 Doheny Rd	08/07/14	740	\$1,539.20	CH
X		9120 Carlton Oaks Drive (Padre Dam- Canopy)	10/01/14	27,821	\$0.00	CO
X		9120 Carlton Oaks Drive (Padre Dam- New Building)	10/01/14	10,450	\$0.00	CO
	X	8605 Sandstone	10/22/14	781	\$1,624.48	CFH
	X	9537 Pryor Drive	11/19/14	2,348	\$4,883.84	PA
	X	9539 Pryor Drive	11/19/15	2,348	\$4,883.84	PA
	X	10150 Strathmore Drive	01/05/15	641	\$1,333.28	SC
X		310-320 & 330 Town Center Parkway (17 Carports)	02/11/15	17,100	\$0.00	RS
	X	10051 Beck Drive	03/03/15	686	\$1,426.88	RS
X		9735 Halberns Rd.****	03/18/15	289	\$0.00	SC
X		8721 N. Magnolia	03/23/15	720	\$237.60	HC
	X	10625 Susie Pl. ***	03/23/15	445	\$0.00	CP
	X	8505 Mesa Rd.	03/31/15	816	\$1,697.28	CFH
	X	9069 Inverness Rd.	04/13/15	663	\$1,379.04	CO
X		260 Riverview Pkwy #G, H & I (3 Carports)	05/11/15	17,685	\$0.00	RS
	X	8700 Rucco Drive	06/08/15	2,880	\$5,990.40	PD
	X	8714 Rucco Drive	06/08/15	2,880	\$5,990.40	PD
X		8710 Cottonwood Avenue	06/12/15	3,102	\$1,023.50	PA
TOTAL PAGE 1					\$32,009.74	

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

** Fee Exempt - Senior / Elder Care Facility

*** Fee Exempt - Less than 500 square feet

**** Fee Exempt - Religious Facility

Requests For Use Of Facilities - July 7, 2015

Group	Location	Date	Days	Time	Attendance	Fees Applied
<u>Cajon Park</u>						
CFF Heartlight San Diego (After-School Dance Classes)	Library	9/14/15 - 6/13/16	Monday	1:35 pm - 2:35 pm	20	
CYT @ School (Performing Arts)	Multi-Purpose	9/14/15 - 6/6/16	Mon & Thurs	1:45 pm - 3:30 pm	35	
CYT @ School (Performing Arts) (showcases)	Multi-Purpose	11/9, 3/14, 6/6	Mon & Thurs	5:30 pm - 8:00 pm	35	
<u>Rio Seco</u>						
STA (Meeting)	Multi-Purpose	6/10/15	Wednesday	3:30 pm - 5:00 pm	100	

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

Santee School District
ENROLLMENT REPORT
6/17/2015
Month 12 Week 2
School Week 43

SCHOOL	REGULAR ED											SPECIAL ED											Total All									
	TK	EAK 5yo	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	06/17/15	6/25/2014*	# Diff	% Diff	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	06/17/15	06/25/14	# Diff	% Diff	06/17/15	06/12/15	# Diff	
Cajon Park			89	99	113	115	103	117	107	116	112	971	990	-19	-1.9%	3	6	5	5	14	5	6	4	6	54	59	-5	-8.5%	1025	1029	-4	
Carlton Hills	25	24	80	60	50	46	43	44	41	80	62	555	493	62	12.6%	3	2	3	3	6	3	4	6	4	34	33	1	3.0%	589	591	-2	
Carlton Oaks			71	62	90	70	96	87	94	92	96	758	784	-26	-3.3%	3	7	6	6	6	5	5	6	8	52	54	-2	-3.7%	810	810	0	
Chet F. Harritt	22	22	79	64	56	57	74	48	64	43	50	579	558	21	3.8%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	579	584	-5
Hill Creek	23	24	82	72	79	73	84	76	91	94	66	764	733	31	4.2%	0	4	1	1	4	4	0	0	0	14	14	0	0.0%	778	779	-1	
Pepper Drive	5		69	131	100	97	100	94	65	80	66	807	784	23	2.9%	0	0	0	0	0	0	1	4	0	5	6	-1	-16.7%	812	818	-6	
Prospect Ave	24	24	62	69	81	61	52	58	52	47	47	577	566	11	1.9%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	577	578	-1
Rio Seco			87	111	111	119	84	104	107	92	118	933	938	-5	-0.5%	1	4	5	10	6	8	8	7	10	59	52	7	13.5%	992	994	-2	
Sycamore Canyon		22	52	53	46	51	54	37	40	0	0	355	356	-1	-0.3%	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	355	358	-3	
SUBTOTAL	99	116	671	721	726	689	690	665	661	644	617	6299	6202	97	1.6%	10	23	20	25	36	25	24	27	28	218	218	0	0.0%	6517	6,541	-24	
Alternative School			2	1	6	3	4	7	5	3	3	34	43	-9	-20.9%																	
Santee Success									2	2	7	11	15	-4	-26.7%										0	1	-1	-100.0%	11	11	0	
NPS												0	0					1	1		1	0	1	2	6	6	0	0.0%	6	5	1	
SUBTOTAL			2	1	6	3	4	7	7	5	10	45	58	-13	-22.4%	0	0	1	1	0	1	0	1	2	6	7	-1	-14.3%	51	50	1	
TOTAL	99	116	673	722	732	692	694	672	668	649	627	6344	6,260	84	1.3%	10	23	21	26	36	26	24	28	30	224	225	-1	-0.4%	6568	6591	-23	

*Last day of school 2013-2014

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

	PK	EAK 4yo	Total All
Cajon Park	2	0	1027
Carlton Hills	0	0	589
Chet F Harritt	0	0	579
Hill Creek	0	0	778
Prospect Ave	0	0	577
Sycamore Canyon	59	0	414
Total PK/EAK	61	0	

Total Enrollment Including PK
6629

Schedule of Upcoming Events

Date	Event
July 3	Holiday – District Offices Closed
July 7	Board Meeting; 7:00 p.m.
July 21	No Board Meeting (Cancelled)
August 4	Board Meeting; 7:00 p.m.
August 18	Board Meeting; 7:00 p.m.
September 1	Board Meeting; 7:00 p.m.
September 2	First Day of School for Students
September 7	Labor Day Holiday – No School/District Offices Closed
September 15	Board Meeting; 7:00 p.m.

Item C. PUBLIC COMMUNICATION

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

Item D. CONSENT ITEMS

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

Consent Item D.1.1.
Prepared by Cathy A. Pierce, Ed.D.
July 7, 2015

Approval of Minutes

BACKGROUND:

Presented for Board approval –

- June 16, 2015, regular meeting minutes

RECOMMENDATION:

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

Motion: _____ Second: _____ Vote: _____ Item D.1.1.

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

June 16, 2015
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome

President Burns called the meeting to order at 7:03 p.m.

Members present:

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

Administration present:

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

2. President Burns invited the audience to recite the District Mission and then invited Keira Baranski, 1st grade student at Carlton Oaks, to lead the members, staff, and audience in the Pledge of Allegiance.
3. Approval of Agenda
It was moved and seconded to approve the agenda.

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

Burns Aye
Ryan Aye
Levens-Craig Aye

El-Hajj Aye
Fox Aye

B. REPORTS AND PRESENTATIONS

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

2. **Spotlight: Project SAFE Employees**

Dr. Pierce mentioned Project SAFE has been offering before- and after-school programs in the Santee School District since 1990. The Board recognized the following employees for being with Project SAFE since its inception and for their service to the children of Santee School District: Kristi Sheen, Kathy Jones, Cindy Gerrard, Sherry Martin, Regina Nuño, and Maria "Pat" Philpot. President Burns presented each employee with a certificate of appreciation.

3. **Spotlight: PTA Presidents**

Superintendent Pierce expressed the District's gratitude towards the PTA Presidents for their service, leadership, and advocacy for the children and parents. President Burns presented each PTA President with a certificate of appreciation.

4. **Spotlight: Junior Olympics – Appreciation to Kiwanis and Santee Teachers**

Superintendent Pierce mentioned the Santee Kiwanis Club has provided the Junior Olympics event for our students for over 30 years. Each year, on a Saturday in June, one of the local high

schools is inundated with students from Santee School District who have worked diligently with their classroom teachers to compete in a variety of track and field events. She introduced the Kiwanians and teachers. President Burns presented the Santee Kiwanis Club and each teacher with a certificate of appreciation.

5. Spotlight: Santee School District Foundation Aloha Fun Run & Walk Winners

Superintendent Pierce mentioned the Santee School District Foundation held their First Annual Aloha Fun Run & Walk in April. The Board recognized the individuals that came in 1st, 2nd, and 3rd place in each of the age groups. President Burns presented the winners with a certificate.

6. ICOC Annual Report

Mr. Christensen explained the Independent Citizens' Oversight Committee (ICOC) has been meeting since 2007 when the District first launched their Capital Improvement Program (CIP). The ICOC was formed to oversee expenditure of general obligation bond funds. Since bond funds were completely spent as of December 2014, and it is unlikely that more bonds will be sold in the foreseeable future given projected AB growth patterns and tax patterns, the ICOC held their final meeting in June to finalize their annual report.

Beth Selby, a member of the committee since its inception, presented the final ICOC report. On behalf of the committee, Ms. Selby extended her gratitude towards Mr. Christensen; Christina Becker, Director of Facilities; and Nancy Stasch, Senior Buyer/Logistics Specialist, for their continued support and assistance.

Member El-Hajj expended her gratitude towards Ms. Selby for her continued participation on the committee.

C. PUBLIC COMMUNICATION

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

D. PUBLIC HEARING

1. Use of Education Protection Account Funds for 2015-16

President Burns opened the public hearing on the Use of Education Protection Account Funds for 2015-16. He explained the District estimates it will receive \$7,293,149 in Education Protection Account (EPA) funds for the 2015-16 fiscal year. Adoption of Resolution #1415-35 designates that these funds will be used to pay a portion of unrestricted certificated teacher salaries as more fully described in Agenda Item E.2.10. In accordance with the provisions of Proposition 30, the District must hold a public hearing signifying the use of EPA funds. There were no comments. The public hearing was closed.

E. CONSENT ITEMS

President Burns invited comments from the public on any item listed under Consent.

- 1.1. **Approval of Minutes**
- 2.1. **Approval/Ratification of Travel Requests**
- 2.2. **Approval/Ratification of Expenditure Warrants**
- 2.3. **Approval/Ratification of Purchase Orders**
- 2.4. **Acceptance of Donations**
- 2.5. **Approval of Consultants and General Service Providers**
- 2.6. **Approval/Ratification of Annual Agreements for 2015-16**
- 2.7. **Approval of 2015-16 Student Accident Insurance**
- 2.8. **Approval of Long-Term Use of Facilities Agreement with Christ the King Lutheran Church for Use of Carlton Hills School for the 2015-16 Fiscal Year**
- 2.9. **Adoption of Resolution No.1415-35 Designating Use of Education Protection Account Funds for 2015-16**
- 2.10. **Approval of First Amendment to Agreement with San Diego County Office of Education K-12 Public Schools and Community Colleges Facility Authority for Industrial Stormwater Permit Support**
- 3.1. **Adoption of Resolution #1516-01 Designating Personnel and Approval of 2015-16 Child Development Services Contract**

- 3.2. **Approval of the 2015-16 Consolidated Application and Reporting System (CARS) Application for Funding**
- 3.3. **Approval for Amended Service Agreement with University of San Diego:**
 - **Developing Teacher Leadership for Integrating Technology into Learning**
- 3.4. **Approval of Annual Evaluation of the Alternative Education School**
- 3.5. **Approval of Nonpublic Agency Master Contract with Deaf Community Services of San Diego for Interpreter Services**
- 3.6. **Approval of Nonpublic Agency Master Contract with Vista Hill Learning Assistance Center and GPS Services for Educationally Related Mental Health Services (ERMHS)**
- 4.1. **Personnel, Regular**
- 4.2. **Approval of Agreement for Mandated Student Health Screenings (Vision, Hearing, and Scoliosis) with Rady Children’s Hospital, San Diego – *pulled for separate consideration***
- 4.3. **Approval of Memorandum of Understanding with K to College to Provide School Supplies for Homeless and at Risk Youth**
- 4.4. **Adoption of Resolution No. 1415-34 to Eliminate Classified Non-Management Positions**

It was moved and seconded to approve Consent Items with the exception of Item 4.2. Approval of Agreement for Mandated Student Health Screenings (Vision, Hearing, and Scoliosis) with Rady Children’s Hospital, San Diego, which was pulled by Member Ryan for separate consideration.

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

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

Member Ryan mentioned she is employed by Rady Children’s Hospital, San Diego and would abstain on this item. Member El-Hajj moved approval.

Motion:	<u>El-Hajj</u>	Burns	<u>Aye</u>	El-Hajj	<u>Aye</u>
Second	<u>Fox</u>	Ryan	<u>Abstained</u>	Fox	<u>Aye</u>
Vote:	<u>4-1</u>	Levens-Craig	<u>Aye</u>		

F. DISCUSSION AND/OR ACTION ITEMS

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

Educational Services

1.1. Adoption of the Local Control Accountability Plan Annual Update for 2015-16

Dr. Stephanie Pierce, Assistant Superintendent of Educational Services, mentioned the District adopted its first Local Control Accountability Plan (LCAP) in 2014-15; and explained she would be providing an annual update for 2015-16. Dr. Pierce highlighted some of the components that were gathered from the stakeholders.

She explained the process began with assembling the relevant data, analyzing and determining the District’s needs, and consulting with stakeholder groups. The goals were drafted and linked to the eight State priority areas and action steps were drafted to achieve the set goals. Upon completion, a draft was presented to DAC and DELAC for comments. Dr. Pierce mentioned the information could be found on the website. Additionally, a public hearing was held at the June 2 meeting.

Dr. Pierce provided an overview of the changes in goals and action steps as a result of the stakeholder input. She noted some adjustment to the goals included the combining of Goals A and B to improve student learning of Common Core State Standards in English Language Arts/English Language Development and Mathematics through high quality instruction with technology integration for acquisition of 21st Century Learning Skills. Goal C was revised to

conform to the new California State Accountability System which includes California Assessment of Student Performance and Progress.

She explained adjustment to the action steps included accelerating the purchase and deployment of devices for Grades K-2; increasing the annual set-aside in technology reserves; providing a compensation package of salary, health benefits, and retirement benefits that attracts and retains high quality staff and increases and/or improves services for all students; expanding the use of electronic and face-to-face methods for parent and students to connect and engage within the school community; creating a summer bridge program for unduplicated count students to receive academic intervention services with integration of digital resources; adding action/service to address physical education; and adding an action/service to describe and fund the District's Core program.

Member El-Hajj inquired on the process to modify the estimated expenditures once the update is adopted. Dr. Pierce explained the information has been identified as an action step and the allocations shown on the plan are only estimates. Member Ryan commended Dr. Pierce for her hard work on putting together the annual update. Member Fox moved approval.

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

Business Services

2.1. Adoption of 2015-16 Santee School District Budget

Karl Christensen provided an overview of the 2015-16 Santee School District Budget and provided the Board a user friendly budget for review. He made reference to page 10, which showed a projected increase in enrollment over the next few years. Mr. Christensen explained the trend shows a larger number of incoming kindergarten students versus the number of outgoing eighth-grade students. He referenced page 13 and explained the projections in generating revenue are based on prior year Average Daily Attendance (ADA) and not enrollment.

Mr. Christensen referenced page 16, and explained the Child Development Fund will end with a zero fund balance as it is expected to expend all of the incoming revenue. The Cafeteria Fund is estimated to have a \$69,000 deficit. He explained this is due to a \$25,000 one-time expense for equipment. The Deferred Maintenance Fund shows a zero balance as it is expected to expend all of the revenue. Mr. Christensen explained that in 2014-15, the District was accounting for the additional Economic Uncertainty Reserve and Technology Reserve in Fund 17; that has changed for 2015-16. In 2015-16, the Technology Reserve will be included in Fund 40 (Special Reserve for Capital Outlay).

Mr. Christensen made reference to page 16, and explained the Interfund Transfer Out shows \$590,000 outgoing from Fund 17. He explained this is to take the deposit made in 2014-15 and transfer it into Fund 40; the Technology Reserve is now exclusively in Fund 40. Fund 40 shows the incoming \$590,000 and another deposit of \$720,000 from the General Fund. The ending balance is \$1,746,281, of which about \$450,000 is associated with the Solar Project and \$1.3 million is associated with the Technology Reserve. He explained, page 17 shows a zero balance on the Building Fund. The Capital Facilities Fund is a combination of three major revenue sources which includes Developer Fees, Renzulli Property proceeds, and former Redevelopment Agency Funds. The School Facilities Fund accounts for State grants. Project SAFE and Yale funds will have a surplus that will help absorb any future cost increases.

Mr. Christensen made reference to page 25, which shows the calculation of the Local Control Funding Formula (LCFF). Based on the Governors May Revise proposal of closing the gap of 53.08%, the District is expecting approximately an additional \$5 million in LCFF revenue in 2015-16; an approximate increase of 12%. Certificated Staffing, on page 27, shows 228 general education teachers in 2014-15. The District is budgeting for 331 teachers in 2015-16; based on enrollment projections. The Multi-Year Projections, on page 28, shows the District has included increases in STRS, PERS, State Unemployment Insurance, and Workers Compensation. He explained the STRS amounts are set by law. However, the amounts shown for PERS are estimates. He explained page 30 shows contributions to Restricted Programs by the

Unrestricted General Fund. The contribution to the Special Education Program continues to increase; and the District is projecting an estimated contribution to the Special Education Mental Health funds. The District has been funding the Routine Restricted Maintenance at two percent of total outgo. Districts are now required to fund at three percent.

Mr. Christensen referenced the General Fund Multi-Year Projections on page 33. He explained that in 2014-15, the District is expecting a deficit of about \$3.4 million. In 2015-16, a surplus of \$3.6 million. With some moderate revenue increases in 2017-18, a surplus of a little over \$1 million is projected. In 2015-16, the District expected a Reserve as Percent of Expenditures of 23.5%; and slight increases in 2016-17 and 2017-18. Mr. Christensen clarified this does not include any negotiated salary increases. The Estimated Structural Surplus in 2015-16 is \$2,915,402; \$2,333,428 in 2016-17; and \$1,813,337 in 2017-18.

Mr. Christensen provided an overview of the Estimated General Fund Cash Flow on page 36, and the history of the Total General Fund Budget and Cash Reserves on page 38. Member Ryan moved approval.

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

2.2. Relocation of Playground Structure at Hill Creek School and Authorization to Solicit Informal Bids through the CUPCCAC Process

Karl Christensen explained Hill Creek has received several complaints and concerns from neighbors on students peering over into their yard, noise from the students, things being thrown into their yards, and student safety. Most recently, the District received a formal letter by four neighbors stating that the location of the playground structure, basketball hoops, and backstop in close proximity to the block wall is the primary reason for the nuisances. The neighbors believe these nuisances began, and/or escalated, when the playground structure was installed within six inches of the block wall. Mr. Christensen explained Administration reviewed various options for addressing the neighbor complaints. The options were presented to the Board for consideration.

Upon discussion, the Board asked Administration to solicit bids, and return the bids to the Board for review. Mr. Christen clarified that the bid would consist of moving the four swings, adding two additional swings, an alternate for removing two of the basketball hoops that are closer to the wall and creating two half-courts. The Board asked that Mr. Christensen work with Principal Southcott to make sure these changes meet her students' needs; and asked Administration to bring a diagram to view the proposed options. Member Fox moved approval to authorize Administration to seek informal bids through the CUPCCAC process based on suggested changes.

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

G. BOARD POLICIES AND BYLAWS

1.1. First Reading: Board Policy Annual Review

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

Board Bylaw 9310, Board Policies, and Education Code 35160.5 require that the Board annually review the listed Board Policies. The above listed policies were submitted for a first reading. No action was requested.

H. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

Superintendent Pierce mentioned the San Diego Taxpayers Educational Foundation (SDTEF) released the 2015 School Bond Transparency Score Card. She mentioned the Board has written a letter of response in the past to the SDTEF in response to the score card, and asked the Board if they wanted to do something similar this year. Superintendent Pierce mentioned Santee School District scored 72%. Mr. Christensen went through the items that were not met. The Board asked Administration to respond with a letter.

Member Ryan mentioned the Santee Chamber of Commerce is developing *Santeeopoly*, a limited edition game featuring Santee businesses and thinks the District should participate with buying a property space on the Board. The Board reviewed the various property and pricing and asked Administration to proceed with purchasing a Light Blue Property for \$500.

Superintendent Pierce inquired on the Board's attendance to dinner at Santee School District Foundation Golf Classic on June 25.

President Burns mentioned Form 470, Officeholder and Candidate Campaign Statement is due July 7 to the Superintendent's Office.

Member Ryan mentioned attending the Chet F. Harritt promotion. She mentioned the teachers arranged the chairs so the parents were able to see the students. Member Ryan mentioned a high percentage of the students that were promoting were enrolled at the school since kindergarten.

Member Levens-Craig attended Pepper Drive's Spring Festival. She mentioned Michelle Meyer, a teacher at Pepper Drive for over 30 years, was retiring. Ms. Meyer was also a student at Pepper Drive. Member Levens-Craig reported Andy Johnston, Principal at Chet F. Harritt STEAM School had presented at her Rotary meeting with two students. She mentioned the Rotarians were very impressed with the student presentation. Member Levens-Craig mentioned attending the Santee Success Program promotion. Their theme this year was baseball and the Board was presented with a baseball bat – in gratitude for helping them "hit it out of the park." Member Levens-Craig mentioned attending the District's Safety and Facilities Committee meeting. She expressed her gratitude to Linda Vail, Project Coordinator, for her work on the emergency plan.

Member El-Hajj attended the Independent Citizens Oversight Committee (ICOC) and the Budget Advisory Committee meetings.

Member Fox attended the promotion at Sycamore and mentioned the promotion went really well.

President Burns attended the Rio Seco promotion. He mentioned heat was a big factor and proposed buying popup tents for promotion and/or other school activities. President Burns mentioned the Fanita Ranch development was picking up faster than expected and suggested the Board meet with the City Manager. President Burns mentioned a parent survey was conducted a few years ago and mentioned he would like to hear feedback from Project SAFE parents. He asked that Administration look into developing a survey and bringing back the information to a subsequent meeting.

I. CLOSED SESSION

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

1. Conference with Labor Negotiator (Gov't Code § 54957.6)
*Agency Negotiators: Karl Christensen, Assistant Superintendent; and
Tim Larson, Assistant Superintendent*
Employee Organization: Santee Teachers Association
2. Conference with Labor Negotiator (Gov't Code § 54957.6)
*Agency Negotiators: Karl Christensen, Assistant Superintendent; and
Tim Larson, Assistant Superintendent*
Employee Organization: Classified School Employees Association

3. Conference with Real Property Negotiators (Gov't Code § 54956.8)
Property:
 - *Parcels 383-112-05 and 383-112-28 located on the north side of Prospect Avenue east of Marrokal Lane (known as Renzulli site)*
 - *10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)*Agency Negotiator: *Karl Christensen, Assistant Superintendent*
4. Public Employee Performance Evaluation (Gov't Section § 54957)
Superintendent

The Board entered closed session at 8:44 p.m.

J. RECONVENE TO PUBLIC SESSION

The Board reconvened to public session at 10:45 p.m. No action was reported.

K. ADJOURNMENT

With no further business, the regular meeting of June 16, 2015 adjourned at 10:45 p.m.

Elana Levens-Craig, Clerk

Cathy A. Pierce, Ed.D., Secretary

Consent Item D.2.1.
Prepared by Karl Christensen
July 7, 2015

Approval/Ratification of Travel Requests

BACKGROUND:

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

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

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

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

RECOMMENDATION:

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

This recommendation supports the following District goal:

Staff Development

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

FISCAL IMPACT:

The estimated travel expenses are \$4,605, with additional substitute costs of \$210, as disclosed on the following page.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.1.

Board Travel Report - July 7, 2015

Travel Dates		Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Travel
Thursday,	06/25/15	Cathy Abel	Child Nutrition Servs	Southern California School Nutrition Association	San Diego	\$0	\$126	Child Nutrition Services	This workshop will focus on Farm to School nutrition.
Wednesday,	07/08/15	Susan Walter	Chet F. Harritt	Learning Headquarters	San Diego	\$0	\$384	Title I	This is a Common Core Writing Inservice, grade level specific.
Thursday,	08/06/15	Diane Cartier Leslie Wiley Larissa Evans	Cajon Park Cajon Park Carlton Oaks	Visualizing and Verbalizing Workshop	San Diego	\$0 \$0 \$0	\$653 \$653 \$653	Special Education Special Education Special Education	This workshop will focus on developing concept imagery to improve comprehension of oral and written information.
Wednesday,	09/09/15	Hope Michel Renee Steel Anne Coman	Ed Services Ed Services Carlton Hills	Learn Practices for Working with English Learners with Disabilities	Ramona	\$0 \$0 \$0	\$80 \$80 \$80	Special Education Special Education Special Education	This workshop will focus on training on how to provide programs and services in a culturally responsive environment.
Travel Requests That Require Airfare, Overnight Stay, and/or Travel Outside of the State of California									
Wed-Thurs,	08/05/15 - 08/06/15	Dr. Cathy Pierce Dr. Stephanie Pierce Dan Prouty Andy Johnston	Superintendent Ed Services Ed Services Chet F. Harritt	Future Ready Conference	Orange COE	\$0 \$0 \$0 \$0	\$178 \$178 \$178 \$178	Superintendent's Office Superintendent's Office Superintendent's Office Superintendent's Office	This conference will focus on strategic planning to build a regional network of experts to learn together for a smooth transition to digital learning.
Fri-Sun,	10/02/15 - 10/04/15	Jill Schmitt Val Iverson	Carlton Oaks Carlton Oaks	California Science Education Conference	Sacramento	\$105 \$105	\$592 \$592	Carlton Oaks School Carlton Oaks School	This conference will focus on educational programs for science teachers.

Consent Item D.2.2. Acceptance of Donations
 Prepared by Karl Christensen
 July 7, 2015

BACKGROUND:

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

<i>Item</i>	<i>Approximate Value</i>	<i>Donated By</i>	<i>Designated For Use At</i>
Funds to Support the Instructional Program and Supplement Classroom Supplies	\$150.00	Target	Cajon Park School
Funds to Support 6 th Grade Camp	\$1,000.00	Cajon Park PTSA	Cajon Park School
Funds to Support Technology in the Video Room	\$3,108.90	Cajon Park PTSA	Cajon Park School
Funds to Purchase a Table and Benches for Quad Area	\$500.00	Carlton Hills PTA	Carlton Hills School
Funds to Support the Instructional Program and Supplement Classroom Supplies	\$5,000.00	The Louis & Gladyce Foster Family Foundation	Carlton Hills School
Cricket Expression Die Cut Machine plus 13 Cartridges	\$575.00	Cheryl Goble	Chet F. Harritt School
Funds to Support the Reading Program	\$100.00	Target	Hill Creek School
TOTAL DONATIONS RECEIVED	\$10,433.90		

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:

Educational Achievement

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

Fiscal Accountability

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

FISCAL IMPACT:

The donation above is valued at \$10,433.90.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.2.

BACKGROUND:

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

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

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

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

RECOMMENDATION:

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

This recommendation supports the following District goals:

Educational Achievement

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

Fiscal Accountability

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

FISCAL IMPACT:

The fiscal impact is disclosed on the attached page.

STUDENT ACHIEVEMENT IMPACT:

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

Consultant / General Service Provider Report
July 7, 2015

Vendor Name	Type (Consultant or General Service Provider)	Description of Services	Date(s) of Service	Amount	Funding	Payment Type (Independent Contractor or Employee)
Sound Prodigy	General Service Provider	D.J. Services	06/15/15	\$200 (not to exceed)	Rio Seco	Independent Contractor
Alejandra Garcia	General Service Provider	Bilingual Evaluations	7/1/15 - 6/30/16	\$100/hour (not to exceed \$3,000)	Special Education	Employee
McAlister Institute	General Service Provider	Drug Testing	7/1/15 - 6/30/16	\$15/each (not to exceed \$500)	Pupil Services	Independent Contractor
Fahima Piromari	General Service Provider	Translation Services (Kurdish, Arabic, Farsi)	7/1/15 - 6/30/16	\$15/oral translations; \$20/written translations & testing (not to exceed \$800.00)	EIA - LEP	Independent Contractor
Nada Sawaya	General Service Provider	Translation Services (Arabic, French)	7/1/15 - 6/30/16	\$15/oral translations; \$20/written translations & testing (not to exceed \$2,200.00)	EIA - LEP	Independent Contractor
Alliance for African Assistance	General Service Provider	Translation Services (various languages)	7/1/15 - 6/30/16	\$15/oral translations; \$20/written translations & testing (not to exceed \$800.00)	EIA - LEP	Independent Contractor
Nahid Aspari	General Service Provider	Translation Services (Kurdish, Arabic, Farsi)	7/1/15 - 6/30/16	\$15/oral translations; \$20/written translations & testing (not to exceed \$800.00)	EIA - LEP	Independent Contractor

Consent Item D.2.4. Approval/Ratification of Expenditure Transactions
Prepared by Karl Christensen Charged to District Issued Purchasing Cards (P-Cards)
July 7, 2015

BACKGROUND:

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

RECOMMENDATION:

It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the period May 1, 2014 through May 31, 2014.

This recommendation supports the following District goal:

Fiscal Accountability

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

FISCAL IMPACT:

There were 235 transactions totaling \$30,480.25 charged to various funds.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.4.

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20150504	ABEL,CATHY	CHILD NUTRITION	SPROUTS FARMERS MARK	31.95	Gluten Free Food
20150507	ABEL,CATHY	CHILD NUTRITION	DISNEY RESORTS	472.26	Travel
20150510	ABEL,CATHY	CHILD NUTRITION	TARGET 00014852	24.95	Gluten Free Food
20150514	ABEL,CATHY	CHILD NUTRITION	GTM DISCOUNT GENERAL S	68.03	Vacuum for Central Kitchen
20150518	ABEL,CATHY	CHILD NUTRITION	SMARTNFINAL39810803989	45.84	Classified Appreciation luncheon supplies
20150518	ABEL,CATHY	CHILD NUTRITION	OFFICE DEPOT #5125	388.27	Office Supplies
20150520	ABEL,CATHY	CHILD NUTRITION	EL POLLO LOCO 3749	711.61	Classified Appreciation luncheon
20150521	ABEL,CATHY	CHILD NUTRITION	WAL-MART #1917	40.95	Toaster Ovens Special Diet Students School Sites
20150522	ABEL,CATHY	CHILD NUTRITION	OFFICE DEPOT #5125	11.87	Office Supplies desk calendar
20150522	ABEL,CATHY	CHILD NUTRITION	SPROUTS FARMERS MARK	32.42	Gluten Free Food, Special Diet Students
20150527	ABEL,CATHY	CHILD NUTRITION	OFFICE DEPOT #5101	80.95	Desk Calendars
20150529	ABEL,CATHY	CHILD NUTRITION	WAL-MART #1917	47.69	Site kitchen supplies
20150531	ABEL,CATHY	CHILD NUTRITION	SPROUTS FARMERS MARK	37.14	Gluten Free Food
				1,993.93	
20150504	ALBERT,DIANN L	PRIDE ACADEMY	JETBLUE AIRWAYS (JETBLUE)	714.60	Airfare for Writing Institute
				714.60	
20150501	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	RUBIO'S #249 ECOM	102.60	Catering for Special Board meeting
20150505	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SMARTNFINAL39810803989	28.41	Supplies for Board meeting
20150505	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	ALBERTSONS #6710	22.97	Supplies for Board meeting
20150507	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SPROUTS FARMERS MARK	4.99	Supplies for Board meeting
20150511	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	OFFICE DEPOT #908	75.56	Office supplies
20150513	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	99 CENTS ONLY STORES #	15.12	Supplies for Staff Appreciation
20150513	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	ALBERTSONS #6710	6.99	Supplies for Staff Appreciation
20150514	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SPROUTS FARMERS MARK	166.32	Supplies for Staff Appreciation
20150514	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	USPS 05702095524902264	19.60	Purchase of postage stamps
20150520	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	AMAZON MKTPLACE PMTS	26.03	Board meeting supplies
20150520	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	ALBERTSONS #6710	21.98	Board meeting supplies
20150521	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SPROUTS FARMERS MARK	4.99	Board meeting supplies
20150521	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	AMAZON MKTPLACE PMTS	62.50	Board meeting supplies
20150522	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	99 CENTS ONLY STORES #	6.47	PLT meeting supplies
20150528	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	OGGI'S PIZZA & BREWING	128.38	Catering for Special Board Meeting
20150528	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SPROUTS FARMERS MARK	4.99	Supplies for Board meeting
20150528	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	PARTY CITY	29.16	Supplies for Salute to Excellence
				727.06	
20150527	AVILA,EVONN	BUSINESS SERVICES	NATL/PADGET 8006825061	640.00	Training Courses (K. Christensen, T. Long, K. Lippert, D. Brown)
				640.00	
20150520	BAKER,HOPE	OST PROGRAMS	WAL-MART #1917	238.80	Instructional Supplies
20150521	BAKER,HOPE	OST PROGRAMS	MICHAELS STORES 3256	50.71	Instructional Art Supplies
				289.51	
20150508	BECKER,CHRISTINA	FACILITIES & MAINTENANCE	EXTENDED STAY	115.49	BARD Workshop Training Seminar - John Rademaker A/C
20150511	BECKER,CHRISTINA	FACILITIES & MAINTENANCE	ACE PARKING PS #1223	10.00	Parking - SD Convention Center Spring Next Gen Symposium Sponsored by CASH Dir. Group
				125.49	
20150524	BILLICK,JERI	SYCAMORE CANYON	MICHAELS STORES 3256	134.08	Volunteer breakfast items
20150525	BILLICK,JERI	SYCAMORE CANYON	DOLRTREE 3194 00031948	16.47	Volunteer breakfast items
20150525	BILLICK,JERI	SYCAMORE CANYON	TARGET 00014852	55.68	Volunteer breakfast items
				206.23	
20150501	BRASHER,PAMELA	OST PROGRAMS	HYPERKIN INC	804.32	PS- DDR Bundle Kit (Console and accessories) (50%)
20150501	BRASHER,PAMELA	OST PROGRAMS	HYPERKIN INC	804.31	ASES- DDR Bundle Kit (Console and accessories) (50%)
20150519	BRASHER,PAMELA	OST PROGRAMS	AMAZON MKTPLACE PMTS	31.72	PS- Lapel microphone
20150521	BRASHER,PAMELA	OST PROGRAMS	WAL-MART #1917	393.55	PS- Office supplies, games, instructional supplies RS
20150521	BRASHER,PAMELA	OST PROGRAMS	TARGET 00014852	142.04	PS- Snacks and instructional supplies PD
20150521	BRASHER,PAMELA	OST PROGRAMS	WAL-MART #1917	250.25	PS- Instructional art supplies and office supplies SC
20150521	BRASHER,PAMELA	OST PROGRAMS	WAL-MART #1917	99.48	PS- Instructional supplies CFH
20150521	BRASHER,PAMELA	OST PROGRAMS	WAL-MART #1917	83.16	PS- Instructional supplies CP
20150521	BRASHER,PAMELA	OST PROGRAMS	WAL-MART #1917	186.13	ASES- Instructional supplies and office supplies
20150522	BRASHER,PAMELA	OST PROGRAMS	HOMEDPOT.COM	172.67	PS- Rubber floor mats HC
20150527	BRASHER,PAMELA	OST PROGRAMS	FORMUFIT PVC PRODUCTS	70.77	PS- PVC Piping
				3,038.40	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20150501	BROGAN-BARANSKI,K	CARLTON OAKS	AMAZON MKTPLACE PMTS	53.72	Toner for classroom printer
20150501	BROGAN-BARANSKI,K	CARLTON OAKS	AMAZON MKTPLACE PMTS	45.76	Toner for classroom printer
20150501	BROGAN-BARANSKI,K	CARLTON OAKS	REI*GREENWOODHEINEMANN	75.05	Interactive Read-Alouds - Grade 4
20150503	BROGAN-BARANSKI,K	CARLTON OAKS	DELTA	628.20	Flight for Lindsay Benedetto to Writer's Workshop in New York
20150503	BROGAN-BARANSKI,K	CARLTON OAKS	DELTA	628.20	Flight for Angie Shinsky to attend Writer's Workshop in New York
20150503	BROGAN-BARANSKI,K	CARLTON OAKS	SD FAIR EXHIBITS	60.00	San Diego County fair Arts and Crafts Processing Fee for grades K-4
20150505	BROGAN-BARANSKI,K	CARLTON OAKS	AMAZON MKTPLACE PMTS	30.17	Toner (50%)
20150505	BROGAN-BARANSKI,K	CARLTON OAKS	AMAZON MKTPLACE PMTS	30.17	Toner (50%)
20150513	BROGAN-BARANSKI,K	CARLTON OAKS	AMAZON MKTPLACE PMTS	59.18	Projector lamp for classroom projector
20150522	BROGAN-BARANSKI,K	CARLTON OAKS	TASSEL DEPOT	313.95	Tasseis for 8th grade promotion - to be billed to C.O. ASB
20150527	BROGAN-BARANSKI,K	CARLTON OAKS	LIGHTSPEED TECHNOLOGIE	15.12	Replacement batteries for classroom microphone
20150531	BROGAN-BARANSKI,K	CARLTON OAKS	AMAZON MKTPLACE PMTS	69.99	Toner for classroom printer
				2,009.51	
20150517	GRIFFIN,DEBRA	TRANSPORTATION	WAL-MART #1917	39.87	Seat cushions for buses
20150518	GRIFFIN,DEBRA	TRANSPORTATION	SMART AND FINA10805810	9.38	Mints for table decorations -Classified Employee Luncheon - MFCU donation
20150519	GRIFFIN,DEBRA	TRANSPORTATION	PARTY CITY 0229	62.60	Table coverings/ new decorations-Classified Employee Luncheon - MFCU donation
20150520	GRIFFIN,DEBRA	TRANSPORTATION	WAL-MART #1917	(26.96)	Returned one seat cushion
20150520	GRIFFIN,DEBRA	TRANSPORTATION	LEON MFG COMPANY INC	181.26	New rollers for Ram-Rod grounds equipment
				266.15	
20150506	HECK,TERRY	PRIDE ACADEMY	SP * IOGRAPHER	502.82	Tech enhancements for iPads
20150510	HECK,TERRY	PRIDE ACADEMY	VONS STORE0018978	14.03	Flowers for Bonnie Jackson, Leadership in Biliteracy Symposium
20150511	HECK,TERRY	PRIDE ACADEMY	SMART AND FINA10805810	162.86	Snacks for students during CAASPP testing
20150515	HECK,TERRY	PRIDE ACADEMY	SMARTNFINAL39810803989	169.10	Snacks for student testing
20150519	HECK,TERRY	PRIDE ACADEMY	AMAZON MKTPLACE PMTS	56.14	iPad styluses for 2nd grade
20150519	HECK,TERRY	PRIDE ACADEMY	AMAZON MKTPLACE PMTS	436.99	Headphones for grade 1
20150519	HECK,TERRY	PRIDE ACADEMY	AMAZON MKTPLACE PMTS	56.14	iPad styluses for 1st grade
20150519	HECK,TERRY	PRIDE ACADEMY	AMAZON MKTPLACE PMTS	147.29	50 headphones for grade 1
20150528	HECK,TERRY	PRIDE ACADEMY	SMART AND FINA10805810	27.58	J.H. Honor Roll luncheon
20150529	HECK,TERRY	PRIDE ACADEMY	SUBWAY 00999912	78.00	J.H. Honor Roll luncheon
				1,650.95	
20150501	HICKS,TYLENE	CAJON PARK	SD FAIR EXHIBITS	12.00	Teacher/Class Project Entry into SD Fair
20150501	HICKS,TYLENE	CAJON PARK	SD FAIR EXHIBITS	12.00	Teacher/Class Project Entry into SD Fair
20150504	HICKS,TYLENE	CAJON PARK	JETBLUE AIRWAYS (JETBLUE)	714.60	Flight to New York Writing Conference - Tylene Hicks
20150508	HICKS,TYLENE	CAJON PARK	DELTA	748.20	Flights for Mike Olander & Sheila Harris to New York for the Writing Conference
20150508	HICKS,TYLENE	CAJON PARK	DELTA	109.00	Flights for Mike Olander & Sheila Harris to New York for the Writing Conference
20150508	HICKS,TYLENE	CAJON PARK	DELTA	109.00	Flights for Mike Olander & Sheila Harris to New York for the Writing Conference
20150508	HICKS,TYLENE	CAJON PARK	DELTA	748.20	Flights for Mike Olander & Sheila Harris to New York for the Writing Conference
20150508	HICKS,TYLENE	CAJON PARK	DELTA	109.00	Flights for Mike Olander & Sheila Harris to New York for the Writing Conference
20150508	HICKS,TYLENE	CAJON PARK	DELTA	109.00	Flights for Mike Olander & Sheila Harris to New York for the Writing Conference
				2,671.00	
20150514	HOHIMER,KAREN	HILL CREEK	SD ZOO EDUCATION	90.00	Field Trip 2nd grade
20150515	HOHIMER,KAREN	HILL CREEK	AMAZON MKTPLACE PMTS	326.15	Jr high frames for posters
20150525	HOHIMER,KAREN	HILL CREEK	AMAZON MKTPLACE PMTS	10.07	Supplies for Jr. High PE
20150527	HOHIMER,KAREN	HILL CREEK	SHI*SMARTPRACT#1755357	25.70	Supplies for promotion
20150531	HOHIMER,KAREN	HILL CREEK	JETBLUE AIRWAYS (JETBLUE)	273.07	NY Workshop airfare
20150531	HOHIMER,KAREN	HILL CREEK	DELTA	223.10	NY Workshop airfare
20150531	HOHIMER,KAREN	HILL CREEK	DELTA	223.10	NY Workshop mileage
20150531	HOHIMER,KAREN	HILL CREEK	JETBLUE AIRWAYS (JETBLUE)	273.07	NY Workshop airfare
				1,444.26	
20150501	HOOKS,TED A	PEPPER DRIVE	IN *THE LITTLE SIGN CO	58.00	Parking lot signage (General)
20150505	HOOKS,TED A	PEPPER DRIVE	AMAZON MKTPLACE PMTS	64.75	Student chair (general)
20150505	HOOKS,TED A	PEPPER DRIVE	AMAZON.COM	46.96	Professional Development texts (Title I)
20150515	HOOKS,TED A	PEPPER DRIVE	MANSION	306.17	PE Equipment (Title I)
20150515	HOOKS,TED A	PEPPER DRIVE	AMAZON.COM	354.32	PE Equipment (Title I)
20150518	HOOKS,TED A	PEPPER DRIVE	AMAZON.COM	177.16	PE Equipment (Title I)
20150521	HOOKS,TED A	PEPPER DRIVE	AMAZON MKTPLACE PMTS	75.55	Alternative student seat (General)
				1,082.91	
20150513	LINDSAY,JERELYN	CARLTON HILLS	WAL-MART #1917	46.61	Frames for student awards
				46.61	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20150503	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	WWW.NEWEGG.COM	40.75	RS - Replacement Keyboard
20150505	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	BEST BUY MHT 00004382	134.94	iPad Setup Supplies
20150506	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	APPLE STORE #R040	313.20	iPad Setup Supplies
20150513	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	BEST BUY MHT 00011452	539.96	Security Cameras for iPads
20150518	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	PAYPAL *NES SALES	222.98	iPad Repair gear
20150518	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	PAYPAL *ROSCOE	113.92	iPad Repair gear
20150520	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	MINECRAFTEDU	329.00	Minecraft Software for CP
20150520	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	CRUCIAL.COM	71.27	Memory for PD
20150522	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	WWW.SIMPLISAFE.COM	24.99	Security System
20150522	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	WAL-MART #3524	9.63	iPad processing labels
20150522	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	WWW.SIMPLISAFE.COM	284.94	Security System
20150522	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	WAL-MART #1917	195.50	iPad processing supplies
20150524	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	THE HOME DEPOT 673	19.41	iPad processing supplies
20150526	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMAZON MKTPLACE PMTS	337.92	Audio Mic system for HC
				2,638.41	
20150505	MCKINNON, KATHY	EDUCATIONAL SERVICES	AMAZON.COM	21.65	HM Reading Books - IMFRP
20150506	MCKINNON, KATHY	EDUCATIONAL SERVICES	AMAZON MKTPLACE PMTS	37.78	HM Reading Books - IMFRP
20150506	MCKINNON, KATHY	EDUCATIONAL SERVICES	AMAZON MKTPLACE PMTS	65.34	HM Reading Books - IMFRP
20150506	MCKINNON, KATHY	EDUCATIONAL SERVICES	AMAZON.COM	30.88	HM Reading Books - IMFRP
20150506	MCKINNON, KATHY	EDUCATIONAL SERVICES	AMAZON MKTPLACE PMTS	49.56	HM Reading Books - IMFRP
20150506	MCKINNON, KATHY	EDUCATIONAL SERVICES	AMAZON MKTPLACE PMTS	56.04	HM Reading Books - IMFRP
20150506	MCKINNON, KATHY	EDUCATIONAL SERVICES	AMAZON MKTPLACE PMTS	64.00	HM Reading Books - IMFRP
20150506	MCKINNON, KATHY	EDUCATIONAL SERVICES	AMAZON MKTPLACE PMTS	9.48	HM Reading Books - IMFRP
20150506	MCKINNON, KATHY	EDUCATIONAL SERVICES	AMAZON.COM	15.44	HM Reading Books - IMFRP
20150506	MCKINNON, KATHY	EDUCATIONAL SERVICES	AMAZON MKTPLACE PMTS	38.76	HM Reading Books - IMFRP
20150507	MCKINNON, KATHY	EDUCATIONAL SERVICES	AMAZON MKTPLACE PMTS	59.82	HM Reading Books - IMFRP
20150513	MCKINNON, KATHY	EDUCATIONAL SERVICES	AMAZON MKTPLACE PMTS	15.64	HM Reading Books - IMFRP
20150513	MCKINNON, KATHY	EDUCATIONAL SERVICES	AMAZON MKTPLACE PMTS	11.40	HM Reading Books - IMFRP
20150514	MCKINNON, KATHY	EDUCATIONAL SERVICES	SCHED ORG	99.00	Sched Event - PD Supplies
20150517	MCKINNON, KATHY	EDUCATIONAL SERVICES	UW CENTER FOR ED LEADE	55.00	Books - PD Supplies
20150519	MCKINNON, KATHY	EDUCATIONAL SERVICES	ALS SPORT SHOP	9.71	Supplies (Engraving) - ERC Admin
20150520	MCKINNON, KATHY	EDUCATIONAL SERVICES	OFFICE DEPOT #908	3.83	Supplies - ERC Admin
20150522	MCKINNON, KATHY	EDUCATIONAL SERVICES	OFFICE DEPOT #908	35.39	Supplies - ERC Admin
				678.72	
20150508	MICHEL, HOPE	SPECIAL EDUCATION	OFFICE DEPOT #5125	30.22	OT - Rubber Name Stamps/McNeil/O'Day
20150512	MICHEL, HOPE	SPECIAL EDUCATION	PRO ED INC	79.20	PSYCH - TAPS Protocols M/M (45%)
20150512	MICHEL, HOPE	SPECIAL EDUCATION	PRO ED INC	79.20	PSYCH - TAPS Protocols M/S (45%)
20150512	MICHEL, HOPE	SPECIAL EDUCATION	PRO ED INC	17.60	Percentage charged to regular ed (10%)
20150512	MICHEL, HOPE	SPECIAL EDUCATION	PRO ED INC	41.54	SPEECH - SLDT Elementary Forms (90%)
20150512	MICHEL, HOPE	SPECIAL EDUCATION	PRO ED INC	4.61	Percentage charged to Regular Ed (10%)
20150517	MICHEL, HOPE	SPECIAL EDUCATION	AMAZON MKTPLACE PMTS	56.43	LifeProof iPad cover for M/S student Perkins
20150527	MICHEL, HOPE	SPECIAL EDUCATION	MICHAELS STORES 3256	64.75	MISC - 5 picture frames (4 returned)
20150527	MICHEL, HOPE	SPECIAL EDUCATION	OFFICE DEPOT #908	66.91	MISC - Picture frames for retirees certificates
20150527	MICHEL, HOPE	SPECIAL EDUCATION	MICHAELS STORES 3256	(51.80)	MISC - Return 4 out of 5 picture frames
20150531	MICHEL, HOPE	SPECIAL EDUCATION	PRO ED INC	115.83	SPEECH - Testing Protocols TOPL/TOLD (90%)
20150531	MICHEL, HOPE	SPECIAL EDUCATION	PRO ED INC	12.87	Percentage charged to regular ed (10%)
				517.36	
20150508	MONTLER, BONNER M	EDUCATIONAL SERVICES	SWA INFLIGHT WiFi	8.00	1 day subscription for WiFi use on airline flight State testing support via email while traveling
				8.00	
20150518	ORTEGA, KAREN	HUMAN RESOURCES	MICHAELS STORES 3256	73.41	Frames for employee recognition certificates - Salute to Excellence 5/28/15
20150522	ORTEGA, KAREN	HUMAN RESOURCES	AWARDS BY NAVAJO	2,318.28	Employee recognitions 2014-2015
20150525	ORTEGA, KAREN	HUMAN RESOURCES	HYATT HOTELS	10.00	PARKING - CEDR/Ed-Join Conference - Hyatt Regency Orange County 5/21-5/22/15
20150525	ORTEGA, KAREN	HUMAN RESOURCES	HYATT HOTELS	151.12	CCEDR/Ed-Join Conference - Hyatt Regency Orange County 5/21-5/22/15
20150531	ORTEGA, KAREN	HUMAN RESOURCES	THINGS REMEMBERED 0709	52.07	40-years recognition for R. Randall
20150531	ORTEGA, KAREN	HUMAN RESOURCES	AWARDS BY NAVAJO	31.41	Employee recognitions 2014-2015
				2,636.29	
20150506	PIERCE, CATHY A	SUPERINTENDENT'S OFFICE	WAL-MART #1917	29.05	Misc items for Staff Appreciation
20150507	PIERCE, CATHY A	SUPERINTENDENT'S OFFICE	PARTY CITY	23.67	Misc items for Staff Appreciation
20150531	PIERCE, CATHY A	SUPERINTENDENT'S OFFICE	MIMIS CAFE 86	31.96	Meeting with Board member
				84.68	
20150527	PIERCE, STEPHANIE	EDUCATIONAL SERVICES	DELTA	629.30	Travel(Writing Institute) - PD
				629.30	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20150508	PROUTY, DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMAZON.COM	13.49	iPad carry bag.
20150508	PROUTY, DANIEL J	INSTRUCTIONAL TECHNOLOGY	SALES@AIRSQUIRRELS.COM	62.99	Upgrade software license (5 quantity) for Reflector 2 (teacher iPad presentation software).
20150514	PROUTY, DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMAZON.COM	121.41	Laptop bags for P.D.
20150514	PROUTY, DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMAZON.COM	121.41	Laptop bags for P.D.
20150514	PROUTY, DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMAZON.COM	121.41	Laptop bags for P.D.
20150515	PROUTY, DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMAZON.COM	121.41	Laptop bags for P.D.
20150515	PROUTY, DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMAZON.COM	60.44	Laptop bags for P.D.
				622.56	
20150513	RIFFEL, MEREDITH	PUPIL SERVICES	ALBERTSONS #6710	36.00	bus pass for homeless student
20150515	RIFFEL, MEREDITH	PUPIL SERVICES	TARGET 00014852	31.30	wipes for Habich & Chadwick class
20150521	RIFFEL, MEREDITH	PUPIL SERVICES	TARGET 00014852	3.99	supplies for Board Hearing
				71.29	
20150506	ROSA, JIM	RIO SECO	DELL SALES & SERVICE	129.59	Replacement Ink Cartridges
20150506	ROSA, JIM	RIO SECO	BANNERSONTHECHEAP.COM	52.19	Banners for the school
20150508	ROSA, JIM	RIO SECO	AMAZON.COM	47.50	PE Equipment
20150528	ROSA, JIM	RIO SECO	DELL SALES & SERVICE	129.59	Replacement ink cartridges
20150531	ROSA, JIM	RIO SECO	AMERICAN AIRLINES	365.46	Airfare for Rebecca Brodeen for Writer's Workshop in June in New York, NY.
20150531	ROSA, JIM	RIO SECO	AMERICAN AIRLINES	427.16	Airfare for Rebecca Brodeen for Writer's Workshop in June in New York, NY.
				1,151.49	
20150508	SCHOLDER, TAMMY	PEPPER DRIVE	03SOMBROGRAVES	31.74	Lunch for the campus supervisor meeting.
				31.74	
20150501	SCHWELLER, JOHN	PUPIL SERVICES	MILE HIGH NET STORE	13.24	Materials for M. Rashap
20150501	SCHWELLER, JOHN	PUPIL SERVICES	BARNES&NOBLE.COM	38.39	Books for SSP
20150510	SCHWELLER, JOHN	PUPIL SERVICES	EB GIRL WORLD UNDERST	48.47	Seminar (33.33%)
20150510	SCHWELLER, JOHN	PUPIL SERVICES	EB GIRL WORLD UNDERST	48.47	Seminar (33.33%)
20150510	SCHWELLER, JOHN	PUPIL SERVICES	EB GIRL WORLD UNDERST	48.47	Seminar (33.34%)
20150510	SCHWELLER, JOHN	PUPIL SERVICES	AMAZON MKTPLACE PMTS	49.43	Supplies for C. Chadwick class
20150511	SCHWELLER, JOHN	PUPIL SERVICES	LAKESHORE LEARNING MAT	37.34	Materials for M. Rashap
20150512	SCHWELLER, JOHN	PUPIL SERVICES	SUPER DUPER PUBLICATIO	67.40	Materials for M. Rashap
20150512	SCHWELLER, JOHN	PUPIL SERVICES	PRO ED INC	217.30	Materials for E. Starr
20150514	SCHWELLER, JOHN	PUPIL SERVICES	LAKESHORE LEARNING MAT	67.18	Materials for C. Chadwick
20150515	SCHWELLER, JOHN	PUPIL SERVICES	AMAZON MKTPLACE PMTS	14.00	Supplies for M. Rashap
20150517	SCHWELLER, JOHN	PUPIL SERVICES	TARGET 00014852	31.26	Clothes for homeless student
20150522	SCHWELLER, JOHN	PUPIL SERVICES	TARGET 00014852	(10.78)	Returned item
20150527	SCHWELLER, JOHN	PUPIL SERVICES	AMAZON MKTPLACE PMTS	6.78	Supplies for R. Pabis
20150527	SCHWELLER, JOHN	PUPIL SERVICES	AMAZON MKTPLACE PMTS	14.74	Supplies for R. Pabis
20150527	SCHWELLER, JOHN	PUPIL SERVICES	AMAZON.COM	40.92	Materials for M. Rashap
20150527	SCHWELLER, JOHN	PUPIL SERVICES	AMAZON.COM	4.23	Supplies for R. Pabis
20150527	SCHWELLER, JOHN	PUPIL SERVICES	AMAZON MKTPLACE PMTS	43.19	Supplies for SSP
20150527	SCHWELLER, JOHN	PUPIL SERVICES	AMAZON MKTPLACE PMTS	14.00	Materials for M. Rashap
20150527	SCHWELLER, JOHN	PUPIL SERVICES	AMAZON MKTPLACE PMTS	20.98	Supplies for R. Pabis
20150527	SCHWELLER, JOHN	PUPIL SERVICES	AMAZON.COM	14.84	Materials for R. Pabis
20150527	SCHWELLER, JOHN	PUPIL SERVICES	AMAZON MKTPLACE PMTS	18.91	SSP supplies
20150528	SCHWELLER, JOHN	PUPIL SERVICES	AMAZON.COM	10.09	Materials for R. Pabis
20150528	SCHWELLER, JOHN	PUPIL SERVICES	AMAZON MKTPLACE PMTS	11.99	Materials for R. Pabis
20150529	SCHWELLER, JOHN	PUPIL SERVICES	AMAZON MKTPLACE PMTS	15.87	Materials for R. Pabis
				886.71	
20150503	SHEEN, KRISTINA D	OST PROGRAMS	SAN DIEGO MUSEUM OF MA	120.00	PS- ADMISSION/ENTRANCE FEES
20150503	SHEEN, KRISTINA D	OST PROGRAMS	SAN DIEGO MUSEUM OF MA	120.00	PS- ADMISSION/ENTRANCE FEES
20150503	SHEEN, KRISTINA D	OST PROGRAMS	SAN DIEGO MUSEUM OF MA	120.00	PS- ADMISSION/ENTRANCE FEES
20150513	SHEEN, KRISTINA D	OST PROGRAMS	MICHAELS STORES 3256	52.23	PS- Instructional art supplies
20150521	SHEEN, KRISTINA D	OST PROGRAMS	TARGET 00014852	531.77	PS- Office supplies, games and instructional supplies.
				944.00	
20150504	SIMPSON, DEBRA	RIO SECO	HOMEDEPOT.COM	160.92	Medication storage cart for Health Clerk
20150506	SIMPSON, DEBRA	RIO SECO	PAPERWRISTBANDS	36.83	Instructional Supplies for RSP Teacher
20150528	SIMPSON, DEBRA	RIO SECO	READ NATURALLY INC	279.40	Paper wristband reminders for students
				477.15	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20150501	SOUTHCOTT,STEPHANIE	HILL CREEK	EL POLLO LOCO 3749	453.05	Food for Volunteer luncheon
20150503	SOUTHCOTT,STEPHANIE	HILL CREEK	DIFFERENT ROADS TO LEA	40.90	SDC - Classroom supplies
20150503	SOUTHCOTT,STEPHANIE	HILL CREEK	ACCO BRANDS DIRECT	27.33	Principal - planner
20150504	SOUTHCOTT,STEPHANIE	HILL CREEK	WALMART.COM	129.28	Headphones for testing
20150505	SOUTHCOTT,STEPHANIE	HILL CREEK	WALMART.COM	35.08	Supplies for health office
20150505	SOUTHCOTT,STEPHANIE	HILL CREEK	AMAZON MKTPLACE PMTS	54.00	Labels for Ident-a-kid check in
20150507	SOUTHCOTT,STEPHANIE	HILL CREEK	AMAZON.COM	24.02	Frames for MS building
20150507	SOUTHCOTT,STEPHANIE	HILL CREEK	AMAZON.COM	72.06	Frames for MS building
20150507	SOUTHCOTT,STEPHANIE	HILL CREEK	AMAZON.COM	72.06	Frames for MS building
20150507	SOUTHCOTT,STEPHANIE	HILL CREEK	AMAZON.COM	72.06	Frames for MS building
20150511	SOUTHCOTT,STEPHANIE	HILL CREEK	HOMEDEPOT.COM	64.78	Playground supplies
20150513	SOUTHCOTT,STEPHANIE	HILL CREEK	AMAZON.COM	(21.15)	Return of incorrect item
20150513	SOUTHCOTT,STEPHANIE	HILL CREEK	AMAZON.COM	(21.16)	Return of incorrect item
20150513	SOUTHCOTT,STEPHANIE	HILL CREEK	AMAZON.COM	(42.31)	Return of incorrect item
20150513	SOUTHCOTT,STEPHANIE	HILL CREEK	AMAZON.COM	(63.48)	Return of incorrect item
20150527	SOUTHCOTT,STEPHANIE	HILL CREEK	AMAZON.COM	(24.02)	Return of incorrect item
20150527	SOUTHCOTT,STEPHANIE	HILL CREEK	AMAZON.COM	(13.88)	Return of incorrect item
20150527	SOUTHCOTT,STEPHANIE	HILL CREEK	JONES SCHOOL SUPPLY	62.50	Supplies for promotion
20150527	SOUTHCOTT,STEPHANIE	HILL CREEK	AMAZON.COM	(24.02)	Return of incorrect item
20150529	SOUTHCOTT,STEPHANIE	HILL CREEK	EVERMINE-MYOWNLABELS	29.96	Supplies for promotion
				927.06	
20150512	STARKEY,MARK	INFORMATION TECHNOLOGY	APPLE STORE #R040	205.20	Replacement power cords for student iPads - 10
20150514	STARKEY,MARK	INFORMATION TECHNOLOGY	WWW.WARESDDIRECT.COM	294.64	Clorox wipes to clean iPads
20150527	STARKEY,MARK	INFORMATION TECHNOLOGY	WILLY'S ELECTRONICS	368.84	Equipment and cabling for security camera installation
20150528	STARKEY,MARK	INFORMATION TECHNOLOGY	AMAZON MKTPLACE PMTS	29.99	Replacement filter for Bernard's office
20150529	STARKEY,MARK	INFORMATION TECHNOLOGY	AMAZON MKTPLACE PMTS	51.98	Replacement filter for Bernard's office
20150531	STARKEY,MARK	INFORMATION TECHNOLOGY	WAL-MART #1917	37.77	Wireless usb adapter for Jerelyn Lindsay
20150531	STARKEY,MARK	INFORMATION TECHNOLOGY	BEST BUY MHT 00011452	219.99	Large screen monitor for Pepper Drive
20150531	STARKEY,MARK	INFORMATION TECHNOLOGY	CRUCIAL.COM	60.47	Memory for K. Emery PC
				1,268.88	
				30,480.25	

Consent Item D.2.5.
 Prepared by Karl Christensen
 July 7, 2015

Approval of Uniform Complaint Quarterly Report
 Required by the Williams Settlement

BACKGROUND:

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

SANTEE SCHOOL DISTRICT Uniform Complaint Quarterly Report April 1, 2015 through June 30, 2015			
	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and Mis-assignment	0	0	0
Total	0	0	0

RECOMMENDATION:

It is recommended that the Board of Education approve the Uniform Complaint Report for the quarter ending June 30, 2014 and authorize administration to submit the report to SDCOE.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

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

STUDENT ACHEIVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.5.

Consent Item D.2.6. Approval of Interdistrict Attendance Agreements
Prepared by Karl Christensen
July 7, 2015

BACKGROUND:

Each year agreements are completed between San Diego County school districts to permit regular and special education children to make application to attend school in a district other than the district of residence. While we do enter into these agreements on a routine basis, any student requesting an interdistrict transfer must complete an individual request, which is reviewed on a case-by-case basis. Each school capacity is established separately and when the capacity is reached, the school is closed to new interdistrict transfer requests. Currently, Interdistrict Attendance Agreements are in place with 30 districts. The district recently received an interdistrict transfer request for a student to attend National City School District. Administration recommends that an Interdistrict Attendance Agreement with National City School District be approved for the term July 1, 2015 through June 30, 2016.

RECOMMENDATION:

It is recommended that the Board of Education approve the Interdistrict Attendance Agreement with National City School District.

This recommendation supports the following District goal:

Fiscal Accountability

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

FISCAL IMPACT:

The attendance shall be credited to the district of attendance with the district of attendance assuming all costs of education.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.6.

Consent Item Number D.2.7.
Prepared by Karl Christensen
July 7, 2015

Approval of Revision to Security Services Agreement
with Santee SD Security for the 2015-16 School Year

BACKGROUND:

Since 2008, the District has been contracting with Santee SD Security to provide security services. Currently, the scope of services provided includes the following:

- Patrol DISTRICT facilities on weekdays during the hours between 2:00 p.m. to midnight and as needed on weekends.
- Be available 24 hours a day/seven days a week to evaluate and respond to DISTRICT security issues, as needed, including notification of local law enforcement services when appropriate.
- Liaison with City fire and safety personnel regarding issues or concerns pertaining to DISTRICT.
- Respond to phone calls from DISTRICT staff reporting safety or security issues.
- Continuously monitor, evaluate and make recommendations to improve DISTRICT's security systems and procedures.
- Complete nightly written inspection reports of all DISTRICT facilities to include verification of perimeter fence security, doors, alarms and camera systems.
- Complete nightly written inspection reports of building conditions (based on established DISTRICT standards), readiness and possible safety concerns.
- Monitor, and make recommendations, for traffic control at school sites to increase safety.
- Collection of deposit bags from each school site and deliver them to the District Office by 4:30 each school day.

The cost of these services started in 2008-09 at \$50,000 annually and was raised to \$53,500 July 2012. Santee SD Security provided a revised agreement incorporating an increase to cover inflation and increased costs of doing business. Administration and Santee SD Security have agreed upon a revised annual cost of \$57,500.

RECOMMENDATION:

It is recommend that the Board of Education approve the revised agreement with Santee SD Security for security services for the period from July 1, 2015 through June 30, 2016.

This recommendation supports the following District goal:

Learning Environment

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

FISCAL IMPACT:

The fiscal impact is \$57,500 to be paid from the Unrestricted General Fund.

STUDENT ACHIEVEMENT IMPACT:

This is a safety item. A safe campus positively affects student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.7.

SECURITY SERVICES AGREEMENT

This contract is entered into this 1st day of July, 2015 between the Santee School District ("DISTRICT") and Terry Stasch dba Santee SD Security ("SSDS").

SCOPE OF SERVICES:

SSDS shall provide the following services:

- Patrol DISTRICT facilities on weekdays during the hours between 2:00 p.m. to midnight and as needed on weekends.
- Be available 24 hours a day/seven days a week to evaluate and respond to DISTRICT security issues, as needed, including notification of local law enforcement services when appropriate.
- Liaison with City fire and safety personnel regarding issues or concerns pertaining to DISTRICT.
- Respond to phone calls from DISTRICT staff reporting safety or security issues.
- Continuously monitor, evaluate and make recommendations to improve DISTRICT's security systems and procedures.
- Complete nightly written inspection reports of all DISTRICT facilities to include verification of perimeter fence security, doors, alarms and camera systems.
- Complete nightly written inspection reports of building conditions (based on established DISTRICT standards), readiness and possible safety concerns.
- Monitor, and make recommendations, for traffic control at school sites to increase safety.
- Collection of deposit bags from each school site and deliver them to the District Office by 4:30 each school day.

TERMS AND CONDITIONS:

The term of this Agreement shall be from July 1, 2015 through June 30, 2016.

SSDS shall provide its own clearly marked vehicle and uniform at its expense. Monitoring and inspection reports will be summarized and submitted to the Director of Maintenance, Operations, and Facilities on a weekly basis.

SSDS shall provide liability insurance with coverage, limits, and carrier approved by DISTRICT. A copy of the policy shall be provided to DISTRICT, upon request. SSDS shall ensure that the carrier notifies DISTRICT in advance of termination.

SSDS shall employ staff that is courteous, helpful and considerate to provide services under this contract. SSDS employees shall not use improper language or act in a loud, boisterous manner, or act in any inappropriate or improper manner as determined by DISTRICT.

SSDS agrees that all service personnel under this contract shall be employees of the security company, who has the sole and exclusive right to hire and discharge any employees, and shall be solely responsible for all actions and functions to be carried out by its employees.

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

All persons performing work hereunder shall, at all times, be recognized as SSDS employees and work under SSDS's control and supervision. SSDS employees shall not be deemed employees of DISTRICT for any purpose, and shall not acquire any rights or benefits provided for employees of DISTRICT. However, SSDS's supervisors shall, in the performance of services in this contract, comply with the written or verbal instructions received from authorized DISTRICT representatives. Supervisors shall then be directly responsible for transmitting this information to SSDS employees.

Precautions shall be exercised at all times for the protection of persons and property. SSDS shall conform to all OSHA, State, County and City regulations while performing services under the terms and conditions of this Agreement.

SSDS certifies that it is fully licensed in the State of California to provide security services and shall maintain said licenses current and in proper form for the entire term of this Agreement.

SSDS personnel are required to adhere to all Federal, State and Local laws that apply to the provisions of the services under this contract, as well as those laws that regulate the general public. The special role of SSDS employees in securing people and property in no way relieves SSDS or its employees of this obligation.

SSDS shall complete criminal and civil background investigation checks on all of its employees working in DISTRICT facilities. SSDS shall provide a copy of criminal and civil histories for those documents considered public record upon request.

SSDS shall adhere to the following holiday and flex day schedule:

HOLIDAYS (15):

Labor Day	Veteran's Day
Day prior to Thanksgiving Day	Thanksgiving Day
Friday after Thanksgiving Day	Christmas Eve
Christmas Day	New Year's Eve
New Year's Day	Martin Luther King's Birthday
Lincoln's Birthday	Washington's Birthday
Good Friday	Memorial Day
Independence Day	

FLEX DAYS: SSDS shall receive fifteen (15) flex days off throughout the contract period to cover time on duty outside of the regular hours of operation to cover special activities pursuant to advance notification, or in case of emergencies that may arise.

In the event that this Agreement is renewed for a subsequent year, unused flex days not used from the previous year may be carried over to the next year for use, up to a maximum of fifteen (15). SSDS shall not be entitled to cash payment for any unused flex days.

TERMINATION: Either party may terminate this Agreement at any time with cause ("Termination for Cause") or without cause ("Termination for Convenience"). For Termination for Cause, the terminating party shall provide seven (7) days advance written notice to the other party. For Termination for Convenience, the terminating party shall provide thirty (30) days advance written notice to the other party.

PAYMENT FOR SERVICES:

In exchange for rendering services as outlined above, SSDS shall be paid a total of \$57,500 in twelve (12) equal monthly installments at the end of each calendar month for the term of this Agreement.

Approved by DISTRICT Board of Education July 7, 2015.

DISTRICT Representative (Karl Christensen)

SSDS (Terry Stasch)

Consent Item D.2.8.
Prepared by Karl Christensen
July 7, 2015

Authorization to Rescind Award of Fresh Produce Bid
1516-090-01, Rejection of All Bids, and
Authorization to Re-Bid for Fresh Produce Bid
#1516-090-02.

BACKGROUND:

At the June 2, 2015 meeting, the Board of Education awarded Bid #1516-090-1, Fresh Produce to Sunrise Produce the apparent low bidder. Results of bidding reported at that time was as follows:

<u>Bidder</u>	<u>Bid Amount</u>
American Produce Distributors	\$149,537.50
Diamond Jack	\$155,208.75
Sunrise Produce	\$148,660.75

On June 10, 2015 an error was discovered in the bid made by Sunrise Produce. Sunrise Produce used a different unit of measure for romaine lettuce than was required in the bid specifications. Staff contacted Sunrise Produce to discuss the situation and the vendor stated that he could not honor the bid amount submitted.

The bid specifications contained an enumeration of criteria that would be used to evaluate bids and stated that criteria other than price could be used. However, this language was inconsistent with other sections of the bid and bidding regulations. Since the District has been concerned about quality of product and service in the past, District's legal counsel suggested some revisions to the bid specifications to be used to re-bid and to incorporate cancellation provisions if quality and service is not resolved within a reasonable timeframe after notice.

RECOMMENDATION:

It is recommended that the Board of Education rescind Award of Bid #1516-090-01 Fresh Produce to Sunrise Produce, Reject all Bids, and Authorize a Rebid for Fresh Produce Bid #1516-090-02.

FISCAL IMPACT:

Amount to be determined after awarding of bid to be paid from Child Nutrition Fund.

STUDENT ACHIEVEMENT IMPACT:

Child Nutrition Services programs including school lunch and breakfast programs are important to the health and support the educational goals of Santee School District.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.8.

SANTEE SCHOOL DISTRICT

Child Nutrition Services Department

9880 Riverwalk Drive

Santee, CA 92071

INVITATION TO BID

Bid #1516-090-02

FRESH PRODUCE

Bid Opening: Monday, July 20, 2015, at 11:00 AM

at the

Santee School District

Child Nutrition Conference Room

9880 Riverwalk Drive

Santee, CA 92071

SUBMITTED BY:

NAME OF COMPANY SUBMITTING BID

Publication Dates: July 8th & July 15th, 2015

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TOTAL DOCUMENT = 32 PAGES

SANTEE SCHOOL DISTRICT NOTICE INVITING BIDS

NOTICE IS HEREBY GIVEN that the Santee School District of San Diego County, California, acting by and through its Governing Board, hereinafter referred to as the District, will receive up to but not later than 11:00 a.m. on the 20th of July 2015, sealed bids for the award of a contract for **Bid #1516-090-02, Fresh Produce**. Bids shall be received in the office of the Santee School District, Child Nutrition Conference Room, 9880 Riverwalk Drive, Santee, CA 92071.

The bids shall be opened and publicly read aloud at the above stated time and place.

Each bid must conform and be responsive to the contract documents, copies of which are now on file and may be obtained by visiting the District's website at www.santeesd.net, Go to the Purchasing Department and click on Bid Opportunities.

The District reserves the right to reject any or all bids or to waive any irregularities or informalities in any bids or in the bidding.

No Bidder may withdraw his bid for a period of sixty (60) days after the bid opening date.

Dated July 8, 2015
Board of Education of the Santee School District
Pub: July 8, July 15, 2015

**END OF DOCUMENT
NOTICE TO BIDDERS**

CHECK LIST FOR BIDDERS

Please check this list before submitting your bid.

1. Have you read all 30 pages of the bid?
2. Have the following bid documents been completed, signed and returned with the bid?

_____ Bid Form
_____ Special Provisions
_____ Non-Collusion Affidavit
_____ Contractor's Certificate Regarding Workers' Compensation
_____ Equal Opportunity Statement
3. Have you included a copy of your current Business License?
4. Have you included a copy of your Processed Food Registration or Health Permit along with a copy of your most recent facility inspection report?
5. Have you completed all of the Bid Sheets as well as listed any minimum delivery requirements on the Bid Sheet Instructions page?
6. Have you made a copy of the completed bid package so that you can return the entire bid package to the District?
7. Have you made arrangements to bring or mail the bid so that it will arrive on or before the opening time and date of July 20, 2015, at 11:00 a.m. at the Santee School District, Child Nutrition Conference Room, located at 9880 Riverwalk Drive, Santee, CA 92071?

**END DOCUMENT
CHECK LIST FOR BIDDERS**

INFORMATION FOR BIDDERS

In this document and subsequent documents of this bid, **Bid #1516-090-02 Fresh Produce**, the District is and shall be the Santee School District and the Contractor shall be the successful Bidder.

1. SECURING DOCUMENTS

Specifications and other contract document forms will be available without charge, and may be secured by prospective bidders at the Santee School District website: www.santeesd.net. Go to the Purchasing Department and click on Bid Opportunities.

2. PREPARATION OF BID DOCUMENTS

Bids to receive consideration shall be made in accordance with the following instructions:

- a) Bids shall be made upon the forms therefore obtained from the District, properly executed. Bids shall be written in ink or by typewriter before submission and must be made on the item pricing pages. All items on the form must be filled out. Bids are to be verified, as they cannot be corrected after bids are opened. The signature of all persons signing shall be in longhand. The completed forms must not contain any erasures, interlineations or corrections unless each such correction is suitably authenticated with the initials of the person signing the bid. Alternative proposals will not be considered unless requested in the specifications. No oral or telegraphic bids or modifications will be considered. Each bid submitted must give the full business address of the bidder and must be signed by the bidder with his or her usual signature. The name of each person signing shall also be typed or printed below the signature.
- b) Before submitting a bid, bidders shall carefully examine specifications, and the forms of other documents. They shall fully inform themselves as to all existing conditions and limitations, and shall ensure that unit cost and total cost is reflected in the bid. No allowance will be made because of lack of such examination or knowledge. Quote on each item separately. Prices must be stated in units specified or trade standard. Insert unit price for each item on the item pricing pages. More than one unit price inserted for any one item may result in rejection of quotation, unless alternate quotations are specifically requested.
- c) The use of the name of a manufacturer, or any special brand or make, in describing any item in the Contract Documents does not restrict bidders to that manufacturer or specific article. An equal of the named product will always be given due consideration, however, the decision of the Santee School District shall be final.
- d) All items on which bids are submitted must in all cases be equal or better in quality to those manufacturers or brands specified by the District.
- e) The brand and grade of the article on which the bid is submitted should be stated in the bid form. When the make or brand and grade of the article are not stated, it will be understood to be the specific article named by the District.
- f) All bid prices must be quoted FOB destination to the location specified. All costs including, but not limited to, uncontrollable costs; for example: labor cost, fuel cost, container cost, and utility cost, handling cost. Also, prices offered must include off loading and inside delivery.

- g) No bid shall include California sales or use tax, or Federal excise tax unless otherwise specified.
- h) No charge for packing, draying, postage, express, or for any other purpose will be allowed over and above the prices bid.
- i) Bids shall be delivered to said Santee School District, Child Nutrition Services Department, or its representative, at its office on or before the day and hour set for the opening of bids in the NOTICE TO BIDDERS published in the San Diego Daily Transcript. Bids shall be enclosed in a sealed envelope bearing the description of the bid call and the name of the bidder. Any bids received after the scheduled closing time for receipt of bids shall be returned to the bidder unopened.
- j) The quantities indicated on the item pricing pages are Santee School District's best estimates as determined from the previous purchases and projected usages and do not obligate Santee School District to purchase the indicated quantities. The annual quantities required may be substantially more or less than indicated.
- k) Any discounts which the bidder desires to price must be stated clearly on the form itself so that the net cost of the proposal can be properly calculated. Prompt payment discounts of less than ten (10) days will be considered net.

3. PRODUCT EVALUATION – SAMPLES REQUIRED UPON REQUEST

- a) When requested, bidders shall submit properly marked samples of each such article on which bid is made to: Santee School District, 9880 Riverwalk Drive, Santee, California, 92071, Attention: Cathy Abel, CNS Director. Each sample submitted must be marked in such a manner that the marking is fixed, so that the identification of the sample is assured. Such marking shall state: 1) name of bidder, 2) number of bid, 3) item number, 4) name of item, 5) manufacturer brand and code number.
- b) The Child Nutrition Services Department will request samples of products that meet requirements and need to be evaluated. Bid and samples must not be sent in the same package.

4. DEMONSTRATIONS

If the District considers a need, bidders shall be required to arrange demonstrations of items or services bid. Failure to be able to provide such working demonstration may disqualify the bidder's bid submittal.

- a) Samples of items, when required, must be furnished free of expense to the District and if not destroyed by tests, will upon request, be returned at the bidder's expense.
- b) All articles awarded on contract shall be subject of inspection and rejection. All expenses incurred in conjunction with furnishing articles for inspection shall be borne by the vendor.

- 5. ADDENDA OR BULLETINS**
Any addenda or bulletins issued by the Santee School District during the time of bidding or forming a part of the documents issued to the bidder for the preparation of the bid shall be covered in the bid and shall be made a part of the Contract.
- 6. WITHDRAWAL OF BIDS**
Any bidder may withdraw their bid, either personally or by written request, at any time prior to the scheduled time for opening of bids. No bidder may withdraw their bid for a period of sixty (60) days after the date set for the opening thereof.
- 7. OPENING OF BIDS**
Bids will be opened at the time and place scheduled in the NOTICE TO BIDDERS.
- 8. AWARD OR REJECTION OF BIDS**
The District reserves the right to reject any or all bids, or any portion or combination therein; to work with whomever and in whatever manner Santee School District decides; and to abandon the work entirely.
- 9. AGREEMENT**
The form of agreement which the successful bidder, as contractor, will be required to execute, is included in the contract documents and should be carefully examined by the bidder. The agreement will be executed in two (2) original counterparts. The complete contract consists of the following documents: The Notice to Bidders, the Information for Bidders, the Scope of Work, the Accepted Bid, the Specifications, and the Agreement; including all modifications thereof duly incorporated therein. All of the above documents are intended to cooperate and be complementary so that any instructions or requirements called for in one and not mentioned in the other, or vice versa, are to be executed the same as if mentioned in all said documents. The intention of the documents is to include all labor, transportation, and services necessary for the proper delivery of all items called for in the Contract.
- 10. INTERPRETATION OF DOCUMENTS**
If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of the specifications, or other proposed contract documents, or finds discrepancies in, or omissions from the specifications, they may contact the Director of the Child Nutrition Services Department, Santee School District, to request an interpretation or correction thereof. The District may require that such request be in writing, in which case the person submitting the request will be responsible for its prompt delivery. Any interpretation or correction of the proposed documents will be made only by Addendum duly issued by said Coordinator, and a copy of such Addendum will be mailed, faxed or otherwise delivered to each person receiving a set of such documents. The Santee School District will not be responsible for any other explanation or interpretation of the proposed documents.
- 11. BIDDERS INTERESTED IN MORE THAN ONE BID**
No person, firm or corporation shall be allowed to make or file or be interested in more than one bid for the same items, unless alternate bids are called for. A person, firm or corporation submitting a sub-proposal to a bidder, or who has bid prices on materials to a bidder, is not thereby disqualified from submitting a sub-proposal or quoting prices to other bidders.
- 12. EQUAL BIDS**
When bids are equal they shall be awarded by a drawing of lots, and shall be witnessed by three (3) impartial observers.

13. CONDITIONAL BID

The District reserves the right to reject any bid which imposes conditions, or terms, on purchases which were not specified in the original bid document.

14. ETHICS IN BIDDING

The District expects the Bidders to maintain high ethical standards in engaging in the competitive bidding process. The bid amount of one Bidder should not be divulged to another before the award of the contract. The District will consider any Bidder found to be engaging in such practices to be a non-responsible Bidder and may reject its bid on that ground.

15. EQUAL EMPLOYMENT OPPORTUNITY

In the execution of this contract, the successful Bidder shall not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. The successful Bidder must complete the EQUAL EMPLOYMENT OPPORTUNITY STATEMENT prior to signing the Agreement.

16. NAME OF THE COMPANY

Bidders shall specify the name or legal entity of their company and/or any fictitious name under which business is conducted. Bids must be submitted under the correct name of the company and signed by an authorized representative of the firm.

**END OF DOCUMENT
INFORMATION FOR BIDDERS**

SCOPE OF WORK

Bid #1516-090-02 FRESH PRODUCE

1. GENERAL

The Santee School District, Child Nutrition Services Department, (District) is soliciting bids for providing Fresh Produce to be used in the Child Nutrition Services Program for the period **July 1, 2015 through June 30, 2016**. Upon award, the terms and conditions of this Bid or any portion thereof may, upon mutual agreement of the parties, be extended for an additional term or for additional quantities. Please read and complete all relevant portions of the bid form.

The vendor shall complete all information requested on the bid sheets including:

Brand Name	Product Code Number
Purchase Unit Pack	Unit Price
Extended Price (Estimated Quantity X Unit Price = Extended Price)	

2. METHOD OF AWARD

The contract will be awarded as one lot to the lowest responsive and responsible price bid that best meets the District's terms, conditions, and specifications needs as set forth in Section 3. The decision on this rests solely with the Director of Child Nutrition Services. The Governing Board of the Santee School District, however, reserves the right to reject any or all bids, to accept or reject any one or more items of a bid, and to waive any informality in the bids or in the bidding.

The award purchase price will be computed and the low bidder determined by multiplying the annual purchases by percentage above or below L.A. Mostly Prices in Section A and by multiplying each line item quantity by the unit price offered to achieve an extended total price for each line item for Section B. Finally, all line item totals from both Section A and Section B will be summed to arrive at a grand total. If any discount is offered it will be subtracted to arrive at the net offer. Vendors will be notified of results, upon request.

3. EVALUATION CRITERIA

The bid will be evaluated not on price alone, but also on the following criteria:

- a. the purchase price;
- b. the reputation of the vendor and of the vendor's goods and services;
- c. a product evaluation;
- d. the quality of the vendor's goods and services;
- e. the extent to which the goods and services meet the District's needs;
- f. the degree to which the goods and services comply with specifications;
- g. the vendor's past relationship with the District;
- h. the long-term cost to the District to acquire the vendor's goods and services;
- i. the discounts offered;
- j. minimum order and delivery quantities;
- k. any other relevant factor that a private business entity would consider in selecting a vendor.

4. DELIVERY LOCATIONS AND TIMES

The District reserves the right to make additions to or deletions from the specified delivery locations at any time and to revise delivery times as required. The bidder shall be required to make direct deliveries to the location(s) listed, between the hours of 5:30 a.m. and 2:00 p.m. Delivery days shall be determined by the District. The District shall be notified immediately of any known delivery delays. Frozen product shall be loaded on the delivery vehicle at a product temperature not to exceed 10 degrees Fahrenheit and shall be transported via refrigerated truck in such a manner that the food product shall maintain and arrive at its destination with product temperature not to exceed 25 degrees Fahrenheit. Any partially thawed product may be rejected at the delivery point.

Santee School District
Child Nutrition Department
9880 Riverwalk Drive
Santee, CA 92071

The District reserves the right to make additions to or deletions from any specified delivery times as required.

5. DELIVERY TERMS AND CONDITIONS

Produce must be delivered in clean, refrigerated trucks and in clean cases/boxes. All produce received must be servable for up to six (6) days after the date of delivery based on the "Use By" date on the packaging. Any shortages or unusable produce must be replaced no later than the next school day.

6. PRICES

Bidder shall offer a percentage above or below L.A. Mostly Market prices in Section A. Bidder shall offer one firm fixed price for each item offered in Section B. Bidder must indicate brand name, product code number and case count or weight for each item bid. Errors in price computations do not relieve bidder from holding price. Veracity of prices submitted is the sole responsibility of the bidder. Prices bid for all items shall be for the period **July 1, 2015 through June 30, 2016**. Vendor certifies that prices are the lowest offered any comparable customer and the District will be given the benefit of any lower prices or price decreases during the term of the contract.

Prior to June 30, 2016, bidder will be allowed to submit updated pricing for one additional year. Price increase requests must document cost increase of raw materials to the bidder **only**. *At the sole discretion of the Santee School District the bid may be extended for a period of up to two (2) additional years. Each yearly extension shall be subject to separate consideration.*

FUEL SURCHARGES

Additional fuel surcharges on invoices will not be accepted, as delivery is F.O.B. destination with any delivery costs to be included in bid pricing.

7. PRICE CHANGES

The successful Bidder shall agree to negotiate all price changes and to supply the District with adequate pertinent documentation to support any price change requested. Documentation includes proof in writing that the vendor has incurred an increase in cost from the processor of any item listed in this contract. **Price change requests must be submitted 30 days prior to implementation to the Child Nutrition Services Office.**

No price increases will be allowed within the first three (3) months of the bid period.

No price changes shall be effective until the District has reviewed and formally accepted all supporting documentation. The contractor shall continue to provide services at the original bid prices until the Director of Child Nutrition Services provides formal written authorization. Fuel surcharges will not be accepted.

8. MATHEMATICAL ERRORS

Should there be any error in extension, addition, or computation, the District shall be entitled to correct such errors based on the unit prices shown, and the corrected total shall be considered as representing the intention of the bidder and be used as the basis for comparison of bid submissions.

9. QUANTITIES

Quantities indicated on this quotation are estimates ONLY, based on prior year usage. They are submitted as information for the bidder. Actual purchases may vary from item to item and the District cannot guarantee that items will be purchased exactly as indicated. Purchase order quantities and issuances will be made on an as needed basis, depending on customer participation.

10. CASES, PACKAGES AND LABELING

All processed produce must be clearly labeled with a "Use By" date. In addition, any pre-washed items must be labeled as such on the bag, box or case.

Packages shall be so constructed as to ensure safe and sanitary transportation to point of delivery. Damaged containers may be rejected and returned for credit or immediate replacement to the original site at no cost to the District for product or delivery.

All packaging materials shall be FDA approved and meet all pertinent state and federal regulations for safe use with foods. Packaging materials shall impart no odor, flavor, or color to the product.

Cases or product shall be clearly and legibly labeled with product name, code, weight, and count.

All costs for containers shall be borne by the bidder.

11. PRODUCT SPECIFICATIONS AND COMPLIANCE

The brands and products specified are the only brands and products known to meet the District's requirements. When product specifications state "or equal" bidders may offer other brands and products which will be subject to the District's evaluation. If the bidder desires to submit a quotation on an item of equal character and quality, the item must be clearly identified with the brand name and product number. Such substitution shall be accepted only if determined by the District to be equal or superior in all respects to that specified. The decision of the District shall be final.

The District will perform tests on random samples of products that are delivered to ensure compliance with contract specifications.

NUTRITIONAL INFORMATION

Upon request of the District the bidder shall be required to provide a complete nutrient analysis of products. The following information will be required from the manufacturer: weight (gm), water content (gm), calories (Kcal), protein (gm), fat (gm), polyunsaturated fat (gm), saturated fat (gm), trans fat (gm), cholesterol (mg), sodium (mg), dietary fiber (gm), vitamin A (IU), vitamin C (mg), calcium (mg) and iron (mg). No food products shall contain

added artificial trans fats. All ingredients must be declared on the product label and conform to the Food Allergen Labeling and Consumer Protection Act. Labels must list the presence of ingredients which contain: protein derived from milk, eggs, fish, crustacean shellfish, tree nuts, peanuts, wheat or soybeans.

BUY AMERICAN PROVISION

Federal regulations require that to the maximum extent possible only domestic products be purchased consistent with the "Buy American" provision of the Richard B. Russell National School Lunch Act. This policy will allow for an exception only in the case when an acceptable product is not available domestically, in which case other countries of origin may be considered for purchase.

The vendor may be required to provide "Place of Origin" information upon request.

LOCALLY GROWN PRODUCE

The District will purchase to the maximum extent possible, local produce sourced within:

- The state of California and within a 350 mile radius of the County of San Diego.
- San Diego local community farmers within 25 miles of County line.
- Regional farmers within the State of California.

HARVEST OF THE MONTH

The Child Nutrition Department plans to implement the Harvest of the Month Program to feature a different locally grown fruit or vegetable monthly for marketing promotions. The featured fruit or vegetable will be identified and communicated with the vendor each month so that the most economical and fresh produce can be purchased. ****SEE ATTACHMENT ONE****

NUTRITION EDUCATION

The Child Nutrition Department is interested in classroom visits and or farm/facility tours for students. ****SEE ATTACHMENT TWO****

In the event that product fails to meet specifications, Vendor shall pick up all remaining product of that lot and issue a credit memo or offer immediate replacement at no cost to the original site. The Vendor shall make financial restitution to the District within 60 days after a written request.

12. SAMPLES AND LITERATURE-- Samples Required Upon Request

a) When requested, bidders shall submit properly marked samples of each such article on which bid is made to: Santee School District, Attention: Cathy Abel, Child Nutrition Services Director, 9880 Riverwalk Drive, Santee, CA 92071.

Each sample submitted must be marked in such manner that the marking is fixed so that the identification of the sample is assured. Such marking shall state (1) Name of bidder, (2) Number of bid, (3) Item number, (4) Name of item, (5) Brand and code number.

Bid and samples must not be sent in the same package.

Any bidder offering a brand other than those specified shall furnish specification sheets, product information and other pertinent literature upon request.

Failure to comply with sample and evaluation requirements may result in the Vendor's disqualification from contract award.

13. PRODUCT QUALITY CONTROL

The District reserves the right to discontinue service of all or any portion of this contract resulting from: (a) reasons determined to be detrimental to the health and welfare of students and school personnel, (b) failure to meet contract specifications, wholesomeness standards, and to hold the Vendor in default. All products received under this contract shall be processed according to the health and sanitation standards for plant facilities and food processing established by the locality or state in which Processor's plant is located or by the applicable federal standards, whichever is higher.

14. QUALITY TESTING

The District reserves the right, at Vendor's expense, to submit sample products for testing by a public laboratory every two months to determine product safety and adherence to bid specifications. Additional tests may be ordered in the event that the District determines that a special test is required. Tests may include, but are not limited to: pathogen levels, content, weight, and any other specification requirement.

If tests indicate that samples have unsatisfactory pathogen levels or do not meet contract specifications, the Vendor shall immediately pick up all remaining cases of that particular lot and issue a credit memo to the District for the full value of the returned product or offer immediate replacement at no cost to the original site.

The Vendor will bear the cost of any and all recurring testing considered necessary by the District to ensure that future purchases meet all contract specifications.

Recurring incidents of products not meeting the minimum specifications in this bid, as determined by a public testing laboratory, may be cause for cancellation of this contract. All costs resulting from termination for just cause must be borne by Vendor.

15. SUBSTITUTIONS

In the event the Vendor is unable to deliver an item as specified in this contract, notification of shortage must be made at least 24 hours prior to scheduled delivery, orally, by facsimile or by electronic mail, to the Child Nutrition Services Director at (619) 258-2290. An equal or better substitute product must immediately be made available to the District for approval at no additional charge to the District for product or freight. Substitution ingredient statements and nutritional information must be provided to the Child Nutrition Services Director.

16. ADDITIONAL ITEMS/DELETIONS

The District reserves the right to add other related items to the contract. The price of added items shall be negotiated, not to exceed 10% above bidder's delivered cost and shall be subject to the terms and conditions of this contract.

Some products may need to be discontinued during the period of this bid. The rationale and decision will be at the sole discretion of the Child Nutrition Services Director.

Additions, deletions, or price adjustments will be allowed only upon written authorization of the Child Nutrition Services Department.

17. INSPECTION OF FACILITIES – EVALUATION

The District reserves the right to inspect the facilities of the Vendor and/or Processors prior to award of the contract. If the District determines that after such inspection the Vendor and/or Processors are not capable of performance within the District's standards, their bid will not be considered. The findings and decisions of the District shall be final. Additional inspections during the bid period may be made.

18. PURCHASE OUT OF CONTRACT

The District reserves the right to purchase similar items from other sources.

19. ORDERING CONDITIONS.

a) The District shall submit orders telephonically, in written form or electronically. The District reserves the right to revise as necessary an order no later than 9:00 a.m. the morning preceding any delivery.

b) During the term of the contract, with the full cooperation of Vendor, the District may research and implement innovative approaches to streamline the ordering system.

20. INVOICING AND BILLING PERIOD

The billing period shall begin on the first day of each month and shall end on the last day of each month. All invoices shall include the following information:

- Business name, address and phone number.
- Invoice number and date.
- Designated line for Santee School District signature.
- Ship to address.
- Product description.
- Product quantity for each item ordered.
- Unit and extended price for each item on order.
- Total price of order/invoice.

21. STATEMENTS

Statements shall be mailed within five (5) working days after the last day of the month to facilitate payment. **In addition, the vendor will provide along with the statements, a monthly recap of purchases by school to include the item description, total units purchased per item and the total cost per item purchased.**

Payment will be made on itemized statements with the prices stipulated herein for items delivered and accepted. The District will issue payment by the 20th of the month following delivery.

Please send statements and recap to:

Santee School District
Child Nutrition Services
Attn: Cathy Abel, CNS Director
9880 Riverwalk Drive
Santee, CA 92071

22. CREDIT MEMOS

Product of unacceptable quality, as determined by the District, will be returned. Credit memos shall be provided by the bidder's delivery driver at the time of delivery for all merchandise short on delivery, damaged or spoiled product necessitating a return or reorder.

23. ASSIGNMENT OF CONTRACT

No assignment by the Vendor of any contract to be entered into hereunder or any part thereof, or of funds to be received there under by the Contractor, will be recognized by the District unless such assignment has had the prior approval of the District and the surety has been given due notice of such assignment in writing and has consented thereto in writing.

24. PREVIOUS PERFORMANCE

Vendors are advised that the District reserves the right to reject a bid that cannot demonstrate the ability to provide the products and services required under this agreement. Vendors may be required to verify that they have been in the business called for in this Invitation to Bid for at least three (3) years.

The District intends to solicit bids from qualified Vendors, appropriately staffed, equipped, and currently established in the business of providing food and nutrition products similar to that specified in this Invitation to Bid.

Service is a factor in the determination of the award. A Vendor's past delivery and performance practices relating to any previous or existing contracts will be examined. Vendors who have demonstrated poor performance will be subject to disqualification as a responsible Vendor, disqualifying the Vendor for contract award.

Upon request of the District, the bidder shall submit promptly to the District satisfactory evidence showing the bidder's financial resources, experience in the type of work being required and any other required evidence of the bidder's qualifications to perform. The District may consider such evidence before making the decision to proceed with the work outlined.

25. TERMINATION OF CONTRACT

The District, upon thirty days written notice to Vendor, may terminate this Agreement. The District's right to terminate under this paragraph shall be in addition to any other rights reserved to District under this Agreement and could include, but may not be limited to, one or more of the following:

- 1. Failure to meet delivery times.
- ~~1.2. Failure to deliver adequate quantities of usable produce as determined by the Director of Child Nutrition Services.~~
- ~~2. More than five percent (5%) of unusable produce delivered per item per delivery as determined by the Director of Child Nutrition Services.~~

26. DEFAULT

If the Vendor refuses or fails to perform all or any part of its obligations hereunder, or fails to perform all or any part of its obligations in a timely manner, or if the Vendor should be adjudged bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he or any of his sub-vendors should violate any of the provisions of this contract, the District may serve written notice upon him of its intention to terminate this contract. Such notice to contain the reasons for such intention to terminate this contract. Unless such violation(s) cease and arrangements satisfactory to the District for the correction thereof have been made within ten (10) days after the serving of such notice, this contract shall, upon the expiration of said ten (10) days, cease and terminate.

27. CERTIFICATIONS AND DISCLOSURES

When contracts exceed \$100,000, the Child Nutrition Services Department is required to obtain Certification Forms from existing and potential vendors regarding Suspension, Debarment, and Lobbying. All responding Bids must include these completed forms:

- a) Suspension and debarment certification
- b) Certification regarding lobbying
- c) Disclosure of lobbying activities

The **Suspension and Debarment Certification** form certifies that neither the bidder nor any of its principals have been proposed for debarment, debarred, or suspended by a federal agency.

The **Certification Regarding Lobbying** form must be completed.

The **Disclosure of Lobbying Activities** form may need to be completed if any payment has been made or will be made to any person or lobbying entity.

**28. MICHELLE MONTOYA SCHOOL SAFETY ACT (CHAPTER 588, 1997 STATUTES)
COMMUNICATION WITH PUPILS**

In performing this contract, the successful Bidder as Contractor shall be required to prohibit its employees from having contact with pupils. Any employees or subcontractors hired by the successful Bidder will not be permitted to come in contact with pupils or communicate with pupils. In the event the Contractor fails to prevent its employees from having contact with pupils and injury results from failure to prohibit pupil contact or communication with pupils, the Contractor shall defend, indemnify, protect and hold harmless the District. Any subcontractors hired by the Contractor shall be subject to and shall also comply with this provision. The Contractor and subcontractor shall be jointly and severally liable for any jury that results from the subcontractors' failure to comply with this provision.

29. WORKERS' COMPENSATION INSURANCE

The District does not furnish workers' compensation insurance for employees of Vendors. It is understood that Vendor's employees and agents of Vendors are not employees of the District.

The Contractor shall provide, during the life of this contract, workers' compensation insurance for all of his employees engaged in work under this contract. The Contractor shall file with the District certificates of his insurance protecting workers. Failure to furnish such evidence will result in the District declaring the Vendor to be non-responsive or non-responsible.

30. LIABILITY INSURANCE

The insurance required for this contract will be a minimum of:

Public Liability Insurance for injuries including accidental death to any one person in an amount not less than....	\$1,000,000.00.
Subject to the same limit for each person on account of one accident, in an amount not less than...	\$1,000,000.00
Property Damage Insurance in an amount not less than...	\$1,000,000.00
Commercial Automobile Liability Insurance for owned and non owned vehicles not less than...	\$1,000,000.00

The Contractor shall furnish proof thereof in the form of a Certificate of Insurance within thirty (30) days of the effective date of this Agreement. Thereafter, copies of renewal policies, or certificates and appropriate separate endorsements thereof, shall be delivered to the District within thirty (30) days prior to the expiration of the term of any policy required herein.

Any general liability policy provided by the Contractor hereunder shall contain an endorsement which applies its coverage to the District, members of the District's board of trustees, and the officers, agents, employees and volunteers of the District, individually and collectively, as additional insured.

Certificates and insurance policies shall include the following clause:

"This policy shall not be canceled or reduced in required limits of liability or amount of insurance until notice has been mailed to the District stating the date of cancellation, reduction or adverse change respecting such insurance. The date of cancellation, reduction or adverse change may not be less than thirty (30) days after date of mailing notice."

After receiving written notice of Cancellation of Insurance, Contractor shall have ten (10) days to provide other policies of insurance similar to the canceled policies and acceptable insurance. If such replacement coverage is not provided, the District may immediately terminate the contract.

Nothing contained in the insurance requirements shall be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from operations under this agreement.

31. HOLD HARMLESS CLAUSE

The Vendor shall hold harmless and indemnify the Santee School District and the Board of Education, its officers, agents and employees from every claim or demand that may be made by reason of:

- a) Any injury, however caused, to person or property sustained by the Vendor or by any person, firm, or corporation employed directly or indirectly by him upon or in connection with this performance under the purchase order.
- b) Any injury to person or property sustained by any person, firm, or corporation, caused by any act, neglect, default, or omission of the Vendor or of any person, firm, or corporation, directly or indirectly employed by him upon or in connection with his performance under the purchase order.
- c) Any liability that may arise from the furnishing or use of any copyrighted or non-copyrighted composition, secret process, or patented or non-patented invention under the purchase order. The Vendor, at his own expense and risk, shall defend any legal proceeding that may be brought against the Santee School District or the Board of Education, their officers or employees, on any such claim or demand, and satisfying any judgment that may be rendered against them.

32. LICENSES REQUIRED OF THE VENDOR

The Vendor and all of its employees or agents shall secure, and maintain in force, such licenses and permits as are required by law in connection with the furnishing of materials, articles, or services covered under this Contract. All operations and materials shall be in accordance with the law. **A copy of the Vendor's current business license is to be enclosed with this Bid Packet.**

California Health and Safety Code Section 110460, et seq. requires that all businesses engaged in the manufacturing, packing, labeling, or holding (warehousing) of processed food products in this state to register annually with CDHS-FDB. Certification and Registration by the CA Department of Health Services, Food and Drug Branch, is required of all vendors. **A copy of the Vendor's most recent Health Permit or Processed Food Registration certificate is to be enclosed with this Bid Packet along with a copy of the most recent facility inspection report performed by the permitting agency.**

33. HACCP

Vendors are required to maintain a food safety system based on Hazard Analysis Critical Control Point (HACCP) principles and may be required to provide documentation of such practices.

34. RENEWAL CLAUSE

This bid is for one year only. Vendor shall indicate in the appropriate space if he/she would accept the option to renew.

35. ATTORNEY'S FEES

If suit is brought by either party to this Contract to enforce any of its terms, including all component parts of the contract documents, and the District prevails in such suit, the Contractor shall pay all litigation expenses incurred by the District, including attorney's fees, court costs, expert witness fees and investigation expenses.

36. QUESTIONS

Bidders are encouraged to contact Santee School District for pertinent questions or clarification regarding the appropriate method of completing the quotation. All questions shall be directed to Cathy Abel, Child Nutrition Director, Santee School District, 9880 Riverwalk Drive, Santee, CA 92071, (619) 258-2290.

END OF DOCUMENTSCOPE OF WORK

BID FORM

TO: The Santee School District, acting by and through its Governing Board, herein called the District:

1. Pursuant to and in compliance with your Notice to Bidders and other documents relating thereto, the undersigned Bidder, having familiarized the terms of the Agreement, the Specifications, and other Contract Documents, hereby proposes and agrees to perform, within the time stipulated, the Contract, including all of its component parts, and everything required to be performed, all in strict conformity with the specifications and other Contract Documents, including Addenda Nos. _____, _____, _____, and _____ on file at the Child Nutrition Services Department of said District for the prices set opposite the articles listed herein.

2. It is understood that the District reserves the right to reject this bid in whole or in part; to waive informalities in the bids or bidding, and that this bid shall remain open and not be withdrawn for a period of sixty (60) days from the date prescribed for the opening of this bid.

3. It is understood and agreed that if written notice of the acceptance of this bid is mailed, telegraphed, or delivered to the undersigned within sixty (60) days after the opening of the bid, or at any time thereafter before this bid is withdrawn, the undersigned agrees that after receipt of notification of award, the contract will be executed. Contractor will provide products and services in the time specified in the Agreement of said Contract Documents.

4. Notice of acceptance or request for additional information should be addressed to the undersigned at the address stated below.

5. Total amount of our bid transferred from the last page of the bid sheets is

\$ _____
_____ Dollars

I, _____, the _____ of the Bidder, hereby certify under
Name of Signer Title
penalty of perjury under the laws of the State of California, that all of the information submitted by
the Bidder in connection with this bid and all of the representations made herein are true and
correct. Executed on this _____ day of _____, 2015 at
_____, _____, California.

City

County

Legal Name of Bidder _____

Company

By _____

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

NOTE: If Bidder is a corporation, the legal name of the corporation shall be set forth above together with the signature of an authorized officer or agent; if the Bidder is a partnership, the true name of the firm shall be set forth above together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership; and if Bidder is an individual, his name and signature shall be placed above.

TO BE COMPLETED BY THE SIGNER:

Business Address: _____

Telephone: _____

Fax: _____

E-mail: _____

**END OF DOCUMENT
BID FORM**

SPECIAL PROVISIONS

AWARD AND ADMINISTRATION

This contract is being awarded by the Santee School District.

TERMS

All terms set forth in the bid shall include but not be limited to price, delivery, applicable discounts, service and packaging.

LENGTH OF CONTRACT:

This bid is a one (1) year contract beginning July 1, 2015 through June 30, 2016. The District reserves the right to award this contract annually, for an additional two (2) years.

Signature of Authorized Representative

Printed Name of Above

Title

Name of Company

ADD CORPORATE SEAL, IF A CORPORATION AUTHORIZED SIGNATURE OF BIDDER

**END OF DOCUMENT
SPECIAL PROVISIONS**

CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION

Labor Code section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- a. By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
- b. By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Signature of Authorized Representative

Printed Name of Above

Title

Name of Company

(In accordance with article 5 (commencing at section 1860), chapter 1, part 7, division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

ADD CORPORATE SEAL, IF A CORPORATION AUTHORIZED SIGNATURE OF BIDDER

**END OF DOCUMENT
CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION**

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

"I hereby certify to the Santee School District that I (if an individual) or we (if a company or corporation) do not discriminate against any employee or applicant for employment because of race, color, sex, religion, or national origin."

Signature of Authorized Representative

Printed Name of Above

Title

Name of Company

(In accordance with article 5 (commencing at section 1860), chapter 1, part 7, division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

ADD CORPORATE SEAL, IF A CORPORATION AUTHORIZED SIGNATURE OF BIDDER

**END DOCUMENT
EQUAL OPPORTUNITY STATEMENT**

AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 2015, in the County of San Diego, State of California, by and between the Santee School District, hereinafter called the District, and _____, hereinafter called the Contractor,

WITNESSETH that the District and the Contractor for the considerations stated herein agree as follows:

ARTICLE 1: The Contractor hereby agrees to sell to the District food items that may be named later for the District to sell to its customers as detailed in:

**Bid #1516-090-02
FRESH PRODUCE**

and in strict compliance with the contract documents specified in Article 5 below.

ARTICLE 2: TIME FOR PERFORMANCE

(a) The term of this contract shall be from July 1, 2015, through June 30, 2016. The District maintains the right to extend this contract for up to two (2) years depending on new prices and service. Contractor shall not perform any work under this Agreement until (1) Contractor furnishes proof of insurance as required under Article of the Terms and Conditions and (2) the District gives the Contractor a written, signed and numbered purchase order which shall serve as a Notice to Proceed.

(b) In entering into this Agreement, Contractor acknowledges and agrees that the specifications and delivery requirements stipulated herein are adequate and reasonable.

ARTICLE 3: CONTRACT PRICE. The District shall pay to the Contractor as full consideration for the faithful performance of the contract, subject to any additions or deductions as provided in the contract documents, those prices shown in the bid form for the products ordered.

ARTICLE 4: TERMINATION AND DAMAGES This Agreement and Contract may be terminated upon 30 days written notice to the Contractor. Suspension of this contract may be made at any time the District perceives a health and safety problem with the production, storage or delivery of food products. Notification of suspension will be made by telephone to the person authorized to receive notices in Article 6, and written notice will be sent by overnight mail.

The District reserves the right to inspect the facilities of the Contractor at any time during the term of the bid to determine if the specifications and terms of the bid are being met. Denial of this right will result in termination of the contract.

ARTICLE 5: COMPONENT PARTS OF THE CONTRACT. The contract entered into by this Agreement consists of the following contract documents, all of which are component parts of the contract as if herein set out in full or attached hereto:

- Notice to Bidders
- Check List for Bidders
- Information for Bidders
- Bid Form
- Special Provisions
- Non-Collusion Affidavit
- Contractor's Certificate Regarding Workers' Compensation
- Equal Opportunity Statement
- Agreement
- Scope of Work
- Addenda Nos. _____, _____, _____, as issued
- Bid Sheet Instructions
- Bid Sheets with Specifications
- Attachment One
- Attachment Two

All of the above-named contract documents are intended to be complementary. Work required by or conditions stated in one of the above-named contract documents and not by others shall be done as if required by all. This agreement shall supersede any prior agreement of the parties.

We propose to enter into a contract to furnish and deliver the items as specified and at the prices bid, which includes all delivery charges.

Deliveries will be made to the designated locations. The merchandise will be unloaded and placed inside the building in an area designated by an authorized representative of the District.

ARTICLE 6: ADMINISTRATION OF THE AGREEMENT AND NOTICES This Agreement shall be administered on behalf of the parties as follows, and any notice or correspondence desired or required to be sent to a party hereunder shall be addressed and directed as follows:

FOR THE DISTRICT: SANTEE SCHOOL DISTRICT
 Attention: Cathy Abel
 Child Nutrition Services Director
 9880 Riverwalk Drive
 Santee, CA 92071
 Telephone: (619) 258-2290

FOR THE CONTRACTOR: Name: _____
 Title: _____
 Address: _____

 Telephone: _____
 Fax: _____
 E-mail: _____

All notices given or required to be given pursuant to this Agreement shall be in writing and may be given by personal delivery or by mail, and when addressed in accordance with this paragraph, shall be deemed given upon deposit in the United States mail, postage prepaid. In all other instances, notices shall be deemed given at the time of actual delivery. Changes may be made in the names or addresses or persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph. In emergencies, telephone notice may be given if followed by overnight written communication. Any time limits regarding notification will be based on written communication.

IN WITNESS WHEREOF, this Agreement has been duly executed by the above-named parties, on the day and year first above written.

CONTRACTOR:

By _____

Printed Name of Signer

Title _____

(Corporate Seal if Corporation)

DISTRICT:

SANTEE SCHOOL DISTRICT

By _____

Karl Christensen

Assistant Superintendent, Business Services

**END OF DOCUMENT
AGREEMENT**

BID SHEET INSTRUCTIONS

VENDOR: _____

INSTRUCTIONS FOR COMPLETION OF BID SHEETS:

1. The brand name or name of the processor/supplier along with the product code number must be written next to each item in the "Item # - Description - Unit Pack" column.
2. When packaging is different than the pack size specified, cross out the pack size shown and write the pack size of the product you are quoting.
3. The vendor is required to multiply the "Estimated Quantity" provided by the District by the "Unit Price" provided by the vendor and to record the extended cost in the "Extended Total" column for each line item.
4. The grand total of the extended costs must be entered on the "Total Bid" line at the bottom of the Bid Sheets.

**END OF DOCUMENT
BID SHEET INSTRUCTIONS**

SECTION A

<u>ITEM</u>	<u>PURCHASE UNIT</u>
Avocados	Each
Apples, Fuji	138 ct. case
Apples, Gala	138 ct. case
Bananas	40 lb. case
Clementine Tangerines	20 lb. case
Cucumbers	36-42 ct.
Kiwi Fruit	108 ct. case
Mandarin Oranges	25 lb. case
Navel Oranges	138 ct. case
Nectarines	78 ct. case
Pears	138 ct. case
Plums	80 ct. case
Squash Medium Yellow	2/3 bushel
Strawberries	Flat
Sugar Snap Peas	10 lb. case
Tangelos	125 ct. case
Tomatoes Cherry	12 pint case
Tomatoes Grape	12 pint case
Watermelon	Each
Zucchini Medium	2/3 bushel
Jicama	Pound
Melon, Cantaloupe	Pound
Melon, Honeydew	Pound
Red Onions	Pound
Radishes	Pound

Purchases approximately \$40,000 annually

Percentage Above/Below LA Mostly Market Price _____%

Total Section A \$ _____

SECTION B

Item	Case	Usage/Year	Unit Price	Extension
Apple Slices	200/2 oz.	800 cases	\$_____ Per Case	\$_____
Apples Sliced	3 lb.	1400 bags	\$_____ Per Bag	\$_____
Broccoli Buds	3 lb.	700 bags	\$_____ Per Bag	\$_____
Cabbage Red Shredded	3 lb.	75 bags	\$_____ Per Bag	\$_____
Carrots, Baby	150/2 oz.	260 cases	\$_____ Per Case	\$_____
Carrots Baby Shortcut	5 lb.	2100 bags	\$_____ Per Case	\$_____
Cauliflower Florets	3 lb.	180 bags	\$_____ Per Bag	\$_____
Celery Sticks	5 lb.	1500 bags	\$_____ Per Bag	\$_____
Jicama Sticks	5 lb.	750 bags	\$_____ Per Bag	\$_____
Peppers, Green Bell Julienne	2 lb.	40 bags	\$_____ Per Bag	\$_____
Lettuce tossed, 4-way	5 lb.	2000 bags	\$_____ Per Bag	\$_____
Peppers, Red Bell Julienne	2 lb.	40 bags	\$_____ Per Bag	\$_____
Pineapple Spears	5 lb.	100 bags	\$_____ Per Bag	\$_____
Romaine, Chopped	5 lb.	600 bags	\$_____ Per Bag	\$_____
Spinach	2.5 lb.	100 bags	\$_____ Per Bag	\$_____
Broccoli, florets, pre-packaged, meets 1/2 cup ea.	Each	9,000	\$_____ Per Each	\$_____
Cucumber, sliced, pre-packaged, meets 1/2 cup ea.	Each	20,000	\$_____ Per Each	\$_____
Oranges, sliced, pre-packaged, meets 1/2 cup ea.	Each	10,000	\$_____ Per Each	\$_____
Zucchini, sticks, pre-packaged, meets 1/2 cup ea.	Each	9,000	\$_____ Per Each	\$_____
			Total Section B	\$_____
			Total Section A + B	\$_____

ATTACHMENT ONE

Harvest of the Month 2015-2016

Please fill out chart signifying availability of local produce for: "Harvest of the Month"			
Month	Items	Approx. Usage	Available Locally?
Fall September October November	Sweet Peppers	10 Bags	
	Grapes	40 Flats	
	Radishes	10 Bags	
Winter December January February	Apples	20 Cases	
	Mixed Salad Greens	10 Bags	
	Grapefruit	5 Cases	
Spring March April May	Cucumbers	5 Cases	
	Strawberries	40 Flats	
Summer June	Peaches	20 Cases	
	Watermelons	60 Each	

BIDS

In addition, upon a determination that it is in the best interest of the district and without advertising for bids, the Board may lease currently owned district property to any person, firm, or corporation for a minimum of \$1 per year, as long the lease requires the person, firm, or corporation to construct a building or buildings on the property for the district's use during the lease and the property and building(s) will vest in the district at the expiration of the lease ("lease-leaseback"). (Education Code 17406)

Without advertising for bids, the Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the district. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on cost comparison findings specified in Government Code 4217.12.

(Government Code 4217.12)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

Perishable foodstuffs and seasonal commodities needed in the operations of cafeterias may be purchased through bid **or a request for proposal (RFP) process, with the selection of the successful vendor based on a competitive evaluation of such factors as the purchase price; the reputation of the vendor and the vendor's goods and services; a product evaluation; the quality of the vendor's goods and services; the extent to which the goods and services meet the District's needs; the vendor's past relationship with the District; the long-term cost to the District to acquire the vendor's goods and services; the discounts offered; minimum order and delivery quantities; or any other relevant factor that a private business entity would consider in selecting a vendor;** or on the open market. (Education Code 38083)

Consent Item D.3.1.

Approval of Nonpublic Agency Master Contract
with LC Barnes Therapy for Occupational Therapy

Prepared by Dr. Stephanie Pierce
July 7, 2015

BACKGROUND:

As part of a student’s Individual Education Program (IEP), occupational therapy (OT) is necessary for some students with disabilities to demonstrate educational progress. Currently, there are Santee School District postings for Occupational Therapists; however, in the interim we must provide OT. Until permanent employees are hired, LC Barnes Therapy is able to provide the services needed. We contracted with LC Barnes Therapy for OT services in the 2014-15 school year.

RECOMMENDATION:

Administration recommends the Board of Education approve the Nonpublic Agency Master Contract with LC Barnes Therapy for occupational therapy for the term of July 1, 2015 through June 30, 2016. The Nonpublic Agency Master Contract will be available at the Board Meeting for review.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

Days Per Year	Hourly Rate	Hours Per Day	Total
125	\$69.50	8	\$69,500

STUDENT ACHIEVEMENT:

Occupational therapy is necessary for some students with disabilities to demonstrate educational progress.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.1.

Consent Item D.3.2.

Approval of Nonpublic Agency Master Contract with Advantage On Call, LLC for Speech Therapy

Prepared by Dr. Stephanie Pierce
July 7, 2015

BACKGROUND:

As part of a student’s Individual Education Program (IEP), speech therapy is necessary for some students with disabilities to demonstrate educational progress. Currently, there are Santee School District postings for Language, Speech and Hearing Specialists; however, in the interim we must provide speech therapy. Until permanent employees are hired, Advantage On Call, LLC is able to provide the services needed. We contracted with this agency for speech therapy services in the 2014-15 school year.

RECOMMENDATION:

Administration recommends the Board of Education approve the Nonpublic Agency Master Contract with Advantage On Call, LLC for 2.5 FTE speech therapists for the term of July 1, 2015 through June 30, 2016. The Nonpublic Agency Master Contract will be available at the Board meeting for review.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

FTE	Hourly Rate	Hours Per Day	Days Per Year	Total
1.0	\$70	7.0	185	\$90,650
1.0	\$70	7.0	185	\$90,650
.50	\$70	7.0	93	\$45,570
			GRAND TOTAL	\$226,870

STUDENT ACHIEVEMENT:

Speech therapy is necessary for some students with disabilities to demonstrate educational progress.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.2.

Consent Item D.3.3.

Approval of 2015-20 Student Teaching Agreement
with University of San Diego

Prepared by Dr. Stephanie Pierce
July 7, 2015

BACKGROUND:

Santee School District has entered into cooperative agreements with various universities in the past to provide field laboratory classroom placement for student teachers, counselors and education administrators. Santee School District has received a student teaching agreement with the University of San Diego for this purpose. The terms of the agreement shall commence on July 1, 2015 and continue through June 30, 2020.

RECOMMENDATION:

Administration recommends that the proposed student teaching agreement with the University of San Diego for teacher education fieldwork be approved by the Board of Education.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The University of San Diego shall pay the District for field laboratory classroom placement of student teachers at the rate of \$200 for each full-time student teacher. This money is designated to the Master Teacher's instructional budget.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.3.



Affiliation Agreement

This **Affiliation Agreement** (“Agreement”) is entered into by and between **the University of San Diego (“USD”)** and **Santee School District (the “District”)**.

WHEREAS, USD is a non-profit institution of higher education; and

WHEREAS, the School of Leadership and Education Sciences (“SOLES”), a school within USD, conducts a variety of programs at the undergraduate, master’s and doctoral levels in learning and teaching, counseling and education administration, among other areas. USD desires to obtain teaching, counseling and education administration field experience for its enrolled students (the “USD students”); and prepare them to serve as professional educators in public and private schools.

WHEREAS, the District recognizes the need for and desires to aid in the professional development of the USD students, and is willing to make its employees and premises available for such purposes;

NOW, THEREFORE, for good and valuable consideration, USD and the District agree as follows:

1. **Term.** The term of this Agreement shall begin on June 1, 2015 and end on June 30, 2020 unless terminated earlier pursuant to Paragraph 4 below. This Agreement may be extended or renewed only in a writing signed by authorized representatives of USD and the District.
2. **USD Responsibilities.**
 - a. USD will determine the eligibility of its students to participate in the program with the District established under this Agreement.
 - b. USD will assign students to the District.
 - c. USD will monitor and evaluate the progress of each USD student assigned to the District.
 - d. USD will determine the number of semester units provided to each USD student as a result of participation in the program described under this Agreement.
 - e. USD students who are assigned to the District under this Agreement shall not be considered agents or employees of the District.

- f. USD will pay a sum of \$200 for each full-time student teacher assigned to the District under this Agreement, representing compensation paid by the District to the assigned Master Teacher. If a student's assignment ends prematurely for any reason, USD shall make the payment in full, except that if the assignment ends before at least half of the originally contemplated assignment is completed, USD shall make the payment on a pro rata basis. The payment will be made directly to the District. The District employee is and shall at all times be considered an employee of the District and not of USD.

3. **District Responsibilities**

- a. The District will provide educational learning experiences that are planned, organized and administered by qualified staff. The educational assignments provided by the District shall be designed to facilitate the USD student's professional growth.
- b. The District will provide to each assigned USD student teaching or education administration experience either through observation and participation or directed teaching or education administration experience. Each USD student assigned to the District will be given the opportunity to actively participate in the duties and functions associated with classroom teaching or administration.
- c. The District will assign one or more of its employees to supervise and instruct each USD student assigned to the District. The supervising District employee must hold valid credentials issued by the State Board of Education authorizing the supervising District employee to serve as a classroom teacher or administrator in the school in which the USD student is assigned.
- d. For good cause shown, the District may refuse to accept a USD student assigned to it. Similarly, for good cause shown, the District may request that a USD student assigned to it be withdrawn from the program, and USD will comply with the request. The District will notify USD in writing of a decision not to accept a USD student or to request that a USD student be withdrawn from the program. The written notice will describe the basis for the decision or request. If USD does not agree with the District's refusal to accept a student or request for withdrawal of a student, USD will provide the District with a written statement setting forth the basis for the disagreement within ten (10) working days of its receipt of the District's written notice.
- e. The District will ensure that the USD student does not replace or substitute for any District employee, and that the USD student does not perform any of the duties normally performed by an employee for the District, except those duties that are part of the training and performed by the student under the supervision of a District employee.
- f. Within thirty (30) days following the close of each semester, the District will submit an invoice to USD for any payment(s) due under paragraph 2 above.

4. **Termination.** Either party shall have the right to terminate this Agreement at any time and for any reason with thirty (30) days' advance written notice to the other. Notwithstanding the foregoing, the parties agree that any USD student participating in a teaching or administration experience shall be permitted to complete the semester during which such termination of Agreement occurs.

5. **FERPA.** The District understands that the educational records of the USD student assigned to the District are protected by the Family Educational Rights and Privacy Act (FERPA). The parties agree to comply with the requirements of FERPA. As a result of this Agreement, the District is considered to be a school official of USD. The District agrees to protect the privacy of educational records concerning any USD student assigned to the District under this Agreement, and will not transmit, share or disclose any such records without the student's written consent, except to other school officials of USD who have a legitimate educational interest in the records.
6. **Commitment to Non-Discrimination.** USD and the District shall not discriminate in the selection of, acceptance of, or participation by any USD student in any program or services offered under this Agreement on the basis of the student's race, color, national origin, religion, sex, sexual orientation, disability, or any other characteristic protected by federal, state or local law.
7. **Indemnification.**
 - a. The District agrees to defend, indemnify and hold USD and its employees, students and agents harmless from any and all liability, claims, demands, suits, costs, charges and expenses, including without limitation attorneys' fees, arising out of or in any way related to the alleged negligent or willful acts or omissions of the District or any of its employees or agents in connection with the performance of this Agreement, including without limitation employment-related claims made by a District employee or agent, as well as claims arising out of or relating to the District's refusal to accept an assigned student or the District's request that an assigned student be withdrawn from the program.
 - b. USD agrees to defend, indemnify and hold the District and its employees harmless from any and all liability, claims, demands, suits, costs, charges and expenses, including without limitation attorneys' fees, arising out of or in any way related to the alleged negligent or willful acts or omissions of USD or any of its employees or students in connection with the performance of this Agreement.
8. **Insurance.**
 - a. At all times during the term of this Agreement, the District will maintain the following types and levels of insurance for its employees and agents who perform any services to fulfill the District's responsibilities under this Agreement: Commercial general liability insurance, workers' compensation insurance, and applicable errors and omissions liability insurance, each with a limit in an amount not less than \$1,000,000 per occurrence.
 - b. At all times during the term of this Agreement, USD will maintain the following types and levels of insurance for its employees and agents who perform any services to fulfill USD's responsibilities under this Agreement, as well as for USD students who are assigned to the District under this Agreement: Commercial general liability insurance, workers' compensation insurance, and applicable errors and omissions liability insurance, each with a limit in an amount not less than \$1,000,000 per occurrence.

- c. Proof of the required insurance under this Agreement shall be provided by one party to the other upon request. Either party will provide the other with at least thirty (30) days' advance written notice before cancellation or any reduction or material change in coverage.
9. **Use of USD's Trademarks and Logos.** The District shall not use USD's trademarks, logos or insignia, or otherwise identify USD in any form of publicity, disclosure or sale without the advance written permission of USD.
10. **Independent Contractor.** It is expressly understood and agreed that, in the performance of the activities contemplated by this Agreement, the parties and their employees and agents will at all times act as independent contractors of one another, and not as employees or agents of one another. This Agreement does not constitute and shall not be construed as constituting a partnership, joint venture association, or other affiliation or like relationship between parties. Neither party shall have the right to obligate or bind the other in any manner whatsoever with respect to any third party, and nothing herein contained shall give or is intended to give any right to a third party. In no event will either party be liable for the debts or obligations of the other party, except as specifically provided herein.
11. **Entire Agreement.** The parties declare and represent that no promise, inducement or agreement not herein expressed has been made to them and that this Agreement contains the full and entire agreement between and among the parties relating to the subject matter herein, and that the terms of this Agreement are contractual and not a mere recital.
12. **Amendment/Severability.** This Agreement may not be amended, except through a writing signed by authorized representatives of USD and the District. If any provision of this Agreement, or part thereof, is held invalid, void or voidable as against public policy or otherwise, the invalidity shall not affect other provisions, or parts thereof, which may be given effect without the invalid provision or part. To this extent, the provisions, and parts thereof, of this Agreement are severable.
13. **Assignment and Subletting.** The rights and responsibilities granted in this Agreement are not assignable.
14. **Dispute Resolution.** This Agreement shall be governed by the laws of the State of California. Any dispute arising out of or relating to this Agreement shall be resolved through binding arbitration under the applicable rules of JAMS. The venue for the arbitration shall be in San Diego, California. Each party shall be responsible for its own costs and attorneys' fees incurred in connection with any such dispute.
15. **No Third Party Beneficiaries.** This Agreement shall be binding upon and inure to the benefit of and be enforceable only by the parties to this Agreement. No third party shall be a beneficiary of or have any right to enforce the terms of this Agreement.
16. **Authority.** By signing below, the representative from each party represents that he/she is duly authorized to sign the Agreement on behalf of either USD or the District.

This Agreement may be executed in counterparts, each of which shall be deemed to be an

original and all of which, taken together, shall constitute a single agreement binding on the parties. This Agreement will be considered executed by a party when the signature of such party is delivered physically, by email or facsimile transmission to the other party. The parties agree that any signature delivered by email or facsimile transmission shall have the same force and effect as an original signature.

Santee School District

By: _____
Cathy A. Pierce
Superintendent

UNIVERSITY OF SAN DIEGO

By: Paula A. Cordeiro
Paula A. Cordeiro
Dean, School of Leadership and Education Sciences

Consent Item D.4.1. Personnel, Regular
 Prepared by Tim Larson
 July 7, 2015

BACKGROUND:

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

Certificated Staff

A. New Appointments:

Employee	Location	Class/Step	Previous Annual Salary	New Annual Salary	Effective Date
1. Dye, Jennifer (Temporary)	Hill Creek	III-01	\$0.00	\$46,694.00	08-26-15

B. Temporary Rehires:

Employee	Location	Class/Step	Previous Annual Salary	New Annual Salary	Effective Date
1. Credille, Kamrie	Carlton Hills	III-05	\$48,369.00	\$50,117.00	08-26-15

C. Change of Status/Location:

Employee	Location	Class/Step	Previous Annual Salary	New Annual Salary	Effective Date
1. Cameron, Pamela	PRIDE Academy <i>1st Grade to Transitional Kindergarten</i>	VI-23	\$88,968.00	\$88,968.00	07-01-15
2. Powell, Tiffany	<i>UPLOA to Cajon Park</i>	VI-04	\$59,441.00	\$59,441.00	06-10-15

D. Unpaid Leave Requests:

Employee	Location	Class/Step	Reason	Recommendation	Effective Date
1. White-Melton, Carol Ann	Chet F. Harritt	III-12	Maternity	Approve	08-26-15 to 07-22-16

E. Resignations:

Employee	Location	Class/Step	Reason	Effective Date

F. 39-Month Reemployment:

Employee	Location	Class/Step	Reason	Effective Date

G. Dismissals:

Employee	Location	Class/Step	Effective Date

Classified Staff

H. New Appointments:

Employee	Location	Position/Class/Hours	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Navarro, Marisela	Carlton Oaks	Project SAFE Assistant 17 A / 3.75 hrs.	\$0.00	\$965.05	06-15-15

I. Rehires:

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

Classified Staff Continued

J. Change of Status/Location:

Employee	Location	Position/Class/Hours	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Farmer, Cynthia	<i>PRIDE Academy to Chet F. Harritt</i>	Instructional Assistant I 19 E / 3.5 hrs. to Instructional Assistant I 19 E / 3.0 hrs.	\$1,209.68	\$1,036.87	09-02-15
2. Jordan, Karen (Replacing Judy Fox)	<i>Rio Seco to Special Ed</i>	Instructional Assistant, Special Ed I 20 E / 3.75 hrs. to <i>Secretary II (Department) / 27 A / 8 hrs.</i>	\$1,361.57	\$3,108.66	06-24-15
3. Lorentz, Rachelle	<i>UPLOA to Carlton Hills</i>	Instructional Assistant, Special Ed II 21 E / 3.0 hrs.	\$1,145.25	\$1,145.25	06-03-15
4. Nothdurft, Jackie	District Office – Human Resources	Personnel Technician 27.5 B / 8 hrs to Personnel Technician 27.5 B / 8 hrs. + PGI 1	\$3,628.00	\$3,646.00	07-01-15
5. Owens, Elizabeth	Carlton Hills	Instructional Assistant, Special Ed II 21 C / 3.25 hrs. to Instructional Assistant, Special Ed II 21 C / 3.0 hrs.	\$1,123.14	\$1,036.87	09-02-15

K. Unpaid Leave Requests:

Employee	Location	Position/Class/Hours	Reason	Recommendation	Effective Date

L. Resignations:

Employee	Location	Position	Reason	Effective Date
1. Ackermann, Sharon	Cajon Park	Custodian II	Retirement	07-01-15
2. King, Colette	Chet F. Harritt	Campus Aide	Personal	06-18-15
3. Oliveira, Danelle	Chet F. Harritt	Instructional Assistant I	Personal	06-18-15
4. Quan, Joanne	Sycamore Canyon	Early Childhood Group Leader I	Another position	08-25-15

M. 39-Month Reemployment:

Employee	Location	Position/Class/Hours	Effective Date
1. Parsons, Windi	PRIDE Academy	Instructional Assistant I / 19 B / 3.0 hrs	06-18-15

N. Dismissals:

Employee	Location	Position	Effective Date

RECOMMENDATION:

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

Consent Item D.4.2. Approval to Accept the United Way of San Diego County Impact Network Grant for Santee Project Primary Success (SPPS)

Prepared by Tim Larson
July 7, 2015

BACKGROUND:

Santee School District submitted a proposal to the United Way of San Diego County to form a collective impact network that study third grade attendance / reading levels or kindergarten readiness. Santee School District has been awarded \$131,368 for a grant cycle of July 1, 2015 - December 31, 2016. Additional funding will be available to conduct intervention activities when selected.

Santee School District will work with 25 partners and Cajon Park School to enhance school readiness and improve academic outcomes for preschool-third grade students and their families that live in the Woodglen Vista Apartment Complex using the following strategies:

- Family stability and social supports
- Social-emotional health
- Positive parenting
- Quality pre-school for all children ages 3-5 years

The project titled Santee Project Primary Success (SPPS) includes the following community partners: Cajon Park School, Woodglen Vista Apartments, Out of School Time and YALE, Santee Library, Communities Against Substance Abuse (CASA), Santee Solutions Coalition, License to Freedom, Riverview Community Church, City of Santee Community Services Department, East Region Human & Health Services Agency (HHSA), Jamboree Housing, Navy School Liaison, San Diego Christian College Education Department, Jewish Family Services, Home-Start, Lutheran Social Services – Circles Project, San Diego Youth Services, OASIS Intergenerational Program, San Diego Family Strengthening Network and Cameron YMCA.

Key components of SPPS are:

- Funding for the Collaborative Coordinator, teacher / counselor stipends, partner participation, training, family needs assessment and family night activities.
- Assessment surveys for: all families at Woodglen Vista, staff at Cajon Park and all community partner agencies.
- Stipend parent partners to work with families in different cultures at Woodglen Vista.
- iPads for ELAC and other parent meetings.
- Intervention activities to address one or more of the strategies.
- Data collection and evaluation with Harder and Company.
- Collaboration with three other grantees including training, technical assistance and facilitation.

RECOMMENDATION:

It is recommended that the Board of Education approve United Way Collective Impact Network Grant for Santee Project Primary Success (SPPS).

FISCAL IMPACT:

United Way of San Diego County is granting \$131,368 to Santee School District to support the impact network and pilot a program benefitting Cajon Park School and Woodglen Vista Apartment. When the Impact Network establishes intervention programs, the United Way will provide additional funding.

STUDENT ACHIEVEMENT:

By providing support for students, these students will be better prepared to learn in the classroom.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.2.

**MEMORANDUM OF AGREEMENT BETWEEN
SANTEE SCHOOL DISTRICT
AND
UNITED WAY OF SAN DIEGO COUNTY
FOR
SANTEE PROJECT PRIMARY SUCCESS IMPACT NETWORK**

This Memorandum of Agreement (“MOA”) is entered into by and between the Santee School District, 9625 Cuyamaca Street, Santee, California 92071, hereinafter referred to as “Agency” and United Way of San Diego County, 4699 Murphy Canyon Road, San Diego, California 92123, hereinafter referred to as “United Way” in connection with a program known as Santee Project Primary Success Impact Network. This MOA is entered into and effective as of all parties signatures, and by July 2015. The parties of this MOA may be referred to herein collectively as the “parties” or individually as a “party.”

Recitals

WHEREAS, United Way provides resource development, strategic community impact planning, and support to partners related to kindergarten readiness, early grade literacy and family stability using the principles of collective impact.

WHEREAS, the Santee School District is a public entity.

WHEREAS, the parties desire to work together toward the mutual goal of implementing the Santee Project Primary Success Impact Network.

WHEREAS, the parties believe that implementation of Santee Project Primary Success Impact Network, as described herein and hereinafter referred to as “Impact Network”, is in their respective best interests and will further their mutual goal of increasing student academic success and family stability.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises set forth below, and for other good and valuable consideration, receipt of which is hereby acknowledged, the parties hereto agree as follows:

1. **Administration of MOA:** Each party identifies the following individual to serve as the authorized administrative representative for that party. Any party may change its administrative representative by notifying the other party in writing and the change will become effective upon receipt. Notice of the authorized representative should be sent to each party as follows:

<p><u>Santee School District</u> Dr. Cathy Pierce Superintendent 9625 Cuyamaca Street Santee, CA 92071</p>	<p><u>United Way of San Diego County</u> Aimee Zeitz Associate Director, Impact 4699 Murphy Canyon Rd. San Diego, CA 9212</p>
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2. **Parties’ Responsibilities**

2.1. **United Way of San Diego will:**

2.1.1. Provide initial funding in the amount of \$131,368.12, with potential additional funding available for interventions upon completion of needs assessment and community feedback. Payments will be distributed at execution of this contract and then every 6 months based on the payout structure outlined in Attachment A.

- 2.1.2. Support the Impact Network development, progress and outcomes through a United Way collective impact facilitator, dedicated data coach, technical assistance and facilitated Community of Learning sessions consisting of trainings, workshops, and peer support/coaching.
- 2.1.3. Monitor and compare network activities, interventions, programs and development, along with client outcomes to those stated in the initial grant proposal as one measure of program success in regards to future funding decisions.
- 2.1.4. Reserve the right to conduct monitoring of the Agency's records and actions solely in connection with the Impact Network programming through site visits and data audits.
- 2.1.5. Reserve the right to suspend the contract, place agency on probationary status, and/or re-evaluate funding if performance does not meet agreed upon expectations.
- 2.1.6. Support the Agency in its efforts to ensure sustainability of the Impact Network after United Way funding is expended through shared data, advocacy, support of participating partners, and other as appropriate.
- 2.1.7. Provide the Agency with access to logos and marketing support to be used at the Agency's discretion in conjunction with marketing and promoting of the Impact Network, and the Agency's partnership with United Way.

2.2. The Agency will:

- 2.2.1. Return two contracts with original signatures to United Way no later than 15 business days after receipt.
- 2.2.2. Submit W-9, Electronic Funds Transfer (if preferred form of payment) and Patriot Act forms within 15 business days of receipt.
- 2.2.3. Complete and submit the Volunteer Opportunities Form for any volunteer projects related to the Impact Network and appropriate for United Way volunteers (1-2 per year, as applicable and needed).
- 2.2.4. Notify UWSD of any change in lead staffing no later than 30 days after staff change has occurred.
- 2.2.5. Engage Impact Network partners in meaningful and significant ways through utilizing the principles of collective impact to achieve significant progress in kindergarten readiness, early grade literacy and family stability:
 - 2.2.5.1.1. Adopt a common agenda and shared data measures within Impact Network partners;
 - 2.2.5.1.2. Recruit and train Parent Partners;
 - 2.2.5.1.3. Complete an assessment of Cajon Park School using qualitative and quantitative data;
 - 2.2.5.1.4. Conduct and analyze an assessment of Woodglen Vista families (90%) to inform the implementation of strategies to achieve goals stated above.

- 2.2.6. Agency and United Way will work cooperatively and collaboratively to establish and complete all outputs and outcomes for each part of the work plan to enable full funding to be received by Agency.
- 2.2.7. Participate in at least 80% of Community of Learning sessions.
- 2.2.8. Participate regularly in data coaching sessions, as needed.
- 2.2.9. Submit monthly and quarterly reports, qualitative assessments and financial reports as outlined in Attachment A.
 - 2.2.9.1.1. Specific outputs, outcomes, assessment measures and reporting templates for deliverables will be identified in partnership with United Way no later than September 30, 2015.
- 2.2.10. Reports submitted more than 30 days late, without preauthorized approval, will put agency funding at risk.
- 2.2.11. Support United Way's efforts to ensure effective program evaluation and outcome measurement, including full disclosure of Agency's use of any information or data related to the Impact Network, and will not publicize any information related to the Impact Network without the permission of United Way. United Way's permission shall not be unreasonably withheld, conditioned or delayed, and should United Way fail to respond to a request for permission within 15 days of the date of receipt of such materials, United Way's approval shall be deemed to have been given. Press releases or other media pieces will be reviewed/ approved by United Way within 3 days.
- 2.2.12. Work with United Way's marketing department to identify participants and testimonial stories to showcase the Impact Network in person, print, video, radio, and/or television media (minimum of one every six months using the Marketing Template provided by United Way). All intellectual property rights in marketing materials relating to this MOA shall belong exclusively to the party that created such materials (whether or not it received assistance from the other party).
- 2.2.13. Maintain an updated agency profile with 211 to include all Impact Network activities and services; to be updated every 6 months.

2.3. **Both Parties** agree to follow all provisions of federal and state laws regarding confidentiality and disclosure of records as well as each other's policies to safeguard client confidentiality.

2.4. **Both Parties** will give the two agencies herein, acknowledgement in all written and verbal publications regarding the Impact Network.

3. **Indemnity and Insurance**

3.1. **Indemnity:** The Agency shall indemnify, defend and hold harmless United Way and its board members, officers, staff, employees, and agents (collectively, United Way Indemnified parties) against any and all claims, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs (including reasonable attorneys' fees and expenses of litigation) incurred by or imposed upon any one of them in connection with any claims, suits, actions, demands or judgments arising out of, resulting from or related to negligence in the performance of services under this MOA by the Agency or any of its employees, sub-contractors or representatives.

- 3.1.1. The Agency agrees, at its own expense, to provide attorneys reasonably acceptable to the United Way to defend against any such actions brought or filed against any United Way Indemnified parties, whether or not such actions are rightfully brought.
 - 3.1.2. United Way shall promptly notify the Agency if any such action shall be brought or filed or claim made.
 - 3.1.3. United Way shall indemnify and hold harmless the Agency and its board members, officers, staff, employees, and agents, from and against any and all claims, suits, damages, liabilities, costs and expenses, including, but not limited to court costs and reasonable attorneys' fees, arising out of or based on the breach of any representation, warranty or obligation under this MOA by United Way.
 - 3.1.4. This Article 3 shall survive the expiration or termination of this MOA.
4. **Term:** This MOA shall become effective on the date on which both United Way and the person designated by the Agency, have signed this MOA and, unless earlier terminated or extended by mutual written agreement of the parties, will automatically terminate on December 31, 2016 with final payments to be made by January 31, 2017.
5. **Termination:** Either party may terminate this MOA for convenience, at any time, upon thirty (30) days written notice to the other party stating the effective date of termination.
6. **Permits and Licenses:** The Agency certifies that it possesses and shall continue to maintain or shall cause to be obtained and maintained, at no cost to the United Way, all approvals, permissions, permits, licenses, and other forms of documentation required for it and its employees to comply with all existing foreign or domestic statutes, ordinances, and regulations, or other laws, that may be applicable to performance of services hereunder. The United Way reserves the right to reasonably request and review all such applications, permits, and licenses prior to the commencement of any services hereunder.
7. **Arbitration:** If a dispute arises out of or relates to this Agreement, or the breach thereof, and if the dispute cannot be settled through negotiation, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association in accordance with the provisions of its Arbitration Rules and Mediation Procedures.
8. **Compliance With Laws:** Agency, its employees, sub-contractors and Agents shall, at all times during the term of this MOA, including any extensions or renewals, be in conformity with all applicable Federal, State, County, and local laws, rules, and regulations, current and hereinafter enacted, including facility and professional licensing and/or certification laws and keep in effect any and all licenses, permits, notices and certificates as are required. Agency shall also comply with all applicable laws regarding non-discrimination, wages and hours of employment, occupational safety, fire safety, health and sanitation.
9. **Governing Law:** This MOA shall be governed, interpreted, construed and enforced in accordance with the laws of the State of California without regard to its conflicts of laws principles.
10. **Venue:** In the event a dispute arises under this MOA which the parties are unable to resolve amicably through arbitration, as contemplated in Section 7, proper venue for the resolution of such dispute shall be with the appropriate federal or state court within San Diego County.
11. **Attorney's Fees and Costs:** If any legal action is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary

disbursements in addition to any other relief to which that party may be entitled. This provision shall be construed as applicable to the entire contract.

- 12. **No Third Party Beneficiaries:** This MOA is intended solely for the benefit of Agency and United Way. Any benefit to any third party is incidental and does not confer on any third party to this MOA any rights whatsoever regarding the performance of this MOA. Any attempt to enforce provisions of this MOA by third parties is specifically prohibited.
- 13. **Non-exclusive Agreement:** This MOA is not intended to provide any assurance or guarantee of exclusivity of services. United Way specifically reserves the right to contract with other community service agencies and providers to implement Impact Networks and to negotiate a unique payment amount, method, and process with each.
- 14. **Complete Agreement:** This MOA represents the full and entire agreement between the parties and supersedes any prior written or oral agreements that may have existed.
- 15. **Amendments to MOA:** This MOA may only be amended by a written amendment signed by the parties hereto.
- 16. **Severability:** If any terms or provisions of this MOA or the application thereof to any person or circumstance shall, to any extent, be held invalid or unenforceable, the remainder of this MOA, or the application of such term and provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and every other term and provision of this MOA shall be valid and enforced to the maximum extent permitted by law.
- 17. **Counterparts:** This MOA may be executed in any number of separate counterparts, each one being deemed an original but all of which when taken together shall constitute one and the same instrument.
- 18. **Force Majeure:** Agency will not be considered in default of this MOA to the extent that any delay or failure in the performance of its obligations results, without its fault or negligence, from any cause beyond its reasonable control, including, without limitation, Acts of God, acts of civil or military authority, embargoes, epidemics, war, terrorism, riots, insurrections, fires, earthquakes, floods, adverse weather conditions, strikes or lockouts.
- 19. **Authorization to Execute:** The person executing this MOA on behalf of Agency represents that he or she is fully and properly authorized to execute this MOA and that this MOA is binding on Agency from the date of execution indicated below.

Santee School District

United Way of San Diego County

By: _____
Dr. Cathy Pierce, Superintendent
Date: _____

By: _____
Kevin Crawford, President & CEO
Date: _____

By: _____
Karen Sprigle, Senior Vice President and
Chief Administrative Officer
Date: _____



United Way of
San Diego County

ATTACHMENT A

Payout Structure, Details and Timeline

Payout Timeline	Payout Amount	Expected Deliverables
Start up (July 2015)	50% (\$65,684.06)	Contract execution Action Plan for first 6 months Establish outputs, outcomes, assessment/ measurement tools to be used, and data collection methods Complete initial quality collaboration assessment (tool TBD)
6 month payout (January 2016)	20% (\$26,273.62)	On-time submissions of monthly and quarterly reports Regular participation in Community of Learning sessions, including data coaching as needed Impact Network Self- Assessment Tool Quality collaboration assessment Financial Reports (projected v actual costs)
12 month payout (July 2016)	20% (\$26,273.62)	On-time submissions of monthly and quarterly reports Regular participation in Community of Learning sessions, including data coaching as needed Impact Network Self- Assessment Tool Quality collaboration assessment Financial Reports (projected v actual costs) Provide feedback on United Way (assessment/ interview)
18 month/ final payout (January 2017)	10% (\$13,136.82)	On-time submissions of monthly and quarterly reports Regular participation in Community of Learning sessions, including data coaching as needed Impact Network Self- Assessment Tool Quality collaboration assessment Financial Reports (projected v actual costs) United Way feedback (assessment/ interview)

In addition to the successful completion, submission and participation listed above, payouts will also be determined by the % to goal for identified outputs and outcomes. The outputs, outcomes, assessment/ measurement tools to be used, data collection methods and payout percentages per deliverable will be explored and negotiated through data coaching and Community of Learning sessions, and conversations with United Way. These are to be finalized no later than September 30, 2015.



United Way of
San Diego County

Attachment B

Volunteer Opportunities Form for Funded Partners

One of the roles United Way plays is to connect local residents interested in sharing their “time, treasure and talent” to improve the San Diego community. We receive many requests throughout the year for groups and individuals to participate in one-time, and sometimes on-going, volunteer projects that are meaningful and related to United Way’s core impact work. Please let us know what volunteer opportunities you have related to work you are currently receiving United Way funding for. You may use this form at any time during your funding to notify us of volunteer needs/ opportunities. Please direct any questions related to volunteerism to Adina Veen, United Way Volunteer Manager: aveen@uwsd.org or 858-636-4163.

Agency Name:	
Impact Network/ Project Name:	
Volunteer Project Description:	
Project Location:	
Project Dates/ Times:	
Volunteer Point of Contact (name, email and phone #):	

Work Plan for Santee Project Primary Success (SPPS)

Goal 1 - Create a common agenda and define a shared vision for Santee Project Primary Success.

Objective	Activities	Who	Timeline	Milestones/ Measures of Effectiveness
1.1 Partner Assessment	Assessment of all initial partners. This objective will utilize both the survey and Family Strengthening Assessment	Partners, Family Strengthening Network	Aug.-Oct. 2015	Assessment of partner contributions and capabilities
1.2 Analyze information	Examine the partner data and decide collectively on next steps.	Leadership Team, Partners, Harder & Co.	Nov. 2015	Data analysis and decisions
1.3 Recruit additional partners needed	Recruit sectors needed and engage additional partners. Current partners needed are healthcare, business, and career development.	Meredith Riffel, Leadership Team & Partners	Jan. 2016 and annually	Additional partners representing needed sectors
1.4 Parent Partners	Recruit and train parent partners with specific cultural connections at Woodglen Vista (WGV) to connect the community, partners and school.	Meredith Riffel, WGV staff, Tricia Hodge	Jul.-Oct. 2015, monthly	Number of parent partners, trained and participating

Goal 2 - Assess Cajon Park School (CP) data to determine the strengths and challenges of families of K-4 students.

Objective	Activities	Who	Timeline	Milestones/ Measures of Effectiveness
2.1 Readiness assessment for WGV K students	Using CA state school readiness tool, DRDP, specifically these matrices: self-regulation and self and social development	CP Teachers CP Admin.	Oct.-Nov 2015.	DRDP results for incoming K students
2.2a Conduct assessment of WGV primary students	Examine reading levels, other academic measures, E.L. improvement, attendance/tardies, social /emotional connection, behavior logs to identify concerns	CP Teachers CP Administration CP Counselor Harder & Co	Nov. 2015, yearly	Report of findings
2.2b Conduct survey with school admin. and teachers	Conduct survey with school administration and teachers about WGV connections and participation rates in programs such as PTA, parent-teacher conferences, ELAC and volunteering.	CP Teachers CP Admin. Harder & Co	Sept.-Nov., yearly	Report of findings
2.3 Analyze school and student data	Analyze school and student information as a group and propose solutions to Cajon Park and Network.	CP Admin Partners Harder & Co	Nov. 2015, yearly	Recommendations to network and CP

Goal 3 - Conduct assessment with 90% of Woodglen Vista Families.

Objective	Activities	Who	Timeline	Milestones/ Measures of Effectiveness
3.1 Develop family survey	Develop family assessment survey that is translated into needed languages and is culturally appropriate for residents.	Partners, SSC/CASA, Translation Services, Harder & Co	Sep. 2015	Survey instrument in appropriate languages
3.2 Conduct Family Survey	Conduct family surveys for 90% of all Woodglen residents with preschool or school aged youth.	SSC, CASA	Oct.- Dec. 2015	Completed surveys
3.3 Analyze results.	Analyze results, address family concerns and build on strengths.	Partners, Leadership, Harder and Co	Dec. 2015	Evaluation data and decisions

Goal 4 - Select 2-3 interventions that the network believes are feasible, supported by the community and evaluate the results. The intervention targets are: students, Cajon Park School, or parents/families of Woodglen Vista.

Objective	Activities	Who	Timeline	Milestones/ Measures of Effectiveness
4.1 Evaluate data and select interventions	Evaluate all data and resources and select 2-3 interventions to address concerns.	Partners, WGV, Cajon Park, Harder & Co	Jul.-Dec. 2015	Evaluation report and specific interventions
4.2 Conduct intervention activities	Conduct intervention activities	Partners and the selected groups for the intervention	Oct.- Dec. 2015	Completed interventions
4.3 Analyze results and make recommendations.	Analyze results and work with network to address family concerns and build on strengths.	Partners, Leadership, Harder and Co	Dec. 2015	
4.4 Conduct family nights with WGV families	Conduct family nights to engage parents in the project and identify what resonates with WGV families	Parent Partners, WGV, Partners, CP	Oct 2015-Dec. 2016	Family nights, participation and feedback

Goal 5 - Sustainability and Resource Development

Objective	Activities	Who	Timeline	Milestones/ Measures of Effectiveness
5.1 Evaluate effectiveness and cost.	Evaluate effectiveness and cost of pilot interventions	Leadership, Partners, Harder and Co	Nov.–Dec. 2016	
5.2. Share data with others	Share data and process with Santee Collaborative, Santee Board of Education, UWSD and others	Meredith, Partners, Leadership	Ongoing beginning with Nov. 2015	
5.3 Resource development plan	Develop a resource plan to implement suggested actions to improve school success	Leadership, partners, Meredith Riffel	Dec. 2015-Dec. 2016	

Consent Item D.4.3. Approval to Accept Education for Homeless Children and Youth (EHCY) Consortium Application

Prepared by Tim Larson
July 7, 2015

BACKGROUND:

The California Department of Education has selected Santee School District's Consortium application with partner La Mesa Spring Valley School District, to address the educational needs of homeless students. Santee School District will serve as the lead for this grant. The goals for this proposal are:

- Training for all staff in both districts, 95% of all staff in both districts will understand the nature of homelessness and its effects on education.
- Training on Trauma and its effect on homeless children to be offered to school sites and to employee groups (McKinney Vento and Trauma Informed Care).
- Referral and coordination for 75 additional families each year to improve their connection and attendance at school. Students receiving additional support will increase their attendance by 2% per year. Parent outreach and support includes additional transportation for parents and enrollment in afterschool childcare or homework programs.
- Increased connection and collaboration by identifying with 20 additional connections in the communities in East Region.

The program provides funding for a .25 FTE School Counselor / School Social Worker to provide support and referrals to homeless students and their families.

RECOMMENDATION:

It is recommended that the Board of Education accept the Education for Homeless Children and Youth grant.

FISCAL IMPACT:

This grant offers \$30,712 each year for three (3) years to Santee and \$40,000 to La Mesa Spring Valley to support students and their families experiencing homelessness.

STUDENT ACHIEVEMENT:

By providing support for students, these students will be better prepared to learn in the classroom.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.3.

Grant Award Notification

GRANTEE NAME AND ADDRESS Cathy Pierce, Superintendent Santee School District 9625 Cuyamaca Street Santee, CA 92071-2674	CDE GRANT NUMBER			
	FY	PCA	Vendor Number	Suffix
	15	14332	6836	01
Attention Cathy Pierce, Superintendent	STANDARDIZED ACCOUNT CODE STRUCTURE		COUNTY	
Program Office Santee School District	Resource Code	Revenue Object Code	37	
Telephone 619-258-2300	5630	8290	INDEX	

Name of Grant Program Education for Homeless Children and Youth Program	0510
---	------

GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amend. No.	Award Starting Date	Award Ending Date
	\$70,714.00		\$70,714.00		7/1/2015	6/30/2016

CFDA Number	Federal Grant Number	Federal Grant Name	Federal Agency
84.196A	S196A15005	Education for Homeless Children and Youth	U.S. Department of Education

I am pleased to inform you that you have been funded for the Education for Homeless Children and Youth (EHCY) program.

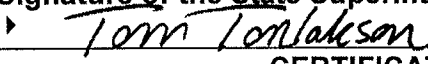
This award is contingent upon the availability of funds. If the Legislature or Congress takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.

Please return the original, signed Grant Award Notification (AO-400) and completed 2015–16 Grantee Budget Request no later than July 15, 2015, to:

Pat Boncella, Associate Governmental Program Analyst
 School Turnaround Office
 California Department of Education
 1430 N Street, Room 6208
 Sacramento, CA 95814-5901

California Department of Education Contact Patricia Boncella	Job Title Associate Governmental Program Analyst
--	--

E-mail Address pboncell@cde.ca.gov	Telephone 916-319-0384
---	----------------------------------

Signature of the State Superintendent of Public Instruction or Designee 	Date June 10, 2015
--	------------------------------

CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS

On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application and in this document; and I agree to comply with all requirements as a condition of funding.

Printed Name of Authorized Agent	Title
---	--------------

E-mail Address	Telephone
-----------------------	------------------

Signature 	Date
--	-------------

Grant Award Notification (Continued)

- 1) The grantee must use EHCY funds for activities authorized under Title X, Part C of the Elementary and Secondary Education Act (Public Law 107-110), as described in its approved application submitted to the California Department of Education (CDE) in February of 2015.
- 2) The grantee must expend or legally obligate all EHCY funds by June 30, 2016. The grantee must liquidate all legal obligations before it submits the final expenditure report due on August 15, 2016. Carryover of EHCY funds is not allowed.
- 3) The grantee must submit three expenditure reports, which are due on November 10, 2015; March 10, 2016; and August 15, 2016. Failure to submit the required reports by the due dates may result in a billing for the entire amount of grant funds advanced or a possible reduction of any subsequent grant funds. The grantee can access the expenditure report forms on the CDE McKinney-Vento Homeless Act Web page at <http://www.cde.ca.gov/sp/hs/mv/>.
- 4) The CDE will distribute funds to the grantee in four payments: three payments of 30 percent each and a final payment of up to 10 percent. The CDE will release the first payment after the grantee has returned the signed Certification of Acceptance of Grant Requirements and a completed 2015–16 Grantee Budget Request. Both of these forms are due to the CDE on July 15, 2015. The CDE will issue the second and third payments after the grantee has submitted the 2015–16 Grantee Expenditure Report due on November 10, 2015, and March 10, 2016, respectively. Please note that the grantee must have expended at least 65 percent of its previous payment before the CDE will issue another payment. The CDE will issue a final payment of up to 10 percent after the grantee has submitted the 2015–16 Grantee Final Expenditure Report due on August 15, 2016. Links to the fiscal forms are available on the CDE McKinney-Vento Homeless Act Web page at <http://www.cde.ca.gov/sp/hs/mv/>.
- 5) Budget changes that are more than 10 percent of the grant amount require advance approval from the CDE. If the grantee wishes to change the line-item budget approved on its 2015–16 Grantee Budget Request, the grantee must submit a 2015–16 Grantee Budget Change Request. This form is located on the CDE McKinney-Vento Homeless Act Web page at <http://www.cde.ca.gov/sp/hs/mv/>.
- 6) The grantee must comply with the requirements that pertain to subgrantees in Title 34 of the *Code of Federal Regulations (CFR)* Part 80. Cash disbursements of federal funds must be limited to the actual, immediate cash requirements of the grantee. In addition, 34 *CFR* Section 80.21 requires the grantee to promptly, but at least quarterly, remit to the federal agency any interest greater than \$100 per year earned on payments. When reporting and remitting federal interest to the CDE, a grantee should specify the grantee's Data Universal Numbering System number, the time period associated with the interest earned, and the federal program resource codes. Please send interest on federal cash balances to the CDE at the following address:

Attention: Cashier's Office
California Department of Education
P.O. Box 515006
Sacramento, CA 95851

- 7) If your local educational agency does not wish to accept the EHCY funds, please write "DECLINE" on the front of the AO-400 and sign and return it to Pat Boncella, Associate Governmental Program Analyst, Improvement and Accountability Division, at the address listed on the first page of this AO-400.

Consent Item D.4.4. Adoption of Resolution No. 1516-02 to Eliminate a Classified Non-Management Position

Prepared by Tim Larson
July 7, 2015

BACKGROUND:

Due to a reduction in caseload in a special education class at Pepper Drive School, administration has determined that one (1) Instructional Assistant, Special Education II position is no longer necessary.

The employee affected by the reduction will be offered a position recently vacated at another location in the same classification with the same number of hours.

RECOMMENDATION:

It is recommended that the Board of Education approve the elimination of the following position effective July 8, 2015:

- One (1) 6.0 FTE Instructional Assistant, Special Education II position

FISCAL IMPACT:

The annual savings by eliminating the Instructional Assistant, Special Education II position will be \$26,184.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.4.

SANTEE SCHOOL DISTRICT
Resolution No. 1516-02

**ELIMINATION OF VACANT
CLASSIFIED NON-MANAGEMENT POSITIONS**

WHEREAS, it is necessary to reduce one (1) Instructional Assistant, Special Education II position in a special education class at Pepper Drive School due to a reduction in caseload; and

WHEREAS, the Governing Board has determined that elimination of this position is necessary;

NOW, THEREFORE, BE IT RESOLVED that as of the 7th day of July 2015, the Governing Board of Santee School District approved the elimination of the following position effective July 8, 2015:

- One (1) 6.0 FTE Instructional Assistant, Special Education II position

BE IT FURTHER RESOLVED that the Board will not require the District Superintendent to give sixty (60) days' notice prior to the effective date of elimination as the affected classified employee will be offered a comparable position.

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 July 2015, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

Dated 7/7/15

Clerk, Board of Education

Item E. DISCUSSION AND/OR ACTION ITEMS

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

Discussion and/or Action Item E.1.1. Approval of Monthly Financial Report
Prepared by Karl Christensen
July 7, 2015

BACKGROUND:

Administration has prepared the accompanying Monthly Financial Report covering the period May 1, 2015 through May 31, 2015 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:

Fiscal Accountability

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

FISCAL IMPACT:

The Monthly Financial Report shows a beginning cash balance of \$8,644,409; cash receipts of \$4,340,502; and disbursements of \$4,513,971 are reflected for the period of May 1, through May 31, 2015 resulting in an ending cash balance of \$8,470,940 as of May 31, 2015.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.1.1.

Monthly Financial Report - May

CASH REPORT FOR MAY

		Actual	Projected*
Beginning Cash Balance as of May 1, 2015		\$8,644,409	\$8,644,409
INCOME			
<hr/>			
A. Local Control Funding Formula			
State Aid	\$ 2,146,941		
Property Taxes	1,136,762		
		3,283,703	
B. Federal Income			
Federal Funding	-		
		-	
C. State Income			
Categorical Funding	404,766		
		404,766	
D. Local Income			
Other Local Income	254,918		
Spec Ed	397,115		
		652,033	
E. Due to/Due from other funds		-	
F. Debt Proceeds		-	
TOTAL INCOME		\$4,340,502	\$4,478,130
Beginning Balance Plus Income		\$12,984,911	\$13,122,539
DISBURSEMENTS			
<hr/>			
G. Commercial Warrants	\$ 505,106		
H. Payroll Warrants	3,253,093		
I. Statutory Employee Benefits	477,868		
J. Health & Welfare	221,781		
K. Other Outgo	56,123		
L. Interfund Borrowing Out	-		
M. Budget Adjustments	-		
TOTAL DISBURSEMENTS		\$4,513,971	\$5,085,170
Ending Cash Balance as of May 31, 2015		\$8,470,940	\$8,037,369

* Based on Cash Flow Projection updated for Estimated Actuals FY 2014-15

**Budget Revisions
Through May 31, 2015
2014-15 Revised Budget**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Beginning Fund Balance	10,456,554	1,350,410	11,806,964
Estimated Income	39,855,840	11,675,442	51,531,282
Estimated Expenditures	<u>43,262,956</u>	<u>12,850,581</u>	<u>56,113,537</u>
Change in Fund Balance	(3,407,116)	(1,175,139)	(4,582,255)
Projected Ending Fund Balance	7,049,438	175,271	7,224,709
Less: Restricted Program Carryovers	-	175,271	175,271
Less: Non-Spendable			
Prepaid Expenses	375,869	-	375,869
Revolving Cash Fund	15,000	-	15,000
Stores Inventory	53,344	-	53,344
Less: Assigned Vacation Carryover	224,718	-	224,718
Assigned Site Carryover Balances	-	-	-
Less: Economic Uncertainty Reserve	1,683,406	-	1,683,406
Less: Reserve for State Budget Uncertainty	-	-	-
Uncommitted/Unassigned/Unappropriated Fund Balance	4,697,101	-	4,697,101
Fund 17 Projected End of Year Balance	<u>2,885,713</u>	<u>-</u>	<u>2,885,713</u>
Projected Reserves	<u>9,266,219</u>	<u>-</u>	<u>9,266,219</u>
As a % Estimated Expense Total	16.51%		
* Projected Reserve % 2015-16	23.48%		
* Projected Reserve % 2016-17	25.71%		

* Based on most recent Multi-Year Projection at Estimated Actuals FY 2014-15

Discussion and/or Action Item E.1.2.
Prepared by Karl Christensen
July 7, 2015

Approval of Quitclaim Deed to Transfer
Ownership of 8' Gap Section of Property on the
South Side of Braverman Road and the West
Side of Jeremy Street Near Hill Creek School

BACKGROUND:

The District was recently approached by a developer, Strata Tower LLC (“Developer”) who intends to develop residential properties west of Hill Creek school on the south side of Braverman Road. The Developer’s consultants have been working on land issues and discovered that there is a small linear piece of property approximately 8’ wide x 191.34’ in length along the west side of Jeremy Street (opposite side of street from Hill Creek School) and on the south side of Braverman Road that still belongs to the District (“Gap Property”). The attached diagram depicts the Gap Property in relation to the surrounding area.

The Developer has requested that the District transfer ownership of the Gap Property to the Developer using a Quitclaim Deed process. Government Code allows such a process to occur for property with no real value for which title cleanup is necessary without the District using a bid process or receiving consideration. This quitclaim deed transaction has been reviewed by the District’s legal counsel and has been determined to be appropriate in this case. The Developer has agreed to pay the District \$500 to reimburse the District for expenses related to this transaction.

RECOMMENDATION:

It is recommended that the Board of Education approve the Quitclaim Deed to Transfer Ownership of a 8’ wide x 191.34’ in length Gap Section of Property on the South Side of Braverman Road and the West Side of Jeremy Street Near Hill Creek School.

This recommendation supports the following District goal:

Fiscal Accountability

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

FISCAL IMPACT:

The developer will reimburse \$500 to the District for expenses related to the quitclaim deed process.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.1.2.

RECORDING REQUESTED BY

When Recorded Mail To:

Strata Equity Group
4370 La Jolla Village Drive
Suite 960
San Diego, CA 92122
Attn: David C. Michan

(space above for recorder's use only)

APN:

QUITCLAIM DEED

The undersigned Grantor declares that this Quitclaim Deed is exempt from documentary transfer taxes pursuant to Revenue and Taxation Code Section 11911 since the grantor received nothing in return.

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, SANTEE SCHOOL DISTRICT OF SAN DIEGO COUNTY ("Grantor"), hereby remises, releases, extinguishes and forever quitclaims to STRATA TOWER, LLC, a Delaware limited liability company, all right, title and interest of any nature held by Grantor in the following described real property in the City of Santee, County of San Diego, State of California:

See attached Exhibit A, incorporated by reference into this document.

Dated: _____, 2015

GRANTOR:

SANTEE SCHOOL DISTRICT OF SAN DIEGO COUNTY

By: _____
Name: _____
Title: _____

CERTIFICATE OF ACKNOWLEDGEMENT OF NOTARY PUBLIC

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of _____)

On _____, before me, _____,
(insert name of notary)

Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Seal)

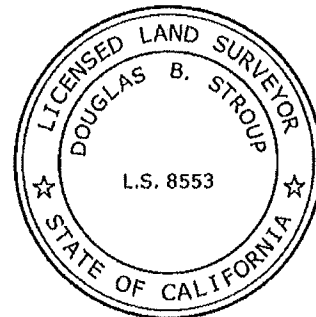
EXHIBIT A
LEGAL DESCRIPTION OF PROPERTY

EXHIBIT "A"
LEGAL DESCRIPTION
QUITCLAIM

THAT PORTION OF THE LAND DESCRIBED IN THE GRANT DEED TO SANTEE SCHOOL DISTRICT OF SAN DIEGO COUNTY RECORDED MARCH 14, 1962 AS DOC. NO. 42834 OF OFFICIAL RECORDS OF THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA LYING WESTERLY OF THE NORTHERLY PROLONGATION OF THE WESTERLY LINE OF COUNTY OF SAN DIEGO TRACT 3801, ACCORDING TO MAP THEREOF NO. 9409, FILED IN THE OFFICE OF THE COUNTY RECORDER OCTOBER 11, 1979.

EXCEPTING THEREFROM ANY PORTION OF THE HEREINABOVE DESCRIBED LAND LYING NORTHERLY OF THE EASTERLY PROLONGATION OF THE SOUTHERLY LINE OF COUNTY OF SAN DIEGO TRACT 4218, ACCORDING TO MAP THEREOF NO. 10613, FILED IN THE OFFICE OF THE COUNTY RECORDER MARCH 23, 1983.

DOUGLAS B. STROUP P.L.S. 8553
HUNSAKER & ASSOCIATES SAN DIEGO, INC.



Item F. BOARD POLICIES AND BYLAWS

Board Policies Item F.1.1.
Prepared by Karl Christensen
July 7, 2015

First Reading: New Board Policy 4154.2, 4254.2,
4354.2, "Unpaid Accounts for Health and Welfare
Benefits"

BACKGROUND:

The District provides access to health and welfare benefits through group coverage for active employees, former employees qualifying for extended benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA), and retirees. The portion of premiums paid by the District and those paid by the individual will vary from year to year depending on changes in premium costs initiated by carriers and/or 3rd party administrators, provisions of collective bargaining agreements, applicable laws and regulations, and Board policies.

The District will pay its portion of premium costs using established procedures for remittance through payroll and/or commercial warrant transactions. The individual may be responsible for payment of all, or a portion of, the monthly premium costs for single coverage exceeding established CAPs, if applicable, and/or covered dependents. In general, the District remits the individual's portion of premium costs for health and welfare benefits to vendors on behalf of the individual. New Board Policy 4154.2, 4254.2, 4354.2 provides the procedures related to the handling of unpaid accounts for health and welfare benefits when an individual's payment is late or delinquent.

RECOMMENDATION:

This is a First Reading. The policy will be brought back at a subsequent meeting for Second Reading and adoption.

This recommendation supports the following District goal:

Fiscal Accountability

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

FISCAL IMPACT:

None.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.1.

BP 4154.2
 BP 4254.2
 BP 4354.2

Business and Noninstructional Operations

UNPAID ACCOUNTS FOR HEALTH AND WELFARE BENEFITS

The District provides access to health and welfare benefits through group coverage for active employees, former employees qualifying for extended benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA), and retirees. The portion of premiums paid by the District and those paid by the individual will vary from year to year depending on changes in premium costs initiated by carriers and/or 3rd party administrators, provisions of collective bargaining agreements, applicable laws and regulations, and Board policies.

The District will pay its portion of premium costs using established procedures for remittance through payroll and/or commercial warrant transactions. The individual may be responsible for payment of all, or a portion of, the monthly premium costs for single coverage exceeding established CAPs, if applicable, and/or covered dependents. In general, the District remits the individual's portion of premium costs for health and welfare benefits to vendors on behalf of the individual using the following methods:

<u>Group</u>	<u>Primary Payment Method</u>	<u>Secondary Payment Method</u>
<i>Active Employees</i>	Automatic Payroll Deduction Remitted to Vendor	Direct Remittance to Vendor with Invoice Issued to Individual Requesting Advance Payment or Reimbursement: <i>(used when an employee's monthly pay is not sufficient to cover the employee's payment responsibility)</i>
<i>Former Employees Qualifying for COBRA Benefits</i>	Direct Remittance to Vendor with Invoice Issued to Individual for Advance Payment	None
<i>Retirees</i>	Direct Remittance to Vendor with Invoice Issued to Individual for Advance Payment	None

When an individual's payment is late or delinquent, the following actions shall be taken to encourage payment:

<u>Follow-Up Method</u>	<u>Action</u>	<u>Time Period</u>
1	Courtesy Notice emailed OR mailed to work location OR residence/PO Box	Payment thirty (30) calendar days past due
2	Phone call placed to attempt personal contact	Payment forty-five (45) calendar days past due

<u>Follow-Up Method</u>	<u>Action</u>	<u>Time Period</u>
3	Notice of Pending Termination of Coverage emailed AND mailed to work location AND residence/PO Box	Payment fifty (50) calendar days past due
4	Referral to a Collection Agency	Payment sixty (60) or more calendar days past due

The billing cycles and grace periods related to the individual's portion of premium costs shall be as follows:

<u>Group</u>	<u>Billing Cycle</u>	<u>Grace Period Allowed Before Termination of Coverage</u>
<i>Active Employees</i>	Monthly As Due	Single coverage never terminated while actively employed. 60 calendar days after District remittance for dependent coverage.
<i>Former Employees Qualifying for COBRA Benefits</i>	Monthly in Advance	30 calendar days after District remittance for single and dependent coverage.
<i>Retirees</i>	Monthly in Advance	30 calendar days after District remittance for single and dependent coverage.

The District may terminate coverage for COBRA participants, retirees, and dependents of Active Employees after expiration of the Grace Period.

Legal Reference:

*Education Code Section 7000: Retiree Benefits
29 U.S. Code Sections 1161-1168: COBRA*

Policy
adopted:

SANTEE SCHOOL DISTRICT
Santee, California

Board Policies and Bylaws Item F.1.2.
Prepared by Cathy A. Pierce, Ed.D.
July 7, 2015

Second Reading: Board Policies
for Annual Review

BACKGROUND:

Board Bylaw 9310, Board Policies, and Education Code 35160.5 require that the Board annually review the Board Policies listed below. These Board Policies have been reviewed by Administration and are submitted to the Board for a second reading. Policies were presented to the Board for a First Reading at the June 16, 2015 meeting.

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

The listed Board Policies were last reviewed on January 20, 2015.

RECOMMENDATION:

It is recommended that the Board of Education approve the listed Board Policies submitted for a second reading.

FISCAL IMPACT:

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

STUDENT ACHIEVEMENT IMPACT:

Effective governance has a positive impact on student achievement.

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

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

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

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

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

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

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

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

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

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

This Board shall annually review this policy.

Legal Reference: (see next page)

COMPLAINTS CONCERNING DISTRICT EMPLOYEES (continued)

Legal Reference:

EDUCATION CODE

33308.1 *Guidelines on procedure for filing child abuse complaints*

35146 *Closed sessions*

44031 *Personnel file contents and inspection*

44811 *Disruption of public school activities*

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

48987 *Child abuse guidelines*

GOVERNMENT CODE

54957 *Closed session; complaints re employees*

54957.6 *Closed session; salaries or fringe benefits*

PENAL CODE

273 *Cruelty or unjustifiable punishment of child*

11164-11174.3 *Child Abuse and Neglect Reporting Act*

WELFARE AND INSTITUTIONS CODE

300 *Minors subject to jurisdiction of juvenile court*

Policy adopted: February 17, 2009
Policy reviewed: December 15, 2009, May 3, 2011;
June 15, 2012; June 4, 2013; January 20, 2015

SANTEE SCHOOL DISTRICT
Santee, California

PROBATIONARY/PERMANENT STATUS

Probationary Status

Probationary employees shall receive training, assistance and evaluations consistent with their needs as new teachers. Such training and assistance may consist of inservice training and/or meetings with the employee's evaluator to discuss areas of strength and areas requiring improvement. Inservice training may be provided during school hours as part of a comprehensive staff development program.

The performance of each probationary employee shall be evaluated and assessed at least once every school year.

(cf. 4115 - Evaluation/Supervision)

(cf. 4131 - Staff Development)

Permanent Status

Granting of permanent status shall be based on completion of the probationary period in accordance with applicable law. Employees granted permanent status acquire specific rights under the Education Code, including those relating to discipline and dismissal. (Education Code 44932-44988)

(cf. 4117.4 - Dismissal)

(cf. 4117.6 - Decision Not to Rehire)

Legal Reference:

EDUCATION CODE

44466 Status of university interns

44850.1 No tenure in administrative or supervisory position

44885.5 Status of district interns

44908 Complete year for probationary employees

44911-44913 Service not computed in eligibility for permanent status

44915 Classification of probationary employees

44917-44921 Status of substitute or temporary employees

44929.20 Continuing contracts (not to exceed four years - ADA under 250)

44929.21 Districts of 250 ADA or more

44929.23 Districts with less than 250 ADA

44929.28 Employment by another district

44930-44988 Resignations, dismissals and leaves of absence, especially:

44948.2 Election to use provisions of Section 44948.3

44948.3 Dismissal of probationary employees

Policy adopted: February 18, 1986

Policy revised: May 5, 2009, January 20, 2015

Policy reviewed: December 15, 2009, May 3, 2011; June 15, 2012

June 4, 2013

SANTEE SCHOOL DISTRICT

Santee, California

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

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

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

Academic Qualifications

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

Experience

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

Credential

1. Possession of valid California Administrative Credential

Professional Knowledge and Skills

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

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

Legal Reference: (see next page)

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

Legal Reference:

EDUCATION CODE

33039 *Guidelines for teacher evaluation*

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

44681-44689 *Administrator training and evaluation*

GOVERNMENT CODE

3543.2 *Scope of representation (re evaluation procedures)*

Policy adopted: June 19, 1984

Policy amended: December 4, 2007

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

June 15, 2012; June 4, 2013; January 20, 2015

SANTEE SCHOOL DISTRICT
Santee, California

INTRADISTRICT OPEN ENROLLMENT

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

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

The Board shall annually review this policy.

Enrollment Priorities

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

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

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

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

INTRADISTRICT OPEN ENROLLMENT (continued)

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

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

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

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

Transportation

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

Legal Reference: (see next page)

INTRADISTRICT OPEN ENROLLMENT (continued)

Legal Reference:

EDUCATION CODE

35160.5 District policies; rules and regulations

35291 Rules

35351 Assignment of students to particular schools

48980 Notice at beginning of term

CODE OF REGULATIONS, TITLE 5

11992-11994 Definition of persistently dangerous schools

UNITED STATES CODE, TITLE 20

6316 Transfers from program improvement schools

7912 Transfers from persistently dangerous schools

CODE OF FEDERAL REGULATIONS, TITLE 34

200.36 Dissemination of information

200.37 Notice of program improvement status, option to transfer

200.39 Program improvement, transfer option

200.42 Corrective action, transfer option

200.43 Restructuring, transfer option

200.44 Public school choice, program improvement schools

200.48 Transportation funding for public school choice

COURT DECISIONS

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

ATTORNEY GENERAL OPINIONS

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

Management Resources:

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Unsafe School Choice Option, May 2004

Public School Choice, February 2004

WEB SITES

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

California Department of Education, Unsafe School Choice Option:

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

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

Policy adopted: August 17, 2010
Reviewed: May 3, 2011; June 15, 2012; June 4, 2013
January 20, 2015

SANTEE SCHOOL DISTRICT
Santee, California

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES

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

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

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

Unless specifically authorized by law, no fee shall be charged to students for participation in extracurricular and cocurricular activities related to the educational program, including materials or equipment related to the activity.

Eligibility Requirements

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

Any decision regarding the eligibility of any child in foster care or a child of an active duty military family for extracurricular or cocurricular activities shall be made by the Superintendent or designee in accordance with California Education Codes 48850 and 49701.

Student Conduct at Extracurricular/Cocurricular Events

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

Supervision

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

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (continued)

The Superintendent or designee shall:

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

Annual Policy Review

The Board shall annually review this policy and implementing regulations.

Legal Reference:

EDUCATION CODE

35145 Public meetings

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

35179 Interscholastic athletics; associations or consortia

35181 Students' responsibilities

48850 Participation of foster youth in extracurricular activities and interscholastic sports

48930-48938 Student organizations

49700-49704 Education of children of military families

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

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

5531 Supervision of extracurricular activities of pupils

UNITED STATES CODE, TITLE 42

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

COURT DECISIONS

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

Management Resources:

CALIFORNIA TASK FORCE REPORT TO THE LEGISLATURE

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

WEB SITES

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

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

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

Policy adopted: August 17, 2010
reviewed: May 3, 2011; June 15, 2012
revised: June 4, 2013; January 20, 2015

SANTEE SCHOOL DISTRICT
Santee, California

Item G. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

Agenda Item G.

Item H. CLOSED SESSION

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

The Board will go into Closed Session to discuss:

1. **Conference with Labor Negotiator** (Gov't. Code § 54957.6)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Karl Christensen, Assistant Superintendent
Employee Organization: Santee Teachers Association (STA)
2. **Conference with Labor Negotiator** (Gov't. Code § 54957.6)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Karl Christensen, Assistant Superintendent
Employee Organization: Classified School Employees Association (CSEA)
3. **Conference with Real Property Negotiators** (Gov't. Code § 54956.8)
Property Addresses:
 - Parcels 383-112-05 and 383-112-28 located on the north side of Prospect Avenue east of Marrokal Lane (known as the Renzulli Site)
 - 10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)*Agency Negotiator:* Karl Christensen, Assistant Superintendent
4. **Public Employee Performance Evaluation (Gov. Code § 54957)**
Superintendent

Item I. RECONVENE TO PUBLIC SESSION

Item J. ADJOURNMENT