



Santee School District

SCHOOLS:

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

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

BOARD OF EDUCATION REGULAR MEETING A G E N D A August 3, 2010

District Mission

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

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

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

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

D. **CONSENT ITEMS**

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

Superintendent

- 1.1. **Approval of Minutes** 12
It is recommended that the Board of Education approve meeting minutes with any necessary modifications.

Business Services

- 2.1. **Acceptance of Donations** 18
It is recommended that the Board of Education accept the donations as listed in the item.

- 2.2. **Approval of Agreement for Student Transportation Services Agreement between San Diego County School Districts** 19
It is recommended that the Board of Education approve the student transportation services agreement between 14 San Diego County school districts for joint services to be provided by each district on an as-needed, as-available basis.

- 2.3. **Approval of Transportation Services Agreement with Grossmont Union High School District** 25
It is recommended that the Board of Education approve the student transportation services agreement between Grossmont Union High School District and Santee School District on an as-needed basis.

- 2.4. **Approval of Boys and Girls Club Transportation Services Agreement** 27
It is recommended that the Board of Education approve the transportation agreement for District-provided transportation services to the Boys and Girls Club facility.

Capital Improvement Program

- 3.1. **Approval/Ratification to File Notice of Completion Document for the Chet F. Harritt Ball Field Project** 31
It is recommended that the Board of Education ratify and approve the filing of the Notice of Completion document for the Chet F. Harritt ball field project.

Educational Services

- 4.1. **Acceptance of Year End Report** 32
It is recommended that the Board of Education accept the School Program Services Year End Report for 2009-10.

Human Resources/Pupil Services

- 5.1. **Personnel, Regular** 33
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations and dismissals.

E. DISCUSSION AND/OR ACTION ITEMS

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

Superintendent

- 1.1. **Code of Ethics** 36
It is recommended that the Board of Education review and discuss the draft new Administrative Regulation. Action is at the discretion of the Board.

Capital Improvement Program

- 2.1. **Storm Water Management Plan Annual Report** 45
It is recommended that the Board of Education accept the Storm Water Management Plan Annual Report.

F. BOARD POLICIES AND BYLAWS

- 1.1. **First Reading: Board Policies Series 5000 and 6000 (With noted exceptions)** 73
Board Policies Series 5000 and 6000 are presented to the Board of Education for a first reading. No action is requested at this time.

- 1.2. **First Reading: New Board Policy 4319.21 Professional Standards (Management Employees)** 84
New Board Policy 4319.21 is presented to the Board of Education for a first reading. No action is requested at this time.

- 2.1. **Second Reading: New Board Policy #3600 – Consultants** 87
New Board Policy 3600 Consultants, is presented to the Board of Education for a second reading. It is recommended that the Board of Education adopt new Board Policy 3600.

G. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS 90

H. CLOSED SESSION 91

1. **Conference with Legal Counsel-Existing Litigation**
(Subdivision (a) of Gov't Code §54956.9)
Case # 37-2009-00083936-CU-CO-CTL

I. RECONVENE TO PUBLIC SESSION 91

J. ADJOURNMENT 91

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 17, 2010, 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
___ Carlisle
___ Bartholomew
___ El-Hajj

OPENING PROCEDURES ITEM A.

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

2. District Mission

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

3. Pledge of Allegiance

4. Approval of Agenda for the August 3, 2010 regular meeting

Agenda Item A.

Reports and Presentations Item B.1. Superintendent's Report
Prepared by Dr. Patrick Shaw
June 15, 2010

The following items are presented for Board information:

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

Agenda Item B.

Requests For Use Of Facilities - August 3, 2010

Group	Location	Date	Days	Time	Attendance	Fees Applied
Cajon Park California School Fitness	Outside Area	9/27/10 - 6/13/11	Monday	1:40 pm - 2:40 pm	12 - 20	
Carlton Hills West Hills Little League AYSO	Fields Fields	2/1/10 - 6/15/10 8/2/10 - 11/20/10	Mon - Sat Mon - Sat	4:00 pm - 7:00 pm 7:00 am - 8:00 pm	300 100	\$5.00 per player \$5.00 per player
Carlton Oaks West Hills Little League AYSO	Fields Fields	2/1/10 - 6/15/10 8/2/10 - 11/20/10	Mon - Sat Mon - Sat	4:00 pm - 7:00 pm 7:00 am - 8:00 pm	300 100	\$5.00 per player \$5.00 per player
Chet F. Harritt Santee Pioneer National Little League	Fields	2/1/10 - 7/31/10	Mon - Sat	4:00 pm - dusk	30	\$5.00 per player
ERC Santee School District Foundation	District Library	7/26/10	Monday	6:00 pm - 8:00 pm	5 - 10	
Hill Creek Boy Scouts Venture Crew 4373*** AYSO AYSO Santee Pioneer National Little League	Staff Lounge Fields Fields Fields	6/21/10 7/6/10 - 8/6/10 8/2/10 - 11/20/10 2/1/10 - 7/31/10	Monday Mon - Fri Mon - Sat Mon - Sat	5:00 pm - 7:00 pm 8:00 am - 4:00 pm 7:00 am - 8:00 pm 4:00 pm - dusk	5 100 100 30	 \$5.00 per player \$5.00 per player \$5.00 per player
Pepper Drive Grossmont Adult Education Santee Pioneer National Little League	Classroom Fields	9/7/10 - 6/10/11 2/1/10 - 7/31/10	Mon - Fri Mon - Sat	8:30 am - 11:30 am 4:00 pm - dusk	20 30	 \$5.00 per player
Prospect Avenue Grossmont Adult Education California School Fitness AYSO Santee Pioneer National Little League	Project Safe Portable Outside Area Fields Fields	9/7/10 - 6/10/11 9/29/10 - 6/15/11 8/2/10 - 11/20/10 2/1/10 - 7/31/10	Mon - Thurs Wednesday Mon - Sat Mon - Sat	8:30 am - 11:30 am 1:00 pm - 2:00 pm 7:00 am - 8:00 pm 4:00 pm - dusk	20 12 - 20 100 30	 \$5.00 per player \$5.00 per player
Rio Seco Santana National Little League	Baseball Fields	7/1/10 - 12/31/10	Mon - Sun	8:00 am - 10:00 pm		\$5.00 per player
Santee School AYSO Santee Pioneer National Little League	Fields Fields	8/2/10 - 11/20/10 2/1/10 - 7/31/10	Mon - Sat Mon - Sat	7:00 am - 8:00 pm 4:00 pm - dusk	100 30	\$5.00 per player \$5.00 per player
Sycamore Canyon West Hills Little League AYSO	Fields Fields	2/1/10 - 6/15/10 8/2/10 - 11/20/10	Mon - Sat Mon - Sat	4:00 pm - 7:00 pm 7:00 am - 8:00 pm	300 100	\$5.00 per player \$5.00 per player

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

Schedule of Upcoming Events

<i>Date</i>	<i>Event</i>
August 17	Board Meeting 7:00 p.m.
August 30	Welcome Back Event Trolley Square Amphitheater 7:45 to 8:30 a.m.
September 6	Labor Day Holiday Schools and Departments Closed
September 7	First Day of School for 2010-11

Reports and Presentation Item B.2. Year End Report
Prepared by Dr. Patrick Shaw
August 3, 2010

BACKGROUND:

Dr. Pat Shaw will provide a review of the Pupil Services Year End Report and share some observations from the data.

Agenda Item B.2.

PUBLIC COMMUNICATION Item C

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

Agenda Item C.

CONSENT ITEMS Item D.

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

Consent Item D.1.1. Approval of Minutes
Prepared by Dr. Patrick Shaw
August 3, 2010

BACKGROUND:

Presented for Board approval –

- July 20, 2010, 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

MINUTES
July 20, 2010

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 7:04 p.m. and read the District Mission Statement.
Members present:
Dustin Burns, President
Barbara Ryan, Vice President
Allen Carlisle, Clerk
Dan Bartholomew, Member
Dianne ElHajj, Member
Administration present:
Dr. Patrick Shaw, Superintendent and Secretary to the Board
Karl Christensen, Assistant Superintendent, Business Services
Minnie Malin, Assistant Superintendent, Human Resources/Pupil Services
Kristin Baranski, Director, Educational Services
Linda Vail, Executive Assistant and Recording Secretary
President Burns shared that next year will be the 130th anniversary of Santee School District.
2. President Burns invited Rebecca Shelton and Victoria Hauner, children of District employees, 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: *El-Hajj* **Second:** *Bartholomew* **Vote:** 5-0

B. REPORTS AND PRESENTATIONS

1. **Superintendent's Report**
 - 1.1. Developer Fees Collection Report
 - 1.2. Use of Facilities Report
 - 1.3. Enrollment Report-End of 2009-10 Year
 - 1.4. Claims Against the District
2. **Classroom of the Future Foundation: *inspire* Award Presentation**

Dr. Bruce Braciszewski, Executive Director of the Classroom of the Future Foundation, shared that out of 42 nominations to be recognized by the Foundation for Innovations in Education Awards, only four were selected. He was so pleased the judging panel selected PRIDE Academy and their project based learning program. Both business and education representatives made the decisions together about who would be recognized. Dr. Braciszewski had brought several SDG&E executives to visit PRIDE Academy and they walked away amazed with what was going on in the classrooms. Qualcomm was thanked for providing the \$5,000 cash donation PRIDE Academy received through this award. Dr. Braciszewski presented a video showing PRIDE students involved in learning activities in the classroom.

President Burns thanked the Classroom of the Future Foundation on behalf of the Board and Member Bartholomew said it is an honor to be a partner with them. He mentioned the award event in May was outstanding, a very classy and detailed event. Next year's awards will be held on May 19, 2011.
3. **Wellness Committee Report**

Cathy Abel, Director of Child Nutrition Services, presented a report from the Wellness Committee. Several committee members were in the audience. The Wellness Policy was created in 2005 and was developed according to the law. The committee meets several times each year to monitor the policy and administrative regulation compliance and discuss current trends and issues. Originally only students were to be provided

nutrition education, and now parents and the community will be included in the education via newsletters and the Internet. Santee School District staff will be encouraged to be positive role models and to promote leading a positive and active lifestyle. In the past, staff and parents have been encouraged to adhere to the nutrition guidelines established by the policy. Now, it is being stepped up to be expected, with some flexibility on a limited basis. The committee understands that elementary classrooms will want to have celebrations but would like to begin to limit them to once per month. These celebrations should also take place after lunch to assure that students get their proper nutrition at lunch and before celebrating. When student organizations sell food items within 30 minutes before and after school, they must be compliant foods and beverages. Junior high may still have some of their activities but they should be limited to three times per year. Principals will be asked to remind the staff each year to comply with the law. Mrs. Abel will provide staff and parents with suggestions for alternatives to non-compliant foods for rewards and celebrations. Information will be made available through brochures and the website. Next year's focus will be on nutrition education, especially using the Cloud, and working on physical education standards. Based on the committee's report and recommendations, Administration will be revising the Administrative Regulation for Student Wellness.

President Burns believes the celebrations should be allowed for junior high as well as elementary. Mrs. Abel said usually junior high students do not bring in cupcakes for birthdays but have other activities that were addressed in the recommendations. Member El-Hajj, the Board representative to the Wellness Committee, said it is important to balance the feelings of all of the community. She recognizes there is a serious problem that needs to be addressed. Parents on the committee have shared their concerns that their children were getting lots of sweets during the school day. It is important to convey there are other ways to reward kids.

Member Ryan asked if the committee's recommendations have been presented to the schools. She would like the teachers and parents to have an opportunity to discuss these recommendations before they are put into place. The key will be the teachers in the classrooms. She believes we need the support of the teachers and parents if we are going to make this happen.

Dr. Shaw said the information will be taken to the PTA presidents and principals in August. Principals will take the information to their staff before school starts with implementation planned for the first of October.

Member El-Hajj said there needs to be a balance between the law and the needs of the Child Nutrition Department using common sense. We need the buy-in from the teachers to make it work. Mrs. Abel will work toward site collaboration with teachers and sharing information with room parents about what we would like to see happen and how we can make this work.

President Burns liked that there is some flexibility and the ability to celebrate birthdays on one day each month. President Burns thanked the committee for their hard work.

D. PUBLIC COMMUNICATION

President Burns invited members of the audience to address the Board about any item not on the agenda.

Dorothy Martin, Health Clerk at Pepper Drive School, spoke regarding Administration's assignment of custodian Kenny Hauner to another school. She believes that Mr. Hauner should have a choice to remain at Pepper Drive or to move to another school. She would like him to be able to remain part of the Pepper Drive family.

President Burns thanked Mrs. Martin and said he appreciates that the staff recognizes the value of an employee and how employees become part of our Santee family.

E. CONSENT ITEMS

- 1.1. **Approval of Minutes**
- 2.1. **Approval/Ratification of Travel Requests**
- 2.2. **Approval/Ratification of Expenditure Warrants**
- 2.3. **Approval/Ratification of Purchase Orders**
- 2.4. **Approval/Ratification of Revolving Cash Report**
- 2.5. **Acceptance of Donations**
- 2.6. **Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement**
- 2.7. *Pulled for separate consideration.*

- 2.8. **Approval of Agreements with Accelify to Provide Claims Administration Services for Medicaid Administrative Activities (MAA) and Medi-Cal Billing Option**
- 3.1. **Approval of Annual Evaluation of the Alternative Education School**
- 3.2. **Adoption of Resolution #1011-02 Designating Personnel and Approval of 2010-11 Child Development Services Contract**
- 3.3. **Approval of Spanish I Program for the 2010-11 School Year**
- 3.4. **Approval of Contracts for Nonpublic, Nonsectarian School/Agency Services and Individual Services Agreements for Nonpublic, Nonsectarian School/Agency Services**
- 3.5. **Approval to Provide Wrap-Around Care for the State Preschool through the YALE Program**
- 3.6. **Approval of Progressus Therapy, LLC Agreement for Occupational Therapy (OT) Services**
- 3.7. **Approval of CareerStaff Agreement for Occupational Therapy Assistant (COTA) Services**
- 4.1. **Personnel, Regular**
- 4.2. **Adoption of Resolution No. 1011-01 to Rescind Layoff of Identified Classified Non-Management Positions**
- 4.3. **Approval of New Classified Management Job Description for Out-of-School Time Regional Coordinators and Appointment of Coordinators**
- 4.4. **Approval of New Management Job Description for Coordinator of Pupil Services and Appointment of Coordinator**
- 4.5. **Approval of Revisions to Management Job Descriptions and Titles**
- 4.6. **Approval of New Classified Non-Management Job Description for District Instructional Media Technician**
- 4.7. **Approval to Increase Work Hours for Identified Classified Non-Management Position**
- 4.8. **Approval of Memorandum of Understanding with San Diego Youth Services – Community Assessment Team**
- 4.9. **Approval of Memorandum of Understanding with Jewish Family Services to Provide Parenting Series**

It was moved and seconded to approve Consent Items with the exception of Consent Item 2.7., which was pulled by Member Burns for separate consideration.

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

- 2.7. **Approval of Agreement between Santee School District and the San Diego County Schools Fringe Benefits Consortium to Offer a 403(b) Plan Retirement Incentive Program to Classified, Non-Management Employees for the 2009-10 School Year**

President Burns announced that he would abstain from voting on this item because the agreement is with his employer. Member Ryan moved approval.

Motion: *Ryan* **Second:** *Bartholomew* **Vote:** *4-0 (Burns, abstain)*

G. DISCUSSION AND/OR ACTION ITEMS

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

1.1. Approval of Monthly Financial Report

Karl Christensen provided the financial report for May 2010. June has also been concluded and will be reported as part of the year-end closing report. During June, \$2M was temporarily borrowed from fund 17 to address cash flow issues, which was less than anticipated. The expected change in the fund balance was the same as the reported in the unaudited actuals as part of the adopted budget.

Current assumptions show the District will not meet the required 3% reserves in 2013 without reducing ongoing expenses. The end-of-the-year surplus may be a little greater than anticipated, which would help to cushion the expected structural deficit in 2011-12. More information will come when we have an adopted budget with will probably be several months from now.

Member El-Hajj asked if we accrue interest on fund 17 and if so, what is the amount of increased interest we received by borrowing less than anticipated. Member Burns asked if the interest from fund 17 is budgeted as revenue. Mr. Christensen said the interest is budgeted as revenue and he will provide information on the additional interest revenue by borrowing less.

Member Bartholomew said he hopes that in communication with the bargaining units the cash flow distinction is made clear. Member Ryan moved to approve the Monthly Financial Report for May 2010.

Motion: Ryan Second: Carlisle Vote: 5-0

1.2. Approval of Agreement for American Express Card to Obtain Rebates

Karl Christensen reported that the Board gave direction to administration to investigate the use of a procurement card that would provide financial incentives. Administration has investigated and analyzed how it could be used and anticipates that by entering a contract with American Express and using their card for approved vendors, the District could realize as much as \$14,000, with no cost to the District. Unfortunately, at this time, SDG&E is one of our largest bills and they will not accept American Express. Administration will continue to explore options to maximize any possible savings opportunities.

Member Ryan moved to approve the Agreement with American Express for a corporate services commercial account and procurement card that provides financial incentives for use.

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

H. BOARD POLICIES AND BYLAYS

1.1. Review: Mandatory Biennial Review of BB9270 Conflict of Interest

Member El-Hajj moved to approve the review of BB 9270 with no changes, as required by Government Code §87306.5.

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

1.2. First Reading New Board Policy #3600 – Consultants

The Board of Education was presented new Board Policy #3600. Minnie Malin explained that this policy was needed to determine what a consultant is versus a vendor. No action was requested and the new Board Policy will return for a second reading.

I. BOARD COMMUNICATION

Member Ryan attended a meeting and received data on cities, including substance abuse and accidents caused by drinking. Santee incidents were very low until 2008 and then the incidents spiked. She would like to share the data with the City.

Member Carlisle announced that he will not be running for re-election in November for seat #5. Member Carlisle shared a memo from Health & Human Services regarding a grant that impacted CSA 69. He also reported he has received emails from the Santana National Little League, which plays at the Rio Seco fields. They want to have a fund raiser to improve their fields, selling bricks to be installed around the fields. This presents problems for the school district when they need to work on the field and do improvements in the area. The school district cannot take on the responsibility to care for or possibly move the special bricks that people have purchased. Ron Burner has asked us to reconsider. Member Carlisle hates to stifle their fundraising efforts but sees the downside of bricks. He would like to have some alternatives to offer the league.

President Burns received an email concerning safety at the fields because of rocks. The District cannot place money into the fields right now and there is misinformation about who is responsible for the fields. They are being told things by others who are not in control. The district owns the property although the City schedules the use of the fields. The City is planning to remove rocks and level the playing field in late July or early August. The community has also made comments about District money going toward the Chet F. Harritt field and would like money to improve these fields.

Member Bartholomew said sometimes you have to say no if it does not make sense. The District wants to be a good community partner but is in the business of education.

The Board asked Administration to meet with Santana National Little League to hear their concerns and share the Board's vision and long range plan. Board members will attend as they are available. Linda was asked to schedule a City/Board Committee meeting and Santana National Little League will be an agenda item.

Dr. Shaw reported that the August 16th Professional Leadership Team meeting will be held on the USS Midway. The team will meet at 8:30 a.m. and be escorted onto the ship. The theme of the meeting and training will be "resiliency."

The Board discussed who would be attending the December CSBA Conference. President Burns asked to make a reservation for a new Board member in seat #5.

J. CLOSED SESSION

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

1. **Conference with Legal Counsel – Existing Litigation**
(Subdivision (a) of Gov't Code §54956.9)
Case # 37-2009-00083936-CU-CO-CTL
2. **Conference with Labor Negotiator** (Govt. Code § 54956.8)
Purpose: Negotiations
Agency Negotiator: Minnie Malin, Asst. Superintendent, Human Resources/Pupil Services
Employee Organizations: Santee Teachers Association
California School Employees Association
3. **Public Employee Performance Evaluation** (Govt. Code § 54957)
Superintendent

The Board entered closed session at 8:20 p.m.

J. RECONVENE TO PUBLIC SESSION

The Board reconvened to public session at 10:05 p.m. No action was reported.

K. ADJOURNMENT

The July 20, 2010 regular meeting adjourned at 10:05 p.m.

Allen Carlisle, Clerk

Dr. Patrick Shaw, Secretary

Consent Item D.2.1. Acceptance of Donations
 Prepared by Karl Christensen
 August 3, 2010

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>
IPOD Touch	\$250.00	Best Buy	Carlton Oaks School
"Inspire" Award	\$5,000.00	Classroom of the Future	PRIDE Academy
32" Television and Television Stand	\$75.00	Ashley Howieson	Project Safe Program at Carlton Hills School
TOTAL DONATIONS RECEIVED	\$5,325.00		

RECOMMENDATION:

Administration recommends acceptance of the donations listed above for the District.

This recommendation supports the following District goals:

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

FISCAL IMPACT:

The donations above are valued at \$5,325.00.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item D.2.1.
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BACKGROUND:

The agreement for student transportation services between 14 San Diego County school districts for joint services to be provided by each district on an as-needed, as-available basis. Approving the student transportation services agreement would allow the District to utilize those services necessary to meet student field trip and/or regular or special education route needs as well as providing this same service to 13 San Diego County school districts.

RECOMMENDATION:

It is recommended that the Board of Education approve the student transportation services agreement between 14 San Diego County school districts for joint services to be provided by each district on an as-needed, as-available basis.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The fiscal impact varies from year to year. Transportation services will be on an as-needed, as-available basis for all 14 school districts. Transportation fees will be as follows:

- Fees will be charged only for those days that a student is in attendance. For the transportation of students with disabilities, each district agrees to pay the transporting district the current SELPA daily rate:
 "On-Route" \$25/student per day
 "Off-Route" \$50/student per day
- For field trip transportation, the districts mutually agree to pay the transporting district's published field trip rate.

STUDENT ACHIEVEMENT IMPACT:

Approval of the agreement will allow additional options to transport students to field trip enrichment activities and/or regular or special education routes to the school site learning center.

Motion:		Second:		Vote:		Agenda Item D.2.2.
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**AGREEMENT FOR STUDENT TRANSPORTATION SERVICES
BETWEEN
SAN DIEGO COUNTY SCHOOL DISTRICTS**

This agreement is entered into between the SAN DIEGO COUNTY SCHOOL DISTRICTS of San Diego, California, as listed below, hereinafter called THE DISTRICTS.

This agreement is between the following school districts:

1. Cajon Valley Union School District
2. Chula Vista Elementary School District
3. Escondido Union High School District
4. Fallbrook Union High School District
5. Grossmont Union High School District
6. La Mesa/Spring Valley School District
7. Oceanside Unified School District
8. Poway Unified School District
9. Ramona Unified School District
10. San Diego Unified School District
11. San Dieguito School District
12. Santee School District
13. Sweetwater Union High School District
14. Vista Unified School District

WITNESSETH

WHEREAS, THE DISTRICTS are mutually interested in and concerned with provision of adequate student transportation services, and

WHEREAS, THE DISTRICTS have personnel, equipment and other required facilities under its jurisdiction suitable for such student transportation services;

NOW THEREFORE, in order to continue and to improve the cooperative efforts of THE DISTRICTS it is hereby mutually agreed as follows:

TERMS AND CONDITIONS REGARDING STUDENT TRANSPORTATION SERVICES

1. TRANSPORTING STUDENTS

At the request of any of THE DISTRICTS, THE DISTRICTS may transport students between public and non-public schools and field trip locations located within County boundaries and locations mutually agreed to by both DISTRICTS.

Neither DISTRICT shall be compelled by this agreement to create new transportation routes to service the other District's students.

2. STUDENT BEHAVIOR CODE

THE DISTRICTS agree to the behavior codes for transporting Special Education students (Education Code Section 44807 attached as Exhibit A). Before THE DISTRICTS may suspend or terminate riding privileges, THE DISTRICTS must notify the administration or administration's designee. THE DISTRICTS shall provide each other with any information on behavior problems, to ensure the safety of the student(s) and driver(s).

3. MEDICAL RECORDS

THE DISTRICTS shall provide all medical history that is pertinent to the safety of the student(s) and driver(s) as permitted by state and federal law.

4. INSURANCE

THE DISTRICTS shall exchange Certificates of Insurance and shall name each other as additional insured for the term of this agreement, for \$1,000,000 per occurrence. THE DISTRICTS shall exchange copies of the certificates to show compliance.

Each DISTRICT agrees to indemnify and hold the other party harmless from all liability for damage, actual or alleged, to persons or property arising out of or resulting from negligent acts or omissions of the indemnifying party.

5. INDEMNIFICATION

Each DISTRICT agrees to mutually defend, indemnify, and save free and harmless each other DISTRICT, its officers, agents, and employees against any loss, injuries, claims, actions, causes of action, judgments, or liens arising from, or alleged to have arisen from, the intentional or negligent acts or omissions of the DISTRICT, its officers, agents, or employees.

6. TRANSPORTATION FEE

For the transportation of students with disabilities, THE DISTRICTS mutually agree to the current SELPA daily rate.

Fees will be charged only for those days that a student is in attendance.

For field trip transportation, THE DISTRICTS mutually agree to pay the District's published field trip rate.

7. TIME SCHEDULE

THE DISTRICTS shall mutually agree upon transportation schedules prior to implementation of service for each student.

EDUCATION CODE SECTION 44807 provides:

Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of that school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of their duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

The term of this agreement shall be from July 1, 2010 to June 30, 2012, providing that any DISTRICT may terminate the same at any time upon ten (10) days notice in writing. Transportation directors of all participating DISTRICTS will be notified when any DISTRICT chooses to terminate their participation.

San Diego Unified School District

by _____
Assistant Superintendent, Business Services

Approved by _____
On the ____ day of _____ 2010.

Chula Vista Elementary School District

by _____
Assistant Superintendent, Business Services

Approved by _____
On the ____ day of _____ 2010.

Fallbrook Union High School District

by _____
Assistant Superintendent, Business Services

Approved by _____
On the ____ day of _____ 2010.

La Mesa/Spring Valley School District

by _____
Assistant Superintendent, Business Services

Approved by _____
On the ____ day of _____ 2010.

Poway Unified School District

by _____
Assistant Superintendent, Business Services

Approved by _____
On the ____ day of _____ 2010.

Cajon Valley Union School District

by _____
Assistant Superintendent, Business Services

Approved by the Governing Board
On the ____ day of _____ 2010.

Escondido Union High School District

by _____
Assistant Superintendent, Business Services

Approved by the Governing Board
On the ____ day of _____ 2010.

Grossmont Union High School District

by _____
Assistant Superintendent, Business Services

Approved by the Governing Board
On the ____ day of _____ 2010.

Oceanside Unified School District

by _____
Assistant Superintendent, Business Services

Approved by the Governing Board
On the ____ day of _____ 2010.

Ramona Unified School District

by _____
Assistant Superintendent, Business Services

Approved by the Governing Board
On the ____ day of _____ 2010.

San Dieguito School District

by _____
Assistant Superintendent, Business Services

Approved by _____
On the ____ day of _____ 2010.

Sweetwater Union High School District

by _____
Assistant Superintendent, Business Services

Approved by _____
On the ____ day of _____ 2010.

Santee School District

by _____
Assistant Superintendent, Business Services

Approved by the Governing Board
On the ____ day of _____ 2010.

Vista Unified School District

by _____
Assistant Superintendent, Business Services

Approved by the Governing Board
On the ____ day of _____ 2010.

BACKGROUND:

The agreement for student transportation services between Grossmont Union High School District and Santee School District provides for joint services by each district on an as-needed basis. Approving the student transportation services agreement would allow the District to utilize those services necessary to meet student field trip and/or regular or special education route needs as well as providing this same service to Grossmont Union High School District.

RECOMMENDATION:

It is recommended that the Board of Education approve the student transportation services agreement between Grossmont Union High School District and Santee School District on an as-needed basis.

FISCAL IMPACT:

Transportation services will be on an as-needed basis for both Santee School District as well as Grossmont Union High School District. Grossmont Union High School District's transportation fees will be:

Field Trips

\$8.50 (weekdays) or \$10.00 (weekends) cost per mile

Regular or Special Education Routes

\$55.00 base rate and \$0.95 per mile - small bus daily rate

\$75.00 base rate and \$0.95 per mile - large bus daily rate

The fiscal impact varies from year to year. Student transportation costs paid to Grossmont Union High School District in 2009-10 totaled \$5,071.07.

STUDENT ACHIEVEMENT IMPACT:

Approval of the agreement will allow additional options to transport students to field trip enrichment activities and/or regular or special education routes to the school site learning center.

Motion:		Second:		Vote:		Agenda Item D.2.3.
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GROSSMONT UNION HIGH SCHOOL DISTRICT
 TRANSPORTATION DEPARTMENT
 FEE SCHEDULE – 2010/2011



FIELD TRIP & SPORTING TRIP

Trips performed on weekdays (Monday through Friday): \$8.50 per mile.

Trips performed on weekends (Saturday and/or Sunday): \$10.00 per mile

All trips subject to a 10-mile minimum charge

Payments are due net 30-days.

VEHICLE SERVICE AND REPAIR

Regular Labor Rate: \$64.00 per hour.

(Includes Monday through Friday service performed between 7:00 am and 5:30 pm)

Overtime Labor Rate: \$96.00 per hour

(Includes Saturday and any service performed between the hours of 5:30 pm and 7:00 am)

Emergency Overtime Labor Rate: \$128.00 per hour

(Includes Sundays and holidays)

Emergency Road Call Mileage Rate: \$1.95 per mile

Replacement Parts: Grossmont Price plus Fifteen (15) percent

Gasoline or Diesel Fuel: Grossmont Price plus Fifteen (15) percent

Payments are due net 30-days.

BUS RENTAL RATES

1 to 49 Passenger Bus: \$55.00 per day and \$0.95 per mile

50 to 84 Passenger Bus: \$75.00 per day and \$0.95 per mile

By: _____
 Deputy Superintendent,
 Business Services
 Grossmont Union High School District
 P.O. Box 1043
 La Mesa, CA 91944-1043
 Attn: Transportation

By: _____
 Santee School District

Approved by the Governing Board

on the _____ day of _____ 2010.

BACKGROUND:

The Boys and Girls Club is a community organization that was founded in 1960. There is a viable program in East County serving Lakeside, El Cajon, and Santee. Since September 2007, the District has provided transportation services to the Boys and Girls Club Santee facility. In return for the transportation after school to the Boys and Girls Club facility, students were charged a minor fee and the District received fees for this service.

Due to the increase in fuel costs over the past year, it is recommended that the Boys and Girls Club pay the District \$10.00 per student, per week (an increase of \$2.00 from the previous amount of \$8.00), for afterschool transportation to the Boys and Girls Club. They will also pay the published field trip price. Administration has discussed this potential fee increase with the Boys and Girls Club. All other terms of the agreement remain in place.

RECOMMENDATION:

It is recommended that the Board of Education approve the transportation agreement to increase fees for District-provided transportation services to the Boys and Girls Club facility.

This recommendation supports the following District goal:

- Pursue actively the funding and resources to fulfill our mission and maintain fiscal solvency.
- Develop social, emotional and health service programs to foster student character and personal well-being.

FISCAL SERVICES:

The revenue generated by the District will be determined by the number of students participating and the number of trips scheduled, and will be used to cover the cost to the District for this service. It is estimated that \$64,840 in revenue will be generated by this service.

STUDENT ACHIEVEMENT IMPACT:

This is a safety item. Safe environments foster student character and personal well-being which could impact student achievement in a positive manner.

Motion:		Second:		Vote:		Agenda Item D.2.4.
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**TRANSPORTATION SERVICES BETWEEN THE
SANTEE SCHOOL DISTRICT AND THE BOYS & GIRLS
CLUB OF EAST COUNTY**

AGREEMENT

THIS AGREEMENT entered into between the Santee School District of Santee, California, hereinafter called "District" and the Boys & Girls Club of East County of San Diego, California, hereinafter called "Boys & Girls Club."

WITNESSETH

WHEREAS, the District and Boys & Girls Club are mutually interested in and concerned with the provision of adequate transportation services, and

WHEREAS, the District has personnel, equipment, and other required facilities under its jurisdiction suitable for transportation services within their resources,

NOW THEREFORE, it is hereby mutually agreed as follows:

A. INSURANCE AND INDEMNITY:

The District shall provide proof of Comprehensive General Liability and Commercial Automobile Liability at a limit of \$1,000,000 per occurrence. The District will name Boys & Girls Club as an additional insured, for the term of the agreement.

B. DISPUTE RESOLUTION:

Any disputes concerning terms and conditions of this Agreement of performance thereunder shall be settled by mutual desire of both parties, through amicable negotiations within ninety (90) days. In the event that amicable negotiation does not produce mutually agreeable results, the parties agree to submit the dispute to arbitration. The arbitrator will be selected by mutual agreement within thirty (30) days of written request for arbitration by either party. If there is no agreement, an arbitrator will be selected under the rules of the American Arbitration Association, upon written request of either party.

C. TERMS AND CONDITIONS REGARDING TRANSPORTATION SERVICES FOR BOYS & GIRLS CLUB:

1. The District shall provide transportation each school day to the Boys & Girls Club, in accordance with applicable State Laws and Regulation,

- a. Boys & Girls Club has the responsibility to notify the District Transportation Department of all changes and/or cancellation of transportation services.

Debbie Griffin, Director
Transportation Department
Santee School District
9625 Cuyamaca Street
Santee, CA 92071

- b. The District shall provide transportation to the Boys & Girls Club, located at, Santee, from the following school sites. Scheduled pick-up times will be set in August 2010. The Boys & Girls Club will be notified of any time changes twenty-four (24) hours prior to the change.

Cajon Park	Carlton Hills	Carlton Oaks
Chet F Harritt	Hill Creek	Pepper Drive
Prospect Avenue	Rio Seco	Sycamore Canyon

- c. The District shall provide transportation to field trip locations within County boundaries and locations mutually agreed to by the District and Boys & Girls Club.

- 2. The District shall submit to the Boys & Girls Club, a bill for the transportation service on a monthly basis.

Accounts Payable
Boys & Girls Club
Of East County

- 3. Boys & Girls Club shall pay the District on a monthly basis in the amount of \$10.00 per student per week. The Boys & Girls club shall provide the District with a monthly roster of students eligible to utilize the transportation program by the 15th of each month for the next month.
The District shall provide the Boys & Girls Club with an invoice based on the roster submitted by the Boys & Girls Club.
Boys & Girls Club shall pay the District on a per trip basis for field trips. Each trip will be at a mutually agreed upon cost not to exceed the published field trip price.
The Boys & Girls Club shall submit payment to the District within 15 business days after receipt of the invoice.

4. Boys & Girls Club shall be responsible for the following:
 - a. Providing to the District a monthly roster of students participating in the program.
 - b. Bus pass for the students participating in this program.
 - c. Students participating in this program are subject to the Bus Rules and Regulations (see attached B) while riding the bus.

D. GENERAL PROVISIONS:

This Agreement may be modified by the parties at any time by written agreement, executed by an authorized agent of each party. It is understood that all fees for service included in this agreement may be adjusted annually for inflation utilizing this process.

The employees of the District are not the employees of the Boys & Girls Club. The term of this agreement shall be from July 1, 2010 through June 30, 2013; however, either party may terminate the same at any time upon thirty (30) days notice in writing.

Boys & Girls Club of East County

by *Forbes Higgins*
Chief Executive Officer

Approved by *Forbes Higgins*
On the 27 day of July 2010.

Santee School District

by _____
Assistant Superintendent
Business Services

Approved by the Board of Education
On the _____ day of _____ 2010.

Santee School District
9625 Cuyamaca Street
Santee, CA 92071-2674

BACKGROUND:

A Notice of Completion document was filed with the County Recorder for the following project listed below:

PROJECT	CONTRACT AMOUNT	CONTRACTOR
Chet F. Harritt School Ball Field #1	\$666,876 Original Amount - 13th Amendment: \$666,876 Previous Owner Change Order #1: \$ 33,221 Final Owner Change Order #2: <\$ 35,062> Final Amount - 13th Amendment: \$665,035	Barnhart, Inc.

RECOMMENDATION:

It is recommended that the Board of Education ratify and approve the filing of the Notice of Completion document for the completed project as listed above.

This item supports the following District goal:

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

FISCAL IMPACT:

The fiscal impact of the contract listed above totals \$665,035. The budget of the Capital Improvement Program is \$128.8 million for nine (9) school modernizations, and this cost was funded from Bond Anticipation Note proceeds.

STUDENT ACHIEVEMENT IMPACT:

Strong, positive relationships exist between overall building and site conditions, a positive learning environment, and student achievement.

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

Acceptance of 2009-10 School Program Services Year
End Report

Prepared by Kristin Baranski
August 3, 2010

BACKGROUND:

Annually, the Educational Services Department provides a year-end report of various aspects of our student population. Presented this evening for Board acceptance is the Year End Report for the 2009-10 school year. Copies of the report will be made available for public review at the Board meeting.

RECOMMENDATIONS:

Administration recommends that the Board review and accept the School Program Services 2009-10 Year End Report.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

Fiscal impact varies with the programs implemented.

STUDENT ACHIEVEMENT IMPACT:

Many aspects of this report are summarized to provide data about or to evaluate the effectiveness of various programs within the District.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.1.

BACKGROUND:

In May 2010, Santee School District, as well as every public agency in San Diego County, received a Grand Jury report regarding: "Ethics in Government-Code of Ethics, Internal Controls, Fraud Hotlines". (A copy of the report will be provided.) The Grand Jury recommendations to the Santee School District are as follows:

1. Bring before the governing body for its consideration in a public meeting a proposal to adopt integrated comprehensive Codes of Ethics defining and prohibiting fraud, waste, abuse, and conflict of interest.
2. Bring before the governing body for its consideration in a public meeting a proposal to adopt and apply internal controls compliant with "generally accepted government auditing standards and/ or "generally accepted accounting principles," as applicable.
3. Bring before the governing body for its consideration in a public meeting a proposal to adopt and implement fraud, waste, abuse and conflict of interest hotlines outsourced to third party providers, assuring anonymity.

Administration believes that current Board Policies 4119.21 and 4219.21 Professional Standards (attached) address the Grand Jury recommendation #1. In order to provide the recommended integrated and comprehensive *Codes of Ethics*, Administration has developed an Administrative Regulation (AR 4119.21, 4219.21, and 4319.21) which describes and defines the expectations for school district employees to maintain the highest ethical standards in their official activities and relationships. AR 4119.21/4219.21/4319.21 uses the language adopted by the San Diego Unified School District in October 2009, which is referenced in the report.

Administration believes that Grand Jury recommendation #2 is address in Board Policy 3460. Administration does not believe it is necessary to implement Grand Jury recommendation #3 because employees may use the **We Tip** toll-free hotline to submit an anonymous report of suspected criminal activity. This hotline is available at no cost to the District.

Following Board discussion, Administration will provide a response to the Grand Jury showing the implementation and satisfaction of their May 2010 recommendations to the Santee School District.

RECOMMENDATION:

It is recommended that the Board of Education review the draft Administrative Regulation 4119.21/4219.21/4319.21 9 and discuss as desired. No action is required.

FISCAL IMPACT:

At this time there is no cost to implement the recommendations of the Grand Jury for Ethics in Government. However, there would be an ongoing cost to the District to outsource a hotline to a third party provider.

STUDENT ACHIEVEMENT IMPACT:

Employees who maintain the highest ethical standards enhance the integrity of the District and advance the goals of the educational programs.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.1.1.

PROFESSIONAL STANDARDS

Public education is a cooperative venture involving the services of many people. The district functions best when there is a spirit of cooperation among all employees--when the employees have confidence in and respect for the rights and responsibilities of others.

The Governing Board considers district employment as the employee's primary job regardless of social or business commitments. All employees have an obligation to perform duties consistent with the standards of the district and are subject to the policies of the Board, administrative regulations, applicable laws, and current employee agreements. No staff member shall be released during the work day for employment in any activity for which the employee shall receive remuneration.

Certificated employees are required to report to duty 30 minutes before the time school commences.

The Board authorizes the Superintendent or designee to make exceptions to the 30 minutes rule in cases where it will be beneficial to the school's educational program.

The Board expects district employees to maintain the highest ethical standards, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by professional associations to which they may belong.

All employees should attempt to conduct themselves in a manner that will serve as a good example to youth. They should also seek to learn as much as possible about the total program of the schools, for they will be called upon frequently to answer questions about the schools and to interpret the school program to the community.

Legal Reference: (see next page)

PROFESSIONAL STANDARDS (continued)

Legal Reference:

CODE OF REGULATIONS, TITLE 5
80331-80338 Rules of conduct for professional educators

Management Resources:

CDE PUBLICATIONS
California Professional Standards for Educational Leaders, 2001
COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS
Standards for School Leaders, 1996
NATIONAL EDUCATION ASSOCIATION PUBLICATIONS
Code of Ethics of the Education Profession, 1975
WEB SITES
CDE: <http://www.cde.ca.gov>
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>
Association of California School Administrators: <http://www.acsa.org>
California School Leadership Academy: <http://www.csla.org>
Council of Chief State School Officers: <http://www.ccsso.org>
California Teachers Association: <http://www.cta.org>
California Federation of Teachers: <http://www.cft.org>
California School Employees Association: <http://www.csea.com>

Certificated, Classified, and Management Personnel

AR 4119.21(a)
4219.21(a)
4319.21(a)

PROFESSIONAL STANDARDS

This Code of Ethics presents expectations and guidance to Santee School District employees for maintaining the highest ethical standards in their official activities and relationships. This Code supports the mission of the District by promoting trust, commitment, and teamwork within the organization and between the Santee School District and its clients, partners, and the greater community.

All official conduct should be well above the minimum standards required by law. Accordingly, employees must ensure that their actions can withstand the closest possible public scrutiny and can, in no way, be interpreted as being in contravention of the laws and regulations governing the Santee School District Board of Education, the Santee Superintendent of Schools, and the schools, programs, and operations of the Santee School District.

The Santee School District is committed to ensuring that the conduct of its business and activities is free from misconduct or illegality. Employees are expected to disclose any improper governmental activity on the part of the Santee School District or its employees. Employees should immediately report any evidence of such activity to their immediate supervisor or the Assistant Superintendent of Human Resources. Employees may use the WeTip toll-free hotline to submit an anonymous report of criminal activity.

General Employee Conduct

It is expected that employees will be proactive in creating a positive work environment in which the inherent worth of each person is recognized and colleagues, students, clients, business associates, and members of the public are treated with fairness, dignity, and respect. Employee conduct is expected to be professional, businesslike, and in accordance with high standards of decorum.

The Santee School District is dedicated to maintaining a culture in which employees adhere to the highest ethical standards. It is expected that employees will demonstrate ethical conduct in the performance of their duties by acting, at all times, responsibly and conscientiously, with honesty and integrity. All official actions must reflect employees' use of good judgment, due care, competence, and diligence.

Conflicts of Interest

State law requires that Santee School District employees refrain from engaging in any employment, activity, or enterprise for compensation that is inconsistent, incompatible, or in conflict with their duties, functions, or responsibilities as employees of a local agency. The Conflict of Interest Code adopted by the Santee Board of Education specifies positions and disclosure categories for individual employees who are required, by law, to disclose their personal financial interests by filing annual statements of economic interest (SEIs).

PROFESSIONAL STANDARDS

Employees must avoid actual or apparent conflicts of interest in their personal and professional relationships. It is expected that employees will perform their duties in an impartial manner, using independent judgment that is free from the influence of personal considerations and in accordance with the best interests of the Santee School District. Employees must not make, participate in making, or use their official position to influence any decision that has a reasonably foreseeable material financial effect on their personal financial interests.

I. Relationships with Clients and Suppliers

Employees may not enter into any contract on behalf of the Santee School District in which they have a financial interest. Employees should avoid investing in or acquiring a financial interest in any business that has a contractual relationship with, or provides goods or services to, the District, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties.

2. Gifts, Entertainment, and Favors

Employees must refrain from accepting gifts, entertainment, or personal favors that could in any way influence, or appear to influence, official decisions in favor of any person or organization with whom or with which the Santee School District has, or is likely to have, dealings.

In connection with Santee School District business activities, employees may not receive payment or compensation of any kind, except as authorized under Santee School District remuneration policies. In particular, the acceptance of kickbacks and secret commissions from suppliers or others is strictly prohibited.

All employees share a responsibility for the Santee School District's good public relations, especially at the community level. Their willingness to support religious, charitable, educational, and civic activities brings credit to the Santee School District and is encouraged. Employees must, however, avoid acquiring any business interest or participating in any other activity, enterprise, or employment outside the Santee School District that would, or might appear to:

1. Create an excessive demand upon their time and attention and thus cause the performance of their duties to be less efficient.
2. Involve the performance of an act that may later come under the review or enforcement of the Santee School District.
3. Involve the use of the assets, influence, or prestige of the Santee School District for private gain or advantage.

PROFESSIONAL STANDARDS

Regardless of the circumstances, if employees sense that a course of action they have pursued, are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with their employer, they should immediately communicate all the facts to their immediate supervisor.

Santee School District Funds and Other Assets

As an organization that serves the public and uses public funds to do so, the Santee School District takes very seriously its responsibility for safeguarding and ensuring responsible use of its assets and the funds under its control.

The Santee School District imposes strict standards to prevent fraud and dishonesty. Employees who have access to school or district funds, charter school funds, or other assets in cash or non-cash form must follow prescribed procedures for recording, handling, and protecting public funds, as detailed in applicable accounting manuals or other regulatory materials.

It is expected that funds and all other assets of the Santee School District will be used only for official business and not for personal benefit. Employees must refrain from the improper use of Santee School District resources, such as fleet vehicles, supplies, and equipment.

When an employee's position requires spending Santee School District funds or incurring reimbursable personal expenses, that individual is expected to use good judgment on behalf of the Santee School District to ensure that good value is received for the funds expended.

Ownership of intellectual property created by employees under specified circumstances is held by the Santee School District. Employees must maintain the highest ethical standards in the use and protection of materials copyrighted, trademarked, or otherwise owned by the Santee School District.

Records and Communications

Comprehensive, reliable records are necessary to meet the District's legal and financial obligations and to manage the business of the Santee School District. The Santee School District's financial records must reflect all business transactions in an accurate and timely manner. Employees responsible for accounting and record keeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

Employees must not make or be a party to any false record or communication of any kind, whether internal or external, including but not limited to: false expense, attendance, financial, or similar reports and statements; and false advertising, deceptive marketing practices, or other misleading representations.

PROFESSIONAL STANDARDS

When communicating publicly on official business, employees must take care to protect the integrity and reputation of the Santee School District, the Superintendent, and the Santee Board of Education. Employees must not presume to speak for the Santee School District on any topic, unless they are certain that the views they express are those of the Santee School District and that it is the Superintendent's desire that such views be publicly disseminated. Under all circumstances, employees must clearly distinguish official statements from the expressions of their private views.

Employees must ensure that the Santee School District letterhead, logo, and any other representations identified with the Santee School District are used only for official business and not for personal, political, or other inappropriate purposes.

In all matters related to clients, students, suppliers, government authorities, the public, and others within the Santee School District, employees must make every effort to ensure that communications are complete, accurate, objective, relevant and timely. All proper requests for information are expected to be handled with courtesy and professionalism.

Privacy and Confidentiality

The Santee School District is committed to abiding by all state and federal laws and Santee School District policies and administrative regulations concerning confidential information, including student records, personnel files, and records of the District and the Board of Education that are exempt from disclosure.

It is expected that employees who have access to confidential information in the course of their work assignments will use that information only for legitimate business purposes of the Santee School District and will be diligent in protecting privacy rights. Employees must ensure that confidential records are managed, retained, and stored in a safe and secure manner and are reviewed by, or released to, only those individuals with proper authority.

Making Ethical Decisions

While this Code of Ethics describes general guidelines, it is not intended to be a complete listing or to provide a definitive answer to every ethical dilemma that could arise in the workplace. When making decisions, employees must use good judgment to adhere to both the letter and the spirit of this Code of Ethics.

Employees who are uncertain about the application or interpretation of this Code of Ethics or any related legal requirements should refer the matter to their supervisor, who, if necessary, should follow established procedures for seeking the advice of legal counsel.

Certificated, Classified, and Management Personnel

AR 4119.21 (e)
4219.21 (e)
4319.21 (e)

PROFESSIONAL STANDARDS

Application and Enforceability

This Code of Ethics applies to all Santee School District employees. Its provisions are supported by State and Federal law and regulations and the policies and administrative regulations that govern this agency. Violations may result in administrative or disciplinary action under applicable laws, policies, and regulations.

Board Bylaw: 9270-Conflict of Interest Code

Board Policy; 2122, 2301, 3310, 4004

Administrative Regulations: 2300, 3310, 3460, 3512, 3513.2, 3542, 3643, 3660, 3600,
4008, 4020, 4021, 4024

Legal references: Education Code

1054, 44110-441 14, 44932, 44933, 49073-49079

Government Code

1090, 1098, 1125-1126, 8547, 63296-53299, 61100, 67103, 87302, 89500 et
seq.

Labor Code

1102.5, 1106

Management Resources:

California Fair Political Practices Commission: www.fppc.ca.gov

WeTip crime hotline: 1-800-78-CRIME; WeTip Website: www.wetip.com

Administrative Regulation
adopted:

SANTEE SCHOOL DISTRICT
Santee, California

BACKGROUND:

On May 31, 2006, the Board adopted a Storm Water Management Plan (SWMP) for the District. The SWMP identifies the Best Management Practices (BMPs) that are being implemented throughout the District to prevent pollution storm water runoff. As shown in the attached Storm Water Management Plan Implementation, 2009-10 Progress Schedule, the District has made substantial progress in implementing the SWMP. Our progress has included:

- Education of students and staff;
- Identification of drainage inlets;
- Elimination of non-storm water discharges;
- Improvement of construction site controls;
- Improvement of Operations & Maintenance and Bus Maintenance facilities procedures and Comprehensive Site Compliance Evaluation;
- Maintaining Monthly Storm Water Visual Observations;
- Maintaining Quarterly Non-Storm Water Records;
- Staff attendance at annual SDCOE SWPPS training and Watershed meetings;
- SWPPP rain event preparation and controls by Maintenance & Operations personnel;
- Working with the City of Santee on our outfall maps to be done by July 2011; and
- Adding SWPPPs language to future architect, construction contract, facility use agreements and leases, and applicable purchase orders.

RECOMMENDATION:

It is recommended that the Board of Education accept the Storm Water Management Plan Annual Report.

This item supports the following District goal:

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

FISCAL IMPACT:

There is no fiscal impact at this time.

STUDENT ACHIEVEMENT IMPACT:

None. This is an environmental compliance and safety item.

Motion:		Second:		Vote:		Agenda Item E.2.1.
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**TABLE 1
SANTEE SCHOOL DISTRICT
STORM WATER MANAGEMENT PLAN IMPLEMENTATION
2009-2010 PROGRESS SCHEDULE**

CURRENT STATUS: February 1, 2010

Control Measure	Task	SWMP Milestone	Completed
Establish Legal Authority	Adopt SWMP. Adopt resolution authorizing and directing the Superintendent to implement and enforce the SWMP. Sign certification page in SWMP.	5/31/06	X
	District Policy. Determine if District Policy needs to be amended to: <ul style="list-style-type: none"> ▪ Effectively prohibit illicit non-storm water discharges to the District storm drainage system; and ▪ Require construction and post-construction BMPs (BMPs ID-1, CS-1 and PC-1). 	12/31/06	X
	Adopt Policy Amendments. Adopt required amendments to District Policy (BMPs ID-1, CS-1, and PC-1).	7/1/11	(1)
Public Education and Outreach	Develop Program. Develop program to educate the public (e.g. students, staff and consultants and contractors) regarding SWMP requirements (BMP PE-1).	6/30/07	X
	Educate Students. Educate students regarding SWMP requirements (BMP PE-2).	7/1/07	X
	Educate Staff and Facility Users. Educate employees and facility users regarding SWMP requirements (BMP PE-3).	7/1/07	X ⁽²⁾
	Inform Consultants and Contractors. Inform Consultants and Contractors regarding SWMP requirements (BMP PE-4).	7/1/07	X ⁽³⁾
Notes: 1 Plan to adopt by December 31, 2010. 2 Custodians and site administrators. 3 Architects.			

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**TABLE 1
SANTÉE SCHOOL DISTRICT
STORM WATER MANAGEMENT PLAN IMPLEMENTATION
2009-2010 PROGRESS SCHEDULE**

CURRENT STATUS: February 1, 2010

Control Measure	Task	SWMP Milestone	Completed
Public Involvement/ Participation	Post Notice. Post requisite public notice regarding public meeting when District will consider adoption of SWMP Resolution (BMP PI-1).	12/31/06	X
	Label Drainage Inlets. Complete labeling of 100% of the storm drain inlets (BMP PI-2).	6/30/09	X ⁽⁴⁾
	Local Watershed Input. Identify local watershed organizations and interested individuals and meet with them at least annually to obtain input (BMP PI-3).	12/31/10	⁽⁵⁾
	Student and Staff Involvement. Encourage student and staff involvement in watershed activities and improving storm runoff quality (BMP PI-4).	7/1/07	X ⁽⁶⁾
Illicit Discharge Detection and Elimination	Develop Outfall Mapping Plan. Develop plan for preparation of maps showing storm drainage outfalls (BMP ID-2).	12/31/06	X
	Prepare Outfall Maps. Prepare maps showing 100% of all District storm drainage outfalls (BMP ID-2).	7/1/11	⁽⁷⁾
	Develop Illicit Discharge Elimination Plan. Develop plan to identify and eliminate illicit non-storm water discharges (BMP ID-3).	6/30/07	X ⁽⁸⁾
	Implement Illicit Discharge Elimination Plan. Implement plan to eliminate the illicit non-storm water discharges, including periodic surveillance (BMP ID-3).	7/1/07	X ⁽⁹⁾
Notes: 4 Ongoing 5 Plan by December 31, 2010. 6 Earth Day. 7 The District is in the process of preparing the maps. 8 School remodels. 9 More sweeping, less washdown.			

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**TABLE 1
SANTÉE SCHOOL DISTRICT
STORM WATER MANAGEMENT PLAN IMPLEMENTATION
2009-2010 PROGRESS SCHEDULE**

CURRENT STATUS: February 1, 2010

Control Measure	Task	SWMP Milestone	Completed
Construction Site Storm Water Runoff	Increase Awareness. Increase public/contractor awareness of the District construction storm water management requirements (BMP CS-2).	12/31/06	X
	Review and Revise Procedures. Review and, as needed, revise existing construction plan review, site inspection, and complaint procedures (BMPs CS-2, CS-3 and CS-4).	6/30/07	X
	Implement Revised Plan Review Procedures. Implement revised plan review procedures (BMP CS-2).	7/1/07	X
	Implement Revised Inspection Procedures. Implement revised site inspection procedures (BMP CS-3).	7/1/07	X
	Implement Revised Complaint Response Procedures. Implement revised complaint response procedures (BMP CS-4).	7/1/07	X
Post-Construction Storm Water Management in New Development and Redevelopment	Identify Suitable Design Standards. Identify suitable post-construction BMPs (BMP PC-2).	6/30/07	X ⁽¹⁰⁾
	Develop Design Standards. Develop District specific design standards (BMP PC-2).	6/30/08	X ⁽¹¹⁾
	Implement Revised Design Standards. Train employees, and inform designers regarding the design standards (BMP PC-2).	7/1/10	X
	BMP Inspection. Conduct inspections to verify adequate maintenance of post-construction BMPs (e.g. detention basins, vegetated swales, etc.) (BMP PC-3).	12/31/10	(12)

Notes:

10 Incorporated into design of new parking lot.

11 The District will direct designers of future facilities to consider City and County standards.

12 Plan to begin by December 31, 2010.

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**TABLE 1
SANTEE SCHOOL DISTRICT
STORM WATER MANAGEMENT PLAN IMPLEMENTATION
2009-2010 PROGRESS SCHEDULE**

CURRENT STATUS: February 1, 2010

Control Measure	Task	SWMP Milestone	Completed
Pollution Prevention/ Good Housekeeping	Bus Maintenance Facility. Continue implementation ongoing of existing SWPPP (BMP PP-4).	Ongoing	X
	Evaluate Existing Procedures. Review existing pollution prevention/good housekeeping and spill prevention/response procedures. Identify procedures that should be revised to reduce pollutants in storm runoff. Develop a plan to maximize use of environmental preferable products (BMPs PP-1, PP-2 and PP-3).	12/31/06	X
	Environmentally Preferable Products. Maximize use of environmentally preferable products (BMP PP-3).	6/30/07	X ⁽¹³⁾
	Implement Revised Pollution Prevention/Good Housekeeping Procedures. Implement revised procedures to reduce pollutants in storm runoff. Provide additional equipment, if needed. Train District employees (BMPs PP-1 and PP-2).	6/30/07	X
Notes: 13 Custodians.			

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State of California
STATE WATER RESOURCES CONTROL BOARD

2009

2010

ANNUAL REPORT
FOR
STORM WATER DISCHARGES ASSOCIATED
WITH INDUSTRIAL ACTIVITIES

Reporting Period July 1, 2009 through June 30, 2010

An annual report is required to be submitted to your local Regional Water Quality Control Board (Regional Board) by July 1 of each year. This document must be certified and signed, under penalty of perjury, by the appropriate official of your company. Many of the Annual Report questions require an explanation. Please provide explanations on a separate sheet as an attachment. **Retain a copy of the completed Annual Report for your records.**

Please circle or highlight any information contained in Items A, B, and C below that is new or revised so we can update our records. Please remember that a Notice of Termination and new Notice of Intent are required whenever a facility operation is relocated or changes ownership.

If you have any questions, please contact your Regional Board Industrial Storm Water Permit Contact. The names, telephone numbers and e-mail addresses of the Regional Board contacts, as well as the Regional Board office addresses can be found at <http://www.swrcb.ca.gov/stormwtr/contact.html>. To find your Regional Board information, match the first digit of your WDID number with the corresponding number that appears in parenthesis on the first line of each Regional Board office.

GENERAL INFORMATION:

A. Facility Information:

Facility Business Name: Santee Sch Dist Bus Mainten Fac
Physical Address: 9880 Riverwalk Dr
City: Santee
SIC Code(s): 4151-School Buses

Facility WDID No: 9 371017878
Contact Person: Debbie Griffin
e-mail: DGriffin@santee.k12.ca.us
CA Zip: 92071 Phone: 619-258-2321

B. Facility Operator Information:

Operator Name: Santee School Dist
Mailing Address: 9625 Cuyamca St
City: Santee

Contact Person: Debbie Griffin
e-mail: DGriffin@santee.k12.ca.us
State: CA Zip: 92071 Phone: 619-258-2321

C. Facility Billing Information:

Operator Name: _____
Mailing Address: _____
City: _____

Contact Person: _____
e-mail: _____
State: _____ Zip: _____ Phone: _____

2009 2010
ANNUAL REPORT

SPECIFIC INFORMATION

MONITORING AND REPORTING PROGRAM

D. SAMPLING AND ANALYSIS EXEMPTIONS AND REDUCTIONS

1. For the reporting period, was your facility exempt from collecting and analyzing samples from **two** storm events in accordance with sections B.12 or 15 of the General Permit?

YES Go to Item D.2 **NO** Go to Section E

2. Indicate the reason your facility is exempt from collecting and analyzing samples from **two** storm events. Attach a copy of the first page of the appropriate certification if you check boxes ii, iii, iv, or v.

i. Participating in an Approved Group Monitoring Plan **Group Name:** _____

ii. Submitted **No Exposure Certification (NEC)** Date Submitted: _____
Re-evaluation Date: _____

Does facility continue to satisfy NEC conditions? YES NO

iii. Submitted **Sampling Reduction Certification (SRC)** Date Submitted: _____
Re-evaluation Date: _____

Does facility continue to satisfy SRC conditions? YES NO

iv. Received Regional Board Certification Certification Date: _____

v. Received Local Agency Certification Certification Date: _____

3. If you checked boxes i or iii above, were you scheduled to sample **one** storm event during the reporting year?

YES Go to Section E **NO** Go to Section F

4. If you checked boxes ii, iv, or v, go to Section F.

E. SAMPLING AND ANALYSIS RESULTS

1. How many storm events did you sample? 0 If less than 2, **attach explanation** (if you checked item D.2.i or iii. above, only attach explanation if you answer "0").

2. Did you collect storm water samples from the first storm of the wet season that produced a discharge during scheduled facility operating hours? (Section B.5 of the General Permit)

YES **NO,** **attach explanation** (Please note that if you do not sample the first storm event, you are still required to sample 2 storm events)

3. How many storm water discharge locations are at your facility? 1

4. For each storm event sampled, did you collect and analyze a sample from each of the facility's storm water discharge locations? YES, go to Item E.6 NO
5. Was sample collection or analysis reduced in accordance with Section B.7.d of the General Permit? YES NO, **attach explanation**
- If "YES", **attach documentation** supporting your determination that two or more drainage areas are substantially identical.
- Date facility's drainage areas were last evaluated _____
6. Were all samples collected during the first hour of discharge? YES NO, **attach explanation**
7. Was all storm water sampling preceded by three (3) working days without a storm water discharge? YES NO, **attach explanation**
8. Were there any discharges of stormwater that had been temporarily stored or contained? (such as from a pond) YES NO, go to Item E.10
9. Did you collect and analyze samples of temporarily stored or contained storm water discharges from two storm events? (or one storm event if you checked item D.2.i or iii. above) YES NO, **attach explanation**
10. Section B.5. of the General Permit requires you to analyze storm water samples for pH, Total Suspended Solids (TSS), Specific Conductance (SC), Total Organic Carbon (TOC) or Oil and Grease (O&G), other pollutants likely to be present in storm water discharges in significant quantities, and analytical parameters listed in Table D of the General Permit.
- a. Does Table D contain any additional parameters related to your facility's SIC code(s)? YES NO, Go to Item E.11
- b. Did you analyze all storm water samples for the applicable parameters listed in Table D? YES NO
- c. If you did not analyze all storm water samples for the applicable Table D parameters, check one of the following reasons:
- _____ In prior sampling years, the parameter(s) have not been detected in significant quantities from two consecutive sampling events. **Attach explanation**
- _____ The parameter(s) is not likely to be present in storm water discharges and authorized non-storm water discharges in significant quantities based upon the facility operator's evaluation. **Attach explanation**
- _____ Other. **Attach explanation**
11. For each storm event sampled, attach a copy of the laboratory analytical reports and report the sampling and analysis results using **Form 1** or its equivalent. The following must be provided for each sample collected:
- Date and time of sample collection
 - Name and title of sampler.
 - Parameters tested.
 - Name of analytical testing laboratory.
 - Discharge location identification.
 - Testing results.
 - Test methods used.
 - Test detection limits.
 - Date of testing.
 - Copies of the laboratory analytical results.

F. QUARTERLY VISUAL OBSERVATIONS

1. **Authorized Non-Storm Water Discharges**

Section B.3.b of the General Permit requires quarterly visual observations of all authorized non-storm water discharges and their sources.

a. Do authorized non-storm water discharges occur at your facility?

YES NO Go to Item F.2

b. Indicate whether you visually observed all authorized non-storm water discharges and their sources during the quarters when they were discharged. **Attach an explanation for any "NO" answers.** Indicate "N/A" for quarters without any authorized non-storm water discharges.

July -September YES NO N/A October-December YES NO N/A
 January-March YES NO N/A April-June YES NO N/A

c. Use **Form 2** to report quarterly visual observations of authorized non-storm water discharges or provide the following information.

- i. name of each authorized non-storm water discharge
- ii. date and time of observation
- iii. source and location of each authorized non-storm water discharge
- iv. characteristics of the discharge at its source and impacted drainage area/discharge location
- v. name, title, and signature of observer
- vi. **any** new or revised BMPs necessary to reduce or prevent pollutants in authorized non-storm water discharges. Provide new or revised BMP implementation date.

2. **Unauthorized Non-Storm Water Discharges**

Section B.3.a of the General Permit requires quarterly visual observations of all drainage areas to detect the presence of unauthorized non-storm water discharges and their sources.

a. Indicate whether you visually observed all drainage areas to detect the presence of unauthorized non-storm water discharges and their sources. **Attach an explanation for any "NO" answers.**

July -September YES NO N/A October-December YES NO N/A
 January-March YES NO N/A April-June YES NO N/A

b. Based upon the quarterly visual observations, were any unauthorized non-storm water discharges detected?

YES NO Go to item F.2.d

c. Have each of the unauthorized non-storm water discharges been eliminated or permitted?

YES NO **Attach explanation**

d. Use **Form 3** to report quarterly unauthorized non-storm water discharge visual observations or provide the following information.

- i. name of each unauthorized non-storm water discharge.
- ii. date and time of observation.
- iii. source and location of each unauthorized non-storm water discharge.
- iv. characteristics of the discharge at its source and impacted drainage area/discharge location.
- v. name, title, and signature of observer.
- vi. **any** corrective actions necessary to eliminate the source of each unauthorized non-storm water discharge and to clean impacted drainage areas. Provide date unauthorized non-storm water discharge(s) was eliminated or scheduled to be eliminated.

G. MONTHLY WET SEASON VISUAL OBSERVATIONS

Section B.4.a of the General Permit requires you to conduct monthly visual observations of storm water discharges at all storm water discharge locations during the wet season. These observations shall occur during the first hour of discharge or, in the case of temporarily stored or contained storm water, at the time of discharge.

1. Indicate below whether monthly visual observations of storm water discharges occurred at all discharge locations. **Attach an explanation for any "NO" answers.** Include in this explanation whether any eligible storm events occurred during scheduled facility operating hours that did not result in a storm water discharge, and provide the date, time, name and title of the person who observed that there was no storm water discharge.

	YES	NO		YES	NO
October	<input checked="" type="checkbox"/>	<input type="checkbox"/>	February	<input type="checkbox"/>	<input checked="" type="checkbox"/>
November	<input type="checkbox"/>	<input checked="" type="checkbox"/>	March	<input type="checkbox"/>	<input checked="" type="checkbox"/>
December	<input type="checkbox"/>	<input checked="" type="checkbox"/>	April	<input type="checkbox"/>	<input checked="" type="checkbox"/>
January	<input type="checkbox"/>	<input checked="" type="checkbox"/>	May	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. Report monthly wet season visual observations using **Form 4** or provide the following information.
 - a. date, time, and location of observation
 - b. name and title of observer
 - c. characteristics of the discharge (i.e., odor, color, etc.) and source of any pollutants observed.
 - d. **any** new or revised BMPs necessary to reduce or prevent pollutants in storm water discharges. Provide new or revised BMP implementation date.

ANNUAL COMPREHENSIVE SITE COMPLIANCE EVALUATION (ACSCE)

H. ACSCE CHECKLIST

Section A.9 of the General Permit requires the facility operator to conduct one ACSCE in each reporting period (July 1- June 30). Evaluations must be conducted within 8-16 months of each other. The SWPPP and monitoring program shall be revised and implemented, as necessary, within 90 days of the evaluation. The checklist below includes the minimum steps necessary to complete a ACSCE. Indicate whether you have performed each step below. **Attach an explanation for any "NO" answers.**

1. Have you inspected all potential pollutant sources and industrial activities areas? YES NO
The following areas should be inspected:
 - areas where spills and leaks have occurred during the last year.
 - outdoor wash and rinse areas.
 - process/manufacturing areas.
 - loading, unloading, and transfer areas.
 - waste storage/disposal areas.
 - dust/particulate generating areas.
 - erosion areas.
 - building repair, remodeling, and construction
 - material storage areas
 - vehicle/equipment storage areas
 - truck parking and access areas
 - rooftop equipment areas
 - vehicle fueling/maintenance areas
 - non-storm water discharge generating areas
2. Have you reviewed your SWPPP to assure that its BMPs address existing potential pollutant sources and industrial activities areas? YES NO
3. Have you inspected the entire facility to verify that the SWPPP's site map, is up-to-date? The following site map items should be verified: YES NO
 - facility boundaries
 - outline of all storm water drainage areas
 - areas impacted by run-on
 - storm water discharges locations
 - storm water collection and conveyance system
 - structural control measures such as catch basins, berms, containment areas, oil/water separators, etc.

4. Have you reviewed all General Permit compliance records generated since the last annual evaluation? YES NO

The following records should be reviewed:

- quarterly authorized non-storm water discharge visual observations
- quarterly unauthorized non-storm water discharge visual observations
- monthly storm water discharge visual observation
- Sampling and Analysis records
- records of spills/leaks and associated clean-up/response activities
- preventative maintenance inspection and maintenance records

5. Have you reviewed the major elements of the SWPPP to assure compliance with the General Permit? YES NO

The following SWPPP items should be reviewed:

- pollution prevention team
- assessment of potential pollutant sources
- list of significant materials
- identification and description of the BMPs to be implemented for each potential pollutant source
- description of potential pollutant sources

6. Have you reviewed your SWPPP to assure that a) the BMPs are adequate in reducing or preventing pollutants in storm water discharges and authorized non-storm water discharges, and b) the BMPs are being implemented? YES NO

The following BMP categories should be reviewed:

- good housekeeping practices
- preventative maintenance
- spill response
- material handling and storage practices
- employee training
- waste handling/storage
- erosion control
- structural BMPs
- quality assurance

7. Has all material handling equipment and equipment needed to implement the SWPPP been inspected? YES NO

I. ACSCE EVALUATION REPORT

The facility operator is required to provide an evaluation report that includes:

- identification of personnel performing the evaluation
- schedule for implementing SWPPP revisions
- the date(s) of the evaluation
- any incidents of non-compliance and the corrective actions taken.
- necessary SWPPP revisions

Use **Form 5** to report the results of your evaluation or develop an equivalent form.

J. ACSCE CERTIFICATION

The facility operator is required to certify compliance with the Industrial Activities Storm Water General Permit. To certify compliance, both the SWPPP and Monitoring Program must be up to date and be fully implemented.

- Based upon your ACSCE, do you certify compliance with the Industrial Activities Storm Water General Permit? YES NO

If you answered "NO" **attach an explanation** to the ACSCE Evaluation Report why you are not in compliance with the Industrial Activities Storm Water General Permit.

ATTACHMENT SUMMARY

Answer the questions below to help you determine what should be attached to this annual report. Answer NA (Not Applicable) to questions 2-4 if you are not required to provide those attachments.

- 1. Have you attached Forms 1,2,3,4, and 5 or their equivalent? YES (Mandatory)

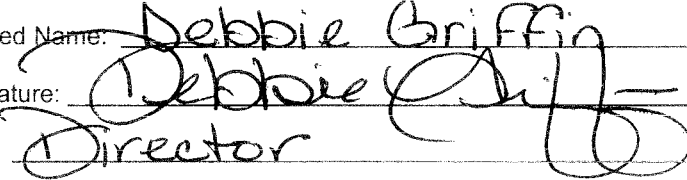
- 2. If you conducted sampling and analysis, have you attached the laboratory analytical reports? YES NO NA

- 3. If you checked box II, III, IV, or V in item D.2 of this Annual Report, have you attached the first page of the appropriate certifications? YES NO NA

- 4. Have you attached an explanation for each "NO" answer in items E.1, E.2, E.5-E.7, E.9, E.10.c, F.1.b, F.2.a, F.2.c, G.1, H.1-H.7, or J? YES NO NA

ANNUAL REPORT CERTIFICATION

I am duly authorized to sign reports required by the INDUSTRIAL ACTIVITIES STORM WATER GENERAL PERMIT (see Standard Provision C.9) and I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those person directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Printed Name: Debbie Griffin
Signature:  Date: 7-9-10
Title: Director

DESCRIPTION OF BASIC ANALYTICAL PARAMETERS

The Industrial Activities Storm Water General Permit (General Permit) requires you to analyze storm water samples for at least four parameters. These are pH, Total Suspended Solids (TSS), Specific Conductance (SC), and Total Organic Carbon (TOC). Oil and Grease (O&G) may be substituted for TOC. In addition, you must monitor for any other pollutants which you believe to be present in your storm water discharge as a result of industrial activity and analytical parameters listed in Table D of the General Permit. There are no numeric limitations for the parameters you test for.

The four parameters which the General Permit requires to be tested are considered *indicator* parameters. In other words, regardless of what type of facility you operate, these parameters are nonspecific and general enough to usually provide some indication whether pollutants are present in your storm water discharge. The following briefly explains what each of these parameters mean:

pH is a numeric measure of the hydrogen-ion concentration. The neutral, or acceptable, range is within 6.5 to 8.5. At values less than 6.5, the water is considered acidic; above 8.5 it is considered alkaline or basic. An example of an acidic substance is vinegar, and a alkaline or basic substance is liquid antacid. Pure rainfall tends to have a pH of a little less than 7. There may be sources of materials or industrial activities which could increase or decrease the pH of your storm water discharge. If the pH levels of your storm water discharge are high or low, you should conduct a thorough evaluation of all potential pollutant sources at your site.

Total Suspended Solids (TSS) is a measure of the undissolved solids that are present in your storm water discharge. Sources of TSS include sediment from erosion of exposed land, and dirt from impervious (i.e. paved) areas. Sediment by itself can be very toxic to aquatic life because it covers feeding and breeding grounds, and can smother organisms living on the bottom of a water body. Toxic chemicals and other pollutants also adhere to sediment particles. This provides a medium by which toxic or other pollutants end up in our water ways and ultimately in human and aquatic life. TSS levels vary in runoff from undisturbed land. It has been shown that TSS levels increase significantly due to land development.

Specific Conductance (SC) is a numerical expression of the ability of the water to carry an electric current. SC can be used to assess the degree of mineralization, salinity, or estimate the total dissolved solids concentration of a water sample. Because of air pollution, most rain water has a SC a little above zero. A high SC could affect the usability of waters for drinking, irrigation, and other commercial or industrial use.

Total Organic Carbon (TOC) is a measure of the total organic matter present in water. (All organic matter contains carbon) This test is sensitive and able to detect small concentrations of organic matter. Organic matter is naturally occurring in animals, plants, and man. Organic matter may also be man made (so called synthetic organics). Synthetic organics include pesticides, fuels, solvents, and paints. Natural organic matter utilizes the oxygen in a receiving water to biodegrade. Too much organic matter could place a significant oxygen demand on the water, and possibly impact its quality. Synthetic organics either do not biodegrade or biodegrade very slowly. Synthetic organics are a source of toxic chemicals that can have adverse affects at very low concentrations. Some of these chemicals bioaccumulate in aquatic life. If your levels of TOC are high, you should evaluate all sources of natural or synthetic organics you may use at your site.

Oil and Grease (O&G) is a measure of the amount of oil and grease present in your storm water discharge. At very low concentrations, O&G can cause a sheen (that floating "rainbow") on the surface of water (1 qt. of oil can pollute 250,000 gallons of water). O&G can adversely affect aquatic life and create unsightly floating material and film on water, thus making it undrinkable. Sources of O&G include maintenance shops, vehicles, machines and roadways.

If you have any questions regarding whether or not your constituent concentrations are too high, please contact your local Regional Board office. The United States Environmental Protection Agency (USEPA) has published stormwater discharge benchmarks for a number of parameters. These benchmarks may be helpful when evaluating whether additional BMPs are appropriate. These benchmarks can be accessed at our website at <http://www.swrcb.ca.gov>. It is contained in the Sampling and Analysis Reduction Certification.

See Storm Water Contacts at

<http://www.waterboards.ca.gov/stormwtr/contact.html>

2009-2010

ANNUAL REPORT

FORM 1 - SAMPLING & ANALYSIS RESULTS

Monitoring Location	Sample Date / Time	Discharge Time	Sample Collector Name, Title	Parameter	Result	Units	Analytical Method	Method Detection Limit	Analyzed By
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2009-2010

ANNUAL REPORT

**FORM 2 - QUARTERLY VISUAL OBSERVATIONS OF AUTHORIZED
NON-STORM WATER DISCHARGES (NSWDs)**

Quarter	Date/Time(HH:MM)	Observer Name	Observer Title	Any Authorized NSWDs This Quarter?
July - Sept				

Source and Location of Authorized NSWD	Name of Authorized NSWD	Authorized NSWD Characteristics at Source	Authorized NSWD Characteristics at Drainage Area and Discharge Location	Revised or New BMPs Description and Implementation Date

Quarter	Date/Time(HH:MM)	Observer Name	Observer Title	Any Authorized NSWDs This Quarter?
Oct - Dec				

Source and Location of Authorized NSWD	Name of Authorized NSWD	Authorized NSWD Characteristics at Source	Authorized NSWD Characteristics at Drainage Area and Discharge Location	Revised or New BMPs Description and Implementation Date

Quarter	Date/Time(HH:MM)	Observer Name	Observer Title	Any Authorized NSWDs This Quarter?
Jan - Mar				

Source and Location of Authorized NSWD	Name of Authorized NSWD	Authorized NSWD Characteristics at Source	Authorized NSWD Characteristics at Drainage Area and Discharge Location	Revised or New BMPs Description and Implementation Date

Quarter	Date/Time(HH:MM)	Observer Name	Observer Title	Any Authorized NSWDs This Quarter?
Apr - Jun				

Source and Location of Authorized NSWD	Name of Authorized NSWD	Authorized NSWD Characteristics at Source	Authorized NSWD Characteristics at Drainage Area and Discharge Location	Revised or New BMPs Description and Implementation Date

ANNUAL REPORT

FORM 3 - QUARTERLY VISUAL OBSERVATIONS OF UNAUTHORIZED
NON-STORM WATER DISCHARGES (NSWDs)

Quarter	Date/Time(HH:MM)	Observer Name	Observer Title	Unauthorized NSWDS Observed?	Indications of Prior Unauthorized NSWDSs?
July - Sept	2009-09-03 11:00:00.0	Debbie Griffin	Director of Transportation	No	No

Source and Location of Unauthorized NSWSD	Name of Unauthorized NSWSD	Unauthorized NSWSD Characteristics at Source	Unauthorized NSWSD Characteristics at Drainage Area and Discharge Location	Corrective Actions to Eliminate Unauthorized NSWSD and Elimination Date

Quarter	Date/Time(HH:MM)	Observer Name	Observer Title	Unauthorized NSWDS Observed?	Indications of Prior Unauthorized NSWDSs?
Oct - Dec	2009-11-04 14:00:00.0	Debbie Griffin	Director of Transportation	No	No

Source and Location of Unauthorized NSWSD	Name of Unauthorized NSWSD	Unauthorized NSWSD Characteristics at Source	Unauthorized NSWSD Characteristics at Drainage Area and Discharge Location	Corrective Actions to Eliminate Unauthorized NSWSD and Elimination Date

Quarter	Date/Time(HH:MM)	Observer Name	Observer Title	Unauthorized NSWDS Observed?	Indications of Prior Unauthorized NSWDSs?
Jan - Mar	2010-03-17 09:15:00.0	Debbie Griffin	Director of Transportation	No	No

Source and Location of Unauthorized NSWSD	Name of Unauthorized NSWSD	Unauthorized NSWSD Characteristics at Source	Unauthorized NSWSD Characteristics at Drainage Area and Discharge Location	Corrective Actions to Eliminate Unauthorized NSWSD and Elimination Date

Quarter	Date/Time(HH:MM)	Observer Name	Observer Title	Unauthorized NSWDS Observed?	Indications of Prior Unauthorized NSWDSs?
Apr - Jun	2010-06-18 12:00:00.0	Debbie Griffin	Director of Transportation	No	No

Source and Location of Unauthorized NSWSD	Name of Unauthorized NSWSD	Unauthorized NSWSD Characteristics at Source	Unauthorized NSWSD Characteristics at Drainage Area and Discharge Location	Corrective Actions to Eliminate Unauthorized NSWSD and Elimination Date

2009-2010

ANNUAL REPORT

**FORM 4 - MONTHLY VISUAL OBSERVATIONS OF
STORM WATER DISCHARGES**

Observation Date:		2009-10-12 00:00:00.0		Observer Name:		Debbie Griffin		Observer Title:	Director of Transportation
Location Description	Observation Time	Time Discharge Began	Were Pollutants Observed?	Drainage Area Description	Describe Storm Water Discharge Characteristics	Identify and Describe Source(s) of Pollutants	Describe any Revised or New BMPs and Their Date of Implementation		
Drainage Location1	001	10:00	09:50	No					
Observation Date:		2009-11-28 00:00:00.0		Observer Name:		Debbie Griffin		Observer Title:	Director of Transportation
Location Description	Observation Time	Time Discharge Began	Were Pollutants Observed?	Drainage Area Description	Describe Storm Water Discharge Characteristics	Identify and Describe Source(s) of Pollutants	Describe any Revised or New BMPs and Their Date of Implementation		
Drainage Location1	001	00:00	00:00	No					
Observation Date:		2009-12-22 00:00:00.0		Observer Name:		Debbie Griffin		Observer Title:	Director of Transportation
Location Description	Observation Time	Time Discharge Began	Were Pollutants Observed?	Drainage Area Description	Describe Storm Water Discharge Characteristics	Identify and Describe Source(s) of Pollutants	Describe any Revised or New BMPs and Their Date of Implementation		
Drainage Location1	001	00:00	00:00	No					
Observation Date:		2009-01-26 00:00:00.0		Observer Name:		Debbie Griffin		Observer Title:	Director of Transportation
Location Description	Observation Time	Time Discharge Began	Were Pollutants Observed?	Drainage Area Description	Describe Storm Water Discharge Characteristics	Identify and Describe Source(s) of Pollutants	Describe any Revised or New BMPs and Their Date of Implementation		
Drainage Location1	001	00:00	00:00	No					
Observation Date:		2009-02-26 00:00:00.0		Observer Name:		Debbie Griffin		Observer Title:	Director of Transportation
Location Description	Observation Time	Time Discharge Began	Were Pollutants Observed?	Drainage Area Description	Describe Storm Water Discharge Characteristics	Identify and Describe Source(s) of Pollutants	Describe any Revised or New BMPs and Their Date of Implementation		
Drainage Location1	001	00:00	00:00	No					
Observation Date:		2010-03-31 00:00:00.0		Observer Name:		Debbie Griffin		Observer Title:	Director of Transportation
Location Description	Observation Time	Time Discharge Began	Were Pollutants Observed?	Drainage Area Description	Describe Storm Water Discharge Characteristics	Identify and Describe Source(s) of Pollutants	Describe any Revised or New BMPs and Their Date of Implementation		
Drainage Location1	001	00:00	00:00	No					
Observation Date:		2010-04-30 00:00:00.0		Observer Name:		Debbie Griffin		Observer Title:	Director of Transportation

	Location Description	Observation Time	Time Discharge Began	Were Pollutants Observed?	Drainage Area Description	Describe Storm Water Discharge Characteristics	Identify and Describe Source(s) of Pollutants	Describe any Revised or New BMPs and Their Date of Implementation
Drainage Location1	001	00:00	00:00	No				
Observation Date:		2010-05-27 00:00:00.0		Observer Name:	Debbie Griffin		Observer Title:	Director of Transportation
	Location Description	Observation Time	Time Discharge Began	Were Pollutants Observed?	Drainage Area Description	Describe Storm Water Discharge Characteristics	Identify and Describe Source(s) of Pollutants	Describe any Revised or New BMPs and Their Date of Implementation
Drainage Location1	001	00:00	00:00	No				

2009-2010

ANNUAL REPORT

**FORM 5 - ANNUAL COMPREHENSIVE SITE COMPLIANCE EVALUATION
POTENTIAL POLLUTANT SOURCE/INDUSTRIAL ACTIVITY BMP STATUS**

Evaluation Date: 2009-12-14 00:00:00.0		Inspector Name: Debbie Griffin		Title: Director of Transportation
Potential Pollutant Source/Industrial Activity Area	Are any BMPs Not Fully Implemented?	Are Additional/Revised BMPs Necessary?	Deficiencies in BMPs or BMP implementation	Additional/Revised BMPs or Corrective Actions and their date(s) of implementation
Entire site.	No	No	No deficiencies.	Not applicable.

ANNUAL REPORT

EXPLANATIONS SPECIFIED FOR VARIOUS YES/NO QUESTIONS IN THE REPORT

Explanation Question	Explanation Text
E1	District is exempt from storm water sample collection this year.
E2	District is exempt from storm water sample collection this year.
E5	District is exempt from storm water sample collection this year.
E6	District is exempt from storm water sample collection this year.
E7	District is exempt from storm water sample collection this year.
G .November	No storm events matching observation criteria occurred this month.
G .December	No storm events matching observation criteria occurred this month.
G .January	No storm events matching observation criteria occurred this month.
G .February	No storm events matching observation criteria occurred this month.
G .March	No storm events matching observation criteria occurred this month.
G .April	No storm events matching observation criteria occurred this month.
G .May	No storm events matching observation criteria occurred this month.

Attachments:

Attachment Title	Description	Date Uploaded	Attachment Type	Doc Part No/Total Parts
Addendum, Observation Records and ACSCE		2010-07-06 14:55:00.0	Annual Report Support Document	null/null

ANNUAL COMPREHENSIVE SITE COMPLIANCE EVALUATION

SAN DIEGO COUNTY OFFICE OF EDUCATION (SDCOE) STORM WATER JPAG

Date: December 14, 2009

Bus Maintenance Facility: Santee School District

Personnel Participating in Evaluation:

District: Debbie Griffin, Director of Transportation

SDCOE: Sally Anson

Owen Psomas: Richard Sohrweide and Steve Herrera

Prepared by: Richard Sohrweide

Reviewed by: Sally Anson

Purpose: Evaluate overall compliance with the California NPDES General Permit CAS000001 Waste Discharge Requirements for Discharges of Storm Water Associated with Industrial Activities Excluding Construction Activities (General Permit).

A. Records Review

Records Complete

1. Review monitoring and reporting requirements. Are the following records complete for the previous 12 months?

	Yes	No	N/A
a. Visual Observations	X		
Comments: Reviewed 2008-09 Annual Report and monitoring records completed for 2009-10.			
	Yes	No	N/A
b. Site Inspections	X		
Comments: A copy of the 2008-09 Annual Comprehensive Site Compliance Evaluation is on file in the Bus Maintenance Facility office.			

	Yes	No	N/A
c. Sampling and Analysis Results			X
Comments: The District is exempt from storm water sample collection this year.			
d. Monitoring Program (Quality Assurance)	X		
Comments: The District maintains records describing rain events on the Monthly Visual Observation form.			

Records Indicate the Following?

2. Do the records indicate the following?

	Yes	No	N/A
a. Any <u>Unauthorized</u> Non-Storm Water Discharges		X	
Comments:			
b. Any <u>Authorized</u> Non-Storm Water Discharges		X	
Comments:			
c. Visual Impacts on Storm Water Quality Caused By Industrial Activities		X	
Comments:			
d. Excessive Chemical Concentrations in Storm Water Analyses			X
Comments: The District is exempt from storm water sample collection this year.			

B. Visual Inspection of Potential Pollutant Sources

Evidence of the Following Potential Pollutant Sources?

1. Is there any evidence of, or the potential for, pollutants entering the storm drainage system from the following sources?
Indicate Not Applicable (N/A) if this source does not exist on the site.

	Yes	No	N/A
a. Bus Maintenance Facilities		X	
Comments: Bus maintenance occurs in a covered area or at a newly installed outdoor lift.			
b. Fueling Facilities			X
Comments: Fueling facilities were removed in March 2009.			
c. Bus Washing and/or Steam Cleaning Facilities		X	
Comments: Bus washing and steam cleaning occur on a covered concrete pad that drains to the sanitary sewer.			
d. Outdoor Material Storage Areas		X	
Comments: Used tires are stored in a covered area or under a tarp. New and waste oil, coolant, transmission fluid, oil filters, and absorbent are stored in a covered area.			
e. Other Vehicle Maintenance or Equipment Cleaning Related Areas			X
Comments:			

C. Review of Best Management Practices (BMPs)

Following Structural BMPs Adequate?

1. Are each of the following structural BMPs adequate and properly implemented and maintained?
 Indicate N/A if BMP is not applicable at this site.

Structural BMPs	Yes	No	N/A
a. Covered or Enclosed Bus Maintenance Facilities	X		
Comments: Covered bus maintenance bays.			
b. Covered Fueling Facilities			X
Comments: Fueling facilities were removed from the District site in March 2009.			
c. Control Devices (e.g., berms) to Prevent Storm Water Contact			X
Comments:			
d. Containment Structures (e.g., secondary containment facilities to prevent spills or collect leaks)	X		
Comments: New and used transmission fluid and coolant, and new oil and windshield cleaning solution are stored on containment pallets. Waste oil is stored in a concrete-lined pit.			
e. Storm Water Treatment (e.g., oil/water separators)	X		
Comments: The District has installed a device to remove sediment and oil in the drainage inlet at Discharge Point 001. In addition, the District has added a straw wattle and gravel to filter the storm runoff before it enters the catch basin.			
f. Other			X
Comments:			

Following Non-Structural BMPs Adequate?

2. Are each of the following non-structural BMPs adequate and properly implemented and maintained?

Indicate N/A if BMP is not applicable at this site.

Non-Structural BMPs	Yes	No	N/A
a. Good Housekeeping	X		
Comments:			
b. Preventive Maintenance	X		
Comments: The buses are maintained every 3,000 miles or 45 days, whichever occurs first, in accordance with Title 13 of the CCR.			
c. Spill Response Procedures and Equipment	X		
Comments:			
d. Material Handling and Storage Procedures (i.e., to minimize the potential for spills and leaks and the exposure of significant materials to storm water)	X		
Comments: New oil, batteries, transmission fluid, antifreeze, and tires are stored indoors or in a covered area. Waste oil is stored in a covered concrete lined pit.			
e. Employee Training (i.e., storm water pollution prevention measures and monitoring)	X		
Comments: The District holds monthly meetings for the mechanics and annual meetings for the drivers. Discussions at those meetings include safety and storm water pollution issues. The District maintains records (sign-in sheets) to document storm water training.			

	Yes	No	N/A
f. Waste Handling/Recycling Procedures	X		
Comments: Waste oil, antifreeze, used filters (oil and fuel), tires, and batteries are recycled.			
g. Record Keeping/Internal Reporting Procedures	X		
Comments: The SWPPP and copies of the monitoring records are kept in the Transportation Director's office.			
h. Erosion Control/Site Stabilization Measures (i.e., to correct erosion resulting from the regulated industrial activities or authorized non-storm water discharges)	X		
Comments:			
i. Periodic Inspections (i.e., to observe potential pollutant sources and take appropriate corrective actions)	X		
Comments: Daily.			
j. Quality Assurance Procedures (i.e., to assure all elements of SWPPP and Monitoring Program are implemented)	X		
Comments: When collecting storm water samples and performing storm water observations, the District uses test paper to field check pH in the storm water runoff. The District uses the Monitoring Program Checklist to track completion of monitoring activities.			

3. Are any changes to existing BMPs necessary?

No.

4. Are any additional BMPs needed?
 No.

D. SWPPP Revisions

	Yes	No	N/A
Are any revisions necessary?		X	
Comments: The site map is accurate.			
Implementation Schedule: N/A			


E. General Permit Compliance

1. Does the evaluation indicate compliance with the General Permit? Yes.
2. If not, describe the corrective actions that have been taken or are proposed:

3. Signature by principal executive officer, ranking elected official, or other duly authorized District representative.

I certify that the District bus maintenance facilities are in compliance with the General Permit, excepting the proposed corrective actions described in D. and E. above.

Date: Mar 8, 2010

By: 

Title: Director of Transportation

BOARD POLICIES AND BYLAWS Item F.

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

Board Policies and Bylaws Item F.1.1.

First Reading: New and Revised Board Policies and Bylaws: BP 5000 – BP 5149 and BP 6000 – BP 6300

Prepared by Kristin Baranski
August 3, 2010

BACKGROUND:

On July 1-2, 2008, Executive Council and their Administrative Secretaries met with Bode Owoyele, Director of Policy Development and Manual Maintenance with the California School Boards Association (CSBA). Executive Council and their Administrative secretaries, the Superintendent and the Executive Assistant were able to review all of the CSBA and District policies. In this review, Administration has included edits and added selected CSBA policies to the District list of policies based on new guidelines and laws.

Following Board discussion, the Board requested Administration to schedule dates for Board members to review any or all of the new and revised Board Policies, in conjunction with existing Board Policies.

Board members were provided the opportunity to review the policies series 5000 and 6000 on several occasions. Administration presents these policies as listed on the attachment for a first reading.

RECOMMENDATION:

New and revised Board Policies and Bylaws in the 5000 and 6000 series are presented to the Board for a first reading. No action is requested. These policies will return to the Board on August 17, 2010 for a second reading and request for approval.

FISCAL IMPACT:

On February 5, 2008, the Board approved an expense of \$5,445 for the CSBA Board Development Policy Workshop which also included the word processing of a draft and final Board Policy Manual.

STUDENT ACHIEVEMENT IMPACT:

All Board Policies have an impact on student achievement and updating current thought and legalities is critical to this impact.

Motion: _____ Second: _____ Vote: _____ Agenda Item F.1.1.

Board Policy Revision Summary Chart for August 3, 2010

Series Title: STUDENTS	Board Policy #	BP	AR	E	
Equal Opportunities for All Students	5000	BP			Revised
Parent Rights and Responsibilities	5020	BP	AR		New
Noncustodial Parents	5021	BP			New
Student and Family Privacy Rights	5022	BP	AR		Revised BP New AR
<i>Student Wellness</i>	5030	BP	AR		<i>To be presented to Board at a future date</i>
Student Admission	5111	BP	AR		Revised
Country District Residency	5111.1		AR		New
Attendance of Students Who Reside in a Foreign-Country	5111.1	BP			Delete
Residency Based on Parent/Guardian Employment	5111.12		AR		New
Residency for Homeless Children	5111.13		AR		New
Placement of Students in the State Preschool-Program	5111.14		AR		Delete
Pupil Attendance	5112	BP	AR		No Change
Exemptions from attendance	5112.1	BP	AR		New
Exclusions From Attendance	5112.2		AR		Revised
School Attendance Review Board Referral	5112.3		AR	E	Delete
Absences and Excuses	5113	BP	AR		Revised
Truancy	5113.1	BP	AR	E	Revised
Work Permits	5113.2		AR		New
Pupil Attendance (Accounting)	5114	BP			Delete
Release of Students During School Hours	5114.1		AR		Delete
School Attendance Boundaries	5116	BP			New
Intradistrict Open Enrollment	5116.1	BP	AR	E	New

Board Policy Revision Summary Chart for August 3, 2010

Series Title: STUDENTS	Board Policy #	BP	AR	E	
Interdistrict Attendance	5117	BP	AR		Revised
Students Expelled From Other Districts	5119	BP			New
Grades/Evaluation of Student Achievement	5121	BP	AR		Revised
Promotion/Acceleration/Retention	5123	BP	AR		Revised
Student Promotion	5123.1		AR		Delete
Independent Study Plan with Home Tutor	5123.5		AR	E	Delete
Home Tutoring Service	5123.6		AR		Delete
Student Records	5125	BP	AR		Revised
Release of Directory Information	5125.1	BP	AR	E	New
Release of Directory Information	5125.11		AR		Delete
Access to Student Records	5125.12		AR	E	Delete
Access Log	5125.13		AR		Delete
Access Record—Special Education	5125.14		AR		Delete
Transfer of Records	5125.15		AR		Delete
Record Classification	5125.16		AR		Delete
Update/Transfer/Destruction of Pupil Records	5125.17		AR	E	Delete
Storage and Disposal of Pupil Records	5125.18		AR		Delete
Change in Pupil Surname	5125.19		AR	E	Delete
Withholding Grades, Diploma or Transcripts	5125.2		AR		New
Challenging Student Records	5125.3		AR		Revised
Awards for Achievement	5126	BP			New
Promotion Ceremonies and Activities	5127	BP	AR		No Change

Board Policy Revision Summary Chart for August 3, 2010

Series Title: STUDENTS	Board Policy #	BP	AR	E	
Conduct	5131	BP	AR		Revised
Bus conduct	5131.1	BP	AR		Revised
Possession of Cellular Phones and Other Personal Electronic Signaling Devices	5131.2	BP			No Change
Student Disturbances	5131.4	BP	AR		Revised
Vandalism and Graffiti	5131.5	BP			New
Alcohol and Other Drugs	5131.6	BP	AR		Revised
Alcohol, Possession and Use	5131.61		AR		Delete
Tobacco	5131.62	BP	AR		New
Steroids	5131.63	BP			New
Weapons and Dangerous Instruments	5131.7	BP	AR		Revised
Academic Honesty	5131.9	BP			Revised
Dress and Grooming	5132	BP	AR		Revised
Student Gangs	5136	BP	AR		Revised
Positive School Climate	5137	BP	AR		No Change
Conflict Resolution/Peer Mediation	5138	BP			New
Student Health and Safety	5140	BP	AR		Delete
Health Care and Emergencies	5141	BP	AR		New
Health Services Records	5141.1		AR		Delete
Emergency Information	5141.1		AR	E	Delete
Student Accident Report Forms	5141.11		AR	E	Delete
Insect Stings	5141.12		AR	E	Delete
Guidelines for Sending Ill Children Home	5141.2		AR		Delete

Board Policy Revision Summary Chart for August 3, 2010

Series Title: STUDENTS	Board Policy #	BP	AR	E	
Administering Medication and Monitoring Health Conditions	5141.21	BP	AR		Revised
Infectious Diseases	5141.22	BP			Revised
Asthma Management	5141.23	BP	AR		New
Specialized Health Care Services	5141.24		AR		Revised
Tuberculosis Testing	5141.26	BP	AR		New
Food Allergies/Special Dietary Needs	5141.27	BP	AR		New
Health Examinations	5141.3	BP			Revised
Immunizations	5141.31	BP	AR		New
Health Screening for School Entry	5141.32		AR		New
Head Lice	5141.33	BP	AR		New BP No Change to AR
Child Abuse Reporting	5141.4	BP	AR		Revised
Suicide Prevention	5141.52	BP	AR		New
Student Health Services	5141.6	BP	AR	E	Board approved March 16, 2010
Safety	5142	BP	AR		Revised
Fingerprinting	5142.1	BP			Delete
Student Use of Bicycles	5142.3	BP	AR		Delete
Safety and Conduct of Pupils Walking and Bicycling to and From School	5142.4		AR		Delete
Student Dismissal Precautions	5142.5	BP	AR		Delete
Assault and Battery	5142.6		AR		Delete
Insurance	5143	BP			New
Discipline	5144	BP	AR		Revised
Suspension and Expulsion/Due Process	5144.1	BP	AR	E	Board approved May 4, 2010

Board Policy Revision Summary Chart for August 3, 2010

Series Title: STUDENTS	Board Policy #	BP	AR	E	
Expulsion	5144.11		AR		Delete
Suspension and Expulsion/Due Process (Student with Disabilities)	5144.2		AR		Revised
Detention	5144.3		AR		Delete
Administrative Review	5144.4	BP			Delete
Questioning and Apprehension	5145.11	BP	AR		New
Search and Seizure	5145.12	BP	AR		New
Freedom of Speech/Expression	5145.2	BP	AR		New
Students Nondiscrimination/Harassment	5145.3	BP			Revised
Parental Notifications	5145.6	BP		E	New
Sexual Harrassment	5145.7	BP	AR		Revised BP No Change AR
Refusal to Harm or Destroy Animals	5145.8	BP	AR		New
Hate-Motivated Behavior	5145.9	BP			New
Childcare and Development	5148	BP	AR		New
Before/Afterschool Programs	5148.2	BP	AR		New
At-Risk Students	5149	BP			New
Bus Drivers Transporting special Education Pupils- Door-To-Door-When no Parent or Authorized- Responsible Person is Present to Receive the Child	5151.11		AR		Delete
Paperback Books	5200	BP			Delete

Board Policy Revision Summary Chart for August 3, 2010

Series Title: INSTRUCTION	Board Policy #	BP	AR	E	
Concepts and Roles	6000	BP			New
Academic Standards	6011	BP			New
Parent Involvement	6020	BP	AR		New BP No change to AR
Early Admission to Kindergarten	6105	BP			No Change
School Calendar	6111	BP			New
School Day	6112	BP	AR		Revised
Released Time for Religious Instruction	6113	BP			Deleted
Emergencies and Disaster Preparedness	6114	BP			Deleted
Fire Emergency	6114.1		AR	E	Deleted
Bomb Threat	6114.2		AR		Deleted
Air Pollution Alert	6114.5		AR		Deleted
Ceremonies and Observances	6115	BP	AR		Revised
Classroom Interruptions	6116	BP	AR		Deleted BP New AR
Minimum Instructional Time Requirements— Response to Instruction and Intervention	6120	BP	AR		New BP Deleted AR
Board of Education Role in Curriculum Development	6140	BP			Deleted
Plan for Implementing Philosophy and Goals	6140.1		AR		Deleted
Curriculum Development and Evaluation	6141	BP	AR		New
Recognition of Religious Beliefs and Customs	6141.2	BP	AR		Board approved March 16, 2010
Education for English Language Learners	6141.3	BP	AR		Deleted
Holiday Programs/Activities	6141.7		AR		Deleted
Sexual Health Family Life and HIV/AIDS Prevention	6142.1	BP	AR		Revised
Civic Education	6142.3	BP			New
Service Learning/Community Service Classes	6142.4	BP			New

Board Policy Revision Summary Chart for August 3, 2010

Series Title: INSTRUCTION	Board Policy #	BP	AR	E	
Environmental Educaiton	6142.5	BP			New
Visual and Performing Arts Education	6142.6	BP			New
Physical Education	6142.7	BP	AR		New
Sixth Grade Camp	6142.8		AR		Deleted
Comprehensive Health Education	6142.8	BP	AR		New
Campership Fund	6142.9	BP	AR		Deleted
Reading/Language Arts Instruction	6124.91	BP	AR		New
Mathematics Instruction	6142.92	BP			New
Science Instruction	6142.93	BP			Board approved March 16, 2010
History-Social Science Instruction	6142.94	BP			New
Courses of Study	6143	BP	AR		Revised
Controversial Issues	6144	BP	AR		Revised
Extracurricular and Cocurricular Activities	6145	BP	AR		Revised
Intramural Competition	6145.1	BP	AR		No Change
Extracurricular Programs, Junior High/Middle School Students	6145.12	BP			Deleted
Outdoor Education Weekend Camping Experience	6145.13	BP			Deleted
Student Organizations and Equal Access	6145.5	BP	AR		New
Hazing	6145.51	BP			Deleted
Junior High/Middle School Social Activities	6145.6		AR		Deleted
Eighth Grade Excursion Day	6145.7		AR		Deleted
Assemblies and Special Events	6145.8	BP			New
Elementary Requirements Related to High School Graduation	6146	BP			Deleted
Elementary/Middle School Graduation Requirements	6146.5	BP			Revised

Board Policy Revision Summary Chart for August 3, 2010

Series Title: INSTRUCTION	Board Policy #	BP	AR	E	
Class Size	6151	BP	AR		Board approved May 20, 2010
Kindergarten Classroom Grouping	6152	BP	AR		Deleted
Class Assignment	6152	BP			Revised
Release Time for Kindergarten Teachers for Parent Conferencing	6152.1		AR		Deleted
School -Sponsored Trips	6153	BP	AR		Revised
Extended Field Trips Outdoor Education	6153.1	BP	AR		Revised
Homework/Make-up Work	6154	BP	AR		Revised
Tutoring	6157	BP			No Change
Independent Study	6158	BP	AR		Revised
Individualized Education Program	6159	BP	AR		New
Procedural Safeguards and Complaints for Special Education	6159.1	BP	AR		New
Nonpublic, Nonsectarian School and Agency Services for Special Education	6159.2	BP	AR		New
Appointment of Surrogate Parent for Special Education Students	6159.3	BP	AR		New
Behavioral Interventions for Special Education Students	6159.4		AR		New
Selection, Evaluation and District Adoption of Instructional Materials	6160	BP	AR		Deleted
Equipment, Books and Materials	6161	BP			New
Selection, Evaluation and District Adoption of Instructional Materials	6161.1	BP	AR	E	Revised
Supplementary Instructional Materials	6161.11	BP			Revised
Use of Non-adopted Materials	6161.12		AR		Deleted
Damaged or Lost Instructional Materials	6161.2	BP			New
Toxic Art Supplies	6161.3	BP			New
Use of Video Tape Materials	6162.1	BP	AR		Deleted
Student Assessment	6162.5	BP			Revised

Board Policy Revision Summary Chart for August 3, 2010

Series Title: INSTRUCTION	Board Policy #	BP	AR	E	
Standardized Testing and Reporting Program	6162.51	BP	AR		Revised
Test Integrity/Test Preparation	6162.54	BP			New
Use of Copyrighted Materials	6162.6	BP	AR		Revised
Research	6162.8	BP	AR		Revised
Library Media Centers	6163.1	BP			New
Animals at School	6163.2	BP	AR		Revised
Student Use of Technology	6163.4	BP	AR		Revised
Guidance/Counseling Services	6164.2	BP	AR	E	Revised
Identification and Evaluation of Individuals for Special Education	6164.4	BP	AR		Revised
Students with Disabilities Enrolled by their Parents in Private School	6164.41	BP	AR		New
Student Success Teams	6164.5	BP	AR		Revised
Identification and Education under Section 504	6164.6	BP	AR		New
Special Education Assessment Process for EAK-Students	6164.61		AR		Deleted
Title I	6171	BP	AR		Board Approved February 2, 2010
<i>Gifted and Talented Student Program</i>	6172	BP	AR		<i>To be presented to Board at a future date</i>
Education for Homeless Children	6173	BP	AR	E	Revised
Education for Foster Youth	6173.1	BP	AR		New
Education of Children of Military Families	6173.2	BP			New
Education for English Language Learners	6174	BP	AR		Revised
Enrollment of Children and Youth in Homeless-Situations	6175	BP	AR	E	Deleted
Weekend/Saturday Classes	6176	BP	AR		New
Summer School	6177	BP			New
Supplemental Instruction	6179	BP	AR		New

Board Policy Revision Summary Chart for August 3, 2010

Series Title: INSTRUCTION	Board Policy #	BP	AR	E	
Alternative Schools	6181	BP			New
Home/Hospital Instruction	6183		AR		New
Community Day School	6185	BP	AR		Revised
Involuntary Transfer of Pupils	6185.1	BP			Deleted
Evaluation of the Instructional Program	6190	BP			New
Evaluation of Consolidated Programs	6191	BP	AR		Deleted
Consolidated Program Criteria for Evaluating Student Growth	6192	BP			Deleted
Use of Instructional Time and School Funds for Legislative Lobbying	6200	BP			Deleted
Preschool/Early Childhood Education	6300	BP			New

Board Policies and Bylaws F.1.2. First Reading: New Board Policy 4319.21
Professional Standards (Management Employees)

Prepared by Minnie Malin
August 3, 2010

BACKGROUND:

Administration is bringing new Board Policy 4319.21 for a first reading and adoption. The Board currently has Board Policy 4119.21 / 4219.21 which addresses professional standards for certificated and classified employees. A Professional Standards policy was omitted when the Human Resource's policies came before the Board in May of 2009.

This new policy will satisfy the recommendation from the May 2010 Grand Jury Report and the new AR addressed earlier in the meeting will reference the policy.

RECOMMENDATION:

Board Policy 4319.21, Professional Standards is presented for first reading only. No action is requested at this time.

FISCAL IMPACT:

There is no additional fiscal impact as a result of this item.

STUDENT ACHIEVEMENT IMPACT:

Employees who maintain the highest ethical standards enhance the integrity of the District and goals of the educational programs.

Agenda Item F.1.2.

PROFESSIONAL STANDARDS

Public education is a cooperative venture involving the services of many people. The district functions best when there is a spirit of cooperation among all employees--when the employees have confidence in and respect for the rights and responsibilities of others.

The Governing Board considers district employment as the employee's primary job regardless of social or business commitments. All employees have an obligation to perform duties consistent with the standards of the district and are subject to the policies of the Board, administrative regulations, applicable laws, and current employee agreements. No staff member shall be released during the work day for employment in any activity for which the employee shall receive remuneration.

Certificated employees are required to report to duty 30 minutes before the time school commences.

The Board authorizes the Superintendent or designee to make exceptions to the 30 minutes rule in cases where it will be beneficial to the school's educational program.

The Board expects district employees to maintain the highest ethical standards, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by professional associations to which they may belong.

All employees should attempt to conduct themselves in a manner that will serve as a good example to youth. They should also seek to learn as much as possible about the total program of the schools, for they will be called upon frequently to answer questions about the schools and to interpret the school program to the community.

Legal Reference: (see next page)

PROFESSIONAL STANDARDS (continued)

Legal Reference:

CODE OF REGULATIONS, TITLE 5
80331-80338 Rules of conduct for professional educators

Management Resources:

CDE PUBLICATIONS
California Professional Standards for Educational Leaders, 2001
COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS
Standards for School Leaders, 1996
NATIONAL EDUCATION ASSOCIATION PUBLICATIONS
Code of Ethics of the Education Profession, 1975
WEB SITES
CDE: <http://www.cde.ca.gov>
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>
Association of California School Administrators: <http://www.acsa.org>
California School Leadership Academy: <http://www.csla.org>
Council of Chief State School Officers: <http://www.ccsso.org>
California Teachers Association: <http://www.cta.org>
California Federation of Teachers: <http://www.cft.org>
California School Employees Association: <http://www.csea.com>

Policy
adopted: May 5, 2009
Revised:

SANTEE SCHOOL DISTRICT
Santee, California

Board Policies and Bylaws F.2.1. Second Reading: New Board Policy #3600,
Consultants

Prepared by Minnie Malin
August 3, 2010

BACKGROUND:

Consultant services are necessary from time-to-time to provide expert professional advice or specialized technical or training services which are not required on a continuing basis or which cannot be provided by District staff because of limitations of time, experience or knowledge. Adopting this board policy will identify specific services required by consultants. Presented tonight for adoption by the Board of Education, is Board Policy #3600, Consultants.

RECOMMENDATION:

Board Policy #3600, Consultants is presented for adoption.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

There is no additional fiscal impact as a result of this item.

STUDENT ACHIEVEMENT IMPACT:

It is the District's intention to provide support for staff and students to meet educational and other relevant needs.

Motion: _____ Second: _____ Vote: _____

Agenda Item F.2.1.

CONSULTANTS

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

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

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

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

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

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

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

CONSULTANTS (continued)

Legal Reference:

EDUCATION CODE

10400-10407 Cooperative improvement programs

35010 Control of districts; prescription and enforcement of rules

35172 Promotional activities

35204 Contract with attorney

17596 Limit on continuing contracts

44925 Part-time readers employed as independent contractors

45103 Classified service in districts not incorporating the merit system

45103.5 Contracts for food service consulting services

45134-45135 Employment of retired classified employee

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

GOVERNMENT CODE

53060 Contract for special services and advice

Management Resources:

INTERNAL REVENUE SERVICE PUBLICATIONS

15-A Employer's Supplemental Tax Guide

(1/85 9/88) 10/96

Policy
adopted:

SANTEE SCHOOL DISTRICT
Santee, California

BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS Item G.

CLOSED SESSION Item H.

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

The Board will go into Closed Session to discuss:

- 1. Conference with Legal Counsel-Existing Litigation**
(Subdivision (a) of Gov't Code §54956.9)
Case # 37-2009-00083936-CU-CO-CTL

RECONVENE TO PUBLIC SESSION Item I.

ADJOURNMENT Item J.