



# Santee School District

**SCHOOLS:**

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

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

**BOARD OF EDUCATION  
 REGULAR MEETING  
 AGENDA  
 August 21, 2018**

**District Mission**

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

	<u>Page #:</u>
<b>A. OPENING PROCEDURES – 7:00 p.m.</b>	<b>5</b>
1. Call to Order and Welcome	
2. District Mission	
3. Pledge of Allegiance	
4. Approval of Agenda	
<b>B. REPORTS AND PRESENTATIONS</b>	<b>6</b>
1. Superintendent's Report	
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1.2. Schedule of Upcoming Events	8
2. Spotlight on Education: Extended School Year and Summer Bridge Program	9
<b>C. PUBLIC COMMUNICATION</b>	<b>10</b>
<i>During this time, citizens are invited to address the Board of Education about any item not on the agenda. Request-to-speak cards should be submitted in advance. The Board may not take action on any item presented. The Board has a policy limiting any speaker to five minutes. Meetings are recorded.</i>	
<b>D. CONSENT ITEMS</b>	<b>11</b>
<i>Items listed under Consent are considered to be routine and are acted on by the Board with a single motion. There is no discussion of these items prior to the Board vote unless a member of the Board, staff, or public requests specific items be considered separately. Request to speak cards should be submitted in advance.</i>	

**Superintendent**

<b>1.1. <u>Approval of Minutes</u></b>	<b>12</b>
<i>It is recommended that the Board of Education approve meeting minutes with any necessary modifications.</i>	

**Business Services**

- 2.1. Approval/Ratification of Travel Requests** 16  
It is recommended that the Board of Education ratify the authorization granted to personnel requesting out-of-district travel as listed in the item.
- 2.2 Approval/Ratification of Expenditure Warrants** 18  
It is recommended that the Board of Education approve and ratify the expenditure warrants for the month of July 2018.
- 2.3 Approval/Ratification of Purchase Orders** 20  
It is recommended that the Board of Education approve and ratify purchase orders for the month of July 2018 as presented in the item.
- 2.4. Acceptance of Donations, Grants, and Bequests** 32  
It is recommended that the Board of Education accept donations, grants, and/or bequests listed in the item and authorize letters of appreciation to be sent on behalf of the Board.
- 2.5 Approval of Consultants and General Service Providers** 33  
It is recommended that the Board of Education approve agreements with Consultants and General Service Providers as presented.
- 2.6. Approval of Agreements for Mileage Reimbursement In Lieu of District Transportation** 35  
It is recommended that the Board of Education approve/ratify the Parent/Guardian agreements for mileage reimbursement in lieu of District transportation.
- 2.7. Authorization to Submit Application for 2018-19 Mandated Cost Block Grant** 36  
It is recommended that the Board of Education authorize staff to apply for the Mandated Cost Block Grant for the 2018-19 school year.
- 2.8. Authorization/Ratification to File Notice of Completion and Approval of Change Orders and Final Contract Amount for A.O. Reed & Co. for Bid #1819-006-ERC, Roofing and HVAC Replacement at the ERC** 37  
It is recommended that the Board of Education Approve/Ratify the final contract amount and Authorize/Ratify filing of Notice of Completion documents for Bid #1819-006-ERC, Roofing and HVAC Replacement at the ERC.
- 2.9. Adoption of Resolution No. 1819-06 for Emergency Waiver of Competitive Bidding Requirements for Gas Line Repairs at Pepper Drive School** 38  
It is recommended that the Board of Education adopt Resolution No. 1819-06 to authorize approval of an emergency waiver of the formal bid process, per Public Contract Code section 20113, for repair of a leaking underground gas line at Pepper Drive School.

**Educational Services**

- 3.1. Approval of Agreement with San Diego County Superintendent of Schools for Leadership Transition** 42  
It is recommended that the Board of Education approve the Agreement with San Diego County Superintendent of Schools for Leadership Transition.
- 3.2. Approval of Nonpublic Agency Master Contract with SPOT Kids Therapy for Occupational Therapy** 46  
It is recommended that the Board of Education approve the Nonpublic Agency Master Contract with SPOT Kids Therapy for a .5 FTE Certified Occupational Therapist for the term of July 1, 2018 through June 30, 2019.

**Human Resource/Pupil Services**

- 4.1. Personnel, Regular** 47  
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations, and dismissals.
- 4.2. Approval of Memorandum of Understanding with San Diego Youth Services (SDYS) for Community Assessment Team (CAT)** 50  
It is recommended that the Board of Education approve the MOU with SDYS for community assessment.
- 4.3. Approval of Scholarship Program with Brandman University** 67  
It is recommended that the Board of Education approve the scholarship program with Brandman University.
- 4.4. Approval to Extend Short Term Positions** 70  
It is recommended that the Board of Education approve to extend short-term positions.
- 4.5. Approval of Memorandum of Understanding between Santee School District and Managed Health Network (MHN) Government Services LLC for Military Family Life Counseling Program (MFLC) and Support Services for Military Students at PRIDE Academy and Sycamore Canyon Schools** 71  
It is recommended that the Board of Education approve the MOU between SSD and MHN Government Services LLC for support services for military students at PRIDE Academy and Sycamore Canyon schools.
- 4.6. Adoption of Resolution No. 1819-07 to Eliminate Classified Non-Management Positions** 76  
It is recommended that the Board of Education adopt resolution no. 1819-07 to eliminate a classified non-management positions.
- E. BOARD POLICIES AND BYLAWS** 78
- 1.1. First Reading: Board Policy Annual Review** 79
- BP 5116.1 Intradistrict Open Enrollment
- Board Bylaw 9310, Board Policies, and Education Code 35160.5 require that the Board annually review the listed Board Policy. The above listed policy is submitted for a first reading. No action is requested.
- 1.2. First Reading: Food Service Board Policies** 84
- BP 3551 Food Service Program (new)
  - BP 3553 Free and Reduced Price Meals (revise)
  - BP 3553.2 Emergency Lunches for Students (delete)
  - BP 3553.3 Unpaid Accounts for Child Nutrition Program (delete)
- The above listed Board Policies are submitted for a first reading. No action is requested.
- 1.3. Second Reading: Revised Board Policy 5141.52, Suicide Prevention** 97  
Revised Board Policy 5144,52, Suicide Prevention; is presented for a second reading. Any action is at the discretion of the Board.
- 1.4. Second Reading: Revised Board Policy 5144, Discipline** 102  
Revised Board Policy 5144, Discipline; is presented for a second reading. Any action is at the discretion of the Board.

- 1.5. Second Reading: Revised Board Policy 5144.1, Suspension and Expulsion/Due Process** 106  
Revised Board Policy 5144.1, Suspension and Expulsion / Due Process; is presented for a second reading. Any action is at the discretion of the Board.
- F. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS** 113
- G. CLOSED SESSION** 113
- 1. Conference with Legal Counsel - Anticipated Litigation** (Gov't. Code § 54956.9)  
- One Case
- 2. Conference with Labor Negotiator** (Gov't. Code § 54956.8)  
*Purpose: Negotiations*  
*Agency Negotiators: Tim Larson, Assistant Superintendent*  
*Employee Organizations: Santee Teachers Association (STA); and  
Classified School Employees Association (CSEA)*
- 3. Public Employee Performance Evaluation** (Gov't. Code § 54957)  
*Superintendent*
- H. RECONVENE TO PUBLIC SESSION** 113
- I. ADJOURNMENT** 113

**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 September 4, 2018, 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:

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

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

1. Call to Order and Welcome
  
2. District Mission  
*Santee School District assures a quality education empowering students to achieve academic excellence and to develop life skills needed for success in a diverse and changing society.*
  
3. Pledge of Allegiance
  
4. Approval of Agenda for the August 21, 2018, regular meeting

Agenda Item A.

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

The following items are presented for Board information:

1. Superintendent's Report
  - 1.1. Developer Fees and Collection Report
  - 1.2. Schedule of Upcoming Events
  
2. Spotlight on Education: Extended School Year and Summer Bridge Program

**DEVELOPER FEES COLLECTION REPORT  
2018-19  
CUMULATIVE THROUGH AUGUST 8, 2018**

Residential Rate: \$2.16 per square foot - effective 6/19/16 - 6/19/18; \$2.35 per square foot - effective 6/20/18  
Commercial Rate: \$0.35 per square foot - effective 6/19/16 - 6/19/18; \$0.38 per square foot - effective 6/20/18  
Self Storage Rate: \$0.15 per square foot - effective 6/19/16 - 6/19/18; \$0.07 per square foot - effective 6/20/18

COM	RES	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
		10920 Summit Ave. (Exempt)	07/09/18	9,263	\$0.00	CP
	X	9433 Mandeville Road	07/19/18	798	\$1,875.30	CH
X		681 Kenney Street	07/25/18	815	\$309.70	PD
	X	9707 Abbeyfield Road	07/25/18	868	\$2,039.80	RS
	X	8983, 8987, 8999, 9013, 9023, 9045, 8059 Hightail Dr.				
		8966, 8954 Trailridge Ave	07/30/18	594	\$1,395.00	CO
<b>TOTAL PAGE 1</b>					<b>\$5,619.80</b>	

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

## Schedule of Upcoming Events

Date	Event
August 21	Board Meeting; 7:00 p.m.
August 22 (Wednesday)	First Day of School
September 3 (Monday)	Labor Day Holiday – No School/District Offices Closed
September 4	Board Meeting; 7:00 p.m.
September 11	Strategic Planning Focus Group #1; 6:00 – 7:30 pm, ERC
September 18	Board Meeting; 7:00 p.m.
October 2	Board Meeting; 7:00 p.m.
October 16	Board Meeting; 7:00 p.m.
October 23	Strategic Planning Focus Group #2; 6:00 – 7:30 pm, ERC
November 6	Board Meeting; 7:00 p.m.
November 9 – 16	Parent/Teacher Conference Week <i>Schools on Modified Days</i>
November 12 (Monday)	Veterans' Day Holiday Schools and District Offices Closed
November 19 -23	Schools Closed for Thanksgiving Holiday
November 20	Board Meeting; 7:00 p.m.
December 4	Organizational Board Meeting for 2019; 7:00 p.m.
December 18	Board Meeting; 7:00 p.m.
December 11	Strategic Planning Focus Group #3; 6:00 – 7:30 pm, ERC
December 24 – January 4	Winter Break



Reports and Presentations Item B.2.

Spotlight on Learning: Extended School Year and Summer Bridge Program

Prepared by Dr. Stephanie Pierce  
August 21, 2018

**BACKGROUND:**

This summer Santee School District offered a Summer Bridge Program and Extended School Year (ESY) for students with special needs. These programs are offered to support students academically in order to maintain literacy and numeracy skills. The Summer Bridge Program was included as part of the LCAP.

Tonight, Vice Principal Angelo Benedetto, Director of Special Education Mimi McGinty, and Program Specialist Dr. Brienne Downing, will highlight student learning during these summer programs.

**Item C. PUBLIC COMMUNICATION**

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

**Item D. CONSENT ITEMS**

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

Consent Item D.1.1.  
Prepared by Dr. Kristin Baranski  
August 21, 2018

Approval of Minutes

**BACKGROUND:**

Presented for Board approval –

- August 7, 2018, 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**

August 7, 2018  
**MINUTES**

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

**A. OPENING PROCEDURES**

**1. Call to Order and Welcome**

President El-Hajj called the meeting to order at 7:00 p.m.

Members present:

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

Administration present:

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

**2. District Mission**

President El-Hajj invited the audience to recite the District Mission.

**3. Pledge of Allegiance**

President El-Hajj invited Matt and Noah Marsman, to lead the members, staff, and audience in the Pledge of Allegiance.

**4. Approval of Agenda**

Member Burns moved approval.

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

**B. REPORTS AND PRESENTATIONS**

**1. Superintendent's Report**

- 1.1. Developer Fees and Collection Report 2017-18
- 1.2. Developer Fees and Collection Report 2018-19
- 1.3. Schedule of Upcoming Events

President El-Hajj noted the Developer Fee refund of \$265,252.62 to Lantern Crest. Karl Christensen, Assistant Superintendent of Business Services, explained the developer fees for senior living facilities are assessed at the commercial rate. Fees were inadvertently assessed as residential rates, which prompted the refund.

**C. PUBLIC COMMUNICATION**

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

**D. CONSENT ITEMS**

President El-Hajj invited comments from the public on any item listed under Consent.

- 1.1. Approval of Minutes
- 2.1. Approval/Ratification of Travel
- 2.2. Approval/Ratification of Revolving Cash Report
- 2.3. Approval of Consultants and General Service Providers
- 2.4. Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)
- 2.5. Approval/Ratification for Change Orders and to File Notice of Completion for Stolie Painting, Bid #'s 1819-001-HC, and 1819-002-RS, Exterior Painting Projects at Hill Creek and Rio Seco Schools
- 2.6. Adoption of Resolutions Authorizing Specific Designated Agents
- 2.7. Approval of Agreements for Mileage Reimbursement In Lieu of District Transportation
- 3.1. Approval of Grant Agreement with the Andréa Rizzo Foundation for Dréa's Dream Dance Therapy/Expressive Movement Program for Preschool Students
- 3.2. Approval of Agreement with Expressive Arts Institute for Dance Therapy and Expressive Movement Program
- 3.3. Approval of Nonpublic Agency Master Contract with SPOT Kids Therapy for Speech Therapy
- 3.4. Approval to Purchase and Implement PowerSchool Registration
- 4.1. Personnel, Regular
- 4.2. Approval to Increase Work Hours for Identified Classified Non-Management Positions
- 4.3. Approval of Memorandum of Understanding with San Diego Youth Services (SDYS) for the Early, Periodic Screening, Diagnosis and Treatment (EPSDT) Program
- 4.4. Approval of Influenza Vaccine Administration Program
- 4.5. Approval of Partnership Program Memorandum of Understanding with Concordia University - Portland to Award Grants and Scholarships
- 4.6. Approval of Memorandum of Understanding with San Diego Youth Services for Bully Prevention

Member Burns moved approval of Consent Items.

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

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

**Business Services**

**2.1. Bond Reauthorization Plan and Timeline**

Karl Christensen, Assistant Superintendent of Business Services, presented a draft plan and timeline for the bond reauthorization. Member Burns asked that future documents be presented to the Board with enough time to review prior to discussion. Because of the narrow timeline, and suggested changes, Member Ryan suggested a Board committee be established. President El-Hajj and Member Ryan volunteered to be part of the committee. Upon discussion, the Board asked Administration to share past and current ballot language, the argument for, suggested supporters, and other material with John Wainio, election consultant, for his review and recommendations.

**G. BOARD POLICIES AND BYLAWS**

President El-Hajj acknowledged items G.1.1., G.1.2., and G.1.3., were presented as first readings. She asked the Board to direct questions and/or changes to Executive Council. Revised Board Policies will return to the next meeting for a second reading and request for approval.

- 1.1. **First Reading: Revised Board Policy 5141.52, Suicide Prevention**  
Revised Board Policy 5144,52, Suicide Prevention was presented for a first reading.
- 1.2. **First Reading: Revised Board Policy 5144, Discipline**  
Revised Board Policy 5144, Discipline was presented as a first reading.
- 1.3. **First Reading: Revised Board Policy 5144.1, Suspension and Expulsion/Due Process**  
Revised Board Policy 5144.1, Suspension and Expulsion/Due Process was presented as a first reading.

#### H. **BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS**

Superintendent Baranski commended Assistant Superintendents Dr. Stephanie Pierce and Karl Christensen, for the completion and submission of the 2018-20 Local Control and Accountability Plan (LCAP). She noted Santee School District's LCAP was the only plan that was approved by the San Diego County Office of Education without any recommend changes.

Superintendent Baranski read a thank you card from Gary and Diane Cartwright. She shared Gary was a retired teacher who was recently impacted by the fires in Alpine community. The card expressed their gratitude towards Santee School District employees for their generous donations.

Superintendent Baranski shared a draft of the article for the Santee Magazine fall issue. The Board reviewed and discussed the article and suggested Administration share with Mr. Wainio and the recently established Board committee prior to publication.

#### I. **CLOSED SESSION**

President El-Hajj announced that the Board would meet in closed session for:

1. **Conference with Legal Counsel - Anticipated Litigation** (Gov't. Code § 54956.9)  
- *One Case*
2. **Conference with Real Property Negotiators** (Gov't. Code § 54956.8)  
*Property: Summit Site (Parcel #'s: 378 210 35, 378 220 07, and 378 210 13 - located North of Princess JoAnn & Summit Avenue in Santee, CA 92071)*
3. **Conference with Labor Negotiator** (Gov't. Code § 54957.6)  
*Purpose: Negotiations*  
*Agency Negotiators: Tim Larson, Assistant Superintendent*  
*Employee Organizations: Santee Teachers Association (STA); and Classified School Employees Association (CSEA)*
4. **Public Employee Performance Evaluation** (Gov't. Code § 54957)  
*Superintendent*

The Board entered closed session at 8:10 p.m.

#### J. **RECONVENE TO PUBLIC SESSION**

The Board reconvened to public session at 10:47 p.m. No action was taken.

#### K. **ADJOURNMENT**

With no further business, the regular meeting of August 7, 2018 was adjourned at 10:47 pm.

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Dustin Burns, Clerk

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Kristin Baranski, Secretary

Consent Item D.2.1. Approval/Ratification of Travel Requests  
Prepared by Karl Christensen  
August 21, 2018

**BACKGROUND:**

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

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

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

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

**RECOMMENDATION:**

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

This recommendation supports the following District goal:

**Staff Development**

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

**FISCAL IMPACT:**

The estimated travel expenses are \$7,274.00, and additional substitute costs of \$115.00, as disclosed on the following page.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.1.



**Board Travel Report - August 21, 2018**

Travel Dates	Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Travel
Tuesday, 08/21/18	Dawn Minutelli	Educational Services	Categorical 101/School Site Council	SDCOE	\$0	\$47	Professional Development Workshop on new state and federal categorical funding regulations.	
Tuesday, 10/09/18	Gabrielle Starr Emily Harris	Hill Creek School Educational Services	Self/Match Training, Advanced Self/Match Training, Advanced	San Marcos San Marcos	\$115 \$0	\$152 \$152	Professional Development Self-monitoring & motivational systems as behavior interventions Professional Development Self-monitoring & motivational systems as behavior interventions	
<b>Travel Requests That Require Airfare, Overnight Stay, and/or Travel Outside of the State of California</b>								
Fri-Sun, 09/21/18 - 09/23/18	Dr. Kristin Baranski	Superintendent	Courageous Principal Institute	Dallas, TX	\$0	\$989	Professional Development Intensive 2.5 day program to enhance leadership skills.	
Fri-Sun, 09/21/18 - 09/23/18	Dr. Stephanie Pierce	Educational Services	Courageous Principal Institute	Dallas, TX	\$0	\$989	Professional Development Intensive 2.5 day program to enhance leadership skills.	
Fri-Sun, 09/21/18 - 09/23/18	Tylene Hicks	Chet F. Harritt School	Courageous Principal Institute	Dallas, TX	\$0	\$989	Professional Development Intensive 2.5 day program to enhance leadership skills.	
Fri-Sun, 09/21/18 - 09/23/18	Suzie Martin	Hill Creek School	Courageous Principal Institute	Dallas, TX	\$0	\$989	Professional Development Intensive 2.5 day program to enhance leadership skills.	
Fri-Sun, 09/21/18 - 09/23/18	Summer Locke	Sycamore Canyon School	Courageous Principal Institute	Dallas, TX	\$0	\$989	Professional Development Intensive 2.5 day program to enhance leadership skills.	
Fri-Sun, 09/21/18 - 09/23/18	Tim Dobbins	Cajon Park School	Courageous Principal Institute	Dallas, TX	\$0	\$989	Professional Development Intensive 2.5 day program to enhance leadership skills.	
Fri-Sun, 09/21/18 - 09/23/18	Kristen Bonser	PRIDE Academy	Courageous Principal Institute	Dallas, TX	\$0	\$989	Professional Development Intensive 2.5 day program to enhance leadership skills.	

Consent Item D.2.2.  
 Prepared by Karl Christensen  
 August 21, 2018

Approval/Ratification of Expenditure Warrants

**BACKGROUND:**

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

Commercial Warrants issued for the period of July 2018:

<u>Fund #/Name</u>	<u>Warrant #'s</u>	<u>Amount</u>
0100 General	14-428926 TO 14-435760	\$720,413.43
0900	N/A	
1200	14-429434 TO 14-429434	\$16.72
1300	14-429625 TO 14-435754	\$6,601.79
1400	14-430289 TO 14-434566	\$1,052,598.59
2109	N/A	
2139 / 2108	N/A	
2518	14-434082 TO 14-434082	\$265,252.62
2538	14-429434 TO 14-431358	\$19,660.18
3500	N/A	
4000	14-429418 TO 14-432338	\$61,641.18
6300	14-429453 TO 14-435759	\$28,331.77
TOTAL:		<b>\$2,154,516.28</b>

Student Body Warrants issued for the period of July 2018:

Payroll Warrants issued for the period of July 2018:

<u>Fund #/Name</u>		<u>Amount</u>
01 00	01 00	\$1,003,628.44
12 00	12 00	\$2,256.57
13 00	13 00	\$35,164.69
14 00	14 00	
25 18	25 18	
63 00	63 00	\$196,635.20
		<b>\$1,237,684.90</b>

**RECOMMENDATION:**

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

This recommendation supports the following District goal:

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The fiscal impact of commercial, student body, and payroll expenditure warrants total \$1,237,684.90 and is disclosed above.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.2.

**BACKGROUND:**

A numerical listing of purchase orders, including the date issued, the name of the vendor, a general description of items requested, and the anticipated cost of the purchase is attached for the review and approval of the Board of Education. Actual copies of the purchase orders are available for review upon request. As a part of the report, any payment to vendors that increases the amount of the purchase order by 10% or more, or change orders that increase the amount of the bid, will be presented for Board approval/ratification. The table below is a summary of total purchase orders by location for the month of July 2018:

AMOUNT	LOCATION
\$ 62,033.47	PEPPER DRIVE SCHOOL
\$ 9,714.36	CARLTON HILLS SCHOOL
\$ 738.75	SYCAMORE CANYON SCH
\$ 6,713.50	PROSPECT AVENUE SCH
\$ 30,479.60	CAJON PARK SCHOOL
\$ 49,363.50	CHET F HARRITT SCH
\$ 75,024.30	CARLTON OAKS SCHOOL
\$ 8,435.39	RIO SECO SCHOOL
\$ 40,204.35	HILL CREEK SCHOOL
\$ 350.00	STATE PRE-SCHOOL
\$ 21,623.13	BOARD OF EDUCATION
\$ 7,856.74	SUPERINTENDENT DEPT
\$1,917,264.01	BUSINESS SERVICES
\$ 93,604.99	HUMAN RESOURCES
\$ 38,525.13	EDUCATIONAL SERVICES
\$ 778,820.12	SPECIAL EDUCATION
\$ 7,950.00	PUPIL SERVICES
\$ 107,761.51	DISTRICT LIBRARY
\$ 49,421.70	PROJECT SAFE
\$ 460,033.33	TECHNOLOGY SERVICES
\$ 41,037.10	OPERATIONS/CUSTODIAL
\$1,477,393.63	MAINTENANCE
\$ 96,325.79	TRANSPORTATION
\$ 434.75	FACILITIES MODERNIZATION
\$ 55,995.24	WAREHOUSE
\$ 81,716.97	MAINTENANCE
\$ 63,534.00	CENTRAL KITCHEN
\$ 29,188.17	TECHNOLOGY SERVICES
\$ 61,347.30	PUBLICATIONS
<b>\$5,672,890.83</b>	<b>Total Purchase Orders – July 2018</b>

**RECOMMENDATION:**

Administration recommends approval of purchase orders #0000005756 through #0000006163 issued July 1, 2018 through July 31, 2018.

This recommendation supports the following District goal:

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The fiscal impact of \$5,672,890.83 is disclosed on the following pages.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.3.

## LOCATION LIST 2018-19

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

M = Monthly Blanket  
 A = Annual Blanket  
 L = Lottery

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

### Fund Numbers

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

**PURCHASE ORDER EXCEEDED BY 10%  
FOR THE MONTH OF JULY 2018**

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
5817	7/1/2018	0100	FRONTLINE TECHNOLOGIES GROUP	065	ANNUAL AESOP MANAGEMENT SYSTEM	\$10,460.88
					INCREASE ANNUAL AMOUNT	\$1,079.26
					NEW TOTAL	\$11,540.14
5842	7/1/2018	0100	DAVE BANG ASSOCIATES	075	ANNUAL ENGINEERED WOOD FIBRE REPLMT	\$58,000.00
					INCREASE ANNUAL AMOUNT	\$24,754.87
					NEW TOTAL	\$82,754.87
5895	7/1/2018	0100	DECISION INSITE	064	ANNUAL ENROLLMENT PROJECTION PROGRAM	\$8,796.00
				076	ADD STUDENT TRIP MANAGER LICENSE	\$1,000.00
					NEW TOTAL	\$9,796.00

PURCHASE ORDER LISTING  
JULY 2018  
BY SITE

PO Number	DATE	VENDOR	DESCRIPTION	FUND	AMOUNT	LOC	LOCATION
0000005824	7/1/2018	BLUE PACIFIC ENGINEERING	LID DROPS LANDSCAPE PROJ. - PD	0100	\$ 28,730.00	002	PEPPER DRIVE SCHOOL
0000005856	7/1/2018	SHINE UP SOLAR	ANNUAL SOLAR PANEL CLEANING	4000	\$ 1,008.00	002	PEPPER DRIVE SCHOOL
0000005877	7/1/2018	DAVE BANG ASSOCIATES INC	CANOPY/SHADE REPL - PD	0100	\$ 1,571.26	002	PEPPER DRIVE SCHOOL
0000005914	7/1/2018	COMMITTEE FOR CHILDREN	CLASSROOM MATERIALS - PD	0100	\$ 21,079.76	002	PEPPER DRIVE SCHOOL
0000005945	7/2/2018	DRUMFIT USA	SUPPLIES - PD	0100	\$ 861.89	002	PEPPER DRIVE SCHOOL
0000005960	7/2/2018	DS SERVICES OF AMERICA INC	ANNUAL DRINKING WATER - PD	0100	\$ 600.00	002	PEPPER DRIVE SCHOOL
0000006027	7/10/2018	ART FLORES	DJ SERVICES	0100	\$ 350.00	002	PEPPER DRIVE SCHOOL
0000006108	7/24/2018	TROXELL COMMUNICATIONS INC	DOCUMENT CAMERAS - PD	0100	\$ 6,869.06	002	PEPPER DRIVE SCHOOL
0000006131	7/26/2018	ZASUETA CONTRACTING INC.	INSTALL SHADE CANOPY - PD	2538	\$ 600.00	002	PEPPER DRIVE SCHOOL
0000006136	7/27/2018	MAINTEX INC	CUSTODIAL SUPPLIES - PD	0100	\$ 363.50	002	PEPPER DRIVE SCHOOL
<b>TOTAL</b>					<b>\$ 62,033.47</b>	<b>0</b>	<b>PEPPER DRIVE SCHOOL Total</b>
0000005878	7/1/2018	DAVE BANG ASSOCIATES INC	CANOPY/SHADE REPL - CH	0100	\$ 1,249.90	003	CARLTON HILLS SCHOOL
0000005958	7/2/2018	DS SERVICES OF AMERICA INC	ANNUAL DRINKING WATER-HC/CH/TR	0100	\$ 425.00	003	CARLTON HILLS SCHOOL
0000006011	7/10/2018	DELL MARKETING L.P.	PRINTER - CH	0100	\$ 875.96	003	CARLTON HILLS SCHOOL
0000006090	7/18/2018	BLUE PACIFIC ENGINEERING	LID DROPS PROJECT - PA/CH	0100	\$ 6,800.00	003	CARLTON HILLS SCHOOL
0000006137	7/27/2018	MAINTEX INC	CUSTODIAL SUPPLIES - CH	0100	\$ 363.50	003	CARLTON HILLS SCHOOL
<b>TOTAL</b>					<b>\$ 9,714.36</b>	<b>0</b>	<b>CARLTON HILLS SCHOOL Total</b>
0000005962	7/2/2018	DS SERVICES OF AMERICA INC	ANNUAL DRINKING WATER - SC	0100	\$ 250.00	004	SYCAMORE CANYON SCH
0000006113	7/24/2018	ANIXTER/CLARK	LOCKS/HARDWARE SUPPLIES	0100	\$ 125.25	004	SYCAMORE CANYON SCH
0000006138	7/27/2018	MAINTEX INC	CUSTODIAL SUPPLIES - SC	0100	\$ 363.50	004	SYCAMORE CANYON SCH
<b>TOTAL</b>					<b>\$ 738.75</b>	<b>0</b>	<b>SYCAMORE CANYON SCH Total</b>
0000005961	7/2/2018	DS SERVICES OF AMERICA INC	ANNUAL DRINKING WATER - PA	0100	\$ 400.00	005	PROSPECT AVENUE SCH
0000006090	7/18/2018	BLUE PACIFIC ENGINEERING	LID DROPS PROJECT - PA/CH	0100	\$ 5,950.00	005	PROSPECT AVENUE SCH
0000006139	7/27/2018	MAINTEX INC	CUSTODIAL SUPPLIES - PA	0100	\$ 363.50	005	PROSPECT AVENUE SCH
<b>TOTAL</b>					<b>\$ 6,713.50</b>	<b>0</b>	<b>PROSPECT AVENUE SCH Total</b>
0000005915	7/1/2018	CDW GOVERNMENT INC	SPEAKER FOR PA SYSTEM - CP	0100	\$ 3,491.10	006	CAJON PARK SCHOOL
0000006092	7/18/2018	BLUE PACIFIC ENGINEERING	LID DROPS LANDSCAPE PROJ. - CP	0100	\$ 26,625.00	006	CAJON PARK SCHOOL
0000006140	7/27/2018	MAINTEX INC	CUSTODIAL SUPPLIES - CP	0100	\$ 363.50	006	CAJON PARK SCHOOL
<b>TOTAL</b>					<b>\$ 30,479.60</b>	<b>0</b>	<b>CAJON PARK SCHOOL Total</b>
0000006007	7/10/2018	SDSU RESEARCH FOUNDATION/PLTW	REGISTRATION FEES	0100	\$ 500.00	007	CHET F HARRITT SCH
0000006089	7/18/2018	BLUE PACIFIC ENGINEERING	LID DROPS LANDSCAPE PROJ - CFH	0100	\$ 48,500.00	007	CHET F HARRITT SCH
0000006141	7/27/2018	MAINTEX INC	CUSTODIAL SUPPLIES - CFH	0100	\$ 363.50	007	CHET F HARRITT SCH
<b>TOTAL</b>					<b>\$ 49,363.50</b>	<b>0</b>	<b>CHET F HARRITT SCH Total</b>
0000005887	7/1/2018	LEXIA LEARNING SYSTEMS INC	LICENSE RENEWAL - CO	0100	\$ 10,667.25	008	CARLTON OAKS SCHOOL
0000005912	7/1/2018	DELL MARKETING L.P.	LAPTOPS	0100	\$ 16,221.34	008	CARLTON OAKS SCHOOL
0000006004	7/9/2018	DAVE BANG ASSOCIATES INC	SWING SET AT CO	0100	\$ 7,950.21	008	CARLTON OAKS SCHOOL
0000006072	7/17/2018	ZASUETA CONTRACTING INC.	SWINGS INSTALL - CO	0100	\$ 6,422.00	008	CARLTON OAKS SCHOOL
0000006091	7/18/2018	BLUE PACIFIC ENGINEERING	LID DROPS LANDSCAPE PROJ. - CP	0100	\$ 33,400.00	008	CARLTON OAKS SCHOOL
0000006142	7/27/2018	MAINTEX INC	CUSTODIAL SUPPLIES - CO	0100	\$ 363.50	008	CARLTON OAKS SCHOOL
<b>TOTAL</b>					<b>\$ 75,024.30</b>	<b>0</b>	<b>CARLTON OAKS SCHOOL Total</b>
0000005957	7/2/2018	DS SERVICES OF AMERICA INC	ANNUAL DRINKING WATER - RS	0100	\$ 300.00	009	RIO SECO SCHOOL
0000006055	7/12/2018	HOLLAND'S CUSTOM CABINETS, INC.	CABINETS - RS MODULAR	2538	\$ 3,490.00	009	RIO SECO SCHOOL
0000006056	7/12/2018	DAVE BANG ASSOCIATES INC	CANOPY REPLACEMENT - RS MOD	2538	\$ 1,571.26	009	RIO SECO SCHOOL
0000006059	7/12/2018	SUPERIOR READY MIX CONCRETE	SHADE RELOCATION - RS MOD	2538	\$ 629.52	009	RIO SECO SCHOOL
0000006109	7/24/2018	HOME DEPOT COMMERCIAL ACCOUNT	SUPPLIES FOR RIO SECO MODULAR	0100	\$ 779.62	009	RIO SECO SCHOOL
0000006111	7/24/2018	EWING IRRIGATION PRODUCTS	SUPPLIES FOR RS PLANTER	0100	\$ 487.07	009	RIO SECO SCHOOL
0000006132	7/26/2018	ZASUETA CONTRACTING INC.	INSTALL SHADE CANOPY - RS	2538	\$ 600.00	009	RIO SECO SCHOOL
0000006143	7/27/2018	MAINTEX INC	CUSTODIAL SUPPLIES - RS	0100	\$ 363.50	009	RIO SECO SCHOOL
0000006153	7/30/2018	LAKESIDE EQUIPMENT SALES AND RENTALS	SUPPLIES FOR PLANTER - RS	0100	\$ 214.42	009	RIO SECO SCHOOL
<b>TOTAL</b>					<b>\$ 8,435.39</b>	<b>0</b>	<b>RIO SECO SCHOOL Total</b>
0000005856	7/1/2018	SHINE UP SOLAR	ANNUAL SOLAR PANEL CLEANING	4000	\$ 7,680.96	010	HILL CREEK SCHOOL



0000005958	7/2/2018	DS SERVICES OF AMERICA INC	ANNUAL DRINKING WATER-HC/CH/TR	0100	\$	350.00	010	HILL CREEK SCHOOL
0000005967	7/2/2018	SAN DIEGO GAS & ELECTRIC CO	DISTRICT-WIDE GAS & ELECTRIC	4000	\$	31,401.00	010	HILL CREEK SCHOOL
0000006012	7/10/2018	DELL MARKETING L.P.	PRINTERS - SC/HC	0100	\$	156.23	010	HILL CREEK SCHOOL
0000006013	7/10/2018	DELL MARKETING L.P.	PRINTER - HC	0100	\$	252.66	010	HILL CREEK SCHOOL
0000006144	7/27/2018	MAINTEX INC	CUSTODIAL SUPPLIES - HC	0100	\$	363.50	010	HILL CREEK SCHOOL
			<b>TOTAL</b>		<b>\$</b>	<b>40,204.35</b>	<b>0</b>	<b>HILL CREEK SCHOOL Total</b>
0000006095	7/19/2018	SOUTH COAST COPY SYSTEMS	ANNUAL COPIER CHARGES	1200	\$	350.00	012	STATE PRE-SCHOOL
			<b>TOTAL</b>		<b>\$</b>	<b>350.00</b>	<b>0</b>	<b>STATE PRE-SCHOOL Total</b>
0000005801	7/1/2018	CALIFORNIA SCHOOL BOARDS ASSO	GAMUT ONLINE RENEWAL	0100	\$	1,520.00	060	BOARD OF EDUCATION
0000005978	7/3/2018	SAN DIEGO COUNTY SCHOOL BOARDS	MEMBERSHIP DUES	0100	\$	210.38	060	BOARD OF EDUCATION
0000005979	7/3/2018	CALIFORNIA SCHOOL BOARDS ASSO	CSBA MEMBERSHIP DUES	0100	\$	13,758.00	060	BOARD OF EDUCATION
0000006073	7/18/2018	SANTEE CHAMBER OF COMMERCE	ADVERTISEMENT	0100	\$	2,500.00	060	BOARD OF EDUCATION
0000006074	7/18/2018	SANTEE CHAMBER OF COMMERCE	ADVERTISEMENT	0100	\$	2,500.00	060	BOARD OF EDUCATION
0000006096	7/19/2018	GLOBALSTAR USA	ANNUAL - SATELLITE SERVICES	0100	\$	1,100.00	060	BOARD OF EDUCATION
0000006107	7/24/2018	CITI CARDS /	PROJ. SAFE SUPPLIES	0100	\$	34.75	060	BOARD OF EDUCATION
			<b>TOTAL</b>		<b>\$</b>	<b>21,623.13</b>	<b>0</b>	<b>BOARD OF EDUCATION Total</b>
0000005963	7/2/2018	DS SERVICES OF AMERICA INC	ANNUAL DRINKING WATER-BUS/ERC	0100	\$	144.50	062	SUPERINTENDENT DEPT
0000006021	7/10/2018	TEAMTALK NETWORK	ANNUAL RADIO SERVICES	0100	\$	222.00	062	SUPERINTENDENT DEPT
0000006022	7/10/2018	REGIONAL COMMUNICATIONS	ANNUAL RADIO SERVICE	0100	\$	924.84	062	SUPERINTENDENT DEPT
0000006024	7/10/2018	DAY WIRELESS SYSTEMS	ANNUAL COMM. DEVICE MAINT. SVC	0100	\$	24.00	062	SUPERINTENDENT DEPT
0000006097	7/19/2018	COMMUNICATION RESOURCES FOR SCHOOLS	PROFESSIONAL SERVICES	0100	\$	5,000.00	062	SUPERINTENDENT DEPT
0000006103	7/23/2018	MARCO	LANYARDS	0100	\$	491.40	062	SUPERINTENDENT DEPT
0000006125	7/26/2018	ATKINSON, ANDELSON, LOYA, RUUD	ANNUAL LEGAL SERVICES	0100	\$	1,050.00	062	SUPERINTENDENT DEPT
			<b>TOTAL</b>		<b>\$</b>	<b>7,856.74</b>	<b>0</b>	<b>SUPERINTENDENT DEPT Total</b>
0000005814	7/1/2018	SCHOOL INNOVATIONS & ACHIEVEMENT	MANDATE CLAIM PREP SERVICES	0100	\$	10,200.00	064	BUSINESS SERVICES
0000005818	7/1/2018	SCHOOL SERVICES OF CALIFORNIA	FISCAL & MANDATED CLAIM SVCS	0100	\$	3,660.00	064	BUSINESS SERVICES
0000005825	7/1/2018	SOUTH COAST COPY SYSTEMS	NEW COPIERS FOR 5 SITES	0100	\$	49,632.89	064	BUSINESS SERVICES
0000005893	7/1/2018	ATKINSON, ANDELSON, LOYA, RUUD	ANNUAL LEGAL SERVICES	0100	\$	15,000.00	064	BUSINESS SERVICES
0000005894	7/1/2018	CITY OF SANTEE	ANNUAL CROSSING GUARDS SVCS	0100	\$	21,416.00	064	BUSINESS SERVICES
0000005895	7/1/2018	DECISIONINSITE LLC	ANNUAL ENROLLMENT PROJECTION	2518	\$	8,796.00	064	BUSINESS SERVICES
0000005963	7/2/2018	DS SERVICES OF AMERICA INC	ANNUAL DRINKING WATER-BUS/ERC	0100	\$	425.00	064	BUSINESS SERVICES
0000005964	7/2/2018	HELIX WATER DISTRICT	ANNUAL WATER SERVICE - PD	0100	\$	12,000.00	064	BUSINESS SERVICES
0000005965	7/2/2018	PADRE DAM MUNICIPAL WATER	WATER SERVICE FOR DISTRICT	0100	\$	422,000.00	064	BUSINESS SERVICES
0000005966	7/2/2018	PITNEY BOWES-RESERVE ACCT	ANNUAL POSTAGE FOR DISTRICT	0100	\$	40,000.00	064	BUSINESS SERVICES
0000005967	7/2/2018	SAN DIEGO GAS & ELECTRIC CO	DISTRICT-WIDE GAS & ELECTRIC	0100	\$	1,194,000.00	064	BUSINESS SERVICES
0000005968	7/2/2018	VAVRINEK, TRINE, DAY & CO LLP	AUDIT SERVICES	0100	\$	23,000.00	064	BUSINESS SERVICES
0000005969	7/2/2018	WASTE MANAGEMENT OF EL CAJON -	ANNUAL REFUSE REMOVAL-DISTRICT	0100	\$	49,000.00	064	BUSINESS SERVICES
0000005999	7/5/2018	CALSTRS - CENTRAL SERVICES	EXCESS SICK LEAVE	0100	\$	30,610.68	064	BUSINESS SERVICES
0000006003	7/9/2018	OFFICE DEPOT INC	OFFICE SUPPLIES - ALL SITES	0100	\$	1,120.66	064	BUSINESS SERVICES
0000006021	7/10/2018	TEAMTALK NETWORK	ANNUAL RADIO SERVICES	0100	\$	222.00	064	BUSINESS SERVICES
0000006022	7/10/2018	REGIONAL COMMUNICATIONS	ANNUAL RADIO SERVICE	0100	\$	924.84	064	BUSINESS SERVICES
0000006024	7/10/2018	DAY WIRELESS SYSTEMS	ANNUAL COMM. DEVICE MAINT. SVC	0100	\$	24.00	064	BUSINESS SERVICES
0000006058	7/12/2018	DELL MARKETING L.P.	IMAGING DRUM - BUS SVCS	0100	\$	40.93	064	BUSINESS SERVICES
0000006068	7/13/2018	SEHI COMPUTER PRODUCTS INC	LAPTOP BATTERY - PD	0100	\$	72.02	064	BUSINESS SERVICES
0000006069	7/16/2018	DELL MARKETING L.P.	TONER FOR PRINTER	0100	\$	84.95	064	BUSINESS SERVICES
0000006088	7/18/2018	FEDERAL EXPRESS CORPORATION	OVERNIGHT MAIL DELIVERY	0100	\$	24.40	064	BUSINESS SERVICES
0000006095	7/19/2018	SOUTH COAST COPY SYSTEMS	ANNUAL COPIER CHARGES	0100	\$	1,000.00	064	BUSINESS SERVICES
0000006095	7/19/2018	SOUTH COAST COPY SYSTEMS	ANNUAL COPIER CHARGES	0100	\$	13,500.00	064	BUSINESS SERVICES
0000006105	7/24/2018	AMAZON.COM	CHAIR MATS	0100	\$	232.14	064	BUSINESS SERVICES
0000006125	7/26/2018	ATKINSON, ANDELSON, LOYA, RUUD	ANNUAL LEGAL SERVICES	0100	\$	13,650.00	064	BUSINESS SERVICES
0000006133	7/26/2018	NIELSEN MERKSAMER PARRINELLO GROSS LLP	LEGAL SERVICES	0100	\$	6,627.50	064	BUSINESS SERVICES
			<b>TOTAL</b>		<b>\$</b>	<b>1,917,264.01</b>	<b>0</b>	<b>BUSINESS SERVICES Total</b>
0000005801	7/1/2018	CALIFORNIA SCHOOL BOARDS ASSO	GAMUT ONLINE RENEWAL	0100	\$	440.00	065	HUMAN RESOURCES
0000005816	7/1/2018	KONTRABAND INTERDICTION	INSPECTION SERVICES	0100	\$	7,700.00	065	HUMAN RESOURCES
0000005817	7/1/2018	FRONTLINE TECHNOLOGIES GROUP	AESOP SUBSTITUTE/ABSENCE SVCS	0100	\$	11,540.14	065	HUMAN RESOURCES
0000005818	7/1/2018	SCHOOL SERVICES OF CALIFORNIA	FISCAL & MANDATED CLAIM SVCS	0100	\$	300.00	065	HUMAN RESOURCES
0000005826	7/1/2018	PEOPLE ADMIN	PROFESSIONAL SVCS	0100	\$	16,800.00	065	HUMAN RESOURCES

000005827	7/1/2018	PEOPLE ADMIN	PROFESSIONAL SVCS - DISTRICT	0100	\$	12,500.00	065	HUMAN RESOURCES
000005888	7/1/2018	IDENT-A-KID SERVICES OF AMERICA, INC	ANNUAL CCSS - ALL SITES	0100	\$	3,780.00	065	HUMAN RESOURCES
000005890	7/1/2018	DISCOVERY BENEFITS	ANNUAL COBRA	0100	\$	10,000.00	065	HUMAN RESOURCES
000005891	7/1/2018	SAN DIEGO CITY SCHOOLS	ANNUAL FINGERPRINTING SVCS	0100	\$	3,000.00	065	HUMAN RESOURCES
000005892	7/1/2018	STATE OF CALIFORNIA	ANNUAL FINGERPRINTING SERVICES	0100	\$	7,500.00	065	HUMAN RESOURCES
000005963	7/2/2018	DS SERVICES OF AMERICA INC	ANNUAL DRINKING WATER-BUS/ERC	0100	\$	280.50	065	HUMAN RESOURCES
000006021	7/10/2018	TEAMTALK NETWORK	ANNUAL RADIO SERVICES	0100	\$	222.00	065	HUMAN RESOURCES
000006022	7/10/2018	REGIONAL COMMUNICATIONS	ANNUAL RADIO SERVICE	0100	\$	924.84	065	HUMAN RESOURCES
000006024	7/10/2018	DAY WIRELESS SYSTEMS	ANNUAL COMM. DEVICE MAINT. SVC	0100	\$	24.00	065	HUMAN RESOURCES
000006045	7/11/2018	SAN DIEGO COUNTY SCHOOLS	VOL. LIFE/AD&D PREMIUMS	0100	\$	62.76	065	HUMAN RESOURCES
000006046	7/11/2018	CSEBA	HMO MEDICAL PREMIUM	0100	\$	916.10	065	HUMAN RESOURCES
000006094	7/19/2018	COUNTY SCHOOLS SERVICE FUND	ED-JOIN EMPLOYMENT ADV. SVCS	0100	\$	979.65	065	HUMAN RESOURCES
000006125	7/26/2018	ATKINSON, ANDELSON, LOYA, RUUD	ANNUAL LEGAL SERVICES	0100	\$	9,100.00	065	HUMAN RESOURCES
000006126	7/26/2018	CSEBA	SERVICES	0100	\$	7,535.00	065	HUMAN RESOURCES
				<b>TOTAL</b>	<b>\$</b>	<b>93,604.99</b>	<b>0</b>	<b>HUMAN RESOURCES Total</b>
000005801	7/1/2018	CALIFORNIA SCHOOL BOARDS ASSO	GAMUT ONLINE RENEWAL	0100	\$	440.00	066	EDUCATIONAL SERVICES
000005809	7/1/2018	SUPERINTENDENT OF SCHOOLS	NCPDF MEMBERSHIP DUES	0100	\$	5,855.40	066	EDUCATIONAL SERVICES
000005963	7/2/2018	DS SERVICES OF AMERICA INC	ANNUAL DRINKING WATER-BUS/ERC	0100	\$	85.00	066	EDUCATIONAL SERVICES
000005963	7/2/2018	DS SERVICES OF AMERICA INC	ANNUAL DRINKING WATER-BUS/ERC	0100	\$	595.00	066	EDUCATIONAL SERVICES
000006017	7/10/2018	PEARSON	ANNUAL FOR PROTOCOLS	0100	\$	2,500.00	066	EDUCATIONAL SERVICES
000006018	7/10/2018	PRO-ED INC.	ANNUAL FOR PROTOCOLS	0100	\$	750.00	066	EDUCATIONAL SERVICES
000006019	7/10/2018	RIVERSIDE PUBLISHING	ANNUAL FOR PROTOCOLS	0100	\$	500.00	066	EDUCATIONAL SERVICES
000006021	7/10/2018	TEAMTALK NETWORK	ANNUAL RADIO SERVICES	0100	\$	222.00	066	EDUCATIONAL SERVICES
000006024	7/10/2018	DAY WIRELESS SYSTEMS	ANNUAL COMM. DEVICE MAINT. SVC	0100	\$	24.00	066	EDUCATIONAL SERVICES
000006095	7/19/2018	SOUTH COAST COPY SYSTEMS	ANNUAL COPIER CHARGES	0100	\$	1,500.00	066	EDUCATIONAL SERVICES
000006098	7/19/2018	SUPERINTENDENT OF SCHOOLS	PROFESSIONAL DEVELOPMENT	0100	\$	24,375.00	066	EDUCATIONAL SERVICES
000006100	7/23/2018	NORTH COASTAL CONSORTIUM	REGISTRATION FEES	0100	\$	960.00	066	EDUCATIONAL SERVICES
000006107	7/24/2018	CITI CARDS /	PROJ. SAFE SUPPLIES	0100	\$	179.98	066	EDUCATIONAL SERVICES
000006116	7/24/2018	DATA BLOCKS	ANNUAL SUPPORT SERVICES	0100	\$	538.75	066	EDUCATIONAL SERVICES
				<b>TOTAL</b>	<b>\$</b>	<b>38,525.13</b>	<b>0</b>	<b>EDUCATIONAL SERVICES Total</b>
000005948	7/2/2018	SAN JOAQUIN COUNTY OFFICE OF EDUCATION	ANNUAL LEA MEDI-CAL BILL'G SVC	0100	\$	14,800.00	067	SPECIAL EDUCATION
000005949	7/2/2018	JANE DRAKE	ANNUAL PHYSICAL THERAPY SVCS	0100	\$	20,160.00	067	SPECIAL EDUCATION
000005950	7/2/2018	ARLEEN CONRADI, MA, EDS, ABSNP	ANNUAL PSYCHE EVALUATION SVCS	0100	\$	15,000.00	067	SPECIAL EDUCATION
000005952	7/2/2018	RADY CHILDREN'S HOSPITAL - SD	ANNUAL MANDATED HLTH SCREEN'G	0100	\$	35,134.00	067	SPECIAL EDUCATION
000005953	7/2/2018	NEW HAVEN YOUTH & FAMILY SERVICES, INC.	ANNUAL THERAPEUTIC SVCS	0100	\$	26,400.00	067	SPECIAL EDUCATION
000005972	7/2/2018	XCITE STEPS	ANNUAL BEHAVIOR SUPPORT SVCS	0100	\$	12,000.00	067	SPECIAL EDUCATION
000006012	7/10/2018	DELL MARKETING L.P.	PRINTERS - SC/HC	0100	\$	156.23	067	SPECIAL EDUCATION
000006017	7/10/2018	PEARSON	ANNUAL FOR PROTOCOLS	0100	\$	22,500.00	067	SPECIAL EDUCATION
000006018	7/10/2018	PRO-ED INC.	ANNUAL FOR PROTOCOLS	0100	\$	6,750.00	067	SPECIAL EDUCATION
000006019	7/10/2018	RIVERSIDE PUBLISHING	ANNUAL FOR PROTOCOLS	0100	\$	4,500.00	067	SPECIAL EDUCATION
000006020	7/10/2018	WESTERN PSYCHOLOGICAL SERVICES	ANNUAL FOR SPEC. ED SUPPLIES	0100	\$	1,500.00	067	SPECIAL EDUCATION
000006036	7/11/2018	DEVEREUX	ANNUAL NPS	0100	\$	15,000.00	067	SPECIAL EDUCATION
000006036	7/11/2018	DEVEREUX	ANNUAL NPS	0100	\$	120,532.80	067	SPECIAL EDUCATION
000006125	7/26/2018	ATKINSON, ANDELSON, LOYA, RUUD	ANNUAL LEGAL SERVICES	0100	\$	11,200.00	067	SPECIAL EDUCATION
000006129	7/26/2018	ABA EDUCATION FOUNDATION	ANNUAL NPS CONTRACT	0100	\$	25,000.00	067	SPECIAL EDUCATION
000006147	7/30/2018	VISTA HILL	ANNUAL MENTAL HEALTH/ASSESSMTS	0100	\$	162,125.00	067	SPECIAL EDUCATION
000006148	7/30/2018	ASELTINE SCHOOL	NPS SERVICES	0100	\$	44,253.30	067	SPECIAL EDUCATION
000006149	7/30/2018	BRAIN LEARNING PSYCHOLOGICAL CORP	ANNUAL PSYCH ASSESSMENTS	0100	\$	25,000.00	067	SPECIAL EDUCATION
000006150	7/30/2018	SAN DIEGO CENTER FOR CHILDREN	ANNUAL NPS SERVICES	0100	\$	44,299.64	067	SPECIAL EDUCATION
000006151	7/30/2018	INSTITUTE FOR EFFECTIVE	ANNUAL NPS SERVICES	0100	\$	150,990.00	067	SPECIAL EDUCATION
000006157	7/31/2018	SCHOOL OUTFITTERS	CLASSROOM SUPPLIES	0100	\$	482.29	067	SPECIAL EDUCATION
000006158	7/31/2018	SUPER DUPER SCHOOL COMPANY	SPEECH & LANGUAGE ASSESMT KITS	0100	\$	2,434.76	067	SPECIAL EDUCATION
000006159	7/31/2018	BROOKES PUBLISHING	CLASSROOM MATERIALS	0100	\$	664.06	067	SPECIAL EDUCATION
000006160	7/31/2018	HAWTHORNE EDUCATIONAL SERVICES INC	CLASSROOM MATERIALS	0100	\$	568.94	067	SPECIAL EDUCATION
000006161	7/31/2018	N2Y INC	LICENSE RENEWAL	0100	\$	1,935.24	067	SPECIAL EDUCATION
000006162	7/31/2018	HOUGHTON MIFFLIN HARCOURT	CLASSROOM MATERIALS	0100	\$	15,132.83	067	SPECIAL EDUCATION
000006163	7/31/2018	OFFICE1	TONER FOR VI 026	0100	\$	301.03	067	SPECIAL EDUCATION

			<b>TOTAL</b>	<b>\$ 778,820.12 0</b>	<b>SPECIAL EDUCATION Total</b>
0000005801	7/1/2018	CALIFORNIA SCHOOL BOARDS ASSO	GAMUT ONLINE RENEWAL	0100 \$ 440.00	070 PUPIL SERVICES
0000005947	7/2/2018	ORANGE COUNTY DEPARTMENT OF	ANNUAL MEDI-CALL ADMIN SVCS	0100 \$ 4,725.00	070 PUPIL SERVICES
0000005951	7/2/2018	MCALISTER INSTITUTE /	ANNUAL DRUG TESTING SVCS	0100 \$ 1,000.00	070 PUPIL SERVICES
0000005963	7/2/2018	DS SERVICES OF AMERICA INC	ANNUAL DRINKING WATER-BUS/ERC	0100 \$ 85.00	070 PUPIL SERVICES
0000006099	7/23/2018	SDSU RESEARCH FOUNDATION/PLTW	REGISTRATION FEES	0100 \$ 1,550.00	070 PUPIL SERVICES
0000006101	7/23/2018	CSNO	REGISTRATION FEES	0100 \$ 150.00	070 PUPIL SERVICES
			<b>TOTAL</b>	<b>\$ 7,950.00 0</b>	<b>PUPIL SERVICES Total</b>
0000005759	7/1/2018	PEARSON / SCOTT FORESMAN	HISTORY-SOCIAL SCIENCE MAT'S	0100 \$ 26,790.96	071 DISTRICT LIBRARY
0000005803	7/1/2018	PEARSON	SCHOOLNET SUBSCRIPTION RENEWAL	0100 \$ 60,935.00	071 DISTRICT LIBRARY
0000005804	7/1/2018	COMPANION CORPORATION	ONLINE LIBRARY SUBSCRIPTION	0100 \$ 12,368.62	071 DISTRICT LIBRARY
0000005977	7/3/2018	CPM EDUCATIONAL PROGRAM	TOOLKITS	0100 \$ 6,141.75	071 DISTRICT LIBRARY
0000006066	7/13/2018	CPM EDUCATIONAL PROGRAM	CLASSROOM MATERIALS	0100 \$ 1,525.18	071 DISTRICT LIBRARY
			<b>TOTAL</b>	<b>\$ 107,761.51 0</b>	<b>DISTRICT LIBRARY Total</b>
0000005831	7/1/2018	PARKWAY BOWL	ADMISSIONS	6300 \$ 265.00	072 PROJECT SAFE
0000005936	7/1/2018	SMART & FINAL	FOOD SUPPLIES FOR PROJ. SAFE	6300 \$ 500.00	072 PROJECT SAFE
0000005936	7/1/2018	SMART & FINAL	FOOD SUPPLIES FOR PROJ. SAFE	6300 \$ 500.00	072 PROJECT SAFE
0000005937	7/1/2018	SMART & FINAL	FOOD SUPPLIES FOR PROJ. SAFE	6300 \$ 1,000.00	072 PROJECT SAFE
0000005963	7/2/2018	DS SERVICES OF AMERICA INC	ANNUAL DRINKING WATER-BUS/ERC	6300 \$ 85.00	072 PROJECT SAFE
0000005980	7/3/2018	GTSOFT INC	EZ CHILD TRACKING SOFTWARE	6300 \$ 16,000.00	072 PROJECT SAFE
0000005981	7/3/2018	GTSOFT INC	EZ TRACKING SYSTEM	6300 \$ 3,000.00	072 PROJECT SAFE
0000006003	7/9/2018	OFFICE DEPOT INC	OFFICE SUPPLIES - ALL SITES	6300 \$ 709.75	072 PROJECT SAFE
0000006008	7/10/2018	PARKWAY BOWL	ADMISSIONS	6300 \$ 265.00	072 PROJECT SAFE
0000006009	7/10/2018	AMAZON.COM	SUPPLIES FOR PROJ. SAFE	6300 \$ 477.19	072 PROJECT SAFE
0000006010	7/10/2018	AMAZON.COM	PROJECT SAFE SUPPLIES	6300 \$ 186.62	072 PROJECT SAFE
0000006033	7/11/2018	SAN DIEGO ICE ARENA	ADMISSIONS	6300 \$ 1,520.00	072 PROJECT SAFE
0000006035	7/11/2018	ULTRAZONE LASER TAG	ADMISSIONS	6300 \$ 1,600.00	072 PROJECT SAFE
0000006037	7/11/2018	PARKWAY BOWL	ADMISSIONS	6300 \$ 265.00	072 PROJECT SAFE
0000006038	7/11/2018	PARKWAY BOWL	ADMISSIONS	6300 \$ 1,100.00	072 PROJECT SAFE
0000006039	7/11/2018	WAVE WATERPARK (THE)	ADMISSIONS	6300 \$ 1,499.30	072 PROJECT SAFE
0000006040	7/11/2018	PARKWAY BOWL	ADMISSIONS	6300 \$ 300.00	072 PROJECT SAFE
0000006041	7/11/2018	PARKWAY BOWL	ADMISSIONS	6300 \$ 280.00	072 PROJECT SAFE
0000006042	7/11/2018	ZOOLOGICAL SOCIETY OF SAN DIEGO	ADMISSIONS	6300 \$ 2,500.00	072 PROJECT SAFE
0000006043	7/11/2018	ZOOLOGICAL SOCIETY OF SAN DIEGO	ADMISSIONS	6300 \$ 1,400.00	072 PROJECT SAFE
0000006044	7/11/2018	SMART & FINAL	FOOD SUPPLIES FOR YALE	6300 \$ 800.00	072 PROJECT SAFE
0000006052	7/12/2018	SMART & FINAL	SUMMER SUPPLIES FOR PROJ. SAFE	6300 \$ 1,000.00	072 PROJECT SAFE
0000006053	7/12/2018	SMART & FINAL	SUMMER SUPPLIES FOR OSTP	6300 \$ 1,000.00	072 PROJECT SAFE
0000006054	7/12/2018	SMART & FINAL	SNACKS FOR SUMMER OSTP	6300 \$ 1,000.00	072 PROJECT SAFE
0000006067	7/13/2018	DEPARTMENT OF SOCIAL SERVICES	YALE LICENSING FEES	6300 \$ 484.00	072 PROJECT SAFE
0000006070	7/17/2018	ZOOLOGICAL SOCIETY OF SAN DIEGO	ADMISSIONS	6300 \$ 1,200.00	072 PROJECT SAFE
0000006102	7/23/2018	SOFTERWARE	ANNUAL EZ-CARE2 SUPPORT SVCS	6300 \$ 206.00	072 PROJECT SAFE
0000006104	7/23/2018	DEPARTMENT OF SOCIAL SERVICES	LICENSING FEES FOR YALE	6300 \$ 484.00	072 PROJECT SAFE
0000006107	7/24/2018	CITI CARDS /	PROJ. SAFE SUPPLIES	6300 \$ 1,057.12	072 PROJECT SAFE
0000006107	7/24/2018	CITI CARDS /	PROJ. SAFE SUPPLIES	6300 \$ 1,037.72	072 PROJECT SAFE
0000006110	7/24/2018	CENTURY ENT., INC.	PS PORTABLES - PAINTING CP/SC	6300 \$ 7,700.00	072 PROJECT SAFE
			<b>TOTAL</b>	<b>\$ 49,421.70 0</b>	<b>PROJECT SAFE Total</b>
0000005756	7/1/2018	APPLE INC	TEACHER'S LAPTOPS	4000 \$ 12,107.84	073 TECHNOLOGY SERVICES
0000005758	7/1/2018	DELL MARKETING L.P.	TEACHER'S LAPTOPS	4000 \$ 40,904.05	073 TECHNOLOGY SERVICES
0000005805	7/1/2018	COMPUTER PROTECTION TECH INC	MAINT. AGREEMENT RENEWAL	0100 \$ 2,770.00	073 TECHNOLOGY SERVICES
0000005807	7/1/2018	POWERSCHOOL GROUP LLC	ANNUAL SUPPORT RENEWAL	0100 \$ 34,738.95	073 TECHNOLOGY SERVICES
0000005808	7/1/2018	SHI INTERNATIONAL CORP	SOFTWARE LICENSE RENEWAL	0100 \$ 28,542.90	073 TECHNOLOGY SERVICES
0000005907	7/1/2018	SEHI COMPUTER PRODUCTS INC	ANNUAL VMWARE RENEWAL	0100 \$ 2,802.00	073 TECHNOLOGY SERVICES
0000005963	7/2/2018	DS SERVICES OF AMERICA INC	ANNUAL DRINKING WATER-BUS/ERC	0100 \$ 800.00	073 TECHNOLOGY SERVICES
0000005970	7/2/2018	SITEIMPROVE	ANNUAL ADA WEBSITE COMPLIANCE	0100 \$ 9,650.00	073 TECHNOLOGY SERVICES
0000005982	7/3/2018	AT&T / CALNET3	PHONE SVCS - ACCESS LINES	0100 \$ 14,400.00	073 TECHNOLOGY SERVICES
0000005983	7/3/2018	AT&T / CALNET 3	PHONE SERVICE - C60	0100 \$ 60,000.00	073 TECHNOLOGY SERVICES
0000005984	7/3/2018	CORE TECH CORPORATION	CTC BRIDGE SOFTWARE & SUPPORT	0100 \$ 594.00	073 TECHNOLOGY SERVICES

0000005985	7/3/2018	COX COMMUNICATIONS	COX DATA NETWORK	0100	\$	113,400.00	073	TECHNOLOGY SERVICES
0000005987	7/3/2018	NVLS PROFESSIONAL SERVICES LLC	ERATE SERVICES	0100	\$	6,150.00	073	TECHNOLOGY SERVICES
0000005988	7/3/2018	PROTEL COMMUNICATIONS INC.	PHONE SYSTEM SUPPORT SVCS	0100	\$	21,856.31	073	TECHNOLOGY SERVICES
0000005989	7/3/2018	SPRINT	CELL PHONE SVCS FOR DISTRICT	0100	\$	32,000.00	073	TECHNOLOGY SERVICES
0000006021	7/10/2018	TEAMTALK NETWORK	ANNUAL RADIO SERVICES	0100	\$	222.00	073	TECHNOLOGY SERVICES
0000006024	7/10/2018	DAY WIRELESS SYSTEMS	ANNUAL COMM. DEVICE MAINT. SVC	0100	\$	24.00	073	TECHNOLOGY SERVICES
0000006047	7/11/2018	CSEBA	MEDICAL PREMIUMS	0100	\$	1,281.92	073	TECHNOLOGY SERVICES
0000006048	7/11/2018	DATTEL SYSTEMS	ANNUAL 3-YR SERVER BACKUP	0100	\$	32,014.50	073	TECHNOLOGY SERVICES
0000006051	7/12/2018	TROXELL COMMUNICATIONS INC	PROJECTORS	4000	\$	45,481.28	073	TECHNOLOGY SERVICES
0000006106	7/24/2018	CDW GOVERNMENT INC	SMARTBOARD BULB - HC	4000	\$	196.02	073	TECHNOLOGY SERVICES
0000006155	7/30/2018	THE SOCO GROUP INC	GAS & DIESEL	0100	\$	97.56	073	TECHNOLOGY SERVICES
			<b>TOTAL</b>		<b>\$</b>	<b>460,033.33</b>	<b>0</b>	<b>TECHNOLOGY SERVICES Total</b>
0000005779	7/1/2018	MAINTEX INC	CUSTODIAL EQUIPMENT - CP	0100	\$	4,256.13	074	OPERATIONS/CUSTODIAL
0000005780	7/1/2018	MAINTEX INC	CUSTODIAL EQUIPMENT - CH	0100	\$	4,256.13	074	OPERATIONS/CUSTODIAL
0000005781	7/1/2018	MAINTEX INC	CUSTODIAL EQUIPMENT - CFH	0100	\$	4,256.13	074	OPERATIONS/CUSTODIAL
0000005782	7/1/2018	MAINTEX INC	CUSTODIAL EQUIPMENT - HC	0100	\$	4,256.13	074	OPERATIONS/CUSTODIAL
0000005783	7/1/2018	MAINTEX INC	CUSTODIAL EQUIPMENT - PD	0100	\$	4,256.13	074	OPERATIONS/CUSTODIAL
0000005784	7/1/2018	MAINTEX INC	CUSTODIAL EQUIPMENT - PA	0100	\$	4,256.13	074	OPERATIONS/CUSTODIAL
0000005785	7/1/2018	MAINTEX INC	CUSTODIAL EQUIPMENT - CO	0100	\$	4,256.13	074	OPERATIONS/CUSTODIAL
0000005786	7/1/2018	MAINTEX INC	CUSTODIAL EQUIPMENT - RS	0100	\$	4,256.13	074	OPERATIONS/CUSTODIAL
0000005917	7/1/2018	MAINTEX INC	NEW VACUUMS	0100	\$	6,309.84	074	OPERATIONS/CUSTODIAL
0000006057	7/12/2018	MAINTEX INC	PARTS FOR EQUIP. REPAIRS	0100	\$	54.61	074	OPERATIONS/CUSTODIAL
0000006127	7/26/2018	MAINTEX INC	PARTS FOR VACUUMS	0100	\$	260.11	074	OPERATIONS/CUSTODIAL
0000006145	7/27/2018	MAINTEX INC	CUSTODIAL SUPPLIES-DO COMPOUND	0100	\$	363.50	074	OPERATIONS/CUSTODIAL
			<b>TOTAL</b>		<b>\$</b>	<b>41,037.10</b>	<b>0</b>	<b>OPERATIONS/CUSTODIAL Total</b>
0000005769	7/1/2018	STOLIE PAINTING	RIO SECO SCH PAINTING PROJECT	1400	\$	33,000.00	075	MAINTENANCE
0000005770	7/1/2018	STOLIE PAINTING	HILL CREEK PAINTING PROJECT	1400	\$	33,000.00	075	MAINTENANCE
0000005774	7/1/2018	CENTURY ENT., INC.	PAINTING PROJECT AT SYC CYN	1400	\$	28,000.00	075	MAINTENANCE
0000005775	7/1/2018	A GOOD ROOFER, INC.	REROOFING AWARD AT SC	1400	\$	550,514.00	075	MAINTENANCE
0000005776	7/1/2018	A GOOD ROOFER, INC.	REROOFING AWARD AT CP	1400	\$	456,834.00	075	MAINTENANCE
0000005798	7/1/2018	24-HOUR ELEVATOR, INC.	ELEVATOR SERVICE AGREEMENTS	0100	\$	9,721.44	075	MAINTENANCE
0000005799	7/1/2018	24-HOUR ELEVATOR, INC.	WHEEL-CHAIR LIFT SVC AGREEMENT	0100	\$	449.96	075	MAINTENANCE
0000005802	7/1/2018	DUDE SOLUTIONS	WORK ORDER SYSTEM RENEWAL	0100	\$	4,493.73	075	MAINTENANCE
0000005833	7/1/2018	AMERICAN AIR FILTER COMPANY, INC.	ANNUAL HVAC SUPPLIES	0100	\$	4,000.00	075	MAINTENANCE
0000005836	7/1/2018	AMERICAN MESSAGING	ANNUAL PAGER SERVICES	0100	\$	150.00	075	MAINTENANCE
0000005837	7/1/2018	BACKFLOW SERVICES, INC.	ANNUAL TESTING SVCS	0100	\$	8,500.00	075	MAINTENANCE
0000005838	7/1/2018	CALIFORNIA ELECTRIC SUPPLY	ANNUAL ELECTRICAL SUPPLIES	0100	\$	4,000.00	075	MAINTENANCE
0000005839	7/1/2018	CINTAS CORPORATION	ANNUAL UNIFORM SERVICES	0100	\$	3,000.00	075	MAINTENANCE
0000005840	7/1/2018	CITY ELECTRIC SUPPLY	ANNUAL ELECTRICAL SUPPLIES	0100	\$	10,500.00	075	MAINTENANCE
0000005841	7/1/2018	ANIXTER/CLARK	ANNUAL HARDWARE/LOCKS/DOORS	0100	\$	24,000.00	075	MAINTENANCE
0000005842	7/1/2018	DAVE BANG ASSOCIATES INC	ANNUAL PLAYGRD SAFETY SUPPLIES	0100	\$	82,754.87	075	MAINTENANCE
0000005843	7/1/2018	DRAIN PROS INC	ANNUAL DRAIN CLEARING SERVICES	0100	\$	6,000.00	075	MAINTENANCE
0000005844	7/1/2018	DUNN EDWARDS CORPORATION	ANNUAL PAINT SUPPLIES	0100	\$	2,000.00	075	MAINTENANCE
0000005846	7/1/2018	FERGUSON ENTERPRISES INC	ANNUAL PLUMBING SUPPLIES	0100	\$	5,000.00	075	MAINTENANCE
0000005847	7/1/2018	FIRE ETC	ANNUAL FIRE EXTINGUISHER SVCS	0100	\$	8,000.00	075	MAINTENANCE
0000005849	7/1/2018	HOME DEPOT COMMERCIAL ACCOUNT	ANNUAL MAINT. SUPPLIES	0100	\$	50,000.00	075	MAINTENANCE
0000005850	7/1/2018	JOHNSTONE SUPPLY	ANNUAL HVAC SUPPLIES	0100	\$	10,000.00	075	MAINTENANCE
0000005852	7/1/2018	LOWE'S STORE #1661	ANNUAL MAINT. SUPPLIES	0100	\$	20,000.00	075	MAINTENANCE
0000005853	7/1/2018	PACIFICA GLASS CO., INC.	ANNUAL VANDALISM REPAIRS	0100	\$	5,000.00	075	MAINTENANCE
0000005854	7/1/2018	PACWEST AIR FILTER LLC	ANNUAL HVAC SUPPLIES	0100	\$	5,387.50	075	MAINTENANCE
0000005855	7/1/2018	SAFE-T-LITE	ANNUAL SIGNS & SIGN MATERIALS	0100	\$	2,000.00	075	MAINTENANCE
0000005857	7/1/2018	STANDARD ELECTRONICS	ANNUAL ELECTRICAL REPAIRS	0100	\$	12,000.00	075	MAINTENANCE
0000005858	7/1/2018	STATE OF CALIFORNIA	PASSENGER ELEVATOR PERMIT FEES	0100	\$	1,650.00	075	MAINTENANCE
0000005859	7/1/2018	STATE OF CALIFORNIA	ANNUAL WHEELCHAIR LIFT FEES	0100	\$	900.00	075	MAINTENANCE
0000005860	7/1/2018	TRANE U.S. INC.	HVAC SUPPLIES	0100	\$	4,000.00	075	MAINTENANCE
0000005862	7/1/2018	VALLEY INDUSTRIAL SPECIALTIES	PLUMBING SUPPLIES	0100	\$	4,000.00	075	MAINTENANCE
0000005940	7/2/2018	HIDDEN VALLEY PUMP SYSTEMS, INC.	WELL PUMP MAINTENANCE	0100	\$	977.50	075	MAINTENANCE

0000005941	7/2/2018	HOME DEPOT COMMERCIAL ACCOUNT	SUPPLIES FOR MOD PROJ.-RS	2538	\$	395.95	075	MAINTENANCE
0000005942	7/2/2018	COMPETITIVE METALS INC	SUPPLIES FOR MOD PROJ.-RS	2538	\$	617.17	075	MAINTENANCE
0000005943	7/2/2018	KRC ROCK INC	SUPPLIES FOR MOD PROJ.-RS	2538	\$	114.22	075	MAINTENANCE
0000005944	7/2/2018	EWING IRRIGATION PRODUCTS	SUPPLIES FOR MOD PROJ.-RS	2538	\$	1,610.83	075	MAINTENANCE
0000005946	7/2/2018	CENTURY ENT., INC.	INTERIOR PAINTING - SC	0100	\$	14,975.00	075	MAINTENANCE
0000005954	7/2/2018	EWING IRRIGATION PRODUCTS	SUPPLIES FOR CFH GARDEN	0100	\$	322.76	075	MAINTENANCE
0000005955	7/2/2018	HOME DEPOT COMMERCIAL ACCOUNT	SUPPLIES FOR CFH GARDEN	0100	\$	53.13	075	MAINTENANCE
0000005959	7/2/2018	DS SERVICES OF AMERICA INC	ANNUAL DRINKING WATER - M&O	0100	\$	400.00	075	MAINTENANCE
0000005973	7/2/2018	BRADY SO CAL INC	DOOR REPAIRS - CPJH	0100	\$	5,283.00	075	MAINTENANCE
0000005998	7/5/2018	MEACOR SIGNS	SIGNS	0100	\$	156.24	075	MAINTENANCE
0000006000	7/5/2018	PRAXAIR DISTRIBUTION INC	WELDING SUPPLIES	0100	\$	2,253.04	075	MAINTENANCE
0000006001	7/5/2018	WASTE MANAGEMENT OF EL CAJON -	ROLL-OFFS FOR ALL SITES AT CP	0100	\$	396.60	075	MAINTENANCE
0000006005	7/9/2018	LAKESIDE EQUIPMENT SALES AND RENTALS	EQUIPMENT RENTAL	2538	\$	471.44	075	MAINTENANCE
0000006006	7/9/2018	AMS	CEILING TILES	0100	\$	940.96	075	MAINTENANCE
0000006014	7/10/2018	INLAND PACIFIC RESOURCE	MULCH - CP	0100	\$	2,340.00	075	MAINTENANCE
0000006021	7/10/2018	TEAMTALK NETWORK	ANNUAL RADIO SERVICES	0100	\$	444.00	075	MAINTENANCE
0000006024	7/10/2018	DAY WIRELESS SYSTEMS	ANNUAL COMM. DEVICE MAINT. SVC	0100	\$	48.00	075	MAINTENANCE
0000006026	7/10/2018	THOMAS INDUSTRIAL WATER	ANNUAL WATER CONDITIONING SVCS	0100	\$	42.00	075	MAINTENANCE
0000006029	7/11/2018	KIRK PAVING, INC	ASPHALT REPAIRS - CFH	1400	\$	14,900.00	075	MAINTENANCE
0000006031	7/11/2018	WASTE MANAGEMENT OF EL CAJON -	M&O AREA ROLL-OFF	0100	\$	747.84	075	MAINTENANCE
0000006060	7/12/2018	CENTURY ENT., INC.	STUCCO / PAINT REPAIRS - CH	1400	\$	14,975.00	075	MAINTENANCE
0000006063	7/13/2018	MASON'S SAW & LAWNMOWER SERVICE, INC.	POWER MOWER	0100	\$	13,744.86	075	MAINTENANCE
0000006064	7/13/2018	DFS FLOORING	CARPET INSTALLATION IN TRANS.	0100	\$	984.00	075	MAINTENANCE
0000006072	7/17/2018	ZASUETA CONTRACTING INC.	SWINGS INSTALL - CO	0100	\$	2,400.00	075	MAINTENANCE
0000006112	7/24/2018	GRAINGER	ANNUAL - HVAC SUPPLIES	0100	\$	5,000.00	075	MAINTENANCE
0000006113	7/24/2018	ANIXTER/CLARK	LOCKS/HARDWARE SUPPLIES	0100	\$	1,249.30	075	MAINTENANCE
0000006130	7/26/2018	ZASUETA CONTRACTING INC.	INSTALL SHADE CANOPY - CH	0100	\$	600.00	075	MAINTENANCE
0000006146	7/27/2018	AMAZON.COM	M&O SUPPLIES	0100	\$	44.17	075	MAINTENANCE
0000006152	7/30/2018	AMS	M&O SUPPLIES	0100	\$	1,068.15	075	MAINTENANCE
0000006155	7/30/2018	THE SOCO GROUP INC	GAS & DIESEL	0100	\$	982.97	075	MAINTENANCE
			<b>TOTAL</b>			<b>\$ 1,477,393.63</b>	<b>0</b>	<b>MAINTENANCE Total</b>
0000005839	7/1/2018	CINTAS CORPORATION	ANNUAL UNIFORM SERVICES	0100	\$	1,200.00	076	TRANSPORTATION
0000005895	7/1/2018	DECISIONINSITE LLC	ANNUAL ENROLLMENT PROJECTION	0100	\$	1,000.00	076	TRANSPORTATION
0000005958	7/2/2018	DS SERVICES OF AMERICA INC	ANNUAL DRINKING WATER-HC/CH/TR	0100	\$	225.00	076	TRANSPORTATION
0000005990	7/5/2018	INTERSTATE BATTERY OF SAN DIEGO INC	SPEC. ED SUPPLIES FOR REPAIRS	0100	\$	571.37	076	TRANSPORTATION
0000005991	7/5/2018	TIRE CENTERS WEST, LLC	TIRES	0100	\$	2,429.07	076	TRANSPORTATION
0000005992	7/5/2018	WESTERN GRAPHIX	EQUIPMENT REPAIRS	0100	\$	225.00	076	TRANSPORTATION
0000005993	7/5/2018	PECK'S HEAVY FRICTION INC	SUPPLIES FOR REPAIRS	0100	\$	5.78	076	TRANSPORTATION
0000005994	7/5/2018	PENSKE FORD	SUPPLIES FOR REPAIRS	0100	\$	178.84	076	TRANSPORTATION
0000005995	7/5/2018	EXPRESS PERFORMANCE CENTER	REPAIR SERVICES	0100	\$	153.88	076	TRANSPORTATION
0000005996	7/5/2018	O'REILLY AUTO PARTS	PARTS FOR REPAIRS	0100	\$	151.69	076	TRANSPORTATION
0000005997	7/5/2018	SNAP-ON TOOLS	SHOP SUPPLIES	0100	\$	204.73	076	TRANSPORTATION
0000006021	7/10/2018	TEAMTALK NETWORK	ANNUAL RADIO SERVICES	0100	\$	6,416.00	076	TRANSPORTATION
0000006021	7/10/2018	TEAMTALK NETWORK	ANNUAL RADIO SERVICES	0100	\$	2,220.00	076	TRANSPORTATION
0000006022	7/10/2018	REGIONAL COMMUNICATIONS	ANNUAL RADIO SERVICE	0100	\$	924.84	076	TRANSPORTATION
0000006023	7/10/2018	KONICA MINOLTA BUSINESS	ANNUAL COPIER MAINT. SERVICE	0100	\$	140.00	076	TRANSPORTATION
0000006024	7/10/2018	DAY WIRELESS SYSTEMS	ANNUAL COMM. DEVICE MAINT. SVC	0100	\$	672.00	076	TRANSPORTATION
0000006024	7/10/2018	DAY WIRELESS SYSTEMS	ANNUAL COMM. DEVICE MAINT. SVC	0100	\$	240.00	076	TRANSPORTATION
0000006025	7/10/2018	MASON'S SAW & LAWNMOWER SERVICE, INC.	ANNUAL SMALL EQUIP REPAIRS	0100	\$	3,750.00	076	TRANSPORTATION
0000006025	7/10/2018	MASON'S SAW & LAWNMOWER SERVICE, INC.	ANNUAL SMALL EQUIP REPAIRS	0100	\$	1,250.00	076	TRANSPORTATION
0000006026	7/10/2018	THOMAS INDUSTRIAL WATER	ANNUAL WATER CONDITIONING SVCS	0100	\$	378.00	076	TRANSPORTATION
0000006062	7/12/2018	GROSSMONT UNION HIGH SCHOOL DISTRICT	OUTSOURCED BUS DRIVERS	0100	\$	3,275.89	076	TRANSPORTATION
0000006065	7/13/2018	KNIGHT PRODUCTS GROUP	SUPPLIES FOR TRANS.	0100	\$	449.66	076	TRANSPORTATION
0000006071	7/17/2018	ZONAR SYSTEMS	ANNUAL MAINT. AGREEMENT	0100	\$	14,472.84	076	TRANSPORTATION
0000006075	7/18/2018	CREATIVE BUS SALES INC	NEW BUS	4000	\$	53,537.47	076	TRANSPORTATION
0000006155	7/30/2018	THE SOCO GROUP INC	GAS & DIESEL	0100	\$	522.76	076	TRANSPORTATION
0000006155	7/30/2018	THE SOCO GROUP INC	GAS & DIESEL	0100	\$	1,730.97	076	TRANSPORTATION

			<b>TOTAL</b>	<b>\$</b>	<b>96,325.79</b>	<b>0</b>	<b>TRANSPORTATION Total</b>
0000005971	7/2/2018	L.L. HENDRIX	INSPECTION SVCS - EV STATION	0100	\$	267.00	077 FACILITIES MODERNIZATION
0000006028	7/10/2018	LAURA D ROMANO	LEGAL SERVICES	0100	\$	167.75	077 FACILITIES MODERNIZATION
			<b>TOTAL</b>	<b>\$</b>	<b>434.75</b>	<b>0</b>	<b>FACILITIES MODERNIZATION Total</b>
0000005910	7/1/2018	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	\$	3,160.26	078 WAREHOUSE
0000005916	7/1/2018	OFFICE DEPOT INC	INVENTORY REPLENISHMENT	0100	\$	5,480.02	078 WAREHOUSE
0000005922	7/1/2018	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	\$	2,571.67	078 WAREHOUSE
0000005923	7/1/2018	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	\$	1,709.23	078 WAREHOUSE
0000005924	7/1/2018	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	\$	3,319.27	078 WAREHOUSE
0000005925	7/1/2018	SCHOOL SPECIALTY, INC	INVENTORY REPLENISHMENT	0100	\$	947.65	078 WAREHOUSE
0000005926	7/1/2018	RASIX COMPUTER CENTER INC	INVENTORY REPLENISHMENT	0100	\$	245.67	078 WAREHOUSE
0000005927	7/1/2018	US GAMES	INVENTORY REPLENISHMENT	0100	\$	1,004.66	078 WAREHOUSE
0000005929	7/1/2018	ALERT SERVICES, INC	INVENTORY REPLENISHMENT	0100	\$	247.22	078 WAREHOUSE
0000005930	7/1/2018	UNITED HEALTH SUPPLIES	INVENTORY REPLENISHMENT	0100	\$	81.46	078 WAREHOUSE
0000005931	7/1/2018	MOORE MEDICAL CORP	INVENTORY REPLENISHMENT	0100	\$	741.75	078 WAREHOUSE
0000005974	7/3/2018	AMAZON.COM	INVENTORY REPLENISHMENT	0100	\$	2,133.28	078 WAREHOUSE
0000005975	7/3/2018	MISSION JANITORIAL SUPPLIES	INVENTORY REPLENISHMENT	0100	\$	99.56	078 WAREHOUSE
0000005976	7/3/2018	WAXIE SANITARY SUPPLY	INVENTORY REPLENISHMENT	0100	\$	999.38	078 WAREHOUSE
0000006016	7/10/2018	SCHOOL SPECIALTY, INC	INVENTORY REPLENISHMENT	0100	\$	47.93	078 WAREHOUSE
0000006049	7/11/2018	NASCO MODESTO	INVENTORY REPLENISHMENT	0100	\$	190.85	078 WAREHOUSE
0000006061	7/12/2018	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	\$	13.84	078 WAREHOUSE
0000006076	7/18/2018	ALERT SERVICES, INC	INVENTORY REPLENISHMENT	0100	\$	133.07	078 WAREHOUSE
0000006077	7/18/2018	DELL MARKETING L.P.	INVENTORY REPLENISHMENT	0100	\$	9,386.05	078 WAREHOUSE
0000006078	7/18/2018	MAINTEX INC	INVENTORY REPLENISHMENT	0100	\$	1,476.48	078 WAREHOUSE
0000006079	7/18/2018	MAINTEX INC	INVENTORY REPLENISHMENT	0100	\$	370.48	078 WAREHOUSE
0000006080	7/18/2018	MISSION JANITORIAL SUPPLIES	INVENTORY REPLENISHMENT	0100	\$	6,750.63	078 WAREHOUSE
0000006081	7/18/2018	MOORE MEDICAL CORP	INVENTORY REPLENISHMENT	0100	\$	833.62	078 WAREHOUSE
0000006082	7/18/2018	OFFICE DEPOT INC	INVENTORY REPLENISHMENT	0100	\$	521.35	078 WAREHOUSE
0000006083	7/18/2018	OFFICE DEPOT INC	INVENTORY REPLENISHMENT	0100	\$	193.30	078 WAREHOUSE
0000006084	7/18/2018	SCHOOL HEALTH CORPORATION	INVENTORY REPLENISHMENT	0100	\$	261.57	078 WAREHOUSE
0000006085	7/18/2018	SCHOOL SPECIALTY, INC	INVENTORY REPLENISHMENT	0100	\$	756.06	078 WAREHOUSE
0000006086	7/18/2018	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	\$	795.24	078 WAREHOUSE
0000006087	7/18/2018	US GAMES	INVENTORY REPLENISHMENT	0100	\$	56.57	078 WAREHOUSE
0000006114	7/24/2018	PITNEY BOWES - SUPPLIES	SUPPLIES FOR MAIL MACHINE	0100	\$	393.80	078 WAREHOUSE
0000006115	7/24/2018	PITNEY BOWES - LEASE	DISTRICT MAIL EQUIPMENT LEASE	0100	\$	3,172.92	078 WAREHOUSE
0000006117	7/26/2018	AMAZON.COM	INVENTORY REPLENISHMENT	0100	\$	234.79	078 WAREHOUSE
0000006118	7/26/2018	CAMEO PAPER & JANITORIAL	INVENTORY REPLENISHMENT	0100	\$	3,533.13	078 WAREHOUSE
0000006120	7/26/2018	OFFICE DEPOT INC	INVENTORY REPLENISHMENT	0100	\$	269.76	078 WAREHOUSE
0000006121	7/26/2018	NASCO MODESTO	INVENTORY REPLENISHMENT	0100	\$	190.85	078 WAREHOUSE
0000006122	7/26/2018	OFFICE DEPOT INC	INVENTORY REPLENISHMENT	0100	\$	422.06	078 WAREHOUSE
0000006123	7/26/2018	SCHOOL SPECIALTY, INC	INVENTORY REPLENISHMENT	0100	\$	1,190.42	078 WAREHOUSE
0000006124	7/26/2018	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	\$	1,291.96	078 WAREHOUSE
0000006134	7/26/2018	MAINTEX INC	INVENTORY REPLENISHMENT	0100	\$	203.65	078 WAREHOUSE
0000006135	7/27/2018	CAMEO PAPER & JANITORIAL	INVENTORY REPLENISHMENT	0100	\$	163.78	078 WAREHOUSE
0000006154	7/30/2018	NCEPC	ANNUAL MEMBERSHIP DUES	0100	\$	400.00	078 WAREHOUSE
			<b>TOTAL</b>	<b>\$</b>	<b>55,995.24</b>	<b>0</b>	<b>WAREHOUSE Total</b>
0000005834	7/1/2018	AARDVARK PEST CONTROL	ANNUAL PEST CONTROL	0100	\$	32,500.00	080 MAINTENANCE
0000005835	7/1/2018	ALL CITIES PEST CONTROL	ANNUAL PEST CONTROL	0100	\$	1,000.00	080 MAINTENANCE
0000005845	7/1/2018	EWING IRRIGATION PRODUCTS	ANNUAL IRRIGATION SUPPLIES	0100	\$	30,000.00	080 MAINTENANCE
0000005848	7/1/2018	GREENBRIER LAWN & TREE EXPERT CO.	ANNUAL TREE TRIMMING & REMOVAL	0100	\$	10,000.00	080 MAINTENANCE
0000005851	7/1/2018	LAKESIDE EQUIPMENT SALES AND RENTALS	ANNUAL EQUIPMENT RENTAL	0100	\$	3,000.00	080 MAINTENANCE
0000005861	7/1/2018	TRULY NOLEN OF AMERICA, INC.	ANNUAL PEST CONTROL SVCS	0100	\$	3,600.00	080 MAINTENANCE
0000006128	7/26/2018	KRC ROCK INC	DG FOR REPAIRS TO CH TRACK	0100	\$	1,616.97	080 MAINTENANCE
			<b>TOTAL</b>	<b>\$</b>	<b>81,716.97</b>	<b>0</b>	<b>MAINTENANCE Total</b>
0000005956	7/2/2018	DS SERVICES OF AMERICA INC	ANNUAL DRINKING WATER - CNS	0100	\$	200.00	090 CENTRAL KITCHEN
0000005965	7/2/2018	PADRE DAM MUNICIPAL WATER	WATER SERVICE FOR DISTRICT	1300	\$	5,727.00	090 CENTRAL KITCHEN
0000005967	7/2/2018	SAN DIEGO GAS & ELECTRIC CO	DISTRICT-WIDE GAS & ELECTRIC	1300	\$	54,089.00	090 CENTRAL KITCHEN

0000005969	7/2/2018 WASTE MANAGEMENT OF EL CAJON -	ANNUAL REFUSE REMOVAL-DISTRICT	1300	\$	3,518.00	090	CENTRAL KITCHEN
		<b>TOTAL</b>		\$	<b>63,534.00</b>	<b>0</b>	<b>CENTRAL KITCHEN Total</b>
0000005939	7/1/2018 APPLE INC	IPAD POWER ADAPTERS	0100	\$	17,920.98	091	TECHNOLOGY SERVICES
0000006032	7/11/2018 UZBL	IPAD SCREEN PROTECTORS	0100	\$	4,525.50	091	TECHNOLOGY SERVICES
0000006034	7/11/2018 DELL MARKETING L.P.	TEACHER'S LAPTOP	0100	\$	1,341.10	091	TECHNOLOGY SERVICES
0000006050	7/12/2018 WHITE GLOVE DISTRIBUTION, LLC	IPAD CHARGING CABLES	0100	\$	4,310.00	091	TECHNOLOGY SERVICES
0000006093	7/18/2018 GROUP VERTICAL	HEADPHONE JACKS (BO)	0100	\$	139.54	091	TECHNOLOGY SERVICES
0000006156	7/31/2018 APPLE INC	MACBOOK - CP	0100	\$	951.05	091	TECHNOLOGY SERVICES
		<b>TOTAL</b>		\$	<b>29,188.17</b>	<b>0</b>	<b>TECHNOLOGY SERVICES Total</b>
0000005806	7/1/2018 EDU BUSINESS SOLUTIONS	PRINT SHOP PRO SUPPORT SVCS	0100	\$	3,147.30	092	PUBLICATIONS
0000005810	7/1/2018 KONICA MINOLTA BUSINESS	MAINT. AGREEMENT	0100	\$	7,400.00	092	PUBLICATIONS
0000005811	7/1/2018 KONICA MINOLTA BUSINESS	MAINT. AGREEMENT	0100	\$	10,000.00	092	PUBLICATIONS
0000005812	7/1/2018 KONICA MINOLTA BUSINESS	MAINT. AGREEMENT	0100	\$	10,000.00	092	PUBLICATIONS
0000005813	7/1/2018 KONICA MINOLTA BUSINESS	MAINT. AGREEMENT	0100	\$	15,000.00	092	PUBLICATIONS
0000005879	7/1/2018 EL CAJON PRINT & CLASS A TROPHIES	ANNUAL OUTSOURCED PRINTING	0100	\$	1,000.00	092	PUBLICATIONS
0000005880	7/1/2018 LITHO EQUIPMENT SERVICE	ANNUAL PRINTING EQUIP. REPAIRS	0100	\$	500.00	092	PUBLICATIONS
0000005881	7/1/2018 PERRY LETTERPRESS	ANNUAL BINDERY SERVICES	0100	\$	300.00	092	PUBLICATIONS
0000005882	7/1/2018 REYNOLD'S GRAPHICS ARTS CORP	ANNUAL PRINTING SUPPLIES	0100	\$	500.00	092	PUBLICATIONS
0000005883	7/1/2018 SOUTHLAND ENVELOPE COMPANY INC	ANNUAL OUTSOURCED PRINTING	0100	\$	2,000.00	092	PUBLICATIONS
0000005884	7/1/2018 SPIRAL BINDING CO INC	ANNUAL BINDING SUPPLIES	0100	\$	500.00	092	PUBLICATIONS
0000005885	7/1/2018 SUPERINTENDENT OF SCHOOLS	ANNUAL BUSINESS CARDS	0100	\$	1,000.00	092	PUBLICATIONS
0000005886	7/1/2018 VERITIV OPERATING COMPANY	ANNUAL SPECIAL PAPER SUPPLIES	0100	\$	10,000.00	092	PUBLICATIONS
		<b>TOTAL</b>		\$	<b>61,347.30</b>	<b>0</b>	<b>PUBLICATIONS Total</b>
				\$	<b>5,672,890.83</b>	<b>0</b>	<b>Grand Total</b>

Consent Item D.2.4.  
 Prepared by Karl Christensen  
 August 21, 2018

Acceptance of Donations, Grants, and Bequests

**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, grants, and/or bequests have been offered to the District:

<i>Item</i>	<i>Approximate Value</i>	<i>Received From</i>	<i>Designated For Use At</i>
<b>DONATIONS</b>			
Funds for Welcome Back Employee Event (August 15, 2018)	\$300.00	Mission Federal Credit Union	Districtwide
PowerSchool's Enterprise Management Service (EMS) – 1 year of service	\$11,296.80	PowerSchool Group, LLC	Districtwide
<b>GRANTS</b>			
(None)			
<b>BEQUESTS</b>			
(None)			
<b>TOTAL RECEIVED</b>	<b>\$11,596.80</b>		

**RECOMMENDATION:**

Administration recommends acceptance of the donations, grants, and/or bequests listed above for the District and authorization to send a letter of appreciation on behalf of the governing Board.

This recommendation supports the following District goals:

**Educational Achievement**

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

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The donations, grants, and/or bequests listed above are valued at \$11,596.80.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.4.



**BACKGROUND:**

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

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

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

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

**RECOMMENDATION:**

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

This recommendation supports the following District goals:

**Educational Achievement**

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

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The fiscal impact is disclosed on the attached page.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.5.

**Consultant / General Service Provider Report  
August 21, 2018**

Vendor Name	Type (Consultant or General Service Provider)	Description of Services	Date(s) of Service	Amount	Funding	Payment Type (Independent Contractor or Employee)
Tonya Hendrix	Consultant	Specialized Academic Instruction	07/01/18 - 06/30/19	\$68.00/hour (not to exceed \$40,000.00)	Special Education	Employee
Rosemary Hutzley	Consultant	Adapted P.E.	07/01/18 - 06/30/19	\$68.00/hour (not to exceed \$40,000.00)	Special Education	Employee
Franklin Abelon Jr.	General Service Provider	D.J. Services	9/8/2018	\$300.00 (not to exceed)	YALE Preschool	Independent Contractor
California School-Age Consortium	General Service Provider	Science Action Club	8/01/18 - 6/30/19	\$2,400.00 (not to exceed)	OST Program	Independent Contractor
Play It Safe Defense	General Service Provider	Kindness Assembles: Keep Your Power- Be A Winner	8/28/2018	\$550.00 (not to exceed)	PRDE Academy	Independent Contractor

**BACKGROUND:**

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

The Commercial Warrants Audit manual stipulates that an agreement is to be executed with the Parent/Guardian whenever mileage reimbursement is provided. Agreements with parents/guardians opting to receive mileage reimbursement during the 2017-18 and 2018-19 school year for the transportation of their own child(ren) are listed below:

School of Attendance	Round Trip Miles Per Day	# of Days	Per Mile Rate	Total Estimated Annual Cost
Rios Canyon School	25	19	\$0.5450	\$258.88
<b>Total:</b>				<b>\$258.88</b>

**RECOMMENDATION:**

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

This recommendation supports the following District goals:

**Learning Environment**

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

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The fiscal impact of \$258.88 is paid in lieu of District provided transportation.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Consent Item D.2.7.  
Prepared by Karl Christensen  
August 21, 2018

Authorization to Submit Application for 2018-19  
Mandated Cost Block Grant

**BACKGROUND:**

In 2012-13, the Governor and Legislature established the Mandated Cost Block Grant (“MCBG”) to provide a more streamlined alternative to the traditional claiming process. Last year, the District applied for and received \$198,145 through the MCBG process, considerably more than is normally generated as claimed amounts through the traditional process.

Each year, school districts can elect to participate in the MCBG through application or opt for the traditional claiming process. The application for 2018-19 is due to the State Controller’s Office by August 31, 2018.

The California Department of Education (CDE) has reported that the amount apportioned for K-12 education for 2018-19 equates to approximately \$31.16 per prior year P-2 ADA. For Santee, this would generate estimated revenue of \$204,041.

**RECOMMENDATION:**

It is recommended that the Board of Education authorize staff to apply for the Mandated Cost Block Grant for the 2018-19 school year.

This recommendation supports the following District goal:

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The fiscal impact is estimated at \$204,041 in funding for the Unrestricted General Fund

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.7.

Consent Item D.2.8.  
Prepared by Karl Christensen  
August 21, 2018

Authorization/Ratification to File Notice of Completion  
and Approval of Change Orders and Final Contract  
Amount for A. O. Reed & Co. for Bid #1819-006-ERC,  
Roofing and HVAC Replacement at the ERC

**BACKGROUND:**

Notice of Completion documents were filed with the County Recorder for Bid #1819--006-ERC, Roofing and HVAC Replacement at the ERC. Retention amounts withheld from progress payments will be released after 30 days from the date of recording the Notice of Completion.

The project was completed on time and with two change orders. Change Order #1 was for Carrier AC Units. Change Order #2 was for materials and installation for water damaged wood repairs that were not known until the old roofing was removed. This was an addition to the scope of work in the original bid.

Original Bid Amount	\$305,000
Change Order #1 – Carrier Units	3,331
Change Order #2 – Water Damaged Wood Structural Repairs	10,724
Project Total Including Change Orders	\$319,055

**RECOMMENDATION:**

It is recommended that the Board of Education Approve/Ratify the final contract amount and Authorize/Ratify filing of Notice of Completion documents for Bid #1819-006-ERC, Roofing and HVAC Replacement at the ERC.

This item supports the following District goals:

**Learning Environment**

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

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The fiscal impact is \$319,055 from Deferred Maintenance and Prop 39 funds.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.8.

Consent Item D.2.9.  
Prepared by Karl Christensen  
August 21, 2018

Adoption of Resolution No. 1819-06 for Emergency  
Waiver of Competitive Bidding Requirements for Gas  
Line Repairs at Pepper Drive School

**BACKGROUND:**

While significant construction work was occurring at Pepper Drive School, staff was notified of a gas line leak on August 9, 2018. An investigation was conducted and multiple leaks at coupling joints of an old underground line were discovered. Consequently, an emergency repair plumbing company was called out to pot hole and isolate sections of the gas line, ascertain the location(s) of the leaks, perform repairs, and retest for safety.

Initially, it was thought that only one or a few of the coupling joints were failing. However, continued investigation indicated the problem was pervasive throughout the entire line. On August 14, 2018, repairs were completed which incorporated complete replacement of a 200 to 250 foot section of the underground gas line between classroom J and the live on residence. All the coupling joints had deteriorated causing gas leakage to permeate the soil, posing a significant health and safety risk, necessitating the shutdown of gas service to the campus and immediate repair to be ready for the first day of school, August 22, 2018.

An assessment of the damage indicates that the cost for repair will exceed the \$15,000 bid limit and may also exceed the \$45,000 CUPCCAC limit. However, the repair could not wait as it posed an imminent danger to the health and safety of staff and students at the school. Advanced Plumbing was called in to uncover the line and assess the damage. They began repair work immediately as directed by the Director of Maintenance & Operations.

Public Contract Code section 20113 allows for the waiver of bidding requirements under certain emergency conditions. Specifically, this code section states:

**20113.**

(a) In an emergency when any repairs, alterations, work, or improvement is necessary to any facility of public schools to permit the continuance of existing school classes, or to avoid danger to life or property, the Board may, by unanimous vote, with the approval of the county superintendent of schools, do either of the following:

(1) Make a **contract** in writing or otherwise on behalf of the district for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bids.

(2) Notwithstanding Section 20114, authorize the use of day labor or force account for the purpose.

(b) Nothing in this section shall eliminate the need for any bonds or security otherwise required by law.

The County Office of Education has been notified in writing that an emergency waiver is being sought. Administration requests Board of Education adoption of a resolution to authorize preliminary approval of an emergency waiver of the formal bid process, per Public Contract Code section 20113. Adoption of the resolution for waiver requires unanimous vote of the Board.

**RECOMMENDATION:**

It is recommended that the Board of Education adopt Resolution No. 1819-06 to authorize approval of an emergency waiver of the formal bid process, per Public Contract Code section 20113, for repair of a leaking underground gas line at Pepper Drive School.

This recommendation supports the following District goal:

**Learning Environment**

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

**FISCAL IMPACT:**

The fiscal impact is estimated at \$40,000 to \$50,000, based on Time and Materials, to be paid from Routine Restricted Maintenance Funds.

**STUDENT ACHIEVEMENT IMPACT:**

This is an emergency support and safety item to ensure student safety and a healthy learning environment.

Motion:		Second:		Vote:		Agenda Item D.2.9.
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**SANTEE SCHOOL DISTRICT  
BOARD OF EDUCATION  
RESOLUTION NO. 1819-06  
FOR  
EMERGENCY WAIVER – PUBLIC PROJECT**

On Motion of Member \_\_\_\_\_, seconded by Member \_\_\_\_\_, the following Resolution is adopted by the Governing Board of the Santee School District:

WHEREAS, a 200 to 250 underground gas line between Building J and the live-on residence at Pepper Drive school was found to have multiple leaks at coupling joints requiring immediate repair,

WHEREAS, the resultant situation jeopardizes the continuance of existing school classes; and

WHEREAS, the situation poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services; and

WHEREAS, Public Contract Code Section 20113 (School District), as further defined by Public Contract Code Section 1102, provides that School Districts may, with the unanimous approval of the Governing Board and approval of the County Superintendent of Schools, contract for the performance of labor and purchase of materials without advertising for or inviting bids in an emergency when such work is necessary to permit the continuance of existing school classes or to avoid danger to life or property.

NOW THEREFORE, be it resolved that the Governing Board of the Santee School District has determined that these circumstances constitute an emergency condition and request approval from the County Superintendent of Schools to enter into contracts for work deemed necessary by the District's Director of Maintenance and Facilities, to be done without advertising or inviting bids pursuant to Public Contract Code Section 20113 (School Districts) and Public Contract Code Section 1102.





Consent Item D.3.1.

Approval of Agreement with San Diego County Superintendent of Schools for Leadership Transition

Prepared by Dr. Stephanie Pierce  
August 21 2018

**BACKGROUND:**

This agreement will provide a Leadership Transition Process that focuses on best practices in decision-making, communication, strategic action planning, and stakeholder involvement to support an incoming school leader. This agreement is for Cajon Park School in support of the transition for a new principal and vice principal. The site administrative team is committed to working with the transition team to develop a positive team relationship among the staff and community.

**RECOMMENDATION:**

Administration recommends approval of the Agreement with San Diego County Superintendent of Schools for Leadership Transition for the 2018-19 school year for Cajon Park School.

This recommendation supports the following District goals:

- Assure the highest level of educational achievement for all students.
- Provide a safe, engaging environment that promotes creativity, innovation and personalized learning.
- Implement a staff development plan as the cornerstone of employee performance and growth.

**FISCAL IMPACT:**

Funding for this transition agreement will come from Local Control Funding Formula (LCFF). The cost of this agreement is \$1,200.00 with additional \$2,000 for teacher leadership release.

**STUDENT ACHIEVEMENT IMPACT:**

This collaboration will support the incoming site administrative team in building a positive teaching and learning environment.

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

Agenda Item D.3.1.

**AGREEMENT BETWEEN  
SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS  
AND SANTEE SCHOOL DISTRICT  
FOR LEADERSHIP TRANSITION**

This Agreement is made and entered into by the **Santee School District**, hereinafter referred to as DISTRICT, and San Diego County Superintendent of Schools, hereinafter referred to as SDCSS.

WHEREAS, organizations undergo a level of instability during the transition to new leadership and it takes a new leader 12-18 months to understand the internal culture of the new organization;

WHEREAS, a school or district desires to create conditions so it works effectively with the new leader to improve school achievement and close the academic achievement gap;

WHEREAS, the Leadership Transition Process focuses on problem identification in the areas of decision making, communication, vision/mission and goals, morale, teamwork, parental involvement and student achievement, it helps the new leader prioritize the issues that staff perceives are most critical to the school's continued success and enlists staff in helping to solve those problems;

WHEREAS, **Cajon Park School** has been selected by the DISTRICT to participate in a Leadership Transition Process;

THEREFORE, DISTRICT and SDCSS mutually agree as follows:

- I. Contract Terms and Conditions
  - A. The Term of Contract shall be the 2018 year, beginning Aug. 15 and ending Dec. 1, 2018
  - B. DISTRICT agrees to pay SDCSS a **fee of \$1,200** for services provided to DISTRICT under the terms of this Agreement, within 30 days of receipt of invoice.
  - C. SDCSS agrees to provide a skilled facilitator who has been carefully trained to provide a smooth, supportive leadership transition process.
  
2. In Providing a Leadership Transition Process, SDCSS shall:
  - A. Maintain a cadre of skilled facilitators in the following areas: The Leadership Transition process, small group facilitation skills, the change process (both organizational and personal), and team development processes.
  - B. Schedule each of the steps of the transition process with district and/or site leadership.
  - C. Maintain a Leadership Transition survey that is aligned with current research on effective schools, school culture, and student achievement.
  - D. Prepare a Leadership Transition survey for every staff member (certified and classified) at the designated school.
  - E. Coordinate with the current principal to provide orientation to staff about the Leadership Transition process and share survey process.
  - F. Prepare two statistical data reports and a list of the open-ended comments (strengths, concerns, and recommendations) from the surveys for analysis by the site transition team.
  - G. Facilitate a 7-hour session with the site transition team to review the raw data, process the data to identify priorities and potential action steps to improve school

culture. The facilitator will meet with the team alone in the morning, followed by a formal debrief with the incoming principal during the afternoon.

- H. Insure the Transition Team prepares a summary report of the incoming principal that includes a listing of site strengths valued by the staff, a prioritized list of major concerns along with a list of potential recommendations of strategies (within current resources) to address the concerns.
- I. Provide handouts, chart paper, easel, markers, and any other materials required to successfully complete the Leadership Transition debrief.

3. In receiving services, DISTRICT and Principal agree to specific activities as outlined:

- A. DISTRICT will agree to support the process.
- B. DISTRICT will respect the confidentiality of the leadership transition process.
- C. DISTRICT will assist in coordinating details for the leadership transition as needed. Details include, but may not be limited to,
  - a) Identifying the school(s) to participate in the Leadership Transition process;
  - b) Identifying dates substitutes are available to provide release time for the Transition team if needed, OR identifying funding sources to pay staff for one day of participation in the Transition process;
  - c) Insuring a cross-functional Transition Team, consisting of 6-10 members, is selected with representatives from each major staff classification and a ration of certificated and classified staff that approximates the school population; representatives should be respected by their peers and knowledgeable about the school;
  - d) Explaining the process to the staff (if appropriate);
  - e) Locating a quiet location for the Leadership Transition debrief where the team can work undisturbed from 8:00 am – 3:00 pm.
  - f) Insuring that refreshments are provided for the morning session of the Leadership Transition debrief.
- D. The incoming principal will commit to
  - a) Working with the Transition Team in good faith to positive transition and begin building a team relationship with staff;
  - b) Working with the Transition Team to schedule a formal presentation for full staff on the outcomes of the Leadership Transition debrief, and provide staff an opportunity to provide additional input to the recommendations;
  - c) Working with the Transition Team throughout the year to address the critical issues identified during the Transition Process;
  - d) Preparing an end-of year update for staff (in collaboration with the Transition Team) on site progress regarding the identified concerns.

4. This is not a joint venture. The parties understand that each of the parties and its employees, agents, officers, and associates is an independent contractor and not an employee, agent, officer, or associate of the other party. Neither party will provide fringe benefits, including health insurance, holidays, paid vacation, workers compensation or any other employee benefit, for the benefit of the other party or its employees, agents, officers, and associates.
5. Each party hereby agrees to indemnify, defend and hold the other party, including its officers, agents and employees, harmless from any claim, demand, loss, claim or damage (including attorney fees) to the indemnified party, or to other persons or property arising out of this Agreement, or the services to be performed hereunder, to the extent that the claim, demand, loss, claim or damage is caused by the indemnifying party's breach of any obligation contained in this Agreement or the intentional or negligent act of the indemnifying party or its officers, agents, and/or employees. This indemnity shall survive termination of this Agreement.

**District/School and County Contact Persons:**

Sheelagh Moran, Ed.D., Executive Leadership Coach, SDCSS, [smoran@sdcoe.net](mailto:smoran@sdcoe.net) 858-569-5304

Stephanie Pierce, Ed.D., Asst. Superintendent, Santee School District [stephanie.pierce@santeesd.net](mailto:stephanie.pierce@santeesd.net) 619-258-2351

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

SAN DIEGO COUNTY SUPERINTENDENT

SANTEE SCHOOL DISTRICT

\_\_\_\_\_  
Signature

\_\_\_\_\_  
District Administrator's Signature

Michael Simonson

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
District Administrator's Name (Print)

Assistant Superintendent, Business Serv.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Consent Item D.3.2.

Approval of Nonpublic Agency Master Contract with  
SPOT Kids Therapy for Occupational Therapy

Prepared by Dr. Stephanie Pierce  
August 21, 2018

**BACKGROUND:**

As part of a student’s Individual Education Program (IEP), occupational therapy is necessary for some students with disabilities to demonstrate educational progress. Currently, there is a Santee School District posting for .5 Certified Occupational Therapist (OT). Until a permanent employee is hired, Spot Kids Therapy is able to provide .5 FTE OT to fully support our needs.

**RECOMMENDATION:**

Administration recommends the Board of Education approve the Nonpublic Agency Master Contract with SPOT Kids Therapy for a .5 FTE Certified Occupational Therapist for the term of July 1, 2018 through June 30, 2019. The Nonpublic Agency Master Contract will be available at the Board meeting for review.

This recommendation supports the following District goal:

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

**FISCAL IMPACT:**

FTE	Hourly Rate	Hours Per Week	Weeks Per Year	Total
.5	\$77.25	15 hours	38	\$44,032.50

**STUDENT ACHIEVEMENT:**

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

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

Agenda Item D.3.2.

**BACKGROUND:**

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

**Certificated Staff**

A. New Appointments:

Employee	Location	Class/Step/Position #	Previous Annual Salary	New Annual Salary	Effective Date
1. Sanders, Janel	Hill Creek	IV-03 #10321322	\$0.00	\$53,786.00	08-15-18 to 06-12-19

B. Temporary Rehires:

Employee	Location	Class/Step/Position #	Previous Annual Salary	New Annual Salary	Effective Date
1. Accardi, Robyn	Sycamore Canyon	V-08 to V-09 #10324243	\$69,123.00	\$71,434.00	08-15-18 to 06-12-19
2. Dalusung, Annabel	Hill Creek	IV-05 to IV-06 #30002951	\$57,988.00	\$60,089.00	08-15-18 to 06-12-19
3. Johnson, Marissa	Hill Creek	IV-01 #10321347	\$50,504.00	\$50,504.00	08-15-18 to 06-12-19
4. McKee, Rachel	Cajon Park	III-02 to III-03 #30006504	\$50,504.00	\$50,504.00	08-15-18 to 06-12-19
5. Meade, Tara	Chet F. Harritt	VI-05 to VI-06 #10321562	\$66,812.00	\$69,333.00	08-15-18 to 06-12-19
6. Oliver, Sherri	Carlton Oaks	VI-10 to VI-11 #30004567	\$79,418.00	\$81,939.00	08-15-18 to 06-12-19
7. Olson, Vicki	PRIDE Academy	V-04 #30004215	\$59,879.00	\$59,879.00	08-22-18 to 06-04-19
8. Rainbolt, Hannah	Special Education	III-01 to V-02 #30008937	\$50,504.00	\$55,257.00	08-15-18
9. Rowan, Michael	Pepper Drive / Rio Seco	V-10 to V-11 #30009122	\$73,745.00	\$76,056.00	08-15-18 to 06-12-19
10. Sciarretta, Allison	Carlton Hills	IV-01 to IV-02 #10321186	\$50,504.00	\$51,685.00	08-15-18 to 06-12-19
11. White, Susan	Rio Seco	IV-01 #10324337	\$50,504.00	\$50,504.00	08-15-18 to 06-12-19
12. Wiesner, Brooke	Pepper Drive	III-06 to III-07 #30006052	\$56,097.00	\$57,988.00	08-15-18 to 06-12-19
13. Wilson, Jennifer	Sycamore Canyon	V-01 to V-02 #30005658	\$52,945.00	\$55,257.00	08-15-18 to 06-12-19

C. Change of Status/Location:

Employee	Location	Class/Step/Position #	Previous Annual Salary	New Annual Salary	Effective Date
1. Cartwright, Kara	Hill Creek	III-03 to IV-04 #30002023	\$50,504.00	\$53,786.00	08-15-18
2. Hunt, Charlotte	Rio Seco	V-04 to VI-04 #10324274	\$59,879.00	\$64,291.00	08-15-18
3. Kelso, Bonnie	Pepper Drive	IV-08 to V-08 #30002861	\$64,291.00	\$69,123.00	08-15-18
4. Ogden, Lindsay	Cajon Park to Cajon Park / Sycamore Canyon	VI-14 #30002383	\$89,503.00	\$89,503.00	08-15-18
5. Quan, Joanne	39-month reemployment to PRIDE Academy	Permit 03 #10321900	\$0.00	\$33,723.00	08-15-18
6. Riddlespurger, Kelley	Pepper Drive to Cajon Park	VI-22 #10324250	\$96,226.00	\$96,226.00	08-15-18
7. Simon, Eleni	Cajon Park	IV-01 to VI-05 #10321144	\$50,504.00	\$66,812.00	08-15-18
8. Strickland, Shawna	Chet F. Harritt to Rio Seco	IV-03 #10321472	\$53,786.00	\$53,786.00	08-15-18

## Certificated Staff continued

### D. Unpaid Leave Requests:

Employee	Location	Class/Step	Reason	Recommendation	Effective Date

### E. Resignations:

Employee	Location	Class/Step	Reason	Effective Date
1. Chonka, Jennie	Long-term LOA	VI-14	Accepted outside employment	08-15-18
2. Peters, Denise	Alternative School	VI-27	Retirement	10-04-18 10-03-18 Revised

### F. 39-Month Reemployment:

Employee	Location	Class/Step	Reason	Effective Date

### G. Dismissals:

Employee	Location	Class/Step	Effective Date

## Classified Staff

### H. New Appointments:

Employee	Location	Position/Class/Hours/ Position #	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Brown, Tobian	Sycamore Canyon	Health Clerk 23.5 A / 6.0 hrs #10327250	\$0.00	\$2,323.25	08-22-18
2. Cotter, John	Transportation	Bus Driver I 25 A / 6.0 hrs #10326232	\$0.00	\$2,502.00	08-22-18
3. Darrell, Andrew	Transportation	Bus Attendant 19 A / 4.0 hrs #30008598	\$0.00	\$1,240.29	08-22-18
4. Farias Diaz, Jose	Sycamore Canyon	Project SAFE Assistant 17 A / 3.75 hrs #10325005	\$0.00	\$1,054.45	07-16-18
5. Prescott, Kathryn	Chet F. Harritt	Student Attendance Clerk 22 A / 3.75 hrs #10327744	\$0.00	\$1,227.69	08-02-18

### I. Rehires:

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

### J. Change of Status/Location:

Employee	Location	Position/Class/Hours/ Position #	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Farmer, Cynthia	Chet F. Harritt to <i>PRIDE Academy</i>	Instructional Assistant I 19 E / 3.0 hrs #10327007	\$1,314.09	\$1,314.09	08-22-18
2. Gatavasky, Mary	Chet F. Harritt to <i>Rio Seco</i>	Instructional Media Technician 26 E / 4.0 hrs to 26 E / 5.0 hrs #10327277	\$2,217.93	\$2,217.93	08-22-18
3. Hanan, Sara	Carlton Hills to <i>Sycamore Canyon</i>	Project SAFE Assistant 17 C / 3.5 hrs to <i>Instructional Assistant, Special Ed II</i> 21 A / 3.5 hrs #30002176	\$1,085.25	\$1,196.16	08-22-18



## Classified Staff continued

### J. Change of Status/Location continued:

4. Martin, Jan	Cajon Park	Instructional Assistant, Special Ed I 20 E / 3.0 hrs to 20 E / 5.0 hrs #10327243	\$1,237.63	\$2,062.73	08-22-18
5. Modica, Shannon	Chet F. Harritt	Student Attendance Clerk 22 D / 3.75 hrs to <i>Instructional Media Technician</i> 26 B / 4.0 hrs #10327270	\$1,455.16	\$1,839.71	08-22-18
6. Moreno Ayala, Blanca	Cajon Park	Instructional Assistant, Special Ed I 20 D / 3.0 hrs to 20 D / 5.0 hrs #10327210	\$1,132.84	\$1,888.07	08-22-18
7. Murray-Roseberry, Joy	Pepper Drive	Instructional Assistant, Special Ed II 21 C / 5.0 hrs to 21 C / 6.0 hrs #30004175	\$1,888.07	\$2,265.69	07-01-18
8. Rodden, Shannon	Chet F. Harritt to <i>Carlton Hills</i>	Instructional Assistant, Special Ed II 21 D / 6.0 hrs #10327233	\$2,380.06	\$2,380.06	08-22-18
9. Walter, Angela	Sycamore Canyon	Instructional Assistant, Special Ed II 21 A / 3.0 hrs to 21 A / 3.5 hrs #30006141	\$1,025.28	\$1,196.16	08-22-18
10. Yaqob, Khawla	Carlton Hills	Early Childhood Assistant II 18 E / 7.0 hrs to 18 E / 8.0 hrs #10325023	\$2,516.93	\$2,876.50	08-22-18

### K. Unpaid Leave Requests:

Employee	Location	Position/Class/Hours	Reason	Recommendation	Effective Date

### L. Resignations:

Employee	Location	Position	Reason	Effective Date
1. Lafreniere, Julie	Hill Creek	Campus Aide	Personal – childcare	06-13-18
2. Montgomery, Bianca	Hill Creek	Clerk Typist II	New employment	08-03-18

### M. 39-63 Month Reemployment:

Employee	Location	Position/Class/Hours	Effective Date

### N. Dismissals:

Employee	Location	Position	Effective Date
1. Mohammad, Neshtiman	Hill Creek	Project SAFE Assistant	08-15-18

### RECOMMENDATION:

It is recommended that the Board of Education approve the listed personnel appointments, changes of status, leave requests, resignations, dismissals, and consultants.

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

Agenda Item D.4.1.

Consent Item D.4.2.

Approval of Memorandum of Understanding with San Diego Youth Services (SDYS) for Community Assessment Team (CAT)

Prepared by Tim Larson  
August 21, 2018

**BACKGROUND:**

For more than 15 years, San Diego Youth Services (SDYS) has offered the Community Assessment Team (CAT) to support Santee students who are considered to be at risk. CAT provides case management services and specific supports to families. These services may include: psycho/social history and assessment, understanding and acknowledging family strengths, information on child and adolescent development, activities that reinforce family resilience and strength and weekly psycho/social educational groups to students when requested. The program targets student in Kindergarten through 12th grade. Last year, SDYS served 55 students in Santee School District in the CAT program.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the MOU with SDYS for community assessment programs for students and families as requested.

**FISCAL IMPACT:**

SDYS is grant funded for CAT. There is no fiscal impact to the District or participants.

**STUDENT ACHIEVEMENT:**

Students learn best when their social and emotional needs are met and they have been given strategies to address the concerns of themselves and their peers. CAT allows the District to provide support for students and help improve school climate and culture.

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

Agenda Item D.4.2.



**Memorandum of Understanding  
Between  
San Diego Youth Services  
And  
Santee School District**

This is a Memorandum of Understanding between **San Diego Youth Services (SDYS)** and **Santee School District**. While this is not a legally binding document, this Memorandum does indicate a voluntary agreement to strengthen the respective organizations service delivery plans of the aforementioned party and other participating collaborators.

**Purpose:** The purpose of the Memorandum of Understanding is to maintain the effective working relationship established between SDYS and **Santee School District** for the purpose of implementing coordinated services. The goal of the service partnership is: “To help at risk youth.”

- I. **Term:** This Memorandum of Understanding shall begin on July 1<sup>st</sup>, 2018 and will extend through June 30<sup>th</sup>, 2020. Either party can give written notice 30 days in advance of the intent to withdraw from collaboration.
- II. **Description of Participation:**
  - A. **Santee School District** agrees, per this memorandum, to provide the following:
    1. Designate an individual as a point of contact for the program.
    2. Provide the names and contact information for all youth and their families for which services are to be provided.
    3. Communicate immediately if problems/concerns arise with students or program implementation.
    4. Provide coordinated input in the development of new programs, services and funding to insure that growth and expansion of services to children and their families fits into the ongoing aims of the collaboration.
    5. Support prevention strategies of SDYS, community collaborators, and through cross-agency activities of the Collaborative.
    6. Participation in community awareness, mandated reporting, and documentation activities of the Collaborative.
    7. Provide meeting and program space as available and appropriate.
  - B. **San Diego Youth Services** agrees, per this memorandum to provide the following:

1. Provide oversight, facilitation and coordination of the program design, implementation, service delivery, information management, and reporting to ensure that a high caliber of services is maintained.
2. Designate an individual as a point of contact for the program.
3. Provide CAT case management services for a minimum of one hour, each week which may include services and intervention(s) like:
  - a. Conduct accurate psycho/social history taking and assessment.
  - b. Assessment for safety issues.
  - c. Obtain multiple perspectives (youth, parents, school, police, counselor, etc.)
  - d. Find out what the family believes they need.
  - e. Understand and acknowledge individual and family strengths.
  - f. Give information on child and adolescent development.
  - g. Give objective feedback on family dynamics.
  - h. Offer training in a strengths-based problem-solving approach.
  - i. Assist families as they take action.
  - j. Provide encouragement and moral support.
  - k. Provide activities and things that reinforce family unity and resilience.
  - l. Network youth and families with others for mutual support.
  - m. Provide activities and access to services that reinforce individual and family strengths.
  - n. Provide follow-up information to the family and community stakeholders (Law Enforcement).
  - o. Provide weekly psych educational groups to students when requested.
4. Continue efforts to identify additional youth needs and provide additional information to enhance the program's service effectiveness and promote better outcomes for youth.
5. Provide an updated status report upon request.

III. **Confidentiality:** The collaborative partner acknowledges that their staff may acquire information from a variety of sources concerning or belonging to SDYS during the term of this Memorandum that is confidential. Such confidential information includes but is not limited to all proprietary information on SDYS, including all information regarding its trade secrets, copyrighted materials, business plans and affairs, research, services, marketing strategies, financial condition, personnel, clients and donors, which has not been disclosed to the public by a duly authorized representative of SDYS. The collaborative partner agrees to maintain the confidentiality of this information. The collaborative partner also agrees that s/he will not directly or indirectly use or disclose any such information during or after the term of this Memorandum by SDYS to any persons or entities, unless such persons or entities are expressly authorized by duly authorized representatives of SDYS to receive such information.

For the purposes of this Memorandum of Understanding, the signature by the collaborative partner on this document and the attached Business Associate Contract (**Attachment A**) ensures that the collaborative partner shall be in full compliance with the applicable Health Insurance Portability and Accountability (HIPAA) regulations, Title 45 of the Code of Federal Regulations. The collaborative partner to SDYS, a Business Associate of SDYS as defined by HIPAA regulations, shall not use or further disclose protected health information other than as permitted or required by the contract or as required by law.

IV. **Indemnification:** SDYS hereby indemnifies, defends, and holds harmless **Santee School District**, its Board, officers, employees, agents, independent contractors, consultants and other representatives from and against any and all liabilities, claims, demands, costs, losses, damages, or expenses, including reasonable attorneys' fees and costs, and including but not limited to consequential damages, loss of use, extra expense, cost of temporary classrooms, that arise out of or result from, in whole or in part, the negligent, wrongful or willful acts or omissions of SDYS, its employees, agents, subcontractors, independent contractors, consultants, or other representatives.

**Santee School District**, hereby indemnifies, defends, and holds harmless SDYS, its Board, officers, employees, agents, independent contractors, consultants and other representatives from and against any and all liabilities, claims, demands, costs, losses, damages, or expenses, including reasonable attorneys' fees and costs, and including but not limited to consequential damages, loss of use, extra expense, cost of temporary classrooms, that arise out of or result from, in whole or in part, the negligent, wrongful or willful acts or omissions of the, its employees, agents, subcontractors, independent contractors, consultants, or other representatives.

SDYS shall have no obligation to indemnify, defend, or hold harmless **Santee School District**, its Board, officers, employees, agents, independent contractors, consultants, and other representatives for the sole negligence or willful misconduct; and the **Santee School District** shall have no obligation to indemnify, defend, or hold harmless SDYS, its Board, officers, employees, agents, independent contractors, consultants and other representatives for SDYS's sole negligence or willful misconduct. This indemnity shall survive the termination of the Contract of final payment hereunder, and is in addition to any other rights or remedies that SDYS or District may have under the law or this contract.

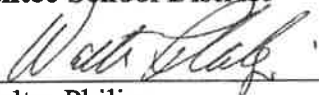
V. **Insurance:** San Diego Youth Services shall maintain Public Liability and Property Damage Insurance to protect them and the District from all claims for personal injury, including accidental death, as well as from all claims for property damage arising from the operations under this Agreement. The minimum amounts of such insurance shall be as hereinafter set forth.

Amounts of Insurance:

Commercial General Liability	\$1,000,000 per occurrence
Auto Liability for owned and non-owned vehicles	\$1,000,000 per occurrence
Umbrella Liability	\$4,000,000 per occurrence

Workers Compensation will be in conformance with the laws of State of California and applicable federal laws. The District shall file, with the Agency, Certificates of Insurance indicating a thirty-day (30) cancellation notice and naming the **Santee School District** as an additional insured.

- VI. **Value of Services:** No Money is transferred. The value of staff time provided by San Diego Youth Services is approximately \$ 9,500.
- VII. **Termination:** This Memorandum of Understanding may be terminated for any reason by giving 30 days written notice.

\_\_\_\_\_  
Tim Larson  
Assistant Superintendent  
**Santee School District**  
  
\_\_\_\_\_  
Walter Philips  
Executive Director  
**San Diego Youth Services**

\_\_\_\_\_  
Date  
  
7/29/18  
\_\_\_\_\_  
Date

## Attachment A

### Business Associate Contract

Covered Entity: San Diego Youth Services (SDYS)

Funding Source: County of San Diego, Probation Department Contract No 548980 Community Assessment Team (CAT)

Business Associate: Consultant is **Santee School District**

The terms and conditions of this Business Associate Contract are an integral part of that certain Consultant Agreement (the "Agreement") between SDYS and Consultant. The purpose of this Business Associate Contract is to ensure that Consultant is in full compliance with the applicable Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005, 42 U.S.C. section 17921 et seq., and their implementing privacy and security regulations at 45 CFR Parts 160 and 164. These provisions shall hereafter be collectively referred to as "HIPAA."

#### Definition of Terms

*Covered Entity.* "Covered Entity" shall mean SDYS designated as the full agency subject to the Standards for Privacy of Individually Identifiable Health Information set forth in 45 CFR Part 160 and Part 164, Subparts A and E, and those components of SDYS designated as Business Associates of other entities subject to the Standards for Privacy of Individually Identifiable Health Information.

*Designated Record Set.* "Designated Record Set" shall have the same meaning as the term "designated record set" in Section 164.501.

*Individual.* "Individual" shall have the same meaning as the term "individual" in Section 164.501 and shall include a person who qualifies as a personal representative in accordance with Section 164.502(g).

*Privacy Rule.* "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.

*Protected Health Information.* "Protected Health Information" shall have the same meaning as the term "protected health information" in Section 164.501, limited to the information created or received by Business Associate from or on behalf of Covered Entity.

*Required By Law.* "Required by Law" shall have the same meaning as the term "required by law" in Section 164.501.

*Secretary.* "Secretary" shall mean the Secretary of the United States Department of Health and Human Services or his or her designee.

"Security incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of County PHI, or interference with system operations in an information system that processes, maintains or stores County PHI.

“Unsecured PHI” shall have the meaning given to such term under HIPAA and, 42 U.S.C., section 17932(h), and any guidance issued pursuant to such regulations.

#### Obligations & Activities of Business Associate

Business Associate agrees to not use or further disclose Protected Health Information other than as permitted or required by the Agreement or as Required by Law.

Business Associate agrees to use appropriate safeguards to prevent the use or disclosure of Protected Health Information other than as provided for by the Agreement.

Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of Protected Health Information by Business Associate in violation of the requirement of this Agreement.

Business Associate agrees to report to Covered Entity any use or disclosure of the Protected Health Information not provided for by the Agreement.

Business Associate agrees to ensure that any agent, including a Consultant, to whom it provides Protected Health Information received from, or created or received by Business Associate on behalf of Covered Entity, agrees to the same restrictions and conditions that apply through the Agreement to Business Associate with respect to such information.

Business Associate agrees to provide access, at the request of Covered Entity, and in the time and manner designated by Covered Entity, to Protected Health Information in a Designated Record Set, to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under Section 164.524.

Business Associate agrees to make any amendment(s) to Protected Health Information in a Designated Record Set that the Covered Entity directs or agrees to make pursuant to Section 164.526 at the request of Covered Entity or an Individual, and in the time and manner designated by Covered Entity.

Business Associate agrees to make internal practices, books, and records relating to the use and disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of, Covered Entity available to the Covered Entity, or at the request of the Covered Entity to the Secretary, in a time and manner designated by the Covered Entity or the Secretary, for purposes of the Secretary determining Covered Entity's compliance with the Privacy Rule.

Business Associate agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with Section 164.528.

Business Associate agrees to provide to Covered Entity or an Individual, in the time and manner designated by Covered Entity, information collected in accordance with the terms of the Agreement, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with Section 164.528.



Consultant shall use the forms and processes developed by SDYS for this purpose and shall respond to all requests for access to records requested by SDYS within forty-eight (48) hours of receipt of request by producing records or verifying there are none.

Amendment of SDYS PHI. Consultant shall make any required amendment(s) to SDYS PHI that were requested by an Individual, in accordance with HIPAA. Consultant additionally shall make any amendments to SDYS PHI as SDYS directs or agrees to make pursuant to section 164.526. These amendments shall be made in the time and manner designated by SDYS, and in no more than twenty (20) days.

Documentation of Disclosures. Consultant shall document disclosures of SDYS PHI, respond to a request by an Individual for an accounting of disclosures of SDYS PHI, and make these disclosures available to SDYS or to an Individual at SDYS's request, in accordance with HIPAA, including but not limited to sections 164.528, and 42 USC section 17935, and in the time and manner designated by SDYS.

If Consultant maintains electronic health records as of January 2009, Consultant shall provide an accounting of disclosures including those for Treatment, Payment, and Healthcare Operations (TPO), effective January 2014. If Consultant acquires electronic health records for SDYS after January 1, 2009, Consultant shall provide an accounting of disclosures, including those for TPO, effective with disclosures on or after the date the electronic health record is acquired, or on or after January 1, 2011, whichever date is later.

The electronic accounting of disclosures shall include the three (3) years prior to the request for an accounting. Consultant shall provide to SDYS or an Individual, in the time and manner designated by SDYS, but no more than sixty (60) calendar days, accounting of disclosures necessary to meet requirements in section 164.528.

#### Permitted Uses and Disclosures by Business Associate

##### General Use and Disclosure Provisions:

Except as otherwise limited in the Agreement, Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in the Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by Covered Entity.

##### Specific Use and Disclosure Provisions:

Except as otherwise limited in the Agreement, Business Associate may use Protected Health Information for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.

Except as otherwise limited in the Agreement, Business Associate may disclose Protected Health Information for the proper management and administration of the Business Associate, provided that disclosures are Required by Law, or Business Associate obtains reasonable assurance from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as Required by Law or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of

any instances of which they are aware the confidentiality of the information has been breached.

Except as otherwise limited in the Agreement, Business Associate may use Protected Health Information to provide data aggregation services to Covered Entity as permitted by Section 164.504(e)(2)(i)(B).

#### Prohibited Uses and Disclosures

Consultant shall not disclose SDYS PHI to a health plan for payment or health care operations purposes if SDYS PHI pertains solely to a health care item or service for which the health care provider involved has been paid out of pocket in full and the Individual requests such restriction, in accordance with 42 U.S.C. section 17935(a) and HIPAA.

Consultant shall not directly or indirectly receive remuneration in exchange for SDYS PHI, except with the prior written consent of SDYS and as permitted by 42 U.S.C. section 17935(d)(2).

#### Safeguards.

Consultant shall comply with HIPAA regarding any and all operations conducted on behalf of SDYS under this Contract and shall use appropriate safeguards that comply with HIPAA to prevent the unauthorized use or disclosure of SDYS PHI.

Consultant shall develop and maintain a written information privacy and security program that complies with HIPAA, and that includes administrative, physical, and technical safeguards appropriate to the size and complexity of the Consultant's operations and the nature and scope of its activities.

#### Security.

Consultant shall ensure the continuous security of all computerized data systems and paper documents containing SDYS PHI. These steps shall include, at a minimum:

Comply with all Standards put forth in Article 14.3, Data Security Requirements (also referenced below in section 8);

Achieve and maintain compliance with HIPAA; and

Provide a level and scope of security that is at least comparable to the level and scope of security established by the Office of Management and Budget in OMB Circular No. A-130, Appendix III - Security of Federal Automated Information Systems, which sets forth guidelines for automated information systems in Federal agencies

#### Obligations of Covered Entity

Covered Entity shall provide Business Associate with the notice of privacy practices that Covered Entity produces in accordance with Section 164.520, as well as any changes to such notice. These privacy practices are available on SDYS's web site at [www.SDYOUTHSERVICES.org](http://www.SDYOUTHSERVICES.org).

Covered Entity shall provide Business Associate with any changes in, or revocation of, permission by an Individual to use or disclose Protected Health Information, if such changes affect Business Associate's permitted or required uses and disclosures.

Covered Entity shall notify Business Associate of any restriction to the use or disclosure of Protected Health Information that Covered Entity has agreed to in accordance with Section 164.522.

Reporting of Unauthorized Use or Disclosure. Consultant shall implement reasonable systems for the discovery of and prompt reporting to SDYS of any use or disclosure, or suspected use or disclosure, of SDYS PHI not provided for by the Contract and/or any transmission of unsecured SDYS PHI, and to take the following steps.

Reports to COR and APO. Consultant shall provide all reports of Unauthorized Uses or Disclosures to SDYS, in order for SDYS to simultaneously report to the County of San Diego's Contracting Officer's Representative and Agency Privacy Officer.

Initial Report. Consultant shall notify SDYS immediately by telephone call plus email upon the discovery of a breach of unsecured SDYS PHI in electronic media or in any other media if SDYS PHI was, or is reasonably believed to have been, accessed or acquired by an unauthorized person, or upon the discovery of a suspected security incident that involves data provided to SDYS by the Social Security Administration.

Consultant shall notify SDYS by email within twenty-four (24) hours of the discovery of any suspected security incident or breach of SDYS PHI in violation of this BAA, or potential loss of confidential data affecting this BAA.

A suspected security incident or breach shall be treated as discovered by Consultant as of the first day the breach or security incident is known, even if it is not confirmed, or by exercising reasonable diligence would have known, to any person (other than the person committing the breach) who is an employee, officer or other agent of Consultant.

Reporting shall additionally include emailing of the "SDYS Privacy Incident Report" and/or "County of San Diego Privacy Incident Report" form within twenty-four (24) hours of any above incident, to include all information known at the time of the notification. Consultant shall use the most current version of this form, which is posted on San Diego County's website, [www.cosd.compliance.org](http://www.cosd.compliance.org).

Corrective Action. Upon discovery of a breach or suspected security incident, intrusion or unauthorized access, use or disclosure of SDYS PHI, Consultant shall take prompt corrective action to mitigate any risks or damages involved with the breach and to protect the operating environment; and any action pertaining to such unauthorized disclosure required by applicable Federal and State laws and regulations.

Investigation and Investigation Report. Consultant shall immediately investigate such security incident, breach, or unauthorized access, use or disclosure of SDYS PHI.

Within seventy-two (72) hours of the discovery, Consultant shall submit an updated "SDYS Privacy Incident Report."

Complete Report. Consultant shall provide a complete report of the investigation within five (5) working days of the discovery of the breach or unauthorized use or disclosure. The report shall be submitted on SDYS's "Privacy Incident Report" form and shall include an assessment of all known factors relevant to a determination of whether a breach occurred under applicable provisions of HIPAA and applicable state law. The report shall also include a full, detailed corrective action plan, including information on measures that were taken to halt and/or contain the improper use or disclosure. If County requests information in addition to that listed on the "Privacy Incident Report" form, Consultant shall make reasonable efforts to provide SDYS with such information. SDYS will review and approve the determination of whether a breach occurred, Individual notifications are required, and the corrective action plan is adequate.

Responsibilities for Notification of Breaches. If SDYS determines that the cause of a breach of SDYS PHI is attributable to Consultant or its subcontractors, agents or vendors, Consultant shall notify individuals of the breach or unauthorized use or disclosure when notification is required under Federal or State law and shall pay any costs of such notifications, as well as any costs associated with the breach. The notifications shall comply with the requirements set forth in 42 U.S.C. section 17932 and its implementing regulations, including, but not limited to, the requirements that:

Notifications be made to Individuals without unreasonable delay and in no event later than sixty (60) calendar days from the date the breach was discovered. SDYS shall approve the time, manner and content of any such notifications before notifications are made.

Notifications be made to media outlets and to the Secretary, if a breach of unsecured SDYS PHI involves more than five-hundred (500) residents of the State of California or its jurisdiction. SDYS shall approve the time, manner and content of any such notifications before notifications are made.

Designation of Individuals.

Consultant shall designate a Privacy Officer to oversee its data privacy program who shall be responsible for carrying out the requirements of this section and for communicating on Privacy matters with SDYS.

Consultant shall designate a Security Officer to oversee its data security program who shall be responsible for carrying out the requirements of this section and for communicating on Security matters with SDYS.

In accordance with section 164.504(e)(1)(ii), upon Consultant's knowledge of a material breach or violation by its subcontractor of the agreement between Consultant and the subcontractor, Consultant shall:

Provide an opportunity for the subcontractor to end the violation and terminate the agreement if the subcontractor does not end the violation within the time specified by SDYS; or

Immediately terminate the agreement if the subcontractor has violated a material term of the agreement and cure is not possible.

Data Security Requirements: Consultant shall ensure the continuous security of all computerized data systems and paper documents containing SDYS PHI and/or SDYS PII/PI. These steps shall include, at a minimum:

Personnel Controls. Consultant shall ensure: all workforce members who assist in the performance of functions or activities on behalf of SDYS, or access or disclose SDYS PHI and/or SDYS PII/PI, shall:

Have undergone a thorough Consultant background check, with evaluation of the results to assure that there is no indication that the worker may present a risk to the security, privacy, or integrity of SDYS PHI and/or SDYS PII/PI, prior to the workforce member obtaining access to SDYS PHI and/or SDYS PII/PI. The Consultant shall retain each workforce member's Consultant background check documentation for a period of three (3) years following contract termination.

Complete privacy and security training, at least annually, at Consultant's expense. Each workforce member who receives information privacy and security training shall sign a certification, indicating the workforce member's name and the date on which the training was completed. These certifications shall be retained for a period of six (6) years following contract termination, and shall be available to SDYS upon request. Sign a confidentiality statement that includes, at a minimum, General Use, Security and Privacy Safeguards, Unacceptable Use, and Enforcement Policies. The statement shall be signed by the workforce member prior to access to SDYS PHI and/or SDYS PII /PI and shall be renewed annually. The Consultant shall retain each person's written confidentiality statement for SDYS inspection for a period of six (6) years following contract termination.

Be appropriately sanctioned if they fail to comply with security and privacy policies and procedures, including termination of employment when appropriate.

Publication, Reproduction or Use of Materials. No material produced, in whole or in part, under this Agreement shall be subject to copyright in the United States or in any other country. SDYS shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other materials prepared under this Agreement. All reports, data and other materials prepared under this Agreement shall be the property of the SDYS upon completion of this Agreement.

Physical Security Controls. Consultant shall safeguard SDYS PHI and/or SDYS PII/PI from loss, theft, inadvertent disclosure, and therefore shall:

Ensure SDYS PHI and/or SDYS PII/PI is used and stored in an area that is physically safe from access by unauthorized persons during both working hours and nonworking hours;

Secure all areas of Consultant facilities where Consultant workers use or disclose SDYS PHI and/or SDYS PII/PI. The Consultant shall ensure that these secured areas are only accessed by authorized individuals with properly coded key cards, authorized door keys or other access authorization, and access to premises is by official identification;

Issue workers who assist in the administration of SDYS PHI and/or SDYS PII/PI identification badges and require workers to wear badges at facilities where SDYS PHI and/or SDYS PII/PI is stored or used;

Ensure each location where SDYS PHI and/or SDYS PII/PI is used or stored has procedures and controls that ensure an individual whose access to the facility is terminated:

Is promptly escorted from the facility by an authorized employee; and

Immediately has their access revoked to any and all SDYS PHI and/or SDYS PII/PI.

Ensure there are security guards or a monitored alarm system twenty-four (24) hours a day, seven (7) days a week at facilities where SDYS PHI and/or SDYS PII/PI is stored;

Ensure data centers with servers, data storage devices, and critical network infrastructure involved in the use or storage of SDYS PHI and/or SDYS PII/PI have perimeter security and access controls that limit access to only authorized Information Technology Staff. Visitors to the data center area must be escorted by authorized IT staff at all times;

Store paper records with SDYS PHI and/or SDYS PII/PI in locked spaces in any facilities that are multi-use, meaning that there are SDYS PHI and/or SDYS PII/PI functions and Consultant functions in one building in work areas that are not securely segregated. The Consultant shall have policies that state workers shall not leave records with SDYS PHI and/or SDYS PII/PI unattended at any time in cars or airplanes and shall not check SDYS PHI and/or SDYS PII/PI on commercial flights; and

Use all reasonable means to prevent non-authorized personnel and visitors from having access to, control of, or viewing SDYS PHI and/or SDYS PII/PI.

Technical Controls. Consultant shall ensure:

All workstations, copiers, and laptops that process and/or store SDYS PHI and/or SDYS PII/PI shall:

Be encrypted using a FIPS 140-2 certified algorithm which is 128bit or higher, such as Advanced Encryption Standard (AES). The encryption solution shall be full disk; and

Install and actively use comprehensive anti-virus software solution with automatic updates scheduled at least daily.

Have critical security patches applied, with system reboot if necessary. There shall be a documented patch management process which determines installation timeframe based on risk assessment and vendor recommendations. All applicable patches shall be installed within thirty (30) days of vendor release.

All servers containing unencrypted SDYS PHI and/or SDYS PII/PI shall have sufficient administrative, physical, and technical controls in place to protect that data, based upon a risk assessment/system security review.

Only the minimum necessary amount of SDYS PHI and/or SDYS PII/PI required to perform necessary business functions may be copied, downloaded, or exported.

All electronic files that contain SDYS PHI and/or SDYS PII/PI shall be encrypted when stored on any removable media or portable device (i.e. flash drives, cameras, mobile phones, CD/DVD, backup media, etc). Encryption shall be a FIPS 140-2 certified algorithm, which is 128bit or higher, such as AES.

All users shall be issued a unique user name for accessing SDYS PHI and/or SDYS PII/PI. Username shall be promptly disabled, deleted, or the password changed upon the transfer or termination of an employee with knowledge of the password, at maximum within twenty-four (24) hours.

Passwords shall be:

At least eight characters;

A non-dictionary word;

Changed at least every ninety (90) days;

Changed immediately if revealed or compromised; and

Composed of characters from at least three of the following four groups from the standard keyboard

-Upper case letters (A-Z)

-Lower case letters (a-z)

-Arabic numerals (0-9)

-Non-alphanumeric characters (punctuation symbols)

Passwords shall not be shared and shall not be stored in readable format on the computer.

Appropriate management control and oversight, in conjunction with SDYS of the function of authorizing individual user access to SDYS PHI and/or SDYS PII/PI and over the process of maintaining access controls numbers and passwords.

When no longer needed, all SDYS PHI and/or SDYS PII/PI shall be wiped using the Gutmann or US Department of Defense (DoD) 5220.22-M (7 Pass) standard, or by degaussing. Media may also be physically destroyed in accordance with NIST Special Publication 800-88.

All systems providing access to, transport of, or storage of SDYS PHI and/or SDYS PII/PI shall:

Provide an automatic timeout, requiring re-authentication of the user session after no more than twenty (20) minutes of inactivity.

Display a warning banner stating that data is confidential systems are logged and system use is for business purposes only by authorized users. Users must be directed to log off the system if they do not agree with these requirements.

Maintain an automated audit trail that identifies the user or system process which initiates a request for SDYS PHI and/or SDYS PII/PI, or which alters SDYS PHI and/or SDYS PII/ PI. The audit trail shall be date and time stamped, shall log both successful and failed accesses, shall be read only, and shall be restricted to authorized users. If SDYS PHI and/or SDYS PII/ PI is stored in a database, database logging functionality shall be enabled. Audit trail data shall be archived for at least three (3) years after occurrence, and shall be available to SDYS upon request.

Use role based access controls for all users, enforcing the principle of least privilege.

Be protected by a comprehensive intrusion detection and prevention solution if they are accessible via the internet.

All data transmissions of SDYS PHI and/or SDYS PII/PI outside the secure internal network shall be encrypted using a FIPS 140-2 certified algorithm which is 128bit or higher, such as AES. Encryption can be end to end at the network level, or the data files containing SDYS PHI and/or SDYS PII/PI can be encrypted. This requirement pertains to any type of SDYS PII/PI in motion such as website access, file transfer, and E-Mail.

#### Audit Controls. Consultant shall ensure:

All systems processing and/or storing SDYS PHI and/or SDYS PII/PI shall have at least an annual system risk assessment/security review which provides assurance that administrative, physical, and technical controls are functioning effectively and providing adequate levels of protection. Reviews should include vulnerability scanning tools.

All systems processing and/or storing SDYS PHI and/or SDYS PII/PI shall have a routine procedure in place to review system logs for unauthorized access.

All systems processing and/or storing SDYS PHI and/or SDYS PII/PI shall have a documented change control procedure that ensures separation of duties and protects the confidentiality, integrity and availability of data.

Investigate anomalies in usage of SDYS PHI and/or SDYS PII/PI identified by SDYS and report conclusions of such investigations and remediations to SDYS.

#### Business Continuity / Disaster Recovery Controls

Consultant shall establish a documented plan to enable continuation of critical business processes and protection of the security of electronic SDYS PHI and/or SDYS PII/PI in the event of an emergency. Emergency means any circumstance or situation that causes normal computer operations to become unavailable for use in performing the work required under this Agreement for more than twenty-four (24) hours.

Consultant shall ensure Data Centers with servers, data storage devices, and critical network infrastructure involved in the use or storage of SDYS PHI or PII/PI, must include



sufficient environmental protection such as cooling, power, fire prevention, detection, and suppression.

Consultant shall have established documented procedures to backup SDYS PHI and/or SDYS PII/PI to maintain retrievable exact copies of SDYS PHI and/or SDYS PII/PI. The plan shall include a regular schedule for making backups, storing backup's offsite, an inventory of backup media, and an estimate of the amount of time needed to restore SDYS PHI and/or SDYS PII/PI should it be lost. At a minimum, the schedule shall be a weekly full backup and monthly offsite storage of SDYS data.

Paper Document Controls. Consultant shall ensure:

SDYS PHI and/or SDYS PII/PI in paper form shall not be left unattended at any time, unless it is locked in a file cabinet, file room, desk or separate office inside a larger office. Unattended means that information is not being observed by an employee authorized to access the information. SDYS PHI and/or SDYS PII/PI in paper form shall not be left unattended at any time in vehicles and shall not be checked in baggage during commercial flights.

Visitors to areas where SDYS PHI and/or SDYS PII/PI are contained shall be escorted and SDYS PHI and/or SDYS PII/PI shall be kept out of sight while visitors are in the area.

SDYS PHI and/or SDYS PII/PI shall be disposed of through confidential means, such as cross cut shredding and pulverizing.

SDYS PHI and/or SDYS PII/PI shall not be removed from the premises of the Consultant except for identified routine business purposes or with express written permission of SDYS.

Faxes containing SDYS PHI and/or SDYS PII/PI shall not be left unattended and fax machines shall be in secure areas. Fax cover sheets shall contain a confidentiality statement instructing persons receiving faxes in error to destroy them. Fax numbers shall be verified with the intended recipient before sending the fax.

Mailings of SDYS PHI and/or SDYS PII/PI shall be sealed and secured from damage or inappropriate viewing of SDYS PHI and/or SDYS PII/PI to the extent possible. Mailings which include 500 or more individually identifiable records of SDYS PHI and/or SDYS PII/PI in a single package shall be sent using a tracked mailing method which includes verification of delivery and receipt, unless the prior written permission of SDYS's HHS Privacy Officer to use another method is obtained.

Consultant shall mitigate, to the extent practicable, any harmful effect that is known to Consultant of a use or disclosure of SDYS PHI and/or SDYS PII/PI by Consultant or its agents, including a subcontractor, and/or in violation of the requirements of this Agreement.

Permissible Requests by Covered Entity

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

### Return of Information

Upon cancellation, termination or expiration of the Agreement, for any reason, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. This provision shall apply to Protected Health Information that is in the possession of Consultants or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.

In the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the parties that return or destruction of Protected Health Information is infeasible, Business Associate shall extend the same confidentiality protections to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

### Miscellaneous

*Regulatory References.* A reference to a section in the Privacy Rule means the section as in effect or as amended, and for which compliance is required.

*Amendment.* The parties agree to take such action as is necessary to amend this Attachment A from time to time as is necessary for Covered Entity to comply with the requirements of the Privacy Rule and the Health Insurance Portability and Accountability Act, Public Law 104-191.

*Survival.* The respective rights and obligations of Covered Entity and Business Associate under this Attachment A shall survive the termination of the Agreement.

*Interpretation.* Any ambiguity in this Attachment A shall be resolved in favor of a meaning that permits Covered Entity to comply with the Privacy Rule.

Consent Item D.4.3.

Approval of University Scholarship Program with Brandman University

Prepared by Tim Larson  
August 21, 2018

**BACKGROUND:**

Brandman University has agreed to enter into an agreement with Santee School District committing to offer and fund scholarships to employees, employees' spouses and dependents, for new student enrollment.

Specific scholarship durations apply and tuition rates are subject to change. The agreement shall be in effect August 22, 2018 through May 31, 2019.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the scholarship agreement with Brandman University.

**FISCAL IMPACT:**

There is no cost to the District for the implementation of this program.

**STUDENT ACHIEVEMENT IMPACT:**

This agreement will support employees and family members by enhancing their educational opportunities.

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

Agenda Item D.4.3.

### Brandman University Scholarship Program

Brandman University offers educational programs regionally accredited by WASC Senior College and University Commission (WSCUC) and has established a Brandman University Scholarship Program designed to support organizations with their employee development efforts. Santee School District wishes to participate in the scholarships available through this program as part of its employee benefits.

The Parties acknowledge the following:

1. University will offer and fund Brandman University Scholarships to Organization's employees and employees' spouses and dependents, for new student enrollments as further defined below. Other scholarships, military funding and discounts may not be combined. Enrollment data will be evaluated and reported to Organization bi-annually.
2. Brandman University Scholarship Offering:
  - **Undergraduate hybrid and traditional online programs:** Scholarship of ten percent of undergraduate tuition rate
  - **Undergraduate MyPath programs:** Scholarship of ten percent of MyPath program tuition rate
  - **Master's degree programs:** Scholarship of ten percent of master's degree tuition rate
  - **Master of Arts in Educational Leadership and Administration, Master of Arts in Teaching, and Teaching Credentials program:** scholarship of twenty percent of tuition rate
  - **Ed.D. Organizational Leadership program:** Scholarship of ten percent of tuition rate
  - **RN to BSN program:** Scholarship of fifteen percent of tuition rate
  - **Organization Custom Off-site Cohorts:** Scholarship of twenty percent tuition (as approved by University).
  - **School of Extended Education open enrollment leadership and business courses:** Scholarship of ten percent of cost of program. Many programs are already discounted. Discounts cannot be combined.
3. The scholarship percentage offered will remain fixed for the duration of the entire academic program so long as the student does not miss more than two consecutive sessions, continues to make satisfactory academic progress, and remains in good academic and financial standing in accordance with University's existing catalog. University's tuition rates are subject to change. Students must fill out a scholarship application form and submit the same to Admissions. All Organization employees and employees' spouses and dependents, currently enrolled with University, must acknowledge the scholarship opportunity within the session immediately following the Brandman University Scholarship Program start date. There is no discount on textbooks or fees associated with any University program.

University Contact Information

Organization Contact Information

<p>Brandman University  16355 Laguna Canyon Rd  Irvine, CA 92618  Attn: Roger Lee  Tel: 949.341.9876  Email: rlee11@brandman.edu</p>	<p>Santee School District  9625 Cuyamaca St.  Santee, CA 92071  Attn: Tim Larson  Tel: 619-258-2300  Email: tim.larson@santeesd.net</p>
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Accepted by Brandman University:

Accepted by Santee School District:

\_\_\_\_\_

\_\_\_\_\_

Name: Roger Lee

Name: Tim Larson

Title: Executive Vice Chancellor, CMO

Title: Assistant Superintendent

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

Date: August 22, 2018\*

\*Organization's employees and employees' spouses and dependents are eligible for Brandman University Scholarships, for first-time enrollments, from signature date above through May 31, 2019.

Consent Item D.4.4.  
Prepared by Tim Larson  
August 21, 2018

## Approval to Extend Short Term Positions

### **BACKGROUND:**

Due to the delay in construction impacting Pepper Drive School, short term mover positions will be needed to be extended through September 30, 2018.

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

### **RECOMMENDATION:**

It is recommended that the Board of Education approve to extend the following short term positions:

- Up to four (4) mover positions for up to 8.0 hours per day to support site staff moves between August 30 – September 30, 2018

### **FISCAL IMPACT:**

The daily cost for a mover position will be approximately \$150.

### **STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.4.4.

Consent Item D.4.5. Approval of Memorandum of Understanding between Santee School District and Managed Health Network (MHN) Government Services LLC for Military Family Life Counseling Program (MFLC) and Support Services for Military Students at PRIDE Academy and Sycamore Canyon Schools

Prepared by Tim Larson  
August 21, 2018

**BACKGROUND:**

The Military Family Life Counseling Program (MFLC) will provide a full-time counselor and onsite support for military students at specific school sites. Funding for this program is provided by the Department of the Interior and will use master’s level, licensed mental health professionals with substantive professional experience. Counselors will also have specific training and experience dealing with military families.

Santee had an MFLC counselor last year who will continue to support and serve up to 100 military students and their parents at PRIDE Academy and Sycamore Canyon schools. The scope of the MFLC is limited and can only support military students. The specific requirements for using the MFLC are spelled out in the attached MOU.

The term of this agreement will be from August 22, 2018 through May 14, 2019, unless terminated earlier upon mutual agreement, five business days’ prior written notice.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the MOU with MHN Government Services LLC to support the social and emotional needs of military students and increase their 21<sup>st</sup> century learning skills.

**FISCAL IMPACT:**

There is no cost to the District or students for this program. Cost for this service is provided by the Department of the Interior on behalf of the Office of the Deputy Under Secretary of Defense. Their commitment includes funding for background checks required for interns and other staff.

**STUDENT ACHIEVEMENT:**

Providing additional support will better prepare students to learn in the classroom.

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

Agenda Item D.4.5.

**Memorandum of Understanding  
Between  
Santee School District  
and  
MHN Government Services LLC**

The following guidelines clarify the responsibilities between Santee School District (hereinafter "SSD") and MHN Government Services LLC (hereinafter "MHNGS") regarding the Child and Youth Services Program (hereinafter the "Services") being provided by MHNGS under the auspices of its U.S. government Military & Family Life Counseling (MFLC) Program contract. This Memorandum of Understanding (MOU) is not intended to create a legally enforceable contract. Rather, it simply sets forth the guidelines, under which the parties will interact, one with the other.

**I. Purpose**

SSD and MHNGS enter into this Memorandum of Understanding ("MOU"), effective this 22<sup>nd</sup> day August, 2018, for the purpose of allowing MHNGS personnel to provide non-medical, short-term, problem-solving counseling to SSD students who have one or more immediate family members participating in active military duty or the National Guard or Reserve. These Services are being provided under MHNGS's Military & Family Life Counseling (MFLC) Program contract issued by the Dept. of Interior on behalf of the Office of the Deputy Under Secretary of Defense (Military Community & Family Policy). Under the MFLC Program, MHNGS provides non-medical, problem-solving, short-term counseling services to military members and their families. Included in that Program are support services to children of military members (inclusive of the Guard and Reserve components). The MFLCs are masters-level, licensed mental health professionals, with substantive professional experience, who have received specialized training in dealing with issues faced by military members and their families. In addition, MHNGS has secured MFLCs with specialized experience in dealing with children and youth behavioral issues. These Child and Youth Behavioral (CYB) MFLCs are to be used in furtherance of this MOU.

**II. MHNGS's Responsibilities**

- a. All MHNGS personnel must abide by both SSD and MHNGS MFLC Contract policies at all times while on District premises. To the extent these policies conflict, SSD and MHNGS agree to collaborate to rectify such conflicts. SSD agrees to provide MHNGS with all SSD policies prior to, or as soon as possible after, initiation of Services.
- b. Parental notification and consent for the Services will be through an "opt- out" notification letter distributed by the campuses, informing parents of the service. MHNGS will provide content to SSD which explains the Services. The district and/or campuses will not change the content, regarding the role of MHNGS counselors.
- c. MHNGS personnel will not maintain any counseling records regarding SSD students and will not have access to student educational records. MHNGS



may, however, maintain Activity Forms which capture for MFLC contract reporting purposes, the types of issues that are being addressed with students, general age group information, and other non-personally-identifiable information.

d. MHNGS personnel have the duty to notify local city law enforcement personnel regarding all cases of suspected child abuse and/ or neglect, as required by the Texas Family Code and as also required under the requirements of the MFLC contract.

e. MHNGS personnel will have an independent duty to notify appropriate law enforcement authorities of any threats made against a student. SSD personnel will not be responsible for any MHNGS reporting duties that may arise during the course of the Services.

f. MHNGS personnel will only use materials that have been approved by the Department of Defense for use under the MFLC contract.

g. MHNGS personnel will abide by all relevant federal and state laws and regulations at all times while on SSD premises.

### **III. SSD Responsibilities**

a. SSD will designate suitable portions of SSD facilities for the purpose of providing short-term counseling programs to eligible SSD students (e.g., primarily common areas such as the cafeteria, main entry way, auditorium, and administrative areas).

b. SSD will provide network access for MHNGS personnel on SSD premises, as long as the MHNGS personnel sign an acceptable use agreement and abide by all SSD-furnished policies regarding computer use. SSD will not purchase or otherwise acquire any additional equipment or supplies for MHNGS.

c. The principal and/or their designee of each SSD campus participating in the Services will be designated as the "Point of Contact" for the Pilot School Program for the purpose of coordinating program activities and communicating with SSD.

### **IV. Personnel**

a. MHNGS personnel must wear identification badges at all times, which identify them as MFLC counselor while on District premises. MHNGS personnel will not be permitted to enter SSD premises without proper identification badges.

b. MHNGS personnel must have been successfully processed for a criminal history background check using MHNGS's established processes. SSD may require additional criminal history background checks, as necessary. Any such additional criminal history background checks shall be at SSD's sole expense.

c. MHNGS must ensure that all counselors are properly licensed at the Master's or Doctorate level and have experience working with children or youth, as required by

the MFLC contract.

d. MHNGS personnel will complete all trainings mandated by the Department of Defense MFLC Contract and MHNGS before providing services to students at SSD.

e. All MHNGS personnel must remain in "line of sight" of a SSD employee and/or parent during any individual consultation with a SSD student. "Line of sight," for purposes of this MOU, means that the counselor must at all times be either directly visible to a SSD employee during consultation, or that a SSD employee could easily view the student during the consultation (i.e. no closed doors).

f. MHNGS personnel will not engage in clinical therapy or formal Critical Incident/Stress debriefing services while on SSD premises.

## **V. Miscellaneous Provisions**

a. MHNGS understands that its services are not in any way affiliated with SSD counseling programs and that no SSD counseling resources will be diverted in any way to assist the Services.

b. MHNGS must clearly state prior to all counseling and/or training sessions with students that it is not acting as an agent or representative of SSD in the provision of services to any SSD student.

c. SSD reserves the right to terminate any program or activity conducted by MHNGS personnel that causes undue disruption to the educational process.

d. This MOU will not serve to create a principal/agent relationship, partnership, or joint venture between SSD and MHNGS. Each party will retain control over its own employees and agents at all times.

e. This MOU may not be amended or modified except in writing by the SSD Board of Education or its designee and MHNGS's designated contact or designee.

f. Any notice required under this MOU must be in writing and directed to the following persons:

Santee School District  
Dr. Kristen Baranski  
Superintendent  
9625 Cuyamaca St  
Santee, CA 92071  
(619) 258-2300

MHNGS  
Penny Eilders  
Manager, Government Contracts  
2025 Aerojet Road  
Rancho Cordova, CA 95742  
(916) 294-4941

g. The term of this MOU shall be from the effective date first hereinabove written, and shall continue through 14 May 2019, unless terminated earlier as described below. The term may be extended by written consent of the parties.

This MOU may be terminated at any time upon the mutual agreement of the parties; without cause upon five business days' prior written notice from either party to the other; or immediately upon MHNGS's written notice to School District that funding or tasking for these services is discontinued by the federal government.

**VI. Termination**

Either party may terminate this MOU, with or without cause, by providing five (5) days written notice to the other party.

**VII. The Understanding**

This MOU has been duly authorized by SSD and MHNGS and constitutes the full understanding of the parties regarding the subject matter.

By: \_\_\_\_\_  
Dr. Kristen Baranski, Superintendent  
Authorized Representative  
Santee School District  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Penny Eilders  
Manager, Government Contracts  
MHN Government Services LLC  
Date: \_\_\_\_\_

Prepared by Tim Larson  
August 21, 2018

**BACKGROUND:**

As a result of a recent meeting, the special education team agreed that providing 1:1 assistance for a student at Cajon Park School would no longer be required for the 2018-2019 school year.

In addition, the Board of Education approved to increase two (2) 3.0-hour Instructional Assistant, Special Education I positions to 5.0 hours at the August 7, 2018 Board meeting. This action was taken with the understanding that two (2) 3.0-hour Instructional Assistant, Special Education I positions vacated by attrition would be eliminated if the increase was approved. At this time, administration recommends eliminating two (2) vacant 3.0-hour Instructional Assistant, Special Education I positions.

Any employees affected by this change will be provided alternative employment opportunities within the District. All employees resulting in a reduction in work hours and/or layoff will receive the required 60-day notification process and be placed on a reemployment list for no less than 39-months.

**RECOMMENDATION:**

It is recommended that the Board of Education approve to eliminate the following positions effective August 22, 2018:

- One (1) Instructional Assistant, Special Education II position at Cajon Park School
- Two (2) vacant Instructional Assistant, Special Education I positions at Cajon Park School

**FISCAL IMPACT:**

The annual savings to the Special Education program for eliminating the Instructional Assistant, Special Education II position will be \$30,444. The annual savings to eliminate the Instructional Assistant, Special Education I positions was absorbed and offset in the cost to increase the two (2) remaining Instructional Assistant, Special Education I positions to 5.0 hours.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

**SANTEE SCHOOL DISTRICT**  
**Resolution No. 1819-07**

ELIMINATE  
CLASSIFIED NON-MANAGEMENT POSITIONS

**WHEREAS**, a recent meeting determined that providing 1:1 assistance for a student at Cajon Park School would no longer be required for the 2018-2019 school year; and

**WHEREAS**, it was determined that two (2) 3.0-hour Instructional Assistant, Special Education I positions vacated by attrition would be eliminated if the Board of Education approved to increase two (2) remaining 3.0-hour Instructional Assistant, Special Education I positions to 5-0 hours;

**NOW, THEREFORE, BE IT RESOLVED** that as of the 21<sup>st</sup> day of August 2018, the Governing Board of Santee School District approved to eliminate the following positions effective August 22, 2018:

- One (1) Instructional Assistant, Special Education II position at Cajon Park School
- Two (2) vacant Instructional Assistant, Special Education I positions at Cajon Park School

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

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board of the Santee School District on the 21<sup>st</sup> day of August 2018, by the following vote:

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

Dated 8/22/18

Dustin Burns  
Clerk, Board of Education

**Item E. BOARD POLICIES AND BYLAWS**

Board Policies and Bylaws Item E.1.1. First Reading: Board Policies for Annual Review  
Prepared by Dr. Kristin Baranski  
August 21, 2018

**BACKGROUND:**

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

Policy	Policy Title
BP 5116.1	Intradistrict Open Enrollment

The listed Board Policy was last reviewed on August 15, 2017. BP 5116.1 Intradistrict Open Enrollment was revised to bring the policy in line with CSBA language.

**RECOMMENDATION:**

It is recommended that the Board of Education review the listed Board Policy submitted for a first reading. This Board Policy will return for a second reading and request for approval.

**FISCAL IMPACT:**

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

**STUDENT ACHIEVMENT IMPACT:**

Effective governance has a positive impact on student achievement.

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

Item E.1.1.

## INTRADISTRICT OPEN ENROLLMENT

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students *and parents/guardians, while also maximizing the efficient use of district facilities.* The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

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

The Board shall annually review this policy.

### Enrollment Priorities

~~Priority for attendance~~ *The Superintendent or designee shall grant priority to any district student to attend another district school, including a charter school, outside a student's attendance area shall be given as follows:*

1. ~~If a district school receiving Title I funds is identified for program improvement, corrective action, or restructuring, all students enrolled in that school shall be provided an option to transfer to another district school or charter school. Any student enrolled in a district school that has been identified on the state's Open Enrollment Act list (Education Code 48354)~~
2. ~~If while on school grounds a student becomes the victim of a violent criminal offense, he/she shall be provided an option to transfer to another district school or charter school. Any student who is a victim of a violent crime while on school grounds (20 USC 7912)~~
3. ~~If a student attends a school Any student enrolled in a district school designated by the California Department of Education as "persistently dangerous," he/she shall be provided an option to transfer to another district school or charter school. (20 USC 7912; 5 CCR 11992)~~
4. ~~The Superintendent or designee may approve a student's transfer to a district school that is at capacity and otherwise closed to transfers Upon a finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area. Including *Special circumstances include*, but *are* not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers. To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)~~



**INTRADISTRICT OPEN ENROLLMENT**

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

- a. A written statement from a representative of an appropriate state or local agency such as, but not necessarily limited to, a law enforcement official, social worker, or a properly licensed or registered professional, such as a psychiatrist, psychologist, or marriage and family therapist
  - b. A court order, including a temporary restraining order and injunction
5. ~~Priority may be given to~~ Any siblings of students already in attendance in that school.
6. ~~Priority may be given to~~ Any student whose parent/guardian is assigned to that school as his/her primary place of employment.

Application and Selection Process

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, applications for intradistrict open enrollment shall be submitted between March 15 – June 30; of the school year preceding the school year for which the transfer is requested.

~~For all other applications for enrollment from outside a school's attendance area~~ The Superintendent or designee shall use calculate each school's capacity in a nonarbitrary manner using student enrollment and available space. (Education Code 35160.5)

Except for priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school receives admission requests that are in excess of the school's capacity. ~~A school's capacity shall be calculated in a nonarbitrary manner using student enrollment and available space.~~

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

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

## INTRADISTRICT OPEN ENROLLMENT

### Transportation

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

#### Legal Reference:

##### EDUCATION CODE

200 Prohibition against discrimination

35160.5 District policies; rules and regulations

35291 Rules

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance agreements

48200 Compulsory attendance

48204 Residency requirements for school attendance

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

48350-48361 Open Enrollment Act

48980 Notice at beginning of term

##### CODE OF REGULATIONS, TITLE 5

11992-11994 Definition of persistently dangerous schools

##### UNITED STATES CODE, TITLE 20

6311 State plans

6316 Transfers from program improvement schools

7912 Transfers from persistently dangerous schools

##### CODE OF FEDERAL REGULATIONS, TITLE 34

200.36 Dissemination of information

200.37 Notice of program improvement status, option to transfer

200.39 Program improvement, transfer option

200.42 Corrective action, transfer option

200.43 Restructuring, transfer option

200.44 Public school choice, program improvement schools

200.48 Transportation funding for public school choice

##### COURT DECISIONS

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

##### ATTORNEY GENERAL OPINIONS

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

#### Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Public School Choice FAQs

Every Student Succeeds Act - Update #8, July 14, 2017

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May 4, 2016

Unsafe School Choice Option, May 2004

Public School Choice, February 2004

##### WEB SITES

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

California Department of Education, Unsafe School Choice Option:

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

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

U.S. Department of Education: <http://www.ed.gov>

**Students**

BP 5116.1 (d)

**INTRADISTRICT OPEN ENROLLMENT**

Policy adopted: August 17, 2010  
Reviewed: May 3, 2011; June 15, 2012; June 4, 2013  
January 20, 2015; July 7, 2015; July 5, 2016;  
August 15, 2017 *Revised: August \_\_, 2018*

**SANTEE SCHOOL DISTRICT**  
Santee, California

**BACKGROUND:**

Over the last several years, there have been significant changes to regulations related to Food Service Programs. The most notable are the changes enacted by Senate Bill 250, effective January 1, 2018, to end so called “meal shaming” activities. In addition to these changes, other board policies and administrative regulations pertaining to Food Service were reviewed and compared with the latest versions from the California School Boards Association (CSBA). In accordance with that review, the following changes are proposed:

1. Add new Board Policy 3551 – Food Service Program which, among other things, incorporates new laws related to SB 250
2. Revise Board Policy 3553 – Free and Reduced Priced Meals to be consistent with CSBA
3. Delete Board Policy 3553.2 – Emergency Lunches for Students as this procedure is obsolete
4. Delete Board Policy 3553.3 – Unpaid Child Nutrition Accounts as the procedures in this policy are superseded by those in new Board Policy 3551

**RECOMMENDATION:**

The above listed Board Policies are submitted to the Board of Education for a first reading; no action is requested.

This recommendation supports the following District goals:

**Learning Environment**

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

**Fiscal Accountability**

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

**FISCAL IMPACT:**

The fiscal impact is unknown at this time.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item E.1.2.

**FOOD SERVICE PROGRAM OPERATIONS/CAFETERIA FUND**

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

The Superintendent or designee shall ensure that all food service personnel possess the required qualifications and receive ongoing professional development related to the effective management and implementation of the district's food service program in accordance with law.

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by the California Department of Education (CDE). (42 USC 1776)

**Meal Sales**

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are on campus for a legitimate purpose. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, including delinquent meal payments. Such procedures shall conform with 2 CFR 200.426 and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public.

The Superintendent or designee shall ensure that a student whose parent/guardian has unpaid school meal fees is not overtly identified, shamed, treated differently, or served a meal that differs from the meal served to other students. (Education Code 49557.5)

Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation. Such students shall not be overtly identified or treated differently from other students.

**Cafeteria Fund**

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law.

**Contracts with Outside Services**

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

**Procurement of Foods, Equipment and Supplies**

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonable quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception.

Furthermore, the district shall accept a bid or price for an agricultural product grown in California before accepting a bid or price for an agricultural product grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price of a product produced outside the state. (Food and Agriculture Code 58595)

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

## **Program Monitoring and Evaluation**

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by the CDE to ensure compliance of the district's food service program with federal requirements related to maintenance of the nonprofit school food service account, meal charges, paid lunch equity, revenue from non-program goods, indirect costs, and USDA foods.

### Legal Reference:

#### EDUCATION CODE

38080-38086 Cafeteria, establishment and use

38090-38095 Cafeterias, funds and accounts

38100-38103 Cafeterias, allocation of charges

42646 Alternate payroll procedure

45103.5 Contracts for management consulting services; restrictions

49490-49493 School breakfast and lunch programs

49500-49505 School meals

49554 Contract for services

49550-49564.5 Meals for needy students

49580-49581 Food recovery program

#### FOOD AND AGRICULTURE CODE

58595 Preference for California-grown agricultural products

#### HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

#### PUBLIC CONTRACT CODE

2000-2002 Responsive bidders

20111 Contracts

#### CODE OF REGULATIONS, TITLE 5

15550-15565 School lunch and breakfast programs

#### UNITED STATES CODE, TITLE 42

1751-1769j School lunch programs

1771-1791 Child nutrition, including:

1773 School breakfast program

#### CODE OF FEDERAL REGULATIONS, TITLE 2

200.56 Indirect costs, definition

200.318-200.326 Procurement standards

200.400-200.475 Cost principles

200 Appendix VII Indirect cost proposals

#### CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

250.1-250.70 USDA foods

### Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Food Distribution Program Administrative Manual

Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018, January 2018

Unpaid Meal Charges: Local Meal Charge Policies, Clarification on Collection of Delinquent Meal Payments, and Excess Student Account Balances, NSD Management Bulletin, SNP-03-2017, April 2017

Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs, Bad Debt Policies, and the Handling of Unpaid Meal Charges, NSD Management Bulletin, USDA-SNP-06-2015, May 2015

Cafeteria Funds--Allowable Uses, NSD Management Bulletin, NSD-SNP-07-2013, May 2013

Paid Lunch Equity Requirement, NSD Management Bulletin, USDA-SNP-16-2012, October 2012

Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin 00-111, July 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

FAQs About School Meals

Unpaid Meal Charges: Guidance and Q&A, SP 23-2017, March 2017

Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016

Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, September 2016

Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016

Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP 24-2016, February 2016

Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014

WEB SITES

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

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

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

Policy  
Adopted:

**SANTEE SCHOOL DISTRICT**  
Santee, CA



**FREE AND REDUCED PRICE MEALS**

~~The district shall participate in the National School Lunch Program, receive commodities donated by USDA and accept responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction as outlined below.~~

- ~~1. All students from families whose income is at or below the eligibility levels established in the current year's California Eligibility Scale for Free and Reduced Price Meals shall be furnished meals in accordance with their eligibility classification.~~
- ~~2. There will be no physical segregation, nor any other form of discrimination practiced against any child because of inability to pay full price for the meal. The names of the children eligible to receive free or reduced price meals shall not be published, posted, or announced in any manner, and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Children eligible for free or reduced price meals shall not be required to work for their meals, use a separate lunch room, go through a separate serving line, enter the lunch room through a separate entrance, eat meals at a different time, or eat a meal different from the one sold to children paying full price.~~
- ~~3. There shall be no discrimination in the furnishing of free and reduced price meals because of race, sex, color or national origin.~~
- ~~4. The collection system utilized in each of the various schools for paying students and the system used to account for free and/or reduced price meals shall be such that the anonymity of students receiving free or reduced price meals will be protected in the lunch room, classroom, and/or other environment in which the students may interact.~~
- ~~5. All children from the same family may receive the same benefits.~~
- ~~6. Any family that enrolls a child after the start of the school year will receive a letter or notice to parents/guardians containing information regarding the National School Lunch Program and an application form to be completed for their children's participation in the program.~~
- ~~7. District employees will be able to use individual records of students participating in the free and reduced price meal program for the purpose of disaggregation of academic achievement data. For example, in order to evaluate the performance of students in compensatory education programs, such as Title I, districts must determine the achievement level of students by income. One method to determine low-income status is through eligibility for free and reduced price meals. In addition, the CDE will be using participation in this program to disaggregate data for the Standardized Testing and Reporting (STAR) program. The Governing Board authorizes the Superintendent to designate employees to use individual records pertaining to student participation in any free and reduced price meal program solely for the purpose of disaggregation of academic achievement data.~~

**FREE AND REDUCED PRICE MEALS** (continued)*Legal Reference:*EDUCATION CODE

48980 Notice at beginning of term

49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act of 1974

49547-49548.3 Comprehensive nutrition service

49550-49561 Meals for needy students

CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 20

1232g Federal Educational Rights and Privacy Act

6301-6514 Title I programs

UNITED STATES CODE, TITLE 42

1751-1769h School lunch program

1771-1791 Child nutrition, especially:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.10-220.21 National School Breakfast Program

245.1-245.13 Determination of eligibility for free and reduced-price meals and free milk

*Management Resources:*CSBA PUBLICATIONS*Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, October 2007**Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007**Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006*CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

06-103 Conditions for Summer School Meal Waivers and Saturday School Meal Criteria, January 2006

04-103 Implementation of Final Rule on Verification of Applications for Free and Reduced Price Meals, August 2004

98-101 Confidentiality of Free and Reduced Price Eligibility Information, February 1998

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*Feed More Kids, Improve Program Participation*U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS*Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002**Eligibility Guidance for School Meals Manual, August 2001*WEB SITESCSBA: <http://www.esba.org>California Department of Education, Nutrition Services Division: <http://www.ede.ca.gov/ls/nu>California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/end>

The Governing Board recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

To provide optimal nutrition and reduce the administrative burden of food service operations, the Superintendent or designee shall assess the eligibility of district schools to provide breakfast and/or lunch free of charge to all students at the school under a federally funded universal meal service provision, such as Provision 2 or the Community Eligibility Provision, pursuant to 42 USC 1759a.

If any district school meets the criteria for a "very high poverty school" through its eligibility for the federal Community Eligibility Provision reimbursement rate pursuant to 42 USC 1759a, the district shall apply to the California Department of Education (CDE) to operate a universal meal service, unless the Board adopts a resolution stating that the district is unable to comply with this requirement due to fiscal hardship. The resolution shall be part of the public agenda for at least two consecutive Board meetings, first as an information item and then as an action item. The Board shall reconsider the resolution at least once every four years. (Education Code 49564; 42 USC 1759a)

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meals program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

Schools participating in the Special Milk Program pursuant to 42 USC 1772 shall provide milk at no charge to students who meet federal eligibility criteria for free or reduced-price meals.

The Board shall approve, and shall submit to the CDE for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. (Education Code 49557)

### **Confidentiality/Release of Records**

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential and may not be released except as provided by law and authorized by the Board or pursuant to a court order. (Education Code 49558)

The Board authorizes designated employees to use individual records pertaining to student eligibility for the free and reduced-price meal program for the following purposes: (Education Code 49558)

1. Disaggregation of academic achievement data
2. Identification of students eligible for services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's

meal eligibility information to the other educational agency to assist in the continuation of the student's meal benefits.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the local control funding formula and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. He/she also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

Legal Reference:

EDUCATION CODE

48980 Notice at beginning of term

49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act of 1974

49547-49548.3 Comprehensive nutrition service

49550-49564.5 Meals for needy students

CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 20

1232g Federal Educational Rights and Privacy Act

6301-6576 Elementary and Secondary Education Act

UNITED STATES CODE, TITLE 42

1751-1769j School lunch program

1771-1791 Child nutrition, especially:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.10-220.21 National School Breakfast Program

245.1-245.13 Determination of eligibility for free and reduced-price meals and free milk

Management Resources:

CSBA PUBLICATIONS

Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2012

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Direct Certification Implementation Checklist Free and Reduced-Price Meals: Universal Meal Service.

Nutrition Services Division Management Bulletin SNP-01-2018, January 2018

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2015

Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

WEB SITES

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

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

California Food Policy Advocates: <http://cfpa.net>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

~~EMERGENCY LUNCHES FOR STUDENTS~~

~~The Governing Board believes that every student should have the opportunity to eat lunch at a prescribed time daily. Furthermore, the Board recognizes that this food may be provided from any of the following sources:~~

- ~~1. Food prepared by the Central Kitchen and served at individual school sites.~~
- ~~2. Food served in the student's home or home designated by the parent/guardian.~~
- ~~3. Food prepared in the home and sent to school with or for the child to consume as a meal.~~

~~The Board directs the administration to develop procedures which will ensure the availability of a lunch for every student.~~

## ~~UNPAID ACCOUNTS FOR CHILD NUTRITION PROGRAM~~

~~The Board of Education believes that the provision of healthy and nutritious meals in the Child Nutrition Program is an essential element for maximizing classroom instruction and student learning. Procedures and processes shall be developed to ensure parents/guardians of students are informed of the availability of free and reduced price meals, meal service opportunities in school cafeterias, and methods for meal prepayment.~~

~~The Child Nutrition Program shall operate in a self-sufficient manner generating sufficient revenue to cover all its operating expenditures, including direct and indirect costs. Procedures and processes shall be developed to maximize qualification for, and receipt of, Federal and State revenue in conformance with established laws and regulations. In addition, adequate and appropriate procedures and processes shall be developed and consistently followed to ensure collection of all amounts owed by parents/guardians for reduced price and full pay meals and a la carte food items.~~

### ~~Procedures for Low and Negative Balance Accounts~~

~~The process for managing and following up on low and negative balance accounts shall include the following progressive actions:~~

- ~~• Written notice provided to student/parent/guardian whenever the balance on a student's account falls below an amount equivalent to two (2) full price lunches~~
- ~~• Email and/or phone call communication from Child Nutrition Department, at least weekly, to urge payment when an account has a balance at or below \$0~~
- ~~• *For students who are in full pay status only*, additional charging to an account of meals on the regular menu shall be disallowed whenever the account has an amount owed equivalent to three (3) or more full price lunches. In this case, regular menu meals may continue to be served to the student as long as sufficient cash payment is provided for each meal at the time of service. If cash payment is not made for a regular menu meal, an alternate meal shall be substituted consisting of food items with bread/grain, protein, and dairy components. The parents/guardian shall have been given advance notice of these pending actions before invoking for a student.~~
- ~~• Personal contact from school Principal or Vice Principal, at least weekly, to urge payment when an account has an amount owed equivalent to at least four (4) full price lunches~~
- ~~• Letter of Delinquency mailed to home address of parent/guardian to urge payment and provide notification of pending restrictive actions to occur within five (5) school days when an account has an amount owed equivalent to six (6) full price lunches. Restrictive actions shall include:
  - ~~◦ Suspension of discretionary recreational activities sponsored by the school, ASB, or PTA~~~~
- ~~• Suspension of discretionary recreational activities for students whose accounts have an amount owed equivalent to six (6) or more full price lunches and no payments are received in response to the Letter of Delinquency within five (5) school days of it being sent~~

- ~~○ Discretionary recreational activities include, but are not limited to; trips to Disneyland, school dances, carnivals, ASB sponsored events, or sports activities not associated with the Physical Education program. This action shall not include any curricular or extra-curricular educational field trips or activities.~~
- Referral to a collection agency, or similar method, for collecting on delinquent accounts with an unpaid balance of \$50.00 or more for which no payments have been received for at least thirty (30) calendar days subject to the following provisions:
  - ~~○ The cost to the District for referral to a collection agency shall be added to the unpaid balance of the account~~
  - ~~○ In the event an account is paid in full through a collection agency and a parent/guardian subsequently requests reinstatement of a Child Nutrition account for student meal service, to maintain the account in good standing, a deposit of at least four (4) meals (breakfast and lunch combined if both are accessed) shall be maintained on the account at all times.~~
  - ~~○ In the event a reinstated account for full price meals has no balance remaining, the alternate meal provision shall be immediately invoked.~~

*Legal Reference:*

Education Code Sections: 49516, 49530, 49557

California Department of Education Management Bulletin USDA-SNP-01-2008

Title 7 Code of Federal Regulations Section 210.10



Board Policies and Bylaws Item E.1.3.

Second Reading: Revised Board Policy  
5141.52, Suicide Prevention

Prepared by Tim Larson  
August 21, 2018

**BACKGROUND:**

This revision is brought forward to bring BP 5141.52 in line with the recommended language from CSBA. Our current policy does not have recently enacted legal references. It also contains redundant or unnecessary language specific to current law. The suggested language changes align our policy with current regulations.

**RECOMMENDATION:**

Revised Board Policy 5141.52, Suicide Prevention; is presented for a second reading. Any action is at the discretion of the Board.

**FISCAL IMPACT:**

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

**STUDENT ACHIEVEMENT IMPACT:**

Effective governance has a positive impact on student achievement.

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

Agenda Item E.1.3.

## SUICIDE PREVENTION

The Governing Board recognizes that suicide is a ~~major cause~~ leading cause of death among youth and ~~should be taken seriously that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance.~~ In order To attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop ~~preventive strategies and intervention procedures~~ measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may ~~involve~~ consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, and mental health professionals, and community organizations. ~~in planning, implementing, and evaluating the district's strategies for suicide prevention and intervention.~~

### Prevention and Instruction

~~Suicide prevention strategies may include, but not be limited to, efforts to promote a positive school climate that enhances students' feelings of connectedness with the school and is characterized by caring staff and harmonious interrelationships among students.~~

### Staff Development

~~Suicide prevention training may be offered to help staff identify and respond to students at risk of suicide. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies and may include information on:~~

- ~~1. Research identifying risk factors, such as previous suicide attempt(s), history of depression or mental illness, substance use problems, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, and other factors~~
- ~~2. Warning signs that may indicate suicidal intentions, including changes in students' appearance, personality, or behavior~~
- ~~3. Research-based instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health~~
- ~~4. School and community resources and services~~
- ~~5. District procedures for intervening when a student attempts, threatens, or discloses the desire to commit suicide~~

**SUICIDE PREVENTION** (continued)

Such measures and strategies **shall** include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students in the secondary grades
2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others
3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and characterized by caring staff and harmonious interrelationships among students
4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

~~The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and self-esteem. Suicide prevention instruction shall be incorporated into the health education curriculum in the secondary grades. Such instruction shall be aligned with state content standards and shall be designed to help students analyze signs of depression and self-destructive behaviors, including potential suicide, and to identify suicide prevention strategies.~~

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

**Intervention**

~~Whenever a staff member suspects or has knowledge of a student's suicidal intentions, he/she shall promptly notify the principal or school counselor. The principal or counselor shall then~~

**SUICIDE PREVENTION** (continued)

~~notify the student's parents/guardians as soon as possible and may refer the student to mental health resources in the school or community.~~

~~Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.~~

~~The Superintendent or designee shall establish crisis intervention procedures to ensure student safety and appropriate communications in the event that a suicide occurs or an attempt is made on campus or at a school-sponsored activity.~~

*Legal Reference:*EDUCATION CODE

215 Student suicide prevention policies

32280-32289 Comprehensive safety plan

41533 Professional Development Block Grant, suicide prevention training for teachers

49060-49079 Student records

49602 Confidentiality of student information

49604 Suicide prevention training for school counselors

GOVERNMENT CODE

810-996.6 Government Claims Act

WELFARE AND INSTITUTIONS CODE

5698 Emotionally disturbed youth; legislative intent

5850-5883 Mental Health Services Act

COURT DECISIONSCorales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554*Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSHealth Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008Youth Suicide-Prevention Guidelines for California Schools, 2005Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003CALIFORNIA DEPARTMENT OF MENTAL HEALTH PUBLICATIONSCalifornia Strategic Plan for Suicide Prevention: Every Californian is Part of the Solution, 2008CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONSSchool Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONSPreventing Suicide: A Toolkit for High Schools, 2012National Strategy for Suicide Prevention: Goals and Objectives for Action, 2001WEB SITESAmerican Association of Suicidology: <http://www.suicidology.org>American Foundation for Suicide Prevention: <http://afsp.org>American Psychological Association: <http://www.apa.org>American School Counselor Association: <http://www.schoolcounselor.org>California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>California Department of Mental Health, Children and Youth Programs:<http://www.dhcs.ca.gov/services/MH/Pages/SuicidePrevention.aspx>[http://www.dmh.ca.gov/Services\\_and\\_Programs/Children\\_and\\_Youth](http://www.dmh.ca.gov/Services_and_Programs/Children_and_Youth)Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>National Association of School Psychologists: <http://www.nasponline.org>

**SUICIDE PREVENTION (continued)**

*National Institute for Mental Health: <http://www.nimh.nih.gov>*

*U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services*

*Administration: <http://www.samhsa.gov>*

Policy  
adopted: August 17, 2010  
Revised: August \_\_, 2018

**SANTEE SCHOOL DISTRICT**  
Santee, California

Board Policies and Bylaws Item E.1.4.

Second Reading: Revised Board Policy 5144,  
Discipline

Prepared by Tim Larson  
August 21, 2018

**BACKGROUND:**

This revision is brought forward to bring BP 5144 in line with the recommended language from CSBA. Our current policy does not have recently enacted legal references. It also contains redundant or unnecessary language specific to current law. The suggested language changes align our policy with current regulations.

**RECOMMENDATION:**

Revised Board Policy 5144, Discipline; is presented for a second reading. Any action is at the discretion of the Board.

**FISCAL IMPACT:**

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

**STUDENT ACHIEVEMENT IMPACT:**

Effective governance has a positive impact on student achievement.

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

Agenda Item G.1.4.

**DISCIPLINE**

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing ~~believes the purpose of student discipline is to create an orderly environment in which all students have equal opportunity to learn.~~ The Board ~~desires to prepare~~ students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.

The Superintendent or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

*In addition, the Superintendent or designee's strategies for correcting student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.*

*Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required or permitted by law or when other means of correction have been documented to have failed. (Education Code 48900.5)*

*School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)*

*The Superintendent or designee shall create a model discipline matrix that lists violations and the consequences for each as allowed by law.*

~~Board policies and administrative regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules that are positive, progressive in implementation, and promote the social and moral maturity of all students while meeting the school's individual needs.~~

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 32282, 35291.5)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline staff shall implement appropriate discipline and attempt to identify and address the causes of the student's behavior. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn. Continually disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy and administrative regulation. At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline.

Staff shall enforce disciplinary rules fairly, consistently, and ~~without discrimination~~ in accordance with the district's nondiscrimination policies.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing ~~classroom management~~ the skills and implementing effective disciplinary needed to effectively implement the disciplinary strategies adopted for district schools, including, but not limited to, consistent school and classroom management skills, effective accountability and positive intervention techniques, and development of strong, cooperative relationships with parents/guardians.

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

*Legal Reference:*

CIVIL CODE

*1714.1 Parental liability for child's misconduct*

EDUCATION CODE

*32280-32288 School safety plans*

*35146 Closed sessions*

*35291 Rules*

*35291.5-35291.7 School-adopted discipline rules*

*37223 Weekend classes*

*44807.5 Restriction from recess*

*48900-48926 Suspension and expulsion*

*48980-48985 Notification of parents or guardians*

*49000-49001 Prohibition of corporal punishment*

*49330-49335 Injurious objects*

*49550-49562 Meals for needy students*

*52060-52077 Local control and accountability plan*

CIVIL CODE

*1714.1 Parental liability for child's misconduct*



CODE OF REGULATIONS, TITLE 5

307 *Participation in school activities until departure of bus*

353 *Detention after school*

UNITED STATES CODE, TITLE 42

1751-1769j *School Lunch Program*

1773 *School Breakfast Program*

*Management Resources:*

*CSBA PUBLICATIONS*

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

*Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1999*

CDE PROGRAM ADVISORIES

*1010.89 Physical Exercise as Corporal Punishment, CIL: 89/9-3*

*1223.88 Corporal Punishment, CIL: 88/9-5*

STATE BOARD OF EDUCATION POLICIES

01-02 School Safety, Discipline, and Attendance, March 2001

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

Elementary and Secondary Schools, 2000

WEB SITES

*CDE: <http://www.cde.ca.gov>*

*USDOE: <http://www.ed.gov>*

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

*Public Counsel: <http://www.fixschooldiscipline.org>*

*U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>*

Policy  
adopted: August 17, 2010  
Revised: August \_\_, 2018

**SANTEE SCHOOL DISTRICT**  
Santee, California

Board Policies and Bylaws Item E.1.5. Second Reading: Revised Board Policy 5144.1,  
Suspension and Expulsion / Due Process

Prepared by Tim Larson  
August 21, 2018

**BACKGROUND:**

This revision is brought forward to bring BP 5144.1 in line with the recommended language from CSBA. Our current policy does not have recently enacted legal references. It also contains redundant or unnecessary language specific to current law. The suggested language changes align our policy with current regulations.

**RECOMMENDATION:**

Revised Board Policy 5144.1, Suspension and Expulsion / Due Process; is presented for a second reading. Any action is at the discretion of the Board.

**FISCAL IMPACT:**

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

**STUDENT ACHIEVEMENT IMPACT:**

Effective governance has a positive impact on student achievement.

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

Agenda Item E.1.5.

**SUSPENSION AND EXPULSION/DUE PROCESS**

The Governing Board ~~has established policies and standards of behavior in order to~~ *desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and* promotes their learning and development. ~~protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.~~

Suspended or expelled students may be denied the privilege of participation in all extracurricular activities during the period of suspension or expulsion.

~~Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct.~~

~~Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion shall be used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to self or others.~~

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be those specified in law and/or administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)**Zero Tolerance**

The Board supports a zero tolerance approach to serious offenses in accordance with state and federal law. This approach makes the removal of potentially dangerous students from the classroom a top priority and ensures the standardized treatment of all students. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy, and administrative regulation as cause for suspension or expulsion.

**Appropriate Use of Suspension Authority**

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student in grades K-3 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

**On-Campus Suspension**

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

**Authority to Expel**

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

**Student Due Process**

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

or designee shall comply with procedures for notices, hearings, and appeals as specified in administrative regulation and/or law.

**Supervised Suspension Classroom**

~~The Board recognizes that students who are suspended from school often have no supervision or guidance during the school hours when they are off campus and may fall behind in the coursework. The Board believes that, in many cases, it would be better to manage the student's behavior by keeping the student at school or in the Educational Resource Center and providing him/her with supervision that is separated from the regular classroom.~~

~~The Superintendent or designee shall establish a supervised classroom suspension program which meets the requirements of law for students suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, who pose no imminent danger or threat at school, and for whom an expulsion action has not been initiated.~~

~~The Superintendent or designee shall examine alternatives to off-campus suspension and may establish a suspension program which involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians and students; detention; student study teams or other assessment related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.~~

**Maintenance and Monitoring of Outcome Data**

The Superintendent or designee shall annually present to the Board a report of the outcome data which the district is required to collect pursuant to Education Code 48900.8 and 48916.1, including the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period.

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

**Required Parental Attendance**

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)**Decision Not to Enforce Expulsion Order**

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law.

*Legal Reference:*

## EDUCATION CODE

212.5 Sexual harassment

233 Hate violence

1981-1981.5 Enrollment of students in community school

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

35145 Open board meetings

35146 Closed sessions (regarding suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48645.5 Readmission: contact with juvenile justice system

48660-48666 Community day schools

48853.5 Foster youth

48900-48927 Suspension and expulsion

48950 Speech and other communication

48980 Parental notifications

49073-49079 Privacy of student records

52052 Numerically significant student subgroups52060-52077 Local control and accountability plan

## CIVIL CODE

47 Privileged communication

48.8 Defamation liability

## CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

## GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act

## HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

## LABOR CODE

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

## PENAL CODE

31 Principal of a crime, defined

240 Assault defined

241.2 Assault fines

242 Battery defined

243.2 Battery on school property

243.4 Sexual battery

245 Assault with deadly weapon

245.6 Hazing

261 Rape defined

266c Unlawful sexual intercourse

286 Sodomy defined

**SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

288 Lewd or lascivious acts with child under age 14  
288a Oral copulation  
289 Penetration of genital or anal openings  
417.27 Laser pointers  
422.55 Hate crime defined  
422.6 Interference with exercise of civil rights  
422.7 Aggravating factors for punishment  
422.75 Enhanced penalties for hate crimes  
626.2 Entry upon campus after written notice of suspension or dismissal without permission  
626.9 Gun-Free School Zone Act of 1995  
626.10 Dirks, daggers, knives, razors, or stun guns  
868.5 Supporting person; attendance during testimony of witness  
WELFARE AND INSTITUTIONS CODE  
729.6 Counseling  
UNITED STATES CODE, TITLE 18  
921 Definitions, firearm  
UNITED STATES CODE, TITLE 20  
1415(K) Placement in alternative educational setting  
7961 Gun-free schools  
UNITED STATES CODE, TITLE 42  
11432-11435 Education of homeless children and youths  
COURT DECISIONS  
T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267  
Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421  
Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321  
Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 118  
Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807  
John A. v. San Bernardino School District (1982) 33 Cal. 3d 301  
ATTORNEY GENERAL OPINIONS  
84 Ops.Cal.Atty.Gen. 146 (2001)  
80 Ops.Cal.Atty.Gen. 348 (1997)  
80 Ops.Cal.Atty.Gen. 91 (1997)  
80 Ops.Cal.Atty.Gen. 85 (1997)  
Management Resources:  
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS  
Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014  
WEB SITES  
CSBA: <http://www.csba.org>  
California Attorney General's Office: <http://www.oag.ca.gov>  
California Department of Education: <http://www.cde.ca.gov>  
U.S. Department of Education, Office for Civil Rights:  
<http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>  
U.S. Department of Education, Office of Safe and Healthy Students:  
<https://www2.ed.gov/about/offices/list/oese/oshs>  
U.S. Department of Education, Office of Safe and Drug-Free Schools:  
<http://www.ed.gov/about/offices/list/osdfs/index.html>

Policy  
adopted: August 17, 2010  
Revised: August \_\_, 2018

**SANTEE SCHOOL DISTRICT**  
Santee, California



## Item F. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

## Item G. CLOSED SESSION

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

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

1. **Conference with Legal Counsel - Anticipated Litigation** (Gov't. Code § 54956.9)  
*- One Case*
  
2. **Conference with Labor Negotiators** (Gov't. Code § 54957.6)  
*Purpose: Negotiations*  
*Agency Negotiators: Tim Larson, Assistant Superintendent*  
*Employee Organizations: Santee Teachers Association (STA); and*  
*Classified School Employees Association (CSEA)*
  
3. **Public Employee Performance Evaluation** (Gov't. Code § 54957)  
*Superintendent*

## Item H. RECONVENE TO PUBLIC SESSION

## Item I. ADJOURNMENT

Agenda Items F., G., H., and I.