



Santee School District

SCHOOLS:

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

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

**BOARD OF EDUCATION
 REGULAR MEETING
 A G E N D A
 October 2, 2012**

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.

| | | |
|-----------|--|---------------|
| A. | OPENING PROCEDURES – 7:00 p.m. | Page # |
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| | 1. Call to Order and Welcome | |
| | 2. District Mission | |
| | 3. Pledge of Allegiance | |
| | 4. Approval of Agenda | |
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| B. | REPORTS AND PRESENTATIONS | 6 |
| | 1. Superintendent's Report | |
| | 1.1. Developer Fees Collection Report | 7 |
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| | 1.4. Schedule of Upcoming Events | 11 |
| | 2. Spotlight – Kiwanis of Santee: Junior Olympics | 12 |
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| C. | PUBLIC COMMUNICATION | 13 |
| | <i>During this time, citizens are invited to address the Board of Education about any item <u>not</u> on the agenda. Request-to-speak cards should be submitted in advance. The Board may not take action on any item presented. The Board has a policy limiting any speaker to five minutes. Meetings are recorded.</i> | |

D. CONSENT ITEMS

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

Superintendent

- 1.1. Approval of Minutes** 15
It is recommended that the Board of Education approve meeting minutes with any necessary modifications.
- 1.2. Consideration to Cancel the November 20, 2012 Regularly Scheduled Meeting of the Board of Education** 21
It is recommended that the Board of Education cancel the November 20, 2012 regularly scheduled Board meeting.

Business Services

- 2.1. Approval/Ratification of Travel Requests** 22
It is recommended that the Board of Education approve the personnel Travel.
- 2.2. Approval/Ratification of Revolving Cash Report** 24
It is recommended that the Board of Education approve/ratify revolving cash checks as listed in the item.
- 2.3. Acceptance of Donations** 26
It is recommended that the Board of Education accept the donations listed above for the District and authorize staff to send letters of appreciation on behalf of the governing Board.
- 2.4. Adoption of Proclamation for National School Lunch Week** 27
It is recommended that the Board of Education adopt a proclamation endorsing the week of October 15 – 19, 2012 as “National School Lunch Week.”
- 2.5. Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement** 29
It is recommended that the Board of Education approve the Uniform Complaint Report for the quarter ending September 30, 2012 and authorize administration to submit the report to SDCOE.
- 2.6. Approval of Consultants and General Service Providers** 30
It is recommended that the Board of Education approve Consultant and General Service Provider agreements as presented.
- 2.7. Right of Entry Agreement with the United States of America for Munitions Survey and Abatement on the Elliott Site** 32
It is recommended that the Board of Education approve Right of Entry Agreement with United States of America for Munitions Survey and Abatement on the Elliott Site.

| | Page # |
|---|--------|
| Human Resources/Pupil Services | |
| 3.1. <u>Personnel, Regular</u> | 33 |
| It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations and dismissals. | |
| 3.2. <u>Approval of Santee Collaborative Reinvestment Plan for the Use of LEA Medi-Cal Funds</u> | 35 |
| It is recommended that the Board of Education approve the reinvestment plan for use of Medi-Cal funds. | |
| 3.3. <u>Adoption of Proclamation Endorsing Drug Awareness Week, October 22 – 26, 2012</u> | 39 |
| It is recommended that the Board of Education proclaim October 22 – October 26, 2012 as Drug Awareness Week. | |
| | |
| E. DISCUSSION AND/OR ACTION ITEMS | 41 |
| <i>Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.</i> | |
| | |
| Business Services | |
| 1.1 <u>Approval of Monthly Financial Report</u> | 42 |
| It is recommended that the Board of Education approve the Monthly Financial Report. | |
| 1.2. <u>Safe Route to Schools Grant for Sidewalk Improvements at Carlton Oaks</u> | 45 |
| This is an information item. Action is at the discretion of the Board of Education. | |
| 1.3. <u>Agreement with Decision Insite for 10 Year Enrollment Projection with Residential Development Research and Use of Web Based Enrollment Projection Software</u> | 47 |
| It is recommended that the Board of Education approve the Agreement with Decision Insite for 10 Year Enrollment Projection with Residential Development Research and Use of Web Based Enrollment Projection Software. | |
| | |
| F. BOARD POLICIES AND BYLAWS | 49 |
| | |
| 1. First Readings | |
| 1.1. <u>Board Policy 4112.42, “Drug and Alcohol Testing for School Bus Drivers”</u> | 50 |
| Revised Board Policy 4112.42 will be presented to the Board of Education for a first reading. No action is requested at this time. | |
| 1.2. <u>First Reading: BP 3311, “Bids”</u> | 53 |
| Revised Board Policy 3311 will be presented to the Board of Education for a first reading. No action is requested at this time. | |
| | |
| G. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS | 64 |

- H. **CLOSED SESSION** 65
1. **Public Employee Discipline/Dismissal/Release** (Govt. Code § 54957)
2. **Conference with Labor Negotiator** (Govt. Code § 54956.8)
Purpose: Negotiations
Agency Negotiator: Karl Christensen, Asst. Superintendent
Employee Organization: Classified School Employees Association
- I. **RECONVENE TO PUBLIC SESSION** 65
- J. **ADJOURNMENT** 65

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 October 16, 2012, 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:

___ Bartholomew
___ El-Hajj
___ Fox
___ Burns
___ Ryan

OPENING PROCEDURES ITEM A.

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

2. District Mission

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

3. Pledge of Allegiance

4. Approval of Agenda for the October 2, 2012 regular meeting

Agenda Item A.

Reports and Presentations Item B.1. Superintendent's Report
Prepared by Dr. Patrick Shaw
October 2, 2012

The following items are presented for Board information:

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

Agenda Item B.

Requests For Use Of Facilities - October 2, 2012

| Group | Location | Date | Days | Time | Attendance | Fees Applied |
|---|-----------------------|--------------------|-------------|--------------------|-------------------|---------------------|
| <u>Cajon Park</u> | | | | | | |
| Girl Scouts | Classroom | 9/17/12 - 6/17/13 | Monday | 4:00 pm - 6:00 pm | 24 | |
| PTSA (Room Parent Meeting) | Classroom | 9/25/12 & 10/16/12 | Tuesday | 7:00 pm - 8:00 pm | 15 - 20 | |
| Boy Scouts of America (St. John Eagle Project) | Outside | 10/6/12 | Saturday | 7:00 am - 1:00 pm | 20 | \$181.50 Custodial |
| Alcoholics Anonymous (Self Help Meetings) | Annex - Multi-Purpose | 7/11/12 - 6/27/13 | Wednesday | 6:30 pm - 8:00 pm | 20 - 30 | \$60.00 monthly |
| <u>Carlton Hills</u> | | | | | | |
| PTA | Multi-Purpose | 9/11/12 - 6/11/13 | Thursday | 5:30 pm - 7:00 pm | 13 | |
| Girl Scouts | Classroom | 9/17/12 | Monday | 5:30 pm - 7:30 pm | 20 | |
| Cub Scouts | Multi-Purpose | 9/27/12 - 5/30/13 | Thursday | 6:00 pm - 8:00 pm | 60 | |
| Girl Scouts | Classroom | 10/1/12 - 6/3/13 | Monday | 5:30 pm - 7:45 pm | 20 | |
| City of Santee (Recreation Class Dance) | Classroom | 10/3/12 - 11/14/13 | Wednesday | 2:30 pm - 3:15 pm | 5 - 15 | |
| PTA (Mother/Son Event) | Multi-Purpose | 11/1/12 | Thursday | 6:00 pm - 8:30 pm | 90 | |
| County of San Diego Registrar of Voters | Multi-Purpose | 11/6/12 | Tuesday | 6:00 am - 10:00 pm | varies | \$50.00 |
| PTA (Family Night) | Multi-Purpose | 1/25/13 | Friday | 1:00 pm - 9:00 pm | 150 | |
| PTA (Talent Show) | Multi-Purpose | 3/21/13 | Thursday | 4:00 pm - 9:00 pm | 150 | |
| PTA (Father/Son Event) | Multi-Purpose | 4/18/13 | Thursday | 5:00 pm - 9:30 pm | 90 | |
| <u>Carlton Oaks</u> | | | | | | |
| Girl Scouts | Classroom | 9/12/12 - 6/5/13 | Wednesday | 3:30 pm - 5:00 pm | 10 | |
| <u>Chet F. Harritt</u> | | | | | | |
| East Coast Trip Meeting - Apple Tour | Classroom | 9/18/12 | Tuesday | 5:30 pm - 6:30 pm | 45 | |
| County of San Diego Registrar of Voters | Classroom | 11/6/12 | Tuesday | 6:00 am - 10:00 pm | varies | \$50.00 |
| <u>Hill Creek</u> | | | | | | |
| After School Club | Classroom | 9/13/12 - 6/13/13 | Thursday | 2:00 pm - 3:10 pm | | |
| CSF - Heartlight Aerobics | Multi-Purpose | 10/1/12 - 6/10/13 | Monday | 1:40 pm - 2:30 pm | 10 - 25 | |
| Girl Scouts (Brownies) | Classroom | 10/9/12 - 6/11/13 | Tuesday | 4:30 pm - 6:30 pm | 12 | |
| City of Santee (Recreation Class - Music) | Classroom | 10/10/12 - 11/5/12 | Wednesday | 3:30 pm - 5:00 pm | 5 - 15 | |
| City of Santee Community Services (Art Class) | Classroom | 10/11/12 - 12/6/13 | Thursday | 3:00 pm - 5:00 pm | 5 - 15 | |
| <u>Pepper Drive</u> | | | | | | |
| Girl Scout Troop 5118 | Classroom | 9/18/12 - 6/18/13 | Tuesday | 6:00 pm - 7:00 pm | 15 | |
| Green Building Council of San Diego (Green Apple Day) | Classroom & Grounds | 9/29/12 | Saturday | 7:00 am - 2:30 pm | 25 - 50 | |
| County of San Diego Registrar of Voters | Multi-Purpose | 11/6/12 | Tuesday | 6:00 am - 10:00 pm | varies | \$50.00 |

Requests For Use Of Facilities - October 2, 2012

| Group | Location | Date | Days | Time | Attendance | Fees Applied |
|---|-----------------|--------------------|-------------|--------------------|-------------------|---------------------|
| <u>PRIDE Academy (Prospect Avenue)</u> | | | | | | |
| Girl Scouts | Classroom | 10/8/12 - 6/17/13 | Monday | 6:15 pm - 7:30 pm | 20 - 25 | |
| County of San Diego Registrar of Voters | Multi-Purpose | 11/6/12 | Tuesday | 6:00 am - 10:00 pm | varies | \$50.00 |
| <u>Rio Seco</u> | | | | | | |
| PTSA - TDS | Multi-Purpose | 9/12/12 | Wednesday | 5:00 pm - 8:00 pm | 15 - 20 | |
| Girl Scouts | Multi-Purpose | 10/1/12 - 6/3/13 | Monday | 5:00 pm - 7:30 pm | 15 | |
| Girl Scouts Troop 6931 | Classroom | 10/2/12 - 6/11/13 | Tuesday | 6:15 pm - 7:30 pm | 10 | |
| City of Santee (Recreation Class - Dance) | Classroom | 10/4/12 - 11/8/12 | Thursday | 5:15 pm - 4:00 pm | 5 - 15 | |
| Girl Scouts | Multi-Purpose | 10/10/12 - 6/5/13 | Wednesday | 5:15 pm - 8:15 pm | 10 | |
| County of San Diego Registrar of Voters | Parking Lot | 11/6/12 | Tuesday | 7:00 pm - 11:00 pm | 60 | |
| <u>Sycamore Canyon</u> | | | | | | |
| Santee Santas | Multi-Purpose | 10/11/12 - 6/13/13 | Thursday | 6:00 pm - 8:00 pm | 10 | |

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

Santee School District
 ENROLLMENT REPORT
 9/21/2012
 Month 1 Week 4

| SCHOOL | REGULAR ED | | | | | | | | | | SDC | | | | Total All | | | | | |
|--------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|--------------|------------|---------------|------------|------------|------------|--------------|-------------|--------------|-----------|
| | K | Gr 1 | Gr 2 | Gr 3 | Gr 4 | Gr 5 | Gr 6 | Gr 7 | Gr 8 | 09/21/12 | 09/30/11 | # Diff | % Diff | 09/21/12 | 09/30/11 | # Diff | % Diff | 09/21/12 | 09/14/12 | # Diff |
| Cajon Park | 107 | 109 | 97 | 109 | 111 | 125 | 105 | 109 | 122 | 994 | 958 | 36 | 3.8% | 60 | 64 | -4 | -6.3% | 1054 | 1052 | 1046 |
| Carlton Hills | 54 | 39 | 39 | 46 | 40 | 38 | 50 | 62 | 97 | 465 | 485 | -20 | -4.1% | 31 | 29 | 2 | 6.9% | 496 | 495 | 498 |
| Carlton Oaks | 83 | 74 | 91 | 82 | 87 | 74 | 94 | 111 | 101 | 797 | 826 | -29 | -3.5% | 52 | 59 | -7 | -11.9% | 849 | 852 | 852 |
| Chet F. Harritt | 58 | 58 | 75 | 56 | 80 | 51 | 51 | 61 | 63 | 553 | 579 | -26 | -4.5% | 0 | 0 | 0 | 0.0% | 553 | 556 | 551 |
| Hill Creek | 72 | 71 | 88 | 76 | 93 | 92 | 71 | 82 | 81 | 726 | 747 | -21 | -2.8% | 13 | 19 | -6 | -31.6% | 739 | 738 | 738 |
| Pepper Drive | 95 | 96 | 89 | 88 | 77 | 79 | 73 | 80 | 88 | 765 | 754 | 11 | 1.5% | 12 | 10 | 2 | 20.0% | 777 | 777 | 779 |
| Prospect Ave | 68 | 70 | 51 | 64 | 51 | 59 | 49 | 56 | 67 | 535 | 525 | 10 | 1.9% | 0 | 0 | 0 | 0.0% | 535 | 540 | 541 |
| Rio Seco | 109 | 116 | 82 | 104 | 109 | 104 | 109 | 98 | 117 | 948 | 937 | 11 | 1.2% | 42 | 48 | -6 | -12.5% | 990 | 991 | 998 |
| Sycamore Canyon | 48 | 57 | 53 | 44 | 44 | 46 | 29 | 0 | 0 | 321 | 342 | -21 | -6.1% | | 1 | -1 | -100.0% | 321 | 320 | 321 |
| SUBTOTAL | 694 | 690 | 665 | 669 | 692 | 668 | 631 | 659 | 736 | 6104 | 6153 | -49 | -0.8% | 210 | 230 | -20 | -8.7% | 6314 | 6,321 | -7 |
| Alternative School | 3 | 3 | 2 | 9 | 5 | 5 | 6 | 8 | 5 | 46 | 34 | 12 | 35.3% | | | | | 46 | 46 | 0 |
| Santee Success | | | | | | | | 1 | 5 | 6 | 2 | 4 | 200.0% | | | | | 6 | 5 | 1 |
| TK | 48 | | | | | | | | | 48 | 0 | 48 | 0.0% | | | | | 48 | 48 | 0 |
| EAK | | | | | | | | | | 0 | 0 | 0 | 0.0% | | | | | 0 | 0 | 0 |
| NPS | | | | | | | | | | 2 | | | | 2 | 3 | -1 | -33.3% | 2 | 2 | 0 |
| SUBTOTAL | 51 | 3 | 2 | 9 | 5 | 5 | 6 | 9 | 10 | 102 | 36 | 66 | 183.3% | | | | | 102 | 101 | 1 |
| TOTAL | 745 | 693 | 667 | 678 | 697 | 673 | 637 | 668 | 746 | 6206 | 6,189 | 17 | 0.3% | 212 | 233 | -21 | -9% | 6416 | 6,422 | -6 |

Please note: Special Ed. PK listed below are not reflected in the total count above because they do not receive ADA.

| | PK | |
|-----------------|-----------|------|
| Cajon Park | 2 | 1056 |
| Sycamore Canyon | 34 | 355 |
| Total PK | 36 | |

| |
|--------------------------------------|
| Total Enrollment Including PK |
| 6452 |

Schedule of Upcoming Events

| Date | Event |
|-----------------------|--|
| October 16 | Board Meeting – 7:00 p.m. |
| November 6 | Election Day Board Meeting – 7:00 p.m. |
| November 12 | Veterans' Day Holiday Schools and Departments Closed |
| November 19-23 | Thanksgiving Holiday Break - Schools Closed Departments Closed November 21-23 |
| December 4 | Board Meeting – 7:00 p.m. |
| December 18 | Board Meeting – 7:00 p.m. |
| December 24-January 4 | Winter Break Schools Closed |
| January 7 | Staff Professional Development Day Non-Student Day |
| January 8 | Students return from Winter Break |
| January 15 | Board Meeting – 7:00 p.m. |
| January 21 | Martin Luther King Holiday Schools and Departments Closed |
| February 5 | Board Meeting – 7:00 p.m. |
| February 11 | Lincoln Holiday Schools and Departments Closed |
| February 18 | Washington Holiday Schools and Departments Closed |
| February 19 | Board Meeting – 7:00 p.m. |

Reports and Presentations Item B.2. Spotlight: Kiwanis of Santee:
Junior Olympics

Prepared by Dr. Patrick Shaw
October 2, 1012

BACKGROUND:

The Santee Kiwanis Club has provided Junior Olympics for our students for over 30 years. Each year, on the first Saturday in June, one of the local high schools is inundated with students from Santee School District who have worked diligently with their classroom teachers to compete in a variety of track and field events. The Junior Olympics is open for all students in grades 4 through 8 and the Kiwanians make sure that each and every participant receives a participation ribbon.

Kiwanis members always report that the Junior Olympics would not be the successful event that it is without the support of the District's classroom teachers who use P.E. time and recess for the trials and attend the Saturday event to support their students.

Tonight, the Board would like to recognize and thank the Santee Kiwanis for their outstanding contribution to the students of Santee School District in sponsoring and orchestrating the annual Junior Olympics event.

Agenda Item B.2.

PUBLIC COMMUNICATION Item C

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

CONSENT ITEMS Item D.

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

Agenda Item D.

Consent Item D.1.1. Approval of Minutes
Prepared by Dr. Patrick Shaw
October 2, 2012

BACKGROUND:

Presented for Board approval –

- September 18, 2012, 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**

September 18, 2012

MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome
President Bartholomew called the meeting to order at 7:02 p.m. and read the District Mission Statement.
Members present:
 Dan Bartholomew, President
 Dianne El-Hajj, Vice President
 Ken Fox, Clerk
 Dustin Burns, Member
 Barbara Ryan, Member
Administration present:
 Dr. Patrick Shaw, Superintendent and Secretary to the Board
 Karl Christensen, Assistant Superintendent, Business Services
 Minnie Malin, Assistant Superintendent, Human Resources/Pupil Services
 Dr. Stephanie Pierce, Director, Educational Services
 Linda Vail, Executive Assistant and Recording Secretary
2. President Bartholomew invited Kristina Hansen, PTA president at Chet F. Harritt School, to lead the members, staff and audience in the Pledge of Allegiance.
3. Approval of Agenda
It was moved and seconded to approve the agenda.
Motion: Ryan Second: El-Hajj Vote: 5-0

B. REPORTS AND PRESENTATIONS

President Bartholomew introduced audience member Elana Levens-Craig, a candidate for Board seat #4 and Dianne El-Hajj, current Board member who is running unopposed for seat #2.

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

2. **Spotlight: 3rd Annual School Beautification Day**

Dr. Shaw reported that on August 18th, four local churches organized volunteer groups that converged upon all of our school campuses to help get them ready for the return of students from summer break. The volunteers dug holes, installed a brick retaining wall, laid pavers, removed weeds, planted, and cleaned. A video was presented showing the 3rd annual School Beautification Day volunteers hard at work yet having lots of fun while cleaning and working at our schools, as well as Santana and West Hills High Schools. Following the video, Dr. Shaw said that on the first day of school our schools sparkled, mostly due to all of the volunteers who worked so hard to make this happen. Dr. Shaw introduced Mike Gilson and Phil Harrington, from Pathways Community Church; Ed Ashe, from Riverview Community Church; and Eric Maggio from Carlton Hills Southern Baptist Church. No representative from Gateway Church was able to attend. President Bartholomew presented each church with a certificate of appreciation from the Board.

Mike Gilson thanked the Board for the opportunity to serve the schools. This year was the first time they were able to work at all nine schools and also include Santana and West Hills. Jeff Atkins, who was unable to attend the meeting, loves this project and was the prime mover behind all of the orchestration of this event. This was a small way Pathways could return the favor after the District allowed them to meet at the schools for seven years. Without that opportunity, their church would not be in the community today. They love this project and look forward to doing it again.

Mr. Ashe thanked the Board for allowing them to continue to meet at Cajon Park and they are very appreciative to be able to meet at the school. They look forward to continuing to invest this way in the future.

Eric Maggio said his church has a great number of teachers so they have a heart for education. They wish to support the schools in any way they can and their members were very excited to help.

President Bartholomew said he heard from many people how fantastic the sites looked and how uplifting that was for our families. The sites were warm and inviting for the first day of school. This wonderful resource to our schools comes at a time when we often don't have the funding for these large scale items.

Member El-Hajj said she visited a few of the schools. It was a very hot and muggy day and the volunteers continued to work hard to spruce up the schools. Member Burns said the first impression of the school is so important and the help with this is such a great benefit to the school district.

C. PUBLIC COMMUNICATION

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

D. PUBLIC HEARINGS

1. Compliance of Education Code Section 60119: K-12 Textbook and Instructional Materials Funding Realignment Program (IMFRP)

President Bartholomew opened the public hearing on Compliance of Education Code Section 60119: K-12 Textbook and Instructional Materials Funding Realignment Program. There were no public comments. The hearing was closed.

E. CONSENT ITEMS

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

- 1.1. Approval of Minutes**
- 2.1. Approval/Ratification of Travel Requests**
- 2.2. Approval/Ratification of Expenditure Warrants**
- 2.3. Approval/Ratification of Purchase Orders**
- 2.4. Approval/Ratification of Revolving Cash Report**
- 2.5. Acceptance of Donations**
- 2.6. Approval of Consultants and General Service Providers**
- 2.7. Farmers' Market Contract Extension**
- 3.1. *Pulled for separate consideration.***
- 3.2. Approval of Additional Services for Occupational Therapy (OT) Through the Agreement with HM Systems, Inc.**
- 3.3. Approval of Agreement Between Intel-Assess and Santee School District**
- 4.1. Personnel, Regular**
- 4.2. Approval to Renew Internship Contract Agreement with Brandman University**
- 4.3. Approval of Short-Term Instructional Assistant Special Education II Position**

It was moved and seconded to approve Consent Items, with the exception of item E.3.2., which was pulled by Member Burns for separate consideration.

Motion: Burns Second: Ryan Vote: 5-0

E. 3.1. Certification and Adoption of Resolution of Sufficiency of Instructional Materials 2012-13

(Pulled by Member Burns for separate consideration.) Member Burns shared that he called Dr. Pierce regarding the Williams Settlement and wanted to know about future conversations regarding digital textbooks and if digital textbooks will be covered under the Williams Settlement. He said the conversation may be very significant and he believes administration should begin the discussion. Dr. Shaw said this will be an excellent conversation for the Technology Committee, and while developing the new Technology Plan would be the perfect time to bring it up. He will convey this as an item for the Technology Committee and Dr. Pierce will follow through with the Chair. Member Burns moved approval.

Motion: Burns Second: Fox Vote: 5-0

F. DISCUSSION AND/OR ACTION ITEMS

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

1.1. Application for 2012-13 Mandated Cost Block Grant

Mr. Christensen requested Board authorization to initiate the work for the Administration/LRC building construction that would begin next summer since we already have the matching share for this project and we would receive approximately \$1 million for a State Grant for this project upon execution of the project. Execution of a construction contract will require action by the Board early next calendar year.

Construction of the 10-classroom addition would be contingent upon receiving a \$2.2 million State Grant apportionment. We will not know whether we will receive these funds until probably December. This project is near the top of this list so we are very optimistic that we will receive these funds.

Mr. Christensen said it must be noted that preliminary estimates for both the 10-classroom addition and the Administration/LRC building combined indicate, even with receiving both State Grants, we may be short as much as \$500,000 to complete both these projects as designed. There will be several design elements for the buildings that will need to be discussed, including enclosing or not enclosing the stairs, and other value engineering changes for both buildings to bring them within the constraints of available funding. The architect explained that putting the elevator outside and adding a 3rd level is about \$650,000 less expensive than putting in a ramp. There will also need to be discussion about the demolition of the PE locker room.

Board members began the discussion about the need to enclose the stairways. Member Burns shared he has concerns about safety in the event of a lockdown students cannot get from floor 2 to floor 1 and student movement would be in a controlled environment. There was discussion about glass enclosures, enclosing one staircase, or other options. The architects will return with renderings showing additional options for the stairs.

Member Fox and Member El-Hajj asked about the location of the building because it feels like it is on the highest point. The Architect explained the proximity to the main campus, similarly situated on the school site as the other (toward the fields), and the difficult with the elevations of the land. Mr. Fox was concerned about enough playground/field space remaining as they are used by the school as well as baseball and soccer. There is still enough room for six basketball courts and a soccer field.

Member Ryan moved to authorize the initiation of necessary work to prepare for construction of the Admin/LRC Joint Use building at Pepper Drive. Initiation of the 10-Classroom addition is contingent upon apportionment of State grant funds which will not be known until December 2012.

Motion: Ryan Second: Fox Vote: 5-0

3.1. Adoption of Resolution No. 1213-08, Elimination of Classified Non-Management Positions

Member Burns moved to adopt resolution no. 1213-08.

Motion: Burns Second: Ryan Vote: 5-0

G. BOARD COMMUNICATION

Member Burns met with Cajon Park administration about elements being put in place next year for student achievement. He also sat in on one of the K.I.D.S. assemblies. The demonstration they provided was great and very informative. He was impressed to learn that dogs can smell 10,000 times greater than humans. Administration shared the dogs visited Cajon Park and a couple of other schools the day following the assemblies. Although the dogs alerted to several students, no students were found with contraband.

Member El-Hajj shared that a core group of the Foreign Language Action Planning Committee scheduled a "quazi" meeting to prepare groundwork for some of the things that needed to be done before there was a full committee meeting. Even though the Strategic Planning meetings, linked with ACI, are beginning in October, the Foreign Language Committee felt that if they were going to look at a dual immersion program again, maybe even next year, there is so much work that has to be done ahead of time and waiting until October would be a great disadvantage. They met informally and had two topics of discussion. The first was regarding an invitation from Nestor School, through the County, with a presentation that follows. It would be helpful if Board members could also attend and view the presentation scheduled for October 18th. The Committee wished to plan to visit two sites, Nestor and Longfellow. Terry Heck has secured dates and Member El-Hajj wanted to bring those forward to see if Board members, and anyone else interested, would like to attend. The second discussion was that since we will be having a new sitting Board Member when a decision is made about Foreign Language, it might be a good idea to invite the candidates to the visits.

Member El-Hajj believes it would be beneficial to see those sites and also to visit the Lakeside program. She said the focus of the Foreign Language Committee will not be just dual immersion because one of the goals of the Strategic Plan is how to offer foreign language to all students. The committee will be looking at that as

well. To get some of the information the committee needed if the Board needs to make a decision for next year they had to get a jump start.

Member Ryan asked if parents were in attendance at the meeting, particularly the parent that was interested in the Foreign Language goal during strategic planning. Member El-Hajj said no, it was herself, Terry Heck, Suzie Martin, and Tylen Hicks. All the parents will be invited to the first committee meeting in October. It was a "quazi" meeting, no decisions were made, and they just looked at what they could do to get things going and organized. Looking at the list, it is very exciting to see quite a few parents interested in the Foreign Language Committee. All of the committee members will be invited to attend the immersion program visits. Dr. Shaw will contact Terry Heck to make certain the original parent on the committee is aware of the meetings and personally invited to participate.

Member El-Hajj asked Board members to check their calendars to see if they might be available to attend the visits. Member Ryan would also like all of the committee applicants to be informed of the pending visitation dates. Members Burns suggested notifying the committee members in their introductory letter about the visitation dates so it would not be such short notice. He said it would be important to visit Lakeside's program.

Linda will be notifying members this week of the committee meeting and will include the visitation information and dates in the introductory letter so they can reserve the dates. Linda will also notify the Board candidates of the visits if they are interested in attending.

Since the scheduled visits are for schools that provide one-way and dual immersions programs, Dr. Pierce will locate a 50-50 immersion program to visit.

Board members were provided the list of applicants to participate in Action Planning committees. They were pleased to see many parents on the list. Board members would like a complete list of each committee and the dates and times for their meetings.

Dr. Pierce said Administration is very excited about this first Professional Development Day on September 24th. Professional Development will be employed for all certificated employees across the District from 8:30 a.m. to 3:00 p.m. Board members were provided a schedule and invited to visit anytime throughout the day. Administrators and Language Arts Specialists will be presenting and facilitating the conversations and other administrators will be in attendance at each grade level training. Attendees will also be provided a feedback form to help in planning for the January 7th Professional Development Day.

Based on the suggestion by the Board to find a way to recognize the great job people are doing, Dr. Shaw provided a schedule of school site staff meetings he will attend to thank staff for their hard work for Student Achievement. He asked each principal their thought about what would their staff like and will bring a small treat to each. Board members Fox and Burns will plan to attend most of the meetings with the Superintendent.

H. CLOSED SESSION

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

1. **Public Employee Discipline/Dismissal/Release** (Govt. Code § 54957)
2. **Conference with Labor Negotiator** (Govt. Code § 54956.8)
Purpose: Negotiations
Agency Negotiator: Karl Christensen, Asst. Superintendent
Employee Organization: Classified School Employees Association

The Board entered closed session at 8:48 p.m.

I. RECONVENE TO PUBLIC SESSION

The Board reconvened to public session at 10:28 p.m. No action was reported.

J. ADJOURNMENT

The September 18, 2012 regular meeting adjourned at 10:28 p.m.

Ken Fox, Clerk

Dr. Patrick Shaw, Secretary

Consent Item D.1.2.

Consideration to Cancel November 20, 2012
Regularly Scheduled Meeting of the Board of
Education

Prepared by Dr. Patrick Shaw
October 2, 2012

BACKGROUND:

The regular meetings of the Board of Education are scheduled for the first and third Tuesdays of each month. Because the regular meeting date of November 20 falls during the Thanksgiving Break, it is recommended that the Board cancel the meeting.

Administration believes the cancellation of the meeting will have no negative impact on district operations and rescheduling of the meeting will be unnecessary.

RECOMMENDATION:

Administration recommends cancellation of the November 20, 2012 Board of Education meeting. It is determined at this time that it will be unnecessary to reschedule the meeting.

FISCAL IMPACT:

None

Motion:

Second:

Vote:

Agenda Item D.1.2.

Consent Item D.2.1. Approval/Ratification of Travel Requests
Prepared by Karl Christensen
October 2, 2012

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 \$275, 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 - October 2, 2012 | | | | | | | | | |
|---------------------------------------|------------------------------|----------------|--|------------|------------|--------------------|--|--|--|
| Travel Dates | Attendees | Site or Dept | Conference or Workshop | Location | Sub Cost | Estimated Expenses | Budget | Purpose of Overnight, Out-of-State, Air Travel | |
| Thursday, 10/11/12 | Bob Kull | Pupil Services | Mastering the Suspension/Expulsion Process | SDCOE | \$0 | \$41 | Pupil Services | This workshop will focus on the latest Education Code provisions relating to the suspension and expulsion processes. | |
| Tuesday, 10/02/12 | Kathy Durham Lauren Krupa | RS PD | Communication Severity Scales | San Marcos | \$0 \$0 | \$117 \$117 | Special Education Special Education | This training will address strategies for consistent identification of students with speech disabilities. | |

Consent Item D.2.2. Approval/Ratification of Revolving Cash Report
Prepared by Karl Christensen
October 2, 2012

BACKGROUND:

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

RECOMMENDATION:

Administration recommends approval of checks #22252 through #22253 on the \$15,000 Revolving Cash Account.

This recommendation supports the following District goal:

Fiscal Accountability

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

FISCAL IMPACT:

The fiscal impact is \$200.00 as disclosed on the following report.

STUDENT ACHIEVEMENT IMPACT:

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

| | | | | | | |
|---------|--|---------|--|-------|--|--------------------|
| Motion: | | Second: | | Vote: | | Agenda Item D.2.2. |
|---------|--|---------|--|-------|--|--------------------|

**SANTEE SCHOOL DISTRICT
REVOLVING CASH REPORT- \$15,000**

| Date | Number | Name | Memo | Amount |
|-----------------------------------|---------------|-------------|-------------------------------------|-----------------|
| 08/31/12 | 22252 | Walmart | Lorene Foster Childrens Fund | 150.00 |
| 09/04/12 | 22253 | Carl's Jr. | Pride Academy Fundraiser | 150.00 |
| Total Checks Written | | | | \$300.00 |
| Void Ck# 22247 for Walmart | | | Lorene Foster Childrens Fund | (100.00) |
| Total to be Reimbursed | | | | \$200.00 |

Consent Item D.2.3. Acceptance of Donations
 Prepared by Karl Christensen
 October 2, 2012

BACKGROUND:

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

| <i>Item</i> | <i>Approximate Value</i> | <i>Donated By</i> | <i>Designated For Use At</i> |
|--|--------------------------|---|------------------------------|
| Clif Bar Kid Walk and Bike to School Kit: 250 Clif Kid Snacks, Reflective Stickers for Helmets and Bikes, Banner | \$400.00 | Clif Bar | Cajon Park |
| Chargers Grant Funds to Support the Completion of the DG Track on Lower Field (\$10,000) and Purchase Sports Equipment (\$3,000) | \$13,000.00 | The San Diego Chargers Community Foundation | Cajon Park |
| Onboard Scholarship: 74 Admission Tickets and Bus Transportation | \$1,080.00 | U.S.S. Midway Museum | Chet F. Harritt |
| Funds to Support the Instructional Program and Supplement School Supplies: | | | |
| Publication of School Newsletter | \$500.00 | Chet F. Harritt PTA | Chet F. Harritt |
| Field Trips | \$1,500.00 | | |
| Jogging Club | \$500.00 | | |
| Pubs Bucks | \$220.00 | | |
| TOTAL DONATIONS RECEIVED | \$17,200.00 | | |

RECOMMENDATION:

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

This recommendation supports the following District goals:

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.

Educational Achievement

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

FISCAL IMPACT:

The donations above are valued at \$17,200.00.

STUDENT ACHIEVEMENT IMPACT:

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

| | | | | | | |
|---------|--|---------|--|-------|--|--------------------|
| Motion: | | Second: | | Vote: | | Agenda Item D.2.3. |
|---------|--|---------|--|-------|--|--------------------|

Consent Item D.2.4. Adoption of Proclamation for National School Lunch Week
Prepared by Karl Christensen
October 2, 2012

BACKGROUND:

In 1946 Congress enacted the National School Lunch Act designed to help states begin, maintain, operate, and expand school lunch programs. Since that time, the program has grown and is continuing to follow those guidelines. The American School Food Service Association is requesting that local school districts adopt the attached proclamation designating the week of October 15 - 19, 2012 as "National School Lunch Week." This year's theme is "School Lunch – What's Cooking?" This focus will celebrate the positive changes that have been made in school lunch programs across the country. Schools nationwide have been cooking up all sorts of exciting programs that help parents and students understand the importance of a healthy school lunch. The adopted and endorsed proclamation will be displayed at each site in the Child Nutrition Services serving area during the designated week of October 15 - 19, 2012.

RECOMMENDATION:

Administration recommends adoption of the proclamation endorsing the week of October 15 - 19, 2012 as National School Lunch Week.

This recommendation supports the following District goal:

Educational Achievement

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

FISCAL IMPACT:

There is no fiscal impact. This item supports the District's wellness program.

STUDENT ACHIEVEMENT IMPACT

Child nutrition programs including school lunch and breakfast programs, are important to the health and education of the students of Santee School District.

| | | | | | | |
|---------|--|---------|--|-------|--|--------------------|
| Motion: | | Second: | | Vote: | | Agenda Item D.2.4. |
|---------|--|---------|--|-------|--|--------------------|

SANTEE SCHOOL DISTRICT PROCLAMATION ENDORSING
"NATIONAL SCHOOL LUNCH WEEK"



WHEREAS, The National School Lunch Program has served our nation admirably for over 60 years through advanced practices and nutrition education; and

WHEREAS, the National School Lunch Program is dedicated to the health and well-being of our nation's children; and

WHEREAS, the National School Lunch Program has been joined through the years by many other excellent child feeding programs; and

WHEREAS, there is evidence of continued need for nutrition education and awareness of the value of school feeding programs; and

WHEREAS, Santee schools are served from a central production center at 9880 Riverwalk Drive; and

WHEREAS, Santee School District invites all family members to join their students for lunch for the reasonable sum of \$3.25/adult (excluding beverage) and \$2.25/child.

NOW, THEREFORE, BE IT PROCLAIMED that Santee School District hereby officially proclaims October 15 – 19, 2012, "National School Lunch Week – School Lunch, Let's Grow Healthy."

AYES:

NOES:

ABSENT:

October 2, 2012
Date

Ken Fox, Clerk of the Board of Education

Consent Item D.2.5. Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement

Prepared by Karl Christensen
October 2, 2012

BACKGROUND:

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

| SANTEE SCHOOL DISTRICT Uniform Complaint Quarterly Report July 1, 2012 through September 30, 2012 | | | |
|--|---|--|--|
| | Number of Complaints Received in Quarter | Number of Complaints Resolved | Number of Complaints Unresolved |
| Instructional Materials | 0 | 0 | 0 |
| Facilities | 0 | 0 | 0 |
| Teacher Vacancy and Mis-assignment | 0 | 0 | 0 |
| Total | 0 | 0 | 0 |

RECOMMENDATION:

It is recommended that the Board of Education approve the Uniform Complaint Report for the quarter ending September 30, 2012 and authorize administration to submit the report to SDCOE.

FISCAL IMPACT:

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

STUDENT ACHEIVEMENT IMPACT:

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

| | | | | | | |
|---------|--|---------|--|-------|--|--------------------|
| Motion: | | Second: | | Vote: | | Agenda Item D.2.5. |
|---------|--|---------|--|-------|--|--------------------|

BACKGROUND:

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

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

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

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

RECOMMENDATION:

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

This recommendation supports the following District goals:

Fiscal Accountability

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

FISCAL IMPACT:

The fiscal impact is disclosed on the attached page.

STUDENT ACHIEVEMENT IMPACT:

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

| | | | | | | |
|---------|--|---------|--|-------|--|--------------------|
| Motion: | | Second: | | Vote: | | Agenda Item D.2.6. |
|---------|--|---------|--|-------|--|--------------------|

**Consultants and General Service Providers Report
October 2, 2012**

| Vendor Name | Type (Consultant or General Service Provider) | Description of Services | Date(s) of Service | Amount | Funding | Payment Type (Independent Contractor or Employee) |
|-------------------------|--|--|-----------------------|--|---------|--|
| Chris Rubio Productions | General Service Provider | (3) Percussion Assemblies for Red Ribbon Week | 10/23/12 | \$850.00 | SLIB | Independent Contractor |
| Elena V. Leholm | Consultant | Russian Interpreter | 9/27/12 - 6/30/13 | \$15/Oral Translations; \$20/Testing/ Written Translations | EIA-LEP | Independent Contractor |

Consent Item D.2.7.
Prepared by Karl Christensen
October 2, 2012

Right of Entry Agreement with United States of
America for Munitions Survey and Abatement on the
Elliott Site

BACKGROUND:

The District currently owns approximately 15.50 acres on the eastern edge of the City of San Diego north of Highway 52 and west of Santee Lakes that is part of a larger 30,000+ acre area that was formerly used by the US Army and Marine Corps for live-fire artillery training and exercises. This area is known as East Elliott.

The District was recently notified by the Department of the Army regarding continuing work to survey and abate munitions in this area. The Army has requested execution of a Right of Entry Agreement to allow them to conduct a Remedial Investigation/Feasibility Study on the District's land. This work would include geophysical surveys of the property looking for military munitions, disposing of unexploded ordinance by detonation, and collection of soils samples for chemical analysis. This work would be conducted over a ninety (90) day period sometime between October 2012 and February 2013.

The District's attorney has reviewed the Right of Entry Agreement and opined it is appropriate.

RECOMMENDATION:

It is recommended that the Board of Education approve Right of Entry Agreement with United States of America for Munitions Survey and Abatement on the Elliott Site.

This recommendation supports the following District goal:

Learning Environment

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

FISCAL IMPACT:

There is no fiscal impact.

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.3.2.

Approval of Santee Collaborative Reinvestment Plan for the Use of LEA Medi-Cal Funds

Prepared by Minnie Malin
October 2, 2012

BACKGROUND:

The Santee Community Collaborative's mission is to promote a healthier, more proactive community that builds resilient children and families.

The Santee School District participates in the LEA Medi-Cal Program. School districts participating in the program are required to annually approve a budget for the reinvestment of the funds received through the billing and reimbursement process. The law also requires that the local community collaborative develop and recommend a budget to the governing board for consideration. Attached is a progress report of the Santee Collaborative accomplishments for 2011-12.

On September 26, 2012, the Santee Community Collaborative approved the attached budget. The majority of the proposed budget will fund the Collaborative Coordinator.

RECOMMENDATION:

Administration recommends that the Board of Education approve the LEA Medi-Cal Reinvestment Plan for the 2012-13 school year. During 2012-13, the Collaborative expects to receive approximately \$75,000. All funds not proposed for expenditure in this budget will be saved to fund the coordinator's position in 2013-14.

This recommendation supports the following District goal:

- Provide social, emotional, and health service programs, integrated with community resources, to foster student character and personal well-being.

FISCAL IMPACT:

The attached Santee Community Collaborative Reinvestment Plan outlines how LEA Medi-Cal funding will be expended for the 2012-13 school year.

STUDENT ACHIEVEMENT:

Support services may provide a greater potential for student success.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.2.

Santee Collaborative – Progress Report July 2011 – June 2012

This report is meant to be a record of the activities, problems, and upcoming projects that support the Santee Collaborative and help connect the community.

Create a physically and mentally healthier community

- Casey Breakthrough Series with Casey Foundation, Child Welfare, and Rady Children's Hospital to address trauma in children
- Additional providers of mental health on campus Home Start and Family Forces
- Suicide prevention forum October Collaborative
- November & May QPR Forum at West Hills HS
- MOU with Family Forces to provide therapy at school sites in Santee for families in the Military (CFH, PRIDE, HC, CP, SC)
- Grandparents Raising Grandchildren Collaborative/County Committee
- Building Better Health in East County participation and strategic planning
- Community Garden - Edgemoor Hospital
- Ju Jitsu Class free for at risk youth at American Fortitude Martial Arts Academy

Reduce substance abuse

- Youth participated in National Prescription Drug Take back
- Proclamation and posters to support ACS Great American Smokeout
- Tobacco Free Parks addressing smoking ban in the parks
- Following Marijuana fallout across the county with DOJ crackdown
- Completed off-site liquor, spice and bath salt sales assessments in Santee
- 6 Club Live Chapters at Middle Schools and HS Santee Youth for Solutions
- Application for DFC funding - SSC
- Social Host Ordinance presentation at WHHS
- National CADCA Conference in WDC
- 3 Santee Youth for Solutions attended high school Youth Development Institute
- 24 middle school youth from 5 sites attend the Spring Jam Conferences
- COMPOC presentation by SY4S presented regarding alcohol sales spice and bath salts
- Coalition Involvement Agreement with SSC
- SDCOE Awards for Club Live Chapters in Santee

Educate the Community

- Held Positive Parenting Classes at CFH School
- 3 part parenting class with JFS at PD
- STEP 8 part series for Parents of Teen at WH
- Military Coffee's at PRIDE and CFH 1x/month
- Risks for Girls Parenting Class CFH
- Career Fair -CP
- Signs and Symptoms of Drug Use Prevention HC
- Summer Resource Fair -CH
- College is in Your Future -CO
- ADD/ADHD Parent Forums -CFH
- Military Parent - Welcoming campuses CP
- Parent Support Groups -CH

The Mission of the Collaborative is to promote a healthier more proactive community that builds resilient children and families.

Reduce racism and hate while promoting the value of diversity

- Caring School Survey for 4th-8th grade students on school climate Dec/June
- SSC Conducted focus group/key informant interviews with Kurdish population at Woodglen Vista Apt.

Enhance youth leadership

- Club Live and Friday Night Live received training in youth leadership
- Santee Solutions Youth Advocacy (SY4S) - training/program
- Club Live Chapter at 6 school sites
- Examined Cal Education grant program to support career/high school transition for middle school students
- Field Trips for 5-8th grade students to businesses Feb 29th Teen Center, Platt College
- Middle school youth attended Spring Jam from 5 schools
- Junior Student to Student Military Conference – CP, CFH, CO, PRIDE, RS
- SY4S presented to PRIDE Club Live Chapter regarding Tobacco Prevention
- Young Eagles flight for 20 youth at Gillespie Field
- Connected Santana and Chamber for support program with business

Community Safety

- Start Smart Presentation at West Hills and Santana
- Truancy Sweeps
- Mental Health First Aid Class to be held in Santee

Build the capacity of the Collaborative to serve the Mission

- Participated in regional and local meetings to address community concerns including: ERCN, CSF, CCYF, MSWG, Casey Family Advisory Group- Addressing Trauma, COMPOC, Homeless ERCN subgroup, Building Better Health in East County, and Santee Solutions Coalition, Santee School District strategic planning for Student Well Being and Community Connections
- Santee Community Leader interviews (Chamber, Grossmont Hospital, Woodglen Vista Apartments, Library)
- Revised Coordinating Council to examine community issues and solutions
- Discussed following priorities: youth suicide, families in poverty, grandparents raising grandchildren
- Community data Building Better Health Survey, county epidemiology report, CHKS Results, Children's report card and collaborative survey to examine member concerns in preparation for May meeting on goal setting for next year.
- Collaborative examined strengths, weaknesses, opportunities and threats
- Collaborative held a retreat to look at goal areas, activities that will move the group forward. Small groups will work in 4 goal areas: community education, educating the community, addressing mental health and youth development. These goal areas will be the primary areas of focus in the coming year.

Members of the Santee Collaborative include: residents, business community, City of Santee, schools, law enforcement, faith groups, community-based organizations, parents, military, and SD County organizations – HHSA, CWS, and the library.

The Mission of the Collaborative is to promote a healthier more proactive community that builds resilient children and families.

**Santee Community Collaborative
Proposed
LEA Reinvestment
2012-13**

Budget LEA
Lea Medi-cal
FY12-13

Projected LEA Medi-Cal Carryover

| | |
|----|-----------|
| \$ | 70,879.41 |
|----|-----------|

Proposed Breakdown of Expenditures

Staffing Expenses

Coordinator Salary (.61 FTE in FY12-13)

| | |
|----|-----------|
| \$ | 42,669.50 |
|----|-----------|

Coordinator Benefits

| | |
|----|-----------|
| \$ | 10,240.68 |
|----|-----------|

Secretary II

| | |
|--|---------------|
| | paid from MAA |
|--|---------------|

Supplies

Printing/Duplicating

| | |
|----|--------|
| \$ | 600.00 |
|----|--------|

Meeting Supplies/Food

| | |
|----|--------|
| \$ | 250.00 |
|----|--------|

Mileage

| | |
|----|----------|
| \$ | 1,000.00 |
|----|----------|

Postage

| | |
|----|-------|
| \$ | 50.00 |
|----|-------|

Office Supplies

| | |
|----|--------|
| \$ | 150.00 |
|----|--------|

Planning Retreat

| | |
|----|--------|
| \$ | 150.00 |
|----|--------|

Contracts

Billing Contract *

| | |
|----|----------|
| \$ | 4,000.00 |
|----|----------|

Promotional Materials

| | |
|----|--------|
| \$ | 300.00 |
|----|--------|

Program Expenses

Speech Language Support **

| | |
|----|----------|
| \$ | 2,000.00 |
|----|----------|

Community Education Forums

| | |
|----|----------|
| \$ | 1,500.00 |
|----|----------|

Mental Health and Safety

| | |
|----|--------|
| \$ | 900.00 |
|----|--------|

Youth Development

| | |
|----|--------|
| \$ | 900.00 |
|----|--------|

Community Involvement

| | |
|----|--------|
| \$ | 900.00 |
|----|--------|

Subtotal

| | |
|----|-----------|
| \$ | 65,610.18 |
|----|-----------|

Indirect Cost 7.774% of money spent

| | |
|----|----------|
| \$ | 5,078.23 |
|----|----------|

Total Estimate for 2012-13

| | |
|----|-----------|
| \$ | 70,688.41 |
|----|-----------|

*5% of funds received

** 10% of new billing with SLP

Consent Item D.3.3. Adoption of Proclamation Endorsing Drug Awareness Week,
October 22 – 26, 2012

Prepared by Minnie Malin
October 2, 2012

BACKGROUND:

A major educational goal of Santee School District is to provide students with the knowledge, skills, and attitude needed for a drug-free life. In order to demonstrate the Board's commitment to this goal, administration recommends adoption of the proclamation endorsing the week of October 22 – 26, 2012 as Drug Awareness Week/Red Ribbon Week.

RECOMMENDATION:

Administration recommends adoption of the proclamation declaring the week of October 22 – 26, 2012 as Drug Awareness Week/Red Ribbon Week.

This recommendation supports the following District goal:

- Provide social, emotional, and health service programs, integrated with community resources, to foster student character and personal well-being.

FISCAL IMPACT:

Site purchase of Red Ribbon Week materials is provided by PTA and Walmart donations.

STUDENT ACHIEVEMENT IMPACT:

This proclamation promotes the belief that a drug-free life is a necessary component for a safe and healthy community.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.3.

**PROCLAMATION
ENDORING DRUG AWARENESS WEEK
AND THE RED RIBBON CAMPAIGN**

WHEREAS alcohol, tobacco, and other drug abuse continues to result in serious health, social and economic consequences in the United States; and

WHEREAS it is imperative that communities continue to create coalitions to launch unified and visible community-based alcohol, tobacco, and other drug abuse prevention and education strategies; and

WHEREAS collaborative efforts of communities, governments, businesses, law enforcement, schools, religious institutions, and service organizations form the basis of community empowerment and mobilization; and

WHEREAS it is these effective partnerships which enable all community members to declare themselves as "drug-free and proud"; and

WHEREAS the Red Ribbon Campaign will be celebrated in every community in America during "Red Ribbon Week," October 22 – 26, 2012; and

WHEREAS businesses, governments, law enforcement agencies, schools, religious institutions, service organizations, youth, medical personnel, senior citizens, military, sports teams, and individuals will demonstrate their commitment to alcohol, tobacco, and other drug problem-free communities by wearing and displaying red ribbons during this campaign;

NOW THEREFORE BE IT PROCLAIMED that the Santee School District Board of Education does hereby support October 22 – 26, 2012 as RED RIBBON WEEK, and encourages all schools in the Santee School District to participate in alcohol, tobacco, and other drug prevention and education programs and activities, making a visible statement and commitment to the development and maintenance of healthy, problem-free communities.

Adopted this 2nd day of October 2012.

Dan Bartholomew, President

Dianne El-Hajj, Vice-President

Ken Fox, Clerk

Barbara Ryan, Member

Dustin Burns, Member

Dr. Patrick Shaw, Superintendent

DISCUSSION AND/OR ACTION ITEMS Item E.

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

Agenda Item E.

Discussion and/or Action Item E.1.1. Approval of Monthly Financial Report
Prepared by Karl Christensen
October 2, 2012

BACKGROUND:

Administration has prepared the accompanying Monthly Financial Report covering the period July 1, 2012 through August 31, 2012 for the Board of Education's review and comments. The statements are prepared on a cash and modified accrual basis and include the District's revenue, expenditure, and cash activities.

RECOMMENDATION:

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

This recommendation supports the following District goal:

Fiscal Accountability

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

FISCAL IMPACT:

The Monthly Financial Report shows a beginning cash balance of \$5,766; cash receipts of 13,325,311; and disbursements of \$6,648,512 are reflected for the period of July 1, through August 31, 2012, resulting in an ending cash balance of \$6,682,565 as of August 31, 2012.

STUDENT ACHIEVEMENT IMPACT:

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

| | | | | | | |
|---------|--|---------|--|-------|--|--------------------|
| Motion: | | Second: | | Vote: | | Agenda Item E.1.1. |
|---------|--|---------|--|-------|--|--------------------|



MONTHLY FINANCIAL REPORT - AUGUST

1

CASH REPORT FOR JULY AND AUGUST

| | | Actual | Projected |
|--|-----------|---------------------|---------------------|
| Beginning Cash Balance as of June 30, 2012 | | \$5,766 | \$5,766 |
| INCOME | | | |
| A. Revenue Limit Sources | | | |
| State Aid | 358,857 | | |
| Property Taxes | 287,456 | | |
| | | 646,313 | |
| B. Federal Income | | | |
| Federal Funding | 0 | | |
| C. State Income | | | |
| Unres. State Funding | 169,008 | | |
| Lottery | 330,422 | | |
| Deferrals | 9,410,662 | | |
| CSR | 1,020,824 | | |
| HTS Transportation | 0 | | |
| Spec Ed Transportation | 0 | | |
| | | 10,930,916 | |
| D. Local Income | | | |
| Other Local Income | 1,741,005 | | |
| Spec ED | 0 | | |
| Interest | 7,077 | | |
| | | 1,748,082 | |
| E. Due to/Due from other funds | | | |
| F. Debt Proceeds | 0 | 0 | |
| TOTAL INCOME | | \$13,325,311 | \$13,239,850 |
| Beginning Balance Plus Income | | \$13,331,077 | \$13,245,616 |
| DISBURSEMENTS | | | |
| G. Commercial Warrants | \$730,969 | | |
| H. Payroll Warrants | 1,970,044 | | |
| I. Statutory Employee Benefits | 632,450 | | |
| J. Health & Welfare | 374,483 | | |
| K. Other Outgo | 2,940,566 | | |
| TOTAL DISBURSEMENTS | | \$6,648,512 | \$6,144,885 |
| Ending Cash Balance as of August 31, 2012 | | \$6,682,565 | \$7,100,731 |





Budget Revisions Through August 31, 2012 2012-13 Revised Budget

| | <u>Unrestricted</u> | <u>Restricted</u> | <u>Total</u> |
|---|---------------------|-------------------|--------------------|
| Beginning Fund Balance | 8,858,416 | 274,581 | 9,132,997 |
| Estimated Income | 30,584,434 | 11,561,027 | 42,145,461 |
| Estimated Expenditures | 33,849,551 | 11,810,273 | 45,659,824 |
| Change in Fund Balance | (3,265,117) | (249,246) | (3,514,363) |
| Projected Ending Fund Balance | 5,593,299 | 25,335 | 5,618,634 |
| Less: Restricted | | | |
| Program Carryovers | | 25,335 | 25,335 |
| Less: Committed | | | |
| Yale Preschool Expansion at CPJH | 200,000 | - | 200,000 |
| Less: Non-Spendable | | | |
| Prepaid Expenses | 375,665 | - | 375,665 |
| Revolving Cash Fund | 15,000 | - | 15,000 |
| Stores Inventory | 50,327 | - | 50,327 |
| Less: Assigned | | | |
| Vacation Carryover | 209,040 | - | 209,040 |
| Less: Economic Uncertainty Reserve | 1,369,795 | - | 1,369,795 |
| Uncommitted/Unassigned/Unappropriated Fund Balance | 3,373,472 | - | 3,373,472 |
| Fund 17 Projected End of Year Balance | <u>2,866,530</u> | <u>-</u> | <u>2,866,530</u> |
| Projected Reserves | <u>7,609,797</u> | <u>-</u> | <u>7,609,797</u> |
| As a % Estimated Expense Total | 16.67% | | |

* Projected Reserve % 2013-14 6.80%

* Projected Reserve % 2014-15 -5.63%

* Based on latest multi-year projection assumptions



BACKGROUND:

Each year for the past several years, the City of Santee has submitted grant applications to the County of San Diego through their Safe Route to Schools Program. This year, the City submitted applications affecting Carlton Oaks and Chet F. Harritt. The City requested letters of support be written by the District and these letters were provided. The City recently notified the District that it was successful in obtaining the grant for Carlton Oaks in the amount of \$175,500.

The Carlton Oaks project submitted by the City contemplates widening the sidewalk areas in front of the school on both sides of the parking lot and is estimated to cost \$205,100 to construct. Currently, the sidewalk is fairly narrow and students/parents have a difficult time walking behind the crossing guards at the cross-walk. Widening of the sidewalks will allow a smoother and more expedited flow of foot traffic near the school.

The City's representatives have requested that the District consider providing a portion or all of the remaining \$29,600 in funding above the grant amount to complete the project. Of this amount, \$10,400 represents site work that would be done on school property. The remainder of the work is to be done on City property.

The timeline for the project contemplates initiating construction at the beginning of June 2014 and completing the work at the end of August 2014. Therefore, there is ample time for the District to consider the City's request for funding assistance before having to make a final decision. The City has already begun design work. A final decision from the District would not be needed until at least December/January.

Administration will present a schematic drawing of the improvements contemplated for this project.

RECOMMENDATION:

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

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:

Depending on the final decision, the fiscal impact is \$0 to \$29,600 that would be paid from School Improvement Program (SIP) funds.

STUDENT ACHIEVEMENT IMPACT:

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

| | | | | | | |
|---------|--|---------|--|-------|--|--------------------|
| Motion: | | Second: | | Vote: | | Agenda Item E.1.2. |
|---------|--|---------|--|-------|--|--------------------|

Discussion and/or Action Item E.1.3.
 Prepared by Karl Christensen
 October 2, 2012

Agreement with Decision Insite for 10-Year
 Enrollment Projection with Residential
 Development Research and Use of Web
 Based Enrollment Projection Software

BACKGROUND:

At the August 21, 2012 meeting, Administration provided the Board with an update regarding a possible mitigation agreement with Pardee Homes for the proposed Castlerock Project. At that meeting, the need for an updated student enrollment projection was discussed.

Decision Insite (“DI”) is a company formed in April 2004 by a former school board member and former school superintendent of the Irvine Unified School District. Since its inception, DI has worked with 50 different California school districts of varying sizes. The IDEAS Premier package combines student enrollment projections with a web based analysis tool that incorporates historical and future projection trends with a Geographic Information System map interface. This allows school districts to dynamically monitor and model “what if” scenarios for student enrollment. For an additional cost, DI also incorporates Residential Development research into its 10-year enrollment projections. Two 10-year school by grade enrollment projections are conducted and incorporated into the software:

- Conservative: suitable for budgeting and staff deployment
- Moderate: suitable for facilities planning

DI provided a proposal with three options:

| Description | Option 1: 1 Year Only | Option 2: Annual Cost for 3 Year Agreement | Option 3: Annual Cost for 5 Year Agreement |
|--|------------------------------|---|---|
| IDEAS – Premier | \$11,411 | \$9,129 | \$8,034 |
| Not to Exceed for Residential Development Research | \$3,000 | \$3,000 | \$3,000 |
| Total Not to Exceed | \$14,411 | \$12,129 | \$11,034 |

Administration recommends selection of Option 3 with Residential Development Research.

RECOMMENDATION:

It is recommended that the Board of Education approve the Agreement with Decision Insite for 10-Year Enrollment Projection with Residential Development Research and Use of Web Based Enrollment Projection Software.

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 for this agreement is \$11,034 annually to be paid from Developer Fees.

STUDENT ACHIEVEMENT IMPACT:

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

| | | | | | | |
|---------|--|---------|--|-------|--|--------------------|
| Motion: | | Second: | | Vote: | | Agenda Item E.1.3. |
|---------|--|---------|--|-------|--|--------------------|

BOARD POLICIES AND BYLAWS Item F.

Agenda Item F.

Board Policies and Bylaws Item F.1.1.
Prepared by Karl Christensen
October 2, 2012

First Reading: Revised Board Policy 4112.42,
“Drug and Alcohol Testing for School Bus
Drivers

BACKGROUND:

The Director, Transportation and Dispatcher/Driver Instructor have been reviewing Board Policies and Administrative Regulations pertaining to school bus drivers to ensure they conform in all material respects with the most recent Federal, State and Local laws and regulations.

The proposed revisions to Drug and Alcohol Testing for School Bus Drivers incorporate changes in code references, allowance for use of controlled substances prescribed by a licensed practitioner that do not prohibit operation of a commercial vehicle, and prohibition of refusal to submit to a drug or alcohol test required by law.

RECOMMENDATION:

This is a First Reading for Revised Board Policy 4112.42. No action is requested at this time.

This recommendation supports the following District goal:

Learning Environment

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

FISCAL IMPACT:

There is no fiscal impact.

STUDENT ACHIEVEMENT IMPACT:

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

| | | | | | | |
|---------|--|---------|--|-------|--|--------------------|
| Motion: | | Second: | | Vote: | | Agenda Item F.1.1. |
|---------|--|---------|--|-------|--|--------------------|

All Personnel

BP 4112.42(a)

4212.42

DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

4312.42

The Governing board desires to ensure that district-provided transportation is safe for students, staff and the public. To that end, the Superintendent or designee shall establish a drug and alcohol testing program for all district drivers and other employees who hold a commercial driver's license which is necessary to perform duties related to their employment with the district. This program shall be designed to fulfill the requirements of state and federal law.

The district's testing program shall include pre-employment drug testing and reasonable suspicion, random, post-accident, return-to-duty, and follow-up drug and alcohol testing of drivers. (49 USC 31306; 49 CFR 382.101 - 382.605, 40)

The Superintendent or designee shall contract for testing services and shall ensure that testing contractors and procedures are certified by the U.S. Department of Health and Human Services to conduct drug specimen analysis and to conform to the requirements of federal law.

No driver may operate a district vehicle when his/her blood alcohol is found to be .01 percent or greater. A driver shall not consume alcohol while on duty or for four hours prior to on-duty time and up to eight hours following an accident or until he/she undergoes a post-accident test, whichever occurs first. A driver shall not report for duty or remain on duty that requires performing safety-sensitive functions when the driver uses a controlled substance, ~~unless so instructed by a physician~~ except when used pursuant to the instructions of a licensed medical practitioner who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial vehicle. (49 CFR 382.205, 382.207, 382.209, 382.213; Vehicle Code 34520.3; 13 CCR 1213.1)

No driver shall refuse to submit to a required alcohol or controlled substance test. A driver may not report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances. (49 CFR 382.215)

Any driver who tests positive for alcohol or drugs or who refuses to submit to a test shall be removed from safety-sensitive functions and ~~may~~ will be subject to disciplinary action up to and including dismissal in accordance with law, administrative regulations, and the district's collective bargaining agreement.

The Superintendent or designee shall ensure that each driver receives an explanation of the federal regulations and the district's policy and procedure in accordance with law. In addition, each driver shall sign a statement certifying that he/she has received a copy of the above materials. Representatives of employee organizations shall be notified of the availability of this information. (49 CFR 382.601)

Legal Reference: (see next page)

BP 4112.42(b)
4212.42
4312.42

DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

VEHICLE CODE

34500 - 34520.5 Safety regulations

CODE OF REGULATIONS, TITLE 13

1200 - 1293 Motor carrier safety, especially:

1213.1 Placing drivers out-of-service

UNITED STATES CODE, TITLE 49

31306 Alcohol and controlled substances testing

~~41501~~—41507 5337 Transportation Employee Testing Act

CODE OF FEDERAL REGULATIONS, TITLE 49

40.1- 40.413 Part 40, Procedures for transportation workplace drug and alcohol testing programs

382.101 - 382.605 Controlled substance and alcohol use and testing: especially:

382.205 On-duty use

382.207 Pre-duty use

382.209 Use following an accident

Management Resources:

WEB SITES

California Highway Patrol: <http://www.chp.ca.gov>

U.S. Department of Transportation, Office of Drug and Alcohol Policy and Compliance:

<http://www.dot.gov/ost/dapc>

U.S. Department of Transportation, Federal Motor Carrier Safety Administration

<http://www.fmcsa.dot.gov>

BACKGROUND:

At the September 4, 2012 meeting, the Board approved a resolution to participate in the California Uniform Public Construction Cost Accounting Act ("Act") under the authority of the California Uniform Public Construction Cost Accounting Commission.

The revisions to Board Policy 3311 allow the use of informal bidding procedures under the Act when approved by the Board. The accompanying Administrative Regulation with proposed changes is also included for reference.

RECOMMENDATION:

This is a First Reading for Revised Board Policy 3311. No action is requested at this time.

This recommendation supports the following District goal:

Fiscal Accountability

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

FISCAL IMPACT:

There are non-quantified savings in administrative costs when formal bidding procedures are not used.

STUDENT ACHIEVEMENT IMPACT:

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

| | | | | | | |
|---------|--|---------|--|-------|--|--------------------|
| Motion: | | Second: | | Vote: | | Agenda Item F.1.2. |
|---------|--|---------|--|-------|--|--------------------|

BIDS

In order to ensure transparency and the prudent expenditure of public funds, the Governing Board shall award contracts in an objective manner and in accordance with law. District equipment, supplies, and services shall be purchased using competitive bidding when required by law or if the Board determines that it is in the best interest of the district to do so.

In regular bidding circumstances **for equipment, supplies, and services**, the amount by which contracts shall be competitively bid shall escalate automatically based upon the annual adjustment by the Superintendent of Public Instruction.

For Public Works Projects, at the Governing Board's discretion, competitive bids **may** be sought through advertisement for contracts exceeding the amount delineated by the administrative regulation accompanying the Board policy (Government Code 53060, Public Contract Code 20111) **or, in lieu of competitive bidding, by informal bidding procedures under the Uniform Public Construction Cost Accounting Act (Section 22000, et seq. of the Public Contract Code).**

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118)

Bid specifications shall be carefully designed and shall describe in detail the quality, delivery, and service required.

To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation.

In certain circumstances allowed by law, the Board may use a Request for Qualifications (RFQ) or Request for Proposal (RFP) process or may approve use of an alternative delivery method for public works projects such as Lease/Leaseback and/or Design-Build. In these cases, the Board shall approve use of a best value competitive process and shall publicly enumerate the pre-determined criteria, including price and non-price factors, to be used for evaluating submittals and selecting a vendor.

The Superintendent or designee shall ensure that the award/selection process:

1. Prohibits practices which might result in unlawful activity such as rebates, kickbacks, or other unlawful consideration;
2. Complies with Government Code 87100 by ensuring district officials excuse themselves from participation in a particular procurement process or decision to award a contract if he/she knows, or has reason to know, he/she has a financial interest in, or has a relationship with, the person or business entity seeking a contract.

BIDS (continued)

Legal Reference:

EDUCATION CODE

17595 *Purchases through Department of General Services*
38083 *Purchase of perishable foodstuffs and seasonable commodities*
38110-38120 *Apparatus and supplies*
39802 *Transportation services*

GOVERNMENT CODE

4330-4334 *Preference for California-made materials*
6252 *Definition of public record*
53060 *Special services and advice*
54201-54205 *Purchase of supplies and equipment by local agencies*
87100 *Conflict of Interest*

PUBLIC CONTRACT CODE

1102 *Emergencies*
2001-2001 *Responsive bidders*
3400 *Bids, specifications by brand or trade name not permitted*
3410 *United States produce and processed foods*
6610 *Bid visits*
12200 *Definitions, recycled goods, materials and supplies*
20103.8 *Award of contracts*
20107 *Bidder's security*
20111-20118.4 *Contracting by school districts*
20189 *Bidder's security, earthquake relief*
22002 *Definition of public project*
22030-22045 *Alternative procedures for public projects (UPCCAA)*
22050 *Alternative emergency procedures*
22152 *Recycled product procurement*

COURT DECISIONS

Marshall v. Pasadena USD, (2004) 119 Cal.App.4th 1241
Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449
City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861

ATTORNEY GENERAL OPINIONS

89 *Ops.Cal.Atty.Gen. 1* (2006)

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
California Association of School Business Officials: <http://www.casbo.org>

BIDS

Advertised/Competitive Bids

The district shall **may** seek competitive bids through advertisement for contracts involving an expenditure of \$15,000 or more for a public **works** project **or may use informal bidding procedures under the Uniform Public Construction Cost Accounting Act (“Act”)***Public Works Project* means construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and repair work involving a district owned, leased, or operated facility. (Public Contract Code 20111, 22002)

The district shall also seek competitive bids through advertisement for contracts exceeding the amount specified in law, and as annually adjusted by the Superintendent of Public Instruction, for any of the following: (Public Contract Code 20111; Government Code 53060)

1. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district;
2. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters;
3. Repairs, including maintenance that is not a public project.

Maintenance means routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. *Maintenance* includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. This definition does not include, among other types of work, janitorial or custodial services and protection provided by security forces, nor does it include painting, repainting, or decorating other than touchup. (Public Contract Code 20115)

Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Governing Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

The Board shall secure bids pursuant to Public Contract Code 20111 and 20112 for any transportation service expenditure of more than \$10,000 when contemplating that such a contract may be made with a person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported. The Board may let this contract to other than the lowest bidder. (Education Code 39802)

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4 for contracting after competitive bidding. (Public Contract Code 20116)

BIDS

When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (Public Contract Code 20118.1)

Instructions and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation, circulated in the county, and may post the notice on the district's web site or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and web site where bids will be opened. The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20112)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting. The notice shall also detail when and where project documents, including final plan and specifications, are available. Any such mandatory visit or meeting shall not occur within a minimum of five calendar days of the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall certify the minimum, if not exact, percentage of post-consumer materials in products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)
2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)
 - a. Cash
 - b. A cashier's check made payable to the district
 - c. A certified check made payable to the district
 - d. A bidder's bond executed by an admitted surety insurer and made payable to the district

The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111)

3. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)
4. When two or more identical lowest or highest bids are received, the Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)

BIDS

5. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a below shall be used. (Public Contract Code 20103.8)
 - a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.
 - b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
 - c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district before the ranking of all bidders from lowest to highest has been determined.

6. Bid documents shall enumerate specific, pre-determined criteria for evaluation and selection, including non-price factors if applicable.
7. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.
8. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for review pursuant to law, Board policy, and administrative regulation.

Alternative Competitive Process for Public Works Projects

Upon approval by the Board, the District may use a Lease/Leaseback and/or Design-Build delivery method for public works projects in lieu of bidding. Selection of a Lease/Leaseback or Design-Build entity shall be subject to a best value competitive process using a Request for Proposal (RFP) or Request for Qualifications (RFQ) methodology. The RFP/RFQ shall enumerate specific, pre-determined criteria, including price and non-price factors, approved by the Board for evaluating submittals and selecting a vendor.

Informal Bidding Procedures for Public Works Projects

BIDS

Upon approval by the Board, the District may use informal bidding procedures in accordance with the Uniform Public Construction Cost Accounting Act (“Act”) for Public Works Projects under the following parameters:

- Public Works Projects of forty-five thousand dollars (\$45,000) or less may be performed by employees of the District by force account (i.e. district staff), by negotiated contract, or by purchase order.
- Public Works Projects of one hundred seventy-five thousand dollars (\$175,000) or less may be let to contract by informal procedures as set forth in the Act.
- Public Works Projects of more than one hundred seventy-five thousand dollars (\$175,000) shall, except as otherwise provided in the Act, be let to contract by formal competitive bidding procedures as described above.

The following process shall be used when informal bidding procedures are invoked:

1. The District shall maintain a list of qualified contractors, identified according to categories of work.
 - a. During November of each year, the District shall mail a written notice to all designated construction trade journals inviting all licensed contractors to submit the name of their firm to the District for inclusion on the District’s list of qualified bidders for the following calendar year.
 - b. The notice shall require that the contractor provide the name and address to which a Notice to Contractor’s or Proposal should be mailed, a phone number at which the contractor may be reached, the type of work in which the contractor is currently licensed and interested, together with the class of contractor’s license(s) held and contractor license number(s).
 - c. The District may create a new contractor’s list starting January 1st of each year. The District may include contractor names it so desires on the list, but the list must include, at a minimum, all contractors who have properly provided the District with the information required under 1a above, either during the calendar year in which the list is valid or during November or December of the previous year. The District shall also automatically include the names of all contractors who submitted one or more valid bids to the District during the preceding calendar year.
 - d. A contractor may have his or her firm added to the District’s contractors list at any time by providing the required information.
2. All contractors on the list for the category of work being bid shall be mailed a notice inviting informal bids unless the product or service is proprietary.

BIDS

- a. All mailings of notices shall be completed not less than 10 calendar days before bids are due.
 - b. The notice shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for submission of bids.
3. If all bids received are in excess of one hundred seventy-five thousand dollars (\$175,000), the Governing Board may, by adoption of a resolution by a four-fifths vote, award the contract, at one hundred eighty-seven thousand five hundred dollars (\$187,500) or less, to the lowest responsible bidder, if it determines the cost estimate of the District was reasonable.

Alternative Bid Procedures for Technological Supplies and Equipment

Upon a finding by the Board that a particular procurement qualifies for the alternative procedure, the district may acquire computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus through competitive negotiation. This procedure shall not apply to contracts for construction or for the procurement of any product that is available in substantial quantities to the general public. (Public Contract Code 20118.2)

The competitive negotiation shall include, but not be limited to, the following requirements: (Public Contract Code 20118.1)

1. The Superintendent or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.
2. Notice of the RFP shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.
3. The district shall make every effort to generate the maximum feasible number of proposals from qualified sources and shall make a finding to that effect before proceeding to negotiate if only a single response to the RFP is received.
4. The RFP shall identify all significant evaluation factors, including price, and their relative importance.
5. The district shall provide reasonable procedures for the technical evaluation of the RFPs received, the identification of qualified sources, and the selection for the award of the contract.
6. An award shall be made to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the district with price and all other factors considered.

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7. If an award is not made to the bidder whose proposal contains the lowest price, then the district shall make a finding setting forth the basis for the award.
8. The district, at its discretion, may reject all proposals and request new RFPs.
9. Provisions in any contract concerning utilization of small business enterprises, that are in accordance with the RFP, shall not be subject to negotiation with the successful proposer.

Bids Not Required

Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may authorize, by contract, lease, requisition, or purchase order, another public corporation or agency to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor ("piggyback"). (Public Contract Code 20118)

Alternatively, if there is an existing contract between a public corporation or agency and a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor by contract, lease, requisition, or purchase order and make payment to the vendor under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

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

Perishable commodities, such as foodstuffs, needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 20113)

Bids shall also not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

Sole Sourcing

Specifications for contracts for construction, alteration, or repair of school facilities may not limit bidding, either directly or indirectly, to any one specific concern. Specifications

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designating a specific material, product, thing, or particular brand name shall follow the description with the words "or equal" so that bidders may furnish any equal material, product, thing, or service. (Public Contract Code 3400)

However, specifications for such contracts may designate a product by brand or trade name (sole sourcing) if the Board has made a finding, described in the invitation for bids or RFP, that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use;
2. To match others in use on a particular public improvement that has been completed or is in the course of completion;
3. To obtain a necessary item that is only available from one source;
4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board when issuing the invitation for bid or RFP.

Prequalification Procedure

For any contract for which bids are legally required, the Board may require that each prospective bidder complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or designee shall supply a form which requires a complete statement of the bidder's financial ability and experience in performing public works. (Public Contract Code 20111.5)

Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. The information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.5)

The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be deemed prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

The Superintendent or designee shall furnish each qualified bidder with a standardized proposal form. Bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)

The district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. (Public Contract Code 20111.5)

Protests by Bidders

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A bidder may protest a bid award if he/she believes that the award was inconsistent with Board policy, the bid's specifications, or was not in compliance with law. A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the time for Board consideration of the protest. The Board's decision shall be final.

Post Award Activities

Results of bids or alternative competitive processes shall be made publically available through the Board Meeting agenda posting process.

All vendors submitting bids or responses to alternative competitive processes will be notified of results and contract award at least seven (7) working days prior to the Board meeting at which contract award is scheduled. Unsuccessful bidders may request a post award debriefing and be provided with details of the district's evaluation, review of scoring, rationale for selection, and responses to questions. The request must be submitted in writing within two (2) working days of contract award notification. A post award debriefing will be scheduled within two (2) working days of receipt of the request.

BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS Item G.

CLOSED SESSION Item H.

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

The Board will go into Closed Session to discuss:

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

1. **Public Employee Discipline/Dismissal/Release** (Govt. Code § 54957)
2. **Conference with Labor Negotiator** (Govt. Code § 54956.8)
Purpose: Negotiations
Agency Negotiator: Karl Christensen, Asst. Superintendent
Employee Organization: Classified School Employees Association

RECONVENE TO PUBLIC SESSION Item I.

ADJOURNMENT Item J.