



Santee School District

SCHOOLS:

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

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

BOARD OF EDUCATION REGULAR MEETING AGENDA October 4, 2016

District Mission

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

	<u>Page #:</u>
A. OPENING PROCEDURES – 7:00 p.m.	5
1. Call to Order and Welcome	
2. District Mission	
3. Pledge of Allegiance	
4. Approval of Agenda	
B. REPORTS AND PRESENTATIONS	6
1. Superintendent's Report	
1.1. Developer Fees and Collection Report	7
1.2. Use of Facilities Report	8
1.3. Enrollment Report	9
1.4. Schedule of Upcoming Events	10
2. Process for Development of Local Control Accountability Plan Annual Update for 2017-18	11
C. PUBLIC COMMUNICATION	12
<i>During this time, citizens are invited to address the Board of Education about any item not on the agenda. Request-to-speak cards should be submitted in advance. The Board may not take action on any item presented. The Board has a policy limiting any speaker to five minutes. Meetings are recorded.</i>	
D. PUBLIC HEARING	13
1. Compliance with Education Code Section 60119 (Williams Settlement): K-12 Textbook and Instructional Materials Funding Realignment Program	
E. CONSENT ITEMS	16
<i>Items listed under Consent are considered to be routine and are acted on by the Board with a single motion. There is no discussion of these items prior to the Board vote unless a member of the Board, staff, or public requests specific items be considered separately. Request to speak cards should be submitted in advance.</i>	

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

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

Superintendent

- 1.1. **Approval of Minutes** 17
It is recommended that the Board of Education approve meeting minutes with any necessary modifications.

Business Services

- 2.1. **Approval/Ratification of Travel Requests** 25
It is recommended that the Board of Education ratify the authorization granted to personnel requesting out-of-district travel as listed in the item.
- 2.2. **Approval/Ratification of Revolving Cash Report** 27
It is recommended that the Board of Education approve/ratify revolving cash checks as listed.
- 2.3. **Acceptance of Donations** 29
It is recommended that the Board of Education accept donations listed in the item and authorize letters of appreciation to be sent on behalf of the Board.
- 2.4. **Approval of Consultants and General Service Providers** 30
It is recommended that the Board of Education approve agreements with Consultants and General Service Providers as presented.
- 2.5. **Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)** 32
It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the month of August 2016.
- 2.6. **Adoption of Proclamation for National School Lunch Week** 37
It is recommended that the Board of Education adopt a proclamation endorsing the week of October 10-14, 2016 as "National School Lunch Week."
- 2.7. **Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement** 39
It is recommended that the Board of Education approve the Uniform Complaint Report for the quarter ending September 30, 2016, and authorize administration to submit the report to San Diego County Office of Education (SDCOE).

Educational Services

- 3.1. **Certification and Adoption of Resolution of Sufficiency of Instructional Materials 2016-17** 40
It is recommended that the Board of Education adopt Resolution #1617-08 and Certification of the attached Statement of Assurance to serve as assurance to the Superintendent of Public Instruction that the Santee School Board of Education has complied with the requirements of Education Code Section 60119.
- 3.2. **Approval of Nonpublic Master Contract with Devereux Advanced Behavior Health for Residential Treatment Center Services and Nonpublic School Services** 43
It is recommended that the Board of Education approve the Nonpublic Master Contract with Devereux Advanced Behavior Health (NPS) for one student for the term beginning on September 7, 2016 through June 30, 2017.

Human Resources/Pupil Services

- 4.1. **Personnel, Regular** 44
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations, and dismissals.

4.2.	<u>Approval of Influenza Vaccine Administration Program Agreement</u>	46
	It is recommended that the Board of Education approve the influenza vaccine administration program agreement.	
4.3.	<u>Adoption of Proclamation Endorsing Drug Awareness Week, October 23 – 31, 2016</u>	49
	It is recommended that the Board of Education adopt the proclamation to endorse drug awareness week, October 23 – 31, 2016	
4.4.	<u>Approval of San Diego County Interagency Agreement for Providing Educational Support to Foster Youth</u>	51
	It is recommended that the Board of Education approve the San Diego County interagency agreement for providing educational support to foster youth.	
4.5.	<u>Approval of Memorandum of Understanding with San Diego Youth Services (SDYS)</u>	55
	It is recommended that the Board of Education approve the MOU with SDYS.	
4.6.	<u>Approval of Memorandum of Understanding to Share Information Across Agencies to Build Better Systems to Support Youth and Families</u>	72
	It is recommended that the Board of Education approve of MOU to share information across agencies to build better systems to support youth and families.	
4.7.	<u>Approval to Increase Work Hours for Classified Non-Management Position</u>	79
	It is recommended that the Board of Education approve the increase in work hours for a classified non-management position.	
4.8.	<u>Adoption of Resolution No. 1617-09 to Eliminate a Vacant Classified Non-Management Position</u>	80
	It is recommended that the Board of Education adopt resolution no. 1617-09 to eliminate a vacant non-management position.	
4.9.	<u>Adoption of Resolution No. 1617-10 to Reinstate a Classified Non-Management Position</u>	82
	It is recommended that the Board of Education adopt resolution no. 1617-10 to reinstate a classified non-management position.	
F.	DISCUSSION AND/OR ACTION ITEMS	84
	<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>	
	Superintendent	
1.1.	<u>Update on Long-Term Debt Refinancing Plan</u>	85
	This is an information item. Action, if any, is at the discretion of the Board of Education.	
	Educational Services	
2.1.	<u>Middle School Elective Application: Cajon Park School</u>	87
	It is recommended that the Board of Education approve the application for electives funding for Cajon Park School.	
	Business Services	
3.1.	<u>Approval of Monthly Financial Report</u>	89
	It is recommended that the Board approve the Monthly Financial Report as presented.	
3.2.	<u>Municipal Storm Water Management Plan Annual Implementation Update</u>	92
	It is recommended that the Board of Education accept the Municipal Storm Water Management Plan Annual Implementation Update.	

G.	BOARD POLICIES AND BYLAWS	
1.1.	<u>Second Reading: Board Policy 1312.3 – Uniform Complaint Procedures</u> Board Policy 1312.3 – Uniform Complaint Procedures is presented for a second reading. Action is at the discretion of the Board.	98
H.	BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS	106
I.	CLOSED SESSION	106
1.	<u>Public Employee Discipline/Dismissal/Release</u> (Govt. Code § 54957)	
2.	<u>Conference with Labor Negotiator</u> (Govt. Code § 54957.6) <i>Purpose: Negotiations</i> <i>Agency Negotiator: Tim Larson, Assistant Superintendent</i> <i>Employee Organization: Santee Teachers Association (STA)</i>	
3.	<u>Conference with Labor Negotiator</u> (Govt. Code § 54957.6) <i>Purpose: Negotiations</i> <i>Agency Negotiator: Tim Larson, Assistant Superintendent</i> <i>Employee Organization: Classified School Employees Association (CSEA)</i>	
4.	<u>Conference with Real Property Negotiators</u> (Govt. Code § 54956.8) <i>Property:</i> <ul style="list-style-type: none">• <i>Elliot Site #2 (Parcel #: APN 366 050 16 - east of landfill; North of West Hills High School – area commonly known as Camp Elliott)</i>• <i>10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)</i>• <i>Property adjacent to 9219 Fenway Road, Santee, CA 92071 located at 10201 Settle Road, Santee, CA 92071 (Sycamore Canyon School)</i>• <i>Sycamore Canyon School, 10201 Settle Road, Santee, CA 92071</i> <i>Agency Negotiator: Karl Christensen, Assistant Superintendent</i>	
5.	<u>Public Employee Performance Evaluation</u> (Govt. Code § 54957) <i>Superintendent</i>	
J.	RECONVENE TO PUBLIC SESSION	106
K.	ADJOURNMENT	106

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 18, 2016, at 7:00 p.m., in the Douglas E. Giles Educational Resource Center. Santee School District complies with the Americans with Disabilities Act. If you require reasonable accommodations including alternate formats for this meeting, contact the Superintendent's Office at (619) 258-2304 at least two (2) days before the meeting date.

Members present:

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

ITEM A. OPENING PROCEDURES

1. Call to Order and Welcome – 7:00 p.m.
2. District Mission
Santee School District assures a quality education empowering students to achieve academic excellence and to develop life skills needed for success in a diverse and changing society.
3. Pledge of Allegiance
4. Approval of Agenda for the October 4, 2016, regular meeting

Agenda Item A.

Item B. REPORTS AND PRESENTATIONS

The following items are presented for Board information:

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

2. Process for Development of Local Control Accountability Plan Annual Update for 2017-18

DEVELOPER FEES COLLECTION REPORT
2016-17
CUMULATIVE THROUGH SEPTEMBER 8, 2016

Residential Rate: \$2.08 per square foot - effective 5/5/14 - 6/19/16; \$2.16 per square foot effective 6/20/16
Commercial Rate: \$0.33 per square foot - effective 5/5/14 - 6/19/16; \$0.35 per square foot - effective 6/20/16
Self Storage Rate: \$0.14 per square foot - effective 4/20/10-6/19/16; \$0.15 per square foot - effective 6/20/16

COM	RES	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
	X	10130 Woodpark Dr.	08/05/16	952	\$2,056.32	CP
	X	10140 Strathmore Dr.	08/09/16	766	\$1,654.56	SC
	X	Braverman Dr. (model home)	08/16/16	2,210	\$4,773.60	HC
	X	Braverman Dr. (model home)	08/16/16	2,554	\$5,516.64	HC
	X	Braverman Dr. (model home)	08/16/16	2,853	\$6,162.48	HC
	X	8746 Bushy Hill	08/24/16	16,982	\$36,681.12	CFH
TOTAL PAGE 1					\$56,844.72	

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

Requests For Use Of Facilities - October 4, 2016						
Group	Location	Date	Days	Time	Attendance	Fees Applied
Cajon Park						
PTSA (Fall Carnival)	Quad Area	10/29/16	Saturday	8:00 am - 9:00 pm	300	TBD
Carlton Hills						
Sonshine Haven/Sonshine Club	Multi-Purpose	9/9/16 - 6/2/17	Fri	1:35 am - 2:45 pm	30	
West Hills Little League (Board Meeting)	Multi-Purpose	9/14/16	Wednesday	6:00 pm - 9:30 pm	25	
Cub Scout Pack 383 (Meetings)	Multi-Purpose	9/22/16 - 5/25/17	Thursday	6:00 pm - 8:30 pm	75	
West Hills Little League (Board Meeting)	Multi-Purpose	10/13/16 - 2/2/17	Thursday	6:30 pm - 8:30 pm	15 - 20	
West Hills Little League (Board Meeting)	Classroom	11/3/16 - 4/27/17	Tues - Thurs	6:30 pm - 8:30 pm	15 - 20	
San Diego County Registrar of Voters (Polls)	Multi-Purpose	11/8/16	Tuesday	6:00 am - 9:30 pm	varies	\$70.00
West Hills Little League (Board Meeting)	Multi-Purpose	1/22/17	Sunday	1:00 pm - 3:00 pm	15 - 20	\$106.50
West Hills Little League (Board Meeting)	Multi-Purpose	1/23/17	Monday	4:30 pm - 8:30 pm	15 - 20	
Carlton Oaks						
PTA (Fall Carnival)	Outside Play Area	11/5/16	Saturday	11:30 am - 7:30 pm	300	TBD
Hill Creek						
San Diego Girl Scouts	Classroom	9/1/16 - 6/8/17	Thurs	5:30 pm - 7:30 pm	16	
PTSA (Fall Carnival)	Back Field	10/22/16	Saturday	4:00 pm - 9:00 pm	300	TBD
Pepper Drive						
San Diego County Registrar of Voters (Polls)	Multi-Purpose	11/8/16	Tuesday	6:00 am - 9:30 pm	varies	\$70.00
PRIDE Academy (Prospect Avenue)						
San Diego County Registrar of Voters (Polls)	Multi-Purpose	11/8/16	Tuesday	6:00 am - 9:30 pm	varies	\$70.00
Rio Seco						
School Staff/Parents (Information Meeting Santee DC Tr)	Multi-Purpose	9/20/16 - 3/30/17	Tues & Thurs	6:00 pm - 8:00 pm	50	
PTSA (Family Night)	Multi-Purpose	9/28/16	Wednesday	5:45 pm - 7:00 pm	50	
Girl Scout Troop 6680	Library	10/3/16 - 6/5/17	Monday	5:20 pm - 7:00 pm	12	
PTSA (1-on-1 Basketball - After School Hoops)	Black Top	10/10/16 - 11/28/16	Monday	2:50 pm - 3:50 pm	20	
Santee Solutions Coalition, Friends of the Library/ League of Women Voters (Mayoral Candidate Forum)	Multi-Purpose	10/13/16	Thurs	5:00 pm - 9:00 pm	50	
PTSA (Fall Carnival) set up and prep work	Entire School Site	10/28/16	Fri	4:00 pm - 10:00 pm	20	
PTSA (Fall Carnival)	Entire School Site	10/29/16	Sat	9:00 am - 7:00 pm	300	TBD
Sycamore Canyon						
San Diego County Registrar of Voters (Polls)	Multi-Purpose	11/8/16	Tuesday	6:00 am - 9:30 pm	varies	\$70.00

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

Santee School District
 ENROLLMENT REPORT
 10/1/2016
 Month 3 Week 1
 School Week 6

SCHOOL	REGULAR ED													SPECIAL ED													Total All						
	TK	EAK 5yo	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	10/01/16	10/09/15	# Diff	% Diff	TK	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	10/01/16	10/09/15	# Diff	% Diff	10/01/16	09/23/16	# Diff	
Cajon Park			111	95	93	101	118	115	93	110	96	932	959	-27	-2.8%	1	13	2	4	4	10	7	16	9	9	75	55	20	36.4%	1007	1012	-5	
Carlton Hills	24		78	72	77	60	44	49	45	62	59	570	546	24	4.4%	3	2	3	4	5	3	7	2	4	33	32	1	3.1%	603	603	0		
Carlton Oaks			82	81	76	67	87	76	97	90	120	776	766	-10	-1.3%	6	4	8	2	8	11	8	3	7	55	53	2	3.8%	831	832	-1		
Chet F. Harritt	22		79	87	83	75	58	52	68	58	63	645	625	20	3.2%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	645	644	1	
Hill Creek	24		81	83	78	85	76	71	77	67	88	732	751	-19	-2.5%	2	1	1	4	4	4	0	0	0	16	16	0	0.0%	748	747	1		
Pepper Drive	25		112	107	86	141	115	101	112	92	72	963	919	44	4.8%	0	0	0	0	0	0	0	2	4	2	8	5	3	80.0%	971	973	-2	
Pride Academy	23		74	69	61	62	76	53	54	59	47	578	576	2	0.3%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	678	575	3	
Rio Seco			100	100	106	117	121	124	82	101	101	552	545	7	0.7%	4	1	1	5	9	11	7	9	8	55	58	-3	-5.2%	1007	1006	1		
Sycamore Canyon			70	48	48	48	40	47	48	0	0	349	336	13	3.9%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	349	349	0	
SUBTOTAL	118	0	787	742	708	757	735	688	676	639	847	6497	6443	54	0.8%	1	28	10	15	19	36	36	40	27	30	242	219	23	10.5%	6739	6741	-2	
Alternative School			3	4	3	1	1	6	3	7	1	31	29	2	8.9%																		
Santee Success										1	3	4	5	-1	-20.0%											0	0	0	0.0%	4	4	0	
NPS												0	0							1	1		2		4	4	0	0.0%	4	4	0		
SUBTOTAL			3	4	3	1	1	8	3	8	4	35	34	-1	2.9%	0	0	0	0	1	0	1	0	2	0	4	4	0	0.0%	39	39	0	
TOTAL	118	0	790	746	711	768	736	696	679	647	651	6532	6477	55	0.8%	1	28	10	15	20	36	37	40	29	30	246	223	23	10.3%	6778	6780	-2	

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

	PK	EAK 4yo	Total All
Carlton Hills	0	0	603
Chet F. Harritt	0	0	645
Hill Creek	0	0	748
Prospect Ave	0	0	578
Sycamore Canyon	48	0	397
Total PK/EAK	48	0	

Total Enrollment Including PK
6826

Schedule of Upcoming Events

Date	Event
October 4	Board meets with Principals; 5:45 p.m., DO Conf. Room Board Meeting; 7:00 p.m.
October 13	District Advisory Committee (DAC); 6:00 p.m., ERC
October 17	Special Education Advisory Committee; 6:00 p.m., ERC
October 18	Board Meeting; 7:00 p.m.
October 20	Budget Advisory Committee; 6:00 p.m., DO Conf. Room
November 1	Student Forum; 6:00 p.m. Board Meeting; 7:00 p.m.
November 11 (Friday)	Veterans' Day Holiday Schools and Departments Closed
November 10	District Advisory Committee (DAC); 6:00 p.m., ERC
November 15	Board Meeting; 7:00 p.m.
November 21 – 25	Schools Closed for Thanksgiving Holiday
December 1-3	California School Boards Association Annual Education Conference
December 5	Communication Committee; 3:30 p.m., ERC
December 5-9	Parent/Teacher Conference Week Schools on Modified Days
December 6	Organizational Board Meeting for 2016; 7:00 p.m.
December 7	Safety/Facilities Advisory Committee; 3:30 p.m., DO Conf. Room
December 15	Budget Advisory Committee; 6:00 p.m., DO Conf. Room
December 19 – January 2	Winter Break
December 20	Board Meeting; 7:00 p.m.

BACKGROUND:

The 2013-14 Adopted State Budget incorporated significant changes to the funding distribution model for K-12 school districts. The previous model of Revenue Limit and numerous Categorical Programs, in effect for more than 40 years, was replaced with a new Local Control Funding Formula (LCFF).

Expenditure of LCFF funds is to be governed by a Local Control Accountability Plan (LCAP) that each school district must adopt to cover a three (3) year period and update annually. Development of the LCAP is a year-long process involving the following steps:

- Consultation with teachers, principals, school personnel, parents, students, and local bargaining units
- Presentation of draft LCAP to District Advisory Council (DAC) and District English Learner Advisory Council (DELAC) for review
- Written response to comments from DAC and DELAC
- Public Hearing to solicit input from parents and the community
- Written response to comments received during the Public Hearing process
- Adoption of LCAP at same meeting at which the District's budget is adopted

Administration will provide the Board of Education an update on the timeline and process for developing the LCAP Annual Update for 2017-18.

Tonight's report 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:

Estimated LCFF funding for 2017-18 is \$52.8 million.

STUDENT ACHIEVEMENT IMPACT:

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

Item C. PUBLIC COMMUNICATION

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

Item D. PUBLIC HEARING

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

Public Hearing Item D.1.

Compliance with Education Code Section 60119
(Williams Settlement): K-12 Textbook and
Instructional Materials Funding Realignment
Program

Prepared by Dr. Stephanie Pierce
October 4, 2016

BACKGROUND:

Education Code Section 60119 requires that a district post a Notice of Public Hearing for ten (10) days and then hold a public hearing and determine through a board resolution as to whether each pupil in the district has, or will have prior to the end of the fiscal year, sufficient textbooks and/or instructional materials in each subject that are consistent with the content and cycles of the curriculum framework adopted by the State Board.

This public hearing is being held to ensure that the intent of Education Code Section 60119 has been met for the 2016-17 school year.

In Consent Item E.3.1. which is placed later in the agenda, the Board will adopt the resolution certifying assurance with Education Code Section 60119.

The public hearing should convene and permit any interested citizens to raise questions or to provide input to sufficiency of the textbooks and instructional materials provided to students.

Agenda Item D.1.

**PLEASE POST
Until October 4, 2016**

NOTICE OF PUBLIC HEARING

FROM THE

SANTEE SCHOOL DISTRICT

FOR

**COMPLIANCE WITH EDUCATION CODE SECTION 60019
K-12 PUPIL TEXTBOOK AND INSTRUCTIONAL MATERIALS
FUNDING REALIGNMENT PROGRAM**

The Santee School District Board of Education shall hold a public hearing to determine whether sufficient textbooks or instructional materials, or both, in each subject area are consistent with the content and cycles of the curriculum framework adopted by the state board.

DATE: Tuesday, October 4, 2016

TIME: 7:00 p.m.

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

Posted 09/22/16
Santee City Clerk's Office
Santee Library
Educational Resource Center
Santee Chamber of Commerce
Santee District School Sites

Item E. CONSENT ITEMS

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

Consent Item E.1.1.
Prepared by Cathy A. Pierce, Ed.D.
October 4, 2016

Approval of Minutes

BACKGROUND:

Presented for Board approval –

- September 20, 2016, regular meeting minutes

RECOMMENDATION:

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

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

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

September 20, 2016
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome

President Ryan called the meeting to order at 7:00 p.m.

Members present:

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

Administration present:

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

2. District Mission

President Ryan invited the audience to recite the District Mission.

3. Pledge of Allegiance

President Ryan invited Sherry Thompson, District Nurse, to lead the members, staff, and audience in the Pledge of Allegiance.

4. Approval of Agenda

Member Burns moved approval.

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

B. REPORTS AND PRESENTATIONS

1. Superintendent's Report

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

2. Report on California's New Accountability System and LCAP Evaluation Rubrics

Dr. Stephanie Pierce, Assistant Superintendent of Educational Services, shared a brief overview of California's New Accountability System and Local Control Accountability Plan (LCAP) Evaluation Rubrics. Dr. S. Pierce shared the key principals of the Local Control Funding Formula (LCFF) are local decision-making and stakeholder engagement; alignment of budgeting and accountability plans; equity, and additional resources for "targeted" students with greater need; accountability and transparency to all stakeholders and the public. She explained the annual interaction among the LCAP, LCFF, Evaluation Rubric, and support process. Dr. S. Pierce shared the nexus of change in California included a new LCAP template, a new Accountability System, and the Evaluation Rubrics. She explained the improvement cycles are based on the Rubrics that consisted of the following steps: Plan, Do, Study, and Act. She went on to explain the purpose of the LCFF/LCAP Evaluation Rubrics were to assist the LEAs in identifying strengths, weaknesses and areas for improvement as part of a continuous cycle of improvement; assist County

Superintendent in identifying districts in need of technical assistance; and assist the State Superintendent in identifying districts where intervention is warranted. Dr. S. Pierce shared the District would be looking at the State Indicator priorities and looking to see how the District could improve.

Dr. S. Pierce discussed performance categories. She explained the color is identified based on performance and change; and the target color for all LEAs and schools is green.



Dr. Pierce explained proposed “cut points.” She mentioned these were being presented to the State Board of Education for adoption in November. Dr. Pierce shared a sample rubric and proposed academic cut scores, proposed suspension rate cut scores, information on the public reporting system, a sample dashboard, and a tentative timeline.

Dr. Pierce mentioned the LCFF/LCAPP Evaluation Rubrics are under development and therefore still evolving. Administration will continue communication to the Board, principals, teachers, and parents. She mentioned the District will host school and stakeholder presentations to explain the LCFF/LCAP evaluation rubrics. Dr. S. Pierce shared Administration will connect the rubrics to the development of our Executive Summary; and review and reflect on ways to improve learning for our student subgroups.

C. PUBLIC COMMUNICATION

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

D. CONSENT ITEMS

President Ryan 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. Approval of Final Change Order, Contract Amount and Authorization/Ratification to File Notice of Completion Documents for the Pepper Drive School HVAC Replacement Project
- 3.1. Approval of Nonpublic Master Contract with Devereux Advanced Behavior Health for Residential Treatment Center Services and Nonpublic School Services
- 3.2. Approval of 2017 Early Admittance to Kindergarten Program
- 4.1. Personnel, Regular
- 4.2. Approval of Addendum for Internship Credential Program Agreement with National University
- 4.3. Approval to Increase Work Hours for Identified Classified Non-Management Positions
- 4.4. Approval of Induction Program with San Diego County Office of Education

Member Burns clarified he worked for San Diego County Office of Education but did not need to abstain from Item 4.4. He moved approval.

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

E. DISCUSSION AND/OR ACTION ITEMS

Human Resources/Pupil Services

1.1. Granting Tenure to Eligible Certificated Employees

Tim Larson, Assistant Superintendent of Human Resources/Pupil Services, requested the Board's approval to grant tenure to eligible certificated employees who worked two years as required by Education Code and have demonstrated quality instructional service. President Ryan congratulated the tenured teachers. Member Burns moved approval.

LaFuze, Jamie	Cajon Park
Register, Celina	Cajon Park
Thom, Stephen	Carlton Hills
Ropple, Kimberly	Carlton Hills
Credille, Kamrie	Carlton Hills
Gibson, Casey	Carlton Hills
Schmelzlen, Allison	Carlton Oaks
Lindsay, Kiersten	Hill Creek
Buntin, Amy	Hill Creek
McNearney, Michelle	Pepper Drive
Bryant, Victoria	Pepper Drive
Reed, Katyrose	Pepper Drive/Carlton Hills
McMahon, Meghan	PRIDE Academy
Isaacson, Laura	Rio Seco
Thompson, Sherry	Special Education
Barker, Adrienne	Special Education

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

President Ryan acknowledged Member Fox's birthday and asked those in attendance to join in the signing of happy birthday.

Business Services

2.1. Transportation of Students to Boys and Girls Club and Teen Center

Karl Christensen, Assistant Superintendent of Business Services, mentioned that at the last meeting, the Board asked for additional data relating to the transporting of students to the Boys and Girls Club and the Teen Center. He presented a three-page report that contained 1) history of revenue collected from the Boys and Girls Club and City of Santee for providing transportation; 2) data from the Transportation Department indicating the number of students transported and the bus loading location; and responses from Principals to four questions posed to them related to the impact for providing supervision and the location where students wait to be picked up. He acknowledged Charles Myers, Director of Transportation, was present to answer questions.

Member Fox inquired on the number of busses being used to transport the students. Mr. Myers mentioned there was not a specific bus designated for these trips. Transportation to the Boys and Girls Club and Teen Center were being incorporated during the regular routes. Member EI-Hajj inquired on why the designated pickup location at Rio Seco School was off of Cuyamaca Street. Mr. Myers explained the way the parking lot is structured and with the parent traffic, it made it difficult for the bus to pick up inside the school grounds. Member Ryan inquired on the possibility of picking up the students in the back of the school. Mr. Myers mentioned he would explore the possibility. Member Burns asked that Administration work with the School Administration and teachers to get their input. Member EI-Hajj stressed the need to convey to the Board if this creates an impact that is unsafe or too great for the department. She mentioned not wanting to place an unfair burden on schools and the current system. Member EI-Hajj mentioned she did not like the students being picked up off of Cuyamaca. Member Burns mentioned the way the parking lot is striped is not very practical. He inquired if the revenue went to the general fund. Mr. Christensen confirmed the revenue went to the general fund. Member Burns mentioned he

supported Member El-Hajj on placing a burden on the schools. Member Fox mentioned the average wait time for students at Carlton Oaks is 15-20 minutes. Mr. Myers explained the students go to the teen center and the route is being evaluated to try to condense the wait time. Member Levens-Craig inquired on the use of vans to transport. Mr. Myers explained because of the limited capacity, vans are not used. Member Burns asked that Administration keep the Board apprised of any safety components. Member El-Hajj thanked Administration for the information. President Ryan mentioned this information was brought forth based on a parent concern. No action was taken.

Superintendent

3.1. Board Advisory Committee Charges

Superintendent Pierce shared that the September 6 meeting, the Board established a sub-committee of Members Burns and Levens-Craig to review the Board Advisory Committee charges. She presented a draft of the proposed Board Advisory Committee charges and roles and responsibilities. Member Burns expressed his gratitude towards Superintendent Pierce for her assistance in gathering the information from the various committee chairs. He mentioned the Character Education Committee charge was one he wanted to discuss with the Board. Member Burns inquired on the Board's desire for the outcome of this year's Character Education committee (i.e., educational, healthy and safe schools, programs that can be implemented in the schools, etc.). He also suggested that the committee bring information to the Board like it has done in the past. Member Burns mentioned that if the Board asks that the committee pursue an educational component, he asked that school administration be involved in chairing the committee. Superintendent Pierce shared the Vice Principals are part of a subcommittee that are working on character education. They meet to discuss what is done at each site and coming up with thoughts for a District-wide foundational program; yet providing the schools some autonomy to tailor to their needs. She mentioned the sub-committee will be part of the Character Education Advisory Committee. Member Burns mentioned that if there are outcomes the Board would like to see, he would like more school administration and teachers participate in the Character Education Advisory Committee or the Vice Principal sub-committee. President Ryan mentioned this would have to be a Board item to allow the Board to provide direction to the committee. Member Burns suggested that once the Vice Principals have determined a foundational program, he would like their suggestion presented to the Board. Superintendent Pierce mentioned needing some time to gather the information to bring back to the Board. Member Fox inquired on the advisory committee's roles and responsibilities. He asked if this is what has been done in the past or if it was added to clarify the committee charges. Member Burns explained it was included to clarify the committee's direction based on the Board's expectations. He clarified they were included to make sure the committee understood their roles as being that of an advisory committee to the Board. Member Burns mentioned he requested that the committee chairs include them in the meeting notifications and provide them with the agenda and minutes two weeks prior to the meeting date. Member Levens-Craig shared they had asked that the agendas include the committee charges and roles on responsibilities.

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

3.2. Adoption of Resolution No. 1607-07 Declaring October 10-14, 2016 as Week of School Administrator

Superintendent Pierce recognized the importance of educational leadership at the schools and presented for Board consideration, a resolution to declare October 10-14 as the week of the school administrator. Member El-Hajj moved approval.

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

3.3. Review/Adoption of Santee School District Governance Standards

President Ryan mentioned the review/adoption of the Governance Standards is usually done at the Board's organizational meeting in December. She explained the Board was entering into a phase where they must be in agreeance of the goals and how the District is going to operate. President Ryan inquired on the Board's preference of adopting now and/or wait until the new Superintendent was hired; or the Board could agree these would be in effect until the new Superintendent is hired. It was the Board's consensus that the current Governance Standards would be in effect until the change of governance.

3.4. Approval of Agreement with Leadership Associates to conduct a Superintendent Search

President Ryan presented the agreement with Leadership Associates to conduct a Superintendent search. Member Burns added one of the Board's most important responsibilities is selecting a Superintendent. He mentioned he had some inquiries on hiring from within the District and he clarified that he feels it is important that all candidates compete and the best candidate be selected. Member Burns moved approval.

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

3.5. Initiation of the Search and Selection Process of a Superintendent

President Ryan explained that with the approval of the agreement with Leadership Associates, the Board would initiate the search and selection process. She inquired on any public input before the item was discussed by the Board. There was no public input. President Ryan welcomed Rich Thome and Sandy Thorstenson, representatives from Leadership Associates.

Mr. Thome extended his gratitude towards the Board for allowing Leadership Associates to assist in the search for a new Superintendent. Ms. Thorstenson expressed her gratitude towards the Board and shared a short bio of her work history. She proceeded to explain the phases of the search process would be as follows:

- Phase 1 – Initial Meeting with Board
- Phase 2 – Community and Staff Input
- Phase 3 – Position Description
- Phase 4 – Advertising, Recruitment, Reference Checking
- Phase 5 – Selection of Finalists
- Phase 6 – Final Interviews
- Phase 7 – Visit to Finalist's District/Contract Officer/Public Approval of New Superintendent/
After New Superintendent is Signed

Mr. Thome mentioned that in addition to meetings with the different groups, an online survey would be posted on the District's website within the following week. President Ryan mentioned that in the past, an "all staff" email was sent on behalf of the Board notifying them of the survey. Mr. Thome suggested the Principals send an automated message to their parents to let them know of community forum and survey. Member Burns suggested the Principals be provided a script for consistency in relaying the message to the parents. The Board proceeded to discuss desired characteristics and provided Mr. Thome with an initial list. Mr. Thome explained these would be compiled, along with the stakeholder's desired characteristics, to develop the position description.

Ms. Thorstenson inquired on the Board's choice of community groups to interview. Member Levens-Craig mentioned using the list from 2012 would be appropriate. Member Burns read the list, which included certificated and classified employees, vice principals, principals, community forum, foundation, community service groups, board advisory committee members, former board members, etc.

Mr. Thome and Ms. Thorstenson expressed their gratitude towards the Board and said they looked forwarding to working with them.

F. BOARD POLICIES AND BYLAWS

1.1. First Reading: Board Policy 1312.3 – Uniform Complaint Procedures

Board Policy 1312.3, Uniform Complaint Procedures was presented as a first reading. It will be brought back for a second reading and approval at the next meeting.

G. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

Member Burns mentioned the District was towards the end of its strategic plan. He inquired on whether the Board wanted to review it now or wait until the new superintendent was hired. Member Burns inquired on working with Dr. Barker once again. Upon discussion, the Board mentioned using Dr. Barker was an option since she was familiar with the District. The Board decided to wait until a new superintendent was hired. Member Burns mentioned he had shared Grossmont Union High School District's test scores. He shared West Hills and Santana High Schools had the highest test scores in the Grossmont Union High School District; with Santana being the highest. Member Burns acknowledged the Santee School District teachers for their hard work in preparing the students to enter high school. He mentioned it was great to see Santee School District scoring the highest in East County and Santana High School scoring the highest in Grossmont High School District. President Ryan thanked Superintendent Pierce for her work in the implementation of Common Core.

President Ryan mentioned attending the Chamber of Commerce meeting and shared information on *Power Your Drive*. A new program from San Diego Gas and Electric to install power charging stations at employer parking lots. President Ryan shared information on an organization that provides free epi-pens to schools and asked Administration to look into obtaining free epi-pens for the District. She mentioned attending the San Diego County School Boards Association (SDCSBA) meeting where a discussion on Proposition 64, Marijuana Legalization was held. President Ryan mentioned CSBA was not taking a position on this proposition. She shared opposition of Prop 64 was on the SDCSBA's agenda but the Board's compromise was to inquire with their individual Boards on their preference to oppose Prop 64 individually and/or as a Board. She shared that in the states of Colorado and Washington, where marijuana has been legalized, there has been a 190% increase of children treated in emergency rooms based on ingestion of marijuana edibles. President Ryan mentioned there is no way to accurately measure the amount of marijuana edibles contain. She shared a situation where an adult consumed what he thought were gummy bears and became very ill; and mentioned it is hard to differentiate regular candy from one that contains marijuana. President Ryan asked that as an organization that worked with children, she thought it would be best if they all agreed to oppose Prop 64 as a Board. Member Burns moved, and it was seconded by Member Fox, to oppose Prop 64 as a Board on behalf of the Santee School District. Motion carried.

Mr. Christensen mentioned the District was the recipient of the Air Pollution Control District's Blue Sky Leadership Award for reducing the District's carbon footprint (i.e., electricity and water reduction and/or anything that helps the environment). He mentioned the honoring would take place during the 32nd Annual Environment Training Symposium and Conference on October 6 during the Breakfast Plenary at 7:45 a.m. at the San Diego Convention Center. He extended an invitation to the Board. Mr. Christensen commended Christina Becker, Maintenance & Operations Director, and her staff for all of their hard work in helping reduce the District's carbon footprint. The Board commended and thanked Ms. Becker for her work.

H. CLOSED SESSION

President Ryan 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 Negotiators: Tim Larson, Assistant Superintendent
Employee Organization: Santee Teachers Association (STA)
3. Conference with Labor Negotiator (Govt. Code § 54956.8)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Employee Organization: Classified School Employees Association (CSEA)

4. **Conference with Real Property Negotiators** (Govt. Code § 54956.8)
Property:
 - *Elliot Site #2 (Parcel #: APN 366 050 16 - east of landfill; North of West Hills High School – area commonly known as Camp Elliott)*
 - *10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)*
 - *Property adjacent to 9219 Fenway Road, Santee, CA 92071 located at 10201 Settle Road, Santee, CA 92071 (Sycamore Canyon School)**Agency Negotiator: Karl Christensen, Assistant Superintendent*

5. **Public Employee Performance Evaluation** (Govt. Code § 54957)
Superintendent

The Board entered closed session at 9:08 p.m.

I. RECONVENE TO PUBLIC SESSION

The Board reconvened to public session at 10:25 p.m. and reported no action was taken.

J. ADJOURNMENT

With no further business, the regular meeting of September 20, 2016 was adjourned.

Dianne El-Hajj, Clerk

Cathy A. Pierce, Ed.D., Secretary

Consent Item E.2.1. Approval/Ratification of Travel Requests
Prepared by Karl Christensen
October 4, 2016

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 \$6,741, and substitute costs of \$1,035, as disclosed on the following page.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.1.

Board Travel Report - October 4, 2016

Travel Dates	Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Travel
Tuesday, 10/04/16 & 10/25/16	Susan Smith Allison Nelson Robyn Botticelli Monica Cline Chris Hiller	PRIDE PRIDE PRIDE PRIDE PRIDE	Getting Smarter About Tasks & Talk	SDCOE	\$230 \$230 \$230 \$230 \$0	\$118 \$118 \$118 \$118 \$118	Title I/LCFF Site Allocation Title I/LCFF Site Allocation Title I/LCFF Site Allocation Title I/LCFF Site Allocation Title I/LCFF Site Allocation	This 2-day workshop will focus on building mathematical understanding of concepts through development of high-quality mathematics tasks.
Friday, 10/07/16	Jennifer Rolf Kristen Eveland	Ed Services Ed Services	Creating Math Professional Learning for Change	San Marcos	\$0 \$0	\$113 \$113	Professional Development	This workshop will provide strategies on how to work together to grow collective understanding around designing.
Thursday, 10/13/16	Joey Sutera	CFH	Art Empower Mega Conference	San Diego	\$115	\$94	Title I	This workshop will focus on the arts in schools.
Various Days, (6 dates) 10/14/16 - 05/02/17	Mia Morales	SSP	School Counselor Leadership Institute	National City	\$0	\$477	Professional Development	This workshop will provide direct training in three focus areas for counselors new to the field.
Wednesday, 10/19/16	Kristin Baranski Bonner Montler Staci Block Tylene Hicks Stacy Roberts Kelly Snyder Jennifer Mahoney Larissa Evans Bonnie Jackson Terry Johnson Karla Ortiz Beth Treglio Mark Kelly	Ed Services Ed Services Ed Services Chet F. Harritt Ed Services Carlton Hills Pepper Drive Carlton Oaks PRIDE Rio Seco Sycamore Canyon Chet F. Harritt Hill Creek	Leading a Comprehensive Approach to ELD Instruction	National City	\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	\$250 \$250 \$250 \$250 \$250 \$250 \$250 \$250 \$250 \$250 \$250 \$250 \$250	Professional Development Professional Development Professional Development Professional Development Professional Development Professional Development Professional Development Professional Development Professional Development Professional Development Professional Development Professional Development Professional Development	This workshop will explore and identify critical elements of integrated and designated ELD Instruction.
Friday, 10/21/16	Dianne Brown	Business Services	CASBO Fall Workshop	Escondido	\$0	\$71	Business Services	This workshop will provide an overview of school business and budget development.
Tuesday, 11/08/16	Mary Gatavasky	Chet F. Harritt	What's New in Children's Literature	SDCOE	\$0	\$90	Title I/LCFF Site Allocation	This workshop will focus on new literature for children.
Friday, 11/18/16	Stephanie Dow	Rio Seco	Improving Executive Functions - Strategies to Rewire the Brain and Change Behavior	San Diego	\$0	\$292	Special Education	This workshop will focus on strategies to invoke positive behavior changes.
Travel Requests That Require Airfare, Overnight Stay, and/or Travel Outside of the State of California								
Wednesday - Friday, 02/22/17 - 02/24/17	Kristin Baranski Dr. Stephanie Pierce	Ed Services Ed Services	CISC Leadership Symposium 2017	Anaheim	\$0 \$0	\$576 \$1,075	Professional Development Professional Development	This 3-day symposium will cultivate leadership capacities to deliver meaningful personalized learning. *Registration and Lodging will be reimbursed by SDCOE for Dr. Pierce.

Consent Item E.2.2.
Prepared by Karl Christensen
October 4, 2016

Approval/Ratification of Revolving Cash Report

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 check #22429 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 \$3.00 as disclosed on the following report.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.2.

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

Date	Number	Name	Memo	Amount
09/21/16	22429	American Express	Sparklets invoice paid short	3.00

Total Checks Written \$3.00

Total to be Reimbursed \$3.00

Consent Item E.2.3. Acceptance of Donations
 Prepared by Karl Christensen
 October 4, 2016

BACKGROUND:

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

<i>Item</i>	<i>Approximate Value</i>	<i>Donated By</i>	<i>Designated For Use At</i>
Funds for a Garden Fence	\$3,716.82	Cajon Park PTSA	Cajon Park School
Funds for Classroom Supplies (C. Stanley classroom)	\$100.00	The Kansas Family	Carlton Hills School
Funds for Art Supplies	\$50.00	Anonymous	Carlton Hills School
TOTAL DONATIONS RECEIVED	\$3,866.82		

RECOMMENDATION:

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

This recommendation supports the following District goals:

Educational Achievement

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

Fiscal Accountability

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

FISCAL IMPACT:

The donations above are valued at \$3,866.82.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.3.

BACKGROUND:

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

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

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

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

RECOMMENDATION:

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

This recommendation supports the following District goals:

Educational Achievement

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

Fiscal Accountability

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

FISCAL IMPACT:

The fiscal impact is disclosed on the attached page.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.4.

**Consultant / General Service Provider Report
October 4, 2016**

Vendor Name	Type (Consultant or General Service Provider)	Description of Services	Date(s) of Service	Amount	Funding	Payment Type (Independent Contractor or Employee)
Deanne Brixey Monte	General Service Provider	Psychological Services	09/01/16 - 07/30/17	\$50/hour (not to exceed \$5,000)	Special Education	Employee
US Games	General Service Provider	P.E. Training	06/08/16 - 06/30/17	\$9,600 (not to exceed)	Physical Education	Independent Contractor

Consent Item E.2.5. Approval/Ratification of Expenditure Transactions
Prepared by Karl Christensen Charged to District Issued Purchasing Cards (P-Cards)
October 4, 2016

BACKGROUND:

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

RECOMMENDATION:

It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the period August 1, 2016 through August 31, 2016.

This recommendation supports the following District goal:

Fiscal Accountability

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

FISCAL IMPACT:

There were 193 transactions totaling \$26,176.33 charged to various funds.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.5.

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20160804	ABEL,CATHY	CHILD NUTRITION	OFFICE DEPOT #908	11.33	Label Maker Taper
20160804	ABEL,CATHY	CHILD NUTRITION	OFFICE DEPOT #908	7.86	Laminating pouches
20160804	ABEL,CATHY	CHILD NUTRITION	THE WEBSTAIRANT STORE	307.74	Cutting Boards
20160807	ABEL,CATHY	CHILD NUTRITION	CENTRAL REST PRODUCTS	440.69	Food Pan, Casters
20160807	ABEL,CATHY	CHILD NUTRITION	HOMEDEPOT.COM	32.37	Sun Shade Sail
20160811	ABEL,CATHY	CHILD NUTRITION	CVS/PHARMACY #09145	6.47	Mineral Oil to use with Pizza Slicer
20160811	ABEL,CATHY	CHILD NUTRITION	THE WEBSTAIRANT STORE	460.74	Storage & Serving Containers, Cutting Boards
20160812	ABEL,CATHY	CHILD NUTRITION	CENTRAL REST PRODUCTS	62.04	Dishwater Strips
20160812	ABEL,CATHY	CHILD NUTRITION	THE HOME DEPOT #0673	4.08	Batteries
20160817	ABEL,CATHY	CHILD NUTRITION	TARGET 00014852	28.39	Gluten Free Food, Almond Milk
20160817	ABEL,CATHY	CHILD NUTRITION	SUPPLYDIRECT INC	73.87	Wheels for Salad Cart
20160821	ABEL,CATHY	CHILD NUTRITION	SPROUTS FARMERS MARK	47.77	Soy Milk, Gluten Free Foods
				1,483.35	
20160810	ALBERT,DIANN L	PRIDE ACADEMY	SMART AND FINA10809291	97.09	Bins for classroom balls
				97.09	
20160802	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	ALS SPORT SHOP	43.07	PLT name badges
20160803	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	ALBERTSONS #6710	28.98	Board meeting supplies
20160804	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	ALBERTSONS #6710	34.98	Supplies for PLT Car Wash/Secretary meeting
20160804	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS STORE00018978	6.00	Board meeting supplies
20160807	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	DUDLEY S DELI	378.00	Catering for PLT Car Wash/Secretaries Meeting
20160812	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SMART AND FINA10805810	326.68	Items for Teacher back to school bags
20160814	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	BARNES & NOBLE #2135	38.86	Books for Welcome Back Event speakers
20160815	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	ALBERTSONS #6710	103.93	Supplies for Welcome Back event
20160815	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	PARTY CITY	57.25	Supplies for Welcome Back event
20160816	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	ALBERTSONS #6710	37.47	Board meeting supplies
20160817	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	GUS*GLOBALSTAR USA	39.22	Satellite phone service
20160818	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS STORE00018978	5.00	Board meeting supplies
20160821	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	CURRENT CATALOG	24.48	Purchase of greeting cards
20160821	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	THE GALLERY COLLECTION	54.38	Purchase of greeting cards
20160822	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	TM *TICKETMASTER TICKT	171.90	Split - Salute to Teacher Tickets (83.37%)
20160822	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	TM *TICKETMASTER TICKT	34.30	Split - Salute to Teacher Tickets (16.63%)
20160828	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	GUS*GLOBALSTAR USA	39.22	Satellite phone service
20160828	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	USPS PO 0570200071	18.80	Purchase of postage
				1,442.52	
20160808	BAKER,HOPE	OST PROGRAMS	99 CENTS ONLY STORES #	32.11	Classroom supplies, arts and crafts
20160818	BAKER,HOPE	OST PROGRAMS	WAL-MART #1917	26.17	YALE summer field trip park picnic supplies
20160819	BAKER,HOPE	OST PROGRAMS	THE HOME DEPOT #0673	92.35	Child Safety Supplies
20160821	BAKER,HOPE	OST PROGRAMS	MICHAELS STORES 3256	46.71	Classroom supplies, arts and craft supplies
20160821	BAKER,HOPE	OST PROGRAMS	WAL-MART #1917	440.73	Classroom supplies, student supplies, classroom storage items
20160822	BAKER,HOPE	OST PROGRAMS	OFFICE DEPOT #908	41.12	Classroom supplies, Office supplies, Classroom decorations
20160822	BAKER,HOPE	OST PROGRAMS	MICHAELS STORES 3256	35.29	Classroom supplies, clothespins, glue, craft items
20160822	BAKER,HOPE	OST PROGRAMS	THE HOME DEPOT #0673	55.59	Classroom supplies, boards, key, locking system
20160822	BAKER,HOPE	OST PROGRAMS	OFFICE DEPOT #908	179.71	Office supplies, pens, pads, sharpies, etc.
20160822	BAKER,HOPE	OST PROGRAMS	DOLLAR TREE	55.08	Classroom supplies, storage supplies, totes, locker drawers
				1,004.86	
20160811	BECKER,CHRISTINA	FACILITIES & MAINTENANCE	COSTCO.COM *ONLINE	583.59	Volunteer Day - School Beautification Day (water)
20160819	BECKER,CHRISTINA	FACILITIES & MAINTENANCE	MARIOS FAMILY CLOTHING	90.63	New employee uniform shorts (Kevin Dougherty)
20160824	BECKER,CHRISTINA	FACILITIES & MAINTENANCE	SIGNATURE HARDWARE	112.73	Carlton Hills Restroom conversion (special ADA grab bar)
				786.95	
20160812	BENEDETTO,ANGELO	CARLTON HILLS	BED BATH & BEYOND #474	43.18	Funds were used to purchase wire racks for neatly stacking lunch trays in lunch area.
20160814	BENEDETTO,ANGELO	CARLTON HILLS	PROJECT WISDOM INC	499.00	Purchase of computer-based character education program to improve school culture.
20160817	BENEDETTO,ANGELO	CARLTON HILLS	WAL-MART #1917	34.99	Clips, hooks, and double-sided tape were purchased to hang our college banners. School culture.
20160819	BENEDETTO,ANGELO	CARLTON HILLS	THE HOME DEPOT #0673	64.67	Trash cans were purchased to store PE equipment.
20160828	BENEDETTO,ANGELO	CARLTON HILLS	LA JOLLA STONE ETCHING	172.80	Funds were used to purchase a "Thank you" stone for our dry scape garden.
20160831	BENEDETTO,ANGELO	CARLTON HILLS	WALMART.COM	57.89	Funds were used to purchase overlays for a 504 accommodation.
20160831	BENEDETTO,ANGELO	CARLTON HILLS	WAL-MART #1917	50.00	Funds were used to purchase two Wal-Mart gift cards of \$25.00 each as incentives for our summer reading program.
				922.53	
20160804	BILLICK,JERI	SYCAMORE CANYON	OFFICE DEPOT #908	158.10	Various items to begin the school year
20160808	BILLICK,JERI	SYCAMORE CANYON	OFFICE DEPOT #908	45.08	Various office supplies to begin the school year
20160809	BILLICK,JERI	SYCAMORE CANYON	99 CENTS ONLY STORES #	15.12	Team building activity props
20160809	BILLICK,JERI	SYCAMORE CANYON	DOLLAR TREE	20.52	Team building activity props
20160810	BILLICK,JERI	SYCAMORE CANYON	AMAZON.COM AMZN COM/BI	54.75	Plastic chain for delineator cones for school parking lot
20160810	BILLICK,JERI	SYCAMORE CANYON	AMAZON.COM	152.80	Delineator cones for parking lot to improve safety
20160811	BILLICK,JERI	SYCAMORE CANYON	AMAZON MKTPLACE PMTS	10.99	DVI to VGA Display monitor cable to set up multiple screens for principal's computer
20160814	BILLICK,JERI	SYCAMORE CANYON	AMAZON MKTPLACE PMTS	95.00	Blooming "Plant Me" Seed paper to make welcome back student welcome cards for Back to School Night.
20160814	BILLICK,JERI	SYCAMORE CANYON	THE HOME DEPOT #0673	75.87	Asphalt emulsion, green screen paint rollers, painting supplies for school beautification day
				628.23	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20160805	BRASHER,PAMELA	OST PROGRAMS	SMARTFINAL36010803609	72.66	Summer Snack
20160808	BRASHER,PAMELA	OST PROGRAMS	AMC MISSION VALLEY #02	1,584.96	Admissions/Entrance Fees
20160808	BRASHER,PAMELA	OST PROGRAMS	AMC MISSION VALLEY #02	10.00	Admissions/Entrance Fees
20160808	BRASHER,PAMELA	OST PROGRAMS	AMC MISSION VALLEY #02	1,220.00	Admissions/Entrance Fees
20160809	BRASHER,PAMELA	OST PROGRAMS	HARBOR FREIGHT TOOLS 8	91.98	Summer Supplies - Tarp, Cloth
20160816	BRASHER,PAMELA	OST PROGRAMS	MICHAELS STORES 3851	12.92	Summer Supplies-Craft Loop Refill
20160817	BRASHER,PAMELA	OST PROGRAMS	WAL-MART #5996	18.33	Split - Project SAFE Other/Other Instructional File Box, Balls (44.7%)
20160817	BRASHER,PAMELA	OST PROGRAMS	WAL-MART #5996	22.68	Split - YALE Other/Instructional - 2 pack, balls (55.3%)
20160818	BRASHER,PAMELA	OST PROGRAMS	FOXES PIZZA DEN - SANT	180.00	Summer Lunches
20160821	BRASHER,PAMELA	OST PROGRAMS	WALMART.COM	217.00	Other/Instructions- School Supplies
				3,430.43	
20160803	BROGAN-BARANSKI,K	EDUCATIONAL SERVICES	AMAZON.COM	48.93	State Preschool - Materials & Supplies
20160808	BROGAN-BARANSKI,K	EDUCATIONAL SERVICES	AMAZON MKTPLACE PMTS	58.71	State Preschool - Instructional Materials & Supplies
20160808	BROGAN-BARANSKI,K	EDUCATIONAL SERVICES	HILTON	264.42	PD - Travel - Lodging/K. Baranski
20160811	BROGAN-BARANSKI,K	EDUCATIONAL SERVICES	RUBBERSTAMPSCOM	48.58	State Preschool - Materials & Supplies
20160815	BROGAN-BARANSKI,K	EDUCATIONAL SERVICES	CPM EDUCATIONAL PROGRA	174.99	IMFRP/Instructional Materials - Mathematics
20160831	BROGAN-BARANSKI,K	EDUCATIONAL SERVICES	AMAZON MKTPLACE PMTS	8.20	IMFRP/Instructional Materials - Language Arts Textbooks
				603.83	
20160811	HECK,TERRY	PRIDE ACADEMY	BINGBANNERS	91.91	Vinyl banners for Preschool and PRIDE Academy
20160812	HECK,TERRY	PRIDE ACADEMY	BINGBANNERS	133.89	Banners for PRIDE Academy
				225.80	
20160805	HICKS,TYLENE	CAJON PARK	TARGET 00003046	10.85	Classroom Bookmarks
20160805	HICKS,TYLENE	CAJON PARK	TARGET 00014852	18.36	Classroom erasers
20160807	HICKS,TYLENE	CAJON PARK	TARGET 00009977	259.24	Supplies for teacher welcome back baskets
20160808	HICKS,TYLENE	CAJON PARK	DOLLAR TREE	91.80	Supplies for teacher welcome back baskets
20160809	HICKS,TYLENE	CAJON PARK	DOLLAR TREE	20.52	Supplies for teacher welcome back baskets
20160811	HICKS,TYLENE	CAJON PARK	SMILEMAKERS INC	48.84	Tooth holders for students who lose their teeth at school.
20160812	HICKS,TYLENE	CAJON PARK	AMSTERDAM PRNT & LITHO	145.90	Stylus Pens for teacher welcome back baskets
20160812	HICKS,TYLENE	CAJON PARK	THE HOME DEPOT #0673	97.06	Supplies to make student desks white-board tops.
20160814	HICKS,TYLENE	CAJON PARK	WAL-MART #1917	25.47	Supplies for teacher welcome back meeting.
20160815	HICKS,TYLENE	CAJON PARK	DOLLAR TREE	38.88	Supplies for teacher welcome back baskets.
20160816	HICKS,TYLENE	CAJON PARK	DOLLAR TREE	11.88	Supplies for teacher welcome back meeting.
20160819	HICKS,TYLENE	CAJON PARK	THE HOME DEPOT #0673	44.63	Paint supplies to paint student desks a white board top.
20160821	HICKS,TYLENE	CAJON PARK	LOWES #01661*	5.38	Supplies for painting student desks
20160822	HICKS,TYLENE	CAJON PARK	THE HOME DEPOT #0673	53.60	Supplies to paint student desks a white board top.
				872.41	
20160810	HOHIMER,KAREN	HILL CREEK	TARGET 00014852	119.80	Storage for P.E.
				119.80	
20160803	HOOKS,TED A	PEPPER DRIVE	ROCHESTER 100, INC	625.00	Parent Communication Forms.
20160818	HOOKS,TED A	PEPPER DRIVE	COPY CORRAL	86.40	Posters for Middle School.
				711.40	
20160808	JOHNSTON,ANDREW	CHET F. HARRITT	STAPLES 00113720	45.87	Office Supplies
				45.87	
20160812	LINDSAY,JERELYN	CARLTON HILLS	SPORTS FLAGS AND PRODU	97.20	Classroom college flag
20160816	LINDSAY,JERELYN	CARLTON HILLS	COSTCO.COM *ONLINE	922.24	Kindergarten shed
20160824	LINDSAY,JERELYN	CARLTON HILLS	SPORTS FLAGS AND PRODU	35.45	Classroom college flags
				1,054.89	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20160801	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	LOWES #01013*	4.88	iPad repair/cleaning supplies
20160801	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMAZON.COM AMZN.COM/BI	139.29	Graphics Cards
20160811	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMAZON MKTPLACE PMTS	35.97	iPad repair tools
20160812	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	MICRO MARK	36.95	iPad repair tools
20160812	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMAZON.COM	259.17	Fax Machine and Cartridge (97.56%)
20160812	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMAZON.COM	6.47	Extended Cable (2.44%)
20160816	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMAZON MKTPLACE PMTS	17.98	Optical Drive Cases
20160817	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMAZON MKTPLACE PMTS	222.00	iPad Screen Repair Tool
20160818	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMAZON MKTPLACE PMTS	15.90	LED Lamp
20160821	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	SIMPLISAFE.COM	24.99	Security System
20160821	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	WILLY'S ELECTRONICS	75.60	USB Cables - PA Promethean
20160823	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMAZON MKTPLACE PMTS	86.55	Optical Drives
20160823	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMAZON MKTPLACE PMTS	26.97	Optical Drive Cases
20160824	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMAZON MKTPLACE PMTS	175.78	Optical Drive Cases
20160824	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMAZON MKTPLACE PMTS	103.64	Optical Drives
20160824	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMAZON MKTPLACE PMTS	35.96	Optical Drive Cases
20160825	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMAZON MKTPLACE PMTS	19.93	Phone Cases
20160825	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMAZON.COM AMZN.COM/BI	51.82	Optical Drives
20160825	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMAZON MKTPLACE PMTS	617.54	Optical Drives
20160826	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMAZON MKTPLACE PMTS	9.01	Laptop Charger
20160828	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMAZON MKTPLACE PMTS	9.01	Laptop Charger
				1,975.41	
20160804	MARTIN, SUZANNE	CHET F. HARRITT	CUSTMLANYARDLANYARDS	234.54	Staff key/ID badge Lanyards- Chet F. Harritt STEAM School. Donations/fundraiser budget.
20160805	MARTIN, SUZANNE	CHET F. HARRITT	THE WEBSTRAURANT STORE	433.49	Butcher paper stand/holder for staff workroom. Donations/fundraiser budget.
20160811	MARTIN, SUZANNE	CHET F. HARRITT	THE HOME DEPOT #0673	72.78	Volunteer beautification day supplies: wood, fence supplies for garden. Donations/fundraiser budget.
20160811	MARTIN, SUZANNE	CHET F. HARRITT	THE HOME DEPOT #0673	51.32	Volunteer beautification day supplies: fence pickets, paint for white-board desks. Donations/fundraiser budget.
20160817	MARTIN, SUZANNE	CHET F. HARRITT	LOWES #01742*	48.19	Painting supplies for exterior door painting (rollers, handles, and trays). Fundraiser budget.
20160817	MARTIN, SUZANNE	CHET F. HARRITT	TARGET 00018150	31.30	Storage drawer containers for PE loaning clothes, organization. Fundraiser budget.
				871.62	
20160809	MCGINTY, MIRIAM	SPECIAL EDUCATION	SALT SOFTWARE	15.20	Split- Test Protocols (10%)
20160809	MCGINTY, MIRIAM	SPECIAL EDUCATION	SALT SOFTWARE	68.40	Split- Test Protocols (45%)
20160809	MCGINTY, MIRIAM	SPECIAL EDUCATION	SALT SOFTWARE	68.40	Split- Test Protocols (45%)
20160810	MCGINTY, MIRIAM	SPECIAL EDUCATION	HALLMANN SALES	119.96	Fire extinguisher
20160819	MCGINTY, MIRIAM	SPECIAL EDUCATION	THINK SOCIAL PUBLISHING	196.00	Speech and Language Pathologist Training
20160821	MCGINTY, MIRIAM	SPECIAL EDUCATION	HILTON HOTELS	145.00	Hotel for Professional Development/training
20160829	MCGINTY, MIRIAM	SPECIAL EDUCATION	NCS PEARSON	6.18	Split- Test Protocols (10%)
20160829	MCGINTY, MIRIAM	SPECIAL EDUCATION	NCS PEARSON	27.83	Split- Test Protocols (45%)
20160829	MCGINTY, MIRIAM	SPECIAL EDUCATION	NCS PEARSON	27.83	Split- Test Protocols (45%)
20160831	MCGINTY, MIRIAM	SPECIAL EDUCATION	OFFICESUPPLY.COM	111.46	File folders for Mild/Mod classroom (Starkey)
				786.26	
20160805	MCKINNON, KATHY	EDUCATIONAL SERVICES	EINSTEIN BROS BAGELS33	29.98	ERC Admin - Food - 8/4/16 PLT Meeting
20160805	MCKINNON, KATHY	EDUCATIONAL SERVICES	OFFICE DEPOT #908	88.70	ERC Admin - Supplies - Toner
20160810	MCKINNON, KATHY	EDUCATIONAL SERVICES	EINSTEIN BROS BAGELS33	14.99	PD - Food - Instructional Leadership Team Meeting
20160810	MCKINNON, KATHY	EDUCATIONAL SERVICES	#03202 ALBERTSONS	15.99	PD - Food - Instructional Leadership Team Meeting
20160815	MCKINNON, KATHY	EDUCATIONAL SERVICES	SMART AND FINA10809291	(3.49)	Donation - Food - 8/15 PD Day
20160815	MCKINNON, KATHY	EDUCATIONAL SERVICES	SMART AND FINA10809291	17.68	Donation - Food - 8/15 PD Day
20160815	MCKINNON, KATHY	EDUCATIONAL SERVICES	SMART AND FINA10809291	91.52	Professional Development - Food - 8/15 PD Day
20160830	MCKINNON, KATHY	EDUCATIONAL SERVICES	ASSOC SUPERV AND CURR	89.00	PD - ASCD Membership (On-line access to Professional Development Materials) - S. Pierce
20160831	MCKINNON, KATHY	EDUCATIONAL SERVICES	SMART AND FINA10809291	79.73	PD - Food - September Professional Development
				424.10	
20160802	MONTLER, BONNER M	EDUCATIONAL SERVICES	REI GREENWOODHEINEMANN	594.72	Heinemann Benchmark Assessment System Student Folders. Used for tracking student reading assessment performance.
				594.72	
20160814	MYERS, CHARLES	TRANSPORTATION	OFFICE DEPOT #908	28.92	Copy paper
20160819	MYERS, CHARLES	TRANSPORTATION	SMART AND FINA10809291	83.88	Meeting supplies
				117.80	
20160807	OLANDER, MICHAEL	CAJON PARK	TARGET 00014852	93.18	Supplies for teacher "Welcome Back" tool kit.
20160808	OLANDER, MICHAEL	CAJON PARK	THE HOME DEPOT #0673	41.64	Supplies for "Welcome Back" teacher tool kit.
20160810	OLANDER, MICHAEL	CAJON PARK	AMAZON MKTPLACE PMTS	26.90	Supplies for "Welcome Back" teacher tool kit.
20160810	OLANDER, MICHAEL	CAJON PARK	S&S WORLDWIDE-ONLINE	79.00	Playground equipment
20160811	OLANDER, MICHAEL	CAJON PARK	IIRP	62.40	Restorative Justice cards for behavior management program
20160811	OLANDER, MICHAEL	CAJON PARK	S&S WORLDWIDE-ONLINE	383.27	Playground equipment
20160821	OLANDER, MICHAEL	CAJON PARK	LEGO EDUCATION	1,211.06	Robotics Equipment for our Lego robotics clubs
20160824	OLANDER, MICHAEL	CAJON PARK	LEGO EDUCATION	89.64	Robotic club challenge set for competition.
20160824	OLANDER, MICHAEL	CAJON PARK	LEGO EDUCATION	0.01	P-Card Verification Amount applied to purchase of \$89.63.
20160824	OLANDER, MICHAEL	CAJON PARK	LEGO EDUCATION	89.63	Robotic club challenge set for competitions.
				2,076.73	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20160807	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	CCSESA	450.00	PD - Travel - CISC Symposium Registration - S. Pierce
20160808	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	DISNEY RESORTS	232.83	PD - Travel - CISC Symposium Lodging - S. Pierce
				682.83	
20160803	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	ADOBE *CREATIVE CLOUD	239.88	Annual license of all Adobe products (Photoshop, Illustrator, InDesign, etc.)
20160803	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	ADOBE *PHOTOGRAPHY PLAN	(19.88)	Refund from previous Adobe plan.
20160804	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMAZON.COM	7.01	HDMI cable for meeting room display screen.
20160807	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	ALS SPORT SHOP	216.00	Adhesive badges for district-wide professional learning day.
20160808	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMAZON MKTPLACE PMTS	13.99	High definition cable for meeting room display screen.
20160811	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	ALS SPORT SHOP	162.00	Badges for the professional learning program.
20160818	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMAZON MKTPLACE PMTS	21.99	Headphones to try out for Kinder classes.
20160823	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	ALS SPORT SHOP	121.50	Badges for professional learning program.
20160825	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	TARGET.COM *	43.19	Elementary student fitness tracker to try out.
				805.68	
20160811	RIFFEL,MEREDITH	PUPIL SERVICES	SMARTFINAL39810803989	134.01	Food for all day conference at CP
20160814	RIFFEL,MEREDITH	PUPIL SERVICES	EINSTEIN BROS BAGELS33	40.97	Food for all day conference at CP
20160817	RIFFEL,MEREDITH	PUPIL SERVICES	VONS STORE00018978	157.36	Food for all day conference
20160817	RIFFEL,MEREDITH	PUPIL SERVICES	SPROUTS FARMERS MARK	31.57	Food for all day conference at CP
				363.91	
20160809	ROSA,JIM	RIO SECO	SMART AND FINA10809291	50.45	Teacher return meeting supplies
20160828	ROSA,JIM	RIO SECO	AMAZON.COM	31.76	Teacher supplies
20160828	ROSA,JIM	RIO SECO	AMAZON MKTPLACE PMTS	27.49	Computer supplies
				109.70	
20160814	SCHWELLER,JOHN	PUPIL SERVICES	AMAZON MKTPLACE PMTS	26.86	Folders for SPED-Karen
20160824	SCHWELLER,JOHN	PUPIL SERVICES	SOUTHWEST AIRLINES	381.94	Flight for M. Morales & M. Riffel for Annual Homeless Training
20160828	SCHWELLER,JOHN	PUPIL SERVICES	TARGET 00014852	16.19	Diaper pail liners for PK at SC
				424.99	
20160811	SHEEN,KRISTINA D	OST PROGRAMS	WAL-MART #1917	128.20	Summer Supplies- Food Supplies for Cooking/Arts and Crafts
20160812	SHEEN,KRISTINA D	OST PROGRAMS	DOLLAR TREE	27.00	Summer Supplies-Dough, Marbles
20160823	SHEEN,KRISTINA D	OST PROGRAMS	DOLLAR TREE	34.56	School Supplies for fall-Office Supplies
20160829	SHEEN,KRISTINA D	OST PROGRAMS	OFFICE DEPOT #908	107.42	Office Supplies for sites
				297.18	
20160816	SIMPSON,DEBRA	RIO SECO	SMART AND FINA10809291	80.19	Food supplies for Professional Learning Day with Teachers
20160830	SIMPSON,DEBRA	RIO SECO	AMAZON.COM	140.40	Two portable microphone/speaker systems for morning assemblies. Promotes our Restorative Positive Culture.
				220.59	
20160808	SOUTHCOTT,STEPHANIE	HILL CREEK	AMAZON.COM	25.65	Amplify: Digital Teaching Book
20160817	SOUTHCOTT,STEPHANIE	HILL CREEK	AMAZON.COM	271.95	Class Set - The Giver Book
20160817	SOUTHCOTT,STEPHANIE	HILL CREEK	CAZADORES MEXICAN FOOD	165.51	Staff breakfast - BTS meeting
20160818	SOUTHCOTT,STEPHANIE	HILL CREEK	AMAZON.COM	198.64	PE Storage Supplies
20160819	SOUTHCOTT,STEPHANIE	HILL CREEK	AMAZON.COM	33.11	Teacher Supplies
20160829	SOUTHCOTT,STEPHANIE	HILL CREEK	MEETEDISON.COM	1,198.00	Robotics program
				1,892.86	
20160822	STARKEY,MARK	INFORMATION TECHNOLOGY	UZIBULL	427.68	12 iPad cases for State Preschool
20160825	STARKEY,MARK	INFORMATION TECHNOLOGY	AMAZON MKTPLACE PMTS	674.31	19 external CD/DVD writers with cases
				1,101.99	
				26,176.33	

Consent Item E.2.6. Adoption of Proclamation for National School Lunch Week
Prepared by Karl Christensen
October 4, 2016

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 10-14, 2016 as “National School Lunch Week.” This year’s theme is “Show Your Spirit.” Promotional posters along with the adopted and endorsed proclamation will be displayed at each site in the Child Nutrition Services serving area during the designated week of October 10-14, 2016.

RECOMMENDATION:

It is recommended that the Board of Education adopt the proclamation endorsing the week of October 10-14, 2016 as National School Lunch Week.

This recommendation supports the following District goal:

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

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 E.2.6.

SANTEE SCHOOL DISTRICT PROCLAMATION ENDORSING
"NATIONAL SCHOOL LUNCH WEEK"



OCTOBER 10-14, 2016

- 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 \$5.00/adult (excluding beverage) and \$2.75/child.

NOW, THEREFORE, BE IT PROCLAIMED that Santee School District hereby officially proclaims October 10-14, 2016 "National School Lunch Week – Show Your Spirit!"

AYES:

NOES:

ABSENT:

October 4, 2016
Date

Dianne El-Hajj, Clerk of the Board of Education

Consent Item E.2.7.
Prepared by Karl Christensen
October 4, 2016

Approval of Uniform Complaint Quarterly Report
Required by the Williams Settlement

BACKGROUND:

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

SANTEE SCHOOL DISTRICT Uniform Complaint Quarterly Report July 1, 2016 through September 30, 2016			
	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, 2016 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 E.2.7.

Consent Item E.3.1.

Certification and Adoption of Resolution of
Sufficiency of Instructional Materials 2016-17

Prepared by Dr. Stephanie Pierce
October 4, 2016

BACKGROUND:

In order to comply with the Williams Settlement and to receive funding for the Pupil Textbook and Instructional Materials Funding (Education Code Section 60252), and/or funding for instructional materials from any state source in a fiscal year in which the Superintendent of Public Instruction determines that the base revenue limit per average daily attendance (ADA) for each school district will increase by at least one percent from the prior fiscal year, the governing boards of school districts are subject to the requirements of Education Code Section 60119.

Education Code Section 60119 requires that a district hold a public hearing and determine through a board resolution as to whether each pupil in the district has, or will have prior to the end of the fiscal year, sufficient textbooks and/or instructional materials in each subject that are consistent with the content and cycles of the curriculum framework adopted by the State Board.

The public hearing was held earlier in the meeting tonight to allow for public comment.

Adoption of Resolution #1617-08 and Certification of the attached Statement of Assurance shall serve as assurance to the Superintendent of Public Instruction that the Santee Board of Education has complied, and will comply, with the requirements of Education Code Section 60119 during the 2016-17 school year. This resolution applies to Instructional Materials Funding and the Williams Settlement.

This requirement has been certified each year since 1998.

RECOMMENDATION:

Administration recommends adoption of Resolution #1617-08 and Certification of the attached Statement of Assurance to serve as assurance to the Superintendent of Public Instruction that the Santee Board of Education has complied with the requirements of Education Code Section 60119.

This recommendation supports the following District goal:

- Assure the highest level of educational achievement for all students

FISCAL IMPACT:

Instructional Materials are funded from Local Control Funding Formula (LCFF). The District also receives an allocation of Lottery funds each year which are to be used towards the purchase of instructional materials. A total of \$2,601,106 has been budgeted centrally for purchase of instructional materials in 2016-17.

STUDENT ACHIEVEMENT:

Students who have access to state-approved textbooks aligned with standards based core content are more likely to have success in student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.3.1.

Santee School District
Resolution #1617-08

Resolution on Sufficiency of Instructional Materials

WHEREAS, the governing board of Santee School District, in order to comply with the requirements of Education Code Section 60119 held a public hearing on October 4, 2016 at 7:00 o'clock, which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

WHEREAS, the governing board provided at least 10 days notice of the public hearing posted in at least three public places within the district that it stated the time, place, and purpose of the hearing, and;

WHEREAS, the governing board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

WHEREAS, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the district, and;

WHEREAS, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

WHEREAS, sufficient textbooks and instructional materials were provided to each student, including English learners that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- Mathematics –Houghton Mifflin Harcourt Math Expressions grades K-5, CPM Core Connections grades 6-8
- Science – McGraw Hill grades K-5, Glencoe grades 6-8
- History – Scott Foresman grades K-5, Glencoe/McGraw Hill grades 6-8
- English/language arts, including the English language development component of an adopted program – Houghton Mifflin grades K-5, Holt grades 6-8, Into English for English learners grades K-5 and High Point grades 6-8.

THEREFORE, IT IS RESOLVED that for the 2016-17 school year the Santee School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

PASSED AND ADOPTED by the Board of Education on October 4, 2016 by the following vote:

AYES:
NOES:
ABSENT:

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO)

I, Dianne El-Hajj, Clerk of the Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

Clerk of the Board

Date

Consent Item E.3.2.

Approval of Nonpublic Master Contract with Devereux Advanced Behavior Health for Residential Treatment Center Services and Nonpublic School Services

Prepared by Dr. Stephanie Pierce
October 4, 2016

BACKGROUND:

At times, students with disabilities also demonstrate significant mental health needs. These students may require enrollment in a Residential Treatment Center (RTC) and nonpublic school (NPS) due to their need for intensive mental health intervention and to demonstrate educational progress. Recently, a student moved into the Santee School District who was currently placed at Devereux Advanced Behavior Health in Texas. The Board of Education approved the NPS portion of this student’s program on 9/20/2016. Additionally, mental health and residential needs are funded by the District and then reimbursed by the SELPA at the end of the fiscal year.

RECOMMENDATION:

Administration recommends the Board of Education approve the Nonpublic Master Contract with Devereux Advanced Behavior Health (NPS) for one student for the term beginning on 9/7/2016 through June 30, 2017. The Nonpublic Master Contract will be available at the Board Meeting for review.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

Devereux RTC	Number of Students	Duration of Service	Cost per Month/Day	Total Cost
Room and Board	1	297	175.17	\$52,025.49
Mental Health Service	1	297	64.41	\$19,129.77
TOTAL				\$71,155.26

Mental health and residential needs are funded by the District and then reimbursed by the SELPA at the end of the fiscal year.

STUDENT ACHIEVEMENT:

Some students require alternative settings and mental health intervention to demonstrate educational progress.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.3.2.

BACKGROUND:

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

Certificated Staff

A. New Appointments:

Employee	Location	Class/Step	Previous Annual Salary	New Annual Salary	Effective Date
1. Barvinchak, Kim	Pepper Drive	III-04 to III-06	\$50,303.00	\$56,097.00	08/22/16

B. Temporary Rehires:

Employee	Location	Class/Step	Previous Annual Salary	New Annual Salary	Effective Date

C. Change of Status/Location:

Employee	Location	Class/Step	Previous Annual Salary	New Annual Salary	Effective Date

D. Unpaid Leave Requests:

Employee	Location	Class/Step	Previous Annual Salary	New Annual Salary	Effective Date

E. Resignations:

Employee	Location	Class/Step	Reason	Effective Date

F. 39-Month Reemployment:

Employee	Location	Class/Step	Reason	Effective Date

G. Dismissals:

Employee	Location	Class/Step	Effective Date

Classified Staff

H. New Appointments:

Employee	Location	Position/Class/Hours	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Ashburn, Jennifer	Business Services	Accounting Assistant II 25.5 A / 8.0 hrs	\$0.00	\$3,385.00	09-26-16
2. Masser, Claudia (replacing Tracey Pharoah-Stone)	Hill Creek	Student Attendance Clerk 22 A / 3.75 hrs	\$0.00	\$1,215.81	09-14-16
3. Ousley, Laura	Carlton Hills	Instructional Assistant I 19 A / 3.0 hrs	\$0.00	\$921.00	09-19-16

I. Rehires:

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

J. Change of Status/Location:

Employee	Location	Position/Class/Hours	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Bryant, Kelsey	Carlton Hills to <i>Sycamore Canyon</i>	Early Childhood Assistant II 18 C / 3.75 hrs	\$1,209.03	\$1,209.03	09-19-16
2. Duhamel, Brian	Maintenance and Operations	Grounds Maintenance Worker I 23.5 B / 3.75 hrs to 23.5 B / 8.0 hrs	\$1,511.41	\$3,224.00	09-21-16
3. Fahl, Jesse	Chet F. Harritt	Food Service Worker IIIA 22.5 E / 1.25 hrs to <i>Food Service Worker IA</i> 20 E / 2.5 hrs	\$555.64	\$981.87	09-26-16

Classified Staff - continued

J. Change of Status/Location: continued

4. Glover, Dandridge (replacing Yashira Torres)	Hill Creek	Campus Aide CA A / 1.0 hrs to CA A / 2.0 hrs	\$225.25	\$450.50	09-26-16
5. Gribble, Deborah	Hill Creek to Carlton Oaks	Instructional Assistant, Special Ed I 20 E / 5.0 hrs 20 E / 6.25 hrs	2,041.55	\$2,552.71	09-19-16
6. Korhummel, Ilene	Hill Creek to Carlton Hills	Early Childhood Group Leader I 19.5 D / 5.75 hrs	\$2,097.51	\$2,097.51	09-19-16
7. Ledak, Susan	Carlton Oaks	Instructional Assistant, Special Ed I 20 E / 5.0 hrs to 20 E / 6.25 hrs	\$2,198.65	\$2,749.07	09-12-16
8. Nacarato, Angela	Hill Creek to Carlton Hills	Early Childhood Group Leader I 19.5 E / 7.5 hrs	\$2,875.31	\$2,875.31	09-19-16
9. Quezada, Kiva (replacing Joy Burchard)	Superintendent's Office / Human Resources to Business Services	Secretary I (Department) 24 A / 8.0 hrs to Accounting Assistant III 28 A / 8.0 hrs	\$3,142.00	\$3,829.00	09-10-16
10. Stark, Kristina	PRIDE Academy	Instructional Assistant I 19 A / 3.0 hrs 19 E / 3.0 hrs (revised)	\$921.00	\$1,121.62	09-12-16
11. Wilde, Jennifer	Hill Creek to Pepper Drive	Food Service Worker IA 20 C / 2.75 hrs	\$979.14	\$979.14	09-19-16
12. Yaqob, Khawla	Sycamore Canyon to Carlton Hills	Early Childhood Assistant II 18 E / 7.0 hrs	\$2,492.00	\$2,492.00	09-19-16

K. Unpaid Leave Requests:

Employee	Location	Position/Class/Hours	Reason	Recommendation	Effective Date
1. D'Agostino, Krista	Carlton Oaks	Secretary II (School) 27 B / 8.0 hrs	Maternity	Approve	09-12-16 to 12-12-16

L. Resignations:

Employee	Location	Position	Reason	Effective Date
1. Barton, Lynn	Carlton Oaks	Custodian II	Retirement	01-01-17
2. Breault, David	PRIDE Academy	Custodian II	Moving out of state	09-22-16
3. Essig, Dawn	PRIDE Academy	Campus Aide	Accepted another position	10-01-16

M. 39-63 Month Reemployment:

Employee	Location	Position/Class/Hours	Effective Date

N. Dismissals:

Employee	Location	Position	Effective Date

RECOMMENDATION:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.4.1.

Consent Item E.4.2.

Approval of Influenza Vaccine Administration
Program Agreement

Prepared by Tim Larson
October 4, 2016

BACKGROUND:

On October 25, 2016, Santee School District will hold its annual open enrollment event. This year RITE AID has once again agreed to provide immunizations with influenza vaccine ("flu shot") to eligible members. The service will be provided by authorized pharmacists certified under the RITE AID immunization program.

The vaccine will be provided free of charge to employees providing proof of eligibility of insurance coverage accepting outside billing. All other employees will pay (\$20.00) to participate.

RECOMMENDATION:

It is recommended that the Board of Education approve the influenza vaccine administration program agreement.

FISCAL IMPACT:

There is no cost to the District for this program.

STUDENT ACHIEVEMENT IMPACT:

Not applicable.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.4.2.

INFLUENZA VACCINE ADMINISTRATION PROGRAM AGREEMENT

This agreement (“Agreement”) is entered into by and between **SANTEE SCHOOL DISTRICT (BUSINESS)** and Rite Aid Hdqtrs. Corp. (RITE AID), which hereinafter may be referred to individually as “PARTY” or collectively as “the PARTIES”, to be effective from **July 5, 2016**.

I. RITE AID RESPONSIBILITIES

A. RITE AID will provide immunizations with influenza vaccine (“flu shot”) to eligible members of the BUSINESS (“Services”). The Services will be provided by authorized pharmacists who have been certified under the RITE AID Immunization Program, and in accordance with indications and contraindications recommended in current guidelines from the Advisory Committee on Immunization Practices (ACIP) of the U.S. Centers for Disease Control & Prevention (CDC), the FDA, or other competent authorities, as applicable.

B. In providing the Services, RITE AID agrees to comply with all applicable State and Federal law including all applicable Medicare laws, regulations and Center for Medicare and Medicaid Services (CMS) instructions.

II. BUSINESS RESPONSIBILITIES

A. BUSINESS employee or clinic participant agrees to pay RITE AID for the Services that it renders in accordance with Section III below.

III. BILLING AND COMPENSATION

A. BUSINESS employee or clinic participant agrees to pay and RITE AID shall bill [twenty dollars and zero cents (\$20.00)] for each standard trivalent flu shot provided to an eligible member other than those BUSINESS employees or clinic participants covered under insurance. This billed amount shall include the costs associated with the flu shot and the administration fee. BUSINESS employee or clinic participant will be responsible for paying RITE AID at the time of vaccine administration.

IV. TERM AND TERMINATION

This Agreement will terminate on April 30, 2017. This Agreement may be terminated earlier upon: (i) sixty (60) business days advanced written notice from either PARTY; (ii) thirty (30) business days written notice upon default or breach by either PARTY of any provision of this Agreement which is not cured within the thirty (30) business day time period by the other PARTY; or (iii) insolvency or the filing of any bankruptcy proceedings by or on behalf of either PARTY, or an assignment for the benefit of creditors or the appointment of a receiver.

V. LIABILITY AND INDEMNITY

A. Neither BUSINESS nor RITE AID, nor any of their agents, officers, or employees, shall be liable to any third party for any act or omission of the other PARTY.

B. Both PARTIES agree to indemnify, hold harmless and defend the other, its parent, subsidiary or affiliates from any liability, loss, damage, claim or expense of any kind, including costs and attorney’s

fees, which results from the negligence or willful act or omission of the indemnifying PARTY or its agents or employees.

C. RITE AID represents to BUSINESS that it has industry standard professional liability insurance covering the Services under this Agreement.

VI. NOTICES

All notices relating to this Agreement shall be in writing; postage prepaid, and shall be sent by Certified Mail return receipt requested, to one of the addresses below.

NOTICE TO RITE AID
RITE AID
30 Hunter Lane
Camp Hill, PA 17011

NOTICE TO PLAN:
SANTEE SCHOOL DISTRICT
9625 Cuyamaca
Santee, CA 92071

VII. GOVERNING LAW

This Agreement shall be construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania. Any disputes between the parties shall be exclusively venued in the Court of Common Pleas for Cumberland County, Pennsylvania.

IN WITNESS WHEREOF, the PARTIES hereto have caused this Agreement to be executed as of the date set forth herein by their duly authorized officers.

SANTEE SCHOOL DISTRICT

RITE AID

Signature

Signature

Name/Title

Michelle Tenerelli
Clinical Director

July 5, 2016
Date

July 5, 2016
Date

Consent Item E.4.3. Adoption of Proclamation Endorsing Drug Awareness Week,
October 23 – 31, 2016

Prepared by Tim Larson
October 4, 2016

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 23 – 31, 2016 as Drug Awareness Week / Red Ribbon Week.

Red ribbons and satin ribbon chains will be hung on school fences as well as a variety of events acknowledging Drug Awareness Week / Red Ribbon Week will be held at school sites. Schools will be celebrating through the month of October. Below is a list of some of the events that have been held at school sites in the past:

- “Sock It To Drugs” (students wear crazy socks)
- STOMP (the performing group) for grades 3-8
- “Pledge to Keep Your Hands off Drugs” (wear red clothing)
- “From Head to Toe I am Drug Free” (crazy socks and hair)
- “Don’t Ruin Your Dreams by Doing Drugs” (wear pajamas)
- McGruff the Crime Dog (all students pledge to be drug-free and get wristbands)
- Twin Day: “Good Friends Don’t Let Friends Do Drugs” (wear matching clothes)
- Drug awareness magic show
- “Hocus Pocus, Drugs Are Not Our Focus!” (wear appropriate “red” costume)
- “Don’t Get Mixed Up with Drugs!” (wear mix/match clothes)

RECOMMENDATION:

It is recommended that the Board of Education adopt of the proclamation declaring the week of October 23 – 31, 2016 as Drug Awareness Week / Red Ribbon Week.

FISCAL IMPACT:

Site purchase of Red Ribbon Week materials is provided by PTA and community 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 E.4.3.

**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 23 – 31, 2016; 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 23 – 31, 2016 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 4th day of October 2016.

Barbara Ryan, President

Elana Levens-Craig, Vice-President

Dianne El-Hajj, Clerk

Dustin Burns, Member

Ken Fox, Member

Dr. Cathy A. Pierce, Superintendent

Consent Item E.4.4. Approval of San Diego County Interagency Agreement for Providing Educational Support to Foster Youth

Prepared by Tim Larson
October 4, 2016

BACKGROUND:

The San Diego County Office of Education wants to renew the interagency agreement that addresses the mandates and responsibilities of AB490. AB490 delineates the policies that govern foster care with respect to meeting the needs of students. This agreement is in the process of approval in all school districts in the county and the agencies listed in the agreement.

This agreement has been in force for the past five years and has been revised with feedback and input from school districts. The feedback has been incorporated into the final agreement. The agreement outlines how Child Welfare Services, Probation, Juvenile and Superior court and the Dependency Legal Group will share information to support foster children at school.

Included in Interagency Agreement is the Foster Youth-Student Information System (FY-SIS), which is a web-based student information system that enables school district personnel to quickly identify foster youth in their district. FY-SIS allows Foster Care Liaisons and school personnel to access the information they need to meet the unique educational needs of foster youth, while complying with the mandates of AB490.

RECOMMENDATION:

It is recommended that the Board of Education approve the Interagency Agreement for Providing Educational Support to Foster Youth.

FISCAL IMPACT:

There is no fiscal impact.

STUDENT ACHIEVEMENT:

By providing a smoother transition for students involved in the foster care system, Santee Schools will enable these students a better opportunity to achieve in school.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.4.4.

PLEASE NOTE: Complete agreement is available as a separate attachment with the Board Packet and will be available at the meeting for review.

SAN DIEGO COUNTY INTERAGENCY AGREEMENT

FOR PROVIDING EDUCATIONAL SUPPORT TO STUDENTS IN FOSTER CARE

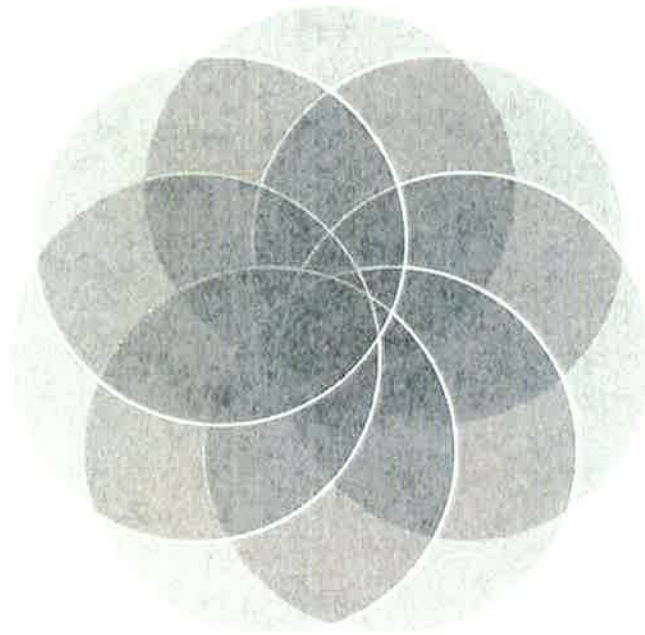
**PROBATION
DEPARTMENT**

**HEALTH AND
HUMAN SERVICES
CWS**

**SUPERINTENDENT
OF SCHOOLS**

**PUBLIC AND
ALTERNATE
PUBLIC DEFENDER**

**SCHOOL
DISTRICTS**



**SUPERIOR
COURT**

**VOICES FOR
CHILDREN**

AUGUST 2016

SAN DIEGO COUNTY

INTERAGENCY AGREEMENT AMONG: SAN DIEGO COUNTY
SUPERINTENDENT OF SCHOOLS:
FOSTER YOUTH SERVICES COORDINATING PROGRAM

SAN DIEGO COUNTY LOCAL EDUCATION AGENCIES (LEAs)

SAN DIEGO MOMENTUM LEARNING

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

SAN DIEGO COUNTY
HEALTH AND HUMAN SERVICES AGENCY
CHILD WELFARE SERVICES
(A Placing Agency)

SAN DIEGO COUNTY PROBATION DEPARTMENT
(A Placing Agency)

SAN DIEGO COUNTY DEPARTMENT OF THE PUBLIC DEFENDER (SDPD) AND
SAN DIEGO COUNTY DEPARTMENT OF THE ALTERNATE PUBLIC DEFENDER
(SDAPD)

DEPENDENCY LEGAL GROUP OF SAN DIEGO (DLG)

VOICES FOR CHILDREN
COURT APPOINTED SPECIAL ADVOCATES (CASAs)

Prepared under the auspices of the Foster Youth Services Coordinating Program Executive Advisory Council.

Copies can be obtained at the San Diego County Office of Education, Foster Youth Services Coordinating Program & Homeless Education Services Program web-site

at:<http://www.sdcoe.net/student/ss/fys.asp>

<http://www.sdcoe.net/student-services/student-support/fyscp/Pages/foster-youth-forms-and-brochures.aspx>

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

ELEMENTARY SCHOOL DISTRICTS (continued):

SAN YSIDRO

By (Authorized Signature)

Name (Type or Print)

Title

Date

SOLANA BEACH

By (Authorized Signature)

Name (Type or Print)

Title

Date

SPENCER VALLEY

By (Authorized Signature)

Name (Type or Print)

Title

Date

SANTEE

By (Authorized Signature)

Name (Type or Print)

Title

Date

SOUTH BAY UNION

By (Authorized Signature)

Name (Type or Print)

Title

Date

VALLECITOS

By (Authorized Signature)

Name (Type or Print)

Title

Date

Consent Item E.4.5. Approval of Memorandum of Understanding with San Diego Youth Services (SDYS)

Prepared by Tim Larson
October 4, 2016

BACKGROUND:

For more than a decade, the Santee School District Board of Education has had a memorandum of understanding with San Diego Youth Services (SDYS) for the Community Assessment Team (CAT). These resource are available to families free of charge through a Health and Human Services contract. CAT supports at-risk youth and their parents. This program provides: information and referral for parents, case management, school and community based skill groups. All participants must have parent permission to access the program.

This Memorandum of Understanding shall begin on July 1, 2016 and will extend through June 30, 2021. Either party can give written notice 30 days in advance of the intent to withdraw from collaboration.

RECOMMENDATION:

It is recommended that the Board of Education approve the MOU with SDYS. Parents must give permission for students to participate in this program at school.

FISCAL IMPACT:

There is no fiscal impact for this item.

STUDENT ACHIEVEMENT:

Students learn best when their social and emotional needs are met and they have been given strategies to address the concerns of themselves and their peers. This program allows the District to provide support for students using an evidence based approach to support at-risk students.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.4.5.



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

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

- I. **Purpose:** The purpose of the Memorandum of Understanding is to maintain the effective working relationship established between SDYS and **Santee School District** for the purpose of implementing coordinated services. The goal of the service partnership is: “To help at risk youth.”
- II. **Term:** This Memorandum of Understanding shall begin on July 1st, 2016 and will extend through June 30th, 2018. Either party can give written notice 30 days in advance of the intent to withdraw from collaboration.
- III. **Description of Participation:**
 - A. **Santee School District** agrees, per this memorandum, to provide the following:
 1. Designate an individual as a point of contact for the program.
 2. Provide the names and contact information for all youth and their families for which services are to be provided.
 3. Communicate immediately if problems/concerns arise with students or program implementation.
 4. Provide coordinated input in the development of new programs, services and funding to insure that growth and expansion of services to children and their families fits into the ongoing aims of the collaboration.
 5. Support prevention strategies of SDYS, community collaborators, and through cross-agency activities of the Collaborative.
 6. Participation in community awareness, mandated reporting, and documentation activities of the Collaborative.
 7. Provide meeting and program space as available and appropriate.
 - B. **San Diego Youth Services** agrees, per this memorandum to provide the following:

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

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

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

V. **Indemnification:** SDYS hereby indemnifies, defends, and holds harmless Santee School District, its Board, officers, employees, agents, independent contractors, consultants and

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

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

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

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

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

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

VII. **Value of Services:** No Money is transferred.

VIII. **Termination:** This Memorandum of Understanding may be terminated for any reason by giving 30 days written notice.

Tim Larson
Assistant Superintendent
Santee School District

Date

Walter Philips
Chief Executive Officer
San Diego Youth Services

Date

Attachment A

Business Associate Contract

Covered Entity: San Diego Youth Services (SDYS)

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

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

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

Definition of Terms

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

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

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

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

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

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

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

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

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

Obligations & Activities of Business Associate

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Permitted Uses and Disclosures by Business Associate

General Use and Disclosure Provisions:

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

Specific Use and Disclosure Provisions:

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

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

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

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

Prohibited Uses and Disclosures

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

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

Safeguards.

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

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

Security.

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

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

Achieve and maintain compliance with HIPAA; and

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

Obligations of Covered Entity

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Designation of Individuals.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Technical Controls. Consultant shall ensure:

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

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

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

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

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

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

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

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

Passwords shall be:

At least eight characters;

A non-dictionary word;

Changed at least every ninety (90) days;

Changed immediately if revealed or compromised; and

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

-Upper case letters (A-Z)

-Lower case letters (a-z)

-Arabic numerals (0-9)

-Non-alphanumeric characters (punctuation symbols)

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

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

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

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

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

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

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

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

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

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

Audit Controls. Consultant shall ensure:

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

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

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

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

Business Continuity / Disaster Recovery Controls

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

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

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

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

Paper Document Controls. Consultant shall ensure:

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

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

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

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

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

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

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

Permissible Requests by Covered Entity

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

Return of Information

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

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

Miscellaneous

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

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

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

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

Consent Item E.4.6. Approval of Memorandum of Understanding to Share Information Across Agencies to Build Better Systems to Support Youth and Families

Prepared by Tim Larson
October 4, 2016

BACKGROUND:

The East Region of San Diego County has built collaborative relationships among agencies in order to improve the health, safety, and well being of its children and families.

In 2009, the Multi-System Workgroup with Project PEACE created an effective interagency information sharing agreement to transform how East Region serves families and students. The Global Oversight Analysis Linking Systems (GOALS) Agreement outlines how to address private health information under the Health Insurance Portability and Accountability Act (HIPAA) and still share information across agencies to support children and families. This agreement was written by David Nelson, Department of Health and Human Services privacy officer, and approved with input for County Council. The MOU was approved by East Region law enforcement, mental health organizations, health and human services, probation, and all East Region school districts. The GOALS agreement is now up for renewal and is being expanded in both the south and northern areas of San Diego County. As a community, Santee has requested additional community partners to participate as well.

The agreement by itself will not provide any additional information unless there is a system and protocols in place to provide data collection and analysis. The process will help determine effective strategies for individual intervention as well as identify trends across systems that can target objective, evidence-based self-improvement goals for the agencies involved. The GOALS Profile, as the process is called, offers a model for a strategic information sharing system that ultimately reduces barriers in serving the needs of families. Through relevant data collection and examination of trends across systems, the GOALS Profile provides students and families a safety net of support all the while strengthening the collaboration and supports with the agencies involved.

Santee Collaborative is working together as a GOALS group with Santee Schools, West Hills / Santana, Probation, Child Welfare, San Diego Sheriff Department and community base organizations to share information and develop the support to determine the best ways to address the problems on a community wide basis.

RECOMMENDATION:

It is recommended that the Board of Education approve the GOALS Memorandum of Understanding to share information across agencies to reduce barriers, collect relevant data, and examine gaps in services and supports.

FISCAL IMPACT:

There is no fiscal cost to participate in the GOALS program.

STUDENT ACHIEVEMENT:

By providing better linked systems and working to address gaps and barriers, school sites will be able to more effectively provide education and support for all students.

Motion: _____ Second: _____ Vote: _____ Agenda Item E.4.6.

MEMORANDUM OF UNDERSTANDING

PURPOSE

This Memorandum of Understanding is for the sole purpose of defining the boundaries of information sharing and cross system collaboration between San Diego County School Districts, Law Enforcement Agencies, Child Welfare Services and Children's Mental Health Departments of the San Diego County Health and Human Services Agency, San Diego County Behavioral Health Providers, San Diego County Probation

OBJECTIVE

In order to serve clients appropriately, develop new strategies based on data trends, enhance legitimate information sharing while abiding by laws, rules or regulations that define client confidentiality.

TERM AND TERMINATION OF MOU

This MOU covers the period of October 31, 2016 to October 31, 2019 and must be reviewed annually by the members for validity. Members may withdraw their own membership in writing at any time for any reason.

Original Membership

The Management Advisory Resource Commission of the East Region represents original members that have previously signed and adopted this agreement.

Cajon Valley Union School District;
County of San Diego County Sheriff;
County of San Diego Health and Human Services Agency;
County of San Diego Probation Department;
East County Outpatient Counseling (SDCC);
El Cajon Police Department;
Grossmont Union High School District;
Harmonium;

La Mesa/Spring Valley School District;
La Mesa Police Department;
Lakeside Union School District;
Lemon Grove School District;
Mountain Empire Unified School District;
San Diego County Office of Education;
San Diego Youth Services;
Santee School District.

New members may be encouraged to create a Local Management Advisory Team (LMAT) based upon the model created by the East Region Management Resource Advisory Commission (See Above).

New members may be added to the MOU at the discretion of the Local Management Advisory Team.

Current County Wide Membership as of October 2016 Includes:

Chula Vista Elementary school District;	Spencer Valley School District;
Escondido Union School District;	Warner Unified School District;
Escondido Union High School District;	County of San Diego Probation Department;
Grossmont Union School District;	Chula Vista Police Department;
Julian Union School District;	La Mesa Police Department;
Lakeside Union School District;	San Diego County Sheriff's Department;
La Mesa-Spring Valley School District;	Community Health Improvement Partners;
Lemon Grove School District;	Harmonium Inc.;
Mountain Empire Unified School District;	Home Start Inc.;
San Diego County Superintendent of Schools;	North County Lifeline;
San Diego Unified School District;	San Diego Youth Services
Santee School District;	
County of San Diego Health and Human Services Agency	

WHEREAS, according to 34 CFR § 99.3 Education Records exclusions, “Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31)...Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific state law.”; and

WHEREAS under CCR Title 9, Chapter 11, Sections 1810.246.1, for California Early Periodic Screening Diagnosis and Treatment, “A Significant Support Person” is defined as a person who, in the opinion of the child/youth, or the person providing services, who has or could have a significant role in the successful outcome of treatment, including but not limited to the parents or legal guardian or relatives of the child/ youth or a person living in the same household as the child/youth, a legal representative of a child/ youth who is not a minor, a person living in the same household as the child/youth, and relatives of the child/youth.”

WHEREAS, Welfare and Institutions Code § 18986.46 allows members of a multidisciplinary services team within an integrated children’s services program to share information and/or records relevant to the formation of an integrated services plan and to the delivery of services to children and their families so long as the minor or his/her representative, including the court which has jurisdiction over those children who are wards or dependents of the court, consent to such a sharing of information and/or records; and

WHEREAS, Welfare and Institutions Code § 18986.46 provides that the sharing of information between members of a multidisciplinary services team within an integrated children’s services program shall be governed by memoranda of understanding between the agencies represented on the multidisciplinary team; and

WHEREAS, records maintained by the Health and Human Services Agency relating to any and all public assistance programs are confidential as are all client information collected and maintained by the Department of Social Services;

WHEREAS, Welfare and Institutions Code § 827 makes confidential all information pertaining to minors who are alleged to be victims of abuse or neglect; and

WHEREAS, Welfare and Institutions Code § 830 allows members of a multidisciplinary personnel team engaged in the prevention, identification, treatment of child abuse to disclose and exchange information and writings to and with one another relating to any incidents of child abuse that may also be a part of a juvenile court record or otherwise designated as confidential under state law if the member of the Team having that information or writing reasonably believes it is generally relevant to the prevention, identification, or treatment of child abuse; and

WHEREAS, Welfare and Institutions Code § 830 and Welfare and Institutions Code § 10850.1 also provide that all discussions relative to the disclosure or exchange of any such information or writings during team meetings are confidential and, notwithstanding any other provision of law. Testimony concerning any such discussion is not admissible in any criminal, civil, or juvenile court proceeding; and

WHEREAS, Welfare and Institutions Code § 10850.1 provides that the activities of a multidisciplinary personnel team engaged in the prevention, identification, and treatment of child abuse are activities performed in the administration of public social services, and a member of a team may disclose and exchange any information or writing that is also kept or maintained in connection with any program of public social services or otherwise designated as confidential under state law which he or she reasonably believes is relevant to the prevention, identification, or treatment of child abuse or the abuse of elder or dependent persons to other members of the team; and

WHEREAS, Welfare and Institutions Code § 18951 defines “Multidisciplinary personnel” to mean any team of three or more persons who are trained in the prevention, identification and treatment of child abuse and neglect cases who are qualified to provide a broad range of services related to child abuse and that the team may include, but not be limited to:

1. Psychiatrists, psychologists or other trained counseling personnel.
2. Police Officer or other law enforcement agents.
3. Medical personnel with sufficient training to provide health services.
4. Social workers with experience or training in child abuse prevention.
5. Any public or private school teacher, administrative officer, supervisor or child welfare and attendance, or certified pupil personnel employee; and

WHEREAS, Welfare and Institutions Code § 18964 (a) provides a person who is trained and qualified to serve on a multidisciplinary personnel team pursuant to subdivision (d) of Section 18951, whether or not the person is serving on a team, may be deemed, by the team, to be a part of the team as necessary for the purpose of prevention, identification, management, or treatment of an abused child and his or her parents; that the designated team may deem a person to be a member of the team for a particular case, and that the team shall specify its reasons, in writing, or deeming that person to be a member of the team: and that the person, when deemed a member of the team, may receive and disclose information relevant to a particular case as though he or she were a member of the team; and

WHEREAS, regarding one to one communication between members of the workgroup it must be established prior to the sharing of information that the members have a mutual client for sharing of detailed client information;

WHEREAS according to the Office for Civil Rights regarding schools:

“At the elementary or secondary school level, students’ immunization and other health records that are maintained by a school district or individual school, including a school-operated health clinic, that receives funds under any program administered by the U.S. Department of Education are “education records” subject to *FERPA*, including health and medical records maintained by a school nurse who is employed by or under contract with a school or school district. Some schools may receive a grant from a foundation or government agency to hire a nurse. Notwithstanding the source of the funding, if the nurse is hired as a school official (or contractor), the records maintained by the nurse or clinic are “education records” subject to *FERPA*.” and

“An (other) exception permits the disclosure of education records, without consent, to appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals. See 34 *CFR* §§ 99.31(a)(10) and 99.36.”

<http://www.hhs.gov/ocr/hipaa/HIPAAFERPAjointguide.pdf>

The membership of the above mentioned entities agree that:

INFORMATION SHARING

Each entity is individually responsible for abiding by the applicable laws and regulations pertaining to the data each has collected regarding their clients. Nothing in this MOU shall relieve an entity from abiding by relevant laws or regulation.

Group discussions for the purpose of improving coordinated services, outcome measurements, and efficacy of services; intervention trends or strategies will be limited to the specific data elements as identified by each LMAT group. Supervisors for each entity will provide the identified information so that when presented it is anonymized and the workgroup will not know the identity of the individual who is subject of the discussion

In the event common interest arises in serving an unidentified client, additional information may be shared by supervisors but only additional information that is relevant to the requesting entity’s services. The additional information may only be shared between the group members that will be providing services and in closed session between the interested parties.

All information shared will be treated as confidential and not disclosed by the recipient unless it is for the purpose of developing comprehensive services or by legal mandate.

Please print clearly the name of your agency or organization:

Please print clearly your name:

Please sign your name in ink:

Date:

Telephone Number:

E-mail:

Mailing Address:

Please send signed original to:

C/O

*Mara Madrigal-Weiss, Coordinator, Student Mental Health and Well-Being
San Diego County Office of Education
Room 412
6401 Linda Vista Rd.
San Diego CA 92111*

***A COPY OF THIS SIGNATURE PAGE WILL BE RETAINED IN PARTICIPATING
AGENCY SECRETARY FILES***

The expansion of the MOU is being funded through the Project Cal-Well Initiative



Sponsored by the California Department of Education (CDE), Coordinated Student Support and Adult Education Division, and the San Diego County Office of Education, Student Support Services Department. This MOU expansion is made possible through funding from the U.S. Department of Health and Human Services' Substance Abuse and Mental Health Services Administration (SAMHSA) through the "Now is the Time" Project Advancing Wellness and Resilience in Education State Educational Agency (NITT-AWARE-SEA). California's Project NITT-AWARE-SEA (Project Cal-Well) is a consortium of the CDE and three grantee Local Education Agencies (LEAs): San Diego County Office of Education (SDCOE) is one of the grantee LEA's.



The Global Oversight Analysis Linking Systems (G.O.A.L.S.) MOU was originally created in partnership with San Diego County Office of Education Project PEACE, Grossmont Union High School District Project SHIELD and their key stakeholders in San Diego County's East Region and funded by the Safe Schools Healthy Students Initiative.



Consent Item E.4.7.

Approval to Increase Work Hours for Classified
Non-Management Position

Prepared by Tim Larson
October 4, 2016

BACKGROUND:

Due to the increased enrollment in the Out-of-School Time programs, administration has determined the need to increase work hours for an Out-of-School Time Group Leader I position at Carlton Hills School.

RECOMMENDATION:

It is recommended that the Board of Education approve to increase work hours for the following positions effective September 21, 2016:

- Increase one (1) Out-of-School Time Group Leader I position at Carlton Hills School from 3.92 to 5.75 hours

FISCAL IMPACT:

The annual cost to increase work hours for the Out-of-School Time Group Leader I position will be \$8,416 and paid by the fee-based program.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.4.7.

Consent Item E.4.8. Adoption of Resolution No. 1617-09 to Eliminate a Vacant Classified Non-Management Position

Prepared by Tim Larson
October 4, 2016

BACKGROUND:

Due to funding and the low participation in Express Cart program at Hill Creek School, administration is supporting the decision to reduce a vacant Food Service Worker I-A position.

RECOMMENDATION:

It is recommended that the Board of Education approve to eliminate the following vacant position effective October 5, 2016:

- One (1) 2.75 Food Service Worker I-A position at Hill Creek School

FISCAL IMPACT:

The savings for eliminating a Food Service Worker I-A position. position will be \$9,937.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.4.8.

**SANTEE SCHOOL DISTRICT
Resolution No. 1617-09**

**ELIMINATION OF A VACANT
CLASSIFIED NON-MANAGEMENT POSITION**

WHEREAS, it has been determined that due to funding and the low participation in Express Cart program at Hill Creek School, a vacant Food Service Worker I-A position is no longer required;

NOW, THEREFORE, BE IT RESOLVED that as of the 4th day of October 2016, the Governing Board of Santee School District approved to eliminate the following vacant position effective October 5, 2016:

- One (1) 2.75 Food Service Worker I-A position at Hill Creek School

BE IT FURTHER RESOLVED that the Board will not require the District Superintendent to give sixty (60) days' notice prior to the effective date of elimination as the position is vacant and will not affect any classified employees.

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board of the Santee School District on the 4th day of October 2016, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

Dated 10/4/16

Clerk, Board of Education

Consent Item E.4.9.

Adoption of Resolution No. 1617-10 to Reinstate a
Classified Non-Management Position

Prepared by Tim Larson
October 4, 2016

BACKGROUND:

On September 6, 2016, administration recommended the elimination of a vacant Food Service Worker III-A position due to the low participation in the breakfast program at Chet F. Harritt. Since that time, it has become apparent that the breakfast program served a necessary role in the nutrition program at Chet F. Harritt. Therefore, administration is requesting to reinstate the Food Service Worker III-A position to support that position.

The position will be offered to the employee recently laid off as a result of the elimination.

RECOMMENDATION:

It is recommended that the Board of Education adopt resolution no. 1617-10 to reinstate the Food Service Worker III-A effective October 5, 2016.

FISCAL IMPACT:

The annual cost for the Food Service Worker III-A position will be \$5,710.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.4.9.

**SANTEE SCHOOL DISTRICT
Resolution No. 1617-10**

**TO REINSTATE A
CLASSIFIED NON-MANAGEMENT POSITION**

WHEREAS, it has been determined that there still remains a need for a Food Service Worker III-A position in the breakfast program at Chet F. Harritt;

NOW, THEREFORE, BE IT RESOLVED that as of the 4th day of October 2016, the Governing Board of Santee School District approved to reinstate the following position effective October 5, 2016:

- One (1) 1.25-hour Food Service Worker III-A position

BE IT FURTHER RESOLVED that the Board authorizes the District Superintendent to notify the affected classified employee that their position will be reinstated as set forth above.

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board of the Santee School District on the 4th day of October 2016, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

Dated 10/4/16

Clerk, Board of Education

Item F. DISCUSSION AND/OR ACTION ITEMS

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

BACKGROUND:

During the 2015-16 fiscal year, the District embarked on a long-term debt refinancing plan in order to create overall debt service savings for taxpayers and the General Fund. Dale Scott, with DS&C, has been serving as financial advisor for these transactions.

All refunding transactions originally planned have been completed and below is a summary of the debt service savings realized:

Refunding Transaction	Estimate Date	Net Savings		Savings Realized By
		Estimated	Actual	
2008 COPs	11/3/2015	\$6,942,243	\$11,584,701	General Fund
Series A GO Bonds (CIBs)	12/15/2015	\$2,021,343	\$2,608,394	Property Owners
Series D GO Bonds (CABs)	12/15/2015	\$8,232,539	\$8,724,237	Property Owners
Series E GO Bonds (CABs)	12/15/2015	\$8,930,837	\$10,601,368	Property Owners
Total GO Bonds		\$19,184,719	\$21,933,999	
Total Long Term Debt		\$26,126,962	\$33,518,701	

The District's financial advisor continues to monitor market conditions to see if there are any more opportunities to reduce the District's overall debt service. Mr. Scott has identified another potential refunding for the Series B GO Bonds and will provide an update to the Board of Education.

RECOMMENDATION:

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

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:

Current total outstanding debt service for the Series B General Obligation Bonds is \$23.7 million. If a refunding is initiated, savings would vary depending on market conditions at the time the refunding bonds are sold.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.1.

Prepared by Dr. Stephanie Pierce
October 4, 2016

BACKGROUND:

Legislation enacting the Local Control Funding Formula requires school districts to develop and adopt a three-year Local Control Accountability Plan (LCAP) and to update the plan every year. The LCAP is a strategic planning instrument involving significant engagement of stakeholders to inform decision-making for the formation of Goals and Action Steps. These Goals and Action Steps are to increase or improve services for all students.

One approved LCAP Goal and Action Step expands elective course offerings such as coding, visual and performing arts, and STEM (Science, Technology, Engineering, and Mathematics) related opportunities for middle school students.

This evening, Mike Olander, Principal at Cajon Park School, JoHanna Simko, Vice Principal at Cajon Park School, and Timothy Paule, Eagle Scout candidate, will be presenting Cajon Park's middle school elective application for programs and expenses beginning this school year.

RECOMMENDATION:

Administration recommends the Board of Education approve the application for electives funding for Cajon Park School.

This recommendation supports the following District goals:

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

Cajon Park School's total allocation for middle school electives from LCFF funding is \$60,000.

STUDENT ACHIEVEMENT IMPACT:

Elective course offerings designed to expand student knowledge and skills in California State Standards and 21st Century Skills will increase student college and career readiness.

Motion: _____ Second: _____ Vote: _____

Agenda Item F.2.1.

Discussion and/or Action Item F.3.1. Approval of Monthly Financial Report
Prepared by Karl Christensen
October 4, 2016

BACKGROUND:

Administration has prepared the accompanying Monthly Financial Report covering the period July 1, 2016 through August 31, 2016 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 \$12,083,617; cash receipts of \$4,865,808; and disbursements of \$5,079,142 are reflected for the period of July 1, through August 30, 2016 resulting in an ending cash balance of \$11,870,283 as of August 31, 2016.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item F.3.1.

Monthly Financial Report - July and August

1

CASH REPORT FOR JULY AND AUGUST

		Actual	Projected*
Beginning Cash Balance as of July 1, 2016		\$12,083,617	\$4,740,196
INCOME			
A. Local Control Funding Formula			
State Aid	\$ 3,042,858		
Property Taxes	348,642		
		3,391,500	
B. Federal Income			
Federal Funding	471,807		
		471,807	
C. State Income			
Unrestricted State Funding	2,935		
Lottery	443,398		
		446,333	
D. Local Income			
Other Local Income	152,639		
Spec Ed	384,561		
Interest	18,968		
		556,168	
E. Due to/Due from other funds		-	
F. Debt Proceeds		-	
TOTAL INCOME		\$4,865,808	\$3,975,679
Beginning Balance Plus Income		\$16,949,425	\$8,715,875
DISBURSEMENTS			
G. Commercial Warrants	\$ 1,651,925		
H. Salary and Benefits	3,218,670		
I. Other Outgo	183,547		
J. Interfund Borrowing Out	25,000		
K. Budget Adjustments	-		
TOTAL DISBURSEMENTS		\$5,079,142	\$6,985,472
Ending Cash Balance as of August 31, 2016		\$11,870,283	\$1,730,403

* Based on Cash Flow Projection at Estimated Actuals - June 2016

**Budget Revisions
Through August 31, 2016
2016-17 Revised Budget**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Beginning Fund Balance	12,665,955	966,446	13,632,401
Estimated Income	46,770,336	13,927,245	60,697,581
Estimated Expenditures	48,487,643	14,493,796	62,981,439
Change in Fund Balance	(1,717,307)	(566,551)	(2,283,858)
Projected Ending Fund Balance	10,948,648	399,895	11,348,543
Less: Restricted Program Carryovers	-	399,895	399,895
Less: Non-Spendable			
Prepaid Expenses	375,869	-	375,869
Revolving Cash Fund	198,677	-	198,677
Stores Inventory	54,828	-	54,828
Less: Assigned Vacation Carryover	251,095	-	251,095
Assigned Site Carryover Balances	-	-	-
Less: Economic Uncertainty Reserve	1,889,443	-	1,889,443
Less: Reserve for State Budget Uncertainty	-	-	-
Uncommitted/Unassigned/Unappropriated Fund Balance	8,178,736	-	8,178,736
Fund 17 Projected End of Year Balance	2,913,602	-	2,913,602
Projected Reserves	<u>12,981,781</u>	<u>-</u>	<u>12,981,781</u>
	<u>August</u>	<u>July</u>	
Projected Reserve % 2016-17¹	18.40%	18.40%	
Projected Reserve % 2017-18^{1,2}	16.21%	16.21%	
Projected Reserve % 2018-19^{1,2}	11.54%	11.54%	

¹As a % of the Estimated Total Outgo

²Based on Multi-Year Projection at 2016-17 Budget Adoption- June 2016

Next Update is to Occur December 2016 for 1st Interim

Discussion and/or Action Item F.3.2.
Prepared by Karl Christensen
October 4, 2016

Municipal Storm Water Management Plan
Annual Implementation Update

BACKGROUND:

On May 31, 2006, the Board of Education adopted a Storm Water Management Plan (SWMP) for the District. The SWMP identifies the best management practices (BMPs) that are being implemented throughout the District to prevent pollution storm water runoff. Provided today for acceptance is the Municipal Storm Water Management Plan Annual Progress Report as prepared by the San Diego County Office of Education's Municipal Storm Water Group. It shows how District staff have made substantial progress in implementing the Board's SWMP, and are continuing work to protect California's storm water from pollution.

RECOMMENDATION:

It is recommended that the Board of Education accept the Municipal Storm Water Management Plan Annual Implementation Update.

This recommendation supports the following District goal:

Learning Environment

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

FISCAL IMPACT:

No Fiscal Impact at this time.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item F.3.2.

SANTEE SCHOOL DISTRICT
2015-2016 Municipal Storm Water Management Plan
Annual Progress Report



Task	School Year(s)	BMP Implementation Detail
A. Program Management Element		
✓	1. Take Board action to voluntarily adopt SWMP.	2006-12 Complete
✓	2. Take Board Action to amend District Policy to facilitate effective enforcement of storm water requirements.	2011-12 Complete
B. Public Education and Outreach Program		
()	1. Discuss storm water issues with custodial and maintenance staff.	Annual; 2006-Present Custodial and maintenance staff receive training at annual meetings, which include basic training on the storm water system, effects of pollution, and pertinent updates on storm water regulations. 2014-2016: Monthly storm water messages provided by the FACJPA are shared with pertinent staff members.
()	2. Provide for student participation in educational programs.	Annual; 2006-Present Students continue to participate in a school campus recycling program, outdoor classroom stream activities, Green Apple Day, and rainwater harvesting projects. All include education on the water cycle, ecosystems, and the effects of pollution.
()	3. Distribute educational materials to school sites.	Annual; 2006-Present Calendars, posters, coloring books and similar materials were distributed to school sites, and posted/handed out as applicable in prior years. 2014-2016: A storm water opportunities poster is distributed to school sites for posting, and applicable monthly messages provided by the FACJPA are distributed and posted where visible to students, staff, and faculty as appropriate.
✓	4. Gather information regarding the different ways students are already being educated about storm water runoff and pollution.	2013-14 Students learn about the water cycle as part of seventh grade science curriculum, during outdoor classroom stream activities, and on Green Apple day. The DROPS program also includes an educational component with involves the 6th grade students acting as "storm water police".
✓	5. Add storm water language to small contract forms and applications for use of school facilities.	2012-13 Complete

Note: BMP = Best Management Practice ✓ = Task complete () = Task ongoing ✕ = Task outstanding or planned

SANTEE SCHOOL DISTRICT
2015-2016 Municipal Storm Water Management Plan
Annual Progress Report



Task	School Year(s)	BMP Implementation Detail
C. Public Involvement and Participation Program		
()	1. Notify and provide for student and staff participation in storm water related activities in the watershed.	Annual; 2009-Present Provide for student and staff participation in Earth Day and creek cleanup activities, Urban Core recycling programs, and tree plantings ; notify students and staff of opportunities to participate in watershed activities. A storm water opportunities poster including numerous storm water related events and activities is provided by the FACJPA annually and distributed to sites to encourage student and staff involvement in the watershed. Additionally, students and staff continue to participate in Earth Day and creek cleanup activities, Urban Core recycling programs, and tree plantings.
✓	2. Place copy of Storm Water Management Plan on District website.	2015-16 Complete
✓	3. Gather information to determine how students and staff are involved in watershed activities and document.	2013-14 Students and staff continue to participate in Earth Day and creek cleanup activities, Urban Core recycling programs, and tree plantings.
D. Illicit Discharge Detection and Elimination (IDDE) Program		
✓	1. Prepare outfall maps	2009-11 Outfall maps were prepared, showing where drainage leaves each site, labels were added at inlets in high foot traffic areas, and District staff was trained on the control of non-storm water runoff and proper disposal of chemicals and wash water.
✓	2. Identify and prohibit activities that could result in an illicit discharge.	2009-10; 2015-16 Student car wash activities were disallowed. 2016: Irrigation systems have been upgraded to run with CalSense controllers to eliminate over irrigation, and hose bibs have been outfitted with keys to prevent use by untrained persons, or for uncondoned uses.
()	3. Provide and document annual training for District staff and document using sign-in sheets.	Annual; 2011-Present District staff receive training annually, which includes basic training on the storm water system, effects of pollution, and pertinent updates on storm water regulations. 2014-2016: Monthly storm water messages provided by the FACJPA are shared with pertinent staff members.
()	4. Install or refresh inlet labels, where needed.	As-Needed; 2013-Present Labels are refreshed as-needed. Additional labels are placed in high traffic areas where applicable.
✘	5. Revise outfall maps to show storm drain inlets and permanent BMP locations.	2014-17 In Progress; the District has completed 25% of sites.

Note: BMP = Best Management Practice ✓ = Task complete () = Task ongoing ✘ = Task outstanding or planned

SANTEE SCHOOL DISTRICT
2015-2016 Municipal Storm Water Management Plan
Annual Progress Report



	Task	School Year(s)	BMP Implementation Detail
(O)	6. Check for illicit discharges at each site, possibly as part of FIT observations.	Annual; 2013- Present	The District has incorporated IDDE screening into their existing inspection program, and is utilizing the supplemental inspection tool provided by the FACJPA.
E. Construction Site Runoff Control Program			
(O)	1. Utilize contract language requiring compliance with CGP at large construction sites (1 acre or greater).	As- Needed; 2009- Present	The District has verified that storm water language is in their architect and construction templates, and when large projects have been underway, the SWPPP is enforced. Currently, there are no active large construction projects in the District.
(O)	2. Provide and document annual training for District staff regarding use of BMPs at both large and small (less than 1 acre) construction sites and document.	Annual; 2006- Present	Staff are trained annually on BMPs for small maintenance or landscaping projects. Currently, the only planned construction is related to the DROPS grant desiltation and detention basin installations.
(O)	3. Monitor construction activities at small sites and install BMPs where needed to prevent storm water pollution.	As- Needed; 2011- Present	BMPs are deployed as appropriate to activities for small maintenance and landscaping projects.
F. Pollution Prevention/ Good Housekeeping for Operations Program			
(O)	1. Identify and take steps to eliminate pollutant sources that may relate to District landscaping, grounds-keeping, custodial, material storage, and transportation activities.	Annual; 2006- Present	The District continues to implement an IPM program, minimize fertilizer use; collect litter, and use green custodial products. Additionally, areas with bare soil have had hydroseeding applied to prevent erosion. Irrigation systems use reclaimed water, and have been upgraded to run with CalSense controllers to eliminate over irrigation, and are adjusted manually to prevent overspray. Hose bibs have been outfitted with keys to prevent use by untrained persons, or for uncondoned uses. Materials stored outdoors have been evaluated for exposure to storm water. Staff has been trained regarding BMPs that should be used to prevent storm water pollution. The Bus Maintenance facility SWPPP is also being implemented.
(O)	2. Continue to minimize and take steps to assure that materials stored outside are not exposed to storm water.	Annual; 2011- Present	Most significant materials at the District Maintenance Facility have been placed into shipping containers, beneath a permanent roof, beneath a tarp, or indoors. The District is looking into providing additional protection for temporarily stored items, and moving the few remaining items into covered/contained areas.

Note: BMP = Best Management Practice ✓ = Task complete (O) = Task ongoing ✕ = Task outstanding or planned

SANTEE SCHOOL DISTRICT
2015-2016 Municipal Storm Water Management Plan
Annual Progress Report



Task		School Year(s)	BMP Implementation Detail
(O)	3. Continue to provide and document annual training for District staff and document using sign-in sheets.	Annual; 2011-Present	Grounds and maintenance staff receive training at quarterly meetings, and custodial receive training at annual meetings, which include basic training on the storm water system, effects of pollution, and pertinent updates on storm water regulations. 2014-2016: Monthly storm water messages provided by the FACJPA are shared with pertinent staff members.
(O)	4. Inspect facilities, including catch basins and permanent BMPs. Clean where needed to maintain effectiveness in trapping debris and sediment.	Annual; 2011-Present	The District has incorporated storm drain and BMP inspection and maintenance into their existing inspection program, and is utilizing the inspection tool provided by the FACJPA. These activities occur in the summer and the facilities are rechecked before the rainy season, and prior to forecasted rain events. Each school has maintenance staff assigned to accomplish these additional checks in a timely manner.
(O)	5. Identify special activities where there is the potential for storm water pollution. Take steps to prevent storm water pollution.	Annual; 2011-Present	Cafeterias have been identified as a potential pollutant source. To prevent pollutant discharge, all food waste is bagged prior to placement in dumpsters. Lids are kept closed, and disposal areas are kept free of waste materials and liquids.
G. Post Construction Storm Water Management Program			
(O)	1. Identify and inspect existing post-construction BMPs. Provide maintenance as necessary to maintain BMP effectiveness.	Annual; 2010-Present	The District has installed pervious pavement, a retention basin, and vegetated swales at Pepper Drive School. All post-construction BMPs are inspected annually, and cleaned out/maintained as needed as part of regular facility maintenance procedures.
(O)	2. Include County post-construction BMPs on both major and minor and improvement projects where possible.	As-Needed; 2011-Present	DROPS grant improvement projects are planned. The following resources are consulted when considering improvement projects: <ul style="list-style-type: none"> • City of Santee: www.ci.santee.ca.us/Index.aspx?page=361 • County of San Diego (for new construction or renovation) See Chapter 4 – Guidance for Selection of Permanent BMPs in the San Diego County Standard Urban Storm Water Mitigation Plan for Land Development and Public Improvement Projects: www.sdcountry.ca.gov/dpw/watersheds/susmp/susmp.html • San Diego County Low Impact Development Handbook: www.sdcountry.ca.gov/dplu/docs/LID-Handbook.pdf
H. Effectiveness Assessment			
✓	1. Develop plan to track short- and long-term progress.	2015-16	The District is implementing a storm water work order procedure to better track activities and maintenance.

Note: BMP = Best Management Practice ✓ = Task complete (O) = Task ongoing ✕ = Task outstanding or planned

SANTEE SCHOOL DISTRICT
2015-2016 Municipal Storm Water Management Plan
Annual Progress Report



	Task	School Year(s)	BMP Implementation Detail
✓	2. Evaluate the effectiveness of the District's existing storm water management program. Determine steps the District can take to further mitigate impacts on storm water quality.	Annual; 2014-Present	The District has evaluated the effectiveness of its storm water management program efforts at its municipal and bus maintenance facility yards, and identified areas where improvements were needed. Significant improvements were made to housekeeping and storage BMPs, and several sites have undergone minor improvements including rainwater capture and reuse systems, and rerouting downspouts to landscaping. The DROPS Grant program was also secured to add treatment facilities at school sites.
✘	3. Identify how existing control measures and or activities can be modified to improve the effectiveness of the District storm water management program.	2016-17	Planned

Note: BMP = Best Management Practice ✓ = Task complete ◯ = Task ongoing ✘ = Task outstanding or planned

Item G. BOARD POLICIES AND BYLAWS

Board Policies and Bylaws Item G.1.1.

Second Reading: Board Policy 1312.3
Uniform Complaint Procedures

Prepared by Tim Larson
October 4, 2016

BACKGROUND:

This Board Policy has been revised to reflect new compliance procedures and is presented tonight for a second reading.

RECOMMENDATION:

Board Policy 1312.3, Uniform Complaint Procedures, is presented for a second reading. Action is at the discretion of the Board.

FISCAL IMPACT:

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

STUDENT ACHIEVEMENT IMPACT:

Effective governance has a positive impact on student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item G.1.1.

UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation. The district shall investigate complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. (5 CCR 4620)

~~The district shall follow uniform complaint procedures to resolve any complaints alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of any protected group as identified under Education Code 200 and 220 and Government Code 11135. (5 CCR 4610) or based on association with a person or group of a protected group.~~

~~Uniform complaint procedures shall also be used when addressing complaints alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, Local Control Funding Formula programs, the LCAP implementation process, and special education programs. (5 CCR 4610)~~

~~Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and mis-assignments shall be investigated pursuant to the district's Williams uniform complaint procedure (AR 1312.4).~~

~~The Board encourages the early, informal resolution of complaints at the site level whenever possible.~~

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, after school education and safety programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, consolidated categorical aid programs, and any other district-implemented program which is listed in Education Code 64000(a) (5 CCR 4610)

2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group

UNIFORM COMPLAINT PROCEDURES

identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

3.Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

4.Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

5.Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

6.Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

7.Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

8.Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

9.Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

10.Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

11. Any other complaint as specified in a district policy

UNIFORM COMPLAINT PROCEDURES

~~The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of all parties and the integrity of the process. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designee may keep the identity of the complainant confidential, to the extent that the investigation of the complaint is not obstructed.~~

~~The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.~~

~~The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.~~

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable law and district policy.

Non-UCP Complaints

UNIFORM COMPLAINT PROCEDURES

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

222 Reasonable accommodations; lactating students

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32289 School safety plan, uniform complaint procedure

35186 Williams uniform complaint procedure

41500-41513 Categorical education block grants

48853-48853.5 Foster youth

48985 Notices in language other than English

49010-49013 Student Fees

49060-49079 Student records

49069.5 Rights of parents

49490-49590 Child nutrition programs

49490-49590 Child nutrition programs

51210 Courses of study grades 1-6

51223 Physical education, elementary schools

51225.1-51225.2 Foster youth and homeless children; course credits; graduation requirements

51228.1-51228.3 Course periods without educational content

52060-52077 Local control and accountability plan, especially:

52075 Complaint for lack of compliance with local control and accountability plan requirements

52160-52178 Bilingual education programs

UNIFORM COMPLAINT PROCEDURES

52300-52490 *Career-technical education*
 52500-52616.24 *Adult schools*
 52800-52870 *School-based coordinated programs*
 54000-54028 *Economic impact aid programs*
 54100-54145 *Miller-Unruh Basic Reading Act*
 54400-54425 *Compensatory education programs*
 54440-54445 *Migrant education*
 54460-54529 *Compensatory education programs*
 56000-56867 *Special education programs*
 59000-59300 *Special schools and centers*
 64000-64001 *Consolidated application process*
 GOVERNMENT CODE
 11135 *Nondiscrimination in programs or activities funded by state*
 12900-12996 *Fair Employment and Housing Act*
 PENAL CODE
 422.55 *Hate crime; definition*
 422.6 *Interference with constitutional right or privilege*
 CODE OF REGULATIONS, TITLE 5
 3080 *Application of section*
 4600-4687 *Uniform complaint procedures*
 4900-4965 *Nondiscrimination in elementary and secondary education programs*
 UNITED STATES CODE, TITLE 20
 1221 *Application of laws*
 1232g *Family Educational Rights and Privacy Act*
 1681-1688 *Title IX of the Education Amendments of 1972*
 6301-6577 *Title I basic programs*
 6601-6777 *Title II preparing and recruiting high quality teachers and principals*
 6801-6871 *Title III language instruction for limited English proficient and immigrant students*
 7101-7184 *Safe and Drug-Free Schools and Communities Act*
 7201-7283g *Title V promoting informed parental choice and innovative programs*
 7301-7372 *Title V rural and low-income school programs*
 12101-12213 *Title II equal opportunity for individuals with disabilities*
 UNITED STATES CODE, TITLE 29
 794 *Section 504 of Rehabilitation Act of 1973*
 UNITED STATES CODE, TITLE 42
 2000d-2000e-17 *Title VI and Title VII Civil Rights Act of 1964, as amended*
 2000h-2-2000h-6 *Title IX of the Civil Rights Act of 1964*
 6101-6107 *Age Discrimination Act of 1975*
 CODE OF FEDERAL REGULATIONS, TITLE 28
 35.107 *Nondiscrimination on basis of disability; complaints*
 CODE OF FEDERAL REGULATIONS, TITLE 34
 99.1-99.67 *Family Educational Rights and Privacy Act*
 100.3 *Prohibition of discrimination on basis of race, color or national origin*
 104.7 *Designation of responsible employee for Section 504*
 106.8 *Designation of responsible employee for Title IX*
 106.9 *Notification of nondiscrimination on basis of sex*
 110.25 *Notification of nondiscrimination on the basis of age*

UNIFORM COMPLAINT PROCEDURES

Management Resources:

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

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Sexual Violence, April 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

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

California Department of Education: <http://www.cde.ca.gov>

Family Policy Compliance Office: <http://familypolicy.ed.gov>

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

U.S. Department of Justice: <http://www.justice.gov>

Policy adopted: February 17, 2009
Revised: 3/19/13, 6/17/14; 9/20/2016

SANTEE SCHOOL DISTRICT
Santee, California

Item H. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

Item I. CLOSED SESSION

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

The Board will go into Closed Session to discuss:

1. **Public Employee Discipline/Dismissal/Release** (Gov. Code § 54957)
2. **Conference with Labor Negotiator** (Gov't. Code § 54957.6)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Employee Organization: Santee Teachers Association (STA)
3. **Conference with Labor Negotiator** (Gov't. Code § 54957.6)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Employee Organization: Classified School Employees Association (CSEA)
4. **Conference with Real Property Negotiators** (Gov't. Code § 54956.8)
 - *Elliot Site #2 (Parcel #: APN 366 050 16 - east of landfill; North of West Hills High School – area commonly known as Camp Elliott)*
 - *10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)*
 - *Property adjacent to 9219 Fenway Road, Santee, CA 92071 located at 10201 Settle Road, Santee, CA 92071 (Sycamore Canyon School)*
 - *Sycamore Canyon School, 10201 Settle Road, Santee, CA 92071**Agency Negotiator: Cathy A. Pierce, Superintendent*
6. **Public Employee Performance Evaluation** (Gov. Code § 54957)
Superintendent

Item J. RECONVENE TO PUBLIC SESSION

Item K. ADJOURNMENT

Agenda Items H, I, J, and K.