



Santee School District

SCHOOLS:

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

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

BOARD OF EDUCATION REGULAR MEETING A G E N D A October 16, 2012

District Mission

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

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| A. CLOSED SESSION – 6:30 p.m. | |
| 1. Public Employment Matters (Govt. Code § 54957)
<i>Superintendent</i> | |
| B. OPENING PROCEDURES – 7:00 p.m. | 5 |
| 1. Call to Order and Welcome | |
| 2. District Mission | |
| 3. Pledge of Allegiance | |
| 4. Approval of Agenda | |
| 5. Special Action Item: Approval of Contract for Incoming Superintendent
The Board will be presented a contract for approval to employ a new Superintendent for Santee School District, effective November 1, 2012. | |
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BOARD OF EDUCATION · Dan Bartholomew, Dustin Burns, Dianne El-Hajj, Ken Fox, Barbara Ryan
DISTRICT SUPERINTENDENT · Patrick Shaw, Ed.D.

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

D. PUBLIC COMMUNICATION	Page #
<i>During this time, citizens are invited to address the Board of Education about any item <u>not</u> on the agenda. Request-to-speak cards should be submitted in advance. The Board may not take action on any item presented. The Board has a policy limiting any speaker to five minutes. Meetings are recorded.</i>	
E. CONSENT ITEMS	15
<i>Items listed under Consent are considered to be routine and are acted on by the Board with a single motion. There is no discussion of these items prior to the Board vote unless a member of the Board, staff, or public requests specific items be considered separately. Request to speak cards should be submitted in advance.</i>	
Superintendent	
1.1. <u>Approval of Minutes</u>	16
It is recommended that the Board of Education approve meeting minutes with any necessary modifications.	
Business Services	
2.1. <u>Approval/Ratification of Travel Requests</u>	24
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. <u>Approval/Ratification of Expenditure Warrants</u>	26
It is recommended that the Board of Education approve and ratify the expenditure warrants for the month of September 2012.	
2.3. <u>Approval/Ratification of Purchase Orders</u>	28
It is recommended that the Board of Education approve and ratify purchase orders issued September 1, 2012 through September 30, 2012.	
2.4. <u>Acceptance of Donations</u>	36
It is recommended that the Board of Education accept donations as listed.	
2.5. <u>Approval/Ratification of Revolving Cash Report</u>	37
It is recommended that the Board of Education approve the checks listed in the Revolving Cash Report as presented.	
Human Resources/Pupil Services	
3.1. <u>Personnel, Regular</u>	39
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations and dismissals.	
3.2. <u>Adoption of Resolutions Authorizing Teacher Services – Education Code Sections 44256(b), 44258.2, and 44263</u>	41
It is recommended that the Board of Education adopt resolutions authorizing teacher services.	
3.3. <u>Approval of Memorandum of Understanding Between Santee School District’s After School Education and Safety Program (ASES) and San Diego County Superintendent of Schools for Fiscal Year 2012-2013</u>	43
It is recommended that the Board of Education approve the MOU between ASES and San Diego County Superintendent of Schools for 2012-2013.	

F.	DISCUSSION AND/OR ACTION ITEMS	Page #
	<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>Committee Recommendations for Revisions to Board Policy and Administration Regulation 5127 Promotion Ceremonies and Activities and Discussion of Protocols for Promotion Ceremonies</u> It is recommended that the Board of Education review the draft revisions of Board Policy and Administrative Regulation 5127 as recommended by the committee and provide any desired amendments to the drafts. A final draft of BP and AR 5127 will return for a first reading, second reading, and approval. It is also recommended that the Board of Education discuss standardized protocols for promotion exercises.	60
	Business Services	
2.1.	<u>Arbitrage Rebate Liability for 2007 Series A General Obligation Bond Issue</u> It is recommended that the Board of Education approve filing of the appropriate tax form and payment to Internal Revenue Service for arbitrage liability for Series A General Obligation Bond and authorization to request waiver of penalty.	69
	Capital Improvement Program	
3.1.	<u>Value Engineering and Enclosure of Stairs for Pepper Drive 10-Classroom Addition</u> It is recommended that the Board of Education approve maintaining both stairways on the exterior of the building to save on costs for construction, maintenance, cleaning, and energy use.	71
G.	BOARD POLICIES AND BYLAWS	
1.	First Readings	
1.1.	<u>Revised Board Policy 3511, "Storm Water Master Plan"</u> Revised Board Policy 3511 is presented to the Board of Education for a first reading. No action is requested at this time.	74
2.	Second Readings	
2.1.	<u>Revised Board Policy 4112.42, "Drug and Alcohol Testing for School Bus Drivers"</u> Revised Board Policy 4112.42 is presented to the Board of Education for a second reading; Approval of the proposed revisions to Board Policy 4112.42, "Drug and Alcohol Testing for School Bus Drivers" is requested.	77
2.2.	<u>Revised Board Policy 3311, "Bids"</u> Revised Board Policy 3311 is presented to the Board of Education for a second reading; Approval of the proposed revisions to Board Policy 3311, "Bids" is requested.	80
H.	BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS	91

I. **CLOSED SESSION** 91

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

J. **RECONVENE TO PUBLIC SESSION** 91

K. **ADJOURNMENT** 91

Please note: Per SB 343, the supporting documents for this meeting agenda are available in the lobby at the Santee School District Office, located at 9625 Cuyamaca St., Santee, CA 92071 and will be available for viewing at the meeting

The next regular meeting of the Board of Education is scheduled for November 6, 2012, at 7:00 p.m. in the Douglas E. Giles Educational Resource Center.

Santee School District complies with the Americans with Disabilities Act. If you require reasonable accommodations including alternate formats for this meeting, contact the Superintendent's Office at (619) 258-2304 at least two (2) days before the meeting date.

Members present:

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

CLOSED SESSION ITEM A – 6:30 p.m.

1. Public Employment Matters (Govt. Code § 54957)
Superintendent

OPENING PROCEDURES ITEM B.

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 16, 2012 regular meeting
5. **Special Action Item: Approval of Contract for Incoming Superintendent**

Agenda Item A.

BACKGROUND:

On June 19, 2012, Dr. Pat Shaw announced that he would be retiring as Superintendent of the Santee School District at the end of October 2012. Following Dr. Shaw's announcement, the Board moved forward to search for a highly qualified individual to assume the leadership role of the District upon Dr. Shaw's departure.

The Board is excited to announce that they have been successful in finding and acquiring such an individual to serve as the Superintendent and Chief Executive Officer of Santee School District, effective November 1, 2012.

Tonight, the Board of Education will be presented with a final Superintendent's contract/agreement for approval. The final salary and contract language continues to be under development at the time of publication of the Board Meeting supporting documents and it is anticipated to be completed prior to the Board Meeting. A complete and final contract will be fully disclosed at this meeting prior to requesting approval by the Board.

Upon approval of a final contract, the Board will introduce the successor Superintendent.

RECOMMENDATION:

It is recommended that the Board of Education be provided and approve a final contract for a Superintendent, effective November 1, 2012.

FISCAL IMPACT:

The fiscal impact will be determined upon approval of a final contract. The annual salary for the Superintendent is paid from the general fund.

STUDENT ACHIEVEMENT IMPACT:

Effective leadership leads to excellence in student learning and student achievement

Reports and Presentations Item C.1. Superintendent's Report
Prepared by Dr. Patrick Shaw
October 16, 2012

The following items are presented for Board information:

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

Agenda Item C.1.

DEVELOPER FEES COLLECTION REPORT
2012-13
CUMULATIVE THROUGH OCTOBER 5, 2012

Residential Rate: \$1.98 per square foot over 500 - effective 6/17/12

Commercial Rate: \$0.32 per square foot - effective 6/17/12

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

COM	RES	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
X		10946 Woodside Avenue North	06/27/12	3,245	\$1,038.40	HC
	X	8780 Carlton Oaks Drive	06/27/12	2,304	\$4,561.92	CO
X		254 Town Center Parkway (Buffalo Wild Wings)	08/03/12	7,997	\$2,559.04	RS
	X	8340 O'Connell Road	08/16/12	3,216	\$6,367.68	PD
X		9336 Abraham Way (Scantibodies)	09/27/12	5,692	\$1,821.44	HC
X		9418 Mission Gorge Road (Chick-Fil-A)	10/02/12	4,734	\$1,514.88	RS
TOTAL PAGE 1					\$17,863.36	

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

Requests For Use Of Facilities - October 16, 2012

Group	Location	Date	Days	Time	Attendance	Fees Applied
Cajon Park Riverview Community Church Santana National Little League	Multi-Purpose & PSFE Classroom	9/30/12 10/9/12	Sunday Tuesday	4:00 pm - 7:30 pm 6:30 pm - 9:30 pm	100 18	\$120.50
Carlton Hills CSF - Heartlight Aerobics Santee Mission Creek (HOA Meeting) PTA (Trunk or Treat)	Classroom or Outdoors Classroom Parking Lot	9/25/12 - 6/11/13 10/16/12 - 2/26/13 10/27/12	Tuesday Tuesday Saturday	1:30 pm - 2:20 pm 6:00 pm - 8:00 pm 10:00 am - 1:00 pm	10 - 25 6 - 10 varies	\$195.75
Carlton Oaks City of Santee (Recreation Class)	Classroom	10/26/12	Friday	1:30 pm - 4:30 pm	5 - 15	
Chet F. Harritt PTA	Multi-Purpose	10/2/12	Tuesday	6:00 pm - 7:00 pm		
PRIDE Academy (Prospect Avenue) Girl Scouts Troop #6621	Classroom	9/28/12	Friday	6:00 pm - 9:00 pm	20 - 30	

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

**Santee School District
ENROLLMENT REPORT
10/12/2012
Month 2 Week 3**

SCHOOL	REGULAR ED										SDC				Total All					
	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	10/12/12	10/21/11	# Diff	% Diff	10/12/12	10/21/11	# Diff	% Diff	10/12/12	10/05/12	# Diff
Cajon Park	107	109	97	110	110	124	103	110	122	992	956	36	3.8%	59	66	-7	-10.6%	1051	1051	0
Carlton Hills	56	40	38	47	40	38	50	62	97	468	491	-23	-4.7%	30	31	-1	-3.2%	498	500	-2
Carlton Oaks	83	74	92	83	87	73	94	111	100	797	825	-28	-3.4%	51	60	-9	-15.0%	848	849	-1
Chet F. Harritt	59	58	74	56	81	51	52	61	61	553	580	-27	-4.7%	0	0	0	0.0%	553	554	-1
Hill Creek	72	71	87	76	95	92	70	81	81	725	743	-18	-2.4%	13	18	-5	-27.8%	738	738	0
Pepper Drive	95	96	89	86	77	78	72	80	85	758	754	4	0.5%	12	10	2	20.0%	770	773	-3
Prospect Ave	67	69	52	63	51	60	49	57	67	535	524	11	2.1%	0	0	0	0.0%	535	535	0
Rio Seco	107	118	83	104	109	104	109	98	118	950	938	12	1.3%	43	48	-5	-10.4%	993	993	0
Sycamore Canyon	48	59	53	43	44	46	29	0	0	322	340	-18	-5.3%	0	1	-1	-100.0%	322	323	-1
SUBTOTAL	694	694	665	668	694	666	628	660	731	6100	6151	-51	-0.8%	208	234	-26	-11.1%	6308	6,316	-8
Alternative School	2	3	2	9	5	4	6	8	5	44	35	9	25.7%					44	44	0
Santee Success								1	6	7	2	5	250.0%					7	7	0
TK	48									48	0	48	0.0%					48	48	0
EAK										0	0	0	0.0%					0	0	0
NPS										2				2	3	-1	-33.3%	2	2	0
SUBTOTAL	50	3	2	9	5	4	6	9	11	101	37	64	173.0%					101	101	0
TOTAL	744	697	667	677	699	670	634	669	742	6201	6,188	13	0.2%	210	237	-27	-11%	6409	6,417	-8

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

Cajon Park	PK	1053
Sycamore Canyon	2	357
Total PK	35	
	37	

Total Enrollment Including PK
6446

Schedule of Upcoming Events

Date	Event
November 6	Election Day Board Meeting – 7:00 p.m.
November 7	Community Forum – <i>Take a Stand Against Bullying</i> 6:00 p.m. @ ERC
November 12	Veterans' Day Holiday Schools and Departments Closed
November 19-23	Thanksgiving Holiday Break - Schools Closed Departments Closed November 21-23
December 4	Board Meeting – 7:00 p.m.
December 18	Board Meeting – 7:00 p.m. (Organizational Meeting)
December 24-January 4	Winter Break Schools Closed
January 7	Staff Professional Development Day Non-Student Day
January 8	Students return from Winter Break
January 15	Board Meeting – 7:00 p.m.
January 21	Martin Luther King Holiday Schools and Departments Closed
February 5	Board Meeting – 7:00 p.m.
February 11	Lincoln Holiday Schools and Departments Closed
February 18	Washington Holiday Schools and Departments Closed
February 19	Board Meeting – 7:00 p.m.

Reports and Presentation Item C.2. Spotlight: Santee School District Video
Prepared by Dr. Pat Shaw
October 16, 2012

BACKGROUND:

In 2008, Santee School District contracted with a professional video company to create a video for Santee School District. The video was posted on the website and was linked to several other local agencies. After the initial two years of the subscription, the Board chose not to continue the subscription, saving the District \$5,000 per year.

During the 2010-11 school year, under the direction of the Superintendent, the Professional Leadership Team worked in teams to develop video messages depicting Santee School District. Five videos were created and were shown to the Board. All of the videos focused on the strengths of Santee School District.

Dr. Shaw asked Dr. Laura Spencer to take the best ideas and photos from each presentation and create one video that would truly portray Santee School District.

Tonight, Dr. Shaw would like to present the new video to the Board. When the video is finalized, it will be available on the District home page. We can also make the link available to the City of Santee and Chamber of Commerce for their websites.

Motion: _____ Second: _____ Vote: _____

Agenda Item C.2.

Reports and Presentation Item C.3.
Prepared by Dr. Pat Shaw
October 16, 2012

Spotlight: Joey Sutera
Santee School District's Teacher of the Year

BACKGROUND:

Each year, the Santee School District selects an outstanding and dedicated teacher to represent all Santee teachers in the San Diego County Office of Education annual Teacher of the Year competition, *A Salute to Teachers*. The procedure to identify Santee's Teacher of the Year involves site and district level input from certificated and administrative staff. Nominees are judged based on criteria developed by the San Diego County Office of Education.

In 2011-12, Carlton Oaks' third grade teacher, Joey Sutera, was selected to represent Santee in the competition to be named a San Diego County Teacher of the Year. This year's event was held on Saturday, October 6th. Although Mr. Sutera was not chosen as one of the five County Teachers of the Year, he was selected as one of the 10 finalists out of the 42 nominees.

The Board wishes to recognize and thank Mr. Joey Sutera for devoting his professional life to not only educate, but also to inspire and motivate students.

Motion: _____ Second: _____ Vote: _____

Agenda Item C.3.

Reports and Presentations Item C.4.
Prepared by Dr. Stephanie Pierce
October 16, 2012

Report on 2012 API and AYP Results

BACKGROUND

Tonight Dr. Stephanie Pierce, Director of Educational Services, and Bonner Montler, Coordinator of Assessments and English Learner Department, will be providing a brief overview of the 2012 API and AYP data recently received by the District.

Agenda Item C.4.

PUBLIC COMMUNICATION Item D.

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.

Agenda Item D.

CONSENT ITEMS Item E.

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. Approval of Minutes
Prepared by Dr. Patrick Shaw
October 16, 2012

BACKGROUND:

Presented for Board approval –

- October 2, 2012, regular meeting minutes
- September 27, 2012, special meeting minutes
- October 1, 2012, special meeting minutes
- October 6, 2012, special 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**

October 2, 2012
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome
President Bartholomew called the meeting to order at 7:00 p.m. and read the District Mission Statement.
Members present:
 Dan Bartholomew, President
 Dianne El-Hajj, Vice President
 Ken Fox, Clerk
 Dustin Burns, Member
Members absent:
 Barbara Ryan, Member (Excused)
Administration present:
 Dr. Patrick Shaw, Superintendent and Secretary to the Board
 Karl Christensen, Assistant Superintendent, Business Services
 Minnie Malin, Assistant Superintendent, Human Resources/Pupil Services
 Dr. Stephanie Pierce, Director, Educational Services
 Linda Vail, Executive Assistant and Recording Secretary
2. President Bartholomew invited the audience to recite the District Mission and then invited Mr. Paul Finkel, retired teacher, to lead the members, staff, and audience in the Pledge of Allegiance.
President Bartholomew introduced Board candidates Gabriel Piña and Elana Levens Craig who were in the audience.
3. Approval of Agenda
It was moved and seconded to approve the agenda.
Motion: Burns Second: Fox Vote: 4-0

B. REPORTS AND PRESENTATIONS

1. **Superintendent's Report**
 - 1.1. Developer Fees Collection Report
 - 1.2. Use of Facilities Report
 - 1.3. Enrollment Report
 - 1.4. Schedule of Upcoming Events
2. **Spotlight – Kiwanis of Santee: Junior Olympics**

Dr. Shaw acknowledged the Kiwanis of Santee for their continued dedication to students, especially in the area of the Junior Olympics program, which they have held annually for over 30 years. Kids return from this event with lots of medals and bragging rights. Kids and teachers alike really enjoy participating in this event. President Bartholomew presented Paul Finkel and Joe Gersztyn with a certificate of appreciation from the District and also a certificate from State Senator Joel Anderson recognizing their contributions. Mr. Finkel said it could not happen without the contributions of the teachers who spend a great deal of time practicing and attending the event. Member Burns said it is something kids really remember throughout their life.

C. PUBLIC COMMUNICATION

- President Bartholomew invited members of the audience to address the Board about any item not on the agenda.
- Elana Levens Craig, Santee resident, shared some of the highlights of her recent visits to each school. She was very excited about all of the great things she saw happening for students. She thanked the school staffs for being welcoming and inviting.

D. CONSENT ITEMS

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

- 1.1. **Approval of Minutes**
- 1.2. **Consideration to Cancel the November 20, 2012 Regularly Scheduled Meeting of the Board of Education**
- 2.1. **Approval/Ratification of Travel Requests**
- 2.2. **Approval/Ratification of Revolving Cash Report**
- 2.3. **Acceptance of Donations**
- 2.4. **Adoption of Proclamation for National School Lunch Week**
- 2.5. **Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement**
- 2.6. **Approval of Consultants and General Service Providers**
- 2.7. **Right of Entry Agreement with the United States of America for Munitions Survey and Abatement on the Elliott Site**
- 3.1. **Personnel, Regular**
- 3.2. **Approval of Santee Collaborative Reinvestment Plan for the Use of LEA Medi-Cal Funds**
- 3.3. **Adoption of Proclamation Endorsing Drug Awareness Week, October 22 – 26, 2012**

It was moved and seconded to approve Consent Items.

Motion: Burns **Second:** Fox **Vote:** 4-0

Member El-Hajj commented on the great Charger Grant received by Cajon Park School.

E. DISCUSSION AND/OR ACTION ITEMS

1.1. Approval of Monthly Financial Report

Karl Christensen provided a report on budget transactions and cash for the months of July and August. The District ended the month of August with a cash balance of \$6.7 million in the General Fund, a bit lower than projected due to timing of certain cash receipts. He is projecting a deficit in the Unrestricted General Fund of close to \$3.3 million if the ballot initiative fails and the State mid-year trigger cut is enacted. This is slightly less than what was projected due to changes for additional teachers and offsetting changes to certain revenue projections. Under the scenario of mid-year trigger cuts this year, and assumed to be on-going, the District could meet the 3% minimum required reserve in 2013-14 but not in 2014-15. There will be more certainty regarding the fate of the budget next month when the voters consider the ballot measures that impact funding for education. Member Burns moved to approve the Monthly Financial Report.

Motion: Burns **Second:** El-Hajj **Vote:** 4-0

1.2. Safe Route to Schools Grant for Sidewalk Improvements at Carlton Oaks

Karl Christensen reported that several months ago we were notified by the City of Santee that they were successful in obtaining a Safe Route to Schools Grant through the County of San Diego for \$175,500 to widen the sidewalk areas in front of Carlton Oaks. Stephanie Pierce, Kristi Joiner, and Christina Becker were involved in discussions with City staff regarding the application for this grant and gave input to the process, including writing letters of support. The topic of matching funds from the District was not discussed during this planning phase.

The City's traffic engineer has presented their plans to the District after learning they were successful in obtaining the grant. During this discussion the City asked about the possibility of the District funding a portion or all of the difference between the grant amount of \$175,500 and the total estimated project cost of \$205,100. Mr. Christensen provided the Board a map with a rough schematic of the proposed improvements. A small portion of the sidewalk widening project is on school district property and according to Christina Becker, that portion would cost \$10,000. A final decision on paying for a portion or all of the difference of \$29,600 would not be needed until December/January.

Member El-Hajj believes it is a great project and is needed. She asked if the City would move forward with the project if the District did not contribute. Mr. Christensen said he believed they would not want to lose the grant funds and would complete the project. Member El-Hajj asked why Carlton Oaks was selected. Mr. Christensen said grants were submitted for Carlton Oaks and Chet F. Harritt. Christina Becker shared the City routinely applies for two projects each year and they are seldom funded. Mrs. Becker works with

the City and solicits needs from Principals when they are looking to apply for these grants. A project along Prospect Avenue was also funded but will be completely covered by the grant.

Member Burns asked about the specific \$29,600 need. Mr. Christensen explained that it is the dollar difference between the grant funding and the actual cost of the project. Mr. Burns said the sidewalks are the responsibility of the City. If there are needs on our property we should look at safety and take care of these. Member Burns said the District already has done a lot for the City. President Bartholomew agreed and said he wants to be sensitive about agencies picking up costs for the City.

Board members will consider this item and Mr. Christensen will bring this information back to the Board when a decision is needed. No action was taken.

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

Mr. Christensen reported that at the August 21st Board meeting, it was discussed that the District has not conducted a formal student enrollment projection for budgeting, staffing, and facilities planning since 2003. Mr. Christensen believes one is needed in order to continue discussions with Pardee Homes regarding the Castlerock Project. Mr. Christensen recommended contracting with Decision Insite, a company that provides an integrated product for student enrollment projections and also includes access to a web based graphical software system that would allow the District to model various scenarios and the impact on enrollment and facility capacity. Mr. Christensen has used this company before and found it to be an excellent product with great functionality and flexibility. The cost is \$11,034 annually, with a 3-year contract. The cost may be paid from Developer Fees. Mr. Christensen introduced Ron Van Orden from Decision Insite who provided a demonstration of the product. The program provides both a moderate and conservative projection for facility funding and fiscal planning. Their system can plot students by different attributes and includes a parent tool for locating a school within boundaries. Unique to their software, projections include students attending from outside of our District. Member El-Hajj said this is similar to previous software used but is much more sophisticated. Member Burns asked where their data comes from. Mr. Van Orden said it is uploaded from our student information system to a secure site. President Bartholomew is concerned about the cost of the service and if the District would need parent permission to share data. He asked Administration to check Board Policy on release of student data. Mr. Van Orden said they could use student ID's only if there is concern about confidentiality. President Bartholomew has a fundamental problem sharing student information outside of the District. He also asked about other ways the tool could be used. Mr. Christensen said besides use for residential development research, the tool can analyze data for enrollment projections. Member Burns asked what would happen if the District determined down the road that the 3-year contract was no longer needed. Mr. Christensen said the District can terminate at any time and pay off the current year with the discount prorated.

Member El-Hajj moved to approve the Agreement with Decision Insite for 10 Year Enrollment Projection with Residential Development Research and Use of Web Based Enrollment Projection Software.

Motion: *El-Hajj* **Second:** *Burns* **Vote:** *2-2 (Bartholomew, Fox, no)*

The motion was not carried by a majority, therefore, was defeated. Board members requested this item return to another meeting, asking Mr. Christensen to provide some additional information about how the data could be retrieved and to allow Member Ryan to weigh in.

F. BOARD POLICIES AND BYLAWS

1.1. Board Policy 4112.42, "Drug and Alcohol Testing for School Bus Drivers"

1.2. First Reading: BP 3311, "Bids"

Revised Board Policies 4112.42 and 3311 were presented to the Board of Education for a first reading. No action was requested. The revised policies will return to the Board for a second reading and request for approval.

G. BOARD COMMUNICATION

Member Burns visited the Profession Development sessions on September 24th. He said there was a lot of excitement. He received feedback that the teachers loved the sharing but some wished they had more time to talk and collaborate. They felt the information was great. Kindergarten teachers responded very positively to Jamie Knudson's information and were so excited to learn new teaching tools. It was great to

see that kind of excitement and the teachers really wanted more time to talk to each other. Dr. Shaw said Junior High teachers need more time with their departments, and that will be accommodated on the next Professional Development Day, January 7th. This positive feedback can be used to talk to STA about modified days for the future. Member Burns thanked administration for all of their efforts to make the Professional Development Day very successful.

Member El-Hajj attended Pepper Drive's Green Apple Day. This was a day when volunteers from Balfour Beatty and several other companies, and their families, provided services and materials for a variety of projects at Pepper Drive School. Green Apple Day occurs each year and Pepper Drive was selected because of the close relationship they currently enjoy with Balfour Beatty Construction. It was a really great day.

Member Fox visited school staff meetings with Dr. Shaw to thank teachers personally for their efforts in student achievement. At these meetings Dr. Shaw shared both school and grade level highlights from the STAR test results. He has received very positive feedback from these visits and staff members appreciated the visits. Member Burns also attended one of the meetings. President Bartholomew thanked Member Fox for helping with the communication from the Board. The Board Members all appreciate that he makes himself available whenever possible.

Mr. Christensen reported the Pepper Drive staff received the information from the architects for the Pepper Drive new administration building and planned 2-story classroom building. There was great anticipation as well as some anxiety, just as there was when we began Phase 1.

Minnie Malin shared the draft flyer for the community forum on Bullying community forum. She also reported the District "Bullying Hot Line" is nearly in place. There will be one district-wide number which then trees into a selection menu where a caller can select a school. Member Burns would like to see a procedure in place so there is a consistent process for all schools to follow as they process calls received on the Bullying Hot Line.

Mr. Christensen reported he is working to schedule a GASB 45 Committee. He has three STA members willing to serve, no CSEA members, and is working to get three community members to serve. He provided possible dates and will continue to recruit members to the committee. The focus of the committee will be to look at a funding plan for retiree health benefits and reduce long term costs. It is important also to begin to educate employees about other ways they can supplement their retirement income. Mr. Christensen will be seeking dates from Board Members to set a date to meet before the end of October.

Dr. Shaw reminded Board Members that several of the Strategic Planning Action Committees will be meeting with ACI on Thursday, October 11th at 6:00 p.m. at Rio Seco School.

H. **CLOSED SESSION**

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

1. **Public Employee Discipline/Dismissal/Release** (Govt. Code § 54957)
2. **Conference with Labor Negotiator** (Govt. Code § 54956.8)

Purpose: Negotiations

Agency Negotiator: Karl Christensen, Asst. Superintendent

Employee Organization: Classified School Employees Association

The Board entered closed session at 8:28 p.m.

I. **RECONVENE TO PUBLIC SESSION**

The Board reconvened to public session at 9:45 p.m. No action was reported.

J. **ADJOURNMENT**

The October 2, 2012 regular meeting adjourned at 9:45 p.m.

SANTÉE SCHOOL DISTRICT
SPECIAL MEETING
OF THE BOARD OF EDUCATION

September 27, 2012

MINUTES

Skidmore Administration Center
9625 Cuyamaca Street
Santee, California

A. OPENING PROCEDURES

1. Call to Order and Welcome

President Bartholomew called the meeting to order at 6:00 p.m.

Members present:

Dan Bartholomew, President
Dianne El-Hajj, Vice President
Ken Fox, Clerk
Dustin Burns, Member
Barbara Ryan, Member

Staff present:

Administration present:
Linda Vail, Executive Assistant and Recording Secretary

B. PUBLIC COMMUNICATION

There were no members of the public wishing to address the Board.

C. CLOSED SESSION

1. **Review of Applications for Superintendent Position**

The Board reviewed applications received for the Superintendent Position.

D. ADJOURNMENT

With no further business to be discussed, the September 27, 2012 special meeting was adjourned at 8:15 p.m.

Ken Fox, Clerk

Dr. Patrick Shaw, Secretary

SANTÉE SCHOOL DISTRICT
SPECIAL MEETING
OF THE BOARD OF EDUCATION

October 1, 2012

MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome

President Bartholomew called the meeting to order at 6:30 p.m.

Members present:

Dan Bartholomew, President
Dianne El-Hajj, Vice President
Ken Fox, Clerk
Dustin Burns, Member
Barbara Ryan, Member

Staff present:

Administration present:
Linda Vail, Executive Assistant and Recording Secretary

B. PUBLIC COMMUNICATION

There were no members of the public wishing to address the Board.

C. CLOSED SESSION

1. **Public Employment Matters** (Govt. Code § 54957)

Superintendent

Board members met with the Superintendent Search Consultants to review candidate qualifications and select the applicants to be interviewed for the Superintendent position.

D. ADJOURNMENT

With no further business to be discussed, the October 1, 2012 special meeting was adjourned at 8:15 p.m.

Ken Fox, Clerk

Dr. Patrick Shaw, Secretary

SANTÉE SCHOOL DISTRICT
SPECIAL MEETING
OF THE BOARD OF EDUCATION

October 6, 2012

MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome

President Bartholomew called the meeting to order at 7:30 a.m.

Members present:

Dan Bartholomew, President
Dianne El-Hajj, Vice President
Ken Fox, Clerk
Dustin Burns, Member
Barbara Ryan, Member

Staff present:

Administration present:
Linda Vail, Executive Assistant and Recording Secretary

B. PUBLIC COMMUNICATION

There were no members of the public wishing to address the Board.

C. CLOSED SESSION

1. **Public Employment Matters** (Govt. Code § 54957)

Superintendent

Board members met with selected applicants for the Superintendent position for personal interviews.

D. ADJOURNMENT

With no further business to be discussed, the October 6, 2012 special meeting was adjourned at 7:30 p.m.

Ken Fox, Clerk

Dr. Patrick Shaw, Secretary

BACKGROUND:

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

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

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

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

RECOMMENDATION:

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

This recommendation supports the following District goal:

Staff Development

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

FISCAL IMPACT:

The estimated travel expenses are \$7,284, along with substitute costs of \$945, 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.
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Board Travel Report - October 16, 2012

Travel Dates	Attendees	Site or Dept	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Overnight, Out-of-State, Air Travel
Thursday, 10/11/12	Andrea Desrosiers Tamara Lewis	CH SC	Professional Growth Day for Library Media Educators	SDCOE	\$0 \$0	\$30 \$0	SLIB SLIB	This workshop will provide training for and in support of Model Library Standards.
Friday, 10/12/12	Stacie Bartfeld Elyse Starr	CFH CO	Enhancing Phonological and Metaphorical Skills of Children with Highly Unintelligible Speech	San Diego	\$0 \$0	\$189 \$189	Title I SLIB	This workshop will provide strategies to improve and new techniques for working with students with severely impaired phonological systems.
Fri-Sat, 10/19/12 - 10/20/12	Ramona Lampe Susan Nugget	CFH PD	California Reading Association Professional Development Institute	San Diego	\$105 \$105	\$165 \$100	Title I	This 2-day training will focus on professional development in reading instruction. *Ms. Nugget will be a speaker during the 2-day event.
Fri-Sun, 10/26/12 - 10/28/12	Joe Kemery Gillian Ryan	PRIDE PRIDE	California League of Schools Conference	San Diego	\$105 \$105	*\$0 \$315	Title I Title 1	The 3-day conference will focus on creating a culture of achievement and teaching common core content and skills. *Mr. Kemery will be a speaker during the 3-day event.
Friday, 10/26/12	Nancy Stasch	Business	CASBO Conference	San Marcos	\$0	\$66	Business Services	The CASBO Conference offers workshops on School Facilities, Bonds, Insurances, and Stop Notices.
Friday, 10/26/12	Stephanie Pierce Bonner Montler Andy Johnston	Ed Services Ed Services CFH	Common Core State Standards: Implications for Language, Learning, and Leadership	San Diego	\$0 \$0 \$0	\$139 \$139 \$139	ELA-LEP ELA-LEP ELA-LEP	This workshop will provide information on Common Core Standards and English language proficiency development for English learning students.
Saturday, 11/03/12	67 Employees	District wide	Computer Using Educators 2012 Conference	San Marcos	\$0	\$2,809		This conference provides an opportunity to learn about the current and latest technologies for 21st Century Learners.
Thursday, 11/08/12	Karl Christensen Bernard Yeo Laura Spencer	Business Tech./Comm. Instr. Tech.	ACSA Leadership Summit	San Diego	\$0 \$0 \$0	\$206 \$206 \$206	Business Services Technology Communications Instructional Technology	The ACSA Leadership Summit provides opportunities for invaluable networking and offers professional development on current critical educational issues.
Wednesday, 12/05/12 & 12/12/12	Patty Wilber Cindy Shirley	HC HC	Digital Literacy - Innovative Educational Practices Institute	SDCOE	\$0 \$105	\$49 \$49	SIP SIP	This 2-day workshop will focus on instructional strategies for digital literacy for 21st century learners.
Out of County Travel Requests								
Tues-Fri, 09/18/12 - 09/21/12	Minnie Malin	Human Resources	ACSA Personnel Institute	Costa Mesa	\$0	\$395	Human Resources	The 3-day personnel workshop provides information about the current and latest education code information and state laws related to personnel practices.
Fri-Sun, 10/19/12 - 10/21/12	Heather Glanz	RS	California Science Teachers Association	San Jose	\$0	\$683	Educational Services/SLIB	This conference will provide standards-based sessions focused on science instructional strategies.
Thurs-Fri, 10/25/12 - 10/26/12	Andrea Broding Dianna Danley	RS HC	California School Psychologists Convention	Costa Mesa	\$0 \$0	\$200 \$200	Special Education Special Education	This convention an opportunity to learn about the current and latest counseling strategies.
Thurs-Sun, 11/15/12 - 11/18/12	Kelly Brown Tiffani Brown	RS RS	2012 National Council of Teachers of English Annual Convention	Las Vegas	\$210 \$210	\$455 \$455	Site / 21st Century Grants	This conference will provide instructional strategies for Teachers of English.

25

Consent Item E.2.2. Approval/Ratification of Expenditure Warrants
 Prepared by Karl Christensen
 October 16, 2012

BACKGROUND:

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

Commercial Warrants issued for the period of September 2012:

<u>Fund #/Name</u>	<u>Warrant #'s</u>	<u>Amount</u>
03/06 General	12-087135 TO 12-096577	\$499,651.22
09 00	N/A	\$0.00
12 06	12-087185 TO 12-096578	\$923.05
13 00	12-087187 TO 12-095211	\$90,260.72
14 00	12-092058 TO 12-092059	\$9,002.55
21 09	N/A	\$0.00
21 39 / 21 08	12-088397 TO 12-094091	\$22,039.27
25 18	N/A	\$0.00
25 38	N/A	\$0.00
35-00	N/A	\$0.00
40-00	12-092061	\$1,446.17
63 00	12-094092 TO 12-096579	\$64.06
		\$623,387.04

Student Body Warrants issued for the period of September 2012:

\$3,178.00

Payroll Warrant #'s beginning 10-153163 through 10-153224 and 10-315022 through 10-315748:

<u>Fund #/Name</u>	<u>Amount</u>
03 00	\$2,792,540.87
06 00	\$820,258.34
12 06	\$23,033.01
13 00	\$93,272.96
25-18	\$0.00
63 00	\$179,102.71
\$3,908,207.89	

RECOMMENDATION:

Administration recommends that the Board approve the expenditure warrants for the month of September as presented.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The fiscal impact of commercial, student body, and payroll expenditure warrants total \$4,534,772.93 and is disclosed above.

STUDENT ACHIEVEMENT IMPACT:

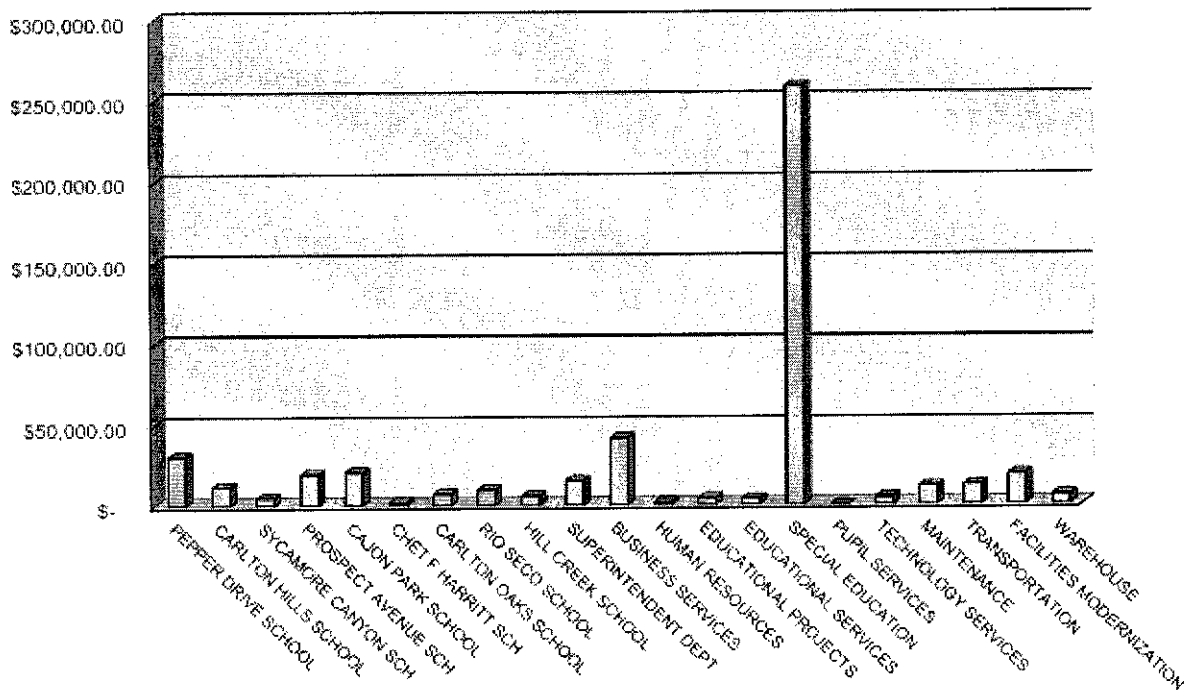
This is a fiscal item. All fiscal resources impact student achievement.

Motion:		Second:		Vote:		Agenda Item E.2.2.
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BACKGROUND:

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

**PURCHASE ORDER REPORT
 SEPTEMBER 2012**



- The Special Education purchase orders include payments for various specialized consulting agreements.

RECOMMENDATION:

Administration recommends approval of purchase orders #120334 through #120513 issued September 1, 2012 through September 30, 2012.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The fiscal impact of \$488,336.39 is disclosed on the following pages.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item E.2.3.
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LOCATION LIST 2012-13

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

M = Monthly Blanket
 A = Annual Blanket
 L = Lottery

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

Fund Numbers

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

PURCHASE ORDER LISTING - SEPTEMBER 2012
BY SITE

PO NBR	DATE	FUND	VENDOR	DESCRIPTION	AMOUNT	LOC	LOCATION
120339	9/4/2012	6	TWO WAY DIRECT	RADIO EQUIPMENT	\$ 2,202.49	002	PEPPER DRIVE SCHOOL
120340	9/4/2012	6	LIGHTSPEED TECHNOLOGIES INC	REDCAT SYSTEM	\$ 5,062.36	002	PEPPER DRIVE SCHOOL
120341	9/4/2012	6	RENAISSANCE LEARNING INC	CLASSROOM MATERIALS	\$ 5,382.18	002	PEPPER DRIVE SCHOOL
120342	9/4/2012	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$ 36.96	002	PEPPER DRIVE SCHOOL
120376	9/6/2012	6	SUPPLYMASTER, INC.	PRINTER SUPPLIES	\$ 645.75	002	PEPPER DRIVE SCHOOL
120381	9/6/2012	6	HYPHENET	COMPUTER	\$ 769.79	002	PEPPER DRIVE SCHOOL
120398	9/6/2012	3	EDUDANCE	PERFORMANCE AGREEMENT	\$ 2,775.00	002	PEPPER DRIVE SCHOOL
120406	9/10/2012	3	VIRCO MANUFACTURING CORP	F&E FOR PD	\$ 306.66	002	PEPPER DRIVE SCHOOL
120407	9/10/2012	6	SACRAMENTO COUNTY OFFICE OF	CLASSROOM MATERIALS	\$ 1,362.76	002	PEPPER DRIVE SCHOOL
120408	9/10/2012	6	TROXELL COMMUNICATIONS INC	ELECTRONIC EQUIPMENT	\$ 3,356.89	002	PEPPER DRIVE SCHOOL
120409	9/10/2012	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$ 107.41	002	PEPPER DRIVE SCHOOL
120429	9/12/2012	3	TWO WAY DIRECT	RADIO EQUIPMENT	\$ 408.46	002	PEPPER DRIVE SCHOOL
120435	9/12/2012	3	TROXELL COMMUNICATIONS INC	ELECTRONIC EQUIPMENT	\$ 139.00	002	PEPPER DRIVE SCHOOL
120470	9/20/2012	3	OMA'S PUMPKIN PATCH	ADMISSIONS	\$ 752.00	002	PEPPER DRIVE SCHOOL
120471	9/20/2012	3	PROFESSIONAL SOUND & MUSIC	SOUND EQUIPMENT	\$ 3,808.87	002	PEPPER DRIVE SCHOOL
120479	9/24/2012	3	CHRIS RUBIO PRODUCTIONS	ASSEMBLY FEES	\$ 850.00	002	PEPPER DRIVE SCHOOL
120482	9/24/2012	3	ORGANIZED SPORTSWEAR, LLC	PE CLOTHS	\$ 2,189.95	002	PEPPER DRIVE SCHOOL
					TOTAL	\$ 30,156.53	PEPPER DRIVE SCHOOL
120344	9/5/2012	3	LIFETOUCH PUBLISHING	11/12 YEARBOOK - CH	\$ 9,798.26	003	CARLTON HILLS SCHOOL
120345	9/5/2012	3	ACCESS APPARELS AND PRINTING	T-SHIRTS - CH	\$ 343.45	003	CARLTON HILLS SCHOOL
120356	9/5/2012	3	CHRISTIAN YOUTH THEATER	ADMISSIONS	\$ 438.00	003	CARLTON HILLS SCHOOL
120374	9/6/2012	3	CHRISTIAN YOUTH THEATER	ADMISSIONS	\$ 420.00	003	CARLTON HILLS SCHOOL
120488	9/27/2012	6	DELL MARKETING L.P.	TONER CARTRIDGE	\$ 440.09	003	CARLTON HILLS SCHOOL
					TOTAL	\$ 11,439.80	CARLTON HILLS SCHOOL
120336	9/4/2012	3	CARDIAC SCIENCE CORPORATION	AED SUPPLIES	\$ 99.53	004	SYCAMORE CANYON SCH
120358	9/5/2012	3	JUNIOR ACHIEVEMENT	ADMISSIONS	\$ 1,296.00	004	SYCAMORE CANYON SCH
120387	9/6/2012	3	CDW GOVERNMENT INC	ELECTRONIC PARTS	\$ 41.69	004	SYCAMORE CANYON SCH
120413	9/10/2012	3	LENOVO (UNITED STATES) INC.	LAPTOP	\$ 859.23	004	SYCAMORE CANYON SCH
120442	9/13/2012	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$ 123.52	004	SYCAMORE CANYON SCH
120451	9/14/2012	3	GOPHER SPORT	PLAYGROUND EQUIPMENT	\$ 144.49	004	SYCAMORE CANYON SCH
120476	9/21/2012	3	CDW GOVERNMENT INC	COMPUTER EQUIPMENT	\$ 281.76	004	SYCAMORE CANYON SCH
120486	9/24/2012	21 39	APPLE COMPUTER INC	ELECTRONIC EQUIPMENT	\$ 1,759.71	004	SYCAMORE CANYON SCH
					TOTAL	\$ 4,605.93	SYCAMORE CANYON SCH
120334	9/4/2012	6	HORIZON WORRY FREE	SERVICE ON COMPUTER/PRINTER	\$ 150.00	005	PROSPECT AVENUE SCH
120335	9/4/2012	6	DISCOUNT SCHOOL SUPPLY	CLASSROOM SUPPLIES	\$ 588.63	005	PROSPECT AVENUE SCH
120337	9/4/2012	21 39	VIRCO MANUFACTURING CORP	CLASSROOM SUPPLIES	\$ 188.49	005	PROSPECT AVENUE SCH
120338	9/4/2012	3 6	LAKESHORE	CLASSROOM SUPPLIES	\$ 376.05	005	PROSPECT AVENUE SCH
120354	9/5/2012	6	FINELINE GRAFIX	DECALS	\$ 323.25	005	PROSPECT AVENUE SCH
120369	9/6/2012	3 6	ROSETTA STONE LTD	CLASSROOM MATERIALS	\$ 5,450.00	005	PROSPECT AVENUE SCH
120375	9/6/2012	3	GENERAL BINDING CORPORATION	MAINTENANCE ON EQUIPMENT	\$ 240.00	005	PROSPECT AVENUE SCH

120377	9/6/2012	6	DELL MARKETING L.P.	PRINTER	\$	480.40	005	PROSPECT AVENUE SCH
120380	9/6/2012	6	APPLE COMPUTER INC	COMPUTER EQUIPMENT	\$	2,442.84	005	PROSPECT AVENUE SCH
120382	9/6/2012	6	B2B COMPUTER PRODUCTS	COMPUTERS	\$	604.38	005	PROSPECT AVENUE SCH
120383	9/6/2012	6	LENOVO (UNITED STATES) INC.	NETBOOKS	\$	4,833.33	005	PROSPECT AVENUE SCH
120414	9/11/2012	6	ANSMAR PUBLISHERS INC	CLASSROOM MATERIALS	\$	294.38	005	PROSPECT AVENUE SCH
120415	9/11/2012	6	ESGI	SOFTWARE LICENSES	\$	525.00	005	PROSPECT AVENUE SCH
120416	9/11/2012	6	SUPERINTENDENT OF SCHOOLS	SUBSCRIPTION SERVICES	\$	1,192.50	005	PROSPECT AVENUE SCH
120420	9/11/2012	6	TROXELL COMMUNICATIONS INC	ELECTRONIC EQUIPMENT	\$	494.57	005	PROSPECT AVENUE SCH
120447	9/13/2012	6	HORIZON WORRY FREE	PRINTER SUPPLIES	\$	280.80	005	PROSPECT AVENUE SCH
120467	9/18/2012	3	HARCOURT OUTLINES INC	STUDENT SUPPLIES	\$	537.06	005	PROSPECT AVENUE SCH
120509	9/28/2012	6	ANSMAR PUBLISHERS INC	CLASSROOM MATERIALS	\$	58.80	005	PROSPECT AVENUE SCH
120510	9/28/2012	6	ORIENTAL TRADING COMPANY INC	SUPPLIES	\$	108.83	005	PROSPECT AVENUE SCH
					TOTAL	\$	19,169.31	PROSPECT AVENUE SCH
120430	9/12/2012	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$	740.63	006	CAJON PARK SCHOOL
120453	9/14/2012	6	TROXELL COMMUNICATIONS INC	ELECTRONIC EQUIPMENT	\$	989.15	006	CAJON PARK SCHOOL
120464	9/17/2012	6	CDW GOVERNMENT INC	COMPUTER EQUIPMENT	\$	4,789.84	006	CAJON PARK SCHOOL
120465	9/17/2012	6	HYPHENET	COMPUTER MONITORS	\$	13,086.47	006	CAJON PARK SCHOOL
120475	9/21/2012	6	DELL MARKETING L.P.	PRINTER	\$	1,045.02	006	CAJON PARK SCHOOL
					TOTAL	\$	20,651.11	CAJON PARK SCHOOL
120384	9/6/2012	6	CDW GOVERNMENT INC	COMPUTER MONITOR	\$	350.43	007	CHET F HARRITT SCH
120385	9/6/2012	6	CDW GOVERNMENT INC	COMPUTER MONITORS	\$	474.77	007	CHET F HARRITT SCH
120386	9/6/2012	6	TROXELL COMMUNICATIONS INC	BLUETOOTH	\$	332.95	007	CHET F HARRITT SCH
120397	9/6/2012	3	NATIONAL GEOGRAPHIC BEE	REGISTRATION FEES	\$	100.00	007	CHET F HARRITT SCH
120443	9/13/2012	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$	177.49	007	CHET F HARRITT SCH
120477	9/21/2012	3	DELL MARKETING L.P.	COMPUTER PARTS	\$	43.44	007	CHET F HARRITT SCH
120487	9/27/2012	3	DELL MARKETING L.P.	ELECTRONIC EQUIPMENT	\$	43.44	007	CHET F HARRITT SCH
120511	9/28/2012	3	CHET F HARRITT PTA	T-SHIRTS	\$	234.00	007	CHET F HARRITT SCH
					TOTAL	\$	1,756.52	CHET F HARRITT SCH
120343	9/5/2012	3	AL'S SPORT SHOP	P.E. CLOTHES	\$	2,485.79	008	CARLTON OAKS SCHOOL
120355	9/5/2012	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$	265.42	008	CARLTON OAKS SCHOOL
120357	9/5/2012	3	FLAGSHIP CRUISES AND EVENTS	ADMISSIONS	\$	2,960.00	008	CARLTON OAKS SCHOOL
120371	9/6/2012	3	YELLOW BOOK ROAD	CLASSROOM MATERIALS	\$	100.00	008	CARLTON OAKS SCHOOL
120372	9/6/2012	3	YELLOW BOOK ROAD	CLASSROOM MATERIALS	\$	100.00	008	CARLTON OAKS SCHOOL
120373	9/6/2012	3	YELLOW BOOK ROAD	CLASSROOM MATERIALS	\$	250.00	008	CARLTON OAKS SCHOOL
120378	9/6/2012	3	LENOVO (UNITED STATES) INC.	LAPTOP	\$	859.23	008	CARLTON OAKS SCHOOL
					TOTAL	\$	7,020.44	CARLTON OAKS SCHOOL
120411	9/10/2012	3	LENOVO (UNITED STATES) INC.	LAPTOP	\$	2,577.68	009	RIO SECO SCHOOL
120412	9/10/2012	3	TROXELL COMMUNICATIONS INC	ELECTRONIC EQUIPMENT	\$	2,237.92	009	RIO SECO SCHOOL
120419	9/11/2012	3	DELL MARKETING L.P.	PRINTERS	\$	520.26	009	RIO SECO SCHOOL
120433	9/12/2012	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$	162.01	009	RIO SECO SCHOOL
120466	9/18/2012	3	JUNIOR ACHIEVEMENT	ADMISSIONS	\$	1,944.00	009	RIO SECO SCHOOL
120472	9/21/2012	3	IDENT-A-KID SERVICES OF AM	SUPPLIES	\$	95.61	009	RIO SECO SCHOOL
120478	9/21/2012	3	TROXELL COMMUNICATIONS INC	ELECTRONIC EQUIPMENT	\$	1,483.72	009	RIO SECO SCHOOL
120507	9/28/2012	3	EXPRESSIONS DANCE & MOVEMT CTR	DANCE CLASSES	\$	300.00	009	RIO SECO SCHOOL

120508	9/28/2012	3	EXPRESSIONS DANCE & MOVEMT CTR	DANCE CLASSES	\$ 300.00	009	RIO SECO SCHOOL
				TOTAL	\$ 9,621.20		RIO SECO SCHOOL
120370	9/6/2012	3	MAINTEX INC	CUSTODIAL SUPPLIES	\$ 246.79	010	HILL CREEK SCHOOL
120431	9/12/2012	3	SCHOOL SPECIALTY, INC	CLASSROOM SUPPLIES	\$ 166.96	010	HILL CREEK SCHOOL
120432	9/12/2012	3	LIBRARY STORE INC, (THE)	LIBRARY SUPPLIES	\$ 177.68	010	HILL CREEK SCHOOL
120444	9/13/2012	6	STUDIES WEEKLY, INC	SUBSCRIPTION	\$ 237.16	010	HILL CREEK SCHOOL
120445	9/13/2012	3	CAMPUS AGENDAS	STUDENT PLANNERS	\$ 560.25	010	HILL CREEK SCHOOL
120446	9/13/2012	3	CHRIS RUBIO PRODUCTIONS	ASSEMBLY FEES	\$ 750.00	010	HILL CREEK SCHOOL
120473	9/21/2012	3	LENOVO (UNITED STATES) INC.	LAPTOPS	\$ 1,718.45	010	HILL CREEK SCHOOL
120489	9/27/2012	3	DELL MARKETING L.P.	PRINTER	\$ 240.19	010	HILL CREEK SCHOOL
120512	9/28/2012	6	ARCHIPELAGO LEARNING	CLASSROOM MATERIALS	\$ 1,526.00	010	HILL CREEK SCHOOL
				TOTAL	\$ 5,623.48		HILL CREEK SCHOOL
120390	9/6/2012	3	HAINES CTR FOR STRATEGIC MGMT	CONSULTING SERVICES	\$ 12,500.00	062	SUPERINTENDENT DEPT
120391	9/6/2012	3	SANTEE CHAMBER OF COMMERCE	SANTEE MAGAZINE	\$ 2,500.00	062	SUPERINTENDENT DEPT
120434	9/12/2012	3	AL'S SPORT SHOP	SIGNS	\$ 387.90	062	SUPERINTENDENT DEPT
				TOTAL	\$ 15,387.90		SUPERINTENDENT DEPT
120392	9/6/2012	3	6 CAMFEL PRODUCTIONS INC	DISTRICTWIDE PRESENTATIONS	\$ 3,800.00	064	BUSINESS SERVICES
120418	9/11/2012	3	NEOPOST, INC.	CARTRIDGE FOR MAILING MACHINE	\$ 254.29	064	BUSINESS SERVICES
120436	9/12/2012	12	6 OFFICE DEPOT INC	SUPPLIES	\$ 578.74	064	BUSINESS SERVICES
120437	9/12/2012	3	6 OFFICE DEPOT INC	SUPPLIES	\$ 10,349.15	064	BUSINESS SERVICES
120448	9/14/2012	3	6 OFFICEMAX CONTRACT INC	OFFICE SUPPLIES FOR ALL SITES	\$ 5,877.91	064	BUSINESS SERVICES
120458	9/17/2012	3	FEDERAL EXPRESS CORPORATION	OVERNIGHT MAIL DELIVERY SVCS	\$ 324.17	064	BUSINESS SERVICES
120459	9/17/2012	40	BEST BEST & KRIEGER LLP	LEGAL SERVICES	\$ 1,446.17	064	BUSINESS SERVICES
120460	9/17/2012	3	CALSTRS - CENTRAL SERVICES	EXCESS SICK LEAVE	\$ 10,611.69	064	BUSINESS SERVICES
120461	9/17/2012	3	EMPLOYMENT DEVELOPMENT DEPT.	SEF CHARGES	\$ 686.48	064	BUSINESS SERVICES
120462	9/17/2012	3	ACCELIFY	LEA CLAIMS	\$ 1,234.64	064	BUSINESS SERVICES
120463	9/17/2012	3	ESI INTERNATIONAL INC	CONSULTING AGREEMENT	\$ 3,000.00	064	BUSINESS SERVICES
120474	9/21/2012	3	DELL MARKETING L.P.	TONER & DRUM FOR PRINTERS	\$ 148.67	064	BUSINESS SERVICES
120491	9/27/2012	3	ACCELIFY	QTRLY MAA CLAIMS - 10/11	\$ 2,010.50	064	BUSINESS SERVICES
120492	9/27/2012	3	FEDERAL EXPRESS CORPORATION	OVERNIGHT DELIVERY SERVICES	\$ 116.95	064	BUSINESS SERVICES
120493	9/27/2012	3	CETPA TREASURER	REGISTRATION FEES	\$ 1,010.00	064	BUSINESS SERVICES
				TOTAL	\$ 41,449.36		BUSINESS SERVICES
120389	9/6/2012	3	CARDIAC SCIENCE CORPORATION	AED REPAIRS/MAINT.	\$ 76.92	065	HUMAN RESOURCES
120483	9/24/2012	3	6 KONTRABAND INTERDICTION	ASSEMBLIES/PRESENTATIONS	\$ 1,500.00	065	HUMAN RESOURCES
				TOTAL	\$ 1,576.92		HUMAN RESOURCES
120400	9/10/2012	3	EDUCATIONAL DATA SYSTEMS INC	PRE-ID CELDT SERVICES	\$ 500.00	068	EDUCATIONAL PROJECTS
120417	9/11/2012	3	HEINEMANN	CLASSROOM MATERIALS	\$ 3,698.21	068	EDUCATIONAL PROJECTS
				TOTAL	\$ 4,198.21		EDUCATIONAL PROJECTS
120484	9/24/2012	3	CDW GOVERNMENT INC	SOFTWARE LICENSES	\$ 63.86	066	EDUCATIONAL SERVICES
120395	9/6/2012	12	6 CANON BUSINESS SOLUTIONS INC	COPIER MAINT AGMT-PA PRE-SCH	\$ 120.00	069	EDUCATIONAL SERVICES
120401	9/10/2012	3	6 CALIFORNIA READING ASSOCIATION	REGISTRATION FEES	\$ 1,875.00	069	EDUCATIONAL SERVICES
120402	9/10/2012	3	6 CALIFORNIA READING ASSOCIATION	REGISTRATION FEES	\$ 1,350.00	069	EDUCATIONAL SERVICES
120455	9/14/2012	6	CA STATE CEC	REGISTRATION FEES	\$ 100.00	069	EDUCATIONAL SERVICES
120490	9/27/2012	6	NORTH INLAND SELPA	REGISTRATION FEES	\$ 215.50	069	EDUCATIONAL SERVICES

120494	9/27/2012	12	6	SCHOLASTIC INC	SUBSCRIPTIONS	\$	270.34	069	EDUCATIONAL SERVICES
					TOTAL	\$	3,994.70		EDUCATIONAL SERVICES
120388	9/6/2012	3		AUDIOMETRICS	REPAIRS/MAINT. OF EQUIPMENT	\$	135.00	067	SPECIAL EDUCATION
120393	9/6/2012	6		OAK GROVE INSTITUTE	NPS	\$	28,224.00	067	SPECIAL EDUCATION
120394	9/6/2012	6		OAK GROVE INSTITUTE	NPS	\$	99,707.05	067	SPECIAL EDUCATION
120396	9/6/2012	6		SHAW, JENNIFER	CONSULTANT AGREEMENT	\$	140.00	067	SPECIAL EDUCATION
120454	9/14/2012	6		SANDCASE	REGISTRATION FEES	\$	115.00	067	SPECIAL EDUCATION
120481	9/24/2012	3		ACCENTCARE HOME HEALTH	ANNUAL AGREEMENT 12-13	\$	89,212.50	067	SPECIAL EDUCATION
120495	9/27/2012	6		SUNBELT STAFFING	ANNUAL AGREEMENT 12/13	\$	41,437.50	067	SPECIAL EDUCATION
					TOTAL	\$	258,971.05		SPECIAL EDUCATION
120480	9/24/2012	3		SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	\$	25.00	070	PUPIL SERVICES
					TOTAL	\$	25.00		PUPIL SERVICES
120379	9/6/2012	3		SOFTWARE HOUSE INTERNATIONAL	SOFTWARE LICENSES	\$	0.02	073	TECHNOLOGY SERVICES
120410	9/10/2012	3		LENOVO (UNITED STATES) INC.	EQUIPMENT REPLACEMENT PARTS	\$	294.70	073	TECHNOLOGY SERVICES
120485	9/24/2012	3		TECH4LEARNING	SOFTWARE LICENSES	\$	4,080.00	073	TECHNOLOGY SERVICES
					TOTAL	\$	4,374.72		TECHNOLOGY SERVICES
120399	9/6/2012	13		FITZGERALD TILE	REPAIRS AT CENTRAL KITCHEN	\$	525.00	075	MAINTENANCE
120403	9/10/2012	6		WASTE MANAGEMENT OF EL CAJON -	ROLL-OFF AT CP ANNEX	\$	97.57	075	MAINTENANCE
120404	9/10/2012	3		SIMPLEXGRINNELL	ANNUAL FIRE EXT. INSPECTIONS	\$	3,865.92	075	MAINTENANCE
120439	9/12/2012	3		MAINTEX INC	CUSTODIAL SUPPLIES	\$	249.98	075	MAINTENANCE
120469	9/18/2012	13		FITZGERALD TILE	FLOOR REPAIRS - CO CNS	\$	130.00	075	MAINTENANCE
120513	9/28/2012	3		WHOLESALE JOE THE VACUUM KING	VACUUMS	\$	6,761.31	075	MAINTENANCE
					TOTAL	\$	11,629.78		MAINTENANCE
120346	9/5/2012	6		BUS PARTS WAREHOUSE	BUS REPAIRS & MAINTENANCE	\$	956.62	076	TRANSPORTATION
120347	9/5/2012	6		FRAME & AXLE SERVICE OF	M&O VEHICLE REPAIRS & MAINT.	\$	331.82	076	TRANSPORTATION
120348	9/5/2012	6		UNITY SCHOOL BUS PARTS	BUS REPAIRS & MAINTENANCE	\$	123.56	076	TRANSPORTATION
120349	9/5/2012	6		SCHOOL BUS PARTS COMPANY	BUS REPAIRS & MAINTENANCE	\$	292.14	076	TRANSPORTATION
120350	9/5/2012	6		KIMBALL MIDWEST	SHOP SUPPLIES	\$	70.12	076	TRANSPORTATION
120351	9/5/2012	6		BETTY'S UPHOLSTERY	M&O VEHICLES REPAIRS & MAINT.	\$	145.00	076	TRANSPORTATION
120352	9/5/2012	6		DION INTERNATIONAL TRUCKS LLC	BUS REPAIRS & MAINTENANCE	\$	164.31	076	TRANSPORTATION
120353	9/5/2012	6		SIMPLEXGRINNELL	FIRE EXTINGUISHER SERVICES	\$	658.34	076	TRANSPORTATION
120421	9/11/2012	6		GOLF VENTURES WEST	BUS REPAIRS & MAINTENANCE	\$	567.28	076	TRANSPORTATION
120422	9/11/2012	6		SCHOOL BUS PARTS COMPANY	BUS REPAIRS & MAINTENANCE	\$	697.90	076	TRANSPORTATION
120423	9/11/2012	6		DREW FORD	BUS REPAIRS & MAINTENANCE	\$	27.09	076	TRANSPORTATION
120424	9/11/2012	6		KIRKS RADIATOR	BUS REPAIRS & MAINTENANCE	\$	301.13	076	TRANSPORTATION
120425	9/11/2012	6		VALLEY TRACTOR & EQUIPMENT	BUS REPAIRS & MAINTENANCE	\$	586.68	076	TRANSPORTATION
120426	9/11/2012	6		FRAME & AXLE SERVICE OF	MAINT. VEHICLE REPAIRS	\$	472.08	076	TRANSPORTATION
120427	9/11/2012	6		UNITY SCHOOL BUS PARTS	BUS REPAIRS & MAINTENANCE	\$	114.63	076	TRANSPORTATION
120441	9/13/2012	6		CALIFORNIA DEPT OF EDUCATION	REGISTRATION FEES	\$	100.00	076	TRANSPORTATION
120496	9/28/2012	6		COUNTY MOTOR PARTS CO INC	BUS REPAIRS & MAINTENANCE	\$	106.93	076	TRANSPORTATION
120497	9/28/2012	6		W W GRAINGER INC	SHOP SUPPLIES	\$	96.90	076	TRANSPORTATION
120498	9/28/2012	6		ROMAN'S TRUCK	BUS REPAIRS & MAINTENANCE	\$	2,844.23	076	TRANSPORTATION
120499	9/28/2012	6		KIRKS RADIATOR	BUS REPAIRS & MAINTENANCE	\$	801.75	076	TRANSPORTATION
120500	9/28/2012	13		INLAND KENWORTH (US) INC.	CNS VEHICLE REPAIRS	\$	173.96	076	TRANSPORTATION

120501	9/28/2012	6	INLAND KENWORTH (US) INC.	BUS REPAIRS & MAINTENANCE	\$	569.04	076	TRANSPORTATION
120502	9/28/2012	6	SAN DIEGO FRICTION PRODUCTS	M&O VEHICLE & BUS REPAIRS	\$	330.90	076	TRANSPORTATION
120503	9/28/2012	6	A-Z BUS SALES, INC.	BUS REPAIRS & MAINTENANCE	\$	61.37	076	TRANSPORTATION
120504	9/28/2012	6	FRAME & AXLE SERVICE OF	M&O VEHICLE REPAIRS	\$	60.00	076	TRANSPORTATION
120505	9/28/2012	6	SAN DIEGO FREIGHTLINER	BUS REPAIRS & MAINTENANCE	\$	1,424.18	076	TRANSPORTATION
120506	9/28/2012	6	DREW FORD	BUS REPAIRS & MAINTENANCE	\$	64.50	076	TRANSPORTATION
					TOTAL	\$	12,142.46	TRANSPORTATION
120405	9/10/2012	21	39 HELIX WATER DISTRICT	FIRE FLOW TESTING - PD	\$	307.00	077	FACILITIES MODERNIZATION
120438	9/12/2012	21	39 NINYO & MOORE	GEOLOGICAL EVALUATION - PD ADD	\$	6,200.00	077	FACILITIES MODERNIZATION
120449	9/14/2012	21	39 CONCEPTS SCHOOL & OFFICE	BOOK SHELVES	\$	3,486.70	077	FACILITIES MODERNIZATION
120450	9/14/2012	21	39 WESTERN ENVIRONMENTAL & SAFETY	ASBESTOS INSPECTION - PD ADD'N	\$	2,985.00	077	FACILITIES MODERNIZATION
120452	9/14/2012	21	39 VIRCO MANUFACTURING CORP	F&E FOR EAK AT HC, CH, PA	\$	3,710.69	077	FACILITIES MODERNIZATION
120456	9/17/2012	21	39 VIRCO MANUFACTURING CORP	F & E - RIO SECO EAK	\$	1,781.82	077	FACILITIES MODERNIZATION
120457	9/17/2012	21	39 VIRCO MANUFACTURING CORP	F & E - SPECIAL ED	\$	331.69	077	FACILITIES MODERNIZATION
					TOTAL	\$	18,802.90	FACILITIES MODERNIZATION
120359	9/5/2012	3	GOPHER SPORT	STORES SUPPLIES	\$	121.02	078	WAREHOUSE
120360	9/5/2012	3	BADEN SPORTS INC	STORES SUPPLIES	\$	530.13	078	WAREHOUSE
120361	9/5/2012	3	OFFICE DEPOT INC	STORES SUPPLIES	\$	477.12	078	WAREHOUSE
120362	9/5/2012	3	OFFICE ADVANTAGE	STORES SUPPLIES	\$	1,684.52	078	WAREHOUSE
120363	9/5/2012	3	STAPLES ADVANTAGE	STORES SUPPLIES	\$	20.87	078	WAREHOUSE
120364	9/5/2012	3	SCHOOL SPECIALTY, INC	STORES SUPPLIES	\$	283.40	078	WAREHOUSE
120365	9/5/2012	3	SOUTHWEST SCHOOL SUPPLY	STORES SUPPLIES	\$	900.70	078	WAREHOUSE
120366	9/5/2012	3	CAMEO PAPER & JANITORIAL	STORES SUPPLIES	\$	513.97	078	WAREHOUSE
120367	9/6/2012	3	BETSY ROSS FLAG GIRL, INC.	STORES SUPPLIES	\$	173.26	078	WAREHOUSE
120368	9/6/2012	3	UNITED HEALTH SUPPLIES	STORES SUPPLIES	\$	297.07	078	WAREHOUSE
120428	9/12/2012	3	SCHOOL SPECIALTY, INC	STORES SUPPLIES	\$	148.95	078	WAREHOUSE
120440	9/12/2012	3	CANNON SPORTS INC	STORES SUPPLIES	\$	145.85	078	WAREHOUSE
120468	9/18/2012	3	SOUTHWEST SCHOOL SUPPLY	STORES SUPPLIES	\$	442.21	078	WAREHOUSE
					TOTAL	\$	5,739.07	WAREHOUSE

\$488,336.39

Consent Item E.2.4. Acceptance of Donations
 Prepared by Karl Christensen
 October 16, 2012

BACKGROUND:

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

<i>Item</i>	<i>Approximate Value</i>	<i>Donated By</i>	<i>Designated For Use At</i>
Funds to Supplement Classroom Supplies (Mrs. Tracy's 3 rd Class)	\$100.00	William Rince II	Sycamore Canyon School
Funds to Support the Purchase of Technology Equipment	\$236.87	Target – take charge of education fundraiser	Sycamore Canyon School
Funds to Support the Salute to Excellence Event	\$200.00	Mission Federal Credit Union	District Wide
Green Apple Day Supplies and Contractor Services	\$31,100.00	40 Various Companies	Pepper Drive School
TOTAL DONATIONS RECEIVED	\$31,636.87		

RECOMMENDATION:

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

This recommendation supports the following District goals:

Fiscal Accountability

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

Educational Achievement

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

FISCAL IMPACT:

The donations above are valued at \$31,636.87

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item E.2.4.
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Consent Item E.2.5. Approval/Ratification of Revolving Cash Report
Prepared by Karl Christensen
October 16, 2012

BACKGROUND:

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

RECOMMENDATION:

Administration recommends approval of checks #22254 through #22256 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 \$555.00 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.2.5.
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SANTEE SCHOOL DISTRICT
REVOLVING CASH REPORT- \$15,000

Date	Number	Name	Memo	Amount
09/27/12	22254	Carl's Jr.	Pride Academy Fundraiser	255.00
09/27/12	22255	Walmart	Lorene Foster Children's Fund	100.00
09/27/12	22256	Walmart	Lorene Foster Children's Fund	200.00
		Total Checks Written		\$555.00
		Total to be Reimbursed		\$555.00

Consent Item E.3.2. Adoption of Resolutions Authorizing Teacher Services –
Education Code Sections 44256(b), 44258.2, and 44263

Prepared by Minnie Malin

October 16, 2012

BACKGROUND:

Annually, the school district is required by Education Code to certify that teachers have met legal requirements to be authorized to teach in certain departmentalized subject areas. Teachers whose credential authorizations cover the subject matter they are teaching are not required to be confirmed through Board resolution. However, the Education Code does require resolutions for certain teachers as outlined below:

Education Code 44256(b) resolutions are for teachers whose multiple subject or standard elementary credentials do not authorize the subject they are teaching, but they have a total of 6 upper division units or 12 semester units in the subject to be taught.

Education Code 44258.2 resolutions are for teachers whose single subject or standard secondary credentials do not authorize the subject they are teaching, but they have a total of 6 upper division units or 12 semester units in the subject.

Education Code 44263 resolutions are for teachers whose credentials do not cover the subject to be taught, but they have a total of 9 upper division units or 18 semester units in the subject.

The resolutions are to satisfy code requirements for the 2012-13 school year. Attached is a list of teachers who are affected by these resolutions. Adoption of these resolutions authorizes several teachers to instruct departmentalized classes.

RECOMMENDATION:

It is recommended that the Board of Education adopt the resolutions authorizing teacher assignments under Education Code sections 44256(b), 44258.2, and 44263.

This recommendation supports the following district goals:

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

FISCAL IMPACT:

This item will not impact the general fund.

STUDENT ACHIEVEMENT IMPACT:

Administration consistently reviews assignments to ensure proper credentialing.

Motion: _____ Second: _____ Vote: _____ Agenda Item E.3.2.

Education Code 44256 (b)

<u>NAME</u>	<u>SCHOOL</u>	<u>SUBJECT TAUGHT</u>	<u>RESOLUTION FIELD</u>
Michael Roach	Pepper Drive	U.S./World History	Social Science
Deborah Towne	Pepper Drive	English/Language Arts	English
Laura Barker	Carlton Hills	Life Science	Science
Lawrence Barbary	Cajon Park	Math Enrichment	Math
Valerie Iverson	Carlton Oaks	Life Science	Science
Jill Schmitt	Carlton Oaks	Physical Science	Science
Luke Towne	Carlton Oaks	Physical Education	Physical Education
Marc Robbins	Rio Seco	Algebra	Math

Education Code 44258.2

<u>NAME</u>	<u>SCHOOL</u>	<u>SUBJECT TAUGHT</u>	<u>RESOLUTION FIELD</u>
Ben Saia	Hill Creek	Pre-Algebra	Math

Education Code 44263

<u>NAME</u>	<u>SCHOOL</u>	<u>SUBJECT TAUGHT</u>	<u>RESOLUTION FIELD</u>
Katrina Sparley	Pepper Drive	Life/Earth Science	Science
Lori Petchauer	Cajon Park	Lang Arts Enrichment	English
Cameron Williams	Carlton Oaks	Literature	English

Consent Item E.3.3. Approval of Memorandum of Understanding Between Santee School District's After School Education and Safety Program (ASES) and San Diego County Superintendent of Schools for Fiscal Year 2012-2013

Prepared by Minnie Malin
October 16, 2012

BACKGROUND:

The After School Education and Safety Program (ASES) operates in accordance with the provisions of the California *Education Code* (EC) sections 8482-8484.7 and has provided before and after school programs since the 2007-2008 school year. This program delivers a minimum of 1.5 to 2.0 hours of activities before school and a minimum of 3.0 hours after school. ASES is eligible to receive a three-year grant that shall be awarded in three one-year increments and is subject to semiannual attendance reporting once every three years and has proven to be a successful program.

Included in the Memorandum of Understanding (MOU) are stipulations and conditions such as attendance and staffing requirements, expenditure and monitoring guidelines, and pupil and school safety. Presented tonight is the MOU for approval.

RECOMMENDATION:

Administration recommends approval of the MOU between ASES and San Diego County Superintendent of Schools for fiscal year 2012-2013.

This recommendation supports the following district goal:

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

FISCAL IMPACT:

ASES is a self-supporting, fee-based program and will not impact the general fund.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.3.3.

MEMORANDUM OF AGREEMENT

This Agreement for the After School Education and Safety Program (ASES) is entered into this 1st day of July 2012 by and between the **San Diego County Superintendent of Schools** (herein known as "SDCOE" or "County") and **SANTEE ELEMENTARY School District** who agrees to provide the services in accordance with the provisions of the California *Education Code* (EC) sections 8482-8484.7. Failure to comply with the following grant rules, regulations, and policies may result in denial of the remaining grant amount and an invoice from the County to SANTEE ELEMENTARY School District for up to the entire grant amount allocated for the ASES Program. Any invoice from the California Department of Education (CDE) to the County due to SANTEE ELEMENTARY School District's failure to comply with grant rules, regulations and policies will result in the SANTEE ELEMENTARY School District reimbursing the full invoice amount(s) to the County within 30 days of submission of such invoice(s).

1. General Conditions:

ASES Program Hours of Operation and Attendance Requirements:

1. The After School Program will begin operation immediately upon the end of the regular school day and operate until at least 6:00 pm for a minimum of 15 hours per week, and on every "regular school day" and any day that students attend and instruction takes place.
2. For After School programs, provide program services for a minimum of three hours and at least up to 6:00 p.m. every regular school day. For Before School programs, provide program services for a minimum of 1 1/2 to 2 hours every school day as stipulated in the individual application.
3. Elementary students to participate every day that the after school component operates. Middle school **and/or** junior high school should participate a minimum of nine (9) hours a week and three (3) days a week to accomplish ASES after school component program goals.
4. Establish a policy for early release of students attending the ASES after school component needing to leave a program before closing which includes written parental permission stating the dates, times, and reasons for the early release. However, the after school component must remain open until at least 6:00 p.m.
5. Ensure that Elementary students participate in every day's activity that the ASES before school component is operational. Middle school or junior high school should participate a minimum of six (6) hours a week or three (3) days a week to accomplish program goals.
6. Establish a policy for late arrival of those students attending the ASES before school component needing to arrive late to the before school component of the program. This late arrival policy should include parental permission stating dates, times and reasons for the late arrival.
7. To ensure that subsequent ASES grant awards will not be reduced due to insufficient program attendance and performance, SANTEE ELEMENTARY School District must enforce the grant rules in compliance with **California Education Code 8483.7. (a) (1) (A)**. California Education Code 8483.7. (a) (1) (A) states: Each school that establishes a program pursuant to this article is eligible to receive a three-year direct grant, that shall be awarded in three one-year increments and is subject to semiannual attendance reporting and requirements as described in Section 8482.3 once every three years:
 - i. The CDE shall provide technical support for development of a program improvement plan for grantees under the following conditions:(I) If actual pupil attendance falls below 75 percent of the target attendance level in any year of the grant.(II) If the grantee fails, in any year of the grant, to demonstrate measurable outcomes pursuant to Section 8484.

- ii. The CDE shall adjust the grant level of any school within the program that is under its targeted attendance level by more than 15 percent in each of two consecutive years.
- iii. In any year after the initial grant year, if the actual attendance level of a school within the program falls below 75 percent of the target attendance level, the CDE shall perform a review of the program and adjust the grant level as the CDE deems appropriate.

Failure to comply with **California Education Code 8483.7 shall result in a reduction of the ASES grant award allocations.**

2. Web-Based Attendance and Daily Attendance Accountability Requirements.

1. In FY 12/13 SANTEE ELEMENTARY School District receiving ASES funds must implement the City Span Web-based Attendance Tracking System (www.youthservices.net/sandiego) for daily program attendance entry.
2. SANTEE ELEMENTARY School District must fully utilize the “Automated Card Scanning” capability for the system. The City Span Web-based Attendance Tracking System will ensure that full attendance is documented only for students complying with their individual Early Release/Late Arrival times on file in accordance with ASES Program California Education Code Section and the intent of the Early Release/Late Arrival Policies for students in the ASES program.
3. Use the web-based attendance system’s card scanning features to ensure that all students are counted for attendance purposes in compliance with *EC* Section 8483(a)(1) and *EC* Section 8483(1)(a)(1).
4. Should SANTEE ELEMENTARY School District choose not to implement the City Span System SANTEE ELEMENTARY School District must provide a description and demonstration of their attendance tracking system to SDCOE for review. All districts choosing not to use the SDCOE Web-based Attendance System must fully demonstrate that the attendance system they implement has the necessary capability to ensure that full attendance is documented only for students complying with their individual Early Release/Late Arrival times on file in accordance with ASES Program California Education Code Section and the intent of the Early Release/Late Arrival Policies for students in the ASES program. Also, all districts choosing not to use the City Span system must use daily automated attendance features that will ensure that all students that are counted for attendance purposed follow *EC* Section 8483(a)(1) and *EC* Section 8483(1)(a)(1). All non-City Span systems will be reviewed by SDCOE staff to ensure State Audit Guide and California Education Code compliance. Each district will be subject to site review of the attendance procedures at a minimum of 15 ASES programs. During the attendance review the district’s system must ensure that all Early Release/Late Arrival Policies as well as ensure that all students that are counted for attendance purposed follow *EC* Section 8483(a)(1) and *EC* Section 8483(1)(a)(1).
5. SANTEE ELEMENTARY School District will identify key staff members to participate in trainings provided by SDCOE/City Span for implementation of the new Card Scanning System.
6. In addition, SANTEE ELEMENTARY School District must monitor on a weekly basis that all student sign-in (AM Program) and sign-out (PM Program) times comply with the Early Release/Late Arrival times on file for each student.

3. Staffing Requirements:

1. SANTEE ELEMENTARY School District must ensure a student-to-staff ratio of no more than 20 to 1 at all ASES sites.

2. SANTEE ELEMENTARY School District must establish qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide, pursuant to the policies of the District.
3. SANTEE ELEMENTARY School District shall be solely responsible for students, staff, and parents accessing services under this Agreement. SANTEE ELEMENTARY School District certifies that it shall provide adequate supervision of the students, parents, staff, trainees and other providers, and that its staff will follow legal guidelines on reporting child abuse/neglect.
4. SANTEE ELEMENTARY School District must certify that all personnel providing services to students are adequately screened so as to prevent the assignment of personnel who may pose a threat to the safety and welfare of students, and that such personnel has already provided evidence of freedom from tuberculosis prior to starting service at the school site.
5. SANTEE ELEMENTARY School District must reserve the right to accept or reject the assignment of any personnel and the right to remove him/her from SANTEE ELEMENTARY School District's premises

4. State Mandated Data and Evaluation Requirements:

1. Participate in statewide evaluation process as determined by the CDE and provide all required information.
2. Respond to additional surveys or other methods of data collection that may be required throughout the duration of the program.
3. Annually provide participating pupils' regular school day and program attendance and STAR test results as requested by SANTEE ELEMENTARY School District.
4. To standardize procedures and collection tools developed for evaluation purposes.
5. Ensure the timely and accurate collection of data required to conduct the ASES program evaluations including but not limited to Annual Performance Reports.

5. Student Reimbursement Rate, Payment, and Program Expenditure Guidelines:

1. Distribute allocated funds to participating schools and ensure fiscal responsibility in accordance with CDE guidelines. This includes a reimbursement calculation formula that is consistent with CDE guidelines that provide for a rate of \$7.50 per student per day for PM (After School) reimbursement and a rate of \$5.00 per student per day for AM (Before School) reimbursement.
2. Allow participation of any student of a participating school regardless of their ability to pay.
3. Upon notification of overpayment of the ASES grant in excess of the grant award amount or request for reimbursement of unexpended ASES grant funds by the CDE, SANTEE ELEMENTARY School District will be required to return the entire amount of funding in question to the County (SDCOE).
4. Ensure that expenditures shall comply with all applicable provisions of state and local rules, regulations and policies relating to the administration, use, and accounting for public school funds, including, but not limited to, the EC.
5. Failure to comply with California Education Code 8483.7 shall result in a reduction of the ASES grant award during the current fiscal year or in subsequent years of the grant.

6. Federal Program Monitoring and Annual Program Audit Guidelines.

1. Provide a copy of Federal Program Monitoring (FPM) and Annual Program Audit findings/exceptions to SDCOE relative to the administration of the ASES Grant Requirements per California State Education Code Sections 8482-8484.6 and the Standards and Procedures for

Audits of California K-12 Local Education Agencies 2007-2008; Article 3.1. § 19846. After School Education and Safety Program.

2. Participate in Federal Program Monitoring (FPM) training.

7. Budget Restrictions

1. No more than 15% of the grant monies may be used for administrative costs (including indirect costs equal to the lesser of 5% of the grant amount or the agency's CDE approved indirect cost rate).
2. Each grantee must expend at least 85% of grant funding directly for pupils.
3. No more than 15% of the annual grant amount may be used for start-up costs in year one only.
4. Funds must supplement, not supplant, existing services. Programs cannot use ASES funds to pay for existing levels of service.
5. Only sites operating programs are eligible to claim administrative, operational, and/or start-up costs.

8. Program Matching Funding Requirements.

1. Provide matching funds equal to or greater than one-third (33 percent) of the grant award amount.
2. Facilities and space usage provided for ASES Programs may not be more than 25 percent of the match requirement.
3. State categorical funds for remedial education activities may not be used to fulfill match requirements.

9. Additional ASES Program Operation Requirements.

1. Designate an ASES Contact person.
2. Ensure the designated ASES Contact attends the scheduled ASES District Contact meetings provided by the Region 9 Technical Assistance Center (RTAC), the After School Administrative Program Support Center (ASC), the Children's Initiative (CI), and the San Diego County Office of Education (SDCOE).
3. Operate the After School Education and Safety Program (ASES) to improve academic achievement and provide safe and healthy recreation and prevention activities for students at qualified school sites.
4. Commit resources to ensure the delivery of integrated, age-appropriate ASES programs.
5. Ensure that the program will include an educational and literacy element designed to provide tutoring and/or homework assistance in one or more of the following core content subject areas: language arts, mathematics, history and social science, science and computer training.
6. The program will have an educational enrichment element that may include, but not limited to fine arts, recreation, health awareness, physical fitness and prevention activities. Such activities should be determined based on students' needs and interests.
7. Plan the program through a collaborative process that includes parents, youth, and representatives of participating public school sites, governmental agencies (e.g. city and county parks and recreation departments), local law enforcement, community organizations, and the private sector.
8. If the site is not located on a school campus, it must be as accessible and available as the school site with safe transportation being provided by SANTEE ELEMENTARY School District or designee to enrolled pupils.
9. Provide a snack that conforms to nutrition standards as established by the U.S. Department of Agriculture.

10. Provide information regarding the After School Program in a form and language that is easily understandable to all parents.
11. Each partner in the application will share responsibility for the quality of the program.
12. Collaborate and coordinate with the regular school day program.
13. Identify, assign, and maintain indoor/outdoor space at participating school sites that are to be utilized by the ASES program.
14. Notify the County in the event the district intends to close or relocate an ASES program school site, either temporarily or permanently.
15. All staff and volunteers will fulfill health screening and fingerprint clearance requirements in current law according to district policy
16. Each ASES funded district will be responsible for the development of a FY 2012-2013 After School Program Plan as part of the San Diego ASES program Consortium. The District's ASES Program Plan template has been provided by the Region 9 Technical Assistance Center (RTAC). Working in collaboration with the District Contact, Site Coordinator, Site Principal and other CBO partnerships the district ASES program plan is due on September 30, 2012 to the Region 9 Lead.
17. District staff will review the ASES program plan annually and provide updates and/or revisions based on ASES program components, California Department of Education guidelines, identified district program changes based on grant reduction or new sites.
18. Each district ASES Program plan will identify FY 2012-2013 Attendance Goals described in Section VII of the San Diego Consortium After School Program Plan.
19. Ensure that ASES staff attends countywide, regional, and district training opportunities designed to maximize program effectiveness.
20. Host scheduled technical assistance site visits conducted by staff from RTAC, the After School Administrative Program Support Center (ASC) and the Children's Initiative.
21. Work with staff from RTAC, the After School Administrative Support Center (ASC), and the Children's Initiative to review site visitation and technical assistance reports and plan for continuous program improvement.
22. Ensure the proper record keeping and documentation of program activities and the timely submission of all required reports.
23. Contribute 2% from the grant funds to SDCOE for countywide program coordination, training, technical assistance and administrative support.

10. As the official Grantee of Record, the County will provide the following:

1. In coordination with SANTEE ELEMENTARY School District, inform statewide after school efforts impacting San Diego County by working with the California Department of Education, the Governor's Office, the Office of the Secretary of Education, the Department of Finance, the California State Legislature, and the California Advisory Committee on Before and After School Programs.
2. In coordination with SANTEE ELEMENTARY School District, educate and involve stakeholders and elected officials including: parents, government agencies, community organizations and the private sector in after school issues and efforts.
3. Serve as the fiscal, technical, and program liaison between the districts, school sites, and the California Department of Education regarding the ASES programs.
4. Establish and process Memoranda of Agreement (MOAs) with all districts providing after school services via ASES grants.
5. Maintain files of MOAs and invoices submitted by implementing districts.
6. Establish and maintain master files of ASES participants, funding levels, attendance, expenditures, allocations and payment transmittals.

7. Verify all ASES funding levels and allocations based on official records provided by CDE.
8. Ensure the timely collection of all required data and submission of evaluation reports, and incur the associated sub-contracted costs, as negotiated.
9. Develop, verify, and obtain appropriate signatures on all required ASES reports for submission to CDE.
10. Using information provided by CDE, prepare end of grant reconciliation reports and submit to CDE by the required deadlines.
11. Provide funding notification and payment distribution to districts in a timely manner.
12. Ensure that program goals are met efficiently and effectively.
13. Ensure that information on fiscal requirements is shared with all partners expediently.
14. Compile required annual progress reports and submit them in a timely manner.
15. Share data on program process and outcomes via District Contact meetings and Consortium Steering Committee meetings.
16. Convene, in coordination with SANTEE ELEMENTARY School District, meetings of after school stakeholders, as necessary.
17. Coordinate any publicity, press releases or media coverage of programs with SANTEE ELEMENTARY School District prior to release and distribution.
18. Identify and secure program support resources, including volunteer staff, for ASES program providers that garner cash and in-kind contributions to the Consortium equal to at least one-third of the total annual amount retained by County.
19. Ensure that all staff positions, project materials, or services funded with the 2% consortium fee directly provide and serve the county's ASES funded before and after school programs.
20. Provide training and technical assistance to districts in San Diego County in excess of those provided through the After School Administrative Support Center (ASC) and the Region 9 Regional Technical Assistance Center (RTAC) resources.
21. Ensure the development and maintenance of a web based attendance reporting system for use of all consortium members for Phase I (District Monthly Attendance Reporting). Additionally provide Phase II (Daily Site Attendance Reporting) and Phase III (Student Uploading of data from Infinite Campus) as venues to participating districts.
22. Ensure consortium-wide program evaluation and the preparation of CDE required evaluation reports.
23. Conduct annual needs assessment and convene task forces for needed areas of program training, technical assistance, products and support.
24. With input from consortium members, develop protocols for site visits, information sharing, advocacy, public relations and marketing activities, and other events impacting after school programs.
25. Provide training and technical assistance in preparation for Federal Program Monitoring (FPM) visits from California Department of Education. This preparation will include mock site visits.

11. Terms and Conditions of the Grant Award

1. All statutes and regulations applicable to each program under which state funds are made available through this application will be met by the District in its administration of each site program. The district will follow its program plans as specified by the agency application.
2. SANTEE ELEMENTARY School District will make reports to the County as necessary to enable the County to perform its duties and will maintain such records and provide access to those records as the County deems necessary. The district shall maintain such records for at least five years after the completion of the activities for which the funds are used.

3. SANTEE ELEMENTARY School District will make any application, evaluation, periodic program plan, or report relating to each program available to parents and other members of the general public. (California Public Records Act, Government Code Section 6250 et seq.)
4. **Record revenues and expenditures for this grant as follows: for Standardized Account Code Structure (SASC) coding, use Resource Code 9065 and Revenue Object Code 8677. For expenses, use Goal 7111 – Non agency Educational appropriation function and object code where the funds are expended.**
5. This grant shall be administered in accordance with the provisions of California Education Code (EC) sections 8482-8484.6. Further, expenditures shall comply with all applicable provisions of federal, state and local rules, regulations and policies relating to the administration, use and accounting for public school funds, including, but not limited to, the Education Code of the State of California.
6. The grantee shall use these funds in accordance with the approved application.
7. If a program participant receives state funds to operate ASES in excess of the amount warranted due to the program failing to operate and the program serving fewer pupils than planned, raising an inadequate amount of matching funds, failing to expend funds fully or any other reason during the grant period, the county shall reduce any subsequent allocations by the amount equal to the overpayment.
8. If an ASES program site stops program operations, the county will bill the agency for the amount of the overpayment. If payment is not received within three months of the billing invoice date, any overpayment will be withheld from the next payment to the district.
9. SANTEE ELEMENTARY School District shall submit quarterly expenditure reports and program reports (including evaluation reports) as required. **FAILURE TO SUBMIT INTERIM REPORTS AS REQUIRED MAY RESULT IN DENIAL OF THE REMAINING GRANT AMOUNT. FAILURE TO SUBMIT AN ANNUAL EXPENDITURE REPORT WITHIN THREE MONTHS OF THE REPORTING DATE MAY RESULT IN DENIAL OF THE REMAINING GRANT AMOUNT.**
10. **FAILURE TO SUBMIT A FINAL EXPENDITURE REPORT WITHIN SIX MONTHS OF THE REPORTING DATE WILL RESULT IN A BILLING FROM THE CDE FOR THE ENTIRE AMOUNT OF ANY GRANT FUNDS ADVANCED AND POSSIBLE REDUCTION OF ANY SUBSEQUENT YEARS' GRANT (S).**
11. SANTEE ELEMENTARY School District shall comply with the General Assurances attached to this MoA.
12. This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.
13. The CDE GRANT NO., FY, PCA, VENDOR NO., and SUFFIX as specified below will be used on all communications:



<p>COHORT 6: CDE GRANT NO. 37-23939-1037-EZ: FY 12/13: PCA 23939 VENDOR NO. 1037: SUFFIX NO. EZ</p>

12. PERIOD OF AGREEMENT

According to the terms of the ASES Program (ASES) grant, the term of this Agreement shall be July 1, 2012 through June 30, 2013.

13. COMPENSATION/COSTS AND PAYMENT SCHEDULE

The After School Education and Safety Programs are considered direct grants and CDE shall pay grantees (County) according to the following schedule authorized in Education Code 8482.4:

“The department shall allocate 65 percent of the first-year grant amount no later than 30 days after the grantee submits the grant award acceptance letter to the CDE. Of the remaining 35 percent of the grant, the CDE shall allocate 25 percent or more of the funds within the operational period of the program and may retain up to 10 percent of the total grant until all administrative requirements of the grant have been met .”

Program funds will be dispersed to SANTEE ELEMENTARY School District based on Education Code 8482.4 reimbursement from CDE. Annual ASES allocation(s) shall not exceed * \$188,829.29 for SANTEE ELEMENTARY School District.

Payments of the grant may actually differ from the granted amount as determined by CDE due to: 1) Non operation of a program at a school sites or non operation of a funded grant component. 2) The districts inability to expend the total grant award by the June 30, 2013 final expenditure deadline for all ASES grant funds as determined by CDE. 3) Any ASES program Audit Findings or Program Compliance issues that result in the reduction of grant award or repayment of expended ASES funding will be paid by SANTEE ELEMENTARY School District.

All payments will be made by SDCOE subsequent to actual receipt of funds from CDE.

** Reflected in the amount above is the subtraction of the 2% contribution of grant funds for county-wide program coordination, technical assistance and program support, as agreed herein. The 2% payments will be deducted after program funds have been deposited to the district via auditor transfer.*

14. DISTRICT & COUNTY CONTACT PERSONS' NAMES & ADDRESSES

District Contact:

County Contact:

Pam Brasher
Director, Out-of-School Time Programs
Santee School District
9619 Cuyamaca St
Santee CA 92071

Daymon Beach, Lead Coordinator
SDCOE, Learning & Leadership Services
5404 Napa Street
San Diego, CA 92110
(619) 718-6780

15. CONFIDENTIALITY

1. This agreement, all communications and information obtained by SANTEE ELEMENTARY School District from the County Office relating to this agreement, and all information developed by SANTEE ELEMENTARY School District under this agreement, are confidential. Except as provided in Subsection 3, without the prior written consent of an authorized representative of the County, SANTEE ELEMENTARY School District shall neither divulge to, nor discuss with, any third party either the work and services provided hereunder, or any communication or information in connection with such services or work, except as required by law. Prior to any disclosure of

such matters, whether as required by law or otherwise, SANTEE ELEMENTARY School District shall inform the County, in writing, of the nature and reasons for such disclosure. SANTEE ELEMENTARY School District shall not use any communications or information obtained from the County for any purpose other than the performance of this agreement, without the County's written prior consent.

2. At the conclusion of the performance of this agreement, SANTEE ELEMENTARY School District shall return to the County all written materials constituting or incorporating any communications or information obtained from the County. Upon the County's specific approval, SANTEE ELEMENTARY School District may retain copies of such materials, subject to the requirements of Subsection 1.
3. SANTEE ELEMENTARY School District may disclose to any subcontractor, or County approved third parties, any information otherwise subject to Subsection 1 that is reasonably required for the performance of the subcontractor's work. Prior to any such disclosure, SANTEE ELEMENTARY School District shall obtain the subcontractor's written agreement to the requirements of Subsection 1 and shall provide a copy of such agreement to the County.
4. SANTEE ELEMENTARY School District represents that it shall not publish or cause to be disseminated through any press release, public statement, or marketing or selling effort any information which relates to this agreement without the prior written approval of the County.
5. SANTEE ELEMENTARY School District obligation of confidence with respect to information submitted or disclosed to SANTEE ELEMENTARY School District by County hereunder shall survive termination and comply with all requirements outlined in this Agreement which is attached hereto and made a part hereof.

16. CONFIDENTIALITY OF SERVICES

Identities of all respondents including but not limited to staff, principal(s), parent(s), student(s) and individual responses on surveys in conjunction with this evaluation will be kept confidential by the Contractor. Reports generated will reflect aggregated data. No individual responses will be used. Contractor is not authorized to redistribute or share any data or information with any agency, entity or individual without the written consent of the County.

Contractor agrees to all of the following:

(a) Neither Contractor nor any of its Subcontractors shall disclose Private Information obtained from the County in the performance of this Agreement to any other Subcontractor, person, or other entity, unless one of the following is true:

(i) The disclosure is authorized by this Agreement;

(ii) The Contractor received advance written approval from the Contracting Department to disclose the information; or

(iii) The disclosure is required by law or judicial order.

(b) Notwithstanding any other provisions of law, any school district, including any county office of education or superintendent of schools, may participate in an interagency data information system that permits access to a computerized database system within and between governmental agencies or districts

as to information or records which are non-privileged, and where release is authorized as to the requesting agency under state or federal law or regulation, if each of the following requirements are met:

- 1) Each agency and school district shall develop security procedures or devices by which unauthorized personnel cannot access data contained in the system.
- 2) Each agency and school district shall develop procedures or devices to secure privilege or confidential data from unauthorized disclosure.
- 3) Each school district shall comply with access log requirements of Section 49064.
- 4) The right of access granted shall not include the right to add, delete, or alter data without the written permission of the agency holding the data.
- 5) An agency or school district may not make public or otherwise release information on an individual contained in the database where the information is protected from disclosure or release as to the requesting agency by state or federal law or regulation.

(c) Any disclosure or use of Private Information authorized by this Agreement shall be in accordance with any conditions or restrictions stated in this Agreement. Any disclosure or use of Private Information authorized by a Contracting Department shall be in accordance with any conditions or restrictions stated in the approval.

(d) Any failure of Contractor to comply with the Nondisclosure of Private Information Ordinance shall be a material breach of this Agreement. In such an event, in addition to any other remedies available to it under equity or law, the County may terminate this Agreement, debar Contractor, or bring a false claim action against Contractor.

17. TERMINATION FOR CONVENIENCE

1. The County may, by written notice to SANTEE ELEMENTARY School District, terminate this agreement in whole or in part at any time, for the County's convenience. Upon receipt of such notice, SANTEE ELEMENTARY School District shall:
 - (1) Immediately discontinue all services affected (unless the notice directs otherwise) and
 - (2) Deliver to the County all information and material as may have been involved in the provision of services in the performance of this agreement, whether completed or in process. Termination of this agreement shall be as of the date of receipt by SANTEE ELEMENTARY School District of such notice.
2. If the termination is for the convenience of the County, SANTEE ELEMENTARY School District shall submit a final invoice within 60 days of termination and upon approval by the County, the County shall pay SANTEE ELEMENTARY School District the sums earned for the services actually performed prior to the effective date of termination and other costs reasonably incurred by SANTEE ELEMENTARY School District to implement the termination.
3. SANTEE ELEMENTARY School District shall not be entitled to anticipatory or consequential damages as a result of any termination under this section. Payment to SANTEE ELEMENTARY School District in accordance with this section shall constitute the District's exclusive remedy for any termination hereunder. The rights and remedies of the County provided in this section are in addition to any other rights and remedies provided by law or under this agreement.

18. TERMINATION FOR DEFAULT

1. The County may, by written notice to SANTEE ELEMENTARY School District, terminate this agreement in whole or in part at any time because of the failure of SANTEE ELEMENTARY School District to fulfill its contractual obligations. Upon receipt of such notice, SANTEE ELEMENTARY School District shall:
 - (1) Immediately discontinue all services affected (unless the notice directs otherwise) and
 - (2) Deliver to the County all information and material as may have been involved in the provision of services in the performance of this agreement, whether completed or in process. Termination of this agreement shall be as of the date of receipt by SANTEE ELEMENTARY School District of such notice.
2. If the termination is due to the failure of SANTEE ELEMENTARY School District to fulfill its contractual obligations, the County may take over the services, and complete the services by contract or otherwise. In such case, SANTEE ELEMENTARY School District shall be liable to the County for any reasonable costs or damages occasioned to the County thereby.

19. INDEPENDENT CONTRACTOR

It is expressly understood that at all times, while rendering the services described herein, and in complying with any terms and conditions of this Agreement, SANTEE ELEMENTARY School District is acting as an independent contractor and not as an officer, agent, or employee of the County.

20. HOLD HARMLESS

SANTEE ELEMENTARY School District agrees to hold harmless, defend, and to indemnify the County, its officers, agents, and employees against any and all losses, injuries, claims, actions, judgments, and liens arising from, or alleged to have arisen from, SANTEE ELEMENTARY School District performance, or lack thereof, under this Agreement.

21. WORKERS' COMPENSATION

SANTEE ELEMENTARY School District shall provide workers' compensation insurance or shall self-insure their services in compliance with provisions of Section 3700 of the Labor Code of the State of California. A Certificate of Insurance may be provided, providing for such, or SANTEE ELEMENTARY School District shall sign and file with the County the following certificate:

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

22. NON-FUNDING

Notwithstanding any of the foregoing provisions, if for any fiscal year of this Agreement the San Diego County Board of Education fails to appropriate or allocate funds for future periodical payments under this Agreement, the County will not be obligated to pay the balance of funds remaining unpaid

beyond the fiscal period for which funds have been appropriated or allocated, and may terminate this Agreement with 30 days' written notice.

23. AUDIT

SANTEE ELEMENTARY School District agrees to maintain and preserve until five years after termination of the Agreement with the County, and to permit the State of California or any of its duly authorized representatives, to have access to and to examine and audit any pertinent books, documents, papers, and records related to this Agreement.

24. INSURANCE REQUIREMENTS

SANTEE ELEMENTARY School District must ensure that it shall maintain and shall cause each Subcontractor to maintain Public Liability and Property Damage Insurance to protect them and the Superintendent of Schools 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:

General Liability Comprehensive form - Products/Completed Operations	Bodily Injury and Property Damage	<u>\$1,000,000</u> Amount
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Auto Liability Comprehensive form - Owned, Non-owned Hired	Bodily Injury and Property Damage Combined	<u>\$1,000,000</u> Amount
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SANTEE ELEMENTARY School District shall file, with the County, Certificates of Insurance indicating a thirty-day (30) cancellation notice and naming the **SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS** as an additional insured.

25. GOVERNING LAW/VENUE SAN DIEGO

In the event of litigation, the Agreement and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate State or Federal court located in San Diego County.

26. COMPLIANCE WITH LAW

SANTEE ELEMENTARY School District shall be subject to, and shall comply with, all Federal, State, and local laws and regulations applicable with respect to its performance under this Agreement including, but not limited to: licensing, employment, and purchasing practices, and wages, hours, and conditions of employment, including non-discrimination.

27. FINAL APPROVAL

This Agreement is of no force or effect until approved by signature by the County Superintendent of Schools or his designee, the Assistant Superintendent of Business Services.

28. TOBACCO-FREE FACILITY

The County is a tobacco-free facility. Tobacco use (smoked or smokeless) is prohibited at all times on all areas of County Office property.

29. PUPIL SAFETY / SCHOOL SAFETY ACT

Pupil Safety/School Safety Act: The SANTEE ELEMENTARY Program Manager shall determine the Contractor/Provider’s level of contact with pupils from the following two (2) choices, by inserting an **X** below:

 The Contractor/Provider will have “**limited contact**” with pupils and the Contractor/Provider may be required to do one or more of the following to protect pupils:

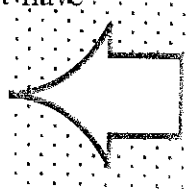
- 1. Prohibit Contractor/Provider’s employees from using student restroom facilities,
- 2. Perform work when school is not in session,
- 3. Provide security patrols or supervision,
- 4. Restrict Contractor/Provider’s employees’ access to site grounds, and/or
- 5. Provide badges or other visible means of Contractor/Provider’s identification.

 X The Contractor/Provider will have “**greater than limited contact**” with pupils and the Contractor/Provider shall require their employees, including the employees of any subcontractor, who will provide these services, to submit their fingerprints in order to conduct a criminal background check per Education Code §45122.1. The Contractor/Provider shall not permit any employee, including the employees of any subcontractor, to perform services under this contract until:

- 1. The Department of Justice has determined that these employees have not been convicted of, or have charges pending for a defined felony.
- 2. The Contractor/Provider has **certified in writing** to the SANTEE ELEMENTARY Program Manager that the employer and all of these employees have not been convicted of, or do not have charges pending for a defined felony.

Pamela A Brasher
By (Authorized Signature)

10/1/12
Date



Pamela Brasher
Name (Type or Print)

Director, Out-of-School Time
Title
Programs

30. ENTIRE AGREEMENT

This Agreement represents the entire Agreement and understandings of the parties hereto and no prior writings, conversations or representations of any nature shall be deemed to vary the provisions hereof. This Agreement may not be amended in any way except by a writing duly executed by both parties hereto.


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


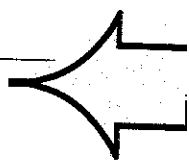
COUNTY

DISTRICT

SAN DIEGO COUNTY
SUPERINTENDENT OF SCHOOLS

SANTEE ELEMENTARY SCHOOL
DISTRICT


By (Authorized Signature)


By (Authorized Signature) 

LORA L. DUZYK
Name (Type or Print)

Pamela Brasher
Name (Type or Print)

ASSISTANT SUPERINTENDENT
Title

Director, Out-of-School Time
Programs
Title

9-20-12
Date

10/1/12
Date

95-6002872
Federal I.D. No./Social Security #

**San Diego County Office of Education
Funding Status per School
2012-13**

Grant Number	District Name	CDSCode	School Name	School Type	Sub Program	Amount Awarded
37-23939-1037-EZ	Santee Elementary	37683616040380	Prospect Avenue Elementary	E	After School Base	\$112,500.00
37-23939-1037-EZ	Santee Elementary	37683616040380	Prospect Avenue Elementary	E	After School Supplemental	\$33,750.00
37-23939-1037-EZ	Santee Elementary	37683616040380	Prospect Avenue Elementary	E	Before School Base	\$35,717.65
37-23939-1037-EZ	Santee Elementary	37683616040380	Prospect Avenue Elementary	E	Before School Supplemental	\$10,715.30
					TOTAL GRANT AMOUNT	\$192,682.95
					GRANT AMOUNT, LESS 2%	\$188,829.29

58

DISCUSSION AND/OR ACTION ITEMS Item F.

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

Discussion and/or Action Item F.1.1.
Prepared by Dr. Pat Shaw
August 7, 2012

Committee Recommendations for Revisions to
Board Policy and Administration Regulation 5127,
Promotion Ceremonies and Activities, and
Discussion of Protocols for Promotion Ceremonies

BACKGROUND:

At the July 17, 2012 Board of Education meeting, Board members asked administration to convene a committee comprised of a principal, vice principals, junior high teachers, and parents to review AR 5127. The charge of the committee was to look at the current criteria for walking in promotion exercises, determine if they believe it is appropriate, and examine the appeals process with consideration of centralizing or standardizing the process.

Dr. Shaw has convened the committee which met in September and October, and has brought the committee's recommendations to the Board as a revised Board Policy and Administrative Regulation.

Board members also requested to use this opportunity for a discussion about protocols when Board members attend promotion exercises and consideration to standardize the protocols throughout the District.

RECOMMENDATION:

It is recommended that the Board of Education review the draft revisions of Board Policy and Administrative Regulation 5127 as recommended by the committee. (Attached, showing revisions.) Administration will return BP and AR 5127 to the Board in a First Reading at a future meeting as presented tonight or with any desired revisions directed by the Board. It is also recommended that the Board of Education discuss standardized protocols for promotion exercises.

FISCAL IMPACT:

There is no fiscal impact from this item. This is a governance item.

STUDENT ACHIEVEMENT IMPACT:

Effective leadership and governance leads to excellence in student learning and student achievement.

PROMOTION CEREMONIES AND ACTIVITIES

The Governing Board desires that each school provide age-appropriate promotion activities to recognize students who have demonstrated acceptable academic achievement and met behavioral expectations.

In order to encourage high standards of student academic achievement *in the areas of scholarship, citizenship, and effort, the student's* ~~and behavior, the principal may deny the privilege of participating in promotion ceremonies and/or activities, in accordance with district guidelines, *may be denied*.~~ District guidelines shall ensure that the student and parent/guardian receive written notice of the deficiency, offers of support and intervention, the privilege(s) to be denied, the grounds for such denial, and the means whereby a student may appeal this decision.

The Superintendent or designee shall provide administrative regulations providing guidance to schools.

Legal Reference:

EDUCATION CODE

38119 *Lease of personal property; caps and gowns*

48904 *Liability of parent or guardian; withholding of grades, diplomas, transcripts*

51225.5 *Honorary diplomas; foreign exchange students*

51400-51403 *Elementary school diploma*

51410-51412 *Diplomas*

COURT DECISIONS

Cole v. Oroville Union High School District, (2000, 9th Cir.) 228 F.3d 1092

Santa Fe Independent School District v. Doe, (2000) 530 U.S. 290

Lee v. Weisman, (1992) 112 S.Ct. 2649

Sands v. Morongo Unified School District, (1991) 53 Cal. 3d 863

Lemon v. Kurtzman, (1971) 403 U.S. 602

Management Resources:

CDE PROGRAM ADVISORIES

0615.89 *Granting credit for passing GED, SPB:88/89-11*

WEB SITES

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

PROMOTION CEREMONIES AND ACTIVITIES**Background**

The following procedure establishes academic and behavioral standards in order to determine eligibility of 8th grade students to participate in promotion ceremonies and activities.

Procedure

1. ~~Each middle school~~ School staff shall be responsible for developing promotion activities for 8th grade students. The activities may reflect input by parents/guardians, staff, and students. The activities shall be subject to the approval of the principal.
2. The date for the promotion ceremony shall be subject to approval by the Superintendent or designee.
3. The promotion ceremony may be scheduled during the last school day or the two preceding days.
4. Invocations, benedictions, and/or baccalaureate services shall not be included in these activities.
5. District standards for participation in student promotion activities ceremony, promotion activity, and the excursion activity shall be:
 - a. ~~A child~~ The student must achieve and maintain a cumulative Grade Point Average (GPA) of 2.00 for the first and second trimester and the first six weeks of the third trimester of the 8th grade year. This cumulative GPA must be maintained and will be computed in the following areas in order for a student child to be eligible:
 - (1) Scholarship Academic-cumulative GPA of 2.00
 - (2) Citizenship Effort-cumulative GPA of 2.00
 - (3) Effort Citizenship-cumulative GPA of 2.00

* There will not be an appeals process for promotional activities.

- b. The cumulative GPA shall be obtained from the district-approved report cards for the first two trimesters and the third trimester progress report of the 8th grade year.
- c. ~~Parents/guardians of the~~ If the 8th grade student who does not meet any one or more of the minimum requirements, the parent/guardian will be notified after

each report card by site administration mail. The parent/guardian letter notification will inform the parent/guardian of review the student's academics scholarship, effort citizenship, and citizenship effort GPA's, recomm additional intervention, and make clear the consequences if improvement is not made.

d. ~~If a student does not qualify to participate in 8th grade promotion activities at the third trimester progress report of 8th grade, he/she may petition the principal or designee for a school appeal during the third trimester. If enough progress has been made and demonstrated by the date of the appeal, the principal or designee may recommend that the student participate in promotion activities.~~

ed. Any student transferring into a district school from another school (inter/intra) ~~within the district shall transfer his/her grades/effort/citizenship scholarship/citizenship/effort with him/her. Any student transferring into the district from outside the district~~ and will be required to meet the minimum district promotion standards of a 2.0 GPA, in academics, effort, and citizenship from the date of enrollment in the district in order to be eligible to participate in the promotion activities.

~~fe.6.~~ Any student with more than three two incidents of out-of-school suspensions during his/her 8th grade year will not be eligible to participate in promotion ~~the excursion activities~~y. There will be no appeal process privilege.

67. Parents/guardians of 6th, 7th, and 8th grade students will receive notification from the Assistant Superintendent Director of Educational Services of district standards and eligibility requirements ~~within the first six weeks of the 6th, 7th, and 8th grade school year.~~

7. District standards for participation in student promotion ceremonies ~~ceremony, promotion activity, and the excursion activity shall be:~~

a. ~~A child~~ The student must achieve and maintain a cumulative Grade Point Average (GPA) of 2.00 for the first and second trimester and the first six weeks of the third trimester of the 8th grade year. This cumulative GPA must be maintained and will be computed in the following areas in order for a student child to be eligible:

(1) Scholarship ~~Academie~~-cumulative GPA of 2.00

(2) Citizenship ~~Effort~~-cumulative GPA of 2.00

(3) Effort ~~Citizenship~~-cumulative GPA of 2.00

8. Appeal Process for Promotion Ceremony:

- a. There will be an opportunity to appeal in the event an 8th grade student is denied the privilege to participate in the promotion activities ceremony. The parents/guardians may choose to must be involved in the following steps when deciding whether to appeal the school's decision district's policy.

(1) ~~School~~ District Committee Appeal—~~Student-led appeal~~

~~—An 8th grade student who is denied his/her privilege to participate in promotion activities by the school and feels that he/she has made satisfactory effort and reasonable progress towards the GPA of 2.0 in citizenship, effort, and academics, may request and be granted an opportunity to appeal the decision of the school. Each school shall have an established committee, timeline, and process for hearing student appeals. The committee shall be composed of an minimum of one administrator, 50 percent of the junior high team and an 8th grade teacher from the student's site (the teacher should be one that has a relationship with the student and can add information that may be a factor in the decision), and as well as, an administrator, a junior high teacher, and a support staff member from other school sites. support staff when appropriate. The formal appeal process request form must be received by initiated no later than three weeks prior to the first promotion activity the district designated deadline. No late forms will be accepted.~~

~~—The District Appeal Committee will meet with the student and at least one parent/guardian. Following the Appeal meeting, the committee will deliberate without the student or student's parent/guardian present and reach a decision. After the deliberation, the District Committee Appeal decision will be communicated to the parent by phone or in person. The notification will be made by the site administrator seated on the panel on behalf of the appealing student. The notification will also include the required procedures for the parent to appeal to the next level if they wish to do so.~~

(2) Appeal to the Assistant Superintendent Director of Educational Services

If an appeal is denied ~~at by~~ the school district committee level, the next level at which an appeal may be made is to the Assistant Superintendent Director of Educational Services. The Assistant Superintendent Director will hear this appeal only if the child student has requested and appealed at the school district committee level and his/her appeal is denied. The appeal to the Assistant Superintendent Director

shall be made in writing within three school days of the district committee decision and outline the reasons why the school did not, in the parents'/guardian's opinion follow the administrative regulations that guide Board Policy 5127. The Assistant Superintendent Director shall render his/her decision within five working days of receipt of the written request for the appeal on the basis of whether or not the Board policy and administrative regulations and procedures were followed by the school. This appeal to the Assistant Superintendent of Educational Services must be initiated no later than two weeks prior to the first promotion activity.

(3) Appeal to the Governing Board of

If the Assistant Superintendent Director denies the parent/guardian's appeal, the parent/guardian may take the appeal to the Governing Board. The Board will hear the parent/guardian's appeal if the student has appealed to the school and the parent/guardian has appealed to the Assistant Superintendent and at both levels and the appeals were was denied. The Board shall decide how the appeal at its level will be handled on a case-by-case basis. The criteria that are used will be based on the standards outlined in the Board policy and administrative regulations. The appeal to the Board must be initiated no later than one week prior to the first promotion activity immediately following the prior appeals.

- b. Minimum requirements shall be initiated in the 2007 2012-08-13 school year.

Regulation
approved: September 9, 1996
revised: September 24, 2002
revised: April 17, 2007
reviewed: August 17, 2010

SANTEE SCHOOL DISTRICT
Santee, California

PROMOTION CEREMONIES AND ACTIVITIES



Background

The following procedure establishes academic and behavioral standards in order to determine eligibility of 8th grade students to participate in promotion ceremonies and activities.

Procedure

1. School staff shall be responsible for developing promotion activities for 8th grade students. The activities may reflect input by parents/guardians, staff, and students. The activities shall be subject to the approval of the principal.
2. The date for the promotion ceremony shall be subject to approval by the Superintendent or designee.
3. The promotion ceremony may be scheduled during the last school day or the two preceding days.
4. Invocations, benedictions, and/or baccalaureate services shall not be included in these activities.
5. District standards for participation in student promotion activities shall be:
 - a. The student must achieve and maintain a cumulative Grade Point Average (GPA) of 2.00 for the first and second trimester and the first six weeks of the third trimester of the 8th grade year. This cumulative GPA must be maintained and will be computed in the following areas in order for a student to be eligible:
 - (1) Scholarship cumulative GPA of 2.00
 - (2) Citizenship cumulative GPA of 2.00
 - (3) Effort cumulative GPA of 2.00

* There will not be an appeals process for promotional activities.

- b. The cumulative GPA shall be obtained from the district-approved report cards for the first two trimesters and the third trimester progress report of the 8th grade year.
- c. If the student does not meet any one or more of the minimum requirements, the parent/guardian will be notified after each report card by site administration. The notification will inform the parent/guardian of the student's scholarship,

citizenship, and effort GPA's, and make clear the consequences if improvement is not made.

- d. Any student transferring into a district school from another school (inter/intra) shall transfer his/her scholarship/citizenship/effort with him/her and will be required to meet the minimum district promotion standards.
 - e. Any student with more than two incidents of out-of-school suspension during his/her 8th grade year will not be eligible to participate in promotion activities. There will be no appeal process privilege.
6. Parents/guardians of 6th, 7th, and 8th grade students will receive notification from the Director of Educational Services of district standards and eligibility requirements.
 7. District standards for participation in student promotion ceremonies shall be:
 - a. The student must achieve and maintain a cumulative Grade Point Average (GPA) of 2.00 for the first and second trimester and the first six weeks of the third trimester of the 8th grade year. This cumulative GPA must be maintained and will be computed in the following areas in order for a student child to be eligible:
 - (1) Scholarship cumulative GPA of 2.00
 - (2) Citizenship cumulative GPA of 2.00
 - (3) Effort cumulative GPA of 2.00
 8. Appeal Process for Promotion Ceremony:
 - a. There will be an opportunity to appeal in the event an 8th grade student is denied the privilege to participate in the promotion ceremony. The parents/guardians must be involved in the following steps when deciding whether to appeal the district's policy.
 - (1) District Committee Appeal
The committee shall be composed of an administrator and an 8th grade teacher from the student's site (the teacher should be one that has a relationship with the student and can add information that may be a factor in the decision), as well as, an administrator, a junior high teacher, and a support staff member from other school sites. The formal appeal request form must be received by the district designated deadline. No late forms will be accepted.

The District Appeal Committee will meet with the student and at least one parent/guardian. Following the Appeal meeting the committee will deliberate and reach a decision. The outcome of the District Committee Appeal will be personally communicated (may be by phone) to the

parent that participated in the Appeal by the site administrator that sat on the panel on behalf of the appealing student. The notification will also include the required procedures for the parent to appeal to the next level if they wish to do so.

(2) Appeal to the Director of Educational Services

If an appeal is denied by the district committee, the next level at which an appeal may be made is to the Director of Educational Services. The Director will hear this appeal only if the student has requested and appealed at the district committee level and his/her appeal is denied. The appeal to the Director shall be made in writing within three school days of the district committee decision. The Director shall render his/her decision within five working days of receipt of the written request

(3) Appeal to the Governing Board

If the Director denies the parent/guardian's appeal, the parent/guardian may take the appeal to the Governing Board. The Board will hear the parent/guardian's appeal if the student has appealed to both levels and the appeals were denied. The Board shall decide how the appeal at its level will be handled on a case-by-case basis. The criteria that are used will be based on the standards outlined in the Board policy and administrative regulations. The appeal to the Board must be initiated immediately following the prior appeals.

- b. Minimum requirements shall be initiated in the 2012-13 school year.

Regulation
approved: September 9, 1996
revised: September 24, 2002
revised: April 17, 2007
reviewed: August 17, 2010

SANTEE SCHOOL DISTRICT
Santee, California

BACKGROUND:

On May 1, 2007, the District issued its first series of General Obligation Bonds (Series A) for \$18 million under the authority of Proposition R passed by the voters November 2006. In accordance with Internal Revenue Service regulations, an arbitrage rebate calculation is generally required to be conducted after five (5) years has elapsed.

Arbitrage is generally defined as the difference between two markets. In the case of tax exempt debt instruments such as General Obligation Bonds, arbitrage would be the difference between the rate of interest paid to buyers of the bonds and that earned by the public agency on proceeds of the bonds; subject to a few adjustments. In order to avoid situations where public agencies could earn significantly more interest than that paid on tax exempt debt instruments, the IRS establishes regulations and financial penalties to prohibit two circumstances:

- Issuing tax exempt debt earlier than needed
- Earning higher rates of interest on proceeds than that paid for debt service

In the case of the District's Series A GO Bonds, the above circumstances occurred in tandem producing an arbitrage liability of \$94,828.60. Series A bonds were issued in May 2007 and the bulk of the proceeds remained in the County Treasury (\$10 million or more) earning over 5% annually, significantly above the calculated bond yield (i.e. average annual interest paid to bond holders) of 4.294024%, for at least a year before construction started (summer 2008) on the projects partially funded by the bonds.

Since the arbitrage calculation was thought to be due 5 years from the issue date for Series A, at the January 17, 2012 meeting, the Board approved an agreement with Vavrinek, Trine & Day ("VTD"), the District's auditors, to conduct arbitrage calculations for general obligation bond and Certificates of Participation transactions. This was well in advance of the presumed 5 year deadline for Series A. Unfortunately, during a review of bond documents pertaining to Series A, it was discovered that the arbitrage calculation period was shortened by 9 months making the calculation and payment of any liability due 55 days after August 1, 2011. As a result, the arbitrage liability would now also be subject to a penalty estimated to be \$48,898.

VTD recommends requesting a waiver of the penalty due to the fact that the District's current CBO was not involved in the Series A transaction and current staff was not aware of the shortened arbitrage calculation period.

RECOMMENDATION:

It is recommended that the Board of Education approve filing of the appropriate tax form and payment of \$94,828.60 to Internal Revenue Service for arbitrage liability for Series A General Obligation Bond and authorization to request waiver of penalty.

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 \$94,828.60 for arbitrage liability to be paid from remaining General Obligation bond proceeds and interest earnings. There is a possibility of an additional impact of \$48,898 if request to waive penalty is denied.

STUDENT ACHIEVEMENT IMPACT:

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

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

At the September 18, 2012, the Board of Education was presented with information regarding designs for the proposed 10-Classroom Addition and Admin/LRC joint use building at Pepper Drive School. The current DSA-approved designs for the 10-Classroom Addition contemplate the two stairways being on the exterior of the building whereas all other classroom addition buildings constructed at other schools have the stairways on the interior of the building.

Current estimates indicate that after accounting for previous commitments and obligations, the District will have approximately \$4.9 million in remaining funds available for the Pepper Drive projects composed of remaining Series E General Obligation Bond proceeds, the \$2.2 million State Grant for the Hill Creek 10-Classroom Addition, and Developer Fees collected. If the District receives the State Grants for the Pepper Drive 10-Classroom Addition and Admin/LRC joint use building, a total of approximately \$8.2 million will be available for these projects. Current estimates of construction and project costs indicate this amount would be insufficient to construct both projects as currently designed. This will require incorporation of substantial value engineering reductions; perhaps as much as \$500,000 to \$600,000. Therefore, it will be critical to save every dollar possible in order to make construction of these projects viable.

Altering designs through DSA and the added construction/materials cost for enclosing the western stairs is estimated at \$75,000. Enclosing the eastern stairs is more expensive due to the 3 stop exterior elevator with bridge design which would require extensive structural changes and fire glass at an estimated cost of \$175,000. To enclose both stairways then is expected to cost approximately \$250,000. A more cost effective alternative may be to partially enclose both stairwells with security doors but an open exterior stairway. This is estimated to cost approximately \$40,000.

The advantages and disadvantages for exterior stairways are as follows:

- Advantages:
 - Reduced construction and design cost
 - Elimination of noise in interior spaces
 - More efficient supervision potential
 - Energy savings from reduced requirement for HVAC
 - Savings in maintenance and cleaning costs
 - Softens the look and reduces surface area of the large building as seen from the lower campus and parking lot
- Disadvantages:
 - Exposure to inclement weather although the stairway would be under roof
 - Increased unwanted attraction for play/use on weekends and after hours
 - Restricts movement between floors during lock-down
 - Change from standard design of classroom additions at other schools

Staff conducted an informal survey of other school districts in the County that have two story classroom buildings with exterior stairs. These districts include:

- Grossmont
- Poway
- Ramona
- Sweetwater
- Rancho Santa Fe

RECOMMENDATION:

It is recommended that the Board of Education approve maintaining both stairways on the exterior of the building to save on costs for construction, maintenance, cleaning, and energy use.

This recommendation supports the following District goals:

Fiscal Accountability

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

Learning Environment

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

FISCAL IMPACT:

The estimated construction and design costs will be up to \$250,000 from Capital Improvement Program funds.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item F.3.1.
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BOARD POLICIES AND BYLAWS Item G.

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

Agenda Item G.

Discussion and/or Action Item G.1.1.
Prepared by Karl Christensen
October 16, 2012

First Reading: Revised Board Policy 3511,
“Storm Water Master Plan”

BACKGROUND:

At the August 21, 2012 meeting, the Board of Education approved the annual Storm Water Management Plan Report. The revisions to Board Policy 3511 are necessary to align with our Storm Water Management Plan.

RECOMMENDATION:

This is a First Reading for Revised Board Policy 3511. No action is requested at this time.

This recommendation supports the following District goal:

Learning Environment

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

FISCAL IMPACT:

There is no fiscal impact.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item G.1.1.
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ENERGY AND WATER MANAGEMENT

The Governing Board recognizes the importance of minimizing the district's use of natural resources, providing a high-quality environment that promotes health and productivity, and effectively managing the district's fiscal resources. To that end, the Superintendent or designee shall develop a resource management program which includes strategies for implementing effective and sustainable resource practices, exploring renewable and clean energy technologies, reducing energy and water consumption, minimizing utility costs, reducing the amount of waste of consumable materials, encouraging recycling and green procurement practices, and promoting conservation principles.

The Superintendent or designee shall regularly inspect district facilities and operations and make recommendations for maintenance and capital expenditures which may help the district reach its conservation and management goals.

The Superintendent or designee shall make every effort to identify funding opportunities and cost-reducing incentive programs to help the district achieve its conservation and management goals.

The Superintendent or designee shall periodically report to the Board on the district's progress in meeting its conservation and management goals.

Storm Water Management

The Board desires to ensure that, to the maximum extent practicable, the district reduce the discharge of pollutants into the water system in order to minimize the threat to water quality from storm water runoff. When the district has been designated by the State Water Resources Control Board or a regional water quality control board, the Superintendent or designee shall ensure that the district complies with applicable General Permit requirements.

The Superintendent or designee shall develop a storm water management plan and shall submit the plan and a resolution authorizing the implementation of the plan to the Board for approval. The district's plan shall describe best management practices, measurable goals, and timetables for implementation in the following areas:

1. Public education and outreach on storm water impacts including distribution of storm water posters and calendars to school sites for posting and placement of the Storm Water Management Plan on the District Website.
2. Public participation, such as participation in adoption and implementation of the plan
3. Illicit discharge detection and elimination, such as maps and programs to detect and eliminate illicit non-storm water discharges

4. Construction site storm water runoff control, such as reviewing construction plans, inspecting sites, and tracking construction site runoff, as well as erosion and sediment controls
5. Post-construction storm water management, such as developing design standards for preventing runoff and verifying proper maintenance and operation of control procedures
6. Pollution prevention and good housekeeping, such as evaluating waste disposal, material storage, and equipment-cleaning procedures and spill prevention, including at bus maintenance facilities
7. All Purchase Orders and Facilities Use Agreements shall have the following contract language added:

Vendor shall comply with the lawful requirements of the District, the State of California, and all applicable municipalities and local agencies regarding discharges to separate storm drain systems or other watercourses under their jurisdiction, including applicable requirements in municipal storm water management programs.

The Superintendent or designee shall regularly report to the Board on the status of the district's implementation efforts.

Legal Reference:

EDUCATION CODE

[41422](#) School term or session length, failure to comply due to disaster

[46392](#) Emergency conditions; ADA estimate

PUBLIC RESOURCES CODE

[25410-25421](#) Energy conservation assistance

WATER CODE

13383.5 Storm water discharge monitoring requirements

CODE OF REGULATIONS, TITLE 23

2200 Discharge permit fees

UNITED STATES CODE, TITLE 33

1342 National pollutant discharge elimination system

CODE OF FEDERAL REGULATIONS, TITLE 40

122.1-122.64 National pollutant discharge elimination system

Board Policies and Bylaws Item G.2.1. Second Reading: Revised Board Policy 4112.42,
Prepared by Karl Christensen "Drug and Alcohol Testing for School Bus
October 16, 2012 Drivers"

BACKGROUND:

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

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

RECOMMENDATION:

This is a Second Reading for Revised Board Policy 4112.42. It is recommended that the Board of Education approve the revisions and adopt BP 4112.42.

This recommendation supports the following District goal:

Learning Environment

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

FISCAL IMPACT:

There is no fiscal impact.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item G.2.1.
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All Personnel

BP 4112.42(a)

4212.42

DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

4312.42

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

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

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

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

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

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

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

Legal Reference: (see next page)

BP 4112.42(b)
4212.42
4312.42

DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

VEHICLE CODE

34500 - 34520.5 Safety regulations

CODE OF REGULATIONS, TITLE 13

1200 - 1293 Motor carrier safety, especially:

1213.1 Placing drivers out-of-service

UNITED STATES CODE, TITLE 49

31306 Alcohol and controlled substances testing

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

CODE OF FEDERAL REGULATIONS, TITLE 49

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

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

382.205 On-duty use

382.207 Pre-duty use

382.209 Use following an accident

Management Resources:

WEB SITES

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

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

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

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

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

BACKGROUND:

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

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

RECOMMENDATION:

This is a Second Reading for Revised Board Policy 3311. It is recommended that the Board of Education approve the revisions and adopt BP 3311.

This recommendation supports the following District goal:

Fiscal Accountability

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

FISCAL IMPACT:

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

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item G.2.2.
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BIDS

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

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

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

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

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

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

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

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

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

Legal Reference: (see next page)

BIDS (continued)

Legal Reference:

EDUCATION CODE

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

GOVERNMENT CODE

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

PUBLIC CONTRACT CODE

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

COURT DECISIONS

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

ATTORNEY GENERAL OPINIONS

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

Management Resources:

WEB SITES

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

BIDS

Advertised/Competitive Bids

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

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

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

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

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

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

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

BIDS

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

Instructions and Procedures for Advertised Bids

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

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

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

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

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

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

BIDS

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

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

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

Alternative Competitive Process for Public Works Projects

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

Informal Bidding Procedures for Public Works Projects

BIDS

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

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

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

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

BIDS

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

Alternative Bid Procedures for Technological Supplies and Equipment

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

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

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

BIDS

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

Bids Not Required

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

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

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

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

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

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

Sole Sourcing

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

BIDS

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

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

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

Prequalification Procedure

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

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

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

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

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

Protests by Bidders

BIDS

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

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

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

Post Award Activities

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

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

BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS Item H.

Agenda Item H.

CLOSED SESSION Item I.

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** (Govt. Code § 54957)
2. **Conference with Labor Negotiator** (Govt. Code § 54956.8)
Purpose: Negotiations
Agency Negotiator: Karl Christensen, Asst. Superintendent
Employee Organization: Classified School Employees Association
3. **Conference with Labor Negotiator** (Govt. Code § 54956.8)
Agency Negotiator: Karl Christensen, Asst. Superintendent
Employee Organizations: Santee Teachers Association

RECONVENE TO PUBLIC SESSION Item J.

ADJOURNMENT Item K.