



Santee School District

SCHOOLS:

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

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

**BOARD OF EDUCATION
 REGULAR MEETING
 AGENDA
 November 19, 2019**

District Mission

Providing an extraordinary education in an inspiring environment with caring people

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	4. Approval of Agenda	
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	<i>During this time, citizens are invited to address the Board of Education about any item not on the agenda. Request-to-speak cards should be submitted in advance. The Board may not take action on any item presented. The Board has a policy limiting any speaker to five minutes. Meetings are recorded.</i>	
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BOARD OF EDUCATION · Dustin Burns, Dianne El-Hajj, Ken Fox, Elana Levens-Craig, Barbara Ryan
 DISTRICT SUPERINTENDENT · Kristin Baranski, Ed.D.

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

E. CONSENT ITEMS

20

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

Superintendent

1.1. Approval of Minutes

21

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

1.2. Approval to Cancel the December 3, 2019 Regularly Scheduled Meeting of the Board of Education

30

It is recommended that the Board of Education cancel the December 3, 2019 regularly scheduled meeting.

1.3. Establish Date and Time of the Board of Education Annual Organizational Meeting

31

It is recommended that the Board of Education establish December 17, 2019, as the date for their annual organizational meeting.

1.4. Approval to Omit the January 7, 2020 Board of Education Meeting from the 2020 Board Meeting Calendar

32

It is recommended that the Board of Education approve to omit the January 7, 2020, meeting from the 2020 Board meeting calendar.

1.5. Approval of PBK-REDI Proposal for Recommendations and Prioritization for Security Camera Placement

33

It is recommended that the Board of Education approve the PBK-REDI Proposal for Recommendations and Prioritization for Security Camera Placement.

Business Services

2.1. Approval/Ratification of Travel Requests

36

It is recommended that the Board of Education ratify the authorization granted to personnel requesting out-of-district travel as listed in the item.

2.2. Approval/Ratification of Expenditure Warrants

38

It is recommended that the Board of Education approve and ratify the expenditure warrants for the month of October 2019.

2.3. Approval/Ratification of Purchase Orders

40

It is recommended that the Board of Education approve and ratify purchase orders for the month of October 2019 as presented in the item.

2.4. Approval/Ratification of Revolving Cash Report

49

It is recommended that the Board of Education approve/ratify revolving cash checks as listed.

2.5. Acceptance of Donations, Grants, and Bequests

51

It is recommended that the Board of Education accept donations, grants, and/or bequests listed in the item and authorize letters of appreciation to be sent on behalf of the Board.

2.6. Approval/Ratification of General Services Agreements

52

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

2.7. Approval/Ratification of Agreements for Mileage Reimbursement In Lieu of District Transportation

53

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

- 2.8. Authorization to Sell/Dispose of Surplus Items** 54
It is recommended that the Board of Education declare the described items as surplus with an estimated value of \$20.00 and authorize the sale or disposal of them in accordance with the recommended terms.
- 2.9. Acceptance of Annual and Five-Year Developer Fee Report** 57
It is recommended that the Board of Education accept the Annual and Five-Year Developer Fee Report pertaining to transactions for the 2018-19 fiscal year and facility plans for the subsequent 5 years.
- 2.10. Authorization to Purchase Three New Copy Machines to Replace Obsolete Ones for the Publications Department** 65
It is recommended that the Board of Education authorize the purchase of three new copiers to replace obsolete ones in the Publications Department.
- 2.11. Acceptance of GASB 75 July 2019 Actuarial Valuation Update** 66
It is recommended that the Board of Education accept the updated GASB 75 Actuarial Valuation of Other Post Employment Retirement Benefits for use in Financial Statements.
- 2.12. Approval of Ninyo & Moore for Geotechnical, Special Inspection, and Materials Testing Services for the Chet F. Harritt Building Project** 91
It is recommended that the Board of Education approve Ninyo and Moore to provide Geotechnical, Special Inspection and Materials Testing Services for the Chet F. Harritt building project.
- 2.13. Approval of Hendrix, California School Construction Services for DSA Inspector of Record Services for Capital Improvement Program Projects** 99
It is recommended that the Board of Education approve contracting with Hendrix, California School Construction Services to provide Inspector of Record services for the District's Capital Improvement Program projects.
- 2.14. Actual Costs of Issuance for Series 2018A General Obligation Bonds Sale** 102
It is recommended that the Board of Education accept the actual costs of issuance for sale of the Series 2018A General Obligation Bonds.

Educational Services

- 3.1. Approval of Contract for Guided Language Acquisition Design (GLAD) Training** 103
It is recommended that the Board of Education approve the contract for Guided Language Acquisition Design (GLAD) training.
- 3.2. Approval of Nonpublic School Master Contract with ACES Academy for Nonpublic School Services** 105
It is recommended that the Board of Education approve the Nonpublic School Master Contract with ACES Academy for one student for the period of November 13, 2019 through June 30, 2020.

Human Resource/Pupil Services

- 4.1. Personnel, Regular** 106
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations, and dismissals.
- 4.2. Adoption of Resolution No. 1920-10 to Eliminate a Vacant Classified Non-Management Position** 110
It is recommended that the Board of Education adopt resolution no. 1920-10 to eliminate a vacant classified non-management position.

4.3. Adoption of Resolution No. 1920-11 to Eliminate a Classified Non-Management Position 112
It is recommended that the Board of Education adopt resolution no. 1920-11 to eliminate a classified non-management position.

4.4. Approval to Increase Work Hours for Identified Classified Non-Management Position 114
It is recommended that the Board of Education approve the increase in work hours for an identified classified non-management position.

F. DISCUSSION AND/OR ACTION ITEMS 115
Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.

Superintendent

1.1. Approval of Management and Confidential Employee Salary Increase 116
It is recommended that the Board of Education approve the proposed management and confidential employees' salary increase.

1.2. Approval of Management/Confidential Employee Salary Schedules with Anniversary Increments 2019-2020 117
It is recommended that the Board of Education approve the proposed management and confidential employees' salary schedule effective July 1, 2019.

Business Services

2.1. Color Schemes for Capital Improvement Program Projects 121
This is an information item, Action, if any, is at the discretion of the Board of Education.

2.2. Lease-Leaseback Preliminary Guaranteed Maximum Price for Chet F. Harritt Building Project 122
It is recommended the Board approve the preliminary guaranteed maximum price for the Chet F. Harritt building project and authorize BBC to begin procuring building materials with long lead times and allow for the possibility of commencing sitework construction activities prior to approval of the final GMP.

2.3. Award of Contract to Global Modular Inc. for Bid 1920-077-102, Removal/Demolition of Modular Classroom Buildings at Chet F. Harritt School 123
It is recommended that the Board of Education award contract to Global Modular, Inc. for Base Bid and all Alternates for Bid #1920-077-102, Removal/Demolition of Modular Classroom Buildings at Chet F. Harritt School.

Human Resource/Pupil Services

3.1. Approval of Agreement with Swing Education for Substitute Teachers and Related Professionals ("SwingSubs") 124
It is recommended that the Board of Education approve the Swing Education services agreement for substitute teachers and related professionals.

G.	BOARD POLICIES AND BYLAWS	134
1.1.	<u>Second Reading: Revised Board Policy 3280, Sale, Lease, Rental of District-Owned Real Property</u> It is recommended that the Board of Education review, approve, and adopt revised Board Policy 3280, Sale, Lease, Rental of District-Owned Real Property, in a second reading, as presented.	135
1.2.	<u>Second Reading: Revised Board Policy 6172, Gifted and Talented Student Program</u> Revised Board Policy 6172, Gifted and Talented Student Program, is being presented as a second reading. It is recommended that the Board of Education approve revised Board Policy 6172, Gifted and Talented Student Program.	136
1.3.	<u>Second Reading: Revised Board Policy 1312.3, Uniform Complaint Procedures</u> Revised Board Policy 1312.3, Uniform Complaint Procedures, is being presented as a first reading. Action, in any, is at the discretion of the Board of Education.	145
1.4.	<u>First Reading: Revised Board Policy 3311, Bids</u> Revised Board Policy 3311, is being presented as a first reading. Action, if any, is at the discretion of the Board of Education.	152
1.5.	<u>First Reading: New Board Policy 3311.1, Uniform Public Construction Cost Accounting Procedures</u> New Board Policy 3311.1, is being presented as a first reading. Action, if any, is at the discretion of the Board of Education.	156
1.6.	<u>First Reading: Revised Board Policy 3312, Contracts</u> Revised Board Policy 3312 is being presented as a first reading. Action, if any, is at the discretion of the Board of Education.	158
H.	EMPLOYEE ASSOCIATION COMMUNICATION	171
I.	BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS	171
J.	CLOSED SESSION	171
1.	<u>Conference with Labor Negotiator</u> (Gov't. Code § 54956.8) <i>Purpose: Negotiations</i> <i>Agency Negotiators: Tim Larson, Assistant Superintendent</i> <i>Employee Organizations: Santee Teachers Association (STA); and Classified School Employees Association (CSEA)</i>	
2.	<u>Public Employee Performance Evaluation</u> (Gov't. Code § 54957) <i>Superintendent</i>	
K.	RECONVENE TO PUBLIC SESSION	171
L.	ADJOURNMENT	171

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 *December 17, 2019, 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. *If the December 3 meeting is cancelled.

Members present:

Fox
 Burns
 Ryan
 Levens-Craig
 El-Hajj

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

1. Call to Order and Welcome

2. District Mission
*Providing an extraordinary education in an inspiring environment
with caring people*

3. Pledge of Allegiance

4. Approval of Agenda for the November 19, 2019, regular meeting

Agenda Item A.

Item B. REPORTS AND PRESENTATIONS

The following items are presented for Board information:

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

2. Presentation of the Board of Education's Initial Proposal to Modify Articles of the Collective Bargaining Agreement between Santee School District and Santee Teachers Association (STA)

3. Presentation of Santee Teachers Association's (STA) Initial Proposal to Modify Articles of the Collective Bargaining Agreement between Santee School District and STA

Requests For Use Of Facilities - November 19, 2019

Group	Location	Date	Days	Time	Attend	Fees
<u>Carlton Hills</u>						
West Hills Little League (Board Meetings)	Classroom	11/07/19 & 11/12/19	Thurs & Tues	6:30 pm - 8:30 pm	20 - 25	
West Hills Little League (Sign-Ups)	Multi-Purpose	12/04/19 & 1/08/20	Wednesday	4:30 pm - 8:30 pm	varies	
Soccer Shots (Enrichment Program)	Soccer Field	1/22/20 - 6/03/20	Wednesday	2:00 pm - 3:00 pm	15 - 30	
Highland Trails Homeowner Association (Annual HOA Meeting)	Multi-Purpose	1/28/20	Tuesday	5:30 pm - 7:30 pm	10 - 20	\$327.00
<u>Carlton Oaks</u>						
CSEA Santee 557 (Meeting)	Library	11/12/19	Tuesday	4:30 pm - 7:30 pm	25	
PTA (Play-Well Technologies, Father-Son Event)	Multi-Purpose	1/25/20	Saturday	3:00 pm - 7:00 pm	100	TBD
<u>ERC</u>						
Santee Santas Meeting	Board Room	11/7/19	Thursday	6:00 pm - 8:30 pm	12	
<u>Hill Creek</u>						
River Village Home Owner's Association (Board Meetings)	Classroom	1/09/20 - 10/08/20	Thursday	5:30 pm - 7:00 pm	15	\$625.00
<u>PRIDE Academy (Prospect Avenue)</u>						
PTA (Stars & S'mores)	Upper Courts	11/8/19	Friday	4:00 pm - 9:00 pm	200	
Camp Read S'more Literacy Night (Community Liaison)	Multi-Purpose	11/19/19	Tuesday	5:00 pm - 7:00 pm	100	
<u>Sycamore Canyon</u>						
Tierra Del Sol Counsel (PTA Meeting)	Multi-Purpose	11/13/19	Wednesday	6:00 pm - 8:00 pm	15	
Soccer Shots (Enrichment Program) - PTA	Soccer Field	1/23/20 - 5/28/20	Thursday	2:30 pm - 3:30 pm	15 - 30	

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

Santee School District
ENROLLMENT REPORT
11/15/2019
Month 4 Week 3
School Week 13

SCHOOL	REGULAR ED														SPECIAL ED										Total All							
	EAK 5yo	TK	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	11/15/19	11/16/18	# Diff	% Diff	TK	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	11/15/19	11/16/18	# Diff	% Diff	11/15/19	11/08/19	# Diff
Cajon Park		16	84	105	91	102	104	98	120	114	118	952	930	22	2.4%	0	3	1	8	11	6	6	4	11	9	59	65	-6	-9.2%	1011	1012	-1
Carlton Hills		24	71	65	65	67	66	72	59	79	62	630	613	17	2.6%	2	7	5	4	5	2	4	6	4	39	45	-6	-13.3%	669	670	-1	
Carlton Oaks			77	88	84	77	96	75	81	100	96	774	796	-22	-2.8%	6	4	10	6	9	7	7	8	11	68	69	-1	-1.4%	842	844	-2	
Chet F. Harritt		23	78	79	83	70	84	65	63	44	53	642	632	10	1.6%	0	0	0	1	0	4	3	0	0	8	0	8	0.0%	650	648	2	
Hill Creek		24	84	79	93	84	81	78	59	88	58	708	720	-12	-1.7%	3	7	2	8	2	1	0	0	0	23	23	0	0.0%	731	725	6	
Pepper Drive			71	102	99	104	101	92	130	95	96	890	960	-70	-7.3%	0	0	0	0	0	0	0	0	6	4	10	10	0	0.0%	900	899	1
Pride Academy		19	76	52	80	65	68	58	47	75	40	558	566	-8	-1.4%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	558	559	-1
Rio Seco			95	94	103	118	95	112	111	109	123	980	949	11	1.2%	4	4	4	6	6	6	7	11	11	59	58	1	1.7%	1019	1017	2	
Sycamore Canyon		27	64	52	68	58	33	40	40	0	0	378	352	26	7.4%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	378	380	-2
SUBTOTAL	0	133	700	715	744	743	726	690	710	684	646	6492	6518	-26	-0.4%	0	18	23	29	36	28	26	25	42	39	266	270	-4	-1.5%	6758	6754	4
Alternative School			0	2	3	3	3	4	1	1	3	20	25	-5	-20.0%															20	19	1
Santee Success										2	1	3	2	1	50.0%											0	0	0	0.0%	3	2	1
NPS												0	0							1	2	1	3	2	3	12	7	5	71.4%	12	12	0
SUBTOTAL	0	2	3	3	3	3	4	1	3	4	23	27	-4	-14.8%	0	0	0	0	1	2	1	3	2	3	12	7	5	71.4%	35	33	2	
TOTAL	0	133	700	718	747	746	729	694	711	687	660	6515	6545	-30	-0.5%	0	18	23	29	37	30	27	28	44	42	278	277	1	0.4%	6793	6787	6

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

	PK	TK	EAK 4yo	Total All
Cajon Park	0		0	1011
Carlton Hills	0		0	669
Chet F Harritt	0		0	650
Hill Creek	0		0	731
Prospect Ave	0		0	558
Sycamore Canyon	66	8	0	452
Total PK/EAK	66	8	0	

Total Enrollment Including PK
6867

Schedule of Upcoming Events

Date	Event
November 18	Communication Committee; 3:30 p.m., ERC
November 19	Board Meeting; 7:00 p.m.
November 25 – 29	Schools Closed for Thanksgiving Holiday
*December 3 (*if not cancelled)	Board Meeting; 7:00 p.m.
December 5	Budget Advisory Committee; 6:00 p.m., Charles E. Skidmore Administration Center, 9625 Cuyamaca, Santee
December 17	Board Organizational Meeting; 7:00 p.m.
December 23 – January 3	Winter Break
January 10	District English Learner Advisory Committee (DELAC); 9:00 a.m., ERC
January 13	Wellness Advisory Committee; 3:30 pm, ERC
January 20	Martin Luther King Holiday – School and Departments Closed
January 21	Board Meeting; 7:00 p.m.
January 27	Special Education Advisory Committee; 6:00 pm, ERC
January 28	Character Education and School Climate Advisory Committee; 5:00 p.m., ERC

Reports and Presentations Item B.2. Presentation of the Board of Education's Initial Proposal to Modify Articles of the Collective Bargaining Agreement Between Santee School District and Santee Teachers Association (STA)

Prepared by Tim Larson
November 19, 2019

Tonight, the Santee School District Board of Education's initial proposal to modify articles of the collective bargaining agreement between the Santee School District and STA are presented. Copies of the attached Board proposal have been posted for the public to read at the Santee Chamber of Commerce, Santee City Hall, District Education Center and all District site offices.

Section 3547 of the Government Code requires that the District hold a public hearing in matters of employee organization negotiations proposals. The public hearing on the proposal will be held at tonight's meeting.

Agenda Item B.2.

**PLEASE POST UNTIL
November 20, 2019**

INITIAL PROPOSAL

FROM THE

**SANTEE SCHOOL DISTRICT
BOARD OF EDUCATION**

to the

Santee Teachers Association (STA)

November 19, 2019

**It is the District's intention to modify articles of the
Current Collective Bargaining Agreement
Between
Santee School District
and
Santee Teachers Association (STA)**

**Article XV
Article XVI**

**Salary Provisions
Employee Benefits**

**The public hearing will be held at the regular Board of
Education meeting on November 19, 2019**

Reports and Presentations Item B.3. Presentation of Santee Teachers Association's (STA) Initial Proposal to Modify Articles of the Collective Bargaining Agreement Between Santee School District and STA

Prepared by Tim Larson
November 19, 2019

Tonight, STA's initial proposal to modify articles of the collective bargaining agreement between the Santee School District and STA are presented. Copies of the attached STA proposal will be posted for the public to read at the Santee Chamber of Commerce, Santee City Hall, District Education Center and all District site offices.

Section 3547 of the Government Code requires that the District hold a public hearing in matters of employee organization negotiations proposals. The public hearing on the proposal will be held at tonight's meeting.

Agenda Item B.3.

**PLEASE POST UNTIL
November 20, 2019**

INITIAL PROPOSAL

FROM THE

SANTEE TEACHERS ASSOCIATION

to the

**SANTEE SCHOOL DISTRICT
BOARD OF EDUCATION**

November 19, 2019

**It is the Santee Teachers Association's (STA) intent
to modify articles of the Collective Bargaining Agreement
Between
Santee School District
and
Santee Teachers Association (STA)**

**Article XV
Article XVI**

**Salary Provisions
Employee Benefits**

The public hearing will be held at the regular Board of
Education meeting on November 19, 2019

Item C. PUBLIC COMMUNICATION

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

Agenda Item C.

Item D. PUBLIC HEARINGS

1. Public Hearing for Santee School District Board of Education's Initial Proposal to Modify Articles of the Collective Bargaining Agreement between Santee School District and Santee Teachers Association (STA)

2. Public Hearing for Santee Teachers Association's (STA) Initial Proposal to Modify Articles of the Collective Bargaining Agreement between Santee School District and STA

Public Hearings Item D.1. Public Hearing for Santee School District Board of Education's Initial Proposal to Modify Articles of the Collective Bargaining Agreement Between Santee School District and Santee Teachers Association (STA)

Prepared by Tim Larson
November 19, 2019

Copies of the Santee School District Board of Education's proposal to modify articles of the collective bargaining agreement between Santee School District and STA have been posted for the public to read at the Santee Chamber of Commerce, Santee City Hall, District Education Center and all District site offices.

Section 3547 of the Government Code requires that the District hold a public hearing in matters of employee organization negotiation proposals.

Agenda Item D.1.

Public Hearings Item D.2. Public Hearing for Santee Teachers Association's (STA) Initial Proposal to Modify Articles of the Collective Bargaining Agreement Between Santee School District and STA

Prepared by Tim Larson
November 19, 2019

Copies of the STA proposal have been posted for the public to read at the Santee Chamber of Commerce, Santee City Hall, District Education Center and all District site offices.

Section 3547 of the Government Code requires that the District hold a public hearing in matters of employee organization negotiation proposals.

Agenda Item D.2.

Item E. CONSENT ITEMS

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

Consent Item E.1.1.
Prepared by Dr. Kristin Baranski
November 19, 2019

Approval of Minutes

BACKGROUND:

Presented for Board approval –

- November 5, 2019, regular and 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
SPECIAL MEETING
OF THE BOARD OF EDUCATION**

November 5, 2019
MINUTES

Charles Skidmore
Administrative Center
9625 Cuyamaca
Santee, California

A. OPENING PROCEDURES

1. Call to Order and Welcome

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

Members present:

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

Administration present:

Dr. Kristin Baranski, Superintendent and Secretary to the Board

B. PUBLIC COMMUNICATION

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

C. MEETING WITH VICE PRINCIPALS

The Board of Education met with the vice principals to discuss organizational goals.

D. ADJOURNMENT

With no further business, the November 5, 2019, special meeting was adjourned at 6:50 pm.

Barbara Ryan, Clerk

Dr. Kristin Baranski, Secretary

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

November 5, 2019
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome

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

Members present:

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

Administration present:

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

2. District Mission

President Fox invited the audience to recite the District Mission.

3. Pledge of Allegiance

President Fox invited Leah Saunders, Vice Principal at Carlton Hills School, to lead the members, staff, and audience in the Pledge of Allegiance.

4. Approval of Agenda

President Fox presented the agenda for approval. Member Burns moved approval.

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

B. REPORTS AND PRESENTATIONS

1. Superintendent's Report

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

2. Spotlight: Safety Improvements Committee Update

Mike Olander, Committee Chair and Director of Pupil Services & Student Well-Being; and committee member and school secretary at Chet F. Harritt School, Stephanie Borden, provided a brief overview of recent work performed by the District safety improvements committee and recommendations on best practices for the Board of Education's consideration.

Mr. Olander and Mrs. Borden discussed the committee's focus was prevention; preparation; protection; and protocol for communication. The committee covered the Sandy Hook Promise threat assessment protocol and signs of suicide; and identified safety actions (prevention, preparation, and protection).

The committee was able to view a virtual walk through of each school site. One of the major undertakings the committee did was the identification of safety actions. These included:

Prevention

- Security cameras
- School Resource Officer (SRO) support at each site
- Education/Professional Development for staff and students: Sandy Hook's *Know the Signs*
- Safety hotline, in lieu of bully hotline

Preparation

- Training on options based/strategic response
- Includes protocol for communication
- Training with local law enforcement
- Increased office staff/hours of coverage

Protection/Facility Enhancements

- Security cameras
- Dedicated internal emergency line
- Increased lighting in hallways and parking lots

The committee prioritized their findings and studied best practices from other law enforcement agencies and determined the committee's top three safety priorities included security cameras; training on options based/strategic response; and increased lighting in hallways and parking lots.

Superintendent Baranski mentioned next steps include presenting a proposal to the Board for approval of assessment services for the installation of security cameras at each site; options based/strategic response professional development for staff; and maintenance and operations is working on additional lighting for hallways and parking lots.

Member Levens-Craig inquired on the parents' perspective of having cameras at the sites. Mrs. Borden explained the parents feel a sense of security. Member El-Hajj noted the committee's finding on increasing office staff time for better coverage and was interested in learning the cost. President Fox inquired on fencing for the schools. Mr. Olander noted that was not one of the committee's findings. Member Burns shared he supported the committee's findings but had a problem that parents were not on the committee. He also suggested holding a campaign to educate students, staff, parents, and the community about the new purpose of the safety hotline, if the proposed change is made. Members Burns and Ryan both agreed for the need to obtain parent perspective.

C. PUBLIC COMMUNICATION

President Fox invited members of the audience to address the Board about any item not on the agenda. There was no public communication.

D. CONSENT ITEMS

President Fox invited comments from the public on any item listed under Consent. There were no public comments.

1.1. Approval of Minutes

2.1. Approval/Ratification of Travel Requests

2.2. Approval/Ratification of Revolving Cash Report

2.3. Acceptance of Donations, Grants, and Bequests

2.4. Approval/Ratification of General Services Agreements

2.5. Approval of Agreements for Mileage Reimbursement In Lieu of District Transportation

2.6. Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)

- 2.7. Approval to Submit Application for PL 81-874 and Designation of Authorized Representative
- 2.8. Adoption of Resolution No. 1920- 09 of the Board of Education Acknowledging the District's Application to the State Facilities Program is Beyond Bond Authority
- 2.9. Acceptance of Final Pricing and Costs of Issuance for the Sale of Series 2018A General Obligation Bonds
- 3.1. Approval of Panorama Education Survey
- 4.1. Personnel, Regular
- 4.2. Approval of Short Term Positions
- 4.3. Approval of Internship Contract Agreement with Brandman University
- 4.4. Adoption of Resolution Authorizing Teacher Services – Education Code Sections 44256(b), 44258.2, and 44263
- 4.5. Acceptance of Report on Certificated Credentials and Assignments
- 4.6. Approval of Consultant Agreements for Arts Attack Coordinators

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

E. DISCUSSION AND/OR ACTION ITEMS

Superintendent

- 1.1. Board's Legislative Goals for 2020
 Superintendent Baranski presented the proposed Legislative Goals for 2019 for Board consideration and approval. Member Ryan moved approval.

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

- 1.2. California School Boards Association (CSBA) Delegate Assembly Call for Nominations

Superintendent Baranski explained the item had been revised to note the delegates whose terms expire in March 2020, not 2019. She clarified the candidate names were accurate and it was only a typographical error on the title. Member Ryan shared she was under the impression that the nominees were being nominated by their own districts and did not see the need for the Board to make any nominations at the time. She explained noted the nominations were not due until January. No action was taken.

- 1.3. Santee School District Foundation Innovative Grants

Superintendent Baranski shared that this year, the Santee School District Foundation announced that it would be providing \$25,000 toward innovative projects that enrich the educational experiences of Santee School District students. She explained a sub-committee of Foundation members reviewed the grant applications and recommended the following for funding. Superintendent Baranski noted the Foundation liaisons would be distributing checks at each of the school sites. Member Levens-Craig moved approval.

School/ Grant Amount	Description	Applicants
Cajon Park \$806	Building Our Own Break Room – Thirteen (13) grade 4-5 SDC students (other SDC classrooms) will learn through social/emotional instruction; will use calendars and task lists to complete the "Take a Break" challenge; students are already practicing "I Can Build" challenges; will build tools.	Tim Dobbins Chelsey Clixby
Carlton Hills \$336	Sensory Items for Mod/Severe SDC – 45 K-8 th grade students in the SDC classes will be able to access the body socks, sensory balls, and stress relief balls to help meet students' unique sensory needs thus having positive impact on progress for IEP goals.	Stephanie Southcott Lisa McFaul
Chet F. Harritt \$2,500	The Outdoor Learning Lab at Chet Harritt – 650+ K-8 th grade regular and special ed. students will have access to the area. Middle school uses the area as a reward for positive choices with weekly "club at the creek;" students will engage in STEAM activities, reading, writing, art, and science projects; and expand what Chamber of Commerce and students from Cuyamaca College's Horticulture program have already begun.	Tylene Hicks, Larry Barbary, Kathy Jun, Joey Sutera
Chet F. Harritt \$1,773	Keyboards for Kinesthetic Learners – will impact all 2 nd graders thru STEAM rotations; students will collaborate in small groups when learning and practicing musical instruction; will focus on perseverance, listening, and memory by learning new tunes and songs	Tylene Hicks Hannah Giblin
Hill Creek \$3,510	Woof Woof News – will involve middle school enrichment classes; develops reporting skills; will produce a newspaper and a news broadcast that features events in the "two story" building, as well as other classes.	Suzie Martin Emily Sweetman
PRIDE Academy \$4,160	Imagination Playground – 75 kindergarten and 18 TK students will benefit from The Imagination Playground Big Blue Blocks which are designed to foster collaboration and innovative solutions to playground issues; inspires children to design their own interventions and create their own activities.	Kristen Bonser Autumn Fruend Megan Houfek Dennae Lovell Meghan McMahon
Sycamore Canyon \$3,150	5th Grade Planet Protection Project - 26 5 th graders, 22 after-school students in Robotics Club, and ultimately all 4 th thru 6 th graders will use the three new laptops; 5 th graders for a collaboratively based science project; and 4 th – 6 th for technology integration and 3D printing production.	Summer Locke Courtney Bittle
Sycamore Canyon \$776	Playground Communication Boards – SDC pre-schoolers, K, TK, Yale, and Project SAFE students will utilize; majority of SDC students have communication deficits and require speech services. Students point to symbol cards to express and resolve playground issues.	Summer Locke Celina O'Brien Jessica O'Connor
Santee Success Program (SSP) \$2,400	Outdoor Classroom and Garden – alternative school program will expand upon the existing class garden and outdoor classroom area; will use Growth Mindset, project-based learning, STEAM, etc. learning strategies.	Mike Olander AnneLise Steen

Motion: Levens-Craig Fox Aye Levens-Craig Aye
Second: El-Hajj Burns Aye El-Hajj Aye
Vote: 5-0 Ryan Aye

Business Services

2.1. Approval of Monthly Financial Report

Karl Christensen, Assistant Superintendent of Business Services, reported the monthly financial report was for cash and budget revision transactions posted through September 30, and shared the District ended the month with a cash balance in the General Fund of approximately \$12,088,041 million, sufficient to pay all of the District's financial obligations for the fiscal year. He shared the Budget Revisions transactions continue to project deficit spending and declining reserve percentages over the multi-projection period. Mr. Christensen noted this report did not include the salary increases for Santee Teachers Association and Classified School Employees Association being considered for action later in the meeting; those would be posted and incorporated into the October 31st monthly financial report and the First Interim report. Member Ryan moved approval.

Motion: Ryan Fox Aye Levens-Craig Aye
Second: Burns Burns Aye El-Hajj Aye
Vote: 5-0 Ryan Aye

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

F. BOARD POLICIES AND BYLAWS

1.1. Second Reading: Board Policy Annual Review

- BP 4116 Probationary/Permanent Status
- BP 4315.1 Competence in Evaluation and Instructional Methodologies - *Delete*
- BP 6145 Extracurricular and Cocurricular Activities

Board Bylaw 9310, Board Policies, and Education Code 35160.5 require that the Board annually review the listed Board Policies. The above listed policies were presented for a second reading and request for approval. Member Levens-Craig moved approval.

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

President Fox noted the following first readings and asked Board members to contact Administration if there were any questions and/or concerns.

1.2. First Reading: Revised Board Policy 3280, Sale, Lease, Rental of District-Owned Real Property

1.3. First Reading: Revised Board Policy 6172, Gifted and Talented Student Program

1.4. First Reading: Revised Board Policy 1312.3, Uniform Complaint Procedures

G. EMPLOYEE ASSOCIATION COMMUNICATION

Melanie Hirahara, STA President, noted she would be sharing additional results of their informal teacher survey. She explained there was a trend in responses to the question about factors affecting student achievement; the constant distractions in the classroom on a daily and/or weekly basis. Mrs. Hirahara shared some of the highlights included the lack of substitute teachers and students going without instruction for the day; and the number of students in a classroom. In addition to the severe student behaviors taking away from instructional time, sometimes as much as an hour. Member El-Hajj inquired on the number of teachers responding that it was taking more than an hour of instructional time. Mrs. Hirahara shared it was many teachers in various ways (i.e., completing behavioral contracts, working with the student, an email/phone to parent, etc.). She provided an example of a neighboring teacher who expressed concerns about handling the entire class when their student teacher is no longer in the classroom to assist. Member El-Hajj asked if there was a specific age-level that showed more concern. Mrs. Hirahara shared some surveys did not include names, but she could tell some were primary teachers based on the responses. She shared although the addition of the social/emotional curriculum was needed, the teachers were feeling overwhelmed with the addition and felt it was taking away from instructional time. Superintendent Baranski mentioned it is the goal that once the social/emotional curriculum is put in place, it will help with the overall instruction. Mrs. Hirahara agreed that in most cases it would; and shared that it still up to the teacher to implement instruction, in addition to other new curriculum. She shared that teachers attend professional development on Wednesday, and have additional material to implement the next day; and not something that they have already learned.

Mrs. Hirahara shared that when teachers were asked what they needed to help improve achievement, a large number responded the need for time. She mentioned there were other concerns but she had presented the highlights from the responses.

Member Burns expressed his appreciation to Mrs. Hirahara for bringing the responses to their attention. Member Burns clarified he was speaking on his behalf and mentioned he would be willing to sit down with teachers and address these issues; as most likely other Board members would. He noted that he would not support not adding additional curriculum; as he thought that was what education was about. Member Burns noted that some of the things being mentioned

are part of a teacher's job. Mrs. Hirahara agreed but noted that things have changed over the last 20 years. Members Burns shared he would be willing to meet with teachers to discuss support. He shared it would be helpful knowing if the responses were coming from a group of teachers, primary and/or junior high teachers, etc.

H. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

Superintendent Baranski shared she was excited to report PRIDE Academy was eligible for the Distinguished School Award, based on the 2016-17 and 2017-18 data showing gains in student SBAC scores and closing the achievement gap. She shared Sycamore Canyon and Chet F. Harritt were the last schools that received this award in 2008.

The Board held a discussion on logistics during the CSBA conference; and decided the Board and Executive Council would meet for dinner on Thursday, December 5th at 6:00 pm.

The Board and Superintendent agreed the meeting with Vice Principals was very informative and commended the vice principals for being a great team.

Superintendent Baranski shared the parent/community engagement survey would be sent via SchoolMessenger on Tuesday, November 12.

Superintendent Baranski shared some potential topics of discussion for the Student Forum.

I. CLOSED SESSION

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

1. **Conference with Legal Counsel – Existing Litigation** (Gov't. Code § 54956.9)
Coalition for Adequate School Housing, et al. v. State Allocation Board, et al Orange County Superior Court Case No. 30-2018-01029962-CU-WM-CJC
2. **Conference with Labor Negotiator** (Gov't. Code § 54956.8)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Employee Organizations: Santee Teachers Association (STA); and
Classified School Employees Association (CSEA)
3. **Public Employee Performance Evaluation** (Gov't. Code § 54957)
Superintendent

The Board entered closed session at 8:50 p.m.

J. RECONVENE TO PUBLIC SESSION

The Board reconvened to public session at 10:05 p.m., and reported the following:

K. ADJOURNMENT

With no further business, the regular meeting of November 5, 2019 was adjourned at 10:05 p.m.

Barbara Ryan, Clerk

Dr. Kristin Baranski, Secretary

Consent Item E.1.2.
Prepared by Dr. Kristin Baranski
November 19, 2019

Approval to Cancel the December 3, 2019
Regularly Scheduled Meeting of the Board
of Education

BACKGROUND:

The regular meetings of the Board of Education are scheduled for the first and third Tuesdays of each month. Because the regular meeting date of December 3, 2019, is the week following Thanksgiving break, it is recommended that the Board cancel the meeting. This will allow appropriate time between meetings for staff to set the next meeting agenda in a timely manner.

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

RECOMMENDATION:

Administration recommends cancellation of the December 3, 2019, Board of Education meeting. It is determined at this time that it will be unnecessary to reschedule the meeting.

FISCAL IMPACT:

None

Motion: _____ Second: _____ Vote: _____

Agenda Item E.1.2.

Consent Item E.1.3.
Prepared by Dr. Kristin Baranski
November 19, 2019

Establish Date and Time of Board of Education
Annual Organizational Meeting

BACKGROUND:

Education Code sections 35143 and 72000(2) (A) require that the 2016 annual organizational meeting of governing boards be held between December 13 and December 27, 2019, inclusive. The day and time of the annual organizational meeting shall be selected by the Board at its regular meeting held immediately prior to December 13. If a Board fails to select the day and time of its annual meeting, the County Superintendent of Schools sets the date.

The regularly scheduled Board meeting which meets the requirements for this organizational process to occur is December 17, 2019.

RECOMMENDATION:

Administration recommends that the Board of Education set the annual organizational meeting for the regular Board meeting on December 17, 2019, and authorize completion of the Notice of December 2019 Organizational Meeting of the Governing Board.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.1.3.

Consent Item E.1.4.
Prepared by Dr. Kristin Baranski
November 19, 2019

Approval to Omit the January 7, 2020
Board of Education Meeting from the
2020 Board Meeting Calendar

BACKGROUND:

The regular meetings of the Board of Education are scheduled for the first and third Tuesdays of each month. The regular meeting date of January 7, 2020, would normally be included on the 2020 Board Meeting Calendar, which is scheduled to be adopted on December 19, 2019. However, in 2019, preparation for the first meeting falls during the winter break.

Administration recommends that the Board approve to omit a meeting on January 7, 2020 from the 2020 Board Meeting Calendar; being presented to the Board for approval on December 17. Regularly scheduled meetings will be held on December 17, 2019 and January 21, 2020, with only four weeks of business operations between those meetings.

This item comes to the Board at this time in order to have adequate notice to staff and the public since approval of the 2020 Board Meeting Calendar will not occur until December 17.

Administration does not believe cancellation of the meeting will have a negative impact on District operations and any routine business of the District will be brought to the Board at meetings directly preceding or following. The cancellation of this meeting would be properly noticed at the standard locations and on the District web site.

Administration will notify the Board President if a need arises to schedule a special meeting.

RECOMMENDATION:

Administration recommends that the Board omit scheduling a meeting for January 7, 2020 on the 2020 Board Meeting Calendar. It is determined at this time that it will be unnecessary to reschedule the meeting.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.1.4.

Consent Item E.1.5.
Prepared by Kristin Baranski, Ed.D.
November 19, 2019

Approval of PBK-REDI Proposal for
Recommendations and Prioritization for
Security Camera Placement

BACKGROUND:

At their meeting on May 21, 2019, the Board of Education approved a proposal with PBK-REDI Proposal for Safety and Security Review, Training and Design. Since then, PBK-REDI have reviewed the District's existing safety improvement committee recommendations for campus security improvements; provided architectural consultation for three school facilities, Chet F. Harritt middle school building and Learning Resource Centers proposed at PRIDE Academy and Sycamore Canyon; and are working with District Administration on developing security options for all school sites.

Tonight, Administration is seeking approval of additional services from PBK-REDI to provide safety and security services relating to the following items:

- Recommend and prioritize placement of security cameras at Cajon Park, Carlton Hills, Carlton Oaks, Hill Creek, Pepper Drive, and Rio Seco Schools.
- Provide guidance to Santee School District (SSD) staff regarding types, functionality, and best practices options for security camera acquisition.
- Use existing SSD site drawings to notate and key recommendations and provide best practices reports regarding security camera placement and functions.

RECOMMENDATION:

Administration recommends approval of the proposal for additional safety and security services from PBK-REDI.

FISCAL IMPACT:

The proposed services noted on the PRK-REDI proposal will be paid from Fund 40 safety set aside funding.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.1.5.

11455 El Camino Real, Suite 480
San Diego, California 92130
Phone: 619-695-0400
Fax: 619-695-0346
PBK-REDI.com

September 25, 2019

VIA: Email



Dr. Kristin Baranski
Superintendent
Santee School District
9625 Cuyamaca Street
Santee, CA 92071

Re: Provide Recommendations and Prioritization for Security Camera Placement at Six (6) District Facilities

Dear Dr. Baranski:

PBK-REDI is a San Diego-based partnership specializing in holistic approaches to school site safety and security. Our team is made-up of facility design, policy creation, and law enforcement professionals who have extensive experience providing education clients with security-focused architecture, educational policy, and leadership training. We maintain and perpetuate a positive office culture that is extremely fast-paced and client-oriented. We routinely "go the extra mile" to exceed our clients' expectations. It is truly our intent to become an extension of your staff, and create a seamless partnership in facilitating all services as proposed. We listen carefully to your objectives. We use parameters and constraints to generate unique, creative and cost-effective solutions and are able to facilitate team consensus-building that promotes a sense of ownership among all stakeholders.

On behalf of PBK-REDI, we want to express how much we genuinely appreciate the request of our firm to assist your team with providing safety and security services relating to the following items:

- Recommend and prioritize placement of security cameras at Cajon Park, Carlton Hills, Carlton Oaks, Hill Creek, Pepper Drive, and Rio Seco Schools.
- Provide guidance to Santee School District (SSD) staff regarding types, functionality, and best practices options for security camera acquisition.
- Use existing SSD site drawings to notate and key recommendations and provide best practices reports regarding security camera placement and functions.

I. COMPENSATION:

Basic Services: Based on the above scope of work and services compensation for Basic services shall be a **not to exceed** Nine Thousand Nine Hundred (\$9,900). This is broken down by component as follows:

Site Visits:

16 hours @ \$220.00 per hour – \$3,520.00

Develop recommendations and prioritization of security camera placement at six (6) district facilities:

8 hours @ \$220.00 per hour – \$1,760.00

Provide guidance to SSD staff regarding types, functionality, and best practices options for security camera acquisition:

4 hours @ \$220.00 per hour – \$880.00

Assist SSD staff in developing and drafting a “Scope of Services” section in an upcoming Request for Proposals regarding acquisition of a video surveillance system and related equipment and services

5 hours @ \$220.00 per hour- \$1100.00

Use existing SSD site drawings to notate and key recommendations and provide best practices reports regarding security camera placement and functions for six (6) sites:

12 hours @ \$220.00 per hour – \$2,640.00

II. ADDITIONAL SERVICES:

If additional work is required beyond what is noted above, PBK-REDI will provide the District with a separate cost proposal for the additional work desired. No additional services will be performed without receiving written permission from the District.

III. REIMBURSABLE EXPENSES:


There are no reimbursable expenses that are anticipated for the project.

PBK-REDI brings tireless energy, enthusiasm, and thoughtfulness to each and every project we are fortunate enough to touch. We pride ourselves on being able to present resourceful and creative solutions to our clients, who in turn, can decide which options best fit their needs.

Again, thank you for this opportunity to serve the needs of the Santee School District. Our team stands poised and ready to roll up our sleeves to assist you and your colleagues with your school safety and security needs.

All of us at PBK-REDI are grateful for the opportunity to submit this proposal. Please do not hesitate to call at any time if you should have any questions.

Sincerely,


Scott Himmelstein
President, PBK-REDI
Physical Security Specialist

Consent Item E.2.1. Approval/Ratification of Travel Requests
 Prepared by Karl Christensen
 November 19, 2019

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.

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.

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:

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Staff Development	Implement a staff development plan as the cornerstone of employee performance and growth.

FISCAL IMPACT:

The estimated travel expenses are \$5,696, and substitute costs of \$120, as disclosed on the following page.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.1.

Board Travel Report - November 19, 2019

Travel Dates	Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Travel	District Goal
Wednesday, 11/20/19	Mike Olander	Pupil Services	Legislative Update	SDCOE	\$0	\$90	Professional Development	Legislative update on student services, child welfare & attendance.	2
Wednesday, 11/20/19	Alyssa Jerabek	Chet F. Harritt	Data Collection Management	San Marcos	\$0	\$87	Special Education	Workshop on data collection management.	2
Thursday, 11/21/19	Monica Roque	Hill Creek	Leadership Association	Anaheim	\$120	\$1,810	ASB	ASB leadership workshop for Ms. Roque and 12 students.	1
Wednesday, 12/04/19	Kathleen Emery	Education Services	Efficiently Managing Eligibility and Need	San Diego	\$0	\$427	State Preschool	Workshop on income eligibility for State Preschool Program.	
Travel Requests That Require Airfare, Overnight Stay, and/or Travel Outside of the State of California									
Sun-Tues, 12/08/19 - 12/10/19	Katie Borts	Human Resources	CSEBA Annual Summit	Temecula	\$0	\$74	Human Resources	Conference on fringe benefits.	
Mon-Tues, 12/09/19 - 12/10/19	Tim Larson	Human Resources	CSEBA Annual Summit	Temecula	\$0	\$193	Human Resources	Conference on fringe benefits.	
Mon-Wed, 12/09/19 - 12/11/19	Tim Dobbins	Cajon Park	Designing for Access and Equity	Rancho Cucamonga	\$0	\$603	SIP SELPA	Workshop on Universal Design for Learning federal endorsed program	1
Mon-Wed, 12/09/19 - 12/11/19	Kim Henderson	Cajon Park	Designing for Access and Equity	Rancho Cucamonga	\$0	\$603	SIP SELPA	Workshop on Universal Design for Learning federal endorsed program	1
Mon-Wed, 12/09/19 - 12/11/19	Sunny Roberts	Cajon Park	Designing for Access and Equity	Rancho Cucamonga	\$0	\$603	SIP SELPA	Workshop on Universal Design for Learning federal endorsed program	1
Mon-Wed, 12/09/19 - 12/11/19	Chelsea Cloby	Cajon Park	Designing for Access and Equity	Rancho Cucamonga	\$0	\$603	SIP SELPA	Workshop on Universal Design for Learning federal endorsed program	1
Mon-Wed, 12/09/19 - 12/11/19	Elizabeth Tweet	Cajon Park	Designing for Access and Equity	Rancho Cucamonga	\$0	\$603	SIP SELPA	Workshop on Universal Design for Learning federal endorsed program	1

District Goals:

1. Raise mastery of reading and writing grade level literacy standards with annual, incremental growth of at least five percentage points resulting in 90% mastery by June 2023.
2. Raise percentage of students feeling safe or very safe at school with annual, incremental growth of at least seven percentage points resulting in 100% of students feeling safe by June 2023.

Consent Item E.2.2.
 Prepared by Karl Christensen
 November 19, 2019

Approval/Ratification of Expenditure Warrants

BACKGROUND:

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

Commercial Warrants issued for the period of October 2019:

<u>Fund #/Name</u>	<u>Warrant #'s</u>	<u>Amount</u>
0100 General	14-597995 TO 14-610174	\$767,805.09
0900	N/A	
1200	14-598004 TO 14-609692	\$2,731.15
1300	14-597600 TO 14-610156	\$224,840.62
1400	N/A	
2109	N/A	
2139 / 2108	N/A	
2518	14-604538 TO 14-610175	\$329,723.80
2538	14-606383 TO 14-606384	\$7,200.00
3500	N/A	
4000	14-598033 TO 14-607624	\$59,841.45
6300	14-597995 TO 14-610171	\$15,708.78
TOTAL:		\$1,407,850.89

Student Body Warrants issued for the period of October 2019:

\$3,825.00

Payroll Warrants issued for the period of October 2019:

<u>Fund #/Name</u>	<u>Amount</u>
01 00	\$5,258,612.24
12 00	\$23,132.35
13 00	\$113,754.78
14 00	\$0
25 18	\$9,656.75
63 00	\$232,241.73
\$5,637,397.85	

RECOMMENDATION:

It is recommended that the Board of Education approve the expenditure warrants for the month of October 2019 as presented.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact of commercial, student body, and payroll expenditure warrants total \$7,049,073.74 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.

BACKGROUND:

A numerical listing of purchase orders, including the date issued, the name of the vendor, a general description of items requested, and the anticipated cost of the purchase is attached for the review and approval of the Board of Education. Actual copies of the purchase orders are available for review upon request. As a part of the report, any payment to vendors that increases the amount of the purchase order by 10% or more, or change orders that increase the amount of the bid, will be presented for Board approval/ratification. The table below is a summary of total purchase orders by location for the month of October 2019:

AMOUNT	LOCATION
\$ 13,838.61	PEPPER DRIVE SCHOOL
\$ 1,823.00	CARLTON HILLS SCHOOL
\$ 6,978.49	SYCAMORE CANYON SCH
\$ 11,916.67	PROSPECT AVENUE SCH
\$ 3,301.86	CAJON PARK SCHOOL
\$ 22,391.72	CHET F HARRITT SCH
\$ 1,868.86	CARLTON OAKS SCHOOL
\$ 3,122.51	RIO SECO SCHOOL
\$ 2,674.84	HILL CREEK SCHOOL
\$ 35.95	BOARD OF EDUCATION
\$ 4,304.87	SUPERINTENDENT DEPT
\$ 9,149.74	BUSINESS SERVICES
\$ 7,109.24	HUMAN RESOURCES
\$ 10,142.49	EDUCATIONAL SERVICES
\$ 57,612.44	SPECIAL EDUCATION
\$ 2,055.82	EDUCATIONAL PROJECTS
\$ 53.19	EDUCATIONAL SERVICES
\$ 21,672.57	DISTRICT LIBRARY
\$ 8,648.27	PROJECT SAFE
\$ 27,963.59	TECHNOLOGY SERVICES
\$ 5,730.15	OPERATIONS/CUSTODIAL
\$ 38,472.80	MAINTENANCE
\$ 3,772.85	TRANSPORTATION
\$ 27,031.86	WAREHOUSE
\$ 1,349.29	MAINTENANCE
\$ 727.32	CENTRAL KITCHEN
\$ 9,902.23	TECHNOLOGY SERVICES
\$303,651.23	Grand Total

RECOMMENDATION:

Administration recommends approval of purchase orders #0000009122 through 0000009329 issued October 1, 2019 through October 31, 2019.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact of \$303,651.23 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.

LOCATION LIST 2019-20

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
OCTOBER 2019
BY SITE

PO Number	DATE	VENDOR	DESCRIPTION	FUND	AMOUNT	LOC	LOCATION
0000009151	10/2/2019	DIESEL PRINT COMPANY	PRINTING/SIGNAGE - PD	0100	\$ 2,575.32	002	PEPPER DRIVE SCHOOL
0000009152	10/2/2019	LAKESHORE LEARNING MATERIALS	SUPPLIES	0100	\$ 61.31	002	PEPPER DRIVE SCHOOL
0000009154	10/3/2019	NEXT DAY PRINTED TEES, INC.	PE CLOTHES - PD	0100	\$ 4,460.93	002	PEPPER DRIVE SCHOOL
0000009155	10/3/2019	SAN DIEGO JUNIOR THEATRE	ADMISSIONS	0100	\$ 300.00	002	PEPPER DRIVE SCHOOL
0000009197	10/9/2019	OMA'S PUMPKIN PATCH	ADMISSIONS	0100	\$ 770.00	002	PEPPER DRIVE SCHOOL
0000009201	10/10/2019	SCHOOL HEALTH CORPORATION	AED PADS - PD	0100	\$ 47.43	002	PEPPER DRIVE SCHOOL
0000009206	10/10/2019	SCHOLASTIC CLASSRM MAGAZINES	MAGAZINE SUBSCRIPTION - PD	0100	\$ 395.60	002	PEPPER DRIVE SCHOOL
0000009221	10/11/2019	DEMCO INC	LIBRARY SUPPLIES	0100	\$ 36.84	002	PEPPER DRIVE SCHOOL
0000009246	10/16/2019	CITY OF SAN DIEGO	AED ANNUAL AGREEMENT	0100	\$ 17.61	002	PEPPER DRIVE SCHOOL
0000009259	10/18/2019	LUCID DESIGN GROUP, INC.	BUILDING OS	4000	\$ 3,843.00	002	PEPPER DRIVE SCHOOL
0000009265	10/21/2019	DELL MARKETING L.P.	IMAGING DRUM - PD	0100	\$ 40.93	002	PEPPER DRIVE SCHOOL
0000009296	10/25/2019	BARNES AND NOBLE BOOKSELLERS	LIBRARY BOOKS - PD	0100	\$ 213.18	002	PEPPER DRIVE SCHOOL
0000009297	10/25/2019	MAINTEX INC	CUSTODIAL SUPPLIES - PD	0100	\$ 219.61	002	PEPPER DRIVE SCHOOL
0000009301	10/25/2019	BARNES AND NOBLE BOOKSELLERS	LIBRARY BOOKS - PD	0100	\$ 174.84	002	PEPPER DRIVE SCHOOL
0000009319	10/30/2019	DELL MARKETING L.P.	COLOR LASER PRINTER - PD	0100	\$ 627.88	002	PEPPER DRIVE SCHOOL
0000009329	10/31/2019	SAFE-T-LITE	SIGNAGE	0100	\$ 54.13	002	PEPPER DRIVE SCHOOL
				TOTAL	\$ 13,838.61	0	PEPPER DRIVE SCHOOL Total
0000009127	10/1/2019	SKILLPATH	COMMUNICATION GUIDE	0100	\$ 88.30	003	CARLTON HILLS SCHOOL
0000009150	10/2/2019	LAKESHORE LEARNING MATERIALS	CLASSROOM SUPPLIES	0100	\$ 117.11	003	CARLTON HILLS SCHOOL
0000009164	10/3/2019	LENOVO (UNITED STATES) INC.	THINKPAD - CH	0100	\$ 1,141.00	003	CARLTON HILLS SCHOOL
0000009172	10/4/2019	DIESEL PRINT COMPANY	BANNER - CH	0100	\$ 344.80	003	CARLTON HILLS SCHOOL
0000009173	10/4/2019	DEMCO INC	LIBRARY SUPPLIES	0100	\$ 70.88	003	CARLTON HILLS SCHOOL
0000009246	10/16/2019	CITY OF SAN DIEGO	AED ANNUAL AGREEMENT	0100	\$ 17.61	003	CARLTON HILLS SCHOOL
0000009303	10/25/2019	SAFE-T-LITE	PARKING SIGNAGE	0100	\$ 43.30	003	CARLTON HILLS SCHOOL
				TOTAL	\$ 1,823.00	0	CARLTON HILLS SCHOOL Total
0000009246	10/16/2019	CITY OF SAN DIEGO	AED ANNUAL AGREEMENT	0100	\$ 17.61	004	SYCAMORE CANYON SCH
0000009255	10/17/2019	CALIFORNIA GEOLOGICAL SURVEY	CGS REVIEW FEES - SC	2538	\$ 3,600.00	004	SYCAMORE CANYON SCH
0000009256	10/17/2019	SCHOOL HEALTH CORPORATION	AED BATTERY - SC	0100	\$ 308.68	004	SYCAMORE CANYON SCH
0000009304	10/28/2019	FOLLETT SCHOOL SOLUTIONS INC.	LIBRARY BOOKS - SC	0100	\$ 823.20	004	SYCAMORE CANYON SCH
0000009306	10/28/2019	SKEDADDLE FUNDRAISERS	6TH GR CAMP FUNDRAISER - SC	0100	\$ 2,229.00	004	SYCAMORE CANYON SCH
				TOTAL	\$ 6,978.49	0	SYCAMORE CANYON SCH Total
0000009131	10/1/2019	AMAZON.COM	CLASSROOM MATERIALS	0100	\$ 455.14	005	PROSPECT AVENUE SCH
0000009175	10/4/2019	DELL MARKETING L.P.	WASTE CONTAINER	0100	\$ 275.33	005	PROSPECT AVENUE SCH
0000009176	10/4/2019	AMAZON.COM	LIBRARY BOOKS	0100	\$ 99.37	005	PROSPECT AVENUE SCH
0000009182	10/7/2019	HEINEMANN	CLASSROOM MATERIALS	0100	\$ 281.42	005	PROSPECT AVENUE SCH
0000009222	10/11/2019	BARNES AND NOBLE BOOKSELLERS	LIBRARY BOOKS - PA	0100	\$ 1,551.82	005	PROSPECT AVENUE SCH
0000009243	10/15/2019	OMA'S PUMPKIN PATCH	ADMISSIONS - PA	0100	\$ 1,150.00	005	PROSPECT AVENUE SCH
0000009246	10/16/2019	CITY OF SAN DIEGO	AED ANNUAL AGREEMENT	0100	\$ 17.61	005	PROSPECT AVENUE SCH
0000009248	10/16/2019	FINELINE GRAFIX	DECALS	0100	\$ 404.06	005	PROSPECT AVENUE SCH
0000009253	10/17/2019	CALIFORNIA GEOLOGICAL SURVEY	CGS REVIEW FEES - PA CIP	2538	\$ 3,600.00	005	PROSPECT AVENUE SCH
0000009298	10/25/2019	AMAZON.COM	CLASSROOM MATERIALS	0100	\$ 41.67	005	PROSPECT AVENUE SCH
0000009314	10/29/2019	IMAGINATION PLAYGROUND, LLC	PLAY EQUIPMENT - PA	0100	\$ 4,040.25	005	PROSPECT AVENUE SCH

			TOTAL	\$	11,916.67	0	PROSPECT AVENUE SCH Total
0000009145	10/2/2019	2NDGEAR	MONITOR - CP	0100	\$	104.59	006 CAJON PARK SCHOOL
0000009156	10/3/2019	APPLE INC	POWER ADAPTER	0100	\$	85.12	006 CAJON PARK SCHOOL
0000009171	10/4/2019	DELL MARKETING L.P.	PRINTER - CP	0100	\$	374.68	006 CAJON PARK SCHOOL
0000009174	10/4/2019	AMAZON.COM	SUPPLIES	0100	\$	62.47	006 CAJON PARK SCHOOL
0000009220	10/11/2019	TROXELL COMMUNICATIONS INC	DOCUMENT CAMERA - CP	0100	\$	457.94	006 CAJON PARK SCHOOL
0000009242	10/15/2019	ACCO BRANDS USA LLC	LAMINATOR REPAIRS - CP	0100	\$	554.91	006 CAJON PARK SCHOOL
0000009246	10/16/2019	CITY OF SAN DIEGO	AED ANNUAL AGREEMENT	0100	\$	17.61	006 CAJON PARK SCHOOL
0000009287	10/23/2019	TWO WAY DIRECT	SUPPLIES	0100	\$	126.99	006 CAJON PARK SCHOOL
0000009287	10/23/2019	TWO WAY DIRECT	SUPPLIES	0100	\$	9.50	006 CAJON PARK SCHOOL
0000009305	10/28/2019	OMA'S PUMPKIN PATCH	ADMISSIONS - CP	0100	\$	1,465.00	006 CAJON PARK SCHOOL
0000009308	10/28/2019	AMAZON.COM	AUDIO ADAPTERS - CP	0100	\$	43.05	006 CAJON PARK SCHOOL
			TOTAL	\$	3,301.86	0	CAJON PARK SCHOOL Total
0000009143	10/2/2019	MAINTEX INC	CUSTODIAL SUPPLIES	0100	\$	88.90	007 CHET F HARRITT SCH
0000009144	10/2/2019	VOCABULARY SPELLING CITY	MEMBERSHIP	0100	\$	984.30	007 CHET F HARRITT SCH
0000009183	10/7/2019	CLASSICS FOR KIDS	ADMISSIONS	0100	\$	648.00	007 CHET F HARRITT SCH
0000009187	10/8/2019	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	0100	\$	200.00	007 CHET F HARRITT SCH
0000009210	10/10/2019	DAILY JOURNAL CORPORATION	AD - CFH RELO DEMO/REMOVAL	2518	\$	286.00	007 CHET F HARRITT SCH
0000009246	10/16/2019	CITY OF SAN DIEGO	AED ANNUAL AGREEMENT	0100	\$	17.61	007 CHET F HARRITT SCH
0000009251	10/17/2019	HEINEMANN	CLASSROOM MATERIALS - CFH	0100	\$	281.42	007 CHET F HARRITT SCH
0000009257	10/18/2019	FORDYCE CONSTRUCTION INC	SENSORY ROOM - CFH	0100	\$	14,655.00	007 CHET F HARRITT SCH
0000009282	10/22/2019	HOLLAND'S CUSTOM CABINETS, INC.	CABINETS - CFH PROJ. SAFE	2518	\$	3,980.00	007 CHET F HARRITT SCH
0000009294	10/25/2019	APPLE INC	APPLE TV - CFH	0100	\$	214.42	007 CHET F HARRITT SCH
0000009299	10/25/2019	WESTERN ENVIRONMENTAL & SAFETY	ASBESTOS SAMPLING - CFH RELOS	2518	\$	765.00	007 CHET F HARRITT SCH
0000009326	10/31/2019	AL'S SPORT SHOP	T-SHIRTS - CFH	0100	\$	271.07	007 CHET F HARRITT SCH
			TOTAL	\$	22,391.72	0	CHET F HARRITT SCH Total
0000009128	10/1/2019	DELL MARKETING L.P.	WASTE CONTAINER - CO	0100	\$	21.49	008 CARLTON OAKS SCHOOL
0000009146	10/2/2019	DELL MARKETING L.P.	IMAGING DRUM - CO	0100	\$	40.93	008 CARLTON OAKS SCHOOL
0000009198	10/9/2019	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	0100	\$	600.00	008 CARLTON OAKS SCHOOL
0000009239	10/15/2019	AL'S SPORT SHOP	PE CLOTHES - CO	0100	\$	129.14	008 CARLTON OAKS SCHOOL
0000009240	10/15/2019	ALLTECH IMAGING TECHNOLOGIES	EQUIPMENT REPAIRS - CO	0100	\$	244.00	008 CARLTON OAKS SCHOOL
0000009241	10/15/2019	AMAZON.COM	HEADPHONES	0100	\$	43.09	008 CARLTON OAKS SCHOOL
0000009246	10/16/2019	CITY OF SAN DIEGO	AED ANNUAL AGREEMENT	0100	\$	17.61	008 CARLTON OAKS SCHOOL
0000009310	10/28/2019	AMAZON.COM	CAMERA - CO	0100	\$	541.79	008 CARLTON OAKS SCHOOL
0000009315	10/29/2019	BARNES AND NOBLE BOOKSELLERS	LIBRARY BOOKS - CO	0100	\$	230.81	008 CARLTON OAKS SCHOOL
			TOTAL	\$	1,868.86	0	CARLTON OAKS SCHOOL Total
0000009178	10/4/2019	TROXELL COMMUNICATIONS INC	DOCUMENT CAMERA	0100	\$	1,373.81	009 RIO SECO SCHOOL
0000009194	10/8/2019	BARNES AND NOBLE BOOKSELLERS	CLASSROOM MATERIALS	0100	\$	337.80	009 RIO SECO SCHOOL
0000009209	10/10/2019	FLEET SCIENCE CENTER	ADMISSIONS	0100	\$	992.00	009 RIO SECO SCHOOL
0000009246	10/16/2019	CITY OF SAN DIEGO	AED ANNUAL AGREEMENT	0100	\$	17.61	009 RIO SECO SCHOOL
0000009273	10/21/2019	DELL MARKETING L.P.	PRINTER - RS	0100	\$	221.29	009 RIO SECO SCHOOL
0000009288	10/23/2019	OMA'S PUMPKIN PATCH	ADMISSIONS	0100	\$	180.00	009 RIO SECO SCHOOL
			TOTAL	\$	3,122.51	0	RIO SECO SCHOOL Total
0000009190	10/8/2019	TROPHY MASTER	SUPPLIES - HC	0100	\$	32.87	010 HILL CREEK SCHOOL
0000009207	10/10/2019	HYPE SOCKS	PE SUPPLIES	0100	\$	755.70	010 HILL CREEK SCHOOL
0000009208	10/10/2019	SCHOLASTIC CLASSRM MAGAZINES	MAGAZINE SUBSCRIPTION - HC	0100	\$	221.38	010 HILL CREEK SCHOOL
0000009223	10/11/2019	OMA'S PUMPKIN PATCH	ADMISSIONS - HC	0100	\$	1,200.00	010 HILL CREEK SCHOOL

0000009246	10/16/2019	CITY OF SAN DIEGO	AED ANNUAL AGREEMENT	0100	\$	17.61	010	HILL CREEK SCHOOL
0000009254	10/17/2019	WAXIE SANITARY SUPPLY	CUSTODIAL SUPPLIES	0100	\$	51.68	010	HILL CREEK SCHOOL
0000009322	10/30/2019	SCHOLASTIC INC	MAGAZINE SUBSCRIPTION - HC	0100	\$	395.60	010	HILL CREEK SCHOOL
			TOTAL		\$	2,674.84	0	HILL CREEK SCHOOL Total
0000009279	10/21/2019	CITI CARDS /	SUPPLIES FOR PROJ. SAFE	0100	\$	35.95	060	BOARD OF EDUCATION
			TOTAL		\$	35.95	0	BOARD OF EDUCATION Total
0000009199	10/10/2019	ARLINE WOLFSON	GRAPHIC DESIGN	0100	\$	65.00	062	SUPERINTENDENT DEPT
0000009217	10/11/2019	SANTEE-LAKESIDE ROTARY CLUB	MEMBERSHIP DUES	0100	\$	234.00	062	SUPERINTENDENT DEPT
0000009246	10/16/2019	CITY OF SAN DIEGO	AED ANNUAL AGREEMENT	0100	\$	5.87	062	SUPERINTENDENT DEPT
0000009264	10/21/2019	SANTEE CHAMBER OF COMMERCE	CENTER AD IN MAGAZINE	0100	\$	4,000.00	062	SUPERINTENDENT DEPT
			TOTAL		\$	4,304.87	0	SUPERINTENDENT DEPT Total
0000009163	10/3/2019	LAKESHORE LEARNING MATERIALS	SUPPLIES FOR YALE	0100	\$	785.89	064	BUSINESS SERVICES
0000009177	10/4/2019	VIRCO MANUFACTURING CORP	CLASSROOM FURNITURE	0100	\$	5,045.01	064	BUSINESS SERVICES
0000009203	10/10/2019	LENOVO (UNITED STATES) INC.	DESKTOP COMPUTER	0100	\$	1,454.63	064	BUSINESS SERVICES
0000009246	10/16/2019	CITY OF SAN DIEGO	AED ANNUAL AGREEMENT	0100	\$	5.87	064	BUSINESS SERVICES
0000009249	10/17/2019	FEDERAL EXPRESS CORPORATION	OVERNIGHT MAIL DELIVERY SERVIC	0100	\$	58.34	064	BUSINESS SERVICES
0000009250	10/17/2019	WELLS FARGO BANK	COPS 2008 FEES	0100	\$	1,800.00	064	BUSINESS SERVICES
			TOTAL		\$	9,149.74	0	BUSINESS SERVICES Total
0000009137	10/2/2019	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	0100	\$	560.00	065	HUMAN RESOURCES
0000009245	10/16/2019	CASBO PROFESSIONAL DEVELOPMT	MEMBERSHIP	0100	\$	240.00	065	HUMAN RESOURCES
0000009246	10/16/2019	CITY OF SAN DIEGO	AED ANNUAL AGREEMENT	0100	\$	5.86	065	HUMAN RESOURCES
0000009289	10/23/2019	PORTABLE STORAGE CORP	STORAGE CONTAINER - HR	0100	\$	6,303.38	065	HUMAN RESOURCES
			TOTAL		\$	7,109.24	0	HUMAN RESOURCES Total
0000009129	10/1/2019	AMAZON.COM	SUPPLIES FOR ERC	0100	\$	20.42	066	EDUCATIONAL SERVICES
0000009140	10/2/2019	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	0100	\$	270.00	066	EDUCATIONAL SERVICES
0000009162	10/3/2019	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	0100	\$	30.00	066	EDUCATIONAL SERVICES
0000009195	10/9/2019	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	0100	\$	2,625.00	066	EDUCATIONAL SERVICES
0000009224	10/14/2019	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	0100	\$	2,625.00	066	EDUCATIONAL SERVICES
0000009225	10/14/2019	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	0100	\$	3,475.00	066	EDUCATIONAL SERVICES
0000009246	10/16/2019	CITY OF SAN DIEGO	AED ANNUAL AGREEMENT	0100	\$	17.60	066	EDUCATIONAL SERVICES
0000009247	10/16/2019	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	0100	\$	1,000.00	066	EDUCATIONAL SERVICES
0000009279	10/21/2019	CITI CARDS /	SUPPLIES FOR PROJ. SAFE	0100	\$	30.98	066	EDUCATIONAL SERVICES
0000009323	10/30/2019	AL'S SPORT SHOP	PROFESSIONAL DEV. BADGES	0100	\$	48.49	066	EDUCATIONAL SERVICES
			TOTAL		\$	10,142.49	0	EDUCATIONAL SERVICES Total
0000009138	10/2/2019	NORTH COASTAL CONSORTIUM	REGISTRATION FEES	0100	\$	60.00	067	SPECIAL EDUCATION
0000009139	10/2/2019	NORTH COASTAL CONSORTIUM	REGISTRATION FEES	0100	\$	60.00	067	SPECIAL EDUCATION
0000009147	10/2/2019	AMAZON.COM	SUPPLIES FOR SP. ED.	0100	\$	135.34	067	SPECIAL EDUCATION
0000009148	10/2/2019	NORTH COASTAL CONSORTIUM	REGISTRATION FEES	0100	\$	60.00	067	SPECIAL EDUCATION
0000009170	10/4/2019	BROOKES PUBLISHING	SPEC ED SUPPLIES	0100	\$	215.39	067	SPECIAL EDUCATION
0000009181	10/4/2019	LITTLE MOVERS PHYSICAL THERAPY	PHYSICAL THERAPY - SP. ED.	0100	\$	20,160.00	067	SPECIAL EDUCATION
0000009184	10/7/2019	DELL MARKETING L.P.	PRINTER - CFH	0100	\$	221.29	067	SPECIAL EDUCATION
0000009193	10/8/2019	AMAZON.COM	SUPPLIES FOR SP. ED.	0100	\$	41.91	067	SPECIAL EDUCATION
0000009219	10/11/2019	AMAZON.COM	SUPPLIES FOR SP. ED.	0100	\$	52.56	067	SPECIAL EDUCATION
0000009226	10/14/2019	CENTER FOR DISTANCE & ONLINE LEARNING	ONLINE TRAININGS - CP	0100	\$	1,200.00	067	SPECIAL EDUCATION
0000009260	10/21/2019	SPECIALIZED ED OF CA. INC.	NPS	0100	\$	34,248.42	067	SPECIAL EDUCATION
0000009281	10/21/2019	CHULA VISTA ELEMENTARY SCHOOL DIST	ADAPTIVE PE SERVICES	0100	\$	900.00	067	SPECIAL EDUCATION
0000009286	10/23/2019	DELL MARKETING L.P.	IMAGING DRUM - CH	0100	\$	54.24	067	SPECIAL EDUCATION

0000009295	10/25/2019	DELL MARKETING L.P.	TONER - CP	0100	\$	143.29	067	SPECIAL EDUCATION
0000009309	10/28/2019	NORTH COASTAL CONSORTIUM	REGISTRATION FEES	0100	\$	60.00	067	SPECIAL EDUCATION
				TOTAL	\$	57,612.44	0	SPECIAL EDUCATION Total
0000009142	10/2/2019	MIDAMERICA BOOKS	LIBRARY BOOKS FOR CO	0100	\$	102.04	068	EDUCATIONAL PROJECTS
0000009169	10/4/2019	PENWORTHY	LIBRARY BOOKS - CO	0100	\$	116.11	068	EDUCATIONAL PROJECTS
0000009192	10/8/2019	FOLLETT SCHOOL SOLUTIONS INC.	LIBRARY BOOKS - CH	0100	\$	843.74	068	EDUCATIONAL PROJECTS
0000009227	10/14/2019	BOUND TO STAY BOUND BOOKS INC	LIBRARY BOOKS - CFH	0100	\$	993.93	068	EDUCATIONAL PROJECTS
				TOTAL	\$	2,055.82	0	EDUCATIONAL PROJECTS Total
0000009186	10/7/2019	ORANGE COUNTY DEPARTMENT OF	MATERIALS	0100	\$	53.19	069	EDUCATIONAL SERVICES
				TOTAL	\$	53.19	0	EDUCATIONAL SERVICES Total
0000009149	10/2/2019	POSITIVE ACTION	MATERIALS & TRAINING	0100	\$	13,086.44	071	DISTRICT LIBRARY
0000009202	10/10/2019	THRIVELY	LICENSES	0100	\$	8,400.00	071	DISTRICT LIBRARY
0000009274	10/21/2019	FOLLETT SCHOOL SOLUTIONS INC.	LIBRARY BOOKS - CH	0100	\$	186.13	071	DISTRICT LIBRARY
				TOTAL	\$	21,672.57	0	DISTRICT LIBRARY Total
0000009130	10/1/2019	AMAZON.COM	STAMPS - PS	6300	\$	51.50	072	PROJECT SAFE
0000009153	10/2/2019	AMAZON.COM	SUPPLIES FOR PROJ. SAFE	6300	\$	86.14	072	PROJECT SAFE
0000009161	10/3/2019	SMART & FINAL	SUPPLIES FOR YALE	6300	\$	610.43	072	PROJECT SAFE
0000009188	10/8/2019	SMART & FINAL	SUPPLIES FOR PROJECT SAFE	6300	\$	75.00	072	PROJECT SAFE
0000009189	10/8/2019	SMART & FINAL	SUPPLIES FOR PROJECT SAFE	6300	\$	200.00	072	PROJECT SAFE
0000009191	10/8/2019	SMART & FINAL	SUPPLIES FOR PROJ. SAFE	6300	\$	150.00	072	PROJECT SAFE
0000009196	10/9/2019	SMART & FINAL	SUPPLIES FOR PROJ. SAFE	6300	\$	200.00	072	PROJECT SAFE
0000009204	10/10/2019	DELL MARKETING L.P.	IMAGING DRUM - OST	6300	\$	105.42	072	PROJECT SAFE
0000009205	10/10/2019	DELL MARKETING L.P.	PRINTER & TONER - OST	6300	\$	389.05	072	PROJECT SAFE
0000009218	10/11/2019	HOME DEPOT COMMERCIAL ACCOUNT	SUPPLIES - PROJ. SAFE	6300	\$	392.36	072	PROJECT SAFE
0000009228	10/14/2019	SMART & FINAL	SUPPLIES FOR OST	6300	\$	500.00	072	PROJECT SAFE
0000009246	10/16/2019	CITY OF SAN DIEGO	AED ANNUAL AGREEMENT	0100	\$	17.61	072	PROJECT SAFE
0000009246	10/16/2019	CITY OF SAN DIEGO	AED ANNUAL AGREEMENT	6300	\$	176.10	072	PROJECT SAFE
0000009252	10/17/2019	LAKESHORE LEARNING MATERIALS	CHAIRS FOR YALE PRE-SCHOOL	6300	\$	933.29	072	PROJECT SAFE
0000009279	10/21/2019	CITI CARDS /	SUPPLIES FOR PROJ. SAFE	0100	\$	570.30	072	PROJECT SAFE
0000009279	10/21/2019	CITI CARDS /	SUPPLIES FOR PROJ. SAFE	6300	\$	1,790.61	072	PROJECT SAFE
0000009279	10/21/2019	CITI CARDS /	SUPPLIES FOR PROJ. SAFE	6300	\$	2,059.37	072	PROJECT SAFE
0000009280	10/21/2019	DELL MARKETING L.P.	TONER - PROJ. SAFE	6300	\$	91.09	072	PROJECT SAFE
0000009285	10/22/2019	SMART & FINAL	SUPPLIES FOR PROJ. SAFE	6300	\$	250.00	072	PROJECT SAFE
				TOTAL	\$	8,648.27	0	PROJECT SAFE Total
0000009141	10/2/2019	PROTEL & XTELESYS	MITEL PHONE LICENSES	0100	\$	6,675.00	073	TECHNOLOGY SERVICES
0000009157	10/3/2019	DELL MARKETING L.P.	EXTENDED WARRANTY	0100	\$	161.84	073	TECHNOLOGY SERVICES
0000009165	10/3/2019	CDW GOVERNMENT INC	TRANSCEIVER MODULE	4000	\$	565.68	073	TECHNOLOGY SERVICES
0000009200	10/10/2019	GROUP VERTICAL	PARTS FOR IPAD REPAIRS	0100	\$	2,390.12	073	TECHNOLOGY SERVICES
0000009216	10/11/2019	SEHI COMPUTER PRODUCTS INC	PROJECTOR - PD	4000	\$	719.99	073	TECHNOLOGY SERVICES
0000009293	10/25/2019	SEHI COMPUTER PRODUCTS INC	PROJECTOR - HC	4000	\$	719.99	073	TECHNOLOGY SERVICES
0000009313	10/29/2019	SAFARI MONTAGE	REPLACEMENT SERVER	4000	\$	14,105.43	073	TECHNOLOGY SERVICES
0000009324	10/30/2019	SEHI COMPUTER PRODUCTS INC	PROJECTORS & LAMPS	4000	\$	2,625.54	073	TECHNOLOGY SERVICES
				TOTAL	\$	27,963.59	0	TECHNOLOGY SERVICES Total
0000009311	10/29/2019	MAINTEX INC	CUSTODIAL EQUIPMENT	0100	\$	1,982.69	074	OPERATIONS/CUSTODIAL
0000009321	10/30/2019	MAINTEX INC	CUSTODIAL EQUIPMENT	0100	\$	3,747.46	074	OPERATIONS/CUSTODIAL
				TOTAL	\$	5,730.15	0	OPERATIONS/CUSTODIAL Total
0000009124	10/1/2019	COMPETITIVE METALS INC	ELECTRICAL SUPPLIES	0100	\$	67.55	075	MAINTENANCE

0000009126	10/1/2019	DIXIELINE LUMBER COMPANY	WINDOWS - SC/RS	0100	\$	344.49	075	MAINTENANCE
0000009158	10/3/2019	RAYO WHOLESALE INC	M&O SUPPLIES	0100	\$	31.60	075	MAINTENANCE
0000009159	10/3/2019	24-HOUR ELEVATOR, INC.	ELEVATOR REPAIRS	0100	\$	3,544.13	075	MAINTENANCE
0000009180	10/4/2019	ON TIME STRIPING	LINE PAINTING	0100	\$	3,281.50	075	MAINTENANCE
0000009185	10/7/2019	GOLDEN STATE GARAGE DOORS, INC	REPLACEMENT WAREHOUSE DOOR	0100	\$	5,300.00	075	MAINTENANCE
0000009215	10/11/2019	BRITE VISUAL PRODUCTS INC	M&O SUPPLIES FOR REPAIRS	0100	\$	1,266.55	075	MAINTENANCE
0000009246	10/16/2019	CITY OF SAN DIEGO	AED ANNUAL AGREEMENT	0100	\$	17.60	075	MAINTENANCE
0000009258	10/18/2019	FORDYCE CONSTRUCTION INC	STORM DRAIN - CP	0100	\$	12,875.00	075	MAINTENANCE
0000009261	10/21/2019	GRAINGER	SAFETY SUPPLIES	0100	\$	273.62	075	MAINTENANCE
0000009262	10/21/2019	COMPETITIVE METALS INC	MAINT. SUPPLIES	0100	\$	159.47	075	MAINTENANCE
0000009283	10/22/2019	DECKER EQUIPMENT	M&O SUPPLIES	0100	\$	50.53	075	MAINTENANCE
0000009284	10/22/2019	GB'S FENCE COMPANY	FENCING REPAIRS	0100	\$	3,650.00	075	MAINTENANCE
0000009290	10/23/2019	SHIFFLER EQUIPMENT SALES INC	M&O SUPPLIES	0100	\$	1,119.11	075	MAINTENANCE
0000009291	10/23/2019	24-HOUR ELEVATOR, INC.	SUPPLIES FOR REPAIRS	0100	\$	215.50	075	MAINTENANCE
0000009292	10/23/2019	GB'S FENCE COMPANY	FENCING - SANTEE SCHOOL SITE	0100	\$	4,360.00	075	MAINTENANCE
0000009302	10/25/2019	DECKER EQUIPMENT	SUPPLIES FOR M&O	0100	\$	237.20	075	MAINTENANCE
0000009312	10/29/2019	WESTERN ENVIRONMENTAL & SAFETY	ASBESTOS REMOVAL SVCS - CP	0100	\$	1,485.00	075	MAINTENANCE
0000009320	10/30/2019	AMAZON.COM	MAINT. SUPPLIES	0100	\$	193.95	075	MAINTENANCE
			TOTAL		\$	38,472.80	0	MAINTENANCE Total
0000009122	10/1/2019	O'REILLY AUTO PARTS	PARTS FOR REPAIRS	0100	\$	515.23	076	TRANSPORTATION
0000009266	10/21/2019	ASBURY ENVIRONMENTAL SVCS	DISPOSAL OF USED OIL	0100	\$	55.00	076	TRANSPORTATION
0000009267	10/21/2019	A-Z BUS SALES, INC.	SUPPLIES FOR BUS REPAIRS	0100	\$	216.14	076	TRANSPORTATION
0000009268	10/21/2019	BORDER TIRE	TIRES FOR GROUNDS TRAILER	0100	\$	147.28	076	TRANSPORTATION
0000009269	10/21/2019	ABACOR INC	SUPPLIES - M&O VEHICLE REPAIRS	0100	\$	16.24	076	TRANSPORTATION
0000009270	10/21/2019	KNIGHT PRODUCTS GROUP	SHOP SUPPLIES	0100	\$	328.17	076	TRANSPORTATION
0000009271	10/21/2019	SCHOOL BUS PARTS COMPANY	SUPPLIES FOR BUSES	0100	\$	171.80	076	TRANSPORTATION
0000009272	10/21/2019	PENSKE FORD	SUPPLIES - M&O VEHICLES	0100	\$	373.07	076	TRANSPORTATION
0000009276	10/21/2019	ZUM SERVICES, INC.	OUTSOURCED TRANSPORTATION SVCS	0100	\$	1,353.00	076	TRANSPORTATION
0000009277	10/21/2019	BETTY'S UPHOLSTERY	UPHOLSTERY REPAIRS	0100	\$	165.00	076	TRANSPORTATION
0000009278	10/21/2019	O'REILLY AUTO PARTS	SUPPLIES FOR REPAIRS	0100	\$	251.83	076	TRANSPORTATION
0000009325	10/30/2019	DELL MARKETING L.P.	TONER - TRANSPORTATION	0100	\$	91.09	076	TRANSPORTATION
0000009328	10/31/2019	PACIFICA GLASS CO., INC.	REPAIRS	0100	\$	89.00	076	TRANSPORTATION
			TOTAL		\$	3,772.85	0	TRANSPORTATION Total
0000009132	10/1/2019	RASIX COMPUTER CENTER INC	INVENTORY REPLENISHMENT	0100	\$	34.48	078	WAREHOUSE
0000009133	10/1/2019	DELL MARKETING L.P.	INVENTORY REPLENISHMENT	0100	\$	347.98	078	WAREHOUSE
0000009134	10/1/2019	OFFICE DEPOT INC	INVENTORY REPLENISHMENT	0100	\$	196.02	078	WAREHOUSE
0000009135	10/1/2019	SCHOOL SPECIALTY, INC	INVENTORY REPLENISHMENT	0100	\$	252.52	078	WAREHOUSE
0000009136	10/1/2019	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	\$	1,903.13	078	WAREHOUSE
0000009166	10/3/2019	AMAZON.COM	INVENTORY REPLENISHMENT	0100	\$	99.13	078	WAREHOUSE
0000009167	10/3/2019	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	\$	271.92	078	WAREHOUSE
0000009168	10/3/2019	SUPPLY SOLUTIONS	INVENTORY REPLENISHMENT	0100	\$	1,629.18	078	WAREHOUSE
0000009179	10/4/2019	WASTE MANAGEMENT OF EL CAJON -	SURPLUS TRASH REMOVAL-ALL SITE	0100	\$	1,915.27	078	WAREHOUSE
0000009211	10/11/2019	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	\$	232.63	078	WAREHOUSE
0000009212	10/11/2019	MEDCO SUPPLY COMPANY	INVENTORY REPLENISHMENT	0100	\$	132.66	078	WAREHOUSE
0000009213	10/11/2019	SCHOOL SPECIALTY, INC	INVENTORY REPLENISHMENT	0100	\$	121.63	078	WAREHOUSE
0000009214	10/11/2019	DELL MARKETING L.P.	INVENTORY REPLENISHMENT	0100	\$	2,538.37	078	WAREHOUSE
0000009229	10/15/2019	SUPPLY SOLUTIONS	INVENTORY REPLENISHMENT	0100	\$	2,399.94	078	WAREHOUSE

0000009230	10/15/2019	AMAZON.COM	INVENTORY REPLENISHMENT	0100	\$	234.81	078	WAREHOUSE
0000009231	10/15/2019	CAMEO PAPER & JANITORIAL	INVENTORY REPLENISHMENT	0100	\$	672.10	078	WAREHOUSE
0000009233	10/15/2019	MAINTEX INC	INVENTORY REPLENISHMENT	0100	\$	1,329.46	078	WAREHOUSE
0000009234	10/15/2019	MISSION JANITORIAL SUPPLIES	INVENTORY REPLENISHMENT	0100	\$	7,126.56	078	WAREHOUSE
0000009235	10/15/2019	MCKESSON MEDICAL-SURGICAL GVT SOL LLC	INVENTORY REPLENISHMENT	0100	\$	399.11	078	WAREHOUSE
0000009236	10/15/2019	OFFICE DEPOT INC	INVENTORY REPLENISHMENT	0100	\$	58.96	078	WAREHOUSE
0000009237	10/15/2019	PIONEER CHEMICAL COMPANY	INVENTORY REPLENISHMENT	0100	\$	1,111.98	078	WAREHOUSE
0000009238	10/15/2019	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	\$	1,448.95	078	WAREHOUSE
0000009300	10/25/2019	AMAZON.COM	INVENTORY REPLENISHMENT	0100	\$	447.64	078	WAREHOUSE
0000009316	10/29/2019	RASIX COMPUTER CENTER INC	INVENTORY REPLENISHMENT	0100	\$	60.34	078	WAREHOUSE
0000009317	10/29/2019	MAINTEX INC	INVENTORY REPLENISHMENT	0100	\$	543.71	078	WAREHOUSE
0000009318	10/29/2019	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	\$	1,523.38	078	WAREHOUSE
			TOTAL		\$	27,031.86	0	WAREHOUSE Total
0000009123	10/1/2019	MASON'S SAW & LAWNMOWER SERVICE, INC.	GROUNDS EQUIPMENT FOR M&O	0100	\$	599.29	080	MAINTENANCE
0000009263	10/21/2019	THRASHER TERMITE & PEST CONTROL	TERMITE TREATMENT	0100	\$	750.00	080	MAINTENANCE
			TOTAL		\$	1,349.29	0	MAINTENANCE Total
0000009307	10/28/2019	LENOVO (UNITED STATES) INC.	COMPUTER - CNS	1300	\$	727.32	090	CENTRAL KITCHEN
			TOTAL		\$	727.32	0	CENTRAL KITCHEN Total
0000009275	10/21/2019	APPLE INC	IPAD KEYBOARDS	0100	\$	9,902.23	091	TECHNOLOGY SERVICES
			TOTAL		\$	9,902.23	0	TECHNOLOGY SERVICES Total
					\$	303,651.23	0	Grand Total

Consent Item E.2.4.
Prepared by Karl Christensen
November 19, 2019

Approval/Ratification of Revolving Cash Report

BACKGROUND:

The Revolving Cash Fund of \$20,000 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:

It is recommended that the Board of Education approve checks #22654 through #22656 on the \$20,000 Revolving Cash Account.

This recommendation supports the following District goal:

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact is \$3,883.55 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.2.4.

**SANTEE SCHOOL DISTRICT
REVOLVING CASH REPORT- \$20,000**

Date	Number	Name	Memo	Amount
11/04/19	22654	Julian Pie Company	HC - Receipt #105 11/04/2019	3,483.55
11/04/19	22655	Walmart	Lorene Foster Fund	250.00
11/04/19	22656	Walmart	Lorene Foster Fund	150.00

Total Checks Written **\$3,883.55**

Reimbursed by SDCOE

Total to Deduct from Future Reimbursement

Total to be Reimbursed **\$3,883.55**

Consent Item E.2.5.
 Prepared by Karl Christensen
 November 19, 2019

Acceptance of Donations, Grants, and Bequests

BACKGROUND:

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

<i>Item</i>	<i>Approximate Value</i>	<i>Received From</i>	<i>Designated For Use At</i>
DONATIONS			
Supplies for the "Give Mrs. McFaul a High Five" Project	\$130.00	DonorsChoose.org	Carlton Hills School
Funds for Art Supplies	\$100.00	Ronald & Crystal Irvin	Sycamore Canyon School
Funds to Support the Instructional Program and Supplement Classroom Supplies	\$120.00	Chili's / Brinker International	Sycamore Canyon School
GRANTS			
(None)			
BEQUESTS			
(None)			
TOTAL RECEIVED	\$350.00		

RECOMMENDATION:

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

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Educational Achievement	Assure the highest level of educational achievement for all students
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The donations, grants, and/or bequests listed above are valued at \$350.00.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.5.

BACKGROUND:

From time to time, the District contracts with individuals, companies, or organizations to provide various types of general services such as educational presentations/assemblies, or specialized student services. Some services are on an as-needed basis billed on an hourly or daily rate while other services are billed by the job. The Internal Revenue Service requires an analysis of the nature and type of work performed to determine whether the service provider qualifies as an independent contractor to be paid by commercial warrant. Service providers that do not qualify as an independent contractor will be processed through Human Resources under a short-term employment services agreement.

Approval of the following General Services Agreements is requested:

Vendor Name	Description of Services	Date(s) of Service	Amount	Funding
R Stories	History Costume Assembly	11/15/19	\$250.00	Cajon Park
Curriculum Associates	Iready Mathematics – Diagnostic Exams and Curriculum	10/01/19 – 06/30/20	\$1,500.00 (not to exceed)	Chet F. Harritt
Aimee Powell	Bilingual Speech Evaluations	11/01/19 – 06/30/20	\$80.00 per hour/ \$20,000.00 (not to exceed)	Special Education

RECOMMENDATION:

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

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Educational Achievement	Assure the highest level of educational achievement for all students
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact of the General Service Agreements is detailed in the table above.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.6.

BACKGROUND:

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

The Commercial Warrants Audit manual stipulates that an agreement is to be executed with the Parent/Guardian whenever mileage reimbursement is provided. Agreements with parents/guardians opting to receive mileage reimbursement during the 2019-20 and 2019-20 school year for the transportation of their own child(ren) are listed below:

School of Attendance	Round Trip Miles Per Day	# of Days	Per Mile Rate	Total Estimated Annual Cost
Chet F. Harritt	11.2	199	\$0.58	\$1,292.70
Sycamore Canyon	7	199	\$0.58	807.94
Total:				\$2,100.64

RECOMMENDATION:

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

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact of \$2,100.64 is paid in lieu of District provided transportation.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.7.

BACKGROUND:

Board Policy (BP) and Administrative Regulation (AR) 3270 govern the sale or disposal of surplus books, equipment, and supplies in accordance with applicable Education Code provisions. AR 3270 provides the following options for sale or disposal of surplus items:

Category	Value/Condition	Option	Requirements
<i>Obsolete Instructional Materials</i>	<ul style="list-style-type: none"> Usable for educational purposes Any value 	<ul style="list-style-type: none"> Donate to any governing board, county free library or other state institution; any United States public agency or institution; any nonprofit charitable organization; or children or adults in California or foreign countries for the purpose of increasing literacy Sell to any organization that agrees to use the materials for educational purposes 	<ul style="list-style-type: none"> Receiving entity shall certify to the Board that it agrees to use the materials for educational purposes and make no charge to any persons to whom the materials are given or lent Notify public of intent at least 60 days prior to disposition
	<ul style="list-style-type: none"> Unusable for educational purposes or cannot be disposed of as above Any value 	<ul style="list-style-type: none"> Mutilate so as not to be salable and sold for scrap Destroy beyond any economical means 	<ul style="list-style-type: none"> For destruction, provide at least 30 day prior notice to those requesting notice
<i>All Other Personal Property</i>	<ul style="list-style-type: none"> Value insufficient to defray costs of arranging a sale 	<ul style="list-style-type: none"> Donate to charitable organization deemed appropriate by the Board Dispose of at local dump 	<ul style="list-style-type: none"> Requires unanimous vote by Board
	<ul style="list-style-type: none"> \$2,500 or less (one or more items) 	<ul style="list-style-type: none"> Sell without advertising 	<ul style="list-style-type: none"> Requires unanimous vote by Board
	<ul style="list-style-type: none"> More than \$2,500 (one or more items) 	<ul style="list-style-type: none"> Advertise for Bids or Conduct Public Auction 	<ul style="list-style-type: none"> Post notices in 3 public places and advertise once a week for 2 weeks in general circulation newspaper

<u>Category</u>	<u>Value/Condition</u>	<u>Option</u>	<u>Requirements</u>
			<ul style="list-style-type: none"> Accept highest bid or reject all bids If no qualified bid received, may be sold to any individual or entity
		<ul style="list-style-type: none"> Without advertising for bids, sell to agencies of federal, state or local government, to any other school district, or to any agency eligible under the federal surplus property law 	<ul style="list-style-type: none"> Sale price shall equal cost of property plus estimated cost of purchasing, storing, and handling
		<ul style="list-style-type: none"> Without advertising for bids, sell or lease the property to agencies of federal, state or local government or to any other school district 	<ul style="list-style-type: none"> Price and terms of sale or lease fixed by the Board and approved by County Superintendent of Schools

The District has the option of using the services of a vendor that uses an on-line bidding methodology to satisfy the advertising for bids and public auction requirements. If used, the vendor retains a portion of the sale proceeds for their fee.

The items to declare surplus are described below:

<u>Qty</u>	<u>UOM</u>	<u>Description</u>	<u>Site</u>	<u>Storage Location</u>	<u>Condition</u>	<u>Estimated Value/Price</u>
1	each	Excercise Bike	CP Annex	Outside room 33	Extremely Poor/Broken	0
1	each	Space-Saver Cardio Slide	CP Annex	Outside room 33	Extremely Poor/Broken	0
1	each	White Pull-up Crunch Machine	CP Annex	Outside room 33	Extremely Poor/Broken	0
1	each	Old Teacher Desk	CP Annex	Center Room	Extremely Poor/Broken	0
1	each	Damaged Black Teacher Chair	CP Annex	Center Room	Extremely Poor/Broken	0
3	each	Damaged Folding Chairs	CP Annex	Center Room	Extremely Poor/Broken	0
1	each	Old CRT TV	CP Annex	Room 38	Fair	\$10
1	each	TV Cart	CP Annex	Room 38	Fair	\$10

The recommended terms for sale or disposal of the aforementioned personal property is as follows:

Type	Method	Option? (X)
Obsolete Instructional Materials	Donate to any governing board, county free library or other state institution; any United States public agency or institution; any nonprofit charitable organization; or children or adults in California or foreign countries for the purpose of increasing literacy	
	Sell to any organization that agrees to use the materials for educational purposes	
	Mutilate so as not to be salable and sold for scrap	
	Destroy beyond any economical means	
Other Personal Property	Value insufficient to defray costs of arranging a sale: Donate to charitable organization deemed appropriate by the Board	x
	Value insufficient to defray costs of arranging a sale: Discard/Scrap	
	Value \$2,500 or less: Sell without advertising	
	Advertise for Bids (including on-line services)	
	Conduct Public Auction (including on-line services)	
	Without advertising for bids, sell to agencies of federal, state or local government, to any other school district, or to any agency eligible under the federal surplus property law with sale price to equal cost of property plus estimated cost of purchasing, storing, and handling	
	Without advertising for bids, sell or lease the property to agencies of federal, state or local government or to any other school district with price and terms of sale or lease fixed by the Board and approved by County Superintendent of Schools	

RECOMMENDATION:

It is recommended that the Board of Education declare the described items as surplus with an estimated value of \$20.00 and authorize the sale or disposal of them in accordance with the recommended terms.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	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:

Income estimated at \$20.00.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.8.

BACKGROUND:

Government Code sections 66001 and 66006 require school districts to make certain findings and a report available to the public each year related to the collection and use of Level 1 and Level 2 Developer Fees. Specifically, Government Code section 66006 requires that, within 180 days after the last day of each fiscal year, a report regarding each separate account or fund in which these fees are deposited be made available to the public and be reviewed at a regularly scheduled Board meeting. The report is to contain the following information:

- A brief description of the type of fee in the account or fund
- The amount of the fee
- The beginning and ending balance of the account or fund
- The amount of the fees collected and the interest earned
- An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with the fees
- An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement
- A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan
- The amount of refunds made pursuant to subdivision (e) of Section 66001 and any allocations pursuant to subdivision (f) of Section 66001

This code also stipulates that the report be reviewed at a regularly scheduled Board meeting not less than 15 days after the report is made available to the public. Notice of the meeting is to be mailed to any parties expressing an interest, in writing, for receiving a mailed notice. The District has no requests on file for mailed notices.

Notice of the availability of the report was posted in three (3) prominent places within the District 15 days prior to this meeting.

RECOMMENDATION:

It is recommended that the Board of Education accept the Annual and Five Year Developer Fee Report pertaining to transactions for the 2018-19 fiscal year and facility plans for the subsequent 5 years.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	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 reported is \$391,357 in Developer Fees collected in 2018-19 and an ending balance in the Fund of \$2,866,983.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.9.

**THE SANTEE SCHOOL DISTRICT
ANNUAL AND FIVE –YEAR FEE REPORT FOR THE 2018-19
FISCAL YEAR**

It is a requirement of Government Code Sections 66006 and 66001 that school districts provide certain financial information to the public each year. The report must be made available for public review 180 days after the close of the previous fiscal year. Developer fees are intended to be used for the construction and reconstruction (modernization) of school facilities to accommodate students from new development. Developer fees are not intended for general revenue purposes.

I. THE DISTRICT PROVIDES THE FOLLOWING INFORMATION IN COMPLIANCE WITH GOVERNMENT CODE SECTION 66006 FOR THE 2018-19 FISCAL YEAR

A. THE FEES REPORTED ARE LEVEL I FEES ONLY

B. AMOUNT OF DEVELOPER FEES

The fee amounts reported were authorized by the District’s Board of Education. The fees partially mitigate the impact caused by new residential and commercial construction and do not adequately fund the District’s school facility needs.

Amount of Fees Collected	Amount of Interest Earned
\$391,357	\$59,346

C. BEGINNING AND ENDING BALANCE OF ACCOUNT

	Fees
Beginning Balance (7/1/18)	\$2,596,270
Ending Balance (6/30/19)	\$2,866,983

D. FEES WERE EXPENDED FOR THE FOLLOWING PROJECTS IN FISCAL YEAR 2018-19

**SANTEE SCHOOL DISTRICT
ITEMIZED FEE EXPENDITURES
2018-19**

Project Description	Percentage Funded with Fees	Amount
Director II, Facilities Planning and Construction (Salary and Benefits)	60.00%	29,698
Chet F. Harritt New Construction	100.00%	139,883
Other Facility Related Services	100.00%	10,409
Total Expenses		179,990

E. DURING THE 2019-20 FISCAL YEAR THE DISTRICT WILL COMMENCE CONSTRUCTION ON THE FOLLOWING PROJECTS IF SUFFICIENT FUNDS ARE COLLECTED

Project	Estimated/Actual Commencement Date
New Furniture & Equipment for Growth	August 2018
New Classroom / Learning Resource Center addition at Chet F. Harritt	January 2020
New Learning Resource Center at PRIDE Academy	March 2020
New Learning Resource Center at Sycamore Canyon	June 2020

The District has determined that funds are not sufficient to fund the following projects but anticipate the commencement on the following projects at a future date.

Project
New modular classrooms for Project SAFE before/after school care at Chet F Harritt
New modular classrooms for Project SAFE before/after school care and preschool at Sycamore Canyon

F. THE DISTRICT HAS TRANSFERRED OR MADE LOANS FROM THE ACCOUNT AS NOTED

(If not applicable, do state N/A)

Description of Interfund Transfer or Loan	Funds to Which Reportable Fees Are Loaned	Amount	Date Loan Repaid	Rate of Interest
N/A	N/A	N/A	N/A	N/A

II. PROJECTS PROPOSED IN THE NEXT FIVE YEARS FOR WHICH FEES WILL BE EXPENDED

A. The fees are collected on new residential and commercial development within the District to fund school facilities required to serve students generated by new development. The fees will be used to fund construction and reconstruction (modernization) of school facilities and provide interim housing as necessary.

B. RELATIONSHIP BETWEEN FEES COLLECTED AND PURPOSE FOR WHICH THEY ARE COLLECTED

There is a reasonable relationship between fees charged and the need for construction and reconstruction (modernization) of school facilities. The School District does not have adequate facilities to accommodate students from new development. The fees collected do not exceed the cost of providing adequate school facilities.

C. SOURCES OF FUNDING

Source of Funding	Amount of Funding Anticipated to be Received to Complete Financing of School Facilities
1. State Funding Program Funds	\$0
2. State Hardship Funds	\$0
3. Community Facilities Districts	\$0
4. General Obligation Bond Proceeds	\$15,370,000
5. Redevelopment Pass-Through Agreements	\$0
6. Statutory School Facility Fees Level I	\$3,000,000
7. Alternative School Facility Fees Level II	\$0
8. Mitigation Payments	\$0
9. Certificates of Participation	\$0
10. SB-201 Fees	\$0
11. Land Sale Proceeds	\$8,600,000
12. Interest Earnings	\$390,000
13. Total Funding (Anticipated)	\$27,360,000

**Santee School District
TO BE COMPLETED IN THE NEXT FIVE YEARS**

PROJECT NAME: Furniture and Equipment for Growth

Total Cost of Project: \$20,000

Source of Funds	Estimated Cost of Project	Anticipated Date to Commence Project
1. Developer Fees	\$20,000	August 2018
2.	\$	
3.	\$	
4.	\$	

PROJECT NAME: New Classroom / Learning Resource Center Addition at Chet F. Harritt
 Total Cost of Project: \$15,600,000

Source of Funds	Estimated Cost of Project	Anticipated Date to Commence Project
1. GO Bond Proceeds	\$15,370,000	January 2020
2. Interest on Bonds	\$230,000	
3.	\$	
4.	\$	

PROJECT NAME: New Learning Resource Center at PRIDE Academy
 Total Cost of Project: \$5,525,000

Source of Funds	Estimated Cost of Project	Anticipated Date to Commence Project
1. Developer Fees	\$2,980,000	March 2020
2. Land Sale Proceeds	\$2,545,000	
3.	\$	
4.	\$	

PROJECT NAME: New Learning Resource Center at Sycamore Canyon
 Total Cost of Project: \$6,110,000

Source of Funds	Estimated Cost of Project	Anticipated Date to Commence Project
1. Land Sale Proceeds	\$5,950,000	June 2020
2. Interest Earnings	\$160,000	
3.	\$	
4.	\$	

(Use additional sheets as necessary.)

D. SUMMARY OF ANTICIPATED REVENUE AND PROJECT COSTS

Total Funds Needed (Add total of projects to be completed in next five years)	\$27,255,000
Total Anticipated Funds (Line 13 of Funding Sources)	\$27,360,000
Shortfall	\$0

Consent Item E.2.10.
 Prepared by Karl Christensen
 November 19, 2019

Authorization to Purchase Three New Copy Machines
 to Replace Obsolete Ones in the Publications
 Department

BACKGROUND:

The Publications Department currently operates with four copiers, three of which are in need of replacement. The District's 2019-20 Adopted Budget includes a budget of \$100,000 for this purpose. Administration recommends replacing three copiers and keeping the fourth as a backup. Details are as follows:

Type	Purchase Date	Meter Count	Replacement	Cost
Bizhub 1050E	July 2007	27,955,329	Bizhub 6120	\$34,660.00
Bizhub Pro 1200	January 2012	23,531,001	Bizhub 6136	\$38,396.00
Bizhub 1250P	August 2014	17,881,743	Retain	\$0.00
Bizhub C550 (color)	June 2009	978,933	Bizhub 3070L	\$23,533.00
Tax:				\$7,485.65
Total Cost:				\$104,074.65

On May 5, 2015, the Board approved a resolution authorizing the District to join the National Joint Power Alliance (NJPA). By being a member of the NJPA, the District can purchase products that have been competitively bid by the NJPA, which has since been renamed Sourcewell. Administration recommends purchasing three copiers off of the Sourcewell list.

RECOMMENDATION:

It is recommended that the Board of Education authorize the purchase of three new copiers to replace obsolete ones in the Publications Department.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Educational Achievement	Assure the highest level of educational achievement for all students
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact to purchase of three new copiers to replace obsolete ones in the Publications Department is \$104,074.65 from the General Fund.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.10.

Consent Item E.2.11. Acceptance of GASB 75 July 2019 Actuarial Valuation Update
 Prepared by Karl Christensen
 November 19, 2019

BACKGROUND:

Governmental Accounting Standards Board (GASB) Statement No. 75 requires public agencies to measure and disclose the cost of other post-employment retirement benefits (OPEB) through actuarial valuation study. The study must be updated every two years, with a simpler “roll-forward” revision to be done in the intervening years. The District’s first valuation was conducted and reported in July 2007 and was updated July 2009, July 2011, July 2013, July 2015, and July 2017 with a roll-forward update July 2018.

The changes in the actuarial valuation for July 2019, compared to the July 2018 roll-forward valuation, are as follows:

Description	(1) Present Value of Employer Contributions			2) Net OPEB Liability					3) OPEB Expense			Participants		
	Active	Retired	Total	Active	Retired	Total Liability	Irrevocable Trust Assets	Net Liability	Service Cost Year End	Amortizn/ Interest Cost of UAL	Total ARC	Act	Ret	Ttl
July 2018 Study	17,731,207	1,685,670	19,416,877	10,039,250	1,685,670	11,724,920	0	11,724,920	456,807	235,642	692,449	605	70	675
Adjustments	(945,834)	(112,588)	(1,058,422)	(605,526)	(112,588)	(718,114)	0	(718,114)	(140,891)	(2,841)	(143,732)	26	(29)	(3)
July 2019 Study	16,785,373	1,573,082	18,358,455	9,433,724	1,573,082	11,798,516	0	11,798,516	315,916	232,801	548,717	631	41	672

(1) Present value of all benefits to be paid for current and future retirees
 (2) Liability for past service; Present value of all benefits earned to date
 (3) Present value of benefits accruing in current year plus 30 year amortization of unfunded accrued liability

RECOMMENDATION:

It is recommended that the Board of Education accept the updated GASB 75 Actuarial Valuation of Other Post Employment Retirement Benefits for use in Financial Statements.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	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:

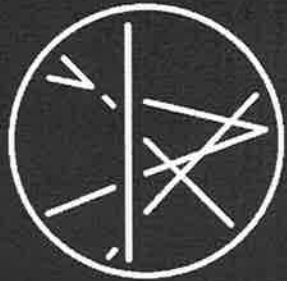
Unfunded Accrued Liability of \$11,798,516 and OPEB expense of \$548,717.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.11.



nyhart

GASB No. 75 ACTUARIAL VALUATION

Fiscal Year Ending June 30, 2020
(Measured at June 30, 2019)

Santee School District

Nyhart Actuary & Employee Benefits
530 B Street, Ste. 900, San Diego, CA 92101
(619) 239-0831 - www.nyhart.com

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Mr. Karl Christensen
Santee School District
9625 Cuyamaca St
Santee, CA 92071

10/31/2019

This report summarizes the GASB actuarial valuation for the Santee School District's Other Post Employment Benefit (OPEB) for the fiscal year ending June 30, 2020 (measured at June 30, 2019). Nyhart prepared this report to meet employer financial accounting requirements under Governmental Accounting Standards Board (GASB) Statement No. 75 (Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions). To the best of our knowledge, the report presents a fair position of the funded status of the plan in accordance with GASB Statement No. 75.

The information presented herein is based on the actuarial assumptions and substantive plan provisions summarized in this report and participant information furnished to us by the Plan Sponsor. We have reviewed the employee census provided by the Plan Sponsor for reasonableness when compared to the prior information provided but have not audited the information at the source, and therefore do not accept responsibility for the accuracy or the completeness of the data on which the information is based. When relevant data may be missing, we may have made assumptions we feel are neutral or conservative to the purpose of the measurement. We are not aware of any significant issues with and have relied on the data provided.

The discount rate, other economic assumptions, and demographic assumptions have been selected by the Plan Sponsor with the concurrence of Nyhart. In our opinion, the actuarial assumptions are individually reasonable and in combination represent our estimate of anticipated experience of the Plan. All calculations have been made in accordance with generally accepted actuarial principles and practice.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period and roll-forward techniques); and changes in plan provisions or applicable law.

We did not perform an analysis of the potential range of future measurements due to the limited scope of our engagement.

To our knowledge, there have been no significant events prior to the current year's measurement date or as of the date of this report that could materially affect the results contained herein.

Neither Nyhart nor any of its employees has any relationship with the plan or its sponsor that could impair or appear to impair the objectivity of this report. Our professional work is in full compliance with the American Academy of Actuaries "Code of Professional Conduct" Precept 7 regarding conflict of interest. The undersigned meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Should you have any questions please do not hesitate to contact us.


Luis Murillo, ASA, MAAA
Consulting Actuary


Randy Gomez, FSA, MAAA
Consulting Actuary

Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Valuation Results Summary

As of Valuation Date: June 30, 2019

	Certificated	Classified	Management	Total
Present Value of Employer Contributions				
Actives	\$ 10,169,342	\$ 5,406,603	\$ 1,209,428	\$ 16,785,373
Retirees	670,248	660,252	242,582	1,573,082
Total	<u>\$ 10,839,590</u>	<u>\$ 6,066,855</u>	<u>\$ 1,452,010</u>	<u>\$ 18,358,455</u>
<i>Portion due to Explicit</i>	<i>\$ 5,078,498</i>	<i>\$ 2,728,485</i>	<i>\$ 618,408</i>	<i>\$ 8,425,391</i>

Total (Accrued) OPEB Liability				
Actives	\$ 6,027,935	\$ 2,762,814	\$ 642,975	\$ 9,433,724
Retirees	670,248	660,252	242,582	1,573,082
Total	<u>\$ 6,698,183</u>	<u>\$ 3,423,066</u>	<u>\$ 885,557</u>	<u>\$ 11,006,806</u>
<i>Portion due to Explicit</i>	<i>\$ 3,339,344</i>	<i>\$ 1,685,153</i>	<i>\$ 390,194</i>	<i>\$ 5,414,691</i>

Projected Employer Contributions Fiscal Period Ending June 30,	Explicit	Implicit	Total
2020	\$ 315,916	\$ 232,801	\$ 548,717
2021	385,521	276,467	661,988
2022	390,789	296,345	687,134
2023	418,605	320,204	738,809
2024	437,485	346,441	783,926
2025	469,962	399,414	869,376
2026	471,123	413,360	884,483
2027	471,624	418,781	890,405
2028	479,201	450,416	929,617
2029	484,537	466,617	951,154

Actuarial Assumptions as of Valuation Date	
Inflation	2.75%
Salary increases	3.00%
Discount rate	3.15%

Plan Membership	
Inactive plan members or beneficiaries currently receiving benefits	41
Inactive plan members entitled to but not yet receiving benefits	0
Active plan members	<u>631</u>
	672

Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
GASB 75 Summary

Net OPEB Liability

The components of the Net OPEB Liability at June 30,

	<u>2019</u>	<u>2018</u>	<u>2017</u>
Total OPEB Liability	\$ 11,006,806	\$ 12,177,925	\$ 11,798,516
Plan fiduciary net position	0	0	0
Net OPEB Liability	<u>\$ 11,006,806</u>	<u>\$ 12,177,925</u>	<u>\$ 11,798,516</u>
Plan fiduciary net position as a % of the Total OPEB Liability	0.00%	0.00%	0.00%
OPEB Expense for the Fiscal Year Ended June 30,	\$ 975,511	\$ 1,138,376	\$ 1,108,239

Actuarial Assumptions

The Total OPEB Liability was determined using the following actuarial assumptions.

Inflation	2.75%	2.75%	2.75%
Salary increases	3.00%	3.00%	3.00%
Discount rate	3.15%	3.50%	3.40%

Plan Membership

The Total OPEB Liability was determined based on the plan membership as of June 30,

	<u>2019</u>	<u>2017</u>	<u>2017</u>
Inactive plan members or beneficiaries currently receiving benefits	41	70	70
Inactive plan members entitled to but not yet receiving benefits	0	0	0
Active plan members	<u>631</u>	<u>605</u>	<u>605</u>
	672	675	675

Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Statement of Changes in Fiduciary Net Position

	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>June 30, 2017</u>
Additions			
Contributions:			
Employer	\$ 745,494	\$ 692,449	\$ 659,475
Member	0	0	0
Nonemployer Contributing Entity	0	0	0
Total contributions	<u>\$ 745,494</u>	<u>\$ 692,449</u>	<u>\$ 659,475</u>
Investment income:			
Net increase in fair value of investments	\$ 0	\$ 0	\$ 0
Interest and dividends	0	0	0
Less investment expense, other than from securities lending	0	0	0
Net income other than from securities lending	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Securities lending income	0	0	0
Less securities lending expense	0	0	0
Net income from securities lending	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Net investment income	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Other	0	0	0
Total additions	<u>\$ 745,494</u>	<u>\$ 692,449</u>	<u>\$ 659,475</u>
Deductions			
Benefit payments	\$ 745,494	\$ 692,449	\$ 659,475
Administrative expense	0	0	0
Investment Fees	0	0	0
Total deductions	<u>\$ 745,494</u>	<u>\$ 692,449</u>	<u>\$ 659,475</u>
Net increase in net position	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Net position restricted for OPEB			
Beginning of year	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
End of year	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

Note: The OPEB plan is unfunded and there are no plan assets. The employer contributions reflect the estimated direct payments for benefits.

Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Schedule of Changes in Net OPEB Liability and Related Ratios

	<u>2019</u>	<u>2018</u>	<u>2017</u>
Total OPEB Liability			
Service cost	\$ 747,201	\$ 733,560	\$ 709,438
Interest	439,333	414,319	398,801
Changes of benefit terms	0	0	0
Differences between expected and actual experience	(1,527,535)	0	0
Changes of assumptions	(84,624)	(76,021)	0
Benefit payments, including refunds of member contributions	(745,494)	(692,449)	(659,475)
Net change in Total OPEB Liability	<u>(1,171,119)</u>	<u>379,409</u>	<u>448,764</u>
Total OPEB Liability - beginning	12,177,925	11,798,516	11,349,752
Total OPEB Liability - ending (a)	<u>\$ 11,006,806</u>	<u>\$ 12,177,925</u>	<u>\$ 11,798,516</u>
Plan fiduciary net position			
Contributions - employer	\$ 745,494	\$ 692,449	\$ 659,475
Contributions - member	0	0	0
Contributions - nonemployer contributing member	0	0	0
Net investment income	0	0	0
Benefit payments, including refunds of member contributions	(745,494)	(692,449)	(659,475)
Administrative expenses	0	0	0
Other	0	0	0
Net change in plan fiduciary net position	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Plan fiduciary net position - beginning	0	0	0
Plan fiduciary net position - ending (b)	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Net OPEB Liability - ending (a) - (b)	<u>\$ 11,006,806</u>	<u>\$ 12,177,925</u>	<u>\$ 11,798,516</u>
Plan fiduciary net position as a percentage of the total OPEB liability	0.0%	0.0%	0.0%
Covered - employee payroll	\$ 42,195,000	\$ 38,830,000	\$ 38,830,000
Net OPEB Liability as percentage of covered-employee payroll	26.1%	31.4%	30.4%

Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
OPEB Expense

	<u>2019</u>	<u>2018</u>	<u>2017</u>
Service cost	\$ 747,201	\$ 733,560	\$ 709,438
Interest on Total OPEB Liability	439,333	414,319	398,801
Projected earnings on OPEB plan investments	0	0	0
Reduction for contributions from active employees	0	0	0
OPEB plan administrative expense	0	0	0
Changes of benefit terms	0	0	0
Other changes	0	0	0
Current period recognition of deferred outflows/(inflows) of resources			
Differences between Expected & Actual Experience in measurement of the Total OPEB Liability	(190,942)	0	0
Changes of assumptions	(20,081)	(9,503)	0
Differences between Projected & Actual Earnings on OPEB Plan Investments	0	0	0
Annual OPEB Expense	<u>\$ 975,511</u>	<u>\$ 1,138,376</u>	<u>\$ 1,108,239</u>

Retiree Health Plan

GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

Differences between expected and actuarial experience in measurement of the Total OPEB Liability for the period ending:	Initial Balance	Initial Amortization Period	Annual Recognition	06/30/2019 Balance
June 30, 2019	\$ (1,527,535)	8	\$ (190,942)	\$ (1,336,593)
June 30, 2018	0	8	0	0
Total			\$ (190,942)	\$ (1,336,593)

Changes of assumptions for the period ending:	Initial Balance	Initial Amortization Period	Annual Recognition	06/30/2019 Balance
June 30, 2019	\$ (84,624)	8	\$ (10,578)	\$ (74,046)
June 30, 2018	(76,021)	8	(9,503)	(57,015)
Total			\$ (20,081)	\$ (131,061)

Differences between projected and actual earnings on OPEB plan investments for the period ending:	Initial Balance	Initial Amortization Period	Annual Recognition	06/30/2019 Balance
June 30, 2019	\$ 0	5	\$ 0	\$ 0
June 30, 2018	0	5	0	0
Total			\$ 0	\$ 0

The balances as of June 30, 2019 of the deferred outflows/(inflows) of resources will be recognized in OPEB expense for the period ending June 30,

2020	\$ (211,023)
2021	\$ (211,023)
2022	\$ (211,023)
2023	\$ (211,023)
2024	\$ (211,023)
Thereafter	\$ (412,539)

Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Net OPEB Liability Sensitivity

Discount rate

The discount rate used to measure the Total OPEB Liability is 3.15%.

Sensitivity of the Net OPEB Liability to changes in the discount rate

The following presents the Net OPEB Liability, calculated using the discount rate of 3.15%, as well as what the Net OPEB Liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.15%) or 1-percentage-point higher (4.15%) than the current rate:

	1% Decrease (2.15%)	Current Discount Rate (3.15%)	1% Increase (4.15%)
Net OPEB Liability	\$ 11,772,651	\$ 11,006,806	\$ 10,281,640

Sensitivity of the Net OPEB Liability to changes in healthcare cost trend rates

	1% Decrease (5.00%HMO/5.00%PPO decreasing to 4.00%HMO/4.00%PPO)	Current Healthcare Cost Trend Rates (6.00%HMO/6.00%PPO decreasing to 5.00%HMO/5.00%PPO)	1% Increase (7.00%HMO/7.00%PPO decreasing to 6.00%HMO/6.00%PPO)
Net OPEB Liability	\$ 9,959,027	\$ 11,006,806	\$ 12,221,847

Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Schedule of Contributions

This schedule is not required for unfunded OPEB plans.

Retiree Health Benefits
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Valuation Data

The valuation was based on the census furnished to us by the District. The following tables display the age distribution for retirees and the age/service distribution for active employees as of the Valuation Date.

Age Distribution of Eligible Retired Participants & Beneficiaries*

	Certificated	Classified	Management	All Retirees
<55	0	0	0	0
55-59	1	2	0	3
60-64	18	14	6	38
65+	0	0	0	0
Total:	19	16	6	41
Average Age:	62.6	61.8	62.5	62.3
Average Retirement Age:	60.0	58.6	59.0	59.3

*Excludes 28 retirees who are not electing medical coverage and 3 beneficiaries electing COBRA coverage.

Age/Service Distribution of All Active Benefit Eligible Employees

Age	Service									Total
	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40+	
20-24	6	1								7
25-29	39	2								41
30-34	40	16	9							65
35-39	29	11	19	9	1					69
40-44	28	14	13	16	6	1				78
45-49	19	11	18	11	27	5	2			93
50-54	11	6	17	18	19	13	5			89
55-59	13	4	13	19	23	14	18	1		105
60-64	8	4	6	8	19	7	7	6		65
65-69	2	1	1	3	4	2	1	0	2	16
70+	1	1	0	0	0	0	0	1	0	3
Total:	196	71	96	84	99	42	33	8	2	631
Average Age:			47.3							
Average Service:			13.4							
Average Hire Age:			33.9							
Annual Payroll:		\$42,195,000								

Retiree Health Benefits
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Valuation Data

Age/Service Distribution of All Eligible Certificated Employees

Age	Service									Total
	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40+	
20-24	2									2
25-29	29									29
30-34	24	12	4							40
35-39	21	7	16	6	1					51
40-44	10	9	10	15	4	1				49
45-49	5	3	9	4	23	3	2			49
50-54	4	2	6	5	16	11	4			48
55-59	2	0	0	4	12	11	14			43
60-64	1	0	0	4	7	2	2	6		22
65-69	0	0	0	2	2	1	0	0	2	7
70+	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total:	98	33	45	40	65	29	22	6	2	340
Average Age:			45.0							
Average Service:			14.7							
Average Hire Age:			30.3							
Annual Payroll:		\$27,117,000								

Retiree Health Benefits
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Valuation Data

Age/Service Distribution of All Eligible Classified Employees

Age	Service									Total
	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40+	
20-24	4	1								5
25-29	9	2								11
30-34	12	4	5							21
35-39	7	4	2	2						15
40-44	16	3	1		1					21
45-49	12	7	8	6	1	1				35
50-54	6	4	9	12	3	2	1			37
55-59	9	3	9	13	9	3	4	1		51
60-64	6	4	5	4	10	4	5	0		38
65-69	2	0	1	1	2	0	1	0	0	7
70+	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>
Total:	84	33	40	38	26	10	11	1	0	243
Average Age:			49.9							
Average Service:			11.6							
Average Hire Age:			38.3							
Annual Payroll:			\$9,934,000							

Retiree Health Benefits
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Valuation Data

Age/Service Distribution of All Eligible Management/Confidential Employees

Age	Service									Total
	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	
20-24	0									0
25-29	1									1
30-34	4									4
35-39	1	0	1	1						3
40-44	2	2	2	1	1					8
45-49	2	1	1	1	3	1				9
50-54	1	0	2	1	0	0				4
55-59	2	1	4	2	2	0				11
60-64	1	0	1	0	2	1	0			5
65-69	0	1	0	0	0	1	0	0		2
70+	0	0	0	0	0	0	0	1	0	1
Total:	14	5	11	6	8	3	0	1	0	48
Average Age:			50.2							
Average Service:			12.9							
Average Hire Age:			37.3							
Annual Payroll:		\$5,145,000								

This study analyzes the postretirement health benefit plans provided by the District. In general, the postretirement health plans and the District's obligation do not vary by employee groups.

The District's healthcare coverage for active employees is purchased through the Southern California Schools Employee Benefit Association (SCSEBA) and consists of three options: Blue Shield HMO, Blue Shield HDHP – HSA, Kaiser HMO and Kaiser HDHP. Dental benefits are provided through Delta Dental, and vision benefits are provided through Vision Service Plan (VSP). The healthcare plans for the retirees are a continuation of the plans for the active employees.

Employees eligible for District-paid benefits may continue benefits to age 65. Spouse coverage ends upon the earlier of the death of the retiree or the retiree attainment of age 65. The District pays for the cost of the retiree only coverage up to an annual maximum. The retirees pay 100% of the cost for dependent coverage and the cost for any elected dental and vision benefits. A \$75 per month stipend is paid to retirees waiving medical coverage. Eligibility for benefits and the maximum District contribution varies based on employee group as follows:

Certificated and Classified Employees

Eligibility for retiree health coverage requires retirement from PERS or STRS on or after age 55 with at least 15 years of District service (the last 5 of which must be consecutive). The District contributions are capped at \$9,000 (effective in 2019) per year maximum for Certificated retirees and \$7,600 (effective in 2019) per year maximum for full-time Classified retirees. The \$7,600 maximum is pro-rated for Classified retirees who were part-time employees while in active employment with the District.

Management and Confidential Employees

Eligibility for retiree health coverage requires retirement from PERS or STRS on or after age 50 (55 if covered under STRS) with at least 10 years of District service. The District contributions are capped at \$7,200 (effective in 2019).

Board Members

Board Members whose term of office began before January 1, 1995 are eligible to receive District-paid postretirement medical benefits under the provisions applicable to Management and Confidential retirees.

Retiree Health Benefits
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Benefit Plan Provisions

Premium Rates

The District currently participates in the Southern California Schools Employee Benefit Association (SCSEBA) and for medical coverage. The premiums billed for retiree medical coverage under age 65 are the same as those for active medical coverage. Thus, the District is providing a “rate subsidy” to the retirees based on this blended rate. GASB requires that when an employer provides benefits to both active employees and retirees through the same plan, the benefits to retirees should be segregated and measured independently. This requires valuing any “rate subsidy” as an additional financial obligation to the District. GASB provides an exemption for community-rated plans. The following tables summarize the current premiums for coverages that apply for the primary plans in which the retirees are enrolled. All premiums are monthly and are effective for the calendar year.

2019

	Kaiser HMO	Kaiser HDHP	BS HMO	BS Trio ACO HMO	BS HDHP
Retiree – No Medicare	\$ 573.58	\$ 448.29	\$ 927.97	\$ 816.97	\$ 690.33
Two Party – No Medicare	\$1,130.68	\$ 880.31	\$1,804.79	\$1,588.90	\$1,380.66
Family – No Medicare	\$1,593.27	\$1,238.82	\$2,548.91	\$2,244.02	\$2,070.97

	Delta Dental DPO	DeltaCare DHMO	Vision
Retiree Only	\$ 44.86	\$33.97	\$7.65/\$5.16
Two Party	\$ 85.67	\$56.21	NA
Family	\$126.47	\$82.73	NA

Retiree Health Benefits
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Actuarial Assumptions and Methods

The liabilities set forth in this report are based on the actuarial assumptions described in this section.

- Fiscal Year: July 1st to June 30th
- Valuation Date: June 30, 2019
- Measurement Date: June 30, 2019 for FYE2020
- Funding Policy: Pay-as-you-go funding
- Discount Rate: 3.15% per annum. This discount rate is the average, rounded to 5 basis points, of the range of 3-20 year municipal bond rate indices: S&P Municipal Bond 20 Year High Grade Rate Index, Bond Buyer 20-Bond GO index, Fidelity GO AA 20 Year Bond Index.
[The discount rate as of the June 30, 2018 measurement date was 3.50%.]
- Inflation: 2.75% per annum
- Salary Increases: 3.0% per annum, in aggregate
- Pre-retirement Turnover: According to the Crocker-Sarason T-5 turnover table less mortality, reduced by 40% at all ages. Sample rates are as follows:

Age	Turnover (%)
25	4.6
30	4.3
35	3.8
40	3.1
45	2.4
50	1.5
55	0.6

Retiree Health Benefits
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Actuarial Assumptions and Methods

Mortality Rates: RPH 2014 mortality table with generational improvements using scale MP2018

Retirement Rates: STRS rates for Tier 1: 2.0%@60
 STRS rates for Tier 2: 2.0%@62
 PERS rates for Miscellaneous Tier 1: 2.0%@55
 PERS rates for Miscellaneous Tier 2: 2.0%@62

Participation Rates: 90% of active employees meeting eligibility requirements are assumed to elect retiree health coverage at retirement. Future retirees are assumed to elect similar coverage as current retirees. The remaining 10% are assumed to waive coverage and receive the waive stipend. Actual coverage is used for current retirees.

Spouse Coverage: 25% of future retirees electing coverage are assumed to elect coverage for their spouse. Male spouses are assumed to be 3 years older than female spouses. Actual spouse coverage is used for current retirees.

Claim Cost Development: The valuation was based on the premiums furnished by the District. The expected retiree cost for coverage was set to the minimum of the actual premiums billed for coverage. The average annual costs used in the valuation are provided in the following table:

Age Bracket	Expected Costs
50 to 54	\$ 8,600
55 to 59	\$10,600
60 to 64	\$13,200

Medical Trend Rates: Medical costs are adjusted in future years by the following trends:

Year	Trend
2019	Actual
2020	6.0%
2021	5.5%
2022+	5.0%

Contribution Caps: The District's annual contribution maximums (caps) are assumed to increase by 1.0%.

Cadillac Tax: The valuation does not include any additional liability for the Cadillac Tax. The impact of valuing the Cadillac Tax would be considered de minimis.

Retiree Health Benefits
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Actuarial Assumptions and Methods

Actuarial Cost Method:

The actuarial cost method used to determine the allocation of the retiree health actuarial liability to the past (accrued), current and future periods is the Entry Age Normal (EAN) cost method. The EAN cost method is a projected benefit cost method which means the "cost" is based on the projected benefit expected to be paid at retirement.

The EAN normal cost equals the level annual amount of contribution from the employee's date of hire (entry date) to their retirement date that is sufficient to fund the projected benefit. As required by GASB 75, the normal cost is calculated to remain level as a percentage of pay. The EAN actuarial accrued liability equals the present value of all future benefits for retired and current employees and their beneficiaries less the portion expected to be funded by future normal costs.

All employees eligible as of the Valuation Date in accordance with the provisions of the Plan listed in the data provided by the District were included in the valuation.

Market Value of Assets:

As of the valuation date, there were no reported GASB eligible assets.

GASB 75 defines several unique terms not commonly employed in the funding of pension and retiree health plans. The definitions of the terms used in the GASB actuarial valuations are noted below.

1. **Actuarial Assumptions** – Assumptions as to the occurrence of future events affecting health care costs, such as: mortality, withdrawal, disablement and retirement; changes in compensation and Government provided health care benefits; rates of investment earnings and asset appreciation or depreciation; procedures used to determine the Actuarial Value of Assets; characteristics of future entrants for Open Group Actuarial Cost Methods; and other relevant items.
2. **Actuarial Cost Method** – A procedure for determining the Actuarial Present Value of Future Benefits and expenses and for developing an actuarially equivalent allocation of such value to time periods, usually in the form of a Service Cost and a Total OPEB Liability.
3. **Actuarially Determined Contribution** - A target or recommended contribution to a defined benefit OPEB plan for the reporting period, determined in accordance with the parameters and in conformity with Actuarial Standards of Practice.
4. **Actuarial Present Value** – The value of an amount or series of amounts payable or receivable at various times, determined as of a given date by the application of a particular set of Actuarial Assumptions. For purposes of this standard, each such amount or series of amounts is:
 - a. adjusted for the probable financial effect of certain intervening events (such as changes in compensation levels, Social Security, marital status, etc.);
 - b. multiplied by the probability of the occurrence of an event (such as survival, death, disability, termination of employment, etc.) on which the payment is conditioned; and
 - c. discounted according to an assumed rate (or rates) of return to reflect the time value of money.
5. **Deferred Outflow / (Inflow) of Resources** – represents the following items that have not been recognized in the OPEB Expense:
 - a. Differences between expected and actual experience of the OPEB plan
 - b. Changes in assumptions
 - c. Differences between projected and actual earnings in OPEB plan investments (for funded plans only)
6. **Explicit Subsidy** – The difference between (a) the amounts required to be contributed by the retirees based on the premium rates and (b) actual cash contribution made by the employer.
7. **Funded Ratio** – The actuarial value of assets expressed as a percentage of the Total OPEB Liability.

8. **Healthcare Cost Trend Rate** – The rate of change in the per capita health claims costs over time as a result of factors such as medical inflation, utilization of healthcare services, plan design, and technological developments.
9. **Implicit Subsidy** – In an experience-rated healthcare plan that includes both active employees and retirees with blended premium rates for all plan members, the difference between (a) the age-adjusted premiums approximating claim costs for retirees in the group (which, because of the effect of age on claim costs, generally will be higher than the blended premium rates for all group members) and (b) the amounts required to be contributed by the retirees.
10. **OPEB** – Benefits (such as death benefits, life insurance, disability, and long-term care) that are paid in the period after employment and that are provided separately from a pension plan, as well as healthcare benefits paid in the period after employment, regardless of the manner in which they are provided. OPEB does not include termination benefits or termination payments for sick leave.
11. **OPEB Expense** – Changes in the Net OPEB Liability in the current reporting period, which includes Service Cost, interest cost, changes of benefit terms, expected earnings on OPEB Plan investments, reduction of active employees' contributions, OPEB plan administrative expenses, and current period recognition of Deferred Outflows / (Inflows) of Resources.
12. **Pay-as-you-go** – A method of financing a benefit plan under which the contributions to the plan are generally made at about the same time and in about the same amount as benefit payments and expenses becoming due.
13. **Per Capita Costs** – The current cost of providing postretirement health care benefits for one year at each age from the youngest age to the oldest age at which plan participants are expected to receive benefits under the plan.
14. **Present Value of Future Benefits** – Total projected benefits include all benefits estimated to be payable to plan members (retirees and beneficiaries, terminated employees entitled to benefits but not yet receiving them, and current active members) as a result of their service through the valuation date and their expected future service. The actuarial present value of total projected benefits as of the valuation date is the present value of the cost to finance benefits payable in the future, discounted to reflect the expected effects of the time value (present value) of money and the probabilities of payment. Expressed another way, it is the amount that would have to be invested on the valuation date so that the amount invested plus investment earnings will provide sufficient assets to pay total projected benefits when due.
15. **Real Rate of Return** – the rate of return on an investment after adjustment to eliminate inflation.

16. **Select and Ultimate Rates** – Actuarial assumptions that contemplate different rates for successive years. Instead of a single assumed rate with respect to, for example, the investment return assumption, the actuary may apply different rates for the early years of a projection and a single rate for all subsequent years. For example, if an actuary applies an assumed investment return of 8% for year 20W0, then 7.5% for 20W1, and 7% for 20W2 and thereafter, then 8% and 7.5% are the select rates, and 7% is the ultimate rate.

17. **Service Cost** – The portion of the Actuarial Present Value of projected benefit payments that is attributed to a valuation year by the Actuarial Cost Method.

18. **Substantive Plan** – The terms of an OPEB plan as understood by the employer(s) and plan members.

19. **Total OPEB Liability** – That portion, as determined by a particular Actuarial Cost Method, of the Actuarial Present Value of Future Benefits, which is attributed to past periods of employee service (or not provided for by the future Service Costs).

Consent Item E.2.12.
Prepared by Karl Christensen
November 19, 2019

Approval of Ninyo & Moore for Geotechnical,
Special Inspection, and Materials Testing Services
for the Chet F. Harritt Building Project

BACKGROUND:

The Division of State Architect (DSA) reviews and approves all school construction projects. Part of the construction process requires Geotechnical, Special Inspection and Materials Testing Services. These entities must be DSA-qualification approved.

Ninyo & Moore has served the District in this capacity since the inception of the Capital Improvement Program. Staff recommends continuation of Ninyo and Moore for these services for the Chet F. Harritt building project.

RECOMMENDATION:

It is recommended that the Board of Education approve Ninyo and Moore to provide Geotechnical, Special Inspection and Materials Testing Services for the Chet F. Harritt building project.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact of geotechnical, special inspection and materials testing services for the Chet F. Harritt School building project is \$128,100 to be funded from General Obligation Bond proceeds.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.12.



Geotechnical & Environmental Sciences Consultants

October 31, 2019
Project No. 108774001

Ms. Christina Becker
Santee School District
9625 Cuyamaca Street
Santee, California 92071

Subject: Proposal for Geotechnical, Special Inspection, and Materials Testing Services
Chet F. Harritt – Learning Resource Center & Classroom Addition
8120 Arlette Street
Santee, California
DSA Application No. 04-118693

Dear Ms. Becker:

In accordance with your request, we are pleased to submit this proposal to provide geotechnical observation, special inspection, and materials testing services during construction of the subject project. Based on our review of the available project documents, we understand that the project includes the construction of an approximately 16,975 square-foot (sf), single-story building and associated site work on a site which is currently occupied by six relocatable buildings. Prior to the construction of the building, the six relocatable buildings will be demolished and removed from the site. The structure will be constructed of wood framed walls and hollow steel columns to support glulam beams and a wood joist roofing system. Foundational support for the structure will be provided by continuous wall footings, spread footings, grade beams, and a concrete slab-on-grade. Additional improvements include the construction of concrete masonry unit (CMU) site walls and concrete retaining walls, concrete flatwork, new asphalt concrete (AC) pavement within the parking lot, ADA upgrades, installation of underground utilities, and landscaping.

A geotechnical evaluation report (dated July 11, 2019) was prepared by our firm and indicates that the project site is underlain by undocumented fill, younger and older alluvium, granitic rock, and Friars Formation. The report recommends that the undocumented fill materials and younger alluvial soil be overexcavated and replaced with engineered fill. Boring logs from the subsurface evaluation should be referenced for overexcavation quantities as depths of undocumented fill and younger alluvium vary over the site's footprint.

Our estimated fee and scope of services is based on our review of project plans and specifications dated October 18 and 17, 2019, respectively. Our proposal was prepared without the benefit of a project construction schedule or a Division of the State Architect (DSA) Form 103. After the formulation of a project schedule and approval of DSA documents, our hours may be reevaluated.

SCOPE OF SERVICES

We propose to provide geotechnical observation, special inspection, and materials testing services during the construction of the planned improvements. We anticipate our scope of services for this project to include:

- Attending preconstruction and site meetings, as requested.
- Geologic/engineering field services to observe the bottom of removal excavations and foundation excavations.
- Field observation and in-place density testing during building and subgrade preparation, retaining wall backfill, site grading, utility trench backfill, and placement of aggregate base materials.
- Laboratory testing of the soils used for earthwork operations. The tests to be performed are anticipated to include Proctor density/optimum moisture content determination and expansion index. Additional tests may be performed, as appropriate.
- Field observation and in-place density testing during placement of AC pavement.
- Laboratory testing of the materials used during AC pavement operations. The tests to be performed are anticipated to include Hveem stability and unit weight determination, percent asphalt content, and gradation by extraction. Additional tests may be performed, as appropriate.
- Review of concrete mix designs for structural concrete.
- Sampling and tagging of reinforcing steel at the supplier's facility. It is anticipated that the supplier's facility will be located within the County of San Diego. Per the DSA Interpretation of Regulations Document IR 17-10, samples of the reinforcing steel will be obtained from bundles or coils identified by the manufacturer's mill certificate and returned to our laboratory for conformance testing. After laboratory testing, the fabricated reinforcing steel will be tagged for shipment to the site. This will result in two trips to the fabricator for each shipment of steel.
- Sampling and tagging of CMU block at the suppliers facility. It is anticipated that the supplier's facility will be located within the County of San Diego.
- Batch plant inspection during the production of structural concrete for use at the site. The batch plant inspector may be utilized as the American Concrete Institute (ACI) technician for sampling when a single load is batched (batch and follow).

- Sampling of structural concrete placed at the project site. Our ACI technician will sample the fresh material and measure its temperature, air content, and slump, as well as cast one set of four concrete cylinders for every 50 cubic yards of concrete placed, or fraction thereof, during a day's placement per project specifications.
- Special inspection during the placement and grouting of structural masonry by our certified inspector. Mortar and grout samples will be fabricated and tested for the compressive strength as specified on the project plans in accordance with the California Building Code (CBC) Standards for masonry.
- Special inspection by our certified inspector during shop fabrication of structural steel components. Welding inspection will include review of project plans and shop drawings, welding procedures, welder qualifications, proper fit-up, preheat, weld length, and weld quality. It is anticipated that the fabrication shop will be located within the County of San Diego.
- Special inspection by our certified inspector of the field welding. Welding inspection will include review of project plans and shop drawings, welding procedures, welder qualifications, proper fit-up, preheat, weld length, and weld quality.
- Coordinating with our subconsultant to provide to provide in-plant inspection during the fabrication of glulam beams. The services would be to contact, coordinate, and subcontract with a third-party to provide in-plant inspection services.
- Nondestructive testing of complete joint penetration (CJP) welds made in the field.
- Sampling of non-shrink grout.
- Special inspection of post-installed anchors.
- Pull testing of post-installed anchors.
- Coring of CMU walls for shear bond testing.
- Laboratory testing for material conformance of reinforcing steel, masonry grout, mortar, masonry cores, CMU block, non-shrink grout, and structural concrete.
- Project coordination and project management, including distribution of test reports and DSA Final Verified Reports.
- Reviewing for and preparing the Laboratory Verified (DSA 291) and Geotechnical Verified (DSA 293) Report for submittal to DSA and the project team.

ASSUMPTIONS

Our fee estimate is based upon the following assumptions:

- The project is subject to San Diego's Prevailing Wage Determination 2019-1D.
- Work will be performed during normal business days (Monday through Friday) and during normal business hours.

- Special inspection and testing will be coordinated by the project inspector or the District's authorized representative.

FEE ESTIMATE

The geotechnical observation, special inspection, and materials testing services described above will be provided on a time-and-materials basis accrued in accordance with the attached Schedule of Fees. We estimate that the fees for the services described above will be \$128,100 (One Hundred Twenty-Eight Thousand One Hundred Dollars). A breakdown of the fee for our services are presented in the attached Table 1.

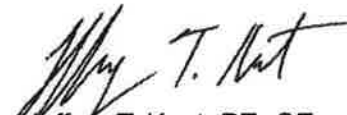
Estimated costs are based on our assumptions of the anticipated services and it should be noted that the performance of the subcontractors can substantially affect the duration of our service. Requested engineering, special inspection, and field and laboratory testing not within the specified scope of services will be provided on a time and materials basis. Our fee does not include time to review drawings, preparation of construction specifications, preparation of final reports, meetings and other activities requested that are not presented in our scope of services.

If our proposal meets your approval, please forward your contract documents or notice to proceed. We appreciate the opportunity to submit this proposal and look forward to working with you on this project.

Respectfully submitted,
NINYO & MOORE



Jeremiah J. Harrington, EIT
Senior Staff Engineer



Jeffrey T. Kent, PE, GE
Principal Engineer

JH/JTK/gg

Attachments: Table 1 – Breakdown of Estimated Fee
Schedule of Fees

Distribution: (1) Addressee (via e-mail)

Table 1 – Breakdown of Estimated Fee**Field Services**

Project Engineer/Geologist	20 hours @	\$156.00 /hour	\$ 3,120.00
Senior Field Technician	400 hours @	\$102.00 /hour	\$ 40,800.00
Senior Field Technician - Tagging & Sampling	40 hours @	\$102.00 /hour	\$ 4,080.00
Concrete/Asphalt Batch Plant Inspector	80 hours @	\$102.00 /hour	\$ 8,160.00
ACI Concrete Technician	80 hours @	\$102.00 /hour	\$ 8,160.00
Reinforced Masonry, Special Inspector	40 hours @	\$102.00 /hour	\$ 4,080.00
Structural Steel/Welding, Special Inspector - Shop	40 hours @	\$102.00 /hour	\$ 4,080.00
Structural Steel/Welding, Special Inspector - Field	40 hours @	\$102.00 /hour	\$ 4,080.00
Nondestructive Testing Technician - Shop	20 hours @	\$102.00 /hour	\$ 2,040.00
Post Installed Anchor, Special Inspector	20 hours @	\$102.00 /hour	\$ 2,040.00
Pull Test Technician and Equipment	20 hours @	\$190.00 /hour	\$ 3,800.00
Concrete Coring Equipment (includes one technician)	4 hours @	\$190.00 /hour	\$ 760.00
In-Plant Inspection Glulam Beams (Third-Party Subcontractor)		Estimate	\$ 20,000.00
		Subtotal	\$ 105,200.00

Laboratory Analyses

Proctor Density	8 tests @	\$220.00 /test	\$ 1,760.00
Expansion Index	4 tests @	\$190.00 /test	\$ 760.00
Hveem Stability and Unit Weight	2 tests @	\$225.00 /test	\$ 450.00
Extraction, % Asphalt, including Gradation	2 tests @	\$250.00 /test	\$ 500.00
Reinforcing Tensile or Bend up to No. 11	20 tests @	\$75.00 /test	\$ 1,500.00
Masonry Grout, 3x3x6 prism compression	6 tests @	\$45.00 /test	\$ 270.00
Masonry Mortar, 2x4 cylinder compression	12 tests @	\$35.00 /test	\$ 420.00
Cores, Compression or Shear Bond	2 tests @	\$70.00 /test	\$ 140.00
Masonry Block Conformance Package	2 tests @	\$500.00 /test	\$ 1,000.00
Non-Shrink Grout, 2x2x2 Cube	12 tests @	\$55.00 /test	\$ 660.00
Compression Tests, 6x12 Cylinder	80 tests @	\$35.00 /test	\$ 2,800.00
		Subtotal	\$ 10,260.00

Project Management, Technical Support, and Report Preparation

Principal Engineer/Geologist	20 hours @	\$178.00 /hour	\$ 3,560.00
Project Engineer/Geologist	40 hours @	\$156.00 /hour	\$ 6,240.00
Senior Staff Engineer/Geologist	20 hours @	\$142.00 /hour	\$ 2,840.00
		Subtotal	\$ 12,640.00

TOTAL ESTIMATED FEE**\$ 128,100.00**

Schedule of Fees

Hourly Charges for Personnel

Professional Staff

Principal Engineer/Geologist/Environmental Scientist/Certified Industrial Hygienist	\$ 178
Senior Engineer/Geologist/Environmental Scientist	\$ 168
Senior Project Engineer/Geologist/Environmental Scientist	\$ 163
Project Engineer/Geologist/Environmental Scientist	\$ 156
Senior Staff Engineer/Geologist/Environmental Scientist	\$ 142
Staff Engineer/Geologist/Environmental Scientist	\$ 126
GIS Analyst	\$ 116
Technical Illustrator/CAD Operator	\$ 92

Field Staff

Field Operations Manager	\$ 102
Nondestructive Examination Technician (UT, MT, LP)	\$ 102
Supervisory Technician	\$ 102
Senior Technician	\$ 102
Special Inspector (Concrete, Masonry, Structural Steel, Welding, and Fireproofing)	\$ 102
Technician	\$ 102

Administrative Staff

Information Specialist	\$ 68
Geotechnical/Environmental/Laboratory Assistant	\$ 68
Data Processor	\$ 68

Other Charges

Concrete Coring Equipment (includes technician)	\$ 190/hr
Anchor Load Test Equipment (includes technician)	\$ 190/hr
Nuclear Density Gauge	\$ 12/hr
Field Vehicle	\$ 15/hr
Expert Witness Testimony	\$ 450/hr
Direct Expenses	Cost plus 15 %
Special equipment charges will be provided upon request.	

Notes

For field and laboratory technicians and special inspectors, overtime rates at 1.5 times the regular rates will be charged for work performed in excess of 8 hours in one day Monday through Friday and all day on Saturday. Rates at twice the regular rates will be charged for all work in excess of 12 hours in one day, all day Sunday and on holidays.

Field technician and special inspection hours are charged at a 4-hour minimum, and 8-hour minimum for hours exceeding 4 hours.

Invoices are payable upon receipt. A service charge of 1.5 percent per month may be charged on accounts not paid within 30 days.

Our rates will be adjusted in conjunction with the increase in the Prevailing Wage Determination during the life of the project, as applicable.

The terms and conditions are included in Ninyo & Moore's Work Authorization and Agreement form.

Schedule of Fees for Laboratory Testing

SOILS		CONCRETE	
Atterberg Limits, D 4318, CT 204	\$ 170	Compression Tests, 6x12 Cylinder, C 39	\$ 35
California Bearing Ratio (CBR), D 1883	\$ 550	Concrete Mix Design Review, Job Spec	\$ 300
Chloride and Sulfate Content, CT 417 & CT 422	\$ 175	Concrete Mix Design, per Trial Batch, 6 cylinder, ACI	\$ 850
Consolidation, D 2435, CT 219	\$ 300	Concrete Cores, Compression (excludes sampling), C 42	\$ 120
Consolidation, Hydro-Collapse only, D 2435	\$ 150	Drying Shrinkage, C 157	\$ 400
Consolidation – Time Rate, D 2435, CT 219	\$ 200	Flexural Test, C 78	\$ 85
Direct Shear – Remolded, D 3080	\$ 350	Flexural Test, C 293	\$ 85
Direct Shear – Undisturbed, D 3080	\$ 300	Flexural Test, CT 523	\$ 95
Durability Index, CT 229	\$ 175	Gunite/Shotcrete, Panels, 3 cut cores per panel and test, ACI	\$ 275
Expansion Index, D 4829, IBC 18-3	\$ 190	Lightweight Concrete Fill, Compression, C 495	\$ 80
Expansion Potential (Method A), D 4546	\$ 170	Petrographic Analysis, C 856	\$ 2,000
Geofabric Tensile and Elongation Test, D 4632	\$ 200	Restrained Expansion of Shrinkage Compensation	\$ 450
Hydraulic Conductivity, D 5084	\$ 350	Splitting Tensile Strength, C 496	\$ 100
Hydrometer Analysis, D 422, CT 203	\$ 220	3x6 Grout, (CLSM), C 39	\$ 55
Moisture, Ash, & Organic Matter of Peat/Organic Soils	\$ 120	2x2x2 Non-Shrink Grout, C 109	\$ 55
Moisture Only, D 2216, CT 226	\$ 35		
Moisture and Density, D 2937	\$ 45	ASPHALT	
Permeability, CH, D 2434, CT 220	\$ 300	Air Voids, T 269	\$ 85
pH and Resistivity, CT 643	\$ 175	Asphalt Mix Design, Caltrans (incl. Aggregate Quality)	\$ 4,500
Proctor Density D1557, D 698, CT 216, AASHTO T-180	\$ 220	Asphalt Mix Design Review, Job Spec	\$ 180
Proctor Density with Rock Correction D 1557	\$ 340	Dust Proportioning, CT LP-4	\$ 85
R-value, D 2844, CT 301	\$ 375	Extraction, % Asphalt, including Gradation, D 2172, CT 382	\$ 250
Sand Equivalent, D 2419, CT 217	\$ 125	Extraction, % Asphalt without Gradation, D 2172, CT 382	\$ 150
Sieve Analysis, D 422, CT 202	\$ 145	Film Stripping, CT 302	\$ 120
Sieve Analysis, 200 Wash, D 1140, CT 202	\$ 100	Hveem Stability and Unit Weight D 1560, T 246, CT 366	\$ 225
Specific Gravity, D 854	\$ 125	Marshall Stability, Flow and Unit Weight, T 245	\$ 240
Thermal Resistivity (ASTM 5334, IEEE 442)	\$ 925	Maximum Theoretical Unit Weight, D 2041, CT 309	\$ 150
Triaxial Shear, C.D., D 4767, T 297	\$ 550	Moisture Content, CT 370	\$ 95
Triaxial Shear, C.U., w/pore pressure, D 4767, T 2297 per pt	\$ 450	Moisture Susceptibility and Tensile Stress Ratio, T 238, CT 371	\$ 1,000
Triaxial Shear, C.U., w/o pore pressure, D 4767, T 2297 per pt	\$ 350	Slurry Wet Track Abrasion, D 3910	\$ 150
Triaxial Shear, U.U., D 2850	\$ 250	Superpave, Asphalt Mix Verification (incl. Aggregate Quality)	\$ 4,900
Unconfined Compression, D 2166, T 208	\$ 180	Superpave, Gyration Unit Wt., T 312	\$ 100
		Superpave, Hamburg Wheel, 20,000 passes, T 324	\$ 1,000
MASONRY		Unit Weight sample or core, D 2726, CT 308	\$ 100
Brick Absorption, 24-hour submersion, 5-hr boiling, 7-day, C 67	\$ 70	Voids in Mineral Aggregate, (VMA) CT LP-2	\$ 90
Brick Compression Test, C 67	\$ 55	Voids filled with Asphalt, (VFA) CT LP-3	\$ 90
Brick Efflorescence, C 67	\$ 55	Wax Density, D 1188	\$ 140
Brick Modulus of Rupture, C 67	\$ 50		
Brick Moisture as received, C 67	\$ 45	AGGREGATES	
Brick Saturation Coefficient, C 67	\$ 60	Clay Lumps and Friable Particles, C 142	\$ 180
Concrete Block Compression Test, 8x8x16, C 140	\$ 70	Cleaness Value, CT 227	\$ 180
Concrete Block Conformance Package, C 90	\$ 500	Crushed Particles, CT 205	\$ 175
Concrete Block Linear Shrinkage, C 426	\$ 200	Durability, Coarse or Fine, CT 229	\$ 205
Concrete Block Unit Weight and Absorption, C 140	\$ 70	Fine Aggregate Angularity, ASTM C 1252, T 304, CT 234	\$ 180
Cores, Compression or Shear Bond, CA Code	\$ 70	Flat and Elongated Particle, D 4791	\$ 220
Masonry Grout, 3x3x6 prism compression, C 39	\$ 45	Lightweight Particles, C 123	\$ 180
Masonry Mortar, 2x4 cylinder compression, C 109	\$ 35	Los Angeles Abrasion, C 131 or C 535	\$ 200
Masonry Prism, half size, compression, C 1019	\$ 120	Material Finer than No. 200 Sieve by Washing, C 117	\$ 90
Masonry Prism, Full size, compression, C 1019	\$ 200	Organic Impurities, C 40	\$ 90
		Potential Alkali Reactivity, Mortar Bar Method, Coarse, C 1260	\$ 1,250
REINFORCING AND STRUCTURAL STEEL		Potential Alkali Reactivity, Mortar Bar Method, Fine, C 1260	\$ 950
Chemical Analysis, A 36, A 615	\$ 135	Potential Reactivity of Aggregate (Chemical Method), C 289	\$ 475
Fireproofing Density Test, UBC 7-6	\$ 90	Sand Equivalent, T 176, CT 217	\$ 125
Hardness Test, Rockwell, A 370	\$ 80	Sieve Analysis, Coarse Aggregate, T 27, C 136	\$ 120
High Strength Bolt, Nut & Washer Conformance, per assembly, A 325	\$ 150	Sieve Analysis, Fine Aggregate (including wash), T 27, C 136	\$ 145
Mechanically Spliced Reinforcing Tensile Test, ACI	\$ 175	Sodium Sulfate Soundness, C 88	\$ 450
Pre-Stress Strand (7 wire), A 416	\$ 170	Specific Gravity and Absorption, Coarse, C 127, CT 206	\$ 115
Reinforcing Tensile or Bend up to No. 11, A 615 & A 706	\$ 75	Specific Gravity and Absorption, Fine, C 128, CT 207	\$ 175
Structural Steel Tensile Test: Up to 200,000 lbs., A 370	\$ 90		
Welded Reinforcing Tensile Test: Up to No. 11 bars, ACI	\$ 80	ROOFING	
		Roofing Tile Absorption, (set of 5), C 67	\$ 250
		Roofing Tile Strength Test, (set of 5), C 67	\$ 250

Special preparation of standard test specimens will be charged at the technician's hourly rate.
Ninyo & Moore is accredited to perform the AASHTO equivalent of many ASTM test procedures.

Consent Item E.2.13.
Prepared by Karl Christensen
November 5, 2019

Approval of Hendrix, California School Construction
Services for DSA Inspector of Record Services for
Capital Improvement Program Projects

BACKGROUND:

The Division of State Architect (DSA) reviews and approves all school construction projects. Part of the construction process requires an Inspector of Record (IOR) to be assigned to the construction of school projects. These entities must be DSA-qualification approved.

Administration recommends the firm of Hendrix, California School Construction Services to provide the inspection services for the construction at Chet F. Harritt, Pride Academy, and Sycamore Canyon Schools. Hendrix, California School Construction Services has provided excellent service to the District with our past construction projects. In addition, their supplemental project management staff extension services in prevailing wages, construction law and public contract experience has been very instrumental to providing construction cost savings for the District's Capital Improvement Program.

RECOMMENDATION:

It is recommended that the Board of Education approve contracting with Hendrix, California School Construction Services to provide Inspector of Record services for the District's Capital Improvement Program projects.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact of contracting with Hendrix, California School Construction Services to provide Inspector of Record services for the District's Capital Improvement Program projects is not to exceed \$231,200 paid for by Capital Improvement Program funds.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.13.

August 15, 2019

Christina Becker
Director II, Facilities Planning & Construction
Santee School District
9625 Cuyamaca Street
Santee, Ca. 92071

Ms. Becker:

RE: Chet Harritt, Pride, and Sycamore DSA school construction projects inspection services for Santee School District.

Per our meeting with the assistant superintendent, Karl Christensen, August 8, 2019, I propose to provide DSA project inspection services to certify the work shown on the approved plans meets the DSA approved documents beginning on November 21, 2019 and completing on January 30, 2021, utilizing 1 inspector for all projects, based on DSA's approval, for a price not to exceed \$231,200.00.

All work will be inspected per plans provided by the District with approval stamp by DSA and the pricing is based on regular daytime construction work hours of 8 hours per day which will not include overtime hours, weekends, or recognized construction holidays.

Hendrix California School Construction Services are covered by a \$1/2 million-dollar error and omission insurance policy for your agencies protection.

The scope of our services will cover all required onsite inspections, including foundations, reinforcing steel placement, gravity supports systems, building diaphragms, associated electrical, plumbing, and mechanical components, verification that all work is ADA compliant, and any other items not excluded below.

The scope of work for Hendrix California School Construction Services does not include review or auditing of Prevailing Wage payrolls or interviews of workers for Prevailing Wage purposes, Nor creation of any contractor Recovery Schedules when the contractor has fallen behind schedule, nor certain special inspections or material testing and inspection as identified by DSA and the California Building Code that require an approved test lab and or engineering supervision to accomplish the test.

The scope of service does not include for example, Geotechnical services, soil testing, structural masonry inspection, testing of fireproofing of steel columns or beams, welding inspection, epoxy anchor or shot pin pull tests, batch plant inspections or making of concrete cylinders, high strength bolt torque testing or similar specialty types of inspections. We will however coordinate with your selected test lab to ensure all required testing is performed in a manner that will maintain the contractors reasonable schedule if provided adequate notice of inspection requirements by the contractor.

Hendrix California School Construction Services has not reviewed any drawings and the proposal is based strictly on the term of service for the particular projects identified above. In the event the contractor does not complete their work within the time frame identified, the following hourly rates for the extended time will apply, DSA Inspection \$92.00 per hour.

Additional services, if any, will be by mutual agreement, Hendrix California School Construction will bill for services rendered at the completion of each month specifying number of hours worked and the rate charged for that month in each category with payment due within 30 day's and all checks are to be made payable to: L. L. Hendrix.

Thank you for your interest in our services



L. L. "Don" Hendrix, JD.
Principal
DSA certification # 868
DIR registration # 1000017226
Expiration 6-30-20

Consent Item E.2.14.
 Prepared by Karl Christensen
 November 19, 2019

Actual Costs of Issuance for Series 2018A General
 Obligation Bonds Sale

BACKGROUND:

At the November 5, 2019 Board of Education meeting, the Board was presented with financial details and estimated costs of issuance for the recent sale of series 2018A General Obligation Bonds. Subsequent to that meeting, the District received an accounting of actual issuance costs which differ slightly from estimates:

<u>Type of Expense</u>		Estimates of Costs of Issuance	Actual Costs of Issuance
A)	Underwriter's Discount	\$ 61,480.00	\$ 61,480.00
B)	Credit Enhancement	N/A	N/A
C)	Bond Counsel and Disbursements	49,500.00	49,500.00
D)	Disclosure Counsel and Disbursements	22,500.00	22,500.00
E)	Municipal Advisor and Disbursements	91,770.00	90,255.31
F)	Rating Agency	19,500.00	19,500.00
G)	Other Expenses*	6,730.00	5,123.75
TOTAL		\$251,480.00	\$248,359.06

*Other Expenses consist of the following:

Dale Scott & Company (Reimbursement for California Municipal Statistics, Inc. assessed valuation reports for Official Statement)	\$3,123.75
County of San Diego (Paying Agent and Registrar Fees)	1,500.00
Zions Bancorporation, National Association (Costs of Issuance Administrator Fees)	500.00

RECOMMENDATION:

It is recommended that the Board of Education accept the actual costs of issuance for sale of the Series 2018A General Obligation Bonds.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	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:

\$248,359.06 for costs of issuance paid from premium and proceeds of bonds sold.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.14.

Consent Item E.3.1.

Approval of Contract for Guided Language Acquisition Design (GLAD) Training

Prepared by Dr. Stephanie Pierce
November 19, 2019

BACKGROUND:

During the 2018-2019 school year, we identified the need to continue to build capacity for teachers around supports for our English Language Learners. In order to address this need, ten teachers will receive Guided Language Acquisition (GLAD) training through Beifuss Education Consulting and G & C Services.

The training will begin with a two-day Research and Theory training on March 24-25, 2020. Participants will then complete Tier 1 Training in the 2019-2020 school year.

Two-Day Research & Theory Workshop (Part I of training) – March 24-25, 2020

- Following the Joyce and Showers model, participants are introduced to the theoretical and research base of the model, engage in dialogue around current pedagogy and learn strategies that promote academic discourse and literacy success for all students. The strategies support learners in achieving grade level standards.

Classroom Demonstration Lessons (Part II of training) – Fall 2020

- Following the Two-Day Research & Theory Workshop, participants attend a demonstration week observing the model and strategies being implemented in a regular classroom, during the morning. Afternoons are used for collaboration, processing and to allow teachers "hands-on" planning. Student and teacher unit materials are included.

RECOMMENDATION:

Administration recommends approval of the contract for OCDE Project GLAD training.

This recommendation supports the following District goals:

- Assure the highest level of educational achievement for all students.
- Implement a professional development plan as the cornerstone of employee performance and growth.

FISCAL IMPACT:

The total cost of the Project GLAD professional development for 10 teachers for the 2019-2020 school year will be:

Training	\$3000
Materials	\$450
<u>Estimated Substitute Costs for two release days</u>	<u>\$3500</u>
Total Cost	\$6950

STUDENT ACHIEVEMENT IMPACT:

Professional development around research proven strategies to support English Learners will provide teachers with the tools they need to scaffold instruction to meet student needs.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.3.1.

Consent Item E.3.2.

Approval of Nonpublic School Master Contract
with ACES Academy for Nonpublic School
Services

Prepared by Dr. Stephanie Pierce
November 19, 2019

BACKGROUND:

At times, students with disabilities require enrollment in an alternative educational setting (i.e., nonpublic school) due to their specific needs and to demonstrate educational progress. One student with disabilities requires enrollment at ACES Academy for the 2019-20 school year to include ten days of Extended School Year to address the student's unique needs.

RECOMMENDATION:

Administration recommends the Board of Education approve the Nonpublic School Master Contract with ACES Academy for one student for the period of November 13, 2019 through June 30, 2020. The contract will be available at the Board Meeting for review.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The terms of the Contract are as follows:

School/Agency	Number of Students	Duration of Service	Cost per Day	Total Cost
ACES Academy	1 student	140 days including ESY 11/13/19 - 6/30/20	\$298.90	\$41,846.00
		Intensive Individual Services	\$122.40	\$17,136.00
			TOTAL	\$58,982.00

STUDENT ACHIEVEMENT:

Some students require alternative settings to demonstrate educational progress.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.3.2.

BACKGROUND:

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

Certificated Staff

A. New Appointments:

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

B. Temporary Rehires:

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

C. Change of Status/Location:

Employee	Location	Class/Step/Position #	Previous Annual Salary	New Annual Salary	Effective Date
1. Gadd, Andrea	PRIDE Academy	V-10 to VI-10 #10321407	\$74,482.00	\$80,212.00	08-14-19

D. Unpaid Leave Requests:

Employee	Location	Class/Step	Reason	Recommendation	Effective Date

E. Resignations:

Employee	Location	Class/Step	Reason	Effective Date

F. 39-Month Reemployment:

Employee	Location	Class/Step	Reason	Effective Date

G. Dismissals:

Employee	Location	Class/Step	Effective Date

Classified Staff

H. New Appointments:

Employee	Location	Position/Class/Hours/ Position #	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Al Azzam, Ali	Transportation	Bus Attendant 19 A / 5.08 hrs #30013130	\$0.00	\$1,626.79	11-01-19
2. Amo, Rogeline	PRIDE Academy	Instructional Assistant I 19 A / 3.0 hrs #30010769	\$0.00	\$960.70	10-24-19
3. Brinkerhoff, Nicholas	Rio Seco	Project SAFE Assistant 17 A / 3.0 hrs #30002875	\$0.00	\$801.45	11-06-19
4. Castaneda, Monica	Rio Seco	Campus Aide 15 A / 2.0 hrs #10327464	\$0.00	\$526.93	11-04-19
5. Lane, Nicholas	Pepper Drive	Project SAFE Assistant 17 A / 3.75 hrs #10325051	\$0.00	\$1,089.68	11-01-19

Classified Staff continued

H. New Appointments continued:

6. Ledesma, Paula	Chet F. Harritt	Instructional Assistant, Language English Proficiency 20 A / 3.75 hrs #10327294	\$0.00	\$1,176.93	11-12-19
7. Losee, Kiersten	Chet F. Harritt	Student Attendance Clerk 22 A / 3.5 hrs #10327744	\$0.00	\$1,266.51	11-06-19
8. Mattox-Cox, Samantha	Carlton Hills/ Cajon Park	Instructional Assistant, Special Ed I 20 A / 5.0 hrs #30013361	\$0.00	\$1,681.33	11-04-19
9. Navarro, Wendy	Transportation	Van Driver 22 A / 5.25 hrs #30002104	\$0.00	\$1,947.55	11-01-19
10. Osuna, Sylvia	Pepper Drive	Campus Aide 15 C / 2.0 hrs #10327495	\$0.00	\$581.10	11-04-19
11. Rangel, Maria	Carlton Hills	Instructional Assistant, Special Ed II 21 A / 6.0 hrs #30007132	\$0.00	\$2,119.00	10-15-19
12. Shows, Denice	Transportation	Bus Attendant 19 A / 4.0 hrs #30013131	\$0.00	\$1,280.93	10-21-19
13. Vainwaarden, Megan	Rio Seco	Project SAFE Assistant 17 A / 3.75 hrs #10325026	\$0.00	\$1,089.68	11-12-19
14. Wooding, Heather	Rio Seco	Campus Aide 15 A / 2.0 hrs #30003431	\$0.00	\$526.93	10-16-19

I. Rehires:

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

J. Change of Status/Location:

Employee	Location	Position/Class/Hours/ Position #	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Achenbach, Peggy	Transportation	Bus Driver I 25 E / 6.75 hrs to 25 E / 6.83 hrs #10326215	\$3,523.37	\$3,565.13	11-01-19
2. Cerros, Laura	Transportation	Bus Driver I 25 D / 6.58 hrs to Driver/Office Assistant 25.5 E / 6.0 hrs #10326236	\$3,270.48	\$3,211.00	11-08-19
3. Champlin, Marshal	Rio Seco	Project SAFE Assistant 17 C / 3.75 hrs to 17 C / 5.25 hrs #30002876	\$1,201.00	\$1,551.98	11-12-19
4. Ciaccio, Anthony	Transportation	Bus Driver I 25 A / 6.0 hrs to 25 A / 6.58 hrs #30013530	\$2,576.60	\$2,825.67	11-01-19
5. Cruz, Heather	Carlton Hills to Chet F. Harritt	Campus Aide 15 A / 2.0 hrs to 15 A / 2.0 hrs #10329402	\$526.93	\$526.93	11-18-19

Classified Staff continued

J. Change of Status/Location continued:

6. Dougherty, Kevin	Maintenance & Operations	Craftworker I 24.5 E / 8.0 hrs to <i>Craftworker II</i> 28.5 B / 8.0 hrs #10326124	\$4,076.80	\$4,281.33	10-15-19
7. Dougherty, Lisa	Transportation	Bus Driver I 25 E / 6.33 hrs to 25 E / 6.58 hrs #10326216	\$3,304.15	\$3,434.43	11-01-19
8. Gallardo, Henry	Transportation	Bus Driver I 25 C / 6.58 hrs to 25 C / 6.50 hrs #10326220	\$3,115.08	\$3,077.21	11-01-19
9. Garza, Jacob	Rio Seco to <i>Carlton Oaks</i>	Out-of-School-Time Group Leader 19.5 E / 5.50 hrs to 19.5 E / 5.75 hrs #30001834	\$2,195.05	\$2,294.98	11-01-19
10. Kent, Paula	Transportation	Bus Attendant 19 B / 6.0 hrs to 19 B / 6.17 hrs #30008597	\$2,017.60	\$2,074.63	11-01-19
11. Korhummel, Ilene	Hill Creek to <i>Hill Creek/ Sycamore Canyon</i>	Early Childhood Group Leader I 19.5 E / 5.75 hrs to 19.5 E / 8.0 hrs #10325096	\$2,294.98	\$3,192.80	10-21-19
12. Pajimula, Daniel	Carlton Oaks to <i>Pepper Drive</i>	Out-of-School-Time Group Leader 19.5 E / 5.75 hrs to <i>Student Support Assistant</i> 27.5 A / 6.0 hrs #10327211	\$2,294.98	\$2,912.00	10-21-19
13. Reyes, Urijah	Transportation	Bus Attendant 19 B / 4.83 hrs to 19 B / 4.75 hrs #30008596	\$1,624.30	\$1,597.40	11-01-19
14. Sanati, Sendy	Cajon Park	Campus Aide 15 B / 2.0 hrs to <i>Instructional Assistant, Language English Proficiency</i> 20 A / 3.5 hrs #10327298	\$2,294.98	\$1,176.93	11-01-19
15. Shows, Denice	Transportation	Bus Attendant 19 A / 4.0 hrs to 19 A / 5.5 hrs #30013131	\$1,280.93	\$1,761.28	11-01-19
16. Singh, Nicholas	Carlton Hills to <i>Carlton Oaks</i>	Instructional Assistant, Special Ed II 21 B / 6.0 hrs to 21 B / 6.25 hrs #30007479	\$2,225.60	\$2,318.48	10-28-19
17. Urbanski, Patricia	Hill Creek	Early Childhood Group Leader I 19.5 D / 3.5 hrs / 6 mos. to 19.5 D / 3.5 hrs / 9 mos. #30011613	\$1,330.17	\$1,330.17	10-01-19
18. Velasquez, Alicia	Transportation	Bus Attendant 19 B / 4.42 hrs to 19 B / 4.5 hrs #30010108	\$1,486.30	\$1,513.20	11-01-19

Classified Staff continued

K. Unpaid Leave Requests:

Employee	Location	Position/Class/Hours	Reason	Recommendation	Effective Date

L. Resignations:

Employee	Location	Position	Reason	Effective Date
1. Cooper, Sarah	Carlton Hills	Instructional Assistant, Special Ed II	Resignation	11-08-19
2. McCollister, Megan	Sycamore Canyon	Instructional Assistant, Special Ed II	Personal, Medical	11-16-19
3. Velasquez, Alicia	Transportation	Bus Attendant	Moving	11-29-19

M. 39-63 Month Reemployment:

Employee	Location	Position/Class/Hours	Effective Date

N. Dismissals:

Employee	Location	Position	Effective Date

RECOMMENDATION:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.4.1.

Consent Item E.4.2. Adoption of Resolution No. 1920-10 to Eliminate a Vacant Classified Non-Management Position

Prepared by Tim Larson
November 19, 2019

BACKGROUND:

A recent IEP meeting determined that a student at Cajon Park School would be transferred to a non-public school and no longer require 1:1 assistance. As a result, a vacant Instructional Assistant, Special Education II position will be eliminated.

RECOMMENDATION:

It is recommended that the Board of Education approve to eliminate the following vacant position effective November 11, 2019:

- One (1) 6.0-hour vacant Instructional Assistant, Special Education II position at Cajon Park School

FISCAL IMPACT:

The annual savings to eliminate a vacant 6.0-hour Instructional Assistant, Special Education II position will be \$31,509.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.4.2.

**SANTEE SCHOOL DISTRICT
Resolution No. 1920-10**

**ELIMINATE A VACANT
CLASSIFIED NON-MANAGEMENT POSITION**

WHEREAS, it has determined that a vacant Instructional Assistant, Special Education II position at Cajon Park School is no longer required;

NOW, THEREFORE, BE IT RESOLVED that as of the 19th day of November 2019, the Governing Board of Santee School District approved to reduce and/or eliminate the following vacant position effective November 11, 2019:

- Eliminate one (1) 6.0-hour vacant Instructional Assistant, Special Education II at Cajon Park School

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

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board of the Santee School District on the 19th day of November 2019, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

Dated 11/19/19

Barbara Ryan
Clerk, Board of Education

Consent Item E.4.3.

Adoption of Resolution No. 1920-11 to Eliminate a
Classified Non-Management Position

Prepared by Tim Larson
November 19, 2019

BACKGROUND:

A recent IEP meeting determined that a student at Carlton Hills School would be transferred to a non-public school and no longer require 1:1 assistance. As a result, an Instructional Assistant, Special Education II position will be eliminated.

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

RECOMMENDATION:

It is recommended that the Board of Education approve to eliminate the following position effective November 13, 2019:

- One (1) 6.0-hour Instructional Assistant, Special Education II position at Carlton Hills School

FISCAL IMPACT:

The annual savings to eliminate an Instructional Assistant, Special Education II position will be \$27,549.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.4.3.

**SANTEE SCHOOL DISTRICT
Resolution No. 1920-11**

ELIMINATE A CLASSIFIED NON-MANAGEMENT POSITION

WHEREAS, it has determined that an Instructional Assistant, Special Education II position at Carlton Hills School is no longer required;

NOW, THEREFORE, BE IT RESOLVED that as of the 19th day of November 2019, the Governing Board of Santee School District approved to reduce and/or eliminate the following position effective November 13, 2019:

- Eliminate one (1) 6.0-hour Instructional Assistant, Special Education II at Carlton Hills School

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

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board of the Santee School District on the 19th day of November 2019, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

Dated 11/19/19

Barbara Ryan
Clerk, Board of Education

Consent Item E.4.4.

Approval to Increase Work Hours for Identified
Classified Non-Management Position

Prepared by Tim Larson
November 19, 2019

BACKGROUND:

Due to the inclusion of night custodian duties at the Cajon Park Annex building, administration has determined that an increase in work hours for a current Custodian II position is required to support those duties at Cajon Park School.

RECOMMENDATION:

It is recommended that the Board of Education approve the increase in work hours for the following position effective November 20, 2019:

- Increase one (1) Custodian II position at Cajon Park School from 4.0 hours to 6.0 hours

FISCAL IMPACT:

The annual cost to increase the work year for this position will be \$9,265 and will be paid for by the general fund.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.4.4.

Item F. DISCUSSION AND/OR ACTION ITEMS

Agenda Item F.

Discussion and/or Action Item F.1.1.
Prepared by Dr. Kristin Baranski
November 19, 2019

Approval of Management and Confidential
Employee Salary Increase

BACKGROUND:

Administration recommends Management and Confidential employees receive a 1.00% salary increase retroactive to July 1, 2018. At the November 5 Board of Education meeting, classified employees received the same retroactive salary increase for the 2018-19 school year.

RECOMMENDATION:

Administration recommends approval of the proposed management and confidential employees' salary increase.

FISCAL IMPACT:

The estimated impact to District funds are as follows:

Fund	2018-19 Impact
General	\$50,628
Cafeteria	\$1,364
Enterprise – OST Programs	\$3,406
Total	\$55,398

STUDENT ACHIEVEMENT IMPACT:

Knowledgeable, motivated, and inspired employees contribute to student success.

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.1.

Discussion and/or Action Item F.1.2.

Approval of Management and Confidential
Employee Salary Schedules with
Anniversary Increments 2019-2020

Prepared by Dr. Kristin Baranski
November 19, 2019

BACKGROUND:

Santee School District management salary schedules, both the classified management and confidential salary schedule and the certificated management salary schedule, are comprised of five steps. Each step indicates a year of service in the job classification. Currently, both the certificated non-management salary schedules and the classified non-management salary schedules include anniversary increments to employees who are continually employed with Santee School District. The management salary schedules do not include additional anniversary increments.

To honor managers who serve the school district community for 10 or more years, administration recommends adding three additional steps, anniversary increments, to the current salary schedules for all management groups with the exception of the Superintendent and the three Assistant Superintendents. These employees are contracted employees and are not included in this recommendation.

If approved, the recommended structure of the three additional anniversary increments includes the following:

- 2% increase (sixth step) applied to Step 5 for those managers serving in Santee School District 10 - 14 years
- 4% increase (seventh step) applied to Step 5 for those serving in Santee School District 15 – 19 years
- 6% increase (eighth step) applied to Step 5 for those managers serving in Santee School District 20+ years

Eighteen management members would benefit from this new structure this year:

- two managers have 20+ years of service
- eight managers have 15 – 19 years of service
- eight managers have 10 – 14 years of service

As a manager moves into step 10, 10 – 14 years of management service to the District, the manager will receive a 2% increase to his/her salary as applied to Step 5.

The attached salary schedule is based on previously approved management/confidential salaries. However, if the Board of Education approves an additional salary increase for the 2018-19 school year at the November 19 Board meeting, the attached schedule will be adjusted accordingly.

RECOMMENDATION:

Administration recommends approval of the proposed revised management and confidential employee salary schedule effective July 1, 2019.

FISCAL IMPACT:

The estimated impact to District funds are as follows:

Fund	2018-19 Impact
General	\$62,025
Cafeteria	\$5,338
Enterprise – OST Programs	\$12,980
Total	\$80,343

STUDENT ACHIEVEMENT IMPACT:

Knowledgeable, motivated, and inspired employees contribute to student success.

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.2.

Santee School District
 CERTIFICATED MANAGEMENT SALARY SCHEDULE
 2018-19

POSITION TITLE	Work Days	Step 1	Step 2	Step 3	Step 4	Step 5	Step 10 ⁷ (10 Yrs)	Step 15 ⁷ (15 Yrs)	Step 20 ⁷ (20 Yrs)
Director, Special Education	224 ¹	123,141	129,298	135,763	142,551	149,679	152,673	155,666	158,660
Director, Assessment and Learning Support ³	214	117,642	123,524	129,700	136,185	142,994	145,854	148,714	151,574
Director, Curriculum and Assessment	214 ²	117,642	123,524	129,700	136,185	142,994	145,854	148,714	151,574
Director, Instructional Technology ³	214	117,642	123,524	129,700	136,185	142,994	145,854	148,714	151,574
Principal	204	112,142	117,749	123,636	129,818	136,309	139,035	141,761	144,488
Director, Pupil Services and Student Well-Being ⁴	204	112,142	117,749	123,636	129,818	136,309	139,035	141,761	144,488
Coordinator, Health and Nursing Services ⁶	200	95,322	100,088	105,092	110,347	115,864	118,181	120,499	122,816
Coordinator, Special Education ⁵	200	95,322	100,088	105,092	110,347	115,864	118,181	120,499	122,816
Vice Principal	200	95,322	100,088	105,092	110,347	115,864	118,181	120,499	122,816

- Notes: 1. Education Advancements
 MA+15 - Add \$500 to annual salary
 MA+30 - Add \$1,000 to annual salary
 MA+45 - Add \$1,500 to annual salary
 Doctorate - Add \$2,000 to annual salary
2. Experience Credit - Up to and including four (4) years experience outside the District may be allowed. The Board retains the authority to approve the salary of new positions and the experience/educational credit to be awarded for placement on an existing salary schedule.
3. Employee Benefits - The District will contribute up to a maximum of \$7,200 annually toward employee health insurance, dependent health insurance, employee dental insurance, dependent dental insurance, employee life insurance, employee income protection insurance, employee tax sheltered annuity, and vision insurance.

¹ Work days for Director, Special Education increased from 214 to 224 (Board action 11/17/15).
² Work days for Director, Curriculum and Assessment reduced from 224 to 214 (Board action 3/21/17).
³ New Job Description (Board action 5/3/16).
⁴ New Job Description (Board action 5/1/18; effective 7/1/18).
⁵ New Job Description (Board action 3/5/19; effective 3/5/19).
⁶ New Job Description (Board action 6/4/19; effective 7/1/19).
⁷ New Steps for years in Management/Confidential position (Board action 11/19/2019; effective 7/1/2019).
 Effective: July 1, 2019

Santee School District
CLASSIFIED MANAGEMENT AND CONFIDENTIAL SALARY SCHEDULE
 2018-19

CLASSIFIED MANAGEMENT	Work Schedule	Step 1	Step 2	Step 3	Step 4	Step 5	Step 10 ^c (10 Yrs)	Step 15 ^c (15 Yrs)	Step 20 ^c (20 Yrs)
Director II, Facilities Planning and Construction ^b	12 month	117,642	123,524	129,700	136,185	142,994	145,854	148,714	151,574
Director, Fiscal Services	12 month	108,969	114,417	120,138	126,145	132,452	135,101	137,750	140,399
Director, Information Systems Technology	12 month	108,969	114,417	120,138	126,145	132,452	135,101	137,750	140,399
Director of Facilities, Maintenance, and Operations	12 month	97,474	102,348	107,465	112,838	118,480	120,850	123,219	125,589
Director of Out-of-School Time Programs	12 month	93,336	98,003	102,903	108,048	113,450	115,719	117,988	120,257
Director, Child Nutrition Services	12 month	86,720	91,056	95,609	100,389	105,408	107,516	109,624	111,732
Director of Transportation	12 month	79,455	83,428	87,599	91,979	96,578	98,510	100,441	102,373
Director, Community Collaborative	12 month	75,143	78,900	82,845	86,987	91,336	93,163	94,989	96,816
Business Services Coordinator	12 month	70,889	74,433	78,155	82,063	86,166	87,889	89,613	91,336
Database Network Analyst	12 month	70,889	74,433	78,155	82,063	86,166	87,889	89,613	91,336
Out of School Time Coordinator	12 month	70,889	74,433	78,155	82,063	86,166	87,889	89,613	91,336
Systems Administrator	12 month	70,889	74,433	78,155	82,063	86,166	87,889	89,613	91,336
Systems Analyst	12 month	70,889	74,433	78,155	82,063	86,166	87,889	89,613	91,336
Out of School Time Regional Coordinator	12 month	59,446	62,418	65,539	68,816	72,257	73,702	75,147	76,592

CONFIDENTIAL	Work Schedule	Step 1	Step 2*	Step 3*	Step 4*	Step 5*	Step 10 ^c (10 Yrs)	Step 15 ^c (15 Yrs)	Step 20 ^c (20 Yrs)
Executive Assistant ^a	12 month	81,489	85,563	89,841	94,333	99,050	101,031	103,012	104,993
Administrative Secretary	12 month	64,511	67,737	71,124	74,680	78,414	79,982	81,551	83,119
Payroll Specialist	12 month	59,446	62,418	65,539	68,816	72,257	73,702	75,147	76,592

Notes:

1. Experience Credit - Up to and including four (4) years experience outside the District may be allowed. The Board retains the authority to approve the salary of new positions and the experience/educational credit to be awarded for placement on an existing salary schedule.
2. Employee Benefits - The District will contribute up to a maximum of \$7,200 annually toward employee health insurance, dependent health insurance, employee dental insurance, dependent dental insurance, employee life insurance, employee income protection insurance, employee tax sheltered annuity, and vision insurance.
3. Study Incentive - The District will pay \$216 annually for every 10 semester units of college credit earned.
4. Study Incentive - Confidential, 5%: Completion of 5 years of service AND Bachelors Degree or Four Professional Growth Increments required.

^a Includes Executive Council Member Mileage Stipend.

^b Position added effective April 1, 2019

^{*} Confidential steps 2 through 5 adjusted to align with 5% increments, effective July 1, 2019

^c New steps for consecutive years in Management/Confidential position (Board action 11/19/2019; Effective 7/1/2019)

Effective: July 1, 2019

BACKGROUND:

At the October 1, 2019 meeting, the Board of Education was presented an update on designs and specifications for the new 7 classroom/Learning Resource Center building addition at Chet F. Harritt. At that meeting, the Board was informed that discussions were ensuing with the Principals of the 3 sites scheduled to have new buildings constructed regarding color schemes for the new buildings. The Board requested that an item be brought back for further discussion of color schemes after those discussions.

Tonight, the District's Architect and staff will present options for color schemes and obtain Board direction.

RECOMMENDATION:

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

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The Chet F. Harritt building project costs are estimated at \$15.5 million.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item F.2.1.

Discussion and/or Action Item F.2.2.
Prepared by Karl Christensen
November 19, 2019

Lease-Leaseback Preliminary Guaranteed
Maximum Price for Chet F. Harritt Building
Project

BACKGROUND:

At the May 21, 2019 meeting, the Board selected Balfour Beatty Construction, LLC (BBC) as the Lease-Leaseback entity for the District’s remaining Capital Improvement Program (CIP) projects. Following this meeting, the District executed a Construction Services Agreement with Preconstruction Services Scope, Master Site Lease Agreement, and Master Sub-Lease Agreement with BBC and the preconstruction process began.

In October, plans for the Chet F. Harritt building project were submitted to the Division of State Architect (DSA). Although the bidding process for trades cannot start until after plans are approved by DSA, some building materials needed for the project have long lead times. So as not to elongate the construction schedule waiting for these materials, it is prudent for BBC to order these materials before conducting the bidding process and developing a final Guaranteed Maximum Price (GMP) for Board approval and initiation of construction. Therefore, staff recommends approving a Preliminary GMP based on submitted DSA plans, materials and trade estimates, and contingencies for cost escalation. Approval of this Preliminary GMP provides BBC authority to procure certain building materials with long lead times. It would also allow certain sitework construction activities to commence prior to approving the final GMP, if authorized by the District.

RECOMMENDATION:

It is recommended the Board approve the preliminary guaranteed maximum price for the Chet F. Harritt building project and authorize BBC to begin procuring building materials with long lead times and allow for the possibility of commencing sitework construction activities prior to approval of the final GMP.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact is \$ _____.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item F.2.2.

Discussion and Action Item F.2.3.
 Prepared by Karl Christensen
 November 19, 2019

Award of Contract to Global Modular Inc. for
 Bid 1920-077-102, Removal/Demolition of Modular
 Classroom Buildings at Chet F. Harritt School

BACKGROUND:

On October 1, 2019, the Board of Education authorized staff to seek formal Bids for the Removal/Demolition of Modular Classroom Buildings at Chet F. Harritt School in preparation for constructing the new building. Formal Bids were advertised and posted on our website and our CUPCCAC contractors were notified on Wednesday, October 2, 2019. The mandatory job walk was held on Monday, October 28, 2019, with fourteen potential bidders present. Five bidders submitted bids.

The bid opening was held on Monday, November 4, 2019, and the results are as follows:

Contractor	Base Bid – Removal/ Demolition of Modular Office/ Classroom (Fleet & Family)	Alternate #1 – Removal/ Demolition of Modular Classrooms, Rooms 25 - 28	Alternate #2 – Removal/ Demolition of Child Care Modular	Total Bid – Including Alternates
Global Modular, Inc.	\$ 3,830.00	\$ 15,370.00	\$ 7,700.00	\$ 26,900.00
Whillock Contracting, Inc.	\$ 10,068.00	\$ 17,470.00	\$ 15,476.00	\$ 43,014.00
Gem Industrial Electric, Inc.	\$ 10,000.00	\$ 28,000.00	\$ 10,860.00	\$ 48,860.00
Resource Environmental, Inc.	\$ 20,000.00	\$ 20,000.00	\$ 40,000.00	\$ 80,000.00
A.P. General Corporation	\$ 58,000.00	\$ 33,000.00	\$ 18,000.00	\$ 109,000.00

RECOMMENDATION:

It is recommended that the Board of Education award contract to Global Modular, Inc. for Base Bid and all Alternates for Bid #1920-077-102, Removal/Demolition of Modular Classroom Buildings at Chet F. Harritt School.

This recommendation supports the following District goal(s):

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

The fiscal impact is \$26,900 paid by General Obligation Bond proceeds.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item F.2.3.

Discussion and/or Action Item F.3.1. Approval of Agreement with Swing Education for Substitute Teachers and Related Professionals ("SwingSubs")

Prepared by Tim Larson
November 19, 2019

BACKGROUND:

This agreement allows authorized School users to post requests for substitute teachers and related professionals ("SwingSubs") on the Swing Education Website Platform, track and manage those requests, and view information about the SwingSubs.

This agreement shall start on November 5, 2019 and shall remain in effect for 1 year following the initial term.

RECOMMENDATION:

It is recommended that the Board of Education approve the Swing Education services agreement for substitute teachers and related professionals.

FISCAL IMPACT:

Swing Education charges a 25% Service Fee or Fees set as a percentage of the Daily Pay Rate or Rates. The charge is only applicable if services are used.

STUDENT ACHIEVEMENT IMPACT:

This agreement will support employees by securing proper substitute coverage.

Motion: _____ Second: _____ Vote: _____

Agenda Item F.3.1.



Swing Education Services Agreement

This **Swing Education Services Agreement** (this "**Agreement**") is entered into on November 5, 2019 (the "Effective Date") by and between Swing Education, Inc. ("**Swing Education**," "**we**" or "**us**") and the School(s) listed on the signature page attached hereto ("**School**" or "**you**").

Please read this Agreement carefully before using any of the Services provided by Swing Education, including those made available to you at or through www.swingeducation.com (the "**Website**"), offered by Swing Education. This Agreement governs your use of the Swing Education Website and all related mobile and web services, including those from third parties that are incorporated or used in conjunction with the Swing Education website and service (collectively, the "**Services**").

1. Services. Swing Education agrees to provide you with:

- (a) **Access to the Services**, which allows authorized School users to post requests for substitute teachers and related professionals ("**SwingSubs**") on the Swing Education Website Platform ("**Platform**"), track and manage those requests, and view information about the SwingSubs.
- (b) **Access to Our Verification Services - California**
 - i. **Teaching Credentials.** Swing Education verifies whether a SwingSub teaching professional holds a substitute teaching permit or standard professional teaching credential, by having the SwingSub upload or submit such document to the Platform. Swing Education marks such SwingSubs as credentialed (or similar language) on the Platform. Swing Education also tracks the expiration date (if one exists) of such document. If such document expires while the SwingSub is a registered member of the Service, Swing Education will shortly thereafter label the SwingSub teaching professional as non-credentialed (or similar language). Note that School is responsible for ensuring accuracy of SwingSub requests where a permit or credential is or is not required.
 - ii. **CA DOJ Live Scan Fingerprint Background Check.** Swing Education verifies that a SwingSub working in California is eligible to work as a teacher before the SwingSub is allowed to fill requests on the Website. Swing Education does this by reviewing the results of the individual's completed Live Scan check issued by the State of California Department of Justice (DOJ) using California Education Code guidelines. Subsequent changes to the SwingSub's status are sent from DOJ to Swing Education. Swing Education prevents a SwingSub from filling requests on the Website if such changes render the SwingSub ineligible to teach, shortly after receiving notice of such changes.
 - iii. **TB Test.** Swing Education determines whether a SwingSub has obtained required TB tests before allowing a SwingSub to fill requests on the Website (according to this form, <https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/TBCB-CA-School-Staff-Volunteer-TB-Risk-Assessment.pdf>).
- (c) **Verification Process.** Swing Education reserves the right to change any of the verification processes described above if it doing such process becomes impossible or impractical to carry out as described.



- (d) **Limitations.** Swing Education provides the Services as a venue for connecting Schools and SwingSubs. Swing Education does not provide any education training, equipment, curriculum for teaching classes or students at any School, nor any other education services to either Schools or SwingSubs. Swing Education does not participate in, and the Services expressly do not include, the relationship or interaction between Schools and SwingSubs, except to provide a Website for Schools to post requests and for SwingSubs to review and accept those requests.
- (e) **Relationship with SwingSubs.** The SwingSubs are not employees, agents, or associates of Swing Education in any way and we do not exercise any control over their actions or schedules.

2. Acceptance of Appendix Terms and Website Terms of Service. By signing this Agreement, you agree to the terms in any Appendix, including Appendix A: Standard Terms. You also agree to the Website Master Terms of Service and Privacy Policy (the "Website Terms") available on the Swing Education website, at www.swingeducation.com.

3. Payments. Payment for the services of a SwingSub will be made to Swing Education according to the following:

- (a) **Daily Pay Rates.** The School designates a Daily Pay Rate or Rates for the SwingSubs via the Website and/or by separate communication with Swing Education in its discretion (the "Daily Pay Rates"). Swing Education does not set the Daily Pay Rate or Rates.
- (b) **Amount Due Per Request.** The amount due ("Amount Due") for a request is the Daily Pay Rate plus the Service Fee (see below (d)), multiplied by the number of days requested. A SwingSub request over 4 hours is assigned the appropriate Daily Pay Rate and anything 4 hours or less is assigned half the appropriate Daily Pay Rate.
- (c) **Cancellations.** Requests that are accepted by a SwingSub, then canceled outside of 24 hrs of the start of a fill, are not subject to any fees. If the fill is canceled less than 24 hrs from the start of a fill (or any day within that fill), then the request will be subject to the Amount Due for one day (i.e., the day that starts within 24 hrs of the cancellation).
- (d) **Service Fees and Invoicing**
Swing Education charges a Service Fee or Fees set as a percentage of the Daily Pay Rate or Rates, according to one of the below options.

Option A - Payment Plan. Under Option A, upon execution of this contract, Swing Education will invoice the School a Top-Up Amount of \$30,000.00, or in the alternative, the Top-Up Amount defined in the Pilot Program below, which the School will pay within 30 days. The Top-Up Amount will be held by Swing Education as an Account Balance and drawn down as Requests are rendered. Once the School's Account Balance drops below the Minimum Balance of \$10,000.00, Swing Education will invoice the Top-Up Amount again. Under Option A, Swing will charge a 25% Service Fee based on the Daily Pay Rates, for each Request. If the Top-Up Amount is not paid within 60 days, Swing Education reserves the right to immediately discontinue all services, or, in the alternative, to automatically switch the School to Option B. Swing Education will maintain ongoing records of the above transactions, which will be reported to the school at least quarterly. Swing Education reserves the right to change the Top-Amount based on upon running School usage, i.e., to approximately the dollar amount represented by the previous three months of active School usage (i.e., not including extended holidays).



Option B - Pay As You Go. Under Option B, upon execution of this contract, Swing Education will invoice the School for each Request on a regular basis, but no more than 30 days after each Request. School shall pay all amounts due under each invoice within 30 days of the invoice date.

Under Option B, upon execution of this contract, Swing Education will not charge an initial Top-Up Amount. However, if both parties in the future consent to Option A, Swing Education will then invoice the School a Top-Up Amount as described under Option A above. Swing Education will charge a 35% Service Fee based on the Daily Pay Rates, for each successful fill. If an invoice is not paid within 60 days, Swing Education reserves the right to immediately discontinue all services.

School intends to utilize (select one): Option A Option B

- (e) **Invoice Items.** School must identify any invoice item dispute to Swing Education within 60 days of the invoice in order to receive credit for such invoice item.
- (f) **Late Payments.** Late payments shall accrue interest at a rate equal to the lesser of one and one half percent (1.5%) per month or the maximum rate permitted by applicable law, from due date until paid, plus Swing Education's reasonable cost of collection. Under Option A, late payments are defined as amounts due 60 days after the Payment Plan Account Balance drops below the Minimum Balance. Under Option B, late payments are defined as any amounts due 60 days after invoice. Swing Education reserves the right to suspend or terminate School's use of the services until any outstanding balance is paid.

4. Recruitment. If you want to hire or contract directly with a SwingSub, you agree to pay Swing Education a \$2,500 finder's fee to cover costs associated with finding, screening and onboarding the SwingSub, and anticipated loss of revenue.

5. Term and Termination. Term. This Agreement shall be in effect for one year from the Effective Date, thereafter this Agreement shall automatically renew at the anniversary date of the Effective Date unless provided 30 days prior written notice of the intent to terminate this Agreement by either party.

- (a) **Termination for Cause.** Either party may seek Termination for Cause of this Agreement at any time during its term for a breach of obligations under this Agreement. Upon timely written notice of such breach, the breaching party has 30 days to cure such breach to reasonable satisfaction of both Parties. Failure to cure the breach after 30 days will allow the aggrieved Party to terminate the Agreement immediately upon receipt of such written notice by the aggrieved Party.
- (b) **Termination.** This Agreement may terminate by election of either party in accordance with the above, or shall terminate naturally if School fails to seek Engagement of any SwingSub for a period of more than 9 months.
- (c) **Effect of Termination.** Termination does not extinguish obligations to pay or rights to seek payment for Invoices outstanding under this Agreement. Upon termination, Swing Education shall have 30 days to reconcile all payments due, and return any remaining Account Balance. All or any portion of the Account Balance may be used by Swing Education to (i) cure School's default in payment of invoices and (ii) pay services completed at the School in advance of the Amount Due being collected from the School.



6. Disclaimer of Warranties. The Services are provided “as is” without any warranty and Swing Education expressly disclaims any and all warranties, express, implied or statutory, including warranties of title, noninfringement, merchantability, and fitness for a particular purpose.

EXCEPT AS EXPRESSLY SET FORTH HEREIN, SWING EDUCATION EXPRESSLY DISCLAIMS, AND YOU EXPRESSLY RELEASE SWING EDUCATION FROM, ANY AND ALL LIABILITY WHATSOEVER FOR ANY DAMAGES, SUITS, CLAIMS AND/OR CONTROVERSIES THAT HAVE ARISEN OR MAY ARISE FROM AND/OR IN ANY WAY RELATE TO ANY ACTS OR OMISSIONS OF USERS ON OR OFF THE SWING EDUCATION SERVICES, INCLUDING WITHOUT LIMITATION THE PROVISION OF ANY SERVICES BY ANY SWINGSUB. FURTHERMORE, BEYOND THE VERIFICATION SERVICES WE PROVIDE, SWING EDUCATION MAKES NO WARRANTY, REPRESENTATION OR CONDITION AS TO THE EFFECTIVENESS, COMPETENCE, SKILL, BACKGROUND, RECORD, OR BEHAVIOR OF THE SWINGSUBS. YOU HEREBY EXPRESSLY RELEASE SWING EDUCATION FROM, ANY AND ALL LIABILITY WHATSOEVER FOR ANY DAMAGES, SUITS, CLAIMS, AND/OR CONTROVERSIES THAT HAVE ARISEN OR MAY ARISE FROM AND/OR IN ANY WAY RELATE TO ANY ACTS OR OMISSIONS OF THE SWINGSUBS WHILE THEY ARE ENGAGED BY YOU, ON YOUR PREMISES, AND/OR PERFORMING THE DUTIES FOR WHICH YOU ENGAGE WITH THEM.

7. Limitation of Liability and Insurance. Swing Education takes its verification responsibilities seriously, including all the verification listed in Section 1. However, our verification responsibilities are limited to the Services specifically outlined in this Agreement, and we cannot ensure the accuracy of the results we receive from the DOJ, FBI or other agency.

Swing Education shall obtain, in order to cover the SwingSubs, general commercial liability insurance (or substantial equivalent) of at least \$1,000,000, and business accident insurance (or substantial equivalent) of at least \$125,000.

EACH PARTY SHALL DEFEND INDEMNIFY AND HOLD HARMLESS THE OTHER PARTY, INCLUDING AFFILIATES AND EACH OF THEIR RESPECTIVE OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES, REPRESENTATIVES, AGENTS, SUCCESSORS AND ASSIGNS FROM AND AGAINST ALL CLAIMS OF THIRD PARTIES, AND ALL ASSOCIATED LOSSES, TO THE EXTENT ARISING OUT OF (A) THAT PARTY’S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT IN PERFORMING ANY OF ITS OBLIGATIONS UNDER THIS AGREEMENT, OR (B) A MATERIAL BREACH BY THAT PARTY OF ANY OF ITS REPRESENTATIONS, WARRANTIES, COVENANTS OR AGREEMENTS UNDER THIS AGREEMENT.

EXCEPT AS REQUIRED BY LAW, NEITHER PARTY WILL BE LIABLE TO THE OTHER FOR MORE THAN THE AMOUNT RECEIVED BY SWING EDUCATION FROM YOU IN THE TWELVE MONTH PERIOD PRECEDING THE DATE A CLAIM IS FIRST ASSERTED.

[Signature Page Follows]



IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the Effective Date by their respective officers thereunto duly authorized.

SWING EDUCATION, INC.

Michael Teng
CEO

Date: _____

Email:
mike@swingeducation.com

Address:
700 S. Claremont Street
San Mateo, CA 94402

SANTEE UNIFIED SCHOOL DISTRICT:

Name:

Title:

Date: _____

Email:

Address:



Appendix A: Standard Terms

1. FERPA Compliance. The Family Educational Rights and Privacy Act ("FERPA") requires that U.S. Schools that receive certain federal funds obtain prior written consent from a parent or guardian of a minor student ("Parent") before disclosing any educational records regarding such student ("Educational Records") to third parties. While Swing Education does not anticipate any disclosure of records, if you are a School and FERPA applies to you, you hereby agree to the following:

- (a) You shall designate your selected SwingSub as an "other school official" under FERPA, who has a "legitimate educational interest" in using and accessing such Educational Records, and you hereby represent and warrant that (a) You have obtained all consents necessary in connection with disclosing any Educational Records directly or indirectly to Swing Education, Users, or otherwise in connection with the Services, and (b) Your disclosures described in (a) are not and will not be a violation of FERPA; and
- (b) You shall not disclose to Swing Education any information protected by FERPA, and that you shall indemnify and hold harmless Swing Education for any disclosures, inadvertent or otherwise, from you, your authorized users, administrators, teachers, staff, students, or other persons who have access to such information.

2. Dispute Resolution. *Please read this section carefully. It is part of your contract with Swing Education and affects your rights. It contains procedures for MANDATORY BINDING ARBITRATION AND A CLASS ACTION WAIVER.*

- (a) **Applicability of Arbitration Agreement.** All claims and disputes (excluding claims for injunctive or other equitable relief as set forth below) in connection with this Agreement or the use of any product or service provided by Swing Education, including the Services, that cannot be resolved informally or in small claims court shall be resolved by binding arbitration on an individual basis under the terms of this Arbitration Agreement. Unless otherwise agreed, all arbitration proceedings shall be held in English. This Arbitration Agreement applies to you and Swing Education, and to any subsidiaries, affiliates, agents, employees, predecessors in interest, successors, and assigns, as well as all authorized or unauthorized users or beneficiaries of services or goods provided under this Agreement.
- (b) **Notice Requirement and Informal Dispute Resolution.** Before either party may seek arbitration, the party must first send to the other party a written notice of dispute ("Notice") describing the nature and basis of the claim or dispute, and the requested relief. A Notice to Swing Education must be sent to: Michael Teng, CEO, Swing Education, Inc., 700 S. Claremont Street, San Mateo, CA 94402 and mike@swingeducation.com. After the Notice is received, you and Swing Education may attempt to resolve the claim or dispute informally. If you and Swing Education do not resolve the claim or dispute within thirty (30) days after the Notice is received, either party may begin an arbitration proceeding. The amount of any settlement offer made by any party may not be disclosed to the arbitrator until after the arbitrator has determined the amount of the award, if any, to which either party is entitled.
- (c) **Arbitration Rules.** Arbitration shall be initiated through the American Arbitration Association ("AAA"), an established alternative dispute resolution provider ("ADR Provider") that offers arbitration as set forth in this section. If AAA is not available to arbitrate, the parties shall agree to select an alternative ADR Provider. The rules of the ADR Provider ("Arbitration Rules") shall govern all aspects of the arbitration, including but not limited to the



method of initiating and/or demanding arbitration, except to the extent such rules are in conflict with this Agreement. The arbitration shall be conducted by a single, neutral arbitrator. Any claims or disputes where the total amount of the award sought is less than Ten Thousand U.S. Dollars (US \$10,000.00) may be resolved through binding non-appearance-based arbitration, at the option of the party seeking relief. For claims or disputes where the total amount of the award sought is Ten Thousand U.S. Dollars (US \$10,000.00) or more, the right to a hearing will be determined by the Arbitration Rules. Any hearing will be held in a location within 100 miles of your residence, unless you reside outside of the United States, and unless the parties agree otherwise. If you reside outside of the U.S., the arbitrator shall give the parties reasonable notice of the date, time and place of any oral hearing. Any judgment on the award rendered by the arbitrator may be entered in any court of competent jurisdiction. Each party shall bear its own costs (including attorney's fees) and disbursements arising out of the arbitration and shall pay an equal share of the fees and costs of the ADR Provider.

- (d) **Additional Rules for Non-Appearance Based Arbitration.** If non-appearance based arbitration is elected, the arbitration shall be conducted by telephone, online and/or based solely on written submissions; the specific manner shall be chosen by the party initiating the arbitration. The arbitration shall not involve any personal appearance by the parties or witnesses unless otherwise agreed by the parties.
- (e) **Time Limits.** If you or Swing Education pursue arbitration, the arbitration action must be initiated and/or demanded within the statute of limitations (i.e., the legal deadline for filing a claim) and within any deadline imposed under the Arbitration Rules for the pertinent claim.
- (f) **Authority of Arbitrator.** If arbitration is initiated, the arbitrator will decide the rights and liabilities, if any, of you and Swing Education, and the dispute will not be consolidated with any other matters or joined with any other cases or parties. The arbitrator shall have the authority to grant motions dispositive of all or part of any claim. The arbitrator shall have the authority to award monetary damages, and to grant any non-monetary remedy or relief available to an individual under applicable law, the Arbitration Rules, and this Agreement. The arbitrator shall issue a written award and statement of decision describing the essential findings and conclusions on which the award is based, including the calculation of any damages awarded. The arbitrator has the same authority to award relief on an individual basis that a judge in a court of law would have. The award of the arbitrator is final and binding upon you and Swing Education.
- (g) **Waiver of Jury Trial.** THE PARTIES HEREBY WAIVE THEIR CONSTITUTIONAL AND STATUTORY RIGHTS TO GO TO COURT AND HAVE A TRIAL IN FRONT OF A JUDGE OR A JURY, instead electing that all claims and disputes shall be resolved by arbitration under this Arbitration Agreement. Arbitration procedures are typically more limited, more efficient and less costly than rules applicable in a court and are subject to very limited review by a court. In the event any litigation should arise between you and Swing Education in any state or federal court in a suit to vacate or enforce an arbitration award or otherwise, YOU AND SWING EDUCATION WAIVE ALL RIGHTS TO A JURY TRIAL, instead electing that the dispute be resolved by a judge.
- (h) **Confidentiality.** All aspects of the arbitration proceeding, including but not limited to the award of the arbitrator and compliance therewith, shall be strictly confidential. The parties agree to maintain confidentiality unless otherwise required by law. This paragraph shall not prevent a party from submitting to a court of law any information necessary to enforce this



Agreement, to enforce an arbitration award, or to seek injunctive or equitable relief.

- (i) **Severability.** If any part or parts of this Arbitration Agreement are found under the law to be invalid or unenforceable by a court of competent jurisdiction, then such specific part or parts shall be of no force and effect and shall be severed and the remainder of the Agreement shall continue in full force and effect.
- (j) **Right to Waive.** Any or all of the rights and limitations set forth in this Arbitration Agreement may be waived by the party against whom the claim is asserted. Such waiver shall not waive or affect any other portion of this Arbitration Agreement.
- (k) **Survival.** This Arbitration Agreement will survive the termination of your relationship with Swing Education.
- (l) **Small Claims Court.** Notwithstanding the foregoing, either you or Swing Education may bring an individual action in small claims court.
- (m) **Emergency Equitable Relief.** Notwithstanding the foregoing, either party may seek emergency equitable relief before a state or federal court in order to maintain the status quo pending arbitration. A request for interim measures shall not be deemed a waiver of any other rights or obligations under this Arbitration Agreement.
- (n) **Claims Not Subject to Arbitration.** Notwithstanding the foregoing, claims of defamation, violation of the Computer Fraud and Abuse Act, and infringement or misappropriation of the other party's patent, copyright, trademark or trade secrets shall not be subject to this Arbitration Agreement.
- (o) **Courts.** In any circumstances where the foregoing Arbitration Agreement permits the parties to litigate in court, the parties hereby agree to submit to the personal jurisdiction of the courts located within San Mateo County, California, for such purpose.

3. General Provisions

- (a) **Attorneys' Fees.** The prevailing party in any suit, action or proceeding, including arbitration, arising out of or relating to this Agreement shall be entitled to receive in addition to all other damages, the costs incurred by such party, including reasonable attorneys' fees and expenses and court costs.
- (b) **Notices.** All notices, and other communications hereunder (each, a "Notice") shall be in writing and addressed to the parties at the designated email for Notice of a party. A Notice is effective only upon receipt by the receiving party, either at the below or or as designated on the Signature Page.
 - i. Swing Education Address: Michael Teng, CEO, Swing Education, Inc., 700 S. Claremont Street, San Mateo, CA 94402, mike@swingeducation.com
 - ii. School Address: See Signature Page
- (c) **Severability.** If any term or provision of this Agreement is invalid, illegal or unenforceable in any jurisdiction, such invalidity, illegality or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.



- (d) **Entire Agreement.** This Agreement constitutes the sole and entire agreement of the parties to this Agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, with respect to such subject matter.
- (e) **Waiver.** No waiver by any party of any of the provisions hereof shall be effective unless explicitly set forth in writing and signed by the party so waiving. No waiver by any party shall be construed as a waiver of any failure, breach or default not expressly identified by such written waiver. No failure to exercise, or delay in exercising, or any single or partial exercise of any right, remedy, power or privilege arising from this Agreement shall operate or be construed as a waiver thereof.
- (f) **Assignment.** Neither party may assign any of its rights or delegate any of its obligations hereunder without the prior written consent of the other party. Any purported assignment or delegation in violation of this Section shall be null and void. No assignment or delegation shall relieve the assigning or delegating party of any of its obligations hereunder.
- (g) **Successors and Assigns.** This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.
- (h) **Governing Law.** This Agreement and all matters arising out of or relating to this Agreement shall be governed by and construed in accordance with the laws of the State of California without giving effect to any choice or conflict of law provision or rule (whether of the State of California or any other jurisdiction).
- (i) **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.
- (j) **Non-Discrimination.** Swing Education represents that it will exercise equal opportunity in the registration and assignment of all SwingSubs and acknowledges that it shall not subject any person to unlawful discrimination based on race, color, gender, age, religion, national origin, U.S. military veteran status, marital status, sexual orientation, disability, source of income, or political affiliation in programs, activities, services, benefits, or employment in connection with this Agreement. Swing Education agrees not to discriminate on any of these bases in its practices and policies.
- (k) **Confidentiality.** Both parties may receive information that is proprietary to or confidential to the other party, or to its affiliated companies and their clients. Both parties agree to hold such information in strict confidence and not to disclose such information to third parties or to use such information for any purpose whatsoever other than performing under this agreement or as required by law. No knowledge, possession or use of School's confidential information will be imputed to Swing Education as a result of a SwingSub's access to such information.

Item G. BOARD POLICIES AND BYLAWS

Board Policies and Bylaws G.1.1.
Prepared by Karl Christensen
November 19, 2019

Second Reading: Revised Board Policy 3280,
Sale, Lease, Rental of District-Owned Real
Property

BACKGROUND:

Revised Board Policy 3280 addresses the sale, lease, and/or rental of District-owned real property, and it is consistent with the version promulgated by the California School Boards Association (CSBA).

RECOMMENDATION:

It is recommended that the Board of Education review, approve, and adopt revised Board Policy 3280, Sale, Lease, Rental of District-Owned Real Property, in a second reading, as presented.

FISCAL IMPACT:

None.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item G.1.1.

SALE, LEASE, RENTAL OF DISTRICT-OWNED REAL PROPERTY

The Governing Board believes that the district should utilize its facilities and resources in the most economical and practical manner. ~~To that end, the~~ Superintendent or designee shall periodically study the current and projected use of all district facilities ~~in order~~ to ensure the efficient utilization of space and for the effective delivery of instruction ~~in order to maximize student learning.~~

~~Upon determination that district property is no longer needed or may not be needed until some future time, the Board shall offer to sell or lease district owned real property in accordance with priorities and procedures specified in law, including, but not limited to, Education Code 17230, 17464, 17485-17500, and Government Code 54222.~~

~~When required by law, the~~ Board shall appoint a district advisory committee prior to the sale or lease of any surplus real property to advise the Board ~~in the development of policies and procedures governing~~ regarding the use or disposition of schools or school building space which is not needed for school purposes. Rentals of surplus property not exceeding 30 days are exempted from this requirement. When the sale, lease, or rental of surplus property is for the purpose of teacher or other employee housing or for the offering of summer school by a private educational institution, the Board may elect not to appoint a district advisory committee. (Education Code 173887-17391)

If the local planning agency has adopted a general plan that affects or includes the area where the surplus property is located, the Board shall submit a report to the local planning agency describing the location of the surplus property and the purpose and extent of the proposed sale or lease. (Government Code 65402)

The Board shall determine whether the sale or lease of the surplus property is subject to review under the California Environmental Quality Act. (Public Resources Code 21000-21177; 14 CCR 15061-15062)

When selling or leasing district real property, the Board shall comply with the priorities and procedures specified in applicable law. (Education Code 17230, 17464, 17485-17499; Government Code 54222)

In addition, when selling real property purchased, constructed, or modernized with funds received within the past 10 years from a state school facilities funding program, the Board shall consider whether any of the proceeds from the sale will need to be returned to the State Allocation Board (SAB) pursuant to Education Code 17462.3.

Resolution of Intention to Sell or Lease

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regularly schedule, open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased,

and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a newspaper exists. (Education Code 17469)

In accordance with Education Code 17470, ~~The Superintendent or designee shall take reasonable steps to provide notification to the former owners of the property of the district's intent to sell it in accordance with Education Code 17470.~~

At the public meeting specified in the resolution of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. Before accepting any written proposal, the Board shall call for oral bids in accordance with law.

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is in the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477. (Education Code 174726, 174737)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code 174725-17478)

Use of Proceeds

The Superintendent or designee shall ensure that the proceeds from the sale or lease with an option to purchase of surplus district surplus property are used for one-time expenditures and not for ongoing expenditures such as salaries and general operating expenses in accordance with law. (Education Code 17462) ; ~~2 CCR 1700~~)

Proceeds from a sale of surplus district property shall be used for capital outlay or maintenance costs that the Board determines will not recur within a five-year period. (Education Code 17462)

Proceeds from a lease of district property with an option to purchase may be deposited into a restricted fund for the routine repair of district facilities, as defined by the SAB, for up to a five-year period. (Education Code 17462)

If the Board and SAB determine that the district has no anticipated need for additional sites or building construction for the next 10 years and no major deferred maintenance requirements, the proceeds from the sale or lease with an option to purchase may be deposited in a special reserve fund for the future maintenance and renovation of school sites or in the district's general fund. Proceeds from the sale or lease with option to purchase of district property may also be deposited in a special reserve fund for capital outlay or maintenance costs of district property that the Board determines will not recur within a five-year period. (Education Code 17462)

Legal Reference (next page):

Legal Reference:

EDUCATION CODE

8469.5 Use of school facilities or grounds for school age child care

17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions

17230-17234 Surplus property

17385 Conveyances to and from school districts

17387-17391 Advisory committees for use of excess school facilities

17400-17429 Leasing property

17430-17447 Leasing facilities

17453 Lease of surplus district property

17455-17484 Sale or lease of real property

17462.3 State Allocation Board program to reclaim funds

17485-17500 Surplus school playground (Naylor Act)

17515-17526 Joint occupancy

17527-17535 Joint use of district facilities

33050 Request for waiver

38130-38139 Civic Center Act

GOVERNMENT CODE

50001-50002 Definitions

54220-54232 Surplus land

54222 Offer to sell or lease property

54950-54963 Brown Act

54952 Legislative body

PUBLIC RESOURCES CODE

21000-21177 California Environmental Quality Act

CODE OF REGULATIONS, TITLE 2

1700 Definitions related to surplus property

COURT DECISIONS

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School

District, (2006) 139 Cal.App.4th 1356

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Closing a School Best Practices Guide

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

Unused Site Program Handbook, December 2015

WEB SITES

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

California Department of Education, School Facilities Planning Division: <http://www.cde.ca.gov/ls/fa>

Coalition for Adequate School Housing: <http://www.cashnet.org>

Office of Public School Construction: <http://www.dgs.ca.gov/opsc>

Policy adopted: May 19, 2009

Policy revised:

SANTEE SCHOOL DISTRICT
Santee, California

Board Policies and Bylaws Item G.1.2.

Second Reading: Revised Board Policy
6172, Gifted and Talented Student
Program

Prepared by Dr. Stephanie Pierce
November 19, 2019

BACKGROUND:

Attached is revised Board Policy 6172, Gifted and Talented Student Program, based upon California School Board Association's (CSBA) sample Board Policies and Regulations.

RECOMMENDATIONS:

This evening administration is presenting revised Board Policy 6172, Gifted and Talented Student Program, for a second reading. Administration recommends Board approval of revised BP 6172, Gifted and Talented Student Program.

FISCAL IMPACT:

There is no fiscal impact to the district by revising this board policy.

STUDENT ACHIEVEMENT IMPACT:

This revised board policy supports differentiated instruction to meet the needs of gifted learners.

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.2.

GIFTED AND TALENTED STUDENT PROGRAM

The Governing Board believes that all students deserve an education that challenges them to meet their fullest potential. The Board ~~district~~ shall provide gifted and talented students ~~in grades K-8~~ with opportunities for learning commensurate with their particular abilities and talents.

~~The Board shall approve a district plan for gifted and talented education (GATE) which meets criteria established by the State Board of Education for program approval.~~

The Superintendent or designee shall identify students for the district's gifted and talented education (GATE) program on the basis of demonstrated or potential intellectual development, creative ability, consistently high achievement levels, academic ability in particular subject area(s), leadership ability, and/or performing and visual arts talent.

The district's GATE program shall be designed to provide articulated learning experiences across subjects and grade levels and shall ~~be aligned with and extend the~~ meet or exceed state academic content standards and curriculum frameworks.

~~Identification of Gifted and Talented Students~~

~~Students may be identified for the GATE program on the basis of demonstrated or potential abilities in any one or more of the following categories:~~

- ~~1. Intellectual Ability: The student demonstrates extraordinary or potential for extraordinary intellectual development.~~
- ~~2. Creative Ability: The student characteristically perceives unusual relationships among aspects of the student's environment and among ideas, overcomes obstacles to thinking and doing, and/or produces unique solutions to problems.~~
- ~~3. Specific Academic Ability: The student functions at highly advanced academic levels in particular subject areas.~~
- ~~4. Leadership Ability: The student displays the characteristic behaviors necessary for extraordinary leadership.~~
- ~~5. High Achievement: The student consistently produces advanced ideas and products and/or attains exceptionally high scores on achievement tests.~~
- ~~6. Performing and Visual Arts Talent: The student originates, performs, produces, or responds at extraordinarily high levels in the arts.~~

~~Instructional Components~~

GIFTED AND TALENTED STUDENT PROGRAM (continued)

The district's GATE program may include special day classes, part-time groupings, and cluster groupings which shall be planned and organized as an integrated, differentiated learning experience within the regular school day. This program may be augmented or supplemented with other differentiated activities related to the core curriculum using such strategies as independent study, acceleration, postsecondary education, and enrichment.

GATE students may regularly participate, on a planned basis, in special counseling or instructional activity during or outside of the regular school day in order to benefit from additional educational opportunities not provided in the regular classroom.

In addition, the district may provide specialized services designed to assist underachieving, linguistically diverse, culturally diverse, and/or economically disadvantaged GATE students to achieve at levels commensurate with their abilities.

The district's GATE program shall include an academic component and, as appropriate, instruction in basic skills for each student.

Educational opportunities in the district's GATE program may include:

1. Special day classes which are designed to meet specific academic needs of gifted and talented students and are appropriately differentiated from other classes in the same subjects at the school
2. Part-time groupings, in which students attend classes or seminars that are organized to provide advanced or enriched subject matter for a part of the school day
3. Cluster groupings, in which students are grouped within a regular classroom setting and receive appropriately differentiated activities from the regular classroom teacher
4. Independent study supervised by a certificated district employee and offered through special tutors or mentors or through enrollment in correspondence courses pursuant to Education Code 51740 and 5 CCR 1633
5. Acceleration, in which students are placed in grade levels or classes more advanced than those of their chronological age group and are provided special counseling and/or instruction outside the regular classroom in order to facilitate their advanced work
6. Opportunities to attend classes conducted by a college or community college
7. Advanced Placement classes, International Baccalaureate program, or honors classes
8. Supplemental educational activities which augment students' regular educational programs in their regular classrooms and may include the use of advanced materials

and/or provide special opportunities from persons other than the regular classroom teacher

BP 6172(c)

GIFTED AND TALENTED STUDENT PROGRAM (continued)

In addition, the district's program shall support the social and emotional development of GATE students in order to ~~increase responsibility, self-awareness, and social awareness and adjustment~~ promote student engagement in school.

Staff development shall be provided as needed to support teachers ~~of GATE students~~ in understanding the unique learning styles and abilities of these gifted and talented students and in developing appropriate instructional strategies.

Advisory Committee

As appropriate, the Superintendent or designee shall appoint an advisory committee to support the needs of the GATE program and to assist in program planning, implementation, and evaluation. The committee shall include the district's program coordinator, may involve certificated staff, students, and parents/guardians, and community members in the planning, implementation, and evaluation of the GATE students program.

The Superintendent or designee shall regularly report to the Board regarding the progress of students enrolled in the district's GATE program. Reports may include, but are not limited to, student achievement test results, school attendance, and feedback from program staff and participants.

Legal Reference: (see next page)

GIFTED AND TALENTED STUDENT PROGRAM (continued)

Legal Reference:

EDUCATION CODE

~~37223 Weekend classes for mentally gifted minors~~

~~41500-41573 Categorical education block grants~~

~~48800-48802 Enrollment of gifted students in community college~~

~~51740 Instruction by correspondence~~

~~51745-51749.3 Independent study programs~~

~~52060-52077 Local control and accountability plan~~

~~52200-52212 Gifted and talented education program~~

~~52800-52887 School-Based Program Coordination~~

~~64000 Categorical programs included in consolidated application~~

~~64001 Single plan for student achievement, consolidated application programs~~

~~76000-76002 Enrollment in community college~~

CODE OF REGULATIONS, TITLE 5

~~1633 Instruction by correspondence~~

~~3820-3870 Gifted and talented education program~~

Management Resources:

CALIFORNIA ASSOCIATION FOR THE GIFTED PUBLICATIONS

~~GATE Standards Workbook: A Guide to Design, Improve and Assess Gifted Programs, 2005~~

~~Meeting the Standards: A Guide to Developing Services for Gifted Students, 2002~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

~~Gifted and Talented Education Program Resource Guide, rev. 2005~~

~~Recommended Standards for Programs for Gifted and Talented Students, rev. 2005~~

WEB SITES

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

~~California Association for the Gifted: <http://www.cagifted.org>~~

~~California Department of Education, Gifted and Talented Education: <http://www.ede.ca.gov/sp/gt>~~

~~Council for Exceptional Children, The Association for the Gifted (CEC-TAG): <http://www.cectag.org>~~

~~National Association for Gifted Children: <http://www.nagc.org>~~

Policy
adopted: August 17, 2010
revised:

SANTEE SCHOOL DISTRICT
Santee, California

Board Policies and Bylaws Item G.1.3.
Prepared by Tim Larson
November 17, 2019

Second Reading: Revised Board Policy
1312.3, Uniform Complaint Procedures

BACKGROUND:

This revision is brought forward to bring BP 1312.3 in line with the recommended language from CSBA. Our current policy does not have recently enacted legal references. It also contains redundant or unnecessary language specific to current law. The suggested language change aligns our policy with current regulations. Revised Board Policy 1312.3, Uniform Complaint Procedures was presented as a first reading at the November 5, 2019 meeting.

RECOMMENDATION:

Revised Board Policy 1312.3 Uniform Complaint Procedures is presented for a second reading and adoption. Any action is at the discretion of the Board.

FISCAL IMPACT:

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

STUDENT ACHIEVEMENT IMPACT:

Effective governance has a positive impact on student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item G.1.3.

UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints, which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to the UCP

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

1. Any complaint alleging district violation of applicable state or federal law or regulations governing any program subject to the UCP which is offered by the district, including Adult Education Programs, After School Education and Safety Programs, agricultural vocational education, American Indian education centers and early childhood education program assessments, bilingual education, peer assistance and review programs for teachers, Compensatory Education, Migrant Education, Tobacco Use Prevention Education, Career Technical and Technical Education and Training Programs, Child Care and Development Programs, Child Nutrition Programs, Special Education Programs, Consolidated Categorical Aid Programs, Economic Impact Aid, English learner programs, federal education programs in Title I-VII, migrant education, school safety plans, special education programs, State Preschool Programs, and any other district implemented program which is listed in career technical education; American Indian education centers and early childhood education program assessments; bilingual education; California Peer Assistance and Review programs for teachers; state career technical and technical education, career technical, and technical training programs; federal career technical education; child care and development programs; child nutrition programs; compensatory education; consolidated categorical aid programs; Economic Impact Aid; the federal Every Student Succeeds Act; migrant education; Regional Occupational Centers and Programs; school safety plans; special education programs; California State Preschool Programs; Tobacco-Use Prevention Education programs; and any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000(a)
2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or

UNIFORM COMPLAINT PROCEDURES

- any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)
 4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)
 5. Any complaint alleging district noncompliance with ~~legal requirements related to the implementation of the local control and accountability plan~~ applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075)
 6. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)
 7. Any complaint, by or on behalf of any student who is a foster youth, as defined in Education Code 51225.2, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)
 8. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, ~~alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)~~ a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)

UNIFORM COMPLAINT PROCEDURES

9. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)
10. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)
11. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
12. Any other complaint as specified in a district policy

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

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

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

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

The Superintendent or designee shall maintain records of all UCP complaints and subsequent related actions ~~and the including steps taken during the~~ investigations ~~of these complaints in accordance with applicable law and district policy~~. and all information required for compliance with 5 CCR 4631 and 4633.

UNIFORM COMPLAINT PROCEDURES

Non-UCP Complaints

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, ~~the County~~ Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

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

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, teacher vacancies and misassignments, or health and safety violations in any license-exempt California State Preschool Program shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 8235.5, 35186)

(Legal References follow on the next page)

UNIFORM COMPLAINT PROCEDURES

Legal Reference:

EDUCATION CODE

200-262.4	Prohibition of discrimination
222	Reasonable accommodations; lactating students
8200-8498	Child care and development programs
8500-8538	Adult basic education
18100-18203	School libraries
32289	School safety plan, uniform complaint procedure
33380-33384	California Indian Education Centers
35186	Williams uniform complaint procedure
44500-44508	California Peer Assistance and Review Program for Teachers
<u>46015</u>	<u>Parental leave for students</u>
48853-48853.5	Foster youth
48985	Notices in language other than English
49010-49013	Student Fees
49060-49079	Student records
<u>49069.5</u>	<u>Records of foster youth</u>
<u>49069.5</u>	<u>Rights of parents</u>
49490-49590	Child nutrition programs
49701	Interstate Compact on Educational Opportunity for Military Children
51210	Courses of study grades 1-6
51223	Physical education, elementary schools
51225.1-51225.2	Foster youth and homeless children; course credits; graduation requirements
51226-51226.1	Career technical education
51228.1-51228.3	Course periods without educational content
52060-52077	Local control and accountability plan, especially:
52075	Complaint for lack of compliance with local control and accountability plan
requirements	
52160-52178	Bilingual education programs
52300-52490	Career-technical education
52500-52616.24	Adult schools
54000-54029	Economic Impact Aid
54400-54425	Compensatory education programs
54440-54445	Migrant education
54460-54529	Compensatory education programs
56000-56867	Special education programs
59000-59300	Special schools and centers
64000-64001	Consolidated application process

GOVERNMENT CODE

11135	Nondiscrimination in programs or activities funded by state
12900-12996	Fair Employment and Housing Act

HEALTH AND SAFETY CODE

<u>1596.792</u>	<u>California Child Day Care Act; general provisions and definitions</u>
<u>1596.7925</u>	<u>California Child Day Care Act; health and safety regulations</u>
104420	Tobacco-Use Prevention Education

PENAL CODE

422.55	Hate crime; definition
422.6	Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 2

11023	Harassment and discrimination prevention and correction
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CODE OF REGULATIONS, TITLE 5

3080	Application of section
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UNIFORM COMPLAINT PROCEDURES

- 4600-4670 Uniform complaint procedures
 4600-4687 *Uniform complaint procedures*
 4900-4965 *Nondiscrimination in elementary and secondary education programs*
UNITED STATES CODE, TITLE 20
 1221 *Application of laws*
 1232g *Family Educational Rights and Privacy Act*
 1681-1688 *Title IX of the Education Amendments of 1972*
 6301-6577 *Title I basic programs*
 6801-7014 *Title III language instruction for limited English proficient and immigrant students*
 7101-7184 *Safe and Drug-Free Schools and Communities Act*
~~7201-7283g *Title V promoting informed parental choice and innovative programs*~~
~~7301-7372 *Title V rural and low-income school programs*~~
~~12101-12213 *Title II equal opportunity for individuals with disabilities*~~
UNITED STATES CODE, TITLE 29
 794 *Section 504 of Rehabilitation Act of 1973*
UNITED STATES CODE, TITLE 42
 2000d-2000e-17 *Title VI and Title VII Civil Rights Act of 1964, as amended*
 2000h-2-2000h-6 *Title IX of the Civil Rights Act of 1964*
 6101-6107 *Age Discrimination Act of 1975*
~~12101-12213 *Title II equal opportunity for individuals with disabilities*~~
CODE OF FEDERAL REGULATIONS, TITLE 28
 35.107 *Nondiscrimination on basis of disability; complaints*
CODE OF FEDERAL REGULATIONS, TITLE 34
 99.1-99.67 *Family Educational Rights and Privacy Act*
 100.3 *Prohibition of discrimination on basis of race, color or national origin*
 104.7 *Designation of responsible employee for Section 504*
 106.8 *Designation of responsible employee for Title IX*
 106.9 *Notification of nondiscrimination on basis of sex*
 110.25 *Notification of nondiscrimination on the basis of age*
 Management Resources:
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
~~*Dear Colleague Letter: Title IX Coordinators, April 2015*~~
~~*Dear Colleague Letter: Bullying of Students with Disabilities, August 2013*~~
~~*Dear Colleague Letter, September 22, 2017*~~
~~*Dear Colleague Letter: Title IX Coordinators, April 2015*~~
~~*Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014*~~
~~*Dear Colleague Letter: Harassment and Bullying, October 2010*~~
~~*Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001*~~
U.S. DEPARTMENT OF JUSTICE PUBLICATIONS
~~*Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002*~~
WEB SITES
 CSBA: <http://www.csba.org>
 California Department of Education: <http://www.cde.ca.gov>
 Family Policy Compliance Office: <http://familypolicy.ed.gov>
 U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>
 U.S. Department of Justice: <http://www.justice.gov>

Policy adopted: February 17, 2009
 Revised: 3/19/13, 6/17/14; 10/4/16; 12/6/16;
 5/15/18;

SANTEE SCHOOL DISTRICT
 Santee, California

Board Policies and Bylaws G.1.4.
Prepared by Karl Christensen
November 19, 2019

First Reading: Revised Board Policy 3311, Bids

BACKGROUND:

Revised Board Policy 3311 addresses bidding procedures for the District, and it is consistent with the version promulgated by the California School Boards Association (CSBA).

RECOMMENDATION:

Revised Board Policy 3311, Bids, is presented for a First Reading. Action, if any, is at the discretion of the Board of Education.

FISCAL IMPACT:

None.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item G.1.4.

BIDS

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. ~~In~~ When leasing or purchasing, or contracting for equipment, materials, supplies, or services for the district, including ~~and~~ when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such leases and purchases shall be made using competitive bidding, ~~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).~~

The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, ~~and other relevant requirements; and for using informal bidding procedures under the Uniform Public Construction Cost Accounting Act (Section 22000, et seq. of the Public Contract Code).~~

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 for competitive bidding of Public Contract Code 20111-20118.4. (Public Contract Code 20116)

For award of contracts which, by law or Board policy, require prequalification, the procedures shall identify a uniform system for rating bidders on the basis of a completed questionnaire and financial statements.

When calling for bids, the Superintendent or designee shall ensure that the bid specification clearly describes in appropriate detail the quality, delivery, and service required and includes all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

~~The Superintendent or designee shall develop the procedures to be used for rating bidders for award of contracts which, by law or Board policy, require prequalification. The procedures shall identify a uniform system for rating bidders and shall address the issues covered by the standardized questionnaire and model guidelines developed by the Department of Industrial Relations pursuant to Public Contract Code 20101.~~

Except as authorized by law ~~and specified in the administrative regulation~~, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

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~~ any personal property to the extent authorized by law. (Public Contract Code 20118)

BIDS

Legal Reference:

EDUCATION CODE

17070.10-17079.30 Leroy F. Greene School Facilities Act

17406 Lease-leaseback contract

17595 Purchases through Department of General Services

17602 Purchase of surplus property from federal agencies

38083 Purchase of perishable foodstuffs and seasonable commodities

38110-38120 Apparatus and supplies

39802 Transportation services

BUSINESS AND PROFESSIONS CODE

7056 General engineering contractor

7057 General building contractor

CODE OF CIVIL PROCEDURE

446 Verification of pleadings

GOVERNMENT CODE

4217.10-4217.18 Energy conservation contracts

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

1103 Definition, responsible bidder

2000-2001 Responsive bidders

3000-3010 Roofing projects

3400 Bids, specifications by brand or trade name not permitted

3410 United States produce and processed foods

4113 Prime contractor; subcontractor

6610 Bid visits

12200 Definitions, recycled goods, materials and supplies

20101-20103.7 Public construction projects, requirements for bidding

20103.8 Award of contracts

20107 Bidder's security

20111—20118.4 Contracting by school district

20110-20118.4 Local Agency Public Construction Act; school districts

Construction Act; school districts

20189 Bidder's security, earthquake relief

22002 Definition of public project

22000-22045 Alternative procedures for public projects (UPCCAA)

22050 Alternative emergency procedures

22152 Recycled product procurement

COURT DECISIONS

Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4th 739

Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4th 1425

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)

BIDS

Legal References (continued)

Management Resources:

WEB SITES

CSBA: [http:// www.csba.org](http://www.csba.org)

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

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

California Department of General Services: <https://www.dgs.ca.gov>

Board Policies and Bylaws G.1.5.
Prepared by Karl Christensen
November 19, 2019

First Reading: New Board Policy 3311.1,
Uniform Public Construction Cost Accounting
Procedures

BACKGROUND:

New Board Policy 3311.1 addresses uniform public construction cost accounting procedures for awarding contracts for public works projects for the District, and it is consistent with the version promulgated by the California School Boards Association (CSBA).

RECOMMENDATION:

New Board Policy 3311.1, Uniform Public Construction Cost Accounting Procedures, is presented for a First Reading. Action, if any, is at the discretion of the Board of Education.

FISCAL IMPACT:

None.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item G.1.5.

Uniform Public Construction Cost Accounting Procedures

In awarding contracts for public works projects involving district facilities, the Governing Board desires to obtain the best value to the district and ensure the qualifications of contractors to complete the project in a satisfactory manner. The Board has, by resolution, adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act pursuant to Public Contract Code 22030-22045, including the informal bidding procedures when allowed by law.

The Board delegates to the Superintendent or designee the responsibilities to develop plans, specifications, and working details for all public projects requiring formal bidding procedures.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 22033)

Projects awarded through the UPCCAA shall be subject to the cost accounting procedures established by the California Uniform Construction Cost Accounting Commission. (Public Contract Code 22030)

Emergency Actions

When formal bids are required by law but an emergency necessitates immediate repair or replacements, the Board may, upon a four-fifths vote of the Board, proceed to replace or repair a facility without adopting plans, specifications, strain sheets, or working details or giving notice for bids to let contracts. The work may be done by day labor under the direction of the Board and/or contractor. The emergency action shall subsequently be reviewed by the Board in accordance with Public Contract Code 22050 and shall be terminated at the earliest possible date that conditions warrant, so that the remainder of the emergency action may be completed by giving notice for bids to let contracts. (Public Contract Code 1102, 22035, 22050)

Legal Reference:**PUBLIC CONTRACT CODE****1102 Definition of emergency****20110-20118.4 Local Agency Public Construction Act; school districts****22000-22020 California Uniform Construction Cost Accounting Commission****22030-22045 Alternative procedures for public projects (UPCCAA), especially:****22032 Applicability of procedures based on amount of project****22034 Informal bidding procedure****22035 Emergency need for repairs or replacement****22037-22038 Formal bidding procedures for projects exceeding \$200,000****22050 Alternative emergency procedures****Management Resources:****CALIFORNIA UNIFORM CONSTRUCTION COST ACCOUNTING COMMISSION PUBLICATIONS****Cost Accounting Policies and Procedures Manual****Frequently Asked Questions****WEB SITES****CSBA: <http://www.csba.org>****California Association of School Business Officials: <http://www.casbo.org>****California Uniform Construction Cost Accounting Commission: http://www.sco.ca.gov/ard_cuccac.html**

Policy
Adopted:

SANTEE SCHOOL DISTRICT
Santee, California

Board Policies and Bylaws G.1.6. First Reading: New Board Policy 3312, Contracts
Prepared by Karl Christensen
November 19, 2019

BACKGROUND:

Revised Board Policy 3312 addresses entering into contracts for the District, and it is consistent with the version promulgated by the California School Boards Association (CSBA).

RECOMMENDATION:

Revised Board Policy 3312, Contracts, is presented for a First Reading. Action, if any, is at the discretion of the Board of Education.

FISCAL IMPACT:

None.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item G.1.6.

CONTRACTS

~~All contracts between the district and outside agencies shall conform to prescribed standards as required by law.~~

~~All contracts between the district and outside agencies shall be prepared under the supervision of the Assistant Superintendent, Business Services, and where appropriate, subject to approval of the legal adviser of the district.~~

~~The vendor selection/award process for contracts shall:~~

- ~~1. Be based on pre-determined and publically available criteria; and,~~
- ~~2. Prohibit practices that might result in unlawful activities such as rebates, kickbacks, or other unlawful consideration; and,~~
- ~~3. Comply with Government Code 87100 by ensuring that district officials excuse themselves from participation in the 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.~~

Affirmative Action

~~The district shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency, or organization discriminates on the basis of race, color, creed, sex, religion, ancestry, national origin, age, or non-job-related handicap or disability, either in employment practice or in the provision of benefits or services to students or employees.~~

The Governing Board recognizes its responsibility to enter into contracts on behalf of the district for the acquisition of equipment, supplies, services, and other resources necessary for the achievement of district goals. In exercising this authority to enter into a contract, the Board shall ensure that the district's interest is protected and that the terms of the contract conform to applicable legal standards, including the bidding requirements in Public Contract Code 20111.

The Board may, by a majority vote, delegate to the Superintendent or designee the authority to enter into contracts on behalf of the district. To be valid or to constitute an enforceable obligation against the district, all such contracts must be approved and/or ratified by the Board.

Every contract entered into on behalf of the district shall be made available for public inspection, except when the law prohibits disclosure. No contract shall prohibit a district employee from disparaging the goods or services of any contracting party.

Contracts for Non-Nutritious Foods or Beverages

The district shall not enter into or renew a contract for the sale of foods or beverages that do not meet applicable nutritional standards specified in Education Code 49431-49431.7, 5 CCR 15500-

15501 or 15575-15578, or 7 CFR 210.11 or 220.12, unless the contract specifies that such sale will occur off campus or outside the time restriction specified in the applicable law.

Before the district enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious foods as defined in law, the Board shall ensure that the district has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education. (Education Code 35182.5)

The Superintendent or designee shall develop the district's internal control procedures to protect the integrity of public funds. Such internal controls may include, but not be limited to, the following:

1. Procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employee responsible for handling money or property. Control systems shall be systematically evaluated and revised to keep pace with the changing responsibilities of management.

2. Procedures to ensure that district personnel do not handle cash or product at the school site. The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for district proceeds directly to the control office.

To ensure that funds raised by the contract benefit district schools and students:

1. The Superintendent or designee may invite parents/guardians, students, staff, and interested community members to make recommendations regarding the contract, including recommendations as to how the funds will be spent in a manner that benefits public education.

2. Prior to ratifying the contract, the Board shall designate the specific programs and activities that will be funded by the proceeds of the contract and consider how the contract reflects the district's vision and goals.

3. The contract shall specify that the contractor report, on a quarterly basis, to the Superintendent or designee the number of food items or beverages sold within the district and the amount of money raised by the sales. The Superintendent or designee shall report these amounts to the Board on a regular basis.

4. The Superintendent or designee shall ensure that the contract does not limit the ability of student and parent organizations to plan and operate fundraising activities.

Any contract for the sale or advertisement of non-nutritious foods or carbonated or non-nutritious beverages shall be entered into on a competitive bid basis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. (Education Code 35182.5)

The Board shall not enter into or renew any contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious foods until parents/guardians, students, and members of the public have had an opportunity to comment on the contract at a public hearing held during a regularly scheduled Board meeting. The Board shall clearly,

and in a manner recognizable to the general public, identify in the agenda the contract to be discussed at the meeting. (Education Code 35182.5.)

The public hearing shall include, but not be limited to, a discussion of the nutritional value of foods and beverages sold within the district; the availability of fresh fruit, vegetables, and grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the foods and beverages discussed; and barriers to student participation in school breakfast and lunch programs. (Education Code 35182.5)

The contract shall be accessible to the public and may not include a confidentiality clause that would prevent the district or a district school from making any part of the contract public. (Education Code 35182.5)

Contracts for Electronic Products or Services

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board: (Education Code 35182.5)

1. Enters into the contract at a noticed, public hearing of the Board.
2. Makes a finding that the electronic product or service is or would be an integral component of the education of students.
3. Makes a finding that the district cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students.
4. As part of the district's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.
5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. A request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

Contracts for Digital Storage and Maintenance of Student Records

The district may enter into or renew a contract with a third party for the purpose of providing services, including cloud-based services, for the digital storage, management, and retrieval of student records and/or to provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records. For these purposes, student records include any information maintained by the district that is directly related to a student and any information acquired directly from the student through the use of instructional software or applications assigned to the student by a teacher or other district employee, and do not include de-identified information. (Education Code 49073.1)

Any such contract shall contain all of the following: (Education Code 49073.1)

1. A statement that student records continue to be the property of and under the control of the district

2. If applicable, a description of the means by which students may retain possession and control of their own student-generated content, as defined in Education Code 49073.1, including options by which a student may transfer student-generated content to a personal account

3. A prohibition against the third party using any information in the student record for any purpose other than those required or specifically permitted by the contract

4. A description of the procedures by which a parent/guardian or a student age 18 years or older may review personally identifiable information in the student's records and correct erroneous information

5. A description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of student records

6. A description of the procedures for notifying the affected parent/guardian, or the affected student if age 18 years or older, in the event of an unauthorized disclosure of the student's records

7. A certification that a student's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced, except that these requirements shall not apply to student-generated content if the student chooses to establish or maintain an account with the third party for the purpose of storing that content

8. A description of how the district and the third party will jointly ensure compliance with the federal Family Educational Rights and Privacy Act, 20 USC 1232g

9. A prohibition against the third party using personally identifiable information in student records to engage in targeted advertising

Contracts for Personal Services

In order to achieve cost savings, the district may enter into or renew a contract for any personal service that is currently or customarily performed by classified employees, if the contract does not displace school district employees and meets other conditions specified in Education Code 45103.1. To enter into or renew such a contract, the Board shall ensure that the district meets the numerous conditions specified in Education Code 45103.1.

In addition, the district may enter into or renew any contract for personal service without meeting the conditions described above, if any of the following conditions exists: (Education Code 45103.1)

1. The contract is for new district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.

2. The services contracted are not available within the district, cannot be performed satisfactorily by district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the district.

3. The services are incidental to a contract for the purchase or lease of real or personal property, including, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.

4. The district's policy, administrative, or legal goals and purposes cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary district hiring process.

5. The nature of the work is such that the criteria for emergency appointments, as defined in Education Code 45103.1, apply.

6. The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the district in the location where the services are to be performed.

7. The services are of such an urgent, temporary, or occasional nature that the delay that would result from using the district's regular or ordinary hiring process would frustrate their very purpose.

Legal Reference: (see next page)

BP 3312(b)

CONTRACTS (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

14505 Provisions required in contracts for audits

17250.10-17250.55 Design-build contracts

17595-17606 Contracts

35182.5 Contract prohibitions

45103.1 Personal services contracts

45103.5 Contracts for management consulting service related to food service

49073.1 Contract requirements for digital storage, maintenance and retrieval of student records

49431-49431.5 Nutritional standards

CODE OF CIVIL PROCEDURE

685.010 Rate of interest

GOVERNMENT CODE

12990 Nondiscrimination and compliance employment programs

53260 Contract provision re maximum cash settlement

53262 Ratification of contracts with administrative officers

LABOR CODE

1775 Penalties for violations

1810-1813 Working hours

PUBLIC CONTRACT CODE

4100-4114 Subletting and subcontracting fair practices

7104 Contracts for excavations; discovery of hazardous waste

7106 Noncollusion affidavit

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

20104.50 Construction Progress Payments

22300 Performance retentions

CODE OF REGULATIONS, TITLE 5

15500 Food sales by student organizations

15501 Sales in high schools and junior high schools

15575-15578 Food and beverage requirements outside of the federal school meal programs

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

Management Resources:

CSBA PUBLICATIONS

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005

WEB SITES

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

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

Policy 3312

Adopted: March 3, 2009

Revised: May 15, 2012

SANTEE SCHOOL DISTRICT

Santee, California

CONTRACTS

~~All contracts between the district and outside agencies shall conform to prescribed standards as required by law.~~

~~All contracts between the district and outside agencies shall be prepared under the supervision of the Assistant Superintendent, Business Services, and where appropriate, subject to approval of the legal adviser of the district.~~

~~The vendor selection/award process for contracts shall:~~

- ~~1. Be based on pre-determined and publically available criteria; and,~~
- ~~2. Prohibit practices that might result in unlawful activities such as rebates, kickbacks, or other unlawful consideration; and,~~
- ~~3. Comply with Government Code 87100 by ensuring that district officials excuse themselves from participation in the 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.~~

Affirmative Action

~~The district shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency, or organization discriminates on the basis of race, color, creed, sex, religion, ancestry, national origin, age, or non-job related handicap or disability, either in employment practice or in the provision of benefits or services to students or employees.~~

~~The Governing Board recognizes its responsibility to enter into contracts on behalf of the district for the acquisition of equipment, supplies, services, and other resources necessary for the achievement of district goals. In exercising this authority to enter into a contract, the Board shall ensure that the district's interest is protected and that the terms of the contract conform to applicable legal standards, including the bidding requirements in Public Contract Code 20111.~~

~~The Board may, by a majority vote, delegate to the Superintendent or designee the authority to enter into contracts on behalf of the district. To be valid or to constitute an enforceable obligation against the district, all such contracts must be approved and/or ratified by the Board.~~

~~Every contract entered into on behalf of the district shall be made available for public inspection, except when the law prohibits disclosure. No contract shall prohibit a district employee from disparaging the goods or services of any contracting party.~~

Contracts for Non-Nutritious Foods or Beverages

~~The district shall not enter into or renew a contract for the sale of foods or beverages that do not meet applicable nutritional standards specified in Education Code 49431-49431.7, 5 CCR 15500-~~

15501 or 15575-15578, or 7 CFR 210.11 or 220.12, unless the contract specifies that such sale will occur off campus or outside the time restriction specified in the applicable law.

Before the district enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious foods as defined in law, the Board shall ensure that the district has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education. (Education Code 35182.5)

The Superintendent or designee shall develop the district's internal control procedures to protect the integrity of public funds. Such internal controls may include, but not be limited to, the following:

1. Procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employee responsible for handling money or property. Control systems shall be systematically evaluated and revised to keep pace with the changing responsibilities of management.
2. Procedures to ensure that district personnel do not handle cash or product at the school site. The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for district proceeds directly to the control office.

To ensure that funds raised by the contract benefit district schools and students:

1. The Superintendent or designee may invite parents/guardians, students, staff, and interested community members to make recommendations regarding the contract, including recommendations as to how the funds will be spent in a manner that benefits public education.
2. Prior to ratifying the contract, the Board shall designate the specific programs and activities that will be funded by the proceeds of the contract and consider how the contract reflects the district's vision and goals.
3. The contract shall specify that the contractor report, on a quarterly basis, to the Superintendent or designee the number of food items or beverages sold within the district and the amount of money raised by the sales. The Superintendent or designee shall report these amounts to the Board on a regular basis.
4. The Superintendent or designee shall ensure that the contract does not limit the ability of student and parent organizations to plan and operate fundraising activities.

Any contract for the sale or advertisement of non-nutritious foods or carbonated or non-nutritious beverages shall be entered into on a competitive bid basis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. (Education Code 35182.5)

The Board shall not enter into or renew any contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious foods until parents/guardians, students, and members of the public have had an opportunity to comment on the contract at a public hearing held during a regularly scheduled Board meeting. The Board shall clearly,

and in a manner recognizable to the general public, identify in the agenda the contract to be discussed at the meeting. (Education Code 35182.5.)

The public hearing shall include, but not be limited to, a discussion of the nutritional value of foods and beverages sold within the district; the availability of fresh fruit, vegetables, and grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the foods and beverages discussed; and barriers to student participation in school breakfast and lunch programs. (Education Code 35182.5)

The contract shall be accessible to the public and may not include a confidentiality clause that would prevent the district or a district school from making any part of the contract public. (Education Code 35182.5)

Contracts for Electronic Products or Services

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board: (Education Code 35182.5)

1. Enters into the contract at a noticed, public hearing of the Board.
2. Makes a finding that the electronic product or service is or would be an integral component of the education of students.
3. Makes a finding that the district cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students.
4. As part of the district's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.
5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. A request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

Contracts for Digital Storage and Maintenance of Student Records

The district may enter into or renew a contract with a third party for the purpose of providing services, including cloud-based services, for the digital storage, management, and retrieval of student records and/or to provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records. For these purposes, student records include any information maintained by the district that is directly related to a student and any information acquired directly from the student through the use of instructional software or applications assigned to the student by a teacher or other district employee, and do not include de-identified information. (Education Code 49073.1)

Any such contract shall contain all of the following: (Education Code 49073.1)

1. A statement that student records continue to be the property of and under the control of the district

2. If applicable, a description of the means by which students may retain possession and control of their own student-generated content, as defined in Education Code 49073.1, including options by which a student may transfer student-generated content to a personal account
3. A prohibition against the third party using any information in the student record for any purpose other than those required or specifically permitted by the contract
4. A description of the procedures by which a parent/guardian or a student age 18 years or older may review personally identifiable information in the student's records and correct erroneous information
5. A description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of student records
6. A description of the procedures for notifying the affected parent/guardian, or the affected student if age 18 years or older, in the event of an unauthorized disclosure of the student's records
7. A certification that a student's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced, except that these requirements shall not apply to student-generated content if the student chooses to establish or maintain an account with the third party for the purpose of storing that content
8. A description of how the district and the third party will jointly ensure compliance with the federal Family Educational Rights and Privacy Act, 20 USC 1232g
9. A prohibition against the third party using personally identifiable information in student records to engage in targeted advertising

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5. The nature of the work is such that the criteria for emergency appointments, as defined in Education Code 45103.1, apply. /

6. The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the district in the location where the services are to be performed.

7. The services are of such an urgent, temporary, or occasional nature that the delay that would result from using the district's regular or ordinary hiring process would frustrate their very purpose.

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE

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17595-17606 *Contracts*

35182.5 *Contract prohibitions*

45103.1 *Personal services contracts*

45103.5 *Contracts for management consulting service related to food service*

49073.1 *Contract requirements for digital storage, maintenance and retrieval of student records*

49431-49431.5 *Nutritional standards*

CODE OF CIVIL PROCEDURE

685.010 *Rate of interest*

GOVERNMENT CODE

12990 *Nondiscrimination and compliance employment programs*

53260 *Contract provision re maximum cash settlement*

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1775 *Penalties for violations*

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4100-4114 *Subletting and subcontracting fair practices*

7104 *Contracts for excavations; discovery of hazardous waste*

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20111 *Contracts over \$50,000; contracts for construction; award to lowest responsible bidder*

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22300 *Performance retentions*

CODE OF REGULATIONS, TITLE 5

15500 *Food sales by student organizations*

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

Item H. EMPLOYEE ASSOCIATION COMMUNICATION

Item I. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

Item J. CLOSED SESSION

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

The Board will go into Closed Session to discuss:

1. **Conference with Labor Negotiator** (Gov't. Code § 54957.6)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Employee Organizations: Santee Teachers Association (STA); and
Classified School Employees Association (CSEA)

2. **Public Employee Performance Evaluation** (Gov't. Code § 54957)
Superintendent

Item K. RECONVENE TO PUBLIC SESSION

Item L. ADJOURNMENT

Agenda Items H, I, J, K, and L.