



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
 ORGANIZATIONAL MEETING
 AGENDA
 December 17, 2019**

District Mission

Providing an extraordinary education in an inspiring environment with caring people

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1. Call to Order and Welcome	
2. District Mission	
3. Pledge of Allegiance	
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B. ORGANIZATIONAL MEETING	7
1. <u>Election of Board of Education Officers</u>	8
It is recommended that the Board of Education elect officers through rotation according to Board Bylaw 9120 and that the Board Bylaw 9120 be revised to reflect the officer rotation for 2020.	
2. <u>Board Meeting Calendar for 2020</u>	9
It is recommended that the Board of Education approve continuation of the existing meeting schedule with meeting dates for 2020 as listed.	
3. <u>Board of Education Representatives to Councils, Advisory, and Other Committees</u>	11
It is recommended that the Board of Education assign Board members to serve as Board representatives to Advisory and other committees for 2020.	
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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.

- D. PUBLIC COMMUNICATION** 22
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.
- E. CONSENT ITEMS** 23
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** 24
It is recommended that the Board of Education approve meeting minutes with any necessary modifications.
- Business Services**
- 2.1. Approval/Ratification of Travel Requests** 33
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** 35
It is recommended that the Board of Education approve and ratify the expenditure warrants for the month of November 2019.
- 2.3. Approval/Ratification of Purchase Orders** 37
It is recommended that the Board of Education approve and ratify purchase orders for the month of November 2019 as presented in the item.
- 2.4. Approval/Ratification of Revolving Cash Report** 45
It is recommended that the Board of Education approve/ratify revolving cash checks as listed.
- 2.5. Acceptance of Donations, Grants, and Bequests** 47
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** 48
It is recommended that the Board of Education approve/ratify agreements with General Service Providers as presented.
- 2.7. Approval of Agreements for Mileage Reimbursement In Lieu of District Transportation** 49
It is recommended that the Board of Education approve/ratify the Parent/Guardian agreements for mileage reimbursement in lieu of District transportation.
- 2.8. Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)** 50
It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the month of October 2019.
- 2.9. Authorization to Sell/Dispose of Surplus Items** 55
It is recommended that the Board of Education declare the described items as surplus with an estimated value of \$1,000.00 and authorize the sale or disposal of them in accordance with the recommended terms.
- 2.10. Authorization to Solicit Formal Bids for Asphalt Replacement at Cajon Park School** 58
It is recommended that the Board of Education provide authorization to solicit formal bids for asphalt replacement at the Cajon Park School lower field. Acceptance of bid will be brought back to a subsequent Board meeting for approval.

- 2.11. Authorization to Solicit Bids for Milk and Milk by Products** 59
It is recommended the Board of Education provide authorization to solicit bids for the procurement of milk and milk by products.
- Educational Services**
- 3.1. Approval of Comprehensive School Safety Plans** 60
It is recommended that the Board of Education approve the comprehensive school safety plans.
- 3.2. Approval of Agreement with Western Governors University for Student Teacher Placement** 62
It is recommended that the Board of Education approve the Student Teaching Agreement with Western Governors University for teacher education fieldwork for the term of December 18, 2019 through December 17, 2022.
- 3.3. Approval of Services Contract Between Santee School District and San Diego County Office of Education Regarding Participation in the CREEC Grant** 68
It is recommended that the Board of Education approve the Service Contract with San Diego County Office of Education for participation in the CREEC grant.
- 3.4. Approval of Individual Services Agreement with Stein School for Nonpublic School Services** 70
It is recommended that the Board of Education approve the Individual Services Agreement with Stein School for one student for the term of January 13, 2020 through June 30, 2020.
- 3.5. Approval of Individual Services Agreement with The Institute for Effective Education Nonpublic School Services** 71
It is recommended that the Board of Education approve the Nonpublic School Individual Services Agreement with The Institute for Effective Education for one student for the term of November 12, 2019 through June 30, 2020.
- 3.6. Approval of Nonpublic School Individual Services Agreement and Residential Care Agreement with San Diego Center for Children Nonpublic School Services** 72
It is recommended that the Board of Education approve the Nonpublic School Individual Services Agreement and Residential Care Agreement with San Diego Center for Children Nonpublic School Services for one student for the term of December 4, 2019 through June 30, 2020.
- Human Resource/Pupil Services**
- 4.1. Personnel, Regular** 73
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations, and dismissals.
- 4.2. Approval of Agreement with Community Information Exchange** 76
It is recommended that the Board of Education approve the agreement with Community Information Exchange to provide better resources and support to the Santee families.
- 4.3. Adoption of Resolution No. 1920-12 to Eliminate Vacant Classified Non-Management Positions** 96
It is recommended that the Board of Education adopt resolution no. 1920-12 to eliminate classified non-management positions.
- 4.4. Adoption of Resolution No. 1920-13 to Eliminate a Classified Non-Management Position** 98
It is recommended that the Board of Education adopt resolution no. 1920-13 to eliminate a classified non-management position.

4.5.	<u>Approval to Increase Work Hours for Identified Classified Non-Management Position</u>	100
	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	101
	<i>Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.</i>	
	Superintendent	
1.1.	<u>Agreement with SchoolMessenger (West Corporation) for Website Hosting Services, Communication Notification Services and Customized Mobile Communication App</u>	102
	It is recommended that the Board of Education approve the agreement with SchoolMessenger (West Corporation) for Website Hosting Services, Communication Notification Services and Customized Mobile Communication App.	
	Business Services	
2.1.	<u>Approval of Monthly Financial Report</u>	106
	It is recommended that the Board approve the Monthly Financial Report as presented.	
	Human Resources/Pupil Services	
3.1.	<u>Acceptance of 2018-2019 School Program Services Year End Report</u>	109
	It is recommended that the Board of Education review and accept the School Program Services 2018-2019 Year End Report.	
G.	BOARD POLICIES AND BYLAWS	110
1.1.	<u>Second Reading: Revised Board Policy 3311, Bids</u>	
	It is recommended that the Board of Education review, approve, and adopt revised Board Policy 3311, Bids, in a second reading, as presented.	
1.2.	<u>Second Reading: New Board Policy 3311.1, Uniform Public Construction Cost Accounting Procedures</u>	111
	It is recommended that the Board of Education review, approve, and adopt new Board Policy 3311.1, Uniform Public Construction Cost Accounting Procedures, in a second reading, as presented.	
1.3.	<u>Second Reading: Revised Board Policy 3312, Contracts</u>	115
	It is recommended that the Board of Education review, approve, and adopt revised Board Policy 3312, Contracts, in a second reading, as presented.	
1.4.	<u>First Reading: Revised Board Policy 3314.2, Revolving Funds</u>	124
	Revised Board Policy 3314.2, is presented for a First Reading. Action, if any, is at the discretion of the Board of Education.	
1.5.	<u>First Reading: New Board Policy 3320, Claims and Actions Against the District</u>	127
	Revised Board Policy 3320, Claims and Actions Against the District, is presented for a First Reading. Action, if any, is at the discretion of the Board of Education.	
1.6.	<u>First Reading: Revised Board Policy 3350, Travel Expenses</u>	129
	Revised Board Policy 3350, Travel Expenses, is presented for a First Reading. Action, if any, is at the discretion of the Board of Education.	

- H. **EMPLOYEE ASSOCIATION COMMUNICATION** 133
- I. **BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS** 133
- J. **CLOSED SESSION** 133
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
- K. **RECONVENE TO PUBLIC SESSION** 133
- L. **ADJOURNMENT** 133

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 January 21, 2020, at 7:00 p.m., in the Douglas E. Giles Educational Resource Center. Santee School District complies with the Americans with Disabilities Act. If you require reasonable accommodations including alternate formats for this meeting, contact the Superintendent's Office at (619) 258-2304 at least two (2) days before the meeting date.

Members present:

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 December 17, 2019, regular meeting

Agenda Item A.

Item B. ORGANIZATIONAL MEETING

1. Election of Board of Education Officers
2. Board Meeting Calendar for 2020
3. Board of Education Representative to Councils, Advisory, and Other Committees

BACKGROUND:

In 2019, California Education Code Sections 35143 and 72000 provide that the governing board of each school district shall hold an annual organizational meeting between December 13 and December 27. California Education Code Section 35022 provides that every school district governing board shall elect at its organizational meeting a president and a clerk from among its members.

Tonight the governing board will hold its annual organization meeting in accordance with these Education Codes.

Board Bylaw 9120 describes the Board's procedure for automatic rotation of Board officer positions at its annual organizational meeting. The Board must take formal action to annually implement the bylaw. The officers serve until the next annual organizational meeting. Upon the election/rotation of officers, the bylaw will be revised to reflect the changes.

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

In accordance with Board Bylaw 9122, the Superintendent shall act as Secretary to the Board of Education. The policies for each officer of the Board, as well as the Secretary to the Board, are available on the school district web page under School Board. (<http://www.santeesd.net/page/22>)

RECOMMENDATION:

Board members will rotate offices and appoint the Superintendent as Secretary to the Board. Board Bylaw 9120 will be automatically revised to reflect the new officers of the Board.

FISCAL IMPACT:

There is no fiscal impact to this item.

Motion: _____ Second: _____ Vote: _____ Agenda Item B.1.

BACKGROUND:

According to Education Code 35140 and Board Bylaw 9320, a calendar of regular meeting dates must be submitted to the County Office of Education by each governing board immediately following its organizational meeting in December. The purpose of this agenda item is to establish the meeting calendar for the year 2020. Presently, the Board meets on the first and third Tuesdays of each month. The assembly room in the Douglas E. Giles Educational Resource Center is the official regular meeting location. Meetings are held at 7:00 p.m.

The schedule presented for 2020 reflects no meetings scheduled for January 5 and April 7, as they fall during and/or following holiday breaks, impacting staff preparation time.

RECOMMENDATION:

Administration recommends continuation of the existing meeting schedule with the exceptions listed above. The recommended meeting schedule is attached.

FISCAL IMPACT:

There is no fiscal impact to this item.

Motion: _____ Second: _____ Vote: _____ Agenda Item B.2.



SANTEE SCHOOL DISTRICT

BOARD OF EDUCATION 2020 MEETING DATES

- Meeting schedule: First and third Tuesdays of each month
- Meeting time: 7:00 p.m.
- Meeting location: Douglas E. Giles Educational Resource Center
9619 Cuyamaca Street
Santee, CA 92071

***January 21**
February 4 and 18
March 3 and 17
***April 21**
May 5 and 19
June 2 and 16
July 7 and 21
August 4 and 18
September 1 and 15
October 6 and 20
November 3 and 17
December 1 and 15

*No regular meetings are scheduled for January 5 and April 7, due to holiday break schedules.

Organizational Meeting Item B.3.
Prepared by Dr. Kristin Baranski
December 17, 2019

Board of Education Representatives to
Councils, Advisory and Other Committees

BACKGROUND:

Board Bylaw 9141 encourages appointment of Board members to serve on District committees, advisory committees/councils, or committees/councils for other agencies or organizations. In doing so, Board members have the opportunity to exchange ideas and opinions with parents, staff, and members of the community. Attached are the assignments designated in 2019.

Meetings of District advisory councils and committees are open to the public and Board members may attend any meetings as they wish. A quorum of Board members may be present as observers without violation of the provisions of the Ralph M. Brown Act (Government Code 54952.2).

RECOMMENDATION:

Administration recommends Board Member selection and assignment to committees/councils as desired.

FISCAL IMPACT:

None.

Motion: _____ Second: _____ Vote: _____ Agenda Item B.3.



Santee School District Board of Education 2019 COMMITTEE ASSIGNMENTS

Committee (Staff chairs included)	Burns	El-Hajj	Fox	Levens-Craig	Ryan
A. District Advisory Committee (DAC) <i>Chair: Dr. Stephanie Pierce (formerly ACI)</i>				X	X
B. Other District Committees					
1. Budget Advisory Committee <i>Chair: Karl Christensen</i>		X		Alt	
2. Calendar Committee <i>Chair: Tim Larson</i>		Alt	X		
3. Character Education and School Climate Advisory Committee <i>Chair: Mike Olander/Meredith Riffel</i>	X				Alt
4. Communication Committee <i>Chair: Kristin Baranski</i>		X		Alt	
5. Audit Ad Hoc Committee <i>(Active as necessary)</i>	X		X		
6. Special Education Advisory Committee <i>Chair: Dr. Stephanie Pierce</i>			X	X	
7. Wellness Committee <i>Chair: Cathy Abel</i>		X			Alt
C. District – Greater Community Committees					
1. Board/Santee City Council Joint Conference Committee <i>District Representative: Dr. Kristin Baranski Board Representatives are Board Pres. and VP</i>		X	X		
2. Educational Foundation	X				X
3. County Service Area #69			X		
4. Legislative Representative				X	X
5. Santee Chamber of Commerce				Alt	X
6. Santee Collaborative <i>Collaborative Coordinator: Meredith Riffel</i>			X		

Adopted: December 18, 2018

Item C. 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. Claims Against the District
 - 1.5. Schedule of Upcoming Events
2. Spotlight on Education: Rio Seco School
3. Spotlight on Education: PRIDE Academy
4. California Dashboard

Requests For Use Of Facilities - December 17, 2019

Group	Location	Date	Days	Time	Attend	Fees
Cajon Park 549 Sports (After-School Basketball) Soccer Shots (Enrichment Program)	Blacktop Upper Quad	12/3/19 - 2/04/20 1/27/20 - 6/01/20	Tuesday Monday	2:05 pm - 3:05 pm 1:40 pm - 2:40 pm	20 15 - 30	TBD TBD
Carlton Oaks PTA (Holiday Family Fun Night)	Multi-Purpose	12/18/19	Wednesday	5:30 pm - 7:30 pm	200	

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

Santee School District
 ENROLLMENT REPORT
 12/13/2019
 Month 5 Week 3
 School Week 17

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	12/13/19	12/14/18	# Diff	% Diff	TK	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	12/13/19	12/14/18	# Diff	% Diff	12/13/19	12/06/19	# Diff
Cajon Park	0	16	84	103	90	102	103	99	123	114	117	951	932	19	2.0%	0	3	1	8	11	6	6	4	11	10	60	68	-5	-7.7%	1011	1010	1
Carlton Hills	0	23	72	65	66	67	67	72	59	79	62	632	618	14	2.3%	1	7	5	4	5	2	4	6	4	4	38	44	-6	-13.6%	670	670	0
Carlton Oaks	0	22	75	88	85	77	97	75	61	100	98	775	790	-15	-1.9%	7	4	10	6	9	0	7	8	10	67	67	0	0.0%	842	842	0	
Chet F. Harritt	0	22	78	79	83	68	87	66	61	44	52	640	627	13	2.1%	0	0	0	0	2	4	3	0	0	9	0	0	9	0.0%	649	649	0
Hill Creek	0	23	83	79	93	84	81	80	62	67	58	710	725	-15	-2.1%	3	7	2	9	2	1	0	0	0	24	24	0	0.0%	734	730	4	
Pepper Drive	0	19	76	52	60	65	68	58	49	76	41	562	568	-6	-1.1%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	660	660	0
Pride Academy	0	27	64	52	66	56	33	39	38	0	0	375	382	-7	-1.9%	4	4	4	4	6	6	4	7	11	57	60	-3	-5.0%	1012	1012	0	
Rio Seco	0	27	64	52	66	56	33	39	38	0	0	375	382	-7	-1.9%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	376	376	0
Sycamore Canyon	0	130	699	714	744	739	731	691	710	693	847	6494	6509	-15	-0.2%	0	18	23	29	36	30	23	25	42	39	265	271	-6	-2.2%	6759	6753	6
Alternative School	0	0	0	2	2	3	2	5	1	1	4	20	25	-5	-20.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	19	19	0
Santee Success	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	3	3	0	
NPS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	15	15	0	
SUBTOTAL	0	130	699	716	740	742	733	696	717	686	853	6518	6539	-21	-0.3%	0	18	23	29	37	33	26	28	44	42	280	278	2	0.7%	6788	6790	-2
TOTAL	0	130	699	716	740	742	733	696	717	686	853	6518	6539	-21	-0.3%	0	18	23	29	37	33	26	28	44	42	280	278	2	0.7%	6788	6790	-2

*Thanksgiving Week 11/25-11/29/2019

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.

SCHOOL	PK	TK	EAK 4yo	Total All
Cajon Park	0	0	0	1011
Carlton Hills	0	0	0	670
Chet F Harritt	0	0	0	649
Hill Creek	0	0	0	734
Prospect Ave	0	0	0	562
Sycamore Canyon	70	9	0	454
Total PK/EAK	70	9	0	6877

Total Enrollment Including PK
6877

CLAIMS AGAINST THE DISTRICT

The following claims were received by Business Services and were rejected and referred to the District's insurance carrier by the Assistant Superintendent acting as the authorized agent of the Board of Education as reaffirmed by resolution at its April 21, 1992, meeting.

<u>SITE OF OCCURRENCE</u>	<u>DATE OF OCCURRENCE</u>	<u>DESCRIPTION/ACTION</u>
Rio Seco School	June 10, 2019	Personal Injury

Schedule of Upcoming Events

Date	Event
December 17	Board Organizational Meeting; 7:00 p.m.
December 23 – January 3	Winter Break – School and Departments Closed
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
February 3	Communication Committee; 3:30 p.m., ERC
February 4	Board Meeting; 7:00 p.m.
February 13	District Advisory Committee (DAC); 6:00 p.m., at ERC
February 14	District English Learner Advisory Committee (DELAC); 9:00 am, ERC
February 10	Lincoln Holiday – Schools and Departments Closed
February 17	President’s Day Holiday – Schools and Departments Closed
February 18	Board Meeting; 7:00 p.m.

Reports and Presentations Item C.2.
Prepared by Dr. Kristin Baranski
December 17, 2019

Spotlight on Education: Rio Seco School

BACKGROUND:

This year's school spotlight presentations will focus on how each school site is addressing student achievement and learning.

Tonight, Principal Debra Simpson, and her team will share how they are addressing student learning at Rio Seco School.

Agenda Item C.2.

Reports and Presentations Item C.3.
Prepared by Dr. Kristin Baranski
December 17, 2019

Spotlight on Education: PRIDE Academy

BACKGROUND:

This year's school spotlight presentations will focus on how each school site is addressing student achievement and learning.

Tonight, Principal Kristen Bonser, and her team will share how they are addressing student learning at PRIDE Academy.

Agenda Item C.3.

Report and Presentations Item C.4.
Prepared by Dr. Stephanie Pierce
December 17, 2019

California Dashboard

BACKGROUND:

Tonight Dr. Stephanie Pierce, Assistant Superintendent of Educational Services, and Bonner Montler, Director of Assessment and Learning Support, will present on the California Dashboard, the accountability system as part of the Local Control Funding Formula.

Motion: _____ Second: _____ Vote: _____

Agenda Item C.4.

Item D. PUBLIC COMMUNICATION

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

Item 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
December 17, 2019

Approval of Minutes

BACKGROUND:

Presented for Board approval –

- November 19, 2019, special and regular meeting minutes

RECOMMENDATION:

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

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

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

November 19, 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 6:00 p.m.

Members present:

Ken Fox, President

Dustin Burns, Vice President

Barbara Ryan, Clerk (arrived after the meeting had started)

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. STUDENT FORUM

The Board of Education met with student representatives from each school to discuss:

- How prevalent do you think vaping is at your school? Do you think students know about the side effects?
- What are the goals of the District?
- When do you have opportunities to think creatively or critically? Provide examples of when you've been provided these opportunities.

D. ADJOURNMENT

With no further business, the November 19, 2019, special meeting was adjourned at 7:07 pm.

Barbara Ryan, Clerk

Dr. Kristin Baranski, Secretary

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

November 19, 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 7:15 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 Boy Scout Troop #384, 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>	<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>		

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. 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)

Tim Larson, Assistant Superintendent of Human Resources/Pupil Services, presented the Initial Proposal to Modify Articles of the Collective Bargaining Agreement between Santee School District and Santee Teachers Association (STA). He shared it was the District's intention to modify Article XV, Salary Provisions; and Article XVI, Employee Benefits.

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

Tim Larson, Assistant Superintendent of Human Resources/Pupil Services, presented the Initial Proposal to Modify Articles of the Collective Bargaining Agreement between Santee Teachers Association (STA) and Santee School District. He shared it was the Santee Teachers Association's intention to modify Article XV, Salary Provisions; and Article XVI, Employee Benefits.

C. **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)**

President Fox opened the public hearing on the 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). There were no comments. The public hearing was closed.

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**

President Fox opened the public hearing on the Santee Teachers Association's (STA) Initial Proposal to Modify Articles of the Collective Bargaining Agreement between Santee School District and STA. There were no comments. The public hearing was closed.

D. **PUBLIC COMMUNICATION**

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

Robynn Bennett, 3rd grade teacher from Carlton Hills, shared this was her thirty-first year teaching; and twenty-sixth with Santee School District. Ms. Bennett mentioned being present to stress some concerns. She explained feeling betrayed, undervalued, and insignificant as a teacher. Ms. Bennett shared being a veteran teacher and constantly giving back to her school community and 110% to her students. She explained feeling, for the past few years, that it has become very adversarial between the District and teachers; especially when it came to salary and benefit negotiations. Ms. Bennett shared the battle was very one-sided, with little movement from the District. She explained being one of the teachers who is suffering with trying to cover her family; and paying an exorbitant amount to cover her spouse. Ms. Bennett shared she felt it was unfair for someone who chose a career that would be about helping and giving; and not feeling valued as a professional educator. She noted that later in the meeting, the Board would be having a discussion on a raise for administration. Ms. Bennett explained that she was not present to say it is not deserved. But, felt like it was a slap in the face when teachers have fought so hard to get so little. She mentioned that if the district was going to practice as "me-too," it should apply both ways; and those step increases and raises should also apply to teachers. Ms. Bennett shared she was not saying administration did not deserve it, but did question what administration has done over and above what teachers do to merit steps and increased salaries. Ms. Bennett noted the District's budget reserve was over 20% and questioned when such a high reserve would be a misuse of public funds. She mentioned the Santee community expects the District to use funds to benefit students and not to sit hoarded in a bank. Ms. Bennett shared the District needs to think about the message it sends with the use of public education funds; and noted that where you put your money, shows what is really important to you.

E. CONSENT ITEMS

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

Superintendent

- 1.1. Approval of Minutes
- 1.2. Approval to Cancel the December 3, 2019 Regularly Scheduled Meeting of the Board of Education
- 1.3. Establish Date and Time of the Board of Education Annual Organizational Meeting
- 1.4. Approval to Omit the January 7, 2020 Board of Education Meeting from the 2020 Board Meeting Calendar
- 1.5. Approval of PBK-REDI Proposal for Recommendations and Prioritization for Security Camera Placement
- 2.1. Approval/Ratification of Travel Requests
- 2.2. Approval/Ratification of Expenditure Warrants
- 2.3. Approval/Ratification of Purchase Orders
- 2.4. Approval/Ratification of Revolving Cash Report
- 2.5. Acceptance of Donations, Grants, and Bequests
- 2.6. Approval/Ratification of General Services Agreements
- 2.7. Approval/Ratification of Agreements for Mileage Reimbursement In Lieu of District Transportation
- 2.8. Authorization to Sell/Dispose of Surplus Items
- 2.9. Acceptance of Annual and Five-Year Developer Fee Report
- 2.10. Authorization to Purchase Three New Copy Machines to Replace Obsolete Ones for the Publications Department
- 2.11. Acceptance of GASB 75 July 2019 Actuarial Valuation Update
- 2.12. Approval of Ninyo & Moore for 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
- 2.14. Actual Costs of Issuance for Series 2018A General Obligation Bonds Sale
- 3.1. Approval of Contract for Guided Language Acquisition Design (GLAD) Training
- 3.2. Approval of Nonpublic School Master Contract with ACES Academy for Nonpublic School Services
- 4.1. Personnel, Regular
- 4.2. Adoption of 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
- 4.4. Approval to Increase Work Hours for Identified Classified Non-Management Position

<i>Motion:</i>	<u>Ryan</u>	<i>Fox</i>	<u>Aye</u>	<i>Levens-Craig</i>	<u>Aye</u>
<i>Second:</i>	<u>Burns</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. DISCUSSION AND/OR ACTION ITEMS

Superintendent

- 1.1. Approval of Management and Confidential Employee Salary Increase
 Superintendent Baranski explained that at the November 5 Board of Education meeting, classified employees received a 1.00% salary increase retroactive to July 1, 2018. She shared that upon speaking to Tory Long, President of the Santee Administrators Association, management employees has requested the increase be applied to salary. Superintendent Baranski recommended that Management and Confidential employees receive the same 1.00% salary increase retroactive to July 1, 2018.

Member Burns asked to clarify it was the same increase classified employees had previously received. Superintendent Baranski confirmed it was the same increase as classified. Member El-Hajj moved approval.

<i>Motion:</i>	<u>El-Hajj</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. Approval of Management/Confidential Employee Salary Schedules with Anniversary Increments 2019-2020

Superintendent Baranski shared the District's management salary schedules (classified management, confidential, and certificated management), are comprised of five steps. She explained conducting a comparison with other Districts and noting their schedules included longevity and/or anniversary increments. Superintendent Baranski shared the Santee Teachers Association (SAA) and the Classified School Employees Association (CSEA) currently have these anniversary increments in place.

She explained that to honor managers who serve the school district community for 10 or more years, administration recommends adding anniversary increments to the current salary schedules for all management groups; with the exception of the Superintendent and the three Assistant Superintendents. 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; and 6% increase (eighth step) applied to Step 5 for those managers serving in Santee School District 20+ years.

Member El-Hajj shared the prior speaker had noted the teacher anniversary increments did not go that high. Tim Larson, Assistant Superintendent of Human Resources/Pupil Services, shared the teacher salary schedule included anniversary increments at 18, 21, 24, 27 and 30 years. Member El-Hajj clarified management increments would not go past 20 years.

Member Levens-Craig clarified that these current positions do not progress after five years; only with negotiated salary increments.

Member Burns explained he would not be supporting the item. He shared valuing all Association employee groups and noted each being important to the well-being and educational process of students. He shared there should be a process of negotiating for management. Member Burns noted disagreeing with Ms. Bennet's comment about administration not working as hard as other employees because he knew administration went above and beyond every day. He explained that if other associations would come forward with this request, it would have to be through negotiations. Member Burns shared requiring more information before making a decision; and explained being unaware as to how the anniversary increments were added to the other salary schedule for consistency purposes. Member Ryan agreed with Member Burns' appreciation of all association groups and his concerns. Member El-Hajj moved for approval, but motion failed due to lack of second.

Business Services

2.1. Color Schemes for Capital Improvement Program Projects

Karl Christensen, Assistant Superintendent of Business Services, shared that at the October 1st Board meeting, the issue of colors for the new planned buildings was discussed and it was decided this would be brought back to the Board for discussion prior to finalizing color schemes. He explained the Architect met with the Principals from Chet F. Harritt, PRIDE Academy, and Sycamore Canyon schools and had collectively decided on the colors. Debra Vaughn-Cleff and Rebecca Ibarra, from StudioWC, held a discussion on colors. Upon discussion, the Board came to a consensus on colors.

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

Karl Christensen, Assistant Superintendent of Business Services, shared the District's Lease-Leaseback team of Balfour Beatty, StudioWC, and Christina Becker, Director of Facilities, Planning, & Construction, have been working diligently to obtain estimated construction costs for the Chet F. Harritt building within budget. He explained the Preliminary Guaranteed Maximum Price (PGMP) is within budget but included contingencies against unforeseen circumstances. Mr. Christensen explained approving the PGMP would allow Balfour Beatty to start procuring materials that have a long lead time and may also allow for start of some site work before finalizing the GMP with subcontractor bids in March. Before the Board considered action, Mr. Christensen provided the Board with an update on the issue of the Learning Resource Center doors, that exit out into the schools' parking lots, at Chet F. Harritt and PRIDE Academy The Board had expressed some concern about the possibility of students running out those doors into dangerous conditions.

<i>Motion:</i>	<u>Burns</u>	<u>Fox</u>	<u>Aye</u>	<u>Levens-Craig</u>	<u>Aye</u>
<i>Second:</i>	<u>Ryan</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>		

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

Karl Christensen, Assistant Superintendent of Business Services, shared that in order to construct the new building at Chet F. Harritt, it is necessary to remove or demolish the four (4) junior high portables, two (2) Project SAFE portables, and the Fleet and Family portable. He explained the District put this out for bid and received bids from five (5) vendors. Mr. Christensen shared administration is recommending awarding the bid to Global Modular with the lowest bid of \$26,900 including both alternates.

<i>Motion:</i>	<u>El-Hajj</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>		

Human Resource/Pupil Services

3.1. Approval of Agreement with Swing Education for Substitute Teachers and Related Professionals ("SwingSubs")

Tim Larson, Assistant Superintendent of Human Resources/Pupil Services, explained 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. 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>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>		

F. BOARD POLICIES AND BYLAWS

President Fox noted the following second reading. With one motion, Member Burns moved approved of items F.1.2., 1.3., and 1.4. President Fox noted the first readings and asked Board members to contact Administration if there were any questions and/or concerns.

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

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

1.3. Second Reading: Revised Board Policy 1312.3, Uniform Complaint Procedures

1.4. First Reading: Revised Board Policy 3311, Bids

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

1.6. First Reading: Revised Board Policy 3312, Contracts

<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>		

G. EMPLOYEE ASSOCIATION COMMUNICATION

Melanie Hirahara, STA President, explained that after “sun shining” the two articles (salary and benefits) earlier in the meeting, she was going to share a scenario (written in their own words) from two District teachers that are married to each other. Mrs. Hirahara noted the importance of negotiating benefits.

The tenured teachers explained that after extensive research and consulting with the District’s benefits and risk management specialist the only feasible insurance option for coverage for their two children was to go outside of the District and purchase insurance directly through Kaiser. They shared the most affordable District plan is the high-deductible Health Savings Account (HSA) from Kaiser. The teachers noted a yearly savings of approximately \$1,400 by ensuring directly through Kaiser. They shared the HSA plan had the highest co-payment of all plans and how unfortunate it was that they had to go outside of the District to meet their children’s healthcare needs at a more affordable rate. The teachers noted there were several other teachers that sought coverage outside the District because of the high cost of the District’s healthcare options.

Mrs. Hirahara shared this was just one example of why the Association felt it was necessary to negotiate healthcare benefits.

H. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

Superintendent Baranski inquired on follow-up from the Student Forum. Member Burns noted the District should begin a communication plan once the District moves forward with the installation of the cameras on the school campuses. He noted an interesting public perspective that there is always someone sitting in front of a monitor observing activity. The Board discussed the importance of student and parent input.

Superintendent Baranski shared that as of Friday, there were approximately 350 responses to the parent/school engagement survey; and it had increased to 593 after a reminder was sent.

Member Ryan expressed her apologies for arriving after the forum had started and shared it sounded like it was great and a lot of student input was received.

Member Levens-Craig shared Cajon Park staff wore t-shirts that noted items contained in a Thanksgiving dinner (i.e., gravy, pumpkin/pecan pie, turkey, stuffing, etc.); each t-shirt showed a picture of each items nutritional value. She shared how the gesture was great for staff and student morale. Member Levens-Craig noted it was great to hear from the students that teachers were proving them feedback on their test scores; and that the students openly discussed seeking advice from their school counselors.

I. CLOSED SESSION

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

1. **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)

**2. Public Employee Performance Evaluation (Gov't. Code § 54957)
*Superintendent***

The Board entered closed session at 8:16 p.m.

J. RECONVENE TO PUBLIC SESSION

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

K. ADJOURNMENT

With no further business, the regular meeting of November 19, 2019 was adjourned at 10:11 p.m.

Barbara Ryan, Clerk

Dr. Kristin Baranski, Secretary

Consent Item E.2.1. Approval/Ratification of Travel Requests
 Prepared by Karl Christensen
 December 17, 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 \$9,636, and substitute costs of \$960, 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 - December 17, 2019

Travel Dates	Attendees	Site or Dept.	Conferences or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Travel	District Goal
Tuesday, 09/24/19	Alicen Boulais	Educational Services	Teacher Leadership Academy	National City	\$0	\$300	Professional Development	Academy for teachers to become effective team leaders.	1
Various, 01/24/20	Dr. Stephanie Pierce	Educational Services	Assistant Superintendent Leadership Network	National City	\$0	\$2,500	Professional Development	Six leadership sessions for assistant superintendents	1, 2
Wed-Thurs, 02/12/20	Lindsay Benedetto	Carlton Oaks	Intro to Restorative Justice Training	SDCOE	\$240	\$132	Professional Development	Training on restorative practices and using circles effectively.	2
Wed-Thurs, 02/12/20	M. Lopez-Villalva	Carlton Oaks	Intro to Restorative Justice Training	SDCOE	\$0	\$132	Professional Development	Training on restorative practices and using circles effectively.	2
Wed-Thurs, 02/12/20	Carrie Thompson	Carlton Oaks	Intro to Restorative Justice Training	SDCOE	\$0	\$132	Professional Development	Training on restorative practices and using circles effectively.	2
Travel Requests That Require Airfare, Overnight Stay, and/or Travel Outside of the State of California									
Wed-Fri, 02/05/20 - 02/07/20	Mike Olander	Pupil Services	Every Child Counts Symposium	Palm Desert	\$0	\$1,101	Pupil Services	Symposium on student services and special education.	1, 2
Fri-Mon, 02/21/20 - 02/24/20	Candace Byerly	Transportation	CASSTO Annual State Conference	Sacramento	\$0	\$1,029	Transportation	Ms. Byerly will represent SSD at the conference.	2
Tues-Thurs, 03/17/20 - 03/20/20	Deborah Gribble	Cajon Park	California Paraeducator Conference	San Jose	\$360	\$109	Professional Development	Conference for paraeducators; additional expenses paid by CSEA.	1, 2
Tues-Thurs, 03/17/20 - 03/20/20	Barbi Vogel	Cajon Park	California Paraeducator Conference	San Jose	\$360	\$109	Professional Development	Conference for paraeducators; additional expenses paid by CSEA.	1, 2
Mon-Wed, 06/29/20 - 07/01/20	Daniel Prouty	Educational Services	ISTE20 Conference	Anaheim	\$0	\$1,023	Professional Development	Educational technology conference with interactive learning sessions.	1
Mon-Wed, 06/29/20 - 07/01/20	Jennifer Rolif	Educational Services	ISTE20 Conference	Anaheim	\$0	\$1,023	Professional Development	Educational technology conference with interactive learning sessions.	1
Mon-Wed, 06/29/20 - 07/01/20	Kristen Eveland	Educational Services	ISTE20 Conference	Anaheim	\$0	\$1,023	Professional Development	Educational technology conference with interactive learning sessions.	1
Mon-Wed, 06/29/20 - 07/01/20	Alicen Boulais	Educational Services	ISTE20 Conference	Anaheim	\$0	\$1,023	Professional Development	Educational technology conference with interactive learning sessions.	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
 December 17, 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 November 2019:

<u>Fund #/Name</u>	<u>Warrant #'s</u>	<u>Amount</u>
0100 General	14-610745 TO 14-621693	\$449,957.67
0900	N/A	
1200	14-616548	\$399.00
1300	14-611923 TO 14-621693	\$84,366.90
1400	N/A	
2109	N/A	
2139 / 2108	14-617152	\$3,000.00
2518	14-610744 TO 14-615696	\$7,386.72
2538	14-613318 TO 14-613318	\$1,585.90
3500	N/A	
4000	14-615704 TO 14-615704	\$14,105.44
6300	14-610745 TO 14-621681	\$7,939.64
TOTAL:		\$568,741.27

Student Body Warrants issued for the period of November 2019:

\$2,002.00

Payroll Warrants issued for the period of November 2019:

<u>Fund #/Name</u>	<u>Amount</u>
01 00	\$5,237,766.17
12 00	\$22,894.14
13 00	\$109,228.56
14 00	\$0
25 18	\$9,656.74
63 00	\$233,037.39
\$5,612,583.00	

RECOMMENDATION:

It is recommended that the Board of Education approve the expenditure warrants for the month of November 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 \$6,183,326.27 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 November 2019:

AMOUNT	LOCATION
\$ 7,186.73	PEPPER DRIVE SCHOOL
\$ 6,317.87	CARLTON HILLS SCHOOL
\$ 3,877.62	SYCAMORE CANYON SCH
\$ 1,969.09	PROSPECT AVENUE SCH
\$ 1,681.73	CAJON PARK SCHOOL
\$ 2,108.63	CHET F HARRITT SCH
\$ 2,038.00	CARLTON OAKS SCHOOL
\$ 9,639.06	RIO SECO SCHOOL
\$ 649.37	HILL CREEK SCHOOL
\$ 399.00	STATE PRE-SCHOOL
\$ 96.81	ALTERNATIVE SCHOOL
\$ 62.95	BOARD OF EDUCATION
\$ 22.33	SUPERINTENDENT DEPT
\$ 104,949.28	BUSINESS SERVICES
\$ 2,418.00	HUMAN RESOURCES
\$ 41,971.63	EDUCATIONAL SERVICES
\$ 3,385.26	SPECIAL EDUCATION
\$ 1,114.17	EDUCATIONAL PROJECTS
\$ 533.82	PUPIL SERVICES
\$ 17,345.89	DISTRICT LIBRARY
\$ 22,347.66	PROJECT SAFE
\$ 48,329.67	TECHNOLOGY SERVICES
\$ 12,661.95	MAINTENANCE
\$ 9,550.31	TRANSPORTATION
\$12,083,828.87	FACILITIES MODERNIZATION
\$ 7,177.87	WAREHOUSE
\$ 1,986.42	MAINTENANCE
\$ 87.85	CENTRAL KITCHEN
\$12,393,737.84	Grand Total

RECOMMENDATION:

Administration recommends approval of purchase orders #0000009330 through 0000009473 issued November 1, 2019 through November 30, 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 \$12,393,737.84 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	76	Transportation
02	Pepper Drive School	78	Warehouse
03	Carlton Hills School	90	Central Kitchen
04	Sycamore Canyon School	92	Publications
05	Prospect Avenue School	97	District Wide
06	Cajon Park School	100	Summer School
07	Chet F. Harritt School	108	Carlton Oaks Summer School
08	Carlton Oaks School	110	Hill Creek Summer 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		

	<u>Fund Numbers</u>	
	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

M = Monthly Blanket
A = Annual Blanket
L = Lottery

PURCHASE ORDER LISTING
 NOVEMBER 2019
 BY SITE

PO Number	DATE	VENDOR	DESCRIPTION	FUND	AMOUNT	LOC	LOCATION
0000009359	11/16/2019	SKEDADDLE FUNDRAISERS	FUNDRAISER - PD	0100	5,652.00	002	PEPPER DRIVE SCHOOL
0000009390	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	555.17	002	PEPPER DRIVE SCHOOL
0000009391	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	388.21	002	PEPPER DRIVE SCHOOL
0000009413	11/15/2019	SCHOLASTIC CLASSRM MAGAZINES	SUBSCRIPTION - PD	0100	104.30	002	PEPPER DRIVE SCHOOL
0000009414	11/15/2019	AMAZON.COM	SUPPLIES	0100	45.78	002	PEPPER DRIVE SCHOOL
0000009418	11/18/2019	GENESIS INC	CLASSROOM MATERIALS	0100	295.75	002	PEPPER DRIVE SCHOOL
0000009420	11/19/2019	DELL MARKETING L.P.	DRUM FOR PRINTER - PD	0100	40.93	002	PEPPER DRIVE SCHOOL
0000009465	11/25/2019	SEHI COMPUTER PRODUCTS INC	LAPTOP BATTERY - PD	0100	104.59	002	PEPPER DRIVE SCHOOL
			TOTAL		7,186.73	0	PEPPER DRIVE SCHOOL Total
0000009354	11/16/2019	VIRCO MANUFACTURING CORP	CLASSROOM CHAIRS - CH	0100	914.93	003	CARLTON HILLS SCHOOL
0000009356	11/16/2019	SCHOLASTIC BOOK FAIRS - 10	BOOK FAIR - CH	0100	4,799.84	003	CARLTON HILLS SCHOOL
0000009390	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	460.53	003	CARLTON HILLS SCHOOL
0000009430	11/19/2019	AMAZON.COM	SUPPLIES	0100	104.48	003	CARLTON HILLS SCHOOL
0000009431	11/19/2019	DECKER EQUIPMENT	CHAIR GLIDERS - CH	0100	38.09	003	CARLTON HILLS SCHOOL
			TOTAL		6,317.87	0	CARLTON HILLS SCHOOL Total
0000009339	11/4/2019	MAINTEX INC	CUSTODIAL SUPPLIES - SC	0100	360.81	004	SYCAMORE CANYON SCH
0000009361	11/16/2019	CLAY-KING STUDIO	NEW KILN & SUPPLIES	0100	2,700.26	004	SYCAMORE CANYON SCH
0000009374	11/18/2019	FITNESS FINDERS INC	SUPPLIES - SC	0100	114.98	004	SYCAMORE CANYON SCH
0000009390	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	433.48	004	SYCAMORE CANYON SCH
0000009391	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	268.09	004	SYCAMORE CANYON SCH
			TOTAL		3,877.62	0	SYCAMORE CANYON SCH Total
0000009390	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	85.29	005	PROSPECT AVENUE SCH
0000009391	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	197.32	005	PROSPECT AVENUE SCH
0000009403	11/14/2019	BUTTER BRAID SAN DIEGO	FUNDRAISER - PA	0100	1,341.00	005	PROSPECT AVENUE SCH
0000009428	11/19/2019	DELL MARKETING L.P.	WASTE CONTAINER - PA	0100	21.49	005	PROSPECT AVENUE SCH
0000009429	11/19/2019	DELL MARKETING L.P.	TONER - PA	0100	251.80	005	PROSPECT AVENUE SCH
0000009434	11/20/2019	BEARCOM WIRELESS	SUPPLIES	0100	72.19	005	PROSPECT AVENUE SCH
			TOTAL		1,969.09	0	PROSPECT AVENUE SCH Total
0000009331	11/4/2019	R STORIES	CLASS PRESENTATION	0100	250.00	006	CAJON PARK SCHOOL
0000009350	11/16/2019	DELL MARKETING L.P.	PRINTER - CP	0100	221.29	006	CAJON PARK SCHOOL
0000009352	11/16/2019	DATTEL SYSTEMS	THINKWRITE HEADSETS	0100	117.18	006	CAJON PARK SCHOOL
0000009363	11/17/2019	AMAZON.COM	TEACHING SUPPLIES	0100	45.78	006	CAJON PARK SCHOOL
0000009364	11/17/2019	AMAZON.COM	CLASSROOM SUPPLIES	0100	371.74	006	CAJON PARK SCHOOL
0000009373	11/18/2019	AMAZON.COM	FLAGS - CP	0100	45.18	006	CAJON PARK SCHOOL
0000009390	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	158.04	006	CAJON PARK SCHOOL
0000009391	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	155.94	006	CAJON PARK SCHOOL
0000009404	11/14/2019	DELL MARKETING L.P.	TONER - CP	0100	255.86	006	CAJON PARK SCHOOL
0000009407	11/14/2019	SCHOOL SPECIALTY, INC	ART SUPPLIES	0100	60.72	006	CAJON PARK SCHOOL
			TOTAL		1,681.73	0	CAJON PARK SCHOOL Total
0000009334	11/4/2019	PROJECT LEAD THE WAY	SOFTWARE LICENSES	0100	1,616.26	007	CHET F HARRITT SCH
0000009391	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	114.84	007	CHET F HARRITT SCH

0000009416	11/18/2019	SCHOOL HEALTH CORPORATION	AED SUPPLIES - CFH	0100	\$	377.53	007	CHET F HARRITT SCH
			TOTAL		\$	2,108.63	0	CHET F HARRITT SCH Total
0000009349	11/16/2019	DELL MARKETING L.P.	PRINTER - CO	0100	\$	221.29	008	CARLTON OAKS SCHOOL
0000009382	11/8/2019	SCHOLASTIC CLASSRM MAGAZINES	MAGAZINE SUBSCRIPTION - CO	0100	\$	75.90	008	CARLTON OAKS SCHOOL
0000009390	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$	259.06	008	CARLTON OAKS SCHOOL
0000009391	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$	181.75	008	CARLTON OAKS SCHOOL
0000009409	11/15/2019	FLEET SCIENCE CENTER	ADMISSIONS - CO	0100	\$	1,300.00	008	CARLTON OAKS SCHOOL
			TOTAL		\$	2,038.00	0	CARLTON OAKS SCHOOL Total
0000009376	11/8/2019	COMPANION CORPORATION	LIBRARY LABELS	0100	\$	155.08	009	RIO SECO SCHOOL
0000009377	11/8/2019	JUNIOR LIBRARY GUILD	LIBRARY BOOKS	0100	\$	637.67	009	RIO SECO SCHOOL
0000009390	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$	180.90	009	RIO SECO SCHOOL
0000009391	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$	448.95	009	RIO SECO SCHOOL
0000009406	11/14/2019	TWO WAY DIRECT	2-WAY RADIO & SUPPLIES	0100	\$	847.46	009	RIO SECO SCHOOL
0000009432	11/19/2019	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES - RS SCIENCE	0100	\$	200.00	009	RIO SECO SCHOOL
0000009433	11/19/2019	BUTTER BRAID SAN DIEGO	FUNDRAISER - RS	0100	\$	7,169.00	009	RIO SECO SCHOOL
			TOTAL		\$	9,639.06	0	RIO SECO SCHOOL Total
0000009390	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$	329.35	010	HILL CREEK SCHOOL
0000009391	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$	320.02	010	HILL CREEK SCHOOL
			TOTAL		\$	649.37	0	HILL CREEK SCHOOL Total
0000009385	11/12/2019	EVERYCHILD CALIFORNIA	REGISTRATION FEES	1200	\$	399.00	012	STATE PRE-SCHOOL
			TOTAL		\$	399.00	0	STATE PRE-SCHOOL Total
0000009391	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$	96.81	015	ALTERNATIVE SCHOOL
			TOTAL		\$	96.81	0	ALTERNATIVE SCHOOL Total
0000009449	11/22/2019	CITI CARDS /	SUPPLIES	0100	\$	62.95	060	BOARD OF EDUCATION
			TOTAL		\$	62.95	0	BOARD OF EDUCATION Total
0000009472	11/26/2019	AT&T TELECONFERENCE SERVICES	PHONE SERVICES	0100	\$	22.33	062	SUPERINTENDENT DEPT
			TOTAL		\$	22.33	0	SUPERINTENDENT DEPT Total
0000009365	11/7/2019	VIRCO MANUFACTURING CORP	STOOLS - CH	0100	\$	620.64	064	BUSINESS SERVICES
0000009375	11/8/2019	DAILY JOURNAL CORPORATION	ADVERTISEMENT - CUPCCAC	0100	\$	58.50	064	BUSINESS SERVICES
0000009390	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$	126.08	064	BUSINESS SERVICES
0000009405	11/14/2019	FEDERAL EXPRESS CORPORATION	OVERNIGHT MAIL	0100	\$	69.41	064	BUSINESS SERVICES
0000009419	11/18/2019	KONICA MINOLTA BUSINESS	NEW COPIERS FOR PUBLICATIONS	0100	\$	104,074.65	064	BUSINESS SERVICES
			TOTAL		\$	104,949.28	0	BUSINESS SERVICES Total
0000009346	11/5/2019	ACSA FOUNDATION FOR	REGISTRATION FEES	0100	\$	1,058.00	065	HUMAN RESOURCES
0000009410	11/15/2019	SAVE-A-LIFE EDUCATORS INC	AED/CPR TRAININGS	0100	\$	1,360.00	065	HUMAN RESOURCES
			TOTAL		\$	2,418.00	0	HUMAN RESOURCES Total
0000009343	11/5/2019	SAN DIEGO RIVER PARK FOUNDATION	ADMISSIONS	0100	\$	1,800.00	066	EDUCATIONAL SERVICES
0000009344	11/5/2019	CETPA ANNUAL CONFERENCE	REGISTRATION FEES	0100	\$	1,200.00	066	EDUCATIONAL SERVICES
0000009348	11/5/2019	ALLIANCE FOR AFRICAN ASSISTANCE	INTERPRETATION SVCS	0100	\$	15,000.00	066	EDUCATIONAL SERVICES
0000009362	11/7/2019	PANORAMA EDUCATION, INC.	EDUCATION SURVEYS	0100	\$	22,400.00	066	EDUCATIONAL SERVICES
0000009390	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$	187.69	066	EDUCATIONAL SERVICES
0000009391	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$	52.78	066	EDUCATIONAL SERVICES
0000009417	11/18/2019	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	0100	\$	300.00	066	EDUCATIONAL SERVICES
0000009449	11/22/2019	CITI CARDS /	SUPPLIES	0100	\$	131.16	066	EDUCATIONAL SERVICES
0000009468	11/25/2019	SAN DIEGO RIVER PARK FOUNDATION	ADMISSIONS	0100	\$	900.00	066	EDUCATIONAL SERVICES
			TOTAL		\$	41,971.63	0	EDUCATIONAL SERVICES Total

0000009345	11/5/2019	THE CENTER FOR AAC & AUTISM	REGISTRATION FEES	0100	\$	149.00	067	SPECIAL EDUCATION
0000009347	11/5/2019	ACSA FOUNDATION FOR	REGISTRATION FEES	0100	\$	1,225.00	067	SPECIAL EDUCATION
0000009354	11/6/2019	VIRCO MANUFACTURING CORP	CLASSROOM CHAIRS - CH	0100	\$	558.23	067	SPECIAL EDUCATION
0000009378	11/8/2019	DELL MARKETING L.P.	DRUM FOR PRINTER - CP	0100	\$	76.76	067	SPECIAL EDUCATION
0000009383	11/12/2019	NORTH COASTAL CONSORTIUM	REGISTRATION FEES	0100	\$	60.00	067	SPECIAL EDUCATION
0000009390	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$	1,053.42	067	SPECIAL EDUCATION
0000009443	11/22/2019	DELL MARKETING L.P.	PRINTER - PD	0100	\$	221.92	067	SPECIAL EDUCATION
0000009444	11/22/2019	DELL MARKETING L.P.	PRINTER - CP	0100	\$	40.93	067	SPECIAL EDUCATION
			TOTAL		\$	3,385.26	0	SPECIAL EDUCATION Total
0000009351	11/6/2019	BARNES AND NOBLE BOOKSELLERS	LIBRARY BOOKS - CP	0100	\$	687.18	068	EDUCATIONAL PROJECTS
0000009400	11/13/2019	BROAD REACH	LIBRARY BOOKS - HC	0100	\$	426.99	068	EDUCATIONAL PROJECTS
			TOTAL		\$	1,114.17	0	EDUCATIONAL PROJECTS Total
0000009384	11/12/2019	SUPERINTENDENT OF SCHOOLS	REGISTRATION FEES	0100	\$	90.00	070	PUPIL SERVICES
0000009390	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$	150.01	070	PUPIL SERVICES
0000009390	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$	193.94	070	PUPIL SERVICES
0000009391	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$	99.87	070	PUPIL SERVICES
			TOTAL		\$	533.82	0	PUPIL SERVICES Total
0000009338	11/4/2019	POSITIVE ACTION	CLASSROOM SUPPLIES	0100	\$	1,050.56	071	DISTRICT LIBRARY
0000009342	11/5/2019	CENTER FOR THE COLLABORATIVE CLASSROOM	CLASSROOM MATERIALS	0100	\$	16,205.00	071	DISTRICT LIBRARY
0000009401	11/13/2019	AMAZON.COM	LIBRARY BOOKS - RS	0100	\$	90.33	071	DISTRICT LIBRARY
			TOTAL		\$	17,345.89	0	DISTRICT LIBRARY Total
0000009335	11/4/2019	SMART & FINAL	SUPPLIES FOR PROJECT SAFE	6300	\$	1,000.00	072	PROJECT SAFE
0000009336	11/4/2019	SMART & FINAL	SUPPLIES FOR PROJECT SAFE	6300	\$	250.00	072	PROJECT SAFE
0000009337	11/4/2019	AMAZON.COM	SUPPLIES FOR PROJ. SAFE	6300	\$	52.40	072	PROJECT SAFE
0000009355	11/6/2019	S&S WORLDWIDE	SUPPLIES - PROJ. SAFE	6300	\$	239.19	072	PROJECT SAFE
0000009357	11/6/2019	SMART & FINAL	SUPPLIES FOR YALE	6300	\$	300.00	072	PROJECT SAFE
0000009358	11/6/2019	AMAZON.COM	SUPPLIES FOR PROJ. SAFE	6300	\$	966.89	072	PROJECT SAFE
0000009387	11/12/2019	AMAZON.COM	SUPPLIES FOR PROJ. SAFE	6300	\$	166.15	072	PROJECT SAFE
0000009389	11/12/2019	HOME DEPOT COMMERCIAL ACCOUNT	SUPPLIES FOR PROJ. SAFE	6300	\$	220.96	072	PROJECT SAFE
0000009390	11/12/2019	OFFICE DEPOT INC	SUPPLIES FOR RS GARDEN	6300	\$	292.53	072	PROJECT SAFE
0000009391	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	6300	\$	61.42	072	PROJECT SAFE
0000009399	11/13/2019	SMART & FINAL	SUPPLIES FOR PROJ. SAFE	6300	\$	200.00	072	PROJECT SAFE
0000009410	11/15/2019	SAVE-A-LIFE EDUCATORS INC	AED/CPR TRAININGS	6300	\$	290.00	072	PROJECT SAFE
0000009411	11/15/2019	SMART & FINAL	SUPPLIES FOR PROJ. SAFE	6300	\$	200.00	072	PROJECT SAFE
0000009412	11/15/2019	SMART & FINAL	SUPPLIES FOR PROJ. SAFE	6300	\$	200.00	072	PROJECT SAFE
0000009415	11/15/2019	AMAZON.COM	SUPPLIES FOR PROJ. SAFE	6300	\$	655.32	072	PROJECT SAFE
0000009449	11/22/2019	CITI CARDS /	SUPPLIES	6300	\$	444.86	072	PROJECT SAFE
0000009449	11/22/2019	CITI CARDS /	SUPPLIES	6300	\$	4,012.79	072	PROJECT SAFE
0000009453	11/22/2019	SEE'S CANDY SHOPS INC	FUNDRAISER - YALE PRE-SCHOOL	6300	\$	2,274.21	072	PROJECT SAFE
0000009454	11/22/2019	SEE'S CANDY SHOPS INC	FUNDRAISER - YALE PRE-SCHOOL	6300	\$	4,654.86	072	PROJECT SAFE
0000009455	11/22/2019	SEE'S CANDY SHOPS INC	FUNDRAISER - YALE PRE-SCHOOL	6300	\$	2,666.08	072	PROJECT SAFE
0000009466	11/25/2019	CALIFORNIA SCHOOL-AGE CONSORTIUM	SCIENCE SUPPLIES	6300	\$	1,600.00	072	PROJECT SAFE
0000009469	11/26/2019	LAKESHORE	SUPPLIES FOR YALE	6300	\$	400.00	072	PROJECT SAFE
0000009470	11/26/2019	LAKESHORE	SUPPLIES FOR PROJ. SAFE	6300	\$	1,200.00	072	PROJECT SAFE
			TOTAL		\$	22,347.66	0	PROJECT SAFE Total
0000009333	11/4/2019	TROXELL COMMUNICATIONS INC	REPL. LAMPS - TECH	4000	\$	627.11	073	TECHNOLOGY SERVICES

0000009340	11/4/2019	DELL MARKETING L.P.	ANNUAL - VM WARE	0100	\$	8,595.57	073	TECHNOLOGY SERVICES
0000009390	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$	59.25	073	TECHNOLOGY SERVICES
0000009391	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$	57.57	073	TECHNOLOGY SERVICES
0000009440	11/21/2019	UNITED PARCEL SERVICE	SHIPPING COSTS FOR RETURNS	0100	\$	34.09	073	TECHNOLOGY SERVICES
0000009447	11/22/2019	CDW GOVERNMENT INC	ADAPTERS - TECH	0100	\$	215.50	073	TECHNOLOGY SERVICES
0000009448	11/22/2019	LENOVO (UNITED STATES) INC.	NOTEBOOKS - TECHNOLOGY	0100	\$	28,633.70	073	TECHNOLOGY SERVICES
0000009450	11/22/2019	BLACKBOARD INC	ANNUAL POWER PACK LICENSES	0100	\$	10,000.00	073	TECHNOLOGY SERVICES
0000009435	11/20/2019	LENOVO (UNITED STATES) INC.	ADAPTER	0100	\$	43.10	073	TECHNOLOGY SERVICES
0000009445	11/22/2019	DELL MARKETING L.P.	POWER ADAPTER - RS	0100	\$	63.78	073	TECHNOLOGY SERVICES
			TOTAL		\$	48,329.67	0	TECHNOLOGY SERVICES Total
0000009341	11/4/2019	UNIVERSAL WASTE DISPOSAL COMPANY	DISPOSAL OF HAZMAT MATERIALS	0100	\$	860.56	075	MAINTENANCE
0000009353	11/6/2019	GB'S FENCE COMPANY	FENCING AT SC	0100	\$	7,985.00	075	MAINTENANCE
0000009380	11/8/2019	24-HOUR ELEVATOR, INC.	ELEVATOR REPAIRS - HC	0100	\$	280.00	075	MAINTENANCE
0000009381	11/8/2019	AMERICAN FENCE COMPANY	SHADE CLOTH - SC	0100	\$	161.63	075	MAINTENANCE
0000009390	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$	99.87	075	MAINTENANCE
0000009410	11/15/2019	SAVE-A-LIFE EDUCATORS INC	AED/CPR TRAININGS	0100	\$	125.00	075	MAINTENANCE
0000009437	11/20/2019	KIMBALL MIDWEST	M&O SUPPLIES	0100	\$	150.72	075	MAINTENANCE
0000009438	11/20/2019	GEARY PACIFIC SUPPLY	HVAC SUPPLIES	0100	\$	359.76	075	MAINTENANCE
0000009439	11/20/2019	DAVE BANG ASSOCIATES INC	BENCH SEATS - CH	0100	\$	589.41	075	MAINTENANCE
0000009452	11/22/2019	LAMVIN INC.	RAIN DAMAGES REPAIRS - CH	0100	\$	2,050.00	075	MAINTENANCE
			TOTAL		\$	12,661.95	0	MAINTENANCE Total
0000009332	11/4/2019	2NDGEAR	MONITOR - TRANS.	0100	\$	104.59	076	TRANSPORTATION
0000009391	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	\$	76.48	076	TRANSPORTATION
0000009392	11/13/2019	CUSTOM AUTO WRAP	DECALS	0100	\$	156.24	076	TRANSPORTATION
0000009393	11/13/2019	INTERSTATE BATTERY OF SAN DIEGO INC	PARTS FOR REPAIRS	0100	\$	140.11	076	TRANSPORTATION
0000009394	11/13/2019	SAN DIEGO FRICTION PRODUCTS	PARTS FOR REPAIRS	0100	\$	44.76	076	TRANSPORTATION
0000009395	11/13/2019	CREATIVE BUS SALES INC	PARTS FOR REPAIRS	0100	\$	57.36	076	TRANSPORTATION
0000009396	11/13/2019	BORDER TIRE	TIRES	0100	\$	1,736.15	076	TRANSPORTATION
0000009397	11/13/2019	LAWSON PRODUCTS	PARTS FOR REPAIRS	0100	\$	10.04	076	TRANSPORTATION
0000009398	11/13/2019	UNITY SCHOOL BUS PARTS	SIGNS	0100	\$	205.15	076	TRANSPORTATION
0000009402	11/13/2019	O'REILLY AUTO PARTS	PARTS FOR REPAIRS	0100	\$	460.80	076	TRANSPORTATION
0000009456	11/25/2019	EL CAJON AUTO TRIM SHOP	REPAIRS	0100	\$	179.95	076	TRANSPORTATION
0000009457	11/25/2019	UNITY SCHOOL BUS PARTS	PARTS FOR REPAIRS	0100	\$	23.67	076	TRANSPORTATION
0000009458	11/25/2019	INTERSTATE BATTERY OF SAN DIEGO INC	SUPPLIES FOR REPAIRS	0100	\$	254.35	076	TRANSPORTATION
0000009459	11/25/2019	O'REILLY AUTO PARTS	PARTS FOR REPAIRS	0100	\$	107.97	076	TRANSPORTATION
0000009460	11/25/2019	ROADONE	TOWING	0100	\$	360.00	076	TRANSPORTATION
0000009461	11/25/2019	BORDER TIRE	TIRE REPAIRS	0100	\$	44.00	076	TRANSPORTATION
0000009462	11/25/2019	DION INTERNATIONAL TRUCKS LLC	SUPPLIES FOR REPAIRS	0100	\$	116.33	076	TRANSPORTATION
0000009463	11/25/2019	KIMBALL MIDWEST	SHOP SUPPLIES	0100	\$	172.29	076	TRANSPORTATION
0000009464	11/25/2019	SNAP-ON TOOLS	SHOP SUPPLIES	0100	\$	88.09	076	TRANSPORTATION
0000009471	11/26/2019	ZUM SERVICES, INC.	OUTSOURCED TRANSPORTATION	0100	\$	2,583.00	076	TRANSPORTATION
0000009473	11/26/2019	KIRKS RADIATOR	BUS REPAIR SERVICES	0100	\$	2,628.98	076	TRANSPORTATION
			TOTAL		\$	9,550.31	0	TRANSPORTATION Total
0000009330	10/31/2019	STUDIO WC ARCHITECTURE	AS-BUILT SCANNING	2518		792.95	007	
0000009330	10/31/2019	STUDIO WC ARCHITECTURE	AS-BUILT SCANNING	2538		792.95	004	
0000009330	10/31/2019	STUDIO WC ARCHITECTURE	AS-BUILT SCANNING	2538		792.95	005	

0000009388	11/12/2019	GB'S FENCE COMPANY	SHADE CLOTH & INSTALL - CFH	0100	\$	5,900.00	077	FACILITIES MODERNIZATION
0000009421	11/19/2019	GLOBALMODULAR INC	MOD BLDG REMOVAL CONTR - CFH	2139	\$	26,900.00	077	FACILITIES MODERNIZATION
0000009422	11/19/2019	NINYO & MOORE	SP. INSP. SVCS - CFH LRC	2139	\$	128,100.00	077	FACILITIES MODERNIZATION
0000009467	11/25/2019	GB'S FENCE COMPANY	BATTING CAGE MOVE - CFH	2139	\$	16,000.00	077	FACILITIES MODERNIZATION
0000009386	11/12/2019	PADRE DAM MUNICIPAL WATER	CROSS CONNECTION INSP & REVIEW	2139	\$	3,000.00	077	FACILITIES MODERNIZATION
0000009436	11/20/2019	BALFOUR BEATTY CONSTRUCTION.	MAIN CONTRACTOR - CFH LRC/CR	2139	\$	11,883,000.00	077	FACILITIES MODERNIZATION
0000009441	11/21/2019	PORTABLE STORAGE CORP	STORAGE CONTAINER - CFH	2538	\$	6,761.31	077	FACILITIES MODERNIZATION
0000009442	11/21/2019	GB'S FENCE COMPANY	RELOCATE EXISTING BULLPEN-CFH	2139	\$	11,500.00	077	FACILITIES MODERNIZATION
0000009446	11/22/2019	DELL MARKETING L.P.	TONER - BECKER	0100	\$	288.71	077	FACILITIES MODERNIZATION
			TOTAL		\$	12,083,828.87	0	FACILITIES MODERNIZATION Total
0000009367	11/7/2019	CAMEO PAPER & JANITORIAL	INVENTORY REPLENISHMENT	0100	\$	556.64	078	WAREHOUSE
0000009368	11/7/2019	MAINTEX INC	INVENTORY REPLENISHMENT	0100	\$	81.78	078	WAREHOUSE
0000009369	11/7/2019	OFFICE DEPOT INC	INVENTORY REPLENISHMENT	0100	\$	133.28	078	WAREHOUSE
0000009370	11/7/2019	SCHOOL HEALTH CORPORATION	INVENTORY REPLENISHMENT	0100	\$	71.98	078	WAREHOUSE
0000009371	11/7/2019	SCHOOL SPECIALTY, INC	INVENTORY REPLENISHMENT	0100	\$	174.84	078	WAREHOUSE
0000009372	11/7/2019	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	\$	2,572.47	078	WAREHOUSE
0000009408	11/14/2019	WASTE MANAGEMENT OF EL CAJON -	ROLL-OFF ALL-SITES TRASH	0100	\$	665.66	078	WAREHOUSE
0000009424	11/19/2019	KELLY PAPER	INVENTORY REPLENISHMENT	0100	\$	1,658.49	078	WAREHOUSE
0000009425	11/19/2019	OFFICE DEPOT INC	INVENTORY REPLENISHMENT	0100	\$	101.14	078	WAREHOUSE
0000009426	11/19/2019	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	\$	577.50	078	WAREHOUSE
0000009427	11/19/2019	EVERYTHING MEDICAL	INVENTORY REPLENISHMENT	0100	\$	584.09	078	WAREHOUSE
			TOTAL		\$	7,177.87	0	WAREHOUSE Total
0000009360	11/6/2019	BRAX COMPANY, INC.	WELL EQUIP - PD	0100	\$	1,212.98	080	MAINTENANCE
0000009366	11/7/2019	KRC ROCK INC	GROUNDS SUPPLIES	0100	\$	535.85	080	MAINTENANCE
0000009379	11/8/2019	ROCK & BLOCK HARDSCAPE	GROUNDS SUPPLIES	0100	\$	237.59	080	MAINTENANCE
			TOTAL		\$	1,986.42	0	MAINTENANCE Total
0000009390	11/12/2019	OFFICE DEPOT INC	OFFICE SUPPLIES	1300	\$	87.85	090	CENTRAL KITCHEN
			TOTAL		\$	87.85	0	CENTRAL KITCHEN Total
					\$	12,393,737.84	0	Grand Total

Consent Item E.2.4.
Prepared by Karl Christensen
December 17, 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 #22657 through #22659 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 \$1,910.57 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
11/08/19	22657	Alexia Telles	Replace Lost Paycheck #13-2258774 10/31/2019	1,708.65
11/22/19	26658	VOIDED CHECK		0.00
12/05/19	22659	Walmart	Lorenen Foster Fund	200.00

Total Checks Written	\$1,908.65
October Bank Fees	\$0.54
November Bank Fees	\$1.38
Total to be Reimbursed	\$1,910.57
Reimbursed by SDCOE	
Total to Deduct from Future Reimbursement	

Consent Item E.2.5.
 Prepared by Karl Christensen
 December 17, 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			
Funds to Support the Instructional Program	\$1,000.00	Mission Gorge Development Company	Carlton Oaks School
Funds to Support the PRIDE Academy Food Bank	\$436.68	Picaboo Yearbooks	PRIDE Academy
	\$350.00	Sempra Energy Foundation	
	\$282.22	Chick-fil-A/Santee	
Funds to Support the YALE Preschool Program and Supplement Classroom Supplies	\$1,000.00	Price Philanthropies Foundation	YALE Preschool
	\$50.00	Carlton Hills School PTA	
GRANTS			
Grant Awarded to Support the PRIDE Academy Food Bank	\$1,445.00	California State PTA	PRIDE Academy
BEQUESTS			
(None)			
TOTAL RECEIVED	\$4,563.90		

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 \$4,563.90.

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
Marjorie Block	Occupational Therapy IEP	11/01/19	\$187.50	Special Education
Daniela Marcus	Bilingual Speech Evaluations	11/07/19 – 06/30/20	\$68.00/hour (not to exceed \$25,000.00)	

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: _____

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 2020-21 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
Carlton Hills School	7	199	\$0.58	\$807.94
Carlton Oaks School	5	199	\$0.58	\$577.10
Carlton Oaks School	5.2	199	\$0.58	\$600.18
Carlton Oaks School	8.2	199	\$0.58	\$946.44
Sycamore Canyon School	8.2	199	\$0.58	\$946.44
Sycamore Canyon School	6	199	\$0.58	\$692.52
Total:				\$4,570.62

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 \$4,570.62 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.

Consent Item E.2.8. Approval/Ratification of Expenditure Transactions
 Prepared by Karl Christensen Charged to District Issued Purchasing Cards (P-Cards)
 December 17, 2019

BACKGROUND:

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

RECOMMENDATION:

It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the period October 1, 2019 through October 31, 2019.

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:

There were 177 transactions totaling \$15,057.43 charged to various funds.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.8.

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20191010	ABEL CATHY	CHILD NUTRITION	SPROUTS FARMERS MARK	19.95	Vegan cheese
20191011	ABEL CATHY	CHILD NUTRITION	DOLLAR TREE	16.16	Marketing Material National School Lunch Week
20191017	ABEL CATHY	CHILD NUTRITION	SMART AND FINAL 929	10.49	Ranch Dressing
20191023	ABEL CATHY	CHILD NUTRITION	SMART AND FINAL 929	6.78	Almond milk
20191031	ABEL CATHY	CHILD NUTRITION	PREMIER FOOD SAFETY CO	139.00	Food Manager Certification Class Melinda Minney
				192.38	
20191001	ARREOLA, LISA	SUPERINTENDENT'S OFFICE	AMZN MKTP US*G44C17L3	17.57	Supplies for Site Admin Week
20191002	ARREOLA, LISA	SUPERINTENDENT'S OFFICE	JERSEY MIKES ONLINE OR	75.95	Board meeting supplies
20191003	ARREOLA, LISA	SUPERINTENDENT'S OFFICE	VONS #1897	36.97	Board meeting supplies
20191004	ARREOLA, LISA	SUPERINTENDENT'S OFFICE	1-800-FLOWERS.COM, INC.	150.27	Condolences on behalf of the Board & Exec Council
20191004	ARREOLA, LISA	SUPERINTENDENT'S OFFICE	SMART AND FINAL 929	22.05	Supplies for PLT meeting
20191011	ARREOLA, LISA	SUPERINTENDENT'S OFFICE	SMART AND FINAL 929	41.20	Supplies for Logistics meeting
20191015	ARREOLA, LISA	SUPERINTENDENT'S OFFICE	BASKIN #354764 Q35	28.99	Board meeting supplies
20191016	ARREOLA, LISA	SUPERINTENDENT'S OFFICE	SMART AND FINAL 929	32.27	Board meeting supplies
20191016	ARREOLA, LISA	SUPERINTENDENT'S OFFICE	THE WRAPSHACK	80.24	Board meeting supplies
20191017	ARREOLA, LISA	SUPERINTENDENT'S OFFICE	VONS #1897	14.99	Board meeting supplies
20191024	ARREOLA, LISA	SUPERINTENDENT'S OFFICE	ETSY.COM - STORYCABIN	93.75	Miscellaneous Board meeting supplies
20191024	ARREOLA, LISA	SUPERINTENDENT'S OFFICE	ETSY.COM - STORYCABIN	21.55	Miscellaneous Board meeting supplies
20191030	ARREOLA, LISA	SUPERINTENDENT'S OFFICE	AMZN MKTP US*LM6SK2VF3	7.41	Miscellaneous Board meeting supplies
20191031	ARREOLA, LISA	SUPERINTENDENT'S OFFICE	MACOY PUBLISHING AND M	147.95	Miscellaneous Board meeting supplies
				771.16	
20191003	AVILA, EVONN	BUSINESS SERVICES	EDUCATION WEEK	35.00	Subscription (K. Christensen)
				35.00	
20191002	BAKER, HOPE	OST PROGRAMS	WAL-MART #1917	60.47	JJ punch, bagels, milk and snack supplies for YALE program
20191010	BAKER, HOPE	OST PROGRAMS	SPROUTS FARMERS MARK	11.48	Soup for activity at YALE
20191011	BAKER, HOPE	OST PROGRAMS	WAL-MART #3524	117.14	Bracelets, glow creatures, flutes, jingle bells, fuzzy sticks, fabric paint
20191018	BAKER, HOPE	OST PROGRAMS	DOLLAR TREE	10.78	Bag of tattoos, water sprayers, and snow globes
20191018	BAKER, HOPE	OST PROGRAMS	DOLLAR TREE	49.46	Snow globes, tattoos, cold packs and poster board for YALE
20191022	BAKER, HOPE	OST PROGRAMS	WAL-MART #1917	66.62	YALE supplies, ribbons, sealer, fabric paint
20191022	BAKER, HOPE	OST PROGRAMS	WAL-MART #1917	106.43	YALE snack supplies, milk, apple juice, apples
20191030	BAKER, HOPE	OST PROGRAMS	WALMART GROCERY	(2.98)	Credit for snack items on-line
20191030	BAKER, HOPE	OST PROGRAMS	WALMART GROCERY	416.46	Snack item for YALE OSTP
				835.86	
20191003	BENEDETTO, ANGELO	CAJON PARK	PINK DONUT	21.90	Refreshments for ELAC meeting
20191018	BENEDETTO, ANGELO	CAJON PARK	SMART AND FINAL 929	26.72	Supplies for student incentive assembly
20191023	BENEDETTO, ANGELO	CAJON PARK	SMART AND FINAL 929	16.87	Refreshments for our ELAC meeting (parent involvement)
				64.49	
20191009	BONSER, KRISTEN	PRIDE ACADEMY	VONS #1897	43.93	Ice cream for student reward
				43.93	
20191001	BRASHER, PAMELA	OST PROGRAMS	TEACHERSPAYTEACHERS.CO	59.85	Resource activities for Holiday Care Program
20191006	BRASHER, PAMELA	OST PROGRAMS	TEACHERSPAYTEACHERS.CO	74.88	Activities for Stern for Lights on afterschool program
20191008	BRASHER, PAMELA	OST PROGRAMS	JOANN STORES #1011	6.10	Material for table cloths
20191011	BRASHER, PAMELA	OST PROGRAMS	HARBOR FREIGHT TOOLS 8	20.20	Safety Vests for sites
20191028	BRASHER, PAMELA	OST PROGRAMS	PARTY CITY 441	58.98	Streamers for Cajon Park OSTP
				222.01	
20191011	DOBBINS, TIMOTHY	CAJON PARK	PAYPAL *CDOL	150.00	Professional Development Registration UDLA
20191029	DOBBINS, TIMOTHY	CAJON PARK	IDENTAKID	101.76	Ident-A-Kid labels
				251.76	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20191002	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*10M2Z3F13	45.21	Site toner
20191003	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*E047K7JM3	10.28	Science supplies
20191003	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*XR1CP8193	44.32	Science supplies
20191003	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*ZB07A0RL3	77.57	Site toner
20191004	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*F352N1S53	32.31	Site toner
20191006	FORSTER,CHASITY	HILL CREEK	INSTACART	68.60	Farm to Table elective supplies
20191010	FORSTER,CHASITY	HILL CREEK	AMAZON.COM*WQ5HL10C3	30.13	Farm to Table elective supplies
20191011	FORSTER,CHASITY	HILL CREEK	AMAZON.COM*U03D18MS3	43.04	Office supplies / crash carts
20191014	FORSTER,CHASITY	HILL CREEK	AMAZON.COM*WQ5HL10C3	68.91	Common Core books
20191014	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*HX55W6Q63	29.29	PBS incentives
20191014	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*XM39M5XE3	20.82	PBS incentives
20191014	FORSTER,CHASITY	HILL CREEK	MICHAELS STORES 3256	9.04	Safety Vest Iron on
20191016	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*H183J4K33	8.61	Campus aide supplies
20191017	FORSTER,CHASITY	HILL CREEK	SP * AAPC PUBLISHING	67.37	Resource books for SDC
20191018	FORSTER,CHASITY	HILL CREEK	SMART AND FINAL 929	24.31	PTSA Appreciation event
20191022	FORSTER,CHASITY	HILL CREEK	INSTACART	69.39	Farm to Table elective supplies
20191025	FORSTER,CHASITY	HILL CREEK	THE HOME DEPOT #0673	34.04	Playground sand
20191031	FORSTER,CHASITY	HILL CREEK	INSTACART	53.76	Farm to Table elective supplies
				<u>737.00</u>	
20191002	HICKS,TYLENE	CHET F. HARRITT	AMAZON.COM*19VH9LO3 A	122.52	Professional development books, Writing & Reading Strategies
20191006	HICKS,TYLENE	CHET F. HARRITT	BEST BUY MHT. 00011452	114.19	Power adapters for laptops
20191007	HICKS,TYLENE	CHET F. HARRITT	WAL-MART #1917	50.48	Supplies for students in our Special Ed Class
20191007	HICKS,TYLENE	CHET F. HARRITT	AMZN MKTP US*ZU0UR10H3	96.49	Sticky Notes and 10 Waterproof iPod Holders for Campus Aides iPods to use for Hall Passes
20191011	HICKS,TYLENE	CHET F. HARRITT	WAL-MART #1917	9.57	Student incentives for room 17
20191011	HICKS,TYLENE	CHET F. HARRITT	DEMCO INC	59.86	Librarian supplies
20191013	HICKS,TYLENE	CHET F. HARRITT	AMZN MKTP US*0J4AKQLH3	35.52	Student incentives
20191017	HICKS,TYLENE	CHET F. HARRITT	AMAZON.COM*RG1Q77673	9.28	Book for use with SEL curriculum
20191018	HICKS,TYLENE	CHET F. HARRITT	AMZN MKTP US*DM3123AD3	26.91	Toner for Counselor's printer
20191026	HICKS,TYLENE	CHET F. HARRITT		<u>524.82</u>	
20191001	HOHIMER,KAREN	PEPPER DRIVE	ALBERTSONS 0704	32.74	Snacks for professional learning
				<u>32.74</u>	
20191002	HOOKS,TED A	PEPPER DRIVE	AMAZON.COM*T64QQ9G53 A	104.25	Professional Learning Texts (Impact Team work)
20191002	HOOKS,TED A	PEPPER DRIVE	ASSOC SUPERV AND CUPR	619.69	Professional Learning Texts (Action Plan work)
20191010	HOOKS,TED A	PEPPER DRIVE	SMARTANDFINALECOMMERCE	88.66	Equipment for elective (culinary)
20191013	HOOKS,TED A	PEPPER DRIVE	AMZN MKTP US*X41YF0F3	56.00	Materials for elective
20191025	HOOKS,TED A	PEPPER DRIVE	SMARTANDFINALECOMMERCE	98.22	Food for culinary elective
				<u>966.82</u>	
20191001	JOHNSTON,ANDREW	CARLTON OAKS	AMZN MKTP US*K21DR46W3	15.08	Science materials
20191001	JOHNSTON,ANDREW	CARLTON OAKS	AMZN MKTP US*LC1D0BD3	5.16	Science materials
20191002	JOHNSTON,ANDREW	CARLTON OAKS	AMZN MKTP US*6U1E8ALJ3	189.21	Science materials
20191003	JOHNSTON,ANDREW	CARLTON OAKS	AMAZON.COM*E714M8TN3 A	34.75	Professional Development materials
20191003	JOHNSTON,ANDREW	CARLTON OAKS	AMZN MKTP US*5D3DK7P73	53.06	Science materials
20191006	JOHNSTON,ANDREW	CARLTON OAKS	VONS #4018	35.46	Meeting/training refreshments
20191007	JOHNSTON,ANDREW	CARLTON OAKS	AMAZON.COM*L00W88W33 A	26.79	Professional Development materials
20191030	JOHNSTON,ANDREW	CARLTON OAKS	AMZN MKTP US*G87BZ5KY3	56.01	Professional Development materials
				<u>425.52</u>	
20191002	LOCKE,SUMMER	SYCAMORE CANYON	AMAZON.COM*J06QD5RU3	42.04	Understanding Texts and Readers Book (Impact Teams PD)
20191002	LOCKE,SUMMER	SYCAMORE CANYON	AMAZON.COM*LG0HZ1A53	34.75	Writing Strategy Book (Impact Teams PD)
20191007	LOCKE,SUMMER	SYCAMORE CANYON	MARY'S DONUTS	21.22	Food for parent (ELAC) meeting
20191010	LOCKE,SUMMER	SYCAMORE CANYON	AMZN MKTP US*2W3KS1CT3	28.65	Earmuffs for student in SDC Preschool & chicken shavings (for chicken coop)
20191016	LOCKE,SUMMER	SYCAMORE CANYON	AMZN MKTP US*ZF31T9BS3	12.92	Walking Rope for preschool SDC class
20191017	LOCKE,SUMMER	SYCAMORE CANYON	AMAZON.COM*T77MZ2T13	72.18	Wagon for SDC preschool class
20191018	LOCKE,SUMMER	SYCAMORE CANYON	IDENTAKID	101.76	Labels for Visitor Check-in system
20191027	LOCKE,SUMMER	SYCAMORE CANYON	PAYPAL *NEW MGMT	32.18	Lock-Blok system for teacher's lounge
20191027	LOCKE,SUMMER	SYCAMORE CANYON	SAN DIEGO COUNTY SUPER	200.00	Professional Dev. Registration for Dean of Students (Sycamore Canyon)
20191027	LOCKE,SUMMER	SYCAMORE CANYON	SAN DIEGO COUNTY SUPER	200.00	Professional Dev. Registration for Dean of Students (Cajon Park)
20191029	LOCKE,SUMMER	SYCAMORE CANYON	AMZN MKTP US*ZE9MR6303	132.48	Shade for preschool playground
				<u>878.18</u>	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20191001	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	WILLY'S ELECTRONICS	39.52	VGA cable with 3.5MM, 50'
20191003	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*W748B0CE3	14.00	Pin vise hand drill bits for rotary
20191018	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*KE0140003	39.84	QWINE M.2 to USB adapter & QWINE NVME to USB adapter
20191020	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	SIMPLISAFE	24.99	Security system
20191024	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	BEST BUY MHT 00011452	437.98	TV & TV stand
20191027	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*6A9LP3V33	8.61	Scanned self inking rubber stamp
20191029	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*W38QR1Y31	92.07	HDMI to VGA adapters 5pk, 3 Mini DisplayPort to VGA adapters 2pk, 1 HDMI to VGA adapter
20191031	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	WILLY'S ELECTRONICS	15.13	VGA cable, M/M 25'
20191031	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	WILLY'S ELECTRONICS	9.93	Decora Wall plate cover & insert VGA & 3.5
				<u>682.07</u>	
20191018	MARTIN, SUZANNE	HILL CREEK	VOLLEYBALLUSA.COM	328.07	PE equipment, volleyball poles for unit instruction
20191021	MARTIN, SUZANNE	HILL CREEK	OFFICE DEPOT #5125	61.96	Composition books for writing program
20191022	MARTIN, SUZANNE	HILL CREEK	THE HOME DEPOT #0673	23.44	Key lanyards for special education staff
20191024	MARTIN, SUZANNE	HILL CREEK	AMZN MKTP US*45A81JY3	424.79	Professional development books for 2nd grade team and Special Education teachers, masks for custodial crew
20191025	MARTIN, SUZANNE	HILL CREEK	TEACHERSPAYTEACHERS.CO	29.99	Assessment curriculum for math exit tickets
20191029	MARTIN, SUZANNE	HILL CREEK	AMZN MKTP US*O39X9G3W3	13.67	Name tag badge holders for student Press Team, Enrichment class
20191029	MARTIN, SUZANNE	HILL CREEK	TARGET 00014852	53.85	Flashlights for evening custodians
20191031	MARTIN, SUZANNE	HILL CREEK	AMZN MKTP US*PQ1J74W63	7.10	Coil keychain for student press badges for enrichment class
				<u>942.87</u>	
20191002	MCGINTY, MIRIAM	SPECIAL EDUCATION	ACADEMIC COMMUNICATION	15.02	Books for Speech Language Pathology Reference Library
20191002	MCGINTY, MIRIAM	SPECIAL EDUCATION	AADOBE *EXPORTPDF SUB	23.88	Adobe Export for Special Education Admin documents for ESL
20191002	MCGINTY, MIRIAM	SPECIAL EDUCATION	AMZN MKTP US*A74RH1BW3	20.64	Name stamp for student
20191007	MCGINTY, MIRIAM	SPECIAL EDUCATION	AMAZON.COM*K32W35XT3 A	30.20	Mouse for Special Ed desk
20191014	MCGINTY, MIRIAM	SPECIAL EDUCATION	AMZN MKTP US*QD2QC1LF3	32.29	Clasp envelopes for confidential files
20191018	MCGINTY, MIRIAM	SPECIAL EDUCATION	HARVEYS HILTON	18.30	Meal at conference
20191018	MCGINTY, MIRIAM	SPECIAL EDUCATION	STARBUCKS STORE 05235	6.00	Meal at conference
20191020	MCGINTY, MIRIAM	SPECIAL EDUCATION	STARBUCKS STORE 05235	6.00	Meal at conference
20191020	MCGINTY, MIRIAM	SPECIAL EDUCATION	THE SANDWHICH PALM SPR	10.91	Meal at conference
20191021	MCGINTY, MIRIAM	SPECIAL EDUCATION	HILTON	364.82	Accommodations for conference
20191021	MCGINTY, MIRIAM	SPECIAL EDUCATION	STARBUCKS STORE 05235	6.00	Meal at conference
				<u>534.06</u>	
20191008	MCKINNON, KATHY	EDUCATIONAL SERVICES	LEGOLAND CALIFORNIA	645.00	Aft. School - Field Trip-Legoland
				<u>645.00</u>	
20191013	MINUTELLI, DAWN	EDUCATIONAL SERVICES	LOVE AND LOGIC INSTITUTE	51.90	Supplies/books
				<u>51.90</u>	
20191009	MONTLER, BONNER M	EDUCATIONAL SERVICES	OFFICE DEPOT #908	35.00	Extension cord for portable LCD projector (used for ERC Dept presentations), ink stamp
				<u>35.00</u>	
20191009	NELSON, REBECCA	CHET F. HARRITT	CDE FOUNDATION	680.00	California STEAM Symposium registration
				<u>680.00</u>	
20191006	PARKER, HEIDI MARIA	PRIDE ACADEMY	AMZN MKTP US*QH8NB73W3	10.99	Game equipment
20191011	PARKER, HEIDI MARIA	PRIDE ACADEMY	SOU*SQ *SAN DIEGO MODE	420.00	Field trip admissions
				<u>430.99</u>	
20191003	PEZONE, MELYNDA	CARLTON OAKS	GIH*GLOBALINDUSTRIALEQ	466.50	Recycling bins for recycling project
20191003	PEZONE, MELYNDA	CARLTON OAKS	NOR*NORTHERN TOOL	213.15	Garden hose reel and cart
20191006	PEZONE, MELYNDA	CARLTON OAKS	WWW.ACTIVE4 ME	179.00	Running Club App subscription
20191008	PEZONE, MELYNDA	CARLTON OAKS	BOOSTPROMOTIONS LLC	55.95	Running Club Swag Tags
20191020	PEZONE, MELYNDA	CARLTON OAKS	AMAZON.COM*CN69T5PK3	10.72	Pad Liners
				<u>945.32</u>	
20191023	PIERCE, STEPHANIE	EDUCATIONAL SERVICES	NORTHERN SPEECH SERVICE	1,113.00	Spec. Educ. - Travel/Registration - Childhood Apraxia of Speech (7 teachers)
				<u>1,113.00</u>	
20191003	PROUTY, DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMZN MKTP US*QW3TV0M33	36.52	Pack of USB flash drives
20191010	PROUTY, DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMAZON.COM*CEZEM1V43 A	43.05	Replacement speaker set
20191011	PROUTY, DANIEL J	INSTRUCTIONAL TECHNOLOGY	THE HOME DEPOT 673	469.79	Shelving storage for district library
				<u>549.36</u>	
20191017	RIFFEL, MEREDITH	PUPIL SERVICES	NORTHERN SPEECH SERVICE	44.00	E course Functional AAC, Assessment & Intervention Strategies for Stephanie Millman
20191023	RIFFEL, MEREDITH	PUPIL SERVICES	AMAZON.COM*UW7F7DR3	28.66	Changing table paper for PK at SC
20191030	RIFFEL, MEREDITH	PUPIL SERVICES	AMZN MKTP US*8VZ217PT3	20.36	Supplies for SSP
20191031	RIFFEL, MEREDITH	PUPIL SERVICES	AMZN MKTP US*QO6F7OR3	110.77	Art supplies for SSP
				<u>203.79</u>	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
2019/10/03	SAUNDERS, LEAH	CARLTON HILLS	AMZN MKTP US*OV1264LZ3	8.14	PBIS stickers for positive behavior incentive charts
2019/10/04	SAUNDERS, LEAH	CARLTON HILLS	AMAZON COM*T32LM0S93 A	27.45	Office supplies
2019/10/07	SAUNDERS, LEAH	CARLTON HILLS	SMART AND FINAL 561	22.13	PBIS attendance incentives
2019/10/08	SAUNDERS, LEAH	CARLTON HILLS	TARGET 00002964	50.00	PBIS ROAR drawing awards
2019/10/14	SAUNDERS, LEAH	CARLTON HILLS	AMAZON COM*V53D69A3 A	9.68	PBIS Positive behavior incentives
2019/10/15	SAUNDERS, LEAH	CARLTON HILLS	STARBUCKS STORE 05753	25.00	PBIS ROAR drawing rewards/incentives
2019/10/15	SAUNDERS, LEAH	CARLTON HILLS	AMAZON COM*BB74Z9RG3	26.14	Professional Reading: Who's Doing the Work? Coaching Reference
2019/10/17	SAUNDERS, LEAH	CARLTON HILLS	AMZN MKTP US*DO06O6HL3	47.36	Professional Reading: Love and Logic
2019/10/18	SAUNDERS, LEAH	CARLTON HILLS	AMZN MKTP US*J13CQ5PA3	25.84	Materials for ROAR posters
2019/10/18	SAUNDERS, LEAH	CARLTON HILLS	AMZN MKTP US*1281CSOJ3	19.31	Games for PBIS Alternative Recess Choices SEL
2019/10/18	SAUNDERS, LEAH	CARLTON HILLS	AMZN MKTP US*D900WQ7LN3	29.09	Games for PBIS Alternative Recess Choices SEL
2019/10/18	SAUNDERS, LEAH	CARLTON HILLS	AMZN MKTP US*XQ3DM2IC3	21.54	SEL fidget for student on IEP
2019/10/18	SAUNDERS, LEAH	CARLTON HILLS	AMZN MKTP US*TB88Z89C3	41.27	PBIS Lunchtime ROAR behavior management tool
2019/10/20	SAUNDERS, LEAH	CARLTON HILLS	AMZN MKTP US*BB28V0GW3	17.22	Classroom pencil grips tools to support students on IEPs
2019/10/22	SAUNDERS, LEAH	CARLTON HILLS	SMART AND FINAL 561	19.96	PBIS attendance incentives
2019/10/22	SAUNDERS, LEAH	CARLTON HILLS	AMAZON COM*8C5BZ6633	12.90	Sand Times for PBIS supports
2019/10/22	SAUNDERS, LEAH	CARLTON HILLS	AMZN MKTP US*CO8R2KKA3	29.04	PBIS Sensory Accommodation ear protection for noise reduction
2019/10/23	SAUNDERS, LEAH	CARLTON HILLS	AMAZON COM*1B3OD0HF3 A	26.14	Professional Reading Instructional Coaching Tools
2019/10/24	SAUNDERS, LEAH	CARLTON HILLS	AMZN MKTP US*OS46J9QM3	17.44	Instructional tools pencil grips for student accommodations
2019/10/27	SAUNDERS, LEAH	CARLTON HILLS	AMZN MKTP US*AP8BA2SP3	41.27	PBIS Lunchtime ROAR behavior management tool
2019/10/29	SAUNDERS, LEAH	CARLTON HILLS	AMZN MKTP US*8F5WZ9EL3	29.04	PBIS Sensory Accommodation ear protection for noise reduction
2019/10/30	SAUNDERS, LEAH	CARLTON HILLS	AMZN MKTP US*Z839497E3	25.20	Headphone with microphone for student 504 accommodation
2019/10/31	SAUNDERS, LEAH	CARLTON HILLS	SMART AND FINAL 929	17.98	Student incentives for ASB
				<u>589.14</u>	
2019/10/10	SHEEN, KRISTINA D	OST PROGRAMS	WAL-MART #1917	88.66	Decorations for fall carnival for SC OSTP
2019/10/10	SHEEN, KRISTINA D	OST PROGRAMS	WAL-MART #1917	56.36	Fall carnival decorations for CO OSTP, plates, coolie kits
2019/10/10	SHEEN, KRISTINA D	OST PROGRAMS	WAL-MART #1917	98.89	Spider webs, fabric, gummy eyes and supplies for fall for HC OSTP
2019/10/13	SHEEN, KRISTINA D	OST PROGRAMS	99 CENTS ONLY STORES #	157.18	Canvas, game Battleship, Hedbanz game, activity kits, baby dolls for OSTP
2019/10/15	SHEEN, KRISTINA D	OST PROGRAMS	DOLLARTREE	187.74	Halloween decorations for OSTP sites, table covers, light up key chains, bean bags
2019/10/16	SHEEN, KRISTINA D	OST PROGRAMS	DOLLARTREE	26.47	Paper plates, Tootsie Rolls, googly eyes, coloring books
2019/10/25	SHEEN, KRISTINA D	OST PROGRAMS	FOOD4LESS #0349	6.47	Table cloths for HC Halloween
				<u>635.76</u>	
2019/10/11	SIMPSON, DEBRA	RIO SECO	AMAZON COM*IS7QR3CS3 A	385.91	Supplemental Resources for ELA: Reading and Writing
2019/10/15	SIMPSON, DEBRA	RIO SECO	AMAZON COM*L82G8Z33	173.75	Supplemental Resource Materials: Reading
2019/10/21	SIMPSON, DEBRA	RIO SECO	ARMSTRONG 763 EL CALON	83.21	Learning Garden replacement plants
				<u>642.87</u>	
2019/10/02	SOUTHCOOT, STEPHANIE	CARLTON HILLS	AMZN MKTP US*Z976P4W03	28.92	College education supplies
2019/10/07	SOUTHCOOT, STEPHANIE	CARLTON HILLS	AMAZON COM*JA74J4X83	31.13	Common Core lesson book - PD
2019/10/07	SOUTHCOOT, STEPHANIE	CARLTON HILLS	AMZN MKTP US*TP98R50Z3	36.58	College & Career Ready materials
2019/10/25	SOUTHCOOT, STEPHANIE	CARLTON HILLS	WPY*THE 2 SISTERS	288.00	Teacher PD - Math Frameworks
				<u>394.63</u>	
				<u>15,057.43</u>	

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
Obsolete Instructional Materials	<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
All Other Personal Property	<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

Category	Value/Condition	Option	Requirements
			<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:

Qty	UOM	Description	Site	Storage Location	Condition	Estimated Value/Price
1	EA	Bizhub C550	Technology	Pubs	Used/End of Life	\$500.00
1	EA	Bizhub Pro 1200	Technology	Pubs	Used/End of Life	\$500.00
1	EA	Bizhub 1050E	Technology	Pubs	Used/Defective	\$0

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	

Type	Method	Option? (X)
	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	
	Value insufficient to defray costs of arranging a sale: Discard/Scrap	
	Value \$2,500 or less: Sell without advertising	X
	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 \$1,000.00 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 \$1,000.00.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.9.

Consent Item E.2.10.
Prepared by Karl Christensen
December 17, 2019

Authorization to Solicit Formal Bids for Asphalt
Replacement at Cajon Park School

BACKGROUND:

For 2020-21, the Deferred Maintenance plan incorporates repair and replacement of asphalt for parking lots and playground areas. It is anticipated that the Cajon Park School lower playground asphalt replacement project will exceed the \$200,000 limit for CUPCCAC informal bids. Consequently, a formal bid process will be used to bid asphalt replacement at Cajon Park School.

RECOMMENDATION:

It is recommended that the Board of Education provide authorization to solicit formal bids for asphalt replacement at the Cajon Park School lower field. Acceptance of bid will be brought back to a subsequent Board meeting for approval.

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:

There is no fiscal impact at this time.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.10.

Consent Item E.2.11. Authorization to Solicit Bids for Milk and Milk by Products.
 Prepared by Karl Christensen
 December 17, 2019

BACKGROUND:

Periodically, it is necessary to solicit bids for the procurement of milk and milk by products as costs for these goods is approximately \$150,000 per year. Administration is seeking authorization to solicit bids to contract for purchase of milk and milk by products for the period from July 1, 2020 through June 30, 2021. The contract will allow for the option to extend the contract annually for up to two additional years.

RECOMMENDATION:

It is recommended the Board of Education provide authorization to solicit bids for the procurement of milk and milk by products.

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:

Approximately \$150,000 per year paid from the Child Nutrition Fund

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.11.

BACKGROUND:

California Education Code Section 32288 requires that each school district annually approve the comprehensive school safety plans. The Code also requires that each school site council develop and approve the school safety plan.

Presented for approval are the School Safety Plans for Cajon Park, Carlton Hills, Carlton Oaks, Chet F. Harritt, Hill Creek, Pepper Drive, PRIDE Academy at Prospect Avenue, Rio Seco, and Sycamore Canyon Schools. The plans contain specific action plans as well as clearly stated School Safety Strategies. Additionally, each plan contains the requirements of Education Code Section 32282 (a), namely:

- Conduct an assessment of the current status of crime committed at schools
- Identify appropriate strategies and programs that will provide or maintain a high level of school safety
- Child abuse reporting procedures
- Disaster procedures
- Policies pursuant to the Education Code for students serious acts that would lead to suspension and expulsion
- Procedures to notify teachers of dangerous pupils
- A discrimination and harassment policy
- Provision of a student dress code that prohibits “gang-related” apparel
- Procedures for safe ingress and egress of pupils, parents and school employees to and from school
- A safe and orderly environment conducive to learning
- District rules on student discipline, and
- Hate crime reporting procedures.

A copy of the Safety Plans will be available at the board meeting for review.

RECOMMENDATION:

Administration recommends that the Board of Education approve the comprehensive school safety plans.

This recommendation supports the following District goals:

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

FISCAL IMPACT:

There is no significant cost to the implementation of the procedures outlined in the safety plans.

ACADEMIC ACHIEVEMENT IMPACT:

The plan describes a process for insuring school safety, and thereby, also insures that student and staff enjoy a safe school learning environment.

Motion: _____ Second: _____ Vote: _____ Agenda Item E.3.1.

Consent Item E.3.2.

Approval of Agreement with Western Governors University for Student Teacher Placement

Prepared by Dr. Stephanie Pierce
December 17, 2019

BACKGROUND:

Santee School District has entered into cooperative agreements with various universities in the past to provide field laboratory classroom placement for student teachers and interns. Santee School District has received a Student Teacher Agreement from Western Governors University for this purpose. The term of this agreement shall commence on December 18, 2019 and continue through December 17, 2022.

RECOMMENDATION:

Administration recommends that the Student Teacher Agreement with Western Governors University for teacher education fieldwork be approved by the Board of Education.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

Western Governors University shall pay the District for field laboratory classroom placement of student teachers at the rate of \$150 for each full-time student teacher per thirteen-week assignment (sixteen-weeks for each special education assignment). These amounts are designated to the Master Teacher.

STUDENT ACHIEVEMENT IMPACT:

This agreement supports student learning by placing interns and student teachers in the classroom for directed teaching and provides students with an additional instructional resource.

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



Western Governors University

4001 South 700 East, Suite 700, SLC, UT 84107

STUDENT TEACHING LETTER OF AGREEMENT - CALIFORNIA

Tier 1: Primary Partner

This Student Teaching Letter of Agreement (Agreement) is made between Western Governors University, a Utah nonprofit corporation (WGU), and Santee School District ("District"), and is effective as of the date of signature below ("Effective Date").

Thank you for working with Western Governors University (WGU) for the placement of student teachers. Our goal is to establish a relationship of collaboration that benefits your district/school and WGU Teacher Candidates, and that allows us to work together for continuous improvement. We look forward to working together for the benefit of your future educators.

WGU is regionally accredited by the Northwest Commission on Colleges and Universities (NWCCU), and the WGU Teacher Education programs are further accredited by the Council for the Accreditation of Educator Preparation (CAEP). WGU represents that each Teacher Candidate assigned to the District for Student Teaching is validly enrolled in an approved WGU credentialing program and meets the District's background requirements.

A. Definitions

For the purposes of this Agreement, capitalized terms will have the following meanings:

- Teacher Candidate refers to a student enrolled in a WGU program leading to an education credential.
- Cooperating Teacher (or host teacher) refers to a district employee who is the teacher-of-record in the classroom where the Teacher Candidate is assigned. A Cooperating Teacher may or may not be a Clinical Supervisor.
- Clinical Supervisor refers to a present or former employee of District, retired educator, or any other individual meeting the criteria of "supervisor" established by WGU for this position, and engaged by WGU or District, to supervise a Teacher Candidate's progress during a minimum of six observations. WGU shall be responsible for the selection, assignment, training, and compensation of Clinical Supervisors. WGU welcomes nominations of Clinical Supervisors by the District/school.
- Preclinical Experience refers to the active participation by a Teacher Candidate in a wide range of in-classroom experiences in order to develop the skills and confidence necessary to be an effective teacher and prepare for Student Teaching. Students reflect on and document at least 75 hours of in-classroom observations (15 hours of which must involve direct engagement with students in a classroom) leading up to Student Teaching.
- Student Teaching (or demonstration teaching) refers to the greater of the then-current WGU full-time and continuous requirement in California (currently 13 weeks, or 16 weeks for special education) or the State's and/or District's minimum requirement for Student Teaching. Student Teaching shall satisfy all applicable WGU and State requirements.
- Field Experience refers collectively to the Preclinical Experience and Student Teaching.

B. Mutual Expectations

A Primary Partner is a district/school where WGU places Teacher Candidates for a Field Experience with Cooperating Teachers, with an aim to co-construct a mutually beneficial arrangement for clinical preparation and the continuous improvement of Teacher Candidates, and to share accountability for Teacher Candidate outcomes. The school administrator and Cooperating Teacher will have the opportunity to provide critical feedback to inform program improvement through surveys at the end of each cohort and may receive an invitation to participate in an annual focus group.

C. Cooperating Teacher Standards

District, with the input of WGU, will provide the Teacher Candidate with a Student Teaching assignment in a school and classes of District under the direct supervision and instruction of a Cooperating Teacher that meets the following minimum requirements:

- Has documented completion of training/professional development equivalent to 10 hours that includes: a two-hour orientation to the program curriculum, and eight hours of training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices, as required by the California Commission on Teacher Credentialing (CTC);
- Holds a clear credential in the content area in which the Cooperating Teacher is providing supervision;
- Has a minimum of three years of teaching experience (five years preferred) of content area K-12 teaching experience, with two or more years teaching in the current school, and has demonstrated exemplary teaching practices as determined by the employer and the preparation program;
- Demonstrates a positive impact on student learning in the classroom;
- Demonstrates ability to serve as a positive role model and mentor;
- Demonstrates actions related to leadership qualities and collaborating with others;
- Has successfully and with positive impact mentored teacher candidates, colleagues, and/or adults;
- Uses a computer to correspond with WGU staff and complete online evaluation forms; and
- Models consistently the dispositions and ethical considerations expected of WGU Teacher Candidates:
 - caring and considerate
 - affirming of diversity and cross-culturally competent
 - a reflective practitioner
 - equitable and fair
 - committed to the belief that all students can learn
 - collaborative
 - technologically proficient
 - professional in leadership

D. WGU Responsibilities

WGU will:

- Select qualified Teacher Candidates who have been prepared with the appropriate educational background, knowledge, skills, and professional disposition to participate in Field Experiences.
- Pay an honorarium per Teacher Candidate, either directly to the Cooperating Teacher or to the District, for the Cooperating Teacher's services. The Cooperating Teacher may also receive professional development hours connected to the successful completion of WGU Cooperating Teacher training.
- Require Teacher Candidates to have completed a background check acceptable to District prior to participating in Field Experience activities.
- Provide opportunities for feedback regarding improvement of WGU Teacher Candidate preparation.
- Provide professional development training to Cooperating Teachers regarding WGU processes and procedures.

- Maintain an online site for support, resources, and training for Cooperating Teachers.
- Facilitate a Cohort Seminar in which Teacher Candidates will participate with a community of peers to receive support during Student Teaching and the final performance assessment.

E. District Responsibilities

District, or school administrator, will:

- Nominate one or more qualified Cooperating Teacher(s) by providing a completed copy of the Student Teacher Acceptance Form to the WGU Field Placement Team.
- Allow the Clinical Supervisor access to the host school and classroom for the specific purpose of observing Teacher Candidates. Clinical supervision may include an in-person site visit, video capture, or synchronous video observation.
- Provide Teacher Candidates with any District policies and procedures to which they are expected to adhere to during the Field Experience and while on District premises.
- Through the involvement of the Cooperating Teacher, participate with the Clinical Supervisor and Teacher Candidates in two evaluations: one mid-way through Student Teaching, and a Final Evaluation at the end of Student Teaching. WGU shall be responsible for the format of the evaluations.
- Provide Teacher Candidates opportunities to observe, assist, tutor, instruct, implement effective teaching strategies, and conduct research, as appropriate, during the Field Experience.
- Provide, when possible, opportunities for Teacher Candidates to use technology to enhance student learning and monitor student progress and growth.
- Provide, when possible, opportunities for Teacher Candidates to experience working with diverse student populations including English Language Learners and Students with Exceptional Learning Needs.
- Require Cooperating Teachers to complete and document training/professional development equivalent to 10 hours that includes: a two-hour orientation to the program curriculum, and eight hours of training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices, as required by the California CTC.
- Encourage Cooperating Teachers to participate annually in WGU's Evaluation Form Calibration.
- Encourage administrators and Cooperating Teachers to participate in WGU's Feedback Surveys (offered at the end of the Spring and Fall Cohorts) to report on Teacher Candidate quality and preparation and to provide program feedback to WGU for continuous improvement.

F. Additional Terms

- **Term.** This Agreement shall commence on the Effective Date and shall continue for three (3) years from the Effective Date, or until such time as either party gives the other party thirty (30) days advance written notice of its intent to terminate the Agreement; provided, however, that all Teacher Candidates at District as of the date of such notice shall be permitted to complete their Student Teaching.
- **Points of Contact.** Each party shall designate a point of contact between the parties for communication and coordination of Student Teaching. Contact information is set forth following the signature block.
- **Education Records.**
 - District acknowledges that the education records of assigned Teacher Candidates are protected by the Family Educational Rights and Privacy Act (FERPA), and agrees to comply with FERPA and limit access to those employees or agents with a need to know. Pursuant to FERPA, and for the purposes of this Agreement, WGU hereby designates District as a "school official" with a legitimate educational interest in such records.
 - WGU shall instruct Teacher Candidates of the necessity of maintaining the confidentiality of all District student records. District shall not grant Teacher Candidates or WGU employees access to

individually identifiable student information unless the affected student's parent or guardian has first given written consent using a form approved by District that complies with FERPA and other applicable law.

- **Video Recordings.** During Student Teaching, Teacher Candidates may be required to submit video recordings of their classroom teaching performance (recordings). Such recordings are designed to assist Teacher Candidates in improving their instruction and allow WGU to evaluate Teacher Candidate performance. Although student images may appear in the recordings, the primary focus is on the instruction and not the students or other adults in the classroom. The recordings will not be made public and will be uploaded to a secure site to be scored by WGU evaluators. WGU will instruct Teacher Candidates: (i) on appropriate protocol to submit recordings for evaluation; (ii) that no part of the recordings should be used for any personal or professional purposes outside of performance evaluation; and (iii) that recordings be destroyed once the evaluation is completed. District understands that Teacher Candidates are not employees or agents of WGU and that any further precautions regarding the privacy of District's students should be agreed directly between the District and Teacher Candidates.
- **Right to Accept or Terminate a Placement.** District may refuse to accept for placement, or may terminate the placement, of any Teacher Candidate based upon its good faith determination that the Teacher Candidate is not meeting performance standards or is otherwise deemed unacceptable to District. In such cases, District shall notify WGU in writing and shall state the reasons for such decision.
- **WGU Insurance.** WGU warrants and represents that it provides and maintains general liability insurance with limits of at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate and, upon District's request, shall provide a certificate of insurance as evidence of coverage. WGU shall maintain, at its sole expense, workers' compensation insurance as required by law.
- **Professional Liability Insurance.** Teacher Candidates will be responsible for procuring and maintaining, at their own expense, professional liability insurance for the duration of the Field Experience with limits of at least \$1,000,000 per occurrence and \$3,000,000 annual aggregate.
- **Status of Parties.** Nothing in this Agreement is intended to or shall be construed to constitute an agency, employer/employee, partnership, or fiduciary relationship between the parties.
- **Non-Discrimination.** Both parties agree to fully comply with all applicable non-discrimination laws of District's state and municipality, and of the United States. Both parties will accept, assign, supervise and evaluate qualified Teacher Candidates regardless of race, sex, sexual orientation, creed, national origin, age, disability, Vietnam-era veteran status, or any other basis protected by law.
- **Entire Agreement.** This Agreement represents the entire understanding between the parties and supersedes all prior oral or written agreements, and no modification shall be valid unless in writing and signed by both parties. No Teacher Candidate or other third party shall be a beneficiary of or have any right to enforce the terms of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

WGU

DISTRICT

By: Stacey Ludwig Johnson

By: _____

Title: VP, Academic Operations

Title: _____

Date: _____

Point of Contact:

Point of Contact:

Email: fieldplacement@wgu.edu

Email:

Phone: 866-889-0132 (Option 1)

Phone:

For legal notices:

General Counsel

Western Governors University

4001 South 700 East, Suite 700

Salt Lake City, UT 84107-2533

For legal notices:

Consent Item E.3.3.

Approval of Services Contract Between Santee School District and San Diego County Office of Education Regarding Participation in the CREEC Grant

Prepared by Dr. Stephanie Pierce
December 17, 2019

BACKGROUND:

Administrative Regulation 3290: Gifts, Grants, and Bequests have established procedures for school and District personnel to follow for the submission and obtainment of grant funding. Through Santee School District's collaboration with San Diego County Office of Education (SDCOE) around the Next Generation Science Standards (NGSS) we have the opportunity to be part of a cohort participating in California Regional Environmental Education Community (CREEC) Grant.

Through collaboration with San Diego County Office of Education, experts in the field, and the Santee School District, we will immerse students in environmental literacy and local phenomena. This work will involve studying human impacts on systems, conservation around water, and what students need to know about it. Students will research and observe water collection systems, bio-filtration systems, and phenomena local to East County. This collaborative effort will align with both Common Core Standards and NGSS, allowing for cross-curricular connections. Additionally, California English Language Arts (ELA) and English Language Development (ELD) Standards are incorporated through use of research informed academic supports, hands-on experiments, and deep exploration of phenomena.

Santee School District will offer a series of Professional Learning Days to approximately ninety K-8 teachers with a focus on environmental literacy and NGSS.

RECOMMENDATION:

Administration recommends the Board of Education approve the Service Contract between Santee School District and San Diego County Office of Education for participation in the CREEC grant. This supports the district's literacy goal with a focus on disciplinary literacy through the lens of NGSS, ELA, and ELD.

This program supports the following District goals:

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

Santee School District will receive up to \$29,520.00 from the Environmental Education Grant Program to support teacher attendance at professional learning events scheduled during the 2019-2020 school year.

STUDENT ACHIEVEMENT:

The CREEC grant program is dedicated to increasing the academic achievement of students in the Next Generation Science Standards (NGSS) and literacy by enhancing content knowledge and teaching skills through professional development.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.3.3.

Consent Item E.3.4.

Approval of Individual Services Agreement with Stein School for Nonpublic School Services

Prepared by Dr. Stephanie Pierce
December 17, 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 Stein School to address their unique needs.

RECOMMENDATION:

Administration recommends the Board of Education approve the Individual Services Agreement with Stein School for one student for the term of January 13, 2020 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 Master Contract are as follows:

School/Agency	Number of Students	Duration of Service	Cost	Total Cost
Stein Center	1 student	01/13/20 – 06/30/20 111 days including ESY instruction	\$267.38	\$29,679.18
TOTAL:				\$29,679.18

STUDENT ACHIEVEMENT:

Some students require alternative settings to demonstrate educational progress.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.3.4.

Consent Item E.3.5.

Approval of Individual Services Agreement with
The Institute for Effective Education Nonpublic
School Services

Prepared by Dr. Stephanie Pierce
December 17, 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 The Institute for Effective Education for the remainder of the 2019-2020 school year to address their unique needs.

RECOMMENDATION:

Administration recommends the Board of Education approve the Nonpublic School Individual Services Agreement with The Institute for Effective Education for one student for the term of November 12, 2019 through June 30, 2020.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The terms of the Agreement are as follows:

School/Agency	Number of Students	Duration of Service	Cost per Day	Total Cost
The Institute for Effective Education (TIEE)	1 student	11/12/19-6/30/20 (141 Days) including ESY	\$316.88	\$44,680.08
	1 student	11/12/19-6/30/20 (141 Days) Intensive Individual Instruction	\$127.00	\$17,907.00
Total				\$62,587.08

STUDENT ACHIEVEMENT:

Some students require alternative settings to demonstrate educational progress.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.3.6.

Consent Item E.3.6.

Approval of Nonpublic School Individual Services Agreement and Residential Care Agreement with San Diego Center for Children Nonpublic School Services

Prepared by Dr. Stephanie Pierce
December 17, 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 additional student with disabilities requires enrollment and residential care at the San Diego Center for Children for the 2019-2020 school year to address their unique needs.

RECOMMENDATION:

Administration recommends the Board of Education approve the Nonpublic School, Individual Service Agreement and Appendix C Residential Care Contract with San Diego Center for Children School for one student for the term of December 4, 2019 through June 30, 2020.

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/Mo.	Total Cost
San Diego Center for Children	1 student	12/4/19 - 6/30/20 including ESY instruction	\$220.44/day	\$27,995.88
Room/Board/Mental Health Services	1 student	12/4/19 – 6/30/20	\$14,920.00/mo.	\$104,440.00

TOTAL \$132,435.88

STUDENT ACHIEVEMENT:

Some students require alternative settings to demonstrate educational progress.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.3.6.

Consent Item E.4.1. Personnel, Regular
 Prepared by Tim Larson
 December 17, 2019

BACKGROUND:

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

Certificated Staff

A. New Appointments:

Employee	Location	Class/Step/Position #	Previous Annual Salary	New Annual Salary	Effective Date
1. Shepard, Jessica	Pepper Drive	IV-01 #10321322	\$0.00	\$52,667.00	12-13-19

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. Carrillo, Mario	Special Education	V-06 to V-07 #30012478	\$65,145.00	\$69,672.00	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. Hassan, Nawar	Pepper Drive	Instructional Assistant, Language English Proficiency 20 A / 3.5 hrs #30004245	\$0.00	\$1,176.93	12-02-19
2. Manglona, Prince	Chet F. Harritt	Project SAFE Assistant 17 A / 3.92 hrs #10325007	\$0.00	\$1,138.97	11-13-19
3. O'Brien, Kellie	Chet F. Harritt	Instructional Assistant I 19 A / 5.0 hrs #30013383	\$0.00	\$1,601.17	12-02-19

Classified Staff continued

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. Ahumada, Veronica	Transportation	Bus Driver II 26 E / 7.0 hrs to <i>Driver/Office Assistant</i> 25.5 E / 7.0 hrs #10326237	\$3,835.65	\$3,835.65	10-02-19
2. Ashcraft, Krystle	Hill Creek	Early Childhood Assistant II 18 C / 3.92 hrs to <i>Early Chidhood Group Leader I</i> 19.5 C / 5.75 hrs #10325064	\$1,318.17	\$2,080.69	12-02-19
3. Champlin, Marshal	Rio Seco	Project SAFE Assistant 17 C / 5.25 hrs to <i>Out-of-School Time Group Leader</i> 19.5 B / 5.75 hrs #10325053	\$1,551.98	\$1,981.01	12-02-19
4. Cruz, Zachary	Rio Seco to <i>PRIDE Academy</i>	Site Custodian 24 E / 8.0 hrs #10326456	\$3,976.27	\$3,976.27	12-31-19
5. Hepner, Travis	Sycamore Canyon to <i>Maintenance & Operations</i>	Site Custodian 24 E / 8.0 hrs to <i>Craftsworke r I</i> 24.5 E / 8.0 hrs #10326113	\$3,976.27	\$4,076.80	12-09-19
6. Meza, Diana	Hill Creek to <i>Sycamore Canyon</i>	Site Custodian 24 E / 8.0 hrs #10326459	\$4,930.57	\$4,930.57	12-31-19
7. Smith, Janalee	Cajon Park	Instructional Assistant, Special Ed II 21 A / 6.0 hrs to Instructional Assistant, Special Ed II 21 E / 6.0 hrs #10327157	\$2,119.00	\$2,576.60	08-21-19
8. Shows, Denice	Transportation	Bus Attendant 22 A / 5.5 hrs to <i>Van Driver</i> 19 A / 5.0 hrs #30003738	\$1,761.28	\$1,854.67	12-02-19

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. Coduti, Kami	Hill Creek	Campus Aide	Resignation	01-08-20
2. Cooper, Sarah	Carlton Hills	Instructional Assistant, Special Ed II	Resignation	11-08-19
3. Gimm, Kati	Rio Seco	Instructional Assistant, Special Ed II	Resignation	11-30-19
4. Myers, Charles	Transportation	Director, Transportation	Retirement	01-03-20
5. Olivas, Elissa	Carlton Oaks	Project SAFE Assistant	Resignation	12-14-19
6. O'Steen, Carol	PRIDE Academy	Site Custodian	Retirement	12-31-19

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. Approval of Agreement with Community Information Exchange

Prepared by Tim Larson
December 17, 2019

BACKGROUND:

Santee School District and the Santee Collaborative seek to provide the best possible support for students and families . To better support these families, we seek to become a network partner with the Community Information Exchange (CIE), a division of 211 San Diego. CIE is an ecosystem comprised of multidisciplinary network partners that use a shared language, resource database, and integrated technology platform to deliver enhanced community planning. The network partners offer families and individuals information and referral to agencies that provide services in the area they are seeking support. CIE is organized by the social determinates of health including a domain for education and human development. Partners receive monthly reports on the needs and resources that families within the 92071 zip code have accessed. Using CIE information about Santee will allow the Collaborative to help address community needs.

Santee School District has participated with 2-1-1 San Diego for many years providing information about Out of School Time Programs. The Santee Collaborative Director receives many calls each week to offer resources to families. The Santee Collaborative will work with CIE and 211 to construct an appropriate profile and plan to address the referral needs of Santee families.

Being a partner with CIE offers better access resources and supports the families in Santee as well as captures the needs of these families. The Collaborative is encouraging all of its east county members to become partners with CIE. About 60% of the Collaborative member agencies connect with CIE and 211. This allows referrals to be a seamless transition to support.

RECOMMENDATION:

The administration recommends that the Board of Education approve Business Associate and Participant Agreements with CIE.

This recommendation supports the following District goal:

- Provides the social, emotional and health service integrated with community services to foster student character and personal well-being.

FISCAL IMPACT:

There is no cost to the District for this program.

STUDENT ACHIEVEMENT IMPACT:

By providing additional support for families in need, students will be better prepared to learn in the classroom.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.4.2.



HIPAA:
Business Associate Agreement

This HIPAA Business Associate Agreement ("**BAA**"), is entered into by and between Infoline of San Diego County, dba, 2-1-1 San Diego, ("**Business Associate**") and the Covered Entity or Business Associate named on the signature page hereto ("**Covered Entity**"), each a "Party" and collectively, the "Parties." This BAA shall be effective on the date indicated at the signature page hereto, or the date commensurate with the effective date of the Participation Agreement or other agreement entered into by the Parties ("Agreement") pursuant to which Business Associate will be granted access to protected healthcare information, (whichever effective date is earlier). *This BAA applies to the parties only to the extent that a business associate relationship exists within the meaning of 45 CFR 160.03.*

RECITALS

Whereas, at times, 2-1-1 San Diego, may serve as a Business Associate that creates, receives, maintains, stores, aggregates, transmits or facilitates the exchange of protected health information ("PHI") for, on behalf of and between "Covered Entities" or other Business Associates for Permitted Purposes.

Whereas, at various times, Business Associate may provide Services for, or on behalf of a Covered Entity, that requires Business Associate to collect, store, transmit, retrieve, use or disclose an Individual's protected health information, orally, or in paper or electronic form. In doing so, it is the intent of each of the Parties to this Agreement to observe and faithfully perform the duties and obligations of a Business Associate, and Covered Entity, as the context may require, in accordance with the "Privacy Laws" and the following Terms and Conditions.

Now therefore, in light of the foregoing Recitals and for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto hereby agree as follows:

TERMS AND CONDITIONS

ARTICLE I
DEFINITIONS:

1.1. Definition of Capitalized Terms. Unless otherwise defined in this BAA, capitalized terms shall have the meaning set forth in the Privacy Laws.

"**Agreement**" means and refers to collectively, the Participation Agreement and each statement of work, if any, and this BAA, or if there is no Participation Agreement, then Agreement means this BAA.

"**Privacy Laws**" means and refers to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the regulations promulgated thereunder by the U.S. Department of Health and Human Services (45 CFR Parts 160, 162 and Subparts A, C, D and E of Part 164, the "HIPAA Regulations"), and the Health Information Technology for Economic and Clinical Health Act of 2009 (the "HITECH Act") Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009, Pub. L. No. 111-5 (February 17, 2009).

"**Breach**" as defined by 45 CFR §164.402 means the unauthorized acquisition, access, use, or disclosure of PHI or any activity that compromises the security or privacy of such information, except where an unauthorized person to whom such information is disclosed would not reasonably have been able to retain such information.

"**Business Associate**" as defined by 45 C.F.R. 160.13, includes any entity that creates, receives, maintains, or transmits protected healthcare information ("PHI") on behalf of a Covered Entity.

"**Business Associate Subcontractor**" or "**Subcontractor**" means a contractor to Business Associate that performs services as a Business Associate as that term is defined in 45 CFR §160.103.

"**Covered Entity**" refers to a Health Plan, Health Care Clearinghouse, or Health Care Provider that transmits any protected healthcare information in electronic form in connection with a transaction covered by HIPAA and shall have the same meaning as the term "Covered Entity" as stated at 45 CFR §160.103.



“Permitted Purpose” means and refers to the purposes for which PHI may be used and disclosed under the Privacy Laws, including, without limitation, treatment, payment, healthcare operations, healthcare oversight, public health, emergency medical services and the determination of eligibility for and the delivery of government benefits to the Individual that is the subject of the PHI.

“Protected Healthcare Information” or **“PHI”** means any information, whether oral or recorded in any form or medium, including electronic PHI or “ePHI”: (i) that relates to the past, present, or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual, and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term at 45 CFR §160.103.

“Security Incident” means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an Information System, and shall have the meaning given to such term at 45 CFR §164.304.

“Services” shall mean, to the extent and only to the extent they involve the creation, use, storage, transmission, encryption, destruction or disclosure of PHI for a Permitted Use by a Business Associate or Business Associate Subcontractor under the Participation Agreement.

“Participation Agreement” means and refers to the agreement between Business Associate and Covered Entity and each statement of work pursuant to which Business Associate agrees to perform Services that involve the use or disclosure of PHI.

ARTICLE II

COMPLIANCE WITH THE PRIVACY LAWS

2.1. Parties Mutual Obligation to Comply with Privacy Laws. The Parties to this BAA shall observe and comply with the Privacy Laws and faithfully perform the duties and obligations of a Business Associate, or Covered Entity, respectively as such terms may pertain to them from time to time under the Privacy Laws, at all times during the Term of this Agreement and for such period of time following termination as may be required by the Privacy Laws.

2.2. Effect of BAA. This BAA amends, supplements, and is made a part of any and all Agreements between 2-1-1 San Diego and the Covered Entity, to the extent 2-1-1 San Diego is to perform Services as a Business Associate. To the extent the terms and conditions of the Participation Agreement are inconsistent or conflict with the terms of this BAA, this BAA shall govern.

ARTICLE III

USE AND DISCLOSURE OF PHI

3.1. Permitted Uses and Disclosures: Business Associate may use or disclose PHI if necessary and consistent with 42 U.S.C Section 17935(b) only to the extent necessary to perform functions, activities or services specified in this BAA, or the

Participation Agreement on behalf of Covered Entity, provided such use or disclosure would not violate the Privacy Laws, if done by Covered Entity.

3.2. Management and Administration. Except at otherwise indicated in this BAA, Business Associate may use and disclose PHI (a) to properly manage and administer Business Associate's business, and carry out Business Associate's legal responsibilities.

3.3. Data Aggregation. Business Associate may use and disclose PHI to provide Data Aggregation services relating to the Health Care Operations of the Covered Entity.

3.4. De-Identified. Business Associate may use PHI to de-identify the information in accordance with 42 CFR 164.514(a)-(c) for any lawful purpose.

3.5. Limited Data Set. Business Associate may request PHI in the form of a Limited Data Set, to be used for research, public health or health care operations.

3.6. Minimum Necessary. Business Associate shall limit access to PHI within its own workforce and place the same requirements upon its Business Associate Subcontractor's to those knowledgeable of the Privacy Laws and only on a need to know basis.

ARTICLE IV

OBLIGATIONS OF BUSINESS ASSOCIATE:

4.1. Nondisclosure. Business Associate shall not use, access or disclose PHI other than as permitted or required by the Participation Agreement, this BAA or by the Privacy Laws.

4.2. Safeguards. Business Associate shall adopt, implement and update administrative, physical and technological safeguards that reasonably and appropriately protect the privacy, integrity, and security of PHI and to comply with the applicable standards of Subpart C of 45 CFR Part 164. Covered Entity shall have the right to audit these security controls and review Business Associates' written information privacy and security policies and procedures, from time to time upon not less than five (5) business days notice to Business Associate. Business Associate will implement technology or methodology specified by the Secretary pursuant to 42 USC Section 17932(h) that renders PHI unusable, unreadable, or indecipherable to unauthorized individuals.

4.3. Report Unauthorized Use or Disclosures to Covered Entity. Business Associate shall report to Covered Entity any use or disclosure of PHI not provided for by the Agreement that is not otherwise permitted by Law. In this regard, Business Associate will report Breaches of Unsecured ePHI as required at 45 CFR 164.410,

4.4. Business Associate Subcontractors. In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, Business Associate will take reasonable steps to ensure those of its subcontractors, (and their employees or agents) that create, receive, maintain, or transmit PHI on behalf of Business Associate agree to substantially the same restrictions, conditions, and requirements, including requirements for reporting any Breaches or Security Incidents as apply to Business Associate herein,



4.5. Accounting to Individual of Disclosures. Business Associate shall maintain, and within twenty (20) days of a written request, provide the information required or reasonably necessary to permit Covered Entity to satisfy its obligations under 45 CFR 164.528 to provide an accounting of disclosures to an Individual. Unless otherwise agreed, Business Associate shall not be required to provide an accounting of disclosures directly to the Individual, but shall forward such requests to Covered Entity.

4.6. Amendments to PHI. To the extent Business Associate maintains PHI in a central database on behalf of Covered Entity, Business Associate will make such amendments to PHI in a Designated Record Set as directed or agreed to by Covered Entity pursuant to 45 CFR 64.526.

4.7. Compliance Audit. Business Associate shall make its internal practices, books, and records available to the Secretary and/or Covered Entity upon request, for purposes of determining compliance with the Privacy Laws, and to investigate any Breach or Security Incident.

4.8. Marketing or Sale of PHI. Subject to the limitations set forth in Section 13405(d)(2) of the HITECH Act, and in compliance with 45 CFR Section 164.502(a)(5), except for compensation for services provided under the Participation Agreement, Business Associate shall not directly or indirectly receive remuneration in exchange for any PHI from a third party.

4.9. Indecipherable or Lost PHI. Business Associate shall take reasonable steps, at its sole cost and expense, to trace lost PHI or translate and recreate indecipherable transmissions of ePHI where such loss or corruption is the result of or related to a disruption or malfunction of Business Associate's internet connection, hardware, software or a breach of or defect in its security system.

4.10. Designated Record Set. Within ten (10) day of receiving a request, and to the extent Data is maintained by Business Associate, Business Associate shall make PHI available to Covered Entity in a Designated Record Set to permit Covered Entity to satisfy its obligations under 45 CFR 164.524.

4.11. Standard Transactions. To the extent Business Associate conducts Standard Transactions, Business Associate shall comply with the Privacy Laws and specifically the Administrative Requirements set forth at 45 CFR Part 162.

4.12. Covered Entity's Obligations. To the extent Business Associate is to carry out Covered Entity's obligations under 45 CFR Part 164, Subpart E, comply with the requirements of Subpart E that apply to Covered Entity in the performance of such obligations.

4.13. Export of PHI. Business Associate, its agents or Subcontractors not perform any services that require the export of PHI outside the United States of America without the prior written consent of the Covered Entity.

4.14. Notice and Opportunity to Oppose Disclosure. In the event Business Associate is required by law to disclose PHI pursuant to a court order or other legal proceeding or investigation, Business Associate shall promptly Notify Covered

Entity of such requirement so as to afford Covered Entity sufficient time to take appropriate action to oppose the disclosure.

ARTICLE V

COVERED ENTITY OBLIGATIONS

5.1. Restriction on Use or Disclosure. Covered Entity will immediately notify Business Associate of any restriction on the use or disclosure of PHI that Covered Entity has agreed to or is required to abide by under 45 CFR §164.522, to the extent that such restriction may affect Business Associate's (or that of its Subcontractor) use or disclosure of PHI.

5.2. Consent or Authorization. Covered Entity will not disclose or provide Business Associate or its Subcontractors access to PHI except to the extent Covered Entity is permitted or required to do so under the Privacy Laws or pursuant to the consent or authorization of the Individual (or his or her representatives) that is the subject of the PHI.

5.3. Notice of Privacy Practices. Covered Entity shall provide Business Associate with a copy of its most current Notice of Privacy Practices, and updates as and when made.

ARTICLE VI

BREACH OR SECURITY INCIDENT

6.1. Breach or Security Incidents. Business Associate shall promptly notify Covered Entity as required by 45 CFR 164.410, but no later than five (5) business days after Business Associate becomes aware of a Breach or Security Incident. Business Associate shall be deemed to be aware of a Breach or Security Incident as of the first day on which such Breach or Security Incident is actually known or reasonably should have been known by any of its officers, employees, agents or subcontractors.

6.2. Investigation and Corrective Action. The Parties will cooperate with each other in good faith in the investigation of the Breach or Security Incident. Business Associate will promptly take such steps as are reasonable to mitigate any harmful effects of such Breach or Security Incident and shall Notify Covered Entity, no later than twenty (20) days after discovery of the Breach or Security Incident of; (i) the identity of each Individual whose Unsecured PHI was accessed, acquired, used or disclosed as a result of the Breach, and (ii) such other information required by the actions taken by Business Associate to mitigate any harmful effect of such Breach or Security Incident, and (ii) the corrective action such Party has taken or shall take to prevent future similar Breaches or Security Incidents, and (iii) any other action required by Applicable Laws pertaining to the Breach or Security Incident.

6.3 Notification To Individuals. Unless the parties agree in writing otherwise, Covered Entity shall provide Individuals affected by a Breach or Security Incident such notification required by the Privacy Laws.

6.4. Notification to Media. A notification required to be given to the public via the media pursuant to 45 CFR 164.406 shall be provided by Covered Entity, unless the parties agree in writing otherwise. Business Associate will not communicate with the



media concerning a Breach or Security Incident unless directed to do so by Covered Entity in Writing.

**ARTICLE VII
TERM AND TERMINATION**

7.1. Term. The Term of this BAA shall commence on the Effective Date and terminate on the date that is commensurate with the Termination Date of the Participation Agreement, (as the same may be extended or renewed).

7.2. Termination for Cause. Either Party may terminate this BAA (and the Participation Agreement) immediately upon Notice for "Cause." "Cause" shall mean and refer to (i) a Party's failure to cure a material breach of this BAA within thirty (30) days of Notice of such breach; (ii) any act or omission of a Party resulting in a Breach or Security Incident, (iii) failure of Business Associate to provide the accounting of disclosures or security audit in a timely manner, (iv) failure of a Party to take reasonable corrective action to prevent Breaches or Security Incidents. In addition, Covered Entity may terminate this BAA for any reason upon one (1) month's Notice.

7.3. Obligations of a Party Upon Termination. Upon termination of this BAA for any reason, and with respect to PHI received solely from Covered Entity or created, maintained, or received by Business Associate solely for Covered Entity, Business Associate shall, if feasible, return to Covered Entity or (if agreed to by Covered Entity), destroy the PHI retained by Business Associate when it is no longer needed by Business Associate for the proper management and administration of its business and legal responsibilities or for the Permitted Purposes for which such PHI was originally used or retained.

**ARTICLE VIII:
MISCELLANEOUS PROVISIONS.**

8.1. Contradictory Terms; Construction of Terms. Any capitalized term or provision of the Agreement that contradicts one or more terms and conditions of this BAA, including the definition of a Capitalized Term shall be superseded by the definitions and term and conditions set forth in this BAA for the purposes of complying with the Privacy Laws.

8.2. Amendment. This BAA shall be amended from time to time as is necessary in order for a Party to comply with the requirements of the Privacy Laws. All other amendments must be in writing and executed by both parties to be effective.

8.3. Interpretation. This BAA represents the Parties' entire understanding and supersedes any and all prior agreements between the Parties whether written or oral, as they may pertain to the subject matter of this BAA. Any ambiguity in this BAA or the Participation Agreement shall be interpreted to permit or

require compliance with the Privacy Laws. The terms and conditions stated in this BAA shall control over any conflicting or varying terms and conditions in the Participation Agreement.

8.4. No Agency. Nothing in this BAA is intended to create or imply an employment relationship, partnership or joint venture between Covered Entity and Business Associate. Nothing express or implied in this BAA is intended to confer, nor shall anything herein confer, upon any person other than the Parties and their respective successors and assigns, any rights, remedies obligations or liabilities.

8.5. Survival. Those obligations of a Party which by their meaning are intended to survive termination, including, but not limited to the obligations to protect the privacy and security of PHI from unlawful disclosure, shall continue in effect for a period of seven (7) years following termination.

8.6. Notice. Any Notice required to be given to the other Party shall be in writing and shall be sent by first class certified U.S. Mail, return receipt requested, or by overnight courier and delivered to the address provided by such Party below, or to such change of address as a Party may specify by Notice.

8.7. Severability. The provisions of this Agreement shall be severable, and the invalidity or unenforceability of any provision (or part thereof) of this Agreement shall in no way affect the validity or enforceability of any other provision (or remaining part thereof.) If any part of any provision contained in this Agreement is determined to be invalid, illegal or incapable of being enforced, the provision shall be interpreted in a manner so as to enforce it to the fullest extent permitted by law.

8.8. Debarment, Suspension. Business Associate certifies that neither it, nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal, or state agency.

8.9. Attorneys Fees. Each party shall bear its own costs in connection with any legal action or proceeding brought to enforce, enjoin or interpret this Agreement or the rights and obligations of a Party hereto.

8.10. Jurisdiction/Venue. This BAA shall be governed by California law notwithstanding any conflicts of law provisions to the contrary. Venue for any legal proceeding brought to enforce, enjoin or interpret this BAA shall be conferred on the State or Federal Court situated in San Diego County.

8.11. Counterparts. Any number of counterparts of this Agreement may be signed and delivered, each of which shall be considered an original and all of which, together, shall constitute one and the same Agreement.



Community
Information
Exchange

IN WITNESS WHEREOF, the Parties identified below have executed this Business Associate Agreement.

BUSINESS ASSOCIATE:

COVERED ENTITY/BUSINESS ASSOCIATE:

**INFOLINE OF SAN DIEGO,
DBA, 2-1-1 SAN DIEGO**

Signature:

Signature:

By:
Its:
Date:

By:
Its:
Date:

Address For Notice:
Infoline San Diego, dba
2-1-1 San Diego
3860 Calle Fortunada
San Diego, CA 92123

Address For Notice:



COMMUNITY INFORMATION EXCHANGE **PARTICIPATION AGREEMENT**

For good and valuable consideration, the sufficiency of which is hereby acknowledged, Info Line of San Diego, dba 2-1-1 San Diego and the "Participant" named at the signature page, each a "Party" and collectively, the "Parties" hereby enter into this Participation Agreement upon the terms and conditions provided herein.

Effective Date:	July 1st, 2019
Termination Date:	June 30th of 2020
First Renewal Date:	July 1st of the year immediately following the Effective Date.
Annual Fee:	\$0

TERMS AND CONDITIONS OF PARTICIPATION

1.0 INTRODUCTION.

1.1 Role of 2-1-1 San Diego as the Facilitator for Community Information Exchange. 2-1-1 San Diego operates a 2-1-1 information hotline (Call Center) in the San Diego and Imperial County. Call Center services are designed to help members of the general public ("Clients") to connect with community resources to assist Clients obtain medical care, mental health services, housing, food, clothing, government benefits, among other things. 2-1-1 San Diego has expanded its referral services to include direct referral of Clients to community resources and access to the Community Information Exchange Database. The Community Information Exchange database (the "Database") will serve as a directory of participating professionals, agencies and businesses providing services that relate to the social determinants of health. The database will also serve as a source of information about the Client's social determinants of health and current needs and will be used to help the Client access community resources suitable to address those needs. Information maintained in the Database consists of information provided by the Client ("self-reported") and information that has been created and entered into the Database by Referral Partners. Participants are cautioned to verify the information accessed from the Database; 2-1-1 San Diego does not assume any responsibility or liability for its inaccuracy.

1.2 Level of Access and Administration of Participation Agreements, Generally. In order to protect the privacy and security of Client Data, 2-1-1 San Diego will only permit Participants that have entered into a Participation Agreement on terms and conditions substantially similar to those stated herein to access the Database. A Participant's level of access to the Database will be limited to the extent necessary to protect the privacy and security of Client Data.

Tier 3 (Integrated Partner): Tier 3 Integrated Partners will have the ability to log on to the CIE Database and access Client Data, receive or decline referrals from other Tier 3 Partner made through the CIE Database, consent Clients into the CIE Database, share information related to Client details, needs, status and outcomes, and receive Client related Alerts. These abilities are customizable and optional for



each Tier 3 Partner. Depending on the technology deployed in the Tier 3 Partner's facility, Tier 3 Partners may establish an interoperable connection to the CIE Database in order to access and share their Client's information. Participation Agreement: 0517 rev.0618 Page 2 of 13.

1.3 Participant Policies and Procedures. From time to time, 2-1-1 San Diego may adopt, amend, repeal and replace policies and procedures that pertain to use of the Database and processing of referrals (hereafter, "Policies and Procedures"). The Policies and Procedures will provide guidance to Participants on such topics as security measures required to protect Client Data, notifying 2-1-1 San Diego in the event the Participant experiences a Security Breach, referral acceptance/rejection response times and outcome reporting requirements, among other things. The Policies and Procedures may be posted on the 2-1-1 San Diego website at www.211sandiego.org, and are hereby incorporated in this Agreement by this reference as if fully set forth. 2-1-1 San Diego may modify, amend or replace the Participant Policies and Procedures, in its reasonable discretion, from time to time, and the change or modification shall be deemed effective and binding upon Participant on the date indicated, but not less than sixty (60) days from the date Participant receives the modified Policies. Material modifications to the Policies and Procedures shall require the prior approval of the 2-1-1 San Diego Board of Directors. In the event 2-1-1 San Diego adopts a new, or modifies an existing, policy or procedure in a way that materially changes Participant's obligations, liability or ability to participate in the Database, then Participant may terminate this Agreement as provided below for Early Termination. Modifications to the Policies and Procedures that are required by Applicable Law shall not be deemed a material change and will be adopted and implemented by Participant as soon as practicable.

2.0 TERM AND TERMINATION.

2.1 Term. The "Term" of this Agreement shall commence on the Effective Date and terminate on the Termination date indicated on the cover page unless terminated early or renewed as provided herein.

2.2 Renewal Term. The Term shall automatically renew July 1st of the year immediately following the Effective Date, without notice, and thereafter, each time for a period of three years, unless either Party hereto notifies the other in writing, of its intent not to renew, not less than thirty (30) days prior to the Termination Date.

2.3 Right of Early Termination. Either Party may terminate this Agreement early; (i) no cause, or (ii) immediately, in the event of a material breach of the privacy or security of Client Data, or (iii) a breach of the Confidentiality provisions stated herein, or (iv) in the event a Party fails to cure a material breach of this Agreement, to be effective within thirty (30) days of receipt of Notice specifically describing the cited reason deemed by the either party within writing.

2.4 Effect of Termination. Access to the Database and Services shall cease immediately upon Termination of this Agreement, and Participant will not be permitted to access, submit or retrieve any Data from the Database or obtain other Services under this Agreement. Notwithstanding Termination, Participant's duties and obligations to; (i) protect the privacy and security of Client Data, and (ii) return, destroy, or secure, store and securely maintain Client Data retrieved from the Database prior to Termination shall survive Termination. Client Data entered into the Database by Participant up through



the date of Termination will continue to be used and maintained by 2-1-1 San Diego following Termination in compliance with its Notice of Privacy Practices and Applicable Laws.

3.0 FEES AND PAYMENT.

3.1 Participation Fees. As consideration for the Referral Services, and depending on the Tier Level assigned to Participant, access to the Database and Client Data, Participant shall pay a "Participation Fee" in the amount indicated on the Cover Page to this Agreement. The Annual Fee may be prorated monthly through July 1st of the year in which this Agreement is executed. Participant shall pay Fees within thirty (30) days of receipt of invoice. 2-1-1 San Diego may modify or use a different fee structure or formula for calculating fees and the amount of the annual or other Fees from time to time, but Fee Changes shall not occur more often than once in any calendar year. Changes to Fees shall become effective and binding on Participant after not less than sixty (60) days Notice to Participant. All Fees payable shall be non-refundable in the event of an early Termination.

3.2 Internet Access to the Database. Participants will be permitted access to the Database and access to segments of Client Data according to the Participant type and data access permissions assigned to the Participant's Authorized Users by logging onto the web portal using unique logon credentials.

4.0 PARTICIPATION IN COMMUNITY INFORMATION EXCHANGE.

(Section 4 applies to Participants who will be entering Client information into the *Customize the CIE Database*).

4.1 Access to the Database and Use of Client Data. Participant hereby grants 2-1-1 San Diego a fully-paid, non-exclusive, royalty-free, right and license to host, use, copy, store, maintain, and disclose Participant's profile and directory information, and Client Data and to share some or all of Participant's information and Client Data with other Participants, subject to the other Participant's Tier level and "need to know".

4.2 Client Data. Participant shall use reasonable care to ensure the accuracy, currency and completeness of Participant's profile and directory information and its Client Data, including Client demographic information (collectively "Data") and shall promptly correct or update such Data if Participant discovers the Data is incorrect, incomplete or has changed.

4.3 Client Consent/Authorization. Participant is solely responsible for (i) accurately documenting its Client's Consent or revocation of Consent or Written Authorization, when required by Applicable Law, to disclose protected health information to 211 San Diego and other Participants, (ii) protecting Client Data in its control from unlawful use or disclosure, and (iii) notifying 2-1-1 San Diego immediately of any changes or restrictions on a Client's Consent or Authorization, or (iv) of a Security Breach. Participant shall not disclose or permit another Participant or 2-1-1 San Diego to access Client Data unless Participant is permitted or required to disclose Client Data as a matter of law, or the Client who is the subject of the Data has given Participant Consent or Authorization (if required by Law) to share the Client's data with other Participants participating in the Community Information Exchange. When a Client's written Authorization is required for disclosure of Client Data, Participant will promptly provide 2-1-1 San Diego with an electronic copy of the Client's written Authorization prior to uploading or disclosing the Client's Data to 2-1-1 San Diego. Participant shall immediately notify 2-1-1 San Diego if its Client revokes Consent or Authorization to share Client Data or if Participant has agreed to a restriction on the disclosure



of Client Data. Participant warrants and represents that the Client's Consent or written Authorization will conform to the requirements of Federal and State law.

4.4 Scope of Participation. Participant shall not use or disclose, or permit others to use or disclose Client Data, or access the Database for any purpose other than to provide the types of services described in the Participant's profile as published in the Database, to refer a Client to another Participant, or for a lawfully permitted use in compliance with Applicable Laws. Participant shall not (i) sell, view, access, use, download or disclose Client Data retrieved from the Database, except to the extent necessary in connection with the provision of services and payment for services provided by Participant to a Client. Participant shall not provide access to the Database or to Client Data via or obtained from the Database to third parties who are not Participants of the Database, or use or disclose Client Data in connection with any marketing, fundraising or other activity not permitted by Applicable Laws.

4.5 Revocable License to Display Participant's Trademark/Logo. The Parties hereto grant the other a fully-paid, non-exclusive, royalty-free right and license to display the other's Trademark and Logo on its website and on other media in connection with the party's efforts to educate the general public, Clients, and other existing and potential Participants about the Participant's enrollment with the Community Information Exchange, and the benefits of participating in the program. Upon termination, all right and license to display the Trademark or Logo of the other Party shall immediately terminate.

5.0 PARTICIPANT'S USE OF THE HOSTED SYSTEM.

5.1 Minimum Necessary Use of Client Data. Whether Client Data is obtained through the Database, or directly from 2-1-1 San Diego or another Participant, Participant shall implement safeguards to limit the information accessed, retrieved, or requested to the minimum necessary to deliver and obtain payment for the services provided to the Client, for referral or for other lawful purposes consistent with Applicable Law.

5.2 Web-Services Participants: Internet Connection to the Database. Participant, at Participant's sole cost and expense, will use commercially reasonable efforts to obtain and maintain a secure internet connection to the Database with an internet browser and computer equipment and software that meets or exceeds the minimum configuration and security requirements and specifications recommended by 2-1-1 San Diego. 2-1-1 San Diego may upgrade or adopt new or different specifications for connecting to the Database from time to time and will notify Participant of any material changes to its specifications not less than thirty (30) days in advance if feasible. 2-1-1 San Diego shall not be liable for any lack of connectivity or loss in functionality in the event Participant utilizes hardware or software or an internet browser that does not meet 2-1-1 San Diego's recommended specifications.

5.3 Authorized Users. Participant shall limit access to the Database to the number of System Software licenses granted to Participant from time to time. Participant shall conduct ongoing monitoring of the licenses to ensure that the number of Authorized Users registered under Participant to use the Database does not exceed the number of licenses issued. Participant shall train its Authorized Users on the proper use of Client Data and the means and methods for protecting Client Data from unlawful disclosure before allowing such Authorized User to access the Database. In addition, Participant shall implement and train its Authorized Users on network privacy and cultural competence on a regular basis, not less than annually. Participant shall immediately notify 2-1-1 San Diego and the vendor issuing the end user license (e.g. Unite US) of any changes to an Authorized User's status or access rights.



5.4 Participant Security Requirements. Participant shall, at its sole cost and expense, implement, maintain and update as needed, internal security systems, specifications and monitoring procedures to ensure that its computer servers, software and internet connections meet or exceed the security standards and specifications established by 2-1-1 San Diego, and Applicable Law and regularly monitor its electronic record database, systems and Personnel to protect the privacy and security of Client Data in compliance with this Agreement and Applicable Laws.

5.5 Participant's Limited Use of the Database, Documentation. Participant shall not (and it shall not permit others) to; (i) interfere with or disrupt the Database, (ii) sell, assign, license, sub-license or otherwise provide access to the Database or documentation related to the Database to anyone other than those employees, agents or contractors who have a need to know, "Authorized User(s)"; (iii) use the Database or its documentation, or Client Data for the purposes of providing commercial use in a service bureau, timesharing, remote batch, or similar commercial operations with third parties, (iv) by reverse engineering or by other process, create or attempt to create, or recreate the Database, (v) copy, modify, or distribute any portion of the Database or any documentation related to the Database or Client Data other than in connection with the delivery of services or referral of Clients to other Participants, (vi) transfer or assign any of its rights hereunder; (vii) create any derivative works based on the Database or its documentation, or (viii) export, re-export, divert or transfer the Database or its documentation outside the United States.

5.6 Participant Profile. Participant shall continuously maintain up-to-date registration and profile information that accurately describes the programs and services offered by the Participant to Clients, eligibility requirements for such programs and contact information for processing referral requests submitted to Participant by 2-1-1 San Diego, other Participants or Clients through the Database.

5.7 Referral Requests. As the Community Information Exchange facilitator, 2-1-1 San Diego may, but shall not be required to refer Clients to Participant ("Referral Request"). In the event a Client is referred to Participant by 2-1-1 San Diego or another Participant, Participant shall promptly respond to a Referral Request in the manner and within the timeframe specified by 2-1-1 San Diego in the Referral Request or as specified in the Policies and Procedures, as applicable. If no timeframe is specified, Participant shall respond to the Referral Request within two business day of receipt of the Referral Request. Participant's failure to respond to a Referral Request three times in any consecutive four week period shall initiate an opportunity for 2-1-1 and partner meeting to discuss timeframes.

6.0 SERVICES AND ADMINISTRATION.

6.1 Database Operations. 2-1-1 San Diego will; (i) maintain and operate the Database including Participant directory and profile and Client Data and facilitate the electronic storage and exchange of Client Data with other Participants according to the other Participant's Tier access, (ii) provide user support to Participant and its Authorized User(s) via a helpdesk, (iii) comply with Applicable Law. 2-1-1 San Diego may contract with subcontractors to maintain and upgrade the Database from time to time, operate the Database, and provide support services, among other things. In each such case, 2-1-1 San Diego will require its subcontractors to (i) maintain the confidentiality of all Client Data and other proprietary information relating to Participant, (ii) execute a Confidentiality Agreement containing at a minimum the same restrictions and conditions that apply to 2-1-1 San Diego, if applicable, whenever such person or entity may have access to, view, receive, transmit or disclose PHI execute a Business Associate



Agreement, (iii) implement security measures to protect the Client Data from unlawful use or disclosure, and (iv) require its contractors, employees and agents to comply with Applicable Laws

6.2 Database Availability. 2-1-1 San Diego shall operate and maintain the Database in a workman-like manner consistent with commercially reasonable industry standards. 2-1-1 San Diego shall provide Participant with access to the exchange 24 hours per day, 7 days per week during the Term, subject to downtime. 2-1-1 San Diego will, to the extent reasonably possible, (except in the event of Force Majeure), provide advance written notice of downtime(s) either by sending Participant a downtime alert by email, or by posting the information on 2-1-1 San Diego's website. Notwithstanding the foregoing, Participant acknowledges and agrees that the Database's availability is provided on an "As Is, As Available" basis. Downtime shall not constitute a material breach of this Agreement unless downtime exceeds a total of seven consecutive days or fifteen days within any consecutive sixty (60) day period, excluding Force Majeure and scheduled maintenance.

6.3 Support Services. 2-1-1 San Diego, either directly or through a subcontractor, will provide support services to assist Participant with registering Authorized Users to use the Database, (the "Database Helpdesk") and other administrative matters. The Database Helpdesk will be available on the dates and at the times posted on the 2-1-1 San Diego website. 2-1-1 San Diego may change the level of support, and its availability or cost, from time to time, provided, however, Participant shall be notified of any material changes not less than thirty (30) days in advance.

6.4 Database Records. 2-1-1 San Diego will maintain records of the dates, times and the specific client records accessed by Authorized Users if, as and for the period of time required by Applicable Law. Within thirty days of a written reasonable request, 2-1-1 San Diego may provide Participant a copy of a Data access audit log.

6.5 Security of Client Data. 2-1-1 San Diego shall establish, implement and maintain commercially reasonable security measures to ensure the privacy and security of Client Data while at rest in the Database and during its transmittal to and from Participants through the Database.

6.6 Disaster Recovery. 2-1-1 San Diego will establish, implement and update a disaster recovery plan which addresses the retrieval of lost, or corrupted Client Data in the event of Force Majeure, or a Breach or Security Incident. Notwithstanding the foregoing, 2-1-1 San Diego shall not be liable, under any theory, for lost, corrupted, irretrievable, inaccurate or incomplete Data.

7.0 WARRANTY DISCLAIMER; RELEASE OF LIABILITY.

7.1 WARRANTY DISCLAIMER. 2-1-1 SAN DIEGO IS NOT RESPONSIBLE FOR AND SHALL NOT BE LIABLE FOR THE CONTENT, USE OR DISCLOSURE OF CLIENT DATA COLLECTED, STORED, ACCESSED, RETRIEVED OR TRANSMITTED THROUGH THE DATABASE TO OR FROM A PARTICIPANT. PARTICIPANT ACKNOWLEDGES THAT THE CLIENT DATA VIEWED OR ACCESSED THROUGH THE DATABASE IS EITHER SELF REPORTED BY THE CLIENT, OR COMES FROM ANOTHER PARTICIPANT AND THAT SUCH CLIENT DATA MAY NOT BE COMPLETE, ACCURATE OR UP-TO-DATE. PARTICIPANT AND ITS AUTHORIZED USERS ARE SOLELY RESPONSIBLE FOR CONFIRMING THE COMPLETENESS, ACCURACY AND TIMEFRAME OF ALL CLIENT DATA RETRIEVED FROM THE DATABASE, AND FOR THE USE OR OMISSION OF SUCH CLIENT DATA IN CONNECTION



WITH A CLIENT'S CARE OR COORDINATION OF CARE AND RELATED SERVICES. 2-1-1 SAN DIEGO WILL USE COMMERCIALY REASONABLE EFFORTS TO MAKE CLIENT DATA AVAILABLE TO THE PARTICIPANT IF, WHEN, AND TO THE EXTENT THE DATABASE SOFTWARE IS ABLE TO MATCH UP THE RECORDS FOR SUCH CLIENT IN THE DATABASE OF OTHER PARTICIPANT(S) PARTICIPATING IN THE DATABASE AND TO NOTIFY PARTICIPANT(S) WHENEVER IT DISCOVERS DUPLICATE OR INAPPROPRIATELY LINKED CLIENT RECORDS. ACCESS TO THE DATABASE, THE DATABASE ITSELF, AND THE DATA VIEWED OR RETRIEVED THEREFROM IS LICENSED "AS IS" AND "AS AVAILABLE." 2-1-1 SAN DIEGO DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES OF ANY KIND AS THEY MAY PERTAIN TO THE FUNCTIONALITY OF THE DATABASE OR THE ACCURACY, COMPLETENESS OR TIMELINESS OF THE DATA INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

7.2 Carrier Lines and Internet Security. Participant acknowledges that access to the Database will be provided over various telecommunications facilities and lines, and that Client Data may be transmitted over local exchange and internet backbone carrier lines and through routers, switches, and other devices owned, maintained, and serviced by third-party carriers, utilities, and internet service providers (collectively, "carrier lines"), all of which are beyond 2-1-1 San Diego's control. Neither 2-1-1 San Diego nor Participant shall be liable for the integrity, privacy, security, confidentiality, and use of Data as it transits carrier lines, or for any delay, failure, interruption, interception, loss, transmission or corruption of any Data attributable to transmission on the carrier lines.

7.3 RELEASE OF LIABILITY PARTICIPANT IS SOLELY RESPONSIBLE FOR AND HEREBY RELEASES 2-1-1 SAN DIEGO, ITS OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS OF AND FROM ALL LIABILITY ARISING OUT OF ANY AND ALL ACTS OR OMISSIONS, TAKEN OR MADE BY PARTICIPANT, IN RELIANCE ON THE DATABASE OR 2-1-1 REFERRAL SERVICES, CLIENT DATA, DISCLOSURE OF CLIENT DATA, OR THE FAILURE OF PARTICIPANT TO OBTAIN A CLIENT'S CONSENT OR AUTHORIZATION TO DISCLOSE A CLIENT'S DATA TO 2-1-1 SAN DIEGO AND OTHER PARTICIPANTS WHEN REQUIRED TO DO SO UNDER THIS AGREEMENT OR APPLICABLE LAW.

7.4 LIMITATION OF LIABILITY. EXCLUDING CLAIMS FOR INDEMNITY, AND NOT WITHSTANDING ANYTHING TO THE CONTRARY STATED ELSEWHERE IN THIS AGREEMENT TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE AGGREGATE LIABILITY OF 2-1-1 SAN DIEGO TO PARTICIPANT, REGARDLESS OF THEORY OF LIABILITY OR CHARACTERIZATION OF DAMAGES, SHALL BE LIMITED TO AN AMOUNT THAT IS EQUAL TO ONE-HALF THE ANNUAL AGGREGATE PARTICIPATION FEE OR FIFTY THOUSAND DOLLARS, WHICHEVER IS LESS.

8.0 INDEMNIFICATION.

8.1 INDEMNIFICATION. 2-1-1 San Diego and Participant shall each indemnify, defend and hold the other harmless (the "Indemnitor") from and against any damages, cost or expense incurred by the other (the "Indemnitee") for third party claims resulting from a Security Breach caused solely by the Indemnitor's acts or omissions, whether or not negligent or intentional. For purposes hereof, the term "Security Breach" shall have the meaning set forth in Section 9.1.2.



8.2 ADDITIONAL REQUIREMENTS. The Indemnitee shall give Indemnitor prompt written notice of any Claim asserted against the Indemnitee, however, the failure to provide such Notice shall not relieve the Indemnitor of its obligations hereunder, except to the extent a Court of competent jurisdiction determines such failure materially and adversely prejudiced the Indemnitor. Upon receipt of such notice, the Indemnitee shall tender defense to the Indemnitor, who shall, at its sole cost and expense, retain legal counsel and defend the Indemnitee with counsel reasonably satisfactory to Indemnitee. The Indemnitor may not settle such litigation or proceeding without the express consent of the Indemnitee, which consent shall not be unreasonably withheld, conditioned or delayed. The provisions set forth herein for indemnity, as to third parties, shall not serve as a waiver of any defense or immunity otherwise available and shall not preclude the Indemnitor from asserting every defense or immunity that the Indemnitor could assert on its own behalf. All remedies provided by law, or in equity shall be cumulative and not in the alternative.

9.0 INSURANCE.

9.1 Participant’s Insurance. Unless otherwise agreed, Participant, at its sole cost and expense, shall obtain and keep in force, an insurance policy or policies, or self-insure in an amount sufficient to cover any liability it incurs for breach of this Agreement, Applicable Law or other act or omission giving rise to a claim for indemnity. Such policies shall provide, at a minimum, coverage of the following types and amounts set forth below and in each case waiving the right of the insurer to subrogation. Participant shall increase the limits of cyber liability coverage within ninety (90) days of 2-1-1 San Diego’s written reasonable request.

9.2 Comprehensive or Commercial Form General Liability. (Blanket Contractual Liability, Broad Form Property Damage, Personal Injury included) with minimum limits as follows:

Coverage Modules	Limit
Each Occurrence	\$1,000,000
Products/Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Cyber Liability with Extortion Coverage	\$1,000,000
Professional Liability	\$1,000,000
General Aggregate	\$2,000,000

9.3 Professional Liability for IT Technology including Cyber Risk. Technology, professional liability, data protection, privacy, and cyber liability and extortion insurance policy shall provide coverage for the following risks, among others: financial loss, as well as all costs, including damages 2-1-1 San Diego is obligated to pay a third party, which are associated with any Security Incident or Breach or loss of Data, regardless of cause (including, without limitation, negligence or gross negligence and unlawful third party acts), and resulting or arising from acts, errors, or omissions in connection with the performance of this and associated Agreements. Costs to be covered by this insurance policy shall include without limitation: (a) costs to notify individuals whose personal Data might have been lost or compromised; (b) costs to provide credit monitoring and credit/identity restoration services to individuals whose personal Data might have been lost or compromised; (c) costs associated with third party claims arising from a Security Breach or loss of personal Data, including litigation costs and settlement costs; and (d) any investigation, enforcement or similar miscellaneous costs incurred in relation to a Security Breach. "Security Breach" means (1) the failure of Participant to properly secure, transmit, handle, manage, store, backup, destroy or otherwise control, or the unauthorized use or disclosure by Participant of: (a) Data in



any format, or (b) third party proprietary information in any format specifically identified as confidential and protected under a confidentiality agreement or similar contract; (c) a violation of Participant's privacy policy, (d) violation of Applicable Laws; or (e) any other act, error, or omission by Participant that is reasonably likely to result in the unauthorized disclosure of Data.

9.4. Other Insurance Requirements. Participant shall furnish 2-1-1 San Diego with certificates of insurance and additional insured endorsements evidencing compliance with all requirements prior to registering Authorized Users with the Database and/or within five (5) business days of a written request therefore. If the above insurance is written on a claims-made form, it shall have a retroactive date of placement prior to or coinciding with the Effective Date of this Agreement and continue for a minimum of three (3) years following Termination. The coverage specified above shall be primary with respect to indemnities owed to the other party under this Agreement. Such insurance shall be with insurers with at least an A.M. Best's Insurance Guide rating of "A-VII" or maintained through adequate programs of self-insurance. The insurance policies shall provide that the insurance company notify 2-1-1 San Diego in writing at least thirty (30) days in advance if Participant's insurance coverage is to be canceled, modified or changed so as not to comply with the requirements of this Agreement. If Participant is self-insured, Participant shall provide written evidence satisfactory to 2-1-1 San Diego, not less than sixty (60) days in advance, should Participant be or become unable to cover liability claims in the amounts stated herein.

9.5 2-1-1 San Diego Insurance. 2-1-1 San Diego shall obtain and keep in force, at all times during the Term of this Agreement, insurance covering 2-1-1 San Diego's activities as contemplated by this Agreement, including, but not limited to coverage minimums as stated in Section 9.1.1 and 9.1.2. 2-1-1 San Diego shall provide Participant with a certificate of coverage within ten (10) business days of a written request therefore.

10.0 DEFINITIONS.

10.1 Rules of Interpretation. If, and to the extent there is a conflict between the definition given a term by this Participation Agreement and the BA Agreement or other attachment, the definition stated in the BA Agreement or attachment shall govern. The following terms are defined by HIPAA and incorporated herein as if fully restated: "Business Associate Agreement," "Breach," "Permitted Use" "Protected Health Information" and "Security Incident."

"Applicable Law" means all laws which govern the subject matter of this Agreement, including without limitation all federal, state and local laws which govern the privacy and security of personally identifiable information under State Law and protected health information under both State and Federal Laws and Regulations. Applicable Laws include without limitation the Health Insurance Portability And Accountability Act of 1966 and the regulations promulgated there under at 45 CFR Parts 160 and 164, ("HIPAA"), the Health Information Technology For Economic and Clinical Health Act, Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 ("HITECH"), and California Civil Code Sections 56.10 et seq., the California Medical Information Act, ("CMIA") and California Civil Code Sections 1798.80 et seq.

"Authorized User" means an individual Participant or an individual designated by a Participant to access and use the Database, including without limitation, an employee or Business Associate of the Participant.



"Authorization" means and refers to a written authorization satisfying the requirements of 45 CFR Section 164.508, 42 CFR Part 2, and/or California Civil Code Section 56.11, or other Applicable Law that requires a patient's express written permission for the disclosure of health information including certain types of sensitive healthcare information such as drug or alcohol abuse information by a federal or state program, or HIV Test Results.

"Client" means an individual receiving health care, mental health, or social services or government benefits from a Participant or referral services from 2-1-1 San Diego whose information will be shared pursuant to this Agreement with other Participants. Client does not mean or include those clients whose information is not entered into the Database.

"Client Data" means the protected information relating to a Client, including without limitation, personally identifiable information and protected health information; name, address, telephone number, financial information, health condition and other information relevant to the provision of services.

"Community" means 2-1-1 San Diego and all Participants registered to use the Database, collectively.

"Consent" means and refers to a Client's express permission for a Participant to use or disclose the Client's Data to 2-1-1 San Diego and other Participants.

"Database" means the software and hardware systems owned and operated by 2-1-1 San Diego and the processes and procedures, collectively, that enables access, retrieval, use, disclosure and exchange of Participant and Client Data between 2-1-1 San Diego and the Participants through the Database.

"Participant" means an individual or entity that has entered into a Participation Agreement with 2-1-1 San Diego. References to Participant include its employees, agents, contractors and Authorized Users if and to the extent such individual accesses the Database or Client Data.

"Permitted Use" means all activities in connection with submitting, viewing, accessing, using, disclosing and exchanging, and retrieving Client Data for the purpose of providing treatment, payment, healthcare operations, public health, the determination of eligibility for government or other benefits, care coordination including information and referral and program enrollment assistance or other activities performed for or on behalf of a Client or Participant and as permitted by Applicable Law.

11.0 GENERAL PROVISIONS.

11.1 No Exclusion. The Parties each warrant and represent that neither they nor any of their Related Parties have been placed on the sanctions list issued by the office of the Inspector General of the Department of Health and Human Services pursuant to the provisions of 42 U.S.C. 1320a(7), or have been excluded from government contracts by the General Services Administration. A Party will provide the other immediate notice in the event either is placed on the sanctions list.

11.2 Severability. If any provision of this Agreement is determined to be invalid or unenforceable, such provision shall be changed so as to best accomplish the objectives of the Parties within the limits of



applicable law, provided, however, if that is not possible or feasible, such provision will be severed from this Agreement to the extent of such determination without affecting the validity or enforceability of such remaining provisions.

11.3 Governing Laws. This Agreement is governed by and shall be interpreted in accordance with the laws of the State of California without regard to its conflict of law provisions. The parties waive any objections and agree to the venue and personal jurisdiction of the courts of the State of California and the federal courts situated in San Diego County over any action arising out of or relating to this Agreement.

11.4 Force Majeure. No Party shall be liable to the other for any failure to perform its obligations under this Agreement, where such failure results from any act of God or other cause beyond such party's reasonable control, including, without limitation, any mechanical, electronic, or internet communications failure, terrorist acts, cyber terrorism or malicious mischief.

11.5 Notices. Except as otherwise provided herein, all notices, requests, demands, and other communications required or permitted by this Agreement will be in writing and shall be deemed to have been duly given, made and received on the date when delivered to the other Party at the address stated below the signature line when actually delivered by a nationally recognized courier service, or on the third business day following the day when deposited in the United States mail, certified, postage prepaid, return receipt requested. A Party may change its address for Notice, at any time, by giving Notice of such change as provided herein.

11.6 No Agency, No Third Party Beneficiaries. 2-1-1 San Diego provides the Database services to Participant but does not act as the Participant's agent. Participant will not be deemed an agent of another Participant as a result of participation in the Database. Nothing in this Agreement is intended to confer upon any third party any rights, remedies, or obligations.

11.7 Modifications. Except as specifically provided herein, no modification to the terms of this Agreement or the Business Associate Agreement shall be valid, unless in writing and signed by the parties hereto.

11.8 Registered User Signatures and Signed Documents. Upon registering with the Database, Participant acknowledges and agrees that its Authorized User is authorized to adopt as its signature an electronic identification consisting of symbols or codes that are to be affixed to or contained in an exchange of Data made by the Participant ("Signatures"). Any transmission or exchange of Data made pursuant to this Agreement shall be considered a "writing" or "in writing" and any such exchange when containing, or to which there is affixed, a Signature shall be deemed for all purposes: (a) to have been "signed" (a "Signed Documents") and (b) to constitute an original when printed from electronic files or records established and maintained in the normal course of business. Participant will not contest the validity or enforceability of Signed Documents under the provisions of any applicable law as they may relate to the requirement that certain agreements be in writing or signed by the party to be bound thereby. Signed Documents, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings will be admissible as between the parties to the same extent and under the same condition as other business records originated and maintained in paper form.



11.9 Complete Agreement. The terms of this Agreement and its Attachments and Exhibits collectively represent the entire understanding between the Parties and supersede all previous agreements, whether oral or in writing. The Attachments and/or Exhibits attached to this Agreement and identified in the Summary box on page one, are fully incorporated and made a part of this Agreement by this reference as if fully stated herein.

11.10 Survival. Notwithstanding any expiration or earlier termination of this Agreement, those provisions which by their meaning are intended to survive termination, including, or in addition to the following provisions of this Agreement relating to the following matters, shall survive termination in accordance with their terms: (Indemnification), (Representations and Warranties; Limitations), (Liability Limitations), (Survival), (Section 10 Definitions), (General Provisions) and Exhibit A (Business Associate Provisions). Termination of this Agreement by a Party shall not relieve the other Party hereto from any liability that at the time of termination already accrued to the other Party or which thereafter may accrue in respect of any act or omission of such Party prior to termination or any continuing obligation imposed by applicable law.

11.11 Authorized Agent Signature. By signing this Agreement, the undersigned represents and warrants that he or she has received and read a copy of this Agreement, inclusive of attachments and exhibits, and that he or she is either (a) the Participant or, (b) if the Participant is an organization, an individual acting on the Participant’s behalf who is authorized to sign and enter into this Agreement.

11.12 Counterpart Signatures and Facsimile Signatures. This Agreement may be executed and delivered in counterparts, all of which taken together shall constitute one single agreement between the parties. A facsimile transmission of the executed signature page of this Agreement shall constitute due and proper execution and delivery of this Agreement.

SIGNATURES:

**Infoline of San Diego, dba 2-1-1 San Diego,
and Community Information Exchange:**

By: _____
Its: Authorized Representative

Address for Notice:
P.O. Box 420039
San Diego, CA 92142
Phone: 858-300-1237
Email: wyork@211sandiego.org

Participant:

Signature: _____

Name: _____

Title: _____

Date: _____

Address for Notice:

Line 1:

Line 2:

Phone:

Email:



**EXHIBIT A
BUSINESS ASSOCIATE AGREEMENT**

[The attached BAA applies to the parties only to the extent that a business associate relationship exists within the meaning of 45 CFR 160.103.]

Consent Item E.4.3. Adoption of Resolution No. 1920-12 to Eliminate Vacant Classified Non-Management Positions

Prepared by Tim Larson
December 17, 2019

BACKGROUND:

Since the Out-of-School Time Programs Department is funded through parent fees it is always necessary to be vigilant about enrollment and staffing. Based on the staffing guidelines, the program currently has two vacant positions that need to be eliminated due to changes in enrollment.

RECOMMENDATION:

It is recommended that the Board of Education approve to eliminate the following vacant position effective December 20, 2019:

- One (1) 3.25-hour vacant Project SAFE Assistant position at Carlton Hills School
- One (1) 2.5-hour vacant Project SAFE Assistant position at Carlton Oaks School

FISCAL IMPACT:

The annual savings to eliminate a vacant 3.25-hour Project SAFE Assistant position will be \$11,062.39. The annual savings to eliminate a vacant 2.5-hour Project SAFE Assistant position will be \$8,509.53.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.4.3.

**SANTEE SCHOOL DISTRICT
Resolution No. 1920-12**

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

WHEREAS, it has determined that a vacant Project SAFE Assistant position at Carlton Hills School and a vacant Project SAFE Assistant position at Carlton Oaks School are no longer required;

NOW, THEREFORE, BE IT RESOLVED that as of the 17th day of December 2019, the Governing Board of Santee School District approved to reduce and/or eliminate the following vacant position effective December 20, 2019:

- Eliminate one (1) 3.25-hour vacant Project SAFE Assistant at Carlton Hills School
- Eliminate one (1) 2.5-hour vacant Project SAFE Assistant at Carlton Oaks 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 17th day of December 2019, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

Dated 12/17/19

Barbara Ryan
Clerk, Board of Education

Consent Item E.4.4.

Adoption of Resolution No. 1920-13 to Eliminate a Classified Non-Management Position

Prepared by Tim Larson
December 17, 2019

BACKGROUND:

An IEP meeting determined that a student at Pepper Drive School would 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 December 20, 2019:

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

FISCAL IMPACT:

The annual savings to eliminate an Instructional Assistant, Special Education II position will be \$30,447.06.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.4.4.

**SANTEE SCHOOL DISTRICT
Resolution No. 1920-13**

ELIMINATE A CLASSIFIED NON-MANAGEMENT POSITION

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

NOW, THEREFORE, BE IT RESOLVED that as of the 17th day of December 2019, the Governing Board of Santee School District approved to reduce and/or eliminate the following vacant position effective December 20, 2019:

- Eliminate one (1) 6.0-hour Instructional Assistant, Special Education II position at Pepper Drive 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 17th day of December 2019, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

Dated 12/17/19

Barbara Ryan
Clerk, Board of Education

Consent Item E.4.5.

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

Prepared by Tim Larson
December 17, 2019

BACKGROUND:

Due to the inclusion of an additional afternoon class at Sycamore Canyon School, administration has determined that an increase in work hours for a current Instructional Assistant, Special Education II position is required to support the additional need for aide coverage at Sycamore Canyon School.

RECOMMENDATION:

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

- Increase one (1) Instructional Assistant, Special Ed II position at Sycamore Canyon School from 3.5 hours to 6.25 hours

FISCAL IMPACT:

The annual cost to increase the work hours for this position will be \$8,776.00 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.4.5.

Item F. DISCUSSION AND/OR ACTION ITEMS

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

Discussion/Action Item F.1.1.
Prepared by Dr. Kristin Baranski
December 17, 2019

Agreement with SchoolMessenger (West Corporation) for Website Hosting Services, Communication Notification Services and Customized Mobile Communication App

BACKGROUND:

Santee School District currently uses the following vendors for website and communication services:

- a. SchoolWires (Blackboard) for website services
- b. SchoolMessenger (West Corporation) for parent calling/notification services

To improve overall communication, provide for instant notification and increased parent engagement, the District is implementing a mobile communication app with integration to the district website and parent calling system. The mobile communication app will improve home-to-school communications and safety notifications and will allow families to readily access school and district information.

During the investigative process for the best quality, communication services, SchoolWires and SchoolMessenger were invited to present their services to the District Technology Committee. The District Technology Committee, after much deliberation and consideration, selected SchoolMessenger as the vendor for all district communications. The company's web services will directly feed communications to the newly created district mobile communication application, an important feature in implementing a mobile communication application.

Upon approval, the technology department will submit a timeline to school site and district personnel regarding the maintenance of current websites prior to conversion from SchoolWires to SchoolMessenger in the summer. For an additional, initial fee Administration recommends SchoolMessenger migrate all teacher websites to the new webhosting site in order to reduce teacher workload.

RECOMMENDATION:

Administration recommends the authorization to contract with SchoolMessenger (West Corporation) for the following services:

- a. Website Hosting Services
- b. Communication Notification Services
- c. Customized Mobile Communication App

SchoolMessenger will provide the District with six (6) months of preview services and migrate existing District, Schools and teachers' websites. All services will begin July 1, 2020.

FISCAL IMPACT:

Current annual expenses for SchoolWires and SchoolMessenger services totals \$32,588. The fiscal impact for the first year of integrated services with SchoolMessenger will be \$33,801, which includes a one-time fee for the migration of teacher websites. Future annual costs for these integrated services will be \$22,801, an annual savings of \$9,787.

SERVICES	YEAR 1	YEAR 2 & BEYOND
SchoolMessenger Communicate - Fully Hosted Notification Service (including Parent App, Sender App, 2-Way Messaging and Embedded PowerSchool Experience)	\$16,826	\$16,826
SchoolMessenger Added Bundle Services SchoolMessenger Presence - Hosted Website/CMS Services SchoolMessenger Custom App - Fully Customized Mobile App SchoolMessenger Secure File - Secure Document Module	\$5,975	\$5,975
Implementation, Content Migration and Project Management Services with Teacher Pages	\$8,000	\$0
Unlimited Online Training and 24/7/365 Customer Support	\$0	\$0
Template Design	\$3,000	\$0
Complimentary Design Refresh Service Every 3 Years	\$0	\$0
TOTAL	\$33,801	\$22,801 Per Year

STUDENT ACHIEVEMENT IMPACT:

The recommended services will provide for improved overall communication, parent engagement and student safety.

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.1.

SCHOOLMESSENGER PRICING

The following table presents a discounted package based on bundling multiple SchoolMessenger services.

BASED ON X6868STUDENTS, 1 DISTRICT SITE 9 SCHOOL SITES	YEAR 1	YEAR 2 & BEYOND
<ul style="list-style-type: none"> SchoolMessenger Communicate- Fully-Hosted Notification Service (Includes Parent App, Sender App, Two-Way Messaging & Embedded PowerSchool experience) 	\$16,826	\$16,826/year
SCHOOLMESSENGER Added Bundle Services <ul style="list-style-type: none"> SchoolMessenger Presence - Fully Hosted Website / CMS Services SchoolMessenger CustomApp - Fully Custom Mobile App SchoolMessenger SecureFile - Secure Document Delivery Module <i>599 per site One-time design fee of \$3,000 in year one for Template-based Responsive Design Services.**)</i>	\$5,975	\$5,975/year
Implementation, Content Migration, and Project Management Services with Teacher Pages	\$8,000	\$0
Unlimited Online Training and 24/7/365 Customer Support <i>(Unlimited online training for the life of the contract and unlimited 24/7/365 customer support for ALL your staff)</i>	\$0	\$0
Template Design	\$3,000	
Complimentary Design Refresh Services Every 3 Years <i>(Every 3 years, Santee SD will be entitled to free design refresh services)***</i>	\$0	\$0
TOTAL	\$33,801	\$22,801/year

* No hidden charges or fees. No charge for version upgrades. No charge for Staff or Parents.

**Upgrade from Template-based Design Services to Custom Design Services for an extra \$5000 in year one.

*** See attachment SchoolMessenger Project Types and Design Options (page xx) for details regarding design levels and our complimentary design refresh services.

SchoolMessenger Order Authorization

ACCOUNT INFORMATION

District Name:	Santee School District		
Solutions Included:	SchoolMessenger Presence + Custom Mobile App +SDD		
Annual Rate:	\$5,975.00	Preview Start Date:	Dec 1st, 2019
Setup:	\$11,000.00	Service Start Date:	July 1st, 2020
Total Due:	\$16,975.00	Reference Quote #	TBD

ACKNOWLEDGEMENTS

West Interactive Services Corporation d/b/a SchoolMessenger ("Provider") will provide the district named above ("Client") with the online communications applications further described in the Reference Quote subject to the following terms and conditions:

Order Authorization Terms.

The terms and conditions available at www.schoolmessenger.com/webterms will apply to this order authorization, unless the parties have entered into a separate mutually executed agreement. The terms of this order will govern any conflict with the above-mentioned terms. No additional terms in Customer's purchase order will apply.

Term and Termination.

This Agreement will commence on the Service Start Date and continue for 48 months (the "Initial Term"), and then will automatically renew for successive one year periods unless either party provides written notice of its desire not to renew at least 30 days prior to the end of the then-current term.

The obligation of the Client to continue service for the full duration of the Term is subject to the availability of funds lawfully appropriated for this product category by the State of California and Client. Upon presentation by the Client of evidence that it was denied such funding by the state, Client may cancel this agreement without being subject to shortfall payment obligations.

Agreed and Acknowledged by the following who is authorized to sign on behalf of the Client:

Signature: _____ Date: _____
(or initials if signing electronically) _____
Name: _____ Title: _____

Discussion and/or Action Item F.2.1. Approval of Monthly Financial Report
 Prepared by Karl Christensen
 December 17, 2019

BACKGROUND:

Administration has prepared the accompanying Monthly Financial Report covering the period October 1, 2019 through October 31, 2019 prepared on a cash and modified accrual basis and include the District’s revenue, expenditure, and cash activities.

RECOMMENDATION:

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

This recommendation supports the following District goal:

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 Monthly Financial Report shows a beginning cash balance of \$12,088,041; cash receipts of \$4,025,058; and disbursements of \$6,020,634 are reflected for the period of October 1, through October 31, 2019 resulting in an ending cash balance of \$10,092,465 as of October 31, 2019.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item F.2.1.

Monthly Financial Report - October

1

CASH REPORT FOR OCTOBER

	Actual	Projected*	Difference
Beginning Cash Balance as of October 1, 2019	\$12,088,041	\$12,088,041	\$ -
INCOME			
A. Local Control Funding Formula			
State Aid	2,899,520	2,899,520	-
Property Taxes	172,282	172,282	-
B. Federal Income			
Federal Funding	96,548	96,548	-
C. State Income			
Lottery	373,082	373,082	-
Other State Funding	-	-	-
D. Local Income			
Other Local Income	149,429	149,429	-
Spec Ed	280,813	280,813	-
Interest	21,745	21,745	-
E. Due to/Due from other funds	31,639	31,639	-
F. Debt Proceeds	-	-	-
TOTAL INCOME	\$4,025,058	\$4,025,058	\$ -
Beginning Balance Plus Income	\$16,113,099	\$16,113,099	\$ -
DISBURSEMENTS			
G. Commercial Warrants	\$ 687,114	\$ 687,114	\$ -
H. Salary and Benefits	5,257,174	5,257,174	-
I. Other Outgo	76,346	76,346	-
J. Interfund Borrowing Out	-	-	-
K. Budget Adjustments	-	-	-
TOTAL DISBURSEMENTS	\$6,020,634	\$6,020,634	\$ -
Ending Cash Balance as of October 31, 2019	\$10,092,465	\$10,092,465	\$ -

* Based on Cash Flow Projection at First Interim FY 2019-20

**Budget Revisions
Through October 31, 2019
2019-20 Revised Budget**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Beginning Fund Balance	16,171,701	532,236	16,703,937
Estimated Income	50,590,586	21,901,530	72,492,116
Estimated Expenditures	53,440,288	21,961,184	75,401,472
Change in Fund Balance	(2,849,702)	(59,654)	(2,909,356)
Projected Ending Fund Balance	13,321,999	472,582	13,794,581
Less: Restricted Program Carryovers	-	472,582	472,582
Less: Non-Spendable			
Prepaid Expenses	375,869	-	375,869
Revolving Cash Fund	20,000	-	20,000
Stores Inventory	119,583	-	119,583
Less: Assigned Vacation Carryover	332,772	-	332,772
Assigned Site Carryover Balances	-	-	-
Less: Economic Uncertainty Reserve	2,262,044	-	2,262,044
Less: Reserve for State Budget Uncertainty	-	-	-
Uncommitted/Unassigned/Unappropriated Fund Balance	10,211,730	-	10,211,730
Fund 17 Projected End of Year Balance	3,080,843	-	3,080,843
Projected Reserves	<u>15,554,618</u>	<u>-</u>	<u>15,554,618</u>
	<u>October</u>	<u>September</u>	
Projected Reserve % 2019-20¹	20.63%	24.69%	
Projected Reserve % 2020-21²	15.17%	20.68%	
Projected Reserve % 2021-22²	12.55%	20.11%	

As a % of the Estimated Expense Total¹

Based on Multi-Year Projection at 1st Interim- October 2019²

Discussion and/or Action Item F.3.1. Acceptance of 2018-2019 School Program Services Year End Report

Prepared by Tim Larson
December 17, 2019

BACKGROUND:

Annually, the Pupil Services Department provides a year-end report on various aspects of our student population. Presented this evening for Board acceptance is the year-end report for the 2018-2019 school year. Copies of the report will be made available for public review at the Board meeting.

RECOMMENDATIONS:

It is recommended that the Board of Education review the School Program Services 2018-2019 Year End Report.

FISCAL IMPACT:

Fiscal impact varies with the programs implemented. The year-end report is a valuable tool for potential grant applications.

STUDENT ACHIEVEMENT IMPACT:

Many aspects of this report are summarized to provide data about or to evaluate the effectiveness of various programs within the District.

Motion: _____ Second: _____ Vote: _____

Agenda Item F.3.1.

Item G. BOARD POLICIES AND BYLAWS

Agenda Item G.

Board Policies and Bylaws G.1.1. Second Reading: Revised Board Policy 3311, Bids
Prepared by Karl Christensen
December 17, 2019

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:

It is recommended that the Board of Education review, approve, and adopt revised Board Policy 3311, Bids, 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.

BIDS

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. ~~It~~ ~~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 (UPCAA)

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.1.2.
Prepared by Karl Christensen
December 17, 2019

Second 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:

It is recommended that the Board of Education review, approve, and adopt new Board Policy 3311.1, Uniform Public Construction Cost Accounting Procedures, 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.1.2.

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

Board Policies and Bylaws G.1.3. Second Reading: Revised Board Policy 3312,
Prepared by Karl Christensen Contracts
December 17, 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:

It is recommended that the Board of Education review, approve, and adopt revised Board Policy 3312, Contracts, 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.1.3.

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)

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>

Board Policies and Bylaws G.1.4. First Reading: Revised Board Policy 3314.2,
Prepared by Karl Christensen Revolving Funds
December 17, 2019

BACKGROUND:

Revised Board Policy 3314.2 addresses revolving funds procedures for the District, and it is consistent with the version promulgated by the California School Boards Association (CSBA).

RECOMMENDATION:

Revised Board Policy 3314.2, 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.

REVOLVING FUNDS

The Governing Board has a fiduciary responsibility to effectively manage and safeguard the district's assets and resources. All revolving cash funds shall be subject to the internal control procedures established by the district to prevent and detect fraud, financial impropriety, or irregularity and shall be maintained in accordance with law and the California School Accounting Manual.

The Superintendent or designee shall provide regular reports to the Board regarding the use of revolving funds and the results of any audits conducted on the funds.

District Standard Revolving Cash Fund

Pursuant to Education Code 42800, ~~the~~ Governing Board has ~~established by~~ adopted a resolution establishing a revolving cash fund for use by the ~~Superintendent or designee~~ chief accounting officer. The fund shall be used only for the purposes specified in the Board's resolution which may include, but are not limited to, ~~in payment for goods, services or supplies and other charges determined by the~~ Board, ~~including supplemental payments required to correct any payroll errors for which there is an urgent deadline or to reduce the need for issuing numerous small warrants.~~

The chief accounting officer shall be covered by an individual bond or insurance in the amounts specified in law. He/she shall ensure that payments from the fund are for services or materials that are a legal charge against the district and that a receipt is obtained setting forth the date, payee, purpose of the expenditure, and amount expended. - (Education Code 42800-42806, 4516741021, 42801, 42801.5, 42804)

The Board may at any time reduce or discontinue the revolving cash fund. (Education Code 42805)

At the request of the Board, ~~County Auditor or County Superintendent of Schools,~~ the Superintendent or designee shall give an account of the fund. (Education Code 42804)

The funds shall be deposited in a bank doing business locally, whose deposits are insured by FDIC. ~~The Superintendent or designee shall be responsible for all payments into the account as well as expenditures from the account subject to the restrictions established by the Board.~~

The Board shall review and revise fund usage as appropriate.

Additional Revolving Funds

The Board also may, by resolution, establish revolving cash funds for use by school principals and other administrative officials to pay for goods and services. The total amount of the funds

~~shall not exceed three percent of the current year's instructional supply budget. (Education Code 42810)~~

~~No funds maintained in a revolving fund shall be used in an attempt to influence government decisions, for entertainment purposes, or for any other purpose not related to classroom instruction. (Education Code 42810)~~

~~The Board shall name the administrators who will have use and control of the funds. Officials so named shall be responsible for all payments into the accounts as well as expenditures from the accounts, subject to restrictions established by the Board.~~

~~The revolving cash fund for supplies shall be subject to the bonding provisions of Education Code 42801.~~

~~The Board shall provide an audit of revolving funds on a regular basis. (Education Code 42810)~~

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35250 Duty to keep certain records

38091 Cafeteria revolving accounts

41020 Audits of all district funds

41021 Requirement for employee's indemnity bond

41365-41367 Charter school revolving loan fund

42238 Local taxation by school districts Revenue Limits

42238.01-42238.07 Local control funding formula

42630-42652 Orders, requisitions, and warrants

42800-42806 Revolving cash fund

42810 Revolving cash funds; use; administrators

45167 Error in salary

Management Resources:

WEB SITES

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Board Policies and Bylaws G.1.5.
Prepared by Karl Christensen
December 17, 2019

First Reading: Revised Board Policy 3320,
Claims and Actions Against the District

BACKGROUND:

Revised Board Policy 3320 addresses claims and actions against the District, and it is consistent with the version promulgated by the California School Boards Association (CSBA).

RECOMMENDATION:

Revised Board Policy 3320, Claims and Actions Against the District, 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.

CLAIMS AND ACTIONS AGAINST THE DISTRICT

The Governing Board desires to conduct district operations in a manner that minimizes risk, protects district resources, and promotes the health and safety of students, staff, and the public. Any and all claims for money or damages against the district shall be presented to and acted upon in accordance with Board policy and administrative regulation the Government Claims Act or other applicable state or district procedures, as well as the district's joint powers authority (JPA) agreement or other insurance coverage.

~~Compliance with this policy and accompanying administrative regulation is a prerequisite to any court action, unless the claim is governed by statutes or regulations which expressly free the claimant from the obligation to comply with district policies and procedures and the claims procedures set forth in the Government Code.~~

Roster of Public Agencies

~~The Superintendent or designee shall file the information required for the Roster of Public Agencies with the Secretary of State and the County Clerk. Any changes to such information shall be filed within 10 days after the change in facts. (Government Code 53051)~~

Within 10 days of any change in This information shall include the name of the school district, the mailing address of the Board, and/or the names and addresses of the Board presiding officer/President, the Board clerk or secretary, and/or other members of the Board members, the Superintendent or designee shall file the updated information with the Secretary of State and the County Clerk. (Government Code 53051)

Legal Reference:

EDUCATION CODE

35200 Liability for debts and contracts

35202 Claims against districts; applicability of Government Code

CODE OF CIVIL PROCEDURE

340.1 Damages suffered as result of childhood sexual abuse

GOVERNMENT CODE

800 Cost in civil actions

810-996.6 Claims and actions against public entities

6500-6536 Joint exercise of powers

53051 Information filed with secretary of state and county clerk

PENAL CODE

72 Fraudulent claims

COURT DECISIONS

City of Stockton v. Superior Court, (2007) 42 Cal. 4th 730

Connelly v. County of Fresno, (2006) 146 Cal.App.4th 29

CSEA v. South Orange Community College District, (2004) 123 Cal.App.4th 574

CSEA v. Azusa Unified School District, (1984) 152 Cal.App.3d 580

Management Resources:

WEB SITES

California Secretary of State's Office: <http://www.sos.ca.gov>

Board Policies and Bylaws G.1.6.
Prepared by Karl Christensen
December 17, 2019

First Reading: Revised Board Policy 3350, Travel
Expenses

BACKGROUND:

Revised Board Policy 3350 addresses employee travel expenses for the District, and it is consistent with the version promulgated by the California School Boards Association (CSBA).

RECOMMENDATION:

Revised Board Policy 3350, Travel Expenses, 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.

TRAVEL EXPENSES

The Governing Board recognizes that district employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Superintendent or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

The Governing Board shall authorize payment for actual and necessary expenses, ~~including travel,~~ incurred by any employee performing authorized services for the district, whether within or outside district boundaries. (Education Code 44032)

The Superintendent or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. He/she also shall establish reimbursement rates in accordance with law and Board policy.

~~An employee shall obtain approval from the Superintendent or designee prior to traveling. Executive Council or the Superintendent or designee may approve employee travel requests requisitions to attend meetings, workshops, and/or conferences in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent or designee if he/she determines that the travel is essential and that resources may be obtained or redirected for this purpose. will submit travel request requisitions to the Board for approval or ratification in accordance with Exhibit 3350, Travel Authorization Decision Matrix.~~

~~Travel Expenses shall be reimbursed within limits approved by the Board. The Superintendent or designee shall establish procedures for the submission and verification of expense claims. He/she may authorize an advance of funds to cover necessary expenses in accordance with AR 3350.~~

~~The Board may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties. All other mileage expenses will be reimbursed in accordance with this Board policy.~~

~~All out-of-state travel for which reimbursement will be claimed shall be approved in advance by the Board approval. Travel expenses not previously budgeted also shall be approved on an individual basis by the Board.~~

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on district business, and other necessary incidental expenses.

The district shall not reimburse personal travel expenses including, but not limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying

the employee on district-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on district business.

Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

Authorized employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage or monthly basis as determined by the Superintendent or designee.

The mileage allowance provided by the district for employees' use of their private vehicles shall be equal to the rate established by the Internal Revenue Service.

Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.

The Superintendent or designee shall establish a per diem allowance for meal costs incurred while traveling on district business based on the location and hours of travel. The per diem allowance shall not exceed the standard meal allowance for business-related travel prescribed for federal income tax purposes.

Any expense that exceeds the maximum rate of reimbursement established by the district shall be reimbursed only with the approval of the Superintendent or designee.

All expense reimbursement claims shall be submitted on a district form, within 10 working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet district criteria for reimbursement.

The Superintendent or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to district business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

When approved by the Superintendent or designee, ~~Authorized~~an employees may be issued a district credit cards for use while ~~attending to~~on district business. Receipts documenting the expenses incurred on a district credit card shall be submitted promptly following return from travel. Under no circumstances ~~may~~shall personal expenses be charged on a district credit cards, even if the employee intends to subsequently reimburse the district for the personal charges.

When necessary, the Superintendent or designee may approve a cash advance, not to exceed the estimated out-of-pocket reimbursable expenses, to an employee authorized to travel on district business. Within 10 working days following return from travel, the employee shall submit a final accounting with all necessary supporting documentation. He/she shall refund to the district any amount of cash advance exceeding the actual approved reimbursable expenses.

Legal Reference:

EDUCATION CODE

42634 Itemization of expenses

44016 Travel expense to employment interview

44032 Travel expenses ~~payment~~

44033 Automobile allowance

44802 Student teacher's travel expenses

Management Resources:

INTERNAL REVENUE SERVICE PUBLICATIONS

Per Diem Rates (For Travel Within the Continental United States), Publication 1542

WEB SITES

Internal Revenue Service: <http://www.irs.gov>

U.S. General Services Administration, Per Diem Rates: <http://www.gsa.gov/perdiem>

Policy adopted: March 3, 2009
Revised: May 7, 2013; September 6, 2016

SANTEE SCHOOL DISTRICT
Santee, California

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 Negotiators** (Gov't. Code § 54957.6)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Employee Organizations: Santee Teachers Association (STA); and
Classified School Employees Association (CSEA)

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.