



Santee School District

SCHOOLS:

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

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

May 5, 2009
**BOARD OF EDUCATION
REGULAR MEETING
A G E N D A**

District Mission

Santee School District, supported by an involved community, an outstanding staff, and a shared vision, assures a quality education that supports students in achieving academic excellence and in developing life skills needed for success in a diverse and changing society.

	Page #
6:00-6:45 p.m. Board Members meet with Principals	
A. OPENING PROCEDURES – 7:00 p.m.	6
1. Call to Order and Welcome	
2. District Mission	
3. Pledge of Allegiance	
4. Approval of Agenda	
B. REPORTS AND PRESENTATIONS	7
1. Superintendent's Report	
1.1. Developer Fees Collection Report	8
1.2. Use of Facilities Report	9
1.3. Enrollment Report	10
1.4. Schedule of Upcoming Events	11
1.5. End of Year Employee Celebration	12
2. Recognition of Classified Employees of the Year	13
3. Recognition of Professional Leadership Employee of the Year	14
(Teachers of the Year will be recognized in September 2009)	
C. PUBLIC COMMUNICATION	15
<i>During this time, citizens are invited to address the Board of Education about any item <u>not</u> on the agenda. Request-to-speak cards should be submitted in advance. The Board may not take action on any item presented. The Board has a policy limiting any speaker to five minutes. All meetings are tape recorded.</i>	

BOARD OF EDUCATION • Dan Bartholomew, Dustin Burns, Allen Carlisle, Dianne El-Hajj, Barbara Ryan
DISTRICT SUPERINTENDENT • Lisbeth Johnson, Ed.D.

9625 Cuyamaca Street • Santee, California 92071-2674 • (619) 258-2300

D. **CONSENT ITEMS**

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

Superintendent

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

Business Services

- 2.1. **Approval/Ratification of Travel Requests** 32
It is recommended that the Board of Education ratify the authorization granted to personnel requesting out-of-district travel as listed in the item.
- 2.2. **Approval/Ratification of Revolving Cash Report** 35
It is recommended that the Board of Education approve/ratify revolving cash checks as listed in the item.
- 2.3. **Acceptance of Donations** 37
It is recommended that the Board of Education accept donations listed in the item in the amount of \$3,021.49.
- 2.4. **Adoption of Resolution #0809-46 Requesting Temporary Transfer of Funds** 38
It is recommended that the Board of Education adopt Resolution #0809-46 requesting temporary transfer of funds for the 2008-09 school year.
- 2.5. **Approval of Interdistrict Attendance Agreements** 41
It is recommended that the Board of Education approve Interdistrict Attendance Agreements for the 2009-10 school year with 27 neighboring districts.
- 2.6. **Adoption of Resolutions Authorizing Specific Designated Agents** 42
It is recommended that the Board of Education adopt the following resolutions:
- Resolution #0809-47 - Resolution Designating Authorized Agent to Receive Mail and Pick Up Warrants at the County Office of Education.
 - Resolution #0809-48 - Resolution Designating Authorized Agent to Sign Payroll Payment Order.
 - Resolution #0809-49 – Resolution to Release Credential Held Warrants to Employees
 - Resolution #0809-50 - Resolution Designating Authorized Agent to Sign School Orders (Commercial Warrants).
 - Resolution #0809-51 – Resolution Authorizing the Replacement of Warrants
- 2.7. **Adoption of Resolution #0809-44, Declaring Intention to Reimburse Expenditures Using Proceeds of Issued Debt and Securities** 48
If the Board desires to retain the ability to reimburse the District's General Fund, or other District funds, for the expenditure of funds for facilities projects which may be funded with Note proceeds, prior to the issuance and sale of the Notes, it is recommended that the Board adopt Resolution No. 0809-44.

Capitol Improvement/Modernization		Page #
3.1.	<u>Approval/Ratification of Final Contract Amount for Cajon Park Modernization</u>	59
	It is recommended that the Board of Education accept the final cost and all cost proposals and use of construction contingency and shared contingency distribution as presented in the item.	
3.2.	<u>Approval of C&V Consulting, Inc. for Survey Work at Pepper Drive, Chet F. Harritt, and Hill Creek Schools</u>	65
	It is recommended the Board of Education approve additional topographic survey services at Pepper Drive, Chet F. Harritt, and Hill Creek schools as described above estimated at \$16,100.	
3.3.	<u>Approval of Performance Auditor Anthony Fulton/AF Consultants for Contract Services and Audit Reporting Services for the Independent Citizens' Oversight Committee Capital Improvement Program</u>	72
	It is recommended that the Board of Education authorize the contract with AF Consultants to continue with performance auditor contract services for the ICOC/Capital Improvement Program.	
Educational Services		
4.1.	<u>Approval of CareerStaff Agreement for Occupational Therapy (OT) Services</u>	82
	It is recommended that the Board of Education approve the agreement with CareerStaff to provide occupational therapy services for students.	
4.2.	<u>Approval of Agreement with Maxim Healthcare Services, Inc.</u>	94
	It is recommended that the Board of Education approve the agreement with Maxim Healthcare Services, Inc. to provide substitute and temporary professional support staff, as needed, to support students for the 2009-10 school year.	
4.3.	<u>Approval of Memorandum of Understanding with Camp CLUE for Chet F. Harritt and Prospect Avenue Schools</u>	103
	It is recommended that the Board of Education approve the Memorandum of Understanding with CLUE for Chet F. Harritt and Prospect Avenue Schools.	
4.4.	<u>Approval to Submit Early Mental Health Initiative Grant for the Primary Intervention Program (PIP) for Carlton Hills and Carlton Oaks Schools</u>	106
	It is recommended that the Board of Education approve the submittal of the Early Mental Health Initiative Grant for the Primary Intervention Program (PIP) at Carlton Hills and Carlton Oaks Schools.	
4.5.	<u>Approval of the 2009-10 Proposed Instructional Schedules</u>	108
	It is recommended that the Board of Education approve the proposed instructional schedules for the 2009-10 school year.	
Human Resources		
5.1.	<u>Personnel, Regular</u>	111
	It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations and dismissals.	
5.2.	<u>Approval of Declaration of Need for Fully Qualified Educators</u>	113
	It is recommended that the Board of Education approve the declaration of need for fully qualified educators.	

E.	DISCUSSION AND/OR ACTION ITEMS	Page #
	<i>Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.</i>	
	Superintendent	
1.1.	<u>Approval of Proposal to Install Santee-Lakeside Rotary Safety Signs</u> Administration recommends the school district work with the Santee-Lakeside Rotary Club to install safety signs at appropriate locations at each of our schools.	118
1.2.	<u>Reading Committee Update</u> Administration recommends the Board of Education approve a District literacy plan, a multi-year professional development plan, and continuation of the work of the subcommittee.	121
1.3.	<u>Custodial Services Update</u> It is recommended that the Board of Education review the work and progress that has been completed in working with the custodial staff. It is also recommended that equipment be ordered and training take place prior to developing a start date schedule for the team concept.	124
	Business Services	
2.1.	<u>Approval of Monthly Financial Report</u> It is requested that the Board of Education review and comment on the Monthly Financial Report. It is recommended that the Board of Education approve the Monthly Financial Report, as presented.	131
2.2.	<u>Issuance and Sale of 2009 General Obligation Bond Anticipation Notes of the Santee School District; Authorizing Execution of Documents and Taking Related Actions</u> It is recommended that the Board of Education move forward with the issuance and sale of general obligation bond anticipation notes in order to finance identified school facilities projects, authorizing execution of documents and taking related actions with proceeds to be received in July 2009.	137
	Educational Services	
3.1.	<u>Relocation of the Santee Success Program</u> It is recommended that the Board of Education approve the implementation of Option I, moving the Santee Success Program to the north side of the annex facility.	138
F.	BOARD POLICIES AND BYLAWS	
1.	First Readings	
1.1.	<u>First Reading: Revised Board Policy #5132 Dress and Grooming</u> Administration recommends Board review and discussion of revised Board Policy #5132, Dress and Grooming. No action is requested.	141
1.2.	<u>First Reading: New and Revised Board Policies: BP 3280 – Sale, Lease, Rental of District-Owned Real Property; BP 3541.2 – Transportation for Students with Disabilities; BP 7123 – School Size</u> Board Policies 3280; 3541.2; and 7123 are presented to the Board of Education for a first reading. These policies will return to the Board on May 19, 2009 for a second reading and request for approval.	148

2.	Second Readings	
2.1.	<u>Second Reading: New Board Policy 6130 Professional Development and Revised Board Policies BP2201 Administrative Responsibilities and BP 9240 Board Development</u>	153
	Administration recommends the Board of Education adopt new Board Policy 6130 Professional Development and approve the revisions to BP 2201 Administrative Responsibilities and BP 9240 Board Development.	
2.2.	<u>Second Reading: New Board Policy #6020 Parent Involvement</u>	165
	Administration recommends the Board of Education adopt new Board Policy #6020, Parent Involvement.	
2.3.	<u>Second Reading: New and Revised Board Policies-Series 4000 (Personnel)</u>	178
	New and revised Board Policies in the 4000 series are presented to the Board of Education for a second reading. Administration recommends the Board of Education adopt the new Board Policies and approve the revisions to existing Board Policies in the 4000 series, Personnel.	
G.	BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS	186
H.	CLOSED SESSION	187
1.	Public Employment Matters (Govt. Code § 54957) <i>Public Employee Discipline/Dismissal/Release</i>	
I.	RECONVENE TO PUBLIC SESSION	187
J.	ADJOURNMENT	187

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
May 19, 2009, 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:

___ El-Hajj
___ Burns
___ Ryan
___ Carlisle
___ Bartholomew

Opening Procedures Item A.

OPEN SESSION 7:00 p.m.

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

2. District Mission

Santee School District, supported by an involved community, an outstanding staff, and a shared vision, assures a quality education that supports students in achieving academic excellence and in developing life skills needed for success in a diverse and changing society.

3. Pledge of Allegiance

4. Approval of Agenda for the May 5, 2009 regular meeting

Agenda Item A.

Reports and Presentations Item B.1. Superintendent's Report
Prepared by Lisbeth Johnson, Ed.D.
May 5, 2009

The following items are presented for Board information:

- 1.1. Developer Fees Collection Report
- 1.2. Use of Facilities Report
- 1.3. Enrollment Report
- 1.4. Schedule of Upcoming Events
- 1.5. End of Year Employee Celebration

Agenda Item B.

DEVELOPER FEES COLLECTION REPORT

2008-09

CUMULATIVE THROUGH APRIL 24, 2009

Residential Rate: \$1.63 per square foot over 500 - effective 5/21/06 \$3.05 per sq. foot over 500 = effective 4/17/08
 Commercial Rate: \$.26 per square foot - effective 5/21/06 \$.29 per sq. foot - effective 4/15/08
 Self Storage Rate: \$.05 per square foot \$.16 per sq. foot

COM	RES	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
	X	560 PEPPER DR	07/28/08	1,996	\$6,087.80	PD
	X	9318 PROSPECT AVENUE	08/25/08	670	\$2,043.50	PA
X		10512 MISSION GORGE (WALGREENS)	08/26/08	15,913	\$4,614.77	HC
X		9305 MISSION GORGE (WALGREENS)	09/11/08	13,666	\$3,963.14	PA
	X	10119 WOODPARK DRIVE	10/03/08	965	\$2,943.25	CP
X		9337 MISSION GORGE (JACK IN THE BOX)	10/14/08	2,499	\$724.71	PA
	X	9950 SEYMORE STREET	10/21/08	1,306	\$3,983.30	HC
X		10515 MISSION GORGE ROAD (SONIC)	11/04/08	1,728	\$501.12	PA
	X	11032 SUMMIT AVE.	11/05/08	818	\$2,494.90	CP
	X	8458 MESA TERRACE ROAD	11/12/08	3,872	\$11,809.60	CFH
	X	8370 OCONNELL ROAD	11/13/08	600	\$1,830.00	PD
	X	7775-7766 BRITT PLACE	12/12/08	17,318	\$52,819.00	CFH
X		1820 JOE CROSSON DRIVE (COUNTY OF : LEAVESLY TRAIL, GLEN BRAE TRAIL, LITTLE LEAF LANE (STANDARD PACIFIC)	01/05/09	49	\$14.21	PD
	X	10276 PRINCE JED CT.	01/09/09	49,451	\$115,672.81	RS
	X	9560 PATHWAY ST. (DRG ASSOCIATES L1	01/16/09	597	\$180.85	CP
X		SKY RANCH	01/23/09	900	\$261.00	PA
	X	2323 NIELSEN STREET	02/10/09	324,873	\$649,746.77	PD
	X	8871 FANITA DRIVE (TOYOTA)	02/18/09	1,327	\$4,047.35	PA
X		3010-3016 COLE GRADE ROAD	02/25/09	20,316	\$5,891.64	PA
	X	8549 GRAVES AVENUE (SCI, INC.)	02/26/09	6,489	\$19,791.45	PD
X		366 RIVER TRAIL PLACE	03/27/09	278,175	\$80,670.75	PD
	X	3021-3045 COLE GRADE RD. (W. LYON)	04/15/09	719	\$2,192.95	CH
X		9337 KASCHUBE WAY	04/15/09	32,375	\$98,743.75	PD
	X		04/16/09	1,075	\$3,278.75	CO
TOTAL PAGE 1					\$1,074,307.37	
TOTAL COLLECTED AS OF APRIL 28, 2008					\$628,116.11	

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

Requests For Use Of Facilities - May 5, 2009						
Group	Location	Date	Days	Time	Attendance	Fees Applied
Cajon Park Project Safe PTSA	Media Center Media Center	4/6/09 4/25/09	Monday Saturday	8:30 am - 11:30 am 5:00 pm - 9:30 pm	117 200	151.25 Custodial
Carlton Hills Girl Scouts	Classroom	4/1/09 - 6/3/09	Wednesday	5:45 pm - 7:45 pm	17	
Carlton Oaks NYS PTA	Kindergarten Grass Area Media Center	4/2/09 - 6/11/09 5/15/09	Thursday Friday	6:00 pm - 7:00 pm 5:00 pm - 9:00 pm	11 300	
Hill Creek PTA (Cardio Fit) San Diego County Registrar of Voters	Media Center Media Center	3/31/09 - 5/14/09 5/19/09	Mon - Thurs Tuesday	2:10 pm - 2:50 pm 5:30 am - 10:00 pm	15 - 20 varies	
Pepper Drive San Diego County Registrar of Voters	Media Center	5/19/09	Tuesday	5:30 am - 10:00 pm	varies	
Prospect Avenue California Heartlight San Diego County Registrar of Voters	Grass Area Media Center	4/29/09 - 6/10/09 5/19/09	Wednesday Tuesday	1:00 pm - 2:00 pm 5:30 am - 10:00 pm	10 - 20 varies	
Rio Seco PTSA SNLL STAR San Diego County Registrar of Voters	Media Center Classroom Media Center Parking Lot	4/27/09 4/29/09 5/5/09 - 6/4/09 5/19/09	Monday Wednesday Tues & Thurs Tuesday	5:30 pm - 8:30 pm 6:30 pm - 8:30 pm 3:00 pm - 6:30 pm 7:00 pm - 11:00 pm	50 12 24 60	
Sycamore Canyon PTA San Diego County Registrar of Voters	Media Center Media Center	4/30/09 5/19/09	Thursday Tuesday	5:30 pm - 8:15 pm 5:30 am - 10:00 pm	unknown varies	

***NOTE: USE MAY BE LIMITED DUE TO MODERNIZATION AT VARIOUS SITES.

**Santee School District
ENROLLMENT REPORT
4/24/2009
Month 8 Week 4**

SCHOOL	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8									Prior Week		
										04/24/09 Total Reg	04/25/08 Total Reg	# Diff	% Diff	04/24/09 SDC	04/25/08 SDC	# Diff SDC	% Diff SDC	04/24/09 Total All	4/3/2009** Total All	Total Diff
Cajon Park	105	102	98	99	100	93	116	101	123	937	921	16	1.7%	31	30	1	3.3%	968	967	1
Carlton Hills	40	41	45	38	50	53	57	99	105	528	541	-13	-2.4%	39	46	-7	-15.2%	567	566	1
Carlton Oaks	74	65	77	66	93	103	99	112	124	813	822	-9	-1.1%	38	45	-7	-15.6%	851	851	0
Chet F. Harritt	92	70	68	76	76	74	72	53	67	648	647	1	0.2%	26	25	1	4.0%	674	673	1
Hill Creek	92	98	94	94	89	85	70	90	98	810	768	42	5.5%	28	27	1	3.7%	838	835	3
Pepper Drive	70	77	75	79	74	91	80	78	79	703	700	3	0.4%	11	10	1	10.0%	714	718	-4
Prospect	48	51	49	49	58	57	51	53	55	471	446	25	5.6%	18	16	2	12.5%	489	492	-3
Rio Seco	103	93	90	83	108	89	78	94	78	816	808	8	1.0%	25	20	5	25.0%	841	838	3
Sycamore Canyon	47	47	38	55	38	41	34			300	307	-7	-2.3%	23	27	-4	-14.8%	323	323	0
SUBTOTAL	671	644	634	639	686	686	657	680	729	6026	5,960	66	1.1%	239	246	-7	-2.8%	6265	6,263	2
Alternative School	3	5	2	3	9	7	7	4	10	50	48	2	4.2%					50	50	0
Success Academy							1	4	7	12	10	2	20.0%					12	11	1
NPS					2				1	3		3						3	4	-1
EAK	116									116	118	-2	-1.7%					116	116	0
SUBTOTAL	119	5	2	3	11	7	8	8	18	181	176	5	2.8%					181	181	0
TOTAL	790	649	636	642	697	693	665	688	747	6207	6,136	71	1.2%					6446	6,444	2

Spring Break 4/6/09-4/17/09

Please note: Special Ed. PK listed below are not reflected in the total count above because they do not receive ADA until they reach 5 years of age.

	PK	
Cajon Park	3	971
Hill Creek	9	847
Prospect	22	511
Sycamore Canyon	13	336

Total Enrollment Including PK

6493

Schedule of Events

<i>Date</i>	<i>Event</i>
May 14	Classroom of the Future Foundation Awards 5:00 p.m.
May 19	6:00 p.m. Student Forum 7:00 p.m. Board Meeting County Science Fair Student Recognition County Spelling Bee Student Recognition
May 25	Memorial Day Holiday Schools and Offices Closed
May 26	Employee End of Year Celebration 3:30-5:00 p.m.
June 2	Board Meeting 7:00 p.m. Eighth Grade Academic Achievement Awards
June 4	Reception Honoring Dr. Lis Johnson 3:30-5:30 p.m. at Carlton Oaks Country Club
June 16	Board Meeting 7:00 p.m.
June 16, 17, 18	8 th Grade Promotion Exercises June 16: HC June 17: CP, CH, CO, CFH, PD June 18: PA, RS
June 24	Foundation Golf Classic Carlton Oaks Country Club 1:00 p.m. Tee Time 6:00 p.m. Awards Dinner

Reports and Presentations B.1.5.
Prepared by Minnie Malin
May 5, 2009

End of the Year Employee Celebration

BACKGROUND:

Board Members and Executive Council traditionally honor all employees by hosting an end of the year celebration. On May 26, 2009 from 4:00 pm to 6:00 pm, the District plans to celebrate our employees by providing a fun-filled afternoon / evening at Casa de Pico. The patio will be reserved for employees to come and go as they please while they enjoy an appetizer buffet.

Mission Federal Credit Union and California Coast Credit Union are sponsoring this event again this year to celebrate employees.

A special invitation is extended to all Board Members to attend this event.

Motion: _____ Second: _____ Vote: _____

Agenda Item B.1.5.

BACKGROUND:

The Santee School District has a process to identify employees to be recognized for their outstanding effort and dedication throughout the school year. Additionally, an employee is selected who will represent Santee's classified staff in the San Diego County Office of Education Annual Classified Employee of the Year competition. The procedure to identify Santee's Classified Employee of the Year involves site and district level input from classified, certificated, and administrative staff.

Selection Process

1. Nomination forms are distributed throughout the district.
2. A committee composed of classified employees select the site employees of the year.
3. A committee composed of classified employees and the Director of Human Resources approves the candidate to represent the District.

The process for identifying teachers of the year has not yet been completed by the sites and therefore, recognition of the teachers of the year will be presented in September.

PRESENTATION:

This evening, administration recognizes all classified employees of the year.

Reports and Presentations B.3. Recognition of Professional Leadership Employee of the Year
Prepared by Minnie Malin
May 5, 2009

BACKGROUND:

The Santee School District has a process to identify management / confidential employees to be recognized for their outstanding effort and dedication throughout the school year.

Selection Process

- Nomination forms are distributed throughout the district.
- A committee composed of Executive Council members and the Superintendent select the professional leadership employee(s) of the year.

PRESENTATION:

This evening, administration recognizes the professional leadership employee of the year.

Agenda Item B.3.

PUBLIC COMMUNICATION Item C.

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

Agenda Item C.

CONSENT ITEMS Item D.

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

Consent Item D.1.1. Approval of Minutes
Prepared by Lisbeth Johnson, Ed.D.
May 5, 2009

BACKGROUND:

Presented for Board approval –

- April 21, 2009, regular meeting minutes
- February 10, 2009, special meeting minutes

RECOMMENDATION:

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

Motion:		Second:		Vote:		Item D.1.1.
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**SANTEE SCHOOL DISTRICT
REGULAR MEETING
OF THE BOARD OF EDUCATION**

April 21, 2009
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome

President Bartholomew called the meeting to order at 7:05 p.m. and read the District Mission Statement.

Members present:

Dianne ElHajj, President
Dustin Burns, Vice President
Barbara Ryan, Clerk
Allen Carlisle, Member
Dan Bartholomew, Member

Administration present:

Dr. Lisbeth Johnson, Superintendent and Secretary to the Board
Emily Andrade, Assistant Superintendent, Educational Services
Minnie Malin, Director, Human Resources
Linda Vail, Executive Assistant and Recording Secretary

2. President El-Hajj invited Parker Bell, a first grade student from Chet F. Harritt and a proud Boy Scout, to lead the members, staff and audience in the Pledge of Allegiance.

3. Approval of Agenda

It was moved and seconded to approve the agenda.

Motion: Bartholomew Second: Ryan Vote: 5-0

B. REPORTS AND PRESENTATIONS

1. **Superintendent's Report**

- 1.1. Developer Fees Collection Report
- 1.2. Use of Facilities Report
- 1.3. Enrollment Report
- 1.4. Claims Against the District
- 1.5. Schedule of Upcoming Events
- 1.6. Spring Events and Open Houses

Dr. Johnson reported a busy time of the year is approaching and a list of upcoming events for the end of the year was included in the Board packet. Dr. Johnson shared that several large supporting documents were available in hard copy for Board or public review.

2. **Recognition of Arts Attack Coordinators**

Emily Andrade shared that students have produced great artwork and learned a lot about art because of the Arts Attack Program at schools. She introduced and thanked the Arts Attack Coordinators for their hard work and dedication in coordinating the program at each school. President El-Hajj presented each Arts Attack Coordinator with a certificate of appreciation. The Arts Attack Coordinators honored were:

Tracey Pharoah-Stone-Cajon Park	Gina Melton-Hill Creek
Amber Hobbs-Carlton Hills	Alisa Marrone-Pepper Drive
Michelle McNearney-Carlton Oaks	Andrea Leggate-Prospect Avenue
Lesli Breidt-Carlton Oaks	Valerie Stangle-Rio Seco
Bonny Jaynes-Chet F. Harritt	Joanne Denniston-Sycamore Canyon
Laura & Kurtis Smith-Alternative School	

3. **Recognition of Volunteers of the Year**

Minnie Malin introduced each school's Volunteer of the Year and the school principals presented their volunteer with flowers or a plant as a token of their appreciation. President El-Hajj presented each volunteer with a certificate of appreciation. The Volunteers of the Year were:

Deborah Martin -Cajon Park	Maria Jones- Pepper Drive
Christina Knight- Carlton Hills	Kristen Whiteman- Prospect Avenue
Lesli Breidt Darrock- Carlton Oaks	Stacy Walters- Rio Seco
Angie Bell- Chet F. Harritt	Joanne Denniston- Sycamore Canyon
Mary Jordan- Hill Creek	

President El-Hajj said Santee is blessed with a very involved community. Without the volunteers so many things would not happen at schools. She thanked them on behalf of the school board, teachers, and administrators for their time, effort, and love put into the jobs they do for our students.

4. FCMAT Report on Transportation

Dr. Johnson reported that on December 18, 2008, the Board authorized a FCMAT for the District's Transportation Department to investigate ways to improve the transportation services for families and find efficiencies.

Dr. Johnson introduced the FCMAT team of JoAnn Murphy, Special Education Consultant, Tim Purvis, Director of Transportation for the Poway Unified School District, and Bill Gillespie, who was not in attendance.

JoAnn Murphy thanked the District on behalf of FCMAT for their hospitality and helpfulness in facilitating their collection of data. The team would be highlighting some of the review areas and provide in-depth information on two specific items of review that are quite important.

Ms. Murphy shared the FCMAT team conducted an overview of both regular and special education transportation. She shared that California Education Code in certain instances allows districts to contract individually with parents and to reimburse the parent for their cost as a cost effective way to provide mandated transportation. The FCMAT report provides some talking points for parents for this option. Mrs. Murphy said realigning the bell schedules would be a major cost savings and efficiency item for the District to look at.

Mr. Purvis shared the FCMAT team's appreciation for staff assistance from the business and transportation departments. He reported routing efficiency is driven by the fewest number of buses transporting the greatest number of students. Santee currently has several tiers of start times and is asking the Transportation Department to move 307 regular education and 157 special education students using 1 to 2 additional buses and drivers. He understands there are unique histories for routes and the recommendations from the FCMAT team do not take that information into consideration as they provide recommendations.

California Education Code says there is no obligation to provide home to school transportation to students. It is much easier to effect efficiency in transportation if there are clear guidelines. He encouraged the Board to develop a policy with established criteria to establish transportation provisions. If the Board selected a 2 mile radius, it would in fact eliminate transportation for regular education students. It is important to note that hazard criteria would negate transportation criteria. Mr. Purvis also reported an appropriate bell schedule is really what will drive efficiency in transportation.

Greater efficiency can also be provided in special education transportation. There are currently 157 special education students traveling to each of the nine schools. The FCMAT team recommended and strongly encouraged consideration to look at the special education programs to see if they could be clustered throughout the District. Mr. Purvis said the aging fleet provides a prime setting to run a larger school bus to transport special education students. Mr. Purvis shared he believed the District's mechanic is an incredible individual who is doing a superior job with the vehicle maintenance program, especially with the aging fleet. The District's cost per mile is probably high because of the age of the vehicles and outside contracting. The FCMAT team recommends having a mechanic assistant.

The District was strongly encouraged to develop an Administrative Regulation to utilize "in lieu" contract transportation for situations where possible, such as for students who are attending non public schools. In lieu contracts should be annually reviewed because the circumstances can change.

The report contains information for improvements and the costs are not exorbitant. There are no alarms about the department work, but bus operation cost is high because they are not running at capacity, mainly because of the bell schedule.

Member Carlisle asked about developing policies regarding transportation areas. Mr. Purvis said criteria should be developed based on financial resources, State reimbursement, and what the District can support on those

funds. The capacity should then be based on the number of students in an established radius. If a parent fee program is established, it is self controlling and only 30-40% of eligible students usually participate.

President El-Hajj reported she had the opportunity to talk with the FCMAT team. She shared the Board has previously discussed that the time to create policy is when there is not a crisis. Mr. Purvis said he would provide some sample policies for the Board. Dr. Johnson said she would also like information about the software used to create some of the reference materials. Mr. Purvis will provide information about the software.

C. PUBLIC COMMUNICATION

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

D. PUBLIC HEARINGS

1. Proposed Increase in Developer Fees

President El-Hajj opened the public hearing for the proposed increase in developer fees. With no public comments the public hearing was closed.

2. Dedication of Easement at Chet F. Harritt to Padre Dam Municipal Water District

President El-Hajj opened the public hearing to dedicate an easement at Chet F. Harritt to Padre Dam Municipal Water District. With no public comments the public hearing was closed.

E. CONSENT ITEMS

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

1.1. Approval of Minutes

1.2. Approval of Memorandum of Understanding with Classroom of the Future Foundation

2.1. Approval/Ratification of Travel Requests

2.2. Approval/Ratification of Expenditure Warrants

2.3. Approval/Ratification of Purchase Orders

2.4. Approval/Ratification of Revolving Cash Report

2.5. Acceptance of Donations

2.6. Approval of Quarterly Financial Disclosure, SB 564

2.7. Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement

2.8. Approval/Ratification of Agreement between Santee School District and the County of San Diego for Participation in the 800MHz Regional Communications System (RCS)

3.1. (Pulled by Member Carlisle for separate consideration.)

3.2. Authorization to File Notice of Completion Documents Projects (Cajon Park, Carlton Oaks and Rio Seco Schools Modernization)

3.3. Approval/Ratification of Amendment #3 of Corovan Moving Contract

3.4. Approval to Purchase Remaining Library Stack Shelving Systems for Carlton Hills School

3.5. Approval to Purchase Cargo Containers/Book Racks

3.6. Approval of Chet F. Harritt Fields Construction Award

3.7. Approval/Acceptance of SFNA Report and Adoption of Resolution #0809-37 of Alternative Fees

4.1. (Pulled by Member Ryan for separate consideration.)

4.2. (Pulled by Member Ryan for separate consideration.)

4.3. Approval of 2009 Summer School Program Offering

5.1. Personnel, Regular (A copy will become part of the minutes.)

5.2. Adoption of Resolution No. 0809-40 Declaring May 13, 2009 the Day of the Teacher

5.3. Adoption of Resolution No. 0809-41 Declaring May 17-23, 2009 as Classified School Employees Week

5.4. Ratification of Employer-Employee Collective Bargaining Agreement with California School Employees Association

It was moved and seconded to approve Consent Items.

Motion: Ryan

Second: Burns

Vote: 5-0

3.1. Adoption of Resolution Dedicating Easement to Padre Dam Municipal Water District (Pulled by Member Carlisle for separate consideration.)

Member Carlisle said he would abstain from voting on this item because the agreement is with his employer. Member Burns moved adoption of the resolution.

Motion: Ryan Second: Burns Vote: 4-0 (Carlisle, abstain)

4.1. Approval of Memorandum of Understanding with Children's Hospital and Health Center (CHHC) for the Early Periodic Screening, Diagnosis and Treatment (EPSDT) Program (Pulled by Member Ryan for separate consideration.)

Member Ryan said she would abstain from voting on this item because the agreement is with her employer. Member Bartholomew moved approval of the MOU.

Motion: Bartholomew Second: Burns Vote: 4-0 (Ryan, abstain)

4.2. Approval to Participate in the Mental Health Services Act Prevention and Early Intervention Contract for Suicide Prevention (Pulled by Member Ryan for separate consideration.)

Member Ryan asked administration to return the application to the Board before it is submitted.

Motion: Ryan Second: Burns Vote: 5-0

F. DISCUSSION AND/OR ACTION ITEMS

President El-Hajj invited comments from the public on any item listed under Discussion and/or Action. There were no comments.

1.1. School Name Change: Process and Procedures

Dr. Johnson reported that this item was placed on the agenda by the request of Member Burns. She shared the brochure that was developed for the Pride Academy at Prospect Avenue School following Board approval for the technology academy focus.

Member Burns said he is a little concerned about the full name change at Prospect Avenue. He did not believe there was an adequate process involving the parents and community when considering the name change. Member Ryan supports involving parents in such a decision. Member Carlisle believes the CSBA sample policy is a good start for the future. President El-Hajj likes the idea of having a policy putting steps in place for the future and said there may be a way to incorporate any other major change that may be recommended to occur at a school. Member Burns believes a process needs to be in place but it should include Board approval of any change.

Members Carlisle and Ryan liked the name change for Prospect and felt that it will be a positive change. Member Burns would like to begin convening a citizen advisory committee for the name change at Prospect Avenue.

Member Bartholomew asked if considering in retrospect, would the new name be locked in if a committee was put together at this time. President El-Hajj believes it would not be beneficial at this time because action for the name change has already been taken by the Board. Member Carlisle believes the administrators should continue to move forward at this time but there should be a process in place for proposed changes for the future.

Prospect Avenue Principal, Cheryl Bowen, reported the name change has been presented to parents through the SSC, PTA and ELAC committee meetings. The "pride" continues the connection for Prospect Avenue staff, students, and parents. School administration has received only positive response from the parents that have been a part of the process. President El-Hajj asked Mrs. Bowen if there have been any objections voiced about the name change. Mrs. Bowen said she has not heard of any objections. Members Burns and Bartholomew believe that the parent community at Prospect Avenue needs to have a formal opportunity to provide input about the name change.

Mrs. Bowen said, based on Board approval at the April 21st meeting, the name change has been put onto documents that have been translated into two other languages and have already gone home to families. She strongly believes that any concerns she has heard of have been addressed.

President El-Hajj said that the Board took action, and if it was done without inviting parent input. They need to take the responsibility. Member Ryan would still like a way for every parent to express their opinion about the name change. Following Board discussion, it was decided that a letter would go home to the parents at Prospect sharing the information that the Board took action to change the name of the school and invite any parents that have a concern about it to come forward at a future designated Board meeting. The Board requested Dr. Johnson to bring to the Board a board policy on changing the name of a school for a first reading.

1.2. Adoption of Resolution Providing for the Issuance and Sale of 2009 General Obligation Bond Anticipation Notes of the Santee School District; Authorizing Execution of Documents and Taking Related Actions

Dr. Johnson reported that the Capital Improvement Program (CIP) has been extremely successful thanks to the GO bond that was approved by the voters to support modernization at our schools. The State's financial crisis has provided some challenges because the State has frozen the qualifying apportionments that are due to the District and the District has not been able to issue the final portion of the bonds. Dr. Johnson has shared with the Board about the possibility to issue Bond Anticipation Notes (BAN) which would assist the District to complete Phase I and move to Phase II of construction while waiting for the State to provide the due apportionments. Administration suggested the BAN as bridge financing but there are a couple of issues that need to be addressed including issuance costs, a County review, and the decision of a holding bank.

Dr. Johnson introduced Eric Hall who shared that he has been working on behalf of the District on a bridge financing plan. He introduced Ben Dolinka from the Dolinka Group; Wendy Wiles and Rob Anslow, bond counsel; and Christina Becker, Director of Modernization, who have been participants in developing a plan. Mr. Hall said he reviewed the structure, schedule, cash flow, and next steps in the documents. The resolution sets forth the parameters.

Administration anticipates that property values will increase and wishes to maximize the \$18M the State owes to the District. The first payment on the BAN is due in 5 years. If property values do not increase, the District is eligible for a lot of State construction funding which would cover this debt. It is a great time to buy construction while it is about 60¢ on the dollar. There is also the cost and the liability of having unfinished buildings if construction cannot continue.

There are cash flow questions about how much money the District needs and when. There is \$66M committed to construction to date. Next year the Capital Improvement Program has a \$23M commitment if the Board acts to move forward. In August, without the release of the State funds, the District will be short \$17.2M to meet the commitments contemplated for Phase II.

Mr. Hall recommended the Board consider approving the resolution for BAN as bridge financing in May. With \$18.M, the contingency dollars could be used as a buffer. The State recently sold over \$7B in bonds.

Member Carlisle asked if Phase II included the 10-classroom additions. Dr. Johnson confirmed the 10-classroom additions are part of Phase III and cost about \$5.6M each.

Member Ryan was concerned about moving forward with BANs instead of Lease Revenue Bonds (LRBs) because she believes LRBs are a more secure funding source. Mr. Hall said that the market is more receptive to the BAN and the BAN could be paid back with the State money if it is received. Member Ryan is concerned because the State money is needed for the 10-classroom additions and Pepper Drive. She believes that the State money should not be used to pay back the BAN.

Member Ryan asked Christina Becker about an email that mentioned the release of school construction dollars and asked if some of our money was being released. Mrs. Becker said the District qualified for \$7M in joint use funding. We have already received a portion, and \$3M should be coming. The last time it took 30 days to receive the funding. Mr. Hall believes that we need to be cautious about the expectations of the State funding to be available at this time. The District may be in line for the funding with the State's next bond sale, which may occur in July.

Member Bartholomew asked Mr. Dolinka what the total cost of the BAN would be, including issuance costs. Ben Dolinka said these are challenging times and he is concerned that credit enhancements may be needed to bring the interest rate down on a 5-year BAN. He believes they can be successful presenting the credit package to US Bank and issuing the BANs. In today's market, the cost could be between 3.25% and 3.75%. The principal

amount is \$18.9M with a total of approximately \$3.8M in costs. Mr. Dolinka said the issuance costs are based on the size of the transaction and are still being negotiated.

Mr. Dolinka said there is no interest paid for 5 years so all of the interest will be due at the end of the five years. The bonds will be issued with premiums and the interest is paid to the note holders. The difference between the yield and the interest rate is to prevent any of the costs coming from the District.

Member Carlisle said the charts show that if the District pays off the loan early, the interest rate is less and asked if an early pay off was allowed. Mr. Dolinka said at this point it is not known if an early pay off will be part of the loan because it is dependent on the market and the cost of that option.

Member Carlisle asked what the current debt of the District is. Mr. Hall reported the District has \$41M in GO bonds and \$20M in COPS. The QZAB loan has been paid in full. Mr. Hall said this amount of debt is not excessive for a school district of this size.

President El-Hajj asked if the District would have the option to either pay back the BAN or bank it to collect interest if the District received the owed money from the State. Mr. Hall said he would recommend using the State money first.

Member Bartholomew asked if the BAN is the best option with the cash flow needs. Mr. Hall said once many of the District's projects are approved by the State Allocation Board, the credit options will increase but at this time it is the best option. Mrs. Becker will provide the State funding application status to the Board at the Workshop.

Mr. Hall reported the next step is to meet with the County Treasurer to discuss their role as the trustee. The SDCOE traditionally does not have authority to approve or disapprove debt but is being asked to scrutinize districts like never before. They have requested a 30-day review period for a debt instrument. The County knows that this is the decision of the Board but in light of the cash flow, he believes it would be a good idea to allow them the review period. The documents have already been delivered and the review period would be concluded by the May 19th meeting. The County does not have the veto power but may make comments or recommendations. Mr. Dolinka also said the 30 days would be helpful. He could come to the Board for action on May 5th or May 19th to be able to provide the proceeds by the August payment schedule.

President El-Hajj and Member Ryan would like to move with the earlier schedule if possible. Mr. Dolinka is not certain the May 5th deadline can be met because the bank must have time to get the letter and prepare the documents. Dr. Johnson said a special Board meeting could be scheduled if needed. The Board asked administration to move forward with the preparation of the BAN documents and bring to the Board as soon as possible.

Mr. Anslow, bond counsel, reported the finance team will be bringing a reimbursement resolution to the next Board meeting.

1.3. RFP for Solar

Dr. Johnson presented a revised RFP for Solar that included new criteria provided by the Board for Board review. She asked the Board if the criteria list was inclusive of their desires.

Member Carlisle asked if the RFP called for renderings as well as site plans. He said it was a very detailed RFP and believes it asks a lot from the vendors. Member Bartholomew said it appeared complete and noticed that curb appeal and aesthetics were repeated a number of times. He would like an independent company to review the RFP. Member Burns said he wants to make sure that it is understood that the District would not be liable for any up front costs. Member Ryan said her major criteria was to have a solar demo site built out to see what it really looks like with absolutely no risk to the District. President El-Hajj asked to assure the RFP review included determining if the RFP is too cumbersome and that it seeks the best interests of the District.

The Board directed Dr. Johnson to send the RFP for review. Dr. Johnson said she believes that the Center for Sustainable Energy would be a good choice to provide the review because they have more experience in solar programs at schools. Board members agreed to use the Center for Sustainable Energy for the review.

Member Ryan asked if the \$20-\$30M in desired savings was taken from either of the proposals received. Dr. Johnson said administration used some of the figures as a target and discussion. Member Ryan was concerned that it may not be appropriate to use savings figures based on a proposal received from the first RFP. The Board asked administration to remove the dollar range and leave the savings open. Member Ryan is also

concerned about the timeline and the requirements being met before the credit extension runs out. Dr. Johnson said the Center for Sustainable Energy said there were three opportunities to request extensions and she will request this information in writing. She anticipates it will probably take through June to complete the review, seek proposals, and select a vendor.

Member Bartholomew moved to approve and authorize issuance of the new RFP for solar energy based on the new criteria and a review by an independent agency.

Dr. Johnson asked the Board if the RFP would need to return to the Board after the review by The Center for Sustainable Energy. Board members agreed that after the review, the RFP could be modified by administration and does not need to return to the Board.

Member Ryan reported she would vote no because she believes that administration should have brought the Board a recommendation from one of the proposals already received instead of sending out another RFP.

Motion: Bartholomew Second: El-Hajj Vote: 3-2 (Burns, Ryan, no)

Member Carlisle asked about \$3M that he heard had been appropriated by Duncan Hunter's office. Dr. Johnson reported she understood that a vendor requested an earmark on the District's behalf but we have never heard funds were available for us. She understood from the Congressman's aide that Congressman Hunter had not even heard about the request for an earmark.

The District has asked for stimulus dollars from Congressman Hunter's office. Member Bartholomew said he heard the stimulus money was gone but there was some discussion about an appropriation request. He was told they are not in favor of earmarks as a principle but if there is earmark money available they like to capture it. Member Burns said the Board needs to decide about requesting money from a legislative representative for the District, not a vendor.

Member Ryan said the timeline for this year to request earmarks has passed but we can submit a request for next year. It is good to have a letter of support from a congressman. We need to continue to watch for funds that come available and the business department can look daily on the website for funds that may come available.

1.4. Board Selection of 8th Grade Promotion Assignments

Board members selected assignments for attending 8th grade promotions.

2.1. Adoption of Resolution #0809-43 to Issue a Tax and Revenue Anticipation Note for the 2009-10 Fiscal Year

Member Ryan moved to adopt Resolution #0809-43 authorizing the issuance of tax and revenue anticipation notes (TRANS) for the 2009-10 fiscal year in an amount not to exceed \$15M.

Motion: Ryan Second: Carlisle Vote: 5-0

3.1. Proposed School Start Times for 2010-11

Member Ryan recommended, based on the FCMAT study, not to approve any change in school start times to allow review of the report and provide the opportunity for families to have prior knowledge that a change is occurring. Mrs. Andrade said the special education plan may also need to be taken into consideration. The Board would like administration to communicate to parents that changes in school start times have been proposed, what the changes are, and why.

Member Burns asked if it is better to have Sycamore Canyon and Carlton Hills begin at the same time since families may have students at both schools. Mrs. Andrade shared they are currently 45 minutes different and that parents seem to prefer it.

The Board did not make a motion but asked administration to work with the school and parent communities to seek input and to allow the Board time to review the FCMAT report and return with proposed changes to the 2010-11 start times with the feedback from parents.

3.2. Revisions to Board Policy 5132 and Administrative Regulation 5132 Dress and Grooming

Mrs. Andrade requested direction on the suggested Dress Code revisions for 2009-10. She shared that schools were not being consistent in enforcing the current regulations. Mrs. Andrade met with the principals and vice principals and the proposed changes are an outcome of that meeting.

Member Burns said consistency throughout all schools is important. He suggested the Principals and Vice Principals meet and come to consensus about what would be enforced at the schools.

Mrs. Andrade said she has met with the site administrators and the proposed revisions reflect their "middle ground" because they cannot agree about everything in the administrative regulation and would also like consistency across the District. Some of the criteria are interpretive, based on personal ideals. Site administrators agreed that they would all enforce the proposed revisions to the administrative regulation. There are a few corrections that need to be made since the publication of the AR.

The Board Policy needs to state that there is one dress code set by the Board and schools do not have the authorization to make site modifications. Member Bartholomew said the dress code must be measurable.

Mrs. Andrade said the proposed AR allows hats, other than the floppy hats, outdoors and suggested a modifier be included that the hat must comply with other sections of the policy.

Other revisions that need to be included are:

- (BP) and (AR) add "Gang related and racial or ethnic symbols are prohibited." in the Policy,
- (BP) Remove "Individual school principals may establish ..." on page 3
- (AR) #1 should state "appropriate" shoes
- (AR) #1 leave flip flops instead of changing to thongs,
- (AR) #4 spaghetti straps etc. should remain,
- (AR) #6 "Hair color may not cause a distraction" should be left in,
- (AR) #11 add "Clothing that is suggestive or revealing will not be allowed", and
- (AR) #12 add "Any other piercing must be plugged with a skin tone plug (no color)",

Mrs. Andrade said the Board's comments will be included and she will return the policy for a first reading and provide the Board with the revised AR.

3.3. Approval of Educational Opportunity Programs for the 2009-10 School Year

Emily Andrade shared that over the next several months administration will be seeking funding for several educational programs. She was seeking direction at this meeting about three current educational programs, Spanish, swimming, and AVID. Mrs. Andrade proposed to continue with the Spanish classes next year, having one at Hill Creek and one at Prospect Avenue to have one on each side of Santee. Participation has been very consistent. She shared a chart of participation in the swim program held at the YMCA for this school year. The cost is \$48 per child that is paid by the family and transportation is provided by the District. Mrs. Andrade recommended continuation of the AVID program and four schools with a reduction of \$5000 in each school's funding plus their carryover.

Member El-Hajj does not want to see us end AVID because it benefits a different set of students and touches more students. If AVID is implemented schoolwide it can impact an entire school population. Member Bartholomew said the Spanish program is linked to the next step for students. Member Ryan believes they are all important programs. She would like to see the swim program continued because drowning is the number one cause of death of children. She said a \$9,000 investment serves a lot of kids. Member Carlisle said the YMCA will provide scholarships for any students that cannot afford it.

Member Burns moved to keep the Spanish, AVID and swim programs for the 2009-10 school year.

Motion: Burns

Second: Ryan

Vote: 5-0

4.1. Employee Recognition for Day of the Teacher and Classified School Employees Week

The Board reviewed the options for an employee recognition gift and Member Burns moved to approve the recommendation of a pedometer.

Motion: Burns

Second: Carlisle

Vote: 5-0

4.2. Adoption of Resolution No. 0809-42 to Layoff Identified Classified Positions

Minnie Malin reported that due to a lack of continued grant funding and the reduction in State categorical funding there was a need to lay off several classified employees who are funded by those dollars.

Member Burns asked if the Attendance Specialist position could fund itself through student attendance by keeping students in school and if this position was eliminated who would pick up the duties of this employee. Dr. Johnson said no, attendance would not fund the position and Mrs. Andrade will work with the Vice Principals to fulfill the duties to keep students in school, which they did prior to this position being instituted. The schools have been very involved and have been very active in promoting student attendance and send the letters to families with attendance concerns.

Member Bartholomew asked if these positions qualified to receive benefits. Mrs. Malin said only the Attendance Specialist receives benefits.

Member Ryan said the suicide prevention grant that was approved for submission at this meeting may fund some of the employees being laid off. Dr. Johnson said if funding becomes available these employees can be called back to their positions.

Member Bartholomew moved to adopt resolution No. 0809-42 to layoff identified classified positions. Board members all agreed that laying off employees was always a very difficult thing to do.

Motion: Bartholomew Second: Ryan Vote: 5-0

G. BOARD POLICIES AND BYLAYS

1. First Readings

1.1. First Reading: New Board Policy 6130 Professional Development and Revised Board Policies BP2201 Administrative Responsibilities and BP 9240 Board Development

Dr. Johnson reported the Board Development policy was brought as an outcome of the Policy review sub committee. Member Ryan said there was a time when an amount was annually budgeted for each Board member for professional development. She asked if any Board members had any input into the proposed revision. New Board Policy 6130 Professional Development and revisions to BP 2201 Administrative Responsibilities and BP 9240 Board Development, were presented for a first reading and will return for a second reading and approval.

1.2. First Reading: New and Revised Board Policies-Series 4000 (Personnel)

New and revised Board Policies in the 4000 series were presented to the Board for a first reading and will return for a second reading and approval.

1.3. First Reading: New Board Policy #6020 Parent Involvement

New Board Policy #6020, Parent Involvement was presented to the Board for a first reading and will return for a second reading and approval.

H. BOARD COMMUNICATION

Member Burns said Chet F. Harritt students recently attended camp. The Principal and Vice Principal visited and made a hit with the camp staff. Mrs. Minutelli went out on the hike and she and Mr. Johnston spent some quality time with the students. It was nice to hear from them that they saw a different side of their students.

Member Ryan asked if any Board members were able to attend the annual Honoring Our Own awards event on April 29th. Member Ryan and Dr. Johnson will attend. No other Board members were available to attend.

Members Ryan and Burns reported that had not received invitations from the PTA for the annual Tierra del Sol Founder's Day dinner. Members Ryan and Burns are not able to attend and wanted to make sure who they should RSVP to. Linda will inform PTA they are unable to attend and check into the missing invitations.

Dr. Johnson reminded Board members of the CIP Workshop on May 2nd at 9:00 a.m.

Board members were provided a chart of upcoming management interviews.

I. CLOSED SESSION

President El-Hajj announced that the Board would meet in closed session for:

1. **Public Employment Matters (Govt. Code § 54957)**
Public Employee Discipline/Dismissal/Release
2. **Conference with Labor Negotiator (Govt. Code § 54956.8)**
Agency Negotiator: Minnie Malin, Director, Human Resources
Employee Organizations: Santee Teachers Association
Classified School Employees Association
Purpose: Negotiations
3. **Public Employment Matters (Govt. Code § 54957)**
Superintendent

The Board entered closed session at 11:15 p.m.

J. RECONVENE TO PUBLIC SESSION

The Board reconvened to public session at 12:08 a.m. President El-Hajj reported that in closed session, the Board approved a three-year contract with Dr. Patrick Shaw as the Superintendent effective July 1, 2009.

K. ADJOURNMENT

The April 21, 2009 regular meeting adjourned at 12:10 a.m.

Barbara Ryan, Clerk

Lisbeth A. Johnson, Ed.D., Secretary

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

February 10, 2009
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome

President El-Hajj called the meeting to order at 7:05 p.m.

Board members present:

Dianne El-Hajj, President
Dustin Burns, Vice President
Barbara Ryan, Clerk
Allen Carlisle, Member
Dan Bartholomew, Member

Staff present:

Dr. Lisbeth Johnson, Superintendent and Secretary to the Board
Bill Clark, Assistant Superintendent, Business Services
Emily Andrade, Assistant Superintendent, Educational Services
Minnie Malin, Director, Human Resources
JoAnn Murphy, Consultant
Linda Vail, Executive Assistant and Recording Secretary

2. President El-Hajj read the District Mission Statement.

3. The Pledge of Allegiance was led by Dustin Burns.

4. Approval of Agenda

Member Ryan moved to approve the agenda.

Motion: Ryan Second: Burns Vote: 5-0

B. PUBLIC COMMUNICATION

There were no comments from the public.

C. SPECIAL EDUCATION BOARD WORKSHOP

I. Introduction

Dr. Johnson reported that Administration would be presenting their interim report on the special education study. This study was an outcome of the FCMAT study and the goals are to increase communication with principals, staff, and parents and find the most effective ways to improve the District's special education services provided at the schools. Dr. Johnson introduced the panel of presenters, Emily Andrade, Assistant Superintendent of Educational Services; Debora Beaver, special education parent; Marcia Ginn-May and Lisa McColl, Principals; Raydene Wolf, Director of Special Education; Stephanie Pierce, Director of Instructional Development; and JoAnn Murphy, Consultant. The report included a strategic action plan recommendation for special education.

II. Special Education Strategic Action Plan

Administration and a parent representative, provided a mid-year update on the Action Plan progress.

The objective of administration was to address the following goals: improve communication with parents and staff, enhance collaboration throughout the District, and improve instruction, curriculum and monitoring of student progress. Each goal was addressed.

Goal #1: Improve Communication with Parents and Staff

Administration has achieved the following objectives toward this goal:

- Formed a parent advisory council which meets regularly,
- Discussed the development of parent liaisons,
- Provided parent training on the SST and IEP processes,
- Distributed a parent survey and collected data,
- Updated the parent handbook,
- Increased support through staff trainings,
- Implemented monthly meetings with principals and ERC special education administration,
- Met with consultant JoAnn Murphy, and
- Held a workshop for school administration.

President El-Hajj noted it is evident from the parent survey results that there is a need to increase communication between teachers in the transition from special education preschool programs from other district into Santee. different districts.

Member Burns asked if all parents had the opportunity to participate in the survey. Raydene Wolf-St.Clair said two copies were sent to parents and students were provided a "free homework pass" by some teachers to encourage their return. Member Ryan said 10% is not a bad return and we received almost 20%.

Debora Beaver, a parent member of the Special Education Advisory Committee, said she appreciates the hard work the Board and Administration have done and has enjoyed being a part of the Special Education Advisory Committee. She received the survey and was surprised to find that she did not know some of the answers and was glad to see the concerns of the parents addressed so quickly. The biggest challenge is the parent handbook and to provide information in an understandable format that parents will read. She expressed her concern that interest from the parents seems to be dwindling.

Member Ryan suggested parent interest may have decreased because they see some positive changes occurring. Mrs. Beaver said there is still a lot of work for the parents to do and the meetings have been productive. Mrs. Beaver said moving kids around is a larger issue and that is something that will need to be in the forefront. Mrs. Beaver thanked the Board on behalf of all parents for the time they are taking to make positive changes to special education.

Administrators are working closely with teachers to improve the overall education for special education students. The handbook has been reviewed with site administrators and updated. Stress levels seem to be reduced among the staff with the increased communication.

Member Carlisle asked if the training was for site administrators only or all the people who attend the IEP's. JoAnn Murphy said it was a process, and it began with the site administrators. Emily Andrade said Administration has talked to special education staff about parent interaction and involvement in the IEP process.

Member Bartholomew is concerned about only receiving 150 surveys and that the information we have may not be broad enough. Mrs. Andrade said a large number of special education students are in RSP, speech, or are pull-out students that do not require a significant IEP with lots of goals. Member Burns suggested giving a survey to each parent at their child's IEP.

Mrs. Murphy said it might be good to go back to the individuals that attended the parent meeting and solicit results from them because they seemed to have the complaints. Dr. Johnson said there is a segment of the parent population that is unhappy and it may be beneficial to see where the pattern exists and find where the families are that we are not serving as we should.

Member Bartholomew asked if demographics were included on the survey. Member Burns asked if grade levels were included. Mrs. Wolf-St. Clair said no but many parents entered their names even though it was optional and she can get the raw data on those surveys. It was noted that future surveys could include questions about demographics including school, grade level, and disability.

Goal #2: Enhance Collaboration Throughout the District

All staff, including special education staff, are participating in professional learning communities. Special education staff is receiving positive experiences with this participation. Parents and general education staff have become integral members of the IEP teams. Training is being provided for special education job alike on the importance of educating parents in the IEP process. Principals and staff have visited Learning Resource Centers (LRC) in other districts. LRC models are being discussed with special education staff and RTI teams have been developed at each sites. Special education teachers are becoming a more collegial group. Mrs. Andrade reported that Learning Resource Centers are being explored and may work a little different at each school. Member Burns said we may wish to consider having a base model and schools can modify it to what works for them. Mrs. Andrade said the "base model" is currently being sought.

Principal Lisa McColl shared how the Learning Resource Center is working at Rio Seco. Early systematic intervention makes the biggest difference and will provide a reduction in the special education population by preventing students from needing special education programs in later grades. Staff needs to identify what the students' needs are and what resources are available on their campus. Resources may include the speech and language specialist, bilingual assistant, instructional assistants, the special education class teacher and

assistants, and regular education teachers. Reverse mainstreaming is occurring in junior high in math. Site collaboration has greatly increased and the IEP's are being addressed with aligned goals.

Member Burns asked why other schools with the same type of demographics have not put the same kind of program in place. Mrs. Andrade said other schools have been visiting Rio Seco and are talking about how they could make this program work at their schools.

Member Burns is happy to see that every student is being touched through the model at Rio Seco. Dr. Johnson said that although the LRC model is a lean process, there are staff that would be anxious about the process because of the differing levels of expertise. The common vision to move toward these goals will help kids. Joann Murphy said the critical element for success is the buy-in from the staff.

Member Bartholomew asked what the response from staff was with the proposed changes. Mrs. Andrade said changes are beginning at each site and they are watching for resistance at the schools. Special education staff has not previously been involved in learning plans for general education students and these have now become integral parts of their learning.

The environments and coming together to develop interventions as part of the RTI teams have produced a collaborative nature and a higher level of accountability. Staff members need to be given the opportunity to take a risk by trying something new and different.

Goal #3: Improve Instruction, Curriculum and Monitoring of Student Progress.

Stephanie Pierce reported on Response to Intervention (RTI) and shared a "menu" of options that has been developed to support schools. There is currently a plan to integrate it similarly into the literacy plan. Member Burns said everyone is talking about the "menu." Member Ryan said not to forget this great idea when we look to nominate a Golden Bell program to CSBA. Mrs. Pierce said it has been fun and the ERC staff is excited about the possibilities.

Mrs. Pierce said Autism modules on the internet have been provided to staff and will be provide to parents. Principals are also being trained to deal effectively with Autistic children.

The ERC staff, Executive Council, and JoAnn Murphy have met to determine how resources can be best used. Student data monitoring and district assessment guidelines have been implemented and will help to better monitor student progress. Monitoring student progress would be easier if there was a data management system to integrate CASEMIS data with Powerschool. The Reading Committee is developing intervention pathways. Administration has developed a trimester special education assessment plan and is working on a special education student placement process.

There have been many positive outcomes in the communication enhancements and positive outcomes are also being seen in programs for children. The door is just opening and there are many plans for moving forward.

III. Stabilizing SDC Student Placement

Mrs. Andrade provided a report and recommendation for stabilizing special education special day class student placement. She presented the concept of regionalization of special day class students. This plan would reduce student movement, increase student integration, and provide a more effective use of resources. It would potentially decrease the cost of transportation. Member Burns asked if students would be placed at schools that transition to the students' correct high schools. Mrs. Andrade said regionalization is a huge task and there will be a lot of communication with the stakeholders. High school will need to be considered as well. Mrs. Andrade plans to bring the Board a proposed implementation plan for 2010-11.

IV. Principals Professional Development

JoAnn Murphy provided a report on the recommendations provided by the Principals' focus group and professional development for Principals. She shared that as an outsider she has been able to see the whole process and believes Santee is becoming a model of how to implement the recommendations from a FCMAT study. The training component is a 3-year plan. The first phase of the plan is staff development, providing site principals general training on special education. She said the focus group for principals was very beneficial and she hopes it becomes a standing group. Next is training for special education teachers, and the third step would be training of the IEP teams.

Staff development is needed to build positive relationships with the parents because staff must understand "where the parents are coming from". Staff needs a good understanding that special education parents go

through a grief process and need to be taken seriously. Parents need and deserve follow-through, empathy, and respect. Staff needs to use basic courtesy and set up a welcoming environment for parents.

Principals wish to work collaboratively with the District staff on the location and composition of special education classes and the assignment of itinerant and support staff. Principals look at the special education department as a wonderful resource that provides leadership on compliance issues. Principals would like collaboration before procedural changes occur and more equity in budget allocations for meeting student needs. Mrs. Murphy said the more classes become regionalized, more resources are available.

Board members expressed they are pleased with what has been accomplished in a short period of time. Member Bartholomew said there is a new tone that is being set for parents. Member Carlisle appreciates all the work the team has done. Member Burns said it feels good to see the progress. Member Carlisle said he supports Member Burn's recommendation for districtwide consistency as much as possible and appreciates the emphasis on making parents part of the team in an IEP. President El-Hajj said if the RTI pyramid is used consistently, it will build on itself.

B. CLOSED SESSION

President El-Hajj said the Board would meet in closed session to discuss the following:

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

Public Employee Discipline/Dismissal/Release

The Board entered closed session at 9:25 p.m.

C. RECONVENE TO OPEN SESSION

The Board reconvened to open session at 9:55 p.m. No action was reported.

D. ADJOURNMENT

The February 10, 2009, special meeting was adjourned at 9:55 p.m.

BACKGROUND:

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

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

1. Requests for travel which do not require air travel and/or an overnight stay and which are not out of the State have been approved by the immediate administrative supervisor.
2. All requests for travel which require air travel, and/or an overnight stay and/or are out of the State shall be approved by the Executive Council or Superintendent and submitted to the Board of Education for approval prior to the travel date.
3. A Travel Reimbursement Claim, E-Form 64-551 must be completed and submitted to Business Services for all travel with travel receipts attached. **Receipts are required for registration fees, lodging, transportation, and parking.** Receipts for meals are not required as a per diem is provided for such expenses. Form 64-551 is to be returned to Business Services within ten (10) working days after returning from travel. Claims not filed within ten (10) working days will be processed on a case by case basis but not passed thirty (30) days after returning from travel.
4. If travel expenses incurred for requests for air travel and/or an overnight stay and/or are out of the State exceed the original Board approved amount by \$50.00 or 10%, whichever is higher, the additional expenses will be resubmitted to Executive Council and the Board of Education for approval prior to reimbursement.

A list of travel and professional staff events that have been approved by the immediate administrative supervisor will be presented for the Board's review and ratification on a monthly basis at the second Board meeting of each month. Included on the report are dates, names of meetings and locations, and either categorical, grant, or general funding sources that support such travel.

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

RECOMMENDATION:

Administration recommends that the Board of Education approve the Travel Report for personnel requesting air travel, overnight travel, and/or out of state travel as listed on the attached schedule. Included on the report is administrative-approved travel within the County is provided for the Board's information.

This recommendation supports the following District goal:

- Establish a staff development program as the cornerstone of effective instructional programs and employee performance.

FISCAL IMPACT:

The estimated travel expenses are \$2,585, as disclosed on the following pages.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item D.2.1.
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Board Travel Report - May 5, 2009									
Travel Dates		Attendees	Site or Dept	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Overnight, Out-of-State, Air Travel
Tuesday,	05/12/09	Faith Mitchell	Business	CASBO Year End Closing Workshop	Ontario	\$0	\$429	Business Services	This workshop will be all-encompassing on the year-end closing process.
Mon-Fri,	08/03/09 - 08/07/09	Jennene Lehmann	CPJH	AVID Summer Institute	San Diego	\$0	\$746	AVID	Over the course of five days, participants will learn about AVID strategies and methodologies with content-specific training and collaboration.
Travel Requests (overnight, out-of-State, and/or air travel) Submitted for Board Approval									
Tues-Sat,	07/21/09 - 07/25/09	Lisa McColl	Rio Seco	NSDC Academy and Conference	Boston, MA	\$0	\$1,410	School/Library Improvement	Lisa McColl has been accepted into the National Staff Development Academy. Academy membership is a prestigious honor. She will attend professional training techniques for engaging adult learners and premier methodologies to improve professional practice in the classroom through NSDC. She will attend 4 sessions over a three year period and this third session is scheduled for July 2009. The Santee School District will greatly benefit from the expertise she returns with and in turn so will students as she will share her expertise to better our practices.

Consent Item D.2.2. Approval/Ratification of Revolving Cash Report
Prepared by Bill Clark
May 5, 2009

BACKGROUND:

The Revolving Cash Fund of \$5,000 is used to pay bills which amount to \$200 or less. The process results in prompt payment to vendors and saves costs of processing payments of small amounts through the County Superintendent of Schools.

The attached report of numerical listings by check number include the issue date, name of payee, a general description of items purchased, and the amount of the check.

RECOMMENDATION:

Administration recommends approval of check #21743 on the \$5,000 Revolving Cash Account.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The fiscal impact is \$61.80 as disclosed on the following report.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item D.2.2.
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SANTEE SCHOOL DISTRICT
REVOLVING CASH REPORT - \$5,000

Date	Number	Name	Memo	Amount
04/20/09	21743	BOLTON & COMPANY INSURANCE	6TH GRADE CAMP INSURANCE	\$61.80

Total Checks Written

\$61.80

Total to be Reimbursed

\$61.80

Consent Item D.2.3. Acceptance of Donations
 Prepared by Bill Clark
 May 6, 2008

BACKGROUND:

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

<i>Item</i>	<i>Approximate Value</i>	<i>Donated By</i>	<i>Designated For Use At</i>
Funds to Support the Instructional Program and Supplement Classroom Supplies	\$484.61	Target – Take Charge of Education Fundraiser	Cajon Park
	\$702.70	General Mills Box Tops for Education	Carlton Oaks
	\$485.00	General Mills Box Tops for Education	Prospect Avenue
Funds for Field Trip (Museum of Tolerance)	\$650.00	Cajon Park PTSA	Cajon Park
Funds to Support the Instructional Program and Supplement Classroom Supplies	\$699.18	Juvenile Diabetes Research Foundation International (fundraiser)	Carlton Oaks
TOTAL DONATIONS RECEIVED	\$3,021.49		

RECOMMENDATION:

Administration recommends acceptance of the donations listed above for the District.

This recommendation supports the following District goals:

- Assure the highest level of educational achievement for all students.
- Pursue actively the funding and resources to fulfill our mission and maintain fiscal solvency.

FISCAL IMPACT:

The donations above are valued at \$3,021.49.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:		Second:		Vote:		Agenda Item D.2.3.
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RESOLUTION #0708-27

RESOLUTION OF GOVERNING BOARD OF
SANTEE SCHOOL DISTRICT REQUESTING
TEMPORARY TRANSFER OF FUNDS

On motion of member _____, seconded by member _____
the following resolution is adopted:

WHEREAS, the California Constitution, Article XVI, Section 6 and Education Code section 42620 or 85220 provide that the Treasurer of the County shall have the power and it shall be his duty to make such temporary transfer from the funds in his custody as may be necessary to provide funds fund meeting the obligations incurred for maintenance purposes by any district whose funds are in his custody and are paid out solely through his office; such temporary transfer of funds shall be made only upon resolution adopted by the governing board of the County to make such temporary transfer; such temporary transfer of funds shall not exceed 85% of taxes accruing to the district, shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year, and shall be replaced from the taxes accruing to such district before any other obligation of the district is met from such taxes; and

WHEREAS, on June 16, 2009, the Board of Education will adopt a final budget.

For this District for the fiscal year 2009-10 pursuant to the provisions of the Education Code sections 42127 or 70901, and taxes accruing to the district for said fiscal year are estimated to be \$ 10,407,621; and

WHEREAS, taxes accrued to the District during the 2008-09 fiscal year were \$10,456,102; and

WHEREAS, it is necessary to provide funds for meeting obligations incurred for maintenance purposes by this District; AND NOW THEREFORE

IT IS RESOLVED AND ORDERED pursuant to the provisions of the California Constitution, Article XVI, Section 6, and Education Code section 42620 or 85220 as follows:

1. The Board of Supervisors of the County of San Diego is requested to direct the Treasurer of the County of San Diego to make a temporary transfer from the funds in his custody to this District during the 2009-10 fiscal year to meet obligations incurred for maintenance purposes in the amount of:
 - a) \$1,769,295 for the period from July 1 until August 31 not to exceed 17% of the authorized limit.
 - b) \$8,846,477 after August 31 but not exceed a total of 85% of taxes accruing to the District. This amount represents the total available temporary

transfer approved by the governing board for the 2009-10 fiscal year inclusive of the 17% shown in (a) above.

2. If directed by the Board of Supervisors, funds will be transferred to this District by the Treasurer of the County of San Diego in sums as requested by the District Superintendent and certified by him/her to be necessary to provide funds for meeting the obligations incurred for maintenance purposes by the district not to exceed the maximum amount herein specified, provided the Treasurer determines that funds in his custody are available for such transfers.
3. The Clerk/Secretary of this Board is directed to file a copy of this resolution with the Board of Supervisors, the County Superintendent of Schools, the County Auditor and Controller, and the County Treasurer-Tax Collector.

PASSED AND ADOPTED by the Board of Education of the Santee School District, County of San Diego, State of California, this 5th day of May, 2009 by the following votes:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO)

I, Barbara Ryan, Clerk of the Board of Education of the Santee School District, County of San Diego, State of California, do hereby certify that the foregoing is a true copy of a resolution adopted by said Board at a meeting thereof, at the time and by the vote therein stated, which original resolution is on file in the office of said Board.

Clerk of the Board of Education

Date

Consent Item D.2.5. Approval of Interdistrict Attendance Agreements
Prepared by Bill Clark
May 5, 2009

BACKGROUND:

Each year agreements are completed between San Diego County school districts to permit regular and special education children to make application to attend school in a district other than the district of residence. While we do enter into these agreements on a routine basis, any student requesting an interdistrict transfer must complete an individual request, which is reviewed on a case-by-case basis. Each school capacity is established separately and when the capacity is reached, the school is closed to new interdistrict transfer requests. Administration recommends that Interdistrict Attendance Agreements for the 2009-10 school year be approved for the districts listed below:

- | | |
|-----------------------|--------------------------|
| Alpine Union | Magnolia School District |
| Cajon Valley Union | Mountain Empire Unified |
| Carlsbad Unified | Murrieta Valley Unified |
| Chula Vista City | Poway Unified |
| Coronado Unified | Ramona Unified |
| Dehesa | San Diego Unified |
| Del Mar | San Ysidro |
| Escondido Union | Savanna School District |
| Fallbrook Union | Solana Beach |
| Jamul-Dulzura Union | South Bay Union |
| Julian Union | Sweetwater Union |
| Lakeside Union | Temecula Valley Unified |
| La Mesa-Spring Valley | Vista Unified |
| Lemon Grove | |

RECOMMENDATION:

Administration recommends that Interdistrict Attendance Agreements for the 2009-10 school year be approved for the 27 districts listed above.

FISCAL IMPACT:

The attendance shall be credited to the district of attendance with the district of attendance assuming all costs of education.

STUDENT ACHIEVEMENT IMPACT:

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

						Agenda Item D.2.5.
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BACKGROUND:

In order to maintain a current register of persons authorized to act on behalf of the District pursuant to various sections of the Education Code, it is necessary that the Board of Education pass a series of resolutions prior to the beginning of each fiscal year.

RECOMMENDATION:

Administration recommends adoption of the attached resolutions:

- Resolution #0809-47 - Resolution Designating Authorized Agent to Receive Mail and Pick Up Warrants at the County Office of Education.
- Resolution #0809-48 - Resolution Designating Authorized Agent to Sign Payroll Payment Order.
- Resolution #0809-49 - Resolution to Release Credential Held Warrants to Employees
- Resolution #0809-50 - Designating Authorized Agent to Sign School Orders (Commercial Warrants).
- Resolution #0809-51 – Resolution Authorizing the Replacement of Warrants

FISCAL IMPACT:

There is no fiscal impact in adopting these resolutions. The purpose of adopting these resolutions is to maintain a current register of persons authorized to act on behalf of the District.

STUDENT ACHIEVEMENT IMPACT:

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

						Agenda Item D.2.6.
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RESOLUTION #0809-47
**RESOLUTION DESIGNATING AUTHORIZED AGENT TO RECEIVE MAIL
AND PICK UP WARRANTS AT THE COUNTY OFFICE OF EDUCATION**

SANTEE School District, San Diego County ON MOTION
OF member _____, seconded by member _____
effective July 1, 2009 through June 30, 2010.

IT IS RESOLVED AND ORDERED that:

1. The authorized agent (**one person only**) to receive mail from the Accounting/Payroll Sections is Faith Mitchell.
2. The authorized person(s) or district(s) to pick up warrants from the County Office (other than the mail addressee) are:
Kaith Mitchell, Karen Lippert, Joy Burchard, Lorie Schmitz, Tory Long

3.

	mail	hold	consortium	
Check one	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monthly payroll warrants each and every month.
Check one	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Daily/Hourly payroll warrants each and every month.

IT IS FURTHER RESOLVED that, this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on May 5, 2009 by the following vote:
(date)

AYES: _____ MEMBERS
NOES: _____ MEMBERS
ABSENT: _____ MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, Barbara Ryan, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s): _____
Facsimile signature(s), if applicable:
(Rubber Stamp)

RESOLUTION #0809-48
PAYMENT ORDER RESOLUTION

SANTEE

School District, San Diego County ON MOTION

OF member _____, seconded by member _____
effective July 1, 2009 through June 30, 2010.

IT IS RESOLVED AND ORDERED that, in accordance with the provisions of Section 3100 et seq., Chapter 8, Division 4, Title I of the Government Code (**all districts**), the following person(s) be and is hereby designated to ascertain and certify that each employee of said district has taken the oath of allegiance.

Minnie Malin or Dr. Patrick Shaw

IT IS FURTHER RESOLVED AND ORDERED that, in accordance with the payroll procedure provided in Education Code Section 45310 (**merit system districts only**), no warrant shall be drawn by or on behalf of the governing board of this district for the payment of any salary or wage to any employee in the classified service unless the assignment bears the certification of the following person:

N/A, Personnel Director

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on May 5, 2009 by the following vote:
(date)

AYES: _____ MEMBERS
NOES: _____ MEMBERS
ABSENT: _____ MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, Barbara Ryan, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:
(Rubber Stamp) Gov Code Sec. 5501

RESOLUTION AUTHORIZING THE COUNTY OFFICE OF EDUCATION CREDENTIALS DEPARTMENT TO RELEASE CREDENTIAL HELD WARRANTS TO EMPLOYEES

SANTEE School District, San Diego County ON MOTION
OF member _____, seconded by member _____
effective July 1, 2009 through June 30, 2010.

IT IS RESOLVED AND ORDERED that, The County Office of Education Credentials Department is authorized to release credentials held warrants to employees who have provided the required credential paper work.

PASSED AND ADOPTED by said Governing Board on May 5, 2009 by the following vote:
(date)

AYES: _____ MEMBERS

NOES: _____ MEMBERS

ABSENT: _____ MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, Barbara Ryan, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Secretary/Clerk of the Governing Board

RESOLUTION #0809-50
**RESOLUTION DESIGNATING AUTHORIZED AGENT TO SIGN SCHOOL ORDERS
(COMMERCIAL WARRANTS)**

SANTEE School District, San Diego County ON MOTION
OF member _____, seconded by member _____
effective July 1, 2009 through June 30, 2010.

IT IS RESOLVED AND ORDERED that, pursuant to the provisions of Education Code Section 42632 or 85232, Dr. Patrick Shaw, Minnie Malin, Emily Andrade be and is hereby authorized to sign any and all orders in the name of said District, drawn on the funds of said District.

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on May 5, 2009 by the following vote:
(date)

AYES: _____ MEMBERS
NOES: _____ MEMBERS
ABSENT: _____ MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, Barbara Ryan, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:
(Rubber Stamp)

RESOLUTION #0809- 51 AUTHORIZING THE REPLACEMENT OF WARRANTS

On a motion of Member _____, seconded by Member _____ the following Resolution is adopted:

WHEREAS, during the course of business, this School District issues payroll and commercial warrants for the payments of goods and services received by the District; and

WHEREAS, payroll and commercial warrants are lost, stolen, mutilated, or expire upon occasion; and

WHEREAS, a petition for issuance of a new warrant may be presented by the payee pursuant to Government Code section 29802.

NOW, THEREFORE BE IT RESOLVED by the governing Board of the Santee School District of San Diego County, California, that the following persons shall be authorized to reissue new payroll and commercial warrants upon presentation of a properly completed petition for issuance of a new warrant if such new warrant does not exceed the amount of the original warrant.

Manual Signature

Facsimile Signature

Superintendent _____

Assistant Superintendent, Business Services _____

Assistant Superintendent, Employer/Employee Relations _____

Assistant Superintendent, Educational Services _____

Director of Accounting _____

PASSED AND ADOPTED by said Governing Board on May 5, 2009

AYES:

NOES:

ABSENT:

I, Barbara Ryan Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the Governing Board at a regularly called and conducted meeting held on said date.

Clerk of the Governing Board

Consent Item D.2.7. Adoption of Resolution #0809-44, Declaring Intention to
Prepared by Bill Clark Reimburse Expenditures Using Proceeds of Issued Debt and
May 5, 2009 Securities

BACKGROUND:

On November 7, 2006, the voters within the Santee School District ("District") voted to approve Proposition R to authorize the District to issue general obligation bonds to finance certain specified capital projects and facilities. These proceedings were authorized, and the election conducted, pursuant to the Constitution of the State of California ("State"), the provisions of Proposition 39, related State law and District Resolution No. 0607-05. Under Proposition 39 the affirmative vote requirement to authorize the bonds was 55%. Proposition R was approved by more than the required 55% affirmative vote.

The District has previously issued several series of general obligation bonds based on the foregoing bond election. The District currently proposes to issue general obligation bond anticipation notes ("Notes") in order to provide funds for the District's facilities projects authorized under Proposition R. Prior to the time that the proceedings for the issuance and sale of the Notes are completed, and the proceeds of such Notes are available for expenditure on the authorized projects, the District staff anticipates that the District will be required to expend some funds for certain of those authorized projects from its General Fund and/or from other District funds or accounts, to include various school facilities costs.

District Bond Counsel (Bowie, Arneson, Wiles & Giannone) has advised that in order to satisfy federal tax requirements (and maintain the tax exempt status of the District's Series A Notes) certain actions are necessary where the District may desire to reimburse specified funds for capital expenditures made from the District's General Fund, or other funds or accounts, prior to the time that the funds from Notes become available. Capital expenditures incurred on any project which will be funded through the Notes, up to 60 days prior to the adoption of the Resolution (Resolution No. 0809-44) and thereafter prior to the sale and delivery of the Notes, may be reimbursed with proceeds of such Notes under the authority of this Resolution.

District Bond Counsel has recommended that since the District anticipates that it may be required to use proceeds of such Notes to reimburse the District's General Fund, or other District funds, for capital expenditures for the currently planned projects that the District's Board of Education adopt Resolution No. 0809-44. The District staff will then comply with the documentation requirements of the Original Expenditure Memorandum form which is attached to the Resolution as Exhibit "B."

RECOMMENDATION:

If the Board desires to retain the ability to reimburse the District's General Fund, or other District funds, for the expenditure of funds for facilities projects which may be funded with

Note proceeds, prior to the issuance and sale of the Notes, it is recommended that the Board adopt Resolution No. 0809-44.

This recommendation supports the following goals:

- Provide facilities that optimize the learning environment for all students.
- Pursue actively the funding and resources to fulfill our mission and maintain fiscal solvency.

FISCAL IMPACT:

Based upon the current facilities and finance plans of the District, and subject to the limitations of State law, the Board is considering to issue and sell not to exceed \$19,000,000 of 2009 General Obligation Bond Anticipation Notes of the Santee School District (“2009 Notes”) from the unissued portion of Proposition R funds at this time.

STUDENT ACHIEVEMENT IMPACT:

This is a fiscal item related to facilities. All fiscal resources impact student achievement.

Motion:		Second:		Vote:		Agenda Item D.2.7.
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RESOLUTION NO. 0809-44

RESOLUTION OF THE BOARD OF EDUCATION OF THE SANTEE SCHOOL DISTRICT DECLARING INTENTION TO REIMBURSE EXPENDITURES USING PROCEEDS OF ISSUED DEBT AND SECURITIES

WHEREAS, the Board of Education (“Board”) of the Santee School District (“District”) desires to finance the costs of certain school facility and infrastructure projects and facilities, as described in Exhibit “A” attached hereto and incorporated herein by this reference (“Projects”); and

WHEREAS, the District presently intends to fund a portion of the costs of the Projects with proceeds obtained through the issuance of tax-exempt general obligation bond anticipation notes issued by the District as authorized pursuant to the provisions of the California Constitution and applicable California law (collectively the “Notes”); and

WHEREAS, prior to the issuance of the Notes, the District desires to incur certain expenditures (“Original Expenditures”) with respect to the Projects from available monies of the District’s General Fund or monies from other District funds, or accounts utilized to pay such costs, which Original Expenditures the District desires and intends to reimburse with the proceeds of the Notes once issued; and

WHEREAS, the Board desires to set forth a procedure pursuant to the current Federal Treasury Regulations Section 1.150-2 relating to the qualification for reimbursement of the Original Expenditures incurred prior to the date of the issuance of the Notes.

NOW, THEREFORE, THE BOARD OF EDUCATION OF THE SANTEE SCHOOL DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The District hereby states that it intends and reasonably expects that the Original Expenditures incurred prior to the issuance of the Notes proposed to be reimbursed from the proceeds of the Notes will include those set forth on Exhibit “A” attached hereto, which describes the name, purpose and function of the various school facilities comprising the Projects.

Section 2. The reasonably expected maximum principal amount of the Notes to be executed and delivered to fund the Project is \$18,905,728.70, and the reasonably expected maximum principal amount of the portion of the Notes to be issued which may be used to reimburse the Original Expenditures made with respect to the Project is Five Million Dollars (\$5,000,000).

Section 3. This Resolution is being adopted prior to, or within sixty (60) days after, the payment of the Original Expenditures. This Resolution, and its directives, are subject to those exceptions provided for in the Treasury Regulations relating to preliminary expenditures such as planning, design, engineering work and similar costs incurred prior to the

commencement of acquisition, construction or rehabilitation of a project, but excluding land acquisition, site preparation and similar costs incident to commencement of construction.

Section 4.

In General: Notwithstanding any statement made herein or pursuant to this Resolution to the contrary, no Original Expenditure shall be reimbursed from the proceeds of the Notes unless the reimbursement allocation from such Bond proceeds is made within eighteen (18) months after the later of:

- (i) the date the Original Expenditure is paid; or
- (ii) the date the Project is placed into service or abandoned, but in no event more than three (3) years after the Original Expenditure is paid.

Section 5. This Resolution is consistent with the budgetary and financial circumstances of the District, as of the date of adoption of this Resolution. No monies from any sources other than the Notes are, or are reasonably expected to be reserved, allocated on a long term basis, or otherwise set aside by the District (or any related party) pursuant to its budget or financial policies with respect to Original Expenditure costs of the Projects.

Section 6. As a means of streamlining the process for designation of Original Expenditures of District funds as subject to reimbursement from the proceeds of the Notes, the Board hereby directs that the following procedures may be used for such designation:

(a) For each Original Expenditure, District staff shall complete a memorandum (in some instances referred to as an “Original Expenditure Memorandum”), in the form set forth as Exhibit “B” attached hereto and incorporated herein by this reference, which shall include the following:

- (i) A designation that Original Expenditures shall be subject to reimbursement from the proceeds of the Notes;
- (ii) A statement of the reasonably expected maximum principal amount of the Notes to be issued to finance the Project;
- (iii) That the expected date of the issuance of the Notes will be within eighteen (18) months of the later of the date the Original Expenditure is paid; or the date the Project is placed into service or abandoned, but in no event more than three (3) years after the Original Expenditure is paid;
- (iv) That the Original Expenditure is consistent with the budgetary and financial circumstances of the District as of the date thereof;

- (v) To the best knowledge of the preparer of the Original Expenditure Memorandum, the Original Expenditure shall not previously have been designated as subject to reimbursement from the proceeds of any tax exempt financing of the District or any of its subsidiary districts; and
- (vi) The Original Expenditure Memorandum shall identify the funds to be expended and their relationship to the Projects.

(b) The Original Expenditure Memorandum shall reference this Resolution by number and date of adoption.

(c) Following approval by the Superintendent or the Assistant Superintendent, Operational Support Services, all such Original Expenditure Memoranda shall be retained by the Assistant Superintendent, Operational Support Services of the District as part of the District's records, and shall be available for public review during regular business hours.

Section 7. This Resolution is adopted as a declaration of intent of the District pursuant to Section 1.150-2 and any other regulations of the Internal Revenue Service relating to qualification for reimbursement of Original Expenditures incurred prior to the date of issuance of the Notes, is part of the District's official proceedings and records, and will be available for inspection by the general public at the business offices of the District during regular business hours.

ADOPTED, SIGNED AND APPROVED this 5th day of May, 2009.

BOARD OF EDUCATION OF THE SANTEE SCHOOL DISTRICT:

By: _____
President, Board of Education of the Santee School District

ATTEST:

By: _____
Clerk, Board of Education of the Santee School District

STATE OF CALIFORNIA)
) ss.
COUNTY OF SAN DIEGO)

I, Barbara L. Ryan, Clerk of the Board of Education of the Santee School District, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 0809-44 of such Board and that the same has not been amended or repealed.

Dated this 5th day of May, 2009.

Clerk, Board of Education of the Santee School
District

EXHIBIT "A"

DESCRIPTION OF PROJECTS

The District expects to reimburse expenditures for school facilities and facilities costs, which will depend on the total funds available for such school facilities, timing of facilities and infrastructure projects and related events and conditions, which are generally described as follows:

- Planning, design, preconstruction work, site preparation, mobilization, construction, acquisition, installation and completion for or related to the following projects:
 1. **Chet F. Harritt School** – Athletic Field Projects and Facilities Modernization Projects.
 2. **Prospect Avenue School** – Initial Site Preparation and Development for Facilities Projects.
 3. **Hill Creek School** - Initial Site Preparation and Development for Facilities Projects.
 4. **Pepper Drive School** – Facilities Modernization Projects.

Specific expenditures shall be identified in each Original Expenditure Memorandum.

EXHIBIT "B"
ORIGINAL EXPENDITURE MEMORANDUM

TO: Santee School District – [General Fund] Reimbursement File

FROM: _____

DATE: _____

RE: Reimbursement of Original Expenditures in accordance with Federal Treasury Regulations Section 1.150-2 and Pursuant to Resolution No. 0809-44, adopted by the Board of Education on May 5, 2009.

This Original Expenditure Memorandum has been completed and submitted pursuant to the directives of Resolution No. 0809-44, adopted on May 5, 2009, by the Board of Education of the Santee School District ("District").

As part of the District's budgetary process, the Original Expenditures set forth in Attachment "A" to this Original Expenditure Memorandum are hereby designated as subject to reimbursement from tax-exempt general obligation bond anticipation notes anticipated to be issued by the District ("Notes"). Attachment "A" is incorporated herein by this reference.

The reasonably expected maximum principal amount of the Notes to be issued to finance the Project, as identified in Resolution No. 0809-44, is Five Million Dollars (\$5,000,000), and the reasonably expected maximum principal amount of the Notes to be issued to reimburse the Original Expenditures is \$18,905,728.70.

The expected date of the issuance of the Notes will be within eighteen (18) months of the expenditure date or dates of the funds designated herein or the date the Project, as identified, is placed into service.

The expenditure of funds referenced herein is consistent with the budgetary and financial circumstances of the District as of the date of this Original Expenditure Memorandum.

To the best knowledge of the preparer of this Original Expenditure Memorandum, the Original Expenditures to be designated for reimbursement pursuant to this Original Expenditure Memorandum have not been previously designated as subject to reimbursement by way of any other tax-exempt financing.

The Original Expenditures to be reimbursed, as specified in Attachment "A" to this Original Expenditure Memorandum, are related to the Projects referenced in Resolution No. 0809-____. Following approval by the Superintendent of the District, or the Assistant Superintendent Business Services (CBO), or acting Assistant Superintendent Business Services (CBO), the District shall retain this Original Expenditure Memorandum in the District's records, and it shall be available for public inspection during regular business hours.

By: _____

Name: _____

Title: _____

Attachment "A" to
Original Expenditure Memorandum

List of Expenditures to be Reimbursed

[to be completed when memorandum is completed]

Consent Item D.3.1. Approval/Ratification of Final Contract Amount for
Prepared by Bill Clark Cajon Park Modernization
May 5, 2009

BACKGROUND:

Cajon Park School Modernization was completed and project completion was accepted at the January 20, 2009 Board meeting. A Notice of Completion was filed with the County Recorder's Office.

Administration has worked with Barnhart, Inc. to finalize all contract changes and cost claims to close out the projects. The awarded GMP with owner and shared contingencies was \$6,744,897 for the Cajon Park Modernization. The final contract price is \$6,544,495. Santee School District's credit back savings is \$200,402 for the Cajon Park Modernization. This Board agenda item is only for the final contract amounts for the construction completion of the Cajon Park School Modernization. .

RECOMMENDATION:

It is recommended that the Board of Education accept the final cost and all cost proposals and use of construction contingency and shared contingency distribution as attached.

This recommendation supports the following District goal:

- Provide facilities that optimize the learning environment for all students.
- Pursue actively the funding and resources to fulfill our mission and maintain fiscal solvency.

FISCAL IMPACT:

Project savings of \$200,402 will be returned to the Capital Improvement Program budget, if approved by the Board.

STUDENT ACHIEVEMENT IMPACT:

This is a fiscal item related to facilities. All fiscal resources impact student achievement.

Motion:		Second:		Vote:		Agenda Item D.3.1.
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APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF SIX

PAGES

TO OWNER: PROJECT: 8025 APPLICATION NO: 11
Santee School District **Cajon Park Modernization**
9625 Cuyamaca Street **10300 N. Magnolia**
Santee, CA 92071 **Santee, CA 92071**
 FROM CONSTRUCTION MANAGER: VIA ARCHITECT:
douglas e. barnhart, inc. **Trillipo Architecture & Planning**
10760 Thornmint Road **1890 Diamond St.**
San Diego CA 92127 **San Marcos, CA 92078**

PERIOD TO: 4/30/2009
 PROJECT NO: 05-2801, 2812.2

Distribution to:

<input checked="" type="checkbox"/>	OWNER
<input checked="" type="checkbox"/>	ARCHITECT
<input checked="" type="checkbox"/>	INSPECTOR
<input type="checkbox"/>	
<input type="checkbox"/>	

CONTRACT FOR: Modernization Increment I & II

CONTRACT DATE: 02/02/2008

FINAL BILLING

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

- 1. ORIGINAL CONTRACT SUM \$ 6,744,897.00
- 2. Net change by Change Orders \$ (200,402.00)
- 3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 6,544,495.00
- 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 6,544,495.00
- 5. RETAINAGE:
 - a. 10 % of Completed Work \$ 483,084.00 *
(Column D + E on G703)
 - b. 10 % of Stored Material \$ _____
(Column F on G703)
 Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 483,084.00
- 6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 6,061,411.00
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 5,937,997.00
- 8. CURRENT PAYMENT DUE \$ 123,414.00
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 483,084.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	(\$200,402.00)
TOTALS	\$0.00	(\$200,402.00)
NET CHANGES by Change Order	(\$200,402.00)	
NET CHANGES by Change Order	(\$200,402.00)	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: [Signature] Date: 4/27/09
 (Grace Chan, Project Manager)

INSPECTOR: [Signature] Date: 4/28/09
 Recommended By: (Todd Hendrix, IOR)

DISTRICT: [Signature] Date: 4/29/09
 Approved By: (Christina Becker, Director of Facilities & Modernization)

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractors are entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 123,414.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: [Signature]
 By: 4/27/09 Date: 4/27/09

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.

* SSD Board Approved Release of Retention at 11/18/08 Board Meeting. No further retention to be withheld from December Billings forward.

Cajon Park School Modernization

Owner Construction Contingency Utilization Log

Item #	Sub-contractor Effected	Owner CO#	Date of C.O.	Description of Work	Reason	Cost of Work	Percent Complete	Billable Amount	Contingency Balance
	Initial Contingency Amount								321,186
									Billed \$4,555 on July 08 Pay App #2
1	Advance Plumbing	10	7/18/2008	Replace Existing Copper That Was Stolen From Bldgs. A, C, D & E	(a)	4,555	100%	4,555	
2	JBF	14	07/23/08	Change GD-6-1 Frame To Timely Frame @ Bldg. G Wheelchair Lift	(d)	290	100%	290	
3	JBF	15	07/23/08	RFI #85: Unsalvageable Frames A Doors A11 & A13	(a)	2,964	100%	2,964	
4	Cuyamaca	16-R	07/30/08	Bldg. A, D & G: Roof Joist Investigation and Fix	(a)	33,198	100%	33,198	
5	HR Schlegel	19	08/07/08	RFI #98: Remove Existing Valve, New Irrigation @ Front Entrance	(d)	3,142	100%	3,142	
6	Advance Plumbing	21	08/14/08	RFI #46: Replace 3" Gate Valve With 3" Ball Valve	(d)	751	100%	751	
7	Brady	20	08/14/08	Owner Request for Additional Tack Panel @ Bldg. G South Wall	(b)	4,543	100%	4,543	
									Billed \$45,395 on August 06 Pay App #3
8	A&S Flooring	23	08/14/08	(3) Additional Walk Off Mats [Doorway ED-1-A, GD-2-C, GD-2-D]	(b)	507	100%	507	
9	Baker/JBF/A&S Floormg	24	08/21/08	CCA #6: Addition of New Door & Light Fixture in Bldg. E	(b)	8,661	100%	8,661	
10	HR Schlegel	25	08/29/08	Install Hipline to Pass Irrigation Test	(d)	2,135	100%	2,135	
11	Baker Electric	28	09/11/08	Provide & Install New Clocks	(b)	530	100%	530	
12	Baker Electric	29	09/11/08	Provide & Install New Bell System	(b)	11,304	100%	11,304	
13	Baker Electric	30	09/11/08	Install Power Outlet for Water Heater in Bathroom E5	(d)	1,022	100%	1,022	
14	Baker Electric	31	09/11/08	Provide and Install Separate Disconnect/Power Exhaust to AC Units	(d)	2,672	100%	2,672	
15	Brady	32	09/11/08	Paint Changes Per District Request	(b)	8,576	100%	8,576	
16	Roto-Rooter	36	09/11/08	Roto-Rooter Investigations: Existing Area Drain & Sewer Problems	(a)	1,121	100%	1,121	
17	Team-C	37	09/11/08	RFI #106: Provide ADA Compliant Drop at Parking Lot	(b)	386	100%	386	
18	JBF	38	09/11/08	Adjust Existing Doors to Meet S.L.B. Max Push Code	(b)	887	100%	887	
19	Roto-Rooter	39	09/18/08	Bldg. A Drinking Fountain Backup	(a)	717	100%	717	
									Billed \$39,370 on September 08 Pay App #4
20	Roto-Rooter	40	09/18/08	3 Tree Roots in Existing Front Area Drain @ Bldg. C	(a)	475	100%	475	
21	JBF/Cuyamaca	2	08/21/08	CCA #2: Bldg. D - Provide Wood Door, Hollow Metal Frame and Classroom Lever Lockset for D04A & D04B	(d)	5,405	100%	5,405	
22	Baker Electric	12	08/21/08	ASI #4: Additional Conduit for Future Solar	(b)	5,465	100%	5,465	
23	Brady	18	08/21/08	RFI #40: Patch Over Abandoned Curtain Pocket	(d)	1,294	100%	1,294	
24	JBF	3	9/15/2008	Hardware Revisions Per Submittal Review Comments	(d)	9,902	100%	9,902	
25	Institutional Cabinet/Brady/Baker	27	9/25/2008	Owner Request for Additional Kindergarten Teaching Walls in K-5 & K-6	(b)	16,473	100%	16,473	
26	Barnhart/Minshew	43	9/25/2008	RFI #37: Grind Thresholds for ADA Compliance - Bldgs. A, D, E & G	(b)	9,117	100%	9,117	
27	Max Demo	44	9/25/2008	RFI #59: Remove Asbestos Transite Pipe in Janitor's Closet G4	(a)	315	100%	315	
28	Baker Electric	46	10/2/2008	RFI #117R: Additional Electrical Work to Relocate Fly Fans @ Kitchen	(d)	919	100%	919	
29	Brady	48	10/2/2008	RFI #84: Suspended GWS Cfg. in Bathrooms A11 & A13	(d)	3,700	100%	3,700	
30	Cuyamaca/C&I Roofing	49	10/16/2008	Termite Infested Glu-Lam	(a)	21,572	100%	21,572	
31	Cuyamaca	51	10/16/2008	Bldg. B Roof Joist Investigation and Fix	(a)	29,796	100%	29,796	
32	Team-C	52	10/16/2008	New Blue Benches	(b)	1,042	100%	1,042	
33	Institutional Cabinet/Brady/Baker	54	10/16/2008	Owner Request for Additional Teaching Wall in C27A	(b)	9,500	100%	9,500	
34	Advance Plumbing	55	10/23/08	Re-Work Sewer POC at Southside of Bldgs. B & C Breezeway	(b)	3,124	100%	3,124	
									Billed \$115,793 on October 08 Pay App #5
35	Brady/Cuyamaca	56	10/23/08	Balance for Furr Out @ Exterior Electrical Pullboxes that Did Not Meet ADA Compliance	(ve)	53	100%	53	
36	West Tech/Brady/JBF/Baker/Advance/Alpha/Wolverne/Cuyamaca/ICM	50	11/07/08	CCA #1: Bldg. B - Additional Demo, Window, Door, Casework, Mechanical, Plumbing & Electrical in B23	(b)	15,048	100%	15,048	
37	Baker Electric	57	11/07/08	Add (1) 4-Way Switch in Multi-Purpose Room	(b)	889	100%	889	
									Billed \$17,267 on November 08 Pay App #6
38	A&S Flooring	58	11/07/08	Demolish Carpet & Install VCT in HM B23	(b)	1,330	100%	1,330	
									Billed \$2,426 on December 08 Pay App #7
39	Baker Electric	60	12/04/08	RFI #95R1: Added (6) Heat Detectors in Multipurpose Room (required by code)	(d)	2,426	100%	2,426	
40	Max Demo	63	12/15/08	COR 18R: Missed Demo Cost		222	100%	222	
41	C&I Roofing	64	12/15/08	Repair Roof Leaks at Bldgs. A & D due to Existing Roof Condition	(b)	1,399	100%	1,399	
42	Brady	65	12/15/08	Bulletin #1: Revise Library Signage	(b)	1,380	100%	1,380	
43	Brady	62	12/18/08	Owner Request for Tack Panel at (2) Walls in C27	(b)	3,316	100%	3,316	
44	Brady	65	12/18/08	Owner Request to Paint Bldg. E Admin Workroom Cabinets	(b)	467	100%	467	
45	Baker Electric	67	12/18/08	Owner Request to Add Remote Control for Bell System in the Admin.	(b)	449	100%	449	
46	JSE	68	12/18/08	Owner Request to Add (2) Tray Sliders to Mobile Cold Pan Unit	(b)	821	100%	821	
47	JBF	69	01/08/09	Bulletin #5: Add Door Alarms to (5) Doors @ Library Tech Bldg. H	(b)	1,996	100%	1,996	
48	Barnhart	70	01/08/09	Steam Clean Kitchen Floor (Barnhart offered to help pay 1/2 of bill)	(b)	(234)	100%	(234)	
49	C&I Roofing	71	01/08/09	Fix Roof Leaks @ Bldgs. A, B, C, D, E & G (not in trade scope)	(b)	3,589	100%	3,589	
50	Barnhart	72	01/08/09	Owner Reimbursable: Xerox Missing As-Built Sheets		110	100%	110	
51	Advance Plumbing	73	01/20/09	RFI #148: Bldg. H Water Service Routing to Garden & Project Safe	(d)	2,788	100%	2,788	
									Billed \$23,993 on January 09 Pay App #8
52	Baker Electric	35	01/20/09	Add Data & Outlets to VP & Admin Office	(b)	7,690	100%	7,690	
53	Brady	74	01/22/09	Bldg. H: Add Insulation @ Walls Opened During Construction	(b)	1,882	100%	1,882	
54	Minshew	75	01/22/09	Library Tech New Drawings: Missing Steel Details	(d)	1,101	100%	1,101	
55	Brady	76	01/30/09	RFI #157: Bldg. C - Hardid Ceiling Conflict in Bathrooms C21 & C22	(a)	3,968	100%	3,968	
									\$9,854
56	East County/Advance Plumbing/Barnhart Concrete/JS Asphalt	77	02/13/09	Kindergarten Drinking Fountain Sewer Connection Upgrade	(a)	2,903	100%	2,903	
									NO BILLING on February 09 Pay App #9R
57	Cuyamaca/Brady	78	03/06/09	RFI #92: Bldg. A - Frame Over Door AD-7B Due to Conflict W/ Existing Electrical Panel	(a)	445	100%	445	
58	Cuyamaca/Brady	79	03/06/09	RFI #123: Bldg. B Frame Over Door BD-20-B Due to Conflict W/ Existing Electrical Panel	(a)	445	100%	445	
59	Cuyamaca/Max Demo/Team C	81	03/12/09	RFI #145R1: Bldg. H - Move Window & Associated Footing/Shear Panel Due To Conflict w/ Existing Switchboard	(a)	6,576	100%	6,576	
60	Max Demo/Team C	82	03/12/09	RFI #150: Bldg. H - Additional Footing Demolition	(a)	2,755	100%	2,755	
61	Alpha	83	03/12/09	RFI #164: Bldg. C - Flashing Cap @ Gravity Vent & Bldg. G - Sheetmetal Cap	(a)	1,134	100%	1,134	
62	Stratton	84	03/20/09	Bldg. B: Terrazzo Patchback in Boys Toilet Due to Asbestos Investigation	(b)	536	100%	536	
63	Cuyamaca	85	03/20/09	Bldg. C: Roof Joist Investigation and Fix	(a)	28,408	100%	28,408	
									\$44,927 Billed \$54,781 on March 09 Pay App #10
64	Brady	88	04/01/09	Bldg. B - Hardid Ceiling Conflict in Bathrooms B24, B25, B26, B28	(a)	3,630	100%	3,630	
65	Cuyamaca/JBF/Brady/Advance Plumbing/Wolverne	89	03/27/09	Bulletin #3, 3.1, 3.2 Bldg. H: Revised Computer Lab, Library Casework, Window Frames, Window Glazing, Doors, Door Frames & Hardware	(b)	9,758	100%	9,758	
66	A&S Floormg	90	03/27/09	Bldg. B: Threshold Repairs to Meet ADA Compliance	(a)	1,582	100%	1,582	
67	Barnhart/Roto-Rooter	91	03/27/09	Bldg. C: Fix Slow Draining Sink in Girls Bathroom	(a)	288	100%	288	
									\$978 here and 264 from 67% Shared
68	Cuyamaca	92	04/03/09	RFI #131 & DSA Bldg. H Drawings: Added Supports for A/C Unit, GLB Changes, King Stud & Post	(b)	4,978	100%	4,978	

Period Ending April 2009
Billing Number: 11

Total Cost of Work Column 321,186
Total Cost of Work Complete 321,186
Percentage Complete 100%

321,186
321,186
100%

1.0000000

LEGEND

- (a) Unforeseen Conditions
- (b) District Requested
- (c) The Division of State Architecture (DSA) Modifications
- (d) Errors & Omission
- (e) Scope Bust
- (ve) Value Engineering

Consent Item D.3.2. Approval of C&V Consulting, Inc. for Survey Work
Prepared by Bill Clark at Pepper Drive, Chet F. Harritt, and Hill Creek Schools
May 5, 2009

BACKGROUND:

At its August 21, 2007 meeting, the Board of Education approved aerial surveys and onsite surveying. All of the work is completed for the Phase I – Five Schools project. Additional onsite surveying is needed for the Phase II – 10-classroom addition projects at Pepper Drive, Chet F. Harritt, and Hill Creek schools.

RECOMMENDATION:

It is recommended the Board of Education approve additional topographic survey services at Pepper Drive, Chet F. Harritt, and Hill Creek schools as described above estimated at \$16,100.

This item supports the following District goal:

- Provide facilities that optimize the learning environment for all students.

FISCAL IMPACT:

The fiscal impact of additional topographic survey services is approximately \$16,100 and will be funded from the Capital Improvement Program (CIP).

STUDENT ACHIEVEMENT IMPACT:

Strong, positive relationships exist between overall building conditions, a positive learning environment, and student achievement.

Motion:		Second:		Vote:		Agenda Item D.3.2.
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**CONSULTING, INC.
CIVIL ENGINEERING
LAND PLANNING & SURVEYING**

18 TECHNOLOGY,
SUITE 154
IRVINE, CALIFORNIA 92618

T. 949.769.6600
F. 949.769.6605

April 3, 2009

Christina Becker
Director of Facilities
Santee School District
District Office
9625 Cuyamaca Street
Santee, Ca, 92071

RE: Surveying Services, Santee Unified School District, Santee, California

Dear Christina:

C & V Consulting, Inc. (CVC) is pleased to offer our proposal to provide "*Surveying Services*" to support the development of the Hill Creek, Pepper Drive & Chet Harritt school sites.

We would like to express our sincere enthusiasm over the prospect of working with Santee School District on this assignment.

A copy of our proposal, consisting of 4 pages, is included herein and incorporated by this reference.

We hope that the services described in our proposal meet with your requirements and expectations. As such, we may add or delete items as requested by Santee School District.

If the following scope of services meets with your approval, sign in the designated area below for authorization to proceed and FAX to our office at (949) 769-6605. A Fax signature may be used for all purposes as an original.

Sincerely,

C & V CONSULTING, INC.

Charles J. Priolo, Jr., P.E.,
Principal

AUTHORIZATION TO PROCEED
AGENT FOR Santee School District

EXHIBIT A

SCOPE OF SERVICES

Introduction:

It is our understanding that this field survey will be prepared to support the Civil Engineering design services provided by C&V Consulting, Inc., necessary to support the development of the Hill Creek, Chet Harritt & Pepper Drive School sites respectively.

C&V Consulting, Inc. is a sub-consultant to Trittippo Architects.

Task 1. Field Survey for Final Design

- C&V Consulting will provide the field survey necessary for final engineering design to support the development of the Hill Creek, Chet Harritt & Pepper Drive School sites. Specifically, to provide the following:
 - Topographic survey of building pad and surrounding area including future Pepper Drive School detention basin location.
 - Point of connections to water, sewer, and storm drain utilities.
 - Above ground features lying within grading pad and surrounding area.
- This task is an estimate/allowance and will be provided on a time and material basis as requested.

EXHIBIT B

FIXED FEE SCHEDULE

Fees to be paid as follows:

Description of Task	Fee
Surveying Services	
1a. Field Survey for Final Design (T&M) Hill Creek School	2,500
1b. Field Survey for Final Design (T&M) Chet Harrit School	2,500
1c. Field Survey for Final Design (T&M) Pepper Ave School	5,000
Proposal Total	\$10,000
Estimated Reimbursables	\$300

SERVICES NOT INCLUDED

The following services, other than indicated herein, are not included in the scope of services. These can be provided on a time and material basis per the attached Schedule of Hourly Billing Rates:

- Agency Fees
- Certifications for Office & Field
- Monumentation
- Aerial Topography
- Boundary Survey

REIMBURSABLES

Government fees, delivery costs (such as United Parcel Service charges), and the costs of prints/reproductions are **NOT** included in our fee. We propose to use Trittipio Architecture & Planning's O.C.B. account for all such costs. These items are "reimbursable" items and will be shown separately on our invoice and billed to the Client at cost if necessary. For the purposes of this proposal we have estimated the cost of reimbursables (shown as a line item). This is a budgetary figure that will not be exceeded without your prior authorization.

EXTRA SERVICES

Any service requested which does not fall within the scope of services listed herein, or any duplication of work due to changes desired by the Client, will be performed on an "Extra Services" basis, in accordance with CVC's enclosed Schedule of Hourly Billing Rates.

BILLING

Invoicing will be monthly and based on the work completed for each item shown in the Scope of Services. Payment must be made no later than thirty (30) days after receipt of invoice.

Exhibit C
C & V CONSULTING, INC.
SCHEDULE OF HOURLY BILLING RATES

Rates Effective through August 31, 2009

<u>CIVIL ENGINEERING /WATER RESOURCES</u>	<u>HOURLY</u> <u>RATE</u>
Principal/Vice President	\$150.00
Project Director	\$130.00
Senior Project Manager	\$115.00
Senior Water Resources Manager	\$135.00
Senior Project Engineer/Land Surveyor	\$110.00
Project Manager	\$100.00
Project Engineer	\$ 95.00
Design Engineer, Designer	\$ 90.00
Senior CADD Technician	\$ 80.00
CADD Technician, Junior Engineer, Drafter	\$ 75.00
Project Coordinator	\$ 60.00
Technician, Researcher	\$ 60.00
Administrative Assistant	\$ 45.00
 <u>SURVEY/MAPPING</u>	
Director of Survey	\$145.00
Professional Land Surveyor	\$155.00
Senior Project Surveyor	\$120.00
Senior Land Surveying & Mapping Technician	\$118.00
Land Survey Analyst	\$115.00
Survey Technician 3	\$108.00
Survey Technician 2	\$105.00
Survey Technician 1	\$100.00
1 - Man Crew	\$137.00
2 - Man Crew	\$228.00
3 - Man Crew	\$294.00

- Per union agreement, there is a 4, 6, and 8-hour minimum charge for field survey work.
- Union increases may impact fees & rates presented herein.

R:\S\Santee School District\4-03-09 Santee School District Survey.doc



CONSULTING, INC.
CIVIL ENGINEERING
LAND PLANNING & SURVEYING

18 TECHNOLOGY, SUITE 154
IRVINE, CALIFORNIA 92618

April 27, 2009

Christina Becker
Director of Facilities
Santee School District
District Office
9625 Cuyamaca Street
Santee, Ca, 92071

RE: Additional Services, Pepper Drive School Site, Santee Unified School District, Santee, California

Dear Christina:

C & V Consulting, Inc. (CVC) is pleased to offer our proposal to provide "Civil Engineering Services" for the development of the 10 classroom building at the Pepper Drive school site.

Task 1.0 Establish Northern Property Line

The purpose of this proposal is to establish the Northern Property line of the subject property in order to identify any "material discrepancies" between PL lines and existing lines of occupation and/or encroachment by others. Specific sub tasks are noted as follows:

- Review Title Report Legal Description & underling documents.
- Research record documents and maps
- Calculate search points for field crew to look for boundary monuments
- Perform a Field Survey of North Boundary to establish survey control and search for exiting monuments and points of record including areas North of North Boundary.
- Plot and analyze found monuments, easements of record, topographic features and incorporate into School base map.
- Provide a Preliminary Title Report with underling documents of the subject property.
- Discuss findings & recommendations in report letter format.

Assumptions & Exclusions:

- With the exception of the North property line, the other boundary lines will be established per the title report legal description and not per a field survey.
- Monuments will not be set.
- A record survey is not included.

Total Fee: \$5,800

If the above scope of services meets with your approval, sign in the designated area below for authorization to proceed and FAX to our office at (949) 769-6605. A Fax signature may be used for all purposes as an original.

Sincerely,

C & V CONSULTING, INC.

Charles J. Priolo, Jr., P.E.,
Principal

AUTHORIZATION TO PROCEED
AGENT FOR Santee School District

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Consent Item D.3.3. Approval of Performance Auditor Anthony Fulton/AF Consultants
 Prepared by Bill Clark for Contract Services and Audit Reporting Services
 May 5, 2009 for the Independent Citizens' Oversight
 Committee Capital Improvement Program

BACKGROUND:

The Board of Education has directed staff to make every effort to ensure the Santee School District Capital Improvement Program (CIP) is effectively managed. The past two years, the Board approved services for an annual performance audit to be conducted by Mr. Anthony Fulton of AF Consultants. Mr. Fulton has provided the District with many recommendations of benefit to the program. Proposition R was issued under the provision of Proposition 39 which includes a requirement that the District's Board conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed.

The 2nd annual report focus was shared and discussed with the Independent Citizens' Oversight Committee (ICOC), when it decided what to have reviewed the first year and what to have reviewed in the second year.

Administration has found the work of Mr. Fulton to be very beneficial and requests approval to continue with a 2nd annual performance audit. Mr. Fulton was recommended by ICOC member Chris Cate of the Taxpayers' Association for his work with Gafcon and other local school districts. AF Consultants audit services for year one and proposed for year two are attached.

RECOMMENDATION:

It is recommended that the Board of Education authorize the contract with AF Consultants to continue with performance auditor contract services for the ICOC/Capital Improvement Program.

This item supports the following District goal:

- Provide facilities that optimize the learning environment for all students.

FISCAL IMPACT:

The fiscal impact for an ICOC performance audit report and program improvement services by AF Consultants is \$10,000. This fiscal impact will be funded from the Capital Facilities Fund 25.

STUDENT ACHIEVEMENT IMPACT:

Strong, positive relationships exist between overall building conditions, a positive learning environment, and student achievement.

Motion:		Second:		Vote:		Agenda Item D.3.3.
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**SANTEE SCHOOL DISTRICT
AREAS FOR POTENTIAL REVIEW
BOND & MODERNIZATION PROGRAM
Annual Performance Review**

Following are some areas that are typically reviewed during our annual bond assessments:

Overall Program:

- Address the degree of progress made toward completion of the total program within the stated schedule and availability of funds.
- Address the District's ability to maximize the availability of additional state and other supplemental funding.
- What have been the expenses to date? And what have been the uses?
- Brief history of the program to date, master planned initiatives, and other activities at the Board and ICOC level.
- How is the District organized to handle the bond program. Are there areas where improvement or additional expertise is necessary.

Design Team and other Consultants cost and fees:

- Address the procurement of architectural and other consultants. Is there a selection committee in place? How does it function?
- Are the fees paid for services fair and within appropriate guidelines.
- Review of the consultant contract format for areas of consistency with the program.
- How are the invoices processed?
- Were there errors and omissions in the preparation of documents?
- What were the extra services paid to consultants?

Construction Management/Contract & Program Management fees:

- Is there a Program Management consultant in place. Does the District need expertise in this area? How were they procured?
- What is the contract format for the Construction Manager? Fees?
- Lease- leaseback contract review.
- GMP contract review. Is this an appropriate methodology?
- Review of pre-construction services/progress to date.
- Invoice reviews.



**SANTEE SCHOOL DISTRICT
AREAS FOR POTENTIAL REVIEW
BOND & MODERNIZATION PROGRAM
Annual Performance Review**

Specific Project Reviews:

- Review contracts for specifically selected projects
- Review bid procedures, bid results, payments, awarding process, etc.
- Review process of design, approvals, etc.

Constructability Review and Value Engineering:

- Evidence on the selected projects that constructability reviews have been conducted, at what phases, and by whom.
- How is District controlling budget, scope, and schedule issues.
- How have Value Engineering reviews been incorporation into projects, evidence that these reviews and suggestions have been incorporated into the projects.

Change Order Reviews:

- Review change orders for consistency with terms of contract
- Measure change orders against best practice
- Recap changes to program scope, budget, and schedule as they affect cost.
- Has the District kept a log of changes by category?

Labor Compliance Program:

- How is district handling labor compliance?
- Verify enforcement, interviews, and track record.

Contractor Outreach Program:

- Does the District have sufficient bidders?
- Do they actively solicit contractors?
- Is there a need for a more aggressive program.



**SANTEE SCHOOL DISTRICT
AREAS FOR POTENTIAL REVIEW
BOND & MODERNIZATION PROGRAM
Annual Performance Review**

Construction Cost Escalation:

- To what degree has the program experienced cost escalation.
- Is it of significant concern to the completion of the overall program?
- What measures are in place to control cost and deliver the program.

Operational Procedures and Controls:

- Is there a well documented policy and procedures manual?
- How are payments, invoice, board actions, and other activities processed?
- Is their maximum accountability built into the program.

Financial Management Review:

- Are the financial management controls in place to account for project expenditures accurately.
- Are cash flow projections realistic and match program progress and expenditures.
- Review of overall bond program expenditures in preparation for annual audit and performance review.

Public Relations:

- Is there an interactive web site for use by the ICOC and public?
- How are internal and external committees working?
- Is there confidence in the program from the public at large?
- Has there been transparency built into the overall program which allows public input and involvement in the program.

Other Areas:

- Any areas of specific concern where comparative analysis or recommendations might be beneficial to the program.



**SANTEE SCHOOL DISTRICT
AREAS FOR POTENTIAL REVIEW
BOND & MODERNIZATION PROGRAM
Annual Performance Review**

Based on a list of the typical areas of the annual performance review provided by AF Consultants the Santee School District ICOC has prioritized the specific tasks for 2007/08 as follows:

Priority 1: Constructability Review and Value Engineering

- Evidence on the selected projects that constructability reviews have been conducted, at what phases, and by whom.
- How is District controlling budget, scope, and schedule issues.
- How have Value Engineering reviews been incorporation into projects.
- Provide evidence that these reviews and suggestions have been incorporated into the projects.

Priority 2: Overall Program

- Address the degree of progress made toward completion of the total program within the stated schedule and availability of funds.
- Address the District's ability to maximize the availability of additional state and other supplemental funding.
- What have been the expenses to date? And what have been the uses?
- Brief history of the program to date, master planned initiatives, and other activities at the Board and ICOC level.
- How is the District organized to handle the bond program. Are there areas where improvement or additional expertise is necessary.

Priority 3: Construction Management/Contract & Program Management fees

- Is there a Program Management consultant in place? Does the District need expertise in this area? How were they procured?
- What is the contract format for the Construction Manager? Fees?
- Lease- leaseback contract review. How is the contract structured?
- GMP contract review. Is this an appropriate methodology?
- Review of pre-construction services/progress to date.
- Invoice reviews of project expenses to date.



**SANTEE SCHOOL DISTRICT
AREAS FOR POTENTIAL REVIEW
BOND & MODERNIZATION PROGRAM
Annual Performance Review**

Priority 4: Financial Management Review

- Are the financial management controls in place to account for project expenditures accurately.
- Are cash flow projections realistic and do they match program progress and expenditures to date.
- Review of overall bond program expenditures in preparation for annual audit and performance review.

Priority 5: Operational Procedures and Controls

- Is there a well documented policy and procedures manual in place?
- How are payments, invoice, board actions, and other activities processed?
- Is there maximum accountability built into the program.

Priority 6: Design Team and other Consultants cost and fees

- Address the procurement of architectural and other consultants. Is there a selection committee in place? How does it function?
- Are the fees paid for services fair and within appropriate guidelines.
- Review of the consultant contract format for areas of consistency with the program.
- How are the invoices processed?
- Were their errors and omissions in the preparation of documents?
- What were the extra services paid to consultants?

Since the Summer of 2008 begins the start of construction on several projects the ICOC may ask the consultant to review any of the previously reviewed areas and add the following in 2008/09:

Priority 7: Specific Project Reviews

- Review contracts for specifically selected projects
- Review bid procedures, bid results, payments, awarding process, etc.



**SANTEE SCHOOL DISTRICT
AREAS FOR POTENTIAL REVIEW
BOND & MODERNIZATION PROGRAM
Annual Performance Review**

- Review process of design, approvals, etc.

Priority 8: Change Order Reviews

- Review change orders for consistency with terms of contract
- Measure change orders against best practice
- Recap changes to program scope, budget, and schedule as they affect cost.
- Has the District kept a log of changes by category?

Priority 9: Construction Cost Escalation

- To what degree has the program experienced cost escalation.
- Is it of significant concern to the completion of the overall program?
- What measures are in place to control cost and deliver the program.

Priority 10: Contractor Outreach Program

- Does the District have sufficient bidders?
- Do they actively solicit contractors?
- Is there a need for a more aggressive program.

Priority 11: Labor Compliance Program

- How is district handling labor compliance?
- Verify enforcement, interviews, and track record.

Priority 12: Public Relations

- Is there an interactive web site for use by the ICOC and public?
- How are internal and external committees working?
- Is there confidence in the program from the public at large?
- Has there been transparency built into the overall program which allows public input and involvement in the program.



**SANTEE SCHOOL DISTRICT
AREAS FOR POTENTIAL REVIEW
BOND & MODERNIZATION PROGRAM
2009 Annual Performance Review**

During the 2007/08 Performance Review the ICOC prioritized and selected six areas for review from a list of services provided by AF Consultants. They were as follows:

1. Overall Program:

- Address the degree of progress made toward completion of the total program within the stated schedule and availability of funds.
- Address the District's ability to maximize the availability of additional state and other supplemental funding.
- What have been the expenses to date? And what have been the uses?
- Brief history of the program to date, master planned initiatives, and other activities at the Board and ICOC level.
- How is the District organized to handle the bond program. Are there areas where improvement or additional expertise is necessary.

2. Constructability Review and Value Engineering:

- Evidence on the selected projects that constructability reviews have been conducted, at what phases, and by whom.
- How is District controlling budget, scope, and schedule issues.
- How have Value Engineering reviews been incorporation into projects, evidence that these reviews and suggestions have been incorporated into the projects.

3. Construction Management/Contract & Program Management fees:

- Is there a Program Management consultant in place. Does the District need expertise in this area? How were they procured?
- What is the contract format for the Construction Manager? Fees?
- Lease- leaseback contract review.
- GMP contract review. Is this an appropriate methodology?
- Review of pre-construction services/progress to date.
- Invoice reviews.



**SANTEE SCHOOL DISTRICT
AREAS FOR POTENTIAL REVIEW
BOND & MODERNIZATION PROGRAM
2009 Annual Performance Review**

4. Financial Management Review:

- Are the financial management controls in place to account for project expenditures accurately.
- Are cash flow projections realistic and match program progress and expenditures.
- Review of overall bond program expenditures in preparation for annual audit and performance review.

5. Operational Procedures and Controls:

- Is there a well documented policy and procedures manual?
- How are payments, invoice, board actions, and other activities processed?
- Is their maximum accountability built into the program.

6. Design Team and other Consultants cost and fees:

- Address the procurement of architectural and other consultants. Is there a selection committee in place? How does it function?
- Are the fees paid for services fair and within appropriate guidelines.
- Review of the consultant contract format for areas of consistency with the program.
- How are the invoices processed?
- Were there errors and omissions in the preparation of documents?
- What were the extra services paid to consultants?

For the 2008/09 performance review AF Consultant is suggesting the following:

1. Update on Facility program

2. Revisit Design Team costs and Architectural contracts



**SANTEE SCHOOL DISTRICT
AREAS FOR POTENTIAL REVIEW
BOND & MODERNIZATION PROGRAM
2009 Annual Performance Review**

3. Review of design, construction schedules, and budgets on selected projects. Specific Project Reviews to include:

- Review contracts for specifically selected projects
- Review bid procedures, bid results, payments, awarding process, etc.
- Review process of design, approvals, etc.
- Has construction maintained schedule?

4. Change Order Reviews:

- Review change orders for consistency with terms of contract
- Measure change orders against best practice
- Recap changes to program scope, budget, and schedule as they affect cost.
- Has the District kept a log of changes by category?
- Are there any errors and omissions concerns?

5. Construction Cost Escalation:

- To what degree has the program experienced cost escalation.
- Is it of significant concern to the completion of the overall program?
- What measures are in place to control cost and deliver the program.

6. ICOC Activities, Contractor Outreach, & Public Relations:

- Is there an interactive web site for use by the ICOC and public?
- How are internal and external committees working?
- Is there continued confidence in the program from the public at large?
- Has there been transparency built into the overall program which allows public input and involvement in the program.
- Does the District attract sufficient bidders?
- How are sub-contractors solicited?

Consent Item D.4.1. Approval of CareerStaff Agreement for Occupational Therapy (OT) Services

Prepared by Emily Andrade
May 5, 2009

BACKGROUND:

As part of a student's Individual Education Program (IEP), occupational therapy (OT) services are necessary in order for some special education students to progress in their educational program. We are now serving 55 students and have no occupational therapist on staff. There is currently a posting for the position; however, in the interim we must provide this service. Until a permanent employee is hired, CareerStaff is able to provide the additional support needed.

For the last few years we contracted for OT assistant support two days a week to allow the occupational therapist opportunity to assess, provide case management, and service and monitor all students receiving OT support. The current caseload necessitates continuing that level of support.

RECOMMENDATION:

Administration recommends that the Board of Education approve the agreement with CareerStaff to provide occupational therapy services to District students.

This recommendation supports the following District goal:

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

FISCAL IMPACT

Occupational therapy services will be at the rate of \$72.00 per hour. Services will be seven hours a day, four days a week. Should we be unable to find a permanent employee, the cost for the 2009-10 school year would be \$72,576.00. Last year the total cost for these services was \$70,560.00. Additionally, mileage reimbursement for driving distance between one District facility and another will be at the rate of \$0.55 per mile.

Occupational therapy assistant services will be at the rate of \$62.00 per hour. Services will be seven hours a day, two days a week. The cost for the 2009-10 school year would be \$35,712.00. Last year the total cost for these services was \$34,560.00. Additionally, mileage reimbursement for driving between one District facility and another will be at the rate of \$0.55 per mile.

STUDENT ACHIEVEMENT IMPACT:

Occupational therapy services are necessary for some special education students to progress in their educational program.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.1.

STAFFING SERVICES AGREEMENT (Exhibit A)

THIS STAFFING SERVICES AGREEMENT ("Agreement") is entered into effective July 1, 2009 (the "Effective Date"), by and between **CareerStaff Unlimited, Inc.** ("Company"), and **Santee School District** ("Client").

I. SERVICES. Company, as a provider of medical staffing services, shall furnish to Client qualified professional healthcare personnel ("Personnel") on an as-needed, as-available basis and in accordance with this Agreement's terms. Qualified Personnel are those individuals who meet the state-established licensing board standards and guidelines for their respective profession, and have had criminal background checks obtained by Company.

II. TERM AND TERMINATION. This Agreement shall have an initial term of one (1) year (the "Term") commencing on the Effective Date, shall automatically renew for additional terms of one (1) year each, and may be terminated, with or without cause, at any time by either party effective upon delivery to the other of no less than thirty (30) days prior written notice of termination.

III. ADDITIONAL RIGHTS, DUTIES AND OBLIGATIONS OF COMPANY.

A. Personnel Information. Company shall maintain and provide to Client, upon written request, the following information for any Personnel:

- i. A copy of current license, registration, or certification.
- ii. Proof of completion of educational requirements, continuing education where required.
- iii. Proof of insurance coverage, as defined herein.
- iv. Confirmation that a background check was completed.
- v. Confirmation that a drug screen was completed, if applicable.
- vi. Document(s), if available, required for audit and accreditation activities.

B. Company Employees. All Personnel assigned to Client under this Agreement shall be employees of Company. Company shall assume sole and exclusive responsibility for the payment of wages to Personnel for services performed by them. Company shall be responsible for withholding federal and state income taxes, paying Social Security taxes, unemployment insurance and maintaining worker's compensation insurance coverage in an amount and under such terms as required by state law.

IV. ADDITIONAL RIGHTS, DUTIES AND OBLIGATIONS OF CLIENT.

A. Supervision and Instruction. Client is responsible for supervision and instruction of the Personnel regarding policies, procedures, and Client operation, specifically including, but not limited to all necessary Client safety procedures, equipment handling, and services to be rendered. Client shall remain solely liable for the safe working conditions and supervision of those entrusted to operate equipment and provide services hereunder.

B. Acceptance of Personnel. Client retains the right to determine, within reasonable discretion, which Personnel shall be accepted for initial or repeated service. Client shall provide Company with advance notification of Client's staffing needs.

C. Right to Dismiss. Client maintains the right, per its own policies and procedures, to require any Personnel to leave its premises immediately. Client shall immediately notify Company of any and all such actions.

D. Incident Reporting. Client shall notify Company immediately of any Client policy and procedure violation that results in potential professional liability or workplace injury incident involving Company Personnel. Additionally, Client shall notify Company of any unsatisfactory performance or conduct involving Personnel. All Client requests to have Personnel removed from an assignment shall be performed in writing with reference to specific Client policies and procedures. Client shall provide Company with performance evaluations upon the completion of, or, if requested, during each assignment.

V. NON-SOLICITATION. During the term of this Agreement and for one (1) year following termination, Client shall not, directly or indirectly (*e.g.*, by hiring or using another individual or entity that hires Company's employees or contractors, or as an owner, client, manager, partner, member or five percent (5%) or more shareholder), employ or contract with any Company employee, agent or representative who provided, managed or otherwise was involved in the provision of Services to the Client during the term of this Agreement. Client shall not induce any Company employee, agent or representative to terminate his/her relationship with Company. Client shall notify Company of its intent to hire any Company employee, agent or representative introduced to Client during the term of this Agreement or for a period of one (1) year following this Agreement's termination. Client shall pay Company a fee upon employment of any such individual. The fee shall be equal to thirty percent (30%) of the first year salary, including bonuses, offered to the individual by Client. The fee shall be due and payable on the first day of employment of the individual with Client.

VI. COMPENSATION.

A. Billing Rates. Company's billing rates are established in the attached **Addendum A.** Billing rates may be changed upon thirty (30) days written notice by Company to Client.

B. Billing and Payment Terms. Client shall pay Company for Personnel provided and charges pursuant to this Agreement. Company shall invoice, every seven (7) days, for Personnel provided by Company to Client. Client shall pay Company within thirty (30) days from the invoice date. Any outstanding balance not paid within forty-five (45) days of the invoice date shall be subject to a late payment charge of one and one-half percent (1.5%) per month, eighteen percent (18%) annual rate or such lesser amount as necessary to ensure that such late charge does not exceed the maximum allowable by law. If Company assigns the account balance to a collection agency or an attorney for legal action, all subsequent collection charges and reasonable legal fees, costs, and expenses shall be paid by Client. Client acknowledges that Client's responsibility to pay Company for personnel provided under this Agreement is separate and distinct from its ability to collect payment for such personnel's services from the patients, Medicare, Medicaid, and/or any other insurance program or responsible party.

C. Termination for Non-payment. Notwithstanding any other provision in this Agreement, Company may immediately terminate this Agreement at any time without notice if payment for services is not received by the forty-fifth (45th) day after the invoice is mailed.

VII. INDEPENDENT CONTRACTOR. In the execution and performance of this Agreement, Company and Client are and shall be at all times acting as independent contractors. Nothing in this Agreement is intended or shall be construed or be deemed to create between Company and Client an employer-employee relationship, a joint venture relationship, or a partnership. Except as provided in the Agreement, neither party shall have nor exercise any control or direction over the method or means by which the other party shall perform its duties or services under this Agreement.

VIII. INSURANCE AND INDEMNIFICATION.

A. Company's Insurance. Company shall maintain, at Company's sole cost and expense, comprehensive professional and general liability insurance at levels required by law, but not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate. In the event such coverage is provided under a "claims made" policy, such coverage shall remain in effect (or the covered party shall procure equivalent "tail coverage") for a period of not less than five (5) years following termination of this Agreement. Company shall maintain workers' compensation insurance for all of Company's staff in amounts required by the laws of the state in which Client is located, although Company may elect to self-insure for workers compensation insurance, pursuant to applicable law. Company shall cause its insurer to deliver to Client thirty (30) days prior written notice of any expiration or cancellation of such policies and, upon request, Company shall provide written proof of coverage to Client.

B. Client's Insurance. Client shall maintain, at Client's sole cost and expense, comprehensive professional and general liability insurance at levels required by law, but not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate. In the event such coverage is provided under a "claims made" policy, such coverage shall remain in effect (or the covered party shall procure equivalent "tail coverage") for a period of not less than five (5) years following termination of this Agreement. Client shall maintain workers' compensation insurance for all of Client's staff in amounts required by the laws of the state in which Client is located, although Client may elect to self-insure for workers compensation insurance, pursuant to applicable law. Client shall cause its insurer to deliver to Company thirty (30) days prior written notice of any expiration or cancellation of such policies, and, upon request, Client shall provide written proof of coverage to Company.

C. Mutual Indemnification. Each of Company and Client (the "Indemnifying Party") hereby indemnify the other, its affiliates, directors, officers, and employees (the "Indemnified Party"), and hold the Indemnified Party harmless from and against any and all claims, demands, liabilities, cause or causes of action, and attorney's costs, fees, and reasonable expenses whatsoever, pertaining to all aspects of the Indemnifying Party's services, business, contracts and dealings whatsoever, except as occasioned by the act, failure to act, negligence, or breach of this Agreement by the Indemnified Party.

IX. CONFIDENTIALITY.

A. Information. Each party to this Agreement, by virtue of entering into this Agreement, shall have access to certain information of the other party that is confidential and constitutes valuable, special and unique property of the other party. Each party shall not, at any time, either during or subsequent to the term of this Agreement, disclose to others, use, copy or permit to be copied, any confidential or proprietary information of the other party without the other party's express prior written consent, except pursuant to its duties hereunder.

B. Terms of this Agreement. Except for disclosure to their legal counsel, accountants, or financial advisors, neither party shall disclose the terms of this Agreement, to any person who is not a party or signatory to this Agreement, unless disclosure thereof is required by law or otherwise authorized by this Agreement.

X. HIPAA. Addendum B is hereby incorporated into the terms of this Agreement for purposes of compliance with applicable laws and regulations with respect to confidentiality of protected health information.

XI. CIVIL RIGHTS. Each of Company and Client shall comply with Title VI of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to regulations of the U.S. Department of Health and Human Services (45 C.F.R. Part 80) issued pursuant to that Title, to the end that, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied for benefits of, or be otherwise subjected to discrimination under any program or activity for which Federal funds are used in support of either party's activities.

XII. MISCELLANEOUS.

A. Financial Assurance. Client warrants that it has sufficient assets to support the costs of this Agreement.

B. Notices. Any notices or other communications required or permitted under this Agreement shall be sufficiently given if sent by (i) registered or certified mail, postage prepaid, return receipt requested, or (ii) recognized overnight couriers addressed as follows:

Company:
CareerStaff Unlimited, Inc.
404 Camino del Rio South, Suite 106
San Diego, CA 92108
Attn: Dan Rietti, Area Director
Telephone: 619-285-1002
Facsimile: 619-285-0942

Client:
Santee School District
9619 Cuyamaca Street
Santee, CA 92071
Telephone: 619-258-2364
Facsimile: 619-258-2367

With copy to:
CareerStaff Unlimited, Inc.
18831 Von Karman Ave, Suite 400
Irvine, California 92612
Attn: Corporate Contracts Counsel
Telephone: 949.255.7100
Facsimile: 949.255.7057

or such other address as shall be furnished in writing by either of the Parties. Any such notice or communication shall be deemed to have been given as of three (3) business days after the date so mailed or one (1) business day after deposit with such overnight courier for next day delivery.

C. Compliance with "Do Not Fax" Regulation. Client hereby grants Company permission to deliver to Client via facsimile information concerning Company's products and services.

D. No Third Party Beneficiaries. Nothing express or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than Company or Client any rights, remedies, obligations, or liabilities whatsoever.

E. Assignment. This Agreement may not be assigned by either party without the written consent of the other party. Consent for one assignment does not waive the consent requirement for any subsequent assignment, but, subject to the foregoing limitation, shall inure to the benefit of and be binding on the successors and assigns of the respective parties. Notwithstanding the foregoing, Company may assign this Agreement to a parent corporation, affiliate, or successor in interest without Client's consent.

F. Governing Law. This Agreement shall be governed by, interpreted and enforced in accordance with the laws of the State in which services are being provided under this Agreement.

G. Attorney's Fees. In the event of any litigation by any party to enforce or defend itself under this Agreement, the prevailing party, in addition to all other relief, shall be entitled to reasonable attorneys fees.

H. Waivers. A waiver by either party of one or more terms, conditions, rights, duties, or breaches shall not constitute a waiver of any other.

I. Open Records Requirements. If compensation payable hereunder exceeds Ten Thousand Dollars (\$10,000) per annum, Company hereby agrees to make available to the Secretary of Health and Human Services ("HHS"), the Comptroller General of the Government Accounting Office ("GAO"), Client and Intermediary and their authorized representatives, all contracts, book, documents and records that are necessary to certify to the nature and extent of the costs hereunder for a period of four (4) years after the furnishing of services hereunder. In addition, Company hereby agrees, if services are to be provided by subcontract, to make available to the HHS, GAO, Client and Intermediary or their authorized representative, all contracts, book, documents, and records that are necessary to certify the nature and extent of the costs hereunder for a period of four (4) years after the furnishing of services hereunder within fourteen (14) days of request.

J. Entire Agreement. This Agreement contains the entire understanding between the parties and supersedes all prior and contemporaneous agreements, oral or written, between the parties related to the subject matter contained herein and may not be amended, modified or waived, in any respect whatsoever, except by written agreement signed by the parties.

COMPANY AND CLIENT hereby execute this Agreement effective the day and year first written above.

COMPANY:	CLIENT:
Sign Name: _____	Sign Name: _____
Print Name: Dan Rietti	Print Name: _____
Title: Area Director	Title: _____

ADDENDUM A:
CAREERSTAFF UNLIMITED, INC.
Per Diem Rate Schedule
2009-2010 School Year
Effective Date: 07/01/2009-06/30/2010

	Per Diem Weekday
Occupational Therapist	\$72.00 per hour
Certified Occupational Therapy Assistant	\$62.00 per hour
Physical Therapist	\$72.00 per hour
Physical Therapist Assistant	\$62.00 per hour
Speech Language Pathologist	\$77.00 per hour
Mileage (between facilities in same day)	\$0.50 per mile

CALL BACK CHARGES: If the staff member is required to return to Client, a one-hour minimum charge shall be incurred by Client. If the staff member is required to remain in Client for longer than one hour, the actual time on site shall be charged to Client. The rate charged would be time and ½ the hourly bill rate.

CANCELLATION POLICY: Staffing Requests are scheduled as either four-hour, (“half-day”), or six to eight hour, (“full-day”) assignments. A six to eight-hour assignment may be changed (“downsized”) to a four-hour assignment up to 24 hours before the assignment starts. All assignments (excluding travelers) may be cancelled up to 24 hours before that assignment starts. **LATE CANCELLATIONS** or **CHANGES** made less than 24 hours before an assignment starts will be billed the applicable minimum charge of either four-hours or six-hours (determined by the original length of the confirmed assignment). All cancellations and changes may only be made on business days. Monday morning shifts must be cancelled no later than 8:00 AM on the previous Friday.

TRAVELERS are available in all disciplines for 13-week, 26-week, or non-traditional assignments. Cancellation of a travel assignment requires a 30-day written notice. **LATE CANCELLATION** or **EARLY TERMINATION** of a travel assignment will result in a charge to Client of 80 hours, plus the cost(s) of any fees or penalties that occur as a result of the late cancellation or early termination (i.e., apartment or furniture leases, security deposits, etc.)

EXCEPTIONS: Should any assignment require an adjustment to the above listed rates, a confirmation letter shall be provided to Client confirming the adjusted rate. Said confirmation letter must be executed by both Company and Client prior to the start of the assignment.

OVERTIME will be billed at one and one-half times the regular rate for time in excess of eight (8) hours per day, 40 (forty) hours per week, or the first eight (8) hours of the seventh (7th) consecutive day of work. **DOUBLE TIME** will be billed for all time in excess of 12 (twelve) hours per day, or any time in excess of eight (8) hours on the seventh (7th) consecutive day of work.

A **HOLIDAY** rate of one and one-half (1½) times the regular bill rate will be charged for assignments on the following days: New Years Eve (Evening and Night shifts), New Years Day, Memorial Day, The 4th of July, Labor Day, Thanksgiving Day, Christmas Eve Day (Evening and Night shifts), and Christmas Day.

ADDENDUM B:
BUSINESS ASSOCIATE ADDENDUM
HIPAA PRIVACY COMPLIANCE

THIS BUSINESS ASSOCIATE ADDENDUM ("Addendum") supplements and is made a part of the Staffing Services Agreement to which it is attached ("Agreement"), is entered into by and between **Client** (herein, "CE") and **Company**, who is or may be a business associate pursuant to HIPAA (herein, "BA"), and is made effective with the Agreement ("Addendum Effective Date").

WHEREAS, CE wishes to disclose certain information to BA pursuant to the terms of the Addendum, some of which may constitute Protected Health Information ("PHI") and/or electronic Protected Health Information ("ePHI").

WHEREAS, CE and BA intend to protect the privacy of PHI and ePHI disclosed to or created or received by BA pursuant to the Addendum in compliance with applicable provisions of the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA") and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the "Privacy Rule" and the "Security Rule") and other applicable laws.

WHEREAS, the purpose of this Addendum is to satisfy certain standards and requirements of the Privacy Rule, including, but not limited to, Title 45, Section 164.504(e) of the Code of Federal Regulations ("CFR"), and the Security Rule, including but not limited to CFR Title 45 Sections 164.308(b) and 164.314(a) as the same may be amended from time to time.

IN CONSIDERATION of the mutual promises below and the exchange of information pursuant to this Addendum, the parties agree as follows:

I. DEFINITIONS.

Terms used, but not otherwise defined, in this Addendum shall have the same meaning as those terms in the Privacy Rule and Security Rule. In the event of a conflict between the definitions in this Addendum and the definitions in the Privacy Rule or Security Rule, the definitions in the conflicting rule shall be applied.

Protected Health Information ("PHI") means any information, whether oral or recorded in any form or medium, including ePHI (as defined below), that

- a. Relates to the past, present or future physical or mental health or 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
- b. 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
- c. Is limited to the information created or received by BA from or on behalf of CE.

Electronic Protected Health Information ("ePHI") is a subset of PHI and means PHI that is transmitted by or maintained in electronic media. References herein to PHI shall include ePHI.

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.

Privacy Rule means the Standards for Privacy of Individually Identifiable Health Information at 45 CFR part 160 and part 164, subparts A and E.

Security Rule means the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR part 160 and part 164, subparts A and C.

Rules means both the Privacy Rule and the Security Rule.

Disclose means the release, transfer, provision of access to, or divulging in any other manner of PHI to parties outside the BA's organization.

Use means the sharing, employment, application, utilization, examination, or analysis of PHI within the BA's organization.

Secretary means the Secretary of Health and Human Services or any other officer or employee of HHS to whom the authority involved has been delegated.

Data aggregation means, with respect to PHI created or received by an BA in its capacity as a Business Associate of a CE, the combining of such PHI by the BA with the PHI received by the BA in its capacity as a Business Associate of another covered entity, to permit data analyses that relate to the health care operations of the respective covered entities.

Individual means the person who is the subject of PHI and shall include a person who qualifies as a personal representative in accordance with 45 CFR 164.502(g).

Required By Law means a mandate contained in law that compels a covered entity to make a use or disclosure of PHI and that is enforceable in a court of law.

II. OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATE.

1. Nondisclosure. BA shall not use or disclose CE's PHI other than as permitted or required by this Addendum or as required by law.
2. Minimum Necessary. BA shall use or further disclose PHI only in the minimum amount and to the minimum number of individuals necessary to achieve the purpose of the services being rendered to or on behalf of CE.
3. Safeguards. BA shall use appropriate safeguards to prevent use or disclosure of CE's PHI otherwise than as provided for by this Addendum.
4. Reporting of Unauthorized Disclosures. BA shall report to CE any use or disclosure of CE's PHI not provided for by this Addendum of which BA becomes aware.
5. Mitigation. BA shall mitigate, to the extent practicable, any harmful effect that is known to BA of a use or disclosure of PHI by BA in violation of the requirements of this Addendum.
6. BA's Agents. BA shall ensure that any agents, including subcontractors, to whom it provides PHI received from, or created or received by BA on behalf of, CE agree to the same restrictions and conditions that apply to BA through this Addendum with respect to such PHI.
7. Access to PHI. BA shall provide access to CE, at the request of CE, and in the time and manner designated by CE, to PHI or, as directed by CE, to an Individual in order to meet the requirements under 45 CFR 164.524. This provision shall apply if BA possesses PHI in any form.
8. Documentation of Disclosures. BA shall document such disclosures of PHI and information related to such disclosures as would be required for CE to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR 164.528.
9. Accounting of Disclosures. BA shall provide to CE or an individual, in time and manner designated by CE, information collected pursuant to this Addendum, to permit CE to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR 164.528.
10. Amendment of PHI. BA shall make any amendment(s) to PHI that the CE directs or agrees to pursuant to 45 CFR 164.526 at the request of CE or an Individual, and in the time and manner designated by CE. This provision shall apply if BA possesses PHI in any form.
11. Internal Practices. BA shall make its internal practices, books and records relating to the use and disclosure of PHI received from CE, or created or received by BA on behalf of CE, available to the CE, or to the Secretary, for purposes of the Secretary determining CE's compliance with the Rules.
12. Security of ePHI and Reporting of Security Incidents. BA shall maintain ePHI in a fashion that preserves:
 - a. Availability, i.e. the property that data or information is accessible and useable upon demand by an authorized person; and
 - b. Confidentiality, i.e. the property that data or information is not made available or disclosed to unauthorized persons or processes; and
 - c. Integrity, i.e. the property that data or information have not been altered or destroyed in an unauthorized manner.

BA shall develop, implement, maintain, and use administrative, technical, and physical safeguards that reasonably and appropriately protect the Confidentiality, Integrity, and Availability of ePHI that BA creates, receives, maintains, or transmits on CE's behalf as required by the Security Rule. BA shall report to CE any attempted or successful (A) unauthorized access, use, disclosure, modification, or destruction of CE's Electronic Protected Health Information or (B) interference with BA's system operations in BA's information systems, of which BA becomes aware.

III. PERMITTED USES AND DISCLOSURES BY BUSINESS ASSOCIATE.

1. Permitted Uses and Disclosures. Except as otherwise limited in this Addendum, BA may use or disclose PHI to perform functions, activities, or services for, or on behalf of CE as specified in the Agreement provided such use or disclosure does not violate the Rules if done by the CE.

2. Use for Management and Administration. Except as otherwise limited in this Addendum, BA may use PHI for the proper management and administration of the BA or to carry out the legal responsibilities of the BA.
3. Disclosure for Management and Administration. Except as otherwise limited in this Addendum, BA may disclose PHI for the proper management and administration of the BA or to carry out the legal responsibilities of the BA, provided that:
 - a. Disclosures are required by law or
 - b. BA obtains reasonable assurances from the person to whom the information is disclosed that it shall remain confidential and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person, and
 - c. The person notifies the BA of any instances of which it is aware in which the confidentiality of the information has been breached.
4. Data Aggregation. Except as otherwise limited in this Addendum, BA may use PHI to provide Data Aggregation services to CE relating to the health care operations of the CE.
5. Report Violations of Law. Except as otherwise limited in this Addendum, BA may use PHI to report violations of law appropriate to Federal and State authorities consistent with 45 CFR §164.502(j)(1).

IV. OBLIGATIONS OF COVERED ENTITY.

1. Notice of Privacy Practices. CE shall provide BA with the notice of privacy practices that CE produces in accordance with 45 CFR 164.520, as well as any changes to such notice.
2. Changes in permission. CE shall notify BA of any changes in, or revocation of, permission by Individual to use or disclose PHI, to the extent that such changes may affect BA's use or disclosure of PHI.
3. Notification of Restrictions. CE shall notify BA of any restriction to the use or disclosure of PHI that CE has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect BA's use or disclosure of PHI.

V. PERMISSIBLE REQUESTS BY COVERED ENTITY. CE shall not request BA to use or disclose PHI in any manner that would not be permissible under the Rules if done by CE.

VI. TERM AND TERMINATION.

1. Term. The Term of this Addendum shall be effective as of the Addendum Effective Date, and shall terminate when all of the PHI provided by CE to BA, or created or received by BA on behalf of CE, is destroyed or returned to the CE, or if it is infeasible to return or destroy PHI, protections are extended to such information, in accordance the termination provisions in this Section.
2. Termination for Cause. Upon CE's knowledge of a material breach by BA, CE shall either:
 - a. Provide an opportunity for BA to cure the breach or end the violation and if BA does not cure the breach or end the violation within the time specified by CE, terminate this Addendum and the underlying Agreement;
 - b. Immediately terminate this Addendum and the underlying Agreement if BA has breached a material term of this Addendum and cure is not possible; or,
 - c. Report the violation to the Secretary if neither cure of the breach nor termination of this Addendum is feasible.
3. Effect of Termination. Except as provided in paragraph (4) of this section, upon termination of this Addendum, for any reason, BA shall return or destroy all PHI received from CE, or created or received by BA on behalf of CE. This provision shall apply to PHI that is in the possession of subcontractors or agents of BA. BA shall retain no copies of the PHI.
4. Inability to Return or Destroy upon Termination. In the event that BA determines that returning or destroying PHI is not feasible, BA shall notify CE in writing of the conditions that make return or destruction infeasible. If return or destruction of the PHI is infeasible, BA shall extend the protections of this Addendum to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as BA maintains such PHI.

VII. INDEMNIFICATION. BA shall indemnify and hold CE harmless from and against all claims, damages, liabilities, judgments, fines, assessments, penalties, awards, or other expenses, of any kind or nature whatsoever, including, without limitation, attorney's fees, costs and expenses relating to or arising out of any breach or alleged breach of this Addendum or disclosure of PHI in violation of applicable law or regulation.

VIII. MISCELLANEOUS.

1. Regulatory References. A reference in this Addendum to a section in the Rules means the section as in effect or as amended, and for which compliance is required.
2. Amendment. The Parties shall take such action as is necessary to amend this Addendum from time to time for CE to comply with the requirements of the Rules.
3. Survival. The respective rights and obligations of BA under Section VI.3, VI.4 and VII of this Addendum shall survive the termination of this Addendum.
4. Interpretation. This Addendum shall be interpreted as broadly as necessary to implement and comply with the Privacy Rule, Security Rule, and applicable state laws. Any ambiguity in this Addendum shall be resolved in favor of a meaning that permits CE to comply with the Privacy Rule, Security Rule, and applicable state laws.
5. Assistance in Litigation or Administrative Proceedings. BA shall make itself, and any subcontractors, employees or agents assisting BA in the performance of its obligations under this Addendum, available to CE, at no cost to CE, to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against CE, its directors, officers or employees based upon claimed violation of the Rules, except where BA or its subcontractor, employee or agent is a named adverse party.
6. No Third Party Beneficiaries. Nothing express or implied in this Addendum is intended to confer, nor shall anything herein confer, upon any person other than CE or BA any rights, remedies, obligations, or liabilities whatsoever.
7. Effect on Agreement. Except as specifically required to implement the purposes of this Addendum, or to the extent inconsistent with this Addendum, all other terms of the Agreement shall remain in force and effect.

BACKGROUND:

The Santee School District employs professional support staff, such as nurses, to support students and learning. The District needs to be able to provide substitute professional support staff when necessary due to staff absence from the job site. It has been difficult for the District to maintain an active list of nurses and other specialized positions for District substitute purposes. The use of a commercial professional referral service has been effective. The proposed agreement will permit District administration to authorize the temporary employment of substitute professional support staff in an efficient manner.

RECOMMENDATION:

Administration recommends that the Board of Education approve the agreement with Maxim Healthcare Services, Inc. from July 1, 2009 through June 30, 2010, to provide for substitute and temporary professional support staff, as needed, to support students for the 2009-10 school year.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

Specialized services substitutes will be at the following rates:

\$42.00 per hour for Licensed Vocational Nurse

\$54.00 per hour for Registered Nurse

An annual cost in unpredictable. Last year the total cost for these services was \$7,280.

STUDENT ACHIEVEMENT IMPACT:

This agreement supports student health care needs and learning by placing support staff such as nurses at the school site when regular staff is absent.

Motion: _____ Second: _____ Vote: _____ Agenda Item D.4.2.



FACILITY STAFFING AGREEMENT

This Facility Staffing Agreement (hereinafter "Agreement") is entered into this 1 day of July, 2009, by and between **Santee School District** located at 9619 Cuyamaca Street Santee, CA 92071-2674, referred to in this Agreement as "FACILITY," and **Maxim Healthcare Services, Inc. d/b/a Maxim Staffing Solutions**, a Maryland Corporation including its affiliates and subsidiaries, with an office located at 2878 Camino Del Rio South, Suite 220 San Diego, CA 92108 referred to in this Agreement as "MAXIM."

RECITALS

WHEREAS, FACILITY operates a School District, etc. located in CA and wishes to engage MAXIM to provide personnel to supplement FACILITY's staff.

WHEREAS, MAXIM operates a supplemental staffing agency and employs licensed health care personnel to provide healthcare services to FACILITY.

THEREFORE, in consideration of the above premises set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, and intending to be legally bound, FACILITY and MAXIM hereby agree to the following terms and conditions.

ARTICLE 1. TERM OF AGREEMENT

Section 1.1 Term. This Agreement will be in effect for one (1) year and will continue indefinitely until terminated pursuant to Section 1.2 of this Agreement.

Section 1.2 Termination. Either party may terminate this Agreement at any time, with or without cause, by providing at least thirty (30) days advance written notice of the termination date to the other party. Such termination will have no effect upon the rights and obligations resulting from any transactions occurring prior to the effective date of the termination.

ARTICLE 2. RESPONSIBILITIES OF MAXIM

Section 2.1 Services. MAXIM will, upon request by FACILITY, provide one or more licensed health care providers (i.e. LPNs, LVNs, RNs, CNAs) as specified by FACILITY (collectively, "Personnel") for supplemental staffing services, subject to availability of qualified Personnel.

Section 2.2 Personnel. MAXIM will supply FACILITY with Personnel who meet the following criteria and will provide evidence of the following to FACILITY upon written request:

- 1) Possess current state license/registration and/or certification.
- 2) Possess CPR certification, as requested in writing by FACILITY to comply with applicable law.
- 3) Completed pre-employment physical as requested in writing by FACILITY to comply with applicable law.

- 4) Possess proof of pre-employment screening to include a TB skin test or chest X-ray, professional references, criminal background check(s) (and drug screenings as requested in writing).
- 5) Possess a preferred one (1) year of relevant professional experience and a preferred one (1) year of specialty experience
- 6) Possess current skills competency to include, (i) written exam; (ii) skills checklist; and (iii) verified work history.
- 7) Completed MAXIM standard OSHA and HIPAA training.

Section 2.3 Insurance. MAXIM will maintain (at its sole expense), or require the individuals it provides under this Agreement to maintain, valid policies of insurance evidencing general and professional liability coverage of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate, covering the sole negligent acts or omissions which may give rise to liability for services provided under this Agreement. MAXIM will provide a certificate of insurance evidencing such coverage upon request by FACILITY.

Section 2.4 Use of Independent Contractors and Subcontractors. Personnel provided to FACILITY are employees of MAXIM and are subject to MAXIM'S standard screening process, as well as additional qualifications as required in this Agreement. If MAXIM deems it necessary to obtain the services of a subcontractor to fulfill its requirements under this Agreement, MAXIM will notify FACILITY in writing of its intent to use subcontractors and will obtain written approval from FACILITY. MAXIM will ensure that any subcontractor will comply with all applicable terms of this Agreement. MAXIM will provide written notification to FACILITY if it becomes necessary for MAXIM to utilize independent contractors to fulfill its staffing obligations to FACILITY. Any Personnel provided to FACILITY by an independent contractor will be subject to the same qualifications as MAXIM employees.

Section 2.5 Employment and Taxes. MAXIM will follow its standard employment policies and procedures to verify that all Personnel meet applicable licensing requirements. MAXIM, or its subcontractor if applicable, will maintain direct responsibility as employer for the payment of wages and other compensation, and for any applicable mandatory withholdings and contributions such as federal, state, and local income taxes, social security taxes, worker's compensation, and unemployment insurance.

Section 2.6 Record Access. In instances where FACILITY is Medicare and/or Medicaid certified, MAXIM agrees that in accordance with Section 952 of the Omnibus Budget Reconciliation Act of 1980, its contracts, books, documents and records will be made available to the Comptroller General of the United States, the United States Department of Health and Human Services and their duly authorized representatives ("USDHHS") until the expiration of four (4) years after the date on which such services were furnished under this Agreement.

ARTICLE 3. RESPONSIBILITIES OF FACILITY

Section 3.1 Orientation. FACILITY will promptly provide MAXIM Personnel with an adequate and timely orientation to FACILITY. FACILITY shall review instructions regarding confidentiality (including patient and employee), and orient MAXIM Personnel to the specific Exposure Control Plan of the FACILITY as it pertains to OSHA requirements for bloodborne pathogens, as well as any of the FACILITY'S specific policies and procedures provided to MAXIM for such purpose.

Section 3.2 Requests for Personnel. FACILITY will use its best efforts to request Personnel at least twenty-four (24) hours prior to reporting time in order to assure prompt

arrival of assigned Personnel. All information regarding reporting time and assignment will be provided by FACILITY at the time of the initial call.

- Section 3.3 Short-notice Requests.** MAXIM will bill FACILITY for the entire shift if an order for staff is made less than two (2) hour(s) prior to the start of the shift, as long as the Personnel report for work within a reasonable prompt period of time under existing conditions after receiving notice of the assignment.
- Section 3.4 Staff Order Cancellation.** If FACILITY changes or cancels an order less than two (2) hours prior to the start of a shift, MAXIM will bill FACILITY for two (2) hours at the established fee for each scheduled Personnel. MAXIM will be responsible for contacting MAXIM Personnel prior to reporting time.
- Section 3.5 Responsibility for Patient Care.** FACILITY retains full authority and responsibility for professional and medical management of care for each of its patients and for ensuring that services provided by MAXIM Personnel under this agreement are furnished in a safe and effective manner and in accordance with applicable standards.
- Section 3.6 Placement Fee.** For a period of twelve (12) months following that date on which MAXIM Personnel last worked a shift at FACILITY, FACILITY agrees that it will take no steps to recruit, hire or employ as its own employees or as a contractor those Personnel provided by MAXIM during the term of this Agreement. FACILITY understands and agrees that MAXIM is not an employment agency and that Personnel are assigned to the FACILITY to render temporary service(s) and are not assigned to become employed by the FACILITY. The FACILITY further acknowledges and agrees that there is a substantial investment in business related costs incurred by MAXIM in recruiting, training and employing Personnel, to include advertisement, recruitment, interviewing, evaluation, reference checks, training, and supervising Personnel. In the event that FACILITY, or any affiliate, subsidiary, department, or division of FACILITY hires, employs or solicits MAXIM Personnel, FACILITY will be in breach of this Agreement. FACILITY agrees to give MAXIM either (a) one hundred and eighty (180) days prior written notice of its intent to hire, or employ, continuing to staff Personnel through MAXIM for a minimum of thirty-six (36) hours per week through the one hundred and eighty (180) days notice period; OR (b) to pay MAXIM liquidated damages equal to the greater of: five thousand dollars (\$5,000) or the sum of thirty percent (30%) of such Personnel's annualized salary (calculated as Weekday Hourly Pay Rate x 2080 Hours x 30%).
- Section 3.7 Non-Performance.** If FACILITY concludes, in its sole discretion, that any Personnel provided by MAXIM have engaged in misconduct, or have been negligent, FACILITY may require the Personnel to leave the premises and will notify MAXIM immediately in writing, providing in reasonable detail the reason(s) for such dismissal. FACILITY'S obligation to compensate MAXIM for such Personnel's services will be limited to the number of hours actually worked. MAXIM will not reassign the individual to FACILITY without prior approval of the FACILITY.
- Section 3.8 Right to Dismiss.** FACILITY may request the dismissal of any MAXIM Personnel for any reason. FACILITY agrees to notify MAXIM of any such action immediately in writing, providing in reasonable detail the reason(s) for such dismissal. FACILITY shall be obligated to compensate MAXIM for all Personnel hours worked prior to dismissal.
- Section 3.9 Float Policy.** Subject to prior written notification, FACILITY may reassign Personnel to a different FACILITY department, unit, facility, or to a different staff classification (hereinafter "Float"), if Personnel satisfy the requisite specialty qualifications. If FACILITY Floats Personnel, the Personnel must perform the

duties of the revised assignment as if the revised assignment were the original assignment. FACILITY will provide the Personnel with additional orientation regarding the Float as necessary. If Personnel Floats to a staff classification that has a lower reimbursement rate, then the reimbursement rate that was applicable to the original Personnel assignment remains the applicable reimbursement rate despite the Float. If Personnel Floats to a staff classification that has a higher reimbursement rate, then the reimbursement rate that is applicable to the newly assigned staff classification is the applicable reimbursement rate for as long as the Personnel continues to work in that staff classification.

Section 3.10 Insurance. FACILITY will maintain at its sole expense valid policies of general and professional liability insurance with minimum limits of \$1,000,000 per occurrence and \$3,000,000 annual aggregate covering the acts or omissions of its employees, contractors and agents which may give rise to liability in connection with the Services under this Agreement. FACILITY will give MAXIM prompt written notice of any material change in FACILITY coverage.

Section 3.11 Incident Reports. FACILITY shall report to MAXIM any unexpected incident known to involve any Personnel (such as Personnel errors, unanticipated deaths or other unanticipated patient-related events or injuries known to be attributable to Personnel, and any safety hazards known to be related to the Services provided by Personnel) if the incident may have an adverse impact on the FACILITY and/or MAXIM in order to comply with MAXIM'S incident tracking program. Complaints and grievances regarding MAXIM Personnel may be reported to the local MAXIM representative at any time.

ARTICLE 4. MUTUAL RESPONSIBILITIES

Section 4.1 Non-discrimination. Neither MAXIM nor FACILITY will discriminate on the basis of age, race, color, national origin, religion, sex, disability, being a qualified disabled veteran, being a qualified veteran of the Vietnam era, or any other category protected by law.

ARTICLE 5. COMPENSATION

Section 5.1 Invoicing. MAXIM will supply Personnel under this Agreement at the rates listed in the Attachment(s). MAXIM will submit invoices to FACILITY every week for Personnel provided to FACILITY during the preceding week. Invoices shall be submitted to the following address:

**Santee School District
9619 Cuyamaca Street
Santee, CA 92071-2674
ATTN: Sue Sarmiento**

Section 5.2 Payment. All amounts due to MAXIM are due and payable within thirty (30) days from date of invoice. FACILITY will send all payments to the address set forth on the invoice.

Section 5.3 Late Payment. Payments not received within thirty (30) days from the applicable invoice date will accumulate interest, until paid, at the rate of one and one-half percent (1.5%) per month on the unpaid balance, equating to an annual percentage rate of eighteen percent (18%), or the maximum rate permitted by applicable law, whichever is less.

Section 5.4 Rate Change. MAXIM will provide FACILITY at least thirty (30) days advance written notice of any change in rates.

ARTICLE 6. GENERAL TERMS

Section 6.1 Independent Contractors. MAXIM and FACILITY are independent legal entities. Nothing in this Agreement shall be construed to create the relationship of employer and employee, or principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Neither MAXIM nor FACILITY nor any of their respective agents or employees shall control or have any right to control the activities of the other party in carrying out the terms of this Agreement.

Section 6.2 Assignment. Neither party may assign this Agreement without the prior written consent of the other party, and such consent will not be unreasonably withheld. No such consent will be required for assignment to an entity owned by or under common control with assignor or in connection with any acquisition of all of the assets or capital stock of a party; provided however, the assigning party will provide notice of such transaction to the other party and remain fully responsible for compliance with all of the terms of this Agreement.

Section 6.3 Indemnification. MAXIM agrees to indemnify and hold harmless FACILITY, and its directors, officers, and agents from and against any and all claims, actions, or liabilities which may be asserted against them by third parties in connection with the sole negligent performance of MAXIM, its directors, officers, employees or agents under this Agreement only. FACILITY agrees to indemnify and hold harmless MAXIM, its directors, officers, shareholders, employees and agents from and against any and all claims, actions, or liabilities which may be asserted against them by third parties in connection with the negligent performance of FACILITY, its directors, officers, employees, contractors or agents under this Agreement.

Section 6.4 Attorneys' Fees. In the event either party is required to obtain legal assistance (including in-house counsel) to enforce its rights under this Agreement, or to collect any monies due to such party for services provided, the prevailing party shall be entitled to receive from the other party, in addition to all other sums due, reasonable attorney's fees, court costs and expenses, if any, incurred enforcing its rights and/or collecting its monies.

Section 6.5 Notices. Any notice or demand required under this Agreement will be in writing; will be personally served or sent by certified mail, return receipt requested, postage prepaid, or by a recognized overnight carrier which provides proof of receipt; and will be sent to the addresses below. Either party may change the address to which notices are sent by sending written notice of such change of address to the other party.

Santee School District
9619 Cuyamaca Street
Santee, CA 92071-2674
ATTN: Sue Sarmiento

Maxim Healthcare Services, Inc.
7227 Lee DeForest Drive
Columbia, MD 21046
ATTN: Contracts Department

COPY TO:

Maxim Staffing Solutions
2878 Camino Del Rio South, Suite 220
San Diego, CA 92108
ATTN: Kelly Prosser

Section 6.6 Headings. The headings of sections and subsections of this Agreement are for reference only and will not affect in any way the meaning or interpretation of this Agreement.

- Section 6.7 Entire Contract; Counterparts.** This Agreement constitutes the entire contract between FACILITY and MAXIM regarding the services to be provided hereunder. Any agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force or effect. This Agreement may be executed in any number of counterparts, each of which will be deemed to be the original, but all of which shall constitute one and the same document. No amendments to this Agreement will be effective unless made in writing and signed by duly authorized representatives of both parties except as provided in Section 6.9.
- Section 6.8 Availability of Personnel.** The parties agree that MAXIM'S duty to supply Personnel on request of FACILITY is subject to the availability of qualified MAXIM Personnel. The failure of MAXIM to provide Personnel or the failure of FACILITY to request Personnel shall result in no penalty to FACILITY or any party claiming by or through it and shall not constitute a breach of this Agreement.
- Section 6.9 Compliance with Laws.** MAXIM agrees that all services provided pursuant to this Agreement shall be performed in compliance with all applicable federal, state, and/or local rules and regulations. In the event that applicable federal, state or local laws and regulations or applicable accrediting body standards are modified, MAXIM reserves the right to notify FACILITY in writing of any modifications to the Agreement in order to remain in compliance with such law, rule or regulation.
- Section 6.10 Severability.** In the event that one or more provision(s) of this Agreement is deemed invalid, unlawful and/or unenforceable, then only that provision will be omitted, and will not affect the validity or enforceability of any other provision; the remaining provisions will be deemed to continue in full force and effect.
- Section 6.11 Governing Law, Jurisdiction.** This Agreement will be governed by and construed in accordance with the laws of the State of Maryland, without regard to its principles of conflict of laws. Any dispute or claim from this Agreement shall be resolved exclusively in the federal and state courts of the State of Maryland and the parties hereby irrevocably submit to the personal jurisdiction of said courts and waive all defenses thereto.
- Section 6.12 Confidentiality.** The parties agree to keep the terms and conditions of this Agreement, and any information exchanged or obtained hereunder strictly confidential, and not to disclose such information and materials to any third party, except pursuant to a court order or applicable law, rule or regulation.
- Section 6.13 Limitation on Liability.** Neither MAXIM nor FACILITY will be responsible for special, indirect, incidental, consequential, or other similar damages, including but not limited to lost profits, that the other party may incur or experience in connection with this Agreement or the services provided, however caused, even if such party has been advised of the possibility of such damages.

ARTICLE 7. CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION

- Section 7.1 HIPAA Compliance.** In instances where MAXIM receives Protected Health Information, (herein referred to as "PHI") in connection with the services provided to FACILITY, MAXIM and FACILITY agree that they shall each:
- 1) comply with the applicable provisions of the Administrative simplification section of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. § 1320d through d-8 ("HIPAA"), and the requirements of any regulations promulgated thereunder.
 - 2) not use or further disclose any PHI concerning a client/patient other than as permitted by this Agreement, the requirements of HIPAA and/or

applicable federal regulations. Both Parties shall implement appropriate safeguards to prevent the use or disclosure of a client's/patient's PHI other than as provided for by this Agreement.

- 3) promptly report any violations, use and/or disclosure of a client's/patient's PHI not provided for by this Agreement as soon as practicable, upon becoming aware of the improper violation(s), use and/or disclosure.

Section 7.2 Breach of Confidentiality. In the event that either party is in breach of any provision(s) of this Article and Section 6.12 of this Agreement, it shall immediately advise the opposite party and take steps to remedy such breach, including, but not limited to protecting against the consequences of any disclosure or use of PHI in violation of this Agreement. Both parties acknowledge that use or disclosure of the PHI, in any manner inconsistent with this Agreement, may result in irreparable and continuing damage and that the party damaged by the disclosure shall have the right to seek legal and equitable relief, including injunctive relief, without the necessity of posting bond or other security necessary to protect against any such breach or threatened breach, including, without limitation, injunctive relief.

FACILITY and MAXIM have acknowledged their understanding of and agreement to the mutual promises written above by executing and delivering this Agreement as of the date set forth above.

SANTEE SCHOOL DISTRICT :

MAXIM HEALTHCARE SERVICES, INC.,
D/B/A MAXIM STAFFING SOLUTIONS

Signature

Signature

Printed Name & Title

Printed Name & Title

Date

Date

ATTACHMENT A
MAXIM STAFFING SOLUTIONS
FACILITY STAFFING RATES FOR
SANTEE SCHOOL DISTRICT

Charges will be based on the following hourly rate schedule effective 03/31/09:

Service	Weekday Rate	Weekend Rate
Para Educator/CNA	\$25	\$25
LVN	\$42	\$42
RN	\$54	\$54

Weekend. Weekend rates will apply to shifts beginning at 11:00 p.m. on Friday and ending at 7:00 a.m. on Monday.

Orientation. Rates listed above will be charged for all time spent in required FACILITY orientation.

Overtime. Overtime rates are charged for all hours worked in excess of forty (40) per week or according to applicable state law. Overtime must have FACILITY supervisory approval. The overtime rate is one and one-half (1.5) times the regular billing rate for such hours.

Holidays. Holiday rates will apply to shifts beginning at 11:00 p.m. the night before the holiday through 11:00 p.m. the night of the holiday. Time and one-half will be charged for the following holidays:

New Year's Eve (from 3 PM)	Thanksgiving Day
New Year's Day	Labor Day
Memorial Day	Christmas Eve (from 3 PM)
Independence Day	Christmas Day
Easter	Presidents Day
Martin Luther King Day	Pioneer Day (Utah Only)

SANTEE SCHOOL DISTRICT:

MAXIM HEALTHCARE SERVICES, INC.
D/B/A MAXIM STAFFING SOLUTIONS:

Signature

Signature

Printed Name & Title

Printed Name & Title

Date

Date

Consent Item D.4.3. Approval of Memorandum of Understanding with Camp CLUE
for Chet F. Harritt and Prospect Avenue Schools

Prepared by Emily Andrade
May 5, 2009

BACKGROUND:

Project PEACE is the Safe Schools/Healthy Students federal grant program which provides funding to implement an enhanced, coordinated, comprehensive plan of activities and services that focus on promoting healthy childhood development and preventing violence and substance abuse. Approximately 20% of the Project Peace Grant must be contracted to support student resiliency and promote a positive school climate.

Communities Learning and Understanding Experientially (CLUE) is a human relations organization that strives to create safe and inclusive campus communities through interactive engaging learning environments for educators, administrators, staff and students. The Camp CLUE program develops student leadership skills through a variety of experiential activities; students learn their responsibility as a member of the campus community and ways to be positive and effective in their role.

Junior High students from Prospect Avenue and Chet F. Harritt Schools participated in Camp CLUE in the fall of the 2008-09 school year. Students and staff reported that it was a very valuable experience. Administration would like to have a community staff member trained to provide the CLUE program at no cost to school sites in the future.

RECOMMENDATION:

Administration recommends that the Board of Education approve the payment of the Camp CLUE program that was held in the fall of 2008 and the funding for the Trainer of Trainers for future Camp Clue Programs.

This recommendation supports the following district goal(s):

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

This program addresses the strategic planning area of increasing student resiliency and empathy skills and supports the District goal of developing social, emotional and health service programs to foster student character and personal well being.

FISCAL IMPACT:

The total cost for the Camp CLUE program at Chet F. Harritt and Prospect Avenue Schools is \$7,400 to be funded by Project PEACE, Prospect Avenue School and the City of Santee donation.

Program Pricing:

- 1 full day of staff development for the entire Prospect Avenue staff \$750
- 3 day program for 120 students at Prospect Ave and 4-10 staff \$4,000
- 2 day program with staff orientation and overview at Chet F. Harritt for 75 students using 4-7 staff \$2,700
- 2-day Trainer of Trainers to develop a Santee CLUE team \$4,000

Funding:

Prospect Ave School	\$2,500
Human Relations Board–City of Santee Donation	\$1,000
Project PEACE (for school site programs)	\$3,200
Project PEACE (Trainer of Trainers)	\$4,000

STUDENT ACHIEVEMENT:

By providing mental health support for students, these students will be better prepared to learn in the classroom.

Motion:		Second:		Vote:		Agenda Item D.4.3.
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MEMORANDUM OF UNDERSTANDING
Between
Santee School District
and
Communities Learning and Understanding Experimentally (CLUE)
PROJECT PEACE Contractual Supplement

The following constitutes a Memorandum of Agreement between the **Santee School District**, 9625 Cuyamaca St., Santee, CA 92071 (phone: 619- 258-2300) and the agency, **Communities Learning and Understanding Experimentally (CLUE)**, 9154 Madison Avenue, La Mesa, CA 91941 (phone: 619-944-7938).

It is mutually agreed between the Santee School District and Camp Clue will enter into a cooperative arrangement to work together on behalf of Santee District students.

Communities Learning and Understanding Experimentally (CLUE) is a human relations organization who strives to create safe and inclusive campus communities through interactive engaging learning environments for educators, administrators, staff and students. The CLUE program develops student leadership skills through a variety of experimental activities; students learn their responsibility as a member of the campus community and how to be positive and effective in their role.

Santee School District held CLUE program at two school sites during the 2008-2009, Prospect Avenue and Chet F. Harritt.

Program Pricing

- 1 full day of staff development for the entire Prospect Avenue staff = \$750
- 3 day program for 120 student and 4-10 staff = \$4,000
- 2 day program with staff orientation and overview at Chet F. Harritt for 75 students using 4-7 staff = \$2,700
- 2-day Trainer of Trainer to develop a Santee CLUE team =

Funding for these programs as follows:

Prospect Ave School = \$2,500
Human Relations Board – City of Santee Donation = \$1,000
PEACE = \$3,200 site costs + \$4,000 trainer of trainers for \$7,200

Date

Authorized Representative, Santee School District

Date

Jenee Littrell, Executive Director, CLUE

Consent Item D.4.4. Approval to Submit Early Mental Health Initiative Grant for the Primary Intervention Program (PIP) for Carlton Hills and Carlton Oaks Schools

Prepared by Emily Andrade
May 5, 2009

BACKGROUND:

The Primary Intervention Program (PIP) provides prevention and early intervention to students in primary grades. The goal of the program is to help students in grades K – 3 who are considered to have mild to moderate school adjustment issues, foster a healthy self-concept, achieve positive social skills and increase task completion skills. PIP participants who are found to need additional services or support, are referred to other appropriate services such as school counseling, Early Periodic Screening Diagnosis and Treatment (EPSDT), and family case management.

Carlton Hills and Carlton Oaks Schools are applying for an Early Mental Health Initiative Grant to provide the PIP program. The project coordinator for this grant will be Stephanie Pierce, Instructional Development Director, with support from each school principal.

RECOMMENDATION:

Administration recommends that the Board of Education approve the submission of the PIP grant application.

This recommendation supports the following District goal:

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

This recommendation supports the strategic planning area of increasing student resiliency and empathy skills by addressing the social/emotional development of children and families.

FISCAL IMPACT:

The grant provides \$70,919 per year for three years to fund staffing for this program, which includes two part time Child Assistants at each site and a half day each week of social work services at Carlton Hills and Carlton Oaks Schools. In addition, the program provides for support from an outside mental health consultant, San Diego Youth Services, to provide support to the program.

STUDENT ACHIEVEMENT:

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

Motion:		Second:		Vote:		Agenda Item E.4.4.
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BACKGROUND:

Administration is providing a brief annual report that summarizes the implementation of the mandates required by the Santee School Board for schools with modified days and extended instructional minutes. Assurances that requirements were met are included in the materials presented to the Board this evening.

Administration is also requesting the approval of the 2009-10 school year instructional schedules. Required signatures and voting procedures have been met. Opportunities for parent comments, suggestions, recommendations for adjusted proposals, and meetings with parents were held according to District guidelines.

Materials are provided with site proposals and are presented to the Board to assure that procedures will be followed in 2009-10. These materials are as follows:

1. A description of the proposed adjustments for the 2009-10 school year and a rationale for the changes,
2. A proposed schedule with daily instructional minutes calculations,
3. Specific days desired for modified days
4. Assurance that core curriculum including language arts, math and if applicable, ELD will be taught on modified days,
5. Assurance that non-instructional activities will not occur on modified days, and
6. Assurance that parents and teachers were involved in the decision-making process as required.

The following schools are proposing a regular school schedule in the following grade levels for the 2008-09 school year:

<u>School</u>	<u>Grades</u>	<u>School</u>	<u>Grades</u>
Cajon Park	1-8	Pepper Drive	4-8
Carlton Hills	K-8	Santee Success Program	5-8
Hill Creek	K-8	Sycamore Canyon	1-6

The following chart indicates the number of kindergarten minutes for each school and the modified day schedule for those schools that have modified days.

Proposals for 2008-09 Adjusted Instructional Schedules				2009-10 Modified Instructional Days and Extended Kindergarten Programs			
<i>Schools</i>	<i>Extended Kindergarten</i>	<i>Modified Days</i>	<i>Number of Modified Days</i>	<i>Schools</i>	<i>Extended Kindergarten</i>	<i>Modified Days</i>	<i>Number of Modified Days</i>
CP	Extended Day 47,160 min.	K	1 st 4 weeks of school & 1 Wed. a month 27	CP	Extended Day 47,100.	K	1 st 4 weeks of school, & 11/2, 12/2, 1/6, 2/3, 3/3, 4/14, 5/5, 6/2
CH	Full Day 50,460 min.	N/A	N/A	CH	Full Day 49,110 min.	N/A	N/A
CO	Full Day 52,050 min.	K-8	Fridays 35	CO	Extended Day 43,490 min.	Grades K – 8	Fridays 35 days
CFH	Full Day 52,170 min.	K-8	Wednesdays 35	CFH	Full Day 52,170 min.	Grades K – 8	Wednesdays beginning on the 4 th Wednesday 32 days
HC	Full Day 51,714 min.	N/A	N/A	HC	Full Day 51,714 min.	N/A	N/A
PD	Extended Day 42,840	K-5	Fridays 35	PD	Extended Day 45,160 min.	Grades K – 3	Fridays 35 days
PA	Oct.-June Full Day 49,105	K 1-8	Wednesday 32 36	PA	Oct-June Full Day 50,735 min.	K-8	28 Wednesdays (Except for weeks with 4 days)
RS	Jan.-June Extended Day 42,750	K 1-8	Wednesdays 22 32	RS	Jan-June Extended Day 44,405 min.	K – 8	Wednesdays K (22 days) 1–6 (32 days) 7–8 (32 days)
SC	Extended Day 48,090	N/A	N/A	SC	Oct-June Extended Day 48,060 min.	N/A	N/A

RECOMMENDATION:

It is the recommendation of administration that the Board approve the adjusted kindergarten schedules and modified day proposals for the 2009-10 school year. Any concerns expressed by the Board, in reference to proposals not approved, will be communicated to the school staff. The final schedules for the 2009-10 school year will be presented as a consent item at the May 19, 2009 meeting.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

There is no fiscal impact to the general fund.

STUDENT ACHIEVEMENT:

A commitment to quality instructional time enhances student learning.

Motion:		Second:		Vote:		Agenda Item D.4.5
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Discussion and Action Item D.5.2. Approval of Declaration of Need for Fully Qualified Educators

Prepared by Minnie Malin
May 5, 2009

BACKGROUND:

In the past, requests for emergency certification required individual statements of need which were signed by the Superintendent and approved by the Commission on Teacher Credentialing. Effective July 1, 1994, legislation altered the method by which districts declare the need for utilization of individuals on emergency certification. By submitting an annual declaration, the district is certifying that a diligent search to recruit a fully prepared teacher for the assignment(s) was made, and that if a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority requirements stated in the declaration. Approval of the attached declaration will meet this requirement.

RECOMMENDATION:

Administration recommends approval of Declaration of Need for Fully Qualified Educators.

This recommendation supports the following district goal:

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

FISCAL IMPACT:

This is a personnel item and does not have an impact on the general fund.

STUDENT ACHIEVEMENT IMPACT:

Providing qualified educators is essential for student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.5.1.



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- Original Declaration of Need for year: 2009-2010
 Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Santee School District District CDS Code: 37-68361
 Name of County: San Diego County CDS Code: _____

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 05 / 05 / 09 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2010.

Submitted by (Superintendent, Board Secretary, or Designee):

Minnie Malin		Director, Human Resources
<small>Name</small>	<small>Signature</small>	<small>Title</small>
619 258-2305	619 258-2311	May 5, 2009
<small>Fax Number</small>	<small>Telephone Number</small>	<small>Date</small>
9625 Cuyamaca Street, Santee, CA 92071-2674		
<small>Mailing Address</small>		
mmalin@santee.k12.ca.us		
<small>E-Mail Address</small>		

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____
 Name of State Agency _____
 Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ___/___/___, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
E-Mail Address		

► This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD (applicant already holds teaching credential)	5
BCLAD (applicant already holds teaching credential)	1
List target language(s) for BCLAD: <u>Spanish</u>	
Resource Specialist	3
Teacher Librarian Services	0
Visiting Faculty Permit	1

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in multiple subject and single subject areas.

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	2
Single Subject	2
TOTAL	4

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program? Yes No

If yes, how many interns do you expect to have this year? 3

If yes, list each college or university with which you participate in an internship program.

National University

If no, explain why you do not participate in an internship program.

DISCUSSION AND/OR ACTION ITEMS Item E.

Citizens wishing to address the Board about a Discussion and/or Action 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 Discussion and/or Action.

BACKGROUND:

The Santee-Lakeside Rotary Club is proposing to place safety signs near exits of Santee schools that say "Drive Carefully- Protect Our Children". The signs are 24" x 36" reflective single sided durable heavy gauge (.08) aluminum outdoor road signs. The signs are mounted on 9 foot poles (with necessary installation hardware) with auxiliary signs that will have "Santee-Lakeside Rotary Club" on them and will be provided by the Santee-Lakeside Rotary Club. Signs will be purchased from an authorized Rotary International supplier. The 9 foot poles and required hardware will be purchased from Traffic Control Services.

Signs and poles will be provided for the following ten schools:

Cajon Park	Pepper Drive
Carlton Hills	Chet F. Harritt
Carlton Oaks	Sycamore Canyon
Rio Seco	Prospect Avenue
Alternative School	Hill Creek

The intent is that the signs be installed at exit points at the schools listed above. The actual installation location will be at the discretion of the schools and the school district. The Santee-Lakeside Rotary Club can coordinate the installation of the signs or if preferred, the signs, poles and hardware will be provided to the school district for installation. Additional signs will be purchased and stored by the Santee-Lakeside Rotary Club for future replacement of damaged or missing signs. These signs will advertise safety as well as the Rotary International and the Santee-Lakeside Club.

The only other East County School District that has these types of signs installed is Ramona.

RECOMMENDATION:

Administration recommends that our school district work with the Santee-Lakeside Rotary Club to install safety signs at appropriate places at each of our schools.

This recommendation supports the following district goal:

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

FISCAL IMPACT:

There is no fiscal impact to the school district.

STUDENT ACHIEVEMENT:

Keeping our students safe is the intended goal for the school district.

Motion:		Second:		Vote:		Agenda Item E.1.1
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**DRIVE
CAREFULLY**



**PROTECT
OUR
CHILDREN**



BACKGROUND:

Santee School District has experienced exceptional student achievement over the last few years as a result of the instructional expertise and commitment of our instructional staff including certificated, classified, and administrative teams supporting quality classroom learning. Although the District has been achieving results that reflect high student performance, the Santee School Board directed the Superintendent to conduct a study of the reading curriculum, reading instruction for students and the reading interventions that are used to assist struggling readers.

The District Reading Committee, membership attached, was formed and given the charge by the Board of Education to analyze best practices in reading instruction K-8 and to develop systematic approaches to improve the achievement of students who struggle to read. The Committee worked through the 2008-2009 academic year to research best practices in reading instruction. At the January 20, 2009 Board meeting, Kristin Baranski, Stephanie Pierce, and Debbie Towne presented progress on the Reading Committee's accomplishments. These included identifying student needs based on multiple measures of assessment as well as the development of a District Literacy Plan and learning protocols for struggling readers. Reading Committee members developed best instructional practices information, assessment protocols, curriculum, as well as learning protocols associated with each literacy framework area that research indicates supports effective readers. The District Literacy Plan will be shared this evening for public and Board review.

The Board members shared that as a result of this study, any recommendations that are presented by administration should be intended to enhance:

- Quality of literacy instructional services for all students,
- Training and support for teachers to meet divergent academic needs in reading, and
- Student achievement.

Through the work of the committee, four areas were discovered that will assist the District in more effectively meeting the needs of struggling readers. These include:

- The District Literacy Plan,
- Professional development in specific areas of student need in which our teachers will be trained,
- Purchase of intensive reading intervention materials that support the learning protocols for struggling readers (materials available for review this evening)
- Assessment practices that are more diagnostic.

Pre and post assessment data of students participating in reading intervention during the 2009-2010 school year will be collected to determine student growth within the reading intervention.

A subcommittee of the Reading Committee consisting of Kristin Baranski, Stephanie Pierce, and site Language Arts Specialists need to study the following:

- Identification of evidence-based reading assessment tools (diagnostic, formative, summative),
- Identification of core reading replacement intervention materials for students two or more grade levels below, grades 4 – 8,
- Development of a writing domain within the District Literacy Plan.

RECOMMENDATION:

1. Administration recommends the Board approve the District Literacy Plan as an instructional plan implemented in 2009-2010 for comprehensively teaching reading.
2. Administration recommends the Board approve a multi-year professional development plan for implementing the District Literacy Plan.
3. Administration recommends the Board approve the continued work of the subcommittee as stated above.

This recommendation supports the following district goals:

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

FISCAL IMPACT:

- Professional development costs for 2009-2010 will be approximately \$65,000. These costs will include the release of teacher trainers, including language arts specialists, as well as teachers attending staff development during the school day. Educational Services will attempt to coordinate as much training as possible during school site modified days or after school and would work with principals to develop the training schedule.
- Educational Services is requesting funding for school site professional reading materials that support concepts and strategies highlighted in the District Literacy Plan. A professional library for each school site would cost approximately \$5,500.
- In order to pre- and post-assess students in grades 4 – 8, teachers will each need a copy of the Stieglitz IRI at a cost of approximately \$5,500.
- The Reading Committee identified five intervention programs that should be on every campus: SIPPS, Phonics for Reading, REWARDS, Read Naturally, and Comprehension Toolkits from Heinemann. These programs and materials have been research proven and meet the framework areas of phonemic awareness through comprehension skills that readers need. The cost to have all five programs purchased for each site would be approximately \$40,000. These materials would be used in a clinical setting using reading protocols that are consistently applied, mainly implemented under the guidance of the site language arts specialist.
- Intervention materials intended to replace core instruction for students two or more grade levels below in reading, needs further research and no cost proposal is presented at this time.

- Total costs to implement professional development and provide school sites with intervention materials and professional reading materials for the 2009-2010 school year is \$116,000. Ongoing professional development costs of \$60,000 for 2010-2011 and 2011 – 2012, each year, will provide the school district with the funding to implement all necessary training. Administration is recommending the Board provide \$51,000 from the general fund for site intervention, assessment, and professional reading materials. The additional \$65,000 for professional development will be paid from categorical programs.

STUDENT ACHIEVEMENT IMPACT:

The District Literacy Plan includes research proven practices for teaching reading as well as what to do when a child is having difficulty as well as learning protocols for readers who struggle. This focus, specifically generated through a multi-year professional development plan, will continue to increase student achievement in Santee School District.

Motion:		Second:		Vote:		Agenda Item E.1.2.
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Discussion and/or Action Item E.1.3. Custodial Services Update
Prepared by Bill Clark
May 5, 2009

BACKGROUND:

On February 17, 2009 administration presented a recommendation to the Board of Education regarding the restructuring of the night custodial staff into teams. At that time the Board directed administration to begin meeting with custodians to include them in the process by assessing their needs in the area of equipment, cleaning products and training as well as the team concept and their concerns and feedback about this restructuring. The Board directed administration to update the Board on the process.

Administration will present an update to the Board on Custodial Services recommendations.

RECOMMENDATION:

It is recommended that the Board of Education review the work and progress that Cathy Abel has completed in working with the custodial staff. It is also recommended that the attached (following) equipment be ordered and training take place prior to developing a start date schedule for the team concept. It is anticipated that when the new Director of Maintenance is hired, that he/she can continue to work on the implementation of the crew concept and develop and implement the custodial standards for this concept. This crew concept continues to be in negotiations discussions.

This recommendation supports the following District goals:

- Provide facilities that optimize the learning environment for all students.
- Pursue actively the funding and resources to fulfill our mission and maintain fiscal solvency.

FISCAL IMPACT:

The total fiscal impact of purchasing equipment is \$12,331.56, as follows:

1. Back Pack Vacuum Cleaners - \$287.00 X 4 = \$1,148.00
2. Motor Scrub – \$391.28 X 4 = \$1,565.12
3. Extractor - \$2,226.86 X 4 = \$8,907.44
4. Buckets and Wringers - \$205.00 X45 = \$820.00
5. Microfiber Dusters - \$75.00 X 4 = \$300.00

The training will be provided during the custodians' work day through the SDCOE JPA at no cost to the District.

STUDENT ACHIEVEMENT IMPACT:

Strong, positive relationships exist between overall building conditions, a positive learning environment, and student achievement.

Motion:		Second:		Vote:		Agenda Item E.1.3.
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	Back Pack	Motor Scrub	Extractor	Buckets & Wringers	Microfiber Dusters	Power Washers
	\$287.00	\$391.28	\$2,226.86	\$205.00	\$75.00	
Team 1	X	X	X	X	X	
Team 2	X	X	X	X	X	
Team 3	X	X	X	X	X	
Team 4	X	X	X	X	X	
District-wide						XX
Total	\$1,148.00	\$1,565.12	\$8,907.44	\$820.00	\$300.00	\$1,000.00
Grand Total	\$12,331.56					



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Commercial Carpet Care Equipment



The Latest Advances in Back Pack Vacuum Design

Comfort, performance and durability are a necessity for increased productivity. The MAINTEX PROFESSIONALS' CHOICE Back Pack Vacuum delivers all three and much more. Superior ergonomic backrest improves comfort and reduces fatigue. The powerful and reliable Amtec vacuum motor coupled with the new tank design enhances airflow and performance. Unit comes with a complete tool kit.

- Tank design provides 40% more airflow
- Amtec motor
- Converts to blower for air sweeping
- Built-in debris deflector
- Ergonomic backrest
- 5 year warranty on tank and motor

Clever, Innovative, Outstanding

The Maintex PROFESSIONALS' CHOICE Carpet Spotter keeps spots from becoming stains. The power and portability of the PROFESSIONALS' CHOICE carpet spotter makes short work of spills and other soils resulting from foot traffic. Comes complete with vacuum / solution hose and hand tool.



- Built-in retractable handle for transport and storage
- Double ball bearing wheels for long life
- Amtec motor for reliability
- Sureflo pump for reliability

Superior Performance and Unmatched Durability

State-of-the-art design makes the Maintex PROFESSIONALS' CHOICE Carpet Extractor the right machine for all types of carpet cleaning. Includes a 24' vacuum / solution hose and dual jet stainless steel



NEW & IMPROVED

MotorScrubber™

AN ESSENTIAL PART OF YOUR FLOOR CARE PROGRAM

2

Cleans Better!

Deep-cleaning agitation strips away dirt & grime ... even in grout and hard-to-reach spots!

Cleans Faster!

Powerful, high-torque motor cleans much faster than a mop & bucket ever could!

Versatile!

Long-life battery backpack, telescoping handle, lockable swivel head, and a full arsenal of accessory scrubber brushes lets you clean anywhere!

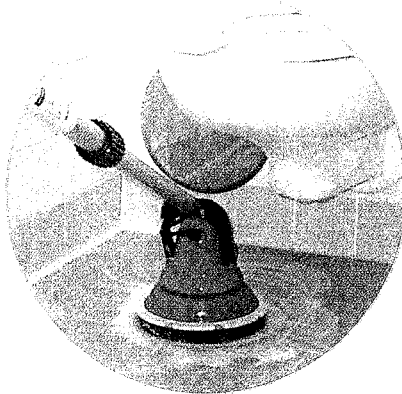
Easy to Use!

Lightweight, immersible, with easy-to-switch accessories ... no cumbersome extension cords!

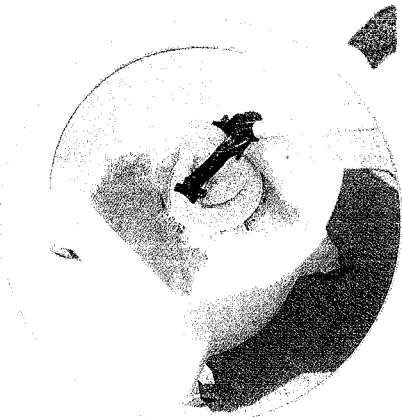
Cost-effective!

Cleans floors, steps, and baseboards better and in less time than a mop & bucket can ... Costs far less than the big floor-scrubbing machines ... MotorScrubber is an essential part of your floor cleaning program!

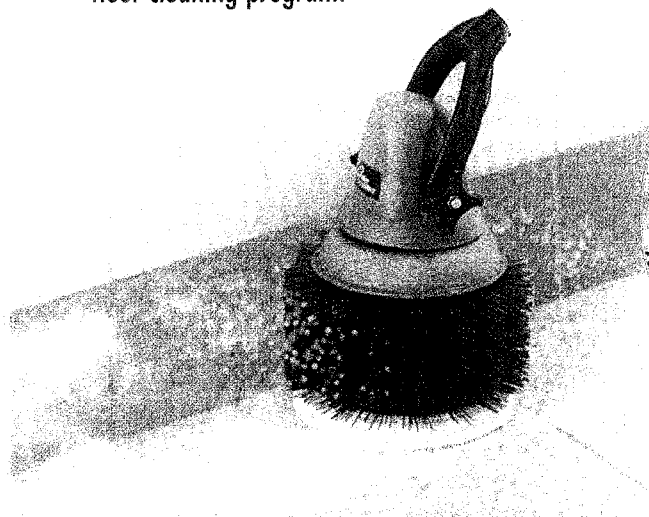
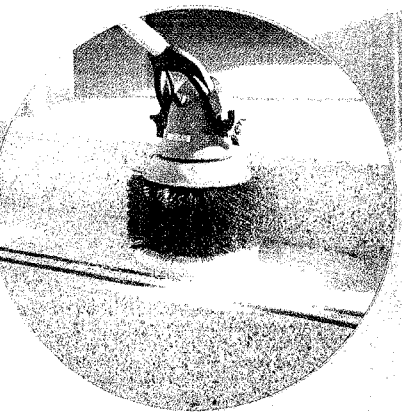
Compact, battery-powered, and lightweight ... for all those hard-to-reach spots!



The MotorScrubber's head is immersible in water and all floor cleaning chemicals!



The industrial-strength MotorScrubber handles baseboards & stair risers ... all the tough jobs ... with ease!



Tennant 1220 Self-contained Carpet Extractor

The Model 1220 incorporates a 16-inch wide cleaning path and a solution and recovery tank capacity that holds up to 7-gallons each. The 1220 can clean up to 2,000 sq.ft./hr. The 1200 rpm brush agitates and removes soil while preserving carpet fibers. Multiple spray jets effectively disperse solution, and easily twist off for routine rinsing. This extractor is equipped with a drop down hose for easy emptying and simple controls for easy use.

TE607853



Tennant 1200 Self-contained Carpet Extractor

The Model 1200 self-contained carpet extractor is lightweight and easy to transport, simple to operate, and delivers outstanding carpet cleaning performance. This 4-gallon carpet extractor is built with many innovative features. Features include a folding handle design with multiple positions for operator comfort. The 1200 also features a floating brush head design that requires no manual adjustment and uses two spray jets that evenly dispense solution and require no tools to remove. The compact Model 1200 extractor covers a 13 inch (33 cm) cleaning path and is ideal for cleaning small and medium size areas. It also works great on upholstery with the use of the optional upholstery cleaning tool.

TE611460



Tennant E5 Low-Profile Extractor

Superior Cleaning Performance

Maximum cleaning performance across the entire cleaning path with dual overlapping spray jets and exceptional vacuum suction. Unique double tuft float-adjust brush design adjusts to different carpet pile depths - no manual adjustment needed.

Deep clean around and under obstacles

Easily clean around and under objects like beds, desks, and tables with the compact, low profile design. The Insta-Adjust handle extends cleaning reach.

Whisper quiet, anywhere cleaning
Deliver a quiet clean for noise sensitive environments with true OSHA recognized 69 dBa sound level.

Easy to use and maintain

Easy to fill, empty, and clean Hygenic® tanks offer a unique compact design. Ergonomic handles and grips ensure easy pick-up.

TE9004194



Tennant 1160 & 1180 Portable Extractor

The 1160 and 1180 cord-electric canister extractors are designed for cleaning on the go. The 1180 model features a solution heater for hot water extraction. Both models are equipped with a large 15-gal. contracting solution tank and have a 19-gal. recovery capacity, allowing two tanks to share one cavity for a more compact design. Standard features include an adjustable psi setting up to 250, large rear wheels for mobility and easy stair-climbing and a high performance three-stage vac motor. A 13-inch floor wand and 25-ft. vacuum and solution hose are standard.

TE607676
Model 1160



Machines & Equipment

Cleaning is Believing.

PEDAL WRING MINI-CART

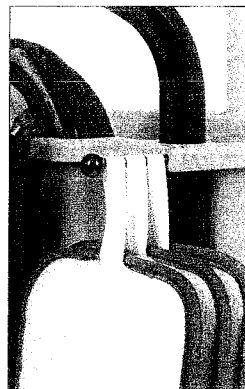
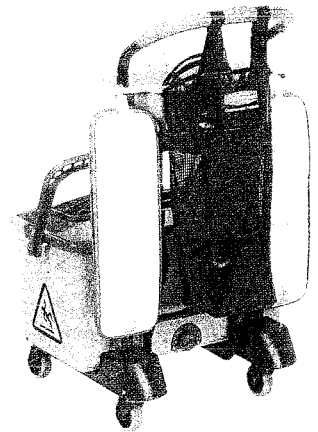
Cleaning with microfiber has never been easier. This compact mobile cart carries a full system of microfiber cleaning products in only 3.3 sq. ft. of floor space.

The caddy pocket comes equipped with Rubbermaid's award-winning and space efficient Folding Safety Cone. When deployed, it is highly visible with 30% more surface area than other fabric cones.



Prominently located on the front-side is Rubbermaid's ergonomic Pedal Wring Bucket and a large caddy for cleaning supplies. The molded-in handle stay keeps the microfiber flat mop upright and out-of-the-way during transport.

The back-side of the mini-cart is devoted to microfiber pad storage... two hanging pins to accommodate clean pads and a moisture-resistant collection bag for used or soiled pads.



ber

Flat Mops

mopping, general cleaning and
 finish. Lightweight, highly
 durable velcro backed for convenient
 use. 5" wide in varying lengths.

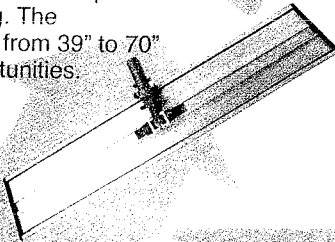
- Blue launderable each
- Green launderable each
- Red launderable each
- Green launderable finish mop each
- Red launderable finish mop each



Frames & Handles

Frames and handles allow for quick
 attachment and velcro backing. The
 telescopic handle also extends from 39" to 70"
 for various cleaning opportunities.

- Top frame
- Bottom frame
- Telescopic Handle



Looped Mops

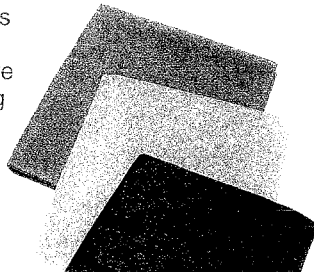
These are super absorbent
 durable microfiber.
 They provide a lint free
 finish in smooth
 finish in traditional
 mop systems.

- Model M30
- Model M40



Boths

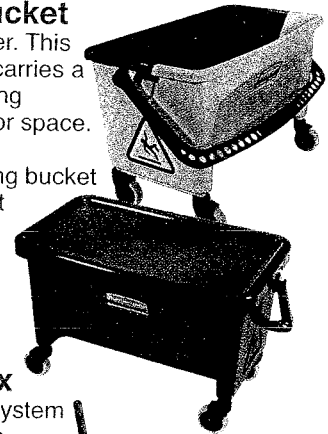
Cleaning tool. Lint free
 . Improves
 traps, lifts and holds
 dusting with
 up to 3-4 times more
 dirt. Damp cleaning
 holds up to 7 times
 more dirt.
 Heads of machine
 efficient than
 hand. Excellent streak
 free. Color coded to



Microfiber System Bucket

Cleaning has never been easier. This
 compact mobile cleaning cart carries a
 full system of microfiber cleaning
 products in only 3.3 sq ft of floor space.

- 225571 Q900-88 press wring bucket
- 264930 Q930 Finish Bucket



Continental Ergo Worx

Touchless microfiber cleaning system
 eliminates cleaners contact with
 contaminated mop heads. Fits the
 most popular janitor carts. Attaches to
 the Ergo Worx trolley. Trolley has 3"
 non-marking swivel casters.
 Accommodates cleaning tools
 including wet floor sign with screen
 duster, wipes and spray bottles.

- 225569 Continental Micro Bucket
- 225570 Continental Discharge
 Bucket Trolley MFT-5BK



Microfiber Hi-Duster

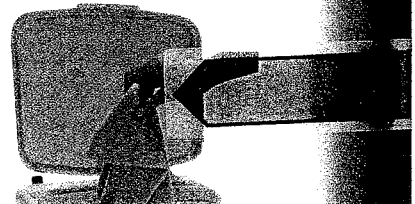
Innovative tool bends to any
 shape needed and makes
 easy work out of cleaning
 overhead vents, pipes or light
 fixtures. Launderable duster
 fits frame.

- 225574 20" Hi-Duster
 w/frame
- 225573 Replacement Sleeve



**Portable Washing
 Machine**

Wash on-site 6 lbs. of microfibers,
 bonnets, rags or mops in 5 minutes
 with this low cost portable washer.
 Totally portable, easy to move from
 one place to another. Lightweight,
 only 25.5 lbs. No plumbing
 installation needed. Durable



Discussion and/or Action Item E.2.1. Approval of Monthly Financial Report
Prepared by Bill Clark
May 5, 2009

BACKGROUND:

Administration has prepared the accompanying Monthly Financial Report covering the period March 1, 2009 through March 31, 2009 for the Board of Education's review or comments. The statements were prepared on a cash and modified accrual basis and included are the District's monthly revenue, expenditure, and cash activities.

RECOMMENDATION:

It is requested that the Board of Education review and comment on the Monthly Financial Report. It is recommended that the Board of Education approve the Monthly Financial Report, as presented.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The Monthly Financial Report shows a beginning cash balance of \$2,130,798. Cash receipt revenues of \$3,818,515, and disbursements of \$4,238,278 are reflected for the period of February 1, through February 28, 2009, resulting in an ending cash balance of \$1,711,035 as of February 28, 2009.

STUDENT ACHIEVEMENT IMPACT:

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

Motion:

Second:

Vote:

Agenda Item E.2.1.



STUDENT ENROLLMENT

Santee School District has experienced a decline in enrollment since the 1998-99 fiscal year. While the District continues to project a 2 percent decline in student population for financial planning purposes, the District's 2008-09 opening school enrollment was 6,341, a 1.27% increase over the 2007-08 October State (CBEDS) reported enrollment of 6,254.

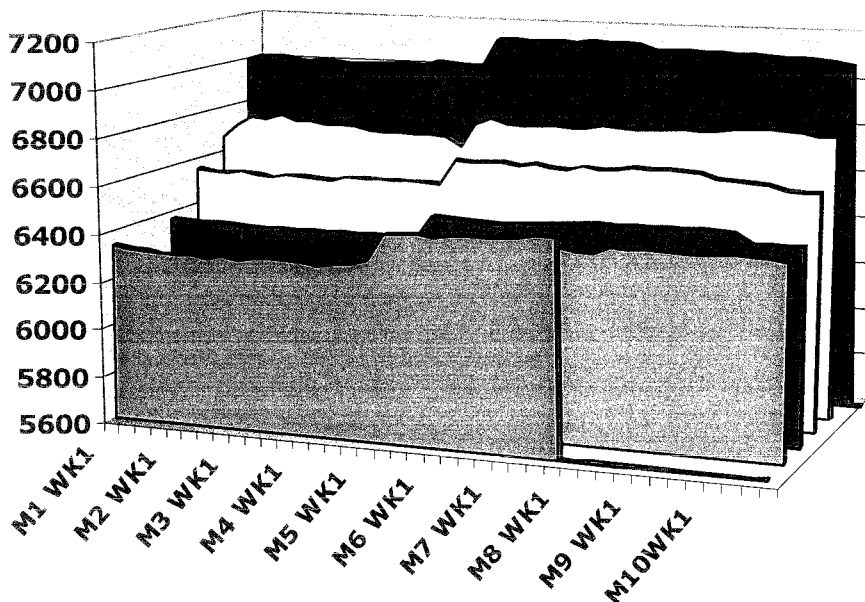
The graph below shows the enrollment by week of the current year as well as the prior five years. This marks the first year in eight years where beginning enrollment exceeds enrollment in the prior year.

Historically, enrollment experiences little change between the beginning of the school year and winter break. The trend shows an increase in January due to the beginning of the Early Admittance to Kindergarten (EAK) program.

As of March 2009, the enrollment is 6,494. This is an increase of 101 students from March 2008, or approximately 1.02% of the enrollment.

Enrollment Trend

- 2008-09
- 2007-08
- 2006-07
- 2005-06
- 2004-05
- 2003-04





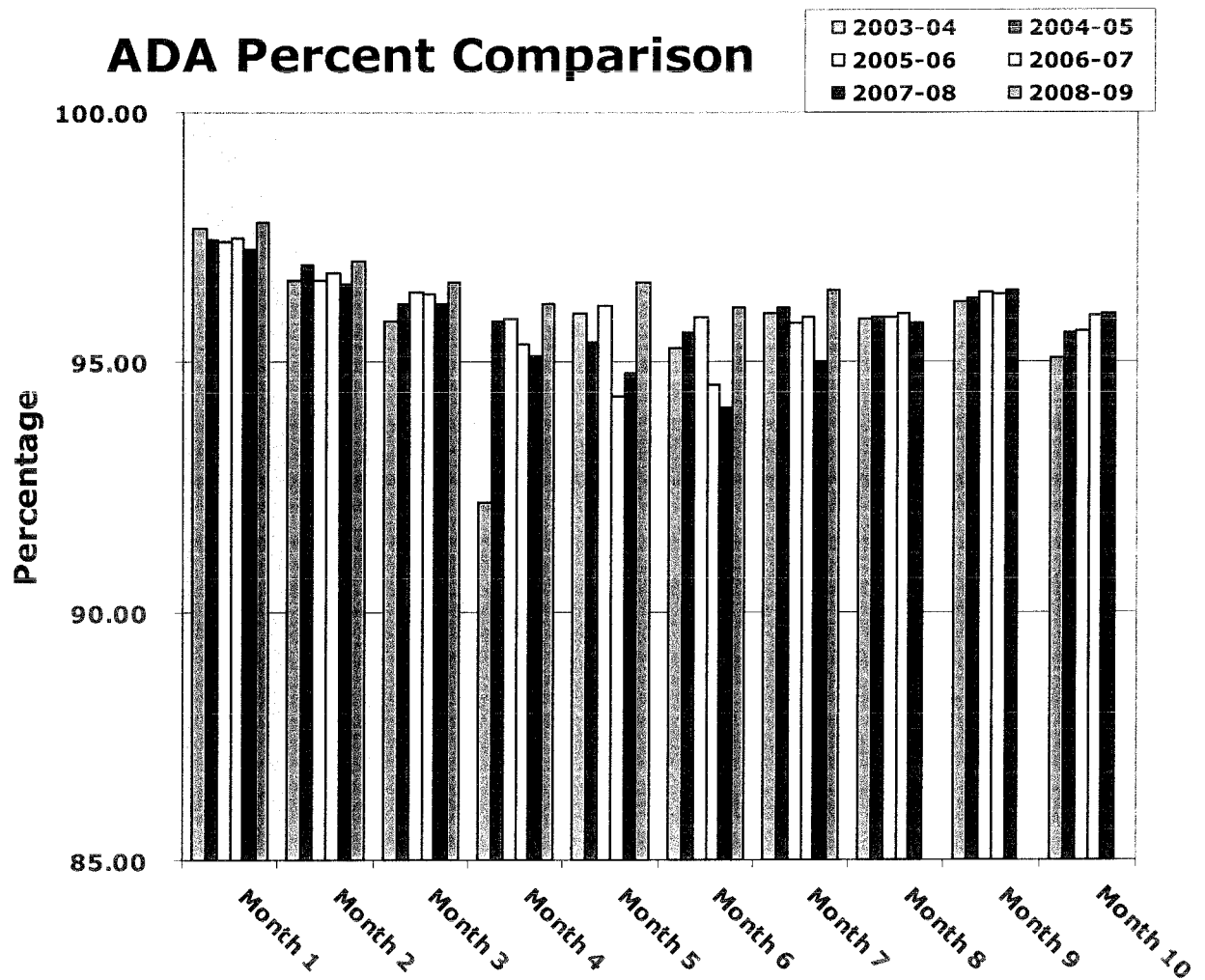
STUDENT ATTENDANCE

During the 2004-05 fiscal year, the District pursued a number of student attendance improvement initiatives. These efforts resulted in significantly improved average daily attendance.

The comparative results for the District for the beginning of the 2008-09 year shows an increase of 1.43 from the same time last year.

Month 7 attendance shows 96.43% for this year while attendance for 2007-08 showed 95.00%.

Administration is continuously working with site personnel to monitor attendance incentive progress in the 2008-09 fiscal year.





CASH SUMMARY

General fund cash balances tend to follow the revenue collection pattern, declining to a low point in November and June of each fiscal year.

This year the District was eligible to issue and received a TRANS in the amount of \$5.0 million. These funds will assist the District with the delayed state budget and modernization cash flow requirements.

January expenditures are higher due to insurance deposits for the new carrier of \$375,000 and \$75,000 due to the timing of utility payments.

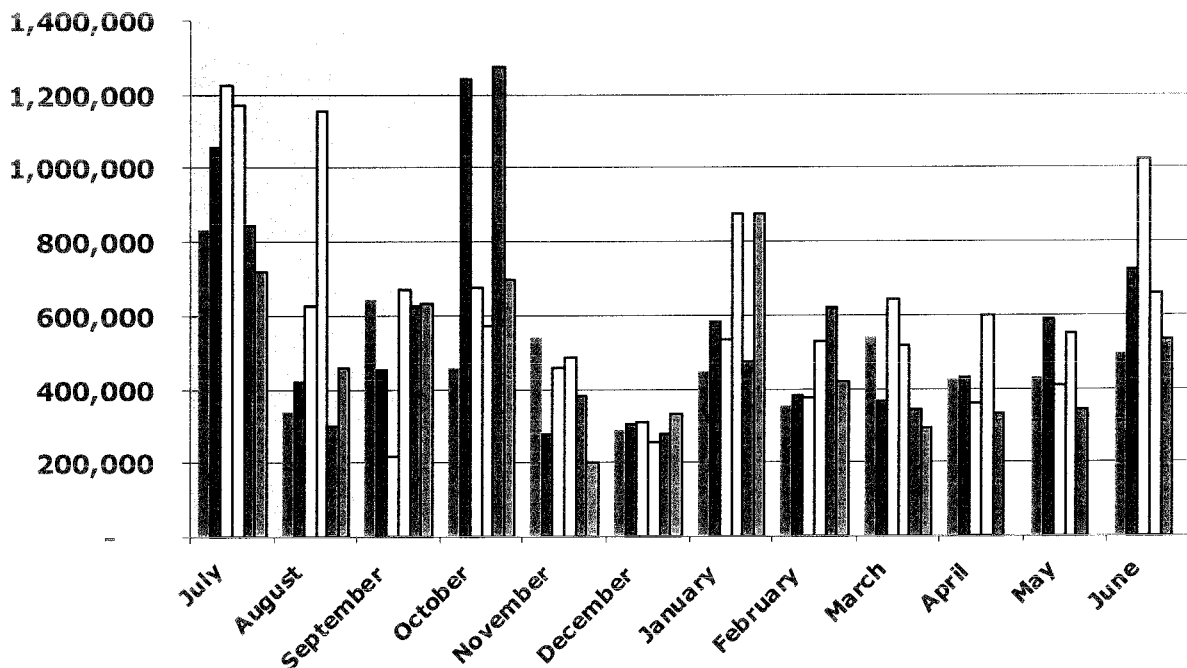
FUND BALANCE

The Fiscal Staff continues to monitor the budget and make necessary adjustments to allow for changes in estimated costs.

Total General Fund Balance reserves of \$1,972,621 include restrictions and designations for prepaid expenditures of \$220,153, stores inventory of \$50,277 revolving cash of \$15,000, and program carryover of \$256,462. There is a reserve for economic uncertainty of \$1,400,000.

Commercial Warrants

■ 2003-04	■ 2004-05	□ 2005-06
□ 2006-07	■ 2007-08	■ 2008-09





MONTHLY FINANCIAL REPORT - MARCH

4

CASH REPORT FOR MARCH 31, 2009

Beginning Cash Balance as of February 28, 2009 \$2,130,798

INCOME

A. Revenue Limit Sources

Basic Equalization	\$ 1,339,865	
Tax Apportionment	237,498	1,577,363

B. Federal Income

Federal Funding	207,897	
		207,897

C. State Income

State funding	61,755	
		61,755

D. Local Income

Other Local Income	262,140	
Spec ED	205,804	
Community Day	(5,812)	
GATE	262	
EIA	34,302	
HTS	25,804	

Interest		522,500
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E. Due to/Due from other funds		1,449,000
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TOTAL INCOME \$3,818,515

Beginning Balance Plus Income \$5,949,313

DISBURSEMENTS

F. Commercial Warrants	\$ 292,559	
G. Payroll Warrants	3,269,076	
H. Statutory Employee Benefits	360,252	
I. Health & Welfare	309,131	
J. Liabilities	7,260	

TOTAL DISBURSEMENTS \$ 4,238,278

Ending Cash Balance as of March 31, 2009 \$1,711,035





**Budget Revisions
Revisions through March 31, 2009
2008-09 Revised Adopted Budget**

2008-09 Beginning Balance	6,778,820
2008-09 Estimated Income	49,488,222
2008-09 Estimated Expenditures	(50,170,355)
2008-09 Restricted Programs	(4,124,066)
Estimated Ending Balance As Of June 30, 2009	\$1,972,621

Components of Ending Balance

<u>Board/Restricted/State Designated Carryover</u>	
Prepaid Expense (VEBA 220,153)	220,153
Stores Inventory	50,277
Revolving Cash	15,000
Program Carryover	256,462
Estimated Uncommitted Ending Balance	\$1,430,729
3% Reserve for Economic Uncertainty	\$1,400,000
Total Estimated Uncommitted Ending Balance	\$30,729



Discussion and/or Action Item E.2.2.
Prepared by Dr. Lis Johnson
May 5, 2009

Issuance and Sale of 2009 General
Obligation Bond Anticipation Notes
of the Santee School District

BACKGROUND:

Based upon the current facilities and finance plans of the District, and subject to the limitations of State law, it is proposed to issue and sell not to exceed \$19,000,000* of 2009 General Obligation Bond Anticipation Notes of the Santee School District ("2009 Notes") from the unissued portion of Proposition R funds at this time.

A placeholder has been provided for the Superintendent to share with the Board any progress made on attaining the Bond Anticipation Notes up to this date.

RECOMMENDATION:

the Superintendent will update the Board on any progress made on attaining the Bond Anticipation Notes up to this date. Action is at the discretion of the Board.

Motion:

Second:

Vote:

Agenda Item E.2.2.

BACKGROUND:

The Santee School District Community Day School (CDS), Santee Success Program (SSP), has been housed at a residential mobile home facility at 10250 Magnolia Avenue since 2002. The District received notice this past year that the temporary permit has expired for this building and that the program must be housed in a California Division of the State Architect (DSA) approved facility.

CDE criteria that were considered for the ideal SSP facility include:

- Isolated from street traffic and noise
- Gated for security
- Has a dedicated entrance/exit
- Has its own bathroom
- Has space for confidential conversations, such as between a student and counselor, probation officer, etc.
- Includes a “time out” space
- Includes an area for PE for team building
- Includes a room where all students can be gathered for whole group activities
- Includes tables and seating areas outside
- Incorporates computer technologies in the classroom
- Has wall space for class projects and community honor roll, etc.

Education Code Section 48661 (1), (2), and (3) provides that a Community Day School may not be situated on the same site as an elementary, middle, junior high, comprehensive high, opportunity or continuation school, except under the following circumstances:

When the governing board of a school district that is organized as a district to serve kindergarten and grades 1 to 8, inclusive, but no higher grades, certifies by a two-thirds vote of its membership that satisfactory alternative facilities are not available for the CDS.

The following locations were considered for the relocation of the Santee Success Program.

- **Option 1:** Move SSP to the north half of the annex facility and make minor accommodations of fencing, painting and cleaning. There is sufficient room for both the Alternative School and the Santee Success Program. The two programs can be completely separated with the fencing and each program would have its own entrance/exit. This facility allows for extra rooms for small group or individual counseling and/or instruction. Fiscal impact of the move is approximately \$2,000.

- **Option 2:** Move SSP students to a surplus relocatable classroom at the old Cajon Park Junior High School. This would require the addition of a restroom within the relocatable building. This building would provide one classroom only. Fiscal impact is approximately \$15,000.
- **Option 3:** Move a surplus relocatable classroom to the M&O yard. This would require the addition of a restroom facility and fencing. This building would provide one classroom only. Fiscal impact \$55,000 for building relocation and \$15,000 for restroom addition and sewer connection.

RECOMMENDATION:

Administration recommends the implementation of Option 1. This facility most closely adheres to the recommendations of the CDE. Maintaining the SSP in the current facility is not recommended as it does not meet DSA requirements.

This recommendation supports the following District goals:

- Provide facilities that optimize the learning environment for all students.
- Pursue actively the funding and resources to fulfill our mission and maintain fiscal solvency.

FISCAL IMPACT:

Option 1: Fiscal impact approximately \$2,000.
 Option 2: Fiscal impact approximately \$15,000.
 Option 3: Fiscal impact approximately \$70,000.

Costs would be paid from capital facilities funds.

STUDENT ACHIEVEMENT IMPACT:

The relocation plans will positively impact the student learning environment.

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

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

Prepared by Emily Andrade
May 5, 2009

BACKGROUND:

At the April 21, 2009 Board meeting, administration requested Board input regarding proposed revisions to Board Policy 5132 and Administrative Regulation 5132, Dress and Grooming. The Board recommended changes to the language in the Board Policy and Administrative Regulation.

RECOMMENDATIONS:

This evening administration is presenting the revised Board Policy 5132 for a first reading. Administrative Regulation 5132 is also included for Board review. No action is requested.

FISCAL IMPACT:

There is no fiscal impact to the district.

STUDENT ACHIEVEMENT IMPACT:

Dress code standards can positively influence the learning environment and student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.1.

SANTEE SCHOOL DISTRICT
9625 CUYAMACA STREET
SANTEE, CA 92071-2674
(619) 258-2300

DRESS AND GROOMING

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

Gang-Related Apparel and Racial or Ethnic Symbols

~~Gang related apparel or clothing with racial or ethnic symbols is prohibited.~~

~~The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Prohibited dress would also includes garments displaying logos of racist groups, obscene language, vulgar gestures, racist, ethnic or sexist slurs. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.~~

Uniforms

In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the principal, staff and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

If a school's plan to require uniforms is adopted, the Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically,

otherwise discriminated against or denied attendance to school if their parents/guardians so decide.

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

Legal Reference:

EDUCATION CODE

35183 School dress codes; uniforms

35294.1 School safety plans

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

CODE OF REGULATIONS, TITLE 5

302 Pupils to be neat and clean on entering school

Hartzell v. Connell (1984) 35 Cal. 3d 899

Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251

Marvin H. Jeglin et al v. San Jacinto Unified School District et al 827 F.Supp. 1459 (C.D. Cal. 1993)

Administrative Regulation Reference: 5132

Adopted: September 7, 1993

Amended: June 27, 2000, April 19, 2005

SANTEE SCHOOL DISTRICT
 9625 CUYAMACA STREET
 SANTEE, CA 92071-2674
 (619) 258-2300

DRESS AND GROOMING

BACKGROUND

~~This procedure will assist schools in contributing to a productive learning environment by establishing guidelines for appropriate dress and grooming of students.~~

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Governing Board district policy and administrative regulations. These school dress codes shall be regularly reviewed.

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day as long as these articles comply with the requirements in this administrative regulation.

PROCEDURE

In addition, ~~the~~ following guidelines shall apply to all regular school activities:

1. ~~For safety purposes, appropriate~~ Appropriate shoes must be worn at all times. Sandals must have heel straps. Flip-flops ~~Thongs~~ or backless shoes or sandals are not acceptable. Heels must be of a reasonable height and not be unsafe in the school environment.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate death, violence, racial, ethnic or religious prejudice.
3. Hats, caps and other head coverings shall not be worn indoors.
- 6.4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, spaghetti straps, off-the-shoulder or low-cut tops, strapless or tube tops, backless shirts, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.

- ~~9.5.~~ Gym shorts may not be worn in classes other than physical education.
- ~~10.6.~~ Hair shall be clean and neatly groomed and the color may not cause a distraction to the educational environment. Hair may not be sprayed by any coloring that would drip when wet.
- ~~3.7.~~ Spiked jewelry and waist chains will not be allowed.
- ~~4.8.~~ Pupils must be cleanly dressed so as not to promote unhealthy or unsanitary conditions.
- ~~5.9.~~ ~~Caps, bBandanas, and sweatbands, and other head coverings shall not be worn unless prior approval is granted by a site administrator due to health or physical education reasons. Site administration may designate specific hats that are appropriate for sun protection. Parents and students should be informed of appropriate sun-protective hats in the student handbook and/or at an annual assembly.~~
- ~~7.10.~~ Overalls are considered pants and must have an appropriate shirt worn underneath.
- ~~8.11.~~ Muscle shirts, tank shirts, or underwear shirts may not be worn. ~~Clothing that is suggestive or revealing will not be allowed.~~
- ~~11.12.~~ ~~Facial piercing shall be limited to the ears only. Any other piercing must be plugged with a skin tone plug (no color).~~
- ~~12.13.~~ Pants must not be worn to expose undergarments or bare skin above the waist.
- ~~13.14.~~ Clothing that is considered nightwear (pajamas and slippers) may not be worn, with the exception of a designated day by the school.

Coaches and Teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control.

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Gang-Related Apparel and Racial or Ethnic Symbols

~~At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus.~~

~~Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.~~

Gang related apparel or clothing with racial or ethnic symbols is prohibited.

Annually the District will work with the Sheriff's Department to identify specific logos, designs symbols, verbiage, etc. that are associated with gangs. This information will be provided to the school administration each spring so that families can be informed of the dress code requirements before the end of the school year.

Uniforms

In schools where a schoolwide uniform is required, the principal, staff and parents/guardians of the individual school shall jointly select the specific uniform to be worn.

At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy.

Parents/guardians shall also be informed of their right to have their child exempted.

~~The principal or designee shall also repeat this notification at the end of the school year so that parents/guardians are reminded before school clothes are likely to be purchased.~~

~~The Superintendent or designee shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms.~~

~~The Superintendent or designee shall establish a method for recycling or exchanging uniforms as students grow out of them.~~

~~Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting.~~

Legal Reference:

EDUCATION CODE

35183 School dress codes; uniforms

35294.1 School safety plans

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

CODE OF REGULATIONS, TITLE 5

302 Pupils to be neat and clean on entering school

Hartzell v. Connell (1984) 35 Cal. 3d 899

Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251

Marvin H. Jeglin et al v. San Jacinto Unified School District et al 827 F.Supp. 1459 (C.D. Cal. 1993)

Board Policy Reference: 5132

Adopted: September 7, 1993

Amended: June 27, 2000, April 19, 2005, July 18, 2006

Board Policies and Bylaws Item F.1.2.
Prepared by Bill Clark
May 5, 2009

First Reading: New and Revised
Board Policies and Bylaws:
BP 3280
BP 3541.2
BP 7123

BACKGROUND:

On July 1-2, 2008, Executive Council and their Administrative Secretaries met for two days July 1 and 2 with Bode Owoyele, Director of Policy Development and Manual Maintenance with the California School Boards Association (CSBA). Executive Council and their Administrative Secretaries, the Superintendent and the Executive Assistant were able to review all of the CSBA and District policies. In this review, Administration has included edits and added selected CSBA policies to the District list of policies based on new guidelines and laws.

Following Board discussion, the Board requested Administration to schedule dates for Board members to review any or all of the existing, new, and revised Board Policies. Board members were provided the opportunity to review the policies on:

- January 12, 2009
- January 27, 2009
- March 5, 2009.

The following policies were requested to be reviewed separately from the group of policies and administration presents these policies to the Board for a first reading:

New BP 3280 – Sale, Lease, Rental of District-Owned Real Property (CSBA)
New BP 3541.2 – Transportation for Students with Disabilities (CSBA)
Current BP 7123 – School Size (Board review)

RECOMMENDATION:

Board Policies 3280; 3541.2; and 7123 are presented to the Board of Education for a first reading. No action is requested. These policies will return to the Board on May 19, 2009 for a second reading and request for approval.

FISCAL IMPACT:

On February 5, 2008, the Board approved an expense of \$5,445 for the CSBA Board Development Policy Workshop which also included the word processing of a draft and final Board Policy Manual once the Board engages in the complete approval process.

STUDENT ACHIEVEMENT IMPACT:

All Board Policies have an impact on student achievement and updating current thought and legalities is critical to this impact.

Motion: _____ Second: _____ Vote: _____ Agenda Item F.1.2.

SANTEE SCHOOL DISTRICT
9625 CUYAMACA STREET
SANTEE, CA 92071
(619) 258-2300

SALE, LEASE, RENTAL OF DISTRICT-OWNED REAL PROPERTY

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

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

When required by law, the Board shall appoint a district advisory committee to advise the Board in the development of policies and procedures governing the use or disposition of schools or school building space which is not needed for school purposes. (Education Code 17388)

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regular, open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

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

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

At the public meeting specified in the resolution, the Board shall open, examine, and declare all sealed bids. Before accepting any written proposal, the Board shall call for oral bids in accordance with law. The Board may reject any and all bids, either written or

oral, and withdraw the properties from sale when the Board determines that rejection is in the best public interest. (Education Code 17472, 17473)

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

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code 17472-17478)

The Superintendent or designee shall ensure that proceeds from the sale, or lease with an option to purchase, of district surplus property are used in accordance with law. (Education Code 17462; 2 CCR 1700)

Legal Reference:

EDUCATION CODE

8469.5 Use of school facilities or grounds for school age child care
 17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions
 17230-17234 Surplus property
 17385 Conveyances to and from school districts
 17387-17391 Advisory committees for use of excess school facilities
 17400-17429 Leasing property
 17430-17447 Leasing facilities
 17453 Lease of surplus district property
 17455-17484 Sale or lease of real property
 17485-17500 Surplus school playground (Naylor Act)
 17515-17526 Joint occupancy
 17527-17535 Joint use of district facilities
 33050 Request for waiver
 38130-38139 Civic Center Act

GOVERNMENT CODE

54220-54232 Surplus land
 54222 Offer to sell or lease property
 54950-54963 Brown Act
 54952 Legislative body

Administrative Regulation Reference:

Adopted:

Amended:

SANTEE SCHOOL DISTRICT
 9625 CUYAMACA STREET
 SANTEE, CA 92071
 (619) 258-2300

TRANSPORTATION FOR STUDENTS WITH DISABILITIES

The Governing Board shall ensure that appropriate transportation services are provided for students with disabilities as specified in their individualized education program (IEP) or accommodation plan. The district shall make home-to-school transportation available for students at no cost to parents/guardians as specified in the student's IEP.

The Superintendent or designee shall establish criteria and procedures for determining the most appropriate mode of transportation for an individual student based on identified needs as determined in the IEP or accommodation plan.

The Superintendent or designee shall arrange transportation schedules so that students with disabilities do not spend an excessive amount of time on buses compared to other students. Arrivals and departures shall not reduce the length of the school day for these students except as may be prescribed on an individual basis.

The Superintendent or designee shall establish procedures to ensure compatibility between mobile seating devices and bus securement systems.

Legal Reference:

EDUCATION CODE

- 39807.5 Payment of transportation cost
- 39839 Guide dogs, signal dogs and service dogs on bus
- 41850-41854 Allowances for transportation
- 48300-48315 Alternative interdistrict attendance program
- 48915.5 Expulsion of students with exceptional needs
- 56195.8 Adoption of policies
- 56327 Assessment for special education and related services
- 56345 Individualized education program
- 56366 Nonpublic nonsectarian schools or agencies
- 56366.1 Waiver of requirements under section 56365 and 56366

Administrative Regulation Reference:

Adopted:

Amended:

SANTEE SCHOOL DISTRICT
9625 CUYAMACA STREET
SANTEE, CA 92071
(619) 258-2300

SCHOOL SIZE

The Board of Education has determined that school size affects the quality of education and operational efficiency of the district.

A facilities master plan will be developed and updated annually. The facilities master plan shall include school capacities and enrollment of the school. The report shall be presented to the Board annually.

When schools reach the 90% capacity levels provided within the facilities master plan, the Board shall seek appropriate recommendations from the Superintendent to resolve under-utilization or overcrowding of the schools.

The Superintendent, or designee, shall incorporate this information into the facilities master plan.

Legal Reference:

Administrative Regulations:

Adopted: May 5, 1998

Amended:

Board Policies and Bylaws Item F.2.1.
Prepared by Dr. Lis Johnson
May 5, 2009

Second Reading: New BP 6130
Professional Development and
Revised BP 2201 Administrative Responsibilities
and BB 9240 Board Development

BACKGROUND:

Tonight the Superintendent presents three policies to the Board for a second reading and approval.

The three policies are:

1. New Board Policy 6130 Professional Development
2. Revised Board Policy 2201 Administrative Responsibilities
3. Revised Board Bylaw 9240 Board Development

New Board Policy 6130 Professional Development

The Professional Development policy provides the Santee School District with a statement by the Board about the importance of professional development. It defines professional development as the method for changing teaching to increase learning in classrooms and improving the quality of services in the District to support education and increase student achievement. Resources can be prioritized by the Board to support professional development in the future with these policy statements by the Board.

The information provided in this policy has been taken from the National Staff Development Conference and districts across the nation that recognize the importance of professional development.

Revised Board Policy 2201 Administrative Responsibilities and Board Bylaw 9240 Board Development

On July 1-2, 2008, Executive Council and their Administrative Secretaries met for two days with Bode Owoyele, Director of Policy Development and Manual Maintenance with the California School Boards Association (CSBA). Executive Council and their Administrative secretaries, the Superintendent and the Executive Assistant were able to review all of the CSBA and District policies.

Following Board discussion, the Board requested Administration to schedule dates for Board members to review any or all of the new and revised Board Policies, in conjunction with existing Board Policies.

Per the Board's request, Board members were provided the opportunity to review the policies in series 0000, 1000, 2000, and 9000 on January 12, 2009. Business Services policies were reviewed on January 27, 2009 and some of the Human Resources polices were reviewed on March 5, 2009. A meeting has been scheduled for May 2, 2009 to begin the review the Educational Services sections of policies.

Board members Dianne El-Hajj and Barbara Ryan attended the reviews and requested that BP 2201 Administrative Responsibilities and BB 9240 Board Development be brought to the Board for any discussion desired and then for approval.

RECOMMENDATION:

Administration recommends the Board adopt new Board Policy 6130 Professional Development and approve revised BP 2201 Administrative Responsibilities and BB 9240 Board Development and provide administration with directions for any desired revisions.

FISCAL IMPACT:

All Board Policy revisions at this time are paid from the approved \$5,445 for the CSBA Board Development Policy Workshop which also included the word processing of a draft and final Board Policy Manual.

STUDENT ACHIEVEMENT IMPACT:

All Board Policies have an impact on student achievement and updating current reflection and legalities in the District's policies is critical to this impact.

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

SANTEE SCHOOL DISTRICT
9625 CUYAMACA STREET
SANTEE, CALIFORNIA 92071-2674
(619) 258-2300

PROFESSIONAL DEVELOPMENT

The Governing Board believes that a systematic and comprehensive professional development plan and program for instruction staff is the key to success in teacher instructional excellence and outstanding student achievement.

In order to maximize student learning and achievement, certificated instructional staff shall continuously learn the methodologies for improving instructional practices. The Superintendent or designee, such as the Assistant Superintendent of Educational Services, shall develop and implement a systemic plan of ongoing professional development which includes opportunities for instructional personnel such as teachers and instructional classified staff, to enhance their instructional and classroom management skills and become informed about changes in pedagogy, standards aligned curriculum, subject matter, and instructional best practices.

To support this vision, the Board will commit resources, as are available, on an annual basis to promote professional development.

The term 'professional development' means a comprehensive, sustained, and intensive approach to improving teachers' and principals' effectiveness in increasing student achievement and fostering rigorous student learning.

(A) Professional development encourages collective responsibility for improved student performance and is comprised of professional learning that:

1. Is aligned with rigorous state student academic achievement standards as well as district and school improvement goals;
2. Serves the academic as well as social emotional needs of students.
3. Is conducted among learning teams of educators, including teachers, paraprofessionals/classified staff, and other instructional staff at the school;
4. Is facilitated by knowledgeable school principals or vice principals, and/or, school-based professional development coaches, mentors,

- master teachers, other teacher leaders, or outside experts;
- 5. Occurs primarily multiple times per week or the equivalent of several hours per week embedded in just-in-time learning, presentations, professional learning community dialogue, or other staff discussion.
- 6. Engages established learning teams of educators in a continuous cycle of improvement that :
 - a. Analyzes student, teacher, and school learning needs through a thorough review of data about instructional and student performance;
 - b. Defines a clear set of educator learning goals based on the rigorous analysis of the data;
 - c. Achieves educator learning goals by implementing coherent, sustained, and evidenced-based learning strategies that improve instructional effectiveness and student achievement, such as lesson study and the examining of student work;
 - d. Provides classroom-based coaching or other forms of just-in-time assistance to support the transfer of new knowledge and skills to the classroom;
 - e. Regularly assesses the effectiveness of the professional development in achieving identified learning goals, improving teaching, and assisting all students in meeting challenging state academic achievement standards;
 - f. Informs ongoing improvements in teaching and student learning; and
 - g. May be facilitated and strengthened by Educational Services, District staff, or other external or internal consultants,.

(B) The process of implementing systemic professional development may be supported and strengthened by implementing courses, workshops, institutes, networks, dialogue and reflection groups, professional learning community study and conferences that:

- 1. Address the learning goals and objectives established for professional development through the District vision and school site goals;
- 2. Advances the ongoing school-based professional development;
- 3. Can be provided by internal or external educational professionals outside the school such as local education agencies, universities, , technical assistance providers, networks of content-area specialists, and other education organizations and associations; or is
- 4. Offered by District or school professional development personnel.

The district's professional development program shall assist certificated and other instructional staff in developing knowledge and skills, including, but not limited to:

- 1. Content aligned with best instructional practices in classrooms;

2. Mastery of discipline-based knowledge, including academic content in the core curriculum and academic standards;
3. Use of effective, subject-specific teaching methods, strategies, and skills;
4. Use of technologies integrated to enhance instruction and offer digital mediums for student presentation skills and enhancing student information literacies;
5. Use of instructional techniques to maximize student engagement, essential questions, rigor, and higher level learning;
6. Sensitivity to and ability to meet the needs of diverse student populations, including, but not limited to, students of various racial and ethnic groups, students with disabilities or special abilities, English language learners, economically disadvantaged students, gifted and talented students, and at-risk students;
7. Knowledge of strategies that enable parents/guardians to participate fully and effectively in their children's education;
8. Effective classroom management skills and strategies for establishing a climate that promotes respect, fairness, and discipline, including conflict resolution and an anti-bullying climates.
9. Ability to relate to students, understand their various stages of growth and development, and motivate them to learn, and
10. Ability to interpret and use data and assessment results to guide instruction and produce desired achievement results.

Reference:

- National Staff Development Council: Definition of Professional Development

Adopted: _____

SANTEE SCHOOL DISTRICT
9625 CUYAMACA STREET
SANTEE, CA 92071-2674
(519) 258-2300

Revision 3/17/09

ADMINISTRATIVE RESPONSIBILITIES RELATED TO JOB DESCRIPTION ACCOUNTABILITY

The Santee School District Governing Board believes that administrators are hired to provide outstanding leadership in pursuit of the Board's mission, belief statements, and goals. The Board expects the Superintendent and his/her designees to recruit and employ the highest quality of leaders. It is also expected that these leaders will contribute to a professional working environment designed to improve and enhance the educational programs and operations in the District and offer quality services to parents and the community.

Administrators in the Santee School District, including certificated, classified, and confidential managers are members of the Superintendent's Professional Leadership Team. The Board approves a contracted year or number of days a specific administrator is expected to work, and they ratify job descriptions and annual salary schedules for each administrative position on the team. Administrators are expected to perform assigned duties, meet expected goals, and complete anticipated outcomes based on a schedule aligned with their job description and established by their Supervisor.

The Board expects each administrator to be accountable to meet the mission of the district, the goals of the Board and the vision of the Superintendent. The Superintendent or his/her designee supervises administrative staff and works with the employee to schedule their work year consistent with the job description and the outcomes the administrator expects the employee to meet. The Supervisor is responsible for monitoring the schedule of the administrative employee in line with Board and Superintendent goals, work year, schedules for work, job performance and successful completion of their goals. Administrators will be evaluated on their performance by the Superintendent or his/her designee using the official evaluation tool aligned with the administrator's job description.

The Board understands that from time to time, administrators are expected to work beyond the eight hour day including evening and weekend meetings and events. Because administrators are salaried employees and not hourly employees, the administrative daily work schedule may vary with the Supervisor's approval, as job responsibilities vary. Administrators are not routinely compensated for additional time; however, Supervisors are accountable for approving alternative schedules and/or additional compensation when appropriate.

Legal Reference:

EDUCATION CODE

Term of employment

GOVERNMENT CODE

53260-53264 Employment Contracts

Administrative Regulation Reference:

Adopted: November 21, 1978,

Amended: _____

SANTEE SCHOOL DISTRICT
9625 CUYAMACA STREET
SANTEE, CALIFORNIA 92071-2674
(916) 258-2300

ADMINISTRATOR'S WORK SCHEDULE

To insure that all members of the district's Management Team consistently interpret the work schedule procedure, the following guidelines are hereby set forth:

1. Normal Requirements of Assignment

Members of the Management Team are expected to carry out all activities, duties, and actions which are required to smoothly, effectively, and successfully meet all job responsibilities. However, on certain occasions, reasonable allowance may be made for waiving or extending deadlines provided that special requests are presented to the proper party. No deviation from the original request will be allowed unless verbal or written permission has been received. Determination regarding the degree of success or failure in carrying out ones assignments will be made by the immediate supervisor and/or the immediate supervisor in conjunction with the Superintendent.

2. Special Requests by District Administration

Each member of the Management Team will carry out all reasonable requests made by members of the district's Executive Council. Such requests will be carried out at no extra pay for the work completed and in conjunction with ones usual functions and job responsibilities. On occasion, however, extra pay may be given to members of the Management Team for services rendered under the authority of the Santee Board of Education. Members given special assignments will be contacted and agreements regarding job responsibilities will be outlined.

3. Work Day

Management Team members will adhere to the position that a minimum of eight (8) hours per day on the job, exclusive of lunch, are required for successful completion of assigned administrative duties.

Those who are administering a school must be aware of the fact that California Administrative Code Title V requires that all teachers be on the job thirty (30) minutes prior to the beginning of school each day. If one is

to supervise the actions of others, it is assured that adherence to this regulation by Management Team members would be in order.

The district administration recognizes that certain conditions may modify these requirements. Therefore, it is suggested that any deviation from this procedure be obtained in writing from the Superintendent. Also, it is understood that, on occasion, members of the Management Team may not be able to comply with the strict interpretation of this regulation which requires them to be on the school grounds thirty minutes prior to the start of school since their attendance may be required at another activity or meeting. In such cases, it will be left to the discretion of the Management Team members to be absent from their usual place of assignment.

Due to the variety of starting and ending times in our schools, each Management Team member will submit, at the beginning of each school year, the regular work day schedule from which he/she will be operating. Also, he/she will submit the schedule for the office of his/her school since school secretaries do not always work the same eight and one-half (8 1/2) hours as their principals. In addition, each principal will submit the schedule for student attendance at his/her school.

4. Work Year

All Management Team members will comply with the following work schedule during the year:

- a. All members of the Management Team will accept as the base year the adopted calendar for all certificated personnel. This includes all vacations, holidays, and special meeting dates.
- b. All Management Team members will work an additional ten (10) days beyond the number of days on the adopted calendar required for instructional staff members. Usually five (5) days will be worked before the start of the school year and five (5) days will be worked after school closes at the end of the year. Adjustments in the placement of these ten (10) days may be requested, but final determination of the request will be made by the Superintendent. This request must be submitted in writing. Days in which the district office is not in operation such as legal holidays, local holidays, and week-ends can not be counted as work days. However, a local holiday such as Easter Vacation when the district office is in operation may be counted as working days with prior permission from the Superintendent. Adjustments regarding the

ten (10) days may be made on recommendation of the Executive Council to the Santee Board of Education when the calendar is in its final stages of adoption each year.

- c. For payroll purposes, all working days on the teachers' calendar and the additional ten (10) working days will constitute days with pay for Management Team members.

5. Extra Meetings

The district administration is aware of the fact that in carrying out a Management Team position to its fullest extent, certain outside activities and meetings are required to be attended during the regular school day. Many of these meetings or activities are essential to the success of the primary job assignment as a Management Team member. However, members should participate only in activities or meetings which have a specific relationship to the school district, the profession, or the community. Also, each member of the Management Team must consider the effect of attending outside activities in relation to the overall success of his primary job assignment. Further, the district administration recognizes the importance of supporting various community groups and encourages each Management Team member to take every opportunity to join groups which have the promotion of the community of Santee as their objective. To have a part in the growth and development of Santee serves a useful purpose in the operation of the school district. However, if the primary position suffers because of this, the Management Team member should reconsider whether or not participation should be continued.

6. Time Log

Good administrative practices require that a log or calendar of all activities and meetings of Management Team members be maintained. To our knowledge, this currently is being done, and it is required that it be continued. It is suggested that all activities and meetings attended be recorded in this log for your protection in the event that questions are asked regarding the whereabouts of Management Team members. Those logs or calendars should be filed in a safe place at the end of each year for accountability purposes. It is felt that the responsibility or need for leaving the district for any purpose should be left to the discretion of each individual Management Team member since he/she will be held accountable for his actions.

7. Sick and Personal Necessity Leave

According to policy, all Management Team members are provided with sick and personal necessity benefits. These are available to be utilized as set forth in the district policy book.

8. General School Supervision

Management Team members who are principals should note that California Administrative Code Title V (Section 5551) provides that the principal is responsible for the supervision in administration of his/her school. All school administrators are required by California Administrative Code Title V (Section 5600) to appoint a certificated person to serve in their absence during any time of the day in which children are in attendance at school. The name of the person appointed must be submitted to the Superintendent each year.

Legal Reference:

Administrative Regulations:

Adopted: November 21, 1978

Amended:

SANTEE SCHOOL DISTRICT
9625 CUYAMACA STREET
SANTEE, CALIFORNIA 92071-1674
(619) 258-2300

Revision 3/17/09

BOARD DEVELOPMENT

Citizens elected to the Governing Board are entrusted with the responsibility of governing district schools. The Board recognizes that its members need training that helps them understand their responsibilities, stay abreast of new developments in education, and develop boardmanship skills.

All Board members may attend conferences for the purpose of Board development. Board business shall not be discussed at conferences.

Board members shall report to the Board, orally or in writing, as soon as possible on the inservice activities they attend.

Funds for Board development shall be budgeted annually for each Board member.

Legal Reference:

EDUCATION CODE

33360 Department of Education and statewide association of school district boards; annual workshop

GOVERNMENT CODE

54950-54962 The Ralph M. Brown Act, especially
54952.2 Meeting

Administrative Regulation Reference:

Adopted: April 17, 1979

Amended: August 6, 2002

Prepared by Emily Andrade
April 21, 2009

BACKGROUND:

Federal law mandates the adoption of policy on parent involvement for local educational agencies and individual schools that receive funding under Title I, Part A, of the No Child Left Behind Act of 2001. State law mandates districts to adopt parent involvement policy applicable to non-Title I schools, and mandates all districts to adopt policy which outlines the manner in which parents, school staff and students may share the responsibility for the continuing development of student well-being.

The Advisory Council for Instruction has worked on a District Parent Involvement Policy this year. Presented to the Board this evening for a Second Reading is BP 6020 and AR 6020, Parent Involvement, which reflect input from parents and staff on the ACI as well as contributions from parents at the school sites.

RECOMMENDATION:

Administration recommends Board approval of new Board Policy #6020 and new Administrative Regulation #6020, Parent Involvement.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

There is no fiscal impact to the general fund.

STUDENT ACHIEVEMENT:

Parent involvement and participation in their child's education enhances student learning and achievement.

Motion:		Second:		Vote:		Agenda Item F.2.2.
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SANTEE SCHOOL DISTRICT
 9625 CUYAMACA STREET
 SANTEE, CALIFORNIA 92071-2674
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PARENT INVOLVEMENT

District Strategies for Title I Schools

To ensure that parents/guardians of students participating in Title I programs are provided with opportunities to be involved in their children's education, the Superintendent or designee shall:

1. Involve parents/guardians of participating students in the joint development of the Title I Local Educational Agency (LEA) plan pursuant to 20 USC 6312 and the process of school review and improvement pursuant to 20 USC 6316 (20 USC 6318)

The Superintendent or designee may:

- a. Establish a district-level committee including parent/guardian representatives from each school site to review and comment on the LEA plan in accordance with the review schedule established by the Governing Board
 - b. Invite input on the LEA plan from other district committees and school site councils
 - c. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the LEA plan and the opportunity to provide input
 - d. Provide copies of working drafts of the LEA plan to parent/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand
 - d. Ensure that there is an opportunity at a public Board meeting for public comment on the LEA plan prior to the Board's approval of the plan or revisions to the plan
 - e. Ensure that school-level policies on parent involvement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans
2. Provide coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance

The Superintendent or designee may:

- a. Assign person(s) in the district office to serve as a liaison to the schools regarding Title I parent involvement issues
 - b. Provide training for the principal or designee of each participating school regarding Title I requirements for parent involvement, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of parent involvement activities
 - c. Provide ongoing district-level workshops to assist school site staff and parents/guardians in planning and implementing academic improvement strategies, and seek input from parents/guardians in developing the workshops
 - d. Provide information to schools about the indicators and assessment tools that will be used to monitor progress
3. Build the capacity of schools and parents/guardians for strong parent involvement

The Superintendent or designee shall:

- a. Assist parents/guardians in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children
- b. Provide materials and training to help parents/guardians work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement.
- c. Educate teachers, student services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools
- d. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with ~~with~~. These programs may include, but are not limited to: ~~Head Start~~, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Program, public preschool, and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in more fully participating in their children's education

- e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand via a variety of media including printed copies and electronic communication
- f. Provide other such reasonable support for parent involvement activities as parents/guardians may request
- g. Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students via a variety of media including printed copies and electronic communication.

In addition, the Superintendent or designee may:

- a. ~~Involvement of parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training~~
- b.a. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training
- e.b. Pay reasonable and necessary expenses associated with parent involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions
- d.c. Train parents/guardians to enhance the involvement of other parents/guardians
- e.d. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students when necessary
- f. ~~Adopt and implement model approaches to improving parent involvement~~
- g.e. Establish a districtwide advisory council to provide advice on all matters related to parent involvement in Title I programs
- h.f. Develop appropriate roles for community-based organizations and businesses in parent involvement activities
- i.g. Make referrals to community agencies and organizations that offer literacy training, parent education programs, and/or other services that help to improve the conditions of parents/guardians and families
- i.h. Provide a master calendar of district activities and district meetings

- ~~k.i.~~ Provide information about opportunities for parent involvement through the district newsletter, web site, or other written or electronic means
 - ~~l.j.~~ Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions
 - ~~m.k.~~ To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians as needed
 - ~~n.~~ Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions
 - ~~o.~~ Regularly evaluate the effectiveness of staff development activities related to parent involvement
 - ~~p.~~ Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations
- ~~4. Coordinate and integrate Title I parent involvement strategies with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Program for Preschool Youngsters, Parents as Teachers Program, public preschool, and other programs any programs established to provide early intervention and education~~

The Superintendent or designee may:

- ~~a.~~ Identify overlapping or similar program requirements
 - ~~b.~~ Involve district and school site representatives from other programs to assist in identifying specific population needs
 - ~~c.~~ Schedule joint meetings with representatives from related programs and share data and information across programs
 - ~~d.~~ Develop a cohesive, coordinated plan focused on student needs and shared goals
- ~~5. Conduct, with involvement of parents/guardians, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools served by Title I~~

The Superintendent or designee shall:

- ~~a.~~ Ensure that the evaluation include the identification of barriers to greater participation in parent involvement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background

- b. Use the evaluation results to design strategies for more effective parent involvement and, if necessary, to recommend changes in the parent involvement policy
- c. Assess the district's progress in meeting annual objectives for the parent involvement program, notify parents/guardians of this review and assessment through regular school communications mechanisms, and provide a copy to parents/guardians upon their request

The Superintendent or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications
- b. Gather and monitor data regarding the number of parents/guardians participating in district activities and the types of activities in which they are engaged
- c. Assess the district's progress in meeting annual objectives for the parent involvement program, notify parents/guardians of this review and assessment through regular school communications mechanisms, and provide a copy to parents/guardians upon their request

6. Involve parents/guardians in the activities of schools served by Title I

The Superintendent or designee may:

- a. Include information about school activities in district communications to parents/guardians
- b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians with special needs
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

The district's Board policy and administrative regulation containing parent involvement strategies shall be incorporated into the LEA plan and distributed to parents/guardians of students participating in Title I programs.

School-Level Policies for Title I Schools

At each school receiving Title I funds, a written policy on parent involvement shall be developed jointly with and agreed upon by parents/guardians of participating students. Such policy shall describe the means by which the school will:

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related child care and/or home visits may be provided as such services relate to parent involvement
3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent involvement policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314

The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:
 - a. Timely information about Title I programs
 - b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet
 - c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, and, as soon as practicably possible, responses to the suggestions of parents/guardians
5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district
6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's student academic achievement standards

- b. The ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television viewing; volunteering in the classroom; and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time
 - c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
 - (1) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement
 - (2) Frequent reports to parents/guardians on their children's progress
 - (3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities
7. Build the capacity of the school and parents/guardians for strong parent involvement by implementing the activities described in items #3a-f in the section "District Strategies for Title I Schools" above
8. To the extent practicable, provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements.

Each school's parent involvement policy shall be made available to the local community and distributed to parents/guardians of participating students in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand.

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent involvement policy. Such evaluation may be conducted during the process of reviewing the school's single plan for student achievement in accordance with Education Code 64001.

The principal or designee, jointly with parents/guardians of participating students, shall periodically update the school's policy to meet the changing needs of parents/guardians and the school.

District Strategies for Non-Title I Schools

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society

The Superintendent or designee may:

- a. Provide ~~or make referrals to~~ literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education
 - b. Provide information, in parent handbooks and through other appropriate means, including electronic and print media, regarding academic expectations and resources to assist with the subject matter
 - c. Provide parents/guardians with information about students' class assignments and homework assignments
2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home

The Superintendent or designee may:

- a. Provide parents/guardians with information regarding and ways to create an effective study environment at home and to encourage good study habits
 - b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing
 - c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees
3. Build consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities

The Superintendent or designee may:

- a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
- b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom

- c. Provide information about parent involvement opportunities through district, school, and/or class newsletters, the district's web site, and other written or electronic communications
 - d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand
 - e. Develop mechanisms to encourage parent/guardian input on district and school issues
 - f. Identify and to the extent practicable resolve barriers to parent/guardian participation in school activities, including parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
 - g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, ~~transportation,~~ or child care
4. Train teachers and administrators to communicate effectively with parents/guardians

The Superintendent or designee may:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy
 - b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications
5. Integrate parent involvement programs into school plans for academic accountability

The Superintendent or designee may:

- a. Include parent involvement strategies in school reform or school improvement initiatives
- b. Involve parents/guardians in school planning processes

SANTEE SCHOOL DISTRICT
 9625 CUYAMACA STREET
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PARENT INVOLVEMENT

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in District and school activities; advisory and decision-making, and advocacy roles committees; and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the District's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

Title I Schools

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funds. He/she shall ensure that parents/guardians of students participating in Title I programs are consulted and participate in the planning, design, implementation and evaluation of the parent involvement program.

The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318.

The superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities and -

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent involvement policy in accordance with 20 USC 6318.

Non-Title I Schools

The superintendent or designee shall develop and implement strategies applicable to be utilized by each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502.

Legal Reference:

EDUCATION CODE

11500-11506 Programs to encourage parent involvement
48985 Notices in languages other than English
51101 Parent rights and responsibilities
64001 Single plan for student achievement

LABOR CODE

230.8 Time off to visit child's school

UNITED STATES CODE, TITLE 20

6311 Parental notice of teacher qualifications and student achievement
6312 Local educational agency plan
6314 Schoolwide programs
6316 School improvement
6318 Parent involvement

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services
35.160 Communications

Management Resources:

CSBA PUBLICATIONS

Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services Policy Briefs, August 2006

STATE BOARD OF EDUCATION POLICIES

89-01 Parent Involvement in the Education of Their Children, rev. 1994

U.S. DEPARTMENT OF EDUCATION NON-REGULATORY GUIDANCE

Parental Involvement: Title I, Part A, April 23, 2004

WEB SITES

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

California Department of Education, Family, School, Community Partnerships:
<http://www.cde.ca.gov/ls/pf>

California Parent Center: <http://parent.sdsu.edu>

California State PTA: <http://www.capta.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>
National PTA: <http://www.pta.org>
No Child Left Behind: <http://www.ed.gov/nclb>
Parent Information and Resource Centers: <http://www.pirc-info.net>
Parents as Teachers National Center: <http://www.parentsasteachers.org>
U.S. Department of Education: <http://www.ed.gov>

Prepared by Minnie Malin
May 5, 2009

BACKGROUND:

On July 1-2, 2008, Executive Council and their Administrative Secretaries met for two days July 1 and 2 with Bode Owoyele, Director of Policy Development and Manual Maintenance with the California School Boards Association (CSBA). Executive Council and their Administrative secretaries, the Superintendent and the Executive Assistant were able to review all of the CSBA and District policies. In this review, Administration has included edits and added selected CSBA policies to the District list of policies based on new guidelines and laws.

Following Board discussion, the Board requested Administration to schedule dates for Board members to review any or all of the new and revised Board Policies, in conjunction with existing Board Policies.

Board members were provided the opportunity to review the policies series 4000 on February 23 and March 30, 2009. Administration presents these policies as listed on the attachment for a second reading and approval and/or adoption.

Dates will continue to be scheduled to review specific series of the policies and following each review, Administration will bring, through the same procedure, those series to the Board for a first and second reading and approval and/or adoption.

RECOMMENDATION:

New and revised Board Policies in the 4000 series are presented to the Board of Education for a second reading. Administration recommends the Board of Education adopt the new Board Policies and approved the revisions to existing Board Policies in the 4000 series, Personnel.

FISCAL IMPACT:

On February 5, 2008, the Board approved an expense of \$5,445 for the CSBA Board Development Policy Workshop which also included the word processing of a draft and final Board Policy Manual.

STUDENT ACHIEVEMENT IMPACT:

All Board Policies have an impact on student achievement and updating current thought and legalities is critical to this impact.

Motion: _____ Second: _____ Vote: _____ Agenda Item F.2.3

Board Policy Revision Summary Chart

Title : Board Policies - 4000 General Personnel	Board Policy #	BP	AR	E	NOTES: Significant Changes/Comments
Concepts and Roles in Personnel	4000	BP			Revised
Certificated and Classified Personnel	4010	BP			Replaced w/CSBA BPs 4100, 4200, 4300
Recruitment and Selection	4011	BP			Replaced w/CSBA BPs 4111, 4211, 4311
Legal Status Requirement for Employment	4011.2	BP			Replaced existing BP w/CSBA BPs 4111.2, 4211.2, 4311.2 / New AR
Fingerprinting of Contracted Employees	4012	BP			Keep existing SSD BP
Health Examinations	4012.4	BP			Delete existing BP / New AR
Personnel Records	4012.6	BP			Replaced w/CSBA BPs 4112.6, 4212.6, 4312.6
Nepotism	4012.8	BP			Replaced w/CSBA BPs 4112.8, 4212.8, 4312.8
Resignation	4017.2	BP	AR		Delete existing AR - Replaced BP w/CSBA 4117.2, 4217.2, 4317.2
Unauthorized Release of Confidential/Privileged Information	4018	BP			Replaced w/CSBA BPs 4119.23, 4219.23, 4319.23
Professional Standards	4019	BP			Replaced w/CSBA BPs 4119.21, 4219.21
Prohibition of Sexual Harassment	4019.1	BP	AR		Replaced w/CSBA BPs & ARs 4119.11, 4219.11, 4319.11
Absence Procedure for Certificated and Classified Employees Not Requiring Substitutes	4019.2		AR		Replaced w/revised SSD ARs 4121.2, 4221.2, 4321.2
Report of Absence from Work Form	4019.21		AR	E	Replaced w/revised SSD ARs 4121.3, 4212.3, 4312.3
Job Descriptions	4019.3	BP			Replaced w/revised SSD BPs 4119.3, 4219.3, 4319.3
Requests for Financial or Statistical Information	4019.4	BP			Keep existing BP
Drug-Free Workplace	4020	BP	AR		Keep existing BP & AR
Consultants	4026	BP	AR	E	Rescinded-Replaced w/BP 4355.4
Non-Discrimination in Employment	4030	BP	AR		Revised
Complaints Concerning Discrimination in Employment	4031		AR		Revised
Publication or Creation of Materials	4032	BP			Replaced w/CSBA BPs 4132, 4232, 4332
Employee Mileage Reimbursement	4033.1	BP			Keep existing BP
District Vehicles	4033.2	BP			Keep existing BP
Public Notice Personnel Negotiations	4035	BP			Keep existing BP
Technology Acceptable Use	4040	BP	AR	E	Keep existing BP & AR
Rules for Employee Organizations' Access to Employees; Use of Facilities, Bulletin Boards and Mailboxes; and Other Means of Communication	4041	BP			Replaced w/SSD BPs 4141.4, 4241.4
Employee Longevity Awards	4056	BP			Replaced w/SSD BP 4156.2, 4256.2, 4356.2
Employee Recognition	4056.1	BP			Replaced w/SSD BP 4156.2, 4256.2, 4356.2
Employee Safety	4057	BP	AR		Replaced w/CSBA BPs & ARs 4157, 4257, 4357
Employee Security	4058	BP	AR		Replaced w/CSBA BPs & ARs 4158, 4258, 4358

Board Policy Revision Summary Chart

Title : Board Policies - 4200 Classified	Board Policy #	BP	AR	E	NOTES: Significant Changes/Comments
Classified Employees	4200	BP	AR		Revised - SSD BP 4010
Rules and Regulations for Classified Employees	4200.1	BP			Old # 4212
Recruitment and Selection	4211	BP			Revised - SSD BP 4011.2 / New AR
Legal Status Requirement for Employment	4211.2	BP	AR		Revised - SSD BP 4011.2 / New AR
Appointment and Conditions of Employment	4212		AR		New AR
Health Examinations	4212.4		AR		Delete existing BP 4012.4 / New AR
Employee Drug Testing	4212.41	BP	AR		Revised
Controlled Substance and Alcohol Testing Program	4212.42	BP	AR		Delete existing BP & AR
Drug & Alcohol Testing for School Bus Drivers	4212.42	BP			New BP
Personnel Files	4212.6		AR		New AR
Employment References	4212.61	BP	AR		New BP & AR
Maintenance of Criminal Offender records	4212.62		AR		New AR
Employment of Relatives	4212.8	BP			New BP
Probationary / Permanent Status	4216	BP			New BP
Resignation	4217.2	BP			Revised - SSD BP 4017.2 / Delete SSD AR
Sexual Harassment	4219.11	BP	AR		Revised - SSD BP & AR 4019.1
Securing Substitutes, Instructional, Special-Education Instructional, Campus and Library Aides, and Custodians	4219.2		AR		Delete existing AR
Professional Standards	4219.21	BP		E	NEW EXHIBIT
Dress and Grooming	4219.22	BP			New BP
Unauthorized Release of Confidential/Privileged Information	4219.23	BP			Revised SSD BP 4018
Political Activities of Employees	4219.25	BP	AR		New BP & AR
Duties of Personnel /Job Descriptions	4219.3	BP			Revised BP 4019.3
Substitutes for Special Education Instructional Assistants	4219.3		AR		Delete existing AR
Employees with Infectious Disease	4219.41	BP			New BP
Universal Precautions	4219.43	BP	AR	E	New BP & AR / Keep SSD E
Part-time Classified Employees in Non-classified Service Work	4220		AR		Delete existing AR
Procedure to Obtain and Release Substitutes	4221.1		AR		Revised
Absence Procedures for Certificated and Classified Employees Not Requiring Substitutes	4221.2		AR		Revised - SSD AR 4019.2
Absence Add/Delete/Change Form	4221.3		AR	E	Revised - SSD AR & E 4019.21
Teacher Aides/ Paraprofessionals	4222		AR	E	New AR & E
Staff Development	4231	BP			New BP
Publication or Creation of Materials	4232	BP			Revised - SSD 4032

Board Policy Revision Summary Chart

Title : Board Policies - 4200 Classified	Board Policy #	BP	AR	E	NOTES: Significant Changes/Comments
Rules for Employee Organizations' Access to Employees; Use of Facilities, Bulletin Boards and Mailboxes; and Other Means of Communication	4241.4	BP			Revised - SSD BP 4041
Concerted Action/Work Stoppage	4241.6	BP	AR		Keep existing BP
Additional Time, Overtime and Compensatory Time	4253		AR		Keep existing AR
Overtime for Head Custodians	4253.1		AR		Keep existing AR
Awards and Recognitions Employee Longevity Awards & Recognitions	4256.2				Revised - SSD 4056 & 4056.1
Employee Safety	4257	BP	AR		Revised - SSD 4057
Work-Related Injuries	4257.1	BP			New BP
Employee Security	4258	BP	AR		Revised - SSD 4058
Industrial Accidental/Illness Leave	4261.11		AR		New AR
Family Care <i>and Medical</i> Leave	4261.8		AR		NEW TITLE
Vacation Requests by Classified Employees	4262		AR		Keep existing AR

Board Policy Revision Summary Chart

Title : Board Policies - 4100 Certificated	Board Policy #	BP	AR	E	NOTES: Significant Changes/Comments
Certificated Personnel	4100	BP			Revised - SSD BP 4010
Recruitment and Selection	4111	BP			Revised - SSD BP 4011
Legal Status Requirement for Employment	4111.2	BP	AR		Revised - SSD BP 4011.2 / New AR
Appointment & Conditions of Employment	4112		AR		New AR
Certification	4112.2	BP	AR		Revised
Interns	4112.21	BP	AR		New BP & AR
Staff Teaching Student of LEP	4112.22		AR		New AR
Special Education Staff	4112.23		AR		New AR
Teacher Qualification Under No Child Left Behind	4112.24	BP	AR	E	New BP, AR & E
Health Examinations	4112.4		AR		Delete existing BP 4012.4 / New AR
Employee Drug Testing	4112.41	BP	AR		Revised
Drug & Alcohol Testing for School Bus Drivers	4112.42	BP			New BP
Personnel Files	4112.6		AR		Delete existing BP4012.6 - New AR
Employment References	4112.61	BP	AR		New BP & AR
Maintenance of Criminal Offender Records	4112.62		AR		New AR
Employment of Relatives	4112.8	BP			Revised - SSD 4012.8
Assignments (certificated)	4113	BP	AR		New BP & AR
Transfers	4114	BP			New BP
Evaluation/Supervision of Certificated, Non-management Personnel	4115		AR		Delete existing AR - New AR
Probationary/Permanent Status of Certificated Personnel	4116	BP	AR		Keep existing BP / New AR
Resignation	4117.2	BP			Revised - SSD BP 4017.2 / Delete - SSD AR
Dismissal of Certificated Non-management Employees	4117.4	BP			Keep existing BP
Employee Status Reports	4117.7		AR		New AR
Teacher Tardiness	4118.4	BP			Delete existing BP
Sexual Harassment	4119.11	BP	AR		Revised - SSD BP & AR 4019.1
Professional Standards	4119.21	BP			Revised - BP 4019
Dress and Grooming	4119.22	BP			New BP
Unauthorized Release of Confidential/Privileged Information	4119.23	BP			Revised SSD BP 4018
Political Activities of Employees	4119.25	BP	AR		New BP & AR
Sixth Grade Camp	4119.26	BP			Revised BP 4139
Duties of Personnel /Job Descriptions	4119.3	BP			Revised BP 4019.3
Employee with Infectious Disease	4119.41	BP			New BP
Universal Precautions	4119.43	BP	AR	E	New BP & AR / Keep SSD E
Temporary & Part-time Certificated Personnel	4120	BP			Delete existing BP
Substitute Teachers Temporary/Substitute Personnel	4121		AR		Delete existing BP / New AR
Substitute Teachers, Procedure to Obtain and Release Substitutes	4121.1		AR		Revised
Evaluation of Substitute Teachers	4121.2		AR	E	Delete existing AR & E
Absence Procedures for Certificated and Classified Employees Not Requiring Substitutes	4121.2		AR		Revised - SSD AR 4019.2

Board Policy Revision Summary Chart

Title : Board Policies - 4100 Certificated	Board Policy #	BP	AR	E	NOTES: Significant Changes/Comments
Absence Add/Delete/Change Form	4121.3		AR	E	Revised - SSD AR & E 4019.21
Employment of Substitute Certificated Employees, and Employment of Substitute and Short-term Employee No in the Classified Services	4121.3	BP			Delete existing BP
Student Teachers	4122	BP			Keep existing BP
Certificated Staff Development and Conference Attendance	4131	BP	AR		Revised
Beginning Teacher Support/Induction BTSA	4131.1	BP			New BP
Certificated Personnel Professional Growth	4131.5	BP			Delete existing BP
Certificated Personnel Professional Development Program	4131.6	BP			Delete existing BP
Survey and Experimental Studies by Staff Members	4131.7	BP			Keep existing BP
Publication or Creation of Materials	4132	BP			Revised - SSD 4032
Mentor Teachers	4138	BP			Delete existing BP
Rules for Employee Organizations' Access to Employees; Use of Facilities, Bulletin Boards and Mailboxes; and Other Means of Communication	4141.4	BP			Revised - SSD BP 4041
Concerted Action/Work Stoppage	4141.6	BP			Keep existing BP
Teacher Advancement	4151.1	BP			Revised - SSD 4156
Awards & Recognitions Employee Longevity Awards & Recognitions	4156.2	BP			Revised - SSD 4056 & 4056.1
Employee Safety	4157	BP	AR		Revised - SSD 4057
Work-Related Injuries	4157.1	BP			New BP
Notification to Teachers of Suspended Students	4158	BP			Delete existing BP
Employee Security	4158	BP	AR		Revised - SSD 4058
Industrial Accident/Illness Leave	4161.11		AR		New AR
Family Care <i>and Medical</i> Leave	4161.8		AR		Deleted BP / New AR

Board Policy Revision Summary Chart

Title : Board Policies - 4300 Management / Confidential	Board Policy #	BP	AR	E	NOTES: Significant Changes/Comments
Professional Leadership Team	4300	BP			Revised
Administrative Staff Organization	4301	BP			New BP
Management Recruitment and Selection	4311		AR		Revised
Legal Status Requirement for Employment	4311.2	BP	AR		Revised - SSD BP 4011.2 / New AR
Employment of Management Staff	4312	BP	AR		Delete existing BP & AR
Health Examinations	4312.4		AR		Delete existing BP 4012.4 / New AR
Employee Drug Testing	4312.41	BP	AR		Revised
Drug & Alcohol Testing of School Bus Drivers	4312.42	BP			New BP
Personnel Files	4312.6	BP	AR		Delete existing BP 4012.6 - New AR
Employment References	4312.61		AR		New AR
Employment of Relatives	4312.8	BP			Revised - SSD 4012.8
Assignment of Management Professional Leadership Team Personnel	4313	BP			Revised
Promotion of Management	4313.2	BP			Delete existing BP
Suspension/Demotion/ Dismissal/Reassignment of Management/Confidential Employees	4313.2	BP	AR		Renumbered / Old BP & AR 4313.21
Transfers	4314	BP	AR		Revised
Evaluation/Supervision of Management/Confidential Employees	4315	BP			Keep existing BP
Certification of Competence in Evaluation and Instructional Methodologies	4315.1	BP			Keep existing BP
Part-time Employment with Full Retirement Credit Certificated Management Employees	4317.11	BP			Keep existing BP
Resignation	4317.2	BP			Revised - SSD BP 4017.2 / Delete - SSD AR
Personnel Reduction-Creating and Abolishing- Management/Confidential Positions-	4317.3	BP			REVISED / NEW TITLE
-Reduction of Management/Confidential- Employees-	4317.31	BP			Delete existing BP
Sexual Harassment	4319.11	BP	AR		Revised - SSD BP & AR 4019.1
Dress and Grooming	4319.22	BP			New BP
Unauthorized Release of Confidential/Privileged Information	4319.23	BP			Revised SSD BP 4018
Political Activities of Employees	4319.25	BP	AR		New BP & AR
Duties of Personnel /Job Descriptions	4319.3	BP			Revised / Old BP 4019.3
Employees with Infesctious Disease	4319.41	BP			New BP
Universal Precautions	4319.43	BP	AR	E	New BP & AR / Keep SSD E
Absence Procedures for Certificated and Classified Employees Not Requiring a Substitutes	4321.2		AR		Revised - SSD AR 4019.2
Absence Add/Delete/Change Form	4321.3		AR	E	Revised - SSD AR & E 4019.21
Staff Development	4331	BP			New BP

Board Policy Revision Summary Chart

Title : Board Policies - 4300 Management / Confidential	Board Policy #	BP	AR	E	NOTES: Significant Changes/Comments
Publication or Creation of Materials	4332	BP			Revised - SSD 4032
Executive Council Mileage and Travel Expense Reimbursement	4333.1	BP			Revised
Rules for Employee Organizations' Access to Employees; Use of Facilities, Bulletin Boards and Mailboxes; and Other Means of Communication	4341.4	BP			Revised - SSD BP 4041
Management/Confidential Designation, Salary Schedules, and Benefit Allowance	4351	BP	AR		Revised
Management/Confidential Employees' Benefits	4351.1		AR		Revised
Compensation for Management Employees	4351.2		AR		Revised
Compensation for Confidential Employees	4351.3		AR		Revised
Early Retirement Health Benefits for Management/Confidential Employees	4354.1	BP			Keep existing BP
Management/Confidential Supplemental Early Retirement Program (<i>Suspended 7/1/05</i>)	4355	BP			Keep existing BP
Early Retirement Incentive Program for Management/Confidential Employees (<i>Rescinded, February 7, 2006</i>)	4355.1	BP	AR		Delete existing BP & AR
Consultant Services	4355.4	BP			Revised
Awards and Recognitions Employee Longevity and Recognitions	4356.2	BP			Revised - SSD 4056 & 4056.1
Employee Safety	4357	BP	AR		Revised - SSD 4057
Work-Related Injuries	4357.1	BP			New BP
Employee Security	4358	BP	AR		Revised - SSD 4058
Management/Confidential Employee Leaves	4361	BP			The following ARs have been included in 4361 - 4361.1, 4361.12, 4361.13, 4361.14, 4361.2, 4361.21, 4361.22, 4361.3, 4361.31, 4361.5, 4361.6, 4361.61, 4361.7, 4361.71
Catastrophic Leave	4361.9	BP	AR		Keep existing BP & AR
Industrial Accident/Illness Leave	4361.11		AR		Revised
Family <i>Care and Medical</i> Leave	4361.8		AR		Revised
Management/Confidential Vacation	4362	BP			Keep existing BP
Management/Confidential Employee Holidays	4363	BP			Delete existing BP
Management/Confidential Conflict Resolution	4400	BP	AR		Keep existing BP & AR

BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS Item G.

CLOSED SESSION Item H.

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

The Board will now go into Closed Session to discuss:

1. **Public Employment Matters (Govt. Code § 54957)**
Public Employee Discipline/Dismissal/Release

RECONVENE TO PUBLIC SESSION Item I.

ADJOURNMENT Item J.