



Santee School District

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

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

**BOARD OF EDUCATION
 REGULAR MEETING
 AGENDA
 December 6, 2022**

District Mission

Providing an extraordinary education in an inspiring environment with caring people

| | | |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| A. | OPENING PROCEDURES – 6:00 p.m. | <u>Page #:</u> 5 |
| | 1. Call to Order and Welcome | |
| | 2. District Mission | |
| | 3. Pledge of Allegiance | |
| | 4. Approval of Agenda | |
| B. | REPORTS AND PRESENTATIONS | 6 |
| | 1. SSD Proud Moments | |
| | 2. Superintendent’s Report | |
| | 2.1. Developer Fees and Collection Report | 7 |
| | 2.2. Use of Facilities Report | 8 |
| | 2.3. Enrollment Report | 9 |
| C. | PUBLIC COMMUNICATION | 10 |
| | <i>During this time, citizens are invited to address the Board of Education about any item not on the agenda. Requests-to-speak should be submitted in advance. The Board may not take action on any item presented. The Board has a policy limiting any speaker to three (3) minutes. Meetings are recorded.</i> | |
| D. | CONSENT ITEMS | 11 |
| | <i>Items listed under Consent are considered to be routine and are acted on by the Board with a single motion. There is no discussion of these items prior to the Board vote unless a member of the Board, staff, or public requests specific items be considered separately. Request to speak cards should be submitted in advance.</i> | |
| | Superintendent | |
| | 1.1. <u>Approval of Minutes</u> | 12 |
| | It is recommended that the Board of Education approve meeting minutes with any necessary modifications. | |
| | Business Services | |
| | 2.1. <u>Approval/Ratification of Travel Requests</u> | 25 |
| | It is recommended that the Board of Education ratify the authorization granted to personnel requesting out-of-district travel as listed in the item. | |

- 2.2. Approval/Ratification of Revolving Cash Report** 27
It is recommended that the Board of Education approve/ratify revolving cash checks as listed.
- 2.3. Acceptance of Donations, Grants, and Bequests** 29
It is recommended that the Board of Education accept donations, grants, and/or bequests listed in the item and authorize letters of appreciation to be sent on behalf of the Board.
- 2.4. Approval/Ratification of General Services Agreements** 30
It is recommended that the Board of Education approve/ratify agreements with General Service Providers as presented.
- 2.5. Approval of Agreements for Mileage Reimbursement In Lieu of District Transportation** 32
It is recommended that the Board of Education approve/ratify the Parent/Guardian agreements for mileage reimbursement in lieu of District transportation.
- 2.6. Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)** 33
It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the month of October 2022.
- 2.7. Authorization to Sell/Dispose of Surplus Items** 40
It is recommended that the Board of Education declare the described items as surplus and authorize the sale or disposal of them in accordance with the recommended terms.
- 2.8. Award of Informal Bid for Replacement of HVAC Units at PRIDE State Preschool Using California Uniform Public Construction Cost Accounting Act (CUPCCAA)** 43
It is recommended that the Board of Education award a CUPCCAA informal bid for replacement of HVAC units at the PRIDE Academy State Preschool Building to HEYNOW Heating and Air Conditioning contingent upon receiving approval from CDE for the purchase using State Preschool Funds.

Educational Services

- 3.1. Adoption of Resolution #2223-05 Designating Personnel and Approval of 2023-24 Child Development Services Contract and Continued Funding Application** 44
It is recommended that the Board of Education adopt Resolution #2223-05 Designating Personnel and Approval of 2023-24 Child Development Services Contract and Continued Funding Application.

Human Resource/Pupil Services

- 4.1. Personnel, Regular** 46
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations, and dismissals.
- 4.2. Approval of Revised Realignment of Classified Management and Confidential Salary Schedule** 49
It is recommended that the Board of Education approve the revised realignment of the Classified Management and Confidential salary schedule.
- 4.3. Approval of Increase to Daily Substitute Teacher Pay Rate** 51
It is recommended that the Board of Education approve the increase to the daily substitute teacher rate to \$175 and \$185 for Special Education positions.
- 4.4. Memorandum of Understanding with San Diego Youth Services for Anti-BIAS Program for Bullying Prevention** 52
It is recommended that the Board of Education approve the Memorandum of Understanding with San Diego Youth Services to offer the Anti-BIAS program to 7th and 8th grade students.

| | | |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 4.5. | <u>Approval of 2022-2023 Implementation Plan for the California Health Kids Survey (CHKS)</u> | 70 |
| | It is recommended that the Board of Education approve the implementation plan for the 2022-2023 California Healthy Kids Survey. | |
| E. | DISCUSSION AND/OR ACTION ITEMS | 72 |
| | <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 Employment Contract: Assistant Superintendent of Business Services, 2023-2025</u> | 73 |
| | It is recommended that the Board of Education Approve the Employment Contract for the Assistant Superintendent of Business Services, effective February 1, 2023. | |
| 1.2. | <u>Approval of Employment Contract: Assistant Superintendent of Educational Services, 2023-2025</u> | 79 |
| | It is recommended that the Board of Education Approve Employment Contract for the Assistant Superintendent of Educational Services, effective February 1, 2023. | |
| 1.3. | <u>California School Boards Association (CSBA) Delegate Assembly Call for Nominations</u> | 85 |
| | Nominations are at the discretion of the Board of Education. | |
| | Business Services | |
| 2.1. | <u>Approval of First Interim Report for 2022-23</u> | 86 |
| | It is recommended that the Board of Education approve a positive certification for the 1st Interim Report regarding the District's ability to meet its financial obligations for the 2022-23 fiscal year and two subsequent years. | |
| 2.2. | <u>Approval of Monthly Financial Report</u> | 87 |
| | It is recommended that the Board of Education approve the Monthly Financial Report, as presented. | |
| F. | BOARD POLICIES AND BYLAWS | 90 |
| 1.1. | <u>Third Reading: Revised Board Policies (BP)/Administrative Regulation (AR):</u> | 91 |
| | <ul style="list-style-type: none">BP 1313 – Civility | |
| | It is recommended that the Board of Education review and/or adopt revised Board Policies 1313 – Civility being presented in a third reading. Action, if any, is at the direction of the Board of Education. | |
| 1.2. | <u>Second Reading: Revised Board Policies (BP)/Administrative Regulation (AR):</u> | 94 |
| | <ul style="list-style-type: none">BP 4354.1 – Early Retirement Health Benefits for Management/Confidential EmployeesBP 6115 – Ceremonies and Observances | |
| | It is recommended that the Board of Education adopt revised Board Policies 4354.1 – Early Retirement Health Benefits for Management/Confidential Employees, and BP 6115 – Ceremonies and Observances, being presented in a second reading. | |

- 1.3. **First Reading: Revised Board Policies (BP)/Administrative Regulation (AR):** 97
- BP 7110 – Facilities Master Plan
 - BP 7131 – Relations with Local Agencies
 - BP 7140 – Architectural and Engineering Services

Revised Board Policies BP 7110 and BP 7140, and New Board Policy BP 7131 are being presented for a First Reading. Action, if any, is at the discretion of the Board of Education.

- G. **EMPLOYEE ASSOCIATION COMMUNICATION** 106
- H. **BOARD COMMUNICATION** 106
- I. **ORGANIZATIONAL BUSINESS** 106
- J. **CLOSED SESSION** 106
1. **Conference with Labor Negotiator** (Gov't. Code § 54957.6)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Employee Organizations: Santee Teachers Association (STA); and
Classified School Employees Association (CSEA)
2. **Public Employee Performance Evaluation** (Gov't. Code § 54957)
Superintendent
- K. **RECONVENE TO PUBLIC SESSION** 106
- L. **ADJOURNMENT** 106

Please note: Per SB 343, the supporting documents for this meeting agenda are available in the lobby at the Santee School District Office, located at 9625 Cuyamaca St., Santee, CA 92071 and will be available for viewing at the meeting. As of this posting, the Organizational Meeting of the Board of Education will be held in-person on December 13, 2022, at 6:00 p.m. 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:

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

ITEM A. OPENING PROCEDURES – 6:00 P.M.

1. Call to Order and Welcome
2. District Mission
 - *Providing an extraordinary education in an inspiring environment with caring people*
3. Pledge of Allegiance
4. Approval of Agenda for the December 6, 2022, regular meeting

Agenda Item A.

Item B. REPORTS AND PRESENTATIONS

The following items are presented for Board information:

1. SSD Proud Moment

2. Superintendent's Report
 - 2.1. Developer Fees Collection Report
 - 2.2. Use of Facilities
 - 2.3. Enrollment Report

**DEVELOPER FEES COLLECTION REPORT
2022-23
CUMULATIVE THROUGH December 6, 2022**

Residential Rate: \$2.53 per square foot - effective 3/18/21; \$2.97 per square foot - effective 8/20/2022
 Commercial Rate: \$0.41 per square foot - effective 5/17/20; \$0.48 per square foot - effective 8/20/2022
 Self Storage Rate: \$0.03 per square foot - effective 5/17/20; \$0.02 per square foot - effective 8/20/2022

| COM | RES | SS | ADDRESS | DATE OF COLLECT. | SQUARE FEET | AMOUNT | SCHOOL OF ATTENDANCE |
|---------------------|------------|-----------|-----------------------|-------------------------|--------------------|---------------|-----------------------------|
| | X | | 8539 Fanita Dr | 07/01/22 | 555 | \$1,404.15 | PA |
| | X | | 1842 Pepper Villa Dr | 07/21/22 | 808 | \$2,044.24 | PD |
| X | | | 800 Lantern Crest Way | 08/01/22 | 62,224 | \$25,511.84 | PD |
| | X | | 8730 Ruocco Dr | 08/19/22 | 3,811 | \$9,641.83 | PD |
| | X | | 9731 McCardle Way | 08/30/22 | 702 | \$2,084.94 | SC |
| | X | | 9913 Conejo Rd | 08/31/22 | 1,075 | \$3,192.75 | RS |
| | X | | 8620 Dove Hill Dr | 09/06/22 | 1,183 | \$3,513.51 | CFH |
| | X | | 353 Cascade Rd ADU | 09/12/22 | 2,370 | \$7,038.90 | PD |
| | X | | 10337 Buena Vista Ave | 09/14/22 | 880 | \$2,613.60 | PA |
| | X | | 1847 N Mollison Ave | 09/30/22 | 3,339 | \$9,916.83 | PD |
| X | | | 7757 Mission Gorge Rd | 10/05/22 | 500 | \$240.00 | CFH |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| TOTAL PAGE 1 | | | | | | \$67,202.59 | |

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

Requests for Use of Facilities

| <i>Fiscal Year:</i> 2022-2023 | | <i>Report For:</i> December 6, 2022 | | | | | | |
|-------------------------------|--------------------------|-------------------------------------|------------|------------|--------------------|-----------|---------|------------|
| Site | Organization | Facility(ies) Used | Date From | Date To | Day(s) of the Week | From Time | To Time | Total Days |
| Carlton Hills | West Hills Little League | Multi-Purpose Room | 11/30/2022 | 11/30/2022 | Wednesday | 5:00 PM | 9:00 PM | 1 |
| Carlton Hills | PTA | LRC | 12/9/2022 | 12/16/2022 | Friday - Friday | 7:00 AM | 3:00 PM | 6 |
| Pepper Drive | Girl Scouts | Multi-Purpose Room | 11/10/2022 | 3/9/2023 | Thursday | 5:00 PM | 7:30 PM | 5 |
| Pepper Drive | Out-of-School Time Prog. | Multi-Purpose Room | 11/17/2022 | 11/17/2022 | Thursday | 4:30 PM | 6:00 PM | 1 |
| Sycamore Canyon | Girl Scouts Troop 5954 | Multi-Purpose Room | 11/11/2022 | 3/2/2023 | Thursday | 4:30 PM | 6:30 PM | 14 |

**Santee School District
ENROLLMENT REPORT
11/18/2022
Month 4 Week 3
School Week 13**

| SCHOOL | REGULAR ED | | | | | | | | | | | | | SPECIAL ED | | | | | | | | | | | | | Total All | | | | | | |
|--------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|--------------|---------------|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------|---------------|--------------|-------------|--------------|-----------|---|
| | EAK 5yo | TK | K | Gr 1 | Gr 2 | Gr 3 | Gr 4 | Gr 5 | Gr 6 | Gr 7 | Gr 8 | 11/18/22 | 11/12/21 | # Diff | % Diff | TK | K | Gr 1 | Gr 2 | Gr 3 | Gr 4 | Gr 5 | Gr 6 | Gr 7 | Gr 8 | 11/18/22 | 11/12/21 | # Diff | % Diff | 11/18/22 | 11/10/22 | # Diff | |
| Cajon Park | | 21 | 74 | 71 | 70 | 82 | 95 | 99 | 110 | 108 | 91 | 821 | 820 | 1 | 0.1% | 7 | 7 | 8 | 6 | 6 | 7 | 10 | 5 | 10 | 66 | 62 | 4 | 6.5% | 887 | 887 | 0 | | |
| Carlton Hills | | 21 | 52 | 49 | 56 | 48 | 55 | 59 | 52 | 64 | 72 | 528 | 551 | -23 | -4.2% | 10 | 11 | 6 | 3 | 10 | 4 | 4 | 3 | 3 | 54 | 48 | 6 | 12.5% | 582 | 583 | -1 | | |
| Carlton Oaks | | 24 | 63 | 85 | 77 | 71 | 83 | 82 | 79 | 115 | 86 | 765 | 750 | 15 | 2.0% | 12 | 9 | 6 | 9 | 8 | 12 | 9 | 13 | 8 | 86 | 71 | 15 | 21.1% | 851 | 853 | -2 | | |
| Chet F. Harritt | | 21 | 66 | 60 | 63 | 68 | 58 | 71 | 49 | 79 | 51 | 586 | 568 | 18 | 3.2% | 0 | 0 | 0 | 0 | 0 | 4 | 9 | 4 | 5 | 22 | 22 | 0 | 0.0% | 608 | 607 | 1 | | |
| Hill Creek | | 21 | 71 | 67 | 74 | 77 | 73 | 79 | 63 | 53 | 55 | 633 | 652 | -19 | -2.9% | 7 | 3 | 4 | 6 | 5 | 1 | 0 | 0 | 0 | 26 | 25 | 1 | 4.0% | 659 | 664 | -5 | | |
| Pepper Drive | | 22 | 64 | 57 | 78 | 60 | 87 | 89 | 95 | 88 | 73 | 713 | 772 | -59 | -7.6% | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | #DIV/0! | 713 | 713 | 0 | |
| Pride Academy | | 21 | 58 | 70 | 75 | 69 | 45 | 50 | 68 | 58 | 51 | 565 | 590 | -25 | -4.2% | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% | 565 | 563 | 2 |
| Rio Seco | | | 80 | 102 | 96 | 89 | 86 | 96 | 116 | 89 | 104 | 858 | 870 | -12 | -1.4% | 4 | 7 | 9 | 10 | 4 | 7 | 12 | 10 | 9 | 72 | 62 | 10 | 16.1% | 930 | 931 | -1 | | |
| Sycamore Canyon | | 14 | 42 | 46 | 49 | 57 | 32 | 49 | 31 | 0 | 0 | 320 | 342 | -22 | -6.4% | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% | 320 | 320 | 0 | |
| SUBTOTAL | 0 | 165 | 570 | 607 | 638 | 621 | 614 | 674 | 663 | 654 | 583 | 5789 | 5915 | -126 | -2.1% | 0 | 40 | 37 | 33 | 34 | 33 | 35 | 44 | 35 | 35 | 326 | 290 | 36 | 12.4% | 6115 | 6,121 | -6 | |
| Alternative School | | 0 | 5 | 0 | 3 | 2 | 2 | 2 | 1 | 2 | 0 | 17 | 63 | -46 | -73.0% | | | | | | | | | | | 0 | 4 | | | 17 | 17 | 0 | |
| Santee Success | | | | | | | | | | 1 | 2 | 3 | 4 | -1 | -25.0% | | | | | | | | | | | 0 | 0 | 0 | 0.0% | 3 | 3 | 0 | |
| NPS | | | | | | | | | | | | 0 | 0 | | | 0 | 0 | 0 | 1 | 0 | 2 | 2 | 2 | 2 | 9 | 13 | -4 | -30.8% | 9 | 9 | 0 | | |
| SUBTOTAL | 5 | 0 | 3 | 2 | 2 | 2 | 2 | 1 | 3 | 2 | 20 | 67 | -47 | -70.1% | 0 | 0 | 0 | 0 | 1 | 0 | 2 | 2 | 2 | 2 | 9 | 17 | -8 | -47.1% | 29 | 29 | 0 | | |
| TOTAL | 0 | 165 | 575 | 607 | 641 | 623 | 616 | 676 | 664 | 657 | 585 | 5809 | 5,982 | -173 | -2.9% | 0 | 40 | 37 | 33 | 35 | 33 | 37 | 46 | 37 | 37 | 335 | 307 | 28 | 9.1% | 6144 | 6150 | -6 | |

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

| | PK | EAK 4yo | Total All |
|---------------------|-----------|----------|-----------|
| Cajon Park | 0 | 0 | 887 |
| Carlton Hills | 0 | 0 | 582 |
| Carlton Oaks | 0 | 0 | 851 |
| Chet F Harritt | 0 | 0 | 608 |
| Hill Creek | 0 | 0 | 659 |
| Pepper Dr | 0 | 0 | 713 |
| Pride Academy | 0 | 0 | 565 |
| Rio Seco | 0 | 0 | 930 |
| Sycamore Canyon | 83 | 0 | 403 |
| Total PK/EAK | 83 | 0 | 83 |

| |
|--------------------------------------|
| Total Enrollment Including PK |
| 6227 |

Item C. PUBLIC COMMUNICATION

During this time, citizens are invited to address the Board of Education about any item not on the agenda. The Board has a policy limiting any speaker to three (3) minutes. The Board may not take action on any item presented. Requests-to-speak, should be submitted in advance. Meetings are recorded.

Agenda Item C.

Item 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. Requests-to-speak should be submitted in advance.

Agenda Item D.

Consent Item D.1.1.
Prepared by Dr. Kristin Baranski
December 6, 2023

Approval of Minutes

BACKGROUND:

Presented for Board approval –

- November 15, 2022, special and regular meeting minutes
- November 17, 2022, special meeting

RECOMMENDATION:

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

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

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

November 15, 2022
MINUTES

Douglas E. Giles
Educational Resource Center
9619 Cuyamaca Street
Santee, CA 92071

A. OPENING PROCEDURES

1. Call to Order and Welcome

The meeting was called to order at 5:00 p.m.

Members present:

Elana Levens-Craig, President

Dianne El-Hajj, Vice President

Ken Fox, Clerk

Dustin Burns, Member

Barbara Ryan, Member

Administration:

Dr. Kristin Baranski, Superintendent and Secretary to the Board

B. PUBLIC COMMUNICATION

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

C. STUDENT FORUM

The Board of Education met with student representatives from each school to discuss Board Policy 5131 – Conduct; Board Policy and Exhibit 6163.4 – Student Use of Technology; and A Tough Call Article.

D. ADJOURNMENT

With no further business, the November 15, 2022, special meeting was adjourned at 6:00 p.m.

Ken Fox, Clerk

Dr. Kristin Baranski, Secretary

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

November 15, 2022
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome

President Levens-Craig called the meeting to order at 6:06 p.m.

Members present:

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

Administration present:

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

2. District Mission

President Levens-Craig welcomed those present and invited the audience to recite the District Mission.

3. Pledge of Allegiance

Chrishaun Green, Out-of-School Time Programs Director, led members, staff, and audience, in the Pledge of Allegiance.

4. Approval of Agenda

President Levens-Craig presented the agenda for approval. Member Burns moved approval.

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

President Levens-Craig congratulated Member Ryan (Seat 1), Member Fox (Seat 5), and Member Burns (Seat 3) for their successful reelection.

B. REPORTS AND PRESENTATIONS

1. SSD Proud Moment

President Levens-Craig shared the following proud moments and displayed the following slides for Carlton Oaks.

We have had many proud moments in the past month at Carlton Oaks!

During the week of October 24-28, we celebrated Red Ribbon Week. We had an assembly with the Police and Fire departments; six different dress up days; and took a pledge to make healthy choices and Say No to Drugs!

During the first week of November, our 8th graders performed A Pirate Carol for our school and families.

On Saturday, November 5, we hosted our Fall Festival for the first time since 2019. It was a blast!

We also have been loving our Arts Attack Program, which reopened at the beginning of October. So many parents are volunteering to make this possible.

There is a lot to be proud about at Carlton Oaks.



SSD Proud Moment 



SSD Proud Moment 



2. Superintendent's Report

- 2.1. Developer Fees and Collection Report
- 2.2. Enrollment Report

3. 2023-24 LCAP Timeline and Process

Karl Christensen, Assistant Superintendent of Business Services, provided an overview of the timeline and process for LCAP 2023-24. He noted development of the LCAP is a year-long process involving consultation with teachers, principals, school personnel, parents, students, and bargaining units; presentation of draft LCAP to District Advisory Council

(DAC) and District English Learner Advisory Council (DELAC) for review; written response to comments from DAC and DELAC; a public hearing to solicit input from parents and the community; written response to comments received during the Public Hearing process; and adoption of LCAP at the same meeting at which the District's budget is adopted. He noted this year's LCAP Annual Review with stakeholders was on February 28, 2023.

**Santee School District
 LCAP Annual Update Stakeholder Input and Development Timeline**

| # | Action Step | Venue/Method | Date/Time Period | Status |
|----|--------------------------------------------------------------------------------------------------------|-----------------------------------------------|------------------------------------------|--------|
| 1 | Monitor progress on LCAP Action Steps | Cabinet | On-Going | |
| 2 | Provide status reports to Board on goals and action steps and obtain direction, as applicable | Board Meeting | Various, depending on scheduling | |
| 3 | Input Local Data for California Dashboard | Bonner | June 16, 2022 same board meeting as LCAP | |
| 4 | Report to Board on LCAP Development Timeline and Process | Board Meeting | November 15, 2022 | |
| 5 | Review structured questions to use for Student Forums and other stakeholder groups | Cabinet | November 16, 2022 | |
| 6 | Notify Principals to conduct Student Forums for stakeholder feedback | Cabinet | November 17, 2022 | |
| 7 | LCFF California Dashboard released | Cabinet | TBD | |
| 8 | Complete Initial Needs Assessment | Ed Services | December 21, 2022 | |
| 9 | Review data, complete Needs Assessment and determine most significant areas of need | Cabinet | January 11, 2023 | |
| 10 | Deadline to consult with students (stakeholder feedback) | Student Forums and/or Surveys at School Sites | January 31, 2023 | |
| 11 | Complete Executive Summary of LCAP Progress and Data | Cabinet | February 8, 2023 | |
| 12 | Open public input survey for development of LCAP draft | Lisa | February 15, 2023 | |
| 13 | Send Executive Summary to STA in preparation for consultation | Karl | February 17, 2023 | |
| 14 | Send Executive Summary to CSEA in preparation for consultation | Karl | February 17, 2023 | |
| 15 | Provide status report to DELAC and obtain stakeholder feedback | DELAC Meeting | March 10, 2023 | |
| 16 | Provide status report to STA and consult on annual LCAP | EERC Meeting | February 27, 2023 | |
| 17 | Provide status report to parents, community members and Administrators and obtain stakeholder feedback | LCAP Annual Review | February 28, 2023 | |
| 18 | Provide status report to DAC and obtain stakeholder feedback | | | |
| 19 | Board Budget Workshop and update on needs assessment | Workshop | March 7, 2023 | |
| 20 | Provide status report to CSEA and consult on annual LCAP | Scheduled Meeting | March 13, 2023 | |
| 21 | End Public Input for Development of LCAP Draft | Lisa | March 15, 2023 | |
| 22 | Obtain Board direction on potential updates to LCAP | Board Meeting | March 21, 2023 | |
| 23 | Create initial draft of LCAP Annual Update | Cabinet | March 29, 2023 | |
| 24 | Discuss LCAP Annual Update draft with Board | Board Meeting | April 18, 2023 | |
| 25 | Obtain parent/staff public comment on draft | DAC Meeting(s) | May 11, 2023 | |
| 26 | Obtain parent/staff public comment on draft | DELAC Meeting(s) | May 12, 2023 | |
| 27 | Respond in writing to comments generated by DAC and DELAC | Written responses to DAC and DELAC | May 22, 2023 | |
| 28 | Inform public of opportunity to provide input and comments | Post on District and school websites | May 23, 2023 | |
| 29 | Post Notice of Public Hearing | Notice Posting Process | June 2, 2023 | |
| 30 | Conduct Public Hearing | Board Meeting | June 6, 2023 | |
| 31 | Respond in writing to comments generated by public through hearing process | Written responses to public comment | June 13, 2023 | |
| 32 | Adopt LCAP and District Budget | Board Meeting | June 20, 2023 | |

C. PUBLIC COMMUNICATION

President Levens-Craig invited members of the audience to address the Board about any item not on the agenda. There was one (1) request to speak.

Amy Jamieson, speaking on behalf of The RAD Movement, explained The RAD Movement exists to assist families in locating their missing and/or exploited loved ones. Ms. Jamieson noted the organization takes crimes against children seriously and referenced a recent incident where a District teacher showed inappropriate material on an overhead during class. She noted the District's responsibility of keeping students safe and asked that the District be transparent and communicate with all parents.

President Levens-Craig expressed her gratitude towards Ms. Jamieson for her comments and reminded those in attendance that the Board is unable to discuss items not listed on the agenda.

D. CONSENT ITEMS

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

- 1.1. Approval of Minutes
- 1.2. Establish Date and Time of Board of Education Annual Organizational Meeting
- 2.1. Approval/Ratification of Travel Requests
- 2.2. Approval/Ratification of Expenditure Warrants
- 2.3. Approval/Ratification of Purchase Orders
- 2.4. Acceptance of Donations, Grants, and Bequests
- 2.5. Approval/Ratification of Revolving Cash Report
- 2.6. Approval/Ratification of General Services Agreements
- 2.7. Approval/Ratification of Agreements for Mileage Reimbursement in Lieu of District Transportation
- 2.8. Authorization to Sell/Dispose of Surplus Items
- 3.1. Personnel, Regular
- 3.2. Approval to Create Coordinator, Payroll Services Job Description
- 3.3. Approval to Create Executive Assistant I and Executive Assistant II Job Descriptions
- 3.4. Acceptance of Report on Certificated Credentials and Assignments
- 3.5. Approval of Santee Collaborative Reinvestment Plan for the Use of LEA Medi-Cal Funds

Member El-Hajj moved approval.

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

E. DISCUSSION AND/OR ACTION ITEMS

Superintendent

- 1.1. Appointment of Out-of-School Time Coordinator
Superintendent Baranski recommended the appointment of Stefanie Bautista, as Coordinator of Out-of-School Time Programs effective November 28, 2022. She shared Ms. Bautista is currently a SoCal PRO Trainer, and prior to that a Program Coordinator, for Playworks Southern California. Member El-Hajj moved approval.

The Board welcomed Ms. Bautista to the District. Ms. Bautista expressed her gratitude for the opportunity and shared looking forward to serving the students in Santee.

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

1.2. Approval of Employee Agreement Amendments for Assistant Superintendents

Superintendent Baranski presented amendments to the Assistant Superintendents' employment agreements. She noted the amendments included a four percent (4%) salary increase and is reflective of the recent increase to the health benefits contribution for Confidential/Management insurance approved at the September 20 meeting. Member Ryan moved approval.

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

1.3. Approval of Payment to the County of San Diego Registrar of Voters for November 2022 Gubernatorial General Election

Superintendent Baranski shared the fee to add the contested Board of Education seats (Seat 1 and Seat 5) to the Gubernatorial General Election in November 2022 was \$32,000; a \$16,000 savings because Seat 3 was uncontested. She noted bringing the invoice forward to bring attention to the costs incurred by the school districts. Upon discussion on the financial impact on school districts, the Board asked that this be included as one of the District's legislative goals. Member El-Hajj moved approval.

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

Educational Services

2.1. Approval of the Arts, Music, and Instructional Materials Discretionary Block Grant

Dr. Stephanie Pierce, Assistant Superintendent of Educational Services, provided an overview of proposed use of funds that meet the expenditure requirements and uses identified by educational partner input when developing the 2022-23 LCAP. She noted the one-time funding of \$3,889,212 is through the 2025–26 school year. Member Burns moved approval.

| CAT | Description | Type | 2022-23 | 2023-24 | 2024-25 | 2025-26 | Total |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------------|------------------|----------------|----------------|------------------|
| | Beginning Balance | | 3,889,212 | 2,649,991 | 618,408 | 309,204 | 3,889,212 |
| 1 | Middle School Science Curriculum | E | 200,000 | | | | 200,000 |
| 1 | Elementary Grades Science Curriculum | E | | 890,361 | | | 890,361 |
| 5 | Testing Center Trailer | E | 2,937 | | | | 2,937 |
| 5 | Testing Center Generator | E | 6,797 | | | | 6,797 |
| 5 | Testing Center Personnel | E | 7,500 | | | | 7,500 |
| 5 | Testing Center Supplies | E | 1,000 | | | | 1,000 |
| 3 | Books for District Library and School Libraries | N | 20,000 | 20,000 | 20,000 | 20,000 | 80,000 |
| 1 | Teacher on Special Assignment for Arts | N | | 100,000 | 100,000 | 100,000 | 300,000 |
| 4 | Health Benefits | E | 750,000 | 750,000 | | | 1,500,000 |
| 2 | School Allocations for Middle School Electives | N | 124,480 | 124,480 | 124,480 | 124,480 | 497,920 |
| 4 | After School Music Program | N | 50,000 | 50,000 | 50,000 | 50,000 | 200,000 |
| 4 | Indirect Costs | | 76,507 | 96,742 | 14,724 | 14,724 | 202,697 |
| | Total Planned Costs | | 1,239,221 | 2,031,583 | 309,204 | 309,204 | 3,889,212 |
| | Ending Balance | | 2,649,991 | 618,408 | 309,204 | 0 | 0 |
| | Allowable Uses: | | | | | | |
| 1 | Standards-aligned professional development and instructional materials | | | | | | |
| 2 | Instructional materials and professional development aligned to best practices for improving school climate, digital literacy, physical education, and learning through play | | | | | | |
| 3 | Diverse book collections and culturally relevant texts in English, pupils' home languages, or combination of languages | | | | | | |
| 4 | Operational costs | | | | | | |
| 5 | COVID-19 pandemic related supplies | | | | | | |

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

2.2. Approval of Learning Recovery Emergency Block Grant Funds

Dr. Stephanie Pierce, Assistant Superintendent of Educational Services, provided an overview of the proposed expenditure requirements and uses identified by educational partner input when developing the 2022-23 LCAP. She noted the one-time funding of \$5,403,214 is through the 2027-28 school year. Member El-Hajj moved approval.

| CAT | Description | Type | 2022-23 | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 | Total |
|-----|------------------------------------------------------|------|------------------|------------------|------------------|------------------|------------------|----------------|------------------|
| | Beginning Balance | | 5,403,214 | 5,403,214 | 3,462,224 | 1,808,493 | 1,209,831 | 604,842 | 5,403,214 |
| 1 | ELOP Supplement | N | | 260,000 | 260,000 | 260,000 | 260,000 | 253,684 | 1,293,684 |
| 4 | Counselors - 2.0 FTE | E | | 298,494 | 304,252 | 310,154 | 316,180 | 322,356 | 1,551,436 |
| 2 | Gr 4-8 Class Size Reduction Extension | N | | 1,290,068 | 1,010,730 | | | | 2,300,798 |
| | Indirect Costs | | 0 | 92,428 | 78,749 | 28,508 | 28,809 | 28,802 | 257,296 |
| | Total Planned Costs | | 0 | 1,940,990 | 1,653,731 | 598,662 | 604,989 | 604,842 | 5,403,214 |
| | Ending Balance | | 5,403,214 | 3,462,224 | 1,808,493 | 1,209,831 | 604,842 | 0 | 0 |
| | Allowable Uses: | | | | | | | | |
| 1 | Increase or stabilize instructional learning time | | | | | | | | |
| 2 | Decrease or stabilize staff to pupil ratios | | | | | | | | |
| 3 | Close learning gaps | | | | | | | | |
| 4 | Pupil supports to address other barriers to learning | | | | | | | | |
| 5 | Instruction for credit-deficient students | | | | | | | | |
| 6 | Additional academic services | | | | | | | | |

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

Human Resource/Pupil Services

3.1. Approval of Realignment of Classified Management and Confidential Salary Schedule

Tim Larson, Assistant Superintendent of Human Resources/Pupil Services, noted that in a thorough compensation analysis of the Classified Management and Confidential salary schedule, a realignment of the Director of Transportation and Director of Child Nutrition Services were deemed necessary. The realignment also included the addition of the Coordinator, Payroll Services position to the Classified Management schedule and reclassification of the current Administrative Secretary to Executive Assistant I, and Executive Assistant II, respectively; in addition to a \$1,200 annual mileage stipend for the Executive Assistant II position. Member Ryan moved approval.

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

F. BOARD POLICIES AND BYLAWS

President Levens-Craig presented item F.1.1. Second Reading of Revised Board Policy (BP) 6158 – Independent Study, for a second reading and adoption; and F.1.2. BP 4354.1 and BP 6115 as first readings. Member Burns moved approval of F.1.1. Second Reading of Revised Board Policy (BP) 6158 – Independent Study.

1.1. Second Reading: Revised Board Policies (BP)/Administrative Regulation (AR):

- **BP 6158 – Independent Study**

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

1.2. First Reading: Revised Board Policies (BP)/Administrative Regulation (AR):

- **BP 4354.1 – Early Retirement Health Benefits for Management/Confidential Employees**
- **BP 6115 – Ceremonies and Observances**

Revised Board Policies 4354.1 – Early Retirement Health Benefits for Management/Confidential Employees; and BP 6115 – Ceremonies and Observances is being presented for a First Reading.

G. EMPLOYEE ASSOCIATION COMMUNICATION

Melanie Hirahara, Santee Teachers Association (STA) President, shared how the majority of teachers are feeling at the end of the first trimester. She explained the information was relayed to her by site representatives, emails, and through an intermediate teacher survey.

Mrs. Hirahara shared teachers are happy things are back to “normal” (i.e., no more sitting in rows, facing forward, plexiglass, etc.) and that students are able to work in groups again. She shared the teachers’ challenges of having to teach and/or remind students how to work in groups.

Mrs. Hirahara noted the Second Step lessons were being taught to support student social and emotional learning but noted severe and disruptive behaviors are rising. She noted presentations to the Board depict that restorative practices have been working well, but teachers disagree. Escalating student behavior, with no consequences, is causing students and teachers to feel unsafe in the classroom.

She shared teachers feel unsupported by Administration and explained students return to class after they have been sent to the office; sending a message to other students that they can break the rules. Restorative practices alone are not working and need to be paired with a visible consequence. Teachers need to feel supported so everyone can learn and feel safe in their learning environment.

Mrs. Hirahara noted that educating our youth is a stressful job and that the stress for educators is at an all-time high. She explained some teachers are stressed about being out ill because of the lack of substitutes to cover classrooms. Teachers feel they are being asked to do more with no time provided to do the work. She noted the District is at risk of losing highly qualified teachers, especially in special education, due to lack of support. Mrs. Hirahara noted that because of the increase in new teachers, with little or prior teaching experience, other teachers have had to step in to help the new teachers. She noted the need to find better ways to lessen stress and support the new educators. Mrs. Hirahara noted that although presentations to the Board make it seem like everything is ok, a lot of teachers are not.

Member Burns inquired about the safety concerns. Mrs. Hirahara shared the concerns are District-wide and at all grade-levels. She noted that concerns are brought up to site administration and shared with the Superintendent.

President Levens-Craig inquired on parent conferences. Mrs. Hirahara shared her conferences were going great and enjoyed meeting face-to-face with parents.

Member Ryan noted there are a lot of issues due to the consequences of the last two years and noted that the District is part of a grant program that will allow for more personnel to help with mental health concerns.

H. BOARD COMMUNICATION

Member El-Hajj shared meeting with President Levens-Craig to discuss Board Policy 1313 - Civility. She noted a draft would be shared with the concerned parent prior to it being brought forth for discussion and/or adoption. Member El-Hajj shared having a great visit at Carlton Oaks School and how great it was seeing the students in the classrooms.

Member Burns shared speaking to a high school friend who oversees a special education parent support group in the Bay area. The support group, in partnership with their local law enforcement,

established a voluntary database where parents of special education students can share information on their students and their triggers. This provides law enforcement with some insight on what to expect if they are ever called to that residence. He asked that the District explore this option. Superintendent Baranski noted this would be a great discussion for the Special Education Advisory committee.

Member Burns noted it was a great discussion with the students during the student forum. The Board agreed the student forum discussion was great and very informative.

Member Levens-Craig expressed her appreciation to Carlton Oaks School for their invitation to the student performance. She shared it was a great performance and commended everyone for their hard work.

I. ORGANIZATIONAL BUSINESS

Superintendent Baranski discussed logistics for the student forum in the spring. She asked that the Board consider if the same students would be returning and a topics of discussion (i.e., dress code).

Superintendent Baranski explained the December 6 meeting agenda would include regular items for discussion and/or approval. The December 13 meeting was designated for organizational business for 2023 (i.e., rotation of officers, 2023 meeting calendar, etc.).

J. CLOSED SESSION

President Levens-Craig announced that the Board would meet in closed session for:

1. **Conference with Legal Counsel – Anticipated Litigation** (Gov't. Code § 54956.9)
- *One Case*
2. **Conference with Labor Negotiator** (Gov't. Code § 54957.6)
Purpose: Negotiations
Agency Negotiators: Tim Larson, Assistant Superintendent
Employee Organizations: Santee Teachers Association (STA); and
Classified School Employees Association (CSEA)
3. **Public Employee Performance Evaluation** (Gov't. Code § 54957)
Superintendent

The Board entered closed session at 6:44 p.m.

K. RECONVENE TO OPEN SESSION

The Board reconvened to public session at 8:50 p.m. and reported no action was taken.

L. ADJOURNMENT

With no further business, the regular meeting of November 15, 2022, was adjourned at 8:50 p.m.

Ken Fox, Clerk

Dr. Kristin Baranski, Secretary

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

November 17, 2022
MINUTES

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

A. OPENING PROCEDURES

The meeting was called to order at 5:00 p.m. by President Levens-Craig.

B. PUBLIC COMMUNICATION

There was no public communication.

C. CLOSED SESSION

1. Consideration of Student Matter (Ed. Code § 48918) Student #: 2-2223

The Board entered closed session at 5:03 p.m. to discuss student discipline hearings for student #: 2-2223. This matter was heard by the Santee School Board Members Elana Levens-Craig, Ken Fox, Barbara Ryan, and Dustin Burns in closed session. Oral and documentary evidence was received. Following the presentation of evidence, President Levens-Craig announced the Board members would deliberate and all other persons were asked to leave the room.

D. RECONVENE TO PUBLIC SESSION AND ADJOURNMENT

The Board reconvened to public session at 7:11 p.m.

ACTION TAKEN BY BOARD

It was motioned by Member Ryan to expel student #2-2223 from the Santee School District for violation of California Education Code Sections 48900 (b) possessed, sold, or otherwise furnished a weapon (firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds), and Santee School District Board Policy 5144.1: Students: Suspension and Expulsion/Due Process and Administrative Regulations 5144.1.

The expulsion shall be immediately suspended herewith, and the student shall complete the following elements in a Rehabilitation Plan:

- Transfer to another school as determined by administration. Student may not return to their previous school.
- Achieve and maintain a 2.0 (or better) GPA for scholarship, effort, and citizenship performance.
- Receive no new suspensions.
- Attend school regularly with no unexcused absences or tardies.
- Perform 20 hours of community service by March 1, 2023 and provide written verification.
- Complete a counseling program for decision-making and peer pressure.
- Complete all elements of this Rehabilitation Plan by March 1, 2023 and present documentation to verify completion.

A parent must meet with the Director of Pupil Services by November 30, 2022, to review and sign the Rehabilitation Plan. If the parent fails to meet within the designated time and/or does not sign the Rehabilitation Plan, the student may be expelled without further Board action.

Motion: Ryan
Second Burns
Vote: 4-0

Levens-Craig Aye
El-Hajj Not Present
Fox Aye

Burns Aye
Ryan Aye

E. ADJOURNMENT

The November 17, 2022 special meeting was adjourned at 7:13 p.m.

Ken Fox, Clerk

Dr. Kristin Baranski, Secretary

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

November 17, 2022
MINUTES

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

A. OPENING PROCEDURES

The meeting was called to order at 5:00 p.m. by President Levens-Craig.

D. PUBLIC COMMUNICATION

There was no public communication.

E. CLOSED SESSION

1. Consideration of Student Matter (Ed. Code § 48918) Student #: 3-2223

The Board entered closed session at 6:02 p.m. to discuss student discipline hearings for student #: 3-2223. This matter was heard by the Santee School Board Members Elana Levens-Craig, Ken Fox, Barbara Ryan, and Dustin Burns in closed session. Oral and documentary evidence was received. Following the presentation of evidence, President Levens-Craig announced the Board members would deliberate and all other persons were asked to leave the room.

D. RECONVENE TO PUBLIC SESSION AND ADJOURNMENT

The Board reconvened to public session at 7:14 p.m.

ACTION TAKEN BY BOARD

It was motioned by Member Ryan to expel student #3-2223 from the Santee School District for violation of California Education Code Sections 48900 (c) (k) possessed, used, sold, furnished or been under the influence of alcohol, intoxicant, or controlled substance, as defined in the Health and Safety Code, disrupted school activities or defied authority of school personnel, and Santee School District Board Policy 5144.1: Students: Suspension and Expulsion/Due Process and Administrative Regulations 5144.1.

The expulsion shall be immediately suspended herewith, and the student shall complete the following elements in a Rehabilitation Plan:

- Transfer to another school as determined by administration. Student may not return to their previous school.
- Achieve and maintain a 2.0 (or better) GPA for scholarship, effort, and citizenship performance.
- Receive no new suspensions.
- Attend school regularly with no unexcused absences or tardies.
- Perform 20 hours of community service by March 1, 2023 and provide written verification.
- Complete a counseling program for drug/alcohol abuse prevention/treatment.
- Remain free of illegal substances and participate in a monthly drug testing program.
- Write a paper or prepare a PowerPoint presentation on the dangers of THC and vaping.
- Complete all elements of this Rehabilitation Plan by March 1, 2023 and present documentation to verify completion.

A parent must meet with the Director of Pupil Services by November 30, 2022, to review and sign the Rehabilitation Plan. If the parent fails to meet within the designated time and/or does not sign the Rehabilitation Plan, the student may be expelled without further Board action.

Motion: Ryan
Second Fox
Vote: 4-0

Levens-Craig Aye
El-Hajj Not Present
Fox Aye

Burns Aye
Ryan Aye

E. ADJOURNMENT

The November 17, 2022 special meeting was adjourned at 7:16 p.m.

Ken Fox, Clerk

Dr. Kristin Baranski, Secretary

Consent Item D.2.1. Approval/Ratification of Travel Requests
Prepared by Karl Christensen
December 6, 2022

BACKGROUND:

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

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

RECOMMENDATION:

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

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The estimated travel expenses are \$18,071, with substitute costs of \$870, as disclosed on the following page.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.1.

Board Travel Report - December 6, 2022

| Travel Dates | | | Attendees | Site or Dept. | Conference or Workshop | Location | Sub Cost | Estimated Expenses | Budget | Purpose of Travel | District Goal |
|--------------------------------------------------------------------------------------------------------|----------|----------|----------------------|-------------------------|---------------------------------------------------------------------|-----------|----------|--------------------|------------------------------|----------------------------------------------------------------------------------|---------------|
| Various. | 11/01/22 | 06/30/23 | Leah Sullivan | Pepper Drive | SDSU CGI Professional Development Collaborative Sessions | Online | \$0 | \$75 | Educator Effectiveness Grant | Interactive sessions with keynote ideas and instructional strategies. | 1 |
| Various. | 11/01/22 | 06/30/23 | Mary Hayward | Chet F. Harritt | SDSU CGI Professional Development Collaborative Sessions | Online | \$0 | \$75 | Educator Effectiveness Grant | Interactive sessions with keynote ideas and instructional strategies. | 1 |
| Various. | 11/01/22 | 06/30/23 | Karly Brumlev | Pepper Drive | SDSU CGI Professional Development Collaborative Sessions | Online | \$0 | \$75 | Educator Effectiveness Grant | Interactive sessions with keynote ideas and instructional strategies. | 1 |
| Various. | 11/01/22 | 06/30/23 | Ashley Jackson | Chet F. Harritt | SDSU CGI Professional Development Collaborative Sessions | Online | \$0 | \$75 | Educator Effectiveness Grant | Interactive sessions with keynote ideas and instructional strategies. | 1 |
| Various. | 11/01/22 | 06/30/23 | Priscilla Kaas | Carlton Oaks | SDSU CGI Professional Development Collaborative Sessions | Online | \$0 | \$75 | Educator Effectiveness Grant | Interactive sessions with keynote ideas and instructional strategies. | 1 |
| Various. | 11/01/22 | 06/30/23 | Kimberly Jolie | Caion Park | SDSU CGI Professional Development Collaborative Sessions | Online | \$0 | \$75 | Educator Effectiveness Grant | Interactive sessions with keynote ideas and instructional strategies. | 1 |
| Various. | 11/01/22 | 06/30/23 | Brooke Roehrs | Pepper Drive | SDSU CGI Professional Development Collaborative Sessions | Online | \$0 | \$75 | Educator Effectiveness Grant | Interactive sessions with keynote ideas and instructional strategies. | 1 |
| Various. | 11/01/22 | 06/30/23 | Michelle McNearnev | PRIDE Academy | SDSU CGI Professional Development Collaborative Sessions | Online | \$0 | \$75 | Educator Effectiveness Grant | Interactive sessions with keynote ideas and instructional strategies. | 1 |
| Various. | 11/01/22 | 06/30/23 | Rosanne Schwartz | Sycamore Canyon | SDSU CGI Professional Development Collaborative Sessions | Online | \$0 | \$75 | Educator Effectiveness Grant | Interactive sessions with keynote ideas and instructional strategies. | 1 |
| Various. | 11/01/22 | 06/30/23 | Niki Torres | Pepper Drive | SDSU CGI Professional Development Collaborative Sessions | Online | \$0 | \$75 | Educator Effectiveness Grant | Interactive sessions with keynote ideas and instructional strategies. | 1 |
| Various. | 11/01/22 | 06/30/23 | Robin Dawson | Pepper Drive | SDSU CGI Professional Development Collaborative Sessions | Online | \$0 | \$75 | Educator Effectiveness Grant | Interactive sessions with keynote ideas and instructional strategies. | 1 |
| Various. | 11/01/22 | 06/30/23 | Lisa Bodenstadt | Rio Seco | SDSU CGI Professional Development Collaborative Sessions | Online | \$0 | \$75 | Educator Effectiveness Grant | Interactive sessions with keynote ideas and instructional strategies. | 1 |
| Various. | 11/01/22 | 06/30/23 | Sandra Coe | Sycamore Canyon | SDSU CGI Professional Development Collaborative Sessions | Online | \$0 | \$75 | Educator Effectiveness Grant | Interactive sessions with keynote ideas and instructional strategies. | 1 |
| Various. | 11/01/22 | 06/30/23 | Jodi Cohen | Carlton Oaks | SDSU CGI Professional Development Collaborative Sessions | Online | \$0 | \$75 | Educator Effectiveness Grant | Interactive sessions with keynote ideas and instructional strategies. | 1 |
| Various. | 11/01/22 | 06/30/23 | Jennifer Rolf | Educational Services | SDSU CGI Professional Development Collaborative Sessions | Online | \$0 | \$75 | Educator Effectiveness Grant | Interactive sessions with keynote ideas and instructional strategies. | 1 |
| Various. | 11/01/22 | 06/30/23 | Haley Cydell | Educational Services | SDSU CGI Professional Development Collaborative Sessions | Online | \$0 | \$75 | Educator Effectiveness Grant | Interactive sessions with keynote ideas and instructional strategies. | 1 |
| Wed-Fri. | 11/30/22 | 12/01/22 | Lisa Kenyon | Educational Services | Efficiently Managing Eligibility & Family Enrollment: Part Day CSPP | Online | \$0 | \$299 | California State Preschool | Information about legislation changes and updates on CSPP. | 1 |
| Wed-Sun. | 11/30/22 | 12/03/22 | Dustin Burns | Board of Education | California School Boards Association Conference | San Diego | \$0 | \$829 | Board of Education | Comprehensive professional development conference for educational leaders. | 1, 2 |
| Wed-Sun. | 11/30/22 | 12/03/22 | Dianne El-Haii | Board of Education | California School Boards Association Conference | San Diego | \$0 | \$829 | Board of Education | Comprehensive professional development conference for educational leaders. | 1, 2 |
| Wed-Sun. | 11/30/22 | 12/03/22 | Ken Fox | Board of Education | California School Boards Association Conference | San Diego | \$0 | \$829 | Board of Education | Comprehensive professional development conference for educational leaders. | 1, 2 |
| Wed-Sun. | 11/30/22 | 12/03/22 | Barbara Ryan | Board of Education | California School Boards Association Conference | San Diego | \$0 | \$829 | Board of Education | Comprehensive professional development conference for educational leaders. | 1, 2 |
| Wed-Sun. | 11/30/22 | 12/03/22 | Dr. Kristin Baranski | Superintendent | California School Boards Association Conference | San Diego | \$0 | \$829 | Superintendent's Office | Comprehensive professional development conference for educational leaders. | 1, 2 |
| Wed-Sun. | 11/30/22 | 12/03/22 | Lisa Arreola | Superintendent | California School Boards Association Conference | San Diego | \$0 | \$829 | Superintendent's Office | Comprehensive professional development conference for educational leaders. | 1, 2 |
| Wed-Fri. | 01/18/23 | 01/20/23 | Karly Brumlev | Pepper Drive | Equity Conference 2023: Equity is Love in Action | San Diego | \$435 | \$870 | Educator Effectiveness Grant | Conference will provide strategies to grow education equity in schools. | 1, 2 |
| Wed-Fri. | 01/18/23 | 01/20/23 | Nichole Shirev | Pepper Drive | Equity Conference 2023: Equity is Love in Action | San Diego | \$0 | \$870 | Educator Effectiveness Grant | Conference will provide strategies to grow education equity in schools. | 1, 2 |
| Wed-Fri. | 01/18/23 | 01/20/23 | Jessica Shepard | Pepper Drive | Equity Conference 2023: Equity is Love in Action | San Diego | \$435 | \$870 | Educator Effectiveness Grant | Conference will provide strategies to grow education equity in schools. | 1, 2 |
| Wed-Fri. | 01/18/23 | 01/20/23 | Gretchen Murphy | Carlton Oaks | Equity Conference 2023: Equity is Love in Action | San Diego | \$0 | \$870 | Educator Effectiveness Grant | Conference will provide strategies to grow education equity in schools. | 1, 2 |
| Wed-Fri. | 01/18/23 | 01/20/23 | Angela Tomlinson | Collaborative | Equity Conference 2023: Equity is Love in Action | San Diego | \$0 | \$870 | Educator Effectiveness Grant | Conference will provide strategies to grow education equity in schools. | 1, 2 |
| Wed-Fri. | 01/18/23 | 01/20/23 | Davina Hale | Out of School Time | Equity Conference 2023: Equity is Love in Action | San Diego | \$0 | \$870 | Educator Effectiveness Grant | Conference will provide strategies to grow education equity in schools. | 1, 2 |
| Wed-Fri. | 01/18/23 | 01/20/23 | Chrishaun Green | Out of School Time | Equity Conference 2023: Equity is Love in Action | San Diego | \$0 | \$870 | Educator Effectiveness Grant | Conference will provide strategies to grow education equity in schools. | 1, 2 |
| Wed-Fri. | 01/18/23 | 01/20/23 | Cori Harris | Superintendent's Office | Equity Conference 2023: Equity is Love in Action | San Diego | \$0 | \$870 | Educator Effectiveness Grant | Conference will provide strategies to grow education equity in schools. | 1, 2 |
| Wed-Fri. | 01/18/23 | 01/20/23 | Monica Farren | Hill Creek | Equity Conference 2023: Equity is Love in Action | San Diego | \$0 | \$870 | Educator Effectiveness Grant | Conference will provide strategies to grow education equity in schools. | 1, 2 |
| Wed-Fri. | 01/18/23 | 01/20/23 | Nona Richard | Carlton Oaks | Equity Conference 2023: Equity is Love in Action | San Diego | \$0 | \$870 | Educator Effectiveness Grant | Conference will provide strategies to grow education equity in schools. | 1, 2 |
| Wed-Fri. | 01/18/23 | 01/20/23 | Summer Bradbury | Pepper Drive | Equity Conference 2023: Equity is Love in Action | San Diego | \$0 | \$870 | Educator Effectiveness Grant | Conference will provide strategies to grow education equity in schools. | 1, 2 |
| Thursday. | 01/26/23 | | Jennifer Rolf | Educational Services | California Science Test Data Institute | SDCOE | \$0 | \$70 | Educator Effectiveness Grant | The Institute focuses on CAST data to inform implementation efforts. | 1 |
| Thursday. | 01/26/23 | | Alicen Boulais | Educational Services | California Science Test Data Institute | SDCOE | \$0 | \$70 | Educator Effectiveness Grant | The Institute focuses on CAST data to inform implementation efforts. | 1 |
| Thursday. | 01/26/23 | | Chalene Stanley | Educational Services | California Science Test Data Institute | SDCOE | \$0 | \$70 | Educator Effectiveness Grant | The Institute focuses on CAST data to inform implementation efforts. | 1 |
| Thursday. | 01/26/23 | | Daniel Prouty | Educational Services | California Science Test Data Institute | SDCOE | \$0 | \$70 | Educator Effectiveness Grant | The Institute focuses on CAST data to inform implementation efforts. | 1 |
| Travel Requests That Require Airfare, Overnight Stay, and/or Travel Outside of the State of California | | | | | | | | | | | |
| Sat-Mon. | 02/25/23 | 02/27/23 | Leslie Peabody | Transportation | CASTO State Conference | Burbank | \$0 | \$1,748 | Transportation | The California Association of School Transportation Officials annual conference. | 2 |

District Goals:

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

Consent Item D.2.2. Approval/Ratification of Revolving Cash Report
Prepared by Karl Christensen
December 6, 2022

BACKGROUND:

The Revolving Cash Fund of \$20,000 is used for prompt payment to vendors and saves the costs associated with processing payments of small amounts through the County Superintendent of Schools. The attached report of numerical listings by check number include the issue date, name of payee, a general description of items purchased, and the amount of the check.

RECOMMENDATION:

It is recommended that the Board of Education approve check #22761 on the \$20,000 Revolving Cash Account.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The fiscal impact is \$345.34 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.

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

| Date | Number | Name | Memo | Amount |
|-------------|---------------|------------------------------|-------------------------------------------|---------------|
| 11/14/22 | 22761 | Mission Federal Credit Union | Mission Capt Maint Charges - October 2022 | \$343.67 |

Total Checks Written **\$343.67**

October Bank Fees **\$1.67**

Amount to be reimbursed by SDCOE

Total to be Reimbursed **\$345.34**

Total to Deduct from Future Reimbursement **\$0.00**

Consent Item D.2.3. Acceptance of Donations, Grants, and Bequests
 Prepared by Karl Christensen
 December 6, 2022

BACKGROUND:

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

| <i>Item</i> | <i>Approximate Value</i> | <i>Received From</i> | <i>Designated For Use At</i> |
|--------------------------------------------------|--------------------------|----------------------------------------|------------------------------|
| DONATIONS | | | |
| Funds to Purchase Books for Book Vending Machine | \$250.00 | Coastal Kids Dentistry and Orthodontic | Sycamore Canyon School |
| GRANTS | | | |
| (None) | | | |
| BEQUESTS | | | |
| (None) | | | |
| TOTAL RECEIVED | \$250.00 | | |

RECOMMENDATION:

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

This recommendation supports the following District goal(s):

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

FISCAL IMPACT:

The donations, grants, and/or bequests listed above are valued at \$250.00.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.3.

BACKGROUND:

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

Approval of the following General Services Agreements is requested:

| Vendor Name | Description of Services (Location of Services) | Date(s) of Service | Amount | Funding |
|-----------------------------------|--------------------------------------------------------------|-------------------------|--------------------------------|----------------------------|
| Mad Science | Science Workshops for Students (OST Program Districtwide) | 09/07/2022 – 12/05/2022 | \$57,000.00 (not to exceed) | Out of School Time Program |
| Building Block Entertainment Inc. | Water Conservation Education Assembly (Cajon Park School) | 03/10/2023 | \$0 (no charge) | Cajon Park School |

| Vendor Name | Description of Services (Location of Services) | Dates(s) of Services | Original Amount and Approval Date | Requested Increase / Contract Cumulative Total | Funding |
|-------------------------------------------|-----------------------------------------------------|-------------------------|-----------------------------------|------------------------------------------------|-------------------|
| Connect4Kids Psychological Services, Inc. | Psycho-Educational IEE Assessment (Districtwide) | 07/01/2022 – 06/30/2023 | \$3,710.00 / 09/06/2022 | \$11,130.00 / \$14,840.00 | Special Education |

RECOMMENDATION:

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

This recommendation supports the following District goal(s):

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

FISCAL IMPACT:

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

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.4.

BACKGROUND:

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

The Commercial Warrants Audit manual stipulates that an agreement is to be executed with the Parent/Guardian whenever mileage reimbursement is provided. Agreements with parents/guardians opting to receive mileage reimbursement during the 2022-23 school year for the transportation of their own child(ren) are listed below:

| School of Attendance | Round Trip Miles Per Day | # of Days | Per Mile Rate | Total Estimated Annual Cost |
|------------------------|--------------------------|-----------|---------------|-----------------------------|
| Cajon Park School | 20.0 | 159 | \$0.625 | \$1,987.50 |
| Hill Creek School | 4.8 | 180 | \$0.625 | \$540.00 |
| Rio Seco School | 7.6 | 180 | \$0.625 | \$855.00 |
| Sycamore Canyon School | 20.4 | 180 | \$0.625 | \$2,295.00 |
| Total: | | | | \$5,677.50 |

RECOMMENDATION:

This recommendation supports the following District goal(s):

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

FISCAL IMPACT:

The fiscal impact of \$2,700.00 is paid in lieu of District provided transportation.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.5.

Consent Item D.2.6. Approval/Ratification of Expenditure Transactions
 Prepared by Karl Christensen Charged to District Issued Purchasing Cards (P-Cards)
 December 6, 2022

BACKGROUND:

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

RECOMMENDATION:

It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the period October 1, 2022 through October 31, 2022.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

There were 293 transactions totaling \$36,038.41 charged to various funds.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.6.

| PURCHASE DATE | CARDHOLDER | DEPARTMENT | MERCHANT NAME | PURCHASE AMOUNT | PURCHASE DESCRIPTION |
|---------------|-------------------------|-------------------------|------------------------|-----------------|-----------------------------------------------------------------------------------------------------------|
| 20221002 | ARREOLA,LISA | SUPERINTENDENT'S OFFICE | AMZN MKTP US*140WB2Z92 | 30.16 | Purchase of miscellaneous office supplies. |
| 20221005 | ARREOLA,LISA | SUPERINTENDENT'S OFFICE | VONS #1897 | 17.98 | Board meeting supplies. |
| 20221006 | ARREOLA,LISA | SUPERINTENDENT'S OFFICE | AMAZON.COM*1447R66R2 | 21.54 | Week of Site Administrator supplies. |
| 20221007 | ARREOLA,LISA | SUPERINTENDENT'S OFFICE | CALIFORNIA SCHOOL BOAR | 1,350.00 | Board members registration to CSBA Coast2Coast Advocacy Trip. |
| 20221007 | ARREOLA,LISA | SUPERINTENDENT'S OFFICE | CALIFORNIA SCHOOL BOAR | 675.00 | Board member registration to CSBA Coast2Coast Advocacy Trip. |
| 20221007 | ARREOLA,LISA | SUPERINTENDENT'S OFFICE | CALIFORNIA SCHOOL BOAR | 675.00 | Superintendent's registration to CSBA Coast2Coast Advocacy Trip. |
| 20221011 | ARREOLA,LISA | SUPERINTENDENT'S OFFICE | AMZN MKTP US*1K8EP01W2 | 35.29 | Purchase of instructional material: PLC+: Better Decisions and Greater Impact by Design, Fisher, Douglas. |
| 20221011 | ARREOLA,LISA | SUPERINTENDENT'S OFFICE | CALIFORNIA SCHOOL BOAR | 675.00 | Board member registration to CSBA Coast2Coast Advocacy Trip. |
| 20221012 | ARREOLA,LISA | SUPERINTENDENT'S OFFICE | AMZN MKTP US*1K1HN4MT2 | 18.31 | Miscellaneous meeting supplies. |
| 20221012 | ARREOLA,LISA | SUPERINTENDENT'S OFFICE | AMAZON.COM*1K28E6I71 | 20.47 | Miscellaneous office supplies. |
| 20221012 | ARREOLA,LISA | SUPERINTENDENT'S OFFICE | ETSY.COM - STORYCABIN | 126.07 | Miscellaneous meeting supplies. |
| 20221012 | ARREOLA,LISA | SUPERINTENDENT'S OFFICE | AMZN MKTP US*1K9YZ5P42 | 27.10 | Miscellaneous office supplies. |
| 20221012 | ARREOLA,LISA | SUPERINTENDENT'S OFFICE | VONS #1897 | 18.10 | Board and miscellaneous meeting supplies. |
| 20221013 | ARREOLA,LISA | SUPERINTENDENT'S OFFICE | AMZN MKTP US*HT9GR9F1 | 46.32 | Board meeting supplies. |
| 20221016 | ARREOLA,LISA | SUPERINTENDENT'S OFFICE | USPS PO 0570200071 | 3.36 | Postage for Board packet delivery. |
| 20221019 | ARREOLA,LISA | SUPERINTENDENT'S OFFICE | SANDWICH BAGS DELI & C | 107.14 | Board meeting supplies. |
| 20221020 | ARREOLA,LISA | SUPERINTENDENT'S OFFICE | VONS #1897 | 29.99 | Board meeting supplies. |
| 20221020 | ARREOLA,LISA | SUPERINTENDENT'S OFFICE | AWARDS BY NAVAJO ENGRA | 1,071.62 | Marcia Tofflemire Grass Field Plaque at Cajon Park. |
| 20221026 | ARREOLA,LISA | SUPERINTENDENT'S OFFICE | AMAZON.COM*H85VF8012 | 40.35 | Miscellaneous office supplies. |
| 20221028 | ARREOLA,LISA | SUPERINTENDENT'S OFFICE | SMART AND FINAL 929 | 33.44 | PLT meeting supplies. |
| 20221030 | ARREOLA,LISA | SUPERINTENDENT'S OFFICE | USPS PO 0570200071 | 5.04 | Postage. |
| 20221030 | ARREOLA,LISA | SUPERINTENDENT'S OFFICE | VONS #1897 | 81.87 | Supplies for PLT meeting. |
| | | | | 5,109.15 | |
| 20221002 | BENEDETTO,LINDSAY | CHET F. HARRITT | OTC BRANDS INC | 233.77 | PBIS Incentives. |
| 20221021 | BENEDETTO,LINDSAY | CHET F. HARRITT | VONS #1897 | 56.84 | Title 1 parent involvement. |
| | | | | 290.61 | |
| 20221021 | BONSER,KRISTEN | PRIDE ACADEMY | SKATEWORLD SD | 640.00 | Junior High field trip. |
| | | | | 640.00 | |
| 20221003 | BORDEN,STEPHANIE | EDUCATIONAL SERVICES | AMAZON.COM*141TC2XK1 A | 26.93 | New headset for the Bilingual Clerk to use for IEP translations. |
| | | | | 26.93 | |
| 20221002 | BORTS,KATHERINE | HUMAN RESOURCES | FACEBK CMX6BJ3SP2 | 48.60 | Job recruitment. |
| 20221009 | BORTS,KATHERINE | HUMAN RESOURCES | NEOGOV | 199.00 | Job recruitment. |
| 20221013 | BORTS,KATHERINE | HUMAN RESOURCES | ONLINE JOB ADS INDEED | 25.03 | Job recruitment. |
| 20221018 | BORTS,KATHERINE | HUMAN RESOURCES | SANDWICH BAGS DELI & C | 136.40 | Bargaining Unit Negotiations. |
| | | | | 409.03 | |
| 20221014 | BROGAN-BARANSKI,KRISTIN | SUPERINTENDENT'S OFFICE | ENTERPRISE RENT-A-CAR | 59.33 | Superintendent expenses while attending Apple's California Leadership Forum. |
| 20221014 | BROGAN-BARANSKI,KRISTIN | SUPERINTENDENT'S OFFICE | DUKE OF EDINBURGH | 26.32 | Superintendent expenses while attending Apple's California Leadership Forum. |
| 20221016 | BROGAN-BARANSKI,KRISTIN | SUPERINTENDENT'S OFFICE | AMAZON.COM*1K1EA1UC2 A | 27.11 | Purchase of educational material. |
| 20221016 | BROGAN-BARANSKI,KRISTIN | SUPERINTENDENT'S OFFICE | HILTON GARDEN INN | 425.97 | Superintendent expenses while attending Apple's California Leadership Forum. |
| | | | | 538.73 | |
| 20221002 | CARRILLO,JESSICA | OST PROGRAMS | SMART AND FINAL 929 | 86.79 | YALE Sycamore Canyon snacks. |
| 20221002 | CARRILLO,JESSICA | OST PROGRAMS | SMART AND FINAL 929 | 337.38 | YALE Sycamore Canyon snacks. |
| 20221006 | CARRILLO,JESSICA | OST PROGRAMS | DOLLARTREE | 13.47 | Building blocks for Cajon Park Project SAFE. |
| 20221009 | CARRILLO,JESSICA | OST PROGRAMS | HOMEDEPOT.COM | 409.44 | ELOP storage shed at Chet F. Harritt. |
| 20221013 | CARRILLO,JESSICA | OST PROGRAMS | WALMART.COM 8009666546 | 141.39 | ELOP art supplies for WE SCARE HUNGER event. (Lights on Afterschool). |
| | | | | 988.47 | |
| 20221007 | DOBBINS,TIMOTHY | CARLTON HILLS | AMZN MKTP US*1K14L5CJ1 | 107.74 | Digital clock for Jr. High PE. |
| 20221011 | DOBBINS,TIMOTHY | CARLTON HILLS | AMZN MKTP US*1K7SQ7QD1 | 20.46 | Mascot case. |
| 20221024 | DOBBINS,TIMOTHY | CARLTON HILLS | AMZN MKTP US*H81667F22 | 31.20 | Sharpies (Black). |
| | | | | 159.40 | |
| 20221003 | FARREN,MONICA | HILL CREEK | AMZN MKTP US*147XV3TD2 | 41.95 | Math manipulatives. |
| 20221005 | FARREN,MONICA | HILL CREEK | AMZN MKTP US*143I22M1 | 44.61 | Toner. |
| 20221009 | FARREN,MONICA | HILL CREEK | AMZN MKTP US*1436I7WQ2 | 35.53 | Student engagement incentives. |
| 20221011 | FARREN,MONICA | HILL CREEK | AMAZON.COM*1K1LP6132 | 62.95 | Student engagement incentives. |
| 20221013 | FARREN,MONICA | HILL CREEK | TEACHERSPAYTEACHERS.CO | 61.29 | Math instructional supplies. |
| 20221013 | FARREN,MONICA | HILL CREEK | AMZN MKTP US*HT4T55461 | 12.40 | ASB materials. |
| 20221014 | FARREN,MONICA | HILL CREEK | TEACHERSPAYTEACHERS.CO | 25.00 | Native Americans Unit supplies. |
| 20221016 | FARREN,MONICA | HILL CREEK | APPLE.COM/BILL | 9.99 | Middle School incentive subscription. |
| 20221019 | FARREN,MONICA | HILL CREEK | AMZN MKTP US*H89TJ3T90 | 31.24 | Calculators. |
| 20221020 | FARREN,MONICA | HILL CREEK | AMAZON.COM*HT2QV58C2 A | 5.11 | SSC Supplies. |
| 20221020 | FARREN,MONICA | HILL CREEK | AMZN MKTP US*HT2X835R2 | 6.80 | Staff development books. |
| 20221020 | FARREN,MONICA | HILL CREEK | AMZN MKTP US*HT7XL05A2 | 10.75 | Staff development books. |
| 20221020 | FARREN,MONICA | HILL CREEK | HELLO LITERACY, INC. | 1,167.00 | Math decodables. |
| | | | | 1,514.62 | |

| PURCHASE DATE | CARDHOLDER | DEPARTMENT | MERCHANT NAME | PURCHASE AMOUNT | PURCHASE DESCRIPTION |
|---------------|-----------------|-----------------|------------------------|-----------------|----------------------------------------------------------------|
| 20221002 | FLAMION,AMANDA | CHILD NUTRITION | NOR*NORTHERN TOOL | 656.01 | Folding hand trucks. |
| 20221005 | FLAMION,AMANDA | CHILD NUTRITION | STAPLES DIRECT | 172.39 | Ink toner. |
| 20221007 | FLAMION,AMANDA | CHILD NUTRITION | THE HOME DEPOT #0673 | 740.24 | Cabinets. |
| 20221007 | FLAMION,AMANDA | CHILD NUTRITION | AMZN MKTP US*147GP57T2 | 260.81 | Anti fatigue mats. |
| 20221009 | FLAMION,AMANDA | CHILD NUTRITION | HOMEDEPOT.COM | 152.16 | Sunshade. |
| 20221009 | FLAMION,AMANDA | CHILD NUTRITION | AMZN MKTP US*1K4B96HHO | 565.68 | Platform truck. |
| 20221009 | FLAMION,AMANDA | CHILD NUTRITION | SMART AND FINAL 929 | 34.62 | Food supplies CK. |
| 20221011 | FLAMION,AMANDA | CHILD NUTRITION | AMZN MKTP US*1K0F09K01 | 10.70 | Sticky back fastener. |
| 20221014 | FLAMION,AMANDA | CHILD NUTRITION | THE HOME DEPOT #0673 | 268.30 | Cabinet. |
| 20221014 | FLAMION,AMANDA | CHILD NUTRITION | SMART AND FINAL 929 | 127.64 | Almond milk & lactose free pizza. |
| 20221021 | FLAMION,AMANDA | CHILD NUTRITION | JUSTRITE SAFETY GROUP | 143.77 | Mats large drainage holes anti-fatigue Pepper Drive cafeteria. |
| 20221023 | FLAMION,AMANDA | CHILD NUTRITION | VONS #1897 | 12.98 | Gluten free muffins. |
| 20221026 | FLAMION,AMANDA | CHILD NUTRITION | KATOM RESTA | 122.11 | Manual can opener. |
| 20221027 | FLAMION,AMANDA | CHILD NUTRITION | SERVICE CASTER CORPORA | 559.21 | Casters for flat beds. |
| 20221028 | FLAMION,AMANDA | CHILD NUTRITION | WALMART.COM 8009666546 | 140.61 | Microwave for allergy students. |
| | | | | 3,967.23 | |
| 20221006 | FORSTER,CHASITY | HILL CREEK | AMZN MKTP US*1K6MR8NM0 | 51.61 | Student support tools. |
| 20221006 | FORSTER,CHASITY | HILL CREEK | PAYPAL *AVONDALEADV AV | 49.00 | Math manipulatives. |
| 20221006 | FORSTER,CHASITY | HILL CREEK | AMZN MKTP US*144SH8262 | 54.57 | Garden learning supplies. |
| 20221007 | FORSTER,CHASITY | HILL CREEK | TIM*TIME FOR KIDS MAG | 318.24 | Classroom magazine subscription. |
| 20221009 | FORSTER,CHASITY | HILL CREEK | AMZN MKTP US*1K1VU5V31 | 7.53 | Outdoor learning materials. |
| 20221011 | FORSTER,CHASITY | HILL CREEK | AMZN MKTP US AMZN.COM/ | (97.96) | Refund. |
| 20221012 | FORSTER,CHASITY | HILL CREEK | AMZN MKTP US*1K3SI2GU2 | 37.06 | Elective classroom supplies. |
| 20221012 | FORSTER,CHASITY | HILL CREEK | AMZN MKTP US*HT3LT8LC0 | 410.05 | Elective classroom supplies. |
| 20221012 | FORSTER,CHASITY | HILL CREEK | AMZN MKTP US*1K1004WO1 | 284.30 | Elective classroom supplies. |
| 20221012 | FORSTER,CHASITY | HILL CREEK | AMZN MKTP US*HT3JM6OT0 | 249.83 | Learning loss materials. |
| 20221013 | FORSTER,CHASITY | HILL CREEK | AMZN MKTP US*HT0IR9461 | 82.04 | Elective classroom supplies. |
| 20221016 | FORSTER,CHASITY | HILL CREEK | AMZN MKTP US*HT6OJ7OC2 | 22.30 | Math manipulatives. |
| 20221016 | FORSTER,CHASITY | HILL CREEK | AMZN MKTP US*1K57H29F2 | 21.64 | Elective classroom supplies. |
| 20221017 | FORSTER,CHASITY | HILL CREEK | STAPLES DIRECT | 1.82 | SSC supplies. |
| 20221018 | FORSTER,CHASITY | HILL CREEK | AMAZON.COM*HT30S0TJ2 | 53.97 | Laminator supplies. |
| 20221018 | FORSTER,CHASITY | HILL CREEK | PAYPAL *SANDCASP | 30.00 | PD- Seminar entry fee. |
| 20221018 | FORSTER,CHASITY | HILL CREEK | PAYPAL *SANDCASP | 50.00 | PD- Seminar entry fee. |
| 20221019 | FORSTER,CHASITY | HILL CREEK | TEACHERSPAYTEACHERS.CO | 4.20 | Classroom folder. |
| 20221021 | FORSTER,CHASITY | HILL CREEK | AMZN MKTP US*H85DC71C1 | 44.17 | Books for ELAC families. |
| 20221021 | FORSTER,CHASITY | HILL CREEK | AMZN MKTP US*HT7P706O2 | 144.18 | Classroom reading materials. |
| 20221023 | FORSTER,CHASITY | HILL CREEK | OFFICE DEPOT #5125 | 17.11 | Classroom reading materials. |
| 20221023 | FORSTER,CHASITY | HILL CREEK | AMAZON.COM*H87LX5BX0 | 36.62 | Middle School activity supplies. |
| 20221023 | FORSTER,CHASITY | HILL CREEK | OFFICE DEPOT #5125 | 72.40 | Front office supplies. |
| | | | | 1,944.68 | |
| 20221013 | GREEN,CHRISHAUN | OST PROGRAMS | AMAZON.COM*HT4BR1N50 A | 88.02 | ELOP curriculum. |
| 20221018 | GREEN,CHRISHAUN | OST PROGRAMS | MICHAELS STORES 3256 | 107.60 | ELO arts and crafts supplies. |
| 20221018 | GREEN,CHRISHAUN | OST PROGRAMS | WAL-MART #1917 | 243.08 | ELOP classroom supplies. |
| 20221019 | GREEN,CHRISHAUN | OST PROGRAMS | WAL-MART #1917 | 94.12 | ELOP art supplies. |
| 20221019 | GREEN,CHRISHAUN | OST PROGRAMS | CRUMBL | 5.00 | ELOP event supplies. |
| 20221019 | GREEN,CHRISHAUN | OST PROGRAMS | TST* JAMBA JUICE - 051 | 10.00 | Gift card prize for ELOP event. |
| 20221019 | GREEN,CHRISHAUN | OST PROGRAMS | MICHAELS STORES 3256 | 63.42 | ELOP arts and crafts supplies. |
| 20221020 | GREEN,CHRISHAUN | OST PROGRAMS | COLDSTONE 20267 | 5.00 | Gift card prize for ELOP event. |
| 20221020 | GREEN,CHRISHAUN | OST PROGRAMS | PARTY CITY 441 | 8.62 | ELOP event supplies. |
| 20221020 | GREEN,CHRISHAUN | OST PROGRAMS | VONS #1897 | 83.95 | Gift card for ELOP event. |
| 20221020 | GREEN,CHRISHAUN | OST PROGRAMS | STARBUCKS STORE 06636 | 5.00 | ELOP event supplies. |
| 20221023 | GREEN,CHRISHAUN | OST PROGRAMS | PAYPAL *STARDOMENTE | 200.00 | Deposit for DJ for Lights on Afterschool event. |
| | | | | 913.81 | |
| 20221006 | HALE,DAVINA | OST PROGRAMS | DOLLAR TREE | 49.93 | ELOP classroom supplies. |
| 20221006 | HALE,DAVINA | OST PROGRAMS | SMART AND FINAL 929 | 82.46 | ASES classroom supplies. |
| 20221007 | HALE,DAVINA | OST PROGRAMS | DOLLARTREE | 4.04 | ELOP office supplies. |
| 20221007 | HALE,DAVINA | OST PROGRAMS | DOLLARTREE | 20.97 | YALE classroom supplies. |
| 20221007 | HALE,DAVINA | OST PROGRAMS | DOLLARTREE | 92.37 | YALE classroom supplies. |
| 20221007 | HALE,DAVINA | OST PROGRAMS | DOLLARTREE | 37.03 | YALE classroom supplies. |
| 20221009 | HALE,DAVINA | OST PROGRAMS | DOLLARTREE | 95.94 | ELOP art classroom supplies. |
| 20221009 | HALE,DAVINA | OST PROGRAMS | DOLLARTREE | 101.22 | Project SAFE classroom supplies. |
| 20221009 | HALE,DAVINA | OST PROGRAMS | DOLLARTREE | 90.54 | Project SAFE Pepper Dr. classroom supplies. |
| 20221019 | HALE,DAVINA | OST PROGRAMS | WALMART.COM | 88.79 | ELOP arts and crafts supplies. |
| 20221019 | HALE,DAVINA | OST PROGRAMS | WAL-MART #1917 | 6.50 | Document form for ELOP. |
| 20221021 | HALE,DAVINA | OST PROGRAMS | WAL-MART #1917 | 118.81 | YALE classroom storage supplies. |
| 20221027 | HALE,DAVINA | OST PROGRAMS | DOLLARTREE | 41.75 | Carlton Hills PSAFE classroom supplies. |
| 20221027 | HALE,DAVINA | OST PROGRAMS | WAL-MART #1917 | 77.42 | ELOP Lights on Afterschool supplies. |
| 20221028 | HALE,DAVINA | OST PROGRAMS | TARGET 00014852 | 11.78 | ASES snack supplies. |
| 20221030 | HALE,DAVINA | OST PROGRAMS | SMART AND FINAL 929 | 12.91 | ELOP snack supplies. |
| | | | | 932.46 | |

| PURCHASE DATE | CARDHOLDER | DEPARTMENT | MERCHANT NAME | PURCHASE AMOUNT | PURCHASE DESCRIPTION |
|---------------|------------------|------------------------|------------------------|-----------------|---------------------------------------------------------------------|
| 20221006 | HICKS, TYLENE | SYCAMORE CANYON | AMZN MKTP US*1K72N4CA1 | 41.89 | Desktop calculator w/tape for school money deposits. |
| 20221006 | HICKS, TYLENE | SYCAMORE CANYON | AMZN MKTP US*142VX2Y61 | 57.63 | Colored wristbands for PE/Recess Team Identification. |
| 20221006 | HICKS, TYLENE | SYCAMORE CANYON | AMZN MKTP US*1K7VB8FH0 | 27.91 | USB C to HDMI cable to replace a broken classroom cord. |
| 20221007 | HICKS, TYLENE | SYCAMORE CANYON | AMZN MKTP US*1K7V62LL1 | 39.86 | Chicken feed. |
| 20221010 | HICKS, TYLENE | SYCAMORE CANYON | AMAZON.COM*1K26F5BE1 | 27.14 | Chicken bedding (Pine Shavings). |
| 20221013 | HICKS, TYLENE | SYCAMORE CANYON | LAKESHORE LEARNING MAT | 306.52 | Magnetic Math Learning Rods (Preschool Counting Activities). |
| 20221017 | HICKS, TYLENE | SYCAMORE CANYON | WAL-MART #2253 | 21.33 | Table clothes for allergy tables. |
| 20221019 | HICKS, TYLENE | SYCAMORE CANYON | WAL-MART #1917 | 173.44 | Hard hats, goggles, gloves, gasks for Emergency Preparedness Kits. |
| 20221024 | HICKS, TYLENE | SYCAMORE CANYON | GUITAR CENTER #112 | 48.81 | Microphone stand for guitar player. |
| 20221025 | HICKS, TYLENE | SYCAMORE CANYON | AMZN MKTP US*H00SX3FX0 | 27.47 | USB C to HDMI cable to replace a broken classroom cord. |
| 20221026 | HICKS, TYLENE | SYCAMORE CANYON | GENERATIONGENIUS.COM | 175.00 | Generation Genius Subscription (1 year) for Curriculum Support. |
| 20221030 | HICKS, TYLENE | SYCAMORE CANYON | AMZN MKTP US*H00RF9VZ1 | 47.71 | Caribiner clips and plastic chain for Safety Marking on campus. |
| 20221030 | HICKS, TYLENE | SYCAMORE CANYON | FITNESS FINDERS INC | 96.44 | Fitness finders toe tag awards for Run Club. |
| | | | | <u>1,091.15</u> | |
| 20221004 | HOHIMER, KAREN | CAJON PARK | AMZN MKTP US*142C948R1 | 1,260.60 | Shelving for adoption materials in science storeroom. |
| 20221007 | HOHIMER, KAREN | CAJON PARK | DOLLARTREE | 10.78 | Falcon PROUD assembly supplies. |
| 20221013 | HOHIMER, KAREN | CAJON PARK | AMZN MKTP US*HT7L20AW0 | 142.22 | Mobile laptop standing desk. |
| | | | | <u>1,413.60</u> | |
| 20221007 | HOOKS, TED A | CHET F. HARRITT | AMAZON.COM*1K52F0ZT1 A | 25.84 | Office supplies. |
| 20221012 | HOOKS, TED A | CHET F. HARRITT | AMZN MKTP US*1K2L3M42 | 172.38 | Office/Library supplies. |
| 20221020 | HOOKS, TED A | CHET F. HARRITT | SQ *MARIA LEYVAS ON SI | 1,392.50 | Family Night food. |
| 20221026 | HOOKS, TED A | CHET F. HARRITT | AMZN MKTP US*H87T66V42 | 22.62 | Safety Patrol supplies. |
| 20221028 | HOOKS, TED A | CHET F. HARRITT | LITTLE CAESARS 1872-00 | 59.72 | Student Incentive (SPED). |
| 20221028 | HOOKS, TED A | CHET F. HARRITT | ROCHESTER 100 INC | 90.00 | Welcome Packet folders. |
| 20221030 | HOOKS, TED A | CHET F. HARRITT | AMZN MKTP US*H01KX0DJ0 | 258.10 | Monitor stands. |
| | | | | <u>2,021.16</u> | |
| 20221013 | HORNER, NATHAN L | PEPPER DRIVE | SMART AND FINAL 929 | 30.97 | Food items. |
| 20221016 | HORNER, NATHAN L | PEPPER DRIVE | SMART AND FINAL 929 | 39.88 | Food items. |
| | | | | <u>70.85</u> | |
| 20221007 | JOHNSTON, ANDREW | CAJON PARK | LOVE AND LOGIC | 202.47 | Professional Development. |
| 20221007 | JOHNSTON, ANDREW | CAJON PARK | AMAZON.COM*141N639T2 A | 116.40 | Professional Development. |
| 20221007 | JOHNSTON, ANDREW | CAJON PARK | AMZN MKTP US*140H8K02 | 28.82 | Professional Development. |
| 20221009 | JOHNSTON, ANDREW | CAJON PARK | SAGE PUBLICATIONS | 553.66 | Professional Development. |
| 20221009 | JOHNSTON, ANDREW | CAJON PARK | AMZN MKTP US*1K3GZ9N11 | 81.48 | Professional Development. |
| | | | | <u>982.83</u> | |
| 20221002 | LOCKE, SUMMER | PEPPER DRIVE | AMAZON.COM*146I88Z12 | 174.60 | Thrivens Books for Staff/Parent Book Study. |
| 20221009 | LOCKE, SUMMER | PEPPER DRIVE | AMAZON.COM*1K7FC21L1 | 96.93 | Sphero parts for robotics. |
| 20221011 | LOCKE, SUMMER | PEPPER DRIVE | AMZN MKTP US*1K6RU2AA2 | 77.03 | Pencil grips, chair bands, supports of students with sensory needs. |
| 20221016 | LOCKE, SUMMER | PEPPER DRIVE | AMAZON.COM*1K1WV0Y62 | 80.80 | Play kitchen Food for Kinder and TK playground (Total \$140.88). |
| 20221016 | LOCKE, SUMMER | PEPPER DRIVE | AMZN MKTP US*1K4KK27B2 | 12.92 | Chew necklace for Students with sensory needs. |
| 20221018 | LOCKE, SUMMER | PEPPER DRIVE | AMZN MKTP US*HT13X77K1 | 60.08 | Play kitchen Food for Kinder and TK playground (Total \$140.88). |
| 20221021 | LOCKE, SUMMER | PEPPER DRIVE | AMZN MKTP US*HT1NB0SC2 | 11.38 | Headphone ear pads for library. |
| 20221028 | LOCKE, SUMMER | PEPPER DRIVE | AMAZON.COM*H00YM9NN1 | 44.55 | Clocks for Math manipulation. |
| | | | | <u>558.29</u> | |
| 20221004 | MARSMAN, MATTHEW | INFORMATION TECHNOLOGY | MOSYLE COR* MOSYLE_MAN | 16.52 | Device management software. |
| 20221005 | MARSMAN, MATTHEW | INFORMATION TECHNOLOGY | VRBO HATC3432 | 1,945.60 | Hotel for CITE travel req. |
| 20221006 | MARSMAN, MATTHEW | INFORMATION TECHNOLOGY | SOUTHWEST AIRLINES | 197.95 | Flight and car for Cupertino travel req. |
| 20221006 | MARSMAN, MATTHEW | INFORMATION TECHNOLOGY | INFORMATION TECHNOLOGY | 197.95 | Flight and car for Cupertino travel req. |
| 20221018 | MARSMAN, MATTHEW | INFORMATION TECHNOLOGY | SIMPLISAFE | 27.99 | Security system. |
| 20221027 | MARSMAN, MATTHEW | INFORMATION TECHNOLOGY | HILTON GARDEN INN | 361.09 | Hotel stay Cupertino. |
| 20221027 | MARSMAN, MATTHEW | INFORMATION TECHNOLOGY | ALAMO RENT-A-CAR | 205.37 | Car rental cupertino. |
| 20221027 | MARSMAN, MATTHEW | INFORMATION TECHNOLOGY | CHEVRON 0359231 | 13.57 | Fuel for rental car. |
| | | | | <u>2,966.04</u> | |

| PURCHASE DATE | CARDHOLDER | DEPARTMENT | MERCHANT NAME | PURCHASE AMOUNT | PURCHASE DESCRIPTION |
|---------------|------------------|----------------------|------------------------|-----------------|----------------------------------------------------------------------------------|
| 20221004 | MCGINTY,MIMI | SPECIAL EDUCATION | SP BOOGIE BOARD | 24.12 | Tablet for SDC class. |
| 20221004 | MCGINTY,MIMI | SPECIAL EDUCATION | SP MHS: MULTI HEALTH | 47.50 | Protocols. |
| 20221004 | MCGINTY,MIMI | SPECIAL EDUCATION | TOBII DYNAVOX SYSTEMS | 199.00 | Boardmaker. |
| 20221004 | MCGINTY,MIMI | SPECIAL EDUCATION | VISTAPRINT | 31.24 | Stamp for SDC student. |
| 20221004 | MCGINTY,MIMI | SPECIAL EDUCATION | AMZN MKTP US*149YW2VF2 | 177.44 | Ink for SDC class. |
| 20221007 | MCGINTY,MIMI | SPECIAL EDUCATION | EVERYDAYSPEECHSLP | (12.50) | Refund on License. |
| 20221007 | MCGINTY,MIMI | SPECIAL EDUCATION | RETURN REVERSAL | 12.50 | Refund on License. |
| 20221009 | MCGINTY,MIMI | SPECIAL EDUCATION | EVERYDAYSPEECHSLP | (12.50) | Refund on License. |
| 20221010 | MCGINTY,MIMI | SPECIAL EDUCATION | AMZN MKTP US*1K80Y36Y0 | 85.11 | item for SDC student. |
| 20221011 | MCGINTY,MIMI | SPECIAL EDUCATION | AMZN MKTP US*1K6ZF4Q91 | 84.80 | Learning loss. |
| 20221011 | MCGINTY,MIMI | SPECIAL EDUCATION | PRECISION ROLLER | 134.63 | Ink for Preschool class. |
| 20221011 | MCGINTY,MIMI | SPECIAL EDUCATION | AMZN MKTP US*1K32S81P2 | 99.09 | Item for SDC student. |
| 20221011 | MCGINTY,MIMI | SPECIAL EDUCATION | AMAZON.COM*1K0987QU1 | 14.22 | Item for SDC student. |
| 20221011 | MCGINTY,MIMI | SPECIAL EDUCATION | AMZN MKTP US*1K1Q76TK2 | 21.54 | RSP supply learning loss |
| 20221011 | MCGINTY,MIMI | SPECIAL EDUCATION | SPEECHDUDE.COM | 99.00 | SLP training. |
| 20221012 | MCGINTY,MIMI | SPECIAL EDUCATION | WESTERN PSYCHOLOGICAL | 59.27 | Protocol. |
| 20221016 | MCGINTY,MIMI | SPECIAL EDUCATION | HILTON | 30.80 | Parking for Psych PD. |
| 20221016 | MCGINTY,MIMI | SPECIAL EDUCATION | HILTON | 242.91 | PD for Psych. |
| 20221019 | MCGINTY,MIMI | SPECIAL EDUCATION | HAWTHORNE EDUCATIONAL | 211.19 | Protocols. |
| 20221021 | MCGINTY,MIMI | SPECIAL EDUCATION | AMZN MKTP US*H82AQ7EU1 | 20.34 | Folders for teacher. |
| 20221021 | MCGINTY,MIMI | SPECIAL EDUCATION | RS WAREHOUSE STAMPS | 30.65 | Stamp for SDC student. |
| 20221021 | MCGINTY,MIMI | SPECIAL EDUCATION | SP TIME TIMER LLC | 39.95 | Item for SDC student. |
| 20221021 | MCGINTY,MIMI | SPECIAL EDUCATION | AMZN MKTP US*H83TZ8TJ1 | 22.60 | Item for SDC class. |
| 20221023 | MCGINTY,MIMI | SPECIAL EDUCATION | AMZN MKTP US*HT0580KZ2 | 32.30 | Learning loss. |
| 20221023 | MCGINTY,MIMI | SPECIAL EDUCATION | WESTERN PSYCHOLOGICAL | 70.00 | Protocols. |
| 20221024 | MCGINTY,MIMI | SPECIAL EDUCATION | AMZN MKTP US*H887W5UJ0 | 43.99 | Item for SDC student. |
| 20221024 | MCGINTY,MIMI | SPECIAL EDUCATION | AMAZON.COM*H84SO08D1 A | 25.45 | Item for SDC student. |
| 20221025 | MCGINTY,MIMI | SPECIAL EDUCATION | AUTISMPROD | 23.85 | Item for SDC student. |
| 20221027 | MCGINTY,MIMI | SPECIAL EDUCATION | WESTERN PSYCHOLOGICAL | 60.46 | Protocols. |
| | | | | 1,918.95 | |
| 20221026 | MINUTELLI,DAWN | EDUCATIONAL SERVICES | AMZN MKTP US*H88Z28R11 | 21.51 | State Pre-School supplies. |
| 20221030 | MINUTELLI,DAWN | EDUCATIONAL SERVICES | AMAZON.COM*H09M90PE1 A | 27.10 | The Teacher Clarity Playbook. CRT's purchased for professional development. |
| | | | | 48.61 | |
| 20221003 | MURPHY,GRETCHEN | CARLTON OAKS | AMAZON.COM*149DV2800 A | 35.52 | Books for Hispanic Heritage Month. |
| 20221020 | MURPHY,GRETCHEN | CARLTON OAKS | EDULASTIC SUBSCRIPTION | 100.00 | Edulastic for 8th grade. |
| 20221031 | MURPHY,GRETCHEN | CARLTON OAKS | AMZN MKTP US*H089V6D01 | 134.44 | School supplies: surge protectors and an USB cord. |
| | | | | 269.96 | |
| 20221010 | OGDEN,LINDSAY | PRIDE ACADEMY | TARGET 00014852 | 10.78 | Student incentives. |
| 20221020 | OGDEN,LINDSAY | PRIDE ACADEMY | LITTLE CAESARS 3154-00 | 43.05 | Attendance incentives. |
| 20221023 | OGDEN,LINDSAY | PRIDE ACADEMY | UNCLE JIMS WORM FARM | 77.96 | Science activities supplies. |
| 20221028 | OGDEN,LINDSAY | PRIDE ACADEMY | 99 CENTS ONLY STORES # | 11.85 | student engagement activities supplies. |
| 20221028 | OGDEN,LINDSAY | PRIDE ACADEMY | GOPHER SPORT | 472.84 | Playground equipment. |
| | | | | 616.48 | |
| 20221004 | OLANDER,MICHAEL | PUPIL SERVICES | CE*SPEECHPATHOLOGY.COM | 99.00 | SLP Subscription for Jessica McCauley. |
| 20221007 | OLANDER,MICHAEL | PUPIL SERVICES | WWW.REDBUBBLE.COM | 5.61 | Stickers for classroom - Carrie Thompson. |
| 20221007 | OLANDER,MICHAEL | PUPIL SERVICES | GENERATIONGENIUS.COM | 175.00 | Curriculum Science Subscription - Kalen Jennings. |
| 20221016 | OLANDER,MICHAEL | PUPIL SERVICES | CE*SPEECHPATHOLOGY.COM | 99.00 | SLP subscription - Joy Murray. |
| 20221021 | OLANDER,MICHAEL | PUPIL SERVICES | AMAZON.COM*H84PO3AA1 A | 194.00 | Thrivens books for Mike. |
| 20221027 | OLANDER,MICHAEL | PUPIL SERVICES | SPEECHDUDE.COM | 99.00 | Speech Dude Neurodiversity Training. |
| | | | | 671.61 | |
| 20221013 | PEABODY,LESLIE | TRANSPORTATION | PRESSUREWASHERNET | 132.41 | Pressure washer part. |
| 20221016 | PEABODY,LESLIE | TRANSPORTATION | PRESSUREWASHERNET | 65.48 | Pressure washer part. |
| 20221023 | PEABODY,LESLIE | TRANSPORTATION | DELTA HOTELS | 396.14 | CASTO Conference Hotel. |
| 20221030 | PEABODY,LESLIE | TRANSPORTATION | DOUBLETREE | 194.32 | TLA Hotel. |
| | | | | 788.35 | |
| 20221007 | PIERCE,STEPHANIE | EDUCATIONAL SERVICES | HILTON | (192.94) | Hilton refund for Mimi. Error on Hilton's part with their accounting department. |
| 20221012 | PIERCE,STEPHANIE | EDUCATIONAL SERVICES | SOUTHWEST AIRLINES | 222.96 | Airline Tickets for the CPM Conference. Charlene Stanley and Jennifer Rolf. |
| 20221012 | PIERCE,STEPHANIE | EDUCATIONAL SERVICES | SOUTHWEST AIRLINES | 222.96 | Airline Tickets for the CPM Conference. Charlene Stanley and Jennifer Rolf. |
| 20221012 | PIERCE,STEPHANIE | EDUCATIONAL SERVICES | CPM EDUCATIONAL PROGRA | 525.00 | CPM Conference for Charlene Stanley. |
| 20221016 | PIERCE,STEPHANIE | EDUCATIONAL SERVICES | HILTON | 192.94 | Critical Issues Conference for Brienne and Mimi. Hotel fees. |
| 20221016 | PIERCE,STEPHANIE | EDUCATIONAL SERVICES | HILTON | 192.94 | Critical Issues Conference for Brienne and Mimi. Hotel fees. |
| 20221020 | PIERCE,STEPHANIE | EDUCATIONAL SERVICES | CPM EDUCATIONAL PROGRA | 525.00 | CPM Conference for Jennifer Rolf. |
| | | | | 1,688.86 | |

| PURCHASE DATE | CARDHOLDER | DEPARTMENT | MERCHANT NAME | PURCHASE AMOUNT | PURCHASE DESCRIPTION |
|---------------|----------------------|--------------------------------------|------------------------|-----------------|-----------------------------------------------------------------|
| 20221003 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US*148M70DU0 | 245.52 | Materials for science pilot. |
| 20221005 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | EASELly INFOGRAPHICS | 36.00 | Infographic program subscription. |
| 20221020 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US*H88C921N0 | 75.66 | Materials for science pilot. |
| 20221021 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US*H846Y1EU1 | 75.40 | Materials for science pilot. |
| 20221021 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US*HT8WE06D2 | 259.57 | Materials for science pilot. |
| 20221021 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US*H82S223W1 | 36.42 | Materials for science pilot. |
| 20221021 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US*H84OH0V80 | 802.22 | Materials for science pilot. |
| 20221021 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US*H888F8MJ0 | 25.50 | Materials for science pilot. |
| 20221023 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US | (11.98) | Materials return for science pilot. |
| 20221023 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US | (8.82) | Materials return for science pilot. |
| 20221023 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US | (2.50) | Materials return for science pilot. |
| 20221023 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US | (0.97) | Materials return for science pilot. |
| 20221023 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US | (6.20) | Materials for science pilot. |
| 20221023 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US | (5.01) | Materials return for science pilot. |
| 20221023 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US | (21.09) | Materials return for science pilot. |
| 20221023 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US | (5.35) | Materials return for science pilot. |
| 20221023 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US | (3.57) | Materials return for science pilot. |
| 20221023 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US*H85LJ20Z1 | 56.55 | Materials for science pilot. |
| 20221023 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US*H853S7HZ0 | 23.30 | Materials for science pilot. |
| 20221023 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US*HT60Q97E2 | 89.22 | Materials for science pilot. |
| 20221023 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US*H86MA00J1 | 32.30 | Materials for science pilot. |
| 20221023 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US | (6.44) | Materials return for science pilot. |
| 20221023 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US | (1.93) | Materials return for science pilot. |
| 20221023 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US | (0.23) | Materials return for science pilot. |
| 20221023 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US | (4.10) | Materials return for science pilot. |
| 20221023 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US | (0.58) | Materials return for science pilot. |
| 20221023 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US | (2.34) | Materials return for science pilot. |
| 20221024 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US*H85VU9671 | 118.21 | Materials for science pilot. |
| 20221026 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US | (1.50) | Materials return for science pilot. |
| 20221026 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US | (2.16) | Materials return for science pilot. |
| 20221026 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US | (0.50) | Materials return for science pilot. |
| 20221026 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US | (2.07) | Materials return for science pilot. |
| 20221027 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US*H04UZ2FE1 | 3.59 | Materials for science pilot. |
| 20221028 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US*H01H1NR1 | 56.55 | Materials for science pilot. |
| 20221030 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US*H07923G51 | 69.04 | Materials for science pilot. |
| 20221030 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US*H04LM59H0 | 15.07 | Materials for science pilot. |
| 20221031 | PROUTY, DANIEL J | INSTRUCTIONAL TECHNOLOGY | AMZN MKTP US*H018N0ZJ2 | 32.30 | Materials for science pilot. |
| | | | | 1,965.08 | |
| 20221002 | RAMIREZ, AMANDA | CARLTON HILLS | VONS #1897 | 19.98 | Popsicles for safety patrol. |
| 20221016 | RAMIREZ, AMANDA | CARLTON HILLS | APPLE.COM/BILL | 9.99 | Apple music subscription - student egagement. |
| 20221016 | RAMIREZ, AMANDA | CARLTON HILLS | AMZN MKTP US*HT8LI3MCO | 18.39 | Bags for book fair. |
| 20221030 | RAMIREZ, AMANDA | CARLTON HILLS | VONS #1897 | 23.15 | Popsicles for safety patrol. |
| | | | | 71.51 | |
| 20221004 | REYNOSO, JOSE | FACILITIES, MAINTENANCE & OPERATIONS | FULL COMPASS SYSTEMS | 650.81 | T-bar clips for light fixtures stock inventory for electrician. |
| | | | | 650.81 | |
| 20221002 | RICHARD, NONA | CARLTON OAKS | ENGLISHOHMY | 2.25 | Student Book. |
| 20221005 | RICHARD, NONA | CARLTON OAKS | AMZN MKTP US*1471106F1 | 31.24 | Garden supplies. |
| 20221012 | RICHARD, NONA | CARLTON OAKS | AMZN MKTP US*1K3X13R20 | 127.57 | Garden supplies. |
| 20221012 | RICHARD, NONA | CARLTON OAKS | AMZN MKTP US*1K6725GR2 | 50.41 | Garden supplies. |
| 20221016 | RICHARD, NONA | CARLTON OAKS | AMZN MKTP US | (47.40) | Office supplies. |
| 20221016 | RICHARD, NONA | CARLTON OAKS | AMZN MKTP US | (47.41) | Office supplies. |
| 20221016 | RICHARD, NONA | CARLTON OAKS | AMZN MKTP US | (33.18) | Garden supplies. |
| 20221016 | RICHARD, NONA | CARLTON OAKS | AMZN MKTP US | (127.57) | Garden supplies. |
| 20221016 | RICHARD, NONA | CARLTON OAKS | AMZN MKTP US*HT64B3MG0 | 79.92 | Garden supplies. |
| 20221024 | RICHARD, NONA | CARLTON OAKS | AMZN MKTP US*H86T47452 | 47.05 | Classroom supplies. |
| | | | | 82.88 | |
| 20221009 | SOUTHCOTT, STEPHANIE | RIO SECO | AMZN MKTP US | (228.18) | Amazon refund for locks. |
| 20221009 | SOUTHCOTT, STEPHANIE | RIO SECO | AMZN MKTP US | (304.23) | Amazon refund for locks. |
| 20221009 | SOUTHCOTT, STEPHANIE | RIO SECO | DEMCO INC | 79.35 | Library supplies. |
| 20221009 | SOUTHCOTT, STEPHANIE | RIO SECO | AMZN MKTP US | (228.18) | Amazon refund for locks. |
| 20221016 | SOUTHCOTT, STEPHANIE | RIO SECO | OTC BRANDS INC | 34.33 | Staff Team Building. |
| 20221018 | SOUTHCOTT, STEPHANIE | RIO SECO | AMZN MKTP US*HT9AH7YJ0 | 68.60 | Kinder headphones. |
| 20221018 | SOUTHCOTT, STEPHANIE | RIO SECO | AMZN MKTP US*HT21Z3JY2 | 12.60 | Kinder headphones. |
| | | | | (565.71) | |

OCTOBER 2022
P-CARD TRANSACTIONS

| PURCHASE DATE | CARDHOLDER | DEPARTMENT | MERCHANT NAME | PURCHASE AMOUNT | PURCHASE DESCRIPTION |
|---------------|------------------|--------------------------------------|------------------------|------------------|----------------------------------------------------------------------------|
| 20221021 | STARKEY,MARK | INFORMATION TECHNOLOGY | DRI*GALLUP | 239.85 | StrengthsFinders Assessments for Tech team. |
| 20221024 | STARKEY,MARK | INFORMATION TECHNOLOGY | AMZN MKTP US*H82W32YG0 | 202.75 | Tools - Cable testers, iPhone screen protectors. |
| 20221025 | STARKEY,MARK | INFORMATION TECHNOLOGY | AMZN MKTP US*H85FW3382 | 29.08 | AAC case for 9.7" iPad. |
| 20221030 | STARKEY,MARK | INFORMATION TECHNOLOGY | BEST BUY 00001842 | 54.11 | Hard drive to clone for investigation. |
| | | | | 525.79 | |
| 20221010 | STORM,BRYCE | FACILITIES, MAINTENANCE & OPERATIONS | EMBASSY SUITES | 196.00 | Lodging. |
| | | | | 196.00 | |
| 20221006 | TOMLINSON,ANGELA | COMMUNITY COLLABORATIVE | AMZN MKTP US*1K32W0NI0 | 60.86 | Supplies for homeless family (compression vest and fidget/anxiety gadget). |
| 20221009 | TOMLINSON,ANGELA | COMMUNITY COLLABORATIVE | BEST BUY 00001842 | 150.00 | Gas cards for homeless family. |
| 20221014 | TOMLINSON,ANGELA | COMMUNITY COLLABORATIVE | VONS #1897 | 74.00 | Pronto Pass card for family. |
| 20221019 | TOMLINSON,ANGELA | COMMUNITY COLLABORATIVE | TARGET.COM * | 64.73 | Lice treatment for student. |
| 20221025 | TOMLINSON,ANGELA | COMMUNITY COLLABORATIVE | NFGSOCIAL ADVOCATES F | 20.60 | San Diego Military Family Conference for Angela Tomlinson. |
| 20221027 | TOMLINSON,ANGELA | COMMUNITY COLLABORATIVE | WAL-MART #1917 | 200.00 | Walmart gift card for homeless family. |
| | | | | 570.19 | |
| | | | | <u>36,038.41</u> | |

Authorization to Sell/Dispose of Surplus Items

BACKGROUND:

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

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

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

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

The items to declare surplus are described below:

| <u>Qty</u> | <u>UOM</u> | <u>Description</u> | <u>Site</u> | <u>Storage Location</u> | <u>Condition</u> | <u>Estimated Value/Price</u> |
|------------|------------|--------------------|---------------|-------------------------|------------------|------------------------------|
| 4 | Each | File Cabinets | Carlton Hills | MPR (outside) | Poor | \$10/each (or less) |
| 249 | Each | Student Chairs | Rio Seco | Locker Room | Poor | \$0 |
| 12 | Each | Office Chairs | Rio Seco | Locker Room | Poor | \$0 |
| 3 | Each | Shelving Units | Rio Seco | Locker Room | Poor | \$0 |
| 1 | Each | Wet/Dry Vacuum | Rio Seco | Locker Room | Poor | \$0 |
| 13 | Each | Media Carts | Rio Seco | Locker Room | Fair | \$10/each |
| 5 | Each | Filing Cabinets | Rio Seco | Locker Room | Poor/Fair | \$10/each |
| 11 | Each | Trapezoid Tables | Rio Seco | Locker Room | Poor | \$0 |
| 1 | Each | Television | Rio Seco | Locker Room | Fair | \$25 |
| 2 | Each | CD/DVD Player | Rio Seco | Locker Room | Fair | \$10/each |
| 2 | Each | Chief Boxes | Rio Seco | Locker Room | New | \$25/each |

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

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

RECOMMENDATION:

It is recommended that the Board of Education declare the described items as surplus with an estimated value of \$315.00 and authorize the sale or disposal of them in accordance with the recommended terms.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

Income estimated at \$315.00 less fee to on-line bidding vendor, if used.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.7.

Consent Item D.2.8.
Prepared by Karl Christensen
December 6, 2022

Award of Informal Bid for Replacement of HVAC Units
at PRIDE State Preschool Using California Uniform
Public Construction Cost Accounting Act (CUPCCAA)

BACKGROUND:

The State Preschool program was allocated two, separate, one-time funding sources related to COVID-19 which can be used for any purposes allowed for other operational State Preschool funds. The District would like to use these funds to replace the HVAC units for the PRIDE Academy State Preschool building (“the Project”).

To use State Preschool funds for equipment or public works project purchases, prior approval must be obtained from the California Department of Education (CDE). The District has submitted the application for this approval and a response is pending.

The District solicited informal bids for the Project using the CUPCCAA process and received three (3) quotes, as required by the CDE. The HVAC units have a long lead time so Administration recommends awarding the informal CUPCCAA bid contingent upon receiving CDE approval for the purchase using State Preschool funds.

RECOMMENDATION:

It is recommended that the Board of Education award a CUPCCAA informal bid for replacement of HVAC units at the PRIDE Academy State Preschool Building to HEYNOW Heating and Air Conditioning contingent upon receiving approval from CDE for the purchase using State Preschool Funds.

This recommendation supports the following District goals:

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

FISCAL IMPACT:

The fiscal impact is \$41,483.22 from the State Preschool Fund.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.8.

Consent Item D.3.1.

Adoption of Resolution #2223 05 Designating Personnel and Approval of 2023-24 Child Development Services Contract and Continued Funding Application

Prepared by Dr. Stephanie Pierce
December 6, 2022

BACKGROUND:

The California Department of Education (CDE) has a new process for seeking approval for receiving funds to operate a State Preschool Program. Administration will be seeking approval for the Continued Funding Application (CFA) process, and our contract will be automatically renewed in accordance with all applicable federal and state laws, as well as all California State Preschool Program Funding Terms and Conditions and Program Requirements. This will eliminate the need for another contract to be signed in June of 2023.

Presented for Board approval is the 2023-2024 contract for child development services to operate the State Preschool Program with the California Department of Education (CDE) and an attached resolution designating personnel to sign contract documents for fiscal year 2023-2024. The maximum Reimbursable Amount (MRA) payable is estimated at \$387,448.

RECOMMENDATION:

Administration recommends approval of the 2023-24 contract for child development services to operate the State Preschool Program with the California Department of Education and adoption of Resolution #2223-05 designating personnel to sign contract documents for fiscal year 2022-23 as presented.

This recommendation supports the following District goals:

- Assure the highest level of educational achievement for all students.
- Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility.

FISCAL IMPACT:

The maximum Reimbursable Amount (MRA) payable is estimated at \$387,448.

STUDENT ACHIEVEMENT IMPACT:

Children who participate in the State Preschool program increase their opportunity to enter kindergarten ready to learn.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.1.



RESOLUTION

BE IT RESOLVED that the Governing Board of Santee School District authorizes that the persons who are listed below, are designated as Licensing Representatives and have signature rights as Community Care Licensing Liaisons for the licensee for Prospect Avenue State Preschool, Facility #370806402.

| <u>NAME</u> | <u>TITLE</u> | <u>SIGNATURE</u> |
|----------------------|--------------------------------------------------|------------------|
| Dawn Minutelli | Director, Curriculum & Assessment | _____ |
| Dr. Stephanie Pierce | Assistant Superintendent Educational Services | _____ |
| Kristen Bonser | Principal, PRIDE Academy | _____ |

PASSED AND ADOPTED THIS 6th day of December 2022, by the Governing Board of Santee School District of San Diego County, in the State of California.

I, Ken Fox, Clerk of the Governing Board of Santee School District, of San Diego County, in the State of California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a School Board meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

Date

BACKGROUND:

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

Certificated Staff

A. New Appointments:

| Employee | Location | Class/Step/Position # | Previous Annual Salary | New Annual Salary | Effective Date |
|-----------------------|-------------------|-----------------------|------------------------|-------------------|----------------|
| 1. Callahan, Megan | Cajon Park | III-01 #10324273 | \$0.00 | \$54,794.00 | 11-14-22 |
| 2. Stiles, Jacqueline | Special Education | MGT 03 #30012589 | \$0.00 | \$110,408.00 | 12-01-22 |

B. Temporary Rehires:

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

C. Change of Status/Location:

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

D. Unpaid Leave Requests:

| Employee | Location | Class/Step | Reason | Recommendation | Effective Date |
|----------|----------|------------|--------|----------------|----------------|
| | | | | | |

E. Resignations:

| Employee | Location | Class/Step | Reason | Effective Date |
|-------------------|------------|------------|-------------|----------------|
| 1. Cole, Jennifer | Cajon Park | VI-01 | Resignation | 11-18-22 |

F. 39-Month Reemployment:

| Employee | Location | Class/Step | Reason | Effective Date |
|----------|----------|------------|--------|----------------|
| | | | | |

G. Dismissals:

| Employee | Location | Class/Step | Effective Date |
|----------|----------|------------|----------------|
| | | | |

Classified Staff

H. New Appointments:

| Employee | Location | Position/Class/Hours/ Position # | Previous Monthly Salary | New Monthly Salary | Effective Date |
|------------------------------|-----------------------------|-----------------------------------------------------------------------------|-------------------------|--------------------|----------------|
| 1. Aiello, Janis | Pride Academy | Campus Aide 16.5 C / 2.0 hrs #10327498 | \$0.00 | \$657.37 | 11-28-22 |
| 2. Bautista Cuevas, Stefanie | Out-of-School Time Programs | Out-of-School Time Coordinator MGT 01 / 8.0 hrs #30016359 | \$0.00 | \$6,206.17 | 11-28-22 |
| 3. Champlin, Marshal | Carlton Hills | Out-of-School Time Assistant Site Lead 21 A / 7.5 hrs #30020246 | \$0.00 | \$2,783.63 | 12-12-22 |
| 4. Colson, Alyona | Sycamore Canyon | Instructional Assistant Special Education II 17 A / 3.5 hrs #30006141 | \$0.00 | \$1,299.03 | 11-28-22 |
| 5. Gaulke, Rachelle | Carlton Oaks | Food Service Worker IA 20 A / 2.5 hrs #30014982 | \$0.00 | \$883.46 | 12-05-22 |

| | | | | | |
|------------------------|-------------------------------|-------------------------------------------------------------------------------|--------|------------|----------|
| 6. Hunt, Zachary | Rio Seco | Instructional Assistant Special Education I 20 A / 5.0 hrs #30011691 | \$0.00 | \$1,766.92 | 11-28-22 |
| 7. Martinez, Cristina | Cajon Park | Instructional Assistant LEP 20 A / 3.5 hrs #10327297 | \$0.00 | \$1,236.84 | 10-28-22 |
| 8. Mossor, Haley | Hill Creek | Out-of-School Time Group Leader 19.5 A / 4.5 hrs #30020748 | \$0.00 | \$1,553.18 | 11-28-22 |
| 9. O'Brien, Lauren | Carlton Hills/Pepper Drive | Instructional Assistant Special Education I 20 A / 5.0 hrs #30018449 | \$0.00 | \$1,766.92 | 11-14-22 |
| 10. Schwartz, Victoria | Chet F. Harritt | Instructional Assistant I 19 A / 3.0 hrs #30021161 | \$0.00 | \$1,009.45 | 11-28-22 |
| 11. Stevens, Leticia | Carlton Oaks | Campus Aide 16.5 A / 2.0 hrs #10329403 | \$0.00 | \$657.37 | 11-14-22 |

I. Rehires:

| Employee | Location | Position/Class/Hours/ Position # | Previous Monthly Salary | New Monthly Salary | Effective Date |
|---------------------|---------------|---------------------------------------------------------|----------------------------|-----------------------|----------------|
| 1. Conway, Charles | Carlton Hills | Campus Aide 16.5 E / 2.5 hrs #10329405 | \$0.00 | \$906.21 | 11-28-22 |
| 2. Hernandez, Reina | Pepper Drive | Food Service Worker III 22 D / 3.75 hrs #10326333 | \$0.00 | \$1,691.81 | 11-14-22 |

J. Change of Status/Location:

| Employee | Location | Position/Class/Hours/ Position # | Previous Monthly Salary | New Monthly Salary | Effective Date |
|-----------------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------------|----------------|
| 1. Arreola, Elizabeth | Superintendent's Office | Executive Assistant MGT 07 #10329100 to <i>Executive Assistant II MGT 07</i> | \$9,560.58 | \$9,660.58 | 11-01-22 |
| 2. Barnes, Genesis | Carlton Oaks | Instructional Assistant Special Education II #30015672 to <i>Instructional Assistant I #30020870</i> | \$2,226.90 | \$1,391.96 | 11-14-22 |
| 3. Cerney, Stephanie | Chet F. Harritt to <i>Sycamore Canyon</i> | Campus Aide 16.5 C / 2.0 hrs #10329402 to <i>Instructional Assistant I 19 B / 3.75 hrs #30020875</i> | \$657.37 | \$1,325.33 | 11-14-22 |
| 4. Ellis, Kimberly | Pepper Drive | Food Service Worker IA 20 A / 2.0 hrs #30019625 to <i>Food Service Worker IA 20 A / 2.75 hrs #30018770</i> | \$706.77 | \$971.96 | 11-28-22 |
| 5. Flamion, Amanda | Child Nutrition Services | Director of Child Nutrition Services MGT 03 #30019339 | \$8,370.25 | \$9,009.00 | 11-01-22 |
| 6. Newton, Zoey | Out-of-School Time Programs to <i>Accounting Assistant III</i> | Secretary I 24 A / 8.0 hrs #30020243 to <i>Accounting Assistant III 28 A / 8.0 hrs #10327780</i> | \$3,437.20 | \$4,177.33 | 11-28-22 |
| 7. Peabody, Leslie | Transportation | Director of Transportation MGT 03 | \$7,669.17 | \$9,009.00 | 11-01-22 |

| | | | | | |
|------------------|--------------------------------------|----------------------------------------------------------------------------------------------------------|------------|------------|----------|
| | | #10328242 | | | |
| 8. Urbina, Jose | Rio Seco to <i>Transportation</i> | Campus Aide 16.5 C / 2.0 hrs #10327487 to <i>Van Driver</i> 22 A / 5.0 hrs #30021758 | \$657.37 | \$1,948.92 | 11-28-22 |
| 9. White, Sheila | Fiscal Services | Payroll Specialist MGT 06 #30018354 to <i>Coordinator, Payroll</i> <i>Services</i> MGT 06 | \$6,642.42 | \$7,920.84 | 11-01-22 |

K. Unpaid Leave Requests:

| Employee | Location | Position/Class/Hours | Reason | Recommendation | Effective Date |
|----------|----------|----------------------|--------|----------------|----------------|
| | | | | | |

L. Resignations:

| Employee | Location | Position | Reason | Effective Date |
|----------------------|---------------|-------------------|-------------|----------------|
| 1. Holstein, Allison | Pride Academy | Community Liaison | Resignation | 11-18-22 |

M. 39-63 Month Reemployment:

| Employee | Location | Position/Class/Hours | Effective Date |
|----------------------|-------------------|--------------------------|----------------|
| 1. Mendez, Christine | Business Services | Accounting Assistant III | 1/3/2023 |

N. Dismissals:

| Employee | Location | Position | Effective Date |
|----------|----------|----------|----------------|
| | | | |

RECOMMENDATION:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.1.

Consent Item D.4.2.
Prepared by Tim Larson
December 6, 2022

Approval of Revised Realignment of
Classified Management and
Confidential Salary Schedule

BACKGROUND:

At the November 15, 2022 Board of Education meeting, a realignment of several key classified management positions were approved.

The previous item stated that the Executive Assistant II position included a \$1,200 annual mileage stipend. A correction is needed to clarify that the Executive Assistant II position includes a salary adjustment of \$1,200 to the annual salary, not as a mileage stipend.

RECOMMENDATION:

It is recommended that the Board of Education approve the revised realignment of the Classified Management and Confidential salary schedule as indicated on the attached salary schedule.

FISCAL IMPACT:

There is no additional fiscal impact.

STUDENT ACHIEVEMENT IMPACT:

It is the District's intention to attract and retain quality staff members which will best serve the students of Santee School District.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.2.

Santee School District
CLASSIFIED MANAGEMENT AND CONFIDENTIAL SALARY SCHEDULE
 2021-22

| CLASSIFIED MANAGEMENT | Work Schedule | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 ² |
|---------------------------------------------------|---------------|---------|---------|---------|---------|---------|---------------------|
| Director, Communications and Community Engagement | 12 month | 114,481 | 120,205 | 126,215 | 132,526 | 139,152 | 146,110 |
| Director, Fiscal Services | 12 month | 114,481 | 120,205 | 126,215 | 132,526 | 139,152 | 146,110 |
| Director, Information Systems Technology | 12 month | 114,481 | 120,205 | 126,215 | 132,526 | 139,152 | 146,110 |
| Director Facilities, Maintenance, and Operations | 12 month | 102,404 | 107,524 | 112,900 | 118,545 | 124,472 | 130,696 |
| Director, Child Nutrition Services | 12 month | 98,057 | 102,960 | 108,108 | 113,513 | 119,189 | 125,148 |
| Director, Out-of-School Time Programs | 12 month | 98,057 | 102,960 | 108,108 | 113,513 | 119,189 | 125,148 |
| Director, Transportation | 12 month | 98,057 | 102,960 | 108,108 | 113,513 | 119,189 | 125,148 |
| Director, Community Collaborative | 12 month | 78,943 | 82,890 | 87,035 | 91,387 | 95,956 | 100,754 |
| Coordinator, Human Resources | 12 month | 74,474 | 78,198 | 82,108 | 86,213 | 90,524 | 95,050 |
| Coordinator, Maintenance and Operations | 12 month | 74,474 | 78,198 | 82,108 | 86,213 | 90,524 | 95,050 |
| Coordinator, Payroll Services ³ | 12 month | 74,474 | 78,198 | 82,108 | 86,213 | 90,524 | 95,050 |
| Out of School Time Coordinator | 12 month | 74,474 | 78,198 | 82,108 | 86,213 | 90,524 | 95,050 |
| Systems Administrator | 12 month | 74,474 | 78,198 | 82,108 | 86,213 | 90,524 | 95,050 |

| CONFIDENTIAL | Work Schedule | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 ¹ |
|-------------------------------------|---------------|--------|--------|--------|---------|---------|---------|---------------------|
| Executive Assistant II ⁴ | 12 month | 86,811 | 91,092 | 95,587 | 100,306 | 105,261 | 110,464 | 115,927 |
| Executive Assistant I ⁴ | 12 month | 67,773 | 71,162 | 74,720 | 78,456 | 82,379 | 86,498 | 90,823 |

Notes:

1. Experience Credit - Up to and including four (4) years experience outside the District may be allowed. The Board retains the authority to approve the salary of new positions and the experience/educational credit to be awarded for placement on an existing salary schedule.
2. Employee Benefits - The District will contribute up to a maximum of \$12,000 annually toward employee health insurance, dependent health insurance, employee dental insurance, dependent dental insurance, employee life insurance, and vision insurance in accordance with the District's health and welfare plans
3. Study Incentive 1 - The District will pay \$216 annually for every 10 semester units of college credit earned.
4. Longevity (added starting for 2021-22 fiscal year) - \$2,000 annual stipend starting the year following when employee completes ten (10) consecutive years of service as a manager or confidential employee; to be earned and paid monthly for months when employee receives regular pay for the majority of scheduled work days.

¹ Study Incentive 2 - Step 7 for Confidential = 5%: Completion of 6 years of service AND Bachelors Degree or Four Professional Growth Increments required.

² Step 6 added starting for 2021-22 fiscal year

³ Payroll Specialist position shifted to Coordinator, Payroll Services effective November 1, 2022

⁴ Administrative Assistant title changed to Executive Assistant I; Executive Assistant changed to Executive Assistant II + \$1,200 adjustment

Effective: July 1, 2021 - Health benefits CAP increase to \$12,000 effective Sept 1, 2022

BACKGROUND:

Qualified substitute teachers are necessary to the smooth operation of our educational programs. As California faces a statewide substitute teacher shortage, there has been increased competition for the same talent across local San Diego County school districts. In an effort to retain quality substitute teachers, Santee School District is proposing an increase to the daily rate of pay.

The current daily rate of pay for a substitute teacher in Santee School District is \$145 per day (\$150 for Special Education positions). It is proposed that the District increase the daily rate of pay for a substitute teacher to \$175 and \$185 for Special Education positions.

RECOMMENDATION:

It is recommended that the Board of Education approve the increase to the daily substitute teacher rate to \$175 and \$185 for Special Education positions.

FISCAL IMPACT:

It is anticipated that this increase will add a fiscal impact of \$82,603.

STUDENT ACHIEVEMENT:

Qualified and available guest teachers are critical to classroom instruction. Fully staffed classrooms assure the highest level of educational achievement for all students.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.3

Consent Item D.4.4.
Prepared by Tim Larson
December 6, 2022

Memorandum of Understanding with
San Diego Youth Services for Anti-
BIAS Program for Bullying Prevention

BACKGROUND:

Beginning with the 2016-17 school year, San Diego Youth Services (SDYS) has offered the Anti Bullying Intervention Advocacy Support Program (Anti-BIAS) to help Santee students cope with drama and bullying behavior. SDYS uses trained mental health specialists to provide therapeutic support, case management, and advocacy for the students identified as being a victim of bullying. The program, targeting 7th-12th grades, can offer classroom or small group support, as well as individual support for students and families.

This Memorandum of Understanding will begin on January 1, 2023 and will extend through December 31, 2023.

Examples of activities include:

- Case management services for crisis stabilization reflecting the needs of the youth and cultural considerations
- Educational support with teachers, administrators, and school personnel
- Advocacy with criminal justice agencies, community resources, and mental health providers
- Counseling (individual or family) through referrals to clinics or individual health networks
- Training in a strengths-based, problem-solving approach
- Networking youth and families for mutual support
- Understanding, acknowledging, and reinforcing individual and family strengths
- Provide follow-up information to family and community stakeholders

RECOMMENDATION:

It is recommended that the Board of Education approve the Memorandum of Understanding to offer the Anti-BIAS program to 7th and 8th grade students as requested by school sites.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

SDYS is grant funded for Anti-BIAS. There is no fiscal impact to the school district or participants.

STUDENT ACHIEVEMENT:

Students learn best when their social and emotional needs are met, and they have been given strategies to address the concerns of themselves and their peers. Anti-BIAS allows Santee School District to provide support for students and help improve school climate and culture.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.4.



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

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

- I. **Purpose:** The purpose of the Memorandum of Understanding is to maintain the effective working relationship established between SDYS and **Santee School District** for the purpose of implementing coordinated services. The goal of the service partnership is: “To help youth reach their highest potential”
- II. **Term:** This Memorandum of Understanding shall begin on January 1, 2023 and will extend through December 31, 2023. Either party can give written notice 30 days in advance of the intent to withdraw from collaboration.
- III. **Description of Participation:**
 - A. **Santee School District** agrees, per this memorandum, to provide the following:
 1. Designate an individual as a point of contact for the program.
 2. Provide the names and contact information for all youth and their families for which services are to be provided.
 3. School staff will support SDYS staff in providing follow up to students identified as needing additional services (e.g. pulling schedules, passes, space, etc.).
 4. Provide meeting and program space as available and appropriate.
 5. Provide coordinated input in the development of new programs, services and funding to insure that growth and expansion of services to children and their families fits into the ongoing aims of the collaboration
 6. Participation in community awareness, mandated reporting, and documentation activities of the Collaborative.
 7. Communicate immediately if problems/concerns arise with students or program implementation.
 - B. **San Diego Youth Services** agrees, per this memorandum to provide the following:

1. Provide oversight, facilitation and coordination of the program design, implementation, service delivery, information management, and reporting to ensure that a high caliber of services is maintained
2. Designate an individual as a point of contact for the program.
3. Provide direct services for the target population of youth in grades 7th through 12th experiencing bullying/school violence services which may include services and intervention(s) such as:
 - Conduct accurate psycho/social history taking and assessment.
 - Assessment for safety issues.
 - Case Management services with duration and intensity of services reflecting the needs of the youth and cultural considerations until crisis stabilization
 - Education Advocacy with teachers, administrators, or school personnel; or advocacy with the criminal justice system and agencies, CalVCP, community providers, mental health providers, or even parents.
 - Counseling, individually, family, or through referral to clinics or individual health networks
 - Understand and acknowledge individual and family strengths.
 - Offer training in a strengths-based problem-solving approach.
 - Assist families as they take action
 - Provide encouragement and moral support.
 - Provide activities and things that reinforce resilience.
 - Network youth and families with others for mutual support.
 - Provide activities and access to services that reinforce individual and family strengths.
 - Provide follow-up information to the family and community stakeholders (School staff, Law enforcement)
4. Continue efforts to identify additional youth needs and provide additional information to enhance the program's service effectiveness and promote better outcomes for youth.
5. Provide an updated status report upon request.
6. SDYS will follow district safety protocols for risk of self-harm, including notification of administration and parent/guardian where warranted and connecting students to mental health services.

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

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

disclose protected health information other than as permitted or required by the contract or as required by law.

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

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

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

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

Amounts of Insurance:

Commercial General Liability \$1,000,000 per occurrence

Auto Liability for owned and non-owned vehicles \$1,000,000 per occurrence

Umbrella Liability \$4,000,000 per occurrence

Workers Compensation will be in conformance with the laws of State of California and applicable federal laws. The District shall file, with the Agency, Certificates of Insurance

indicating a thirty-day (30) cancellation notice and naming the Santee School District as an additional insured.

VII. **Value of Services:** No Money is transferred. The value of staff time provided by San Diego Youth Services is approximately \$100,000 for each year of services.

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

Tim Larson
Asst. Superintendent,
Human Resources & Pupil Services
Santee School District

Date

Walter Philips
Chief Executive Director
San Diego Youth Services

Date

Attachment A

Business Associate Contract

Covered Entity: San Diego Youth Services (SDYS)

Funding Source: California Governor's Office of Emergency Services (Cal OES)

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

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

Definition of Terms

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

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

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

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

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

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

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

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

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

Obligations & Activities of Business Associate

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Permitted Uses and Disclosures by Business Associate

General Use and Disclosure Provisions:

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

Specific Use and Disclosure Provisions:

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

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

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

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

Prohibited Uses and Disclosures

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

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

Safeguards.

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

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

Security.

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

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

Achieve and maintain compliance with HIPAA; and

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

Obligations of Covered Entity

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Designation of Individuals.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Technical Controls. Consultant shall ensure:

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

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

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

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

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

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

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

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

Passwords shall be:

At least eight characters;

A non-dictionary word;

Changed at least every ninety (90) days;

Changed immediately if revealed or compromised; and

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

-Upper case letters (A-Z)

-Lower case letters (a-z)

-Arabic numerals (0-9)

-Non-alphanumeric characters (punctuation symbols)

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

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

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

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

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

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

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

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

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

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

Audit Controls. Consultant shall ensure:

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

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

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

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

Business Continuity / Disaster Recovery Controls

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

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

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

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

Paper Document Controls. Consultant shall ensure:

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

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

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

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

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

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

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

Permissible Requests by Covered Entity

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

Return of Information

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

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

Miscellaneous

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

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

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

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

BACKGROUND:

Santee School District identified the Core Module and School Climate Modules of the California Healthy Kids Survey (CHKS) as a way to identify the school climate at all our sites and compare that data with statewide data. The CHKS is taken in the Fall and gives the District and school sites a great deal of information to help us address student's perceptions of school climate. Santee School District received a three-year Tobacco Use Prevention and Education (TUPE) with Cajon Valley, Lemon Grove, and the Grossmont Union School Districts and a four-year Creating Opportunities to Prevent and Eliminate Suicide (COPEs) grant. These grants require information from the California Healthy Kids Survey (CHKS). The Local Control Accountability Plan (LCAP) requires that we offer a normed survey about school climate that informs our process.

In 2020, students in 4th – 8th grades completed the Learning from Home Survey with CHKS. This year, we would like to complete Core Module and Mental Health Module for 5th and 7th grade, and Tobacco Use Prevention for 5th grade.

The following are key elements of the implementation plan for survey administration:

1. The CHKS will be administered in Spring 2023.
2. Parents and students will be informed that student participation is voluntary and that CHKS questions may be viewed in the school office and on the district website.
3. 5th and 7th grade students will have active parent engagement in order to participate.
4. Individual student responses recorded on the answer sheet are anonymous. No student names are recorded on survey documents or submitted to the scoring service.
5. Core and Mental Health modules will be administered to 7th graders. These sections survey the students about resiliency, physical wellness, suicide, violence and school safety, and alcohol, tobacco, and other drugs. 5th grade students will receive the Core and Mental Health module and the Tobacco Use Prevention module.

RECOMMENDATION:

It is recommended that the Board of Education approve the implementation plan for the California Healthy Kids Survey to support valuable data collection for grant requirements as well as the questions and modules included in the implementation plan.

This recommendation supports the following District goal:

- Provide social, emotional and health service programs with community resources to foster student character and personal well-being.

FISCAL IMPACT:

The cost to complete the survey will be minimal. Grade 5 and Grade 7 student reports will be funded by TUPE grant funds.

STUDENT ACHIEVEMENT:

The California Healthy Kids Survey will yield important data about student knowledge and beliefs concerning personal health and resiliency for use in policy and program development. Student data from CHKS has been used in writing and securing past Federal and State grants.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.5.

Item E. DISCUSSION AND/OR ACTION ITEMS

Agenda Item E.

Discussion and/or Action Item E.1.1.
Prepared by Dr. Kristin Baranski
December 6, 2022

Approval of Employment Contract:
• Assistant Superintendent of Business Services, 2023-2025

BACKGROUND:

At the April 19, 2022 meeting, the Board of Education approved an agreement with Leadership Associates to conduct recruitment for an Assistant Superintendent of Business Services and an Assistant Superintendent of Educational Services. The timeline was as follows:

| | |
|--------------------------|-------------------------------------------------------|
| July 1, 2022: | Leadership Associates Begins Search |
| October - November 2022: | Interviews Conducted |
| December 6, 2022: | Finalists Recommended for Board of Education Approval |
| February 1, 2023: | Appointees Begin in Santee School District |

In September – October, Leadership Associates reviewed all applications and references and provided the names of three candidates to the Superintendent for initial interviews. These candidates were interviewed by the Governing Board and Executive Council and a finalist was interviewed during a second round of interviews on November 1, 2022.

This evening, Superintendent Baranski is recommending the appointment of Dr. Marcia Hamilton as the new Assistant Superintendent of Business Services, effective February 1, 2023.

Dr. Hamilton has been employed with Moorpark Unified School District since 2014, where she served as Principal and most recently as the Assistant Director of State and Federal Programs and Accountability. She has also served as Principal, Coordinator and Special Education Specialist, Speech Language Pathologist, and Special Education Teacher. Dr. Hamilton received her doctorate in Organizational Leadership from Brandman University in 2020.

RECOMMENDATION:

It is recommended that the Board of Education approve the new employment contract for Dr. Marcia Hamilton, Assistant Superintendent of Business Services, effective February 1, 2023 – June 30, 2025.

FISCAL IMPACT:

Based on the salary schedule placement and benefits, this position will cost the General Fund \$235,310.

STUDENT ACHIEVEMENT IMPACT:

Experienced, high quality leadership in all three major areas of District operations, Business Services, Educational Services, and Human Resources is important for the short-term and long-term operations and overall success of the District.

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

**EMPLOYMENT AGREEMENT BETWEEN THE SANTEE SCHOOL DISTRICT
AND
ASSISTANT SUPERINTENDENT, BUSINESS SERVICES**

THIS AGREEMENT is made this 6th day of December 2022 by and between the Governing Board (hereinafter "the Board") of and on behalf of the Santee School District (hereinafter "the District"), and Dr. Marcia Hamilton, Assistant Superintendent of Business Services (hereinafter "the Assistant Superintendent"), subject to the following terms, conditions, and agreements:

1. **TERM.** The Board hereby employs the Assistant Superintendent for a period of two (2) years and five (5) months, beginning on February 1, 2023 and terminating on the 30th day of June 2025. The Board and the Assistant Superintendent acknowledge that this Agreement is entered into pursuant to Education Code section 35031. However, in the event the Board determines not to renew this Contract, it shall provide written notice to the Assistant Superintendent by March 15 of the expiration year. Failure to do so shall result in renewal for one (1) year under the same terms and conditions of the expiring Contract, with no step movement beyond the 2023-2024 salary.
2. **SALARY and SALARY ADJUSTMENTS.** The Assistant Superintendent's salary shall be based on the following salary rates for the term of this agreement, February 1, 2023 through June 30, 2025. Salary will be payable in equal monthly installments on the last day of each month. Step advancement on the salary schedule is based on satisfactory service during the previous year. The Board reserves the right to increase the annual salary rate of any or all years of the Assistant Superintendent's contract. The Assistant Superintendent's salary may be reduced if there is a financial. Should the Assistant Superintendent retire during the fiscal years of this contract, any retroactive salary increase subsequently provided to district management for that particular fiscal year shall be provided to the salary of the Assistant Superintendent and reported to the Santee School District payroll staff and the State Teacher Retirement System.

| | |
|------------------|-----------|
| 2022-2023 Salary | \$178,000 |
| 2023-2024 Salary | \$178,000 |
| 2024-2025 Salary | \$185,120 |

3. **ADDITIONAL COMPENSATION AND PROFESSIONAL ACTIVITIES.** Educational advancements will be paid using the following stipend scale:
 - MA+15 Add \$ 500 to annual salary
 - MA+30 Add \$1,000 to annual salary
 - MA+45 Add \$1,500 to annual salary
 - Doctorate Add \$2,000 to annual salary

The District encourages the Assistant Superintendent to participate in professional organizations and activities. The District shall pay the Assistant Superintendent's membership dues in two professional organizations of their choice.

4. **DUTIES AND AUTHORITY.** The Assistant Superintendent shall report directly to the District Superintendent. The Assistant Superintendent directs business services, facilities and operations, transportation, warehousing, child nutrition, and supervises construction management personnel.
5. **FULL-TIME EMPLOYMENT.** The Assistant Superintendent agrees to devote full time and efforts to the position of Assistant Superintendent of the District. The Assistant Superintendent may undertake outside professional activities for remuneration including consulting, speaking, and writing provided that all such outside professional activities do not interfere with the Assistant Superintendent's ability to perform required duties under this Agreement. The Assistant Superintendent shall undertake outside professional activities for remuneration only on non-work days such as vacation days, holidays, or weekends.
6. **EVALUATION.** The District Superintendent may evaluate the Assistant Superintendent in writing at any time. Evaluations shall be based upon the current District goals, the Assistant Superintendent's job description, and applicable Board Policies and California law.
7. **HEALTH BENEFITS.** The District will provide the Assistant Superintendent with the following active and retiree benefits.

Active Benefits: The District shall pay the costs for medical, dental, vision, and life insurance benefits for the Assistant Superintendent ("Health and Welfare Benefits") up to \$12,000 annually. If the Health and Welfare Benefits selected by the Assistant Superintendent exceed the Maximum District Contribution, the Assistant Superintendent shall pay the additional costs or premiums through payroll deduction.

Retiree Benefits: Upon reaching the equivalent of ten 10 years of full service with the district, the last five years of which must be consecutive and the employee must have reached or passed the age of 55 years, and be in a paid status the year of retirement, the District shall pay the costs for medical, dental, vision, and life insurance benefits for the Assistant Superintendent ("Health and Welfare Benefits") up to the cost of the least expensive, single coverage, platinum level or similar non-Kaiser HMO medical plan; with the lowest cost, single coverage, HMO dental plan, vision, and life insurance available to other certificated management employees ("Maximum District Contribution"). If the Health and Welfare Benefits selected by the Assistant Superintendent exceed the Maximum District Contribution, the Assistant Superintendent shall pay the additional costs or premiums to the District monthly in advance until the month in which the Assistant Superintendent becomes eligible for Medicare.

8. **PROFESSIONAL SCHEDULE AND VACATION.** The Assistant Superintendent is a full-time certificated management employee and shall be required to render twelve (12) months of full and regular service to the District during each annual period covered by this Agreement. However, the Assistant Superintendent shall be entitled to twenty-five (25) working days annual vacation per year under this Agreement, excluding paid holidays, as calendared and approved by the Superintendent. The Assistant Superintendent is exempt from all overtime and for all compensatory time off.

Vacation days may be accumulated to a maximum of fifty (50) days. In the event the total number of accumulated vacation days exceeds fifty (50) days, vacation days shall be immediately scheduled to prevent further accumulation.

At the expiration or termination of this Agreement, the Assistant Superintendent shall be paid for all accrued but unused vacation to which he/she is entitled under this Agreement, at the salary rate effective during the school year in which the vacation was earned.

9. TERMINATION OF CONTRACT.

a. Termination for Cause:

The Assistant Superintendent shall fulfill all aspects of this Contract. Throughout the term of this Contract, the Assistant Superintendent shall be subject to discharge for cause. As such, the Board may terminate this Contract at any time in the event of a material breach thereof by the Assistant Superintendent, including but not limited to failure to perform her duties as specified hereunder (or in an applicable Job Description) or failure to abide by a lawful directive of the Superintendent or Board. Prior to discharge for cause, the Assistant Superintendent shall be provided with a written statement of charges and given an opportunity to respond orally or in writing to such charges. The Assistant Superintendent shall be entitled to appear personally before the Board to present any evidence or testimony to contest the statement of charges. The format will not be that of an evidentiary hearing. If the Assistant Superintendent chooses to be accompanied by legal counsel at such meeting, the Assistant Superintendent shall bear any associated cost. The Assistant Superintendent shall be provided a written decision setting forth the decision of the Board. Subject to judicial challenge, the decision of the Board shall be final and this Contract will terminate as of the date of that decision. In the event of termination as a result of material breach by the Assistant Superintendent, the Assistant Superintendent shall not be entitled to any compensation beyond the date of termination.

b. Termination by Assistant Superintendent:

Notwithstanding any other provisions of this Contract, the Assistant Superintendent shall have the option to terminate this Contract by providing the Board with a written notice of intent to terminate. This notice shall be provided no less than sixty (60) days prior to said termination date. The Assistant Superintendent and Board may mutually agree to a termination notice of less than sixty (60) days.

c. Death of the Assistant Superintendent:

The death of the Assistant Superintendent automatically terminates this Contract effective immediately. In such event, all earned salary, unused accrued vacation, and other amounts due to the Assistant Superintendent at the time of the Assistant Superintendent's death shall be paid to the Assistant Superintendent's estate.

d. Termination Without Cause:

Notwithstanding any other provisions of this Contract, the Board, in its sole discretion, may terminate this Contract without cause at any time. If the Board elects the option to terminate the Contract without cause, it shall continue to pay

the Assistant Superintendent's base salary for a period of eighteen (18) months, or for the number of months remaining on the Contract if such remainder is less than eighteen (18) months, whichever is less. The calculation for purposes of the continued payments shall be based upon the rate of salary in effect on the date of the Notice of Termination. These payments will be discontinued at such time that the Assistant Superintendent accepts any other comparable position of employment.

Upon termination of this Contract pursuant to this section, the Assistant Superintendent shall also continue to receive the health insurance to which the Assistant Superintendent was previously entitled for an equivalent period, not to exceed eighteen (18) months, or until the Assistant Superintendent finds other employment which provides the Assistant Superintendent with comparable benefits, whichever occurs first.

In no case, upon termination of this Contract, shall the maximum cash settlement exceed an amount equal to the monthly base salary of the Assistant Superintendent multiplied by eighteen (18).

10. ABUSE OF OFFICE. Pursuant to Government Code sections 53243 et seq., in the event this contract is terminated, any cash settlement paid to the Assistant Superintendent related to such termination shall be fully reimbursed to the District if the Assistant Superintendent is convicted of a crime involving an abuse of office or position as described in Government Code section 53243.4. In addition, any funds paid for salary during a paid administrative leave pending an investigation into, or funds paid for criminal defense of, charges of abuse of office or position shall be fully reimbursed to the District in the event the Assistant Superintendent is convicted of such crime. Any such required reimbursement shall be made within thirty (30) days of conviction, regardless of any appeal, and may be deducted from future wages, settlements, or payments (including under Section 11, above) owed to the Assistant Superintendent. Nothing contained herein shall preclude other means of obtaining reimbursement.
11. SAVINGS PROVISION. This contract is subject to all applicable laws of the State of California and the rules and regulations of the State Board of Education. If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction, such provision shall be severed from this Agreement, but all other provisions will continue in full force and effect.

IN WITNESS WHEREOF, we affix our signature to this Agreement as the full and complete understanding of the contractual relationship between the parties hereto. This contract can be modified only in writing, duly executed by the parties hereto or their successors in interest.

GOVERNING BOARD OF THE
SANTEE SCHOOL DISTRICT

Dr. Marcia Hamilton, Assistant
Superintendent, Business Services

Elana Levens-Craig, President

Date

Dianne El-Hajj, Vice President

Ken Fox, Clerk

Dustin Burns, Member

Barbara Ryan, Member

December 6, 2022

Governing Board Approval Date

Discussion and/or Action Item E.1.2.
Prepared by Dr. Kristin Baranski
December 6, 2022

Approval of Employment Contract:
• Assistant Superintendent of Educational Services, 2023-2025

BACKGROUND:

At the April 19, 2022 meeting, the Board of Education approved an agreement with Leadership Associates to conduct recruitment for an Assistant Superintendent of Business Services and an Assistant Superintendent of Educational Services. The timeline was as follows:

| | |
|--------------------------|-------------------------------------------------------|
| July 1, 2022: | Leadership Associates Begins Search |
| October - November 2022: | Interviews Conducted |
| December 6, 2022: | Finalists Recommended for Board of Education Approval |
| February 1, 2023: | Appointees Begin in Santee School District |

In September – October, Leadership Associates reviewed all applications and references and provided the names of three candidates to the Superintendent for initial interviews. These candidates were interviewed by the Governing Board and Executive Council and a finalist was interviewed during a second round of interviews on November 2, 2022.

This evening, Superintendent Baranski is recommending the appointment of Dr. Lisa Paisley as the new Assistant Superintendent of Educational Services, effective February 1, 2023.

Dr. Paisley has been employed with Saddleback Valley Unified School District since 1998 where she has been serving as the District STEM TK-6/Special Projects TK-8 Coordinator since 2016. She has also served as Elementary Principal, Program Specialist, Instructional Coach, Teacher on Special Assignment, BTSA Induction and a classroom teacher at Saddleback Valley USD. Dr. Paisley received her doctorate in Organizational Leadership from Brandman University in 2018.

RECOMMENDATION:

It is recommended that the Board of Education approve the new employment contract for Dr. Lisa Paisley, Assistant Superintendent of Educational Services, effective February 1, 2023 – June 30, 2025.

FISCAL IMPACT:

Based on the salary schedule placement and benefits, this position will cost the General Fund \$235,310.

STUDENT ACHIEVEMENT IMPACT:

Experienced, high quality leadership in all three major areas of District operations, Business Services, Educational Services, and Human Resources is important for the short-term and long-term operations and overall success of the District.

Motion: _____ Second: _____ Vote: _____ Agenda Item E.1.2.

**EMPLOYMENT AGREEMENT BETWEEN THE SANTEE SCHOOL DISTRICT
AND
ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES**

THIS AGREEMENT is made this 6th day of December 2022 by and between the Governing Board (hereinafter "the Board") of and on behalf of the Santee School District (hereinafter "the District"), and Dr. Lisa Paisley, Assistant Superintendent of Educational Services (hereinafter "the Assistant Superintendent"), subject to the following terms, conditions, and agreements:

1. **TERM.** The Board hereby employs the Assistant Superintendent for a period of two (2) years and five (5) months, beginning on February 1, 2023 and terminating on the 30th day of June 2025. The Board and the Assistant Superintendent acknowledge that this Agreement is entered into pursuant to Education Code section 35031. However, in the event the Board determines not to renew this Contract, it shall provide written notice to the Assistant Superintendent by March 15 of the expiration year. Failure to do so shall result in renewal for one (1) year under the same terms and conditions of the expiring Contract, with no step movement beyond the 2023-2024 salary.
2. **SALARY and SALARY ADJUSTMENTS.** The Assistant Superintendent's salary shall be based on the following salary rates for the term of this agreement, February 1, 2023 through June 30, 2025. Salary will be payable in equal monthly installments on the last day of each month. Step advancement on the salary schedule is based on satisfactory service during the previous year. The Board reserves the right to increase the annual salary rate of any or all years of the Assistant Superintendent's contract. The Assistant Superintendent's salary may be reduced if there is a financial crisis. Should the Assistant Superintendent retire during the fiscal years of this contract, any retroactive salary increase subsequently provided to district management for that particular fiscal year shall be provided to the salary of the Assistant Superintendent and reported to the Santee School District payroll staff and the State Teacher Retirement System.

| | |
|------------------|-----------|
| 2022-2023 Salary | \$178,000 |
| 2023-2024 Salary | \$178,000 |
| 2024-2025 Salary | \$185,120 |

3. **ADDITIONAL COMPENSATION AND PROFESSIONAL ACTIVITIES.** Educational advancements will be paid using the following stipend scale:
 - MA+15 Add \$ 500 to annual salary
 - MA+30 Add \$1,000 to annual salary
 - MA+45 Add \$1,500 to annual salary
 - Doctorate Add \$2,000 to annual salary

The District encourages the Assistant Superintendent to participate in professional organizations and activities. The District shall pay the Assistant Superintendent's membership dues in two professional organizations of their choice.

4. **DUTIES AND AUTHORITY.** The Assistant Superintendent shall report directly to the District Superintendent. The Assistant Superintendent directs the educational services department including curriculum and assessment, library services, English learner, Out-of-School-Time Programs, and supervises personnel within those departments.
5. **FULL-TIME EMPLOYMENT.** The Assistant Superintendent agrees to devote full time and efforts to the position of Assistant Superintendent of the District. The Assistant Superintendent may undertake outside professional activities for remuneration including consulting, speaking, and writing provided that all such outside professional activities do not interfere with the Assistant Superintendent's ability to perform required duties under this Agreement. The Assistant Superintendent shall undertake outside professional activities for remuneration only on non-work days such as vacation days, holidays, or weekends.
6. **EVALUATION.** The District Superintendent may evaluate the Assistant Superintendent in writing at any time. Evaluations shall be based upon the current District goals, the Assistant Superintendent's job description, and applicable Board Policies and California law.
7. **HEALTH BENEFITS.** The District will provide the Assistant Superintendent with the following active and retiree benefits.

Active Benefits: The District shall pay the costs for medical, dental, vision, and life insurance benefits for the Assistant Superintendent ("Health and Welfare Benefits") up to \$12,000 annually. If the Health and Welfare Benefits selected by the Assistant Superintendent exceed the Maximum District Contribution, the Assistant Superintendent shall pay the additional costs or premiums through payroll deduction.

Retiree Benefits: Upon reaching the equivalent of ten 10 years of full service with district, the last five years of which must be consecutive and the employee must have reached or passed the age of 55 years, and be in a paid status the year of retirement, the District shall pay the costs for medical, dental, vision, and life insurance benefits for the Assistant Superintendent ("Health and Welfare Benefits") up to the cost of the existing coverage available to other certificated management employees ("Maximum District Contribution") at the time of retirement. If the Health and Welfare Benefits selected by the Assistant Superintendent exceed the Maximum District Contribution, the Assistant Superintendent shall pay the additional costs or premiums to the District monthly in advance until the month in which the Assistant Superintendent becomes eligible for Medicare.

8. **PROFESSIONAL SCHEDULE AND VACATION.** The Assistant Superintendent is a full-time certificated management employee and shall be required to render twelve (12) months of full and regular service to the District during each annual period covered by this Agreement. However, the Assistant Superintendent shall be entitled to twenty-five (25) working days annual vacation per year under this Agreement, excluding paid holidays, as calendared and approved by the Superintendent. The Assistant Superintendent is exempt from all overtime and for all compensatory time off.

Vacation days may be accumulated to a maximum of fifty (50) days. In the event the total number of accumulated vacation days exceeds fifty (50) days, vacation days shall be immediately scheduled to prevent further accumulation.

At the expiration or termination of this Agreement, the Assistant Superintendent shall be paid for all accrued but unused vacation to which he/she is entitled under this Agreement, at the salary rate effective during the school year in which the vacation was earned.

9. TERMINATION OF CONTRACT.

a. Termination for Cause:

The Assistant Superintendent shall fulfill all aspects of this Contract. Throughout the term of this Contract, the Assistant Superintendent shall be subject to discharge for cause. As such, the Board may terminate this Contract at any time in the event of a material breach thereof by the Assistant Superintendent, including but not limited to failure to perform her duties as specified hereunder (or in an applicable Job Description) or failure to abide by a lawful directive of the Superintendent or Board. Prior to discharge for cause, the Assistant Superintendent shall be provided with a written statement of charges and given an opportunity to respond orally or in writing to such charges. The Assistant Superintendent shall be entitled to appear personally before the Board to present any evidence or testimony to contest the statement of charges. The format will not be that of an evidentiary hearing. If the Assistant Superintendent chooses to be accompanied by legal counsel at such meeting, the Assistant Superintendent shall bear any associated cost. The Assistant Superintendent shall be provided a written decision setting forth the decision of the Board. Subject to judicial challenge, the decision of the Board shall be final and this Contract will terminate as of the date of that decision. In the event of termination as a result of material breach by the Assistant Superintendent, the Assistant Superintendent shall not be entitled to any compensation beyond the date of termination.

b. Termination by Assistant Superintendent:

Notwithstanding any other provisions of this Contract, the Assistant Superintendent shall have the option to terminate this Contract by providing the Board with a written notice of intent to terminate. This notice shall be provided no less than sixty (60) days prior to said termination date. The Assistant Superintendent and Board may mutually agree to a termination notice of less than sixty (60) days.

c. Death of the Assistant Superintendent:

The death of the Assistant Superintendent automatically terminates this Contract effective immediately. In such event, all earned salary, unused accrued vacation, and other amounts due to the Assistant Superintendent at the time of the Assistant Superintendent's death shall be paid to the Assistant Superintendent's estate.

d. Termination Without Cause:

Notwithstanding any other provisions of this Contract, the Board, in its sole discretion, may terminate this Contract without cause at any time. If the Board elects the option to terminate the Contract without cause, it shall continue to pay

the Assistant Superintendent's base salary for a period of eighteen (18) months, or for the number of months remaining on the Contract if such remainder is less than eighteen (18) months, whichever is less. The calculation for purposes of the continued payments shall be based upon the rate of salary in effect on the date of the Notice of Termination. These payments will be discontinued at such time that the Assistant Superintendent accepts any other comparable position of employment.

Upon termination of this Contract pursuant to this section, the Assistant Superintendent shall also continue to receive the health insurance to which the Assistant Superintendent was previously entitled for an equivalent period, not to exceed eighteen (18) months, or until the Assistant Superintendent finds other employment which provides the Assistant Superintendent with comparable benefits, whichever occurs first.

In no case, upon termination of this Contract, shall the maximum cash settlement exceed an amount equal to the monthly base salary of the Assistant Superintendent multiplied by eighteen (18).

10. ABUSE OF OFFICE. Pursuant to Government Code sections 53243 et seq., in the event this contract is terminated, any cash settlement paid to the Assistant Superintendent related to such termination shall be fully reimbursed to the District if the Assistant Superintendent is convicted of a crime involving an abuse of office or position as described in Government Code section 53243.4. In addition, any funds paid for salary during a paid administrative leave pending an investigation into, or funds paid for criminal defense of, charges of abuse of office or position shall be fully reimbursed to the District in the event the Assistant Superintendent is convicted of such crime. Any such required reimbursement shall be made within thirty (30) days of conviction, regardless of any appeal, and may be deducted from future wages, settlements, or payments (including under Section 11, above) owed to the Assistant Superintendent. Nothing contained herein shall preclude other means of obtaining reimbursement.
11. SAVINGS PROVISION. This contract is subject to all applicable laws of the State of California and the rules and regulations of the State Board of Education. If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction, such provision shall be severed from this Agreement, but all other provisions will continue in full force and effect.

IN WITNESS WHEREOF, we affix our signature to this Agreement as the full and complete understanding of the contractual relationship between the parties hereto. This contract can be modified only in writing, duly executed by the parties hereto or their successors in interest.

GOVERNING BOARD OF THE
SANTEE SCHOOL DISTRICT

Dr. Lisa Paisley, Assistant
Superintendent, Educational Services

Elana Levens-Craig, President

Date

Dianne El-Hajj, Vice President

Ken Fox, Clerk

Dustin Burns, Member

Barbara Ryan, Member

December 6, 2022

Governing Board Approval Date

Discussion and/or Action Item E.1.3. California School Boards Association
Prepared by Dr. Kristin Baranski (CSBA) Delegate Assembly Call for Nominations
December 6, 2022

BACKGROUND:

Nominations are now being accepted for the California School Boards Association (CSBA) Delegate Assembly. Any CSBA member Board is eligible to nominate board members within their geographic region or sub region. Each Board may make as many nominations as it chooses. All nominees must serve on a CSBA member board.

Nominations will be accepted until Saturday, January 7, 2023. CSBA will prepare and distribute ballots to the Board to vote for Delegate Assembly members in February. Elected delegates will begin their two-year terms on April 1, 2023 through March 31, 2025.

REGION 17 – 23 Delegates (17 elected/6 appointed*)

Director: Debra Schade (Solana Beach ESD)

County: San Diego

Richard Barrera (San Diego USD)*, 2023

Sabrina Bazzo (San Diego USD)*, 2023

Kate Bishop (Chula Vista ESD), 2023

Leslie Bunker (Chula Vista ESD), 2023

Andrew Hayes (Lakeside Union SD), 2023

Melissa Krogh (Warner USD), 2023

Darshana Patel (Poway USD)*, 2023

Dawn Perfect (Ramona USD), 2023

Barbara Ryan (Santee SD), 2023

Arturo Solis (Sweetwater Union HSD)*, 2023

Katrina Young (San Dieguito Union HSD), 2023

Region 17 County

Guadalupe Gonzalez (San Diego COE), 2023

RECOMMENDATION:

Nominations are at the discretion of the Board of Education.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.1.3.

Discussion and/or Action Item E.2.1. Approval of First Interim Report for 2022-23
 Prepared by Karl Christensen
 December 6, 2022

BACKGROUND:

Assembly Bill 2861, which became effective January 1, 1987, requires that school districts prepare and submit interim financial reports so that governing boards, the State Controller, and the Superintendent of Public Instruction are informed of school districts' financial conditions for the current and future years. The Board of Education is required to designate either a positive, qualified, or negative certification regarding the District's ability to meet its financial obligations for the current year and two subsequent years.

Provided for the Board's review and approval is the interim report as of October 31, 2022 for the Santee School District. Copies of the interim report for the public's review will be available at the meeting or upon a request to the Fiscal Services department.

The District is designating a positive certification for the first interim.

RECOMMENDATION:

It is recommended that the Board of Education approve a positive certification for the 1st Interim Report regarding the District's ability to meet its financial obligations for the 2022-23 fiscal year and two subsequent years.

The following district goal(s) is/are supported by this item:

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

FISCAL IMPACT:

The fiscal impact for the General Fund and other funds will be presented at the meeting.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.1.

Discussion and/or Action Item E.2.2. Approval of Monthly Financial Report
 Prepared by Karl Christensen
 December 6, 2022

BACKGROUND:

Administration has prepared the accompanying Monthly Financial Report covering the period October 1, 2022 through October 31, 2022 prepared on a cash and modified accrual basis and include the District’s revenue, expenditure, and cash activities.

RECOMMENDATION:

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

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The Monthly Financial Report shows a beginning cash balance of \$26,127,409; cash receipts of \$4,994,391; and disbursements of \$6,821,483; with an ending cash balance of \$24,300,317 as of October 31, 2022.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.2.

Monthly Financial Report - October

1

CASH REPORT FOR OCTOBER

| | Actual | Projected* | Difference |
|----------------------------------------------|--------------------|--------------------|-------------|
| Beginning Cash Balance as of October 1, 2022 | \$26,127,409 | \$26,127,409 | \$ - |
| INCOME | | | |
| A. Local Control Funding Formula | | | |
| State Aid | 2,928,813 | 2,928,813 | - |
| Property Taxes | 403,589 | 403,589 | - |
| B. Federal Income | | | |
| Federal Funding | 308,378 | 308,378 | - |
| C. State Income | | | |
| Lottery | 430,375 | 430,375 | - |
| Other State Funding | 387,668 | 387,668 | - |
| D. Local Income | | | |
| Other Local Income | 51,559 | 51,559 | - |
| Spec Ed | 431,049 | 431,049 | - |
| Interest | 52,960 | 52,960 | - |
| E. Due to/Due from other funds | - | - | - |
| F. Debt Proceeds | - | - | - |
| TOTAL INCOME | \$4,994,391 | \$4,994,391 | \$ - |
| Beginning Balance Plus Income | \$31,121,800 | \$31,121,800 | \$ - |
| DISBURSEMENTS | | | |
| G. Commercial Warrants | \$ 656,488 | \$ 656,488 | \$ - |
| H. Salary and Benefits | 6,092,052 | 6,092,052 | - |
| I. Other Outgo | 72,943 | 72,943 | - |
| J. Interfund Borrowing Out | - | - | - |
| K. Budget Adjustments | - | - | - |
| TOTAL DISBURSEMENTS | \$6,821,483 | \$6,821,483 | \$ - |
| Ending Cash Balance as of October 31, 2022 | \$24,300,317 | \$24,300,317 | \$ - |

* Based on Cash Flow Projection at First Interim FY 2022-23

**Budget Revisions
Through October 31, 2022
2022-23 Revised Budget**

| | <u>Unrestricted</u> | <u>Restricted</u> | <u>Total</u> |
|-----------------------------------------------------------|---------------------|-------------------|--------------|
| Beginning Fund Balance | 23,384,154 | 3,332,953 | 26,717,107 |
| Estimated Income | 57,106,781 | 45,224,716 | 102,331,497 |
| Estimated Expenditures | 54,433,694 | 38,220,903 | 92,654,597 |
| Change in Fund Balance | 2,673,087 | 7,003,813 | 9,676,900 |
| Projected Ending Fund Balance | 26,057,241 | 10,336,766 | 36,394,007 |
| Less: Restricted Program Carryovers | - | 10,336,766 | 10,336,766 |
| Less: Non-Spendable | | | |
| Prepaid Expenses | 375,869 | - | 375,869 |
| Revolving Cash Fund | 20,000 | - | 20,000 |
| Stores Inventory | 244,934 | - | 244,934 |
| Less: Assigned Vacation Carryover | 466,538 | - | 466,538 |
| Assigned Site Carryover Balances | - | - | - |
| Less: Economic Uncertainty Reserve | 2,779,638 | - | 2,779,638 |
| Less: Reserve for State Budget Uncertainty | - | - | - |
| Uncommitted/Unassigned/Unappropriated Fund Balance | 22,170,260 | - | 22,170,260 |
| Fund 17 Projected End of Year Balance | - | - | - |
| Projected Reserves | 24,949,898 | - | 24,949,898 |
| | <u>October</u> | <u>September</u> | |
| Projected Reserve % 2022-23¹ | 26.93% | 26.29% | |
| Projected Reserve % 2023-24² | 29.76% | 31.27% | |
| Projected Reserve % 2024-25² | 29.47% | 32.38% | |

As a % of the Estimated Expense Total¹

Based on Multi-Year Projection at 1st Interim- October 2022²

Item F. BOARD POLICIES AND BYLAWS

Agenda Item F.

Board Policies and Bylaws Item F.1.1.
Prepared by Dr. Kristin Baranski
December 6, 2022

Third Reading: Board Policies (BP) and/or
Administrative Regulation (AR):
• New BP 1313 – Civility

BACKGROUND:

The attached Board Policy conforms with California School Board Association’s (CSBA) language. BP 1313 – Civility was presented for a first reading at the October 18, 2022 meeting, and as a second reading at the November 1 meeting.

Upon discussion, and stakeholder input at the November 1 meeting, the Board established a sub-committee to review the policy before adoption.

Tonight, BP 1313 – Civility is being presented as a third reading for review and/or adoption.

New BP 1313 - Civility

Board policy addresses the importance of civility to the effective operation of the district, including its role in creating a positive school climate and enabling a focus on student well-being, learning, and achievement. Policy includes First Amendment free speech considerations, behavior that constitutes civil behavior, practices that promote civil behavior, and authorization to educate or provide information to students, staff, parents/guardians, and community members to assist in the recognition, development, and demonstration of civil behavior. Policy also includes material regarding behavior that is disruptive, hinders the orderly conduct of district operations or programs, or creates an unsafe learning or working environment, as well as the prohibition of, and consequences for, behavior which is discriminatory, harassing, or intimidating, including sexual harassment, bullying, and/or hate violence.

RECOMMENDATIONS:

New Board Policy (BP) 1313 – Civility is being presented in a third reading for review and/or adoption. Action, if any, is at the discretion of the Board of Education.

FISCAL IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.1.

CIVILITY

The Governing Board recognizes the impact that civility has on the effective operation of the district, including its role in creating a safe and positive school climate and enabling a focus on student well-being, learning, and achievement. The Board believes that each person should be treated with dignity and respect in their interactions within the school community.

The Board expects that all speech and expression will agree with norms of civil behavior on district grounds, in district facilities, during district activities or events, and in the use of district electronic/digital systems and platforms.

Civil behavior is polite, courteous, and reasonable behavior which is respectful of others. The Board and district staff shall model civil behavior as an example of behavior that is expected throughout the district.

Practices that promote civil behavior include actively listening, giving full attention to the speaker, and refraining from interruptions; welcoming and encouraging participation, input, and feedback through stakeholder engagement; promptly responding to concerns; and embracing varying and diverse viewpoints.

Students, staff, parents/guardians, and community members shall not communicate or behave in a manner that causes disruption; hinders the orderly conduct of district operations, the educational program, or any other district program or activity; or creates an unsafe learning or working environment. The Superintendent or designee may respond to disruptive, violent, or threatening behavior in accordance with law and as specified in BP/AR 3515.2 - Disruptions.

(Legal Reference on next page)

CIVILITY

Legal Reference:

CA Constitution Article 1
 Section 2 Freedom of speech and expression
 Section 28(c) Right to Safe Schools
Civ. Code 51.7
 Freedom from violence or intimidation
Education Code
 200-264 Educational equity
 32210 Willful disturbance of public school or meeting
 32211 Threatened disruption or interference with classes
 32212 Classroom interruptions
 32280-32289.5 School safety plans
 35181 Governing board authority to set policy on responsibilities of students
 35291-35291.5 Rules
 44050 Employee code of conduct; interaction with students
 44807 Teachers' duty concerning conduct of students
 44810 Willful interference with classroom conduct
 44811 Disruption of classwork or extracurricular activities
 48900-48926 Suspension and expulsion
 48907 Exercise of free expression; time, place and manner rules and regulations
 48950 Speech and other communication
 49330-49335 Injurious objects
Government Code
 54954.3 Opportunity for public to address legislative body
 54957.9 Disorderly conduct of general public during meeting; clearing of room
Penal Code
 243.5 Assault or battery on school property
 415.5 Disturbance of peace of school
 422.55 Definition of hate crime
 422.6 Crimes, harassment
 626-626.11 School crimes
 627-627.10 Access to school premises
 653.2 Electronic communication devices, threats to safety
 653b Loitering about schools or public places
Management Resources
 California Department of Education Publication
 California's Social and Emotional Learning: Guiding Principles, 2018
 Social and Emotional Learning in California: A Guide to Resources, 2018
 Commission on Teacher Credentialing Publication
 California Professional Standards for Educational Leaders, February 2014
Court Decision
 Baca v. Moreno Valley Unified School District, (1996) 936 F. Supp. 719
 Hazelwood School District v. Kuhlmeier, (1988) 108 S. Ct. 562
 City of San Jose v. William Garbett, (2010) 190 Cal. App. 4th 526
 Norse v. City of Santa Cruz, (9th Cir. 2010) 629 F3d 966
CSBA Publication
 Professional Governance Standards for School Boards
 Superintendent Governance Standards
 Nat'l Policy Board For Educational Administration
 Professional Standards for Educational Leaders, October 2015
Websites
 CSBA District and County Office of Education Legal Services
 National Policy Board for Educational Administration
 National School Safety Center
 Center for Safe and Responsible Internet Use
 California Office of the Attorney General
 National Council for the Social Studies
 Commission on Teacher Credentialing
 CSBA
 California Department of Education
 U.S. Department of Education
 U.S. Equal Employment Opportunity Commission

Policy adopted:

SANTEE SCHOOL DISTRICT
Santee, California

Board Policies and Bylaws Item F.1.2.
Prepared by Dr. Kristin Baranski
December 6, 2022

Second Reading: Board Policies (BP) and/or
Administrative Regulation (AR):

- Revised BP 4354.1 – Early Retirement Health Benefits for Management/Confidential Employees
- Revised BP 6115 – Ceremonies and Observances

BACKGROUND:

Board Policy 6115 – Ceremonies and Observances was updated to conform with California School Board Association’s (CSBA) language. BP 4354.1 and BP 6115 were presented for a first reading at the November 15, 2022 meeting.

BP 4354.1 – Early Retirement Health Benefits for Management/Confidential Employees

Updated to reflect the recent increase to the health benefit contribution for Confidential/Management employees approved by the Board of Education at the September 20, 2022 meeting.

BP 6115 – Ceremonies and Observances

Policy updated to add the Board’s authority to designate any day as a holiday, in addition to those holidays designated by law, and to revise the date upon which schools close in observance of any holiday except Veterans Day.

RECOMMENDATIONS:

Revised Board Policy (BP) 4354.1 – Early Retirement Health Benefits for Management/Confidential Employees, and BP 6115 – Ceremonies and Observances are being presented for a second reading and adoption.

FISCAL IMPACT:

There is no fiscal impact to the District by revising this Board policy.

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.2.

**EARLY RETIREMENT HEALTH BENEFITS FOR
MANAGEMENT/CONFIDENTIAL EMPLOYEES**

Effective July 1, 1999, Management and Confidential employees who meet the qualifications for early retirement shall be eligible and may apply for paid medical and health insurance benefits on the following basis:

1. The certificated/classified employee in the PERS retirement system must have the equivalent of ten 10 years of full service with district, the last five years of which must be consecutive and the employee must have reached or passed the age of 50 years, and be in a paid status the year of retirement.
2. The certificated/classified employee in the STRS retirement system must have the equivalent of ten 10 years of full service with district, the last five years of which must be consecutive and the employee must have reached or passed the age of 55 years, and be in a paid status the year of retirement.
3. The coverage will be limited to health and medical benefits of the plan provided by the district under which the employee was insured during the last year of employment.
4. The district will pay the health and medical premiums for the retiree up to the annual cap of \$7,200 \$12,000 (~~\$600~~ \$1,000 per month).
5. The district will continue to provide this coverage until the retiree reaches the age of 65 years, or is eligible for Medi-Care, whichever comes first.
6. Employees retiring may enroll dependents, at the retiree's expense, under the following conditions:
 - a. ~~The dependent must have been enrolled one year prior to the effective date of retirement.~~ The dependent must have been enrolled at the time of retirement.
 - b. Rates and other conversion requirements for dependent coverage are at the discretion of the insurance company.
 - c. Spousal coverage may continue until the spouse reaches the age of 65 years, or is eligible for Medi-Care, whichever comes first. All other dependents may be covered at the discretion of the insurance carrier.
7. Pursuant to the insurance carrier regulations, the retiree may purchase dental and/or vision coverage at the district rate. Retirees enrolled in a vision or dental plan as of December 31, 2018 may maintain their coverage indefinitely. Dependent dental and/or vision coverage will be limited to the district plan in place at the time of retirement.

Policy

adopted: November 20, 1979
amended: March 17, 1998
amended: May 16, 2006
reviewed: May 5, 2009
amended: January 17, 2012
amended: January 15, 2019

SANTEE SCHOOL DISTRICT

Santee, California

CEREMONIES AND OBSERVANCES

The Governing Board recognizes the importance of having students observe holidays, celebrate events of cultural or historical significance, and acknowledge the contributions of outstanding individuals in society. On days designated by the Board, staff shall provide students with appropriate commemorative exercises so that they may acquire the knowledge, skills, and principles essential for informed, responsible citizenship in a democratic society.

District schools shall be closed on the holidays specified in Education Code 37220 and on any other day designated as a holiday by the Board. The Board may, by adoption of a resolution, revise the date upon which schools close in observance of any holiday except Veterans Day, which shall be celebrated on its actual date. (Education Code 37220)

Legal Reference:

EDUCATION CODE

~~37220-37222.20~~ ~~37223~~ ~~Saturdays and holidays~~ *Holidays and commemorative events*

44015.1 *Week of the School Administrator*

45203 *Paid holidays*

45460 *Classified Employee Week*

~~52720-52730~~ *Patriotic exercises, daily instruction* ~~Daily performance of patriotic exercises in public schools--~~

GOVERNMENT CODE

~~3540-3549.3~~ ~~Meeting and negotiating~~ *Public education employer-employee relations*

430-439 *Display of flags*

UNITED STATES CODE, TITLE 4

6 *Time and occasion for display of flag*

7 *Position and manner of display of flag*

UNITED STATES CODE, TITLE 36

106 *Note Educational program on the U.S. Constitution* ~~Day and Citizenship Day~~

106 *Constitution Day and Citizenship Day*

COURT DECISIONS

Newdow v. Rio Linda Union School District, 597 F.3d 1007, 1012 (9th Cir. 2010)

West Virginia State Board of Education et al v. Barnette et al, 319 U.S. 624 (1943)

Management Resources:

CSBA PUBLICATIONS

~~Constitution Day: New Mandate for Districts Receiving Federal Funds~~

~~CSBA Advisory, August 2005~~

FEDERAL REGISTER

~~70 Fed. Reg. 29727 Constitution Day and Citizenship Day (2005)~~

WEB SITES

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

~~CSBA District and County Office of Education Legal Services~~

~~California Department of Education, History/Social Science Instructional Materials:~~

~~<http://www.ede.ca.gov/ei/hs/im>~~

Policy adopted: August 17, 2010

Revised:

SANTEE SCHOOL DISTRICT

Santee, California

Board Policies and Bylaws Item F.1.3.
 Prepared by Karl Christensen
 December 6, 2022

First Reading: Board Policies (BP) /
 Administrative Regulations:
 BP 7110 – Facilities Master Plan
 BP 7131 – Relations with Local Agencies
 BP 7140 – Architectural and Engineering
 Services

BACKGROUND:

Three Board policies are presented for the Board of Education’s review in a first reading: Board Policy 7110 – Facilities Master Plan and Board Policy 7140 – Architectural and Engineering Services, have been updated to conform with California School Board Association’s (CSBA) language; Board Policy 7131 – Relations with Local Agencies, is a new policy from CSBA.

BP 7110 – Facilities Master Plan

Revised to conform with CSBA policy language which includes updates to plan development and details specific components that a Facilities Master Plan shall have.

BP 7131 – Relations with Local Agencies

This policy from CSBA focuses on the importance of collaborating and communicating with other local agencies in order to provide the best possible school facilities and to allocate facility resources in an effective and efficient manner, by consulting with local agencies when required by law and when the resources of these agencies can assist the District in the planning, design, and construction of facilities.

BP 7140 – Architectural and Engineering Services

Revised to conform with CSBA policy language which includes updates to ensure compliance with state design and safety standards.

RECOMMENDATION:

Revised Board Policy 7110 – Facilities Master Plan, New Board Policy 7131 – Relations with Local Agencies, and Revised Board Policy 7140 – Architectural and Engineering Services are presented for a first reading. Action, if any, is at the discretion of the Board of Education.

This recommendation supports the following District goal:

| SUPPORTED | STRATEGIC OBJECTIVE | DESCRIPTION |
|-----------|----------------------|------------------------------------------------------------------------------------------------------|
| ✓ | Learning Environment | Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning |

FISCAL IMPACT:

None.

STUDENT ACHIEVEMENT IMPACT:

A safe and engaging learning environment can promote student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.3.

FACILITIES MASTER PLAN

The Governing Board recognizes the importance of long-range planning for school facilities in order to ~~help meet the~~address changing needs of district in students enrollment, teacher housing needs, and ~~to help ensure that resources are allocated in an efficient and effective manner~~the district's educational program. ~~To that end, the Board directs t~~The Superintendent or designee t~~shall~~shall develop, for Board approval, and maintain a master plan for district facilities which describes.

~~The plan shall describe~~ the district's anticipated short- and long-term facilities needs and priorities ~~and shall be aligned with the district's educational goals.~~

Plan Development

The district's facilities master plan shall be based on an assessment of the condition and adequacy of existing facilities, a projection of future enrollments, and alignment of facilities with the district's vision for the instructional program.

To solicit broad input into the planning process, t~~he Superintendent or designee shall ensure that~~may establish a facilities advisory committee consisting of staff, parents/guardians, students, and business, local government, and other community representatives. The Superintendent or designee shall ensure that the public are~~is kept~~is kept informed of the need for construction and modernization of facilities and ~~of the district's plans for facilities.~~ ~~The Board may establish a facilities committee that shall meet at regular intervals in order to give community members opportunities to provide input into the planning process. The committee may consult local governmental and state planning agencies in order to ensure compliance with local and state standards.~~

At least 45 days prior to completion of any facilities plan that relates to the potential expansion of existing school sites or the necessity to acquire additional school sites, the Superintendent or designee shall notify and provide copies of the plan or any relevant and available information to the planning commission or agency of the city or county with land use jurisdiction within the district. (Government Code 65352.2)

If the city or county commission or agency requests a meeting, the Superintendent or designee shall meet with the commission or agency within 15 days following the notification. Items that the parties may discuss at the meeting include, but are not limited to, methods of coordinating planning with proposed revitalization efforts and recreation and park programs, options for new school sites, methods of maximizing the safety of persons traveling to and from the site, and opportunities for financial assistance. (Government Code 65352.2)

The master plan shall be regularly reviewed and updated as necessary to reflect changes in the educational program, existing facilities, finances, or demographic data.

Plan Components

The facilities master plan shall include:

1. A statement of purpose, including district goals, philosophy, and related policies

FACILITIES MASTER PLAN

2. A description of the planning process
3. Demographics of the community, such as economic trends, migration patterns, employment base, residential base, socioeconomic makeup, historical school enrollments, and inventory of physical resources and needs
4. A description of the educational program, such as grade-level organization, class size, staffing patterns, technology plans, special programs and support services, and other educational specifications
5. Analysis of the safety, adequacy, and equity of existing facilities and potential for expansion, including the adequacy of classrooms, school cafeterias and food preparation areas, physical activity areas, playgrounds, parking areas, and other school grounds
6. Site selection criteria and process
7. Development of a capital planning budget and identification of potential funding sources
8. Policy for reviewing and updating the plan

Planning shall ensure that school facilities meet the following minimum standards: (5 CCR 14001)

1. Are aligned with the district's educational goals and objectives
2. Provide for maximum site enrollment at school facilities
3. Are located on a site that meets California Department of Education standards as specified in 5 CCR 14010
4. Are designed for the environmental comfort and work efficiency of the occupants
5. Are designed to require a practical minimum of maintenance
6. Are designed to meet federal, state, and local statutory requirements for structure, fire, and public safety
7. Are designed and engineered with flexibility to accommodate future need

Plans for the design and construction of new school facilities shall also meet the standards described in 5 CCR 14030, the California Green Building Standards Code, Title 24, Part 11 of the California Code of Regulations ("CALGreen"), the Americans with Disabilities Act (ADA) pursuant to 42 USC 12101-12213, and any other requirements applicable to the funding source and type of project.

FACILITIES MASTER PLAN

However, plans for residential housing, which includes any building used or intended to be used by the district as a personal residence by a teacher or employee of the district, is not considered to be a "school building" and does not require approval by the Department of General Services regarding earthquake safety and/or the ADA. (Education Code 17283.5; Government Code 4454.5)

To facilitate the efficient use of public resources when planning for new construction or modernization of school facilities, the district may consider designs that facilitate joint use of the facility with a local governmental agency, public postsecondary institution, or nonprofit organization.

References (next page):

FACILITIES MASTER PLAN

*Legal References:*EDUCATION CODE*16011 Long range comprehensive master plan 16322 Department of Education services 17017.5**Approval of applications for projects 17251 Powers and duties of CDE**17260-17268 Plans of schoolhouses 17280-17317 Field Act**17365-17374 Fitness for occupancy**17405 Relocatable structures; lease requirements**35275 New school planning; cooperation with recreation and park authorities*GOVERNMENT CODE*53090-53097.5 Regulation of local agencies by counties and cities**65352.2 Communicating and coordinating of school sites**65995.6 School facilities needs analysis*CODE OF REGULATIONS, TITLE 5*14001 Minimum standards**14030-14036 Standards, planning and approval of school facilities*UNITED STATES CODE, TITLE 42*12101-12213 Americans with Disabilities Act**Management Resources:*WEB SITES*Office of Public School Construction: <http://www.opsc.dgs.ca.gov>**CDE, School Facilities Division: <http://www.cde.ca.gov/facilities>*State2 CCR 1859-1859.19924 CCR 1015 CCR 140015 CCR 140105 CCR 14030-14036Ed. Code 16011Ed. Code 16322Ed. Code 17017.5Ed. Code 17070.10-17079.30Ed. Code 17251-17256Ed. Code 17260-17268Ed. Code 17280-17317Ed. Code 17283.5Ed. Code 17365-17374Ed. Code 17405Ed. Code 35275Ed. Code 4454.5Gov. Code 53090-53097.5Gov. Code 65352.2Gov. Code 65995.6H&S Code 53570-53574Federal28 CFR 35.101-35.19042 USC 12101-12213DescriptionLeroy F. Greene School Facilities ActCalifornia Building Standards CodeMinimum standards for school facilitiesProcedure for site acquisitionStandards, planning, and approval of school facilitiesLong-range comprehensive master planCalifornia Department of Education servicesApproval of applications for projectsLeroy F. Greene School Facilities ActCDE powers concerning buildings and building sitesPlans and specifications for school facilitiesField Act; approval of plans and supervision of constructionSchool building does not include residential housingField Act; fitness for occupancy; liability of board membersRelocatable structures; lease requirementsNew school planning; cooperation with recreation and park authoritiesApproval of plans and specifications; exemption of residential housingRegulation of local agencies by counties and citiesCommunicating and coordinating of school sitesSchool facilities needs analysisTeacher Housing Act of 2016DescriptionAmericans with Disabilities ActAmericans with Disabilities Act

Policy adopted: March 3, 2009

Policy amended:

SANTEE SCHOOL DISTRICT

Santee, California

RELATIONS WITH LOCAL AGENCIES

The Governing Board recognizes the importance of collaborating and communicating with other local agencies in order to provide the best possible school facilities and to allocate facility resources in an effective and efficient manner. The Board and district staff shall consult and coordinate with local agencies as required by law and whenever the expertise and resources of these agencies can assist the district in the planning, design and construction of facilities.

Following notification by a city or county of proposed action to adopt or substantially revise a general plan, the Board may request a meeting with the local planning agency to discuss possible methods of coordinating planning, design and construction of new school facilities and school sites. (Government Code 65352.2)

The Superintendent or designee shall monitor land development proposals within district boundaries and shall ensure that an exchange of accurate information is maintained with city/county planning staff regarding the impact of land development on the district's educational programs and facility needs.

Recognizing that available funds may not suffice to eliminate overcrowding in district schools caused by new development, the Board urges the city/county to adopt in its general plan or other appropriate planning documents, to the extent permitted by law, a provision which ensures that adequate school facilities will be available.

Notifications to Other Local Agencies

The Board shall notify the city council or county board of supervisors whenever it finds, based on clear and convincing evidence: (Government Code 65971)

1. That conditions of overcrowding exist in one or more attendance areas within the district which will impair the normal functioning of the educational programs, and the reason for the existence of those conditions
2. That all reasonable methods of mitigating conditions of overcrowding have been evaluated and no feasible method for reducing those conditions exists

The above notice shall specify the mitigation measures considered by the district and shall include a completed application to the Office of Public School Construction for preliminary determination of eligibility for school construction under applicable state law. (Government Code 65971)

The Superintendent or designee shall notify the appropriate city or county planning agency of the adoption of a school facility needs analysis or facilities master plan, the acquisition of a school site, or other action regarding school facilities in accordance with law.

References (next page):

RELATIONS WITH LOCAL AGENCIES

References:

| State | Description |
|----------------------------|-----------------------------------------------------------------------|
| 14 CCR 15000-15285 | Implementation of California Environmental Quality Act of 1970 |
| 5 CCR 14010 | Procedure for site acquisition |
| Ed. Code 17280-17316 | Building approvals |
| Ed. Code 35275 | New school planning; cooperation with recreation and park authorities |
| Gov. Code 53090-53097.5 | Regulation of local agencies by counties and cities |
| Gov. Code 65300-65307 | Authority for and scope of general plans |
| Gov. Code 65352.2 | Communicating and coordinating of school sites |
| Gov. Code 65850-65863.11 | Adoption of regulations |
| Gov. Code 65970-65981 | School facilities |
| Gov. Code 65995-65998 | Developer fees |
| Pub. Res. Code 21000-21177 | California Environmental Quality Act of 1970 |

ARCHITECTURAL AND ENGINEERING SERVICES

The Governing Board desires to provide school facilities that support the educational program and meet all applicable safety and design standards.~~In order to ensure safe construction and protect the investment of public funds, When required by law, the Governing Board requires that shall contract with~~ a licensed and certified architect and/or structural engineer ~~be employed~~ to design and supervise the construction of district schools and other facilities.

The architect and/or structural engineer shall be responsible for preparing all construction plans, specifications, and estimates and for the observation of the work of construction. (Education Code 17302)

To ensure compliance with state design and safety standards, preliminary and final plans for any state-funded school facility project, including Board-approved educational specifications for school design when necessary, shall be submitted to the California Department of Education and the Department of General Services, Division of the State Architect. (Education Code 17267; 5 CCR 14030-14032)

The Superintendent or designee shall devise a competitive process for the selection of architects, ~~and structural engineers, and other design professionals~~ that is based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. For each project, ~~he/she~~ the Superintendent or designee shall recommend ~~specific~~ architectural and engineering firms to the Board. The Board shall pay fair and reasonable amounts warranted by the provider's qualifications and competence. The Board need not select the lowest responsible bidder.

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

- ~~1. Be based on pre-determined and publically available criteria; and,~~
- ~~2. Prohibit practices that might result in unlawful activities such as rebates, kickbacks, or other unlawful consideration; and,~~
- ~~3. Comply with Government Code 87100 by ensuring that district officials excuse themselves from participation in the process or decision to award a contract if he/she knows or has reason to know he/she has a financial interest in, or has a relationship with, the person or business entity seeking a contract.~~

References (next page):

ARCHITECTURAL AND ENGINEERING SERVICES*Legal References:*EDUCATION CODE~~17070.50 Conditions for apportionment~~~~17280-17316 Approvals, especially:~~~~17302 Persons qualified to prepare plans, specifications and estimates and supervise construction~~~~17316 Contract provision re school district property~~~~17371 Limitation on liability of governing board~~GOVERNMENT CODE~~4525-4529.5 Contracts with private architects, engineering, land surveying, and construction project management firms~~~~14837 Definition of small business~~~~87100 Public officials; financial interest~~PUBLIC CONTRACT CODE~~20111 School district contracts~~**State**24 CCR 1015 CCR 140015 CCR 14030-14036Bus. Code 5500-5502Bus. Code 5550-5558Bus. Code 6700-6706.3Bus. Code 6750-6766CA Constitution Article 22Ed. Code 17070.10-17079.30Ed. Code 17070.50Ed. Code 17250.10-17250.55Ed. Code 17251-17256Ed. Code 17260-17268Ed. Code 17280-17316Ed. Code 17302Ed. Code 17316Ed. Code 17371Gov. Code 14837Gov. Code 4525-4529.5Gov. Code 87100Pub. Cont. Code 20111**Description**California Building Standards CodeMinimum standards for school facilitiesStandards, planning, and approval of school facilitiesArchitectureArchitects, licensureEngineersEngineers, licensureArchitectural and engineering servicesLeroy F. Greene School Facilities ActConditions for apportionmentDesign-build contractsCDE powers concerning buildings and building sitesPlans and specifications for school facilitiesBuilding approvalsPersons qualified to prepare plans, specifications and estimates and supervise constructionContract provision re school district propertyLimitation on liability of governing boardDefinition of small businessContracts with private architects, engineering, land surveying, and construction project management firmsPublic officials; financial interestSchool district contracts

Item G. EMPLOYEE ASSOCIATION COMMUNICATION

Item H. BOARD COMMUNICATION

Item I. ORGANIZATIONAL BUSINESS

Item J. CLOSED SESSION

Item K. RECONVENE TO PUBLIC SESSION

Item L. ADJOURNMENT

Agenda Items G, H, I, J, K, and L.