



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

In accordance with Government Code Section 54956, written notice is hereby given that the following meeting of the Santee School District Board of Education will be conducted in-person and streamed online.

JOINING THE MEETING ONLINE ON MICROSOFT TEAMS

[Click this link to join from a PC, Mac, iPad, iPhone, or Android device](#)

Please note: Public comments are in-person only. Request-to-speak cards are available at the meeting.



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

**BOARD OF EDUCATION
 REGULAR MEETING
 AGENDA
 February 6, 2024**

District Mission

Providing an extraordinary education in an inspiring environment with caring people

	<u>Page #:</u>
A. OPENING PROCEDURES – 6:00 p.m.	5
1. Call to Order and Welcome	
2. District Mission	
3. Pledge of Allegiance	
4. Approval of Agenda	
B. REPORTS AND PRESENTATIONS	6
1. Superintendent's Report	
1.1. Developer Fees and Collection Report	7
1.2. Use of Facilities Report	9
1.3. Enrollment Report	10
1.4. Schedule of Upcoming Events	11
2. Spotlight on Education: Carlton Oaks School	12
3. Superintendent's State of the District Address 2024	13
C. PUBLIC COMMUNICATION	14
<i>During this time, citizens are invited to address the Board of Education about any item not on the agenda. Request-to-speak cards should be submitted in advance. Please note the Board is not allowed to discuss or take any action on an item that is not listed on today's agenda. However, if deemed appropriate, the Board may refer Administration to follow up on comments. The Board has a policy limiting any speaker to three (3) minutes. Meetings are recorded and streamed live.</i>	

BOARD OF EDUCATION · Dustin Burns, Dianne El-Hajji, Ken Fox, Elana Levens-Craig, Barbara Ryan
 DISTRICT SUPERINTENDENT · Kristin Baranski, Ed.D.

D. CONSENT ITEMS	15
<i>Items listed under Consent are considered to be routine and are acted on by the Board with a single motion. There is no discussion of these items prior to the Board vote unless a member of the Board, staff, or public requests specific items be considered separately. Request-to-speak cards should be submitted in advance.</i>	
Superintendent	
1.1. <u>Approval of Minutes</u>	16
It is recommended that the Board of Education approve meeting minutes with any necessary modifications.	
Business Services	
2.1. <u>Approval/Ratification of Travel Requests</u>	26
It is recommended that the Board of Education ratify the authorization granted to personnel requesting out-of-district travel as listed in the item.	
2.2. <u>Approval/Ratification of Revolving Cash Report</u>	28
It is recommended that the Board of Education approve/ratify revolving cash checks as listed.	
2.3. <u>Approval/Ratification of General Services Agreements</u>	30
It is recommended that the Board of Education approve/ratify agreements with General Service Providers as presented.	
2.4. <u>Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)</u>	32
It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the month of December 2024	
2.5. <u>Acceptance of Donations, Grants, and Bequests</u>	37
It is recommended that the Board of Education approve of the donations, grants, and/or bequests listed above for the District.	
2.6. <u>Approval/Ratification of Agreements for Mileage Reimbursement In Lieu of District Transportation</u>	38
It is recommended that the Board of Education approve/ratify the Parent/Guardian agreements for mileage reimbursement in lieu of District transportation.	
2.7. <u>Authorization to Sell/Dispose of Surplus Items</u>	40
It is recommended that the Board of Education declare the described items as surplus with an estimated value of \$0 and authorize the sale or disposal of them in accordance with the recommended terms.	
Educational Services	
3.1. <u>Ratification of Nonpublic Agency Master Contract with SPG Therapy for Speech Therapy</u>	43
It is recommended that the Board of Education ratify the Nonpublic Agency Master Contract with SPG Therapy for Speech Therapy.	

Human Resource/Pupil Services

- 4.1. Personnel, Regular** 44
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations, and dismissals.
- 4.2. Ratification of Short-Term Services Agreements** 48
It is recommended that the Board of Education ratify the short-term services agreements.
- 4.3. Approval of Coordinator, Grant Services Job Description** 49
It is recommended that the Board of Education approve the creation of the Coordinator, Grant Services job description.
- 4.4. Approval of Recommendation of Classified Non-Management Reclassification** 53
It is recommended that the Board of Education approve the reclassification of classified non-management positions effective July 1, 2024.
- 4.5. Ratification of Memorandum of Understanding with San Diego Youth Services for Anti-BIAS Program for Bullying Prevention** 54
It is recommended that the Board of Education ratify the Memorandum of Understanding to offer the Anti-BIAS program to 7th and 8th grade students as requested by school sites.
- 4.6. Ratification of Memorandum of Understanding with The Elizabeth Hospice for Grief Counseling** 72
It is recommended that the Board of Education ratify the Memorandum of Understanding with The Elizabeth Hospice to offer grief programs to students.

E. DISCUSSION AND/OR ACTION ITEMS 76
Members of the audience wishing to address the Board about any of the following items should submit a request-to-speak card in advance.

Superintendent

- 1.1. Appointment of Coordinator, Grant Services** 77
It is recommended that the Board of Education appoint Shannon Borden, as Coordinator, Grant Services, effective February 7, 2024.
- 1.2. Board's Legislative Goals for 2024** 78
The proposed Board Legislative Goals for 2024 will be presented for consideration. Action, if any, is at the discretion of the Board of Education.

Human Resource/Pupil Services

- 2.1. Proclamation for National School Counseling Week (2/5/24 – 2/9/24) and National School Social Work Week (3/3/24 – 3/9/24)** 80
It is recommended that the Board of Education proclaim the week of February 5 – 9, 2024 as National School Counseling Week, and the week of March 3 – 9, 2024 as National School Social Work Week.

F.	BOARD POLICIES AND BYLAWS	82
1.1.	<u>Second Reading: Revised Board Policies (BP)/Administrative Regulation (AR):</u>	83
	<ul style="list-style-type: none"> • BP 3311.1 – Uniform Public Construction Cost Accounting Procedures • BP 5132 – Dress and Grooming 	
	<p>It is recommended that the Board of Education adopt revised BP 3311.1 – Uniform Public Construction Cost Accounting Procedures; and BP/AR 5132 – Dress and Grooming, being presented in a second reading.</p>	
1.2.	<u>First Reading: Revised Board Policies (BP)/Administrative Regulation (AR):</u>	91
	<ul style="list-style-type: none"> • BP 6011 – Academic Standards • BP 6164.5 – Student Success Teams • BP 6164.6 – Identification and Education Under Section 504 	
	<p>Revised Board Policies/Administrative Regulations are being presented for a First Reading. Action, if any, is at the discretion of the Board of Education.</p>	
G.	EMPLOYEE ASSOCIATION COMMUNICATION	99
H.	BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS	99
I.	CLOSED SESSION	99
1.	<u>Conference with Labor Negotiator</u> (Gov't. Code § 54957.6)	
	<p><i>Purpose: Negotiations</i></p> <p><i>Agency Negotiators: David MacLeod, Assistant Superintendent</i></p> <p><i>Employee Organizations: Santee Teachers Association (STA); and Classified School Employees Association (CSEA)</i></p>	
2.	<u>Public Employee Performance Evaluation</u> (Gov't. Code § 54957)	
	<i>Superintendent</i>	
J.	RECONVENE TO PUBLIC SESSION	99
K.	ADJOURNMENT	99

Please note: Per SB 343, the supporting documents for this meeting agenda are at the Santee School District Office and will be available for viewing at the meeting. The next regular meeting of the Board of Education will be on February 20, 2024, 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:

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

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 February 6, 2024, regular meeting

Agenda Item A.

Item B. REPORTS AND PRESENTATIONS

The following items are presented for Board information:

1. Superintendent's Report
 - 1.1. Developer Fees Collection Report
 - 1.2. Use of Facilities
 - 1.3. Enrollment Report
 - 1.4. Schedule of Upcoming Events
2. Spotlight on Education: Carlton Oaks School
3. Superintendent's State of the District Address 2024

DEVELOPER FEES COLLECTION REPORT
2023-24
CUMULATIVE THROUGH February 06, 2024

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			1756 Weld Blvd	07/06/23	361,184	\$173,368.32	PA
	X		7839 Cypress Dr	07/19/23	1,813	\$5,384.61	CFH
	X		7838 Cypress Dr	07/19/23	1,813	\$5,384.61	CFH
	X		7835 Cypress Dr	07/19/23	1,746	\$5,185.62	CFH
	X		7834 Cypress Dr	07/19/23	1,746	\$5,185.62	CFH
	X		7831 Cypress Dr	07/19/23	1,818	\$5,399.46	CFH
	X		7830 Cypress Dr	07/19/23	1,818	\$5,399.46	CFH
	X		7829 Cypress Dr	07/19/23	1,813	\$5,384.61	CFH
	X		7828 Cypress Dr	07/19/23	1,813	\$5,384.61	CFH
	X		7825 Cypress Dr	07/19/23	1,746	\$5,185.62	CFH
	X		7824 Cypress Dr	07/19/23	1,746	\$5,185.62	CFH
	X		7821 Cypress Dr	07/19/23	1,818	\$5,399.46	CFH
	X		7820 Cypress Dr	07/19/23	1,818	\$5,399.46	CFH
X			8801 Mission Gorge Road	07/19/23	48,913	\$23,478.24	CO
	X		8614 Dunwoodie Rd.	07/26/23	1,000	\$2,970.00	CO
	X		7808 Cypress Dr.	08/01/23	1,813	\$5,384.61	CFH
	X		7819 Cypress Dr	08/01/23	1,813	\$5,384.61	CFH
	X		7818 Cypress Dr	08/01/23	1,813	\$5,384.61	CFH
	X		7809 Cypress Dr	08/01/23	1,813	\$5,384.61	CFH
	X		7811 Cypress Dr	08/01/23	1,818	\$5,399.46	CFH
	X		7810 Cypress Dr	08/01/23	1,818	\$5,399.46	CFH
	X		7801 Cypress Dr	08/01/23	1,818	\$5,399.46	CFH
	X		7800 Cypress Dr	08/01/23	1,818	\$5,399.46	CFH
	X		7805 Cypress Dr	08/01/23	1,746	\$5,185.62	CFH
	X		7804 Cypress Dr	08/01/23	1,746	\$5,185.62	CFH
	X		7814 Cypress Dr	08/01/23	1,746	\$5,185.62	CFH
	X		7815 Cypress Dr	08/01/23	1,746	\$5,185.62	CFH
	X		10396 Sandy Cove Way	08/30/23	2,384	\$7,080.48	HC
	X		10341 River Bluff Dr	08/30/23	2,016	\$5,987.52	HC
	X		10373 River Bluff Dr	8/30/2023	2,226	\$6,611.22	HC
	X		10300 Sandy Cove Way	08/30/23	2,016	\$5,987.52	HC
	X		10319 River Bluff Dr	08/30/23	2,016	\$5,987.52	HC
TOTAL PAGE 1						\$359,228.34	

- *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

DEVELOPER FEES COLLECTION REPORT
2023-24
CUMULATIVE THROUGH February 06, 2024

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	ADDRESS	DATE OF COLLECT.	SQUARE FEET	AMOUNT	SCHOOL OF ATTENDANCE
	X	10372 Sandy Cove Way	08/30/23	2,016	\$5,987.52	HC
	X	10348 Sandy Cove Way	08/30/23	2,384	\$7,080.48	HC
	X	10349 River Bluff Dr	08/30/23	2,384	\$7,080.48	HC
	X	10327 River Bluff Dr	08/30/23	2,384	\$7,080.48	HC
	X	10381 River Bluff Dr	08/30/23	2,384	\$7,080.48	HC
	X	10365 River Bluff Dr	08/30/23	2,384	\$7,080.48	HC
	X	10335 River Bluff Dr	08/30/23	2,226	\$6,611.22	HC
	X	10303 River Bluff Dr	08/30/23	2,226	\$6,611.22	HC
	X	10357 River Bluff Dr	08/30/23	2,226	\$6,611.22	HC
	X	10384 Sandy Cove Way	08/30/23	2,226	\$6,611.22	HC
	X	10360 Sandy Cove Way	08/30/23	2,226	\$6,611.22	HC
	X	10393 River Bluff Dr	08/30/23	2,016	\$5,987.52	HC
	X	8708 Cottonwood Ave	09/07/23	1,118	\$3,320.46	PA
X		8708 Cottonwood Ave	09/07/23	880	\$422.40	PA
	X	8654 Ellsworth Lane	09/13/23	960	\$2,851.20	PA
	X	9771 Abbeywood Rd	10/30/23	1,198	\$3,558.06	RS
	X	9918 Beck Dr	11/27/23	865	\$2,569.05	RS
	X	9450 Kaschube Way	12/05/23	752	\$2,233.44	CO
	X	8509 Marrokal Lane	12/21/23	2,556	\$7,591.32	CFH
	X	1321 Roxanne Dr SFD	01/04/24	871	\$2,586.87	PD
	X	1353 Somermond Dr ADU	01/16/24	600	\$1,782.00	PD
	X	9939 Pratt Ct	01/18/24	661	\$1,963.17	RS
	X	8228 Poinciana Dr ADU	01/19/24	482	\$0.00	PD
TOTAL					\$468,539.85	

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

Requests for Use of Facilities

Fiscal Year: 2023-2024		Report For: February 6, 2024										Week Starting	
Site	Organization	Facility(ies) Used	Date From	Date To	Day(s) of the Week	From Time	To Time	Total Days	Total Hours	Attend	Fees	This Week	Board Meeting
Carlton Hills	California Fitness Fun - Heartlight	Multi-Purpose Room	2/6/2024	3/12/2024	Tuesday	1:30 PM	2:30 PM	6					2/6/2024
Carlton Hills	West Hills Little League	Multi-Purpose Room	2/5/2024	2/5/2024	Monday	5:30 PM	6:30 PM	1					2/6/2024
Carlton Hills	West Hills Little League	Multi-Purpose Room	2/15/2024	2/15/2024	Thursday	6:00 PM	7:30 PM	1					2/6/2024
Carlton Hills	West Hills Little League	Multi-Purpose Room	2/22/2024	2/23/2024	Thurs & Fri	6:00 PM	8:00 PM	2					2/6/2024
Carlton Hills	PTA hosting TDS PTA	Multi-Purpose Room	2/20/2024	2/20/2024	Tuesday	5:00 PM	9:00 PM	1					2/6/2024
Carlton Oaks	Pacific Hills Chess Academy	Classroom 14	1/9/2024	6/5/2024	Tuesday	2:30 PM	3:50 PM	18					2/6/2024
Carlton Oaks	California Fitness Fun - Heartlight	Kindergarten Yard	2/9/2024	3/15/2024	Friday	2:30 PM	3:30 PM	6					2/6/2024
Chet F Harritt	West Hills Little League	Major/Intermed Field	1/9/2024	6/30/2024	Mon & Tues	4:00 PM	8:00 PM				\$5/person		2/6/2024
Chet F Harritt	West Hills Little League	Major/Intermed Field	1/19/2024	6/30/2024	Friday (alternate)	4:00 PM	8:00 PM				\$5/person		2/6/2024
Chet F Harritt	West Hills Little League	Major/Intermed Field	1/19/2024	6/30/2024	Sat & Sun (alt.)	8:00 AM	6:00 PM				\$5/person		2/6/2024
Chet F Harritt	California Fitness Fun - Heartlight	Kindergarten Yard	1/29/2024	3/18/2024	Monday	1:30 PM	2:30 PM	6					2/6/2024
Chet F Harritt	Expanded Learning Programs - Bollywood Dance Central	Multi-Purpose Room	2/21/2024	2/21/2024	Wednesday	2:30 PM	4:30 PM	1					2/6/2024
Hill Creek	California Fitness Fun - Heartlight	Multi-Purpose Room	1/26/2024	3/1/2024	Friday	1:30 PM	2:30 PM	6					2/6/2024
Hill Creek	PTSA - Family Movie Night	Grass Field/Multi-Purpose Room/Parking Lot	2/2/2024	2/2/2024	Friday	4:30 PM	8:30 PM	1					2/6/2024
Pepper Drive	Girl Scouts of San Diego	Multi-Purpose Room	1/10/2024	6/12/2024	Wednesday	5:00 PM	7:00 PM	6					2/6/2024
Pepper Drive	Girl Scouts of San Diego	Multi-Purpose Room	1/17/2024	5/15/2024	Wednesday	6:00 PM	8:00 PM	5					2/6/2024
Pepper Drive	Girl Scouts of San Diego	Multi-Purpose Room	1/22/2024	4/22/2024	Monday	5:00 PM	7:00 PM	5					2/6/2024
Pepper Drive	California Fitness Fun - Heartlight	Grass Field	2/1/2024	3/7/2024	Thursday	2:20 PM	3:30 PM	6					2/6/2024
PRIDE Academy	PTA - Dance Committee	Learning Resource Center	12/20/2023	12/20/2023	Wednesday	5:00 PM	6:30 PM	1					2/6/2024
PRIDE Academy	PTA - Board Meeting	Learning Resource Center	1/10/2024	1/10/2024	Wednesday	5:00 PM	6:00 PM	1					2/6/2024
PRIDE Academy	PTA - Assoc. Meeting	Learning Resource Center	1/24/2024	1/24/2024	Wednesday	4:00 PM	8:00 PM	1					2/6/2024
PRIDE Academy	California Fitness Fun - Heartlight	Kindergarten Yard	1/31/2024	3/6/2024	Wednesday	1:30 PM	2:30 PM	6					2/6/2024
PRIDE Academy	PTA - Movie Night	Multi-Purpose Room	2/9/2024	2/9/2024	Friday	5:00 PM	9:00 PM	1					2/6/2024
PRIDE Academy	Expanded Learning Programs - Heritage Festival	Grass Field	4/18/2024	4/18/2024	Thursday	2:30 PM	6:00 PM	1					2/6/2024
Rio Seco	Rio Seco DC Trip	Classroom 105 or M/P Rm	1/21/2024	1/21/2024	Sunday	3:00 PM	5:00 PM	1					2/6/2024
Rio Seco	Girl Scouts of San Diego	Parking Lot	2/10/2024	3/9/2024	Saturday	9:00 AM	3:00 PM	5					2/6/2024
Rio Seco	Girl Scouts of San Diego	Parking Lot	2/11/2024	3/10/2024	Sunday	9:00 AM	3:00 PM	5					2/6/2024
Rio Seco	Superintendent's Office	Multi-Purpose Room	2/27/2024	2/27/2024	Tuesday	3:00 PM	8:00 PM	1					2/6/2024

**Santee School District
ENROLLMENT REPORT
2/2/2024
Month 7 Week 2
School Week 24**

SCHOOL	REGULAR ED													SPECIAL ED													Total All				
	TK5	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	02/02/24	02/03/23	# Diff	% Diff	TK5	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	02/02/24	02/03/23	# Diff	% Diff	02/02/24	01/26/24	# Diff
Cajon Park	36	51	71	75	69	80	99	99	110	102	792	813	-21	-2.6%	6	11	7	12	8	6	7	11	5	73	68	5	7.4%	865	867	-2	
Carlton Hills	15	48	50	51	57	53	54	58	60	65	511	525	-14	-2.7%	8	10	11	7	4	9	3	6	1	59	55	4	7.3%	570	573	-3	
Carlton Oaks	33	67	69	85	79	69	79	83	93	112	769	771	-2	-0.3%	7	11	8	6	9	7	14	10	13	85	83	2	2.4%	854	854	0	
Chet F. Harritt	17	55	66	68	65	71	58	63	55	75	593	590	3	0.5%	0	0	0	0	0	3	4	9	3	19	21	-2	-9.5%	612	614	-2	
Hill Creek	31	65	78	69	72	76	79	61	70	53	654	640	14	2.2%	6	5	4	4	7	0	0	0	0	26	29	-3	-10.3%	680	678	2	
Pepper Drive	14	63	66	55	75	51	83	85	84	73	649	699	-50	-7.2%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	649	645	4
Pride Academy	21	53	58	61	67	65	45	51	63	59	543	564	-21	-3.7%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	543	545	-2
Rio Seco	20	67	79	101	99	84	90	88	120	77	825	861	-36	-4.2%	5	5	7	8	10	6	9	12	10	72	77	-5	-6.5%	897	897	0	
Sycamore Canyon	30	46	38	47	48	49	26	42	0	0	326	314	12	3.8%	14	0	0	0	0	0	0	0	0	14	0	14	0.0%	340	341	-1	
SUBTOTAL	217	515	575	612	631	598	613	630	655	616	5662	5777	-115	-2.0%	14	32	42	37	37	38	31	37	48	32	348	333	15	4.5%	6010	6014	-4
Alternative School	0	2	3	1	1	1	1	1	1	5	16	14	2	14.3%											0	0	0	0.0%	16	16	0
Santee Success									4	6	10	4	6	150.0%											0	0	0	0.0%	10	8	2
NPS											0	0	0	0.0%	0	0	0	0	0	2	1	3	3	3	12	11	1	9.1%	12	12	0
SUBTOTAL	2	3	1	1	1	1	1	1	5	11	26	18	8	44.4%	0	0	0	0	0	2	1	3	3	3	12	11	1	9.1%	38	36	2
TOTAL	217	517	578	613	632	599	614	631	660	627	5688	5,795	-107	-1.8%	14	32	42	37	37	40	32	40	51	35	360	344	16	4.7%	6048	6050	-2

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

Prepared by R.Wright

	PK	TK4	Total All
Cajon Park	0	8	873
Carlton Hills	0	5	575
Carlton Oaks	0	11	865
Chet F Harritt	0	7	619
Hill Creek	0	13	693
Pepper Dr	0	6	655
Pride Academy	0	3	546
Rio Seco	0	4	901
Sycamore Canyon	95	11	446
ALT	0	0	16
Total PK/EAK	95	68	163

Total Enrollment Including PK/TK4
6211

Schedule of Upcoming Events

Meeting Locations:

Educational Resource Center (ERC) – 9619 Cuyamaca, Santee

District Office (DO) Conference Room – 9625 Cuyamaca, Santee

Date	Event
February 5	Communication Committee; 3:30 pm, ERC
February 6	Board of Education Meeting; 6:00 pm, ERC
February 7	Wellness Advisory Committee; 3:30 pm; DO Conf Room
February 8	Character Education and School Climate Advisory Committee; 4:00 pm, ERC
February 12	Lincoln's Day – Schools and District Offices Closed
February 19	Washington's Day – Schools and District Offices Closed
February 20	Board of Education Meeting; 6:00 pm, ERC
February 22 (moved from February 1)	Budget Advisory Committee, 6:00 pm, DO Conf Room
February 27	Local Control Accountability Plan (LCAP) Annual Review; 6:00 pm, Rio Seco MPR
March 5	Board of Education Meeting; 6:00 pm, ERC
March 19	Board of Education Meeting; 6:00 pm, ERC
March 25 – April 5	Spring Break – Schools Closed; District Office Hours Vary
April 11	District Advisory Committee (DAC); 6:00 pm, ERC
April 12	District English Learner Advisory Committee (DELAC); 9:00 am, ERC
*April 16	Board of Education Meeting; 6:00 pm, ERC
April 24	Wellness Advisory Committee; 3:30 pm; DO Conf Room
May 6	Communication Committee; 3:30 pm, ERC
May 7	Board of Education Meeting; 6:00 pm, ERC
May 9	District Advisory (DAC) and Special Education Advisory Committees (joint meeting); 6:00 pm, ERC
May 17 (moved from May 10)	District English Learner Advisory Committee (DELAC); 9:00 am, ERC
May 23	Character Education and School Climate Advisory Committee; 4:00 pm, ERC
May 21	Board of Education Meeting; 6:00 pm, ERC
May 27	Memorial Day
June 4	Board of Education Meeting; 6:00 pm, ERC
June 12	Last Day of School
June 18	Board of Education Meeting; 6:00 pm, ERC

*No regular meeting is scheduled for April 2 due to the holiday break schedules.

Reports and Presentations Item B.2.
Prepared by Dr. Kristin Baranski
February 6, 2024

Spotlight on Education: Carlton Oaks School

BACKGROUND:

Carlton Oaks School staff will be present this evening to provide the Board of Education with an update on student assessment and survey results from the 2022-23 school year. School staff will also inform the Board of student academic and climate and culture goals for the 2023-24 school year.

Agenda Item B.2.

Reports and Presentations B.3.
Prepared by Dr. Kristin Baranski
February 6, 2024

Superintendent's State of the District Address 2024

BACKGROUND:

This evening Dr. Kristin Baranski, Superintendent of Santee School District, will present the 2024 State of the District Address.

Agenda Item B.3.

Item C. PUBLIC COMMUNICATION

During this time, citizens are invited to address the Board of Education about any item not on the agenda. Request-to-speak cards should be submitted in advance. Please note the Board is not allowed to discuss or take any action on an item that is not listed on today's agenda. However, if deemed appropriate, the Board may refer Administration to follow up on comments. The Board has a policy limiting any speaker to three (3) minutes. Meetings are recorded and streamed live.

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
February 6, 2024

Approval of Minutes

BACKGROUND:

Presented for Board approval –

- January 16, 2024, regular meeting minutes

RECOMMENDATION:

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

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

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

January 16, 2024
MINUTES

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

A. OPENING PROCEDURES

1. Call to Order and Welcome

President Burns called the meeting to order at 6:00 p.m. and noted Dr. Marcia Hamilton, Assistant Superintendent of Business Services, was not in attendance due to unexpected ankle surgery. Member Burns welcomed Tory Long, Director of Fiscal Services, who was attending the meeting representing Business Services.

Members present:

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

Administration present:

Dr. Kristin Baranski, Superintendent
Dr. Lisa Paisley, Assistant Superintendent, Educational Services
David MacLeod, Assistant Superintendent, Human Resources/Pupil Services
Tory Long, Director, Fiscal Services
Lisa Arreola, Executive Assistant and Recording Secretary

2. District Mission

President Burns invited everyone to recite the District Mission.

3. Pledge of Allegiance

Lisa Arreola, Executive Assistant to the Board and Superintendent, led the Pledge of Allegiance.

4. Approval of Agenda

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

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

B. REPORTS AND PRESENTATIONS

1. Superintendent's Report

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

2. Spotlight on Education: Rio Seco School

Superintendent Baranski welcomed Stephanie Southcott, Principal; Lindsay Ogden, Vice Principal; and Joy Marsella, Administrative Intern, to share all the great things happening at Rio Seco School. Ms. Southcott introduced the staff and families that were in attendance at the meeting and expressed her appreciation for their support. Rio Seco is proud of the

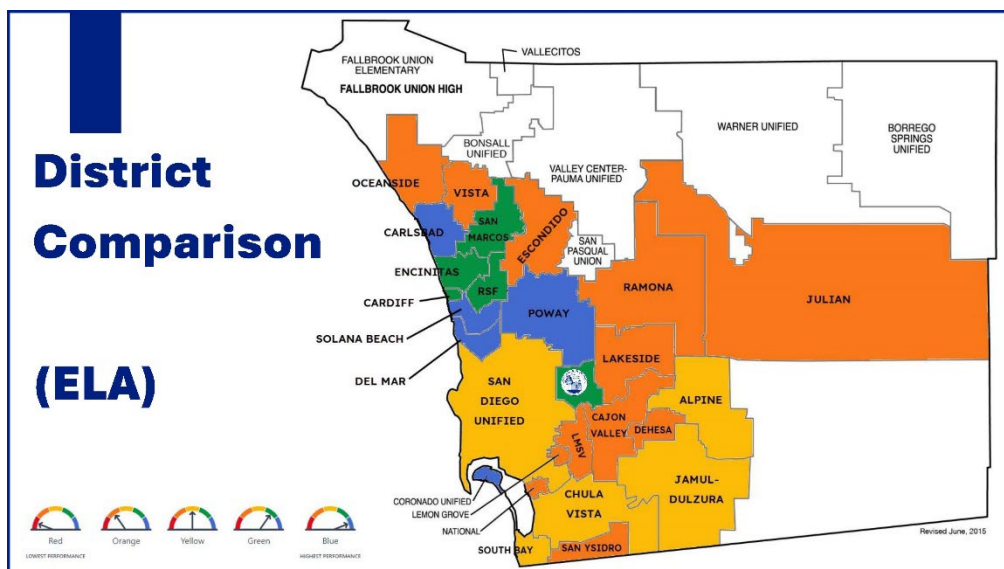
growth they had in 2023 CAASPP results. They increased 1% in ELA, 1.2% in math, and also had marked improvement in the measurements for students feeling safe on campus. Although the growth is small, a continuing trend can be seen over the last few years. Ms. Southcott and the staff set goals to increase 5% in both ELA and math this year. They are collecting data on three (3) questions during instructional observations to continue their work – What are we learning? (Learning Target), Why are we learning this? (Purpose), and How do we know we were successful? (Success Criteria). A short video was shared in which students identified what they love most about Rio Seco School and highlighted the electives offered in Junior High, including Broadcasting, Leadership, and Culinary Arts.

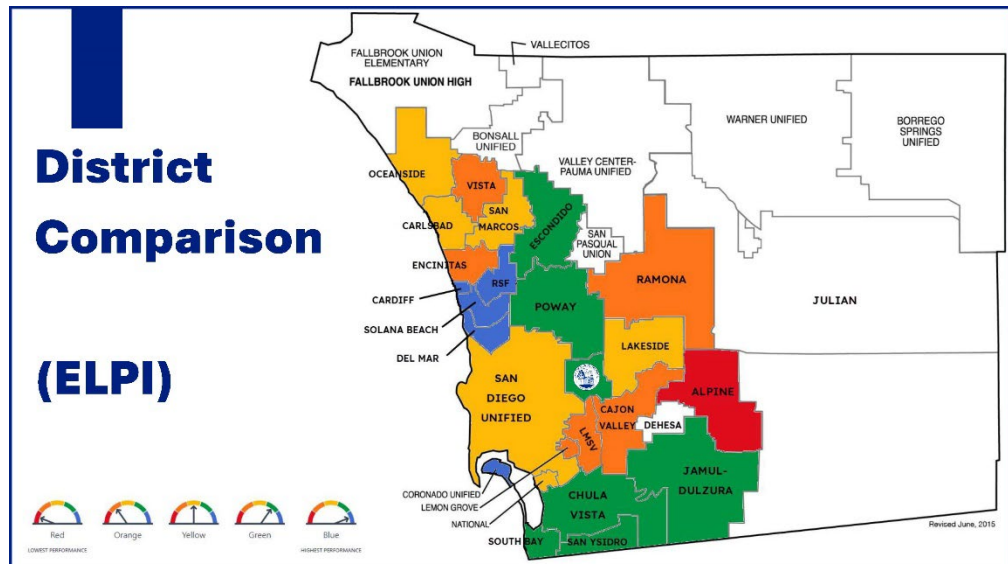
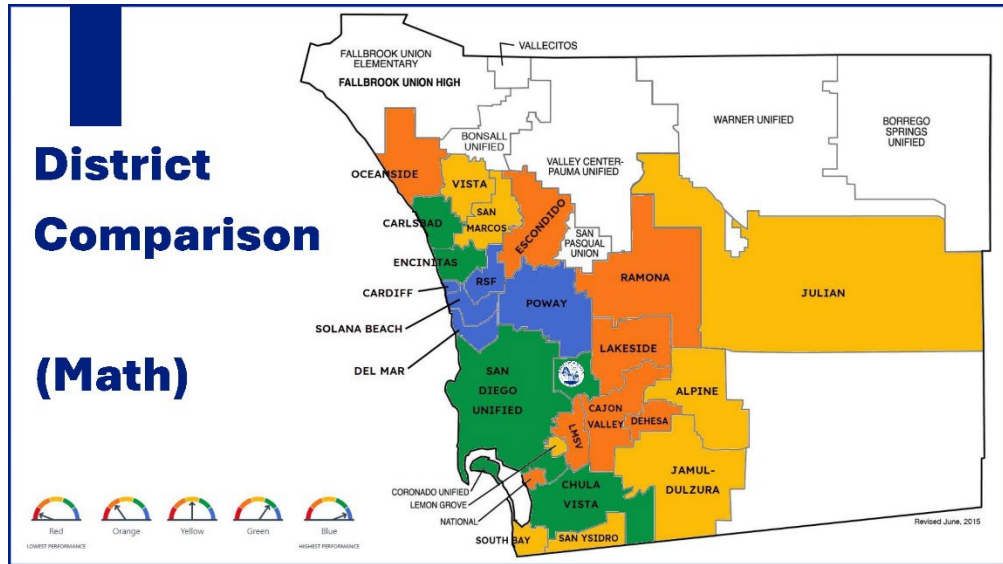
The Board commended Rio Seco staff for all the increase in test scores and all the great things happening at the school.

3. Fall 2023 California Schools Dashboard Presentation

Dr. Lisa Paisley, Assistant Superintendent of Educational Services, explained the California School Dashboard provides parents and educators with information on school and district progress on local indicators beyond test scores alone. The California School Dashboard provides a more complete picture of how schools and districts are meeting the needs of all students. The Dashboard measures progress in English Language Arts, Mathematics, English Language Learner progress, chronic absenteeism and suspension rate.

Kevin Fairchild, Director of Assessment and Learning Support, presented on Local Control Funding Formula (LCFF) priorities; local and State indicators; explained the academic indicator calculation; and provided ELA and Mathematics, comparisons across the county, and sample test items. In comparison with other districts, Santee is the only district in east or south county scoring in the “green” in all three areas. Mr. Fairchild noted the dashboard results show areas of improvement, but also areas needing improvement. He provided an overview of the at the depth of knowledge expected of our students on statewide tests in 2024 and compared it to the types of questions students were asked 10 or 15 years ago. He noted that current assessments expect students to apply depth of knowledge levels 2, 3, and 4, including strategic and extended thinking; where the previous generation of assessments were very much based level 1, simple recall of facts or following a prescribed formula.





Dr. Paisley, Assistant Superintendent of Educational Services, explained the next testing season begins in two weeks, with the ELPAC and physical fitness testing windows opening on February 1st. The next round of CAASPP and CAST testing will be in April and May. Educational Services is already working on the next iteration of the LCAP, using the newly approved template from the state, and the five local indicators for 2024 will be addressed and approved with the LCAP in June.

The Board expressed their appreciation to Dr. Paisley and Mr. Fairchild for the presentation.

C. PUBLIC COMMUNICATION

President Burns invited members of the audience to address the Board about any item not on the agenda and noted public comments were in-person only. There were four (4) requests to speak; two were for item F.1.1.

Robin Larson, teacher, shared her disappointment with the removal of the “safe space” posters/stickers from the classroom.

Michelle McNearney allocated her time to Robin Larson.

D. CONSENT ITEMS

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

- 1.1. Approval of Minutes
- 2.1. Approval/Ratification of Travel Requests
- 2.2. Approval/Ratification of Expenditure Warrants
- 2.3. Approval/Ratification of Purchase Orders
- 2.4. Approval/Ratification of Revolving Cash Report
- 2.5. Acceptance of Donations, Grants, and Bequests
- 2.6. Approval/Ratification of General Services Agreements
- 2.7. Authorization to Sell/Dispose of Surplus Items
- 2.8. Approval/Ratification of Agreements for Mileage Reimbursement In Lieu of District Transportation
- 2.9. Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)
- 2.10. Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement
- 2.11. Approval of Agreement with G. Wayne Oetken & Associates for Consulting Services Related to New Residential Developments
- 2.12. Adoption of Resolution No. 2324-09 to Apply for a Grant Funded by the Volkswagen Environmental Mitigation Trust
- 2.13. Approval of Electric Vehicle Supply Equipment Infrastructure Project Design Plan and Authorization to Solicit Formal Bids
- 2.14. Authorization to Award E-Rate Competitive Bid to Cox California Telcom, LLC as the Vendor for the District's Wide Area Network Services
- 2.15. Acceptance of 2022-23 Audit Report
- 3.1. Approval of School Accountability Report Cards for the 2022-2023 School Year
- 3.2. Annual Approval of School Plans for Student Achievement
- 3.3. Ratification of Nonpublic Agency Master Contract with Apex Therapies, Inc. for Speech Therapy and Occupational Therapy
- 3.4. Ratification of Nonpublic Agency Master Contract with Effective Communication Therapy Services for Speech Therapy
- 3.5. Ratification of Individual Service Agreement with New Haven Youth Services for Therapeutic Behavioral Services
- 3.6. Ratification of Nonpublic Agency Master Contract with Soliant Health for Psychological and Speech Services
- 3.7. Approval of Nonpublic Agency Master Contract with Ro Health for Nursing Services
- 3.8. Approval of Increase of Nonpublic Agency Master Contract with San Diego Center for Vision Care for Vision Therapy
- 3.9. Approval of Nonpublic Agency Master Contract with Pioneer Healthcare Services, LLC for Physical Therapy Services
- 3.10. Approval of Memorandum of Understanding with Central State University for Placement of Student Teachers
- 4.1. Personnel, Regular
- 4.2. Ratification of Short-Term Services Agreement
- 4.3. Acceptance of Corrected Report on Certificated Credentials and Assignments for the 2023-2024 School Year
- 4.4. Approval to Revise and Reclassify Three Classified Non-Management Job Descriptions: Bus Driver I, Bus Attendant, and Instructional Assistant-Visually Impaired
- 4.5. Ratification of Memorandum of Understanding (MOU) between Santee School District and Classified School Employees Association and its Santee Chapter #557 for a Transportation Bus Driver I/Bus Delegate
- 4.6. Approval of Amendment to Memorandum of Agreement between Santee School District and the County of San Diego, Health and Human Services Agency (HHS), East County to Provide Transportation Services to Students in Foster Care

Member Burns moved approval of Consent Items.

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

E. DISCUSSION AND/OR ACTION ITEMS

Superintendent

1.1. Review/Adoption of Santee School District Governance Standards

Superintendent Baranski presented the Governance Standards for review and adoption. She explained the Board of Education adopts the Santee School District Governance Standards as a guideline to help increase effectiveness and improve the quality of governance and leadership for the District. Member Ryan moved approval.

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

Business Services

2.1. Approval of Monthly Financial Report

Tory Long, Director of Fiscal Services, presented the monthly financial report for cash and budget revision transactions posted through November 30, 2023. The District ended the month with a cash balance in the General Fund of approximately \$30,699,259; sufficient funds to pay all of the District's financial obligations with internal cash. Mrs. Long noted a \$1.8 operating deficit in the budget revision section and the declining budget reserve percentage that was presented during the First Interim report. She explained the assumptions used to generate this report were now out of date since the release of the Governor's budget and noted the March 5th budget workshop would include updated assumptions and budget revisions in the Second Interim report. Member Ryan moved approval.

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

2.2. Governor's Budget Proposal for 2024-25

Tory Long, Director of Fiscal Services, provided an overview of key components of the Governor 2024-25 State Budget, unveiled on January 10, 2024. Mrs. Long reported the proposal continued to identify revenue shortfalls, but the shortfalls were less than projected in the Fall. She noted the revised Cost of Living Adjustment (COLA) for 2024-25 is projected at 0.76%; revised from the original estimate of 3.64%. Mrs. Long explained this change will reduce the District's projected Local Control Funding Formula (LCFF) revenues for 2024-25, which would be discussed in more detail at the March 5 budget workshop. She noted the District would develop the 2024-25 budget using the 0.76% COLA assumption.

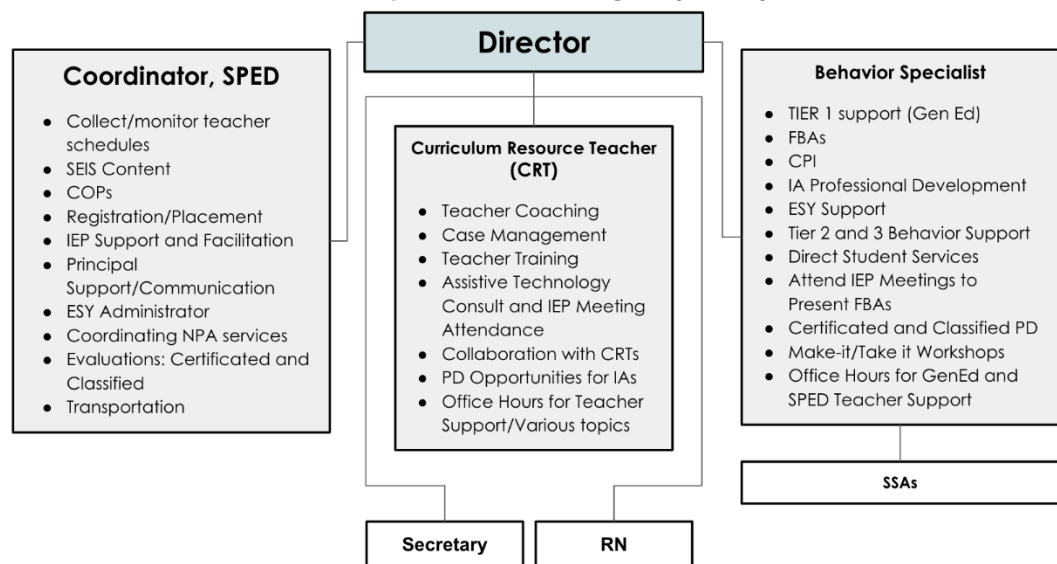
Mrs. Long shared the positive takeaway from the Governor's budget proposal is that K-12 education is not expected to see overall funding reductions. She explained Prop 98 funding, what funds K-12 education, is not anticipated to receive mid-year cuts, deferrals, or program rollbacks. K-12 and Higher Education were the only agencies in the budget proposal that weren't affected by funding cuts. Mrs. Long noted more details would be provided at the Budget Workshop on March 5.

Educational Services

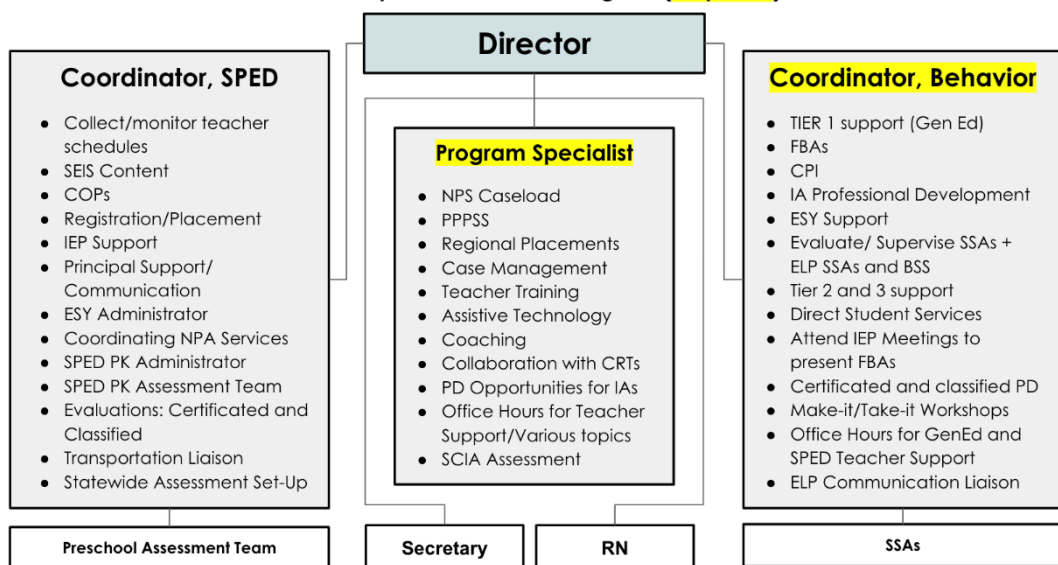
3.1. Approval of Special Education Department Reorganization

Dr. Lisa Paisley, Assistant Superintendent of Educational Services, noted the increase in need for student specialized services in the last 10 years. She explained that the District had increased the number of students with IEPs (individualized education plan) by 40 percent, while centralized support for these school-based programs has remained mostly unchanged. Dr. Paisley noted a department re-organization allows for District leadership to plan ahead for best practices related to Least Restrictive Environments for students, provide timely response to site personnel on technical questions, provide just-in-time supports for new staff, and most importantly, provide necessary communications to the families. If approved, the reorganization would be effective July 1, 2024. Member El-Hajj moved approval.

Santee Special Education Program (Current)



Santee Special Education Program (Proposed)



Updated November 2023

Motion: El-Hajj
Second: Fox
Vote: 5-0

Burns Aye
Ryan Aye
Levens-Craig Aye

El-Hajj Aye
Fox Aye

Human Resource/Pupil Services

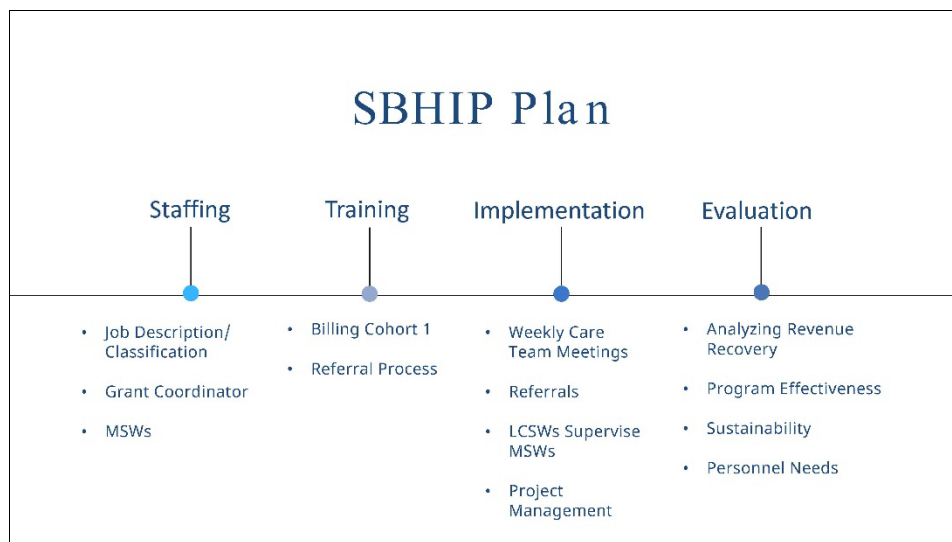
4.1. Student Behavioral Health Incentive Program (SBHIP) Update

Mike Olander, Director of Pupil Services and Student Well-being, presented an update on the SBHIP project plans and next steps. Mr. Olander expressed his appreciation to Member Ryan for being instrumental in securing the funding for the District.

The Student Behavioral Health Incentive Program (SBHIP) grant will increase student access to mental health supports and bridge the gap between school districts and managed care plans. Santee School District received \$2.7 million in SBHIP grant funding to support ongoing staffing needs and an infrastructure for a sustainable mental health program. Mr. Olander shared the funding for mental health services is dramatically changing and noted billing is the future of sustainability. He explained SBHIP links schools with Managed Care Plans (MCPs) and expands access to mental health services for all students. He noted that under SBHIP, districts will directly bill MCPs for a variety of services, including therapy services, screening and assessment, and psychoeducational services. Mr. Olander noted some students in need of mental health services never receive the support they need; currently schools can only refer Medi-Cal students to community agencies; it is taking several months for a child to receive services once a referral is made; and parent struggles with following through with all the steps to enroll and maintain off-site services. He explained that under our new model all students will be able to receive timely services on-site with parent consent, regardless of insurance provider, and noted billing MCPs will fund the mental health services with the intent of not encroaching on the District's general fund.

Mr. Olander explained the project plans include billing capacity (expanded billing infrastructure, develop grant coordinator for billing, and maximize billing services); an expanded workforce (maintain one counselor per school site and hire MSWs for therapeutic services); care teams (therapeutic services, family support, community collaboration, and home visits).

He noted future additions include a grant coordinator and social workers (MSW). Mr. Olander noted one MSW would be funded, with plans for additional social workers as the service needs and staffing align to maintain sustainability.



Next steps include approval of job description and recruitment of Grant Coordinator in February; Recruitment of Social Worker for 2024-25 in March; and report progress to the Board in May.

The total grant revenue is \$2,702,225.06, and the current expenditures for the 2023-2024 school year budget are \$134,000, which funds a 1.0 FTE counselor, ensuring all schools have a full-time school counselor, and 0.2 FTE Licensed District Clinical Social Worker. Member Ryan moved approval.

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

F. BOARD POLICIES AND BYLAWS

President Burns shared BP/AR 5132 – Dress and Grooming and BP 3311.1 – Uniform Public Construction Cost Accounting Procedures were being presented for a first reading. He noted the requests to speak would be addressed after the Superintendent reported on the item.

Superintendent Baranski addressed BP/AR 5132 – Dress and Grooming. She provided an overview of the suggested changes and explained the recommended changes were based on a staff survey and student forum input, along with the recommended changes from the California School Boards Association (CSBA).

Jennifer LaCross, teacher and parent, shared her students’ perspective on the policy/regulation changes. She noted using their interest in the topic to practice researching and writing evidence sentences.

Richard Nyles, parent, expressed his gratitude for taking the time to revise the policy/regulation and shared concerns with not permitting students to wear hats indoors and the use of midriff clothing.

Member Levens-Craig noted concerns with students wearing earbuds when they wear hoodies/hats as stated at the student forum. She shared taking into consideration teacher perspectives that would impact learning.

Member El-Hajj shared the policy and administrative regulation made a great stride and compromise of staff and students’ perspectives. Member El-Hajj shared appreciating hats not being worn in a classroom setting and supported the policy and administrative regulation as presented. She thanked everyone for their input.

Member Fox noted the importance of having consistency throughout the District once the policy is adopted.

President Burns noted the importance of enforcing the policy consistently District-wide. He shared it was great hearing the student’s perspective on the topic and learning a lot from the students’ input. He expressed his appreciation for everyone’s feedback and work put into updating the language. He expressed his appreciation and commended Mr. Nyles, parent speaker, and daughter Liberty, for her letter to the Board on the dress code and for their advocacy. Member Burns shared he supported the updated policy but was unsure if he supported the hats.

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

- BP/AR 5132 – Dress and Grooming
- BP 3311.1 – Uniform Public Construction Cost Accounting Procedures

Revised Board Policies/Administrative Regulations are being presented for a First Reading. Action, if any, is at the discretion of the Board of Education.

G. EMPLOYEE ASSOCIATION COMMUNICATION

Melanie Hirahara, Santee Teachers Association (STA) President, was present but had no communication.

CSEA representatives were not present.

President Burns wished Mrs. Hirahara a happy belated birthday.

H. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

Superintendent Baranski noted being excited about presenting her State of the District Address at the February 6th meeting; the first since 2019. She noted this year's LCAP Annual Review was being held at Rio Seco School on Tuesday, February 27, at 6:00 pm, and not virtually as previously noted. Superintendent Baranski explained that based on the parent input and data points (over 600 surveys received) it was best to discuss priorities for the development of the LCAP in person.

Member Levens-Craig shared attending winter shows before winter break and visiting Cajon Park earlier in the day. She noted it was great hearing from students discuss their learning. Member Levens-Craig shared she would be attending a Capital Advisors budget workshop and looking forward to kindness week.

Member El-Hajj welcomed everyone back and wished everyone a happy new year.

President Burns expressed his appreciation to Les Peabody, Transportation Director, for the opportunity to ride on the electric bus, along with Superintendent Baranski and Dr. Hamilton. He noted the bus ride was great and very quiet. President Burns commended Chet F. Harritt and Rio Seco students for being great ambassadors at 6th grade camp. He noted Sycamore Canyon was currently at camp.

I. CLOSED SESSION

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

1. **Conference with Legal Counsel – Existing Litigation** (Gov't. Code § 54956.9)
- OAH#'s: 2023070967

2. **Conference with Labor Negotiator** (Gov't. Code § 54957.6)
Purpose: Negotiations
Agency Negotiators: David MacLeod, 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 7:23 p.m.

J. RECONVENE TO OPEN SESSION

The Board reconvened to public session at 8:50 p.m. and reported a dispute arose regarding a student's special education program. It was moved by Member Levens-Craig, seconded by Member Ryan, to reach a settlement in an existing litigation (OAH#'s: 2023070967) regarding a student's special education program. The agreement involved a release of potential District liability.

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

K. ADJOURNMENT

With no further business, the meeting was adjourned at 8:50 p.m.

BACKGROUND:

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

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 \$1,685 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 - February 6, 2024

Travel Dates			Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Travel
Wednesday	01/17/24		Carrie Thompson	Sycamore Canyon School	LSCW/LMFT Legal and Ethical Responsibilities	Online	\$0	\$54	Unrestricted General Fund	This course bundle can be used toward the ongoing mandated license renewal requirement of six hours of training in law and ethics for California LCSWs and LMFTs.
Thursday	01/25/24	- 01/26/24	Janessa Nedney	Education Resource Center	Grants 4 Schools Conference	San Diego	\$0	\$376	LEA Bop	Learn how to get easy money for your school.
Tue. - Thurs.	02/20/24	- 02/22/24	Mike Olander	Education Resource Center	Title IX Coordinator Compliance Certification (K12)	Online	\$0	\$874	Unrestricted General Fund	This training will help you identify the important implications of Title IX on your school. You will learn how to adopt appropriate policies, fulfill training requirements, and incorporate effective investigation techniques.
Wed. - Fri.	02/21/24	- 02/23/24	Janessa Nedney	Education Resource Center	2024 DoDEA Pacific Rim Regional Meeting	Washington	\$0	\$381	DODEA	Provide participants with an opportunity to share experiences, best practices, and ask questions. We will focus largely on preparing to submit a competitive grant proposal for the new 2024 BAA.
Travel Requests That Require Airfare, Overnight Stay, and/or Travel Outside of the State of California										
							\$0	\$1,685		

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 2024.
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 2024.

Consent Item D.2.2.
Prepared by Dr. Marcia Hamilton
February 6, 2024

Approval/Ratification of Revolving Cash Report

BACKGROUND:

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

RECOMMENDATION:

It is recommended that the Board of Education approve checks #22795 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 \$289.39 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
01/17/24	22795	Mission Federal Credit Union	Merchant Capture - December 2023	\$289.39

Total Checks Written \$289.39

Amount to be reimbursed by SDCOE

Total to be Reimbursed \$289.39

Total to Deduct from Future Reimbursement \$0.00

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)	Date(s) of Service	Amount	Funding
Rancho Coastal GSA	Speech and Language Independent Educational Evaluations	02-07-2024 – 06-30-2024	\$2,200 (not to exceed)	Special Education
Depositing Empowerment Through Outreach and Urban Redevelopment (DETOUR)	Community Enrichment for Girls Grades 4-8	02-07-2024 – 06-30-2024	\$5,000.00	Curriculum Development
San Joaquin County Office of Education	Virtual Services Tracker Training (Districtwide)	01-23-2024	\$1000.00 (not to exceed)	Special Education
Bollywood	Bollywood Dance Central (Chet F. Harritt School)	02-21-2024	\$1,800.00 (not to exceed)	Project Safe
Arimaw	African Drums and Dance Classes (Carlton Hills School & Chet F. Harritt School)	03-04-2024 – 03-29-2024	\$1,200/site (not to exceed \$2,400)	Project Safe

Amendment of the following General Service Agreement is request:

Vendor Name	Description of Services	Date(s) of Service	Previously Approved Amount	Amount Added to Contract	New Contract Amount	Funding
Connect4Kids	IEE In the Areas of Functional Behavioral Assessment and Psycho-Educational Assessment	07-01-202 – 06-30-2024	\$6,890	\$2,640	\$9,530	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.2.3.

Consent Item D.2.4.
Prepared by Dr. Marcia Hamilton
February 6, 2024

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

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 December 1, 2024 through December 31, 2024.

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 175 transactions totaling \$27,608.62 charged to various funds.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.4.

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20231203	ALDOUS,SARAH	BUSINESS SERVICES	PAR*FOGO SAN FRANCISCO	300.61	CSBA Delegate Assembly and Annual Education Conference Meal.
20231204	ALDOUS,SARAH	BUSINESS SERVICES	CHEESECAKE SAN FRANCIS	165.84	CSBA Delegate Assembly and Annual Education Conference Meal.
				466.45	
20231201	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	OTC BRANDS INC	90.96	PLT meeting supplies.
20231207	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	99 CENTS ONLY STORES #	63.81	PLT meeting supplies.
20231207	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS #1897	12.08	Board meeting supplies.
20231207	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	BOARD AND BREW - SANTE	115.62	Board meeting supplies.
20231208	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	CHICK-FIL-A #02013	60.00	PLT meeting supplies.
20231210	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS #1897	43.91	PLT meeting supplies.
20231213	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SAN DIEGO COUNTY SUPER	1,875.00	Registration for staff to attend the 2024 Equity Conference.
20231215	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	THE WEBSTAUANT STORE	370.80	Tables for DO conference room.
20231221	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS #1897	16.15	Board meeting supplies.
				2,648.33	
20231203	BAUTISTA,STEFANIE M	OST PROGRAMS	DISNEY PLUS	13.99	Streaming services for ELP sites.
20231212	BAUTISTA,STEFANIE M	OST PROGRAMS	WAL-MART #1917	58.06	ELP Sterilite bins for Winter Camp.
20231221	BAUTISTA,STEFANIE M	OST PROGRAMS	DOLLAR TREE	8.08	ELO classroom supplies.
20231222	BAUTISTA,STEFANIE M	OST PROGRAMS	TRADER JOE S #222	5.58	ELP classroom supplies.
20231222	BAUTISTA,STEFANIE M	OST PROGRAMS	TRADER JOE S #222	23.30	ELP classroom supplies.
				109.01	
20231207	BONSER,KRISTEN	PRIDE ACADEMY	AMZN MKTP US*L08NN0KX3	31.12	Student engagement supplies for Running Club.
20231210	BONSER,KRISTEN	PRIDE ACADEMY	AMZN MKTP US*UG6389XO3	25.64	Student engagement supplies for Running Club.
20231210	BONSER,KRISTEN	PRIDE ACADEMY	LEARNING WITHOUT TEARS	21.56	Intervention supplies for students.
20231212	BONSER,KRISTEN	PRIDE ACADEMY	AMZN MKTP US*TV8OI1WF1	25.85	Curriculum supplies for students.
20231212	BONSER,KRISTEN	PRIDE ACADEMY	TOUCHMATH	63.72	Intervention materials for students.
20231213	BONSER,KRISTEN	PRIDE ACADEMY	AMZN MKTP US*4R6L92IV3	13.98	Supplies for parent engagement activity.
20231215	BONSER,KRISTEN	PRIDE ACADEMY	PANDA EXPRESS #606	89.84	Supplies for student engagement activity.
20231217	BONSER,KRISTEN	PRIDE ACADEMY	AMAZON.COM*1K0OP3O63	435.31	Musical instruments for VAPA class.
20231217	BONSER,KRISTEN	PRIDE ACADEMY	AMZN MKTP US*CP5NS5AT3	290.76	Musical instruments for VAPA class.
				997.78	
20231203	BROGAN-BARANSKI,KRISTIN	SUPERINTENDENT'S OFFICE	AUDIBLE*Q80ZN85Y3	14.95	Professional Development subscription.
				14.95	
20231206	CONERLY,CHRISTINA	CHET F. HARRITT	WAL-MART #2253	6.06	Additional lighting for classroom in emergency.
20231221	CONERLY,CHRISTINA	CHET F. HARRITT	DOMINO'S 7708	81.77	Safety Patrol Celebration.
				87.83	
20231215	DOBBINS,TIMOTHY	CARLTON HILLS	PANDA EXPRESS #606	72.15	Lunch expense - Office (Donation).
				72.15	
20231203	DOWNING,BRIENNE	SPECIAL EDUCATION	AMAZON.COM*116GV8643	16.70	Item for OT.
20231203	DOWNING,BRIENNE	SPECIAL EDUCATION	WALMART.COM 8009666546	28.53	Item for APE.
20231203	DOWNING,BRIENNE	SPECIAL EDUCATION	SP MHS: MULTI HEALTH	36.00	Testing protocols.
20231203	DOWNING,BRIENNE	SPECIAL EDUCATION	VENTRIS LEARNING	90.00	Teacher manual.
20231205	DOWNING,BRIENNE	SPECIAL EDUCATION	AMZN MKTP US*OF6RJ2VR3	56.50	Item for Preschool Testing Teacher.
20231205	DOWNING,BRIENNE	SPECIAL EDUCATION	WESTERN PSYCHOLOGICAL	73.28	Testing protocols.
20231205	DOWNING,BRIENNE	SPECIAL EDUCATION	AMAZON.COM*7C06P4SB3	42.62	Item for ERHMS Therapist.
20231206	DOWNING,BRIENNE	SPECIAL EDUCATION	AMZN MKTP US*MQ37552R3	140.59	Items for APE teacher.
20231206	DOWNING,BRIENNE	SPECIAL EDUCATION	THERAPIST AID	75.00	Subscription for ERHMS Therapist.
20231207	DOWNING,BRIENNE	SPECIAL EDUCATION	MAXI AIDS INC	42.09	Low incidence item.
20231208	DOWNING,BRIENNE	SPECIAL EDUCATION	AMZN MKTP US*HBSL20SR3	172.39	Item for Occupational Therapy.
20231210	DOWNING,BRIENNE	SPECIAL EDUCATION	AMAZON.COM*KU5L21R83	30.70	Item for SDC class.
20231211	DOWNING,BRIENNE	SPECIAL EDUCATION	AMAZON.COM*KG4D58Q63	102.87	Items for ERMHS Therapist.
20231211	DOWNING,BRIENNE	SPECIAL EDUCATION	AMZN MKTP US*YS3516KK3	38.33	Items for Occupational Therapy.
20231211	DOWNING,BRIENNE	SPECIAL EDUCATION	AMZN MKTP US*GN6W93L53	80.77	Item for SDC class.
				1,026.37	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20231201	FARREN,MONICA	HILL CREEK	AMZN MKTP US*XO0TQ74K3	42.02	Toner.
20231203	FARREN,MONICA	HILL CREEK	AMZN MKTP US*RU9IS7NS3	43.09	Middle school sports supplies.
20231203	FARREN,MONICA	HILL CREEK	PANERA BREAD #204874 O	49.28	Staff appreciation.
20231203	FARREN,MONICA	HILL CREEK	WAL-MART #1917	45.76	Student incentive.
20231203	FARREN,MONICA	HILL CREEK	MARY'S DONUTS	108.73	Student incentives.
20231204	FARREN,MONICA	HILL CREEK	AMZN MKTP US*GC71C1G93	116.32	Storage supplies.
20231205	FARREN,MONICA	HILL CREEK	AMZN MKTP US*UE0MC45F3	8.61	Campus aide supplies.
20231205	FARREN,MONICA	HILL CREEK	AMZN MKTP US	(43.09)	Return for middle school sports equipment.
20231206	FARREN,MONICA	HILL CREEK	AMZN MKTP US*XT8TB5Z13	106.53	Toner.
20231206	FARREN,MONICA	HILL CREEK	AMZN MKTP US*DD5YV0BY3	34.47	Writing supplies.
20231206	FARREN,MONICA	HILL CREEK	AMAZON.COM*4Z37E4A53	53.40	Middle school sports supplies.
20231207	FARREN,MONICA	HILL CREEK	AMZN MKTP US*O23M22ZA3	23.68	Middle school sports equipment.
20231207	FARREN,MONICA	HILL CREEK	AMZN MKTP US*YK60S4UO3	7.53	Hardware.
20231211	FARREN,MONICA	HILL CREEK	AMZN MKTP US	(29.08)	Refund for storage supplies.
20231211	FARREN,MONICA	HILL CREEK	AMZN MKTP US	(29.08)	Refund for storage.
20231212	FARREN,MONICA	HILL CREEK	AMAZON.COM*PE9CR1J63	4.78	Writing supplies.
20231213	FARREN,MONICA	HILL CREEK	AMAZON.COM*5P3T36I83	17.55	Batteries.
20231213	FARREN,MONICA	HILL CREEK	SEES CANDY 0415	6,213.68	Fundraiser.
20231214	FARREN,MONICA	HILL CREEK	AMZN MKTP US*QE3TT5AG3	38.66	Toner.
20231214	FARREN,MONICA	HILL CREEK	AMAZON.COM*JC0Q957H3	31.84	Health supplies.
20231217	FARREN,MONICA	HILL CREEK	AMZN MKTP US*BD3LU0VM3	32.71	Toner.
20231217	FARREN,MONICA	HILL CREEK	AMAZON.COM*1I3GE0343	11.49	Batteries.
20231217	FARREN,MONICA	HILL CREEK	AMAZON.COM*1I9J48GQ3	26.93	Batteries.
20231217	FARREN,MONICA	HILL CREEK	APPLE.COM/BILL	10.99	Subscription.
20231217	FARREN,MONICA	HILL CREEK	AMZN MKTP US*9B4BB18Q3	129.27	Sports equipment.
20231222	FARREN,MONICA	HILL CREEK	AMZN MKTP US*XL5VR1CU3	12.09	Health supplies.
20231222	FARREN,MONICA	HILL CREEK	AMZN MKTP US*WF1AX8RJ3	45.21	Health supplies.
20231224	FARREN,MONICA	HILL CREEK	AMAZON.COM*MV0330JG3	20.89	MTSS supplies.
				7,134.26	
20231203	FLAMION,AMANDA	CHILD NUTRITION	SMART AND FINAL 929	96.90	Dairy free food.
20231203	FLAMION,AMANDA	CHILD NUTRITION	TARGET 00014852	149.90	Gluten free food.
20231224	FLAMION,AMANDA	CHILD NUTRITION	COUNTY OF SAN DIEGO-DE	346.00	Health permit renewal.
20231224	FLAMION,AMANDA	CHILD NUTRITION	COUNTY OF SAN DIEGO-DE	346.00	Health permit renewal.
20231224	FLAMION,AMANDA	CHILD NUTRITION	COUNTY OF SAN DIEGO-DE	346.00	Health permit renewal.
				1,284.80	
20231203	FORSTER,CHASITY	HILL CREEK	MICHAELS STORES 3256	17.53	Office supplies.
20231204	FORSTER,CHASITY	HILL CREEK	THE HOME DEPOT #0673	19.47	Elective supplies - woodshop lumber.
20231205	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*OZ50H3OP3	10.76	Flea traps.
20231205	FORSTER,CHASITY	HILL CREEK	ALBERTSONS #2783	37.94	Student incentives.
20231207	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*LV1WA3QG3	32.31	Front lawn signs.
20231207	FORSTER,CHASITY	HILL CREEK	AMAZON.COM*MW4FR8VF3	75.40	Front lawn signs.
20231207	FORSTER,CHASITY	HILL CREEK	DOLLARTREE	13.47	Staff appreciation supplies.
20231207	FORSTER,CHASITY	HILL CREEK	SP CHARGEMOMMYBOOKS	544.50	Decodeables- Foundation Grant.
20231215	FORSTER,CHASITY	HILL CREEK	WALMART.COM	12.90	Light bulbs for bug lamps.
20231217	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*PL5C01MH3	10.76	Library stamp.
20231228	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*ND5VE8LD3	22.54	Calendar.
				797.58	
20231213	GREEN,CHRISHAUN	OST PROGRAMS	SAN DIEGO COUNTY SUPER	625.00	Split - SDCOE for EC 2024 conference. (33.33%).
20231213	GREEN,CHRISHAUN	OST PROGRAMS	SAN DIEGO COUNTY SUPER	625.00	Split - SDCOE for EC 2024 conference. (33.33%).
20231213	GREEN,CHRISHAUN	OST PROGRAMS	SAN DIEGO COUNTY SUPER	625.00	Split - SDCOE for EC 2024 conference. (33.34%).
20231215	GREEN,CHRISHAUN	OST PROGRAMS	WAL-MART #1917	31.14	ELP Winter Camp supplies.
20231215	GREEN,CHRISHAUN	OST PROGRAMS	MICHAELS STORES 3256	27.79	ELP Winter Camp supplies.
20231215	GREEN,CHRISHAUN	OST PROGRAMS	DOLLAR TREE	8.08	ELP camp supplies.
				1,942.01	
20231208	HICKS,TYLENE	SYCAMORE CANYON	AMZN MKTP US*MI4FH36Q3	13.89	Caution tape.
20231210	HICKS,TYLENE	SYCAMORE CANYON	OTC BRANDS INC	228.29	PBIS pencils for Student Incentives.
20231210	HICKS,TYLENE	SYCAMORE CANYON	THE UPS STORE 4287	23.18	Mailing 6th grade camp forms.
20231212	HICKS,TYLENE	SYCAMORE CANYON	AMAZON.COM*BM1BL1913	38.78	Pine shavings for the chickens.
20231214	HICKS,TYLENE	SYCAMORE CANYON	AMZN MKTP US*OE1U789U3	133.33	Heavy duty 3-Hole Punch.
20231220	HICKS,TYLENE	SYCAMORE CANYON	AMZN MKTP US*D16558XV3	38.78	Large display digital wall clock.
20231221	HICKS,TYLENE	SYCAMORE CANYON	AMAZON.COM*8W27S8K13	22.03	Circle hole punch for the button maker.
20231221	HICKS,TYLENE	SYCAMORE CANYON	ALS SPORT SHOP	935.75	PBIS Spirit shirts.
20231222	HICKS,TYLENE	SYCAMORE CANYON	AMZN MKTP US*7V40X0T33	53.86	Multicultural hand puppets for VAPA.
20231231	HICKS,TYLENE	SYCAMORE CANYON	AMZN MKTP US*A05GS3IQ3	33.39	Hand puppet for VAPA.
				1,521.28	
20231206	HOHIMER,KAREN	CAJON PARK	IMAGESTUFF.COM	47.92	Attendance incentives.
				47.92	
20231219	HOOKS,TED A	CHET F. HARRITT	THE HOME DEPOT #8949	627.76	Materials for Lost and Found Cart Construction.
				627.76	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20231203	HORNER,NATHAN L	PEPPER DRIVE	SMART AND FINAL 929	59.96	Ice Cream for Middle School Honor Roll Celebration.
20231210	HORNER,NATHAN L	PEPPER DRIVE	TEACHERSPAYTEACHERS.CO	7.00	PBIS materials.
20231211	HORNER,NATHAN L	PEPPER DRIVE	SMART AND FINAL 929	163.39	Refreshments and supplies for Parent Meetings: including 6th Grade Camp parent meeting and ELAC.
20231212	HORNER,NATHAN L	PEPPER DRIVE	PARTY CITY 441	40.95	Decorations and supplies for staff professional development.
20231213	HORNER,NATHAN L	PEPPER DRIVE	AMZN MKTP US*8735W1C3	37.50	Part 1 of 2-part order (one receipt). PBIS Incentives.
20231213	HORNER,NATHAN L	PEPPER DRIVE	AMZN MKTP US*KN3RO5EK3	138.92	Part 2 of 2-part order (one receipt). PBIS Incentives.
20231219	HORNER,NATHAN L	PEPPER DRIVE	TEACHERSPAYTEACHERS.CO	4.75	PBIS materials.
20231220	HORNER,NATHAN L	PEPPER DRIVE	TEACHERSPAYTEACHERS.CO	17.25	PBIS materials.
20231221	HORNER,NATHAN L	PEPPER DRIVE	AMZN MKTP US*S44998EZ3	10.71	Presentation remote control.
20231221	HORNER,NATHAN L	PEPPER DRIVE	TEACHERSPAYTEACHERS.CO	7.50	PBIS materials.
20231221	HORNER,NATHAN L	PEPPER DRIVE	VENTRIS LEARNING	90.00	UFLI materials.
20231227	HORNER,NATHAN L	PEPPER DRIVE	VOYAGER SOPRIS LEARN'G	133.63	UFLI materials.
				711.56	
20231203	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	EMBASSY SUITES	1,005.45	Cite Conference.
20231206	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	WAL-MART #1917	14.09	Office supplies.
				1,019.54	
20231214	MINUTELLI,DAWN	EDUCATIONAL SERVICES	VENTRIS LEARNING	160.00	UFLI Foundations - Teacher Manuals.
20231217	MINUTELLI,DAWN	EDUCATIONAL SERVICES	EDUCATION.COM PREMIUM	119.88	Education.com Annual Membership - Minutelli.
20231220	MINUTELLI,DAWN	EDUCATIONAL SERVICES	SAN DIEGO COUNTY SUPER	55.00	Early Years Conference - Autumn Graham.
20231220	MINUTELLI,DAWN	EDUCATIONAL SERVICES	SAN DIEGO COUNTY SUPER	55.00	Early Years Conference - Cecilia Brigida.
				389.88	
20231201	MURPHY,GRETCHEN	PRIDE ACADEMY	DOLLAR TREE	11.95	Supplies for a parent engagement activity.
20231203	MURPHY,GRETCHEN	PRIDE ACADEMY	SPROUTS FARMERS MARK	49.84	Supplies for parent engagement activity.
20231210	MURPHY,GRETCHEN	PRIDE ACADEMY	YUM YUM DONUTS #9278B	17.99	Supplies for parent engagement meeting.
20231212	MURPHY,GRETCHEN	PRIDE ACADEMY	AMZN MKTP US*UK18J1A33	10.76	Supplies for students.
20231217	MURPHY,GRETCHEN	PRIDE ACADEMY	AMAZON.COM*2U05L4S23	435.31	Musical instruments for VAPA class.
20231217	MURPHY,GRETCHEN	PRIDE ACADEMY	AMAZON.COM*VP5ZA0Y23	435.31	Musical instruments for VAPA class.
				961.16	
20231201	NEDNEY,JANESSA	PUPIL SERVICES	AMAZON.COM*HZ6L17BP3	45.24	Critical Thinking Books for CRTs.
20231217	NEDNEY,JANESSA	PUPIL SERVICES	WAL-MART #1917	19.80	Collaborative materials.
20231220	NEDNEY,JANESSA	PUPIL SERVICES	SQ *GREATER SAN DIEGO	160.00	Greater San Diego Math Council registration.
				225.04	
20231211	OLANDER,MICHAEL	PUPIL SERVICES	AMZN MKTP US*RU0RM21B3	14.52	Item for ERMHS Therapist.
20231219	OLANDER,MICHAEL	PUPIL SERVICES	SP MHS: MULTI HEALTH	50.00	Protocols.
20231219	OLANDER,MICHAEL	PUPIL SERVICES	SP MHS: MULTI HEALTH	193.50	Protocols.
20231221	OLANDER,MICHAEL	PUPIL SERVICES	AMZN MKTP US*811MX75G3	153.83	Items for ERMHS Therapist.
20231221	OLANDER,MICHAEL	PUPIL SERVICES	RIVERSIDE INSIGHTS	224.23	Testing material.
				636.08	
20231214	PAISLEY,LISA	EDUCATIONAL SERVICES	CDE FOUNDATION	700.00	All Titles Conference registration fees for Kevin Fairchild.
20231222	PAISLEY,LISA	EDUCATIONAL SERVICES	WESTIN	(945.40)	Hotel reimbursement from DODEA Conference (Janessa Nedney).
				(245.40)	
20231207	PEABODY,LESLIE	TRANSPORTATION	AMZN MKTP US*3C5AE4T03	29.33	Oil change stickers and label tape.
20231215	PEABODY,LESLIE	TRANSPORTATION	AMZN MKTP US*L99MG9FY3	15.07	Push pins/clips.
20231217	PEABODY,LESLIE	TRANSPORTATION	AMAZON.COM*683LT86N3	14.79	File folder labels.
20231218	PEABODY,LESLIE	TRANSPORTATION	AMZN MKTP US*MM9934NY3	18.36	Bulletin bar strip.
				77.55	
20231203	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMAZON.COM*GA67701Q3	140.06	USB drive.
20231203	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	FS *TECHSMITH	171.76	Video editing software subscription.
20231214	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMZN MKTP US*LM4R984F3	35.11	3D printer materials.
20231224	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	CHATGPT SUBSCRIPTION	20.00	Chat GPT monthly subscription.
				366.93	
20231201	RAMIREZ,AMANDA	CARLTON HILLS	SMART AND FINAL 929	39.98	Safety patrol pay day supplies.
20231207	RAMIREZ,AMANDA	CARLTON HILLS	UTC ICE SPORTS CENTER	500.00	Deposit for Junior High ice skating field trip.
20231217	RAMIREZ,AMANDA	CARLTON HILLS	APPLE.COM/BILL	10.99	Apple music account - student engagement.
20231220	RAMIREZ,AMANDA	CARLTON HILLS	SMART AND FINAL 929	130.70	Honor roll nacho bar.
20231221	RAMIREZ,AMANDA	CARLTON HILLS	SP DEBBIE LYNN INC	63.40	Coloring poster for staff lounge.
20231224	RAMIREZ,AMANDA	CARLTON HILLS	EINSTEIN BROS-ONLINE C	171.56	Staff holiday breakfast.
				916.63	
20231210	RICHARD,NONA	CARLTON OAKS	SPOTIFY USA	14.99	Monthly subscription. Music for students.
20231217	RICHARD,NONA	CARLTON OAKS	AT HOME STORE 228	53.86	Staff incentive supplies.
				68.85	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20231210	SHAKE,KAYLENE	OST PROGRAMS	WAL-MART #1917	118.64	YALE Sycamore Canyon supplies.
20231210	SHAKE,KAYLENE	OST PROGRAMS	WAL-MART #1917	104.10	YALE Hill Creek supplies.
20231213	SHAKE,KAYLENE	OST PROGRAMS	SMART AND FINAL 929	47.29	ELP Winter Camp supplies.
20231213	SHAKE,KAYLENE	OST PROGRAMS	DOLLAR TREE	56.57	ELP Winter Camp supplies.
20231219	SHAKE,KAYLENE	OST PROGRAMS	DOLLARTREE	6.73	Winter Break camp supplies.
				<u>333.33</u>	
20231201	SOUTHCOTT,STEPHANIE	RIO SECO	IC* INSTACART	111.39	Culinary elective supplies.
20231206	SOUTHCOTT,STEPHANIE	RIO SECO	AMZN MKTP US*170H89O83	103.43	Toner.
20231207	SOUTHCOTT,STEPHANIE	RIO SECO	AMZN MKTP US*6A6000O63	176.68	Toner and label maker supplies.
20231208	SOUTHCOTT,STEPHANIE	RIO SECO	IC* INSTACART*1102	82.75	Supplies for Culinary Arts.
20231210	SOUTHCOTT,STEPHANIE	RIO SECO	IC* INSTACART*1102	(6.64)	Refund for Instacart order for Culinary Arts.
20231214	SOUTHCOTT,STEPHANIE	RIO SECO	IC* INSTACART*1102	88.02	Supplies for Culinary Arts.
20231215	SOUTHCOTT,STEPHANIE	RIO SECO	UTC ICE SAN DIEGO 1	2,444.00	JH field trip incentive.
20231221	SOUTHCOTT,STEPHANIE	RIO SECO	AMAZON.COM*GU4VR2VQ3	33.89	Kinder 100th Day supplies.
20231221	SOUTHCOTT,STEPHANIE	RIO SECO	IC* INSTACART*1102	65.16	Supplies for Culinary Arts.
				<u>3,098.68</u>	
20231201	STARKEY,MARK	INFORMATION TECHNOLOGY	UBER TRIP	29.78	Uber to airport from conference.
20231201	STARKEY,MARK	INFORMATION TECHNOLOGY	LYFT 1 RIDE 11-29	5.62	Lyft to conference.
20231201	STARKEY,MARK	INFORMATION TECHNOLOGY	UBER TRIP	9.86	Uber to conference from hotel.
				<u>45.26</u>	
20231227	STORM,BRYCE	FACILITIES, MAINTENANCE & OPERATIONS	LIFETIME	225.05	Table parts.
				<u>225.05</u>	
				<u><u>27,608.62</u></u>	

Consent Item D.2.5.
 Prepared by Dr. Marcia Hamilton
 February 6, 2024

Acceptance of Donations, Grants, and Bequests

BACKGROUND:

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

<i>Item</i>	<i>Approximate Value</i>	<i>Received From</i>	<i>Designated For Use At</i>
DONATIONS			
Cash	\$300.00	Sycamore Canyon School PTA	Sycamore Canyon School
Cash	\$794.67	Barnes & Noble	Sycamore Canyon School
Cash	\$300.00	The Village Garden Club of La Jolla	PRIDE Academy
Cash	\$15,691.32	Santee School District Foundation	Teacher Grants
GRANTS			
(None)			
BEQUESTS			
(None)			
TOTAL RECEIVED	\$17,085.99		

RECOMMENDATION:

It is recommended that the Board of Education approve of the donations, grants, and/or bequests listed above for the District.

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 \$17, 085.99.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.5.

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	19.6	180	0.67	\$2,364
Carlton Oaks School	5.2	180	0.67	\$627
Davila School	88	180	0.67	\$10,613
LEAPP	20	180	0.67	\$ 2,412
Rio Seco School	16.8	180	0.67	\$ 2,026
Stein School	20.6	180	0.67	\$2,484
Sycamore Canyon School	20	180	0.67	\$2,412
Sycamore Canyon School	10.4	180	0.67	\$1,254
Sycamore Canyon School	6.4	180	0.67	\$772
Sycamore Canyon School	17.6	180	0.67	\$ 2,123
Sycamore Canyon School	14.8	180	0.67	\$ 1,785
Sycamore Canyon School	10.8	180	0.67	\$ 1,302
Sycamore Canyon School	10.8	180	0.67	\$1,302
Sycamore Canyon School	20	180	0.67	\$2,412
Total:				\$40,883

RECOMMENDATION:

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

This recommendation supports the following District goal(s):

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

FISCAL IMPACT:

The fiscal impact of \$40,883.00 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.2.6.

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>
3		gray chairs	Tech Dept		Old/Usable	0
1		Computer desk	Tech Dept		Old/Usable	0
1		Small book shelf	Tech Dept		Old/Worn	0
1		metal filing cabinet	Tech Dept		Old/Worn	0
2		Maroon Chairs	Tech Dept		Old/Usable	0
1		Black Chair	Tech Dept		Old/Worn	0
1		Sm. Square stand	Tech Dept		Old/Worn	0
1		Long narrow desk	Tech Dept		Old/Worn	0

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	
	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 \$0 and authorize the sale or disposal of them in accordance with the recommended terms.

This recommendation supports the following District goals:

Fiscal Accountability

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

FISCAL IMPACT:

Income estimated at \$0 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.3.1.

Ratification of Nonpublic Agency Master Contract
with SPG Therapy for Speech Therapy

Prepared by Dr. Lisa Paisley
February 6, 2024

BACKGROUND:

As part of a student’s Individual Education Program (IEP), speech therapy is necessary for some students with disabilities to demonstrate educational progress. Currently, there are two unfilled Speech Language Pathologist Assistant (SLPA) positions. Until permanent employees are hired, SPG Therapy can provide 2.0 FTE SLPA’s to support students at Cajon Park, Hill Creek, and Pepper Drive.

RECOMMENDATION:

Administration recommends the Board of Education approve the Nonpublic Agency Master Contract with SPG Therapy for a 2.0 SLPA for the term of January 11, 2024, through June 30, 2024. The Nonpublic Agency Master Contract will be available at the Board meeting for review.

This recommendation supports the following District goal:

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

FISCAL IMPACT:

FTE	Hourly Rate	Hours Per Day	Days Per Year	Total
1.0 Speech and Language Pathologists Assistant (SLPA)	\$85	6.5	101	\$55,802.50
1.0 Speech and Language Pathologists Assistant (SLPA)	\$85	6.5	83	\$45,857.50

Total \$101,660

STUDENT ACHIEVEMENT:

Speech Therapy is necessary for some students with disabilities to demonstrate educational progress.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.1.

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. Martinez, Kimberly	Pepper Drive	VI-10 #30002861	\$0.00	\$91,979.00	01-18-24
2. Villaros, Alma	Chet F. Harritt	VI-08 #30024844	\$0.00	\$86,139.00	01-18-24

B. Temporary Rehires:

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

C. Change of Status/Location:

Employee	Location	Class/Step/Position #	Previous Annual Salary	New Annual Salary	Effective Date
1. Ballew, Rosario	Pepper Drive	V-01 to V-06 #30023746	\$61,319.00	<i>74,702.00</i>	01-08-24

D. Unpaid Leave Requests:

Employee	Location	Class/Step	Reason	Recommendation	Effective Date

E. Resignations:

Employee	Location	Class/Step	Reason	Effective Date
1. McFaul, Lisa	Carlton Hills	VI-13	Resignation	01-26-24
2. Montler, Bonner	Educational Resource Center	MGT 011	Retirement	01-31-24

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. Braun, Jessica	Sycamore Canyon	Food Service Worker III 22 B / 3.5 hrs #10326331	\$0.00	\$1,421.18	01-18-24
2. Castaneda, Ava	PRIDE Academy	ELP Enrichment Leader 21 A / 4.5 hrs #10325038	\$0.00	\$1,784.25	01-29-24
3. Jorden, Neidin	Hill Creek	Instructional Assistant I 19 A / 3.75 hrs #30021786	\$0.00	\$1,348.89	01-29-24
4. Mondragon, Linda	Business Services	Purchasing Technician 28.5 A / 8.0 hrs #30015401	\$0.00	\$4,570.80	01-16-24

5. Tiffin, Dawn	PRIDE Academy and Carlton Hills	Instructional Assistant Special Education I 20 A / 5.0 hrs #30024848	\$0.00	\$1,888.25	01-16-24
6. Toma, Dalya	Cajon Park	Campus Aide 16.5 C / 3.0 hrs #10327469	\$0.00	\$1,052.35	01-29-24

I. Rehires:

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

J. Change of Status/Location:

Employee	Location	Position/Class/Hours/ Position #	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Al Azzam, Ali	Transportation	Bus Attendant 19 E / 5.08 hrs #30013130 to <i>Bus Attendant</i> 20 E / 5.08 hrs #30013130	\$2,221.15	\$2,332.31	01-17-24
2. Al Azzam, Ali	Transportation	Bus Attendant 20 E / 5.08 hrs #30013130 to <i>Bus Attendant</i> 20 E / 5.08 hrs #30013130	\$2,332.31	\$2,258.85	01-26-24
3. Gardiner, Kerensa	Rio Seco	Instructional Assistant VI 23 E / 6.0 hrs #30016105 to <i>Instructional Assistant VI</i> 25 E / 6.0 hrs #30016105	\$3,954.24	\$4,360.46	01-17-24
4. Kent, Paula	Transportation	Bus Attendant 19 E / 5.17 hrs #30008597 to <i>Bus Attendant</i> 20 E / 5.17 hrs #30008597	\$2,260.67	\$2,373.82	01-17-24
5. Navarro, Wendy	Transportation	Bus Attendant 19 E / 6.58 hrs #30008598 to <i>Bus Attendant</i> 20 E / 6.58 hrs #30008598	\$2,877.00	\$3,020.99	01-17-24
6. Navarro, Wendy	Transportation	Bus Attendant 20 E / 6.58 hrs #30008598 to <i>Bus Attendant</i> 20 E / 6.58 hrs #30008598	\$3,020.99	\$2,717.97	01-26-24
7. Quaintance, Marsana	Carlton Hills to <i>Rio Seco</i>	Instructional Assistant Special Education II 21 A / 6.25 hrs #30003830 to <i>Instructional Assistant</i> <i>Special Education II</i> 21 A / 6.0 hrs #30019146	\$2,478.28	\$2,379.00	01-16-24
8. Sanchez, Teresa	Human Resources to <i>Child Nutrition Services</i>	Personnel Assistant/Substitutes 24.5 E / 8.0 hrs #30014791 to <i>Secretary II-Department</i> 27 D / 8.0 hrs #30024868	\$4,570.80	\$4,922.67	01-29-24
9. Shoquist, Glynn	Chet F. Harritt	Instructional Assistant VI	\$3,699.12	\$4,079.14	01-17-24

		23 E / 6.0 hrs #10327193 to <i>Instructional Assistant VI</i> 25 E / 6.0 hrs #10327193			
10. Tarantino, Mindy	Cajon Park	Campus Aide 16.5 E / 2.5 hrs #10327467 to <i>Campus Aide</i> 16.5 E / 3.0 hrs #10327479	\$966.88	\$1,160.25	01-16-24
11. Trujillo, Rocio	Transportation	Bus Attendant 19 E / 4.0 hrs #30024254 to <i>Bus Attendant</i> 20 E / 4.0 hrs #30024254	\$1,748.93	\$1,836.47	01-17-24
12. Trujillo, Rocio	Transportation	Bus Attendant 20 E / 4.0 hrs #30024254 to <i>Bus Attendant</i> 20 E / 4.0 hrs #30024254	\$1,836.47	\$2,258.85	01-26-24
13. Watt, Gregory	Transportation	Bus Attendant 19 B / 5.5 hrs #30010108 to <i>Bus Attendant</i> 20 B / 5.5 hrs #30010108	\$2,077.08	\$2,180.75	01-17-24
14. Watt, Gregory	Transportation	Bus Attendant 20 B / 5.5 hrs #30010108 to <i>Bus Attendant</i> 20 B / 5.5 hrs #30010108	\$2,180.75	\$2,347.28	01-26-24
15. Watts, Nancy	Transportation	Bus Driver I 25 E / 6.0 hrs #10326210 to <i>Bus Driver I/Bus</i> <i>Delegate</i> 26 E / 6.0 hrs #30025073	\$3,657.16	\$3,839.68	01-26-24

K. Unpaid Leave Requests:

Employee	Location	Position	Reason	Effective Date

L. Resignations:

Employee	Location	Position	Reason	Effective Date
1. Barnes, Genesis	Carlton Oaks	Instructional Assistant I	Resignation	01-26-24
2. Dimas, Susan	Rio Seco	Campus Aide	Retirement	02-27-24
3. Dumas, Sylvia	Carlton Oaks	Instructional Assistant Special Education II	Resignation	01-22-24
4. Dwyer, Paula	Child Nutrition Services	Food Service Worker I	Retirement	06-11-24
5. Martin, Sherry	PRIDE Academy	ELP Site Lead	Retirement	02-01-24
6. Morrison, Jake	Carlton Hills	Instructional Assistant Special Education II	Resignation	01-12-24
7. Mottola, Edith	Child Nutrition Services	Food Service Worker I	Retirement	06-11-24
8. Mottola, Edith	Chet F. Harritt	Food Service Worker I-A	Retirement	06-11-24
9. Myers, Brandon	Transportation	Heavy Duty Mechanic	Resignation	02-08-24

M. 39-63 Month Reemployment:

Employee	Location	Position/Class/Hours	Effective Date

N. Dismissals:

Employee	Location	Position	Effective Date

RECOMMENDATION:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.1.

BACKGROUND:

From time to time, the Santee School District contracts with individuals to provide various types of general services. Some services are on an as-needed basis billed at an hourly or daily rate, while other services are billed by the job.

RECOMMENDATION:

It is recommended that the Board of Education ratify the following short-term services agreement:

Vendor Name	Description of Services	Dates (s) of Service	Amount	Funding
Anne Josefson	VAPA Instruction	01/15/2024 - 06/12/2024	\$71.63 per hour NTE \$50,655	Education Services

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 of the Short-Term Services Agreement 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.4.2.

BACKGROUND:

Several new mechanisms for reimbursement for student health services, such as Speech-Language Pathology and Occupational Therapy, from the State of California and other grants. With these new procedures introduces the need for advanced oversight and maintenance of the reimbursement systems. The new job description of Coordinator, Grant & Billing Services, reflects the need for the oversight and coordination of such programs. With these procedures in place, the District will be able to recoup funding that will further increase the student health services that we are able to offer to our students.

RECOMMENDATION:

It is recommended that the Board of Education approve the Coordinator, Grant Services job description as reflected as attached.

FISCAL IMPACT:

The financial impact is \$78,943 which is Step 1 of the Coordinator, Grant & Billing Services on the Classified Management salary schedule.

STUDENT ACHIEVEMENT IMPACT:

This is a personnel item.

Motion: _____ Second: _____ Vote: _____



Position Title	Coordinator, Grant Services	Department	Pupil Services
Direct Report	Asst. Supt. HR/Pupil Services	Approval/Revision Date	
Classification	Management	Pay Type	Salary

Job Summary/Definition
<p>Under the general direction of the Assistant Superintendent, Human Resources & Pupil Services, the Coordinator, Grant Services oversees the district’s student health service billing programs including reconciliation, reimbursement, and reporting. The incumbent provides training and technical support to District personnel regarding billing procedures and serves as a resource to District leadership on pertinent legislation. The Coordinator, Grant Services recommends and develops programmatic and policy changes regarding reimbursement for student health services and manages the associated cost recovery activities. This position works closely and collaboratively with various District departments to understand reinvestment of funds and generate necessary documentation.</p>

Examples of Duties/Responsibilities
<p>Grant Identification and Research:</p> <ul style="list-style-type: none"> Identify potential grant opportunities that align with the district's goals and priorities. Conduct thorough research to understand grant requirements, eligibility criteria, and application processes.
<p>Proposal Development:</p> <ul style="list-style-type: none"> Collaborate with district staff, administrators, and educators to gather information and insights for grant proposals. Prepare comprehensive and compelling grant proposals, ensuring alignment with the district's strategic plan.
<p>Grant Management:</p> <ul style="list-style-type: none"> Oversee the complete life cycle of awarded grants, including budget development, project planning, and implementation. Coordinate with relevant departments to ensure proper utilization of grant funds and compliance with grant guidelines. Manage and oversee the district-wide administration of federal and state reimbursable services. Provide quality assurance guidance and recommendations to service providers and administration for improvements on documentation of health services provided to students to ensure compliance with medical claims documentation and reimbursement.
<p>Collaboration and Communication:</p> <ul style="list-style-type: none"> Establish effective communication channels with internal and external stakeholders, including grantors, district personnel, and community partners. Collaborate with other departments to integrate grant-funded programs into the overall educational framework. Maintain confidentiality of information and records
<p>Compliance and Reporting:</p> <ul style="list-style-type: none"> Ensure that the district is compliant with federal, state, and county mandates regarding student health billing services. Develop and recommend programmatic and policy changes regarding student health services which are eligible for reimbursement and cost recovery to optimize reimbursement to the district, consistent with applicable laws, rules, and regulations. Monitor and ensure compliance with grant regulations, reporting deadlines, and performance metrics.



- Prepare and submit regular reports to grantors and district leadership, detailing progress, achievements, and challenges.

Professional Development:

- Stay informed about current educational trends, funding opportunities, and grant regulations through continuous professional development.
- Provide training and technical support to District personnel regarding reporting requirements to maximize funding and reimbursement.

Budget Oversight:

- Support staff before, during and after claiming period and/or reporting periods; follow-up on any missing claims or other information with relevant staff.
- Work closely with the finance department to develop and monitor budgets related to grant-funded projects.
- Ensure accurate financial reporting and transparency in grant-related expenditures.

Performs related duties as assigned.

Qualifications Guide

Knowledge of:

1. Strong understanding of public educational systems, policies, and funding sources.
2. Grant writing and application process.
3. Familiarity with grant management software and tools.
4. Excellent communication, organizational, and project management skills.
5. Proficiency in Microsoft Office Suite.

Ability to:

1. Be detail oriented.
2. Explain relevant compliance issues in training programs.
3. Establish and maintain cooperative working relationships with staff, co-workers, vendors, colleagues from other school districts, county and grant providing organizations.
4. Understand, follow, and carry out oral and written directions.
5. Meet strict schedules and timelines.
6. Maintain confidential records and prepare reports in.
7. Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Training/Education and Experience

1. Bachelor's degree in a relevant field (Education, Public Administration, Business, etc.); master's degree preferred.
2. At least 3 years of experience in an administrative educational setting and/or business administration.
3. Training and experience in office management and technical office skills are required. Management-confidential experience is desirable.
4. Proven experience in grant writing, management, and administration.

Licenses:

State of California driver's license and willingness to use own vehicle.



Working Conditions/Physical Requirements:
--

WORKING CONDITIONS:

- | |
|--|
| <ul style="list-style-type: none">• Indoor office environment• May drive a vehicle to conduct work• Constant interruptions |
|--|

PHYSICAL DEMANDS:

- | |
|---|
| <ul style="list-style-type: none">• Dexterity of hands and fingers to operate a computer keyboard and other office equipment• Seeing to read and interpret a variety of material• Sitting or standing for extended periods of time• Hearing and speaking to exchange information |
|---|

Board Adopted:	
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Revised:	
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BACKGROUND:

Each year, classified non-management employees are able to submit a Request for Reclassification to the Reclassification Committee, comprised of members of District administration and California School Employees Association and its Chapter #557 leadership. A request for reclassification may include reclassification on the salary schedule, a change of title, or a change to the job description.

Through the review and interview process, it has been determined that the following changes should be made to better suit the needs of students of Santee School District:

- Site Custodian reclassified from Classification 24 to Classification 24.5
- Licensed Vocational Nurse reclassified from Classification 25.5 to Classification 28.5
- Child Nutrition Services Lead reclassified from Classification 28 to Classification 28.5

If the Board approves the recommended changes in classification, all changes will be effective July 1, 2024 in accordance with the Classified Collective Bargaining Agreement between Santee School District and California School Employees Association and its Chapter #557.

RECOMMENDATION:

It is recommended that the Board of Education approve the reclassification of the above classifications effective July 1, 2024.

FISCAL IMPACT:

The annual increase in costs to the classifications are detailed as follows:

- Site Custodian – annual increase in cost of \$14,955
- Licensed Vocational Nurse – annual increase in cost of \$21,741
- Child Nutrition Services Lead – annual increase in cost of \$2,601

STUDENT ACHIEVEMENT IMPACT:

It is the District’s intention to provide support for all students.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.4.

Consent Item D.4.5.
Prepared by David MacLeod
February 6, 2024

Ratification of 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 with parent consent, can offer classroom or small group support, as well as individual support for students and families.

This Memorandum of Understanding began on February 1, 2024 and will extend through December 31, 2024.

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 ratify 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.4.5.



**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: “empowering youth to thrive by meeting their basic needs and providing lifelong skills for self-sufficiency and achieving their life ambition.”
- II.
- III. **Term:** This Memorandum of Understanding shall begin on January 1, 2024 and will extend through June 30, 2025. Either party can give written notice 30 days in advance of the intent to withdraw from collaboration.
- IV. **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 8th 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.

V. **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.

VI. **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.

VII. **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.

VIII. **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.

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

David MacLeod
Assistant Superintendent, Human Resources & Pupil Services
Santee School District

February 6, 2024
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.

Consent Item D.4.6.
Prepared by David MacLeod
February 6, 2024

Ratification of Memorandum of
Understanding with The Elizabeth
Hospice for Grief Counseling

BACKGROUND:

Santee School District, in partnership with Elizabeth Hospice, would like to offer students across the district an opportunity to participate in grief and bereavement support groups. These groups require parental consent, operate for 8 weeks and consist of a grief related activity, optional sharing time, and a snack. In addition, Elizabeth Hospice can provide crisis support to students and families, and professional training opportunities to school personnel upon request.

RECOMMENDATION:

It is recommended that the Board of Education ratify the Memorandum of Understanding with The Elizabeth Hospice to offer grief programs to students in Santee School District.

FISCAL IMPACT:

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 cope with grief and loss. Partnering with Elizabeth Hospice allows the Santee School District to support grief related needs of students and resources for staff that help improve school climate and culture.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.4.6.



Memorandum of Understanding

THIS Agreement is entered into this **1/31/2024** between **Santee School District** hereinafter called the “District” and **The Elizabeth Hospice** hereinafter called the “Provider”.

The Provider agrees to perform services for the District school sites as follows: All services outlined in the Scope of Practice that includes: a seven-eight week grief groups on site consisting of a group opening, a grief related activity, optional sharing time, snacks, and a group closing; crisis support; professional trainings to school personnel; resources and consultation as further described in the scope of practice, herewith attached and incorporated. The work will be performed under the direction of **David MacLeod, Assistant Superintendent, Human Resources and Pupil Services**. The terms of this Agreement shall be controlling in the event any of the terms hereof shall be in conflict with any of the terms of scope of practice.

There is no exchange of funds between the two parties.

The effective time period of this agreement is to be **January 31st, 2024 and end June 30th, 2027**. This agreement may be terminated by either party with or without cause upon fourteen (14) days written notice to the other party.

PROFESSIONAL LIABILITY INSURANCE: Both parties shall secure and maintain throughout the term of this agreement such policy or policies of professional and general liability insurance, issued by an insurance company licensed to do business in the State of California. Such insurance shall be in an amount not less than \$1,000,000 per occurrence and \$3,000,000 annual aggregate coverage.

Provider must provide coverage for sexual abuse and molestation which covers bodily injury, emotional distress or mental anguish related to any claim, cause of action or liability associated with child molestation or sexual abuse, with limits no less than \$3,000,000 per wrongful act and \$6,000,000 aggregate

WORKER’S COMPENSATION INSURANCE: If and when applicable during the term of this agreement, both parties shall obtain and maintain at their sole cost and expense and in accordance with the laws of the State of California, workers’ compensation insurance for their business and their agents, servants and employees.

PROOF OF INSURANCE: Each party shall, from time to time and on the reasonable request of the other party, furnish to the other party written evidence that such policies of insurance are in full force and effect and valid and existing in accordance with the provisions of this agreement. Each party shall provide the other party with no less than 30 days prior written notice of cancellation or amendment of any of the insurance policies described above.

www.elizabethhospice.org



MUTUAL HOLD HARMLESS: Each party shall be responsible for the acts and omissions of itself and its employees and subcontractors and neither party agrees to indemnify any other party for any such act or omission; provided, however, that this Agreement shall not constitute a waiver by any party of any rights to indemnification, contribution or subrogation that such party may have by operation of law.

FINGERPRINT REQUIREMENTS: During the entire term of this Agreement, the Provider, if applicable, shall fully comply with the provision of Education Code 45125.1 (Fingerprint Requirements), when it is determined that the Provider will have contact with District pupils. If the District determines that more than limited contact with students will occur during the performance of these services by PROVIDER, PROVIDER will not perform SERVICES until all employees or volunteers providing services have been fingerprinted by the Department of Justice (DOJ) and DOJ fingerprinting clearance certification has been provided to District.

ANTI-DISCRIMINATION: It is the policy of the DISTRICT that in connection with all work performed under contracts, there be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age, or marital status. The PROVIDER agrees to comply with applicable Federal and California laws, including, but not limited to, the California Fair Employment and Housing Act, beginning with Government Code section 12900 and Labor Code section 1735. In addition, the PROVIDER agrees to require like compliance by any subcontractors employed on the work by such PROVIDER. In accordance with Government Code section 12990, the PROVIDER shall give written notice of its anti-discrimination obligations to any labor organization with which PROVIDER has a collective bargaining or other agreement. PROVIDER shall also require any subcontractor it hires to provide written notice of its anti-discrimination obligations to any labor organizations with which the subcontractor has a collective bargaining or other agreement.

FORCE MAJEURE: In the event that either party's business or operations are substantially interrupted by acts of war, fire, labor strike, insurrection, riots, earthquakes or other acts of nature of any cause that are not that party's fault or are beyond that party's reasonable control, then that party shall be relieved of its obligations only as to those affected operations and only as to those affected portions of this Agreement for the duration of such interruption. In the event of an epidemic or pandemic, and if/when possible, Provider shall attempt to provide services in a safe and effective manner via a virtual platform. Programs and Interventions may alter according to event and environment impacted by events.

It is expressly understood and agreed to by both parties hereto that the Provider, while engaged in carrying out and complying with any of the terms and conditions of this agreement, is an independent Provider and is not an officer, agent, or employee of the aforesaid District.

www.elizabethhospice.org



Provider: The Elizabeth Hospice

Signature:

Title: Sarah McSpadden, President & CEO

Address: 800 W. Valley Pkwy. Ste. 100, Escondido, CA 92025

Date:

District: Santee School District

Signature:

Date:

Title: David MacLeod, Assistant Superintendent, Human Resources & Pupil Services

Address: 9625 Cuyamaca Street, Santee, CA 92071

Email: David.MacLeod@santeesd.net

Phone: 619-258-2308

www.elizabethhospice.org

Item E. DISCUSSION AND/OR ACTION ITEMS

Agenda Item E.

Discussion and/or Action Item E.1.1.
Prepared by Dr. Kristin Baranski
February 6, 2024

Appointment of Coordinator, Grant
Services

BACKGROUND:

Santee School District, was one of two school districts in San Diego County, that was awarded a Department of Health Care Services (DHCS) Student Behavioral Health Incentive Program (SBHIP) grant for \$2.7 million. The Student Behavioral Health Incentive Program grant will increase student access to mental health support and bridge the gap between school districts and managed care plans.

Tonight, Administration is recommending the appointment of Shannon Borden as the program Coordinator. Mrs. Borden holds a Bachelor degree in Recreation Administration from San Diego State University. Prior to her employment with Santee School District, Mrs. Borden was employed by various departments for the County of San Diego (Planning & Development Services, Health & Human Services Agency, and Parks & Recreation), and the City of Coronado. Mrs. Borden’s professional experience, academic studies, and diverse background will be a great asset for the SBHIP program.

RECOMMENDATION:

It is recommended that the Board of Education approve the appointment of Shannon Borden, as Coordinator, Grant Services, effective February 7, 2024.

FISCAL IMPACT:

Based on the salary schedule placement, this position will cost the Student Behavioral Health Incentive Program grant, \$119,153. This position will not impact the General Fund.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.1.1.

BACKGROUND:

This is the time of the year when the Board reviews their legislative goals in anticipation of the State Legislature beginning to develop legislation and bills that may impact education.

Administration has reviewed the Legislative Goals and Legislative Public Policy Statements and provided recommended revisions that would positively impact instruction and assist in maintaining fiscal solvency. The attached list is presented for Board consideration and direction to produce Board Legislative Goals for 2024 to be shared with local legislators.

Tonight, Member Ryan, the Board's legislative representative, will facilitate any discussion by the Board about the Legislative Goals.

RECOMMENDATION:

It is recommended that the Board review the recommended revisions from Administration and provide any input and/or recommendations to produce Legislative Goals for 2024 which may be presented to legislative representatives for the upcoming legislative session. Action, if any, is at the discretion of the Board.

FISCAL IMPACT:

There is no current fiscal impact of this item.

STUDENT ACHIEVEMENT IMPACT:

Any legislation that may come about would have a direct impact in student achievement.

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



SANTEE SCHOOL DISTRICT

Proposed Legislative Goals for 2024

Federal

- Seek/support legislation to fully fund special education

State

- Seek/support legislation to increase the base funding for the Local Control Formula in lieu of creating new categorical programs. Schools can simply not do more with new programs when they are already stretched thin trying to fund basic day-to-day operations.
- Seek/support legislation to create and fund Statewide training for a skilled and trained workforce. California lacks localized and State trainings for this workforce to allow contracted firms to complete necessary maintenance and operations projects.
- Seek/support legislation to relieve districts of cost for PERS retirement system increases separate from Proposition 98 general fund allocations.
- Seek/support legislation to fund unfunded mandates like organic waste requirements, a \$1.5m annual increase to the local operation budget.
- Seek/support legislation to restructure K-14 energy costs for educational institutions and minimize the barriers for renewable energy sources

Board Adopted: _____

Discussion and/or Action Item E.2.1.
Prepared by David MacLeod
February 6, 2024

Proclamation for National School
Counseling Week (2/5/24 - 2/9/24) and
National School Social Work Week
(3/3/24 – 3/9/24)

BACKGROUND:

School counseling and school social work has been a contributing factor in the success of students in Santee School District for 18 years. These programs have vastly evolved during this time serving students at all Santee Schools. Nationally, the American School Counselor Association (ASCA) has sponsored the National School Counseling Week program for many years to shed light on the valuable contribution school counselors make in helping students focus on academic, personal, social, and career development by declaring February 5 – 9 as National School Counseling Week.

In addition, the National School Social Work Association has declared March 3 – 9 as National School Social Work Week. School social workers partner with school, community, and agency personnel to address at-risk student concerns.

Santee is fortunate to have seven School Counselor / School Social Workers that work with more than 1,000 students each year to help students reach their full potential by implementing school counseling and social work programs that are a vital part of the educational process for all students as they meet the challenges of the 21st century. Smart goals for each counselor this year include addressing attendance and bullying behavior.

RECOMMENDATION:

It is recommended that the Board of Education proclaim the week of February 5 – 9, 2024 as National School Counseling Week, and the week of March 3 – 9, 2024 as National School Social Work Week.

FISCAL IMPACT:

There is no cost to implement this proclamation.

STUDENT ACHIEVEMENT:

School counselors and school social workers directly support academic and social emotional growth of students in the Santee School District.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.1.

PROCLAMATION

SCHOOL COUNSELING: HELPING STUDENTS REACH THEIR FULL POTENTIAL

NATIONAL SCHOOL COUNSELING WEEK – FEBRUARY 5– 9, 2024

NATIONAL SCHOOL SOCIAL WORK WEEK – MARCH 3 – 9, 2024

Whereas school counselors and school social workers are employed to help students reach their full potential by implementing comprehensive school counseling programs that are a vital part of the educational process for all students as they meet the challenges of the 21st century; and

Whereas school counselors and school social workers are actively committed to helping students explore their abilities, strengths, interests, and talents as these traits relate to career awareness and development; and

Whereas school counselors and school social workers, help parents focus on ways to further the educational, personal, and social growth of their children; and

Whereas school social workers and school counselors work with teachers and other educators to help students explore their potential and set realistic goals for themselves; and

Whereas school social workers and school counselors seek to identify and utilize community resources that can enhance school sites and help students to become productive members of society; and

Whereas comprehensive developmental school counseling programs are considered an integral part of the educational process that enables all students to achieve success in school; and

Whereas Santee School District is fortunate to have outstanding school counselors and school social workers that have worked with more than 1,000 students in past years to support and enhance learning, as well as help students become resilient members of the community;

NOW THEREFORE BE IT PROCLAIMED that the Santee School District Board of Education does hereby proclaim February 5 – 9, 2024 as National School Counseling Week and March 3 – 9, 2024 as National School Social Work Week in Santee School District.

Congratulations to all of our school social workers and school counselors on making such an impact in the lives of our students and their families.

Adopted this 6th day of February 2024.

Dustin Burns, President

Barbara Ryan, Vice-President

Elana Levens-Craig, Clerk

Dianne El-Hajj, Member

Ken Fox, Member

Dr. Kristin Baranski, Superintendent

Item F. BOARD POLICIES AND BYLAWS

Agenda Item F.

Board Policies and Bylaws Item F.1.1.
Prepared by Dr. Kristin Baranski and
Dr. Marcia Hamilton
February 6, 2024

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

- Revised BP/AR 5132 – Dress and Grooming
- Revised BP 3311.1 - Uniform Public
Construction Cost Accounting Procedures

BACKGROUND:

The attached revised Board Policies are updated to conform with California School Board Association’s (CSBA) language.

Revised BP/AR 5132 – Dress and Grooming

Policy updated to conform to CSBA language and recent trends after receiving student, staff, and parent/community input.

Revised BP 3311.1 – Uniform Public Construction Cost Accounting Procedures

On November 7th the Board of Education updated Resolution 1213-03 to add maintenance to UPCCAA under the California Uniform Public Construction Cost Accounting Commission. As such, Board Policy 3311.1 has been updated to also add maintenance into the policy.

RECOMMENDATIONS:

Revised BP 3311.1 – Uniform Public Construction Cost Accounting Procedures; and BP 5132 – Dress and Grooming, are being presented for a second reading and adoption. Action, if any, is at the discretion of the Board.

FISCAL IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.1.

DRESS AND GROOMING

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to ~~give proper attention to personal cleanliness and to wear clothing~~ clothes that represents ~~are suitable for the school activities in which they participate. Students' clothing must not present~~ a health or causes safety hazard or causes a substantial distraction ~~which would interfere with~~ to the educational program process.

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

~~Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.~~

Gang-Related Apparel and Racial or Ethnic Symbols

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

DRESS AND GROOMING

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

~~Gang related apparel or clothing with racial or ethnic symbols is prohibited.~~

~~Prohibited dress includes garments displaying logos of racist groups, obscene language, vulgar gestures, racist, ethnic or sexist slurs. Dress code should be included as part of the school safety plan and must be presented to the Board for approval.~~

Uniforms

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate, and/or student safety.

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

~~In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the principal, staff and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.~~

~~If a school's plan to require uniforms is adopted, the Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide.~~

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms. (Education Code 35183)

Legal Reference: (see next page)

DRESS AND GROOMING

Legal Reference:

EDUCATION CODE

32281 School safety plans

35183 School dress codes; uniforms

35183.5 Sun-protective clothing

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

CODE OF REGULATIONS, TITLE 5

302 Pupils to be neat and clean on entering school.

COURT DECISIONS

Marvin H. Jeglin et al v. San Jacinto Unified School District et al, (C.D. Cal. 1993)

827 F.Supp. 1459

Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Policy adopted: September 7, 1993
Reviewed: May 19, 2009; August 17, 2010
Revised: April 19, 2005

SANTEE SCHOOL DISTRICT
Santee, California

DRESS AND GROOMING

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Board policy, and administrative regulations. These school dress codes shall be regularly reviewed.

~~Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day as long as these articles comply with the requirements in this administrative regulation.~~

~~In addition, the~~ The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry and personal items (~~backpacks, fanny packs, gym bags, water bottles etc.~~) shall be free of writing, pictures or any other insignia which are erude, vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity. ~~profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate death, violence, racial, ethnic or religious prejudice.~~
2. ~~1.~~ Appropriate shoes must be worn at all times. Sandals must have heel straps. Flip-flops, ~~or~~ backless shoes, ~~or sandals and slippers~~ are not acceptable. ~~Heels must be of a reasonable height and not be unsafe in the school environment.~~
3. Hats, caps and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments, including but not limited to skirts and shorts at all times. ~~See-through or fish-net fabrics, halter tops, spaghetti straps, off the shoulder or low-cut tops, strapless or tube tops, backless shirts, bare midriffs and skirts or shorts shorter than mid-thigh are~~ tops and bare abdomens are prohibited.
5. ~~Gym shorts may not be worn in classes other than physical education.~~
6. Hair shall be clean and neatly groomed. ~~and the color may not cause a distraction to the educational environment.~~ Hair may not be sprayed by any coloring that would drip when wet.
7. For student and staff safety, spiked jewelry and waist chains will not be allowed.
8. ~~Students must be cleanly dressed so as not to promote unhealthy or unsanitary conditions.~~
9. ~~Bandanas and sweatbands shall not be worn unless prior approval is granted by a site administrator.~~
10. ~~Overalls are considered pants and must have an appropriate shirt worn underneath.~~
11. ~~Muscle shirts, tank shirts, or underwear shirts may not be worn. Clothing that is suggestive~~

DRESS AND GROOMING

~~or revealing will not be allowed.~~

- ~~12. Facial piercing shall be limited to the ears only. Any other piercing must be plugged with a skin tone plug (no color).~~
- ~~13. Pants must not be worn to expose undergarments or bare skin above the waist.~~
- ~~14. Clothing that is considered nightwear (pajamas and slippers) may not be worn, with the exception of a designated day by the school.~~

~~Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.~~

~~No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control.~~

~~The principal, staff, students, and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.~~

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

Gang-Related Apparel and Racial or Ethnic Symbols

~~Gang related apparel or clothing with racial or ethnic symbols is prohibited.~~

~~Annually, the district will work with the Sheriff's Department to identify specific logos, designs symbols, verbiage, etc. that are associated with gangs. This information will be provided to the school administration each spring so that families can be informed of the dress code requirements before the end of the school year.~~

DRESS AND GROOMING

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff, and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

Uniforms

In schools where a schoolwide uniform is required, the principal, staff, and parents/guardians of the individual school shall jointly select the specific uniform to be worn. (Education Code 35183)

At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code 35183)

Parents/guardians shall also be informed of their right to have their child exempted.

The Superintendent or designee shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code 35183)

Regulation approved: September 7, 1993
Reviewed: August 17, 2010
Revised: July 18, 2006; May 19, 2009

SANTEE SCHOOL DISTRICT
Santee, California

UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES

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

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

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

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

Emergency Actions

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

Legal Reference:

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

Policy Adopted: December 17, 2019
Revised:

SANTEE SCHOOL DISTRICT
Santee, California

Board Policies and Bylaws Item F.1.2.
Prepared by Dr. Lisa Paisley
February 6, 2024

First Reading: Revised Board Policies (BP):

- BP 6011– Academic Standards
- BP 6164.5 – Student Success Teams
- BP 6164.6 – Identification and Education Under Section 504

BACKGROUND:

The attached revised Board Policy and Board Bylaw were updated to conform with California School Board Association’s (CSBA) language.

BP 6011 - Academic Standards

Updated policy reflects the State Board of Education's adoption of, a set of national standards in English language arts and mathematics. Policy also adds language regarding (1) involvement of representatives of businesses and postsecondary institutions in the recommendation of district standards; (2) alignment of standards with graduation requirements, college entrance requirements, and other student outcomes; and (3) review of standards in response to changing student needs.

BP 6164.5 - Student Success Teams

Policy updated to reference how student success team (SST) processes reflect best practices, provide for development and adjustments of intervention plans, and reference integration of MTSS supports.

BP 6164.6 - Identification and Education Under Section 504

Policy updated to add requirement to address the needs of students with disabilities in the district's local control and accountability plan. Regulation updated to reflect (81 Fed. Reg. 53203) which primarily revise definitions used in the Americans with Disabilities Act.

RECOMMENDATIONS:

Revised Board Policy 6011 - Academic Standards, BP 6164.5 - Student Success Teams and BP 6164.6 - Identification and Education Under Section 504, are being presented for first reading. Action, if any, is at the discretion of the Board.

FISCAL IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item F.1.2.

ACADEMIC STANDARDS

The Governing Board shall adopt high ~~academic~~ standards for student achievement which challenge all students to reach their full potential and specify which clarify what students are expected to know and be able to do at each grade level and in each area of study. These standards shall reflect the knowledge and skills needed for students to be adequately prepared for postsecondary education, employment, and responsible citizenship.

The Superintendent or designee shall provide the Board with recommended standards using a process that involves teachers, school site and district administrators, students, parents/guardians, representatives from business/industry and postsecondary institutions, and/or community members. ~~In developing these recommended standards, the Superintendent or designee shall use a process that involves teachers, school site and district administrators, students, parents/guardians, and community members. He/she shall ensure the alignment of the standards with the district's vision and goals and ensure the proper articulation of standards between grade levels. He/she shall ensure the proper articulation of standards between grade levels and the alignment of the standards with the district's vision and goals, graduation requirements, college entrance requirements, and other desired student outcomes. He/she also shall ensure that the standards are easily understandable and measurable.~~

District content standards for English language arts, English language development, mathematics, science, health education, history-social science, physical education, visual and performing arts, world languages, career technical education, and preschool education shall meet or exceed statewide model content standards adopted by the State Board of Education or the State Superintendent of Public Instruction as applicable.

District curriculum, instruction, student assessments, and evaluations of the instructional program shall be aligned with district content standards. In accordance with Education Code 44662, standards of expected student achievement also shall be used in evaluating teacher performance.

Teachers and school administrators shall receive ongoing professional development to inform them of changes in the standards and to build their capacity to implement effective standards-based instructional methodologies. ~~ensure their understanding of the standards and to discuss effective instructional methods in preparing students to meet the standards.~~

The Superintendent or designee shall annually communicate the applicable standards to students and their parents/guardians to inform them of the expectations for student learning at their grade level.

Staff shall continually assess students' progress toward meeting the standards, report each student's progress to the student and his/her parents/guardians, and offer remedial assistance in accordance with Board policy and administrative regulation.

~~District standards shall also provide a basis for evaluating the instructional program, making decisions about curriculum and assessment, and, in accordance with Education Code 44662, evaluating teacher performance.~~

ACADEMIC STANDARDS

The Superintendent or designee shall ensure that district standards are regularly reviewed and updated as necessary. At a minimum, district standards shall be reviewed whenever applicable statewide standards are revised and in response to changing student needs, ~~and whenever data on student achievement demonstrate that students are not adequately achieving the standards in a particular grade level or subject area.~~

*Legal Reference:*EDUCATION CODE

44662 Evaluation of certificated employees

51003 Statewide academic standards

60605-60605.52 Adoption of statewide academically rigorous content and performance standards

UNITED STATES CODE, TITLE 20

6311 State academic standards and accountability for Title I, Part A

*Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSWorld Language Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2009California Preschool Learning Foundations, Vol. 1, 2008Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, March 2008California Career Technical Education Model Curriculum Standards, Grades Seven Through Twelve, 2006Physical Education Model Content Standards for California Public Schools, Kindergarten Through Grade Twelve, January 2005Visual and Performing Arts Content Standards for California Public Schools, Prekindergarten Through Grade Twelve, January 2001English Language Development Standards for California Public Schools, Kindergarten Through Grade Twelve, July 1999History Social Science Content Standards for California Public Schools, Kindergarten Through Grade Twelve, October 1998Science Content Standards for California Public Schools, Kindergarten Through Grade Twelve, October 1998English Language Arts Content Standards for California Public Schools, Kindergarten Through Grade Twelve, December 1997Mathematics Content Standards for California Public Schools, Kindergarten Through Grade Twelve, December 1997WEB SITESCSBA: <http://www.esba.org>California Department of Education: <http://www.cde.ca.gov>U.S. Department of Education: <http://www.ed.gov>

Policy
adopted: August 17, 2010

SANTEE SCHOOL DISTRICT

Santee, California

STUDENT SUCCESS TEAMS

The Governing Board encourages the collaboration of parents/guardians, certificated and classified staff, administrators, and/or the student, as appropriate, in evaluating the strengths and needs of students having academic, attendance, social, emotional, or behavioral difficulties and in identifying strategies and programs that may assist such students in maximizing their potential. The Superintendent or designee shall establish student success teams (SST) as needed to address individual student needs.

The Superintendent or designee shall establish and maintain a process for initiating the referral of students to SSTs, which may include referral by district staff, parents/guardians, and/or agency representatives. The Superintendent or designee may also establish and maintain a process for responding to SST referrals, which may include a determination by the district as to whether an SST shall be convened for an individual student.

Each SST may collect and analyze relevant student data, as appropriate. The SST may also review the student's educational history, work samples, strengths and areas for growth, and identify available resources and strategies.

Each SST shall develop a plan to support the student which incorporates intervention strategies. Such strategies may include changes in program placement or instructional methods, recommendation of supplemental educational services, parent involvement strategies, social, emotional and/or behavioral interventions, discipline, referrals to other agencies or resources, and/or other appropriate interventions.

The SST shall monitor the student's progress, evaluate the extent to which the recommended strategies have been implemented, make adjustments to the plan, and develop additional interventions as needed.

The SST process shall not delay or deny a referral for evaluation for eligibility for special education, as may be required under state or federal law.

The Superintendent or designee may integrate SSTs into the district's multi-tiered system of support, including identification of students who need additional support, the level(s) of support, appropriate interventions, monitoring of progress, and whether the goal of intervention has been met.

To strengthen the effectiveness of SSTs, the Superintendent or designee may provide staff development in the identification of students who may need additional support, implementation of measurable and targeted interventions, and monitoring of progress and goal attainment.

~~The Governing Board encourages the collaboration of parents/guardians, teachers, resource personnel, administrators and students in evaluating the strengths and needs of students having academic, attendance or behavioral difficulties and in identifying strategies and programs that may assist the students. The Superintendent or designee shall establish student success teams as needed to address individual students' needs.~~

STUDENT SUCCESS TEAMS

The Superintendent or designee shall establish a process for initiating referrals of students to the student success team.

Each student success team shall develop intervention strategies to assist the student. Such strategies may include changes in program placement or instructional methods, recommendation of supplemental educational services, parent involvement strategies, behavioral interventions, discipline, referrals to other agencies or resources, and/or other appropriate interventions.

The student success team shall monitor the student's progress, evaluate the extent to which the recommended strategies have been implemented, and develop additional interventions as needed.

Legal Reference:

STATE

~~8800-8807 Healthy Start support services for children-~~

~~41505-41508 Pupil Retention Block Grant~~

48260-48273 Truancy

48400-48454 Compulsory Continuation education

49600-49604 Educational counseling

~~51744-51749.6 51749.3~~ Independent study programs

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

~~52200-52212~~ Gifted and talented student programs

54400-54425 Programs for disadvantaged children-

54440-54445 Migrant children

~~56300-56305~~ Identification of individuals with disabilities

~~8800-8807~~ Healthy Start support services for children

W&I Code 18986.40-18986.46 Interagency children's services

W&I Code 4343-4352.5 Primary interventions program; mental health

WELFARE AND INSTITUTIONS CODE

~~4343-4352.5~~ Primary interventions program, mental health-

~~18986.40-18986.46~~ Interagency children's services

Management Resources:

CDE PUBLICATIONS

~~SB 65 School Based Pupil Motivation and Maintenance Program Guidelines (2000-01 Edition), 2000-~~

~~Student Success Teams: Supporting Teachers in General Education, 1997~~

CALIFORNIA DROPOUT PREVENTION NETWORK PUBLICATIONS

~~SST: Student Success Teams, 2000-~~

WEB SITES

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

California Dropout Prevention Network: <http://www.edualliance.org/edpn>

National Dropout Prevention Center: <http://www.dropoutprevention.org>

Policy adopted: August 17, 2010

SANTEE SCHOOL DISTRICT
Santee, California

IDENTIFICATION AND EDUCATION UNDER SECTION 504

The Governing Board believes that all children, including children with disabilities, should have the opportunity to learn in a safe and nurturing environment. The Superintendent or designee shall work to identify children with disabilities who reside within the jurisdiction of the district in order to ensure that they receive educational and related services required by law.

The Superintendent or designee shall provide qualified students with disabilities with a free appropriate public education (FAPE), as defined under Section 504 of the federal Rehabilitation Act of 1973. Such students shall receive regular or special education and related aids and services designed to meet their individual educational needs as adequately as the needs of students without disabilities are met. (34 CFR 104.33)

In addition, qualified students with disabilities shall be provided an equal opportunity to participate in programs and activities that are integral components of the district's basic education program, including, but not limited to, extracurricular athletics, interscholastic sports, and/or other nonacademic activities. (34 CFR 104.37)

The district's local control and accountability plan shall include goals and specific actions to improve student achievement and other outcomes of students with disabilities. At least annually, the Superintendent or designee shall assess the district's progress in attaining the goals established for students with disabilities and shall report these results to the Board. (Education Code 52052, 52060)

In providing services to students with disabilities under Section 504, the Superintendent or designee shall ensure district compliance with law, including providing the students and their parents/guardians with applicable procedural safeguards and required notifications. Any dispute as to the identification, evaluation, or placement of any student with a disability shall be resolved in accordance with the processes specified in the "Procedural Safeguards" section of the accompanying administrative regulation.

The Superintendent or designee shall maintain a list of impartial hearing officers who are qualified and willing to conduct Section 504 hearings. To ensure impartiality, such officers shall not be employed by or under contract with the district in any other capacity except as hearing officer and shall not have any professional or personal involvement that would affect their impartiality or objectivity in the matter.

The Governing Board recognizes the need to identify and evaluate children with disabilities in order to provide them with the services required by law.

The district shall provide a free appropriate public education to students who reside within the district and who are classified as disabled under Section 504 of the federal Rehabilitation Act of 1973. Such students shall receive regular or special education and related aids and services designed to meet their individual educational needs as adequately as the needs of nondisabled

IDENTIFICATION AND EDUCATION UNDER SECTION 504

students are met.

Legal Reference:

State

- 5 CCR 3051.12 Health and nursing services*
- 49423.5 Specialized physical health care services*
- 52052 Accountability; numerically significant student subgroups*
- 52060-52077 Local control and accountability plan*
- 56043 Special education; timelines*
- 56321 Notice of parental rights; consent of parents*

Federal

- 20 USC 1232g Family Educational Rights and Privacy Act (FERPA) of 1974*
- 20 USC 1400-1482 Individuals with Disabilities Education Act*
- 28 CFR 35.101-35.190 Americans with Disabilities Act*
- 29 USC 705 Definitions; Vocational Rehabilitation Act*
- 29 USC 794 Rehabilitation Act of 1973; Section 504*
- 34 CFR 104.1 Purpose to effectuate Section 504 of the Rehabilitation Act of 1973*
- 34 CFR 104.1-104.61 Nondiscrimination on the basis of disability*
- 34 CFR 104.3 Definitions*
- 34 CFR 104.32 Location and notification*
- 34 CFR 104.33 Free appropriate public education*
- 34 CFR 104.34 Educational setting*
- 34 CFR 104.35 Evaluation and placement*
- 34 CFR 104.36 Procedural safeguards*
- 34 CFR 104.37 Nonacademic services*
- 34 CFR 104.7 Section 504; Designation of responsible employee and adoption of grievances procedures*
- 42 USC 12101-12213 Americans with Disabilities Act*

EDUCATION CODE

~~49423.5 Specialized physical health care services~~

CODE OF REGULATIONS, TITLE 5

~~3051.12 Health and Nursing Services UNITED~~

STATES CODE, TITLE 20

~~1232g Family Educational Rights and Privacy Act of 1974 1400-~~

~~1482 Individuals with Disabilities Education Act UNITED~~

STATES CODE, TITLE 29

~~794 Rehabilitation Act of 1973, Section 504 CODE OF~~

FEDERAL REGULATIONS, TITLE 34

~~104.1-104.61 Nondiscrimination on the basis of handicap, especially:~~

~~104.1 Purpose to effectuate Section 504 of the Rehabilitation Act of 1973~~

~~104.3 Definitions~~

~~104.33 Free appropriate public education~~

~~104.35 Evaluation and placement~~

~~104.36 Procedural safeguards~~

COURT DECISIONS

~~Christopher S. v. Stanislaus County Office of Education, (2004) 384 F.3d 1205~~

~~Management Resources:~~

CSBA PUBLICATIONS

~~Rights of Students with Diabetes Under IDEA and Section 504, Policy Brief, November 2007-~~

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

~~Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007 U.S.~~

IDENTIFICATION AND EDUCATION UNDER SECTION 504

DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Free Appropriate Public Education for Students with Disabilities: Requirements under Section 504 of the
Rehabilitation Act of 1973, September 2007

WEB SITES

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

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

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/index.html?src=mr>

Policy adopted: August 17, 2010

Revised:

SANTEE SCHOOL DISTRICT

Santee, California

Item G. EMPLOYEE ASSOCIATION COMMUNICATION

Item H. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

Item I. CLOSED SESSION

Item J. RECONVENE TO PUBLIC SESSION

Item K. ADJOURNMENT

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