



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
 April 16, 2024**

District Mission

Providing an extraordinary education in an inspiring environment with caring people

Page #:
5

A. OPENING PROCEDURES – 6:00 p.m.

1. Call to Order and Welcome
2. District Mission
3. Pledge of Allegiance
4. Approval of Agenda

B. REPORTS AND PRESENTATIONS

- | | |
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| 1. Superintendent's Report | |
| 1.1. Developer Fees and Collection Report | 7 |
| 1.2. Use of Facilities Report | 10 |
| 1.3. Enrollment Report | 11 |
| 1.4. Claims Against the District | 12 |
| 1.5. Schedule of Upcoming Events | 13 |
| 2. Spotlight on Education: Pepper Drive School | 14 |

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.

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

D. CONSENT ITEMS	16
<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>	17
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>	24
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 Expenditure Warrants</u>	26
It is recommended that the Board of Education approve the expenditure warrants for the month of March 2024 as presented.	
2.3. <u>Approval/Ratification of Purchase Orders</u>	28
Administration recommends approval of purchase orders no. 0000017932 through no. 0000018144 issued March 1, 2024 through March 31, 2024.	
2.4. <u>Authorization to Sell/Dispose of Surplus Items</u>	38
It is recommended that the Board of Education declare the described items as surplus and authorize the sale or disposal of them in accordance with the recommended terms.	
2.5. <u>Acceptance of Donations, Grants, and Bequests</u>	41
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 General Services Agreements</u>	42
It is recommended that the Board of Education approve/ratify agreements with General Service Providers as presented.	
2.7. <u>Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)</u>	43
It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the month of February 2024.	
2.8. <u>Approval/Ratification of Agreements for Mileage</u>	48
It is recommended that the Board of Education approve/ratify the Parent/Guardian agreements for mileage reimbursement in lieu of District transportation.	
2.9. <u>Approval of Uniform Complaint Quarterly Report Required by the Williams Settlement</u>	49
It is recommended that the Board of Education approve the Uniform Complaint Report for the quarter ending March 31, 2024 and authorize administration to submit the report to SDCOE.	
2.10. <u>Approval of 101VOICE Cloud Based Telecommunication Services through the SPURR Master Agreement</u>	50
It is recommended that the Board of Education approve the acquisition of 101VOICE phone services through the JPA's School Project for Utility Rate Reduction (SPURR) negotiated master agreement and the CMAS agreement.	

- 2.11. **Approval to Contract through the CUPCCAA Informal Bid Process by Awarding the Lowest Responsive and Responsible Bid for Projects** 52
It is recommended that the Board of Education provide approval to contract with the above approved contractors through CUPCCAA process to complete Spring Break projects.

Human Resource/Pupil Services

- 3.1. **Personnel, Regular** 53
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations, and dismissals.

- 3.2. **Approval of Short-Term Services Agreement** 56
It is recommended that the Board of Education approve the short-term services agreement.

- 3.3. **Approval of Revised Recommendation of Classified Non-Management Reallocation Study** 57
It is recommended that the Board of Education approve the revised reallocation recommendations effective July 1, 2024.

- 3.4. **Approval of Short-Term Positions** 58
It is recommended that the Board of Education approve the short-term positions.

- 3.5. **Approval to Revise Classified Management Job Descriptions: Director, Information Systems Technology and Coordinator, Human Resources** 60
It is recommended that the Board of Education approve the revisions to the Director, Information Systems Technology and Coordinator, Human Resources job descriptions.

- 3.6. **Ratification of Master Consulting Services Agreement with American Fidelity Administrative Services, LLC to Generate and File Forms 1095-B** 66
It is recommended that the Board of Education ratify the master consulting services agreement with American Fidelity Administrative Services, LLC to generate and file forms 1095-B.

- 3.7. **Approval of Shared Classroom Teaching Assignments for the 2024-2025 School Year** 91
It is recommended that the Board of Education approve the shared classroom teaching assignments for the 2024-2025 school year.

- 3.8. **Approval to Submit Learning Communities for School Success Program Grant Application** 92
It is recommended that the Board of Education approve the application for Learning Communities for School Success Program Grant.

- 3.9. **Approval to Submit School-Based Mental Health Services (SBMH) Grant Application** 93
It is recommended that the Board of Education approve the application for the School-Based Mental Health Services Grant.

- E. **DISCUSSION AND/OR ACTION ITEMS** 94
Members of the audience wishing to address the Board about any of the following items should submit a request-to-speak card in advance.

Superintendent

- 1.1. **Approval to Cancel the July 16, 2024 Regularly Scheduled Meeting of the Board of Education** 95
It is recommended that that the Board of Education cancel the July 16, 2024 regularly scheduled meeting of the Board of Education

Business Services

- 2.1. **Approval of Monthly Financial Report** 96
 It is recommended that the Board of Education approve the Monthly Financial Report, as presented.
- 2.2. **Cost Savings Measures for the 2024-25 Budget** 99
 It is recommended that the Board of Education approve the above cost-saving measures.

Human Resource/Pupil Services

- 3.1. **Approval of Declaration of Need for Fully Qualified Educators** 101
 It is recommended that the Board of Education approve the Declaration of Need for Fully Qualified Educators.

F. BOARD POLICIES AND BYLAWS 106

- 1.1. **First Reading: Revised Board Policies (BP)/Administrative Regulation (AR):** 107
- BP 6153 – School Sponsored Trips
 - BP 6162.5 – Student Assessment
 - BP 6164.41 – Children with Disabilities Enrolled by Their Parents in Private School

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 116

H. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS 116

I. CLOSED SESSION 116

1. **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)
2. **Public Employee Performance Evaluation** (Gov't. Code § 54957)
Superintendent

J. RECONVENE TO PUBLIC SESSION 116

K. ADJOURNMENT 116

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 May 7, 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 April 16, 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 Report
 - 1.3. Enrollment Report
 - 1.4. Claims Against the District
 - 1.5. Schedule of Upcoming Events

2. Spotlight on Education: Pepper Drive School

DEVELOPER FEES COLLECTION REPORT

2023-24

CUMULATIVE THROUGH April 16, 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 April 16, 2024

Residential Rate: \$2.53 per square foot - effective 3/18/21; \$2.97 per square foot - effective 8/20/2022
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 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
X		8509 Marrokal Lane - Bldgs 2 and 3	02/13/24	22,728	\$67,502.16	CFH
X		8627-8651 Amherst St & 8530-8546 Dartmouth St.	02/27/24	19,060	\$56,608.20	CFH
X		9647 Canbury	02/29/24	658	\$1,954.26	RS
X		9905 Delphi St	12/14/23	1,000	\$2,970.00	HC
X		9359 Willowgrove Ave	01/22/24	975	\$2,895.75	CH
X		8501,8505 Marrokal Ln & 8521,8524,8527,8530,8533 Harwood St	03/18/24	16,561	\$49,186.17	CFH
TOTAL					\$649,656.39	

*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

**DEVELOPER FEES COLLECTION REPORT
2023-24
CUMULATIVE THROUGH April 16, 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	8541,8549,8553,8557,8561 Dartmouth St & 8535 Harwood St	04/04/24	14,171	\$42,087.87	CFH
TOTAL					\$691,744.26	

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

Requests for Use of Facilities

<i>Fiscal Year:</i> 2023-2024		<i>Report For:</i> April 16,2024										<i>Week Starting</i>	
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
Pepper Drive	Heartlite	Kindergarten Playground	5/8/2024	6/5/2024	Wednesdays	1:30 PM	2:30 PM	5	5.0	30	TBD		4.16.2024
PRIDE Academy	Heartlite	Kindergarten Playground	5/8/2024	6/5/2024	Wednesdays	1:30 PM	2:30 PM	5	5.0	30	TBD		4.16.2024
Cajon Park	Heartlite	Multi-Purpose Room	4/29/2024	6/3/2024	Mondays	1:30 PM	2:30 PM	5	5.0	30	TBD		4.16.2024
Carlton Oaks	Dance Art Studio	Multi Purpose Room	6/1/2024	6/1/2024	Saturday	10:00 AM	9:30 PM	1	11.5	450	\$1,743.00		4.16.2024
Carlton Hills	West Hills Little League	Multi Purpose Room	3/21/2024	3/21/2024	Thursday	6:00 PM	8:00 PM	1	2.0	30	TBD		4.16.2024
PRIDE Academy	Terra Del Sol PTA	Learning Resource Center	4/30/2024	4/30/2024	Tuesday	6:00 PM	8:00 PM	1	2.0	30	TBD		4.16.2024
District Office	Fred Finch Youth/Family Services	ERC Boardroom	4/24/2024	4/24/2024	Wednesday	4:30 PM	6:30 PM	1	2.0	6	TBD		4.16.2024
District Office	Fred Finch Youth/Family Services	ERC Boardroom	5/2/2024	5/2/2024	Wednesday	4:30 PM	6:30 PM	1	2.0	6	TBD		4.16.2024
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Santee School District
ENROLLMENT REPORT
 4/12/2024
 Month 9 Week 4
 School Week 34

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	04/12/24	3/23/2023*	# Diff	% Diff	TK5	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	04/12/24	03/23/23	# Diff	% Diff	04/12/24	3/22/2024*	# Diff
Cajon Park	32	48	71	75	69	80	99	98	111	102	785	813	-28	-3.4%	7	11	7	11	8	6	7	11	5	73	69	4	5.8%	858	859	-1	
Carlton Hills	15	46	51	51	56	51	55	56	58	66	505	522	-17	-3.3%	8	10	11	7	4	8	3	7	1	59	55	4	7.3%	564	565	-1	
Carlton Oaks	33	67	69	86	79	67	81	83	92	113	770	772	-2	-0.3%	7	10	8	6	9	7	15	11	13	86	85	1	1.2%	856	857	-1	
Chet F. Harritt	17	53	65	68	65	69	57	63	54	76	587	591	-4	-0.7%	0	0	0	0	0	3	4	9	3	19	20	-1	-5.0%	606	609	-3	
Hill Creek	31	64	77	70	73	76	78	61	70	55	655	635	20	3.1%	0	4	6	4	4	7	0	0	0	25	29	-4	-13.8%	680	680	0	
Pepper Drive	14	61	65	55	75	51	81	84	84	76	646	689	-43	-6.2%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	646	647	-1
Pride Academy	20	53	57	61	66	66	45	53	63	59	543	567	-24	-4.2%	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	543	541	2
Rio Seco	20	67	78	100	100	83	89	87	119	78	821	864	-43	-5.0%	4	4	7	8	11	6	9	12	10	71	77	-6	-7.8%	892	894	-2	
Sycamore Canyon	31	46	38	48	48	49	26	41	0	0	327	323	4	1.2%	15	0	0	0	0	0	0	0	0	15	0	15	0.0%	342	340	2	
SUBTOTAL	213	505	571	614	631	592	611	626	651	625	5639	5776	-137	-2.4%	15	26	39	39	36	36	37	38	50	32	348	335	13	3.9%	5987	5992	-5
Alternative School	0	2	3	1	1	2	2	1	1	4	17	13	4	30.8%											0	0	0	0.0%	17	17	0
Santee Success									2	3	5	7	-2	-28.6%											0	0	0	0.0%	5	6	-1
NPS											0	0		0.0%	0	0	0	0	0	2	2	3	3	2	12	11	1	9.1%	12	13	-1
SUBTOTAL	2	3	1	1	2	2	1	3	7	22	20	2	10.0%	0	0	0	0	0	2	2	3	3	2	12	11	1	9.1%	34	36	-2	
TOTAL	213	507	574	615	632	594	613	627	654	632	5661	5,796	-135	-2.3%	15	26	39	39	36	38	39	41	53	34	360	346	14	4.0%	6021	6028	-7

*Spring Break 4/3-4/14/2023 3/25-4/5/2024

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	866
Carlton Hills	0	5	569
Carlton Oaks	0	10	866
Chet F. Harritt	0	7	613
Hill Creek	0	14	694
Pepper Dr	0	6	652
Pride Academy	0	4	547
Rio Seco	0	4	896
Sycamore Canyon	101	11	454
ALT	0	0	17
Total PK/EAK	101	69	170

Total Enrollment Including PK/TK4
6191

CLAIMS AGAINST THE DISTRICT

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

<u>SITE OF OCCURRENCE</u>	<u>DATE OF OCCURRENCE</u>	<u>DESCRIPTION/ACTION</u>
Pepper Drive School	November 2022	Negligence/Personal Injury
Carlton Oaks School	March 2023	Personal Injury
Carlton Oaks School	March 2023	Personal Injury

Schedule of Upcoming Events

Meeting Locations:

Educational Resource Center (ERC) – 9619 Cuyamaca, Santee
 District Office (DO) Conference Room – 9625 Cuyamaca, Santee

Date	Event
*April 16	Board of Education Meeting; 6:00 pm, ERC
April 18	Multicultural Festival; 4:00 – 6:00 pm, PRIDE Academy Lower Field
May 6	Communication Committee; 3:30 pm, ERC
May 7	Board of Education Meeting; 6:00 pm, ERC
May 8 (moved from April 24)	Wellness Advisory Committee; 3:30 pm; DO Conf Room
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
April 16, 2024

Spotlight on Education: Pepper Drive School

BACKGROUND:

Pepper Drive 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.

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
April 16, 2024

Approval of Minutes

BACKGROUND:

Presented for Board approval –

- March 19, 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**

March 19, 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.

Members present:

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

Administration present:

Dr. Kristin Baranski, Superintendent
Dr. Marcia Hamilton, Assistant Superintendent, Business Services
Dr. Lisa Paisley, Assistant Superintendent, Educational Services
David MacLeod, Assistant Superintendent, Human Resources/Pupil Services
Lisa Arreola, Executive Assistant and Recording Secretary

President Burns noted Member Fox was not in attendance.

2. District Mission

President Burns invited everyone to recite the District Mission.

3. Pledge of Allegiance

Lisa Arreola, Executive Assistant, 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>Not Present</u>
<i>Vote:</i>	<u>4-0</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: Cajon Park School

Superintendent Baranski invited Principal Andy Johnston and Vice Principals Karen Hohimer and Courtney Bittle to share all the great things happening at Cajon Park School. Principal Johnston shared staff works as a team to deliver best instructional practices while promoting positive feelings of safety and belonging. Their presentation included CAASPP and iReady Data from spring 2023; and Panorama Survey results from fall 2023; Academic Action Steps (i.e., First Best Instructional Practices; Professional Learning Communities; and MTSS Interventions); Climate and Culture Action Steps (Hope Squad; Middle School

Opportunities; Falcon Families; Falcon P.R.O.U.D.; and Molly, emotional support dog). The presentation included a video of students being “Falcon Proud”.

Member El-Hajj expressed their gratitude towards Cajon Park staff for all of the great things happening at the school. President Burns noted being a former Falcon and having a long family history of proud Falcons in his family. Members Levens-Craig shared being a proud parent of former Cajon Park students and now a proud grandparent of Cajon Park students. Member Ryan shared being proud parents of former Cajon Park students.

C. PUBLIC COMMUNICATION

President Burns invited members of the audience to address the Board about any item not on the agenda. There were ten (10) requests to speak.

Rebecca Cress, teacher, shared concerns with the proposed Visual And Performing Arts (VAPA) program model changes and its effect on student learning. She asked Administration to find other ways to support teacher release time.

Mary Beth Atkinson, teacher, shared concerns with the proposed Visual And Performing Arts (VAPA) program model changes. She asked that Administration collaborate with teachers on a more cohesive plan that benefits all students.

Debbie Williams, teacher, asked that the Board show respect to the teachers by honoring a contract. She shared being disheartened to learn the current contract negotiations were cancelled and pending the May Revise. Ms. Williams noted the importance of keeping quality personnel and asked that the Board negotiate their contract.

Jennifer Keiser, teacher, shared the Pepper Drive students, staff and community survey results showed music as their preference for their Visual And Performing Arts (VAPA) model. Ms. Keiser asked that Administration collaborate with VAPA teachers, as noted in Prop 28, on a more cohesive model to serve the students. Tracie Kull donated her time to Jennifer Keiser.

Michelle P. McNearney, teacher, read a statement on behalf of Tina Schipke on the benefits of smaller class sizes. Leslie Peterson donated her time to Michelle P. McNearney.

Robin Larson, teacher, shared concerns with the proposed Visual And Performing Arts (VAPA) program model changes and noted the proposed rotation of teachers would sonder the programs they have each developed at their sites. Ms. Larson asked Administration to work with the teachers on a new program model. Lea Hallinan donated her time to Robin Larson.

Joey Sutera, teacher, shared concerns with the proposed Visual And Performing Arts (VAPA) program model changes and asked for collaboration to develop high quality visual arts programs that attract children to the District, instead of losing them to neighboring districts.

Merry Board, teacher, stressed concerns with the lack of interest of student teachers to teach in the District. She shared student teachers are going to other districts for more compensation and better employee benefits.

Jacob Poynor, parent, stressed concerns and dissatisfaction on how his student’s assault was handled by the school personnel.

Christopher Nowlin, community member, advocated for using reserve funds to secure a teacher contract and keeping low class size.

D. PUBLIC HEARING

1. **Proposed Increase to Level 1 Developer Fees**
President Burns opened the public hearing for the proposed increase to Level 1 Developer Fees. There were no comments. The public hearing was closed.

E. 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 General Services Agreements
- 2.5. Approval/Ratification of Agreements for Mileage Reimbursement In Lieu of District Transportation
- 2.6. Acceptance of Donations, Grants, and Bequests
- 2.7. Approval to Contract through the CUPCCAA Informal Bid Process by Awarding the Lowest Responsive and Responsible Bid for Spring Break Projects
- 2.8. Adoption of Resolution No. 2324-12 Increasing Level 1 Fees on Development Projects
- 2.9. Approval of the 2024-25 Transportation Plan
- 3.1. Approval of Nonpublic Agency Master Contract with SPG Therapy for Speech Therapy
- 3.2. Ratification of Nonpublic School Master Contract with The Institute for Effective Education Nonpublic School Services
- 3.3. Approval of Nonpublic Agency Master Contract with SAI Learning, LLC for IEE in the Area of Assertive Technology
- 3.4. Approval of Revised Expanded Learning Opportunities Program Plan
- 3.5. Approval of the Amendment of Nonpublic Agency Master Contract with Verbal Behavior Associates (VBA) for Independent Educational Evaluation (IEE)
- 4.1. Personnel, Regular
- 4.2. Approval of Short-Term Services Agreements
- 4.3. Approval to Revise Classified Non-Management Job Descriptions: Instructional Media Technician and Paraeducator – Multilingual Learner Support
- 4.4. Approval of Recommendation of Classified Non-Management Reallocation Study

Member Levens-Craig moved approval.

<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>Not Present</u>
<i>Vote:</i>	<u>4-0</u>	<i>Levens-Craig</i>	<u>Aye</u>		

F. DISCUSSION AND/OR ACTION ITEMS

Superintendent

- 1.1. Appointment of Director, Fiscal Services
 Superintendent Baranski noted that with the recent resignation of the current Director, Administration conducted second round interviews earlier in the day and was recommending the appointment of Sema Albadrani. Mrs. Albadrani is currently the Finance Manager for Poway Unified School District and prior to that, she was employed by Sweetwater Union High School District as an Accountant, from 2016-17, then promoted to Budget Analyst, from 2017-2022. She holds a Bachelor's degree in Accounting and Commercial Law, and a Masters of Business Administration from universities in Jordan. Pending pre-employment, Mrs. Albadrani's tentative start date is April 8. Mrs. Albadrani expressed her appreciation for the opportunity to serve the students, staff, and Santee School District community.

<i>Motion:</i>	<u>El-Hajj</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>Not Present</u>
<i>Vote:</i>	<u>4-0</u>	<i>Levens-Craig</i>	<u>Aye</u>		

Business Services

2.1. Monthly Financial Report

Dr. Marcia Hamilton, Assistant Superintendent of Business Services, presented the monthly financial report for cash and budget revision transactions posted from January 1, 2024 through January 31, 2024. The District ended the month with a cash balance in the General Fund of approximately \$40,953,769, sufficient funds to pay all of the District's financial obligations with internal cash.

Dr. Hamilton explained the use and availability of Unrestricted (discretionary) and Restricted (non-discretionary, set-aside for restricted programs) Funds and the Projected Ending Fund Balance. She noted the Uncommitted/Unassigned/Unappropriated Fund Balance was \$24,331,263 of which approximately \$13.9 million was committed to Certificates of Participation debt, anticipated increases to liability and property insurance, retirement/post-employment benefits, and increases to STRS/CalPERS contributions, etc., equivalent to a 10% reserve and not 24%.

Member El-Hajj noted the State has deferred funding in prior years and the need to have a healthy reserve to continue to meet the District's obligations (i.e., payroll). Dr. Hamilton noted deferrals to K-12 education were some of the things being proposed by the Legislative Analyst Office to assist with the State's \$38 billion shortfall.

Member Ryan explained the Board's priority has always been to keep a healthy reserve to avoid staff layoffs during times of economic uncertainty. Member Ryan moved approval.

Monthly Financial Report - January				2
Budget Revisions Through January 31, 2024 2023-24 Revised Budget				NOTE: Page 1 inadvertently added twice. Page 2 added 03/19/2024.
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	
Beginning Fund Balance	26,057,482	13,051,837	39,109,319	
Estimated Income	60,437,469	37,960,566	98,398,035	
Estimated Expenditures	58,199,946	40,756,447	98,956,393	
Change in Fund Balance	2,237,523	(2,795,881)	(558,358)	
Projected Ending Fund Balance	28,295,005	10,255,956	38,550,961	
Less: Restricted Program Carryovers	-	10,255,956	10,255,956	
Less: Non-Spendable				
Prepaid Expenses	375,869	-	375,869	
Revolving Cash Fund	20,000	-	20,000	
Stores Inventory	260,965	-	260,965	
Less: Assigned Vacation Carryover	338,216	-	338,216	
Assigned Site Carryover Balances	-	-	-	
Less: Economic Uncertainty Reserve	2,968,692	-	2,968,692	
Less: Reserve for State Budget Uncertainty	-	-	-	
Uncommitted/Unassigned/Unappropriated Fund Balance	24,331,263	-	24,331,263	
Fund 17 Projected End of Year Balance	-	-	-	
Projected Reserves	<u>27,299,955</u>	<u>-</u>	<u>27,299,955</u>	
	<u>January</u>	<u>December</u>		
Projected Reserve % 2023-24 ¹	27.59%	26.38%		
Projected Reserve % 2024-25 ²	21.65%	22.44%		
Projected Reserve % 2025-26 ²	10.76%	14.61%		
As a % of the Estimated Expense Total ¹				
Based on Multi-Year Projection at 2nd Interim- January 2024 ²				

<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>Not Present</u>
<i>Vote:</i>	<u>4-0</u>	<i>Levens-Craig</i>	<u>Aye</u>		

Human Resource/Pupil Services

3.1. Adoption of Resolution No. 2324-13, Declaring May 8, 2024 as Santee School District's Day of the Teacher

David MacLeod, Assistant Superintendent of Human Resources/Pupil Services, presented Resolution No. 2324-13, declaring May 8, 2024 as the District's Day of the Teacher. The resolution recognized certificated employees' dedication to meet the needs of all students. Member El-Hajj moved approval.

<i>Motion:</i>	<u>El-Hajj</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>Not Present</u>
<i>Vote:</i>	<u>4-0</u>	<i>Levens-Craig</i>	<u>Aye</u>		

3.2. Adoption of Resolution 2324-14, Declaring May 19-25, 2024 as Santee School District's Classified School Employees Week

David MacLeod, Assistant Superintendent of Human Resources/Pupil Services, presented Resolution No. 2324-14, declaring May 19-25, 2024 as the District's Classified School Employees Week. The resolution recognized their caring deeds and contributions to the Santee School District community. Member El-Hajj moved approval.

<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>Not Present</u>
<i>Vote:</i>	<u>4-0</u>	<i>Levens-Craig</i>	<u>Aye</u>		

G. EMPLOYEE ASSOCIATION COMMUNICATION

Melanie Hirahara, Santee Teachers Association (STA) President, shared support for the teachers who spoke during public communication; and feeling proud of all teachers for their work in making Santee School District the only district in East County to be in the "green" on the dashboard. Mrs. Hirahara noted one of the cost-saving measures for the 2024-25 school year included increasing class size, even though LCAP input showed teacher and community support of smaller class size. She shared STA had provided a list of suggested budget cuts to Executive Council, in hopes of keeping cuts away from the classroom. Mrs. Hirahara noted that during her tenure, District reserves have not been below 10%, even during times of uncertainty. She shared the importance of honoring teachers by negotiating.

CSEA representatives were not present.

H. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

Superintendent Baranski noted some Board members and staff had attended the Santee Chamber Business Awards Night where the District was the recipient of Santee's Favorite – Education Category award. She commended staff for their hard work. Superintendent Baranski acknowledged the following honorees: Pam Mitchell and Michelle May, SELPA CAC (Community Advisory Committee); and Carrie Thompson, for being selected as one of San Diego County School Social Worker of the Year. Superintendent Baranski shared spring break was March 25-April 5, and noted the next Board meeting was April 16.

Member Rayn discussed support for Senate Bill (SB) 1011 sponsored by Senator Brian Jones. SB 1011 would bar homeless encampments near schools, open spaces and major transit stops, while requiring enforcement officers provide encampment residents with information on sleeping alternatives, homeless and mental health services, and shelters in the area having availability. Member Levens-Craig shared concerns with giving direction without knowing enough about the bill. President Burns and Member El-Hajj stressed support. Administration to proceed and share the letter with the Board.

Member Levens-Craig shared enjoying visits to Pepper Drive and PRIDE Academy; and inquired on science projects/activities for the April 8 eclipse.

President Burns noted for public record the Board received correspondence from Member Fox, dated March 19, 2024, requesting a temporary leave of absence to deal with health-related issues.

I. CLOSED SESSION

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

1. **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)
2. **Public Employee Performance Evaluation** (Gov't. Code § 54957)
Superintendent

The Board entered closed session at 7:28 p.m.

J. RECONVENE TO OPEN SESSION

The Board reconvened to public session at 8:46 p.m. and reported no action was taken in closed session.

K. ADJOURNMENT

With no further business, the meeting was adjourned at 8:46 p.m.

Elana Levens-Craig, Clerk

Dr. Kristin Baranski, Secretary

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 \$752 with sub costs of \$240 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 - April 16, 2024

Travel Dates			Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Travel	District Goal
Fri-Sat	03/15/24	- 03/16/24	Autumn Graham Cecy Brigida	PAX PAX	21st Annual Early Years Conference	San Diego	\$240	\$152	Unrestricted Gen Fund	Diversity, equity, and inclusion in early childhood education	2
Travel Requests That Require Airfare; Overnight Stay; and/or Travel Outside of the State of California											
Wed-Thurs	04/17/25	- 04/18/24	Ana (Gaby) Martinez Kirsten Stretton Genesis Lopez-Castillo	PRIDE ERC PRIDE	Cannabis Awareness & Prevention Conference	Online	\$0	\$450	Unrestricted Gen Fund	A triangulum of Cannabis, Tobacco/Nictotine, and Vaping	1, 2
Fri-Sat	04/26/24		Genesis Lopez-Castillo	PRIDE	Critical Issues in Child and Adolescent Mental Health Services (CICAMH)	SanDiego	\$0	\$150	CA State Preschool		

\$240 \$752

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
 April 16, 2024

Approval/Ratification of Expenditure Warrants

BACKGROUND:

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

Commercial Warrants issued for the period of March 2024:

<u>Fund #/Name</u>		
0100 General	19808 TO 14132872	\$ 1,027,784.53
0900	N/A	N/A
1200	14132841 TO 14132854	\$ 2,140.67
1300	19811 TO 14132862	\$ 483,239.55
1400	N/A	
2109	N/A	N/A
2139 / 2108	N/A	N/A
2518	14122894	\$ 8,381.25
2538	19818 TO 20714	\$ 125,155.38
3500	N/A	N/A
4000	19995 TO 14130093	\$ 24,639.09
6300	19816 TO 14132855	\$ 5,758.61
TOTAL:		\$1,677,099.08

Student Body Warrants issued for the period of March 2024:

\$2,193.24

Payroll Warrants issued for the period of March 2024:

<u>Fund #/Name</u>	<u>Amount</u>
01 00	\$6,667,594.59
12 00	\$34,646.72
13 00	\$141,849.39
14 00	\$0.00
25 18	\$0.00
63 00	\$156,856.52
\$7,000.947.22	

RECOMMENDATION:

It is recommended that the Board of Education approve the expenditure warrants for the month of March 2024 as presented.

This recommendation supports the following District goal(s):

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

FISCAL IMPACT:

The fiscal impact of commercial, student body, and payroll expenditure warrants total \$8,680.239.54 and is disclosed above.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.2.

BACKGROUND:

A numerical listing of purchase orders, including the date issued, the name of the vendor, a general description of items requested, and the anticipated cost of the purchase is attached for the review and approval of the Board of Education. Actual copies of the purchase orders are available for review upon request. As a part of the report, any payment to vendors that increases the amount of the purchase order by 10% or more, or change orders that increase the amount of the bid, will be presented for Board approval/ratification. The table below is a summary of total purchase orders by location for the month of March 2024:

AMOUNT	LOCATION
6,414.26	PEPPER DRIVE SCHOOL
958.18	CARLTON HILLS SCHOOL
5,644.18	SYCAMORE CANYON SCHOOL
3,574.10	PROSPECT AVENUE SCHOOL
9,779.82	CAJON PARK SCHOOL
3,582.57	CHET F HARRITT SCHOOL
9,332.47	CARLTON OAKS SCHOOL
3,828.47	RIO SECO SCHOOL
4,120.83	HILL CREEK SCHOOL
56,020.98	STATE PRE-SCHOOL
309.86	SUPERINTENDENT DEPT
417,097.54	BUSINESS SERVICES
17.23	HUMAN RESOURCES
2,955.74	EDUCATIONAL SERVICES
41,750.88	SPECIAL EDUCATION
565.00	EDUCATIONAL PROJECTS
33,661.48	PUPIL SERVICES
1,598.62	DISTRICT LIBRARY
55,648.05	PROJECT SAFE
9,122.34	TECHNOLOGY SERVICES
8,204.55	OPERATIONS/CUSTODIAL
47,739.07	TRANSPORTATION
3,014.26	WAREHOUSE
1,273.38	INSTRUCTIONAL TECHNOLOGY
55,565.11	MAINTENANCE
541.15	CENTRAL KITCHEN
782,320.12	Grand Total

RECOMMENDATION:

Administration recommends approval of purchase orders no. 0000017932 through no. 0000018144 issued March 1, 2024 through March 31, 2024.

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 \$782,320.12 is disclosed on the following pages.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.3.

**PURCHASE ORDER EXCEEDED BY 10%
FOR THE MONTH OF MARCH 2024**

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
16259	3/7/2024	0100	MONTGOMERY HARDWARE	073	SECURITY CAMERA INSTALLATION <i>INCREASED AMOUNT</i>	\$ 617,267.11 \$ 62,847.12 NEW TOTAL \$ 680,114.23
16560	3/19/2024	0100	CONNECT4KIDS PSYCHOLOGICAL SERVICES, INC	067	BEHAVIORAL AND PSYCHO-EDUCATIONAL ASSESSMENT <i>INCREASED AMOUNT</i>	\$ 9,530.00 \$ 4,250.00 NEW TOTAL \$ 13,780.00
17469	3/19/2024	0100	DR. CYNTHIA NORALL, INC.	067	INDEPENDENT EDUCATIONAL EVALUATION <i>INCREASED AMOUNT</i>	\$ 4,250.00 \$ 2,640.00 NEW TOTAL \$ 6,890.00
16386	3/19/2024	0100	SAN DIEGO GAS & ELECTRIC	067	GAS & ELECTRIC SERVICES <i>INCREASED AMOUNT</i>	\$ 40,050.00 \$ 20,484.00 NEW TOTAL \$ 60,534.00
16411	3/20/2024	0100	KELLY SPICERS	073	PAPER FOR DISTRICT PUBLICATIONS <i>INCREASED AMOUNT</i>	\$ 20,000.00 \$ 5,000.00 NEW TOTAL \$ 25,000.00
16465	3/20/2024	0100	SAGE RENEWABLE ENERGY CONSULTING, INC.	076	EV PLANNING - PROFESSIONAL SERVICES <i>INCREASED AMOUNT</i>	\$ 95,800.00 \$ 5,500.00 NEW TOTAL \$ 101,300.00
16361	3/21/2024	0100	GRAINGER	080	MAINTENANCE SUPPLIES FOR DISTRICT REPAIRS <i>INCREASED AMOUNT</i>	\$ 4,000.00 \$ 3,174.00 NEW TOTAL \$ 7,174.00

**PURCHASE ORDER LISTING
MARCH 2024
NUMERICALLY**

PO Number	DATE	VENDOR	DESCRIPTION	FUND	AMOUNT	LOC	LOCATION
0000017932	3/1/2024	O'REILLY AUTO CUST ID#1208957	INV-OREILLY BUS BELT	0100	35.16	076	TRANSPORTATION
0000017933	3/1/2024	73 INCORPORATED	INV#7843 BUS 129/130 AIR FILTE	0100	389.03	076	TRANSPORTATION
0000017934	3/1/2024	HORSMAN AUTOMOTIVE	INVOICE#29248 OIL CHANGE 296	0100	43.80	076	TRANSPORTATION
0000017934	3/1/2024	HORSMAN AUTOMOTIVE	INVOICE#29248 OIL CHANGE 296	0100	43.79	076	TRANSPORTATION
0000017935	3/1/2024	ASBURY ENVIRONMENTAL SVCS	INV#1500-01026883 OIL DISPOSAL	0100	5.00	076	TRANSPORTATION
0000017936	3/1/2024	HORSMAN AUTOMOTIVE	INV#29148 VEHICLE 611 OIL CHAN	0100	80.59	076	TRANSPORTATION
0000017937	3/1/2024	O'REILLY AUTO CUST ID#1208957	INV#2968-203744 BUS HEADLIGHT	0100	23.71	076	TRANSPORTATION
0000017938	3/1/2024	BORDER TIRE	INVOICE#24-0151554-008	0100	130.14	076	TRANSPORTATION
0000017939	3/1/2024	NORTHERN TOOL & EQUIPMENT	INVOICE#53274177 NORTHERN TOOL	0100	43.09	076	TRANSPORTATION
0000017940	3/1/2024	FRED M BOERNER MOTOR COMPANY	INV#XA301157476:01 BUS DOOR PR	0100	169.35	076	TRANSPORTATION
0000017941	3/1/2024	73 INCORPORATED	INV#7850 VAN 116 AC REPAIR	0100	348.77	076	TRANSPORTATION
0000017942	3/1/2024	73 INCORPORATED	INV#7849 VAN 115,117,118 FILTE	0100	137.00	076	TRANSPORTATION
0000017943	3/1/2024	INTERSTATE BATTERY OF SAN DIEGO INC	INV#220009642 MOWER BATTERY	0100	140.78	076	TRANSPORTATION
0000017944	3/1/2024	ROADONE	INVOICE#A864115 TOW DUMPTRUCK	0100	450.00	076	TRANSPORTATION
0000017945	3/1/2024	ROADONE	INV#A867072 TOW BUCKET TRUCK	0100	384.00	076	TRANSPORTATION
0000017946	3/1/2024	CALIFORNIA ENVIRONMENTAL SOLUTIONS INC	INVOICE#19666 TESTING	0100	516.80	076	TRANSPORTATION
0000017946	3/1/2024	CALIFORNIA ENVIRONMENTAL SOLUTIONS INC	INVOICE#19666 TESTING	0100	501.60	076	TRANSPORTATION
0000017946	3/1/2024	CALIFORNIA ENVIRONMENTAL SOLUTIONS INC	INVOICE#19666 TESTING	0100	501.60	076	TRANSPORTATION
0000017947	3/1/2024	BORDER TIRE	INV#24-0152701-008 BUS128 TIRE	0100	2,938.98	076	TRANSPORTATION
0000017948	3/1/2024	BORDER TIRE	INV#24-0152988-008 BUS130TIRES	0100	2,803.03	076	TRANSPORTATION
0000017949	3/1/2024	BORDER TIRE	INVOICE#24-0149257-008 TIRES	0100	2,125.50	076	TRANSPORTATION
0000017950	3/1/2024	HAWTHORNE MACHINERY CO	INV#SS100137511 BUS 144 45 DAY	0100	300.00	076	TRANSPORTATION
0000017951	3/1/2024	BORDER TIRE	INVOICE#24-0154186-008 TIRES	0100	476.62	076	TRANSPORTATION
0000017952	3/1/2024	BORDER TIRE	INV#24-0154168-008 BUS 144 TIR	0100	1,702.24	076	TRANSPORTATION
0000017953	3/4/2024	AMAZON.COM SERVICES, INC.	AMAZON-GARDEN CLUB JOURNALS	0100	90.04	005	PROSPECT AVENUE SCH
0000017954	3/4/2024	AMAZON.COM SERVICES, INC.	AMAZON-BABY WIPES	0100	39.63	067	SPECIAL EDUCATION
0000017955	3/4/2024	AMAZON.COM SERVICES, INC.	AMAZON-APPLE PENCIL/AP GUIDE	0100	256.05	071	DISTRICT LIBRARY
0000017956	3/4/2024	AMAZON.COM SERVICES, INC.	AMAZON- MEAD SPIRAL NOTEBOOKS	0100	27.99	003	CARLTON HILLS SCHOOL
0000017957	3/4/2024	AMAZON.COM SERVICES, INC.	AMAZON-STRAWNS,MASKING TAPE	0100	76.19	006	CAJON PARK SCHOOL
0000017958	3/4/2024	SEA WORLD OF CALIFORNIA	HC SEAWORLD FIELD TRIP	0100	208.00	010	HILL CREEK SCHOOL
0000017958	3/4/2024	SEA WORLD OF CALIFORNIA	HC SEAWORLD FIELD TRIP	0100	640.00	010	HILL CREEK SCHOOL
0000017959	3/4/2024	MOBILITY SOLUTIONS INS	SMALL HI LO ACTIVITY CHAIR	0100	5,091.19	067	SPECIAL EDUCATION
0000017960	3/4/2024	IMAGINATION PLAYGROUND, LLC	STATE PK - LARGE BLOCK SET	1200	3,006.23	012	STATE PRE-SCHOOL
0000017960	3/4/2024	IMAGINATION PLAYGROUND, LLC	STATE PK - LARGE BLOCK SET	1200	835.06	012	STATE PRE-SCHOOL
0000017960	3/4/2024	IMAGINATION PLAYGROUND, LLC	STATE PK - LARGE BLOCK SET	1200	703.00	012	STATE PRE-SCHOOL
0000017961	3/4/2024	IMAGINATION PLAYGROUND, LLC	STATE PK - MEDIUM BLOCKS SET	1200	1,406.14	012	STATE PRE-SCHOOL
0000017961	3/4/2024	IMAGINATION PLAYGROUND, LLC	STATE PK - MEDIUM BLOCKS SET	1200	317.86	012	STATE PRE-SCHOOL
0000017961	3/4/2024	IMAGINATION PLAYGROUND, LLC	STATE PK - MEDIUM BLOCKS SET	1200	196.00	012	STATE PRE-SCHOOL
0000017962	3/4/2024	KAPLAN EARLY LEARNING COMPANY	STATE PK - ROOT VIEW PLANTER	1200	1,173.40	012	STATE PRE-SCHOOL
0000017962	3/4/2024	KAPLAN EARLY LEARNING COMPANY	STATE PK - ROOT VIEW PLANTER	1200	165.00	012	STATE PRE-SCHOOL
0000017963	3/4/2024	WILLYGOAT, LLC	GROUP ART EASEL-STANDING	1200	1,428.00	012	STATE PRE-SCHOOL
0000017963	3/4/2024	WILLYGOAT, LLC	GROUP ART EASEL-STANDING	1200	841.67	012	STATE PRE-SCHOOL
0000017964	3/4/2024	APPLE INC	APPLE CARE SUPPORT - TECH	0100	4,796.00	073	TECHNOLOGY SERVICES
0000017965	3/4/2024	POETIC ARTISTRY	POETIC ARTISTRY ELP	0100	48.00	072	PROJECT SAFE
0000017965	3/4/2024	POETIC ARTISTRY	POETIC ARTISTRY ELP	6300	552.00	072	PROJECT SAFE
0000017966	3/4/2024	BARNES AND NOBLE BOOKSELLERS	BARNES & NOBLE 3.1.24 / PRIDE	0100	337.47	005	PROSPECT AVENUE SCH

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0000017967	3/4/2024	LIGHTSPEED TECHNOLOGIES INC	REDCAT - WO 8230 PD	0100	269.38	002	PEPPER DRIVE SCHOOL
0000017967	3/4/2024	LIGHTSPEED TECHNOLOGIES INC	REDCAT - WO 8230 PD	0100	9.00	002	PEPPER DRIVE SCHOOL
0000017968	3/4/2024	SCHOOLSCAPES INC	SCHOOLSCAPES-WABBL Y MIRROR PAN	1200	150.00	012	STATE PRE-SCHOOL
0000017968	3/4/2024	SCHOOLSCAPES INC	SCHOOLSCAPES-WABBL Y MIRROR PAN	1200	1,507.42	012	STATE PRE-SCHOOL
0000017969	3/4/2024	CHALK SPINNER LLC	KODO KIDS - OUTDOOR KIT	1200	377.13	012	STATE PRE-SCHOOL
0000017969	3/4/2024	CHALK SPINNER LLC	KODO KIDS - OUTDOOR KIT	1200	718.69	012	STATE PRE-SCHOOL
0000017969	3/4/2024	CHALK SPINNER LLC	KODO KIDS - OUTDOOR KIT	1200	180.00	012	STATE PRE-SCHOOL
0000017970	3/4/2024	AMAZON.COM SERVICES, INC.	BUSINESS PRIME MEMBERSHIP	0100	839.37	064	BUSINESS SERVICES
0000017971	3/4/2024	LA MESA-SPRING VALLEY SCHOOL	LMSVSD - MECHANICAL SEVICES	0100	13,000.00	076	TRANSPORTATION
0000017972	3/4/2024	THE HOWARD E NYHART COMPANY, INC.	GASB 75 ACTUARIAL SERVICE	0100	7,300.00	097	N/A
0000017973	3/4/2024	PLAY WITH A PURPOSE	STATE PK - MUSICAL GARDEN	1200	23,703.92	012	STATE PRE-SCHOOL
0000017973	3/4/2024	PLAY WITH A PURPOSE	STATE PK - MUSICAL GARDEN	1200	5,735.00	012	STATE PRE-SCHOOL
0000017974	3/6/2024	AMAZON.COM SERVICES, INC.	AMAZON-KIDS SAFETY GLASSES	0100	27.69	066	EDUCATIONAL SERVICES
0000017975	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-DRY ERASE WALL CALENDAR	0100	39.86	007	CHET F HARRITT SCH
0000017976	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-IPHONE LENS PROTECTOR	0100	6.45	075	MAINTENANCE
0000017977	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-PRESENTATION BOARDS	0100	67.27	008	CARLTON OAKS SCHOOL
0000017978	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-PENS, DESK ORGANIZER	1300	48.02	090	CENTRAL KITCHEN
0000017979	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-BABY GATE,SHOE ORGANIZE	0100	74.30	003	CARLTON HILLS SCHOOL
0000017980	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-WEIGHTED VESTS,SCISSORS	0100	94.54	067	SPECIAL EDUCATION
0000017981	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON- BROOM AND DUST PAN SET	0100	151.87	007	CHET F HARRITT SCH
0000017982	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-SHRINK PLASTIC SHEETS	0100	24.77	003	CARLTON HILLS SCHOOL
0000017983	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-HAND EXERCISE PUTTY-OT	0100	11.16	067	SPECIAL EDUCATION
0000017984	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-ERASABLE PENS	0100	21.41	006	CAJON PARK SCHOOL
0000017985	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-REUSABLE PLASTIC CUPS	0100	48.55	004	SYCAMORE CANYON SCH
0000017986	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-OTTERBOX IPHONE 13 CASE	0100	26.88	075	MAINTENANCE
0000017987	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-WALL CLOCKS, FOLDER ORG	0100	121.23	004	SYCAMORE CANYON SCH
0000017988	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-GUITAR STAND, PICKS	0100	359.50	006	CAJON PARK SCHOOL
0000017989	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-CREAM CLEANSER, CUPS	0100	52.65	007	CHET F HARRITT SCH
0000017990	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-BATTERIES	0100	57.33	007	CHET F HARRITT SCH
0000017991	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-NO PARKING FLOOR SIGNS	0100	49.55	003	CARLTON HILLS SCHOOL
0000017992	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-REUSABLE PLASTIC CUPS	0100	48.55	003	CARLTON HILLS SCHOOL
0000017993	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-PLAY NINE CARD GAME	0100	193.84	007	CHET F HARRITT SCH
0000017994	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-SPACE PARTY FAVORS	0100	95.27	004	SYCAMORE CANYON SCH
0000017995	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON ELP SB CAMP STEM BOOKS	6300	14.32	072	PROJECT SAFE
0000017995	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON ELP SB CAMP STEM BOOKS	6300	10.01	072	PROJECT SAFE
0000017996	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-YALE SPRING CAMP	6300	13.78	072	PROJECT SAFE
0000017996	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-YALE SPRING CAMP	6300	5.86	072	PRQJECT SAFE
0000017997	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-CAJON PARK ELP	0100	14.55	072	PROJECT SAFE
0000017997	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-CAJON PARK ELP	0100	8.61	072	PROJECT SAFE
0000017997	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-CAJON PARK ELP	0100	137.46	072	PROJECT SAFE
0000017997	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-CAJON PARK ELP	0100	10.23	072	PROJECT SAFE
0000017997	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-CAJON PARK ELP	0100	10.76	072	PROJECT SAFE
0000017998	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-ELP CARLTON OAKS	0100	10.76	072	PROJECT SAFE
0000017998	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-ELP CARLTON OAKS	0100	20.90	072	PROJECT SAFE
0000017998	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON-ELP CARLTON OAKS	0100	53.77	072	PROJECT SAFE
0000017999	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON ELP ERC OFFICE	0100	46.32	072	PROJECT SAFE

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0000017999	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON ELP ERC OFFICE	0100	9.69	072	PROJECT SAFE
0000017999	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON ELP ERC OFFICE	0100	26.92	072	PROJECT SAFE
0000017999	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON ELP ERC OFFICE	0100	4.07	072	PROJECT SAFE
0000017999	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON ELP ERC OFFICE	0100	15.45	072	PROJECT SAFE
0000017999	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON ELP ERC OFFICE	0100	12.92	072	PROJECT SAFE
0000017999	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON ELP ERC OFFICE	0100	10.66	072	PROJECT SAFE
0000018000	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON ELP CHET F HARRITT	0100	15.05	072	PROJECT SAFE
0000018000	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON ELP CHET F HARRITT	0100	10.66	072	PROJECT SAFE
0000018000	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON ELP CHET F HARRITT	0100	10.76	072	PROJECT SAFE
0000018000	3/7/2024	AMAZON.COM SERVICES, INC.	AMAZON ELP CHET F HARRITT	0100	17.23	072	PROJECT SAFE
0000018001	3/8/2024	AMAZON.COM SERVICES, INC.	AMAZON-CLIPBOARD, SERVING TRAY	0100	110.39	067	SPECIAL EDUCATION
0000018002	3/8/2024	AMAZON.COM SERVICES, INC.	AMAZON-LINED PAPER OT	0100	46.17	067	SPECIAL EDUCATION
0000018003	3/8/2024	AMAZON.COM SERVICES, INC.	AMAZON-SIGN HOLDER,CERT HOLDER	0100	111.01	062	SUPERINTENDENT DEPT
0000018004	3/8/2024	COMMERCIAL & INDUSTRIAL ROOFING CO. INC.	INV# MR6289-1 / WELDED SEAMS	0100	1,400.00	075	MAINTENANCE
0000018005	3/8/2024	COMMERCIAL & INDUSTRIAL ROOFING CO. INC.	INV#MR6290/WELDED SEAMS CAULK	0100	1,250.00	075	MAINTENANCE
0000018006	3/8/2024	SAN YSIDRO HEALTH MOUNTAIN HEALTH FAMILY	DIAGNOSTIC EVALUATION	0100	789.22	070	PUPIL SERVICES
0000018007	3/11/2024	APPLE INC	10.9 INCH IPADS SPED- WO 8196	0100	4,460.85	067	SPECIAL EDUCATION
0000018007	3/11/2024	APPLE INC	10.9 INCH IPADS SPED- WO 8196	0100	1,090.00	067	SPECIAL EDUCATION
0000018007	3/11/2024	APPLE INC	10.9 INCH IPADS SPED- WO 8196	0100	55.00	067	SPECIAL EDUCATION
0000018007	3/11/2024	APPLE INC	10.9 INCH IPADS SPED- WO 8196	0100	148.50	067	SPECIAL EDUCATION
0000018007	3/11/2024	APPLE INC	10.9 INCH IPADS SPED- WO 8196	0100	40.00	067	SPECIAL EDUCATION
0000018008	3/11/2024	BLUUM USA, INC.	BEDROOM REDESIGN - TECHNOLOGY	2538	436.06	073	TECHNOLOGY SERVICES
0000018008	3/11/2024	BLUUM USA, INC.	BEDROOM REDESIGN - TECHNOLOGY	2538	80.80	073	TECHNOLOGY SERVICES
0000018008	3/11/2024	BLUUM USA, INC.	BEDROOM REDESIGN - TECHNOLOGY	2538	53.03	073	TECHNOLOGY SERVICES
0000018008	3/11/2024	BLUUM USA, INC.	BEDROOM REDESIGN - TECHNOLOGY	2538	40.47	073	TECHNOLOGY SERVICES
0000018008	3/11/2024	BLUUM USA, INC.	BEDROOM REDESIGN - TECHNOLOGY	2538	2,250.00	073	TECHNOLOGY SERVICES
0000018009	3/11/2024	MASON'S SAW & LAWNMOWER SERVICE, INC.	INVOICE#656141 AIR CLAMP	0100	77.78	076	TRANSPORTATION
0000018010	3/11/2024	BORDER TIRE	INVOICE#24-0154398-008 TIRES	0100	130.14	076	TRANSPORTATION
0000018011	3/11/2024	ABACOR INC	INVOICE#22303 BOX TRUCK 286 CH	0100	478.15	076	TRANSPORTATION
0000018012	3/11/2024	ALL STAR GLASS	INVOICE#1307668 BUS 194 WINDOW	0100	129.00	076	TRANSPORTATION
0000018013	3/11/2024	O'REILLY AUTO CUST ID#1208957	INVOICE#2968-207088 HEADLIGHT	0100	48.19	076	TRANSPORTATION
0000018014	3/11/2024	INTERSTATE BATTERY OF SAN DIEGO INC	INVOICE#380005591 BATTERY TIME	0100	470.54	076	TRANSPORTATION
0000018015	3/11/2024	FRED M BOERNER MOTOR COMPANY	NV#XA301158759:01 BUS 130 REA	0100	38.99	076	TRANSPORTATION
0000018016	3/11/2024	FRED M BOERNER MOTOR COMPANY	INVOICE#XA301149822:01 WASHER	0100	67.08	076	TRANSPORTATION
0000018017	3/11/2024	FRED M BOERNER MOTOR COMPANY	INV#XA301157252:01 OVERRIDE SW	0100	98.27	076	TRANSPORTATION
0000018018	3/11/2024	COUNTY MOTOR PARTS CO INC	INVOICE#940861 TAIL LAMPS SHOP	0100	32.30	076	TRANSPORTATION
0000018019	3/11/2024	HORSMAN AUTOMOTIVE	INVOICE#29242 OIL CHANGE 611	0100	77.09	076	TRANSPORTATION
0000018020	3/11/2024	MISSION EQUIPMENT & LIFTS	INVOICE#500127 FIXING THE LIFT	0100	586.36	076	TRANSPORTATION
0000018020	3/11/2024	MISSION EQUIPMENT & LIFTS	INVOICE#500127 FIXING THE LIFT	0100	586.35	076	TRANSPORTATION
0000018021	3/11/2024	CLASSICS FOR KIDS	INV#000222 CLASSICS4KIDS	0100	567.00	007	CHET F HARRITT SCH
0000018022	3/11/2024	BEARCOM WIRELESS	BEARCOM BATTERIES/ANTENNAS	0100	68.96	005	PROSPECT AVENUE SCH
0000018022	3/11/2024	BEARCOM WIRELESS	BEARCOM BATTERIES/ANTENNAS	0100	177.79	005	PROSPECT AVENUE SCH
0000018022	3/11/2024	BEARCOM WIRELESS	BEARCOM BATTERIES/ANTENNAS	0100	23.71	005	PROSPECT AVENUE SCH
0000018023	3/11/2024	CDW GOVERNMENT INC	TONER-WO 8239-CP	0100	395.86	006	CAJON PARK SCHOOL
0000018024	3/11/2024	JUNIOR ACHIEVEMENT	JUNIOR ACHIEVEMENT FIELD TRIP	0100	3,762.00	009	RIO SECO SCHOOL
0000018025	3/11/2024	JUNIOR ACHIEVEMENT	JUNIOR ACHIEVEMENT FIELD TRIP	0100	2,904.00	008	CARLTON OAKS SCHOOL

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0000018026	3/11/2024	SCHOLASTIC INC	SUPPL CURR.SCHOLASTIC/SHERMAN	0100	158.14	005	PROSPECT AVENUE SCH
0000018027	3/11/2024	MIDAMERICA BOOKS	MIDAMERICA BOOKS / CP LIBRARY	0100	133.22	006	CAJON PARK SCHOOL
0000018027	3/11/2024	MIDAMERICA BOOKS	MIDAMERICA BOOKS / CP LIBRARY	0100	994.06	006	CAJON PARK SCHOOL
0000018028	3/11/2024	AMAZON.COM SERVICES, INC.	ELP M CULT FAIR BANNERS/SIGNS	0100	122.79	072	PROJECT SAFE
0000018028	3/11/2024	AMAZON.COM SERVICES, INC.	ELP M CULT FAIR BANNERS/SIGNS	0100	853.25	072	PROJECT SAFE
0000018028	3/11/2024	AMAZON.COM SERVICES, INC.	ELP M CULT FAIR BANNERS/SIGNS	0100	147.86	072	PROJECT SAFE
0000018029	3/12/2024	SUPERINTENDENT OF SCHOOLS	SUSPENSION EXPULSION TRAINING	0100	140.00	070	PUPIL SERVICES
0000018030	3/12/2024	AMAZON.COM SERVICES, INC.	AMAZON-TONERS-PLASTIC WRAP	0100	282.66	005	PROSPECT AVENUE SCH
0000018031	3/12/2024	CITI CARDS /	CITI COSTCO - MARCH STATEMENT	0100	158.89	062	SUPERINTENDENT DEPT
0000018031	3/12/2024	CITI CARDS /	CITI COSTCO - MARCH STATEMENT	0100	39.96	062	SUPERINTENDENT DEPT
0000018031	3/12/2024	CITI CARDS /	CITI COSTCO - MARCH STATEMENT	0100	60.36	064	BUSINESS SERVICES
0000018031	3/12/2024	CITI CARDS /	CITI COSTCO - MARCH STATEMENT	0100	187.17	006	CAJON PARK SCHOOL
0000018031	3/12/2024	CITI CARDS /	CITI COSTCO - MARCH STATEMENT	0100	41.81	066	EDUCATIONAL SERVICES
0000018031	3/12/2024	CITI CARDS /	CITI COSTCO - MARCH STATEMENT	0100	150.67	072	PROJECT SAFE
0000018031	3/12/2024	CITI CARDS /	CITI COSTCO - MARCH STATEMENT	6300	624.82	072	PROJECT SAFE
0000018032	3/12/2024	AMAZON.COM SERVICES, INC.	AMAZON-DISH BRUSH, WINDOW FILM	0100	12.26	066	EDUCATIONAL SERVICES
0000018033	3/12/2024	AMAZON.COM SERVICES, INC.	AMAZON-MASKING TAPE, FELT PENS	0100	23.58	007	CHET F HARRITT SCH
0000018034	3/12/2024	AMAZON.COM SERVICES, INC.	AMAZON-PENCILS, FILE FOLDERS	0100	63.52	007	CHET F HARRITT SCH
0000018035	3/12/2024	AMAZON.COM SERVICES, INC.	AMAZON - REC TABLE, CARDSTOCK	0100	119.58	007	CHET F HARRITT SCH
0000018036	3/12/2024	TRAFFIC-TECH	INV#23-1174 GAME COURTS	0100	800.00	075	MAINTENANCE
0000018037	3/14/2024	AMAZON.COM SERVICES, INC.	AMAZON-MAGNIFYING GLASS, TRAYS	0100	7,453.94	006	CAJON PARK SCHOOL
0000018038	3/14/2024	BLUUM USA, INC.	HEADPHONES - WO - 8222 TECH	0100	209.95	067	SPECIAL EDUCATION
0000018039	3/14/2024	US BANK	GENERAL OBLIGATION BONDS 2006	0100	600.00	064	BUSINESS SERVICES
0000018040	3/14/2024	AMAZON.COM SERVICES, INC.	AMAZON-LEXMARK BLACK TONER	0100	104.51	007	CHET F HARRITT SCH
0000018041	3/14/2024	AMAZON.COM SERVICES, INC.	AMAZON-IPHONE CASE, SCREEN PRO	0100	35.36	064	BUSINESS SERVICES
0000018042	3/14/2024	AMAZON.COM SERVICES, INC.	AMAZON-STICKY NOTES, HIGHLIGHT	0100	20.27	002	PEPPER DRIVE SCHOOL
0000018043	3/14/2024	JUNIOR ACHIEVEMENT	BIZTOWN JUNIOR ACHIEVEMENT	0100	2,607.00	010	HILL CREEK SCHOOL
0000018044	3/14/2024	SOUTH BAY SHREDDING INC	SHREDDING SERVICES	0100	214.50	078	WAREHOUSE
0000018045	3/15/2024	JONES SCHOOL SUPPLY CO INC	JONES / CUSTOM MYLAR-PEPPER DR	0100	54.61	002	PEPPER DRIVE SCHOOL
0000018046	3/15/2024	APPLE INC	USB-C CHARGE CABLE-TECHNOLOGY	0100	31.25	010	HILL CREEK SCHOOL
0000018047	3/15/2024	WORLD'S FINEST CHOCOLATE	WORLDS FINEST CHOC FUNDRAISER	0100	1,907.18	005	PROSPECT AVENUE SCH
0000018048	3/15/2024	ROCHESTER 100 INC	ROCHESTER FOLDERS/SHERMAN	0100	102.36	005	PROSPECT AVENUE SCH
0000018049	3/15/2024	PM INSPECTIONS INC	INV#324207 VEHICLE 207 CERTIFI	0100	875.00	076	TRANSPORTATION
0000018050	3/15/2024	SAN DIEGO YOUTH SYMPHONY & CONSERVATORY	SAN DIEGO YOUTH SYMPHONY & CON	0100	37,505.68	072	PROJECT SAFE
0000018051	3/15/2024	FRED M BOERNER MOTOR COMPANY	INV#XA301159733:01 COVER SHOP	0100	64.13	076	TRANSPORTATION
0000018052	3/15/2024	ELLIOTT AUTO SUPPLY CO., INC.	INVOICE#132-489811 SHOP TAPE	0100	150.68	076	TRANSPORTATION
0000018053	3/15/2024	RUTTKAY DEVELOPMENT CORP.	RUTTKAY DEVELOPM AGREEMENT #3	0100	25,950.00	075	MAINTENANCE
0000018054	3/15/2024	RUTTKAY DEVELOPMENT CORP.	RUTTKAY DEVELOPM AGREEMENT #2	1400	12,580.00	075	MAINTENANCE
0000018055	3/15/2024	BORDER TIRE	INV#24-0156633-008 TIRES	0100	619.19	076	TRANSPORTATION
0000018056	3/15/2024	SAN DIEGO NATURAL HISTORY MUSEUM	FIELD TRIP NATURAL HISTORY MUS	0100	1,248.00	008	CARLTON OAKS SCHOOL
0000018057	3/15/2024	JUNIOR ACHIEVEMENT	JUNIOR ACHIEVEMENT OF SAN DIEG	0100	1,881.00	002	PEPPER DRIVE SCHOOL
0000018058	3/15/2024	CDW GOVERNMENT INC	CDW / TONER - WO 8085 - HC	0100	192.67	010	HILL CREEK SCHOOL
0000018059	3/15/2024	CDW GOVERNMENT INC	CDW / TONER WO 8352 - SC	0100	144.33	067	SPECIAL EDUCATION
0000018060	3/15/2024	PENWORTHY	PENWORTHY/PROP 20 LIB. BOOKS	0100	2,578.23	008	CARLTON OAKS SCHOOL
0000018061	3/15/2024	DALE SCOTT & CO., INC.	MUNICIPLE ADVISORY SERVICES	2518	32,700.00	064	BUSINESS SERVICES
0000018062	3/15/2024	THE BUTTERFLY PROJECT	BUTTERFLY PROJECT / KIT - HC	0100	222.00	010	HILL CREEK SCHOOL

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0000018062	3/15/2024	THE BUTTERFLY PROJECT	BUTTERFLY PROJECT / KIT - HC	0100	80.00	010	HILL CREEK SCHOOL
0000018062	3/15/2024	THE BUTTERFLY PROJECT	BUTTERFLY PROJECT / KIT - HC	0100	74.85	010	HILL CREEK SCHOOL
0000018063	3/15/2024	STRYKE SECURITY INC	GOTRUST IDEM KEY TYPE-C / TECH	0100	754.25	073	TECHNOLOGY SERVICES
0000018063	3/15/2024	STRYKE SECURITY INC	GOTRUST IDEM KEY TYPE-C / TECH	0100	25.00	073	TECHNOLOGY SERVICES
0000018064	3/15/2024	AMAZON.COM SERVICES, INC.	AMAZON-GARDENING TOOLS	0100	275.27	003	CARLTON HILLS SCHOOL
0000018065	3/15/2024	AMAZON.COM SERVICES, INC.	AMAZON-TRASH BINS, SPRAY PAINT	0100	457.75	003	CARLTON HILLS SCHOOL
0000018066	3/15/2024	AMAZON.COM SERVICES, INC.	AMAZON-CHARGING STATION, STEM	0100	1,273.38	079	INSTRUCTIONAL TECHNOLC
0000018067	3/15/2024	AMAZON.COM SERVICES, INC.	AMAZON-SPRING BREAK FRONTIER C	6300	561.07	072	PROJECT SAFE
0000018068	3/15/2024	GINA AND JASON MOORE	CLAIM PAYMENT - FENCE REPAIR	0100	3,619.78	064	BUSINESS SERVICES
0000018069	3/15/2024	OFFICE DEPOT INC	OFFICE DEPOT FEBRUARY 2024	0100	160.89	064	BUSINESS SERVICES
0000018069	3/15/2024	OFFICE DEPOT INC	OFFICE DEPOT FEBRUARY 2024	0100	185.72	073	TECHNOLOGY SERVICES
0000018069	3/15/2024	OFFICE DEPOT INC	OFFICE DEPOT FEBRUARY 2024	0100	24.43	009	RIO SECO SCHOOL
0000018069	3/15/2024	OFFICE DEPOT INC	OFFICE DEPOT FEBRUARY 2024	0100	316.79	066	EDUCATIONAL SERVICES
0000018069	3/15/2024	OFFICE DEPOT INC	OFFICE DEPOT FEBRUARY 2024	1300	481.60	090	CENTRAL KITCHEN
0000018070	3/15/2024	AMAZON.COM SERVICES, INC.	AMAZON-EASTER ACTIVITIES	0100	115.07	072	PROJECT SAFE
0000018071	3/15/2024	AMAZON.COM SERVICES, INC.	AMAZON-CRAFTS CARDSTOCK, PAINT	0100	126.55	072	PROJECT SAFE
0000018072	3/15/2024	AMAZON.COM SERVICES, INC.	AMAZON-POST IT FLAGS DISPENSER	1300	11.53	090	CENTRAL KITCHEN
0000018073	3/15/2024	AMAZON.COM SERVICES, INC.	AMAZON-LABELS COMPATIBLE-DYMO	0100	23.69	007	CHET F HARRITT SCH
0000018074	3/18/2024	AMAZON.COM SERVICES, INC.	AMAZON-BLOCKS, MAGNET TILES	0100	2,157.26	070	PUPIL SERVICES
0000018076	3/19/2024	FLEET SCIENCE CENTER	GSA 23-24 FLEET SCIENCE CENTER	0100	30,000.00	070	PUPIL SERVICES
0000018077	3/19/2024	GUITAR CENTER PROFESSIONAL	GITARS, DRUMS ACCESSORIES	0100	1,897.45	007	CHET F HARRITT SCH
0000018078	3/19/2024	ANGELA PHILLIPS-AGONIZO	GSA - ASSESSMENTS THAT MATTER	0100	30,000.00	067	SPECIAL EDUCATION
0000018079	3/19/2024	MEDCO SUPPLY COMPANY	INVENTORY REPLENISHMENT	0100	24.96	078	WAREHOUSE
0000018080	3/19/2024	AMAZON.COM SERVICES, INC.	AMAZON-BOOKS	0100	254.58	008	CARLTON OAKS SCHOOL
0000018081	3/19/2024	AMAZON.COM SERVICES, INC.	AMAZON-SHREDDER,LABEL MAKER	0100	142.19	005	PROSPECT AVENUE SCH
0000018082	3/19/2024	AMAZON.COM SERVICES, INC.	AMAZON-PRIVACY ROOM DIVIDER	0100	75.37	067	SPECIAL EDUCATION
0000018083	3/20/2024	AMAZON.COM SERVICES, INC.	AMAZON-CALCULATOR, STICKERS	0100	42.04	009	RIO SECO SCHOOL
0000018084	3/20/2024	AMAZON.COM SERVICES, INC.	AMAZON-DISPOSABLE SHOE COVERS	0100	10.75	067	SPECIAL EDUCATION
0000018085	3/20/2024	AMAZON.COM SERVICES, INC.	AMAZON-ELECTRIC BALL PUMPS	6300	181.16	072	PROJECT SAFE
0000018086	3/20/2024	AMAZON.COM SERVICES, INC.	AMAZON-DYMO LABEL MAKER	0100	53.86	066	EDUCATIONAL SERVICES
0000018087	3/20/2024	AMAZON.COM SERVICES, INC.	AMAZON-NEON PAPER WRISTBANDS	6300	36.62	072	PROJECT SAFE
0000018088	3/20/2024	AMAZON.COM SERVICES, INC.	AMAZON-PLASTIC SEWING NEEDLES	6300	6.45	072	PROJECT SAFE
0000018089	3/20/2024	AMAZON.COM SERVICES, INC.	AMAZON-STEM, STICKERS, GLUE ST	0100	51.95	072	PROJECT SAFE
0000018090	3/20/2024	AMAZON.COM SERVICES, INC.	AMAZON-GEL PENS	0100	30.47	066	EDUCATIONAL SERVICES
0000018091	3/20/2024	COMPUTERSHARE CORPORATE TRUST	SANTEE COP 12/15 - TRUSTEE FEE	0100	265,414.55	064	BUSINESS SERVICES
0000018091	3/20/2024	COMPUTERSHARE CORPORATE TRUST	SANTEE COP 12/15 - TRUSTEE FEE	2538	113,667.23	064	BUSINESS SERVICES
0000018093	3/20/2024	STUDIO WC ARCHITECTURE	STATE PK SHADE STRUCTURE PLANS	1200	13,000.00	012	STATE PRE-SCHOOL
0000018094	3/20/2024	JUNIOR LIBRARY GUILD	LIBRARY BOOKS LOTTERY	0100	1,429.10	008	CARLTON OAKS SCHOOL
0000018095	3/20/2024	SCHOOL OUTFITTERS LLC	WATER TABLE STATE PK	1200	576.46	012	STATE PRE-SCHOOL
0000018096	3/20/2024	APPLE INC	APPLE PENCILS - PROUTY	0100	1,342.57	071	DISTRICT LIBRARY
0000018097	3/20/2024	SWEETWATER MUSIC INSTRUMENTS AND PRO AUD	PA SYSTEM - REBECCA CRESS	0100	5,379.13	004	SYCAMORE CANYON SCH
0000018098	3/20/2024	AMAZON.COM SERVICES, INC.	INVENTORY REPLENISHMENT	0100	572.80	078	WAREHOUSE
0000018099	3/20/2024	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	39.31	078	WAREHOUSE
0000018100	3/20/2024	MAINTEX INC	INVENTORY REPLENISHMENT	0100	1,374.63	078	WAREHOUSE
0000018101	3/20/2024	CAMEO PAPER & JANITORIAL	INVENTORY REPLENISHMENT	0100	215.50	078	WAREHOUSE
0000018102	3/22/2024	SUNDANCE STAGE LINES	SUNDANCE STAGE LINES FIELDTRIP	0100	4,180.00	002	PEPPER DRIVE SCHOOL

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0000018103	3/22/2024	HAWTHORNE EDUCATIONAL SERVICES INC	PRE- REF INTERVENTION MANUAL	0100	2,472.86	066	EDUCATIONAL SERVICES
0000018104	3/22/2024	BENJAMIN FOWERS	T-SHIRTS FOR MINI EXPLORERS	6300	64.65	072	PROJECT SAFE
0000018104	3/22/2024	BENJAMIN FOWERS	T-SHIRTS FOR MINI EXPLORERS	6300	993.99	072	PROJECT SAFE
0000018105	3/22/2024	SAN DIEGO PADRES	PETCO PARK EDUCATIONAL TOUR	0100	760.00	008	CARLTON OAKS SCHOOL
0000018106	3/22/2024	SEDANO FORD OF LM, INC.	INV#20480495 CAP FOR SHIFTER	0100	19.52	076	TRANSPORTATION
0000018107	3/22/2024	73 INCORPORATED	INVOICE#7868 BUS 148 AC REPAIR	0100	289.03	076	TRANSPORTATION
0000018108	3/22/2024	FOLLETT SCHOOL SOLUTIONS INC.	PRIDE/COX - POLY THERMAL LABELS	0100	283.60	005	PROSPECT AVENUE SCH
0000018109	3/22/2024	BLUUM USA, INC.	HEADPHONES WO - 8404 - CO	0100	95.04	067	SPECIAL EDUCATION
0000018109	3/22/2024	BLUUM USA, INC.	HEADPHONES WO - 8404 - CO	0100	10.78	067	SPECIAL EDUCATION
0000018110	3/22/2024	DEMCO INC	MULTI-PURPOSE LASER LABELS	0100	25.63	008	CARLTON OAKS SCHOOL
0000018110	3/22/2024	DEMCO INC	MULTI-PURPOSE LASER LABELS	0100	53.86	008	CARLTON OAKS SCHOOL
0000018110	3/22/2024	DEMCO INC	MULTI-PURPOSE LASER LABELS	0100	11.80	008	CARLTON OAKS SCHOOL
0000018111	3/22/2024	LIVING COAST DISCOVERY CTR	LIVING COAST ELP SPRING CAMP	6300	511.81	072	PROJECT SAFE
0000018112	3/22/2024	STAR-DOM ENTERTAINMENT LLC	STARDOM DJ MMC FAIR APRIL 2024	0100	400.00	072	PROJECT SAFE
0000018113	3/22/2024	EAST COUNTY SAN DIEGO SOCCER SHOTS	SOCCER SHOTS ELP TK YALE	6300	11,742.00	072	PROJECT SAFE
0000018114	3/22/2024	SAN DIEGO JUNIOR THEATRE	SD Jr. THEATRE FIELDTRIP - HAY	0100	287.69	007	CHET F HARRITT SCH
0000018115	3/22/2024	SCHOOLHOUSE CONNECTION	HOMELESS EDUCATION CONFERENCE	0100	565.00	068	EDUCATIONAL PROJECTS
0000018116	3/22/2024	AMAZON.COM SERVICES, INC.	PENCIL WEIGHTS AID FOR SPED	0100	17.23	067	SPECIAL EDUCATION
0000018117	3/22/2024	AMAZON.COM SERVICES, INC.	AMAZON-CASE, SCREEN IPHONE 13	0100	17.23	065	HUMAN RESOURCES
0000018118	3/22/2024	AMAZON.COM SERVICES, INC.	AMAZON- ACCORD FILE ORGANIZER	0100	65.06	010	HILL CREEK SCHOOL
0000018119	3/22/2024	AMAZON.COM SERVICES, INC.	AMAZON-ACRYLIC PAINT,OFF SUPPL	0100	158.47	006	CAJON PARK SCHOOL
0000018120	3/22/2024	AMAZON.COM SERVICES, INC.	AMAZON-WIRELESS KEYBOARD&MOUSE	6300	75.41	072	PROJECT SAFE
0000018121	3/22/2024	MOBILE MINI STORAGE SOLUTIONS	STORAGE CONTAINER	0100	15,610.70	076	TRANSPORTATION
0000018122	3/22/2024	GILBERT CASTRO	INV#1580 INSTALL SHADE CLOTH	0100	2,724.00	075	MAINTENANCE
0000018123	3/22/2024	GRAINGER	INV - INDUSTRIAL DEHUMIDIFIER	0100	7,678.05	074	OPERATIONS/CUSTODIAL
0000018124	3/22/2024	GRAINGER	INV - DEHUMIDIFIER	0100	526.50	074	OPERATIONS/CUSTODIAL
0000018125	3/22/2024	AMERICAN FENCE COMPANY	INV - SHADE CLOTH	0100	323.25	075	MAINTENANCE
0000018126	3/22/2024	SUNSTATE EQUIPMENT CO.	INV - EQUIPMENT RENTAL	0100	502.18	080	MAINTENANCE
0000018127	3/25/2024	MASON'S SAW & LAWNMOWER SERVICE, INC.	GROUNDS SUPPLIES	0100	111.36	080	MAINTENANCE
0000018128	3/25/2024	PACWEST AIR FILTER LLC	HVAC SUPPLIES	0100	522.98	075	MAINTENANCE
0000018129	3/25/2024	PACWEST AIR FILTER LLC	HVAC SUPPLIES	0100	522.98	075	MAINTENANCE
0000018130	3/25/2024	PACWEST AIR FILTER LLC	HVAC SUPPLIES	0100	141.11	075	MAINTENANCE
0000018131	3/25/2024	PACWEST AIR FILTER LLC	HVAC SUPPLIES	0100	295.43	075	MAINTENANCE
0000018132	3/25/2024	MASON'S SAW & LAWNMOWER SERVICE, INC.	GROUNDS SUPPLIES	0100	69.78	080	MAINTENANCE
0000018133	3/25/2024	MASON'S SAW & LAWNMOWER SERVICE, INC.	EQUIPMENT REPLACEMENT	0100	530.41	080	MAINTENANCE
0000018134	3/25/2024	MASON'S SAW & LAWNMOWER SERVICE, INC.	GROUNDS SUPPLIES	0100	99.88	080	MAINTENANCE
0000018135	3/25/2024	MASON'S SAW & LAWNMOWER SERVICE, INC.	GROUNDS SUPPLIES	0100	364.78	080	MAINTENANCE
0000018136	3/25/2024	MASON'S SAW & LAWNMOWER SERVICE, INC.	GROUNDS SUPPLIES	0100	43.64	080	MAINTENANCE
0000018138	3/26/2024	AMAZON.COM SERVICES, INC.	AMAZON-POE MONITOR, DIN RAIL	2538	193.93	073	TECHNOLOGY SERVICES
0000018139	3/26/2024	AMAZON.COM SERVICES, INC.	AMAZON-KIDS GRADUATION CAPS	6300	71.09	072	PROJECT SAFE
0000018140	3/26/2024	AMAZON.COM SERVICES, INC.	AMAZON-VIRTUAL REALITY SET	0100	214.42	072	PROJECT SAFE
0000018141	3/26/2024	AMAZON.COM SERVICES, INC.	AMAZON-4K UHD COMPUTER MONITOR	0100	307.08	073	TECHNOLOGY SERVICES
0000018142	3/27/2024	CHILD & FAMILY POLICY INSTITUTE OF CA	2024 CA FOSTER YOUTH ED SUMMIT	0100	575.00	070	PUPIL SERVICES
0000018144	3/28/2024	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	172.40	078	WAREHOUSE
0000018144	3/28/2024	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	86.20	078	WAREHOUSE
0000018144	3/28/2024	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	86.20	078	WAREHOUSE

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0000018144	3/28/2024	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	86.20	078	WAREHOUSE
0000018144	3/28/2024	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	78.61	078	WAREHOUSE
0000018144	3/28/2024	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	62.95	078	WAREHOUSE
					782,320.12		

BACKGROUND:

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

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

<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>
1		1993 Type 2 Chevy – Gas Bus	DO	Transportation	Used	\$1,500
1		1994 Chevy Type 2 – Gas Bus	DO	Transportation	Used	\$1,500

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

Type	Method	Option? (X)
Obsolete Instructional Materials	Donate to any governing board, county free library or other state institution; any United States public agency or institution; any nonprofit charitable organization; or children or adults in California or foreign countries for the purpose of increasing literacy	
	Sell to any organization that agrees to use the materials for educational purposes	
	Mutilate so as not to be salable and sold for scrap	
	Destroy beyond any economical means	
Other Personal Property	Value insufficient to defray costs of arranging a sale: Donate to charitable organization deemed appropriate by the Board	
	Value insufficient to defray costs of arranging a sale: Discard/Scrap	
	Value \$2,500 or less: Sell without advertising	
	Advertise for Bids (including on-line services)	
	Conduct Public Auction (including on-line services)	X
	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 and authorize the sale or disposal of them in accordance with the recommended terms.

This recommendation supports the following District goal(s):

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

FISCAL IMPACT:

Income estimated at \$3,000.00 less fee to on-line bidding vendor, if used.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.4.

Consent Item D.2.5. Acceptance of Donations, Grants, and Bequests
 Prepared by Dr. Marcia Hamilton
 April 16, 2024

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 for Playground Equipment	\$440.64	Rubio's	Sycamore Canyon School
Cash for 8 th Grade Class Activities	\$250.00	Labahn's Landscaping	Pepper Drive School
GRANTS			
(None)			
BEQUESTS			
(None)			
TOTAL RECEIVED	\$690.64		

RECOMMENDATION:

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

This recommendation supports the following District goal(s):

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

FISCAL IMPACT:

The donations, grants, and/or bequests listed above are valued at \$690.64.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.5.

BACKGROUND:

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

Approval of the following General Services Agreements is requested:

Vendor Name	Description of Services (Location of Services)	Date(s) of Service	Amount	Funding
So Cal Green Screen	<i>Interactive Photo Booth</i>	04-18-2024	\$400.00	Project Safe
Satellite Sports	<i>BMX Performance</i>	04-04-2024	\$1,597.00	Project Safe
Real Matters	<i>PRIDE Academy Unity Da</i>	05-01-2024 – 05-31-2024	\$3,300	DoDea

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: _____

Consent Item D.2.7.
Prepared by Dr. Marcia Hamilton
April 16, 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 February 1, 2024 through February 29, 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 158 transactions totaling \$30,143.58 charged to various funds.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.7.

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20240204	ALDOUS,SARAH	BUSINESS SERVICES	FEDEX270484248039	26.12	Shipping charges.
20240204	ALDOUS,SARAH	BUSINESS SERVICES	FEDEX940912343665	15.07	Shipping charges.
20240225	ALDOUS,SARAH	BUSINESS SERVICES	SOUTHWEST AIRLINES	184.96	FCMAT Flight - M. Hamilton.
20240229	ALDOUS,SARAH	BUSINESS SERVICES	EMBASSY SUITES	1499.69	Lodging CASH Conference.
				1725.84	
20240202	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS #1897	39.57	Board/PLT meeting supplies.
20240207	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SANDWICH BAGS DELI & C	119.45	Board meeting supplies.
20240207	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	ALS SPORT SHOP	21.53	PLT namebadges.
20240208	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	FLEXCLIP.COM	119.88	Online video editor software.
20240208	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS #1897	6.08	Board meeting supplies.
20240218	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	USPS PO 0570200071	3.31	Postage.
20240222	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	VONS #1897	89.79	Miscellaneous meeting supplies.
20240222	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	TST* NOTHING BUNDT CAK	33.00	Board meeting supplies.
20240222	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	BOARD AND BREW - SANTE	135.07	Board meeting supplies.
				567.68	
20240202	BAUTISTA,STEFANIE M	OST PROGRAMS	DISNEY PLUS	13.99	Streaming services for ELP sites.
				13.99	
20240201	BONSER,KRISTEN	PRIDE ACADEMY	LITTLE CAESARS 1872-00	96.87	Food for the BEC committee event.
20240201	BONSER,KRISTEN	PRIDE ACADEMY	VONS #1897	69.33	Food for the BEC committee event.
20240202	BONSER,KRISTEN	PRIDE ACADEMY	AMZN MKTP US*R22JY8CQ1	10.67	Supplies for the VAPA class.
20240202	BONSER,KRISTEN	PRIDE ACADEMY	AMZN MKTP US*R21B56G72	9.69	Supplies for the VAPA class.
20240206	BONSER,KRISTEN	PRIDE ACADEMY	AMZN MKTP US*R225H8BN1	323.00	Supplies for the VAPA class.
20240222	BONSER,KRISTEN	PRIDE ACADEMY	AMAZON.COM*RW9YY9920	23.72	Flash cards to supplement math curriculum.
20240223	BONSER,KRISTEN	PRIDE ACADEMY	AMZN MKTP US*R12GM3101	19.17	Supplies for our Garden Club.
20240223	BONSER,KRISTEN	PRIDE ACADEMY	AMAZON.COM*RW62E7P52	10.76	Writing tools to facilitate writing.
				563.21	
20240223	BORDEN,SHANNON	PUPIL SERVICES	SCHOOLHOUSE CONNECTION	565.00	Conference registration for Homeless Conference for Stretton.
				565.00	
20240211	BORDEN,STEPHANIE	EDUCATIONAL SERVICES	DOLLAR TREE, INC.	998.37	UFLI pilot materials.
				998.37	
20240202	BORTS,KATHERINE	HUMAN RESOURCES	SAN DIEGO COUNTY SUPER	100.00	Job Fair registration.
20240222	BORTS,KATHERINE	HUMAN RESOURCES	CERTIFIED TRAINING SOL	139.96	Training course.
20240225	BORTS,KATHERINE	HUMAN RESOURCES	CC* ACSA CAREER CENTER	386.00	Job recruitment.
20240225	BORTS,KATHERINE	HUMAN RESOURCES	CC* CASBO CAREERS	295.00	Job recruitment.
20240227	BORTS,KATHERINE	HUMAN RESOURCES	CERTIFIED TRAINING SOL	34.99	Training course.
				955.95	
20240215	BRADBURY,SUMMER	PEPPER DRIVE	LAPREA EDUCATION	189.00	Supplemental Guided Readers UFLY Phonics.
				189.00	
20240202	BROGAN-BARANSKI,KRISTIN	SUPERINTENDENT'S OFFICE	AUDIBLE*R296V3XN2	14.95	Professional Development subscription.
				14.95	
20240201	CONERLY,CHRISTINA	CHET F. HARRITT	THE HOME DEPOT #6679	80.25	Lost and found cart materials.
20240211	CONERLY,CHRISTINA	CHET F. HARRITT	VONS #1897	6.99	Sandwich bags for office.
				87.24	
20240209	DOBBINS,TIMOTHY	CARLTON HILLS	BULK BOOKSTORE	342.65	By the Great Horn Spoon classroom book set. Choir Performance @ District Office Board Meeting (Donuts for families and students)
20240223	DOBBINS,TIMOTHY	CARLTON HILLS	MARY'S DONUTS	47.12	(No receipt was given - Principal will generate memo and attach)
20240228	DOBBINS,TIMOTHY	CARLTON HILLS	VENTRIS LEARNING	90.00	UFLI Learning Foundations book.
20240229	DOBBINS,TIMOTHY	CARLTON HILLS	VONS #1897	37.69	Teacher of the Year / Award Recipient Flowers.
				517.46	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20240204	DOWNING,BRIENNE	SPECIAL EDUCATION	AMZN MKTP US*R20PL8U90	24.25	Item for Physical Therapist.
20240205	DOWNING,BRIENNE	SPECIAL EDUCATION	AMZN MKTP US*RB1569NC0	40.92	Item for Occupational Therapy.
20240205	DOWNING,BRIENNE	SPECIAL EDUCATION	AMZN MKTP US*RB5VQ1NJ0	50.06	Item for Physical Therapist.
20240205	DOWNING,BRIENNE	SPECIAL EDUCATION	AMZN MKTP US*R23TZ5P21	44.57	Item for SSP/Behavior.
20240205	DOWNING,BRIENNE	SPECIAL EDUCATION	AMAZON.COM*R21LF4G71	11.27	Item for Occupational Therapy.
20240206	DOWNING,BRIENNE	SPECIAL EDUCATION	AMZN MKTP US*R28DO8HB1	39.86	Item for SDC student.
20240206	DOWNING,BRIENNE	SPECIAL EDUCATION	RIVERSIDE INSIGHTS	153.23	Protocols for testing.
20240206	DOWNING,BRIENNE	SPECIAL EDUCATION	AMZN MKTP US*RB73R8PH0	49.55	Color ink for SPED office.
20240207	DOWNING,BRIENNE	SPECIAL EDUCATION	AMAZON.COM*RB13P23G2	39.80	Item for Sped Office.
20240207	DOWNING,BRIENNE	SPECIAL EDUCATION	AMZN MKTP US*R203Y4251	43.51	Item for Physical Therapist.
20240208	DOWNING,BRIENNE	SPECIAL EDUCATION	WESTERN PSYCHOLOGICAL	32.33	Protocols for testing.
20240209	DOWNING,BRIENNE	SPECIAL EDUCATION	AMZN MKTP US*RB8B0451	17.22	Item for Occupational Therapy.
20240209	DOWNING,BRIENNE	SPECIAL EDUCATION	SP MHS: MULTI HEALTH	11.00	Protocols for testing.
20240209	DOWNING,BRIENNE	SPECIAL EDUCATION	AMZN MKTP US*RB6FV15K2	150.82	Item for SDC classroom.
20240214	DOWNING,BRIENNE	SPECIAL EDUCATION	SP MHS: MULTI HEALTH	55.00	Protocols for testing.
20240220	DOWNING,BRIENNE	SPECIAL EDUCATION	AMAZON.COM*RW2HH8VF0	21.71	Item for Preschool assessment team.
20240220	DOWNING,BRIENNE	SPECIAL EDUCATION	AMZN MKTP US*RW1K12MO0	115.30	Item for Occupation Therapy.
				900.40	
20240202	FARREN,MONICA	HILL CREEK	AMZN MKTP US*R24E11SR0	21.52	Woodshop supplies.
20240204	FARREN,MONICA	HILL CREEK	AMZN MKTP US*R22EQ2YN0	58.18	Student engagement.
20240204	FARREN,MONICA	HILL CREEK	AMZN MKTP US*R29EW7UM0	21.34	Student engagement.
20240204	FARREN,MONICA	HILL CREEK	AMZN MKTP US*R253G3D22	10.76	Student engagement.
20240205	FARREN,MONICA	HILL CREEK	AMAZON.COM*RB2851TX0	10.78	Battery case.
20240208	FARREN,MONICA	HILL CREEK	AMZN MKTP US*RB9V32DM0	121.06	Culinary class supplies.
20240209	FARREN,MONICA	HILL CREEK	WAL-MART #1917	21.44	Student incentives.
20240209	FARREN,MONICA	HILL CREEK	AMZN MKTP US*RB1L01P52	20.46	Clock - IEP room.
20240222	FARREN,MONICA	HILL CREEK	APPLE.COM/BILL	10.99	Subscription.
20240223	FARREN,MONICA	HILL CREEK	AMZN MKTP US*R15FA3IB1	20.46	Countdown timer.
20240223	FARREN,MONICA	HILL CREEK	AMZN MKTP US*R18U61UY1	10.76	Office supplies.
20240223	FARREN,MONICA	HILL CREEK	DISNEYLAND TICKETS	7400.00	Field trips.
20240225	FARREN,MONICA	HILL CREEK	AMAZON.COM*RW50O6HC2	22.00	Technology supplies.
20240228	FARREN,MONICA	HILL CREEK	AMZN MKTP US*RW2NJ7XA1	20.90	Student incentives.
				7770.65	
20240202	FLAMION,AMANDA	CHILD NUTRITION	NTLREST SERVSAFE	125.00	Director ServSafe Course.
20240204	FLAMION,AMANDA	CHILD NUTRITION	THE WEBSTAURANT STORE	55.60	Pizza boxes.
20240209	FLAMION,AMANDA	CHILD NUTRITION	THE WEBSTAURANT STORE	395.94	Kitchen supplies.
				576.54	
20240204	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*R263J7EH1	16.15	Student prize incentives.
20240205	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*R214W7782	7.52	Student prize incentives.
20240208	FORSTER,CHASITY	HILL CREEK	AMAZON.COM*RB4YA42N0	36.41	Library books.
20240208	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*RB9HJ71F2	48.10	Toner.
20240208	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*RB3EP9102	17.22	Student incentive supplies.
20240209	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US	25.58	Refund - classroom supplies.
20240209	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*RB4QT2M62	19.38	Culinary class supplies.
20240209	FORSTER,CHASITY	HILL CREEK	AMAZON.COM*RB2054X92	57.36	Lamination.
20240213	FORSTER,CHASITY	HILL CREEK	AMAZON.COM*RB6Z59V01	25.82	Batteries.
20240221	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*RW79K84S2	8.60	Desk calendars.
20240222	FORSTER,CHASITY	HILL CREEK	AMAZON.COM*RW83C1RD0	13.88	Woodshop supplies.
20240222	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*RW27D8E02	49.12	Toner.
20240223	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US	14.00	Refund- student incentive.
20240225	FORSTER,CHASITY	HILL CREEK	SHUTTERFLY, INC.	26.96	Artwork.
20240226	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*RZ4EQ3VK0	10.23	Student engagement.
				297.17	
20240211	GREEN,CHRISHAUN	OST PROGRAMS	WALMART.COM	260.22	Partial Walmart order #2000118 classroom supplies for Poetic Artistry (total \$303.99).
20240214	GREEN,CHRISHAUN	OST PROGRAMS	WALMART.COM	43.75	Balance of order #2000118 after delivery of back ordered classroom supplies for Poetic Artistry Total \$303.99.
20240223	GREEN,CHRISHAUN	OST PROGRAMS	AIRBNB HMHK5QFRBN	1430.15	Accommodations for BOOST conference.
20240225	GREEN,CHRISHAUN	OST PROGRAMS	WALMART.COM	51.68	Refund for products ordered for YALE out of stock.
				1682.44	
20240201	HICKS,TYLENE	SYCAMORE CANYON	WM SUPERCENTER #2253	145.75	Testing snacks, underwear, and clothing for the Health Office.
20240205	HICKS,TYLENE	SYCAMORE CANYON	AMAZON.COM*R20FL7R22	15.49	Chicken scratch (snack food) for the chickens.
20240206	HICKS,TYLENE	SYCAMORE CANYON	AMAZON.COM*RB4G55AN0	38.78	Pine shavings for the Chicken Coop.
20240215	HICKS,TYLENE	SYCAMORE CANYON	AMZN MKTP US*R10O98KGO	36.22	Self-adhesive velcro dots and strips, crayons.
20240225	HICKS,TYLENE	SYCAMORE CANYON	AMZN MKTP US*RW9V935H2	51.32	Rubber frogs for a Student Engagement Activity.
20240227	HICKS,TYLENE	SYCAMORE CANYON	AMZN MKTP US*RW9K32UB2	203.28	Metal parking lot signs for Visitor Parking.
				490.84	
20240216	HOHIMER,KAREN	CAJON PARK	IMAGESTUFF.COM	122.20	Attendance incentives.
				122.20	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20240223	HOOKS, TED A	CHET F. HARRITT	ALS SPORT SHOP	796.75	PE clothes.
				796.75	
20240202	HORNER, NATHAN L	PEPPER DRIVE	CUSTOMINK LLC	2189.61	Staff T-Shirts for Kindness Week.
				2189.61	
20240207	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	WWW.FIELDWIRE.COM	468.00	Field management.
20240221	MARSMAN, MATTHEW	INFORMATION TECHNOLOGY	QUICKEN INC	131.88	Quicken license.
				599.88	
20240202	MINUTELLI, DAWN	EDUCATIONAL SERVICES	OFFICE DEPOT #5125	713.62	Bulletin Board for State Preschool.
20240204	MINUTELLI, DAWN	EDUCATIONAL SERVICES	SDACAP.COM	125.00	San Diego Academy of Child and Adolescent Academy for Genesis Lopez who support State Preschool.
				838.62	
20240201	MURPHY, GRETCHEN	PRIDE ACADEMY	THE HOME DEPOT #0673	202.97	Supplies for our Garden Club.
20240204	MURPHY, GRETCHEN	PRIDE ACADEMY	YUM YUM DONUTS #9278B	17.99	Treats/incentive for student attendance.
20240207	MURPHY, GRETCHEN	PRIDE ACADEMY	LITTLE CAESARS 1872-00	19.37	Treats/incentive for student attendance.
20240211	MURPHY, GRETCHEN	PRIDE ACADEMY	VONS #1897	67.82	Supplies for parent event (Coffee with the Counselors).
20240225	MURPHY, GRETCHEN	PRIDE ACADEMY	OTC BRANDS INC	257.20	Incentives for student engagement.
				565.35	
20240212	NEDNEY, JANESEA	PUPIL SERVICES	YELM COMMUNITY SCHOOLS	250.00	DoDEA Regional Conference Registration
20240214	NEDNEY, JANESEA	PUPIL SERVICES	AMZN MKTP US*R15YX1J92	78.10	Supplies for CRT's.
20240216	NEDNEY, JANESEA	PUPIL SERVICES	NATL CCL TEACHERS OF M	448.79	Books for CRT's.
20240218	NEDNEY, JANESEA	PUPIL SERVICES	SOUTHWEST AIRLINES	189.96	Flight for CA Foster Youth Conference for Stretton.
				966.85	
20240211	OGDEN, LINDSAY	RIO SECO	STAPLES INC	121.75	Office supplies.
20240225	OGDEN, LINDSAY	RIO SECO	STAPLES INC	481.60	Office supplies.
				603.35	
20240201	OLANDER, MICHAEL	PUPIL SERVICES	SP MHS: MULTI HEALTH	23.75	Protocol Testing.
20240201	OLANDER, MICHAEL	PUPIL SERVICES	SP MHS: MULTI HEALTH	23.75	Protocols for testing.
20240220	OLANDER, MICHAEL	PUPIL SERVICES	AMZN MKTP US*R10ZG7X51	100.47	Items for OT.
20240222	OLANDER, MICHAEL	PUPIL SERVICES	REV.COM	1.00	Expulsion hearing transcription.
20240222	OLANDER, MICHAEL	PUPIL SERVICES	REV.COM	14.25	Expulsion hearing transcription.
20240223	OLANDER, MICHAEL	PUPIL SERVICES	WWW.NCHSOFTWARE.COM	70.95	Express Scribe Software (Transcription Tool).
20240229	OLANDER, MICHAEL	PUPIL SERVICES	SOUTHWEST AIRLINES	85.00	Flight for Foster Youth Conference - Stretton.
				319.17	
20240225	PAISLEY, LISA	EDUCATIONAL SERVICES	THE BREAKTHROUGH COACH	950.00	Dr. Downing and Jenny Littrell.
20240226	PAISLEY, LISA	EDUCATIONAL SERVICES	MARRIOTT	554.25	Travel expense for CPM Conference. Charlene Stanley and Jennifer Rolf.
20240226	PAISLEY, LISA	EDUCATIONAL SERVICES	MARRIOTT	797.10	Hotel charges for teacher to attend CPM Conference.
20240227	PAISLEY, LISA	EDUCATIONAL SERVICES	MARRIOTT	923.75	Hotel charges for teachers to attend CPM Conference.
20240227	PAISLEY, LISA	EDUCATIONAL SERVICES	SHERATON	99.00	Parking charges for Katie Northrup at CPM Conference.
				3324.10	
20240204	PEABODY, LESLIE	TRANSPORTATION	THE HOME DEPOT #0673	39.70	2-five gallon buckets, rain ponchos.
20240215	PEABODY, LESLIE	TRANSPORTATION	AMZN MKTP US*R170A91A2	187.83	Color printer ink.
20240218	PEABODY, LESLIE	TRANSPORTATION	AMAZON.COM*R10BU44L1	10.93	Hole punch
				238.46	
20240213	PROUTY, DANIEL J	INSTRUCTIONAL TECHNOLOGY	CHATGPT SUBSCRIPTION	20.00	Software subscription.
20240214	PROUTY, DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMAZON RET* 112-625477	54.09	Curriculum book.
20240214	PROUTY, DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMAZON RET* 112-625477	18.62	Curriculum book.
20240214	PROUTY, DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMAZON.COM*R16T31LN2	134.67	Apple pencil, second gen.
20240216	PROUTY, DANIEL J	INSTRUCTIONAL TECHNOLOGY	TARGET.COM *	226.24	Apple pencils.
20240216	PROUTY, DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMZN MKTP US*R16WV9V42	32.91	TV remotes.
20240220	PROUTY, DANIEL J	INSTRUCTIONAL TECHNOLOGY	TARGET.COM *	226.24	Return of Apple pencils.
20240222	PROUTY, DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMAZON.COM*RW76K0AQ2	226.23	Apple pencils.
20240225	PROUTY, DANIEL J	INSTRUCTIONAL TECHNOLOGY	CHATGPT SUBSCRIPTION	20.00	Chat GPT subscription.
20240227	PROUTY, DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMAZON.COM	226.23	Return of Apple pencils.
				280.29	
20240216	RAMIREZ, AMANDA	CARLTON HILLS	APPLE.COM/BILL	10.99	Music subscription.
20240225	RAMIREZ, AMANDA	CARLTON HILLS	FOOD4LESS #0349	9.07	Safety patrol popsicles.
				20.06	
20240207	RICHARD, NONA	CARLTON OAKS	SQ *SILENCE ACTIVATION	369.75	Jr. High dance supplies.
20240209	RICHARD, NONA	CARLTON OAKS	SPOTIFY USA	14.99	Monthly music subscription.
20240221	RICHARD, NONA	CARLTON OAKS	BRIMAR INDUSTRIES	142.12	Student safety Patrol Program supplies.
				526.86	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20240201	SHAKE,KAYLENE	OST PROGRAMS	WAL-MART #1917	8.77	Split - ELP classroom supplies. (50%).
20240201	SHAKE,KAYLENE	OST PROGRAMS	WAL-MART #1917	8.77	Split - ELP classroom supplies. (50%).
20240204	SHAKE,KAYLENE	OST PROGRAMS	BARNES & NOBLE #2135	19.37	ELP classroom supplies.
20240223	SHAKE,KAYLENE	OST PROGRAMS	DOLLARTREE	8.08	ELP classroom supplies.
20240223	SHAKE,KAYLENE	OST PROGRAMS	DOLLARTREE	24.24	YALE preschool classroom supplies.
20240227	SHAKE,KAYLENE	OST PROGRAMS	BADAS BURGERS	300.00	Deposit for ELP staff appreciation event catering.
				<u>369.23</u>	
20240202	SOUTHCOTT,STEPHANIE	RIO SECO	IC* INSTACART*1102	76.56	Supplies for Culinary Arts.
20240208	SOUTHCOTT,STEPHANIE	RIO SECO	AMZN MKTP US*RB0VF7EK2	71.91	Supplies for Lunch on the Lawn.
20240209	SOUTHCOTT,STEPHANIE	RIO SECO	IC* INSTACART*1102	53.88	Supplies for Culinary Arts.
20240209	SOUTHCOTT,STEPHANIE	RIO SECO	VONS #1897	26.35	Supplies for Instructional Calibration with site ILT.
20240218	SOUTHCOTT,STEPHANIE	RIO SECO	IC* INSTACART*1102	48.27	Supplies for Culinary Arts.
20240225	SOUTHCOTT,STEPHANIE	RIO SECO	IC* INSTACART*1102	48.31	Supplies for Culinary Arts.
20240225	SOUTHCOTT,STEPHANIE	RIO SECO	AT-A-GLANCE US	38.79	Admin supplies.
20240227	SOUTHCOTT,STEPHANIE	RIO SECO	TAQUIZAS JOSE	102.00	Deposit for 8th grade dinner dance catering.
				<u>466.07</u>	
				<u>30,143.58</u>	

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 2023-24 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
Sycamore Canyon School	14	180	\$0.67	\$1,688.4
Sycamore Canyon School	21.6	180	\$0.67	\$2,604.96
Total:				\$4,293.36

RECOMMENDATION:

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

This recommendation supports the following District goal(s):

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

FISCAL IMPACT:

The fiscal impact of \$4,293.36 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.2.8.

Consent Item D.2.9.
 Prepared by Dr. Marcia Hamilton
 April 16, 2024

Approval of Uniform Complaint Quarterly Report
 Required by the Williams Settlement

BACKGROUND:

The Williams Settlement requires school districts to submit quarterly reports to the San Diego County Office of Education (SDCOE) on complaints each district has received related to instructional materials, emergency facilities issues, and teacher vacancies and mis-assignments. The report must include the number of complaints in each area that have been received, resolved, and unresolved. The report must be publicly reported on a quarterly basis at a regularly scheduled meeting of the district’s governing board (Ed Code § 35186(d)) and is due to SDCOE thirty (30) days following the close of each quarter.

SANTEE SCHOOL DISTRICT Uniform Complaint Quarterly Report January 1, 2024 through March 31, 2024			
	Complaints Received in Quarter	Complaints Resolved	Complaints Unresolved
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and Mis-assignment	0	0	0
Total	0	0	0

RECOMMENDATION:

It is recommended that the Board of Education approve the Uniform Complaint Report for the quarter ending March 31, 2024 and authorize administration to submit the report to SDCOE.

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 IMPACT:

There is no direct fiscal impact but there is staff in-kind time involved in researching, assembling, and developing this report.

STUDENT ACHEIVEMENT IMPACT:

The Williams Law mandates that staff engage in procedures that ultimately may have an impact on student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.9.

BACKGROUND:

The legacy Mitel phone system is no longer equipped to handle the demands of new public emergency response 911 systems standards (Ray Baum’s Act, Kari’s Law, etc.). 101VOICE, a division of IT Management Corporation, is based in Santa Clara, California, and specializes in cloud telephony solutions for education, government, and healthcare industries. Since 2009, they’ve specialized in managed cloud VoIP communications and Unified Communications. They are known for their rich features, scalability, cost savings, and reliability.

Administration is recommending the purchase of the phone system which will include exterior speakers for schoolwide announcements. Currently, AT&T provides the District’s phone services. 101Voice will provide enhanced services at a lower cost.

RECOMMENDATION:

It is recommended that the Board of Education approve the acquisition of 101VOICE phone services through the JPA’s School Project for Utility Rate Reduction (SPURR) negotiated master agreement and the CMAS agreement.

This recommendation supports the following District goal(s):

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

FISCAL IMPACT:

The fiscal impact is a one-time cost of approximately \$160,000 funded through land sale proceeds and ongoing annual cost of \$71,856.

STUDENT ACHIEVEMENT IMPACT:

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

ONE TIME COST

Item	Funding Source	Units	Cost Per Unit	Total
Survivability via VBE20 & LTE Configuration & Setup	SPURR	10	\$ 500.00	\$ 5,000.00
101VOICE UCaaS Telephone Line Setup & Provisioning - New Phones Setup, Port Existing Number, Provision Dial Plan and Backup Configuration	SPURR	684	\$ 10.00	\$ 6,840.00

IP862GV, SIP Based IP Business VoIP Phone (Classroom)	SPURR	556	\$ 95.00	\$ 52,820.00
IP982G, SIP Based IP Executive VoIP Phone (Admin)	SPURR	163	\$ 115.00	\$ 18,745.00
Wall Mount Brackets	SPURR	556	\$ 12.00	\$ 6,672.00
Algo 8301	CMAS	11	\$ 363.40	\$ 3,997.40
Algo 8186 (Outdoor)	CMAS	72	\$ 455.40	\$ 32,788.80
Algo 8180 (Indoor)	CMAS	28	\$ 335.80	\$ 9,402.40
POE Injectors	Amazon or other vendor	100	\$ 150.00	\$ 15,000.00
Engineering and Professional Services - PA Adapter Provisioning Setup, with Consultation	CMAS	10	\$ 500.00	\$ 5,000.00

One-Time cost totals:

Total SPURR One-Time: \$ 90,077.00

Total CMAS (includes Tax @ (7.7500%): \$54,768.22

Total Other:\$15,000

Grand Total: \$159,845.22

ONGOING COST

101VOICE UCaaS - Monthly Services Fees \$5,988 (\$71,856 annually)

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.10.

Consent Item D.2.11.
 Prepared by Dr. Marcia Hamilton
 April 16, 2024

Approval to Contract through the
 CUPCCAA Informal Bid Process by
 Awarding the Lowest Responsive and
 Responsible Bid for Projects

BACKGROUND:

On September 4, 2012, the Board of Education approved a resolution to utilize the California Uniform Public Construction Cost Accounting Act (CUPCCAA) for public works projects over the \$200,000 formal bid threshold. Staff has developed an approved vendor list following the procedures of the CUPCCAA process. This allows staff to seek informal bids or quotes for public works projects using the qualified vendors list for projects over the \$15,000 informal limit and under the \$200,000 formal bid limit. Bids that are anticipated to be above the \$200,000 threshold require a formal bid.

School Site	Contractor	Description	Cost	Funding Source
Carlton Oaks	GC Fence Corp.	Furnish and Installation of Shade Cloth	\$5,900	Restricted Maintenance Sb50
Chet F. Harritt	Advanced Plumbing	Excavate wood chips on playground area, replace storm drain, backfill drain, replace wood chips	\$14,415	Deferred Maintenance
Hill Creek	Zasqueta Contraction	Remove and dispose of 1200 sq ft of grass. Provide and install 1440 lineal ft of border. Provide and install 60 cu. Yds of owner furnished wood fiber. Install 2 balance beams and 2 sets of pull up bars.	\$17,923	Restricted Maintenance Sb50

RECOMMENDATION:

It is recommended that the Board of Education provide approval to contract with the above approved contractors through CUPCCAA process to complete Spring Break projects.

This recommendation supports the following District goal(s):

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

FISCAL IMPACT:

The fiscal impact is \$23,823 from Restricted Maintenance Sb50, and \$14,415 from Deferred Maintenance.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.11.

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.

Board of Education

A. Leave Requests:

Employee	Location	Class/Step	Reason	Recommendation	Effective Date
1. Fox, Ken	Board of Education		Personal	Approve	03-19-24

Certificated Staff

A. New Appointments:

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

B. Temporary Rehires:

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

C. Change of Status/Location:

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

D. Unpaid Leave Requests:

Employee	Location	Class/Step	Reason	Recommendation	Effective Date
1. Bailey, Anissa	Long-Term LOA		Personal	Approve	08-24 to 06-25

E. Resignations:

Employee	Location	Class/Step	Reason	Effective Date
1. Accardi, Robyn	Sycamore Canyon	V-14	Resignation	06-12-24
2. Addenbrooke, Joie	Sycamore Canyon	V-16	Resignation	06-12-24
3. Albright, Amanda	Sycamore Canyon	V-5	Resignation	06-12-24
4. Padberg, Bernadette	Cajon Park	V-30	Retirement	06-12-24
5. Eldredge, Sharon	Cajon Park	VI-19	Retirement	06-12-24
6. Henderson, Kimberlie	Cajon Park	VI-30	Retirement	06-12-24
7. Hohimer, Karen	Cajon Park	VI-06	Retirement	06-17-24
8. Hopwood, Kylie	Cajon Park	VI-13	Resignation	06-12-24
9. O'Brien, Celina	Sycamore Canyon	VI-08	Resignation	06-12-24
10. Rack, Brianna	Sycamore Canyon	VI-05	Resignation	06-12-24

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. Al Badrani, Sema	Business Services	Director of Fiscal Services MGT 04 / 8.0 hrs #10328260	\$0.00	\$140,478.00	04-08-24

2. Armenta Leon, Sonia	Maintenance and Operations	Custodian II 23 A / 8.0 hrs #10326434	\$0.00	\$3,497.87	03-20-24
3. Capp, Erika	Pupil Services	Secretary II - Department 27 B / 8.0 hrs #10327681	\$0.00	\$4,465.07	04-08-24
4. Dotson, Alexandria	Rio Seco	Campus Aide 16.5 C / 2.5 hrs #10327487	\$0.00	\$876.96	04-09-24
5. Daunis, Caitlin	Carlton Oaks	Instructional Assistant Special Education II 21 A / 6.25 hrs #30024075	\$0.00	\$2,478.28	04-08-24
6. Varley, John	Transportation	Bus Attendant 20 A / 4.0 hrs #30025081	\$0.00	\$1,836.47	04-10-24

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. De Leon, Christina	Child Nutrition Services	Food Service Worker I-A 20 B / 3.75 hrs #10326319 to <i>Food Service Worker III</i> 22 A / 3.75 hrs #10326329	\$1,487.03	\$1,561.79	04-08-24
2. Erwin, Tyler	PRIDE Academy to <i>Expanded Learning Programs</i>	ELP Site Lead 24 F / 8.0 hrs #30024356 to <i>Secretary II - Department</i> 27 F / 8.0 hrs #30025306	\$4,688.67	\$5,427.07	03-21-24
3. Gardiner, Kerensa	Rio Seco to <i>Chet F. Harritt</i>	Instructional Assistant VI 25 E / 6.0 hrs #30016105 to <i>Instructional Assistant VI</i> 25 E / 6.0 hrs #10327193	\$4,360.46	\$4,360.46	03-06-24
4. Jordan, Karen	Expanded Learning Programs to <i>Maintenance and Operations</i>	Secretary II - Department 27 E / 8.0 hrs #10327738 to <i>Secretary II - Department</i> 27 E / 8.0 hrs #10327660	\$5,375.55	\$5,375.55	04-02-24
5. Luhta, Sandra	Sycamore Canyon	ELP Enrichment Leader 21 A / 4.0 hrs #30023337 to <i>ELP Assistant Site Lead</i> 22.5 A / 7.5 hrs #30020253	\$1,586.00	\$3,198.00	04-08-24
6. Paige, Debra	Rio Seco	Instructional Assistant I 19 E / 3.75 hrs #30021295 to <i>Paraeducator – Multilingual Learner Services</i> 20 E / 3.5 hrs #10327293	\$1,639.80	\$1,606.91	04-08-24

K. Unpaid Leave Requests:

Employee	Location	Position	Reason	Recommendation	Effective Date

L. Resignations:

Employee	Location	Position	Reason	Effective Date
1. Abdullah, Shayan	Carlton Hills	Campus Aide	Resignation	04-30-24
2. Bruno, Lara	PRIDE Academy	Campus Aide	Resignation	04-08-24
3. Bruno, Lara	PRIDE Academy	ELP Enrichment Leader	Resignation	04-08-24
4. Dwyer, Paula	Child Nutrition Services	Food Service Worker I	Retirement	06-12-24
5. Guida, Deanna	Sycamore Canyon	Instructional Assistant Special Education II	Resignation	06-12-24
6. Shake, Kaylene	Expanded Learning Program	Expanded Learning Program Coordinator	Resignation	04-12-24
7. Thomas, Isono	Carlton Oaks	Food Service Worker I-A	Resignation	04-30-24
8. Toma, Dalya	Cajon Park	Campus Aide	Resignation	03-22-24
9. Uriarte, Adela	Hill Creek	Food Service Worker III	Resignation	03-29-24
10. Yeo, Bernard	Technology	Director of Information Technology	Retirement	07-11-24

M. 39-63 Month Reemployment:

Employee	Location	Position/Class/Hours	Effective Date
1. McGrath, Charlotte	Carlton Hills	Custodian II	04-19-24

N. Dismissals:

Employee	Location	Position	Effective Date
1. Cuevas, Adriana	Hill Creek	Food Service Worker IA	03-19-24
1. Cuevas, Adriana	Pepper Drive	Food Service Worker IA	03-19-24

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.3.1.

Consent Item D.3.2.
 Prepared by David MacLeod
 April 16, 2024

Approval of Short-Term Services Agreements

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 approve the following short-term services agreement:

Vendor Name	Description of Services	Dates (s) of Service	Amount	Funding
Christine Tibbitts	Safety & Trainer Instruction	04/17/2024 - 06/30/2024	\$22.77 per hour NTE \$21,859	Transportation

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.3.2.

BACKGROUND:

At the March 19, 2024 Board of Education meeting, the Board approved the District's reallocation study recommendations for several classified non-management positions:

- Computer Support Technician I
- Information Technology Systems Technician
- Occupational Therapist
- Occupational Therapy Assistant
- Accountant: Finance
- Purchasing Technician

The collective bargaining agreement between Santee School District and California School Employees Association (CSEA) and its Chapter #557 states that the changes are effective July 1 of the following school year. The item approved on March 19, 2024 stated that the changes would take effect July 1, 2023. The item presented this evening corrects the effective date of the reallocation to July 1, 2024.

RECOMMENDATION:

It is recommended that the Board of Education approve the reallocation recommendations effective July 1, 2024:

- Increase the Computer Support Technician I position from classification 28.5 to classification 29.5
- Increase the Information Technology Systems Technician position from classification 28.5 to classification 29.5
- Increase the Occupational Therapist position from classification 35.5 to classification 37
- Increase the Occupational Therapy Assistant position from classification 28.5 to classification 30
- Increase the Accountant: Finance position from classification 30 to classification 30.5
- Increase the Purchasing Technician from classification 28.5 to classification 29

FISCAL IMPACT:

The annual increase in cost to increase the classifications will be \$46,435.20.

STUDENT ACHIEVEMENT IMPACT:

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

BACKGROUND:

Education Code section 45103 allows a governing Board to employ "short term employees" by designating the classification needed and a start and end time for the service. Presented tonight for Board approval are several short-term employment opportunities.

Short-term Technology Assistants will be needed by the Technology and Communications Department for the preparation of iPads to students for the 2024 – 2025 school year.

Short-term Craftworker I/Warehouse Delivery Driver staff are needed to support the District Maintenance and Operations Department in the transportation of curriculum and classroom materials across school sites as well as transporting iPads and equipment for the Technology and Communications Department.

Short-term Custodian IIs will be needed to support the District custodial teams in the deep-cleaning and routine upkeep of school sites throughout the summer months.

Short-term Expanded Learning Program Enrichment Leaders are needed to support increased enrollment in the Expanded Learning Program's summer camps.

RECOMMENDATION:

It is recommended that the Board of Education approve short-term employment for the following positions:

- Up to eight (8) Technology Assistant positions for up to eight (8) hours per day; from June 13 – September 30, 2024
- Up to eight (8) Craftworker I/Warehouse Delivery Driver positions for up to eight (8) hours per day; from June 1 – September 30, 2024
- Up to ten (10) Custodian II positions for up to eight (8) hours per day; from June 13 – August 31, 2024
- Up to ten (10) Expanded Learning Program Enrichment Leaders for up to eight (8) hours per day; from June 18 – August 9, 2024

FISCAL IMPACT:

The approximate cost to employ the short-term positions are as follows:

- Technology Assistant position – approximately \$274 per position, per day
- Craftworker I/Warehouse Delivery Driver position – approximately \$236 per position, per day
- Custodian II position – approximately \$220 per position, per day
- Expanded Learning Program Enrichment Leader - approximately \$200 per position, per day

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.4.

Consent Item D.3.5.
Prepared by David MacLeod
April 16, 2024

Approval to Revise Classified
Management Job Descriptions: Director,
Information Systems Technology and
Coordinator, Human Resources

BACKGROUND:

With the upcoming retirement of the current Director, Information Systems Technology, the job description has been reviewed and compared to other relevant Districts in San Diego County. The job description has been adjusted for updates to modern technological standards and includes desired certifications for candidates.

The job description for the Coordinator, Human Resources has been updated to reflect current office practices and standard operating procedures. This revision also includes the addition of the supervision and evaluation of the Human Resources Department's classified non-management staff.

The proposed job descriptions are attached to this item for your review.

RECOMMENDATION:

It is recommended that the Board of Education approve the revisions to the Director, Information Systems Technology and Coordinator, Human Resources job descriptions.

FISCAL IMPACT:

There is no fiscal impact to this item. The positions will remain at their current classifications.

STUDENT ACHIEVEMENT IMPACT:

This is a personnel item.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.5.



Position Title	Coordinator, Human Resources	Department	Human Resources
Direct Report	Assistant Superintendent, Human Resources & Pupil Services	Approval/Revision Date	
Classification	Management	Pay Type	Salary

Job Summary/Definition
Under the direction of the Assistant Superintendent of Human Resources & Pupil Services, the Coordinator, Human Resources provides a variety of complex duties encompassing supervision, coordination, planning, and consultation of all services provided by the Human Resources Department. This individual must possess a thorough understanding and knowledge of human resources functions, specifically those for public sector employment. In addition, the incumbent will oversee the credentialing and assignment monitoring for the District’s certificated personnel. The Coordinator, Human Resources will serve on the District's Professional Leadership Team.

Examples of Duties/Responsibilities
<ol style="list-style-type: none"> 1. Supervises and evaluates assigned Human Resources staff. 2. Maintains confidentiality in all aspects of the role and within the department. 3. Serves as key resource to District staff on personnel policies (state/federal regulations, Collective Bargaining Agreements, Education Code, and Board policy). 4. Prepares documentation for Board of Education meetings for Human Resources & Pupil Services Departments. 5. Oversees preparation and maintenance of personnel recordkeeping in accordance with appropriate regulations. 6. Supports the collective bargaining process by providing analytical and statistical information needed and coordinates note-taking for the District’s negotiation process. 7. Assists with the District’s ongoing position control system, in coordination with the Fiscal Services Department. 8. Monitors staffing programs for District personnel, including recruitment, onboarding, and daily substitute coverage. 9. Implements and oversees the Workers’ Compensation and Return-to-Work programs, working closely with Payroll Department. 10. Reviews and coordinates leave of absence requests to ensure compliance with all applicable policies (i.e. FMLA, CFRA, USERRA, etc.). 11. Oversees administration of employee health and welfare benefit programs (medical, dental, vision, life, and voluntary benefits). 12. Prepares and submits a variety of analytical and statistical reports for submission to various public agencies (i.e. EEO, FEHA, etc.). 13. Performs routine audits of departmental data sources to ensure accuracy and hygienic entry. 14. Conducts personnel orientation, professional development, and other in-service training programs. 15. Performs other duties as assigned.

Qualifications Guide
Knowledge of:
<ol style="list-style-type: none"> 1. Public sector human resources best practices. 2. Employee benefits and leave of absence administration. 3. California Workers’ Compensation policies and procedures. 4. Collective bargaining processes.



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| <ol style="list-style-type: none"> 5. Federal/state requirements related to employment, including California Education Code. 6. Modern office equipment, including cloud-based technological resources. 7. Values of diversity, equity, and inclusion as it pertains to employment practices. |
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| Ability to: |
| <ol style="list-style-type: none"> 1. Communicate clearly and effectively both orally and in writing. 2. Interpret and apply various State/Federal/District policies. 3. Work efficiently through frequent interruptions while maintaining deadlines. 4. Foster a positive and collaborative team culture that upholds the District’s mission. 5. Maintain cooperative relationships with all District employees and partners. 6. Respect confidentiality in all matters relating to Human Resources. 7. Perform work during variable hours, including evenings and weekends. |

Training/Education and Experience
<p>High school graduation and a minimum of two (2) years college-level coursework in a related field, or equivalent. A bachelor’s degree in a related field is highly desirable.</p> <p>Minimum of three (3) years of successful human resources, benefits, or related experience with increasing responsibility. Training and experience in office management and technical office skills are required. Management-confidential experience is desirable.</p>

Licenses:
<p>Possession of valid California state driver’s license and willingness to use personal vehicle to conduct work.</p>

Working Conditions/Physical Requirements:
<p><i>Subject to reasonable accommodation review.</i></p> <ol style="list-style-type: none"> 1. This job is performed in a generally clean indoor office environment. 2. Gripping to manipulate objects and fine finger dexterity. 3. Various levels of standing, sitting, and walking. 4. Hearing and speaking to communicate with intermittent background noise. 5. Visual acuity to read documents and computer screens. 6. Reaching at and above shoulder level for supplies and other equipment. 7. Bending at the waist, kneeling, crouching, to reach materials.

Board Adopted:	October 6, 2020
Revised:	



Position Title	Director, Information Systems Technology	Department	Technology & Communication Services
Direct Report	Assistant Superintendent, Educational Services	Approval/Revision Date	
Classification	Classified Management	Pay Type	Salary

Job Summary/Definition
<p>Under the direction of the Superintendent or designee, the Director, Information Systems Technology, provides dynamic, responsive, collaborative, and forward-thinking leadership and management of technology systems, services, and personnel to support the mission and goals of the District. The incumbent also serves as a key resource to District leadership in the implementation of technology to support the modern learning environment and ensure that objectives of the services comply with the District's goals.</p>

Examples of Duties/Responsibilities
<ol style="list-style-type: none"> 1. Provides leadership, oversight, and direction in all aspects of technology planning, equipment acquisition, application development, and establishment of standards in compliance with the District's objective, regulatory requirement, and established guidelines to ensure efficient and effective use of administrative and educational technology. 2. Develops and recommends District policy and regulations including system standards and operating procedures. 3. Collaborates with internal and external District teams and partners to present a cohesive integration of technology across the District. 4. Develops, implements, and maintains recovery and physical security procedures including cybersecurity measures to maintain student and staff safety. 5. Evaluates, writes, and negotiates bid specifications for the development and/or purchase of administrative and instructional hardware/software solutions. 6. Develops and implements the District's technology plan and programs with ongoing assessment of modernization needs. 7. Serves as a technical resource to Professional Leadership Team, outside vendors, and service providers for the purpose of providing technical assistance, support, information, and/or advice regarding active or planned projects. 8. Develops and maintains department budget and related financial activities. 9. Forecasts district needs, requirements, and future direction for technology plan. 10. Develops and plans for present and future infrastructure needs of the district. 11. Directs the coordination of regular training and in-service sessions for District personnel. 12. Directs the coordination of technology hardware, software, and digital development to support classrooms, schools, offices, and departments. 13. Attends and participates in a variety of meetings, workshops, conferences, and training to maintain current knowledge of emerging trends in technology. 14. Other duties as assigned.

Qualifications Guide
<p>Knowledge of:</p> <ol style="list-style-type: none"> 1. The design, installation, operation, maintenance, and support of network, information, and telecommunication systems and related equipment. 2. Programmable languages such as Java, Visual Basic, C/C++, AppleScript, and other common platform management applications.



3. Operational characteristics and requirements of computer hardware and peripheral equipment.
4. Relational Database Management System (RDBMS) platforms including Microsoft SQL, Oracle SQL, MySQL, and experience in related query and reporting tools.
5. Principles and practices of cybersecurity frameworks and best practices, including resolving filter, firewall, and network configuration issues.
6. Budget preparation and administration.
7. Project management and recordkeeping.
8. Principles of personnel supervision, evaluation, and training.
9. Applicable federal, state, and local laws, procedures, and regulations.

Ability to:

1. Provide expert leadership and direction of department personnel.
2. Communicate effectively both verbally and in writing with staff, parents, community members, and District partners.
3. Work flexibly and efficiently to maintain deadlines while experiencing frequent interruptions and competing priorities.
4. Maintain confidentiality in all matters and maintain strong service orientation.
5. Problem solve using analytical and statistical means in order to create concrete action plans.
6. Establish and maintain financial control.
7. Strategically brainstorm present and future technological needs.

Training/Education and Experience**Education:**

Bachelor's Degree in computer science, information systems, or related field is required. A Master's Degree in technical and/or management discipline is highly desirable.

Experience:

Five (5) or more years of direct technology experience with at least two (2) years of progressively responsible supervisory experience preferably with at least 500 end-users. Experience is required to be in the development, installation, and maintenance of enterprise-wide information systems. Direct experience in Microsoft SQL server, Oracle, Microsoft Active Directory, and Microsoft Hyper-V technologies is highly desirable.

Experience in a school district or other large public sector agency is preferred.

Licenses:

Cisco Certified Network Associate (CCNA), Cisco Certified Network Professional (CCNP), Microsoft Certified Azure Solution Architect Expert, and Microsoft 365 Certified Enterprise Administrator Expert certificates are highly desirable.

Possession of valid California driver's license and willingness to use personal vehicle to conduct work. Must be able to provide and maintain eligibility for District insurance coverage.

Working Conditions/Physical Requirements:

Subject to reasonable accommodation review.

1. This job is performed in a generally clean indoor office environment.
2. Lifting up to 50 pounds.



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| <ol style="list-style-type: none">3. Gripping to manipulate objects and fine finger dexterity.4. Various levels of standing, sitting, and walking.5. Hearing and speaking to communicate with intermittent background noise.6. Visual acuity to read documents and computer screens.7. Reaching at and above shoulder level for supplies and other equipment.8. Bending at the waist, kneeling, crouching, to reach materials. |
|---|

Board Adopted:	November 7, 1995
Revised:	February 1, 1996; February 7, 2006;

Consent Item D.3.6.
Prepared by David MacLeod
April 16, 2024

Ratification of Master Consulting
Services Agreement with American
Fidelity Administrative Services, LLC
to Generate and File Forms 1095-B

BACKGROUND:

Santee School District utilizes the San Diego County Office of Education Payroll Services Department for the normal generation and filing of forms 1095-C for federal and state health insurance coverage verification. Retired employees and those on COBRA continuation coverage who participate in the District’s health insurance plans typically receive forms 1095-B directly from the health insurance carrier.

The District was notified in mid-March that Blue Shield of California would no longer be providing these forms for members of the self-insured PPO plans. Due to the federal and state deadline of March 31, 2024 to file these forms, Santee School District utilized the services of American Fidelity to ensure compliance. The attached master consulting services agreement is being brought forward this evening for ratification.

RECOMMENDATION:

It is recommended that the Board of Education ratify the master consulting services agreement with American Fidelity Administrative Services, LLC to generate and file forms 1095-B.

FISCAL IMPACT:

The cost of the master consulting services agreement with American Fidelity to generate and electronically file the 1095-B forms is \$300.

STUDENT ACHIEVEMENT IMPACT:

This is a personnel item.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.6.

MASTER CONSULTING SERVICES AGREEMENT

This MASTER CONSULTING SERVICES AGREEMENT (“Master Agreement”) is entered into effective as of the ___ day of _____, 2024, (“Effective Date”) by and among SANTEE SCHOOL DISTRICT (hereinafter “Client”) and AMERICAN FIDELITY ADMINISTRATIVE SERVICES, LLC (hereinafter “Consultant”).

WHEREAS, the parties desire for Consultant to provide services to Client with respect to certain employee benefit plans sponsored by Client (“Client’s Plans”) and under the terms set forth herein;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. Scope. This Master Agreement is comprised of the general terms and conditions set forth herein (the “Terms and Conditions”) and each properly executed Statement of Work (“SOW”) to be attached hereto and incorporated by reference herein. Consultant shall provide certain services to Client as specified in a SOW (the “Services”). Each time Client engages Consultant to perform services, a new SOW shall be prepared specifying the scope of the services specific to that engagement. Consultant shall have the right, at all times, to perform similar services for other person(s) or business entities.

2. Term. The term of this Master Agreement shall commence on the Effective Date and shall continue in full force and effect until terminated as set forth in Section 11 herein; provided, however, the term and conditions of this Agreement will continue to govern any outstanding SOWs until the last SOW is terminated in accordance with its terms.

3. Fees and Records. In consideration of Services performed, Client agrees to pay Consultant in accordance with each SOW. Unless otherwise expressly set forth in any given SOW, Client shall be responsible for actual out-of-pocket expenses (e.g., overnight charges, extensive reproduction costs) and travel costs incurred by Consultant in connection with its provision of the Services. Client shall also be responsible for all sales taxes and other similar tax obligations in connection with its receipt of the Services from Consultant. Such expenses, taxes, and other obligations shall be owed above and beyond any professional fees. If Client is exempt from paying sales tax, Client shall provide Consultant with a tax exemption certificate. Until such certificate is received, Consultant will charge applicable sales tax on the invoices.

4. Invoicing and Payment. Consultant will deliver an invoice to Client for fees and expenses each month unless otherwise specified in the SOW. Payment of the amounts indicated on the invoice is due upon receipt of the invoice, but no later than 30 days from the invoice.

5. Client Resources and Data. In addition to any responsibilities imposed on Client by the terms of a SOW, Client agrees that Consultant shall have ready access to Client’s staff and resources as necessary to perform the Services pursuant to a SOW. In addition, Client will provide to Consultant all data necessary to complete the Services specified in a SOW, in a format agreed to by both parties. In the performance of the Services, Consultant may rely upon, and will have

no obligation to independently verify the accuracy, completeness, or authenticity of, any written instructions or information provided to Consultant by the Client or its designated representatives and reasonably believed by Consultant to be genuine and authorized by the Client. In addition, if Consultant receives inaccurate, incomplete, or improperly formatted information, any additional time and expense required to correct the information will be billed to Client as additional Services.

6. Relationship of Parties.

a. Consultant is, and shall at all times remain, an independent contractor with respect to the Client. Consultant and each of Consultant's employees, principals, and subcontractors shall not be deemed for any purpose to be Client's employees; and they shall not be entitled to any claims, rights, benefits and privileges to which an employee of Client or any of its respective affiliates may be entitled under any retirement, pension, insurance, medical or other plans which may now be in effect or which may hereafter be adopted. Client is not responsible to any governing body or to Consultant for paying or withholding payroll taxes and other employee expenses related to payments made to Consultant. Notwithstanding anything to the contrary, this Master Agreement does not, and shall not be deemed to, constitute a partnership or joint venture between the parties and neither party nor any of their respective directors, officers, employees or agents shall, by virtue of the performance of their obligations under this Master Agreement, be deemed to be an agent or employee of the other. No party has the authority to bind another party except to the extent approved in writing by the party to be bound.

b. Notwithstanding any provision in this Master Agreement to the contrary, the Client agrees and acknowledges that (i) this Master Agreement, any SOW executed pursuant to this Master Agreement or the performance by the Consultant hereunder are not intended in any way to impose on Consultant or any of its affiliates a fiduciary status under the Employee Retirement Income Security Act of 1974, as amended ("ERISA"), or any other applicable law; and (ii) this Master Agreement does not provide Consultant, and the Client will not cause or permit Consultant to assume, without prior written consent of Consultant, any (A) discretionary authority or discretionary control respecting management of any "employee benefit plan" within the meaning of Section 3(3) of ERISA (an "ERISA Plan"), (B) authority or control respecting management or disposition of the assets of any ERISA Plan, or (C) discretionary authority or discretionary responsibility in the administration of any ERISA Plan.

c. The Client acknowledges and agrees that the Services do not and shall not constitute the practice of law, accountancy or any other profession by the Consultant and that the Consultant has recommended to Client that all work performed by Consultant be reviewed by Client's independent tax and legal counsel. All compliance assistance work performed by Consultant will relate to compliance with federal laws imposing obligations with respect to Client's Plans. The parties agree that Consultant will not consider any State laws or regulations unless expressly set forth in a SOW. Finally, any Federal tax information provided in writing pursuant to this Master Agreement is not intended or written, and cannot be used, for the purpose of (i) avoiding penalties imposed by the Internal Revenue Code, or (ii) promoting, marketing, or recommending to another party any transaction or matter that is contained in our written work products. Consultant shall

rely upon information provided by Client and will not have a duty to verify accuracy of such information.

7. Intellectual Property.

a. Any patented or otherwise legally protectable invention, process, discovery, technique, know-how, proprietary method or copyrightable expression (1) belonging to and used by Consultant or its contractors for the benefit of Client in connection with this Agreement, or (2) made or developed by Consultant during the course of providing the Services hereunder, shall remain and be the property of Consultant. However, Consultant shall not receive any royalty related to the use of such invention in providing the Services to Client.

b. All documents produced by Consultant in any form, including the electronic versions thereof (“Deliverables”), are instruments of service of Consultant. The copyright and other intellectual property rights in all documents and expressions (including without limitation any memoranda, spreadsheets, drawings, maps or computer programs) prepared or compiled by Consultant hereunder shall remain vested in Consultant; however, Client shall have a free, non-transferable license to use documents supplied by Consultant for Client’s internal use and only for the purpose specified in the related SOW. Without limiting the foregoing, Client shall not provide such Deliverables to any third person without the written consent of the Consultant, or in the event that any Deliverable is required to be disclosed pursuant to any law, code, or regulation, if permitted by law, Client will give the Consultant immediate notice thereof and will use its efforts to seek or to cooperate with the Consultant in seeking a protective order with respect thereto. Any liability arising out of use of Deliverables by Client for purposes other than for which they were created or out of use by any third party shall be the responsibility of Client, who shall, to the extent permitted by law, indemnify Consultant against all claims, costs, damages, expenses or losses arising out of such authorized use.

8. Confidential Information. In connection with the Services, each party will have access to confidential information including, but not limited to trade secrets, data, business plans, customer information, marketing information, and financial matters which are made available by the other party or the other party’s clients (collectively, “Confidential Information”). Each party shall protect Confidential Information in the same manner as it protects its own Confidential Information of like kind, but in no event less than a reasonable degree of care. The receiving party will only use the Confidential Information to exercise its rights or carry out its obligations under this Master Agreement. The receiving party will restrict access to Confidential Information to only its employees or consultants who (a) require such access in the course of their assigned duties and responsibilities; and (b) who have been informed of the receiving party’s obligations of confidence and (c) have agreed in writing to preserve the confidentiality of such information under terms and conditions no less restrictive than those set forth herein. In the event that any Confidential Information is required to be disclosed pursuant to any law, code or regulation, if permitted by law, the receiving party will give the disclosing party immediate notice thereof and will use its efforts to seek or to cooperate with the disclosing party in seeking a protective order with respect thereto. Upon termination of this Master Agreement, Confidential Information shall be returned to the disclosing party or certified as destroyed at the disclosing party’s option.

9. Performance of Services.

a. Consultant shall, subject to the provisions of this Master Agreement, including without limitation the obligations of the Client to provide accurate information and to pay the Consultant's compensation hereunder, and upon timely receipt of all data, information, approvals, site access or other information or assistance to be provided by Client, carry out and complete the Services specifically agreed upon in this Master Agreement or in a SOW.

b. Consultant agrees that the Services will be performed in a professional and timely manner in accordance with accepted industry standards.

10. HIPAA Compliance. If and to the extent any of the Services involve disclosure, transmission, creation or use of Client's Protected Health Information, the parties shall enter into a Business Associate Agreement prior to any such transmission, disclosure, creation or use. Client agrees to (i) notify Consultant prior to any transmission or other disclosure of Protected Health Information to Consultant and request Consultant to enter into the Business Associate Agreement, and (ii) cause any third person who may transmit or otherwise disclose Protected Health Information to Consultant on behalf of Client to abide by the terms of this paragraph. As used herein, "Protected Health Information" means any and all information considered "protected health information" under 45 C.F.R. 160.103 (as may be amended from time to time) and is limited to the information created, received or transmitted by Consultant from or on behalf of Client pursuant to this Agreement.

11. Termination.

a. In the event of Client's failure to pay amounts due, this Master Agreement and any existing SOW shall automatically terminate after 90 days of Client's non-payment. Consultant may, but shall not be obligated to, send Client reminder(s) of invoices.

b. Either party may terminate this Master Agreement or any SOW upon a breach of a material non-monetary provision hereof, provided that the terminating party provides written notice of the breach and a thirty (30) day opportunity for the breaching party to cure. The written notice shall contain sufficient information to allow the breaching party to correct the deficiency.

c. Either party may terminate the Master Agreement or any SOW for convenience upon 30 days' written notice.

d. After termination, the terms conditions of this Master Agreement will continue to govern any outstanding SOWs until the last SOW is terminated in accordance with its terms. Any termination will not relieve Client of the obligation to pay all amounts owing to Consultant through the date of termination and any reasonable de-mobilization cost.

12. Disputes, Limitation of Liability and Indemnification.

a. **Dispute Resolution.** In the event of a dispute, Client agrees to inform Consultant of such dispute and the parties agree to make a good faith attempt to reach a mutually acceptable resolution. If they are unable to reach agreement, then each party is free to seek legal recourse.

b. **Disclaimer. OTHER THAN AS PROVIDED HEREIN NO OTHER WARRANTY, EXPRESS OR IMPLIED, IS MADE OR INTENDED RELATED TO THE SERVICES PROVIDED. ANY AND ALL CLAIMS SHALL BE MADE WITHIN TWO (2) YEARS FROM THE DATE OF ANY ALLEGED FAULT OR ERROR OR SHALL BE FOREVER BARRED.**

c. **Limit of Liability. IN RECOGNITION OF THE RELATIVE RISKS RELATED TO THE SERVICES PROVIDED AND THE CONSIDERATION TO BE RECEIVED BY THE CONSULTANT FOR SUCH SERVICES, TO THE FULLEST EXTENT PERMISSIBLE BY LAW, CONSULTANT'S MAXIMUM LIABILITY FOR ANY AND ALL CLAIMS UNDER ANY THEORY FOR DAMAGES ARISING OUT OF OR IN CONNECTION WITH ANY OF THE SERVICES PROVIDED TO CLIENT PURSUANT TO THIS AGREEMENT INCLUDING, WITHOUT LIMITATION, ANY LIABILITY FOR NEGLIGENCE, SHALL NOT EXCEED THE AMOUNT OF FEES ACTUALLY PAID TO CONSULTANT BY CLIENT IN THE THREE (3) MONTH PERIOD PRIOR TO THE DATE OF LOSS WITH RESPECT TO THE SERVICES DIRECTLY RELATING TO AND FORMING THE BASIS OF SUCH CLAIM. WITHOUT LIMITING THE FOREGOING, IN NO EVENT SHALL CONSULTANT BE LIABLE TO CLIENT OR ANY THIRD PERSON FOR ANY TAX, PENALTY OR**

FEE IMPOSED ON CLIENT OR ANY THIRD PERSON BY ANY GOVERNMENTAL AUTHORITY EVEN IF THE SOURCE OF SUCH TAX, PENALTY OR FEE IS THE SERVICES OR/AND DELIVERABLES OR ANY DEFECT IN EITHER OF THEM.

d. Indemnification. Consultant agrees to indemnify, and hold harmless the Client, officers and employees from and against all claims, liabilities, judgments and expenses arising from personal or bodily injuries, and/or property damage directly caused by Consultant's negligence. To the fullest extent permissible by law, Client will indemnify and hold Consultant and its personnel, contractors and third-party suppliers of services and tools (including computer software) harmless from any and all claims, liabilities, and expenses relating to negligent actions or omissions, or breach of contract by Client or its personnel. This section shall survive termination of this Master Agreement.

13. Miscellaneous.

a. Notices. All notices hereunder must be in writing, and may be sent by email, with delivery receipt, by certified mail, return receipt requested, or by overnight courier service, to the notice address set forth below each party's signature, or to such other addresses as may be stipulated in writing by the parties. Unless otherwise provided, notice shall be effective on the date it is officially recorded as delivered by return receipt or equivalent.

b. Entire Agreement; Amendment; Severability. This Master Agreement, incorporated agreements and each properly executed SOW supersede all prior agreements, arrangements and undertakings between the parties and constitutes the entire agreement between the parties relating to the subject matter hereof. This Master Agreement may not be amended except by written instrument executed by both parties. In the event of a conflict between the terms of any given SOW and this Master Agreement, the terms of this Master Agreement shall control, unless such SOW expressly states that it is amending the terms of the Master Agreement with respect to such SOW. The invalidity or unenforceability of any provision of this Master Agreement shall in no way affect the validity or enforceability of any other provision of this Master Agreement.

c. Assignment and Sub-Contracting. Consultant may sub-contract the Services hereunder. Consultant may also, for the benefit of Client, retain any necessary independent third-party actuarial experts, in connection with performance of the Services hereunder. Client may not assign the Services or any other rights hereunder or under a SOW without Consultant's written consent.

d. Force Majeure. If either party is prevented from performing any of its duties and obligations hereunder (other than duties or obligations with respect to payment) in a timely manner by reason of any act of God, strike, labor dispute, flood, public disaster, equipment or technical malfunctions or failures, power failures or interruptions or any other reason beyond its reasonable control, such condition shall be deemed to be a valid excuse for delay of performance or for nonperformance of any such duty or obligation for the period during which such conditions exist.


e. **No Waiver.** The waiver of any breach or failure of a term or condition of this Master Agreement by any party shall not be construed as a waiver of any subsequent breach or failure of the same term or condition, or a waiver of any other breach or failure of a term or condition of this Master Agreement.

f. **Governing Law.** This Master Agreement and all SOWs shall be governed by, and construed in accordance with, the laws of the State of Oklahoma applicable to contracts made and performed in Oklahoma without regard to conflict of laws principles. The parties hereto submit to the exclusive jurisdiction of the appropriate court in Oklahoma City, for the purpose of resolving any dispute relating to the subject matter of this Master Agreement or the relationship between the parties pursuant to this Master Agreement.

g. **Counterparts.** This Master Agreement and any SOW may be executed in counterparts, each of which shall be deemed an original, and all of which taken together shall constitute one and the same agreement. The parties may utilize electronic means to execute and transmit counterparts, which shall be deemed as valid as originals.

WHEREFORE, for the purpose of being bound, the parties execute this Master Agreement by their duly authorized representatives.

SANTEE SCHOOL DISTRICT

Sign: 
Name: David MacLeod
Title: Asst. Superintendent of Human Resources
Date: 3/25/24

Client Notice Address:
Santee School District
9625 Cuyamaca St
Santee, CA 92071

AMERICAN FIDELITY ADMINISTRATIVE SERVICES, LLC

Name: Che Yi
Title: President
Date: _____

Notice Address:
American Fidelity Administrative Services, LLC
Attn: Manager
9000 Cameron Parkway
Oklahoma City, OK 73114
Che.Yi@AmericanFidelity.com

AND

American Fidelity LAW Department
9000 Cameron Parkway
Oklahoma City, OK 73114
Anne.Nicholson@AmericanFidelity.com

BUSINESS ASSOCIATE AGREEMENT

THIS BUSINESS ASSOCIATE AGREEMENT (this “Agreement”) is entered into this ___ day of _____ 2024, by and between **SANTEE SCHOOL DISTRICT** located at 9625 CUYAMACA ST, SANTEE, CA 92071 (hereafter “Covered Entity”) and **AMERICAN FIDELITY ADMINISTRATIVE SERVICES, LLC**, an Oklahoma limited liability company located at 9000 Cameron Parkway, Oklahoma City, OK 73114 (hereafter “Business Associate”).

WHEREAS, Business Associate may have access to, create or receive Protected Health Information, as hereinafter defined, on behalf of the Covered Entity in connection with services to be provided by Business Associate to Covered Entity from time to time; and

WHEREAS, Covered Entity wants to satisfy the applicable requirements of the Privacy Rule, Security Rule and Standard Transactions Rule, as those terms are hereinafter defined, by obtaining satisfactory assurances from Business Associate concerning Business Associate’s use, disclosure, requests for, and safeguarding of Protected Health Information, and Business Associate wants to provide such assurances, as more particularly set forth in this Agreement, in order to continue to provide the services; and

WHEREAS, Business Associate agrees to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) (Public Law 104-191) and the Health Information Technology for Economic and Clinical Health Act (“HITECH Act”) (Division A, Title XIII and Division B, Title IV of Public Law 111-5) and implementing regulations (Title 45, Parts 160, 162 and 164 of the Code of Federal Regulations) dealing with the confidentiality, security and standardized transmission of health or health-related information, as applicable to Business Associate;

NOW THEREFORE, for and in consideration of the foregoing premises, which are incorporated into and made a part of this Agreement, the parties agree as follows:

1. EFFECTIVE DATE. This Agreement shall be effective as of the day and year first written above with respect to the HIPAA Rules and as of the applicable effective dates for such provisions related to the HITECH Act.

2. DEFINITIONS

Terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in the HIPAA Rules.

Specific definitions:

- a) *Breach*. “Breach” means the acquisition, access, use, or disclosure, or possibility of acquisition, access, use, or disclosure of Protected Health Information in a manner not permitted by the Privacy Rule.

- b) *Electronic Health Record*. “Electronic Health Record” shall have the same meaning as set forth in section 13400(5) of Public Law 111-5 and any implementing regulations.
- c) *Designated Record Set*. “Designated Record Set” shall have the same meaning as set forth in 45 CFR § 164.501 and refers to an item, collection, or storing of information that contains protected health information that is used, in whole or in part, to make decisions about individuals, their treatment or billing for services rendered, including medical records and billing records, enrollment, payment, claims adjudication and case or medical management record systems.
- d) *HHS*. “HHS” means the U.S. Department of Health and Human Services.
- e) *HIPAA Rules*. “HIPAA Rules” means the Privacy Rule, Security Rule and Standard Transactions Rule, collectively.
- f) *HITECH Act*. “HITECH Act” shall mean the Health Information Technology for Economic and Clinical Health Act included in the American Recovery and Reinvestment Act of 2009, Public Law 111-5.
- g) *Limited Data Set*. “Limited Data Set” shall have the same meaning as set forth in 45 CFR § 164.514(e)(2).
- h) *Privacy Rule*. “Privacy Rule” means the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E, as they exist now or as they may be amended.
- i) *Protected Health Information*. “Protected Health Information” shall have the same meaning as the term “protected health information” in 45 CFR § 160.103, but for purposes of this Agreement shall be limited to such information created or received by Business Associate from or on behalf of Covered Entity.
- j) *Required by Law*. “Required by Law” shall have the same meaning as the term “required by law” in 45 CFR § 164.103. In general, “Required by Law” means a mandate contained in law that compels a person to make a use or disclosure of Protected Health Information and that is enforceable in a court of law.
- k) *Secretary*. “Secretary” means the Secretary of the U.S. Department of Health and Human Services or his designee.
- l) *Security Incident*. “Security Incident” means the attempted or successful unauthorized access, acquisition, use, disclosure, modification, or destruction of Protected Health Information (whether electronic or non-electronic) or interference with system operations of an information system involving Protected Health Information.
- m) *Security Rule*. “Security Rule” means the Security Standards set forth at 45 CFR Parts 160 and 164, as they exist now or as they may be amended.
- n) *Standard Transactions Rule*. “Standard Transactions Rule” means the Standards for Electronic Transactions set forth at 45 CFR, Parts 160 and 162, as they exist now or as they may be amended.

- o) *Unsecured Protected Health Information.* “Unsecured Protected Health Information” means Protected Health Information that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary in guidance issued under section 13402(h)(2) of Public Law 111-5 on the HHS Web site.

3. OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATE

- a) Business Associate agrees not to use or disclose Protected Health Information other than as permitted by this Agreement.
- b) Business Associate agrees to use appropriate safeguards to prevent any use or disclosure of Protected Health Information for any purpose other than as permitted by this Agreement.
- c) Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides Protected Health Information agrees to the same restrictions and conditions applicable, as set forth in this Agreement, to Business Associate, with respect to Protected Health Information and agrees to implement reasonable and appropriate administrative, technical and physical safeguards to protect the confidentiality and security of Protected Health Information.
- d) Business Associate agrees to make its internal practices (including policies and procedures), books, records, and services relating to the use and disclosure of Protected Health Information and the safeguards established with respect to such information available:

- 1. to Covered Entity within thirty (30) business days of the date Business Associate receives a request from Covered Entity; and
- 2. to the Secretary in the time and manner as directed by the Secretary.

Notwithstanding the above, no attorney-client, account-client, or other legal privilege shall be deemed waived by Covered Entity or Business Associate by virtue of this provision.

- e) Business Associate acknowledges that the Privacy Rule requires Covered Entity to provide individuals with a number of privacy rights, including the right to inspect and copy Protected Health Information within the possession or control of Covered Entity and its business associates, the right to amend such Protected Health Information, and the right to obtain an accounting of disclosures of Protected Health Information to third parties for certain purposes. To assist Covered Entity in complying with these requirements, Business Associate agrees to the following:
 - 1. Within ten (10) days of a request by Covered Entity, Business Associate shall, as directed by Covered Entity, either (a) provide a copy of such Protected Health Information as is specified by Covered Entity to Covered Entity or to an individual specified by Covered Entity or (b)

make such Protected Health Information available for inspection and copying by an individual specified by Covered Entity. To the extent that Business Associate uses or maintains an Electronic Health Record with respect to Protected Health Information, Business Associate shall comply with the requirement of this Section to provide a copy of Protected Health Information upon request by providing an electronic copy of such information to Covered Entity, the individual or a third party designated by the individual, as directed by Covered Entity. Business Associate shall maintain a record of any access to Protected Health Information provided under this Section in such form as may be specified by Covered Entity and shall provide a copy of such record to Covered Entity promptly upon request. If any individual requests access to Protected Health Information directly from Business Associate, Business Associate shall notify the individual that the request will be forwarded to Covered Entity and shall promptly forward such request to Covered Entity.

2. Within a reasonable time after a request by Covered Entity, Business Associate agrees to amend or correct Protected Health Information as directed by Covered Entity.
3. Business Associate agrees to record each disclosure made to a third party of Protected Health Information as would be required by Covered Entity to respond to a request by an individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR § 164.528, with the exception of disclosures made for any of the following purposes:
 - i. treatment, payment, or Covered Entity's health care operations;
 - ii. in response to a request from the individual who is the subject of the disclosed Protected Health Information or that individual's personal representative;
 - iii. to persons involved in that individual's health care or payment for health care;
 - iv. for national security or intelligence purposes;
 - v. to law enforcement officials or correctional institutions regarding inmates; or
 - vi. that are part of a Limited Data Set.

At a minimum, Business Associate shall track the following information regarding each disclosure:

- i. Date of the disclosure;
- ii. Name of the third party to whom Protected Health Information was disclosed and if known, the address of the third party;
- iii. A brief description of the disclosed information; and
- iv. A brief description of the purpose and basis for disclosure.

Business Associate shall maintain a record of such information for no less than six (6) years from the date of disclosure and shall provide such information to Covered Entity within thirty (30) days of a request by Covered Entity or, if directed to do so by Covered Entity, shall respond to requests for an accounting of disclosures on behalf of Covered Entity in a manner and timeframe that will allow Covered Entity to comply with the Privacy Rule.

It is not anticipated that Business Associate will use or maintain Electronic Health Records on behalf of Covered Entity. However, to the extent that Business Associate does use or maintain any Electronic Health Records on behalf of Covered Entity, Business Associate shall maintain such records of its disclosures of Protected Health Information to third parties with respect to such Electronic Health Records as necessary for Covered Entity to comply with section 13405 of Public Law 111-5 and any implementing regulations. Business Associate shall provide such records of disclosure to Covered Entity upon request or, if directed to do so by Covered Entity, shall respond to requests for an accounting of disclosures on behalf of Covered Entity in a manner and timeframe that will allow Covered Entity to comply with applicable law.

- f) Business Associate agrees to implement administrative, physical and technical safeguards and security policies and procedures and documentation standards to protect the confidentiality, integrity and availability of Protected Health Information in compliance with 45 CFR §§ 164.308, 164.310, 164.312 and 164.316 in the same manner as such sections apply to Covered Entity.
- g) Business Associate agrees to report any Security Incident to the Corporate Compliance Department of Covered Entity. Business Associate shall make such report promptly in writing but in no case more than thirty (30) business days after Business Associate learns of a Security Incident. Such report shall include the following:
 - 1. A description of what happened, including the date of the Security Incident and the date of discovery of the Security Incident;
 - 2. A description of the types of Protected Health Information that were involved in the Security Incident (such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code or other types of information were involved) and whether any such information was Unsecured Protected Health Information;
 - 3. Identification of each individual whose Unsecured Protected Health Information has been, or is reasonably believed by Business Associate to have been, accessed, acquired, used, disclosed, modified or destroyed during such Security Incident;

4. Business Associate's assessment of whether the Security Incident constitutes a Breach, including Business Associate's reasons for concluding that the Security Incident is, or is not, a Breach. This assessment should address, at minimum, information as to the likelihood of reidentification of the information, the person(s) who acquired the information, whether the PHI was actually acquired or viewed, and the extent to which the risk has been mitigated;
 5. Such other information as Covered Entity may request.
- h) Business Associate agrees to cooperate fully with Covered Entity in investigating any Security Incident and implementing such measures to mitigate any harmful or potentially harmful effects of such Security Incident, as deemed appropriate by Covered Entity in its sole and absolute discretion, including, but not limited to, notifying affected individuals, appropriate authorities and media of the Security Incident, regardless of whether the Security Incident constitutes a Breach and regardless of whether notification is Required by Law, and providing affected individuals with services to protect themselves against identity theft.
 - i) Until such time as the Secretary issues guidance on what constitutes "minimum necessary" for purposes of the Privacy Rule and such guidance becomes effective, Business Associate agrees to limit the use, disclosure or request for Protected Health Information, to the extent practicable, to the Limited Data Set or, if needed by Business Associate, to the minimum necessary to accomplish the intended purpose of such use, disclosure or request in accordance with 45 CFR § 164.502(b). On and after the effective date of guidance first issued by the Secretary on what constitutes "minimum necessary," Business Associate shall limit the use, disclosure or request for Protected Health Information to the minimum necessary in accordance with such guidance. In the case of the disclosure of Protected Health Information by Business Associate, Business Associate shall determine what constitutes the minimum necessary to accomplish the intended purpose of such disclosure, consistent with performance of the services for which Business Associate has been retained by Covered Entity and any directives or guidelines Covered Entity may specify.
 - j) Business Associate agrees that it shall not directly or indirectly receive remuneration in exchange for any Protected Health Information; *provided, however*, that this provision shall not prohibit Business Associate from (a) accepting remuneration from Covered Entity in consideration for the services performed by Business Associate for Covered Entity or (b) charging individuals a reasonable, cost-based fee approved by Covered Entity for providing a Copy of Protected Health Information pursuant to Section 3(e)(1) of this Agreement.
 - k) If and to the extent that Business Associate conducts any transaction subject the Standard Transactions Rule for or on behalf of Covered Entity, Business Associate shall comply, and shall require any agent or subcontractor conducting such transaction to comply, with each applicable requirement of the Standard Transactions Rule in the same manner as such requirement applies to Covered

Entity. Business Associate shall not enter into, or permit its agents or subcontractors to enter into, any agreement in connection with the conduct of any transaction for or on behalf of Covered Entity that:

1. changes any definition, data condition, or use of a data element or segment as described in the Standard Transactions Rule (45 CFR § 162.915(a));
 2. adds any data elements or segments to the maximum defined data set as described in the Standard Transactions Rule (45 CFR § 162.915(b));
 3. uses any code or data elements that are either marked “not used” in the Standard Transactions Rule’s implementation specifications or are not in the Standard Transaction Rule’s implementation specifications (45 CFR § 162.915 (c)); and
 4. changes the meaning or intent of any of the Standard Transactions Rule’s implementation specifications (45 CFR § 162.915(d)).
- l) To the extent required by law, Business Associate shall defend, indemnify and hold harmless Covered Entity from and against any penalties, attorneys’ fees, costs, expenses, losses, claims, damages or liabilities (or actions in respect thereof) to which Covered Entity may become subject insofar as such penalties, attorneys’ fees, costs, expenses, losses, claims, damages or liabilities (or actions in respect thereof) arise out of or are based upon any Security Incident, breach of this Agreement or any unauthorized use or disclosure of Protected Health Information by Business Associate and/or agents or subcontractors acting or accessing PHI on behalf of Business Associate.
- m) Business Associate agrees to execute an appropriate Business Associate Agreement with any agent, subcontractor, or other such party accessing Protected Health Information on behalf of Business Associate.

4. PERMITTED USES AND DISCLOSURES BY BUSINESS ASSOCIATE

- a) Except as otherwise limited in this Agreement, Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity as necessary to perform any written agreement for services between Covered Entity and Business Associate, provided that such use or disclosure would not violate the Privacy Rule if done by Covered Entity.
- b) Except as otherwise limited in this Agreement, Business Associate may use or disclose Protected Health Information to the extent necessary for Business Associate’s proper management and administration, or to carry out Business Associate’s legal responsibilities if:
1. The disclosure is Required by Law; or
 2. Business Associate obtains reasonable assurances, evidenced by written contract, from any person or organization to which Business Associate

shall disclose such Protected Health Information that such person or organization shall:

- i. hold such Protected Health Information in confidence and use or further disclose it only for the purpose for which Business Associate disclosed it to the person or organization or as Required by Law; and
 - ii. notify Business Associate, who shall in turn promptly notify the Corporate Compliance Department of the Covered Entity, of any instance which the person or organization becomes aware of in which the confidentiality of such Protected Health Information was breached.
- c) Except as otherwise limited in this Agreement, Business Associate may use Protected Health Information to provide data aggregation services to Covered Entity as permitted by 45 CFR § 164.504(e)(2)(i)(B).

5. OBLIGATIONS OF COVERED ENTITY

- a) 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.
- b) Covered Entity shall notify Business Associate of any limitation(s) in Covered Entity's notice of privacy practices in accordance with 45 CFR § 164.520, to the extent that such limitation may affect Business Associate's use or disclosure of Protected Health Information.
- c) Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by an individual to use or disclose Protected Health Information to the extent that such changes may affect Business Associate's use or disclosure of Protected Health Information.
- d) Covered Entity shall notify Business Associate of any restriction to the use or disclosure of Protected Health Information requested by an individual to which Covered Entity has agreed in accordance with 45 CFR § 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of Protected Health Information.

6. TERM AND TERMINATION

- a) *Term.* This Agreement shall terminate when all of the Protected Health Information provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is not feasible or permitted by law to return or destroy Protected Health Information, protections are extended to such information in accordance with the termination provisions in this Section.

b) *Termination for Cause.* Upon Covered Entity's knowledge of a material breach of this Agreement by Business Associate, Covered Entity shall either:

1. Provide an opportunity for Business Associate to cure the breach and terminate this Agreement and any service agreement between the parties if Business Associate does not cure the breach within such reasonable time period specified by Covered Entity (not less than thirty (30) days) after Covered Entity notifies Business Associate in writing of the breach; or
2. Immediately terminate this Agreement and any service agreement between the parties if Business Associate has breached a material term of this Agreement and cure is not possible; or
3. If neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

Covered Entity's remedies under this Section shall be cumulative and the exercise of any remedy shall not preclude the exercise of any other. Before exercising any of these options, Covered Entity shall provide reasonable written notice to Business Associate describing the violation and the action it intends to take.

c) *Effect of Termination.*

1. Except as provided in paragraph 2 herein below, upon termination of this Agreement for any reason, upon direction of Covered Entity, 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 also apply to Protected Health Information that is in the possession of agents or subcontractors of Business Associate. Business Associate shall retain no copies of Protected Health Information, unless Required by Law.
2. In the event Business Associate reasonably determines that returning or destroying Protected Health Information is not feasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction not feasible and shall extend the protections of this Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information for so long as Business Associate maintains such Protected Health Information.

7. MISCELLANEOUS

- a) *Regulatory References.* All references to the HIPAA Rules codified in 45 CFR shall mean the referenced sections as in effect or as amended by the HITECH Act and as may be further amended by law or regulation.
- b) *Amendment.* The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for Covered Entity to comply with

the requirements of the Privacy Rule, the Security Rule, the Standard Transactions Rule, the Health Insurance Portability and Accountability Act of 1996, and any other applicable law.

- c) *HITECH Act Compliance.* The parties acknowledge that the HITECH Act includes several provisions impacting the health care industry, including significant changes to the HIPAA Rules. The Privacy Subtitle of the HITECH Act sets forth provisions that significantly change the requirements for business associates and the agreements between business associates and covered entities under the HIPAA Rules and many of these changes will be clarified in forthcoming regulations. Each party agrees to comply with the applicable provisions of the HITECH Act and any implementing regulations issued thereunder and agree to take such action to modify this Amendment as reasonably necessary to comply with the HITECH Act and its implementing regulations, guidance, and interpretations as they become effective.
- d) *Audit.* Covered Entity may, at any time upon reasonable prior notice, examine the use, disclosure and maintenance of Protected Health Information by Business Associate and Business Associate's employees, officers, directors, agents, auditors, attorneys and independent contractors, including the safeguards employed to protect the confidentiality of Protected Health Information. Business Associate shall cooperate fully in any such examination and shall require Business Associate's employees, officers, directors, agents, auditors, attorneys and independent contractors to cooperate fully.
- e) *Ownership of Information.* As between Covered Entity and Business Associate, Covered Entity shall retain all right, title and interest in and to all Protected Health Information. Subject to the terms and conditions of this Agreement, Covered Entity grants Business Associate a limited, non-exclusive and non-transferable license to use Protected Health Information as necessary to perform the services specified in the written agreement(s) for services between Covered Entity and Business Associate.
- f) *Expenses.* Business Associate's compliance with this Agreement, including without limitation, providing access to Protected Health Information; accounting for disclosures of Protected Health Information; correction or amendment of Protected Health Information; cooperation with the implementation of mitigating measures deemed appropriate by Covered Entity following a Security Incident; the return or destruction of Protected Health Information; and cooperation with any examination of the use, disclosure or maintenance of Protected Health Information by Business Associate, shall be at Business Associate's sole expense.
- g) *Irreparable Harm.* Business Associate acknowledges and agrees that any use, disclosure or maintenance of any Protected Health Information in a manner inconsistent with this Agreement may give rise to irreparable injury to Covered Entity for which damages would not be an adequate remedy. Accordingly, in addition to any other legal remedies which may be available at law or in equity, Covered Entity shall be entitled to equitable or injunctive relief against the

unauthorized use or disclosure of Protected Health Information or failure to maintain the security of Protected Health Information as required by this Agreement.

- h) *Severability.* To the greatest extent possible, each provision under this Agreement shall be interpreted in such a manner as to be valid under applicable law, but if any provision of this Agreement is found to be invalid, it shall be to that extent deemed omitted, and the balance of the Agreement shall remain enforceable.
- i) *Survival.* The rights and obligations of the parties under Section 3(l) and Section 6(c) (“Effect of Termination”) of this Agreement shall survive the termination of this Agreement.
- j) *Interpretation.* Any ambiguity in this Agreement shall be resolved to permit Covered Entity to comply with the Privacy Rule, the Security Rule, the Standard Transactions Rule, the Health Insurance Portability and Accountability Act of 1996, the HITECH Act and any other applicable law.
- k) *No Third-Party Beneficiaries.* Nothing express or implied in this Agreement is intended to confer, nor shall anything confer, upon any person other than the Covered Entity and Business Associate, and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.
- l) *No Agency Relationship.* Nothing express or implied in this Agreement is intended to establish, nor shall anything establish, an agency relationship between the Covered Entity and Business Associate, and their respective successors or assigns.
- m) *Entire Agreement.* This Agreement constitutes the entire agreement between the parties relating to the use and disclosure of Protected Health Information. There are no understandings or agreements relating to the use and disclosure of Protected Health Information which are not fully expressed in this Agreement and no change, waiver or discharge of obligations arising under this Agreement shall be valid unless executed in writing by the party to whom such change, waiver or discharge is sought to be enforced.

[SIGNATURE PAGE FOLLOWS]

AGREED:

COVERED ENTITY:

BUSINESS ASSOCIATE:

SANTEE SCHOOL DISTRICT

**AMERICAN FIDELITY
ADMINISTRATIVE SERVICES, LLC**


Address:

Address:

9000 Cameron Pkwy
Oklahoma City, OK 73114

9625 Cuyamaca St
Santee, CA 92071

Name: Che Yi
Title: President
Date: _____

Sign: 

Name: David MacLeod
Title: Asst. Superintendent of Human
Resources
Date: 3/25/24

STATEMENT OF WORK
TO THE MASTER CONSULTING SERVICES AGREEMENT (the “MASTER AGREEMENT”) BETWEEN SANTEE SCHOOL DISTRICT (“CLIENT” or “you” or “your”) AND AMERICAN FIDELITY ADMINISTRATIVE SERVICES, LLC (“AFAS” or “we” or “us” or “our”)

PROJECT: ACACHamp 1095-B Form Self-Distribution

A. TERMS AND CONDITIONS. This statement of work (“SOW”) shall be effective as of the ___ day of _____, 2024 (the “Effective Date”). This SOW is subject to the terms and conditions of the Master Agreement.

B. SERVICE DATES. This SOW will begin on the Effective Date and will continue for a period of twelve (12) months (the “Initial Term”). The SOW will automatically renew for additional one year periods (each, a “Renewal Term”), unless and until either party terminates the SOW.

C. ACACHAMP SERVICES AND DELIVERABLES.

1. AFAS shall provide Client with access to the ACACHamp to facilitate Client’s creation of the 1095-B Forms (collectively, the “Forms”), which satisfy certain reporting requirements of Client to the Internal Revenue Service (“IRS”) and certain disclosure requirements to Client’s employees as required under Sections 6055 and 6056 of the Internal Revenue Code of 1986, as amended (the “Code”). An “Applicable Reporting Year” means a single calendar year for which the Client is required to generate the Forms.

D. RESTRICTIONS AND RESPONSIBILITIES CONCERNING THE REPORTING SERVICE.

1. Client acknowledges and agrees that it retains all responsibility to submit required information to the IRS and to provide disclosure documentation to its employees.
2. Client acknowledges and agrees that Client is solely responsible for timely submission, accuracy, and completeness of all Data required to be input into ACACHamp.
 - a. “Data” for purposes of this SOW is defined as demographic data (for employees, former employees, and covered family members subject to reporting under Code Sections 6055 and 6056), plan data, enrollment data, , and health plan coverage data. ACACHamp has no responsibility or obligation to determine if Data is accurate or complete.
 - b. “Timely Submission” shall mean submitting Data in advance of IRS deadlines.
3. Client shall provide the necessary information required for the Reporting Service and shall provide such information in advance of IRS deadlines. Client’s failure to upload Data may jeopardize satisfaction of Client’s reporting obligation to the IRS.
4. Client shall identify in the ACACHamp setup the person or persons who will be authorized to access ACACHamp on Client’s behalf (the “Authorized Users”). Client shall ensure that only Authorized Users receive the access codes to the ACACHamp. Client agrees that Client is solely responsible for access to Client’s Data in violation of

such procedures.

- a. Client will have access to ACAChamp for 90 days following completion of the transmission to the IRS.
5. As part of the Reporting Service, AFAS shall grant Client a limited, personal, non-exclusive, non-transferable and non-assignable log in to use ACAChamp and related documentation (the "Documentation"). The log in granted under this SOW is limited to the terms and purpose set forth herein and may be revoked by AFAS for Client's failure to comply with the provisions of this SOW. Client may not (a) sell, license, reproduce or otherwise transfer or allow the transfer of the Service, or any backup copy, to third parties; (b) use the Service in any manner inconsistent with the rights granted herein; (c) modify or create derivative works of the Service; or (d) decompile, reverse engineer, disassemble, analyze, modify, adapt, convert, or create derivative works from the Service. These restrictions shall survive the termination of this SOW.

E. FEES.

1. Annual Fee. Client agrees to pay an annual fee in the amount of \$300.00 (the "Annual Fee") for each Applicable Reporting Year upon execution of this contract. The Annual Fee assumes that Client has (1) Federal Tax Identification Number or Employer Identification Number (EIN) for the Reporting Service. Additional Federal Tax Identification Numbers or Employer Identification Numbers may require additional fees. Fees will be billed in August of the Applicable Reporting Year or upon contract execution if after August.
2. Fee Changes. ACAChamp reserves the right to amend the Fees described in this SOW by providing at least 60 days' written notice to the Client.

F. COPYRIGHT AND PROPRIETARY INFORMATION.

1. AFAS reserves all intellectual property rights with respect to the Reporting Service and Documentation and any copies of same under all applicable national and international laws and treaties for the protection of intellectual property rights, including, but not limited to, trade secrets, copyrights, trademarks and patents. Any rights not expressly granted to Client in this SOW are retained by AFAS.
2. Immediately upon becoming aware of any unauthorized use, copying, reproduction or disclosure of the Reporting Service or Documentation, Client shall notify AFAS in writing.

G. LIMITED WARRANTY; DISCLAIMERS.

1. Subject to the limitation of liability provisions contained in the Master Agreement and as set forth in this SOW, ACAChamp warrants that it has sufficient rights to grant Client the rights to access the Reporting Service pursuant to this SOW. No warranty is made that the Reporting Service will be uninterrupted or error-free. Client is solely responsible for all Data input. ACAChamp expressly disclaims any and all liability resulting from inadequate, incomplete or improper Data input. This warranty is limited to the term of this SOW.
2. THE PRECEDING WARRANTY IS THE ONLY WARRANTY RELATED TO THE REPORTING SERVICE, DOCUMENTATION AND SUPPORT SERVICES AND IS

MADE IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON- INFRINGEMENT.

3. If an implied warranty or condition is created by Client's jurisdiction and federal or state law prohibits disclaimer of it, Client may also have an implied warranty or condition, BUT ONLY AS TO DEFECTS DISCOVERED DURING THE PERIOD OF THIS LIMITED WARRANTY (90 DAYS). AS TO ANY DEFECTS DISCOVERED AFTER THE NINETY (90) DAY PERIOD, THERE IS NO WARRANTY OR CONDITION OF ANY KIND. Some jurisdictions do not allow limitations on how long an implied warranty or condition lasts; so, the above limitation may not apply to you. This limited warranty gives Client specific legal rights. Client may have other rights, which vary from jurisdiction to jurisdiction.
4. Client understands and acknowledges that Client is solely responsible, among other things, for: (a) all uses of the Reporting Service using user names or passwords assigned to you; (b) provision of or input of Data into the Reporting Service; (c) confirmation of the accuracy of the Data input into and received from the Reporting Service; and (d) compliance with all applicable laws associated with the use of the Data.


H. LIMITATION OF LIABILITIES.

1. SUBJECT TO THE LIMITATION OF LIABILITY AND OTHER TERMS CONTAINED IN THE MASTER AGREEMENT, ACACHAMP'S ENTIRE LIABILITY AND CLIENT'S EXCLUSIVE REMEDY FOR ANY BREACH OF THIS LIMITED WARRANTY OR FOR ANY OTHER BREACH OF THIS AGREEMENT OR FOR ANY OTHER LIABILITY RELATING TO THE REPORTING SERVICE SHALL BE LIMITED TO EITHER (A) CORRECTION OF ERRORS IN THE OPERATION OF THE REPORTING SERVICE OR (B) REFUND OF FEES. CLIENT WILL RECEIVE ONE OF THE TWO REMEDIES, SELECTED BY ACACHAMP IN ITS SOLE DISCRETION, WITHOUT CHARGE.
2. IN NO EVENT WILL ACACHAMP OR ANY OF ITS AFFILIATES HAVE ANY OBLIGATION OR LIABILITY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES, LOST REVENUE, LOSS OF OR DAMAGE TO DATA, PROFITS OR BUSINESS INTERRUPTION LOSSES, ARISING FROM OR RELATED TO THE REPORTING SERVICE OR THE DOCUMENTATION, REGARDLESS OF (A) WHETHER SUCH DAMAGES WERE FORESEEABLE, (B) WHETHER OR NOT CLIENT WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND (C) THE LEGAL OR EQUITABLE THEORY (CONTRACT, TORT OR OTHERWISE) UPON WHICH THE CLAIM IS BASED. ACACHAMP'S LIABILITY FOR ANY REASON AND UPON ANY CAUSE OF ACTION SHALL AT ALL TIMES AND IN THE AGGREGATE AMOUNT BE LIMITED TO THE AMOUNT ACTUALLY PAID BY CLIENT TO ACACHAMP UNDER THIS AGREEMENT.

The parties hereby agree and consent to the terms and conditions of this SOW and acknowledge such by executing the SOW below.

AGREED BY:

SANTEE SCHOOL DISTRICT

Sign: 
Name: David MacLeod
Title: Asst. Superintendent of Human Resources
Date: 3/25/24

Client Notice Address:
Santee School District
9625 Cuyamaca St
Santee, CA 92071

**AMERICAN FIDELITY
ADMINISTRATIVE SERVICES, LLC**

Name: Che Yi
Title: President
Date: _____

Notice Address:
American Fidelity
Administrative Services, LLC
Attn: Manager
9000 Cameron Parkway
Oklahoma City, OK 73114

AND

American Fidelity Corp
Attn: Law Department
P.O. Box 25523
Oklahoma City, OK 73125

BACKGROUND:

The following employees request shared classroom teaching assignments for the 2024-2025 school year pursuant to Article XIV, of the Successor Agreement between Santee School District and Santee Teachers Association:

Employees	School Site
Alison Azzarella 50% Angela Rust 50%	Cajon Park
Molly Maloy 50% Kara Bernard 50%	Hill Creek
Kristy Costa 50% Allison Schmelzlen 50%	Carlton Oaks
Karli Poteracke 50% Trina Hobbs 50%	Rio Seco
Sarah Harlow 50% Larissa Evans 50%	Carlton Oaks
Spencer Hobbs 50% Shirley Kim 50%	Pepper Drive
Ashley Gormican 60% Amy Buntin 40%	Rio Seco

RECOMMENDATION:

It is recommended that the Board of Education approve the shared classroom teaching assignments for the 2024 – 2025 school year.

FISCAL IMPACT:

Shared contracts may minimize the annual cost to the general fund by reducing full-time employees currently paid on the high end of the salary schedule.

STUDENT ACHIEVEMENT IMPACT:

There can be many benefits to having two teachers in a classroom who consistently plan instruction for students.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.7.

Consent Item D.3.8.
Prepared by David MacLeod
April 16, 2024

Approval to Submit Learning
Communities for School Success
Program (LCSSP) Grant Application

BACKGROUND:

The Learning Communities for School Success Program Grant (LCSSP) provides funds to local education agencies (LEAs) to support programs aimed at improving student outcomes by reducing truancy and supporting students who are at risk of dropping out of school or are victims of crime.

The goal for this proposal is to support evidence-based, non-punitive programs and practices to keep the state’s most vulnerable pupils in school. These programs and practices must complement and enhance the actions and services identified to meet the district LCAP goals. If accepted, the program could provide up to 3.0 FTE Community Liaisons to provide support to our school sites.

RECOMMENDATION:

Administration recommends that the Board of Education approve the application for Learning Communities for School Success Program Grant. This recommendation supports the following District goal:

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

FISCAL IMPACT:

This grant would provide \$50 for each student enrolled in the 2024-2025 school year. Funding would continue for each year of the three-year grant.

STUDENT ACHIEVEMENT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.8.

Consent Item D.3.9.
Prepared by David MacLeod
April 16, 2024

Approval to Submit School-Based
Mental Health Services (SBMH) Grant
Application

BACKGROUND:

The School-Based Mental Health Services Grant (SBMH) provides competitive grants to State educational agencies (SEAs), local educational agencies (LEAs), and consortia of LEAs to increase the number of credentialed school-based mental health services providers providing mental health services to students in LEAs with demonstrated need. The goal for this proposal is to increase mental health support for students in our district.

The program could provide up to 4.0 FTE School Counselor/School Social Workers to provide support to our school sites with higher ratios.

RECOMMENDATION:

Administration recommends that the Board of Education approve the application for School-Based Mental Health Services Grant (SBMH). This recommendation supports the following District goal:

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

FISCAL IMPACT:

This grant would provide between \$500,000 and \$3,000,000 each year for five years to Santee School District.

STUDENT ACHIEVEMENT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item D.3.9.

Item E. DISCUSSION AND/OR ACTION ITEMS

Agenda Item E.

Discussion and/or Action Item E.1.1.
Prepared by Dr. Kristin Baranski
April 16, 2024

Approval to Cancel the July 16, 2024
Regularly Scheduled Meeting of the Board
of Education

BACKGROUND:

The regular meetings of the Board of Education are scheduled for the first and third Tuesdays of each month. The regular meeting of July 16 falls during a time when many parents and staff will be traveling. As there are no pressing District and school business needs known at this time, it is recommended that the Board cancel the scheduled meeting. The next regularly scheduled meeting would be held on August 6, 2024.

Administration does not believe cancellation of the meeting will have a negative impact on District operations, as the Board has met only once in July in the past. The cancellation of this meeting would be properly noticed at the standard locations and on the District web site.

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

RECOMMENDATION:

Administration recommends cancellation of the July 16, 2024 Board of Education meeting. It is determined at this time that it will be unnecessary to reschedule the meeting.

Motion: _____ Second: _____ Vote: _____

Agenda Item E.1.1.

Discussion and/or Action Item E.2.1.
Prepared by Dr. Marcia Hamilton
April 16, 2024

Approval of Monthly Financial Report

BACKGROUND:

Administration has prepared the accompanying Monthly Financial Report covering the period February 1, 2024 through February 29, 2024 prepared on a cash and modified accrual basis and include the District’s revenue, expenditure, and cash activities.

RECOMMENDATION:

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

This recommendation supports the following District goal:

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

FISCAL IMPACT:

The Monthly Financial Report shows a beginning cash balance of \$40,953,769 cash receipts of \$4,340,572; and disbursements of \$7,088,246 are reflected for the period of February 1, through February 29, 2024 resulting in an ending cash balance of \$38,206,095 as of February 29, 2024.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.1.

Monthly Financial Report - February

1

CASH REPORT FOR FEBRUARY

	Actual	Projected*	Difference
Beginning Cash Balance as of February 1, 2024	\$40,953,769	\$40,953,769	\$ -
INCOME			
A. Local Control Funding Formula			
State Aid	2,575,560	2,123,236	\$ 452,324
Property Taxes	546,238	500,531	\$ 45,707
B. Federal Income			
Federal Funding	234,923	281,033	\$ (46,110)
C. State Income			
ELOP	282,104	282,003	\$ 101
D. Local Income			
Other Local Income	102,750	884,135	\$ (781,385)
Spec Ed	598,997	453,332	\$ 145,665
Interest	-	-	\$ -
E. Due to/Due from other funds	-	221,962	\$ (221,962)
F. Debt Proceeds	-	-	\$ -
TOTAL INCOME	\$4,340,572	\$4,746,232	\$ (405,660)
Beginning Balance Plus Income	\$45,294,341	\$45,700,001	\$ (405,660)
DISBURSEMENTS			
G. Commercial Warrants	\$ 758,508	\$ 1,247,247	\$ (488,739)
H. Salary and Benefits	6,745,459	7,159,610	\$ (414,151)
I. Other Outgo	84,279	135,344	\$ (51,065)
J. Interfund Transfers Out	(500,000)	(500,000)	\$ -
K. Budget Adjustments	-	-	\$ -
TOTAL DISBURSEMENTS	\$7,088,246	\$8,042,201	\$ (953,955)
Ending Cash Balance as of February 29, 2024	\$38,206,095	\$37,657,800	\$ 548,295

* Based on Cash Flow Projection at Second Interim FY 2023-24

**Budget Revisions
Through February 29, 2024
2023-24 Revised Budget**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Beginning Fund Balance	26,057,482	13,051,837	39,109,319
Estimated Income	60,437,469	37,960,566	98,398,035
Estimated Expenditures	58,199,946	40,756,447	98,956,393
Change in Fund Balance	2,237,523	(2,795,881)	(558,358)
Projected Ending Fund Balance	28,295,005	10,255,956	38,550,961
Less: Restricted Program Carryovers	-	10,255,956	10,255,956
Less: Non-Spendable			
Prepaid Expenses	375,869	-	375,869
Revolving Cash Fund	20,000	-	20,000
Stores Inventory	260,965	-	260,965
Less: Assigned Vacation Carryover	338,216	-	338,216
Assigned Site Carryover Balances	-	-	-
Less: Economic Uncertainty Reserve	2,968,692	-	2,968,692
Less: Reserve for State Budget Uncertainty	-	-	-
Uncommitted/Unassigned/Unappropriated Fund Balance	24,331,263	-	24,331,263
Fund 17 Projected End of Year Balance	-	-	-
Projected Reserves	<u>27,299,955</u>	<u>-</u>	<u>27,299,955</u>
	<u>February</u>	<u>January</u>	
Projected Reserve % 2023-24¹	27.59%	27.59%	
Projected Reserve % 2024-25²	21.65%	21.65%	
Projected Reserve % 2025-26²	10.76%	10.76%	

As a % of the Estimated Expense Total¹

Based on Multi-Year Projection at 2nd Interim- January 2024²

BACKGROUND:

The 2024 Budget Workshop was presented at the March 19, 2024 Board of Education meeting explaining the impacts of the January release of the Governor’s proposed budget to the District’s budget. The District receives 86% of the unrestricted general fund from State funding; therefore, the fiscal health of the State’s budget impacts the fiscal health of the District’s budget.

The State of California’s budget has a significant shortfall of an estimated \$38 billion that impacts the District’s 2022-23 and 2023-24 budgets. In addition, the original estimated Cost of Living Adjustment for 2024-25 was 3.94% and this was reduced to 0.76% when the Governor released the State budget proposal in January. This is tentative with some reports indicating that it will be lower at the May Revise budget. As a result of the lower COLA, declining enrollment and Average Daily Attendance rates lower than pre-pandemic levels, the District will have \$2.5 - \$3.0 million less in 2024-25 LCFF funding.

As a result, Administration is recommending the following cost savings measures for 2024-25 due to lower than anticipated Cost of Living Adjustment, declining enrollment, decreased Average Daily Attendance compared to pre-pandemic levels which leaves the district in a pattern of deficit spending.

Action	Category	Amount	
		2024-25 One-Time	2024-25 On-Going
Transfer a portion of classroom furniture set aside in Fund 17 back to general fund	Protection	\$ 1,000,000	\$ -
Reduce Department/Functional Area Operational Budgets	Programs	\$ -	\$ 70,875
Suspend Gen Ed Summer Program	Programs	\$ 211,000	\$ -
Eliminate Digital Reading Program [Achieve 3000]	Programs	\$ -	\$ 44,226
Eliminate Dreambox	Programs	\$ -	\$ 62,430
Eliminate Lexia	Programs	\$ 56,100	\$ -
Reduce K-9 Detection Services	Programs	\$ -	\$ 2,000
Eliminate North County Consortium PD Subscription	Programs	\$ -	\$ 7,126
Reduce Professional Development budget by decreasing districtwide professional development offerings and increasing site-based support	Programs	\$ -	\$ 119,977

Reduce teaching positions at Alt School	Programs	\$ -	\$ 138,717
Eliminate Admin Intern Position	People	\$ -	\$ 124,551
Reallocate a portion of Director, Communication and Community Engagement	People	\$ -	\$ 48,532
Transfer Director, Instructional Technology to vacant Vice Principal position	People	\$ -	\$ 179,705
Reduce teaching staff through attrition, expiration of one-time funds, and resume 4-8 class size	People	\$ 893,227	\$ 876,353
Reduce the number of site subs paid at \$250 per day	People	\$ -	\$ 496,125
<i>SUB TOTAL</i>		\$ 2,160,327	\$ 2,170,617

RECOMMENDATION:

It is recommended that the Board of Education approve the above-listed cost-saving measures.

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 for the 2024-25 school year is a one-time cost-savings of \$2,160,327 and an ongoing cost savings of \$2,170,617.

STUDENT ACHIEVEMENT IMPACT:

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

Motion: _____ Second: _____ Vote: _____

Agenda Item E.2.2.

Discussion and/or Action Item E.3.1.
Prepared by David MacLeod
April 16, 2024

Approval of Declaration of Need for
Fully Qualified Educators

BACKGROUND:

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

Approval of the attached declaration will meet this requirement.

RECOMMENDATION:

It is recommended that the Board of Education approve the Declaration of Need for Fully Qualified Educators.

FISCAL IMPACT:

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

STUDENT ACHIEVEMENT IMPACT:

Providing qualified educators is essential for student achievement.

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



State of California
 Commission on Teacher Credentialing
 Certification Division
 1900 Capitol Avenue
 Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
 Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: _____

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: _____ District CDS Code: _____

Name of County: _____ County CDS Code: _____

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

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

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

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

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

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

_____	_____	_____
<i>Name</i>	<i>Signature</i>	<i>Title</i>
_____	_____	_____
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>

<i>Mailing Address</i>		

<i>E-Mail Address</i>		

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

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

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

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

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

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

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

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

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

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

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	_____
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	
Resource Specialist	_____
Teacher Librarian Services	_____
Emergency Transitional Kindergarten (ETK)	_____

LIMITED ASSIGNMENT PERMITS

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

Based on the previous year’s actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	
TOTAL	

Authorizations for Single Subject Limited Assignment Permits

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	
Art		Music	
Business		Physical Education	
Dance		Science: Biological Sciences	
English		Science: Chemistry	
Foundational-Level Math		Science: Geoscience	
Foundational-Level Science		Science: Physics	
Health		Social Science	
Home Economics		Theater	
Industrial & Technology Education		World Languages (specify)	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

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

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

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

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. _____

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

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

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

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

Item F. BOARD POLICIES AND BYLAWS

Agenda Item F.

Board Policies and Bylaws Item F.1.1.
Prepared by Dr. Lisa Paisley
April 16, 2024

First Reading: Revised Board Policies (BP):

- BP 6153 – School Sponsored Trips
- BP 6162.5 – Student Assessment
- BP 6164.41 – Children with Disabilities Enrolled by Their Parents in Private School

BACKGROUND:

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

BP 6153 – School Sponsored Trips

Policy updated to reflect the law which eliminates the prohibition against the use of district funds to pay for the expenses of students participating in field trips or excursions to another state, to the District of Columbia, or to a foreign country.

BP 6162.5 - Student Assessment

Policy updated to reflect that use of technology in assessment shall be consistent with Board Policy 5131.9 - Academic Honesty and Board Policy 6163.4 - Student Use of Technology. Additionally, per CA AB 114, 2023 school districts are required to track summary data on long term English Learners as a significant subgroup. Language has been added to exclude interim and formative assessments from being used in high stakes situations.

BP 6164.41 – Children with Disabilities Enrolled by Their Parents in Private School

Policy updated to simplify language and include evaluation.

RECOMMENDATIONS:

Revised Board Policy 6153 – School Sponsored Trips; BP 6162.5 – Student Assessment and BP 6164.41 – Children with Disabilities Enrolled by Their Parents in Private School 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.1.1.

SCHOOL-SPONSORED TRIPS

The Governing Board recognizes that field trips supplement and enrich the classroom learning experience, lead to increased student achievement, and foster student engagement. The Board encourages field trips to reinforce and increase learning opportunities and to enhance district programs.

Field trips shall be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band, or other extracurricular or cocurricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study. (Education Code 35330)

Requests for field trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other field trips shall be approved in advance by the principal.

The principal shall establish a process for approving a staff member's request to conduct a field trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The Superintendent or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330)

The Board may approve the use of district funds for student expenses for in-state, out-of-state, or out-of-country field trips or excursions when permitted by law. In addition, expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from district funds. (Education Code 35330)

~~The Governing Board recognizes that school-sponsored trips are an important component of a student's development and supplement and enrich the classroom learning experience. School-sponsored trips may be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band activities, or other extracurricular or cocurricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study.~~

~~Requests for school-sponsored trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other school-sponsored trips shall be approved in advance by the principal.~~

SCHOOL-SPONSORED TRIPS

~~The principal shall establish a process for approving a staff member's request to conduct a school sponsored trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.~~

~~No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The Superintendent or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330)~~

~~District funds shall not be used to pay student expenses for out of state or out of country field trips or excursions. However, expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from district funds. (Education Code 35330)~~

*Legal Reference:*EDUCATION CODE*17550-17550.30 Sellers of travel**17552-17556.5 Educational travel organizations**32040-32044 First aid equipment: field trips**8760 Authorization of outdoor science and conservation programs**32040-32044 First aid equipment: field trips**35330 Excursions and field trips**35331 Provision for medical or hospital service for pupils (on field trips)**35332 Transportation by chartered airline**35350 Transportation of students**44808 Liability when pupils not on school property 48908 Duties of pupils; authority of teachers**48908 Duties of pupils; authority of teachers*BUSINESS AND PROFESSIONS CODE*17540 Travel promoters**17550-17550.9 Sellers of travel**17552-17556.5 Educational travel organizations**Management Resources:*WEB SITES*American Red Cross: <http://www.redcross.org>**California Association of Directors of Activities: <http://www.eada1.org>**U.S. Department of Homeland Security: <http://www.dhs.gov>*

STUDENT ASSESSMENT

The Governing Board recognizes that student assessments are an important instructional and accountability tool. To obtain the most accurate evaluation of student performance, the district shall use a variety of measures, including district, state, and/or national assessments.

Any student use of technology to complete assessments shall be as specified in Board Policy 5131.9 - Academic Honesty and Board Policy 6163.4 - Student Use of Technology.

Assessment data shall be used to help determine individual students' progress, mastery of academic standards, appropriate placement in district programs, and/or eligibility for graduation. In addition, summary data on student assessment results shall be used by the district to identify and review student achievement goals in the district's local control and accountability plan, evaluate district educational programs in order to identify needed improvements, and, as appropriate, evaluate staff performance.

In selecting or developing any district assessment, the Superintendent or designee shall examine evidence of its reliability, its validity for the intended purpose and for various student populations, and the extent to which it aligns with the material that is being taught.

The Superintendent or designee shall ensure that assessments are administered in accordance with law and test publisher's directions, and that test administration procedures are fair and equitable for all students.

As appropriate, assessment results shall be disaggregated by student subgroup, classroom, grade level, and/or school site to allow for critical analysis of student needs.

The Superintendent or designee shall provide professional development as needed to assist administrators and teachers in interpreting and using assessment data to improve student performance and the instructional program.

When districtwide and school-level results of student assessments are published by the state, the Superintendent or designee may provide supplementary information to assist parents/guardians and the community in understanding test results.

Interim and Formative Assessments

State interim and formative assessments may be used in combination with other sources of information to gain timely feedback about student progress in an effort to continually adjust instruction to improve learning, and for communicating with students' parents/guardians and identifying professional development goals. Results from interim and formative assessments shall not be used for any high-stakes purpose, including, but not limited to, teacher or other school staff evaluation, accountability, student grade promotion or retention, graduation, course or class placement, identification for gifted or talented education, reclassification of English learners, or identification as an individual with exceptional needs. (Education Code 60642.6, 60642.7)

STUDENT ASSESSMENT

The Superintendent or designee shall ensure that teachers who administer interim and formative assessments have access to all functions and information designed for teacher use related to such assessments and student performance on the assessments. (Education Code 60642.6)

Individual Record of Accomplishment

No individual record of accomplishment shall be released to any person, other than the student's parent/guardian or a teacher, counselor, or administrator directly involved with the student, without the written consent of the student's parent/guardian, or the student if the student is an adult or emancipated minor. The student or the student's parent/guardian may authorize the release of the record of accomplishment to a postsecondary educational institution for the purposes of credit, placement, or admission. Furthermore, the results of an individual student on the CAASPP may be released to a postsecondary educational institution for the purpose of credit, placement, or admission. (Education Code 60607)

~~The Governing Board believes that the primary goal of student assessments should be to help students, parents/guardians and teachers identify individual student's academic accomplishments, progress and areas needing improvement in order to enhance teaching and learning.~~

~~The Superintendent or designee shall ensure that assessments are conducted for purposes of determining students' eligibility for and appropriate placement in district programs, need for supplemental instruction and eligibility for graduation.~~

~~The Board desires to use a variety of evaluation measures to reach the above-stated goal. To have validity, tests must correspond to the material that is being taught and reliably measure the extent to which students meet specified standards of achievement.~~

~~The effectiveness of the schools, teachers and district shall be evaluated in part on the basis of these student assessments.~~

~~When districtwide and school level results of student assessments are published, the Superintendent or designee may provide supplementary information to assist parents/guardians and the local community in interpreting test results and evaluating school performance.~~

~~The district believes that an assessment program should include the following concepts:~~

- ~~● District assessments should be standards based~~
- ~~● District assessments should strive to inform all stakeholders~~
 - ~~● Teachers~~
 - ~~● Parents/guardians~~

STUDENT ASSESSMENT

- Students
- District programs and personnel
- The local high school district
- State programs
- Report cards should reflect the district performance standards
- Educational programs should be outcome driven
- The assessment design needs to be on going and not just end of the year
- Multiple assessment measures and practices should be used to determine student achievement
- The district needs to ensure that assessment and curriculum align with the state standards
- Daily lesson planning should be standards based

*Legal Reference:*EDUCATION CODE5 CCR 850-876 California Assessment of Student Performance and Progress10600-10610 California Education Information System313 Assessment of English language development44660-44665 Evaluation and assessment of performance of certificated employees4955 Free and reduced-price meals; use of individual applications and records51041 Evaluation of educational program51450-51455 Golden State Seal Merit Diploma52052 Accountability; numerically significant student subgroups52060-52077 Local control and accountability plan56341.1 Assistive technology devices for a student with a disability60600-60649 Assessment of academic achievement60800 Physical fitness testing60900 California Longitudinal Pupil Achievement Data System60910 California State Preschool Program Longitudinal Pupil Achievement Data System60810 Assessment of language development60850-60856 Exit examinationFEDERAL20 USC 1401 Assistive technology device; definition20 USC 9622 National Assessment of Educational ProgressCODE OF REGULATIONS, TITLE 5

STUDENT ASSESSMENT

~~850-870 Standardized Testing and Reporting program~~

~~880-901 Designated primary language test~~

~~1200-1216 High School Exit Examination~~

~~Management Resources:~~

~~CDE PROGRAM ADVISORIES~~

~~Students with Disabilities: Guidelines for Testing the California Standardized Testing and Reporting Program~~

~~0327.86 Reporting norm-referenced standardized achievement test scores to parents CSBA ADVISORIES~~

~~0306.01 California Assessment Update~~

~~0313.00 Districts must ensure that all required student data is submitted to the publisher, or face financial penalty #00-01~~

~~U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS~~

~~The Use of Tests as Part of High-Stakes Decision Making for Students: A Resource Guide for Educators and Policy Makers, December 2001~~

~~WEB SITES~~

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

~~California Department of Education, Testing and Accountability: <http://www.cde.ca.gov/ta>~~

~~Educational Testing Service: <http://www.ets.org>~~

~~U.S. Department of Education: <http://www.ed.gov>~~

CHILDREN WITH DISABILITIES ENROLLED BY THEIR PARENTS IN PRIVATE SCHOOL

The Governing Board recognizes its obligations under state and federal law to identify, evaluate, and provide equitable services to children voluntarily enrolled by their parents/guardians in private schools located within the district.

~~A child with a disability parentally placed in a private school has no individual right to receive some or all of the special education and related services that he/she would receive if enrolled in public school. Such a child may receive a different amount of services than students with disabilities in public schools.~~

The Superintendent or designee shall ensure that activities to locate, identify, and evaluate children with disabilities enrolled by their parents/guardians in private schools within the district are comparable to activities undertaken for individuals with disabilities aged three to 22 in public schools within the district. (Education Code 56171; 34 CFR 300.131)

The Superintendent or designee shall develop a budget for the provision of services to children with disabilities enrolled by their parents in private school based on the proportionate share of federal funds received and the number of eligible children, including the possibility of mid-year enrollees, and the types of services to be provided.

Legal Reference

STATE

51744-51749.6 Independent study

56000 Special education; legislative findings and declarations

56020-56035 Definitions

56170-56177 Children enrolled in private schools

56195.8 Adoption of policies

56300-56385 Identification and referral; assessment, instructional planning

56500-56509 Procedural safeguards

56600-56606 Evaluation, audits and information

FEDERAL

20 USC 1232g Family Educational Rights and Privacy Act (FERPA) of 1974

20 USC 1400-1482 Individuals with Disabilities Education Act

20 USC 1412 State eligibility

29 USC 794 Rehabilitation Act of 1973; Section 504

34 CFR 300.1-300.818 Assistance to states for the education of students with disabilities

34 CFR 300.130-300.144 Children with disabilities enrolled by their parents in private schools

CHILDREN WITH DISABILITIES ENROLLED BY THEIR PARENTS IN PRIVATE SCHOOL

EDUCATION CODE

~~56000 Education for individuals with exceptional needs-~~

~~56020-56035 Definitions~~

~~56170-56177 Children in private schools~~

~~56195.8 Adoption of policies for programs and services-~~

~~56300-56385 Identification and referral, assessment~~

~~56500-56509 Procedural safeguards, including due process rights-~~

~~56600-56606 Evaluation, audits and information~~

UNITED STATES CODE, TITLE 20

~~1232g Family Educational Rights and Privacy Act-~~

~~1400-1482 Individuals with Disabilities Education Act-~~

UNITED STATES CODE, TITLE 29

~~794 Section 504 of the Rehabilitation Act~~

CODE OF FEDERAL REGULATIONS, TITLE 34

~~300.1-300.818 Assistance to states for the education of students with disabilities, especially:-~~

~~300.130-300.140 Children with disabilities enrolled by their parents in private schools-~~

COURT DECISIONS

~~Agostini v. Felton, (1997) 521 U.S. 203, 117 S.Ct. 1997~~

~~Management Resources:-~~

UNITED STATES DEPARTMENT OF EDUCATION PUBLICATIONS

~~Questions and Answers on Serving Children with Disabilities Placed by Their Parents at Private Schools, March 2006~~

FEDERAL REGISTER

~~Rules and Regulations, August 14, 2006, Vol. 71, Number 156, pages 46539-46845-~~

WEB SITES

~~California Department of Education, Special Education: <http://www.cde.ca.gov/sp/se>~~

~~U.S. Department of Education, Office of Special Education Programs:-~~

~~<http://www.ed.gov/about/offices/list/osers/osep>~~

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.