

# Santee School District

**SCHOOLS:**

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

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

June 2, 2009  
**BOARD OF EDUCATION  
REGULAR MEETING  
A G E N D A**

**District Mission**

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

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<b>6:15 to 6:45 Santee Band Students Perform in Board Room</b>	
<b>A. OPENING PROCEDURES – 7:00 p.m.</b>	<b>5</b>
1. Call to Order and Welcome	
2. District Mission	
3. Pledge of Allegiance	
4. Approval of Agenda	
<b>B. REPORTS AND PRESENTATIONS</b>	
1. Superintendent's Report	
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1.2. Use of Facilities Report	8
1.3. Enrollment Report	9
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4. Spotlight on Education: Special Education Student Achievement Awards	15
5. Spotlight: Raydene St. Clair – Director of Special Education and Pupil Services	16
<b>Reception in honor of Raydene St. Clair and Student Award Recipients</b>	<b>17</b>

**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. The Board may not take action on any item presented. The Board has a policy limiting any speaker to five minutes. All meetings are tape recorded.*

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

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

**D. CONSENT ITEMS**

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

**Superintendent**

- 1.1. **Approval of Minutes** 20  
It is recommended that the Board of Education approve meeting minutes with any necessary modifications.

**Business Services**

- 2.1. **Approval of Travel Requests** 29  
It is recommended that the Board of Education ratify the authorization granted to personnel requesting out-of-district travel as listed in the item.
- 2.2. **Approval/Ratification of Revolving Cash Report** 32  
It is recommended that the Board of Education approve/ratify revolving cash checks as listed in the item.
- 2.3. **Acceptance of Donations** 34  
It is recommended that the Board of Education accept donations.

**Educational Services**

- 3.1. **Approval of Extended Field Trip for Pepper Drive School Students to Knott's Soak City in Chula Vista, CA** 35  
It is recommended that the Board of Education approve the extended field trip request for Pepper Drive students to Knott's Soak City.
- 3.2. **Approval of Outdoor Education Program Contracts** 37  
It is recommended that the Board of Education approve the 2009-10 Outdoor Education contracts with the San Diego County Office of Education.

**Human Resources**

- 4.1. **Personnel, Regular** 45  
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations and dismissals.
- 4.2. **Approval of Reduced Workload Agreements** 48  
It is recommended that the Board of Education approve the reduced workload agreements for the 2009-10 school year.
- 4.3. **Ratification of Employer-Employee Collective Bargaining Agreement with Santee Teachers Association** 49  
It is recommended that the Board of Education approve the Tentative Agreements with the Santee Teachers Association.

<b>E.</b>	<b>DISCUSSION AND/OR ACTION ITEMS</b>	<u>Page #</u>
	<i>Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.</i>	
	<b>Superintendent</b>	
1.1.	<b><u>Budget Advisory Committee Report and Recommendations</u></b> A representative of the Budget Advisory Committee will provide an end-of-year report and the committee's recommendation for budget reductions for the 2009-10 school year.	58
1.2.	<b><u>Governor's May Revise and Budget Reduction Recommendations</u></b> The Superintendent will provide the Board an update on the Governor's May Revise and present administrations recommendations for budget reductions for the 2009-10 school year to address the revenue reductions from the State.	60
	<b>Capital Improvement</b>	
2.1.	<b><u>Modernization and Construction Schedule for Summer 2009</u></b> The Superintendent will provide a summary of outcomes from the special Board meeting held on May 12, 2009 for modernization and construction.	62
	<b>Human Resources</b>	
3.1.	<b><u>Adoption of Resolution No. 0809-53 to Reduce and/or Layoff Identified Classified Position</u></b> It is recommended that the Board of Education adopt resolution no. 0809-53.	65
<b>F.</b>	<b>BOARD POLICIES AND BYLAWS</b>	
1.	<b>First Reading</b>	
1.1.	<b>First Reading: New Board Policy 5145.12: Search and Seizure</b> New Board Policy 5145.12 Search and Seizure is presented to the Board for a first reading. No action is requested.	68
2.	<b><u>Second Reading</u></b>	
2.1.	<b>Second Reading: New BP 3515.1 Safety During School Hours: Securing Gates</b> New BP 3515.1 is presented for a second reading. It is recommended that the Board of Education adopt new Board Policy 3515.1 Safety During School Hours: Securing Gates	74
<b>G.</b>	<b>BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS</b>	76
<b>H.</b>	<b>CLOSED SESSION</b>	77
1.	<b>Public Employment Matters (Govt. Code § 54957)</b> <i>Public Employee Discipline/Dismissal/Release</i>	

- |  |  |
|--|--|
| <p>2.     <b>Conference with Labor Negotiator (Govt. Code § 54956.8)</b><br/><i>Agency Negotiator: Minnie Malin, Director, Human Resources</i><br/><i>Employee Organizations: Santee Teachers Association</i><br/><i>California School Employees Association</i><br/><i>Purpose: Negotiations</i></p> <p>3.     <b>Conference with Legal Counsel (Govt. Code § 54956.9 subdivision (b):</b><br/><i>Pending Litigation</i><br/><i>(One case.)</i><br/><i>Legal Representation: Nowell A. Lantz, Attorney at Law</i></p> <p>I.    <b>RECONVENE TO PUBLIC SESSION</b></p> <p>J.    <b>ADJOURNMENT</b></p> | <p><u>Page #</u></p> <p>77</p> <p>77</p> |
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**Please note:** Per SB 343, the supporting documents for this meeting agenda are available in the lobby at the Santee School District Office, located at 9625 Cuyamaca St., Santee, CA 92071 and will be available for viewing at the meeting.

*The next regular meeting of the Board of Education is scheduled for  
June 16, 2009, at 7:00 p.m.  
in the Douglas E. Giles Educational Resource Center.*

*Santee School District complies with the Americans with Disabilities Act. If you require reasonable accommodations including alternate formats for this meeting, contact the Superintendent's Office at (619) 258-2304 at least two (2) days before the meeting date.*



Members present:

El-Hajj  
 Burns  
 Ryan  
 Carlisle  
 Bartholomew

**Opening Procedures Item A.**

OPEN SESSION                      7:00 p.m.

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

2.     District Mission

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

3.     Pledge of Allegiance

4.     Approval of Agenda for the June 2, 2009 regular meeting

Agenda Item A.

Reports and Presentations Item B.1. Superintendent's Report  
Prepared by Lisbeth Johnson, Ed.D.  
June 2, 2009

The following items are presented for Board information:

- 1.1. Developer Fees Collection Report
- 1.2. Use of Facilities Report
- 1.3. Enrollment Report
- 1.4. Schedule of Upcoming Events
- 1.5. Introduction of New Assistant Superintendent of Business
- 1.6. Introduction of Selection for Director of Special Education

Agenda Item B.



Requests For Use Of Facilities - June 2, 2009						
Group	Location	Date	Days	Time	Attendance	Fees Applied
<b><u>Rio Seco</u></b>						
SNLL	Classroom	5/20/09	Wednesday	6:00 pm - 8:30 pm	unknown	
Santee Teachers Association	Parking Lot	5/21/09	Thursday	3:30 pm - 4:30 pm	200	
Girl Scout Troop # 6353	Media Center	5/21/09	Thursday	5:30 pm - 7:00 pm	15	
<b><u>Sycamore Canyon</u></b>						
Santee AYSO Matrix	Classroom/Grass Field	5/16/09 - 5/17/09	Sat & Sun	8:00 am - 9:00 pm	30	

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

**Santee School District  
ENROLLMENT REPORT  
5/29/2009  
Month 10 Week 1**

SCHOOL	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	05/29/09	05/30/08	# Diff	% Diff	05/29/09	05/30/08	# Diff SDC	% Diff SDC	Prior Week		
										Total Reg	Total Reg			SDC	SDC			##### Total All	5/22/09 Total All	Total Diff
Cajon Park	104	103	98	98	100	93	116	103	124	939	926	13	1.4%	32	30	2	6.7%	971	971	0
Carlton Hills	39	41	45	38	50	53	56	98	103	523	539	-16	-3.0%	39	44	-5	-11.4%	562	563	-1
Carlton Oaks	74	65	77	66	93	103	100	113	124	815	819	-4	-0.5%	38	44	-6	-13.6%	853	853	0
Chet F. Harritt	89	68	68	76	76	74	72	53	66	642	643	-1	-0.2%	27	25	2	8.0%	669	670	-1
Hill Creek	92	97	95	94	88	85	68	89	96	804	772	32	4.1%	29	29	0	0.0%	833	834	-1
Pepper Drive	70	78	76	79	75	91	80	77	79	705	701	4	0.6%	12	10	2	20.0%	717	717	0
Prospect	48	51	48	49	59	57	48	55	55	470	443	27	6.1%	18	17	1	5.9%	488	487	1
Rio Seco	105	92	90	83	107	89	78	93	77	814	803	11	1.4%	23	20	3	15.0%	837	835	2
Sycamore Canyon	46	47	38	54	38	41	33			297	304	-7	-2.3%	22	26	-4	-15.4%	319	321	-2
<b>SUBTOTAL</b>	<b>667</b>	<b>642</b>	<b>635</b>	<b>637</b>	<b>686</b>	<b>686</b>	<b>651</b>	<b>681</b>	<b>724</b>	<b>6009</b>	<b>5950</b>	<b>59</b>	<b>1.0%</b>	<b>240</b>	<b>245</b>	<b>-5</b>	<b>-2.0%</b>	<b>6249</b>	<b>6,251</b>	<b>-2</b>
Alternative School	3	5	2	3	9	7	7	4	10	50	51	-1	-2.0%					50	50	0
Success Academy							0	6	7	13	16	-3	-18.8%					13	12	1
NPS				2					1	3		3						3	3	0
EAK	116									116	117	-1	-0.9%					116	116	0
<b>SUBTOTAL</b>	<b>119</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>11</b>	<b>7</b>	<b>7</b>	<b>10</b>	<b>18</b>	<b>182</b>	<b>184</b>	<b>-2</b>	<b>-1.1%</b>					<b>182</b>	<b>181</b>	<b>1</b>
<b>TOTAL</b>	<b>786</b>	<b>647</b>	<b>637</b>	<b>640</b>	<b>697</b>	<b>693</b>	<b>658</b>	<b>691</b>	<b>742</b>	<b>6191</b>	<b>6,134</b>	<b>57</b>	<b>0.9%</b>					<b>6431</b>	<b>6,432</b>	<b>-1</b>

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

	PK	
Cajon Park	3	974
Hill Creek	8	841
Prospect	21	509
Sycamore Canyon	13	332

<b>Total Enrollment Including PK</b>
<b>6476</b>

## *Schedule of Events*

<i>Date</i>	<i>Event</i>
June 4	Reception Honoring Dr. Lis Johnson 4:30-7:00 p.m. at Carlton Oaks Country Club Program and Presentation 6:00 p.m.
June 16	Board Meeting 7:00 p.m.
June 16, 17, 18	8 <sup>th</sup> Grade Promotion Exercises June 16: HC June 17: CP, CH, CO, CFH, PD June 18: PA, RS
June 18	Last Day of School – Minimum Day
June 24	Foundation Golf Classic Carlton Oaks Country Club 1:00 p.m. Tee Time 6:00 p.m. Awards Dinner
July 4	Independence Day Observance-(District closed)
July 7	Board Meeting 7:00 p.m.
July 21	Board Meeting 7:00 p.m.
August 10	Principals return for the 2009-10 school year.
August 11	School Secretaries return for the 2009-10 school year.
August 12	Vice Principals return for the 2009-10 school year.
August 26	School Office open to the public.
August 31	Teachers return Welcome Back @ Trolley Center 7:45 a.m.
September 7	Labor Day Observance (District Closed)
September 8	First day of school for students for the 2009-10 school year.

Reports and Presentations Item B.1.5.

Introduction of New Assistant Superintendent  
of Business Services

Prepared by Dr. Lis Johnson  
June 2, 2009

**BACKGROUND:**

It is the pleasure of the Superintendent to introduce to the Board, staff, and the public, the new Assistant Superintendent of Business Services, Karl Christensen.

Mr. Christensen comes to Santee with five years of experience in this position at the San Ysidro School District. Karl has also worked in Cajon Valley and La Mesa-Spring Valley School Districts in positions that add to his expertise in the areas he will be supervising.

Santee School District is excited to have Mr. Christensen become part of our Santee family and look forward to many rewarding years of his service.

						Agenda Item B.1.5.
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Prepared by Dr. Lis Johnson  
June 2, 2009

**BACKGROUND:**

It is the pleasure of the Superintendent to introduce to the Board the selection of Hope Michel as the new Director of Special Education and Pupil Services.

Ms. Michel comes to Santee with over 10 years of experience in special education and 2 years of experience in pupil services. Her special education experience includes working in the North Inland SELPA and with the San Diego County Office of Education and she has pupil services experience in Julian Union High School District.

Santee School District is excited to have Ms. Michel become part of our Santee family.

						Agenda Item B.1.6.
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Reports and Presentations Item B.2.

Spotlight – Santana Band Director Kurt Stalman

Prepared by Emily Andrade  
June 2, 2009

**BACKGROUND:**

Tonight the Board of Education would like to recognize Kurt Stalman, the Band Director from Santana High School who has unselfishly given of his time to teach instrumental music to the junior high students at Cajon Park, Hill Creek, Pepper Drive and Rio Seco. Mr. Stalman directed these students in the band performance that took place this evening before the Board meeting.

Kurt has taught band for eleven years. He was the Assistant Band Director at Monte Vista High School for seven years and he taught one year at Spring Valley Middle School in the La Mesa Spring Valley School District. Kurt joined Santana in the fall of 2006 where he serves as the Band Director and teaches guitar and choir.

It is our pleasure to honor Kurt this evening. Through his devotion to students and his commitment to the teaching of music, the students of the Santee School District have had a truly enriching opportunity for learning

Agenda Item B.2.

Prepared by Emily Andrade  
June 2, 2009

**BACKGROUND:**

Tonight we are honoring students who were selected to compete in the Academic Achievement Award competition for the 2008-09 school year.

Emily Andrade, Assistant Superintendent of Educational Services, will introduce students from each school in Santee School District who achieved academic excellence during the current school year and were chosen to participate in this competition by their 8<sup>th</sup> grade teachers in collaboration with the school principal. The students selected demonstrated excellent citizenship as well as academic success.

The Academic Student Achievement Award is provided to 8<sup>th</sup> grade students who participate in an annual end of the year competition. This year the Academic Achievement Award Competition focused on the areas of writing, speech and mathematics. Students were required to write a literature response essay, give an impromptu speech, and take a comprehensive algebra test. For the essay, students had to read and analyze a number of short pieces of literature, develop a thematic thesis statement, and support their thesis. In the speech competition, students were provided a topic and given five minutes to prepare a focused two minute speech. The algebra test required the students to use their math skills and problem solving techniques learned throughout their elementary and junior high school experiences.

This evening the Board of Education and Assistant Superintendent, Emily Andrade, will honor the students selected by their schools who participated in this year's 2008-09 competition. The Mayor of Santee, Randy Voepel, and Warren Savage, president of the Santee Chamber of Commerce, will present the top recipient awards. The names of the award winners will be announced at the Board meeting.

**Academic Achievement Participants**

Cajon Park

**Teodora Dinescu  
Garret Sigler**

Chet F. Harritt

**Christopher Halsey  
Natalie Thigpen**

Prospect Avenue

**Arianna Russo  
Nikki Rowlands**

Carlton Hills

**Madeline Coman  
Ryan Sullivan**

Hill Creek

**Allissa Torres  
Kaelyn Gerrard**

Rio Seco

**Brandon Lisama  
Sara Lenhoff**

Carlton Oaks

**Angelo Carr  
Chelsea Powell**

Pepper Drive

**Alen Esho  
Darbi Davidson**

Agenda Item B.3.

Prepared by Emily Andrade  
June 2, 2009

## **BACKGROUND**

Tonight the Board of Education would like to honor nine outstanding students who participate in the special education program in the Santee School District. Each school's special education team selected one of these students to be acknowledged for their accomplishments.

This evening it is my pleasure to introduce to you nine exceptional young people who we are proud to recognize for the excellent effort they have demonstrated this school year and the wonderful role models they have been for others.

**Marco Lopez** – Cajon Park

**Christian Dominguez** – Carlton Hills

**Austin Diepenhorst** – Carlton Oaks

**Sarah McCormick** – Chet F. Harritt

**Katelyn Dubnicka** – Hill Creek

**Golistan Piromari** – Pepper Drive

**Kevin Perry** – Prospect Avenue

**Theodore Conley** – Rio Seco

**Davin Wooddell** – Sycamore Canyon

Reports and Presentations Item B.5.

Spotlight: Raydene St. Clair – Director of  
Special Education and Pupil Services

Prepared by Emily Andrade  
June 2, 2009

**BACKGROUND:**

Tonight the Board of Education, the Superintendent, many colleagues and friends would like to honor Raydene St. Clair for her dedication and commitment to the children and families of Santee. Raydene will be retiring on June 30, 2009 after serving the students and families of Santee for 33 years.

Throughout her time in the Santee School District she has served our students as a School and District Nurse, Resource Specialist, Special Day Class Teacher, Program Specialist, Coordinator of Special Education and since spring, 2005 as the Director of Special Education and Pupil Services.

Raydene has truly made a difference for the children and families of Santee. We wish her many years of happiness in her retirement. She has left quite a legacy.

Agenda Item B.5.

Reception honoring Raydene St. Clair and Student Award Recipients

PUBLIC COMMUNICATION Item C.

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

Agenda Item C.

CONSENT ITEMS Item D.

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

Consent Item D.1.1. Approval of Minutes  
Prepared by Lisbeth Johnson, Ed.D.  
June 2, 2009

**BACKGROUND:**

Presented for Board approval –

- May 19, 2009, 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**

May 19, 2009  
**MINUTES**

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

**A. OPENING PROCEDURES**

1. Call to Order and Welcome  
President Bartholomew called the meeting to order at 7:05 p.m. and read the District Mission Statement.  
Members present:  
Dianne ElHajj, President  
Dustin Burns, Vice President  
Barbara Ryan, Clerk  
Allen Carlisle, Member  
Dan Bartholomew, Member  
Administration present:  
Dr. Lisbeth Johnson, Superintendent and Secretary to the Board  
Emily Andrade, Assistant Superintendent, Educational Services  
Minnie Malin, Director, Human Resources  
Linda Vail, Executive Assistant and Recording Secretary
2. President El-Hajj invited Michael Ferguson, a 7<sup>th</sup> grade student at Rio Seco School, to lead the members, staff and audience in the Pledge of Allegiance.
3. Approval of Agenda  
It was moved and seconded to approve the agenda.  
**Motion: Bartholomew Second: Burns Vote: 5-0**

**B. REPORTS AND PRESENTATIONS**

1. **Superintendent's Report**
  - 1.1. Developer Fees Collection Report
  - 1.2. Use of Facilities Report
  - 1.3. Enrollment Report
  - 1.4. Schedule of Upcoming Events
  - 1.5. Announcement: New Assistant Superintendent of Business Services
  - 1.6. Staffing Report

Dr. Johnson shared that she and Dr. Shaw have recommended to the Board to hire Karl Christensen as the new Assistant Superintendent of Business Services. Mr. Christensen is currently working as the CBO in San Ysidro and will begin in Santee on June 1. Mr. Christensen will come to the next Board meeting to be formally introduced.

Minnie Malin reported staffing will be tight this year. The year will begin with seven less teachers and administration will wait to see the number of students that actually come to our schools before adding teachers.
2. **Spotlight on Learning: County Science Fair Winners**

Emily Andrade shared that about 40 students participated in the County science fair and four have moved on to participate in the State competition. Mrs. Andrade introduced Dr. Lynne Shevinsky, a junior high science teacher at Rio Seco, who coordinates the District Science Fair. Dr. Shevinsky introduced each County Science Fair participant. President El-Hajj presented each student with a certificate of achievement from the Board. Board members praised the students for their quality science projects and congratulated them on their achievement. Dr. Johnson commended the teachers for the instructional work they do to get students prepared for the science fair.
3. **Spotlight on Learning: San Diego County Outdoor School Scholarship Recipient**

Emily Andre introduced Kasey Stoudt, a 5<sup>th</sup> grade student from Hill Creek, who received a scholarship to the 6<sup>th</sup> grade Outdoor Education program from the County Office of Education by submitting a winning essay. Kasey's essay was one of only 15 essays selected out of over 1,000 countywide entries.

4. **Spotlight on Learning: 2009 County Spelling Bee Participants**

Emily Andrade introduced Angelo Carr from Carlton Oaks and Annabelle Rozell from Pepper Drive, Santee School District's participants in the 2009 County Spelling Bee. President El-Hajj presented the students with a certificate of achievement. Mrs. Andrade also thanked teachers Chris Mowrey and Gary Stovall for working with the students to provide them the opportunity to participate in the County Spelling Bee.

5. **Spotlight on Learning: Reading Committee**

Dr. Johnson thanked the Board for their courageousness in taking on a big task in looking at Reading in our District. The consequences for students who are not literate are dire. Statistics show these students have a higher level of unemployment and juvenile delinquency. She thanked them for making certain Santee has a thorough program to help students be good readers

Dr. Johnson introduced Kristin Baranski, Stephanie Pierce, and Debbie Towne, the three staff members who diligently chaired the Reading Committee. She said their commitment will inspire all teachers to provide instructional strategies for our students who struggle to read. Dr. Johnson thanked them for their hard work and said Santee will be a model for other school district and this may be a good Golden Bell application.

C. **PUBLIC COMMUNICATION**

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

D. **CONSENT ITEMS**

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

1.1. **Approval of Minutes**

1.2. **Approval of Employment Agreement Between the Santee School District and the Assistant Superintendent, Business Services**

2.1. **Approval/Ratification of Travel Requests**

2.2. **Approval/Ratification of Expenditure Warrants**

2.3. **Approval/Ratification of Purchase Orders**

2.4. **Approval/Ratification of Revolving Cash Report**

2.5. **Acceptance of Donations**

2.6. **Approval of 2009-10 Student Accident Insurance**

2.7. **Approval of Agreement for Audiovisual Services**

2.8. **Adoption of Resolution No. 0809-52 Amending and Supplementing Resolution No. 0809-44 Relating to Reimbursement of Expenditures Using Proceeds of Issued Debt and Securities**

3.1. **Approval of Construction Encroachment Easement for Storm Water Improvements at Pepper Drive School**

3.2. ***(Pulled for separate consideration.)***

3.3. **Approval of Consultant Services with Merrick + Associates for Water Usage Reduction**

3.4. **Ratification of Retention Reduction for Capital Improvement Program Projects**

3.5. **Final Construction Contract Closeout for Rio Seco and Carlton Oaks School Modernization Projects**

4.1. ***(Pulled for separate consideration.)***

4.2. **Approval of State Preschool Program Annual Report to California Department of Education**

4.3. **Approval to Expand ASES Program Fee Schedule**

**4.4. Approval of Request for Extended Field Trip for Pepper Drive School Student to Legoland**

**5.1. Personnel, Regular**

**5.2. Approval of Shared Classroom Teaching Assignments for 2009-10**

**5.3. (Pulled for public comment.)**

**5.4. Approval of Revised Certificated Special Education Job Descriptions**

It was moved and seconded to approve Consent Items, with the exception of Items 3.2., 4.1., and 5.3.

**Motion: Ryan Second: Carlisle Vote: 5-0**

**3.2. Approval of Landscape Architectural Services with George Mercer Landscape Architecture for Design of Split Irrigation Systems**

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

Member Carlisle asked if this item took care of the split irrigation systems at all schools. Dr. Johnson said the estimated cost of \$45,000 is \$5,000 per site to design split irrigation systems is for all schools.

**Motion: Carlisle Second: Burns Vote: 5-0**

**4.1. Approval of 2009-10 School Schedules**

*(Pulled by Member Burns for separate consideration.)*

Member Burns stated that he would not support the 2009-10 school schedules because of the Kindergarten minutes. Although he respects the teachers, there are two schools with lower instructional minutes in Kindergarten than the rest of the District. He believes full day Kindergarten can really make a difference for kids, especially in reading. He supports the instructional minutes of the other 7 schools but cannot vote for the Kindergarten minutes. Member Burns feels an obligation after speaking with parents who believe there is a difference with full day Kindergarten in our schools.

Member Ryan is disappointed to have a school reducing minutes in Kindergarten and that there are two schools not providing full day Kindergarten. It is a priority of the Board to provide consistency district wide and to give all children an equal opportunity. A reduction in instructional minutes puts some kids at a disadvantage. Member Carlisle agreed and is disappointed there is not equity across the District in Kindergarten instructional minutes.

Member Carlisle asked if the schools' beginning and ending times take into consideration the finding of the FCMAT study. Dr. Johnson said not this next school year because there needs to be time to communicate the changes with parents and provide them an opportunity to come to the Board with any concerns. Administration plans to begin in 2010-11 to align beginning and ending times with a recommendation for only two start times to assist with savings and efficiency in transportation.

**Motion: Bartholomew Second: Carlisle Vote: 4-1 (Burns, no)**

**5.3. Approval of New Management Job Titles and Descriptions for Systems Administrator and Telecommunication/Network (E-Rate) Administrator, and Appointment of Positions**  
*(Pulled for public comment.)*

Brad Hunt, CSEA chief job steward, requested this item be pulled from the agenda. He believes there are similarities to jobs that classified people own. CSEA was not granted the opportunity to negotiate this and he is concerned that some classified work is transferring to a management position. He asked the Board to not approve the new job descriptions. The Board asked administration if the new job descriptions included work previously done by a classified employee and if any classified employee positions were being eliminated.

Minnie Malin said the Director of Technology, Bernard Yeo, took the job responsibilities that were being done by a management employee who recently retired and divided them to two other management positions. The retiree's position is not being filled and no classified positions are being eliminated.

Dr. Johnson said management positions are not negotiated. If there were duties being taken from classified employees there would be concern. These duties were distributed from a vacant management

position after the manager retired. Bernard Yeo changed the job descriptions to include those duties and changed the job titles to reflect more current technology industry language.

**Motion:** Bartholomew **Second:** Burns **Vote:** 5-0

## F. DISCUSSION AND/OR ACTION ITEMS

President El-Hajj invited comments from the public on any item listed under Discussion and/or Action.

### 1.1. Transportation FCMAT Report Discussion

Dr. Johnson shared the recommendations provided by the FCMAT team to increase efficiency and costs in District transportation. The recommendations include alternative transportation services, revising our bell schedules, software for routing, bargaining contract provisions for sitting time, maintenance of vehicles, and other ideas.

**Alternate transportation** includes in-lieu contracts with parents for transportation to a designated or non-public school with mileage paid to them by the District. This was also a recommendation from the Special Education FCMAT team. Administration would need to study how this is done in other districts and bring back a plan to the Board. Board members agreed in concept with this recommendation but believe more study needs to be done.

Member Bartholomew asked what happens if you do an in-lieu contract and there is a decline in the student's attendance. President El-Hajj said the District stays in control and would discontinue the contract if that occurred. It was requested to see how in-lieu transportation works in other districts so it does not become an accounting nightmare.

Administration will be implementing an action plan to develop a **bell schedule** for the 2010-11 school year to increase efficiency in transportation routes. Dr. Johnson said she understood Santee used to change start times every 2 or 3 years. Member Burns asked administration to make certain teachers get the communication about changes in bell schedules in a timely manner to provide them the ability to make any desired changes to accommodate their personal schedules.

**Routing software** is overdue. A close review is needed to see where kids are being transported and if there is still a need. There is software available that is needed to efficiently develop routes. The FCMAT team also suggested a Board policy be developed stating the zones from which students would be transported.

A decrease in sitting time for bus drivers is being **negotiated with classified staff** which was a recommendation of the FCMAT team.

**Maintenance of District vehicles** could be more efficient if the District had newer buses. This may be an effective use of resources and Dr. Johnson suggested a study on this. Just adding personnel without looking at the condition of our buses may not be the most prudent thing to do. Leasing is another option to look into for saving dollars over time. President El-Hajj said this would be a good area for the new CBO and new Director of Maintenance and Operations to begin.

#### Other areas:

Dr. Johnson said the FCMAT team recommended studying if **revenues lost** in the Project SAFE program are greater than the revenues gained through the transportation contract with the Boys and Girls Club. Dr. Johnson said what the District currently offers suits different groups of parents so there may not be a concrete answer. Member Ryan said the FCMAT team may have assumed that if those kids did not go to other places after school they would go to Project SAFE and that is not necessarily the case. Member Bartholomew said fundamentally, the programs are different. Member Ryan said those are parents' choices for their children after school and it does not affect the FCMAT study.

Dr. Johnson reported the **RCS radio contract** has already been reduced through negotiations with the vendor.

Mr. Purvis, from the FCMAT team, recommended thorough communication strategies for any reductions or changes, the rationale, and any options available. Mr. Purvis said that in Poway, no parents came to complain because they spent a lot of time communicating with parents and provided them the time to make needed arrangements if transportation changes were made.

### **1.2. Budget Update Following the May Revise**

Dr. Johnson provided a budget update beginning with the known information from May 14, 2009. Because things seem to change frequently, a budget must be developed with whatever information we have at the time. On May 28<sup>th</sup>, the Governor will tell us what he wants in the "May Revise" and the legislature will vote on it before the budget is confirmed.

Dr. Johnson reported that this evening a special election was being held with initiatives to support increased revenue to the State. According to the polls, these initiatives are not expected to pass. If the ballot measures pass, the projected revenue loss to the District is \$1.6M. If the measures fail, it will be a projected cumulative loss of \$2.7M. The Governor indicated he may also:

- Shorten the school year and deduct the funding to school districts (This would have to be negotiated locally),
- Defer apportionments, creating a cash flow crisis,
- Extend the layoff/reassignment window to August 15<sup>th</sup>, if there is less than a 2% COLA, and
- Withhold IDEA funding received from the federal government.

Member Ryan said the State can cut up to \$6B without triggering a "maintenance of effort."

The next steps for administration will be to confirm revenue losses and identify necessary reductions. Executive Council has been meeting to review all possible ways to mitigate the budget reductions. Dr. Johnson has also talked with the County Office about working on the year-end close without all of the State budget information confirmed and closing with old assumptions. Administration will look at all available funding and return to the Board on June 2, 2009 with some aggressive recommendations for the Board. The District's end of year report to the County will include an action plan.

### **2.1. Monthly Financial Report**

Dr. Johnson shared the monthly financial report for April and pointed out the budget revision page as well as the extra dollars in the ending balance from the County Treasury Loan for cash flow. Member Ryan asked why the balance of the reserve was less. Dr. Johnson said the Board approved using \$759,028 for mid-year reductions and it will be returned in the 09-10 fiscal year.

Member Ryan moved to approve the Monthly Financial Report for the period ending April 30, 2008.

**Motion:** Ryan                      **Second:** Burns                      **Vote:** 5-0

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

Dr. Johnson shared that tonight was a very important night for the Board as they are looking at financing Phase II construction as well as paying the remainder of Phase I, while the State has frozen apportionments of eligible construction funds to the District. Eric Hall, financial consultant, explained that on March 17<sup>th</sup> this item was introduced and was discussed further by the Board on April 21<sup>st</sup>. MR. Hall presented the financing structure, schedule, and pending issues of Bond Anticipation Notes (BAN).

In 2006, the District passed a \$60M bond measure. Bonds have been issued for approximately \$42M and the BAN will provide bridge funding while the District waits until the property valuation increases to issue the remaining bonds at a more reasonable rate. Since the District is underway with construction and modernization, a BAN can leverage against the future bond indebtedness.

Mr. Hall presented supplemental agenda items, a new indenture, and a County letter. Every district in the State is experiencing a cash crisis and the lenders are evaluating the risk. A credit enhancement will be required to down the interest rate, a practice to save some money and have construction dollar stretch a little further. The supplement includes some of the covenants, or requirements, of the indenture.

Ben Dolinka, from the Dolinka Group, shared that this financing is on the cutting edge. US Bank provides funds to help school districts with their cash needs. The term sheet provided the covenants that will most likely be required from the Santee School District. He said the board may need to call a special board meeting to expedite the timeline if the covenants are different. The list of covenants included to avoid a default of the BAN:

- A 3-day response to any records request,
- Punctual payment at the end of the 5 year term,
- A letter from the San Diego County Office of Education,
- A commitment that the District will put forth their best efforts at the end of the 5 year term to issue as much as possible in the GO bonds and if the bonds cannot be issued, the District must find up another funding source, possibly COPs,
- The district cannot enter into a qualified status with the budget, and
- The District cannot issue any further general fund obligation debt over \$5M, such as QZAB.

US Bank may also require the District to not start Phase III construction until the BANs have been paid off and that the District use all or part of State construction revenue to pay the notes. Member Carlisle asked if the State construction funds are obligated through this covenant and if that eliminates the option for the Lease Revenue Bond (LRB). Mr. Dolinka said that is correct, but because they are covenants, US Bank could be petitioned to waive the covenants. If the District retired the BANs in less time, new BANs could be also issued if needed.

Mr. Dolinka said none of the covenants give the bank or note owners control over the district budget. As long as the District complies with the covenants, there is no recourse.

Board members were concerned about the restriction of issuing any debt over \$5M because that eliminates the possibility for QZAB loans, which the District has qualified for. Mr. Dolinka said the QZAB loan obligates general fund dollars for repaying it but the District could request a waiver to issue debt or issue debt that does not obligate the general fund.

President El-Hajj asked what would happen if the District went into a qualified status. Mr. Dolinka said the District would be given time to fix it. If it was not fixed, the bank would charge a higher interest rate until it was fixed. After 180 days it would jump to a much higher rate and include a steep penalty. President El-Hajj said the District may wish to consider holding some of the State cash to avoid going into a qualified status. Mr. Dolinka said another option if this occurred could be to apply for assurity Bonds.

Mr. Dolinka said he will return annually to give the Board a status report on the BANs. If in 2011 the District has not been able to finish Phase III, the Dolinka Group will be available to provide information and would probably recommend placing another bond measure on the ballot.

Member Carlisle asked what the total cost of the BAN was at the end of the 5 years. Mr. Dolinka said with the interest, a conservative estimate is about \$23.5M.

Member Bartholomew asked about the County letter which indicated that Mr. Dokinka's projected assessed valuation estimates are too optimistic. Mr. Dolinka said he compared the BAN analysis to what the County Assessor shared and projects the assessments will return in three years which is different than the County projects..

President El-Hajj asked if we would save money if we paid the BAN off before 5 years. Mr. Dolinka said yes, some of the interest costs would be saved. President El-Hajj said the Board would be interested in paying off the BAN as soon as possible because the covenants are quite restricting.

Mr. Dolinka asked the Board if there were any covenants he should try to negotiate with US Bank. Dr. Johnson suggested requesting a 5 day records request provision. To go into default for such a short noticing time could happen if staff were not given reasonable time to respond.

Christina Becker reported on her visit to Sacramento seeking facility hardship funds. She received a conceptual approval of the request to fund 2 of the 10 classroom buildings and some classrooms from another building, estimated to be close to \$6M, and it will go to the State Allocation Board in July. The hardship funds may get approval but be unfunded, although these funds go to the top of the list when dollars become available. Dr. Johnson said 18 months is the projected target at this time to receive the apportionments.

Dr. Johnson reported we have only received \$4.1M of the approximately \$32M in eligible State construction funds from the State. This has created a cash shortfall of approximately \$8M to complete Phase I construction. She shared that Barnhart, Inc. is working with the District to help mitigate and defer the cash flow during completion of Phase I construction.

Member Bartholomew asked the cost of stopping construction and what it logistically entails. Dr. Johnson said there are considerable costs with stopping construction and ending contracts that are in the queue. It is projected that the cost could be as high as \$16M, and at this point there is no way to pay it because of the State freeze. President El-Hajj said the biggest challenge is the \$7M for completion of Phase I. Phase II would not be attainable.

Anton Greenville, vice president of Barnhart, Inc., said it also impacts Barnhart's commitment to the sub contractors. He said construction costs are also less at this time and next year the costs may be greater.

Member Ryan asked when the BAN dollars would be realized. Mr. Dolinka said the goal is for the end of June.

Member Carlisle asked when the Board would need to know that State funds are coming so Phase II could be continued. Board members discussed when to possibly expect State payments. Dr. Johnson said if the District did not receive the BAN money until July, Barnhart and the subcontractors have expressed a willingness to defer payments until the BAN money is received in July.

Member Ryan moved to adopt Resolution #0809-39 to move forward with the issuance and sale of general obligation bond anticipation notes in order to finance identified school facilities projects, authorizing execution of documents and taking related actions.

Dr. Johnson asked if the Board would like a short workshop on the construction schedule options with additional BAN covenants and shortfalls because of not being able to access LRB or QZAB funds as a result of the US Bank restrictions. President El-Hajj said a workshop should be planned after the new CBO was on board and should include Barnhart representatives.

President El-Hajj thanked the ICOC members for being at the meeting to hear about the funding issues for themselves instead of second hand.

**Motion:** Ryan                      **Second:** Bartholomew                      **Vote:** 5-0

**G. BOARD POLICIES AND BYLAYS**

**1.1. First Reading: New BP 3515.1 Safety During School Hours: Securing Gates**

New BP 3515.1 was presented for a first reading. Member Burns is concerned about the parking lot at Cajon Park and if it is truly possible to implement securing the gate during the school day.

**2.1. Second Reading: Revised Board Policy #5132 Dress and Grooming**

Revised Board Policy #5132, Dress and Grooming was presented for a second reading and approval. Member Burns moved approval of the revisions.

**Motion: Burns Second: Carlisle Vote: 5-0**

**2.2. Second Reading: New and Revised Board Policies: BP 3280 – Sale, Lease, Rental of District-Owned Real Property; BP 3541.2 – Transportation for Students with Disabilities; BP 7123 – School Size**

Board Policies 3280; 3541.2; and 7123 were presented for a second reading and approval. President El-Hajj said it would be a good idea to have a discussion about school size while it is not a pending issue. Member Burns agrees and believes the process should begin.

**Motion: Carlisle Second: Ryan Vote: 5-0**

**H. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS**

Member Burns said it is his understanding that the committee has selected a special education director and he would like the opportunity to meet the candidate before the Board takes action to confirm. Administration will arrange for the candidate to be available 30 minutes prior to the next board meeting.

Member Carlisle reported on the CSA 69 committee. It is very expensive to run the four emergency units and the fee may need to be increased. The reserve is declining and expenses are increasing. The County staff is hopeful that the budget will balance.

Member Ryan provided a report from the CSBA delegate assembly. She said that under "No Child Left Behind", the ratio of highly qualified teachers must be balanced and asked Mrs. Malin if Santee's teaching staff is balanced. Mrs. Malin confirmed that Santee complies with the requirements.

Member Ryan said she learned that 50 school districts said their textbook adoptions waivers were denied. Mrs. Andrade said Santee has been approved and she understands that the State will be reconsidering the denials for other school districts and it is projected they will approve them

**I. CLOSED SESSION**

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

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

*Public Employee Discipline/Dismissal/Release*

The Board entered closed session at 10:20 p.m.

**J. RECONVENE TO PUBLIC SESSION**

The Board reconvened to public session at 11:25 p.m. No action was reported.

**K. ADJOURNMENT**

The May 19, 2009 regular meeting adjourned at 11:25 p.m.



**BACKGROUND:**

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

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

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

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

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

**RECOMMENDATION:**

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

This recommendation supports the following District goal:

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

**FISCAL IMPACT:**

The estimated travel expenses are \$4,815, as disclosed on the following pages.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:

Second:

Vote:

Agenda Item D.2.1.

**Board Travel Report - June 2, 2009**

Travel Dates		Attendees	Site or Dept	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Overnight, Out-of-State, Air Travel
<b>Travel Requests (overnight, out-of-State, and/or air travel) Submitted for Board Approval</b>									
Thurs-Fri,	06/25/09 - 06/26/09	Hope Baker	SC	2009 AmeriCorps Conference	San Francisco	\$0	\$1,127	HIPPY Corps Grant	This two day conference is funded by the HippyCorps Grant and is attendance is a requirement for grant eligibility.
Tues-Wed,	07/07/09 - 07/15/09	Meredith Riffel	PA	2009 Federal Policy Institute - Educating the Whole Child	Washington, D.C.	\$0	\$3,688	Project PEACE*	The focus of this conference will educating the 'whole child' with safe and healthy environments that promote student academic progress and long-term success.

\*Project PEACE will provide reimbursement for registration, hotel, airfare, and food.

Consent Item D.2.2. Approval/Ratification of Revolving Cash Report  
Prepared by Dr. Lisbeth A. Johnson  
June 2, 2009

**BACKGROUND:**

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

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

**RECOMMENDATION:**

Administration recommends approval of checks #21748 through #21750 on the \$5,000 Revolving Cash Account.

This recommendation supports the following District goal:

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

**FISCAL IMPACT:**

The fiscal impact is \$232.85 as disclosed on the following report.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

<b>Date</b>	<b>Number</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
05/13/09	21748	Wal-Mart	Lorene Foster Children's Fund	\$100.00
05/13/09	21749	Von's	Lorene Foster Children's Fund	\$100.00
05/01/09	21750	State Board of Equalization	Quarterly Fuel Tax Fee	\$32.85

Total Checks Written

\$232.85

Total to be Reimbursed

\$232.85

Consent Item D.2.3. Acceptance of Donations  
 Prepared by Dr. Lisbeth A. Johnson  
 June 2, 2009

**BACKGROUND:**

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

Item	Approximate Value	Donated By	Designated For Use At
Funds to Purchase a Flag Pole for Jr. High Building	\$500.00	Farmers Insurance Group	Cajon Park
Funds to Purchase Two Computers and Monitors for Media Center	\$1,400.00	PTA	Sycamore Canyon
Funds to Support the Fine Arts Program	\$100.00	Friends of East County Arts, Inc.	Cajon Park
	\$100.00		Sycamore Canyon
<b>TOTAL DONATIONS RECEIVED</b>	<b>\$2,100.00</b>		

**RECOMMENDATION:**

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

This recommendation supports the following District goals:

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

**FISCAL IMPACT:**

The donations above are valued at \$2,100.00

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:

Second:

Vote:

Agenda Item D.2.3.

Consent Item D.3.1. Approval of Request for Extended Field Trip for Pepper Drive School Students to Visit Knott's Soak City in Chula Vista, California  
Prepared by Emily Andrade  
June 2, 2009

**BACKGROUND:**

Ms. Mowrey and Mr. Cartwright, seventh and eighth grade teachers at Pepper Drive School, request Board approval to take approximately 50 6<sup>th</sup> – 8<sup>th</sup> students on an extended field trip to Knott's Soak City in Chula Vista, California, on June 15, 2009. This is a reward field trip for middle school honor roll students who have maintained a GPA of 3.5 and/or a citizenship GPA of 4.0 for all three trimesters of the school year. Students will travel by school bus, leaving Pepper Drive School at 10:00 a.m. and returning at approximately 4:30 p.m.

**RECOMMENDATION:**

Administration recommends approval of the extended field trip to Knott's Soak City in Chula Vista, California.

This recommendation supports the following District goal:

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

**FISCAL IMPACT:**

The cost of the trip is \$30 per student and will be paid for through individual student donations. Students needing financial assistance will be assured participation through PTO.

**STUDENT ACHIEVEMENT IMPACT:**

The trip to Knott's Soak City will be an incentive for students to maintain good scholarship and citizenship grades.

Motion:

Second:

Vote:

Agenda Item D.3.1.

# SANTEE SCHOOL DISTRICT

## EXTENDED FIELD TRIP REQUEST FORM

SCHOOL SITE(S): Pepper Drive

DATE: May 13, 2009

TEACHER(S): Sarah Mowrey and Gary Cartwright

GRADE(S): 6<sup>th</sup> – 8<sup>th</sup>

The sponsor of the organization desiring to take an extended trip will insure that the following requirements/stipulations are met and are presented to the principal in a timely manner:

DESTINATION OF TRIP: Knott's Soak City

Itinerary: Students will arrive at Soak City at approximately 10 AM, we plan on leaving when the bus arrives back which is currently scheduled for 4:00 PM. We plan on arriving back to Pepper Drive no later than 4:30 PM, depending on traffic.

Educational Objectives of the Trip: This is a reward field trip for the middle school honor roll students. The students who maintained a GPA of 3.5 and/or a citizenship GPA of 4.0 for the entire school year (three consecutive trimesters) will be honored.

Specific Dates: June 15, 2009

Mode of Travel: School Bus

Number of Student Participants: Approx 50

Cost Per Student: Approx. \$30

Insurance Coverage: \_\_\_\_\_

Supervision: Sarah Mowrey and Gary Cartwright

Number of Substitute Days Required: Zero

Money will be Raised or Provided to Cover Costs by: Students

Provision for Financial Hardship Cases: PTO

  
Principal Approval

5-18-09  
Date

\_\_\_\_\_  
Assistant Superintendent, Educational Services

\_\_\_\_\_  
Board Approval Date



**BACKGROUND:**

The San Diego County Office of Education submitted contracts for its Outdoor Education Program to the District for approval. Fees for the Outdoor School Program are \$270 for each child in full attendance, which is the same as the 2008-09 fee. The \$285 charged to students includes \$270 paid to the San Diego County Office of Education and transportation costs. Fees for the Marine Science Program half-day Floating Lab are \$660 per trip, which is the same as the 2008-09 fee. No District funding is recommended to support these programs.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the 2009-10 Outdoor Education Contracts with the San Diego County Office of Education.

This recommendation supports the following District goals:

- Assure the highest level of educational achievement for all students.
- Develop social, emotional and health service programs to foster student character and personal well-being.

**FISCAL IMPACT:**

The cost for the Outdoor School Program is \$285 per student which includes the \$270 fee paid to the San Diego County Office of Education and transportation fees. The costs are paid through student contributions, scholarships, and fundraisers. The cost of the Marine Science Floating Lab is \$660 per trip. The costs are paid through student contributions, GATE funds, and PTA donations. Students needing financial assistance will be assured participation through PTA donations and scholarships.

**STUDENT ACHIEVEMENT IMPACT:**

The Outdoor Education Program provides students with an enriched alternative learning experience.

Motion:

Second:

Vote:

Agenda Item E.3.2.

**AGREEMENT FOR PARTICIPATION AND SERVICES 2009-10  
OUTDOOR EDUCATION PROGRAM**

THIS AGREEMENT is entered into this 1st day of July, 2009, by and between the Superintendent of Schools, Office of Education, San Diego County, hereinafter called the OFFICE and Santee, hereinafter called the SCHOOL/DISTRICT.

WHEREAS, the OFFICE operates for the schools of San Diego County an outdoor education program at designated sites and authorized by the Education Code Section 35335 and following and 8760 and following; and

WHEREAS, the SCHOOL/DISTRICT desires to participate in said program; NOW, THEREFORE, the parties agree as follows:

I Use and Occupancy of Outdoor Education Premises and Facilities

A. The OFFICE agrees to provide:

- (1) Administration and operation of the outdoor education program.
- (2) Outdoor science education and conservation instructional and supervision services for an educational program.
- (3) Sites, buildings, utilities, and maintenance.
- (4) Food and its preparation.
- (5) All staff other than school district employees accompanying students.
- (6) Preparation and distribution of outdoor school schedules designating the site to be attended and the specific dates of attendance.
- (7) Promotion of the outdoor school program.
- (8) Transportation for students while in camp.
- (9) Availability of health and accident insurance of pupils and to notify the SCHOOL/DISTRICT of the pertinent information.

B. The SCHOOL/DISTRICT agrees to:

- (1) Pay to the OFFICE a "district estimated fee" based on the number of SCHOOL/DISTRICT students in actual attendance at any time during each encampment.
- (2) In the event that the actual total number of SCHOOL/DISTRICT students attending during the agreement period is less than the minimum guaranteed number of students noted in section III.B., then the SCHOOL/DISTRICT shall pay OFFICE a "district estimated fee" to cover the difference between the guaranteed number and the number in actual attendance. Payments shall be made as noted in section B.(5).
- (3) Pay to the OFFICE, a "pupil fee" for each student in actual attendance at the encampment based on a daily rate calculated by dividing the total scheduled program "pupil fee" by the number of days in the scheduled program.
- (4) For purposes of this agreement:
  - (a) "Pupil fee" means that per pupil amount established by the OFFICE for a school year as the cost of a pupil's food, lodging, and support services.
  - (b) "District estimated fee" means the minimum fee estimated by the OFFICE for each school year as the cost of the instructional program, and is subject to final adjustment at the close of the school year as provided in section I.B.(6) of this agreement.
- (5) Payments to OFFICE for all fees under this agreement shall be made as follows:
  - (a) For San Diego County School Districts and Schools, payment shall be made by way of an auditor's cash transfer initiated by the OFFICE after each student encampment and at year-end if section B.(2) is applicable. OFFICE will provide DISTRICT/SCHOOL appropriate detailed backup for all charges.
  - (b) For private schools and out-of-county schools/districts, OFFICE will invoice the participating schools or districts and payment shall be made to OFFICE within 30 days of invoice.
- (6) If the cost of the instructional program for the school year exceeds payments made by the participating SCHOOL/DISTRICTs as called for under Section I.B.(1) hereof, the excess cost shall be apportioned among the participating districts based on the actual per pupil attendance from each such district.
- (7) Provide transportation for pupils to and from outdoor school.
- (8) Secure necessary funding so no child will be denied the outdoor school experience because of inability to pay.
- (9) Provide approximately one classroom teacher for every 30 pupils to actively participate in the 24-hour per day program under the direction of the site administrator.

- (10) Comply with the outdoor school schedule.
- (11) Require each pupil attending an encampment to have the health and accident insurance referred to in I.A.(9) hereof.
- (12) SCHOOL/DISTRICT agrees, except in a case of active negligence of OFFICE, to indemnify, defend and hold OFFICE, its officers, agents and employees, harmless from any liability or claim of whatsoever nature arising out of, or resulting from, SCHOOL/DISTRICT's use and occupancy of the premises and facilities and participation in the activities of the Outdoor Education Program under this agreement. Additionally, SCHOOL/DISTRICT shall maintain general liability and property damage insurance in at least the minimum amount of \$1,000,000 to cover all activities under this agreement and provide OFFICE a certificate of insurance naming the OFFICE as additionally insured under the policy.
- (13) Provide the required Intent to Participate form for each school and the student registration and health information forms for each student participating in the Outdoor School program per the instructions and the schedules set forth in the camp planning checklists and forms available on the SDCOE Outdoor Education web site.
- (14) Provide services and/or accommodations as specified in the student's IEP or Section 504 plan for all students with special needs participating in Outdoor School programs.

II. Agreement Period and Termination

- A. The term of this agreement shall commence on **July 1, 2009** and will continue through **June 30, 2010**.
- B. This agreement may be terminated at any time upon mutual agreement of the parties involved.

III. Fees and Minimum Guaranteed Participation

- A. The fee schedule is established each year and is adopted by the Board of Education. The applicable adopted fee schedule for fiscal year **2009-2010** is attached and is hereby made a part of this agreement.
- B. The SCHOOL/DISTRICT guarantees payment of the "district estimated fee" to the Office for not less than **544** pupils during the school year. Minimum number of students per school as follows:

Sycamore Canyon School	36	Carlton Hills School	40
Pepper Drive School	62	Prospect Avenue School	48
Rio Seco School	71	Hill Creek School	67
Chet F. Harritt School	40	Cajon Park School	92
Carlton Oaks School	88		

Executed by the parties on the dates shown below their respective signatures.

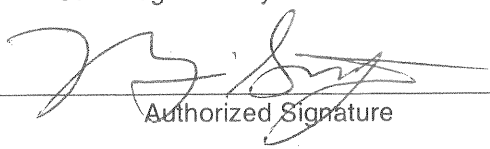
Santee  
School/District

---

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

County Superintendent of Schools San Diego County Office of Education  _____ Authorized Signature _____ Director, Outdoor Education Title _____ <b>April 21, 2009</b> Date
--

Authorized or ratified by the Board of Education on:

Authorized by the San Diego County Board of Education on:

\_\_\_\_\_

**February 11, 2009**

Rules for acceptance and participation in the outdoor school program are the same for everyone without regard to race, color or national origin, sex, gender or handicap.

San Diego County Office of Education

MARINE SCIENCE FLOATING LAB  
FIELD TRIP AGREEMENT – 2009-2010

THIS AGREEMENT, made this July 1, 2009 and which will terminate on June 30, 2010, by and between San Diego County Superintendent of Schools, hereinafter called the "County", and Santee School District hereinafter called the "District/School", mutually agree as follows:

1. **Basis of Agreement**

The County, as coordinator of the education outreach programs, has determined that it is desirable to conduct various programs for school districts within the County of San Diego. District/School agrees to participate in these programs in accordance with the terms and conditions of this agreement.

2. **Scope of Agreement**

A. General

The County will make available and provide by contractual agreement the following programs:

- 1) Marine Science Floating Laboratory:  
This program consists of a half-day field trip on San Diego Bay with hands-on science instruction and materials.

The County will coordinate the curriculum and activities of the above programs to provide students the opportunity to study marine biology, oceanography, history and economics in a "real world" environment.

B. County agrees to provide:

- 1) Boat transportation with qualified crew
- 2) Required instructional materials and on-board equipment
- 3) Marine Science curriculum and instruction
- 4) Scheduling of District/School participation
- 5) Invoice the District/School for field trip.

All trips are subject to cancellation due to weather conditions. In the event of inclement weather causing a cancellation of field trip, County will endeavor to reschedule the trip at a time that is agreeable to the District/School, however, such rescheduling is not guaranteed.

C. District/School agrees to:

- 1) Schedule participation in the program with the County by phone or submitting reservation forms provided by the County. Each field trip shall be limited to a maximum of thirty-six (36) students and a maximum of four (4) accompanying adults. The fully executed reservation form becomes an addendum to this agreement and will be used to determine the appropriate fee based on the schedule note in item (2.C.4), below.

- 2) Provide a minimum of one adult participant who holds a valid California teaching credential who is authorized by the District/School to supervise the students aboard the vessel and will aid in presenting the program if requested.
- 3) Provide written notification to County of field trip cancellation a minimum of twenty (20) working days in advance of the trip. Less than twenty working days notification will result in a cancellation fee equal to fifty percent (50%) of the contract amount being charged to the District/School. The cancellation fee will be waived if the County is able to schedule a substitute paying group into your reserved time slot.
- 4) Pay the appropriate fees for services rendered upon receipt of invoice. The fees will be based on the following schedule:

Marine Science Floating Lab Field Trip	\$660.00
--	----------

**3. Authorization to Copy Materials**

The County hereby authorizes the District/School to make copies of individual pages of the worksheets and teacher's guide as necessary and appropriate to enhance their participation in the County program. Copying materials for any other purpose is prohibited without the express permission of the County.

**4. Confidentiality of Service or Work**

All curriculum and participant information are considered proprietary and confidential. All requests for information relating to the County's program should be directed to the County Office.

**5. Independent Contractor**

It is expressly understood that at all times while rendering the services described herein and in complying with any terms and conditions of this Agreement, the County is acting as an independent contractor and is not an officer, agent, or employee of the District/School.

**6. Hold Harmless**

The District/School agrees to hold harmless, defend, and to indemnify the San Diego County Superintendent of Schools, its officers, agents, and employees from every claim, demand, or liability which may be made by reason of:

- A. Any injury to person, including death therefrom, or damage to property sustained by the District/School or any person, firm, student, teacher, volunteer, or corporation, employed directly or indirectly associated with or employed by it, however caused; and
- B. Any injury to person, including death therefrom, or damage to property sustained by any person, firm, student, teacher, volunteer, or corporation, caused by any act, neglect, default, or omission of the District/School, or of any person, firm, student, teacher, or corporation directly, or indirectly associated with or employed by it upon, or in connection with the services rendered pursuant to this agreement. The District/School at its own cost, expense and risk, shall defend any and all actions, suits or other legal proceedings, that may be brought or instituted against the San Diego County Superintendent of Schools, its officers, agents, or employees, on any such claim or demand, and pay or satisfy the judgment that may be rendered against the San Diego County Superintendent of Schools, its officers, agents, or employees, in any such action, suit, legal proceedings, or result thereof.

7. **Insurance Requirements**

Both County and District/School shall maintain programs of general liability, property damage, worker's compensation, and auto insurance as required to protect the County and District/School as their interests may appear. Participants who are not covered by the Joint Powers Authority (JPA) program must provide a certificate of insurance for Comprehensive General Liability or Commercial Liability insurance in a minimum amount of \$1,000,000 per occurrence naming the San Diego County Superintendent of Schools as additionally insured under their policy.

8. **Compliance With Laws**

The District/School shall be subject to and shall comply with all Federal, State, and local laws, policies and regulations with respect to its performance under this agreement including but not limited to, licensing, employment and purchasing practices, and wages, hours and conditions of employment, including nondiscrimination.

9. **Compensation/Costs and Payment Schedule**

The contract price is a fixed fee per field trip. County will prepare and submit an invoice for each field trip. The District/School agrees to pay County's invoice on a Net 30 day basis from date of receipt of invoice.

10. **Termination**

It is mutually agreed that either party may terminate this agreement by giving a twenty (20) working day written notice. District/School may be subject to cancellation charges if termination is less than twenty days, as noted above in paragraph (2.C.3) above.

11. **Audit**

The District/School agrees to maintain and preserve any pertinent books, documents, papers, and records related to this agreement until three years after termination of this agreement, and to provide access to said documents to the County or any of its duly authorized representatives for examination or audit.

12. **Safety**

District/School will take all necessary precautions to ensure the safety of the students, staff, and visitors from any hazards inherent in execution of the field trips. County to provide all appropriate water safety equipment as required by Coast Guard regulations for each student and adult on board.

13. **Governing Law/Venue San Diego**

In the event of litigation, the agreement and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate State or Federal court located in San Diego County.

14. **Final Approval**

This agreement is of no force and effect until approved by signature by the Director of Outdoor Education.

15. **Contract Participants**

If signed by a District, this contract will apply to all schools in the District, otherwise, it will apply only to the individual school or organization which signs the contract.

16. **County Contact Person**

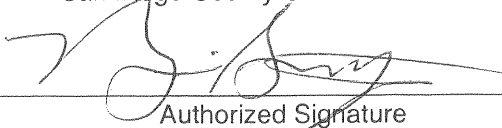
San Diego County Office of Education  
Outdoor Education Program Director  
6401 Linda Vista Road, Room 410, San Diego, California 92111-7399  
(858) 292-3695 Fax (858) 571-7206

17. **Entire Agreement**

This agreement represents the entire agreement and understandings of the parties hereto and no prior writings, conversations or representations of any nature shall be deemed to vary from the provisions hereof. This agreement may not be amended in any way except by a writing duly executed by both parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused the Contract to be duly executed, such parties acting by their representatives being duly authorized.

Santee School District  
District  
By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_  
Authorized or ratified by the  
Board of Education  
on \_\_\_\_\_

County Superintendent of Schools  
San Diego County Office of Education  
  
\_\_\_\_\_  
Authorized Signature  
\_\_\_\_\_  
Director of Outdoor Education  
Title  
\_\_\_\_\_  
April 21, 2009  
Date

Authorized by the San Diego County Board  
Education on February 11, 2009

**Please return only one copy of this page**

Rules for acceptance and participation in the Marine Science Floating Lab program are the same for everyone without regard to race, color or national origin, sex, age or handicap.

**SAN DIEGO COUNTY OFFICE OF EDUCATION  
OUTDOOR EDUCATION PROGRAM  
FEES & CHARGES 2009-2010**

Program Name	Unit Base for Charge	Notes	Adopted 2009-2010
<b>Outdoor School Program</b>			
5 - Day Program	Per Student	(8)	\$270.00
4 - Day Program	Per Student	(3) (8)	\$227.00
Classroom Teachers - Food Svc Ops	Per Teacher/Per Day		\$6.00
San Diego Unified School District	Per Student/Week		\$129.00
Insurance	Per Student/Per Week	(1)	\$0.60
SDCOE Outdoor School T-Shirt	Per Student	(10)	\$12.00
<b>Outreach Programs</b>			
Marine Science Floating Lab	Per Trip		\$660.00
Splash Science Mobile Lab	Per Day	(9)	\$550.00
Green Machine Mobile Classroom	Per Day	(9)	\$305.00
<b>All Programs</b>			
Visitor Meal - Food Service Operations	Per Meal		\$6.00
<b>Site Rental Program</b>			
One Overnight with 3 meals	Per Guest	(5)	\$61.00
Two Overnights with 4 meals	Per Guest		\$98.00
Three Overnights with 10 meals	Per Guest		\$168.00
Four Overnights with 13 meals	Per Guest		\$194.00
Overnights without meals	Per Guest/Per Night	(11)	\$43.00
Kitchen access for self-prep meals	Per Scheduled Meal	(11)	\$150.00
Plus State Park Fee (Cuyamaca and Palomar only)	Per Guest/Per Night	(2)	\$2.00
<b>Additional Services/Facilities</b>			
Overnights (after 4 nights)	Per Guest/Per Night	(4)	\$29.00
Meal/Food Service Operations	Per Meal/Per Person		\$6.25
Camper Insurance	Per Guest/Per Day	(1)	\$0.41
Day Use Fee - Outside Only	Per Day or part thereof		\$375.00
<b>Facilities:</b>			
Individual Bedroom	Per Night or part thereof	(4)	\$20.00
Assembly Hall	Per Day or part thereof		\$20.00
Craft Shop, Infirmary, Lodge, or Staff Loung	Per Day or part thereof		\$35.00
Dining Room	Per Day or part thereof (for day use group)		\$300.00
<b>SDCOE Staff:</b>			
Summer Program Staff	Per Guest/Per Day	(4)	\$6.79
Lifeguard	Per Day or part thereof	(4) (6)	\$250.00
Nurse	Per Day or part thereof	(4) (6)	\$350.00

**Notes:**

1. Insurance rates are set by an insurance company and are subject to change.
2. State Park Fees are set by State Parks & Recreation and are subject to change.
3. 4-Day programs are available on designated SDCOE holiday weeks only. Refer to your Outdoor School Schedule.
4. All accommodations and staffing are subject to availability and must be arranged in advance.
5. Requested minimum group sizes for 1-3 nights: 50; for more than 3 nights: 100, smaller groups may call director for consideration.
6. This rate charged for up to a maximum 10 hours a day/40 hours per week. OT will be charged if hours exceeded.  
The availability of Lifeguard and Nurse are not guaranteed, it is highly recommended that groups bring their own staff (lifeguard must be certified).
7. Director reserves right to alter above fee schedule to accommodate special staffing, groups sizes, or unusual program needs.
8. Program cost breakdowns:  
(5-Day Program: Instructional = \$141.00, Operational = \$129.00)  
(4-Day Program: Instructional = \$119.00, Operational = \$108.00)
9. Schools may request an additional TA to accompany the Splash Lab or Green Machine in lieu of the school providing a volunteer.  
Additional TA's are subject to availability and additional fee of \$100 per day/per TA. Please request at least two weeks in advance of trip.
10. Schools may choose to purchase T-Shirts for their students to commemorate their camp visit. T-shirt purchase is strictly elective on a school by school basis and is subject to availability.
11. Site rental without meals by special arrangement. If access to kitchen for self-prep meals is needed, additional charges will apply for supervision.



Consent Item D.4.2. Approval of Reduced Workload Agreements  
Prepared by Minnie Malin  
June 2, 2009

**BACKGROUND:**

Part-time certificated employment with full STRS retirement credit requires Board approval per Article XIV, Section L., of the Successor Agreement between Santee School District and Santee Teachers Association. The following employees have requested part-time employment with full retirement credit:

Polly Jones	50% Shared Teaching Contract	Chet F. Harritt
Diane Long	50% Shared Teaching Contract	Chet F. Harritt

**RECOMMENDATION:**

Administration recommends approval of part-time certificated employment and participation in the STRS Reduced Workload Program per Education Code Section 44922 for Polly Jones, and Diane Long, for the 2009-10 school year.

This recommendation supports the following district goal:

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

**FISCAL IMPACT:**

The STRS Reduced Workload Program allows an employee to work half time and earn a full year's service credit. This program requires the employee and the District to make a STRS contribution equivalent of a full year's service. Estimated annual cost to the District for these employees will be \$8,000.

**STUDENT ACHIEVEMENT IMPACT:**

Student achievement is not impacted as a result of the reduced workload program.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item D.4.2.

**BACKGROUND:**

The Santee Teachers Association (STA) and the Santee School District have reached Tentative Agreements for the 2008-09 school year (see attached Tentative Agreements). The Tentative Agreements address many aspects of the working relationship between the District and the certificated employees including instructional minutes on modified days.

STA membership ratified the tentative agreements on May 21, 2009 and these agreements are presented tonight for Board ratification.

**RECOMMENDATION:**

Administration recommends that the Tentative Agreements between the Santee Teachers Association and the Santee School District is ratified.

This recommendation supports the following District goal:

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

**FISCAL IMPACT:**

These Tentative Agreements will not impact the general fund.

**STUDENT ACHIEVEMENT IMPACT:**

Collaborative agreements serve an important role in District and association relationships thereby supporting student achievement goals.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item D.4.3.

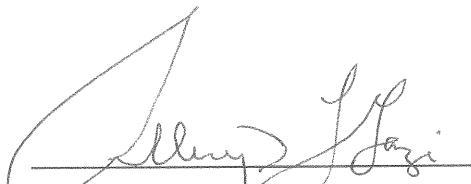
## Instructional Minutes

### Old Language:

~~"Statement of assurance that the core curriculum will be taught exclusively on modified days. Core curriculum is defined as Language Arts, Mathematics, Social Studies, Science and ELD. Time allotted for Language Arts and Mathematics will not be reduced on modified days."~~

### New Language:

All core curriculum may be taught on modified days but must include Language Arts, Mathematics and, if applicable, ELD. Core curriculum is defined as Language Arts, Mathematics, Social Science, Science, P.E. and Visual and Performing Arts. Non-instructional activities will not occur on modified days. Exceptions to this schedule must receive prior approval from the Superintendent or designee.

  
\_\_\_\_\_  
STA Representative      Date      4/1/09

  
\_\_\_\_\_  
District Representative      Date

ARTICLE XVI  
EMPLOYEE BENEFITS

A. General Provisions

For the duration of this agreement, the District agrees ~~that the employee contribution to provide an annual cap (monthly maximum contribution of \$600)~~ for the cost of health benefits for employee use. ~~and employee plus one will not exceed the 1995-96 levels. Effective January 1, 1988 .~~ The District will provide the following selection for coverages from companies designated by the District for each full-time employee:

1. Health insurance (employee-only)
2. Life insurance (\$50,000)
3. Vision (employee-only)
4. Dental insurance. Employees will be offered an opportunity to enroll in one (1) of the following dental plans:
  - a. Employee-only
  - b. Prepaid dental program for employee and dependents which will be offered and implemented contingent upon seventy-five percent (75%) of employees choosing to participate in this plan enrolling their dependents.
5. The life time cap on benefits eligibility shall be extended to two million dollars (2,000,000).
6. ~~An additional sum of \$18,000 to be referred to the Insurance Committee to improve benefits as determined by the Insurance Committee (provided that the Committee is not authorized to distribute the sum in such a way as to compound its costs in future years).~~
6. The employee will be responsible for any cost(s) beyond the cap for selected coverage.

The health insurance plans offered shall include copayment prescription benefits. In addition to the above coverages and provisions, each employee may choose one (1) of the following options:

Option No. 1 - Dependent Coverage.

For those employees who choose this option, in addition to the coverages and provisions listed under Article XVI, "Employee Benefits," A. "General Provisions," ~~page 55~~ for each full-time employee who purchases dependent health coverage through one (1) of the District-offered plans, the District will pay the premium cost of one (1) dependent not to exceed \$600 per month total cost. ~~If an employee wishes to have dependent health coverage, all eligible members of the immediate family must be enrolled. If an employee's spouse is also an employee of the Santee School District and the spouse is receiving a benefit allotment for dependent coverage, the two (2) allotments may be~~

1 combined and applied toward the premium cost for dependents. However, if dependent  
2 allotments are combined, at no time shall the total of the two (2) allotments exceed the  
3 actual premium cost of the coverage provided.  
4

5 Option No. 2. - Discretionary Purchases

6 \* Beginning with the 2007 Benefit Year

7 ~~Beginning with the 2006 Benefit Year, for those employees who choose this option, in~~  
8 ~~addition to the coverages and provisions listed under Article XVI, "Employee Benefits," A.~~  
9 ~~"General Provisions," the District will contribute for each employee thirty dollars (\$30) per~~  
10 ~~month (three hundred and sixty dollars [\$360] per benefit year) toward one (1) of the~~  
11 ~~following plans offered by the District:~~

- 12 1. Cancer insurance
- 13 2. Income protection
- 14 3. Section 125, Flexible Spending Account
- 15 4. Received as compensation

16 \* Beginning with the 2007 Benefit Year, for those employees who choose this option, in  
17 addition to the coverages and provisions listed under Article XVII "Employee Benefits," A.  
18 "General Provisions," the District will contribute for each employee from their unused  
19 benefit monies up to forty dollars (\$40) per month (four hundred and eighty [\$480] per  
20 benefit year) toward one (1) of the plans listed above.

21 B. Unused Benefit Monies.

22 Any unused benefit monies will remain the property of the District.

23 C. Benefit Year.

24 For purposes of this article, a benefit year shall be defined as the period of time between  
25 ~~January 1 and December 31~~ July 1 and June 30.

26 D. New Employees.

27 New employees shall qualify for benefits on the first (1st) day of the month following the  
28 effective date of employment.

29 E. Prorated Benefits.

30 New employees shall earn a prorated share of the annual benefit allowance. The  
31 prorated share will be one-twelfth (1/12) of the annual benefit allowance per month from  
32 the date the employee qualifies for benefits until the end of the month preceding the first  
33 qualifying month of the next school year.

34 F. Benefit Year Qualification.

35 Those bargaining unit members who are in benefit-paid status for at least 75% of the  
36 days of the work year shall receive a prorated share of the annual benefit allowance.  
37 The prorated share will be one-twelfth (1/12) of the annual benefit allowance per month

1 from the date the employee qualifies for benefits until the end of the month preceding the  
2 first month the employee becomes eligible for benefits of the next school year. Other  
3 bargaining unit members who do not meet the above conditions shall have their benefits  
4 end at the end of their last month of employment.

5 G. Benefit Selection Sheets.

6 Each year no later than ~~November 15~~ May 15, every employee who qualifies for benefits  
7 is required to turn in to the Human Resources Department the benefit selection form  
8 provided by the District. This form authorizes the District to enroll in and/or continue  
9 benefit selections for employees. This form must be turned in regardless of whether or  
10 not there are any changes in an employee's benefit program. It is the individual  
11 employee's responsibility to comply with the provisions of this section, and failure to do  
12 so may result in a reduction of the total benefit allowance for the employee. If an  
13 employee wishes to change and/or add any benefits, he/she must pick up the  
14 appropriate forms from the Human Resources Department and include them with the  
15 benefit selection form which is submitted by the ~~November 15~~ established May 15  
16 deadline.

17 H. Certificated Non-management Employee Flexible Spending Account Plan.

18 The District flexible spending account plan has been designed to meet Internal Revenue  
19 Service (IRS) guidelines as a "cafeteria plan" under IRS Section 125. The flexible  
20 spending account plan allows the certificated non-management employee the option of  
21 extending and/or paying for (1) additional health benefits, (2) some health care not  
22 covered by other benefit plans, and (3) some dependent care expenses by placing a  
23 portion of his/her salary into special accounts.

24 1. Intent of the Flexible Spending Account Plan.

25 Neither the District nor the Association provides tax advice to employees in  
26 regard to their participation in the flexible spending account plan. It is up to the  
27 individual employee to choose to participate or not participate in this plan and to  
28 determine the level of participation. The intent of offering the plan is to provide a  
29 cafeteria plan which complies with IRS regulations. This benefit (the flexible  
30 spending account plan) is bound by IRS guidelines.

31 2. Flexible Spending Accounts.

32 There shall be three flexible spending accounts available for the certificated non-  
33 management employee.

34 These accounts will be:

- 35 a. Premium Conversion Account
- 36 b. Dependent Care Account
- 37 c. Medical Reimbursement Account

1 Participation in any or all of the above accounts is an option to be decided by  
2 each employee. The amounts directed into these accounts are at the discretion  
3 of the employee and must be within the guidelines set by the Internal Revenue  
4 Service. It shall be the employee's responsibility to participate in yearly open  
5 enrollment periods and to notify the District, with appropriate District-supplied  
6 forms, as to the exact amounts of the deductions directed toward each flexible  
7 spending account. Employees may choose to increase, decrease, or stop  
8 participation during an annual open enrollment period.

9 Flexible spending accounts may be changed only during the annual open  
10 enrollment period unless the employee has a change in family status during the  
11 year. A change in family status includes marriage or divorce, birth or adoption,  
12 death, or the termination of the employee's spouse's employment.

13 3. Forfeiture of Funds.

14 If an employee does not use all funds in his/her flexible spending account during  
15 the benefit year (~~January 1 through December 31~~), (July 1 through June 30),  
16 those funds remaining in a flexible spending account must be forfeited in  
17 accordance with current tax laws. In the event that there are funds in employees'  
18 flexible spending accounts after the end of the benefit year, those funds will be  
19 forfeited and applied toward the costs of operating the plan.

20 4. Administration of Plan.

21 The District shall assume the costs of administering the plan.

22 I. Insurance Plan.

23 Enrollment requirements, eligibility requirements, and other specific rules and regulations  
24 governing participation in all District-offered insurance plans are subject to the rules and  
25 regulations established by the insurance carriers.

26 J. Retirement.

27 1. Retired Employee ~~Health~~ Medical Benefits.

28 Employees retiring shall be eligible and may apply for paid medical ~~and health~~  
29 insurance benefits on the following basis:

- 30 a. The employee must have the equivalent of fifteen (15) years of full service  
31 with Santee School District, the last five (5) years of which must be  
32 consecutive and has reached or passed the age of fifty-five (55) years.
- 33 b. The District coverage will only provide a cap up to the cost of the ~~health~~  
34 ~~and medical~~ benefits plan as covered under one of the ~~health and medical~~  
35 plans provided by the District, whichever the employee was insured by  
36 during the last year of employment or a successor thereto.


- c. Retirees may change carriers during the open enrollment period. The District coverage will only provide up to the cost of the ~~health and~~ medical benefits plan as established at the time of retirement. The retiree will be responsible for any additional cost beyond the District contribution including the currently established fee of 2% and be subject to District and/or plan regulations.
- d. The District will pay the ~~health and~~ medical premiums for the retiree.
- e. The District will continue to provide this coverage until the retiree reaches the age of sixty-five (65), or is eligible for Medicare, whichever comes first.
- f. Employees retiring may enroll dependents under the following conditions:
  - (1) The dependent(s) must have been enrolled prior to the effective date of retirement.
  - (2) Rates and other conversion requirements for dependent coverage are at the discretion of the insurance company.

K. Opt-Out Provision.

~~With the beginning of enrollment for the 2005 benefit year, only employees previously enrolled in the benefit opt-out provision will be able to continue in the benefit opt-out program. Once employees discontinue participation in this program, they will not be able to re-enroll under the opt-out program. There will be no new enrollees into this program beginning with the enrollment period for the 2005 benefit year. The financial impact of this agreement will be reviewed annually.~~

Employees wishing to participate or continue in the benefit opt-out provision must follow established District rules each year regarding written proof of other insurance coverage. A Medical Insurance Waiver Form must be submitted to the District's Human Resource Department, Benefits and Risk Management Specialist, during the Open Enrollment period. Employees who do not provide the required documents within the specified open enrollment period each year will lose their ability to participate in the benefit opt-out provision for that year.

Benefit opt-out participation may be limited by the insurance provider. In such cases, limitations/ exclusions will be applied beginning with the newest participants and continue to those who have participated the longest.

  
 STA Representative      4/24/09  
 Date

  
 District Representative      4-28-09  
 Date  




# SANTEE SCHOOL DISTRICT

## Track II

### Final Evaluation

Name	Date
School	Assignment/ Grade Level

Feedback and recommendations of supervisor:

Satisfactory \_\_\_\_\_ Making Progress \_\_\_\_\_ Unsatisfactory \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_ Date \_\_\_\_\_

I intend to complete an Employee Comment, Reflections or Feedback form. (Form 8)

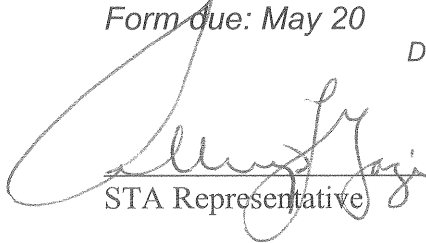
Supervisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

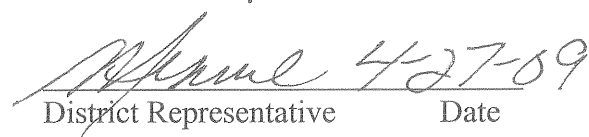
*This form will be placed in the personnel file.*

Form due: May 20

FORM 8

*Distribution: Evaluator, Evaluatee & Personnel file*


  
 STA Representative \_\_\_\_\_ Date 4-27-09


  
 District Representative \_\_\_\_\_ Date 4-27-09

DISCUSSION AND/OR ACTION ITEMS Item E.

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

**BACKGROUND:**

The Budget Advisory Committee was asked to seek budget reductions totaling approximately \$400,000 for the 2009-10 fiscal year. The Committee has completed a detailed review of the District's accounts and has identified budget reductions which represent the Committee's final recommendations (see attached summary). Budget Advisory Committee members, Mr. Jorge Merino and Mr. Mike Mitchell, will present to the Board of Education the Committee's recommendations and an explanation of the savings realized.

**RECOMMENDATION:**

It is recommended that the Board of Education review and discuss the Budget Advisory Committee's budget reduction recommendations. Action to implement any of the budget reduction recommendations is at the discretion of the Board of Education.

This recommendation supports the following District goal:

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

**FISCAL IMPACT:**

The fiscal impact of the Budget reduction recommendations identified total approximately \$1,275,000, if implemented.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:		Second:		Vote:		Agenda Item E.1.1.
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## Budget Advisory Committee Initial Recommendations for 2009-10

<sup>1</sup> Phones/Cell Phones	\$30,000	<i>(done)</i>
<sup>2</sup> Software Maintenance	70,000	
<sup>3</sup> Shift Construction Management	150,000	
<sup>4</sup> Summer School	65,000	<i>(done)</i>
<sup>5</sup> Paperless Environment	40,000	
<sup>6</sup> Department Budget Reductions	45,000	
	<b>\$400,000</b>	

<sup>1</sup> Phones - Switching to radios instead of cell phones it will save us air time

<sup>2</sup> Software Maintenance - Reducing or eliminating annual maintenance contracts

<sup>3</sup> Shift CM - Move costs of Facilities Director out of general fund

<sup>4</sup> Summer School - Eliminate summer school except for Special Ed.

<sup>5</sup> Paperless Environment - Expand to paperless communications/opt out availability

<sup>6</sup> Having a 9% reduction per department (sites excluded)

### Additional Items the Budget Advisory Committee is Researching:

<sup>7</sup> Re-evaluating Office Supplies Contracts	\$85,000	
<sup>8</sup> Campus Aides (Eliminate)	200,000	
<sup>9</sup> SDG&E Savings - \$5,000 per Phase I schools - no summer use	25,000	
<sup>10</sup> Renegotiating with Vendors after Analysis of Costs	25,000	
<sup>11</sup> Central Psychologists (1 FTE)		90,000
<sup>12</sup> Solar Savings	500,000	
	<b>\$835,000</b>	

<sup>7</sup> Switching to Office Depot from Office Max

<sup>8</sup> Will need to evaluate student/aide ratio

<sup>9</sup> With no one going into the schools during the summer

<sup>10</sup> Would vary by vendor but could produce a savings for district

<sup>11</sup> Possibly in 2010-11

<sup>12</sup> Would recognize in the year following installation

**Grand Total of All Recommendations**

**\$1,235,000**

**BACKGROUND:**

The California State Budget is revised to reflect the latest economic and policy information each May and this revision is called the May Revise. The Superintendent summarized the Governor's preliminary Budget in March for the Board of Education's review and discussion.

Over the past year, there have been many reports from Governor Schwarzenegger that the State of California is running out of cash to pay its bills. School districts and public agencies have had their budgets reduced. State apportionments have been delayed and COLA has been threatened. The State of California now has the worst credit rating in the nation as compared to all of the other 50 states.

The Board of Education has worked vigilantly to keep the cuts passed down to us by the State as far away from the classroom as possible and to protect jobs for everyone. Because the State revenue initiatives on the ballot in the special election held on May 19, 2009 did not pass, the Governor has proposed additional reductions and made commentary on the following:

- **Shortening the school year** and taking away that revenue from school districts,
- **Withholding apportionments** from districts until sometime in October, which threatens our cash flow,
- **Increasing class size** with reduced or no penalties, and
- **Moving the layoff/reassignment window to August 15, 2009**, if there is no COLA this next year.

Additionally, there have been reports that the State has received approximately 50% of the Federal stimulus moneys but we are also hearing that the State may hold some or all of this revenue. To date, no stimulus moneys have been received by any school districts. These are also **one time** moneys and will not assist the District with multi-year projections after 2009-10.

The impact to our District for 2008-09 and 2009-10 is predicted to be as much as 10% less in revenue to our \$49M budget. This includes \$2.6M in mid-year reductions already approved by the Board, and now an additional \$2.7M in budget cuts are needed, for a total reduction of \$5.3M or more. The recommendations for reductions must cover fiscal issues for our District for three years. The County Office of Education, as the oversight agency, requires a balanced budget for three years.

The Governor is providing categorical program flexibility in the attached areas and Administration will analyze what opportunities this might provide. The Board also took action on March 3, 2009 to approve \$2.6 of the needed approximately \$5.3M for a cumulative reduction of approximately 10% impacting 2008 and 2009 revenue. However, administration will bring back the actual savings to this meeting.

Tonight, the Superintendent will bring additional budget options to the Board and seek direction as to how to proceed to close our budget shortfall based on State reductions, and will bring back a final tally of reductions to the Board at the June 16, 2009 meeting.

**RECOMMENDATION:**

It is recommended that the Board of Education discuss the budget reduction recommendations that will be brought to the Board and provide direction on the recommended reductions. Pending Board direction, administration will bring the final reduction plan to the Board on June 16, 2009.

This recommendation supports the following District goal:

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

**FISCAL IMPACT:**

The fiscal impact to our District for 2008-09 and 2009-10 is predicted to be as much as 10% less in revenue to our \$49M budget. This includes \$2.6M in mid-year reductions already approved by the Board, and now an additional \$2.7M in budget cuts may be needed, for a total reduction of \$5.3M or more.

**STUDENT ACHIEVEMENT IMPACT:**

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

Motion:

Second:

Vote:

Agenda Item E.1.2.

Discussion and/or Action Item E.2.1.  
Prepared by Dr. Lis Johnson  
May 5, 2009

Modernization and Construction  
Schedule for Summer 2009

**BACKGROUND:**

The Superintendent will provide the board of Education with a summary of the decisions from the special Board meeting held on May 22, 2009 for modernization summer work. The attachments indicate the decisions made by the Board and the fiscal impact if bridge financing through the Bond Anticipation Notes in the amount of \$18.9 is received.

**RECOMMENDATION:**

The Board took action on this item on May 22, 2009 and the Superintendent is providing a summary for the public. Any additional action is at the discretion of the Board.

**FISCAL IMPACT:**

The fiscal impact of these decisions is \$3M for infrastructure for three schools: Chet F. Harritt, Hill Creek, and Prospect Avenue. Prospect Avenue will also be modernized at a cost of \$7M. In addition, the Board approved Pepper Drive projects and split irrigation, and directed the Superintendent to investigate wireless costs. The total fiscal impact, of these decisions, including additional approved summer projects, is approximately \$10.8M. This is contingent on the BAN funds being received in the amount of \$18.9M. The Board may also deduct from the BAN funds an additional \$4M in consideration for repayment of District funds used for previously paid Phase I CIP bills, currently totaling \$4M for April and May. That will leave a balance to complete Phase I construction of \$4M for July and August Phase I bills.

**STUDENT ACHIEVEMENT:**

All modernization projects are intended to upgrade facilities to improve learning environments and foster improved student achievement.

Motion:		Second:		Vote:		Agenda Item E.1.1
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**CAPITAL IMPROVEMENT PROGRAM BOARD APPROVALS**

May 22, 2009

		<u>Amount</u>
<b>A. Approval of Item E,F,&amp;G</b>		
	<b>Infrastructure at Chet F. Harritt and Hill Creek</b>	\$2,000,000
	<b>Prospect Avenue Modernization (including Infrastructure)</b>	\$8,000,000
	<b>Sub Total</b>	<b>10,000,000</b>
	<b>Pepper Drive Summer work</b>	\$330,000
<b>B.</b>	<b>Split Irrigation systems at all schools.</b>	\$450,000
<b>C.</b>	<b>Wireless Technolgy at Prospect Avenue</b>	\$25,000
	<b>Sub Total</b>	<b>\$805,000</b>
	<b>Grand Total</b>	<b><u>10,805,000</u></b>



**CAPITAL IMPROVEMENT PROGRAM BOARD OPTIONS**  
**May 22, 2009**

	<b>DELETION / SAVINGS OPTIONS</b>	<b>COSTS</b>	<b>SUMMARY</b>
1	Pepper Drive summer work.	\$330,000	Cost savings only.
2	Carlton Hills Library/Tech. (In contract)	\$1 million	Some savings, but construction litigation issues would outweigh.
3	Hold on Chet F. Harritt ball field	\$2 million	May be the politically correct thing to do to delete when all schools cannot be completed.
4	Prospect's alternate parking lot. (In contract)	\$375,000	Cost savings only.
5	Prospect's new roof and skylights (In contract)	\$200,000	Cost savings only.
6	Hold on Hill Creek Library/Tech.	\$1 million	This is a separate DSA permit
7	Hold on 9 remaining play structures planned.	\$550,000	Can be implemented easily when funding is realized.
8	Split irrigation systems planned.	\$450,000	Will decrease water usage costs.
9	Hold on Carlton Hills Library shelving system purchase planned.	\$25,000	We could use interim rolling book carts.
10	Investigate wireless technology systems at Prospect Avenue.	\$25,000	Can be implemented easily when funding is realized.
11	Investigate Library computers planned.	\$200,000	Can be implemented easily when funding is realized.

**KEY:**

White	On Hold
Grey	Included in existing contracts
Yellow	Additional work approved on May 22, 2009
Orange	Superintendent is investigating

Discussion and/or Action Item E.3.1. Adoption of Resolution No. 0809-53 to Reduce Work Hours and/or Lay Off Identified Classified Position

Prepared by Minnie Malin  
June 2, 2009

**BACKGROUND:**

At the end of the 2008-09 school year, an 8<sup>th</sup> grade student requiring 1:1 assistance will be graduating. As a result, a 3.75 hour 1:1 Instructional Assistant, Special Ed II position will be eliminated. However, the employee currently working with this student has elected to accept a vacant 3.0 hour Instructional Assistant, Special Ed II position effective September 8, 2009. Therefore, the employee will receive a 45-day layoff notice due to the reduction in hours from 3.75 to 3.0 hours, and be placed on a 39-month reemployment list. The employee will be eligible for reinstatement to the next 3.75 hour Instructional Assistant, Special Ed II position that becomes available during the 39-month period.

**RECOMMENDATION:**

Administration supports the following recommendations:

- Reduce one (1) 1:1 Instructional Assistant, Special Ed II position from 3.75 hours to 3.0 hours effective September 8, 2009.

This recommendation supports the following District goal:

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

**FISCAL IMPACT:**

Current annual cost for an Instructional Assistant, Special Ed II position at 3.75 hours is \$11,230; and the cost for an Instructional Assistant, Special Ed II, 3.75 hours and 3.0 hours is \$8,984; will result in reducing the impact on the general fund by \$2,246. After accounting for all Special Education funding, the Special Education program requires an additional contribution from the unrestricted general fund of between \$2M-\$2.5M annually. This expense of \$11,230 will be added to the unrestricted general fund contribution.

**STUDENT ACHIEVEMENT IMPACT:**

It is the District's intention to provide support for staff and students to meet educational and other relevant needs.

# SANTEE SCHOOL DISTRICT

## Resolution No. 0809-53

**WHEREAS**, when a bona fide reduction or elimination of funds or services occurs within a school district, classified employees shall be subject to reduction of hours for either lack of work or lack of funds;

**WHEREAS**, the elimination of certain services being performed by the classified staff has resulted in an elimination of work;

**WHEREAS**, due to lack of funds and/or lack of work, the Board finds that it is in the best interest of this school district that as of July 21, 2009, certain services be eliminated and/or reduced in work hours:

### Reduction of Work Hours

One (1) Instructional Assistant, Special Education II from 3.75 hours to 3.0 hours

**NOW THEREFORE, BE IT RESOLVED** that as of the 21<sup>st</sup> day of July 2009, one (1) classified position of the Santee School District be eliminated; and one (1) classified position be reduced in work hours.

**BE IT FURTHER RESOLVED** that the Board authorizes the District Superintendent to give notice to the affected classified employees that their positions will be eliminated and/or reduced in work hours as of July 21, 2009, pursuant to applicable provisions of the Education Code of the State of California, and the negotiated agreement with California School Employees Association Article XI, (Layoff, Reemployment, Involuntary Reduction in Hours, and the Impacts and Effects of Such Matters), such notice to be given forty-five (45) days prior to the effective date of reduction/layoff as set forth above.

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board of the Santee School District on the 2<sup>nd</sup> day of June 2009, by the following vote:

**AYES:** \_\_\_\_\_  
**NOES:** \_\_\_\_\_  
**ABSENT:** \_\_\_\_\_

Dated 6/2/09

\_\_\_\_\_  
Clerk, Board of Education

BOARD POLICIES AND BYLAWS Item F.

*Citizens wishing to address the Board about a Board Policies and Bylaws item are requested to submit a Request to Speak card in advance. The Board invites citizens at this time to address the Board about any of the items listed under Board Policies and Bylaw.*

Board Policies and Bylaws Item F.1.1.

First Reading: New Board Policy #5145.12  
Search and Seizure

Prepared by Emily Andrade  
June 2, 2009

**BACKGROUND:**

Concern has developed regarding the number of student incidents involving illegal drugs, alcohol, tobacco and drug paraphernalia. On May 27, 2009, the Board elected to employ a canine drug detection agency as a possible deterrent to illegal drugs on our campuses. A Board policy supporting this type of action is advisable.

**RECOMMENDATIONS:**

This evening administration is presenting the new Board Policy 5145.12, Search and Seizure, for a first reading. Administrative Regulation 5145.12, Search and Seizure, is also included for Board review. No action is requested.

**FISCAL IMPACT:**

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

**STUDENT ACHIEVEMENT IMPACT:**

Safe and drug-free schools positively influence the learning environment and student achievement.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Agenda Item F.1.1.

SANTEE SCHOOL DISTRICT  
9625 CUYAMACA STREET  
SANTEE, CALIFORNIA 92071-2674  
(916) 258-2300

## SEARCH AND SEIZURE

The Governing Board is fully committed to maximizing school safety, promoting a safe learning environment, and to, the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances. As necessary to protect the health, and welfare of students and staff, school officials may search students, their property and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items.

The Board urges that employees exercise discretion, good judgment, and common sense in all cases of search and seizure.

The Superintendent or designee shall ensure that staff who conduct student searches receive training regarding the requirements of the district's policy and administrative regulation and other legal issues, as appropriate.

### Individual Searches

School officials may search an individual student, student property, or district property under a student's control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. This reasonable suspicion shall be based on specific and objective facts that the search will provide evidence related to the alleged violation. The type of student property that may be searched by school officials include, but is not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

Any search of a student, his/her property, or district property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search include: the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.



Employees shall not conduct strip searches or body cavity searches of any student.

Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

### **Group Searches of Student Lockers/Desks**

All student lockers and desks are the property of the district. The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

### **Use of Metal Detectors**

~~The Board believes that the presence of weapons in the schools threatens the district's ability to provide the safe and orderly learning environment to which district students and staff are entitled. The Board also believes that metal detector searches offer a reasonable means to keep weapons out of the schools and mitigate the fears of students and staff.~~

~~The Superintendent or designee shall establish a plan to ensure that metal detector searches are conducted in an uniform and consistent manner.~~

### **Use of Drug-Detection Dogs**

In an effort to keep the schools free of drugs, the district may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy.

The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events. Dogs are not allowed to sniff within the close proximity of any students or other persons and may not sniff any personal items on that person, without the individual's consent.

Legal Reference:

**EDUCATION CODE:**

32280-32289 School safety plans

35160 Authority of governing boards

35160.1 Broad authority of school districts

48900-48927 Suspension and expulsion

49050-49051 Searches by school employees

49330-49334 Injurious objects

**PENAL CODE**

626.9 Firearms

626.10 Dirks, daggers, knives or razor

**CALIFORNIA CONSTITUTION**

Article I, Section 28(c) Right to Safe Schools

Administrative Regulation Reference: AR 5145.12

Adopted:



SANTEE SCHOOL DISTRICT  
9625 CUYAMACA STREET  
SANTEE, CALIFORNIA 92071-2674  
(916) 258-2300

## SEARCH AND SEIZURE

### Use of Metal Detectors

The Superintendent or designee shall ensure that the following safeguards are used when making metal detector scans:

1. Before walk through, students shall be asked to empty their pockets and belongings of metallic objects.
2. If an initial metal detector activation occurs, students shall be asked to remove other metallic objects that they may be wearing (e.g., belt and jewelry) and to walk through a second time.
3. If a second activation occurs, a hand-held metal detector shall be used.
4. If the activation is not eliminated or explained, staff shall escort the student to a private area where an expanded search shall be conducted by a staff member of the same gender as the student, in the presence of another district employee.
5. The search shall be limited to the detection of weapons.

### Use of Drug-Detection Dogs

Drug-detection dogs shall not be used in classrooms or other district facilities when the rooms are occupied, except for demonstration purposes, with the handler present. When used for demonstration purposes, the dog shall be separated from the students and not allowed to sniff any individual.

Prior to conducting a search, persons shall be asked to leave the room that will be subject to the canine search. No person shall be forced to leave personal items behind for search, unless school officials have reasonable suspicion to search the item.

Only the dog's official handler shall determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place, or responsibility for it, shall be called to witness the search. If a dog alerts on a locked vehicle, the student who brought the vehicle onto district property shall be asked to unlock it for inspection.

### Notifications

At the beginning of each school year, the Superintendent or designee shall inform students and parents/guardians of the possibility of random searches of students, their belongings, and district properties under their control, including lockers or desks.

In addition, students and parents/guardians shall also be informed that student vehicles parked on district property may also be subject to search by school officials.

Upon enrollment and at the beginning of each school year, students and parents/guardians shall receive notice that the district uses metal detector scans as part of its program to promote safety and deter the presence of weapons. Signs shall be posted at all schools at which metal detectors are to be used to explain that anyone may be scanned by metal detector for guns, knives, or other illegal weapons when on campus or attending athletic or extracurricular events.

Policy Reference: BP 5145.12

Approved:

Board Policies and Bylaws Item F.2.1.  
Prepared by Dr. Lis Johnson  
June 2, 2009

Second Reading: New BP 3515.1  
Safety During School Hours:  
Securing Gates

**BACKGROUND:**

The Superintendent had developed this policy to provide a procedure and a directive for site administrators, and/or their designees, at all school campuses to maintain school safety by locking school gates 20 minutes after school begins and maintaining the locked status when exiting and entering gates during school hours.

A policy for this purpose is necessary in order to deter school disruptions from unknown sources and to prevent unwelcome visitors from entering campuses.

**RECOMMENDATION:**

Administration recommends the Board adopt new Board Policy 3515.1

This recommendation supports the following District goal:

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

**FISCAL IMPACT:**

The fiscal impact to implement this policy was reviewed at the Board Workshop on May 2, 2009. The Board approved \$14,000 for fencing. Two Phase I schools (Carlton Oaks and Rio Seco) will need a retrofit in the future to provide public access only through the school office at an estimated cost of \$10,000 per school.

**STUDENT ACHIEVEMENT IMPACT:**

Securing the school grounds during the school day provides a safe and effective learning environment which directly impacts student achievement.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_ Agenda Item F.2.1.

SANTEE SCHOOL DISTRICT  
9625 CUYAMACA STREET  
SANTEE, CALIFORNIA 92071 -2674  
(619) 258-2300

SAFETY DURING SCHOOL HOURS  
SECURING GATES

It is the policy of the Santee School Board to provide for a safe and secure school campus. During school hours, employees and students need to be assured that schools are not open to unknown visitors, intruders or distractions that impede learning. Fences with lockable gates are constructed around the entire perimeter of each school in order to protect the school campus during times when school is in session.

In order to create a consistent security procedure for all of Santee schools, it is the policy of the Santee School District Board that all school principals or their designee are responsible to establish guidelines to secure all school gates in the following manner:

1. All gates to school campuses shall be locked twenty minutes after the start of the school day. Schools that do not have an exterior office door may leave only the gate nearest the school office unlocked for access during the school day.
2. Gates shall be opened twenty minutes prior to school dismissal times.
3. When school is not in session and students are not on campus, a procedure shall be developed by the school principal to lock the school premises.
4. The Principal shall designate which staff shall have keys to the gates. Once these keys are distributed, any staff member who opens a gate(s) during school hours for ingress and/or egress is responsible for locking the gate(s) during school hours as they transition in and out of the school. It is advisable for the Principal to have an inventory of staff keys on site.
5. District office personnel (Administration) are responsible for disseminating keys to league coaches as assigned to specific schools. All league personnel shall be advised by District Office personnel of the gate lock policies of the Santee School District.

An exception to the twenty minute gate lock rule is designated for days when schools have special activities such as promotion ceremonies, open houses, back to school schedules, and other festive events. It is advisable for all principals or their site designees to develop an annual calendar and note days when the gate locking procedure is deemed to be flexible.

Adopted: \_\_\_\_\_

BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS Item G.

CLOSED SESSION Item H.

*Citizens wishing to address the Board about a Closed Session item are requested to submit a Request to Speak card in advance. The Board invites citizens at this time to address the Board about any of the items listed under Closed Session*

*The Board will now go into Closed Session to discuss:*

1. **Public Employment Matters (Govt. Code § 54957)**  
*Public Employee Discipline/Dismissal/Release*
  
2. **Conference with Labor Negotiator (Govt. Code § 54956.8)**  
*Agency Negotiator: Minnie Malin, Director, Human Resources*  
*Employee Organizations: Santee Teachers Association*  
*California School Employees Association*  
*Purpose: Negotiations*
  
3. **Conference with Legal Counsel (Govt. Code § 54956.9 subdivision (b):**  
*Pending Litigation*  
*(One case.)*  
*Legal Representation: Nowell A. Lantz, Attorney at Law*

RECONVENE TO PUBLIC SESSION Item I.

ADJOURNMENT Item J.