



# Santee School District

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

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

**BOARD OF EDUCATION  
 REGULAR MEETING  
 AGENDA  
 November 15, 2022**

**District Mission**

*Providing an extraordinary education in an inspiring environment with caring people*

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<i>Items listed under Consent are considered to be routine and are acted on by the Board with a single motion. There is no discussion of these items prior to the Board vote unless a member of the Board, staff, or public requests specific items be considered separately. Request to speak cards should be submitted in advance.</i>	
<b>Superintendent</b>	
<b>1.1. <u>Approval of Minutes</u></b>	12
It is recommended that the Board of Education approve meeting minutes with any necessary modifications.	
<b>1.2. <u>Establish Date and Time of Board of Education Annual Organizational Meeting</u></b>	21
It is recommended that the Board of Education establish December 13, 2022, at 6:00 p.m., as the date and time for their annual organizational meeting.	

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

**Business Services**

- 2.1. Approval/Ratification of Travel Requests** 22  
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 Expenditure Warrants** 24  
It is recommended that the Board of Education approve and ratify the expenditure warrants for the month of October 2022.
- 2.3. Approval/Ratification of Purchase Orders** 26  
It is recommended that the Board of Education approve and ratify purchase orders for the month of October 2022 as presented in the item.
- 2.4. Acceptance of Donations, Grants, and Bequests** 37  
It is recommended that the Board of Education accept donations, grants, and/or bequests listed in the item and authorize letters of appreciation to be sent on behalf of the Board.
- 2.5. Approval/Ratification of Revolving Cash Report** 38  
It is recommended that the Board of Education approve/ratify revolving cash checks as listed.
- 2.6. Approval/Ratification of General Services Agreements** 40  
It is recommended that the Board of Education approve/ratify agreements with General Service Providers as presented.
- 2.7. Approval/Ratification of Agreements for Mileage Reimbursement in Lieu of District Transportation** 41  
It is recommended that the Board of Education approve/ratify the Parent/Guardian agreements for mileage reimbursement in lieu of District transportation.
- 2.8. Authorization to Sell/Dispose of Surplus Items** 42  
It is recommended that the Board of Education declare the described items as surplus and authorize the sale or disposal of them in accordance with the recommended terms.

**Human Resource/Pupil Services**

- 3.1. Personnel, Regular** 45  
It is recommended that the Board of Education approve the listed personnel appointments, change of status, leave requests, resignations, and dismissals.
- 3.2. Approval to Create Coordinator, Payroll Services Job Description** 48  
It is recommended that the Board of Education approve the creation of a Coordinator, Payroll Services position as reflected in the attached job description.
- 3.3. Approval to Create Executive Assistant I and Executive Assistant II Job Descriptions** 51  
It is recommended that the Board of Education approve the creation of an Executive Assistant I and Executive Assistant II position as reflected in the attached job descriptions.
- 3.4. Acceptance of Report on Certificated Credentials and Assignments** 58  
It is recommended that the Board of Education accept this annual report of certificated credentials and assignments.
- 3.5. Approval of Santee Collaborative Reinvestment Plan for the Use of LEA Medi-Cal Funds** 61  
It is recommended that the Board of Education approve the reinvestment plan for use of LEA Medi-Cal funds.

**E. DISCUSSION AND/OR ACTION ITEMS**

*Members of the audience wishing to address the Board about any of the following items should submit a request to speak card in advance.*

**Superintendent**

- 1.1. **Appointment of Out-of-School Coordinator** 64  
It is recommended that the Board of Education appoint Stefanie Bautista as Out-of-School Time Coordinator, effective November 28, 2022.
- 1.2. **Approval of Employee Agreement Amendments for Assistant Superintendents** 65  
It is recommended that the Board of Education approve the Employee Agreement Amendments for Assistant Superintendents, effective July 1, 2022.
- 1.3. **Approval of Payment to the County of San Diego Registrar of Voters for November 2022 Gubernatorial General Election** 72  
It is recommended that the Board of Education approve the payment to the County of San Diego Registrar of Voters for November 2022 Gubernatorial General Election.

**Educational Services**

- 2.1. **Approval of the Arts, Music, and Instructional Materials Discretionary Block Grant** 74  
It is recommended that the Board of Education approve the Arts, Music, and Instructional Materials Discretionary Block Grant.
- 2.2. **Approval of Learning Recovery Emergency Block Grant Funds** 76  
It is recommended that the Board of Education approve the Learning Recovery Emergency Block Grant Funds.

**Human Resource/Pupil Services**

- 3.1. **Approval of Realignment of Classified Management and Confidential Salary Schedule** 78  
It is recommended that the Board of Education approve the realignment of the Classified Management and Confidential salary schedule as indicated on the attached salary schedule.

**F. BOARD POLICIES AND BYLAWS** 80

- 1.1. **Second Reading: Revised Board Policies (BP)/Administrative Regulation (AR):** 81  
• **BP 6158 – Independent Study**
- It is recommended that the Board of Education adopt revised Board Policy 6158 – Independent Study being presented in a second reading.
- 1.2. **First Reading: Revised Board Policies (BP)/Administrative Regulation (AR):** 91  
• **BP 4354.1 – Early Retirement Health Benefits for Management/Confidential Employees**  
• **BP 6115 – Ceremonies and Observances**

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

<b>G.</b>	<b>EMPLOYEE ASSOCIATION COMMUNICATION</b>	94
<b>H.</b>	<b>BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS</b>	94
<b>I.</b>	<b>CLOSED SESSION</b>	94
1.	<b><u>Conference with Legal Counsel – Anticipated Litigation</u></b> (Gov't. Code § 54956.9) - <i>One Case</i>	
2.	<b><u>Conference with Labor Negotiator</u></b> (Gov't. Code § 54957.6) <i>Purpose: Negotiations</i> <i>Agency Negotiators: Tim Larson, Assistant Superintendent</i> <i>Employee Organizations: Santee Teachers Association (STA); and</i> <i>Classified School Employees Association (CSEA)</i>	
3.	<b><u>Public Employee Performance Evaluation</u></b> (Gov't. Code § 54957) <i>Superintendent</i>	
<b>J.</b>	<b>RECONVENE TO PUBLIC SESSION</b>	94
<b>K.</b>	<b>ADJOURNMENT</b>	94

**Please note:** Per SB 343, the supporting documents for this meeting agenda are available in the lobby at the Santee School District Office, located at 9625 Cuyamaca St., Santee, CA 92071 and will be available for viewing at the meeting. As of this posting, the next regular meeting of the Board of Education will be held in-person on December 6, 2022, at 6:00 p.m. Santee School District complies with the Americans with Disabilities Act. If you require reasonable accommodations including alternate formats for this meeting, contact the Superintendent's Office at (619) 258-2304 at least two (2) days before the meeting date.

Members present:

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

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

1. Call to Order and Welcome
2. District Mission
  - *Providing an extraordinary education in an inspiring environment with caring people*
3. Pledge of Allegiance
4. Approval of Agenda for the November 15, 2022, regular meeting

Agenda Item A.

## **Item B. REPORTS AND PRESENTATIONS**

The following items are presented for Board information:

1. SSD Proud Moment
  
2. Superintendent's Report
  - 2.1. Developer Fees Collection Report
  - 2.2. Enrollment Report
  
3. 2023-24 LCAP Timeline Process

Agenda Item B.



**Santee School District  
ENROLLMENT REPORT  
11/10/2022  
Month 4 Week 2  
School Week 12**

SCHOOL	REGULAR ED														SPECIAL ED										Total All							
	EAK 5yo	TK	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	11/10/22	11/05/21	# Diff	% Diff	TK	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	11/10/22	11/05/21	# Diff	% Diff	11/10/22	11/04/22	# Diff
Cajon Park		21	74	72	70	82	95	99	110	108	91	822	821	1	0.1%	7	6	8	6	6	7	10	5	10		65	63	2	3.2%	887	887	0
Carlton Hills		21	52	49	56	48	55	59	54	64	71	529	551	-22	-4.0%	10	11	6	3	10	4	4	3	3		54	48	6	12.5%	583	583	0
Carlton Oaks		24	63	85	78	71	83	82	79	116	86	767	751	16	2.1%	12	9	6	9	8	12	9	13	8		86	71	15	21.1%	853	853	0
Chet F. Harritt		21	66	60	63	68	57	71	49	79	51	585	569	16	2.8%	0	0	0	0	0	4	9	4	5		22	22	0	0.0%	607	608	-1
Hill Creek		21	72	69	75	77	74	79	63	53	55	638	651	-13	-2.0%	7	3	4	6	5	1	0	0	0		26	25	1	4.0%	664	665	-1
Pepper Drive		22	64	57	78	60	87	89	95	88	73	713	771	-58	-7.5%	0	0	0	0	0	0	0	0	0		0	0	0	#DIV/0!	713	713	0
Pride Academy		21	57	70	75	69	45	49	68	58	51	563	592	-29	-4.9%	0	0	0	0	0	0	0	0	0		0	0	0	0.0%	563	563	0
Rio Seco			81	102	96	89	86	96	116	89	104	859	870	-11	-1.3%	4	7	9	10	4	7	12	10	9		72	62	10	16.1%	931	932	-1
Sycamore Canyon		14	42	46	49	57	32	49	31	0	0	320	341	-21	-6.2%	0	0	0	0	0	0	0	0	0		0	0	0	0.0%	320	320	0
<b>SUBTOTAL</b>	<b>0</b>	<b>165</b>	<b>571</b>	<b>610</b>	<b>640</b>	<b>621</b>	<b>614</b>	<b>673</b>	<b>665</b>	<b>655</b>	<b>582</b>	<b>5796</b>	<b>5917</b>	<b>-121</b>	<b>-2.0%</b>	<b>0</b>	<b>40</b>	<b>36</b>	<b>33</b>	<b>34</b>	<b>33</b>	<b>35</b>	<b>44</b>	<b>35</b>	<b>35</b>	<b>325</b>	<b>291</b>	<b>34</b>	<b>11.7%</b>	<b>6121</b>	<b>6,124</b>	<b>-3</b>
Alternative School		0	5	0	3	2	2	2	1	2	0	17	63	-46	-73.0%											0	4			17	17	0
Santee Success										1	2	3	4	-1	-25.0%											0	0	0	0.0%	3	3	0
NPS												0	0			0	0	0	1	0	2	2	2	2		9	13	-4	-30.8%	9	9	0
<b>SUBTOTAL</b>	<b>5</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>20</b>	<b>67</b>	<b>-47</b>	<b>-70.1%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>9</b>	<b>17</b>	<b>-8</b>	<b>-47.1%</b>	<b>29</b>	<b>29</b>	<b>0</b>	
<b>TOTAL</b>	<b>0</b>	<b>165</b>	<b>576</b>	<b>610</b>	<b>643</b>	<b>623</b>	<b>616</b>	<b>675</b>	<b>666</b>	<b>658</b>	<b>584</b>	<b>5816</b>	<b>5,984</b>	<b>-168</b>	<b>-2.8%</b>	<b>0</b>	<b>40</b>	<b>36</b>	<b>33</b>	<b>35</b>	<b>33</b>	<b>37</b>	<b>46</b>	<b>37</b>	<b>37</b>	<b>334</b>	<b>308</b>	<b>26</b>	<b>8.4%</b>	<b>6150</b>	<b>6153</b>	<b>-3</b>

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

	PK	EAK 4yo	Total All
Cajon Park	0	0	887
Carlton Hills	0	0	583
Carlton Oaks	0	0	853
Chet F Harritt	0	0	607
Hill Creek	0	0	664
Pepper Dr	0	0	713
Pride Academy	0	0	563
Rio Seco	0	0	931
Sycamore Canyon	82	0	402
<b>Total PK/EAK</b>	<b>82</b>	<b>0</b>	<b>82</b>

<b>Total Enrollment Including PK</b>
<b>6232</b>

**BACKGROUND:**

Expenditure of Local Control Funding Formula (LCFF) funds is to be governed by a Local Control Accountability Plan (LCAP) that each school district must adopt to cover a three (3) year period and update annually. Development of the LCAP is a year-long process involving the following steps:

- Consultation with teachers, principals, school personnel, parents, students, and local bargaining units
- Presentation of draft LCAP to District Advisory Council (DAC) and District English Learner Advisory Council (DELAC) for review
- Written response to comments from DAC and DELAC
- Public Hearing to solicit input from parents and the community
- Written response to comments received during the Public Hearing process
- Adoption of LCAP at the same meeting at which the District's budget is adopted

Administration will provide the Board of Education an update on the timeline and process for LCAP 2023-24.

## **Item C. PUBLIC COMMUNICATION**

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Agenda Item C.

## **Item D. CONSENT ITEMS**

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

Agenda Item D.

Consent Item D.1.1.  
Prepared by Dr. Kristin Baranski  
November 15, 2022

Approval of Minutes

**BACKGROUND:**

Presented for Board approval –

- November 1, 2022, regular meeting minutes
- November 1, 2022, special meeting minutes
- November 2, 2022, special meeting minutes

**RECOMMENDATION:**

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_ Item D.1.1.

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

November 1, 2022  
**MINUTES**

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

**A. OPENING PROCEDURES**

**1. Call to Order and Welcome**

President Levens-Craig called the meeting to order at 6:00 p.m.

Members present:

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

Administration present:

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

**2. District Mission**

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

**3. Pledge of Allegiance**

Matt Marsman, Systems Administrator, led members, staff, and audience, in the Pledge of Allegiance.

**4. Approval of Agenda**

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

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

**B. REPORTS AND PRESENTATIONS**

**1. SSD Proud Moment**

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

*There are those moments that make you experience the "everything is right in the world" feeling. I am sure each of you can think of one of those in your own life, and hopefully recently. Here at Carlton Hills during this last week, I was able to relish that exact experience for a few different reasons that I would like to share with you today.*

*First, as many of you are aware, Carlton Hills is the home to our District's moderate to severe Special Education classes. These five classrooms are a source of pride and complete joy as we all get to experience a truly inclusive environment with our general education students working side by side with our students with special needs. This inclusiveness extends even beyond the classroom, and this was the first week one of our classes got to take a*

*trip into the community! They visited the local 7-11 and were able to purchase treats with money raised in an on-campus community project. An amazing start to many future trips!*

*The only thing that could even come close to the exultation of seeing our students in the community would be this weekend's Trunk or Treat event on Saturday! Our amazing PTA threw a party for the ages and the crowds turned out en masse to celebrate together. The best thing about the event, other than those smiling faces and most excellent costumes, was the overall feeling that we were back and better than ever! The voice of the community was heard loud and clear in support of the event: Santee coming together as we always do.*

*So, take the time to look for those moments, even if they don't jump out immediately this week for you. They exist and deserve to be celebrated.*



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

**C. PUBLIC COMMUNICATION**

President Levens-Craig invited members of the audience to address the Board about any item not on the agenda. There were no requests to speak under public communication. Two (2) requests to speak on item G.1.1. Second Reading: Revised Board Policies (BP) 1313 – Civility were submitted.

**D. CONSENT ITEMS**

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

- 1.1. **Approval of Minutes**
- 2.1. **Approval/Ratification of Travel Requests**
- 2.2. **Approval/Ratification of Revolving Cash Report**
- 2.3. **Approval/Ratification of General Services Agreements**
- 2.4. **Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)**
- 2.5. **Acceptance of Donations, Grants, and Bequests**
- 2.6. **Approval to Submit Application for PL 81-874 and Designation of Authorized Representative**
- 2.7. **Approval of Agreement with G. Wayne Oetken & Associates for Consulting Services Related to New Residential Developments**
- 3.1. **Approval of Agreement with Western Governors University for Student Teacher Placement**
- 3.2. **Approval of Memorandum of Understanding with Azusa Pacific University for Adapted Physical Education Fieldwork**
- 3.3. **Approval of Student Placement Agreement with California State University, Chico**
- 4.1. **Personnel, Regular**
- 4.2. **Approval of Short-Term Positions**
- 4.3. **Approval of Short-Term Services Agreements**

Member Burns moved approval.

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

**E. DISCUSSION AND/OR ACTION ITEMS**

**Superintendent**

1.1. **Appointment of Director, Special Education**

Superintendent Baranski noted that with the recent resignation of Mrs. Mimi McGinty, she was recommending the appointment of Dr. Brienne Downing as Director of Special Education. She shared Dr. Downing had the educational background, job experiences, and knowledge of District practices, to perform well in this new role. Member El-Hajj moved approval. The Board welcomed Dr. Downing to her new position. Dr. Downing expressed her gratitude for the opportunity and introduced her husband who was in attendance.

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

**1.2. Appointment of Coordinator of Health and Nursing Services**

Superintendent Baranski noted that with the recent resignation of Holly Chisholm, she was recommending the appointment of Jaqueline Stiles. She noted Ms. Stiles was currently serving as the district nurse in Ramona Unified School District and the current President of the California School Nurses Organization San Diego/Imperial Section. Member Ryan moved approval. The Board welcomed Ms. Stiles to her new position. Ms. Stiles expressed her gratitude for the opportunity and introduced her son who was in attendance.

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

**1.3. Approval of Professional Services Agreement with Stone Campus Safety**

Superintendent Baranski noted the security of students and staff is priority and shared discussing the need to work with a consultant during her September 20 presentation. She shared Dr. Sherry Colgan Stone, Chief Executive Officer, of Stone Campus Safety has been consulting with the San Diego County Office of Education Management, Safety, and Security Department since May 2022, and was highly recommended. She noted Dr. Colgan Stone had also worked with other local school districts.

Stone Campus Safety provides safety, security and emergency management services to institutions of higher education and K-12 school districts. Services include plan facilitation and development, training, emergency exercise development and implementation, consultation and coordination.

Superintendent Baranski noted the two-year agreement with Stone Campus Safety included the following scope of work:

- Coordination and consultation services for facility security and safety assessments
- Assessment and revision of Emergency Operations Plan (EOP) and other necessary school emergency process and policies
- Develop and conduct exercises for administration and other employees
- Professional development

Superintendent Baranski explained the fiscal impact being \$68,680 and the agreement would span through two fiscal years. She recommended using \$34,000 from the land sale proceeds to cover expenses related to the coordination of facility security and safety assessments and \$34,680 from the General Fund for the assessment and revision of the Emergency Operations Plan and related policies, the implementation of emergency exercise, and all associated professional development for staff.

Member Burns expressed his gratitude for bringing this item forward and moved approval.

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

**Business Services**

**2.1. Approval of Monthly Financial Report**

Karl Christensen, Assistant Superintendent of Business Services, reported the monthly financial report was for cash and budget revision transactions posted through September 30, 2022; and shared the District ended the month with a cash balance in the General Fund of approximately \$26,127,409 million sufficient to pay the District's financial obligations for the fiscal year. Member Ryan moved approval.

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

**2.2. Renewal of Terms for Members of the Independent Citizens Oversight Committee**

Karl Christensen, Assistant Superintendent of Business Services, shared the Independent Citizens Oversight Committee (ICOC) first convened on October 30, 2019 to oversee Measure S bond funds. He explained the ICOC bylaws stipulate members can serve a two-year term and up to three (3) consecutive terms. Mr. Christensen shared the two-year terms for Terri Knight and Joseph Perricone ended on October 15, 2022, and Administration recommended their terms be renewed for two (2) additional years. The Board expressed their gratitude for their commitment to serve. Member El-Hajj moved approval.

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

**F. BOARD POLICIES AND BYLAWS**

President Levens-Craig presented item G.1.1. Second Reading of Revised Board Policy (BP) 1313 – Civility, for a second reading and adoption. She noted there were two (2) requests to speak cards on this item.

Traci Thill deferred her time to Jessica Dorman.

Jessica Dorman, parent, discussed concerns with the proposed language on Board Policy 1313 – Civility. She asked that the Board reconsider the wording to be more specific to the Santee community.

Upon discussion, the Board agreed to create a sub-committee and review the policy before adoption. The Board expressed their gratitude towards Ms. Dorman for her input and invited her to be part of the discussion on the development of the policy. There was no action on the second reading.

**G. EMPLOYEE ASSOCIATION COMMUNICATION**

Melanie Hirahara, Santee Teachers Association (STA) President, shared teachers were preparing for the end of the first trimester, report cards, teacher conferences, etc. and noted the teachers' excitement to see students and families enjoying the carnivals at the school sites. Mrs. Hirahara noted looking forward to negotiations in November.

**H. BOARD COMMUNICATION**

Member Burns noted it was great seeing the return of carnivals at the school's sites. He shared it was great listening to a student's excitement while bragging about dunking his Principal during the carnival. Member Burns commended the PTSA's, staff, and everyone involved for their work.

President Levens-Craig expressed her gratitude to Member El-Hajj for stepping in during her absence. She commended the teachers for offering in-person and virtual parent-conferences and noted the parents' appreciation for having the option. President Levens-Craig shared it was fun to see all the families enjoying the carnivals and noted Santee being a great community for families.

**I. ORGANIZATIONAL BUSINESS**

Superintendent Baranski shared proposed topics of discussion, for the Student Forum on November 15, included Board Policy 5131 (Conduct) and Board Policy and Exhibit 6163.4 (Student Use of Technology), based on their discussion with the Principals. She shared the proposed topic for the spring forum was Board Policy 5132 (Dress and Grooming), based on student petitions around the use of hats, spaghetti straps, etc.

**J. CLOSED SESSION**

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

1. **Public Employee Discipline/Dismissal/Release** (Gov't. Code § 54957)
2. **Conference with Labor Negotiator** (Gov't. Code § 54957.6)  
*Purpose: Negotiations*  
*Agency Negotiators: Tim Larson, Assistant Superintendent*  
*Employee Organizations: Santee Teachers Association (STA); and*  
*Classified School Employees Association (CSEA)*
2. **Public Employee Performance Evaluation** (Gov't. Code § 54957)  
*Superintendent*

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

**K. RECONVENE TO OPEN SESSION**

The Board reconvened to public session at 8:40 p.m. and reported the following action was taken. It was moved by Member Ryan, seconded by Member El-Hajj, carried 5-0, to Release employee #: 257740 from employment in Santee School District.

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

**L. ADJOURNMENT**

With no further business, the regular meeting of November 1, 2022, was adjourned at 8:40 p.m.

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Ken Fox, Clerk

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Dr. Kristin Baranski, Secretary

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

November 1, 2022  
**MINUTES**

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

**A. OPENING PROCEDURES**

**1. Call to Order and Welcome**

The meeting was called to order at 12:45 p.m.

Members present:

Elana Levens-Craig, President

Dianne El-Hajj, Vice President

Ken Fox, Clerk

Dustin Burns, Member

Barbara Ryan, Member

Administration:

Dr. Kristin Baranski, Superintendent and Secretary to the Board

**B. PUBLIC COMMUNICATION**

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

**C. CLOSED SESSION**

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

**1. Public Employee Appointment (Gov't. Code § 54957)**

Title: Assistant Superintendent of Business Services

The Board entered closed session at 12:45 p.m.

**D. RECONVENE TO PUBLIC SESSION**

The Board reconvened to public session at 4:00 p.m. and reported no action was taken.

**E. ADJOURNMENT**

With no further business, the November 2, 2022, special meeting was adjourned at 4:00 p.m.

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Ken Fox, Clerk

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Dr. Kristin Baranski, Secretary

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

November 2, 2022  
**MINUTES**

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

**A. OPENING PROCEDURES**

**1. Call to Order and Welcome**

The meeting was called to order at 12:30 p.m.

Members present:

Elana Levens-Craig, President

Dianne El-Hajj, Vice President

Ken Fox, Clerk

Dustin Burns, Member

Barbara Ryan, Member

Administration:

Dr. Kristin Baranski, Superintendent and Secretary to the Board

**B. PUBLIC COMMUNICATION**

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

**C. CLOSED SESSION**

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

**1. Public Employee Appointment (Gov't. Code § 54957)**

Title: Assistant Superintendent of Educational Services

The Board entered closed session at 12:30 p.m.

**D. RECONVENE TO PUBLIC SESSION**

The Board reconvened to public session at 4:30 p.m. and reported no action was taken.

**E. ADJOURNMENT**

With no further business, the November 2, 2022, special meeting was adjourned at 4:30 p.m.

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Ken Fox, Clerk

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Dr. Kristin Baranski, Secretary

Consent Item D.1.2.  
Prepared by Dr. Kristin Baranski  
November 15, 2022

Establish Date and Time of Board of  
Education Annual Organizational Meeting

**BACKGROUND:**

Education Code sections 35143 and 72000(c)(2) require that the 2022 annual organizational meeting of governing boards be held between December 9 and December 23, 2022, inclusive. The day and time of the annual organizational meeting shall be selected by the Board at its regular meeting held immediately prior to December 9. If a Board fails to select the day and time of its annual meeting, the County Superintendent of Schools sets the date.

The regularly scheduled Board meeting, which meets the requirements for this organizational process, is December 13, 2022.

**RECOMMENDATION:**

Administration recommends that the Board of Education set their December 13, 2022 meeting as their annual organizational meeting, and authorize completion of the Notice of December 2022 Organizational Meeting of the Governing Board.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_ Agenda Item D.1.2.

Consent Item D.2.1. Approval/Ratification of Travel Requests  
Prepared by Karl Christensen  
November 15, 2022

**BACKGROUND:**

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

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

**RECOMMENDATION:**

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

This recommendation supports the following District goal:

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

**FISCAL IMPACT:**

The estimated travel expenses are \$12,854, as disclosed on the following page.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.1.

**Board Travel Report - November 15, 2022**

Travel Dates			Attendees	Site or Dept.	Conference or Workshop	Location	Sub Cost	Estimated Expenses	Budget	Purpose of Travel	District Goal
Various,	10/26/22 -	10/26/23	Suzanne Borzilleri	Sycamore Canyon School	Neurodiversity Affirming Courses for SLPs	Online	\$0	\$99	Special Education Prof. Development	Webinar/online training service for Speech & Language Pathology.	1
Friday,	10/28/22		Angela Tomlinson	Collaborative	SDMFC 12th Annual Summit	San Diego	\$0	\$53	LEA Medical	Focus on connection and support of military community.	1, 2
Thursday,	12/01/22		Mike Olander	Pupil Services	Chronic Absenteeism	Online	\$0	\$100	Pupil Services Prof. Development	Ways to analyze attendance and strategies for improvement.	1, 2
Friday,	01/13/23		Mike Olander	Pupil Services	Impact of Legislation on CWA / Student Services Update	Online	\$0	\$125	Pupil Services Prof. Development	This workshop will highlight laws affecting child welfare & attendance.	1, 2
Friday,	01/13/23		Stephanie Borden	Educational Services	Impact of Legislation on CWA / Student Services Update	Online	\$0	\$125	Pupil Services Prof. Development	This workshop will highlight laws affecting child welfare & attendance.	1, 2
<b>Travel Requests That Require Airfare, Overnight Stay, and/or Travel Outside of the State of California</b>											
Wed-Fri,	01/25/23 -	01/27/23	Dr. Kristin Baranski	Superintendent	ACSA Superintendent Symposium	Monterey	\$0	\$2,144	Superintendent's Office	Symposium will focus on challenges facing educational leaders.	1, 2
Thurs-Sat,	03/16/23 -	03/18/23	Jennifer Rolf	Educational Services	Computer Using Educators Spring 2023 Conference	Palm Springs	\$0	\$1,232	Educator Effectiveness Grant	Conference focus on instructional strategies in the 21st century.	1
Thurs-Sat,	03/16/23 -	03/18/23	Charlene Stanley	Educational Services	Computer Using Educators Spring 2023 Conference	Palm Springs	\$0	\$1,232	Educator Effectiveness Grant	Conference focus on instructional strategies in the 21st century.	1
Thurs-Sat,	03/16/23 -	03/18/23	Haley Cydell	Educational Services	Computer Using Educators Spring 2023 Conference	Palm Springs	\$0	\$1,232	Educator Effectiveness Grant	Conference focus on instructional strategies in the 21st century.	1
Thurs-Sat,	03/16/23 -	03/18/23	Alicen Boulais	Educational Services	Computer Using Educators Spring 2023 Conference	Palm Springs	\$0	\$1,232	Educator Effectiveness Grant	Conference focus on instructional strategies in the 21st century.	1
Thurs-Sat,	03/16/23 -	03/18/23	Pam Mitchell	Educational Services	Computer Using Educators Spring 2023 Conference	Palm Springs	\$0	\$1,232	Educator Effectiveness Grant	Conference focus on instructional strategies in the 21st century.	1
Tues-Fri,	04/25/23 -	04/28/23	Chrishaun Green	Out-of-School Time	BOOST Conference	Palm Springs	\$0	\$1,320	ELOP	Conference focus on supporting the out of school time program.	1, 2
Tues-Fri,	04/25/23 -	04/28/23	Davina Hale	Out-of-School Time	BOOST Conference	Palm Springs	\$0	\$1,320	ELOP	Conference focus on supporting the out of school time program.	1, 2
Tues-Fri,	04/25/23 -	04/28/23	Tyler Erwin	Out-of-School Time	BOOST Conference	Palm Springs	\$0	\$1,320	ELOP	Conference focus on supporting the out of school time program.	1, 2
Tues-Fri,	04/25/23 -	04/28/23	Glaoria Araiza Villa	Out-of-School Time	BOOST Conference	Palm Springs	\$0	\$1,320	ELOP	Conference focus on supporting the out of school time program.	1, 2

District Goals:

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

Consent Item D.2.2.  
 Prepared by Karl Christensen  
 November 15, 2022

Approval/Ratification of Expenditure Warrants

**BACKGROUND:**

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

Commercial Warrants issued for the period of October 2022:

<b><u>Fund #/Name</u></b>	<b><u>Warrant #'s</u></b>	<b><u>Amount</u></b>
0100 General	6209 TO 14951318	\$ 668,166.34
0900	N/A	N/A
1200	6284 TO 6370	\$ 19,724.38
1300	6360 TO 14951317	\$ 319,972.09
1400	N/A	N/A
2109	N/A	N/A
2139 / 2108	N/A	N/A
2518	N/A	N/A
2538	N/A	N/A
3500	N/A	N/A
4000	6281 TO 14946190	\$ 34,359.11
6300	6522 TO 14949997	\$ 20,228.05
<b>TOTAL:</b>		<b>\$1,062,449.97</b>

Student Body Warrants issued for the period of October 2022:

<b>\$842.08</b>
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Payroll Warrants issued for the period of October 2022:

<b><u>Fund #/Name</u></b>		<b><u>Amount</u></b>
01 00	01 00	\$6,184,468.66
12 00	12 00	\$32,356.43
13 00	13 00	\$135,243.53
14 00	14 00	\$0
25 18	25 18	\$0
63 00	63 00	\$127,972.93
		<b>\$6,480,041.55</b>

**RECOMMENDATION:**

It is recommended that the Board of Education approve the expenditure warrants for the month of October 5 2022 as presented.

This recommendation supports the following District goal(s):

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

**FISCAL IMPACT:**

The fiscal impact of commercial, student body, and payroll expenditure warrants total \$7,543,333.60 and is disclosed above.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.2.

**BACKGROUND:**

A numerical listing of purchase orders, including the date issued, the name of the vendor, a general description of items requested, and the anticipated cost of the purchase is attached for the review and approval of the Board of Education. Actual copies of the purchase orders are available for review upon request. As a part of the report, any payment to vendors that increases the amount of the purchase order by 10% or more, or change orders that increase the amount of the bid, will be presented for Board approval/ratification. The table below is a summary of total purchase orders by location for the month of October 2022:

<b>AMOUNT</b>	<b>LOCATION</b>
\$19,852.68	BUSINESS SERVICES
\$4,173.69	CAJON PARK SCHOOL
\$2,168.29	CARLTON HILLS SCHOOL
\$3,316.84	CARLTON OAKS SCHOOL
\$20.38	CENTRAL KITCHEN
\$6,832.70	CHET F HARRITT SCH
\$301.15	DISTRICT LIBRARY
\$24,069.67	EDUCATIONAL PROJECTS
\$55,157.01	EDUCATIONAL SERVICES
\$6,195.58	HILL CREEK SCHOOL
\$150.00	HUMAN RESOURCES
\$44,034.66	MAINTENANCE
\$187.87	OPERATIONS/CUSTODIAL
\$22,744.44	PEPPER DRIVE SCHOOL
\$1,946.82	PROJECT SAFE
\$4,106.65	PROSPECT AVENUE SCH
\$2,374.00	PUPIL SERVICES
\$2,204.50	RIO SECO SCHOOL
\$271,807.76	SPECIAL EDUCATION
\$9,000.00	SUPERINTENDENT DEPT
\$3,982.84	SYCAMORE CANYON SCH
\$7,335.40	TECHNOLOGY SERVICES
\$4,353.91	TRANSPORTATION
\$18,210.96	WAREHOUSE
\$514,527.80	Grand Total

**RECOMMENDATION:**

Administration recommends approval of purchase orders #0000014465 through 0000014797 issued October 1, 2022 through October 31, 2022.

This recommendation supports the following District goal(s):

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

**FISCAL IMPACT:**

The fiscal impact of \$514,527.80 is disclosed on the following pages.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.3.

**LOCATION LIST 2022-23**

01	Santee School
02	Pepper Drive School
03	Carlton Hills School
04	Sycamore Canyon School
05	Prospect Avenue School
06	Cajon Park School
07	Chet F. Harritt School
08	Carlton Oaks School
09	Rio Seco School
10	Hill Creek School
11	Cajon Park Annex
12	Prospect Avenue Annex
26	Cajon Park Junior High
60	Board of Education
62	Superintendent
64	Business Services
65	Personnel
66	Educational Services
67	Special Education, Centralized
68	Special Projects, Centralized
69	Professional Development
70	Student Support Services
71	Library Media Services
72	Project SAFE
73	Technology
74	Operations
75	Maintenance

M = Monthly Blanket  
A = Annual Blanket  
L = Lottery

76	Transportation
78	Warehouse
90	Central Kitchen
92	Publications
97	District Wide
100	Summer School
108	Carlton Oaks Summer School
110	Hill Creek Summer School

Fund Numbers

03 00	General - Unrestricted
06 00	General - Restricted
12 06	Child Development Fund
13 00	Cafeteria Fund
14 00	Deferred Maintenance Fund
17 42	Special Reserve - Other Than Cap/Out
21 09	Other Building Fund
21 10	Building Fund
25 18	Capital Facilities Account Fund
25 24	Capital Projects Fund
25 38	Capital Facilities Redevelopment
30 00	State School Building Fund (Modernization) and Lease/Purchase
40 00	Special Reserve Fund - Capital Projects
53 26	Tax Override Fund - SSBF
67 30	Deductible Ins Loss Fund

**PURCHASE ORDER EXCEEDED BY 10%  
FOR THE MONTH OF OCTOBER 2022**

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
14297	10/11/2022	0100	PLAY FOUNDATIONS	008	PLAYGROUND	\$ 47,829.00
					INCREASED AMOUNT	\$ 13,328.00
						<b>NEW TOTAL \$ 61,157.00</b>
14383	10/26/2022	0100	T-MOBILE	008	DISTRICT CELL PHONES	\$ 32,000.00
					INCREASED AMOUNT	\$ 3,336.95
						<b>NEW TOTAL \$ 35,336.95</b>
14303	10/26/2022	0100	AUDIOMETRICS	008	AUDIOMETER CALIBRATION	\$ 455.00
					INCREASED AMOUNT	\$ 410.00
						<b>NEW TOTAL \$ 865.00</b>

**PURCHASE ORDER LISTING  
OCTOBER 2022  
REPORT BY SITE**

PO Number	DATE	VENDOR	DESCRIPTION	FUND	AMOUNT	LOC	LOCATION
0000014648	10/5/2022	FEDERAL EXPRESS CORPORATION	MAIL SERVICES - BS	0100	53.07	064	BUSINESS SERVICES
0000014648	10/5/2022	FEDERAL EXPRESS CORPORATION	MAIL SERVICES - BS	0100	23.19	064	BUSINESS SERVICES
0000014719	10/18/2022	PORTABLE STORAGE CORP	PORTABLE STORAGE - COVID	0100	247.50	064	BUSINESS SERVICES
0000014726	10/19/2022	CALSTRS - CENTRAL SERVICES	EXCESS SICK LEAVE	0100	13,823.70	064	BUSINESS SERVICES
0000014753	10/21/2022	COMPUTERSHARE	SANTEE COP 2008 - TRUSTEE FEE	0100	1,800.00	064	BUSINESS SERVICES
0000014773	10/26/2022	EPA K-9 & INVESTIGATIVE SERVICES, INC.	SECURITY - VOTING BOOTHS	0100	690.00	064	BUSINESS SERVICES
0000014773	10/26/2022	EPA K-9 & INVESTIGATIVE SERVICES, INC.	SECURITY - VOTING BOOTHS	0100	690.00	064	BUSINESS SERVICES
0000014773	10/26/2022	EPA K-9 & INVESTIGATIVE SERVICES, INC.	SECURITY - VOTING BOOTHS	0100	690.00	064	BUSINESS SERVICES
0000014783	10/27/2022	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	731.42	064	BUSINESS SERVICES
0000014788	10/28/2022	DALE SCOTT & CO., INC.	FILING SB1029 6/30/22	0100	1,103.80	064	BUSINESS SERVICES
					<b>19,852.68</b>		<b>BUSINESS SERVICES Total</b>
0000014681	10/11/2022	TWO WAY DIRECT	SCHOOL RADIOS - CP	0100	1,023.63	006	CAJON PARK SCHOOL
0000014681	10/11/2022	TWO WAY DIRECT	SCHOOL RADIOS - CP	0100	14.24	006	CAJON PARK SCHOOL
0000014717	10/18/2022	AMAZON.COM SERVICES, INC.	SCHOOL SITE SUPPLIES - CP	0100	23.68	006	CAJON PARK SCHOOL
0000014717	10/18/2022	AMAZON.COM SERVICES, INC.	SCHOOL SITE SUPPLIES - CP	0100	184.83	006	CAJON PARK SCHOOL
0000014717	10/18/2022	AMAZON.COM SERVICES, INC.	SCHOOL SITE SUPPLIES - CP	0100	99.00	006	CAJON PARK SCHOOL
0000014718	10/18/2022	DEMCO INC	LIBRARY SUPPLIES - CP	0100	53.97	006	CAJON PARK SCHOOL
0000014744	10/21/2022	AMAZON.COM SERVICES, INC.	ARTS ATTACK - CP	0100	11.73	006	CAJON PARK SCHOOL
0000014744	10/21/2022	AMAZON.COM SERVICES, INC.	ARTS ATTACK - CP	0100	34.46	006	CAJON PARK SCHOOL
0000014744	10/21/2022	AMAZON.COM SERVICES, INC.	ARTS ATTACK - CP	0100	13.12	006	CAJON PARK SCHOOL
0000014744	10/21/2022	AMAZON.COM SERVICES, INC.	ARTS ATTACK - CP	0100	68.96	006	CAJON PARK SCHOOL
0000014744	10/21/2022	AMAZON.COM SERVICES, INC.	ARTS ATTACK - CP	0100	39.85	006	CAJON PARK SCHOOL
0000014744	10/21/2022	AMAZON.COM SERVICES, INC.	ARTS ATTACK - CP	0100	68.93	006	CAJON PARK SCHOOL
0000014744	10/21/2022	AMAZON.COM SERVICES, INC.	ARTS ATTACK - CP	0100	21.13	006	CAJON PARK SCHOOL
0000014744	10/21/2022	AMAZON.COM SERVICES, INC.	ARTS ATTACK - CP	0100	12.80	006	CAJON PARK SCHOOL
0000014744	10/21/2022	AMAZON.COM SERVICES, INC.	ARTS ATTACK - CP	0100	23.48	006	CAJON PARK SCHOOL
0000014744	10/21/2022	AMAZON.COM SERVICES, INC.	ARTS ATTACK - CP	0100	36.88	006	CAJON PARK SCHOOL
0000014744	10/21/2022	AMAZON.COM SERVICES, INC.	ARTS ATTACK - CP	0100	21.97	006	CAJON PARK SCHOOL
0000014744	10/21/2022	AMAZON.COM SERVICES, INC.	ARTS ATTACK - CP	0100	24.23	006	CAJON PARK SCHOOL
0000014744	10/21/2022	AMAZON.COM SERVICES, INC.	ARTS ATTACK - CP	0100	60.76	006	CAJON PARK SCHOOL
0000014744	10/21/2022	AMAZON.COM SERVICES, INC.	ARTS ATTACK - CP	0100	86.09	006	CAJON PARK SCHOOL
0000014769	10/25/2022	MARITIME MUSEUM ASSOCIATION	FIELD TRIP - CP	0100	150.00	006	CAJON PARK SCHOOL
0000014769	10/25/2022	MARITIME MUSEUM ASSOCIATION	FIELD TRIP - CP	0100	1,800.00	006	CAJON PARK SCHOOL
0000014775	10/27/2022	AMAZON.COM SERVICES, INC.	SCHOOL SUPPLIES - CP	0100	16.15	006	CAJON PARK SCHOOL
0000014775	10/27/2022	AMAZON.COM SERVICES, INC.	SCHOOL SUPPLIES - CP	0100	12.92	006	CAJON PARK SCHOOL
0000014783	10/27/2022	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	270.88	006	CAJON PARK SCHOOL
					<b>4,173.69</b>		<b>CAJON PARK SCHOOL Total</b>
0000014655	10/5/2022	CDW GOVERNMENT INC	TECHNOLOGY EQUIPMENT	0100	194.22	003	CARLTON HILLS SCHOOL
0000014658	10/5/2022	AMAZON.COM SERVICES, INC.	SCHOOL SUPPLIES - CH	0100	123.54	003	CARLTON HILLS SCHOOL
0000014682	10/11/2022	OMA'S PUMPKIN PATCH	FIELD TRIP - CH	0100	1,500.00	003	CARLTON HILLS SCHOOL
0000014684	10/11/2022	JUNIOR ACHIEVEMENT	FIELD TRIP - CH	0100	275.00	003	CARLTON HILLS SCHOOL
0000014736	10/19/2022	DEMCO INC	SCHOOL SUPPLIES - CH	0100	75.53	003	CARLTON HILLS SCHOOL
					<b>2,168.29</b>		<b>CARLTON HILLS SCHOOL Total</b>
0000014657	10/5/2022	AMAZON.COM SERVICES, INC.	SCHOOL SITES - CO	0100	43.09	008	CARLTON OAKS SCHOOL
0000014721	10/18/2022	OMA'S PUMPKIN PATCH	FIELD TRIP - CO	0100	340.00	008	CARLTON OAKS SCHOOL
0000014721	10/18/2022	OMA'S PUMPKIN PATCH	FIELD TRIP - CO	0100	1,485.00	008	CARLTON OAKS SCHOOL
0000014722	10/18/2022	AMAZON.COM SERVICES, INC.	SCHOOL SUPPLIES - CO	0100	107.64	008	CARLTON OAKS SCHOOL
0000014723	10/18/2022	AL'S SPORT SHOP	PE CLOTHES - CO	0100	339.41	008	CARLTON OAKS SCHOOL

0000014723	10/18/2022	AL'S SPORT SHOP	PE CLOTHES - CO	0100	213.35	008	CARLTON OAKS SCHOOL
0000014778	10/27/2022	HEINEMANN	BOOKS - ERC	0100	460.09	008	CARLTON OAKS SCHOOL
0000014778	10/27/2022	HEINEMANN	BOOKS - ERC	0100	46.01	008	CARLTON OAKS SCHOOL
0000014783	10/27/2022	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	282.25	008	CARLTON OAKS SCHOOL
					<b>3,316.84</b>		<b>CARLTON OAKS SCHOOL Total</b>
0000014783	10/27/2022	OFFICE DEPOT INC	OFFICE SUPPLIES	1300	20.38	090	CENTRAL KITCHEN
					<b>20.38</b>		<b>CENTRAL KITCHEN Total</b>
0000014669	10/11/2022	FITNESS FINDERS INC	SCHOOL SUPPLIES - CFH	0100	133.07	007	CHET F HARRITT SCH
0000014676	10/11/2022	AMAZON.COM SERVICES, INC.	OFFICE SUPPLIES - CFH	0100	65.16	007	CHET F HARRITT SCH
0000014677	10/11/2022	JOSTENS	YEARBOOKS - CFH	0100	1,661.60	007	CHET F HARRITT SCH
0000014678	10/11/2022	BARNES AND NOBLE BOOKSELLERS	LIBRARY BOOKS - CFH	0100	930.67	007	CHET F HARRITT SCH
0000014679	10/11/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - CFH	0100	17.61	007	CHET F HARRITT SCH
0000014679	10/11/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - CFH	0100	32.30	007	CHET F HARRITT SCH
0000014734	10/19/2022	MAD SCIENCE OF SAN DIEGO	SCHOOL SUPPLIES - CFH	0100	2,040.00	007	CHET F HARRITT SCH
0000014777	10/27/2022	AMAZON.COM SERVICES, INC.	OFFICE SUPPLIES - CFH	0100	507.50	007	CHET F HARRITT SCH
0000014781	10/27/2022	TWO WAY DIRECT	SCHOOL SITE RADIOS - CFH	0100	1,170.52	007	CHET F HARRITT SCH
0000014783	10/27/2022	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	274.27	007	CHET F HARRITT SCH
					<b>6,832.70</b>		<b>CHET F HARRITT SCH Total</b>
0000014710	10/18/2022	MIDAMERICA BOOKS	LIBRARY BOOKS - PD	0100	301.15	071	DISTRICT LIBRARY
					<b>301.15</b>		<b>DISTRICT LIBRARY Total</b>
0000014645	10/3/2022	FOLLETT SCHOOL SOLUTIONS INC.	LIBRARY BOOKS - CH	0100	1,269.67	068	EDUCATIONAL PROJECTS
0000014694	10/12/2022	SUPERINTENDENT OF SCHOOLS	PROJECT GLAD - ERC	0100	1,800.00	068	EDUCATIONAL PROJECTS
0000014703	10/14/2022	THE NATIONAL CENTER ON EDUCATION AND THE	National Institute of School	0100	21,000.00	068	EDUCATIONAL PROJECTS
					<b>24,069.67</b>		<b>EDUCATIONAL PROJECTS Total</b>
0000014783	10/27/2022	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	859.51	066	EDUCATIONAL SERVICES
0000014783	10/27/2022	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	2,097.50	066	EDUCATIONAL SERVICES
0000014785	10/27/2022	KRISTEN EVELAND	GSA - ERC	0100	27,000.00	066	EDUCATIONAL SERVICES
0000014786	10/27/2022	RACHEL SHAY MATTESON	GSA - ERC	0100	19,800.00	066	EDUCATIONAL SERVICES
0000014787	10/27/2022	DINAH L. BROWN	GSA - ERC	0100	5,400.00	066	EDUCATIONAL SERVICES
					<b>55,157.01</b>		<b>EDUCATIONAL SERVICES Total</b>
0000014661	10/10/2022	LAKESHORE LEARNING MATERIALS	SCHOOL SITE SUPPLIES - HC	0100	61.37	010	HILL CREEK SCHOOL
0000014661	10/10/2022	LAKESHORE LEARNING MATERIALS	SCHOOL SITE SUPPLIES - HC	0100	73.66	010	HILL CREEK SCHOOL
0000014661	10/10/2022	LAKESHORE LEARNING MATERIALS	SCHOOL SITE SUPPLIES - HC	0100	348.03	010	HILL CREEK SCHOOL
0000014661	10/10/2022	LAKESHORE LEARNING MATERIALS	SCHOOL SITE SUPPLIES - HC	0100	366.48	010	HILL CREEK SCHOOL
0000014661	10/10/2022	LAKESHORE LEARNING MATERIALS	SCHOOL SITE SUPPLIES - HC	0100	122.79	010	HILL CREEK SCHOOL
0000014661	10/10/2022	LAKESHORE LEARNING MATERIALS	SCHOOL SITE SUPPLIES - HC	0100	163.74	010	HILL CREEK SCHOOL
0000014661	10/10/2022	LAKESHORE LEARNING MATERIALS	SCHOOL SITE SUPPLIES - HC	0100	69.56	010	HILL CREEK SCHOOL
0000014661	10/10/2022	LAKESHORE LEARNING MATERIALS	SCHOOL SITE SUPPLIES - HC	0100	114.60	010	HILL CREEK SCHOOL
0000014661	10/10/2022	LAKESHORE LEARNING MATERIALS	SCHOOL SITE SUPPLIES - HC	0100	122.79	010	HILL CREEK SCHOOL
0000014661	10/10/2022	LAKESHORE LEARNING MATERIALS	SCHOOL SITE SUPPLIES - HC	0100	69.56	010	HILL CREEK SCHOOL
0000014671	10/11/2022	LAKESHORE LEARNING MATERIALS	SCHOOL SITE SUPPLIES - HC	0100	92.09	010	HILL CREEK SCHOOL
0000014671	10/11/2022	LAKESHORE LEARNING MATERIALS	SCHOOL SITE SUPPLIES - HC	0100	92.09	010	HILL CREEK SCHOOL
0000014672	10/11/2022	CENTER FOR THE COLLABORATIVE CLASSROOM	SCHOOL SUPPLIES - HC	0100	183.18	010	HILL CREEK SCHOOL
0000014672	10/11/2022	CENTER FOR THE COLLABORATIVE CLASSROOM	SCHOOL SUPPLIES - HC	0100	438.03	010	HILL CREEK SCHOOL
0000014672	10/11/2022	CENTER FOR THE COLLABORATIVE CLASSROOM	SCHOOL SUPPLIES - HC	0100	711.15	010	HILL CREEK SCHOOL
0000014672	10/11/2022	CENTER FOR THE COLLABORATIVE CLASSROOM	SCHOOL SUPPLIES - HC	0100	177.79	010	HILL CREEK SCHOOL
0000014683	10/11/2022	OMA'S PUMPKIN PATCH	FIELD TRIP - HC	0100	300.00	010	HILL CREEK SCHOOL
0000014683	10/11/2022	OMA'S PUMPKIN PATCH	FIELD TRIP - HC	0100	0.00	010	HILL CREEK SCHOOL
0000014683	10/11/2022	OMA'S PUMPKIN PATCH	FIELD TRIP - HC	0100	1,065.00	010	HILL CREEK SCHOOL
0000014700	10/13/2022	DOVETAIL HOUSE PUBLISHING	WRITE UP A STORM - HC	0100	50.00	010	HILL CREEK SCHOOL
0000014700	10/13/2022	DOVETAIL HOUSE PUBLISHING	WRITE UP A STORM - HC	0100	183.18	010	HILL CREEK SCHOOL
0000014700	10/13/2022	DOVETAIL HOUSE PUBLISHING	WRITE UP A STORM - HC	0100	91.59	010	HILL CREEK SCHOOL
0000014700	10/13/2022	DOVETAIL HOUSE PUBLISHING	WRITE UP A STORM - HC	0100	102.36	010	HILL CREEK SCHOOL

0000014701	10/13/2022	AL'S SPORT SHOP	PE CLOTHES - HC	0100	60.34	010	HILL CREEK SCHOOL
0000014733	10/19/2022	SCHOOL HEALTH CORPORATION	SCHOOL SUPPLIES - HC	0100	22.52	010	HILL CREEK SCHOOL
0000014733	10/19/2022	SCHOOL HEALTH CORPORATION	SCHOOL SUPPLIES - HC	0100	18.17	010	HILL CREEK SCHOOL
0000014733	10/19/2022	SCHOOL HEALTH CORPORATION	SCHOOL SUPPLIES - HC	0100	2.87	010	HILL CREEK SCHOOL
0000014733	10/19/2022	SCHOOL HEALTH CORPORATION	SCHOOL SUPPLIES - HC	0100	9.95	010	HILL CREEK SCHOOL
0000014746	10/21/2022	PIONEER VALLEY BOOKS	BOOKS - HC	0100	139.81	010	HILL CREEK SCHOOL
0000014746	10/21/2022	PIONEER VALLEY BOOKS	BOOKS - HC	0100	157.32	010	HILL CREEK SCHOOL
0000014746	10/21/2022	PIONEER VALLEY BOOKS	BOOKS - HC	0100	129.03	010	HILL CREEK SCHOOL
0000014746	10/21/2022	PIONEER VALLEY BOOKS	BOOKS - HC	0100	107.21	010	HILL CREEK SCHOOL
0000014746	10/21/2022	PIONEER VALLEY BOOKS	BOOKS - HC	0100	122.57	010	HILL CREEK SCHOOL
0000014746	10/21/2022	PIONEER VALLEY BOOKS	BOOKS - HC	0100	142.77	010	HILL CREEK SCHOOL
0000014755	10/24/2022	DATEL SYSTEMS	TECHNOLOGY EQUIPMENT	0100	113.14	010	HILL CREEK SCHOOL
0000014755	10/24/2022	DATEL SYSTEMS	TECHNOLOGY EQUIPMENT	0100	26.94	010	HILL CREEK SCHOOL
0000014783	10/27/2022	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	143.90	010	HILL CREEK SCHOOL
					<b>6,195.58</b>		<b>HILL CREEK SCHOOL Total</b>
0000014761	10/25/2022	SAN DIEGO MESA COLLEGE	COLLEGE CAREER FAIR - HR	0100	150.00	065	HUMAN RESOURCES
					<b>150.00</b>		<b>HUMAN RESOURCES Total</b>
0000014646	10/3/2022	AMAZON.COM SERVICES, INC.	CUSTODIAL SUPPLIES	0100	43.61	075	MAINTENANCE
0000014647	10/4/2022	MASON'S SAW & LAWNMOWER SERVICE, INC.	NEW MOWERS - M&O	0100	14,422.29	075	MAINTENANCE
0000014647	10/4/2022	MASON'S SAW & LAWNMOWER SERVICE, INC.	NEW MOWERS - M&O	0100	14,965.07	075	MAINTENANCE
0000014664	10/10/2022	AZUMA TECH SYSTEMS, INC.	CONTRACT SERVICES - PA	0100	1,005.00	075	MAINTENANCE
0000014743	10/21/2022	AMAZON.COM SERVICES, INC.	MAINTENANCE HARDWARE	0100	1,777.86	080	MAINTENANCE
0000014783	10/27/2022	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	41.76	075	MAINTENANCE
0000014789	10/28/2022	UNITEDWEST, INC.	WI-FI BACKUP CAMERAS - M&O	0100	1,419.07	075	MAINTENANCE
0000014789	10/28/2022	UNITEDWEST, INC.	WI-FI BACKUP CAMERAS - M&O	0100	560.00	075	MAINTENANCE
0000014797	10/31/2022	GILBERT CASTRO	FENCE - HC	0100	9,800.00	075	MAINTENANCE
					<b>44,034.66</b>		<b>MAINTENANCE Total</b>
0000014713	10/18/2022	WAXIE SANITARY SUPPLY	CUSTODIAL ORDER	0100	187.87	074	OPERATIONS/CUSTODIAL
					<b>187.87</b>		<b>OPERATIONS/CUSTODIAL Total</b>
0000014646	10/3/2022	AMAZON.COM SERVICES, INC.	CUSTODIAL SUPPLIES	0100	36.48	002	PEPPER DRIVE SCHOOL
0000014653	10/5/2022	CDW GOVERNMENT INC	TECHNOLOGY EQUIPMENT	0100	198.46	002	PEPPER DRIVE SCHOOL
0000014687	10/11/2022	CDW GOVERNMENT INC	TECHNOLOGY EQUIPMENT	0100	178.91	002	PEPPER DRIVE SCHOOL
0000014690	10/11/2022	BARNES AND NOBLE BOOKSELLERS	LIBRARY BOOKS - PD	0100	202.43	002	PEPPER DRIVE SCHOOL
0000014693	10/12/2022	AMAZON.COM SERVICES, INC.	SCHOOL SITE SUPPLIES - PD	0100	117.14	002	PEPPER DRIVE SCHOOL
0000014699	10/13/2022	CDW GOVERNMENT INC	TECHNOLOGY EQUIPMENT	0100	98.70	002	PEPPER DRIVE SCHOOL
0000014709	10/18/2022	BARNES AND NOBLE BOOKSELLERS	LIBRARY BOOKS - PD	0100	1,249.21	002	PEPPER DRIVE SCHOOL
0000014725	10/18/2022	BEARCOM WIRELESS	SCHOOL SITE SUPPLIES - PD	0100	7,086.72	002	PEPPER DRIVE SCHOOL
0000014732	10/19/2022	SCHOLASTIC BOOK FAIRS S.D.	BOOK FAIR - PD	0100	4,318.23	002	PEPPER DRIVE SCHOOL
0000014738	10/21/2022	FOLLETT SCHOOL SOLUTIONS INC.	LIBRARY BOOKS - LOTTERY HC	0100	1,206.85	002	PEPPER DRIVE SCHOOL
0000014752	10/21/2022	BIRCH AQUARIUM AT SCRIPPS	FIELD TRIP - PD	0100	1,164.95	002	PEPPER DRIVE SCHOOL
0000014756	10/24/2022	CDW GOVERNMENT INC	TECHNOLOGY EQUIPMENT	0100	254.71	002	PEPPER DRIVE SCHOOL
0000014757	10/24/2022	IDENT-A-KID SERVICES OF AMERICA, INC	OFFICE SUPPLIES - PD	0100	366.35	002	PEPPER DRIVE SCHOOL
0000014760	10/25/2022	SCHOLASTIC CLASSRM MAGAZINES	SUBSCRIPTION - PD	0100	3,832.24	002	PEPPER DRIVE SCHOOL
0000014762	10/25/2022	FLEET SCIENCE CENTER	FIELD TRIP - PD	0100	900.00	002	PEPPER DRIVE SCHOOL
0000014767	10/25/2022	DEMCO INC	LIBRARY BOOK - PD	0100	571.08	002	PEPPER DRIVE SCHOOL
0000014774	10/27/2022	AMAZON.COM SERVICES, INC.	OUTDOOR FURNITURE - PD	0100	463.22	002	PEPPER DRIVE SCHOOL
0000014776	10/27/2022	AMAZON.COM SERVICES, INC.	HEALTH OFFICE - PD	0100	61.74	002	PEPPER DRIVE SCHOOL
0000014783	10/27/2022	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	437.02	002	PEPPER DRIVE SCHOOL
					<b>22,744.44</b>		<b>PEPPER DRIVE SCHOOL Total</b>
0000014659	10/7/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - OSTP - SC	0100	10.76	072	PROJECT SAFE
0000014659	10/7/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - OSTP - SC	0100	35.00	072	PROJECT SAFE
0000014659	10/7/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - OSTP - SC	0100	8.34	072	PROJECT SAFE
0000014659	10/7/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - OSTP - SC	0100	9.69	072	PROJECT SAFE



0000014730	10/19/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - OSTP	6300	43.09	072	PROJECT SAFE
0000014730	10/19/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - OSTP	6300	12.39	072	PROJECT SAFE
0000014751	10/21/2022	SMART & FINAL	FOOD SUPPLIES - OSTP	0100	37.50	072	PROJECT SAFE
0000014751	10/21/2022	SMART & FINAL	FOOD SUPPLIES - OSTP	6300	37.50	072	PROJECT SAFE
0000014763	10/25/2022	SMART & FINAL	FOOD SUPPLIES - OSTP	6300	300.00	072	PROJECT SAFE
					<b>1,946.82</b>		<b>PROJECT SAFE Total</b>
0000014667	10/11/2022	BARNES AND NOBLE BOOKSELLERS	LIBRARY BOOKS - PA	0100	1,778.10	005	PROSPECT AVENUE SCH
0000014667	10/11/2022	BARNES AND NOBLE BOOKSELLERS	LIBRARY BOOKS - PA	0100	1,220.39	005	PROSPECT AVENUE SCH
0000014680	10/11/2022	DUSTIN BERG	SCHOOL SUPPLIES - PA	0100	404.06	005	PROSPECT AVENUE SCH
0000014689	10/11/2022	CDW GOVERNMENT INC	TECHNOLOGY EQUIPMENT	0100	445.75	005	PROSPECT AVENUE SCH
0000014689	10/11/2022	CDW GOVERNMENT INC	TECHNOLOGY EQUIPMENT	0100	72.76	005	PROSPECT AVENUE SCH
0000014745	10/21/2022	AMAZON.COM SERVICES, INC.	SCHOOL SUPPLIES - PA	0100	27.91	005	PROSPECT AVENUE SCH
0000014745	10/21/2022	AMAZON.COM SERVICES, INC.	SCHOOL SUPPLIES - PA	0100	13.55	005	PROSPECT AVENUE SCH
0000014745	10/21/2022	AMAZON.COM SERVICES, INC.	SCHOOL SUPPLIES - PA	0100	25.85	005	PROSPECT AVENUE SCH
0000014745	10/21/2022	AMAZON.COM SERVICES, INC.	SCHOOL SUPPLIES - PA	0100	21.53	005	PROSPECT AVENUE SCH
0000014783	10/27/2022	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	96.75	005	PROSPECT AVENUE SCH
					<b>4,106.65</b>		<b>PROSPECT AVENUE SCH Total</b>
0000014691	10/12/2022	NEURON FUEL, INC.	DIGITAL CURRICULUM - CH	0100	1,000.00	070	PUPIL SERVICES
0000014695	10/12/2022	SUPERINTENDENT OF SCHOOLS	TRAINING - PUPIL SERVICES	0100	249.00	070	PUPIL SERVICES
0000014696	10/12/2022	SUPERINTENDENT OF SCHOOLS	TRAINING - PUPIL SERVICES	0100	125.00	070	PUPIL SERVICES
0000014697	10/12/2022	SAFAL PARTNERS LLC	TRAINING - PUPIL SERVICES	0100	1,000.00	070	PUPIL SERVICES
					<b>2,374.00</b>		<b>PUPIL SERVICES Total</b>
0000014654	10/5/2022	CDW GOVERNMENT INC	TECHNOLOGY EQUIPMENT	0100	47.64	009	RIO SECO SCHOOL
0000014654	10/5/2022	CDW GOVERNMENT INC	TECHNOLOGY EQUIPMENT	0100	58.22	009	RIO SECO SCHOOL
0000014665	10/10/2022	VIRCO MANUFACTURING CORP	EAK - FURNITURE - RS	0100	1,377.05	009	RIO SECO SCHOOL
0000014759	10/25/2022	TWO WAY DIRECT	SCHOOL SITE RADIOS - RS	0100	282.25	009	RIO SECO SCHOOL
0000014770	10/26/2022	BOUND TO STAY BOUND BOOKS INC	LIBRARY BOOK ORDER - RS	0100	23.79	009	RIO SECO SCHOOL
0000014770	10/26/2022	BOUND TO STAY BOUND BOOKS INC	LIBRARY BOOK ORDER - RS	0100	23.79	009	RIO SECO SCHOOL
0000014770	10/26/2022	BOUND TO STAY BOUND BOOKS INC	LIBRARY BOOK ORDER - RS	0100	24.55	009	RIO SECO SCHOOL
0000014770	10/26/2022	BOUND TO STAY BOUND BOOKS INC	LIBRARY BOOK ORDER - RS	0100	23.79	009	RIO SECO SCHOOL
0000014770	10/26/2022	BOUND TO STAY BOUND BOOKS INC	LIBRARY BOOK ORDER - RS	0100	23.79	009	RIO SECO SCHOOL
0000014770	10/26/2022	BOUND TO STAY BOUND BOOKS INC	LIBRARY BOOK ORDER - RS	0100	24.55	009	RIO SECO SCHOOL
0000014770	10/26/2022	BOUND TO STAY BOUND BOOKS INC	LIBRARY BOOK ORDER - RS	0100	23.79	009	RIO SECO SCHOOL
0000014783	10/27/2022	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	271.29	009	RIO SECO SCHOOL
					<b>2,204.50</b>		<b>RIO SECO SCHOOL Total</b>
0000014656	10/5/2022	2NDGEAR	TECHNOLOGY EQUIPMENT	0100	221.97	067	SPECIAL EDUCATION
0000014656	10/5/2022	2NDGEAR	TECHNOLOGY EQUIPMENT	0100	27.45	067	SPECIAL EDUCATION
0000014662	10/10/2022	HOUGHTON MIFFLIN HARCOURT	READ 180A - SPED	0100	3,641.95	067	SPECIAL EDUCATION
0000014663	10/10/2022	ALL ABOUT LEARNING PRESS, INC.	ALL ABOUT SPELLING - SPED	0100	47.95	067	SPECIAL EDUCATION
0000014663	10/10/2022	ALL ABOUT LEARNING PRESS, INC.	ALL ABOUT SPELLING - SPED	0100	24.95	067	SPECIAL EDUCATION
0000014663	10/10/2022	ALL ABOUT LEARNING PRESS, INC.	ALL ABOUT SPELLING - SPED	0100	47.95	067	SPECIAL EDUCATION
0000014663	10/10/2022	ALL ABOUT LEARNING PRESS, INC.	ALL ABOUT SPELLING - SPED	0100	24.95	067	SPECIAL EDUCATION
0000014663	10/10/2022	ALL ABOUT LEARNING PRESS, INC.	ALL ABOUT SPELLING - SPED	0100	47.95	067	SPECIAL EDUCATION
0000014663	10/10/2022	ALL ABOUT LEARNING PRESS, INC.	ALL ABOUT SPELLING - SPED	0100	24.95	067	SPECIAL EDUCATION
0000014663	10/10/2022	ALL ABOUT LEARNING PRESS, INC.	ALL ABOUT SPELLING - SPED	0100	47.95	067	SPECIAL EDUCATION
0000014663	10/10/2022	ALL ABOUT LEARNING PRESS, INC.	ALL ABOUT SPELLING - SPED	0100	24.95	067	SPECIAL EDUCATION
0000014688	10/11/2022	CDW GOVERNMENT INC	TECHNOLOGY EQUIPMENT	0100	46.57	067	SPECIAL EDUCATION
0000014698	10/12/2022	THERAPIST AID LLC	TRAINING - SPED	0100	225.00	067	SPECIAL EDUCATION
0000014724	10/18/2022	LEARNIX, LLC	SUBSCRIPTIONS - SPED	0100	528.48	067	SPECIAL EDUCATION
0000014735	10/19/2022	EVERYDAY SPEECH LLC	SUBSCRIPTIONS - ERC	0100	919.97	067	SPECIAL EDUCATION
0000014758	10/25/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - SPED	0100	19.38	067	SPECIAL EDUCATION
0000014758	10/25/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - SPED	0100	85.11	067	SPECIAL EDUCATION
0000014758	10/25/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - SPED	0100	74.67	067	SPECIAL EDUCATION

0000014758	10/25/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - SPED	0100	27.99	067	SPECIAL EDUCATION
0000014758	10/25/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - SPED	0100	49.55	067	SPECIAL EDUCATION
0000014758	10/25/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - SPED	0100	32.31	067	SPECIAL EDUCATION
0000014758	10/25/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - SPED	0100	29.86	067	SPECIAL EDUCATION
0000014758	10/25/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - SPED	0100	24.83	067	SPECIAL EDUCATION
0000014758	10/25/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - SPED	0100	20.46	067	SPECIAL EDUCATION
0000014758	10/25/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - SPED	0100	31.82	067	SPECIAL EDUCATION
0000014758	10/25/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - SPED	0100	30.78	067	SPECIAL EDUCATION
0000014758	10/25/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - SPED	0100	13.03	067	SPECIAL EDUCATION
0000014758	10/25/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - SPED	0100	11.84	067	SPECIAL EDUCATION
0000014758	10/25/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - SPED	0100	13.90	067	SPECIAL EDUCATION
0000014758	10/25/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - SPED	0100	50.19	067	SPECIAL EDUCATION
0000014758	10/25/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - SPED	0100	77.42	067	SPECIAL EDUCATION
0000014758	10/25/2022	AMAZON.COM SERVICES, INC.	CLASSROOM SUPPLIES - SPED	0100	15.03	067	SPECIAL EDUCATION
0000014764	10/25/2022	ABA EDUCATION FOUNDATION	NPA CONTRACT - SPED	0100	5,000.00	067	SPECIAL EDUCATION
0000014765	10/25/2022	NEW HAVEN YOUTH & FAMILY SERVICES, INC.	NPA - CONTRACT - SPED	0100	26,400.00	067	SPECIAL EDUCATION
0000014766	10/25/2022	PROCARE THERAPY INC	NPA - CONTRACT - SPED	0100	99,619.20	067	SPECIAL EDUCATION
0000014768	10/25/2022	THE SPEECH PATHOLOGY GROUP, INC.	NPA - CONTRACT - SPED	0100	123,278.40	067	SPECIAL EDUCATION
0000014771	10/26/2022	CRISIS PREVENTION INSTITUTE	TRAINING - H. RAINBOLT	0100	4,999.00	067	SPECIAL EDUCATION
0000014780	10/27/2022	CARREN JEAN STIKA	GSA - SPED	0100	6,000.00	067	SPECIAL EDUCATION
					<b>271,807.76</b>		<b>SPECIAL EDUCATION Total</b>
0000014692	10/12/2022	SANTEE CHAMBER OF COMMERCE	SUBSCRIPTION - SUPER	0100	9,000.00	062	SUPERINTENDENT DEPT
					<b>9,000.00</b>		<b>SUPERINTENDENT DEPT Total</b>
0000014686	10/11/2022	MAINTEX INC	CUSTODIAL SUPPLIES - SC	0100	19.91	004	SYCAMORE CANYON SCH
0000014686	10/11/2022	MAINTEX INC	CUSTODIAL SUPPLIES - SC	0100	16.23	004	SYCAMORE CANYON SCH
0000014686	10/11/2022	MAINTEX INC	CUSTODIAL SUPPLIES - SC	0100	133.08	004	SYCAMORE CANYON SCH
0000014702	10/13/2022	TREETOP PRODUCTS	OUTDOOR FURNITURE - SC	0100	2,584.76	004	SYCAMORE CANYON SCH
0000014702	10/13/2022	TREETOP PRODUCTS	OUTDOOR FURNITURE - SC	0100	513.04	004	SYCAMORE CANYON SCH
0000014783	10/27/2022	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	715.82	004	SYCAMORE CANYON SCH
					<b>3,982.84</b>		<b>SYCAMORE CANYON SCH Total</b>
0000014731	10/19/2022	SOUTH COAST COPY SYSTEMS	TECHNOLOGY EQUIPMENT	0100	3,449.08	073	TECHNOLOGY SERVICES
0000014731	10/19/2022	SOUTH COAST COPY SYSTEMS	TECHNOLOGY EQUIPMENT	0100	1,500.00	073	TECHNOLOGY SERVICES
0000014737	10/21/2022	MARCIA BRENNER ASSOCIATES, LLC	POWERSCHOOL ADD-ON	0100	2,210.00	073	TECHNOLOGY SERVICES
0000014782	10/27/2022	CDW GOVERNMENT INC	TECHNOLOGY EQUIPMENT	0100	176.32	091	TECHNOLOGY SERVICES
					<b>7,335.40</b>		<b>TECHNOLOGY SERVICES Total</b>
0000014650	10/5/2022	CROWN LIFT TRUCKS	TRANSPORTATION SUPPLIES	0100	450.00	076	TRANSPORTATION
0000014651	10/5/2022	BORDER TIRE	TRANSPORTATION SUPPLIES	0100	804.10	076	TRANSPORTATION
0000014652	10/5/2022	O'REILLY AUTO CUST ID#1208957	TRANSPORTATION SUPPLIES	0100	99.71	076	TRANSPORTATION
0000014652	10/5/2022	O'REILLY AUTO CUST ID#1208957	TRANSPORTATION SUPPLIES	0100	64.95	076	TRANSPORTATION
0000014652	10/5/2022	O'REILLY AUTO CUST ID#1208957	TRANSPORTATION SUPPLIES	0100	26.93	076	TRANSPORTATION
0000014652	10/5/2022	O'REILLY AUTO CUST ID#1208957	TRANSPORTATION SUPPLIES	0100	65.92	076	TRANSPORTATION
0000014656	10/5/2022	2NDGEAR	TECHNOLOGY EQUIPMENT	0100	110.98	076	TRANSPORTATION
0000014656	10/5/2022	2NDGEAR	TECHNOLOGY EQUIPMENT	0100	13.73	076	TRANSPORTATION
0000014656	10/5/2022	2NDGEAR	TECHNOLOGY EQUIPMENT	0100	110.98	076	TRANSPORTATION
0000014656	10/5/2022	2NDGEAR	TECHNOLOGY EQUIPMENT	0100	13.73	076	TRANSPORTATION
0000014714	10/18/2022	O'REILLY AUTO CUST ID#1208957	TRANSPORTATION SUPPLIES	0100	73.18	076	TRANSPORTATION
0000014714	10/18/2022	O'REILLY AUTO CUST ID#1208957	TRANSPORTATION SUPPLIES	0100	34.11	076	TRANSPORTATION
0000014714	10/18/2022	O'REILLY AUTO CUST ID#1208957	TRANSPORTATION SUPPLIES	0100	23.79	076	TRANSPORTATION
0000014714	10/18/2022	O'REILLY AUTO CUST ID#1208957	TRANSPORTATION SUPPLIES	0100	56.73	076	TRANSPORTATION
0000014715	10/18/2022	RELIABLE TIRE INC	TRANSPORTATION SUPPLIES	0100	85.50	076	TRANSPORTATION
0000014715	10/18/2022	RELIABLE TIRE INC	TRANSPORTATION SUPPLIES	0100	85.50	076	TRANSPORTATION
0000014716	10/18/2022	ALL STAR GLASS	TRANSPORTATION SUPPLIES	0100	200.78	076	TRANSPORTATION
0000014747	10/21/2022	KIRKS RADIATOR	TRANSPORTATION SUPPLIES	0100	481.46	076	TRANSPORTATION

0000014747	10/21/2022	KIRKS RADIATOR	TRANSPORTATION SUPPLIES	0100	460.63 076	TRANSPORTATION
0000014747	10/21/2022	KIRKS RADIATOR	TRANSPORTATION SUPPLIES	0100	411.12 076	TRANSPORTATION
0000014747	10/21/2022	KIRKS RADIATOR	TRANSPORTATION SUPPLIES	0100	144.53 076	TRANSPORTATION
0000014748	10/21/2022	EXPRESS PERFORMANCE CENTER	TRANSPORTATION SUPPLIES	0100	301.71 076	TRANSPORTATION
0000014749	10/21/2022	O'REILLY AUTO CUST ID#1208957	TRANSPORTATION SUPPLIES	0100	50.50 076	TRANSPORTATION
0000014750	10/21/2022	MASON'S SAW & LAWNMOWER SERVICE, INC.	TRANSPORTATION SUPPLIES	0100	71.60 076	TRANSPORTATION
0000014795	10/31/2022	MASON'S SAW & LAWNMOWER SERVICE, INC.	TRANSPORTATION SUPPLIES	0100	5.89 076	TRANSPORTATION
0000014796	10/31/2022	O'REILLY AUTO CUST ID#1208957	TRANSPORTATION SUPPLIES	0100	78.74 076	TRANSPORTATION
0000014796	10/31/2022	O'REILLY AUTO CUST ID#1208957	TRANSPORTATION SUPPLIES	0100	27.11 076	TRANSPORTATION
					<b>4,353.91</b>	<b>TRANSPORTATION Total</b>
0000014649	10/5/2022	WASTE MANAGEMENT OF EL CAJON -	ROLL-OFF -CP	0100	698.99 078	WAREHOUSE
0000014668	10/11/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	457.92 078	WAREHOUSE
0000014668	10/11/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	335.10 078	WAREHOUSE
0000014668	10/11/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	304.56 078	WAREHOUSE
0000014668	10/11/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	387.90 078	WAREHOUSE
0000014668	10/11/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	387.90 078	WAREHOUSE
0000014668	10/11/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	258.60 078	WAREHOUSE
0000014670	10/11/2022	AMAZON.COM SERVICES, INC.	INVENTORY REPLENISHMENT	0100	2,768.74 078	WAREHOUSE
0000014704	10/17/2022	STAPLES ADVANTAGE	INVENTORY REPLENISHMENT	0100	42.93 078	WAREHOUSE
0000014704	10/17/2022	STAPLES ADVANTAGE	INVENTORY REPLENISHMENT	0100	42.93 078	WAREHOUSE
0000014704	10/17/2022	STAPLES ADVANTAGE	INVENTORY REPLENISHMENT	0100	50.92 078	WAREHOUSE
0000014705	10/17/2022	AMAZON.COM SERVICES, INC.	INVENTORY REPLENISHMENT	0100	911.05 078	WAREHOUSE
0000014705	10/17/2022	AMAZON.COM SERVICES, INC.	INVENTORY REPLENISHMENT	0100	859.85 078	WAREHOUSE
0000014720	10/18/2022	PADRE JANITORIAL SUPPLY	INVENTORY REPLENISHMENT	0100	2,656.31 078	WAREHOUSE
0000014754	10/21/2022	SUPPLY SOLUTIONS	INVENTORY REPLENISHMENT	0100	2,379.12 078	WAREHOUSE
0000014772	10/26/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	613.74 078	WAREHOUSE
0000014772	10/26/2022	SOUTHWEST SCHOOL SUPPLY	INVENTORY REPLENISHMENT	0100	613.74 078	WAREHOUSE
0000014779	10/27/2022	SUPPLY SOLUTIONS	INVENTORY REPLENISHMENT	0100	2,477.17 078	WAREHOUSE
0000014783	10/27/2022	OFFICE DEPOT INC	OFFICE SUPPLIES	0100	98.88 078	WAREHOUSE
0000014784	10/27/2022	MAINTEX INC	INVENTORY REPLENISHMENT	0100	1,864.61 078	WAREHOUSE
					<b>18,210.96</b>	<b>WAREHOUSE Total</b>
					<b>514,527.80</b>	<b>Grand Total</b>

Consent Item D.2.4. Acceptance of Donations, Grants, and Bequests  
 Prepared by Karl Christensen  
 November 15, 2022

**BACKGROUND:**

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

<i>Item</i>	<i>Approximate Value</i>	<i>Received From</i>	<i>Designated For Use At</i>
<b>DONATIONS</b>			
Funds to Support the Purchase of Soccer Nets	\$120.00	Anna Mewlud	Sycamore Canyon School
<b>GRANTS</b>			
(None)			
<b>BEQUESTS</b>			
(None)			
<b>TOTAL RECEIVED</b>	<b>\$120.00</b>		

**RECOMMENDATION:**

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

This recommendation supports the following District goal(s):

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

**FISCAL IMPACT:**

The donations, grants, and/or bequests listed above are valued at \$120.00.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.4.

Consent Item D.2.5. Approval/Ratification of Revolving Cash Report  
 Prepared by Karl Christensen  
 November 15, 2022

**BACKGROUND:**

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

**RECOMMENDATION:**

It is recommended that the Board of Education approve check #22760 on the \$20,000 Revolving Cash Account.

This recommendation supports the following District goal:

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

**FISCAL IMPACT:**

The fiscal impact is \$2,674.91 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.2.5.

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

Date	Number	Name	Memo	Amount
10/31/22	22760	Jennifer McNamer	Replace October 2022 Paycheck	\$2,674.91

Total Checks Written \$2,674.91

Amount to be reimbursed by SDCOE -\$2,674.91

Total to be Reimbursed \$0.00

Total to Deduct from Future Reimbursement \$0.00

**BACKGROUND:**

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

Approval of the following General Services Agreements is requested:

Vendor Name	Description of Services <i>(location of services)</i>	Date(s) of Service	Amount	Funding
Write Up A Storm	Writer Training <i>(Hill Creek School)</i>	10/21/22 – 06/13/23	\$5,000.00 <i>(not to exceed)</i>	Hill Creek

**RECOMMENDATION:**

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

This recommendation supports the following District goal(s):

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

**FISCAL IMPACT:**

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

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.6.

**BACKGROUND:**

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

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

School of Attendance	Round Trip Miles Per Day	# of Days	Per Mile Rate	Total Estimated Annual Cost
Carlton Hills School	18.0	180	\$0.625	\$2,025.00
Hill Creek School	13.6	180	\$0.625	\$1,530.00
Rio Seco School	8.4	180	\$0.625	\$945.00
<b>Total:</b>				<b>\$2,700.00</b>

**RECOMMENDATION:**

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

This recommendation supports the following District goal(s):

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

**FISCAL IMPACT:**

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

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.7.

Authorization to Sell/Dispose of Surplus Items

**BACKGROUND:**

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

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

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

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

The items to declare surplus are described below:

<u>Qty</u>	<u>UOM</u>	<u>Description</u>	<u>Site</u>	<u>Storage Location</u>	<u>Condition</u>	<u>Estimated Value/Price</u>
3	Each	Teacher Desks	Carlton Oaks	MPR	Poor	\$10/ea
98	Each	Plastic Student Chairs	Carlton Oaks	MPR	Good	\$20/ea
6	Each	Adult Chairs (cloth)	Carlton Oaks	MPR	Fair	\$10/ea
5	Each	Adult Desk Chairs with wheels	Carlton Oaks	MPR	Fair-Poor	\$10/ea
4	Each	File Cabinets	Carlton Oaks	MPR	Fair	\$10/ea
3	Each	Steel Book Shelves	Carlton Oaks	MPR	Good	\$20/ea
9	Each	Individual Desks	Carlton Oaks	MPR	Poor	Zero
47	Each	Plexiglass Shields	Carlton Oaks	MPR	Good	Zero
2	Each	Trapezoid Tables	Carlton Oaks	MPR	Good	\$10/ea
4	Each	Rolling Carts	Carlton Oaks	MPR	Fair	\$50/ea
2	Each	Overhead Projectors	Carlton Oaks	MPR	Fair	\$10/ea
1	Each	DIY Mosaic Table	Carlton Oaks	MPR	Fair	Zero
1	Each	Rug	Carlton Oaks	MPR	Fair	\$10
2	Each	Stools	Carlton Oaks	MPR	Fair	\$5/ea

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

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

**RECOMMENDATION:**

It is recommended that the Board of Education declare the described items as surplus with an estimated value of \$2,460.00 and authorize the sale or disposal of them in accordance with the recommended terms.

This recommendation supports the following District goal:

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

**FISCAL IMPACT:**

Income estimated at \$2,460.00 less fee to on-line bidding vendor, if used.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item D.2.8.

**BACKGROUND:**

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

**Certificated Staff**

A. New Appointments:

Employee	Location	Class/Step/Position #	Previous Annual Salary	New Annual Salary	Effective Date
1. Klepin, Grace	Sycamore Canyon	IV-01 #10321560	\$0.00	\$54,794.00	11-01-22
2. Harris, Lisa	Carlton Oaks	IV-01 #10324342	\$0.00	\$54,794.00	10-10-22

B. Temporary Rehires:

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

C. Change of Status/Location:

Employee	Location	Class/Step/Position #	Previous Annual Salary	New Annual Salary	Effective Date
1. Downing, Brienne	Special Education	Coordinator of Special Education MGT-05 #30011977 to <i>Director of Special Education</i> MGT-03 #30021915	\$123,724.00	<i>\$144,629.00</i>	11-02-22

D. Unpaid Leave Requests:

Employee	Location	Class/Step	Reason	Recommendation	Effective Date

E. Resignations:

Employee	Location	Class/Step	Reason	Effective Date
1. Bates, Carly	Sycamore Canyon	V-18	Resignation	10-31-22
2. McGinty, Miriam	Special Education	MGT-06	Resignation	11-10-22

F. 39-Month Reemployment:

Employee	Location	Class/Step	Reason	Effective Date

G. Dismissals:

Employee	Location	Class/Step	Effective Date

**Classified Staff**

H. New Appointments:

Employee	Location	Position/Class/Hours/ Position #	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Corcino, Jocelyn	Rio Seco	Campus Aide 16.5 C / 2.0 hrs #30003431	\$0.00	\$657.37	10-28-22
2. Diveley, Alexis	Chet F. Harritt	Instructional Assistant Special Education II 21 A / 6.0 hrs #30012205	\$0.00	\$2,226.90	10-24-22
3. Dwyer, Amber	Carlton Hills	Instructional Assistant Special Education II 21 A / 6.0 hrs #30017127	\$0.00	\$2,226.90	10-24-22
4. Johnston, Clarendon	Hill Creek	Campus Aide	\$0.00	\$657.37	10-24-22

		16.5 C / 2.0 hrs #10327477			
5. Marquez, Andrea	Special Education	Clerk Typist II 22 A / 3.0 hrs #30020309	\$0.00	\$1,169.35	10-31-22
6. Martinez, Cristina	Cajon Park	Instructional Assistant LEP 20 A / 3.5 hrs #10327297	\$0.00	\$1,236.84	10-28-22
7. Pearson, Tracey	Transportation	Van Driver 22 A / 5.0 hrs #30003738	\$0.00	\$1,948.92	10-18-22
8. Villa, Gloria	Out-of-School Time Programs	Out-of-School Time Regional Lead 25 A / 8.0 hrs #30019968	\$0.00	\$3,608.80	10-28-22

I. Rehires:

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

J. Change of Status/Location:

Employee	Location	Position/Class/Hours/ Position #	Previous Monthly Salary	New Monthly Salary	Effective Date
1. Avila, Evonn	Fiscal Services	Administrative Secretary MGT 07 #10329200 to <i>Executive Assistant I</i> MGT 07 #10329200	\$7,735.25	\$7,735.25	11-01-22
2. Benson, Cheryl	Carlton Hills	Out-of-School Time Assistant Site Leader 21 E / 7.5 hrs #30020246 to <i>Out-of-School Time Site</i> <i>Leader</i> 22 E / 8.0 hrs #10325045	\$3,520.46	\$3,940.63	10-24-22
3. Binavi, Kahi	Cajon Park to <i>Rio Seco</i>	Food Service Worker III 22 A / 3.75 hrs #10326336 to <i>Instructional Assistant</i> <i>Special Education II</i> 21 A / 6.0 hrs #30019146	\$1,461.84	\$2,226.90	10-27-22
4. Borden, Stephanie	Educational Services	Administrative Secretary MGT 03 #30014499 to <i>Executive Assistant I</i> MGT 03 #30014499	\$6,226.67	\$6,226.67	11-01-22
5. Castaneda, Kelly	Child Nutrition Services to <i>Pride Academy</i>	Food Service Utility Worker 24 E / 3.75 hrs #30019859 to <i>Food Service Worker IA</i> 20 A / 2.75 hrs #30018774	\$1,958.33	\$971.95	10-31-22
6. Galvez, Sofia	Carlton Hills to <i>Cajon Park</i>	Instructional Assistant Special Education II 21 A / 6.0 hrs #30019727 to <i>Instructional Assistant</i> <i>Special Education II</i> 21 A / 6.0 hrs #10327225	\$2,226.90	\$2,226.90	10-24-22
7. Yaqob, Khawla	Carlton Hills to <i>Sycamore</i> <i>Canyon</i>	Early Childhood Group Leader I 19.5 E / 5.75 hrs	\$2,509.88	\$2,509.88	10-24-22

		#10325074 to Early Childhood Group Leader I 19.5 E / 5.75 hrs #10325073			
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K. Unpaid Leave Requests:

Employee	Location	Position/Class/Hours	Reason	Recommendation	Effective Date

L. Resignations:

Employee	Location	Position	Reason	Effective Date
1. Johnston, Clarendon	Hill Creek	Campus Aide	Resignation	10-31-22

M. 39-63 Month Reemployment:

Employee	Location	Position/Class/Hours	Effective Date

N. Dismissals:

Employee	Location	Position	Effective Date

**RECOMMENDATION:**

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

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

Agenda Item D.3.1.

Consent Item D.3.2.  
Prepared by Tim Larson  
November 15, 2022

Approval to Create Coordinator,  
Payroll Services Job Description

**BACKGROUND:**

The Payroll Services Department has undergone complex changes in payroll processing, reporting, and daily operations. As a result, there is a need for a higher level of oversight for payroll reporting and the daily administration of team functions.

This request is to eliminate the previous position of Payroll Specialist for the Payroll Services Department and replace it with the position of Coordinator, Payroll Services. The proposed job description maintains the integrity of critical payroll processing while adding additional duties related to staff engagement and department coordination.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the creation of a Coordinator, Payroll Services position as reflected in the attached job description.

**FISCAL IMPACT:**

The financial impact is \$20,775. This includes the total cost between Step 6 of the Payroll Specialist position and Step 6 of the Coordinator, Payroll Services.

**STUDENT ACHIEVEMENT IMPACT:**

This position will support employees in their employment with the Santee School District.

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

Agenda Item D.3.2.



<b>Position Title</b>	Coordinator, Payroll Services	<b>Department</b>	Fiscal Services
<b>Direct Report</b>	Director, Fiscal Services	<b>Approval/Revision Date</b>	
<b>Classification</b>	Management	<b>Pay Type</b>	Salary Schedule

<b>Job Summary/Definition</b>
Under general supervision of the Director of Fiscal Services; organizes and directs the activities and operations of Payroll Services; performs complex accounting tasks, and statistical and financial analysis work related to the preparation of District payrolls; schedules, organizes, coordinates, reviews and participates in the preparation, processing, auditing and maintenance of the District's classified and certificated payrolls; trains, directs, and supervises assigned staff.

<b>Examples of Duties/Responsibilities</b>
<ol style="list-style-type: none"> <li>1. Schedule, organize, coordinate and perform compilation, input, auditing, and reconciliation of District payroll transactions for certificated and classified employees including standard compensation parameters, timesheets, leave requests, withholding information, adjustments, and health/welfare and statutory benefit amounts</li> <li>2. Coordinate with the Human Resources Department to ensure accurate, comprehensive, efficient, and timely entry of personnel data necessary for calculating pay for all types of employees</li> <li>3. Coordinate the input, maintenance, and monitoring of financial, statistical, and demographic data necessary for accurate and timely processing of District payrolls</li> <li>4. Analyze complex financial reports (e.g., labor distribution, payroll related data, contracts, IRS/State guidelines, etc.) for the purpose of assuring accurate program cost accounting fund distribution and calculations necessary for various components of payroll transactions</li> <li>5. Coordinate with Fiscal Services staff to reconcile payroll records to position control records and ensure all payroll transactions are properly budgeted and accounted for</li> <li>6. Analyze processes and procedures related to Payroll; make recommendations and enact changes to improve accuracy, efficiency, timeliness, completeness, and internal control</li> <li>7. Communicate with administrators, personnel, and outside entities to coordinate activities, resolve issues and conflicts, and exchange information relative to data management and processing of payroll transactions</li> <li>8. Identify measurement period and track hours for non-contracted employees to determine eligibility and benefits</li> <li>9. Provide technical expertise and prepare salary and benefits cost analyses as requested for negotiations; interpret negotiated and contractual agreements for payroll and benefits purposes</li> <li>10. Respond to inquiries, resolve issues and conflicts and provide technical information concerning related policies, procedures, guidelines, rules and regulations; resolve discrepancies with payroll, benefit providers, withholding, workers compensation and salary status</li> <li>11. Train staff on use of various software and procedural systems</li> <li>12. Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions</li> <li>13. Perform other related duties as assigned</li> </ol>

<b>Qualifications Guide</b>
<p><b>Knowledge of:</b></p> <ul style="list-style-type: none"> <li>• Advanced payroll and benefits functions of an educational organization</li> <li>• Advanced principles and techniques involved in payroll preparation and processing</li> <li>• Applicable laws, codes, regulations, policies and procedures</li> <li>• Complex arithmetic calculations</li> <li>• Financial and statistical record-keeping techniques</li> <li>• Interpersonal skills using tact, patience and courtesy</li> <li>• Operation of a computer and assigned software</li> <li>• Oral and written communication skills</li> </ul>



- Organization and direction of payroll operations and activities
- Organizational payroll policies and objectives
- Preparation of financial statements and comprehensive accounting reports
- Preparation, maintenance, verification and processing of payroll records, reports, and accounts
- Principles and practices of supervision and training
- Tax withholding, voluntary deductions, garnishments and supplemental insurance

**Ability to:**

- Analyze situations accurately and adopt an effective course of action
- Assure proper and timely resolution of payroll discrepancies, issues and conflicts
- Communicate effectively both orally and in writing
- Coordinate communications, information and personnel to assure smooth and efficient payroll activities
- Coordinate, oversee and participate in the preparation and maintenance of a variety of automated and manual records and reports related to the payroll function
- Establish and maintain cooperative and effective working relationships with others
- Interpret, apply and explain rules, regulations, policies and procedures
- Meet schedules and time lines
- Monitor, audit, adjust and reconcile payroll data
- Operate a computer and assigned office equipment
- Organize and direct payroll and benefits operations and activities to assure classified and certificated employees are paid in an accurate and timely manner
- Perform arithmetic calculations quickly and accurately
- Plan and organize work
- Prepare records and reports related to assigned activities
- Train, supervise and evaluate the performance of assigned staff
- Work independently with little direction

**Training/Education and Experience**

Any combination equivalent to: graduation from high school or equivalent GED; college-level course work in accounting, business or related field; and five years of increasingly responsible experience in payroll, accounting or fiscal services. Some experience in working with public school district payroll, benefits or accounting functions is desirable.

**Licenses:**

Valid California Class C Driver's License and evidence of insurability.

**Working Conditions/Physical Requirements:**

- WORKING CONDITIONS:**
- Constant interruptions
  - Driving a vehicle to conduct work
  - Indoor office environment
- PHYSICAL DEMANDS:**
- Dexterity of hands and fingers to operate a computer keyboard
  - Hearing and speaking to exchange information
  - Seeing to read a variety of materials

<b>Board Adopted:</b>	
<b>Revised:</b>	

**BACKGROUND:**

This request is to eliminate the previous positions of Administrative Secretary and Executive Assistant. The suggested job descriptions are attached to this item for the positions of:

- Executive Assistant I
- Executive Assistant II

The Executive Assistant I will support the Assistant Superintendent of Business Services and the Assistant Superintendent of Educational Services and the respective departments. The updated job description does not compromise the confidentiality of the current Administrative Secretary role, but rather modernizes the role and reflects updates to school district operations.

The Executive Assistant II position will replace the current position of Executive Assistant. This position will continue to support the Superintendent and the Board of Education while also recognizing the modernization of the role and the introduction of more recent practices. This position will be located in the Superintendent’s Office.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the creation of an Executive Assistant I and Executive Assistant II positions as reflected in the attached job descriptions.

**FISCAL IMPACT:**

There is no fiscal impact for the creation of the Executive Assistant I position. The fiscal impact of the creation of the Executive Assistant II position is \$1,200 paid as an annual mileage stipend.

**STUDENT ACHIEVEMENT IMPACT:**

This position will support employees in their employment with the Santee School District.



<b>Position Title</b>	Executive Assistant I	<b>Department</b>	District Office
<b>Direct Report</b>	Assistant Superintendent	<b>Approval/Revision Date</b>	
<b>Classification</b>	Confidential	<b>Pay Type</b>	Salary Schedule

<b>Job Summary/Definition</b>
Under the direction of the Assistant Superintendent, the Executive Assistant I will perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Assistant Superintendent of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and flow of communications and information for the assigned administrator; train and provide work direction and guidance to assigned personnel as directed.

<b>Examples of Duties/Responsibilities</b>
<ol style="list-style-type: none"> <li>1. Perform highly responsible duties as the primary and confidential secretary to the Assistant Superintendent, relieving the administrator of a variety of secretarial and administrative details; plan, coordinate and organize office and department activities and flow of communications for the administrator; maintain confidentiality of privileged and sensitive information</li> <li>2. Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, represent the Assistant Superintendent by phone and written communication; interpret policies and regulations to officials, staff and the public</li> <li>3. Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists and other materials as directed; prepare, format, edit, proofread and revise written materials</li> <li>4. Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and assure proper completion of reimbursement forms; maintain and coordinate the Assistant Superintendent's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Assistant Superintendent</li> <li>5. Receive sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing</li> <li>6. Attend a variety of meetings; prepare related notices, reports, presentations and agendas; record and transcribe minutes; prepare and distribute minutes, updated records, statements, documents and reports to appropriate personnel</li> <li>7. Research and compile a variety of information; compute statistical information for various federal, State and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary</li> <li>8. Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data</li> <li>9. Maintain designated budgets and assure assigned accounts are accurate and expenditures are within federal or State requirements; collect and account for fees; initiate budget transfers as directed</li> <li>10. Prepare and maintain a variety of complex lists and records related to student information, personnel, financial activity and assigned duties, including those of a confidential nature; establish and maintain filing systems</li> <li>11. Perform special projects and prepare various forms and reports on behalf of the Assistant Superintendent; attend to administrative details on special matters as assigned; perform varied duties related to the Assistant Superintendent's area of responsibility and assigned programs</li> </ol>



12. Operate and maintain a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; arrange for equipment repairs as needed
13. Communicate with other departments, administrators, and outside agencies to coordinate activities, exchange information and resolve issues or concerns
14. Prepare, type and process requisitions according to established guidelines; order, receive and maintain inventory of supplies and equipment in accordance with established guidelines
15. Obtain and provide information, records, and materials to staff and the public where judgment, knowledge and interpretation of policies and regulations and organizational functions and programs are required; verify information for staff and outside agencies as requested
16. Develop, implement, and adjust office procedures to assure complete and timely operations; create office forms to facilitate and streamline workflow
17. Perform related duties as assigned

### Qualifications Guide

#### Knowledge of:

- Functions and secretarial operations of an administrative office
- Organizational operations, policies, and objectives
- Applicable laws, codes, regulations, policies, and procedures
- Modern office practices, procedures, and equipment
- Record-keeping techniques
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Budgeting practices regarding monitoring and control

#### Ability to:

- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Assistant Superintendent of a variety of administrative details
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures
- Plan, coordinate and organize office activities and flow of communications and information for the assigned administrator
- Organize complex material and summarize discussions and actions taken in report form
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter
- Compose effective correspondence independently
- Maintain a variety of complex and confidential files and records
- Assure efficient and timely completion of office and program projects and activities
- Understand and resolve issues, complaints, or problems
- Type or input data at 50 words per minute from clear copy
- Take and transcribe dictation at an acceptable rate of speed
- Operate a variety of office equipment including a computer and assigned software
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work
- Meet schedules and timelines
- Prioritize and schedule work
- Work independently with little direction
- Work confidentially with discretion
- Communicate effectively both orally and in writing



<b>Training/Education and Experience</b>
<ul style="list-style-type: none"> <li>Any combination equivalent to: graduation from high school or equivalent supplemented by college level course work in secretarial, business office or related field and four years of increasingly responsible secretarial experience, including experience in an administrative office.</li> </ul>

<b>Licenses:</b>
Valid California driver's license Maintain qualification for automobile insurance coverage

<b>Working Conditions/Physical Requirements:</b>
<b>WORKING CONDITIONS:</b> <ul style="list-style-type: none"> <li>Office environment</li> <li>Constant interruptions</li> </ul> <b>PHYSICAL DEMANDS:</b> <ul style="list-style-type: none"> <li>Hearing and speaking to exchange information in person or on the telephone</li> <li>Dexterity of hands and fingers to operate a computer keyboard</li> <li>Seeing to read a variety of materials</li> <li>Sitting or standing for extended periods of time</li> <li>Bending the waist, kneeling, or crouching to file materials</li> </ul>

<b>Board Adopted:</b>	
<b>Revised:</b>	



<b>Position Title</b>	Executive Assistant II	<b>Department</b>	Superintendent's Office
<b>Direct Report</b>	Superintendent	<b>Approval/Revision Date</b>	
<b>Classification</b>	Confidential	<b>Pay Type</b>	Salary Schedule

<b>Job Summary/Definition</b>
<p>The Executive Assistant II acts as the administrative and confidential secretary to the Board of Education and to the Superintendent. The Executive Assistant II serves to schedule, initiate and provide correspondence and other clerical support and communication for and on behalf of the Superintendent and Board, including those of an important or sensitive nature. The Executive Assistant II anticipates and originates actions for meetings and provides necessary follow-up. The Executive Assistant II is responsible to the Superintendent for the supervision and coordination of functions, activities, clerical work and records of the Superintendent's office. The Executive Assistant II assists with the planning, organization, and execution of District-wide events. This position will serve in a leadership role with school site secretaries and confidential secretaries and will serve as the Superintendent's designee in handling matters related to staff and community relations as directed by the Superintendent. The Executive Assistant II will serve as a liaison between the Superintendent and state agencies, organizations, legislative staff and District Management Team and community.</p>

<b>Examples of Duties/Responsibilities</b>
<ol style="list-style-type: none"> <li>1. Perform highly responsible duties as the primary and confidential secretary to the Superintendent and the Board; plan, coordinate and organize office and department activities and flow of communications; maintain confidentiality of privileged and sensitive information</li> <li>2. Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the Superintendent and the Governing Board by phone and written communication; interpret policies and regulations to officials, staff and the public</li> <li>3. Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists and other materials as directed; prepare, format, edit, proofread and revise written materials</li> <li>4. Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and assure proper completion of reimbursement forms; maintain and coordinate the Superintendent and Governing Board's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Superintendent and Governing Board</li> <li>5. Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing</li> <li>6. Attend a variety of meetings; prepare related notices, reports, presentations and agendas; record and transcribe minutes; prepare and distribute minutes, update records, statements, documents and reports to appropriate personnel</li> <li>7. Research and compile a variety of information; compute statistical information for various federal, State and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary</li> <li>8. Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data</li> <li>9. Maintain designated budgets and assure assigned accounts are accurate and expenditures are within federal or State requirements; collect and account for fees; initiate budget transfers as directed</li> </ol>



10. Prepare and maintain a variety of complex lists and records related to student information, personnel, financial activity and assigned duties, including those of a confidential nature; establish and maintain filing systems
11. Perform special projects and prepare various forms and reports on behalf of the Superintendent and Governing Board; attend to administrative details on special matters as assigned; perform varied duties related to the Superintendent and Governing Board's area of responsibility and assigned programs
12. Operate and maintain a variety of office equipment, computer and assigned software; arrange for equipment repairs as needed
13. Communicate with other departments, administrators, and outside agencies to coordinate activities, exchange information and resolve issues or concerns
14. Prepare, type and process requisitions according to established guidelines; order, receive and maintain inventory of supplies and equipment in accordance with established guidelines
15. Obtain and provide information, records and materials to staff and the public where judgment, knowledge and interpretation of policies and regulations and organizational functions and programs are required; verify information for staff and outside agencies as requested
16. Develop and implement office procedures to assure complete and timely operations
17. Train and provide work direction and guidance to assigned personnel as directed

<b>Qualifications Guide</b>
<p><b>Knowledge of:</b></p> <ul style="list-style-type: none"> <li>• Functions and secretarial operations of an administrative office</li> <li>• Organizational operations, policies and objectives</li> <li>• Applicable laws, codes, regulations, policies and procedures</li> <li>• Modern office practices, procedures and equipment</li> <li>• Record-keeping techniques</li> <li>• Correct English usage, grammar, spelling, punctuation and vocabulary</li> <li>• Oral and written communication skills</li> <li>• Interpersonal skills using tact, patience and courtesy</li> <li>• Budgeting practices regarding monitoring and control</li> <li>• Methods of collecting and organizing data and information</li> <li>• Business letter and report writing, editing and proofreading</li> <li>• Basic public relations techniques</li> <li>• Operation of a computer and assigned software</li> </ul>
<p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>• Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent and the Board of a variety of administrative details</li> <li>• Interpret, apply and explain laws, codes, rules, regulations, policies and procedures</li> <li>• Plan, coordinate and organize office activities and flow of communications and information for the Superintendent and Governing Board</li> <li>• Organize complex material and summarize discussions and actions taken in report form</li> <li>• Compile and prepare comprehensive reports concerning a broad spectrum of subject matter</li> <li>• Compose effective correspondence independently</li> <li>• Maintain a variety of complex and confidential files and records</li> <li>• Assure efficient and timely completion of office and program projects and activities</li> <li>• Understand and resolve issues, complaints or problems</li> <li>• Type or input data at 50 words per minute from clear copy or input at an acceptable rate of speed</li> <li>• Operate a variety of office equipment including a computer and assigned software</li> <li>• Establish and maintain cooperative and effective working relationships with others</li> </ul>



- Analyze situations accurately and adopt an effective course of action
- Plan and organize work
- Meet schedules and timelines
- Prioritize and schedule work
- Work independently with little direction
- Work confidentially with discretion
- Communicate effectively both orally and in writing

### **Training/Education and Experience**

Any combination equivalent to: graduation from high school or equivalent supplemented by college-level course work in secretarial, business office or related field and five years of increasingly responsible secretarial experience including two years in a school district administrative office.

### **Licenses:**

Valid California driver's license  
 Maintain qualification for automobile insurance coverage  
 Driving a vehicle to conduct work

### **Working Conditions/Physical Requirements:**

#### **WORKING CONDITIONS:**

- Office environment
- Constant interruptions

#### **PHYSICAL DEMANDS:**

- Hearing and speaking to exchange information in person or on the telephone
- Dexterity of hands and fingers to operate a computer key
- Seeing to read a variety of materials
- Sitting or standing for extended periods of time
- Bending the waist, kneeling or crouching to file materials
- Reaching overhead, above the shoulders and horizontally
- Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds
- Operate vehicle to travel independently on short notice to other district or community locations to conduct work

<b>Board Adopted:</b>	
<b>Revised:</b>	

**BACKGROUND:**

Education Code Section 44258.9 requires that administration inform the Board of Education annually about any certificated employees who are assigned to perform services not authorized by their credential. Accordingly, all certificated management and non-management employees are legally authorized to serve in their respective 2022-2023 assignments. All certificated management, all K-6 classroom teachers, and most upper grade certificated staff, hold the appropriate credentials for their specific assignment. The qualifications regarding upper grade certificated staff requiring additional authorizations beyond their original credentials supported with proper experience and training are summarized below.

Special Authorizations

Listed below by Education Code are the methods approved by CTC to license teachers for instruction in grades K-8:

Education Code Section 44258.7(c) and (d)

Allows thirty-three (33) full-time teachers with special skills and preparation outside of their credential authorization to be assigned to teach in the area of their special skills for an elective course (a course other than English, Math, Science or Social Studies), provided the assignment is approved by the local Assignment Committee. The Assignment Committee consisting of STA and administrative members; Melanie Hirahara, Lori Meaux, Stephanie Pierce, and Tim Larson, have approved these assignments.

Education Code Section 44258.1

- a. Allows forty-three (43) elementary teachers with credentials authorizing instruction in self-contained classrooms to teach in grades five through eight in a middle school, provided that the teacher teaches two or more subjects for two or more periods a day to the same group of students; and
- b. Allows elementary teachers to teach subjects they are already teaching for an additional period or periods at the same grade level for up to 50% of the total teaching assignment.

Education Code Section 44258.3

At this time there are no teachers to instruct any subject(s) in departmentalized classes in any of grades kindergarten through eighth upon local verification of knowledge of the subject(s) to be taught with the teachers' consent.

Teachers are also providing instruction for part of their assignments based on adopted Board resolutions under the following provisions:

Education Code Section 44256(b)

At this time there are no teachers to instruct in departmentalized classes because they have completed twelve semester units, or six upper division or graduate units, in the subject taught.

Education Code Section 44263

At this time, there are no teachers to instruct in departmentalized classes because they have completed eighteen semester units, or nine upper division or graduate semester units, in the subject taught.

Education Code Section 44865

Allows three (3) teachers to teach in an opportunity and alternative classroom setting.

Education Code Section 44258.2

At this time, there are no teachers having a single subject secondary credential instructing another subject in a departmentalized situation because the teacher has completed twelve semester units, or six upper division or graduate semester units, in the subject taught.

Additionally, teachers are authorized under legal provisions designed to alleviate recruitment constraints:

University Internships

Allows four (4) teachers enrolled at a college or university in a Commission-approved intern program, to be issued University Intern Credentials. These one to two-year programs are administered by California colleges and universities in partnership with local school districts and are designed to provide participants with classroom experience while they complete course work requirements for the preliminary credential. University Intern Credentials authorize the holder to serve, under the supervision of a Commission-approved college or university and the holder's employer, in the area or subject listed on the credential.

Recruitment

Special Education, Math, Science, and Bilingual instruction continue to be areas where qualified candidates are scarce. The district works to identify promising candidates who demonstrate a strong potential for success and who will commit to regularly taking the course work needed for their assignment's authorization to obtain the proper credential.

**RECOMMENDATION:**

It is recommended that the Board of Education accept this annual report of certificated credentials and assignments.

**FISCAL IMPACT:**

There is no fiscal impact as a result of this item.

**STUDENT ACHIEVEMENT IMPACT:**

Qualified teachers are the keystone to obtaining student achievement. The required authorizations presented tonight are based upon training and special skills of current staff to support student achievement, according to required Education Codes.

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

Agenda Item D.3.4.

Consent Item D.3.5.  
Prepared by Tim Larson  
November 15, 2022

Approval of Santee Collaborative  
Reinvestment Plan for the Use of LEA  
Medi-Cal Funds

**BACKGROUND:**

The Santee Community Collaborative’s mission is to promote a healthier, more proactive community that builds resilient children and families.

The Santee School District participates in the LEA Medi-Cal Program. School districts participating in the program are required to annually approve a budget for the reinvestment of the funds received through the billing and reimbursement process. The law also requires that the local community collaborative develop and recommend a budget to the governing board for consideration.

On October 26, 2022, Santee Community Collaborative approved the attached budget. The majority of the proposed budget will fund the Collaborative Director.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the reinvestment plan for use of LEA Medi-Cal funds.

**FISCAL IMPACT:**

The attached Santee Community Collaborative Reinvestment Plan outlines how LEA Medi-Cal funding will be expended for the 2022-23 school year.

**STUDENT ACHIEVEMENT:**

Support services may provide a greater potential for student success.

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

Agenda Item D.3.5.

**Santee Community Collaborative  
LEA Budget  
2022-2023**

<b>Total Available</b>	<b>\$ 135,384.84</b>
Income from LEA Medi-cal	\$ 120,139.00
Collaborative Funds from CASA	\$ 15,245.84
<b>Total Budgeted from LEA Medi-Cal</b>	<b>\$ 120,139.00</b>
Personnel	
Director, Community Collaborative Salary	\$ 59,018.00
Fringe	\$ 25,952.00
Supplies (office, meeting, activities, and printing)	\$ 1,500.00
Undistributed Allocation	\$ 14,374.00
Mileage	\$ 500.00
Agreements for Medi-Cal Billing 12%	\$ 13,075.00
Indirect Cost 4.76% for this year set by CDE	\$ 5,720.00

**Item E. DISCUSSION AND/OR ACTION ITEMS**

Agenda Item E.

Discussion and/or Action Item E.1.1.  
Prepared by Dr. Kristin Baranski  
November 15, 2022

Appointment of Coordinator, Out-  
of-School Time Programs

**BACKGROUND:**

With the recent resignation of Jessica Carrillo, Administration recommends the appointment of Stefanie Bautista, as Out-of-School Time Programs Coordinator in Santee School District.

Ms. Bautista has been employed by Playworks, as a Program Coordinator, and most recently as a SoCal PRO Trainer. Prior to that, she served as an Administrative Assistant for Redwood Country Kids Club. Ms. Bautista holds a Bachelor of Arts degree in Communication and Media Studies. Playworks Southern California serves low-income schools through our year-round, on-site support services. We're also reaching thousands more students across Southern California through professional development workshops for schools and youth organizations.

**RECOMMENDATION:**

It is recommended the Board of Education approve the appointment of Stefanie Bautista, as Coordinator, Out-of-School Time Programs, effective November 28, 2022.

**FISCAL IMPACT:**

Based on the salary schedule placement and benefits, this position will cost \$112,853 charged to Fund 63 for the YALE program and the Expanded Learning Opportunity Program in the Restricted General Fund.

**STUDENT ACHIEVEMENT IMPACT:**

It is the District's intention to provide essential staffing to support the transitions in education for students, staff, and parents.

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

Agenda Item E.1.1.

Discussion and/or Action Item E.1.2.  
Prepared by Dr. Kristin Baranski  
November 15, 2022

Approval of Employee Agreement  
Amendments for Assistant  
Superintendents, 2022 - 2023

**BACKGROUND:**

At the December 15, 2020 Board of Education meeting, the Board approved multi-year employee agreements for the District Assistant Superintendents. Agreement terms were approved through June 30, 2023.

This evening, Administration is recommending an amendment of terms, beginning July 1, 2022 - June 20, 2023, for each of the three Assistant Superintendents as noted on the attached agreement amendments.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the employee agreement amendments for Karl Christensen, Dr. Stephanie Pierce, and Tim Larson effective July 1, 2022 – June 30, 2023.

**FISCAL IMPACT:**

This fiscal impact to the 2022-23 budget will be a total of \$38,107, which includes an additional four percent (4%) salary increase over the previously approved 2022-23 salary and is reflective of the recent increase to the health benefit contribution for Confidential/Management employees approved by the Board of Education at the September 20, 2022 meeting.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item E.1.2.

**AMENDMENT TO CONTRACT FOR EMPLOYMENT OF ASSISTANT SUPERINTENDENT  
BETWEEN SANTEE SCHOOL DISTRICT  
AND KARL CHRISTENSEN**

THIS AMENDMENT modifies the Contract for Employment of Assistant Superintendent (“Contract”) executed December 15, 2020, between the Board of Trustees (hereinafter referred to as the “Board”) of the Santee School District of San Diego County, California (hereinafter referred to as the “District”) and Karl Christensen (hereinafter referred to as the “Assistant Superintendent”). The above named parties hereby mutually agree as follows:

Section 7. Salary

The Assistant Superintendent's salary shall be based on the following salary rate for the term of this agreement with the 2022-2023 rate being retroactive to July 1, 2022.

2022-2023 Salary	\$192,867
------------------	-----------

Section 8. Professional Schedule and Vacation, Fringe Benefits, Retirement, and Sick Leave

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

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

The above changes are effective July 1, 2022. All remaining terms of the Contract remain unchanged.

Ratified by a \_\_\_\_\_ vote of the Board of Trustees in open session at a regular meeting thereof, held on November 15, 2022.

**BOARD OF TRUSTEES OF THE SANTEE SCHOOL DISTRICT**

Dated: November 15, 2022

\_\_\_\_\_  
Elana Levens-Craig, President

Dated: November 15, 2022

\_\_\_\_\_  
Dianne El-Hajj, Vice President

Dated: November 15, 2022

\_\_\_\_\_  
Ken Fox, Clerk

Dated: November 15, 2022

\_\_\_\_\_  
Dustin Burns, Member

Dated: November 15, 2022

\_\_\_\_\_  
Barbara Ryan, Member

**ASSISTANT SUPERINTENDENT**

Dated: November 15, 2022

\_\_\_\_\_  
Karl Christensen, Assistant Superintendent, Business Services

**AMENDMENT TO CONTRACT FOR EMPLOYMENT OF ASSISTANT SUPERINTENDENT  
BETWEEN SANTEE SCHOOL DISTRICT  
AND TIM LARSON**

THIS AMENDMENT modifies the Contract for Employment of Assistant Superintendent (“Contract”) executed December 15, 2020, between the Board of Trustees (hereinafter referred to as the “Board”) of the Santee School District of San Diego County, California (hereinafter referred to as the “District”) and Tim Larson (hereinafter referred to as the “Assistant Superintendent”). The above named parties hereby mutually agree as follows:

Section 7. Salary

The Assistant Superintendent's salary shall be based on the following salary rate for the term of this agreement with the 2022-2023 rate being retroactive to July 1, 2022.

2022-2023 Salary	\$192,867
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The above changes are effective July 1, 2022. All remaining terms of the Contract remain unchanged.

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

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Ratified by a \_\_\_\_\_ vote of the Board of Trustees in open session at a regular meeting thereof, held on November 15, 2022.

**BOARD OF TRUSTEES OF THE SANTEE SCHOOL DISTRICT**

Dated: November 15, 2022

\_\_\_\_\_  
Elana Levens-Craig, President

Dated: November 15, 2022

\_\_\_\_\_  
Dianne El-Hajj, Vice President

Dated: November 15, 2022

\_\_\_\_\_  
Ken Fox, Clerk

Dated: November 15, 2022

\_\_\_\_\_  
Dustin Burns, Member

Dated: November 15, 2022

\_\_\_\_\_  
Barbara Ryan, Member

**ASSISTANT SUPERINTENDENT**

Dated: November 15, 2022

\_\_\_\_\_  
Tim Larson, Assistant Superintendent, Human Resources  
and Pupil Services

**AMENDMENT TO CONTRACT FOR EMPLOYMENT OF ASSISTANT SUPERINTENDENT  
BETWEEN SANTEE SCHOOL DISTRICT  
AND DR. STEPHANIE PIERCE**

THIS AMENDMENT modifies the Contract for Employment of Assistant Superintendent (“Contract”) executed December 15, 2020, between the Board of Trustees (hereinafter referred to as the “Board”) of the Santee School District of San Diego County, California (hereinafter referred to as the “District”) and Dr. Stephanie Pierce (hereinafter referred to as the “Assistant Superintendent”). The above named parties hereby mutually agree as follows:

Section 7. Salary

The Assistant Superintendent's salary shall be based on the following salary rate for the term of this agreement with the 2022-2023 rate being retroactive to July 1, 2022.

2022-2023 Salary	\$192,867
------------------	-----------

Section 8. Professional Schedule and Vacation, Fringe Benefits, Retirement, and Sick Leave

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

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

The above changes are effective July 1, 2022. All remaining terms of the Contract remain unchanged.

Ratified by a \_\_\_\_\_ vote of the Board of Trustees in open session at a regular meeting thereof, held on November 15, 2022.

**BOARD OF TRUSTEES OF THE SANTEE SCHOOL DISTRICT**

Dated: November 15, 2022

\_\_\_\_\_  
Elana Levens-Craig, President

Dated: November 15, 2022

\_\_\_\_\_  
Dianne El-Hajj, Vice President

Dated: November 15, 2022

\_\_\_\_\_  
Ken Fox, Clerk

Dated: November 15, 2022

\_\_\_\_\_  
Dustin Burns, Member

Dated: November 15, 2022

\_\_\_\_\_  
Barbara Ryan, Member

**ASSISTANT SUPERINTENDENT**

Dated: November 15, 2022

\_\_\_\_\_  
Dr. Stephanie Pierce, Assistant Superintendent,  
Educational Services

Discussion and/or Action Item E.1.3.  
Prepared by Dr. Kristin Baranski  
November 15, 2022

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

**BACKGROUND:**

The San Diego Registrar of Voters conducts voter registration and voting processes to ensure widespread, ongoing opportunities to register and vote in fair and accurate elections for all federal, state, and local offices and measures.

The terms for Santee School District Governing Board Seats #1, #3, and #5 were up for reelection in the Gubernatorial General election in November 2022. The Registrar of Voters certified that only one qualified candidate was nominated for Seat No. 3 therefore, no governing board member election would be held for this uncontested seat on November 8, 2022 and would not appear on the ballot.

The attached invoice is the fee for the placement of Seat #1 and Seat #5 on the Gubernatorial General election ballot in November 2022.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the payment of \$32,000 for the November 2022 Gubernatorial General Election.

**FISCAL IMPACT:**

The total fee of \$32,000 will be paid using General Funds.

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

Agenda Item E.1.3.



5600 Overland Ave., Ste. 100, San Diego, CA 92123-1266

Telephone: (858) 565-5800 Toll-free: 1 (800) 696-0136 TDD: (858) 694-3441

Facsimile: (858) 694-2955 Web Address: www.sdvote.com

<b>BILL TO:</b> Santee School Districts 9625 Cuyamaca Street Santee, CA 92071-2674 <b>ATTN:</b> Accounts Payable	Invoice No: <b>3954</b> Invoice Date: October 25, 2022 Due Date: <b>November 24, 2022</b> Terms: 30 days
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Description	Amount
<b>November 8, 2022 Gubernatorial General Election</b> <b>Santee School District</b> <b>Advance Deposit Invoice*</b>	
Santee Elementary School - Seat #1	16,000
Santee Elementary School - Seat #5	16,000
<p><i>*An itemized Invoice will be provided after the election.</i></p> <p>For your convenience, we now accept:</p> <div style="display: flex; justify-content: center; gap: 20px;">     </div> <p>To pay, visit: <a href="https://heartlandpaymentservices.net/WebPayments/CoSDRegistrarOfVoters*">https://heartlandpaymentservices.net/WebPayments/CoSDRegistrarOfVoters*</a></p> <p><small>* There is a convenience fee of 2.19% of your payment amount assessed for using this service.</small></p>	

For questions, please email [rov.webpay@sdcounty.ca.gov](mailto:rov.webpay@sdcounty.ca.gov)

<b>TOTAL AMOUNT DUE</b>	<b>\$ 32,000</b>
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Please make check payable to: <b>County of San Diego</b>  Mail To: Registrar of Voters 5600 Overland Ave., Ste. 100 San Diego, CA 92123 ATTN: Accounting	<b>For ROV Purposes Only</b> Project: 1014501 Org: 47483 Fund: 61324-Trust Account: 80100
---	---

0-30 days	31-60 days	61-90 days	> 90 days	TOTAL
\$ 32,000				

Discussion and Action Item E.2.1.

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

Prepared by Dr. Stephanie Pierce  
November 15, 2022

**BACKGROUND:**

The Arts, Music, and Instructional Materials Discretionary Block Grant is \$3,889,212 in one-time funding through the 2025–26 school year. Funds may be used for professional development, acquiring standards aligned instructional materials, improving school climate (including training on de-escalation and restorative justice strategies), developing diverse book collections with culturally relevant texts, operational costs, and COVID-19 costs. This plan is required to be approved by the Governing Board for expenditures of these funds at a regularly scheduled meeting.

The following chart outlines proposed use of funds that meet the requirements of the block grant and based on our educational partner input when developing the 2022-23 LCAP.

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

**RECOMMENDATION:**

Administration recommends that the Board of Education approve the Arts, Music, and Instructional Materials Discretionary Block Grant spending plan. This plan represents a commitment to our current Local Control Accountability Plan and identified priorities by our educational partners.

This recommendation supports the following District goals:

<b>SUPPORTED</b>	<b>STRATEGIC OBJECTIVE</b>	<b>DESCRIPTION</b>
✓	Educational Achievement	Assure the highest level of educational achievement for all students
✓	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning
✓	Staff Development	Implement a staff development plan as the cornerstone of employee performance and growth
✓	Student Well-Being	Provide social, emotional, and health service programs, integrated with community resources, to foster student character and personal well-being

**FISCAL IMPACT:**

The district will receive approximately \$3,889,212 in available one-time funds for instructional materials, professional development, school climate, diverse book collections, operational costs, and COVID-19 costs. Funds must be encumbered by the end of the 2025-26 school year.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item E.2.1.

Prepared by Dr. Stephanie Pierce  
November 15, 2022

**BACKGROUND:**

The Learning Recovery Emergency Block Grant is \$5,403,214 in one-time funding to support LEAs creating learning recovery initiatives through the 2027–28 school year. Funds may be used for increased or stabilize instructional time, closing learning gaps, decrease or stabilize staff to pupil ratio, pupil supports to address barriers to learning, additional instruction, and academic services.

The following chart outlines proposed use of funds that meet the requirements of the block grant and based on our educational partner input when developing the 2022-23 LCAP.

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

**RECOMMENDATION:**

Administration recommends that the Board of Education approve the Learning Recovery Emergency Block Grant plan. This plan represents a commitment to our current Local Control Accountability Plan and identified priorities by our educational partners.

This recommendation supports the following District goals:

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Educational Achievement	Assure the highest level of educational achievement for all students
✓	Learning Environment	Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning

✓	Staff Development	Implement a staff development plan as the cornerstone of employee performance and growth
✓	Student Well-Being	Provide social, emotional, and health service programs, integrated with community resources, to foster student character and personal well-being

**FISCAL IMPACT:**

The district will receive approximately \$5,403,214 in one-time funds for long-term recovery from the COVID-19 pandemic. Funds may be expended by the end of the 2028 school year. Expenditures reports are due to the CDE by December 1, 2024, and December 1, 2027. A final expenditure report is due by December 1, 2029. Any funds not expended by June 30, 2028, must be returned to the California Department of Education (CDE).

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item E.2.2.

Discussion and/or Action Item E.3.1.  
Prepared by Tim Larson  
November 15, 2022

Approval of Realignment of Classified  
Management and Confidential Salary  
Schedule

**BACKGROUND:**

In a thorough compensation analysis of the Classified Management and Confidential salary schedule, a realignment of several key positions has been deemed necessary. Those positions are:

- Director of Transportation
- Director of Child Nutrition Services

The realignment also includes the addition of the Coordinator, Payroll Services position to the Classified Management schedule. It also includes a reclassification of the current Administrative Secretary and Executive Assistant positions to Executive Assistant I and Executive Assistant II, respectively. The Executive Assistant II position includes a \$1,200 annual mileage stipend.

If the Board approves the recommendation to realign the salary schedule, impacted employees will remain at their current step placement and their annual compensation will be adjusted accordingly.

**RECOMMENDATION:**

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

**FISCAL IMPACT:**

The fiscal impact to realign the Classified Management and Confidential salary schedule is \$52,928.

**STUDENT ACHIEVEMENT IMPACT:**

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

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

Agenda Item E.3.1.

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

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

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

Notes:

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

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

<sup>2</sup> Step 6 added starting for 2021-22 fiscal year

<sup>3</sup> Payroll Specialist position shifted to Coordinator, Payroll Services effective November 1, 2022

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

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

**Item F. BOARD POLICIES AND BYLAWS**

Agenda Item F.

Board Policies and Bylaws Item F.1.1.  
Prepared by Dr. Stephanie Pierce  
November 15, 2022

Second Reading: Board Policies (BP) and/or  
Administrative Regulation (AR):  
• Revised BP 6158 - Independent Study

**BACKGROUND:**

The attached Board Policy conforms with California School Board Association’s (CSBA) language. It was presented for a first reading at the November 1, 2022 meeting.

**Revised BP 6158 – Independent Study**

Policy updated to reflect AB 181 which (1) encourages districts to consider offering more than one independent study model for short- and long-term placements when adopting policy, (2) changes the threshold for when tiered reengagement strategies are required to be implemented, (3) adds that tiered reengagement strategies procedures include local programs intended to address chronic absenteeism, (4) includes that the requirement to develop a plan to transition students whose families wish to return to in-person instruction, as specified, applies to students who participate in independent study for at least 15 school days, (5) creates an exemption from the live interaction and/or synchronous instruction, tiered reengagement strategies, and transition back to in-person instruction requirements for any student who is enrolled in classroom-based instruction and is participating in independent study due to necessary medical treatment or inpatient treatment for mental health or substance abuse under the care of appropriately licensed professionals, (6) specifies that a signed written/learning agreement be obtained before the student begins independent study for students participating in independent study for 15 school days or more, and within ten school days of the first day of the student's enrollment for student participation of less than 15 school days, (for both traditional and course-based independent study), (7) adds that for students with disabilities the certificated employee designated as having responsibility for the special education programming of the student is required to sign the written/learning agreement, (for both traditional and course-based independent study), and (8) includes that a student with disabilities may participate in a course-based independent study program if the student's individualized education program specifically provides for such participation. Policy also updated to (1) move and expand material regarding the requirement for Governing Boards to hold a public hearing when setting policy, as specified, (2) emphasize that no student may be required to participate in independent study, (3) clarify that for course-based independent study procedures tiered reengagement strategies are not required to include notification to parents/guardians of lack of participation within one school day of the absence or lack of participation, and (4) delete material applicable only to the 2021-22 school year.

**RECOMMENDATIONS:**

Revised Board Policy (BP) 6158 – Independent Study is being presented for second reading and adoption. Action, if any, is at the discretion of the Board.

**FISCAL IMPACT:**

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

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

Agenda Item F.1.1.

**INDEPENDENT STUDY**

The Governing Board authorizes independent study as an optional alternative instructional strategy for students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered for short- or long-term placements, on a fulltime or part-time basis, and/or in conjunction with part- or full-time classroom study. ~~Independent study may be offered on a full time basis.~~

The Board shall hold a public hearing when considering the scope of its existing or prospective use of independent study as an instructional strategy, its purposes in authorizing independent study, and factors bearing specifically on the maximum realistic lengths of assignments and acceptable number of missed assignments for specific populations of students or adult education students. (Education Code 51747; 5 CCR 11701)

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a charter school, and an online course.

~~A Student participation in independent study shall be voluntary and no student shall be required to participate (Education Code 51747, 51749.5, 51749.6)~~

Independent study for each student shall be under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented, as prescribed by law and reflected in the accompanying administrative regulation. (Education Code 51747.5)

The minimum period of time for any independent study option shall be three consecutive school days. (Education Code 46300 )

**General Independent Study Requirements**

The Superintendent or designee may offer and approve independent study for an individual student upon determining that the student is prepared to meet the district's requirements for participation and is likely to succeed as well as or better than the student would in the regular classroom setting. For the 2021-22 school year, the district shall offer independent study, as specified in Education Code 51745, to meet the educational needs of students unless the district has obtained a waiver. (Education Code 51745)

~~For the 2022-23 school year and thereafter, the Superintendent or designee may continue to offer and approve independent study for an individual student upon determining that the student is~~

**INDEPENDENT STUDY**

~~prepared to meet the district's requirements for independent study and is likely to succeed in independent study as well as or better than the student would in the regular classroom setting.~~

The minimum instructional minutes shall be the same for all students at each school including students participating in independent study, except as otherwise permitted by law.

(Education Code (46100))

Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignments shall be completed no more than one week after assigned for all grade levels and types of program. ~~However,~~ When necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due. ~~up to the termination date of the agreement.~~ However, in no event shall the due date of an assignment be extended beyond the termination date specified in the student's written agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses three assignments. Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060
2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments
3. Learning required concepts, as determined by the supervising teacher
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

The Superintendent or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction. (Education Code 51747)

The Superintendent or designee shall ensure that students participating in independent study for 15 school days or more receive the following throughout the school year: (Education Code 51747)

1. For students in grades transitional kindergarten, kindergarten, and grades 1 to 3, opportunities for daily synchronous instruction
2. For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction

**INDEPENDENT STUDY**

The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all students participating in an independent study program for 15 school days or more who are: (Education Code 51747)

1. Not generating attendance for more than ten percent of required minimum instructional time over four continuous weeks of the district's approved instructional calendar
2. Not participating in synchronous instructional offerings pursuant to Education Code 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span
3. In violation of their written agreement

~~The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all students who are not generating attendance for more than three school days or 60 percent of the instructional days in a school week, or who are in violation of their written agreement. This requirement only applies to students participating in an independent study program for 15 school days or more. The procedures shall include, but are not necessarily limited to, all of the following: (Education Code 51747)~~

Tiered reengagement strategies procedures used in district independent study programs shall include local programs intended to address chronic absenteeism, as applicable, including but not limited to the following: (Education Code 51747)

1. Verification of current contact information for each enrolled student
2. Notification to parents/guardians of lack of participation within one school day of the recording of a nonattendance day ~~absence~~ or lack of participation
3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary
4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being

The Superintendent or designee shall, for students who participate in an independent study program for 15 school days or more, develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five instructional days. (Education Code 51747)

~~The Superintendent or designee shall develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously, and, in no case later, than~~

## INDEPENDENT STUDY

~~five instructional days. This requirement only applies to students participating in an independent study program for 15 school days or more. (Education Code 51747)~~

When any student enrolled in classroom-based instruction is participating in independent study due to necessary medical treatment or inpatient treatment for mental health or substance abuse under the care of appropriately licensed professionals, the student shall be exempt from the live interaction and/or synchronous instruction, tiered reengagement strategies, and transition back to in-person instruction requirements specified above. In such cases, evidence from appropriately licensed professionals, of the student's need to participate in independent study, shall be submitted to the Superintendent or designee. (Education Code 51747)

The Superintendent or designee shall ensure that a written master agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)

~~The district shall provide written notice to the parents/guardians of all enrolled students of the option to enroll their child in in-person instruction or independent study during the 2021-22 school year. This notice shall be posted on the district's web site, and shall include, at a minimum, information about the right to request a student-parent-educator conference before enrollment, student rights regarding procedures for enrolling, disenrolling, and reenrolling in independent study, and the instructional time, including synchronous and asynchronous learning, that a student will have access to as part of independent study. (Education Code 51747)~~

~~Upon the request of the parent/guardian of a student, before making a decision about enrolling or disenrolling in independent study and entering into a written agreement to do so, the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, or their advocate may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51747)~~

Upon the request of the parent/guardian of a student, and before signing a written agreement as described below in the section "Master Agreement," the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, and, if requested by the parent/guardian an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51747)

## Master Agreement

~~For the 2021-22 school year only, the district shall obtain a signed written agreement for independent study no later than 30 days after the first day of instruction.~~

A written agreement shall be developed and implemented for each student participating in independent study for three or more consecutive school days. (Education Code 46300, 51747; 5 CCR 11703)

**INDEPENDENT STUDY**

For student participation for 15 school days or more, a signed written agreement shall be obtained before the student begins independent study. For student participation of less than 15 school days, a signed written agreement shall be obtained within ten school days of the first day of the student's enrollment. (Education Code 46300, 51747)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but are not limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The manner, time, frequency, and place ~~The frequency, time, place and manner~~ for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent/guardian regarding the student's academic progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year
6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.

**INDEPENDENT STUDY**

8. A statement that independent study is an optional educational alternative in which no student may be required to participate
9. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction
10. Before the commencement of independent study projected to last for 15 school days or more, or within ten school days of the first day of enrollment for independent study for less than 15 school days, the agreement shall be signed and dated by the student, the student's parent/guardian or caregiver if the student is under 18 years of age, the certificated employee responsible for the general supervision of independent study, and for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student

~~Before the commencement of independent study, the agreement shall be signed and dated by the student, the student's parent/guardian or caregiver if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student.~~

~~However, for the 2021-22 school year, the district shall obtain a signed written agreement for independent study from the student, or the student's parent/ guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil, no later than 30 days after the first day of instruction.—~~

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). (Education Code 51747)

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

**Student-Parent-Educator Conferences**

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or if requested by a parent/guardian prior to enrollment or disenrollment from independent study. (Education Code 51745.5, 51747, 51749.5)

**Records for Audit Purposes**

**INDEPENDENT STUDY**

The Superintendent or designee shall ensure that records are maintained for audit purposes.

These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons
5. Appropriate documentation of compliance with the teacher-student ratios required by Education Code 51745.6 and 51749.5 (Education Code 51745.6 and 51749.5)
6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each student by a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300 (Education Code 51747.5)

The district shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program. ~~independent study is provided.~~ A student who does not participate in scheduled live interaction or synchronous instruction independent study on a school day shall be documented as nonparticipatory for that school day. (Education Code 51747.5)

The Superintendent or designee also shall maintain a written or computer-based record such as a grade book or summary document of student engagement, for each class, of all grades, assignments, and assessments for each student for independent study assignments. (Education Code 51747.5)

**INDEPENDENT STUDY**

Signed written and supplemental agreements, assignment records, work samples, and attendance records may be maintained as an electronic file in accordance with Education Code 51747 and 51749.6, as applicable.

~~The signed, dated agreement, any supplemental agreement, assignment records, work samples, and attendance records may be maintained on file electronically. (Education Code 51747)~~

**Program Evaluation**

The Superintendent or designee shall annually report to the Board the number of district students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.

*Legal References:**EDUCATION CODE**51225.3 Graduation requirements; courses that satisfy college entrance criteria**64001 School plan for student achievement, consolidated application programs**State References**5 CCR 11700-11705 Independent study**17289 Exemption for facilities**41020 Requirement for annual audit**41422 Emergency conditions and apportionments**42238 Revenue limits**42238.05 Local control funding formula; average daily attendance**44865 Qualifications for independent study teachers**46100 Length of school day**46200-46208 Incentives for longer instructional day and year**46300-46307.1 Methods of computing average daily attendance**46390-46393 Emergency average daily attendance**46600 Interdistrict attendance computation**47612-47612.1 Charter School Operation**47612.5 Charter schools operations; general requirements**48204 Residency requirements for school attendance**48206.3 Home or hospital instruction; students with temporary disabilities**48220 Classes of children exempted**48340 Improvement of pupil attendance**48915 Expulsion; particular circumstances**48916.1 Educational program requirements for expelled students**48917 Suspension of expulsion order**49011 Student fees**51225.3 High school graduation requirements**51744-51749.6 Independent study**52060 Local Control and Accountability Plan**52523 Adult education as supplement to high school curriculum; criteria**56026 Individual with exceptional needs**58500-58512 Alternative schools and programs of choice**Fam. Code 6550-6552 Caregivers*

**Instruction**

BP 6158 (i)

**INDEPENDENT STUDY**

*Federal References*

*20 USC 6301 Highly qualified teachers*

*20 USC 6311 State plan*

Policy adopted: August 3, 2021  
Revised:

**SANTEE SCHOOL DISTRICT**  
Santee, California

Board Policies and Bylaws Item F.1.2.  
Prepared by Dr. Kristin Baranski  
November 15, 2022

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

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

**BACKGROUND:**

Board Policy 6115 – Ceremonies and Observances was updated to conform with California School Board Association’s (CSBA) language.

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

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

**BP 6115 – Ceremonies and Observances**

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

**RECOMMENDATIONS:**

Revised Board Policy (BP) 4354.1 – Early Retirement Health Benefits for Management/Confidential Employees, and BP 6115 – Ceremonies and Observances are being presented for a first reading. Action, if any, is at the discretion of the Board.

**FISCAL IMPACT:**

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

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

Agenda Item F.1.2.

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

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

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

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

**SANTEE SCHOOL DISTRICT**  
Santee, California

**CEREMONIES AND OBSERVANCES**

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

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

Legal Reference:

EDUCATION CODE

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

44015.1 *Week of the School Administrator*

45203 *Paid holidays*

45460 *Classified Employee Week*

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

GOVERNMENT CODE

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

430-439 *Display of flags*

UNITED STATES CODE, TITLE 4

6 *Time and occasion for display of flag*

7 *Position and manner of display of flag*

UNITED STATES CODE, TITLE 36

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

~~106~~ *Constitution Day and Citizenship Day*

COURT DECISIONS

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

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

*Management Resources:*

CSBA PUBLICATIONS

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

~~CSBA Advisory, August 2005~~

FEDERAL REGISTER

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

WEB SITES

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

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

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

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

Policy adopted: August 17, 2010

Revised:

**SANTEE SCHOOL DISTRICT**

Santee, California

**Item G. EMPLOYEE ASSOCIATION COMMUNICATION**

**Item H. BOARD COMMUNICATION**

**Item I. ORGANIZATIONAL BUSINESS**

**Item J. CLOSED SESSION**

**Item K. RECONVENE TO PUBLIC SESSION**

**Item L. ADJOURNMENT**

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