

October 5, 2006

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
710 ENCINITAS BLVD., ENCINITAS, CA 92024
BOARD OF TRUSTEES MEETING
BOARD AGENDA COVER SHEET

Welcome to the Board of Trustees Meeting . . .

COMMENTS ON AGENDA ITEMS

If you wish to speak regarding an item on the agenda, please complete a blue speaker slip located at the sign-in desk and present it to the Secretary to the Board prior to the start of the meeting. When the Board President invites you to the podium, state your name, address, and organization before making your presentation.

CONSENT CALENDAR

All matters listed under Consent are those on which the Board has previously deliberated or which can be classified as routine items of business. An administrative recommendation on each item is contained in the agenda supplements. There will be no separate discussion of these items prior to the time the Board of Trustees votes on the motion unless members of the Board, staff, or public request specific items to be discussed or pulled from the Consent items.

To address an item on the consent calendar, please follow the procedure described under *Comments on Agenda Items*.

PUBLIC COMMENTS

Persons wishing to address the Board on any school related issue not elsewhere on the agenda are invited to do so under the "Public Comments" item. In the interest of time and order, presentations from the public are limited to three (3) minutes per person and the total time for non-agenda items shall not exceed twenty (20) minutes. An individual speaker's allotted time may not be increased by a donation of time from members of the public in attendance. If you wish to speak under Public Comments, complete a blue speaker's slip and follow the directions for speaking to agenda items. Complaints or charges against an employee are not permitted in an open meeting of the Board of Trustees.

In accordance with the Brown Act, unless an item has been placed on the published agenda, there shall be no action taken. The Board may 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

CLOSED SESSION

The Board will meet in Closed Session to consider qualified matters of litigation, employee negotiations, student discipline, employee grievances, personnel qualifications, or real estate negotiations which are timely.

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, including auxiliary aids or services, in order to participate in the public meetings of the district's governing board, please contact the office of the district superintendent by sending a written request to the district office at 710 Encinitas Boulevard, Encinitas, California, 92024, or by faxing the request to (760) 943-3501. Notification by letter or fax 72 hours prior to the meeting will enable the district to make reasonable arrangement to ensure accommodation and accessibility to this meeting. Upon request, the district shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

**AGENDA FOR
REGULAR MEETING
SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
BOARD OF TRUSTEES**

October 5, 2006

District Office/Board Conference Room 101

6:30 p.m. - Regular Meeting

710 Encinitas Blvd., Encinitas, CA

1. Call to Order – 6:00 p.m.
2. 6:00 p.m. - Public Comments Regarding Closed Session Items
3. **Closed Session – 6:05 p.m.**
 - a. To consider personnel issues, pursuant to Government Code Sections 11126 and 54957 (limited to consideration of the appointment, employment, evaluation of performance, discipline/release, dismissal of a public employee or to hear "complaints or charges brought against such employee by another person or employee unless the employee requests a public session").
 - b. To conference with legal counsel – Anticipated Litigation (One case)
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.95:
(One case)

6:30 p.m. - REGULAR MEETING

4. Pledge of Allegiance
5. Report Out of Action Taken in Closed Session
6. Approval of Minutes
 - 6A. Moved by _____, second by _____, that the minutes of the Regular Meeting of September 19, 2006, be approved as written.
 - 6B. Moved by _____, second by _____, that the minutes of the Special Meeting of September 25, 2006, be approved as written.

NON-ACTION ITEMS

- 7A. Correspondence - Communications received by the Board are available for public review at the District Office at 710 Encinitas Boulevard in Encinitas. Board correspondence is distributed to each Board member and the superintendent along with the agenda.
- 7B. Report/Student Board Members
- 7C. Trustee Reports
- 7D. Superintendent's Report and Legislative Update
- 7E. Update/Diegueno Middle School

ACTION AGENDA - CONSENT ITEMS (See supplements)

Upon invitation by the President, anyone who wishes to discuss a Consent Item should come forward to the lectern, state his/her name, address and the Consent Item number.

HUMAN RESOURCES

8. PERSONNEL

Approve matters pertaining to employment of personnel, salaries, leaves of absence, resignations, changes in assignments, extra duty assignments, and consultant services as listed in the attached supplement.

SUPERINTENDENT

9. ACCEPTANCE OF GIFTS

Accept gifts, as shown in the attached supplement.

10. APPROVAL OF FIELD TRIPS

Approve field trips, as shown in the attached supplement.

EDUCATIONAL SERVICES

11. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreements and authorize Simonetta March or Stephen G. Ma to execute the agreement:

- a) Pam Whidden to provide models for the figure drawing classes at Canyon Crest Academy, during the period August 29, 2006 through June 14, 2007, for an amount not to exceed \$3,360.00, to be expended from the General Fund 03-00 and reimbursed by the Canyon Crest Academy Foundation.
- b) San Diego Opera to perform for the Envision Program at Canyon Crest Academy on October 10, 2006, for an amount not to exceed \$450.00, to be expended from the General Fund 03-00 and reimbursed by the Canyon Crest Academy Foundation.
- c) San Diego Ballet to provide a guest ballet teacher and choreographer for the Envision Dance Program at Canyon Crest Academy, during the period August 29, 2006 through September 29, 2006 and thereafter as needed on mutually agreed upon dates through June 30, 2007, at the rate of \$27.00 per hour, to be expended from the General Fund 03-00 and reimbursed by the Canyon Crest Academy Foundation.

BUSINESS

12. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreements and authorize Simonetta March or Stephen G. Ma to execute the agreements:

- a) Rancho Santa Fe Security Protective Services, Inc. to provide one on-site security officer on the La Costa Canyon High School campus to guard the field and track project under construction on September 9, 10, 16, 17, 23, 24, 30, and October 1, 2006, during the hours of 6:00 a.m. to 8:00 p.m., at the rate of \$35.00 per hour, total amount not to exceed \$3,920.00, to be expended from the General Fund 03-00.
- b) ESRI, Inc. to provide ArcView software maintenance for the Facilities Planning Department, during the period December 29, 2006 through December 28, 2007, for an amount not to exceed \$260.00, to be expended from the General Fund 03-00.

- c) AZ-Web to add SDUHSD Board Policies to the District's website, during the period October 6, 2006 through November 30, 2006, for an amount not to exceed \$3,150.00, to be expended from the General Fund 03-00.
- d) Pinnacle Innovations, LLC to provide webpage development for La Costa Canyon High School, during the period October 6, 2006 through November 31, 2006, for an amount not to exceed \$2,500.00, to be expended from the General Fund 03-00.
- e) Ellie Vandiver to provide consulting services for the Health Essentials Program at La Costa Canyon High School, during the period October 1, 2006 through June 30, 2007, for an amount not to exceed \$6,000.00, to be expended from the General Fund/Restricted 06-00.
- f) Geocon, Inc. to provide geotechnical services during site development for the La Costa Canyon High School Track and Field Renovation, during the period July 10, 2006 through September 30, 2006, for an amount not to exceed \$4,910.00, to be funded by the La Costa Canyon High School Foundation.
- g) AZ-Web to provide District website content updating on a weekly basis, during the period September 1, 2006 through September 30, 2007, for an amount not to exceed \$4,550.00, to be expended from the General Fund 03-00.

13. APPROVAL OF AMENDMENT TO AGREEMENTS

Approve amending the following agreements and authorize Simonetta March to execute the agreements:

- a) Christian Wheeler Engineering for additional earthwork observation and testing services for the Canyon Crest Academy project, increasing the amount \$15,000.00, to be expended from Mello Roos funds, State School Building Fund 35-00, and Other Building Fund 21-09.
- b) John Burnham and Company for additional insurance coverage utilizing the Owner Controlled Insurance Program for the San Dieguito Academy Media Center project, extending the agreement to October 31, 2006, and increasing the amount by \$1,293.00, to be expended from Mello Roos funds and State School Building Fund 35-00.

14. APPROVAL OF EXTENSION OF AGREEMENT / SAN DIEGUITO TRANSPORTATION COOPERATIVE

Approve extending the San Dieguito Transportation Cooperative Joint Powers Agency Agreement through August 31, 2007, and authorize Peggy Lynch to execute the extension.

15. APPROVAL OF CHANGE ORDER

Approve change order number 2 to the San Dieguito High School Academy Safari Multimedia System project B2006-14, contract entered into with SimplexGrinnell LP, increasing the contract amount by \$28,801.00, to be expended from Mello Roos funds, and authorize Simonetta March to execute the change order.

16. APPROVAL OF BUSINESS REPORTS

- a) Purchase Orders
- b) Instant Money
- c) Membership Listing

Moved by _____, second by _____, that the above Consent Agenda items be approved.

A roll call vote is necessary.

-----END OF CONSENT AGENDA ITEMS-----

DISCUSSION AGENDA/ACTION ITEMS

ADOPTION OF RESOLUTION/
PROPOSITION 1D
17.

Moved by _____, second by _____, that the Board adopt the Resolution in Support of Proposition 1D.

APPROVAL OF
SALARY ADJUSTMENT/SDFA
18.

Moved by _____, second by _____, to approve the salary schedule for the certificated bargaining unit, as agreed in the Collective Bargaining Agreement with San Dieguito Faculty Associated (SDFA), retroactive to July 1, 2006, as shown in the attached supplement.

19. CLOSED SESSION

- a. To consider personnel issues, pursuant to Government Code Sections 11126 and 54957 (limited to consideration of the appointment, employment, evaluation of performance, discipline/release, dismissal of a public employee or to hear "complaints or charges brought against such employee by another person or employee unless the employee requests a public session").
- b. Conference with Labor Negotiators, pursuant to Government Code Sections 54957.8.
 Agency negotiators: Superintendent
 Associate Superintendent/Instruction and
 Associate Superintendent/Human Resources
 Associate Superintendent/Business Services
 Employee organizations: San Dieguito Faculty Association/
 Classified School Employees Association
- c. To discuss anticipated litigation, pursuant to Government Code Section 54956.95. (One case)

INFORMATION ITEMS (see supplements)

- 20. Business Services Update
- 21. Educational Services Update
- 22. Human Resources Update

20. Board Policies:
 - a) 0420.4, "Charter School Petitions"
 - b) 0420.4/AR-1, Charter School Petitions"
 - c) 1112.4/AR-1, "District and School Web Sites"
 - d) 4112.7/AR-1 & 4212.7/AR-1, "Employee Acceptable Use Policy"
 - e) 6168 and 6168/AR-1, "Student Acceptable Use Policy"
 - f) 9320, "Meetings and Notices"
 - g) 4216.3-33.1, "Instructional Assistant-Special Education (non-severely handicapped)"
 - h) 4216.3-33.2, "Instructional Assistant – Special Education (severely handicapped)"
 - i) 4216-10.2, "Executive Director of Business Services"

21. Resolution to Approve the Personnel Commissions' Amendment to Rule on Timeline for Notification of Termination of Employment

25. PUBLIC COMMENTS
(See *Board Agenda Cover Sheet*)

26. Future Agenda Items

27. Adjournment

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
710 ENCINITAS BLVD., ENCINITAS, CA 92024

BOARD OF TRUSTEES MEETING

MINUTES

The meeting of the Board of Trustees of the San Dieguito Union High School District was called to order at 6:00 p.m. on Tuesday, September 19, 2006, by President Friedman.

PUBLIC COMMENTS There were no public comments.

REGARDING

CLOSED SESSION ITEMS

2

The Board recessed to Closed Session to discuss:

- a. To consider personnel issues, pursuant to Government Code Sections 11126 and 54957 (limited to consideration of the appointment, employment, evaluation of performance, discipline/release, dismissal of a public employee or to hear "complaints or charges brought against such employee by another person or employee unless the employee requests a public session").

- b. Conference with Labor Negotiators, pursuant to Government Code Sections 54957.8.

Agency negotiators: Superintendent
 Associate Superintendent/Educational Services
 Associate Superintendent/Human Resources
 Associate Superintendent/Business Services

Employee organizations: San Dieguito Faculty Association/
 Classified School Employees Association

The Board returned to an Open Session in the District Office Board Room, 710 Encinitas Boulevard, Encinitas, California, at 6:30 p.m.

CALL TO ORDER

President Friedman called the regular meeting to order at 6:30 p.m. Members and guests were led in the Pledge of Allegiance to the Flag.

Members Present

Linda Friedman, President
Deanna Rich, Vice President
Beth Hergesheimer, Clerk
Joyce Dalessandro
Barbara Groth

Administrators Present

Peggy Lynch, Ed.D., Superintendent
Steve Ma, Associate Superintendent/Business Services
Terry King, Associate Superintendent/Human Resources
Rick Schmitt, Associate Supt./Educational Services
Margie Bulkin, Exec. Dir. of Curriculum & Instruction
Susan D. Gleiforst, Recording Secretary

Student Board Members Present

Jackie Brabyn, La Costa Canyon High School
Melissa Sweet, Torrey Pines High School
Selina Gardarita, San Dieguito High School Academy
(substitute for Maggie Roberts)

Student Board Members Absent

Kelly Kean, Canyon Crest Academy

Guests

Al Sweet	Roman Koenig
Phyllis Rosenbaum	Nic Sidney
Alexa Shoen	Sam Halstead
Debra Dotta	

REPORT OF ACTION TAKEN
IN CLOSED SESSION

5.

There was no action taken in closed session.

APPROVAL OF MINUTES
6A.

Moved by Mrs. Dalessandro, seconded by Mrs. Hergesheimer, that the minutes of the Special Meeting of September 6, 2006, be approved as amended.

AYES: Dalessandro, Groth, Hergesheimer,
Rich, Friedman

ADVISORY VOTE: Brabyn, Sweet

NOES: None

ABSENT: None

Motion unanimously carried.

Moved by Mrs. Hergesheimer, seconded by Mrs. Groth, that the minutes of the Regular Meeting of September 7, 2006, be approved as written.

AYES: Dalessandro, Groth, Hergesheimer,
Rich, Friedman

ADVISORY VOTE: Brabyn, Sweet

NOES: None

ABSENT: None

Motion unanimously carried.

NON-ACTION ITEMS

REPORT/STUDENT BOARD MEMBERS 7B.

Jackie Brabyn, La Costa Canyon High School, reported on:

- They held tryouts for a new mascot, they now have a really enthusiastic mascot
- First pep rally was held on Friday, September 15
- Club Fair was held on September 15 and was very successful
- Won their first home game on the new field
- They are holding a blood drive on October 12
- Back to School Night went very well
- Homecoming parade will be on Thursday, October 26, at 5:30 to 6:00 p.m. and it will be going around the entire La Costa Canyon campus; a carnival will be held after the parade

Melissa Sweet, Torrey Pines High School, reported on:

- Staff discussed the STAR scores and how each department can work to help students raise their scores
- Mr. Killeen has been visiting classrooms, he has visited every single class during every single period, he has been very successful making himself available to everyone
- Colleges are starting their visits to Torrey Pines
- AHS and CFS applications are now available, deadline is September 21
- The prom date has been released, it will be held on May 26, 2007
- Sports teams have been doing very well

Selina Gardarita, substituting for Maggie Roberts, San Dieguito High School Academy, reported on:

- They just held their ASB Back-to-School dance; the theme was "Olympic Dreams"
- Homecoming Week is October 16-20; she reported on the activities going on during that week
- Just held their first "Senior Java;" it was very successful

TRUSTEE REPORTS
7C.

Mrs. Dalessandro reported on:

- Attending the grand opening of Canyon Crest Academy on September 8
- Attending Back to School Nights at Canyon Crest Academy, Earl Warren, and La Costa Canyon
- Attending a Transportation meeting with Mr. Ma and Mr. Schmitt on September 15

Mrs. Hergesheimer reported on:

- Attending Back to School Nights for Canyon Crest and La Costa Canyon
- Attending the Solana Beach City/School Liaison meeting
- Attending the meeting with Mr. Ma and Encinitas City Council; they discussed the height parameters of the Performing Arts Building at SDA
- Went to La Costa Canyon's first football game on their new field

Mrs. Groth reported on:

- Attending the Back to School Nights as listed above
- Attending the Solana Beach City/School Liaison meeting; there was a discussion of the Earl Warren field

Mrs. Rich reported on:

- Attending all of the Back to School Nights
- Wanted to compliment Mrs. Friedman on the Canyon Crest Academy speech; she did a very nice job
- Attending the Encinitas City Council meeting

Mrs. Friedman reported on:

- Attending all of the Back to School Nights
- Attending the first football game on the new field at La Costa Canyon

SUPERINTENDENT'S REPORT
AND LEGISLATIVE UPDATE
7D.

Dr. Lynch provided information to the Board from the Association of Low Wealth Schools. She also provided them with information on No Child Left Behind from the California Superintendents' group, as well as information on Proposition 1D.

Dr. Lynch reported on the following upcoming activities:

- October 10, from 8:00 to 11:00 a.m. there is a Declining Enrollment Workshop which is being put on by San Diego County Office of Education
- Following are Back to School Nights that are coming up:
 - Wednesday, Sept. 20 – Oak Crest Middle School
 - Thursday, Sept. 21 – Diegueno Middle School
 - Wednesday, Sept. 27 – Torrey Pines High School
- A meeting is scheduled with the Solana Beach group to discuss Earl Warren fields
- Parent Rep./Site Council meeting is Monday, September 25 at noon. Mrs. Friedman and Mrs. Rich are signed up to attend this meeting
- An Ethics Committee Task Force meeting is scheduled for Thursday, September 28
- October 2 is a non-student day

STUDENT ACHIEVEMENT
ASSESSMENT REPORT
7E.

Mrs. Margie Bulkin, Executive Director of Curriculum and Instruction, reported on the 2006 Assessment Update, stating that this is a celebration of sorts. The drive for academic excellence is something that the board has felt strongly about.

Mrs. Bulkin reported on the Accountability Progress Report, which includes the Academic Performance Index (API), Annual Measurable Objectives (AMO's), Annual Yearly Progress (AYP), Participation Rate, and Graduation Rate. San Dieguito students demonstrated outstanding academic achievement in all areas. The Academic Performance Index increased from 835 in 2005 to 853 in 2006.

The English Language Arts growth percentage for the Annual Measurable Objectives is at or above proficiency. The math percentage is a very impressive growth percentage as well as showing impressive growth in subgroups.

The participation rate represents the total number of students who took the STAR test compared to the number enrolled per grade level and must be 95%. San Dieguito's

participation rate for the last three years has been 99%. North Coast Alternative School did not receive an API due to student exemptions from the test by parents. The administration and staff will work on informing the parents and students at North Coast about the importance of the test and encourage them to opt in for taking the test.

The Graduation Rate is calculated by dividing the number of high school graduates by the sum of drop outs over consecutive years. The state minimum graduation requirement is 82.8%. The rate for San Dieguito for 2006 was 98.9%.

Mrs. Bulkin reviewed factors that have contributed towards the district's improved API, which include the superintendent and Board's support of the Strategic Plan goal of academic excellence, course consistency, student and parent "buy-in" of the STAR test, administrator and teacher focus on teaching and assessing essential standards, BTSA and its focus on standards based instruction, and the Achievement Gap Task Force attention to CAHSEE resources for teachers.

Mrs. Bulkin reviewed the CAHSEE diploma requirements with the Trustees. She reviewed the CAHSEE passing rates for the class of 2006, reviewed the testing schedule for the 2006-07 school year, and the data regarding the number of students in grade 12 in the class of 2007 that have not passed the test.

Mrs. Bulkin reported that the district offers 32 Advanced Placement courses. Advanced Placement participation rate for 2006 is 44%. The percentage of students receiving a score of 3 or higher is 69%.

This year, students received results on the new SAT, which juniors (and some sophomores) took for the first time in March, 2006. The new SAT is supposed to be more closely aligned to what students are learning in high school. The new SAT participation rate for 2006 was 77%, which was well above the national average. Mrs. Bulkin provided the Board with the SAT performance summary in all areas for individual schools in the district, as well as the San Diego County and California performance summaries.

Mrs. Bulkin also reviewed the ACT district, state, and national information on the number of students taking the tests. San Dieguito scored above the national and state levels on the ACT test.

The assessment results will be used to inform instruction and promote Strategic Plan priorities, including academic/course consistency, achievement gap, academic support models, staff development, and to promote and communicate San Dieguito's academic excellence.

Mrs. Bulkin again thanked the Board for their support and insights to make academic excellence a cornerstone of the Strategic Plan for the district.

Mrs. Groth asked about the flexibility of the testing dates, stating that one of the components of North Coast is that the students have other schedules. She specifically asked if it is possible to give the STAR test to the North Coast Alternative students on a different day than the remainder of the schools take the test. Mrs. Bulkin stated that was a fantastic idea as a way to get those students to work it out over that 21-day window. Mrs. Friedman stated that if the district can get the word out as to when that 21-day window is so that they can arrange to be here for a period of time to be able to take the test.

The Trustees thanked Mrs. Bulkin for her report.

ACTION AGENDA/ CONSENT ITEMS

Moved by Mrs. Dalessandro, seconded by Mrs. Groth, that items #8-19 be approved as written.

AYES: Dalessandro, Groth, Hergesheimer,
Rich, Friedman

ADVISORY VOTE: Brabyn, Sweet

NOES: None

ABSENT: None

Motion unanimously carried.

PERSONNEL

CERTIFICATED PERSONNEL
8A.

Employment

Janet Robinson, 33% Temporary Teacher for the remainder of Semester I/2006-07 school year, effective 9/13/06 through 1/24/07; Steven Saylor, 20% Temporary Teacher for the remainder of the 2006-07 school year,

effective 9/11/06 through 6/15/07; Margaret Williams, 80% Temporary School Psychologist for the remainder of the 2006-07 school year, effective 9/05/06 through 6/15/07.

Change in Assignment

Jennifer Bjornstad, Permanent Teacher, Change in Assignment from 60% to 80% for the 2006-07 school year, effective 8/21/06 through 6/15/07; Kristina Bradley, Temporary Teacher, Change in Assignment from 80% to 100% for the remainder of Semester I/2006-07 school year, effective 9/11/06 through 1/24/07; Change assignment back to 80% for Semester II/2006-07 school year, effective 1/25/07 through 6/15/07; Lisa Byrnes, Permanent Teacher, Change in Assignment from 80% to 100% for the remainder of Semester I/2006-07 school year, effective 8/28/06 through 1/24/07; Change assignment back to 80% (20% Unpaid Leave) for Semester II/2006-07 school year, effective 1/25/07 through 6/15/07; Blaze Newman, Permanent Teacher, Change in Assignment from 67% to 100% for the remainder of Semester I/2006-07 school year, effective 9/12/06 through 1/24/07; Change assignment back to 67% (33% Unpaid Leave) for Semester II/2006-07 school year, effective 1/25/07 through 6/15/07.

Leave of Absence

B. Kay Allgire, Permanent Teacher, rescind previously-approved request for 100% Unpaid Leave for the 2006-07 school year and request 80% Unpaid Leave of Absence (20% Assignment) for the 2006-07 school year, effective 8/28/06 through 6/15/07; Jacquelyn Karney, Permanent Teacher, rescind previously-approved request for 40% Unpaid Leave for the 2006-07 school year and request 20% Unpaid Leave of Absence (80% Assignment) for the 2006-07 school year, effective 8/21/06 through 6/15/07.

Resignation

Crystal Bejarano, School Psychologist, Resignation from Employment, effective 9/14/06; George Milne, Teacher, Resignation for Retirement purposes at the conclusion of the 2006-07 school year, effective 6/16/06.

CLASSIFIED PERSONNEL
8B.

Employment

Chappell, Christina, Secretary, effective 8/25/06; Cook, Courtney, Speech/Language Pathology Assistant,

effective 8/23/06; Gallacher, Marianne, Administrative Secretary, effective 8/21/06; Roberts, Travis, Campus Supervisor-Middle School, effective 8/28/06

Change in Assignment

Bucher, Patricia, from 48.75% Instructional Assistant SpEd(SH) to 75%, effective 8/28/06; Cook, Jerret, from 48.75% Instructional Assistant SpEd(SH) to 75%, effective 8/28/06; Dupree, Janine, from 48.75% Instructional Assistant SpEd(SH) to 75%, effective 8/28/06; Esken, Elizabeth, from 48.75% Instructional Assistant SpEd(SH) to 75%, effective 8/28/06; Gamino, Cristina, from 48.75% Human Resources Technician to 75%, effective 8/14/06 through 6/15/07; Gutierrez, Hector, from 100% Campus Supervisor-Middle School to 48.75% Campus Supervisor-High School and 26.25% Multi Media Technician, effective 8/22/06; Hernandez, Laura, from Receptionist-Bilingual, 11-months to Health Technician, 10-months, effective 8/22/06; Jones, Michael, from 48.75% Instructional Assistant SpEd(SH) to 75%, effective 8/28/06; LeFon, Mary, from 48.75% Instructional Assistant SpEd(SH) to 75%, effective 8/28/06; Macias, Sandy, from 48.75% Instructional Assistant SpEd(SH) to 75%, effective 8/28/06; Nocito, Jason, from 48.75% Instructional Assistant SpEd(SH) to 75%, effective 8/28/06; Nugent, Lorraine, from 48.75% Instructional Assistant SpEd(SH) to 75%, effective 8/28/06; Olson, Karen, from 48.75% Instructional Assistant SpEd(SH) to 75%, effective 8/28/06; Ramos, Norma, from 48.75% Instructional Assistant SpEd(SH) to 75%, effective 8/28/06; Rey, Eduina, from 48.75% Instructional Assistant SpEd to Instructional Assistant SpEd(SH), effective 8/29/06 through 12/31/06; Rodriguez, Enrique, from 48.75% Instructional Assistant SpEd(SH) to 75%, effective 8/28/06; Shull, Maureen, from 48.75% Instructional Assistant SpEd(SH) to 75%, effective 8/28/06; Shultz, Jan, from 48.75% Instructional Assistant SpEd(SH) to 75%, effective 8/28/06; Tanaka, Kelvin, from Custodian to Grounds Maintenance Worker II, effective 8/14/06; Tupuola, Hank, from 48.75% Campus Supervisor-High School to 100% Campus Supervisor-Middle School, effective 8/28/06; Vijoe, Massie, from 48.75% Instructional Assistant SpEd(SH) to

75%, effective 8/28/06; Wharton, Ron, from Custodian to Custodian Crew Leader, effective 8/22/06 through 8/29/06

Resignation

Crisp, Kim, School Bus Attendant, effective 8/12/06

SUPERINTENDENT

APPROVAL OF FIELD TRIPS

The Board approved the following field trips:

9.

<u>Date of Field Trip</u>	<u>School</u>	<u>Name of Sponsor and Team/Club, etc.</u>	<u>Name of Conference/Competition</u>	<u>Location</u>
10/11-10/15/06	TPHS	Abigail Brown Math	Will present at the annual Wolfram Technology Conference.	Champaign, ILL.
9/29 – 10/1/06	TPHS	Yen-Yen Chiu and Chris Drake Speech & Debate Team	Tournament/Invitational participation	Iowa & CSU Long Beach
11/3 – 11/4/06	TPHS	Yen-Yen Chiu and Chris Drake Speech & Debate Team	Tournament/Invitational participation	Apple Valley, Minnesota
11/4 – 11/5/06	TPHS	Yen-Yen Chiu and Chris Drake Speech & Debate Team	Tournament/Invitational participation	USC
11/18 – 11/22/06	TPHS	Yen-Yen Chiu and Chris Drake Speech & Debate Team	Tournament/Invitational participation	Glenbrooks, ILL
12/9 – 12/11/06	TPHS	Yen-Yen Chiu and Chris Drake Speech & Debate Team	Tournament/Invitational participation	Utah
1/7 – 1/9/07	TPHS	Yen-Yen Chiu and Chris Drake Speech & Debate Team	Tournament/Invitational participation	Fullerton & UCLA
1/13 – 1/15/07	TPHS	Yen-Yen Chiu and Chris Drake Speech & Debate Team	Tournament/Invitational participation	Arizona State University
1/27 – 1/29/07	TPHS	Yen-Yen Chiu and Chris Drake Speech & Debate Team	Tournament/Invitational participation	Emory, Georgia
2/10 – 2/11/07	TPHS	Yen-Yen Chiu and Chris Drake Speech & Debate Team	Tournament/Invitational participation	Stanford
2/17 – 2/20/07	TPHS	Yen-Yen Chiu and Chris Drake Speech & Debate Team	Tournament/Invitational participation	UC Berkeley

3/3 – 3/4/07	TPHS	Yen-Yen Chiu and Chris Drake Speech & Debate Team	Tournament/Invitational participation	Harker
4/19 – 4/22/07	TPHS	Yen-Yen Chiu and Chris Drake Speech & Debate Team	Tournament/Invitational participation	Fullerton H.S. (State Champion- ships Tournament)

EDUCATIONAL SERVICES

ADOPTION OF RESOLUTION/
SUFFICIENCY OF
INSTRUCTIONAL MATERIALS
10.

The Board adopted a Resolution declaring that sufficient science laboratory equipment, up-to-date textbooks, and instructional materials are present in our district classrooms for use by district staff and students.

APPROVAL/RATIFICATION OF
AGREEMENTS
11.

The Board approved/ratified entering into the following agreement and authorized Simonetta March to execute the agreement:

- a) School Wise Press to prepare a school accountability report card (SARC) for the 2006-2007 school year, during the period September 22, 2006 through June 30, 2007, for an amount not to exceed \$14,715.00, to be expended from the General Fund 03-00.

PUPIL SERVICES

APPROVE CLASSIFICATION OF
SPECIAL EDUCATION RECORDS
12.

The Board approved the classification of Special Education Records as Class 3 disposable, at which time they may be destroyed.

BUSINESS

APPROVAL/RATIFICATION
OF AGREEMENTS
13.

The Board approved/ratified entering into the following agreements and authorized Simonetta March or Stephen G. Ma to execute the agreements:

- a) Carmel Valley Recreation Center for lease of facilities for the San Dieguito Adult School, during the period September 5, 2006 through November 1, 2006, at no cost to the District.
- b) Rancho Santa Fe Security Systems, Inc. for weekend mobile patrol security services at San Dieguito Academy, La Costa Canyon High School, and Diegueno Middle School, during the period September 20, 2006 through June 30, 2007, for an amount not to exceed \$14,940.00, to be expended from the General Fund 03-00.

APPROVAL OF
CHANGE ORDERS/CCA
14.

The Board approved Change Order Number 11 to the following bid packages for the Canyon Crest Academy project, to be expended from Mello Roos funds, State School Building Fund 35-00, and Other Building Fund 21-09, and authorized Simonetta March to execute the change orders:

- a) Bid Package #17 (paint & wall coverings) – RBE, increasing the contract time by 413 calendar days.
- b) Bid Package #19 (theatre equipment) – Inland Acoustics, Inc., increasing the contract time by 413 calendar days and increasing the contract amount by \$1,333.00.
- c) Bid Package # 23 (elevator equipment) – Inland Acoustics, Inc., increasing the contract time by 413 calendar days and decreasing the contract amount by \$3,273.00.

APPROVAL OF CHANGE ORDER
15.

The Board approved Change Order Number 1 to the Canyon Crest Academy Sports Field Modifications project, increasing the contract time by 202 calendar days and decreasing the contract amount by \$729.00 to be expended from Mello Roos funds, and authorized Simonetta March to execute the change order.

ACCEPTANCE OF
CONSTRUCTION PROJECTS
16.

The Board accepted the following projects comprising the Canyon Crest Academy project as complete, pending the completion of a punch list, and authorize the administration to file a Notice of Completion with the County Recorders Office:

- a) Bid Package #17 (paint & wall coverings) – RBE
- b) Bid Package #19 (theatre equipment) – Inland Acoustics, Inc.
- c) Bid Package #23 (elevator equipment) – Inland Acoustics, Inc.

ACCEPTANCE OF
CONSTRUCTION PROJECT
17.

The Board accepted the Canyon Crest Academy Sports Field Modification project as complete, contract entered into with Western Rim Constructors, Inc., pending the completion of a punch list, and authorized the administration to file a Notice of Completion with the County Recorders Office.

ACCEPTANCE OF PROJECT
18.

The Board accepted the Installation of a Music Technology Lab at Canyon Crest Academy project as complete, pending the completion of a punch list, and authorized the

administration to file a Notice of Completion with the County Recorders Office.

BUSINESS

APPROVAL OF
BUSINESS REPORTS
19.

The Board approved the following business reports:
a) Purchase Orders – 271132-770024
b) Instant Money – 10199-10200

DISCUSSION AGENDA/ACTION ITEMS

COMMUNITY FACILITIES
DISTRICT 95-1 NO. 13/
ANNEXATION OR PROPERTY/
(TERRAZO-BOUGAINVILLEA/
34 ACRES/JOHNSON
COMMUNITIES OF SOUTHERN
CALIFORNIA,
LLC – DEL MAR MESA)
20.

Motion by Mrs. Dalessandro, second by Mrs. Groth, that the Board adopt a Resolution of Intention to Annex Territory to the San Dieguito Union High School District Community Facilities District No. 95-1, Authorizing the Levy of a Special Tax and Calling an Election.

AYES: Dalessandro, Groth, Hergesheimer,
Rich, Friedman

ADVISORY VOTE: Brabyn, Sweet

NOES: None

ABSENT: None

Motion unanimously carried.

CLOSED SESSION
21.

There will be no closed session after the regular meeting.

INFORMATION ITEMS

BUSINESS SERVICES
UPDATE
22.

Mr. Ma reported on the following items:

- Opening day enrollment for the district for the 2006-07 school year. Total enrollment figure for the district as of 9/15/06 is 12,372.
- Grand opening for the SDA Library is scheduled for January 17, 2007 during the lunch hour.

EDUCATIONAL SERVICES
UPDATE
23.

Mr. Schmitt reported on the following items:

- Ms. Cooper-Francisco did a great job last year of unifying the Saturday Support Program for students, along with SDFA. They are putting some finishing touches on that again. Students can review for classes, do SAT and AP preparation, plus the district recovers attendance money. They hope to have it ready in early October.

HUMAN RESOURCES
UPDATE
24.

Mrs. King reported on the following items:
◦ Human Resources staff is preparing for open enrollment
◦ The district will not be subject to an NCLB audit
◦ The first BTSA meetings are scheduled for today and tomorrow.

PUBLIC COMMENTS
25.

There were no public comments.

FUTURE AGENDA ITEMS
26.

There were no future agenda items.

CLOSED SESSION
21.

There was no closed session.

ADJOURNMENT
27.

There being no further business to come before the Board,
the meeting was adjourned at 7:35 p.m.

Beth Hergesheimer, Clerk

Peggy Lynch, Ed.D., Superintendent

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
SPECIAL MEETING OF THE
BOARD OF TRUSTEES**

MINUTES

The Special Meeting of the Board of Trustees of the San Dieguito Union High School District was called to order at 2:32 p.m. on Monday, September 25, 2006, by President Friedman.

Board Members Present

Linda Friedman, President
Deanna Rich, Vice President
Beth Hergesheimer, Clerk
Joyce Dalessandro

Board Member Absent

Barbara Groth

Representatives Present

Peggy Lynch, Ed.D., Superintendent
Rick Schmitt, Associate Supt./Educational Serv.
Sue Gleiforst, Recording Secretary

Guests

Marsha Sutton Whitney Youngs

CALL TO ORDER

President Friedman called the meeting to order at 2:32 p.m.

INFORMATION/DISCUSSION
AGENDA ITEMS

MIDDLE SCHOOL
PROGRAM OPPORTUNITIES
1.

Dr. Lynch stated that a task force was formed last year to develop ideas as to what the district can do to attract students from Carmel Valley Middle School to Earl Warren Middle School.

Mr. Rick Schmitt reported that the preliminary vision for the task force was to build interesting, fun, creative and rigorous programs/courses at Earl Warren Middle School that will attract students to that school from the Carmel Valley area. The programs would be phased in over three years, from 2007 to 2010.

Mr. Schmitt reviewed the participating groups in this effort as well as various program/course category

possibilities in the areas of:

1. Rigor/Academics
2. Arts
3. P.E./Athletics

He also provided a timeline for this project.

The Board shared ideas and asked questions regarding the program ideas.

There was consensus to continue these efforts. The Board indicated its pleasure at the ideas and look forward to updates at future Board meetings.

ADJOURNMENT

President Friedman adjourned the meeting at 3:18 p.m.

Beth Hergesheimer, Clerk

Peggy Lynch Ed.D., Secretary

San Dieguito Union High School District


INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 27, 2006

BOARD MEETING DATE: October 5, 2006

PREPARED BY: Terry King
Associate Superintendent/Human Resources

SUBMITTED BY: Peggy Lynch, Ed.D. 
Superintendent

SUBJECT: APPROVAL OF CERTIFICATED and
CLASSIFIED PERSONNEL

EXECUTIVE SUMMARY

Please find the following Personnel actions attached for Board Approval:

Certificated

None submitted

Classified

Employment
Change in Assignment
Resignation

RECOMMENDATION:

It is recommended that the Board approve the attached Certificated Personnel Actions.

FUNDING SOURCE:

General Fund

CLASSIFIED PERSONNEL

Employment

1. **Barranco, Elizabeth**, Office Assistant, effective 9/5/06
2. **Bottomley, Susan**, Instructional Assistant SpEd, effective 9/22/06
3. **Diaz, Maria Armida**, Testing Assistant-Bilingual, effective 8/28/06
4. **Gonzalez, Alicia**, Nutrition Services Assistant I, effective 9/6/06
5. **Ibarra, Irene**, Nutrition Services Assistant I, effective 9/12/06
6. **Lim, Ming-Yi**, Nutrition Services Assistant I, effective 9/11/06
7. **Micheli, Deborah**, Nutrition Services Assistant, effective 9/18/06
8. **Nicolas, Alex**, Custodian Crew Leader, effective 9/25/06

Change in Assignment

1. **Chavez, Diane**, from Senior Bus Driver to Lead School Bus Driver, effective 9/25/06
2. **Espinoza, Moises**, from 48.75% Nutrition Services Assistant I, to 100% Nutrition Services Assistant/Transporter, effective 8/21/06
3. **Lee, Susie**, from 100% Office Assistant to 48.75%, effective 9/5/06
4. **Mitroff, Joanne**, from Senior Bus Driver to Lead School Bus Driver, effective 9/22/06
5. **Secrest, Lauri**, from 48.75% Office Assistant to 100%, effective 9/5/06
6. **Webb, Rob**, from Custodian to Maintenance Worker I, effective 9/5/06 through 11/30/06

Resignation

1. **Anguiano, Jason**, School Bus Driver, effective 9/8/06
2. **March, Simonetta "Nettie"**, Director of Purchasing/Warehousing resigning for the purpose of retirement effective 12/1/06

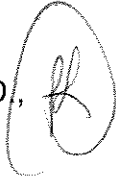
San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 27, 2006

BOARD MEETING DATE: October 5, 2006

**PREPARED AND
SUBMITTED BY:** Peggy Lynch, Ed.D.,
Superintendent 

SUBJECT: ACCEPTANCE OF GIFTS/DONATIONS

EXECUTIVE SUMMARY

The district administration is requesting acceptance of gifts/donations to the district, as shown on the attached report.

RECOMMENDATION:

The administration recommends that the Board accept the gifts/donations to the district, as shown on the attached list.

FUNDING SOURCE:

Not applicable

PL/sg
Attachment

AGENDA ITEM: 9

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

GIFTS/DONATIONS REPORT

Date: **October 5, 2006**

<u>Gift/ Donation</u>	<u>Name of Donor</u>	<u>Donor's Intent for Gift</u>	<u>Department/ Staff Member</u>	<u>Site</u>
Hoist Smith machine and free weight plates	Gaspar Physical Therapy	For the use of all of the students of SDA	P.E.	SDA
Art books	Betty Sturdevan	For use at San Dieguito Academy	Art Dept.	SDA
\$1,000.00	Charles A. Dawson Charitable Remainder Trust	For the Visual and Performing Arts Department	Visual and Perf. Arts Dept.	LCCHS
\$3,200.00	OCMS Foundation	To create a cement entryway reading area in front of the media center	Admin.	OCMS
\$505.07	Target	Education Program	Admin.	TPHS
\$500.00	OCMS Foundation	To be used to pay for transportation for Ms. Briscoe's field trips	Admin.	TPHS
\$8,000.00	CVMS PTSA	For the purchase of computers and supplies to assist with classroom curriculum	Admin.	CVMS
\$1,000.00	CVMS Music Boosters	To assist with the purchase of supplies for classroom instruction	Admin.	CVMS
\$6,300.00	EWMS PTSA	Computer Lab	Tech./Admin.	EWMS
\$5,000.00	Martha Weiner & Edgar Jones	Breakfast Club	Admin.	EWMS

<u>Gift/ Donation</u>	<u>Name of Donor</u>	<u>Donor's Intent for Gift</u>	<u>Department/ Staff Member</u>	<u>Site</u>
\$100.00	Kevin Cahill	Computer expenses	Tech./Admin.	EWMS
\$200.00	David & Corinne Hackbart	Computer expenses	Tech./Admin.	EWMS
\$874.97	Target	For SDA	Admin.	SDA
\$250.00	John & Karen Jaczko	Computer expenses	Tech./Admin.	EWMS
\$30.00	Edison International	For SDA	Admin.	SDA


San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 27, 2006

BOARD MEETING DATE: October 5, 2006

**PREPARED AND
SUBMITTED BY:** Peggy Lynch, Ed.D.,
Superintendent 

SUBJECT: APPROVAL/RATIFICATION OF FIELD TRIPS

EXECUTIVE SUMMARY

The district administration is requesting approval/ratification of the out-of-state or overnight field trips, as shown on the attached report.

RECOMMENDATION:

The administration recommends that the Board approve/ratify the out-of-state and overnight field trips, as shown on the attached report.

FUNDING SOURCE:

See attached report.

PL/sg
Attachment

AGENDA ITEM: 10

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

FIELD TRIP REPORT

Date: **October 5, 2006**

<u>Date of Field Trip</u>	<u>School</u>	<u>Name of Sponsor and Team/Club, etc.</u>	<u>Number of Students/Chaperones</u>	<u>Name and Purpose of Conference/Competition</u>	<u>Location</u>	<u>Loss of Class Time</u>	<u>Cost *</u>
9/30 – 10/1/06	SDA	Kerri Leonard Speech & Debate	30/5	To participate in tournaments/ Invitationals.	CSU Long Beach	N/A	N/A
11/3 – 11/5/06	SDA	Kerri Leonard Speech & Debate	30/5	To participate in tournaments/ Invitationals.	USC	N/A	N/A
11/11 – 11/12/06	SDA	Kerri Leonard Speech & Debate	30/5	To participate in tournaments/ Invitationals.	Damien High School	N/A	N/A
12/8 – 12/9/06	SDA	Kerri Leonard Speech & Debate	30/5	To participate in tournaments/ Invitationals.	Cypress College	N/A	N/A
1/6 – 1/7/07	SDA	Kerri Leonard Speech & Debate	30/5	To participate in tournaments/ Invitationals.	CSU Fullerton	N/A	N/A
1/19 – 1/20/07	SDA	Kerri Leonard Speech & Debate	30/5	To participate in tournaments/ Invitationals.	La Mirada High School	N/A	N/A
2/17 – 2/19/07	SDA	Kerri Leonard Speech & Debate	30/5	To participate in tournaments/ Invitationals.	UC Berkeley	N/A	N/A
April/ TBA	SDA	Kerri Leonard Speech & Debate	30/5	To participate in tournaments/ Invitationals.	National Quals/ Location TBD	N/A	N/A
4/19 – 4/22/07	SDA	Kerri Leonard Speech & Debate	30/5	To participate in tournaments/ Invitationals.	Fullerton, CA	N/A	N/A
9/30 – 10/1/06	LCC	Krista deBoer	80/TBA	To participate in tournaments/ Invitationals.	CSU Long Beach	N/A	N/A

11/3-11/5/06	LCC	Krista deBoer	10/1	To participate in tournaments/Invitationals.	USC	N/A	N/A
11/11 – 11/12/06	LCC	Krista deBoer	30/3	To participate in tournaments/Invitationals.	Damien High School	N/A	N/A
12/8 – 12/9/06	LCC	Krista deBoer	75/5	To participate in tournaments/Invitationals.	Cypress College	N/A	N/A
12/21 – 12/23/07	LCC	Krista deBoer	6/1	To participate in tournaments/Invitationals.	UC Redlands	N/A	N/A
1/5 – 1/7/07	LCC	Krista deBoer	75/5	To participate in tournaments/Invitationals.	CSU Fullerton	N/A	N/A
1/11 – 1/14/07	LCC	Krista deBoer	25/3	To participate in tournaments/Invitationals.	ASU, Phoenix, AZ	N/A	N/A
1/19 – 1/20/07	LCC	Krista deBoer	30/2	To participate in tournaments/Invitationals.	La Mirada High School	N/A	N/A
2/16 – 2/19/07	LCC	Krista deBoer	25/1	To participate in tournaments/Invitationals.	US Berkeley, Emeryville, CA	N/A	N/A
4/19 – 4/22/07	LCC	Krista deBoer	TBA/TBA	To participate in tournaments/Invitationals.	Fullerton High School	N/A	N/A
6/16 – 6/23/07	LCC	Krista deBoer	TBA/1	To participate in tournaments/Invitationals.	TBA/Wichita, Kansas	N/A	N/A
12/1 – 12/2/06	LCC	Dwayne Buth Wrestling Coach	14/3	To participate in the El Dorado Invitational Wrestling competition	Fullerton, CA	N/A	N/A
12/21 – 12/22/06	LCC	Dwayne Buth Wrestling Coach	14/3	To participate in the “Reno Tournament of Champions”	Reno, NV	N/A	N/A

1/12 – 1/13/07	LCC	Dwayne Buth Wrestling Coach	14/3	To participate in “5-Counties” Invitational	Foundation Valley, CA	N/A	N/A
3/2 – 3/3/07	LCC	Dwayne Buth Wrestling Coach	TBA/4	To participate in California State Wrestling Tournament	Bakersfield, CA	N/A	N/A
3/9 – 3/10/07	LCC	Dwayne Buth Wrestling Coach	TBA/4	To participate in the Frosh./ Sophomore State Wrestling Championships	Bakersfield, CA	N/A	N/A
3/30 – 4/1/07	LCC	Dwayne Buth Wrestling Coach	1 or 2/1	To participate in the Senior National Championships	Virginia Beach, VA	N/A	N/A
4/11 – 4/15/07	CCA	Amy Villanova, Stephanie Lomas, Rosalee Valenzuela Music Program	80/8	To perform in an adjudicated festival, College tours, clinics with professional musicians, attend professional music performances	Chicago, IL	N/A	N/A
12/27 – 12/29/06	CCA	Terry Ryan Basketball Coach	9/3	CCA Girls’ basketball team to play in a tournament hosted by Baldwin, H.S.	Rockville Center, NY	N/A	N/A
10/13 – 10/14/06	TPHS	Anne Meigs Tennis	10/3	To participate in the National High School Tennis Tournament (Invitational)	Corona Del Mar	N/A	N/A
4/11 – 4/15/06	SDA	Jeremy Wuertz Music Program	54/6	To participate in the Heritage Music Festival and to attend a major music event (Broadway or concert)	New York, NY	N/A	N/A
11/5 – 11/9/06	TPHS	Anastasia Kokkinis, Francisco Lona, Junior Villegas AVID	45/5	To expose AVID students to colleges in California and promote a college- going culture	L.A. and San Francisco	N/A	N/A

* Dollar amounts are listed only when district/site funds are being spent. Other activities are paid for by student fees or ASB funds.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 27, 2006

BOARD MEETING DATE: October 5, 2006

PREPARED BY: Simonetta March, Director of Purchasing/Whs.
Steve Ma, Associate Superintendent/Business

SUBMITTED BY: Peggy Lynch, Ed.D.,
Superintendent

SUBJECT: APPROVAL/RATIFICATION OF
PROFESSIONAL SERVICES CONTRACTS/
EDUCATIONAL SERVICES

EXECUTIVE SUMMARY

The attached Professional Services Report/Educational Services summarizes three contracts in an amount not to exceed \$3,810.00, or as noted on the attachment.

RECOMMENDATION:

The administration recommends that the Board approve and/or ratify the consultant contracts, as shown in the attached Professional Services Report.

FUNDING SOURCE:

As noted on attached list.

AGENDA ITEM: 11 A-C

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

EDUCATIONAL SERVICES - PROFESSIONAL SERVICES REPORT

Date: 10/05/06

<u>Contract Effective Dates</u>	<u>Consultant/ Vendor</u>	<u>Description of Services</u>	<u>School/ Department Budget</u>	<u>Fee Not to Exceed</u>
08/29/06 – 06/14/07	Pam Whidden	Provide models for the figure drawing classes at Canyon Crest Academy	General Fund 03-00 and reimbursed by CCA Foundation	\$3,360.00
10/10/06	San Diego Opera	Perform for the Envision Program at Canyon Crest Academy	General Fund 03-00 and reimbursed by CCA Foundation	\$450.00
08/29/06 – 09/29/06	San Diego Ballet	Provide a guest ballet teacher and choreographer for the Envision Dance Program at Canyon Crest Academy	General Fund 03-00 and reimbursed by CCA Foundation	\$27.00 per hour

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 26, 2006

BOARD MEETING DATE: October 5, 2006

PREPARED BY: Simonetta March, Director of Purchasing/Whs.
Steve Ma, Associate Superintendent/Business

SUBMITTED BY: Peggy Lynch, Ed.D.,
Superintendent

SUBJECT: APPROVAL/RATIFICATION OF
PROFESSIONAL SERVICES CONTRACTS/
BUSINESS

EXECUTIVE SUMMARY

The attached Professional Services Report/Business summarizes seven contracts totaling \$25,290.00, or as noted on the attachment.

RECOMMENDATION:

The administration recommends that the Board approve and/or ratify the contracts, as shown in the attached Professional Services Report.

FUNDING SOURCE:

As noted on attached list.

AGENDA ITEM: 12 A-G

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

BUSINESS - PROFESSIONAL SERVICES REPORT

Date: 10-05-06

<u>Contract Effective Dates</u>	<u>Consultant/ Vendor</u>	<u>Description of Services</u>	<u>School/ Department Budget</u>	<u>Fee Not to Exceed</u>
09/09/06 – 10/01/06	Rancho Santa Fe Security Systems, Inc.	Provide one on-site security officer on La Costa Canyon High School Campus to guard the field and track project under construction	General Fund 03-00	\$3,920.00
12/29/06 – 12/28/07	ESRI, Inc.	Provide ArcView software maintenance for the Facilities Planning Department	General Fund 03-00	\$260.00
10/06/06 – 11/30/06	AZ-Web	Add SDUHSD Board Policies to the District's website	General Fund 03-00	\$3,150.00
10/06/06 – 11/30/06	Pinnacle Innovations, LLC	Provide webpage development for La Costa Canyon High School	General Fund 03-00	\$2,500.00
10/01/06 – 06/30/07	Ellie Vandiver	Provide consulting services for the Health Essentials Program at La Costa Canyon High School	General Fund/Restricted 06-00	\$6,000.00
07/10/06 – 09/30/06	Geocon, Inc.	Provide geotechnical services during site development for the La Costa Canyon High School Track and Field Renovation	LCCHS Foundation	\$4,910.00
09/01/06 – 09/30/07	AZ-Web	Provide District website content updating on a weekly basis	General Fund 03-00	\$4,550.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 26, 2006

BOARD MEETING DATE: October 5, 2006

PREPARED BY: Simonetta March, Director of Purchasing/Whs.
Steve Ma, Associate Supt./Business

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: APPROVAL/RATIFICATION OF
AMENDMENTS TO AGREEMENTS

EXECUTIVE SUMMARY

The attached Amendment to Agreements Report summarizes two amendments to agreements totaling \$16,293.00, or as listed on the attached report.

RECOMMENDATION:

The administration recommends that the Board approve and/or ratify the amendments to agreements, as shown in the attached Amendment Report.

FUNDING SOURCE:

As noted on attached list.

AGENDA ITEM: 13 A-B

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

AMENDMENT TO AGREEMENTS REPORT

Date: 10-05-06

<u>Contract Effective Dates</u>	<u>Consultant/ Vendor</u>	<u>Description of Services</u>	<u>School/ Department Budget</u>	<u>Fee Not to Exceed</u>
N/A	Christian Wheeler Engineering	Additional earthwork observation and testing services for the Canyon Crest Academy project	Mello Roos Funds State School Building Fund 35-00 Other Building Fund 21-09	\$15,000.00
10/31/06	John Burnham and Company	Additional insurance coverage utilizing the Owner Controlled Insurance Program for the San Dieguito Academy Media Center project	Mello Roos Funds State School Building Fund 35-00	\$1,293.00


San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 26, 2006

BOARD MEETING DATE: October 5, 2006

PREPARED BY: Anni Mallison, Director of Transportation 
Russell L. Thornton, Exec. Director of Operations
Steve Ma, Associate Supt./Business

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: EXTENSION AGREEMENT/SAN DIEGUITO
TRANSPORTATION COOPERATIVE

EXECUTIVE SUMMARY

The San Dieguito Union High School District continues to be a participating member as well as the administering agency for the Transportation Cooperative. The Parties of the Cooperative met and have agreed to the terms of a one year extension to the existing San Dieguito Transportation Cooperative's Joint Powers Agency Agreement. The attached agreement has been approved and adopted by the Carlsbad Unified School District.

RECOMMENDATION:

It is recommended that the Board approve extending the San Dieguito Transportation Cooperative Joint Powers Agency Agreement through August 31, 2007, and authorize Peggy Lynch to execute the extension.

FUNDING SOURCE:

Not applicable

Extension of Joint Powers Agency Agreement

Between the Administering District

San Dieguito Union High School District

And

The Participating District

Carlsbad Unified School District

The San Dieguito Transportation Cooperative

THIS AGREEMENT is made by and between the SAN DIEGUITO UNION HIGH SCHOOL DISTRICT, hereinafter referred to as the ADMINISTERING DISTRICT, and the CARLSBAD UNIFIED SCHOOL DISTRICT, hereinafter referred to as the PARTICIPATING SCHOOL DISTRICT. These two DISTRICTS are sometimes referred to collectively in this Extension of Joint Powers Agency Agreement as the Parties.

Recitals

WHEREAS, the ADMINISTERING DISTRICT and the PARTICIPATING SCHOOL DISTRICT are members of the San Dieguito Transportation Cooperative pursuant to the Joint Powers Agency Agreement entered into by each of them, and

WHEREAS, the Joint Powers Agency Agreement (the Agreement) expires as of August 31, 2006, and

WHEREAS, the Administering District and the Participating District have determined that the Agreement should continue in full force and effect as to them through August 31, 2007, except as provided for in the terms of Withdrawal incorporated below.

NOW, THEREFORE, in consideration of the recitals and mutual obligations of the Parties as expressed in the Agreement and in this Extension of the Joint Powers Agency Agreement between the Administering District and the Participating District, the Parties agree as follows:

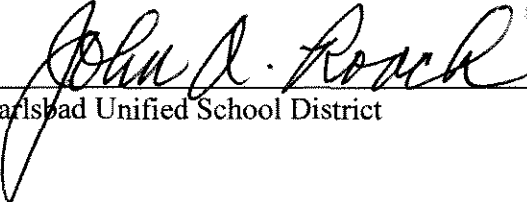
1. The above Recitals are incorporated in full into this Extension of the Joint Powers Agency Agreement.

2. The withdrawal or early withdrawal of any members shall be conditioned as follows:
- A. Written notice shall be provided to the Administering District no later than August 31, 2006 for a January 31, 2007 termination;
 - B. Should the January 31, 2007 termination be noticed, the Parties hereby agree the last date of service shall be January 24, 2007.
 - C. Written notice shall be provided to the Administering District no later than January 31, 2007 for a June 30, 2007 termination;
 - D. Should the June 30, 2007 termination be noticed, the Parties hereby agree the last date of service shall be June 15, 2007;
 - E. Should the Participating District notice their withdrawal of June 30, 2007, the Administering District, at its discretion, may provide summer school transportation at the Administering District's billable rate.
3. Should the Parties mutually agree to enter negotiations for services beyond the ending date of June 30, 2007, (with the last date of service of June 15, 2007), then written notice of intent to continue services shall be served on the Administering District by February 28, 2007, with formal negotiations as to the terms of continued service to begin no later than March 30, 2007.

IN WITNESS WHEREOF, This Extension of the Joint Powers Agency Agreement is executed by the Administering District and the Participating District, acting by and through their designated representatives authorizing such execution.

San Dieguito Union High School District

Dated: _____



Carlsbad Unified School District

Dated: 7-28-06

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 26, 2006

BOARD MEETING DATE: October 5, 2006

PREPARED BY: Simonetta March, Director of Purch./W/hs.
Steve Ma, Associate Supt./Business

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: APPROVAL OF CHANGE ORDER/SIMPLEX
GRINNELL LP

EXECUTIVE SUMMARY

The contract entered into with SimplexGrinnell LP called for the installation of 42 projectors. The proposed change order calls for an upgraded projector to be installed in the new media center, installation of six additional projectors to the Safari multimedia system to meet the school site needs and a revision to the television locations. The projectors, as well as five revised television locations, required additional wiring and cabling.

RECOMMENDATION:

It is recommended that the Board approve Change Order Number 2 to the San Dieguito High School Academy Safari Multimedia System project B2006-14, contract entered into with SimplexGrinnell LP, increasing the contract amount by \$28,801.00, and authorize Simonetta March to execute the change order.

FUNDING SOURCE:

Mello Roos funds

CHANGE ORDER

PROJECT:

San Dieguito High School Academy
Safari Multimedia System #B2006-14

CHANGE ORDER #2

DISTRICT:

San Dieguito Union High School District
710 Encinitas Blvd.
Encinitas, CA 92024

CONTRACTOR:

SimplexGrinnell LP
9855 Carroll Canyon Road
San Diego, CA 92131

The contract is changed as follows:

Safari Multimedia:	a) Additional 6 LCD Projectors	\$10,200.00
	b) 120V to 5 TV Locations	3,036.00
	c) LV cabling to 5 TV Locations	2,500.00
	d) 120V to 6 LCD Projectors	4,072.00
	e) LV Cabling to 6 LCD Projectors	5,143.00
Upgrade of projector and installation thereof		<u>3,850.00</u>
		\$28,801.00

Contract time extension _____ calendar days

The contract sum was	\$651,100.00
Net change by previously approved change orders	30,086.00
The contract sum prior to this change order was	\$681,186.00
The contract sum will be increased/ decreased by this change order in the amount of	\$ 28,801.00
The new contract sum, including this change order will be	\$689,137.00
The contract time will be increased by _____ calendar days	\$709,987.00
The date of substantial completion as of the date of this change order, therefore, is _____, 2006	

CONTRACTOR
SimplexGrinnell LP

OWNER
San Dieguito Union High
School District

By: _____

By: _____

Date: _____

Date: _____

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 27, 2006

BOARD MEETING DATE: October 5, 2006

PREPARED BY: Stephen G. Ma *SM*
Associate Superintendent, Business

SUBMITTED BY: Peggy Lynch, Ed.D., Superintendent

SUBJECT: APPROVAL OF BUSINESS REPORTS

EXECUTIVE SUMMARY

Please find the following business reports submitted for your approval:

- a) Purchase Orders
- b) Instant Money
- c) Membership Listing

RECOMMENDATION:

It is recommended that the Board approve the following business reports: a) Purchase Orders, b) Instant Money, and c) Membership Listing.

FUNDING SOURCE:

Not applicable

jr
Attachments

AGENDA ITEM: 16 A-C

SAN DIEGUITO UNION HIGH
 FROM 09/12/06 THRU 09/25/06

1

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
271300	09/12/06	06	ATTAINMENT COMPANY	010	MATERIALS AND SUPPLI	\$457.94
271301	09/12/06	03	RIVERSIDE PUBLISHING	004	MATERIALS AND SUPPLI	\$501.03
271302	09/12/06	06	NORTH COUNTY TRANSIT	030	FEES - ADMISSIONS, T	\$3,500.00
271303	09/12/06	03	BEST COMPUTER SUPPLI	014	MATERIALS AND SUPPLI	\$109.91
271304	09/12/06	03	INTEGRATED OFFICE SY	022	REPAIRS BY VENDORS	\$39.00
271305	09/12/06	25-18	COMPUSOURCE/ADB ENTE	013	NEW CONSTRUCTION	\$2,400.13
271306	09/12/06	06	GLENCOE-MACMILLAN/MC	014	TEXTBOOKS	\$370.88
271307	09/12/06	25-18	CORPORATE EXPRESS	010	MATERIALS AND SUPPLI	\$6,021.07
271308	09/12/06	06	WAYSIDE PUBLISHING	010	TEXTBOOKS	\$223.14
271309	09/12/06	03	TEACHER'S DISCOVERY	013	MATERIALS AND SUPPLI	\$204.09
271310	09/12/06	03	FREE FORM CLAY & SUP	010	MATERIALS AND SUPPLI	\$2,000.00
271311	09/12/06	03	ONE STOP TONER AND I	010	MATERIALS AND SUPPLI	\$855.32
271312	09/12/06	03	ONE STOP TONER AND I	010	MATERIALS AND SUPPLI	\$81.45
271313	09/12/06	03	METHOD TEST PREP	010	LIC/SOFTWARE	\$2,605.50
271314	09/12/06	11	POST NET	009	PRINTING	\$500.00
271315	09/12/06	13	ONE STOP TONER AND I	031	MATERIALS AND SUPPLI	\$96.96
271316	09/12/06	03	ALPHA GRAPHICS	010	PRINTING	\$1,050.85
271317	09/12/06	03	A C T	010	MATERIALS AND SUPPLI	\$36.94
271318	09/12/06	03	WAXIE SANITARY SUPPL	010	MATERIALS AND SUPPLI	\$4,000.00
271319	09/12/06	03	SAN DIEGUITO UHSD CA	037	MATERIALS AND SUPPLI	\$300.00
271320	09/12/06	13	ARENSON OFFICE FURNI	012	MATERIALS AND SUPPLI	\$135.44
271321	09/12/06	03	CORPORATE EXPRESS	037	OFFICE SUPPLIES	\$15.38
271322	09/12/06	03	ORIENTAL TRADING COM	008	MATERIALS AND SUPPLI	\$69.93
271323	09/12/06	03	COSTCO SAN MARCOS	008	MATERIALS AND SUPPLI	\$38.56
271324	09/12/06	03	ROYAL BUSINESS GROUP	010	MATERIALS AND SUPPLI	\$10.24
271326	09/12/06	03/06	SAN DIEGO CO COUNSEL	021	LEGAL EXP-BUSINESS	\$16,500.00
271327	09/12/06	03	REDDING, JIMMY	014	OTHER SERV.& OPER.EX	\$1,800.00
271328	09/12/06	03	PARHAM & ASSOCIATES	021	LEGAL EXP-PERSONNEL	\$15,000.00
271329	09/12/06	03	STUTZ, ARTIANO, SHI	021	LEGAL EXP-BUSINESS	\$15,000.00
271330	09/13/06	06	SAN DIEGO CO SUPERIN	024	PRINTING	\$11,313.75
271331	09/13/06	06	ALEKS CORPORATION	010	LIC/SOFTWARE	\$1,050.00
271332	09/13/06	06	D AND D TOOL SUPPLY	010	MATERIALS AND SUPPLI	\$315.07
271333	09/13/06	06	PROTECT COMPUTER PRO	033	MATERIALS AND SUPPLI	\$546.09
271335	09/13/06	03	A S C D	013	DUES AND MEMBERSHIPS	\$79.00
271336	09/13/06	03	BEARCOM	013	OFFICE SUPPLIES	\$34.48
271337	09/13/06	03	SEHI-PROCOMP COMPUTE	013	MATERIALS AND SUPPLI	\$282.70
271338	09/13/06	03	RADIO SHACK	013	MATERIALS AND SUPPLI	\$100.00
271339	09/13/06	03	CALUMET PHOTOGRAPHIC	013	MATERIALS AND SUPPLI	\$2,000.00
271340	09/13/06	03	SAN DIEGO CO MUSIC E	013	NON CAPITALIZED EQUI	\$897.15
271341	09/13/06	03	RIO GRANDE	013	MATERIALS AND SUPPLI	\$1,000.00
271342	09/13/06	03	INDUSTRIAL METAL SUP	013	MATERIALS AND SUPPLI	\$525.00
271344	09/13/06	03	HOME DEPOT	013	MATERIALS AND SUPPLI	\$500.00
271345	09/13/06	03	ONE STOP TONER AND I	013	MATERIALS AND SUPPLI	\$228.43
271346	09/13/06	03	SCHOOL HEALTH CORPOR	013	MEDICAL SUPPLIES	\$185.55
271347	09/13/06	06	THOMSON LEARNING	005	TEXTBOOKS	\$1,537.88
271348	09/13/06	06	GLENCOE-MACMILLAN/MC	010	TEXTBOOKS	\$434.50
271349	09/13/06	06	PRENTICE HALL/REGENT	014	TEXTBOOKS	\$987.67
271350	09/13/06	06	GLENCOE-MACMILLAN/MC	014	TEXTBOOKS	\$278.47
271351	09/13/06	06	MCDUGAL LITTEL	005	TEXTBOOKS	\$1,615.06
271352	09/13/06	06	SAN DIEGUITO UHSD CA	024	MATERIALS AND SUPPLI	\$262.11
271353	09/13/06	03	STAPLES STORES	005	SOFTWARE/DP SUPPLIES	\$161.61
271354	09/13/06	03	INTERIOR WALL SYSTEM	025	OTHER SERV.& OPER.EX	\$2,240.00
271355	09/13/06	21-09	INTERIOR WALL SYSTEM	025	NEW CONSTRUCTION	\$6,743.00
271356	09/13/06	21-09	FERGUSON ENTERPRISES	014	NON CAPITALIZED EQUI	\$6,832.67
271357	09/13/06	03	VOCATIONAL TECHNOLOG	005	RENTS & LEASES	\$591.94

SAN DIEGUITO UNION HIGH
FROM 09/12/06 THRU 09/25/06

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
271358	09/13/06	03	UNION TRIBUNE PUBLIS	012	MATERIALS AND SUPPLI	\$128.00
271359	09/13/06	03	FLINN SCIENTIFIC INC	012	MATERIALS AND SUPPLI	\$287.74
271360	09/13/06	03	GUNTHER'S ATHLETIC S	005	CLEANING/REPAIRS ATH	\$15,000.00
271361	09/13/06	03	SAN DIEGO DIGITAL SO	012	MATERIALS AND SUPPLI	\$182.50
271362	09/13/06	03	LANE STANTON VANCE L	005	MATERIALS AND SUPPLI	\$1,464.75
271363	09/13/06	06	DELL COMPUTER CORPOR	010	MAT/SUP/EQUIP TECHNO	\$9,251.85
271364	09/13/06	06	DELL COMPUTER CORPOR	024	MAT/SUP/EQUIP TECHNO	\$1,216.73
271365	09/14/06	06	GLENCOE-MACMILLAN/MC	013	TEXTBOOKS	\$3,224.58
271366	09/14/06	06	PRENTICE HALL/REGENT	010	TEXTBOOKS	\$217.62
271367	09/14/06	03	TROXELL COMMUNICATIO	010	NON CAPITALIZED EQUI	\$741.68
271368	09/14/06	06	THOMSON LEARNING	033	MATERIALS AND SUPPLI	\$6,157.32
271369	09/14/06	06	WESTERN IND MACHINE	013	REPAIRS BY VENDORS	\$1,000.00
271370	09/14/06	03	INTEGRATED OFFICE SY	025	REPAIRS BY VENDORS	\$78.00
271371	09/14/06	03	BEST COMPUTER SUPPLI	014	OFFICE SUPPLIES	\$109.91
271372	09/14/06	03	COMPUSOURCE/ADB ENTE	006	SOFTWARE/DP SUPPLIES	\$147.08
271373	09/14/06	03	COMPUSOURCE/ADB ENTE	012	MATERIALS AND SUPPLI	\$213.88
271374	09/14/06	03	NASCO MODESTO	012	MATERIALS AND SUPPLI	\$73.87
271375	09/14/06	03	FLINN SCIENTIFIC INC	012	MATERIALS AND SUPPLI	\$116.06
271376	09/14/06	03	DIVERSIFIED BUSINESS	003	OFFICE SUPPLIES	\$66.69
271377	09/14/06	03	FISHER SCIENTIFIC EM	012	MATERIALS AND SUPPLI	\$73.58
271378	09/14/06	03	DELL COMPUTER CORPOR	035	TECHNOLOGY EQUIPMENT	\$5,486.36
271379	09/14/06	06	ARENSON OFFICE FURNI	010	MATERIALS AND SUPPLI	\$489.45
271380	09/14/06	03	PEARSON & AGS ASSESS	003	MATERIALS AND SUPPLI	\$1,241.04
271381	09/14/06	03	ROYAL BUSINESS GROUP	030	MATERIALS AND SUPPLI	\$6.47
271382	09/14/06	03	CORPORATE EXPRESS	030	OFFICE SUPPLIES	\$52.71
271383	09/14/06	03	M J'S DELI & CAFE	026	MATERIALS AND SUPPLI	\$300.00
271384	09/14/06	03	AZTEC TECHNOLOGY COR	025	OTHER SERV.& OPER.EX	\$390.00
271385	09/14/06	03	GREAT SCOTT TREE SER	025	OTHER SERV.& OPER.EX	\$8,600.00
271386	09/14/06	06	WAYSIDE PUBLISHING	010	TEXTBOOKS	\$1,895.66
271387	09/15/06	03	SUNDOWN LIGHTING INC	025	REPAIRS BY VENDORS	\$2,105.60
271388	09/15/06	21-09	CHALLENGE NEWS	001	ADVERTISING	\$193.75
271389	09/15/06	03	SARGENT WELCH SCIENT	012	MATERIALS AND SUPPLI	\$71.90
271390	09/15/06	03	PERINO, CAROLYN	024	PROF/CONSULT./OPER E	\$9,000.00
271391	09/15/06	03	FREDRICKS ELECTRIC I	025	REPAIRS BY VENDORS	\$2,350.00
271392	09/15/06	06	DEAF COMMUNITY SERVI	030	PROF/CONSULT./OPER E	\$5,000.00
271393	09/15/06	06	OWEN, JEFFREY S. DR.	030	PROF/CONSULT./OPER E	\$15,000.00
271394	09/15/06	06	AMAZON.COM	033	MATERIALS AND SUPPLI	\$3,554.46
271395	09/15/06	06	SOLANA BEACH PHYSICA	030	PROF/CONSULT./OPER E	\$3,000.00
271396	09/15/06	03	SEARS COMMERCIAL SAL	012	MATERIALS AND SUPPLI	\$210.45
271397	09/15/06	03	NORTH COUNTY TIMES	025	ADVERTISING	\$265.68
271398	09/15/06	03	PITSCO	012	MATERIALS AND SUPPLI	\$321.79
271400	09/15/06	03	ASSOCIATION OF LOW W	021	DUES AND MEMBERSHIPS	\$2,500.00
271401	09/15/06	03	CAL FOR SCHOOL FACIL	021	DUES AND MEMBERSHIPS	\$2,500.00
271402	09/15/06	03	C A S H	021	DUES AND MEMBERSHIPS	\$732.00
271403	09/15/06	03	NATL GEOGRAPHIC SOCI	012	FEES - ADMISSIONS, T	\$60.00
271404	09/15/06	03	FISHER SCIENTIFIC EM	012	MATERIALS AND SUPPLI	\$463.41
271405	09/15/06	03	DELL COMPUTER CORPOR	010	SOFTWARE/DP SUPPLIES	\$231.12
271406	09/15/06	03	FLINN SCIENTIFIC INC	005	NON CAPITALIZED EQUI	\$4,850.11
271407	09/15/06	06	AREY JONES EDUCATION	010	NON CAPITALIZED EQUI	\$1,596.24
271408	09/15/06	06	C D W G.COM	010	NON CAPITALIZED EQUI	\$1,432.00
271409	09/15/06	06	AREY JONES EDUCATION	010	MAT/SUP/EQUIP TECHNO	\$3,192.47
271410	09/18/06	03	ATKINSON, ANDELSON,	021	LEGAL EXPENSE	\$12,000.00
271411	09/19/06	03	C S B A	020	CONFERENCE, WORKSHOP,	\$185.00
271412	09/19/06	06	SCHOLASTIC INC	030	MATERIALS AND SUPPLI	\$537.88
271413	09/19/06	03	SAN DIEGO CO SUPERIN	020	CONFERENCE, WORKSHOP,	\$715.00

SAN DIEGUITO UNION HIGH
FROM 09/12/06 THRU 09/25/06

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
271414	09/19/06	03	C D W G.COM	005	MAT/SUP/EQUIP TECHNO	\$1,507.42
271415	09/19/06	06	FLOURIE, TRACEY	030	PAY IN LIEU OF TRANS	\$1,000.00
271416	09/20/06	06	HARCOURT ASSESSMENT	003	MATERIALS AND SUPPLI	\$587.57
271417	09/20/06	03	FLINN SCIENTIFIC INC	012	MATERIALS AND SUPPLI	\$631.98
271418	09/20/06	06	SIMPLEX-GRINNELL	028	OTHER TRANSPORT.SUPP	\$470.64
271419	09/20/06	03	BEST COMPUTER SUPPLI	013	MATERIALS AND SUPPLI	\$374.99
271420	09/20/06	06	C R J INC	028	REPAIRS BY VENDORS	\$3,651.11
271421	09/20/06	06	SCHOLASTIC READING C	035	LIC/SOFTWARE	\$1,724.00
271422	09/20/06	03	CORPORATE EXPRESS	022	OFFICE SUPPLIES	\$220.74
271423	09/20/06	06	VIDEO COMMUNICATIONS	028	OTHER TRANSPORT.SUPP	\$145.61
271424	09/20/06	03	RESOURCE NETWORK INC	035	MATERIALS AND SUPPLI	\$2,220.36
271425	09/20/06	03	IMAGISTICS	008	RENTS & LEASES	\$318.00
271426	09/20/06	06	VOYAGER FLEET SYSTEM	028	FUEL	\$5,000.00
271427	09/20/06	03	OFFICE DEPOT	014	MATERIALS AND SUPPLI	\$286.51
271428	09/20/06	03	CORPORATE EXPRESS	005	MATERIALS AND SUPPLI	\$294.27
271429	09/20/06	03	P T M DOCUMENT SYSTE	035	MATERIALS AND SUPPLI	\$3,344.10
271430	09/20/06	06	MAYER, ANNE & FRANK	030	PAY IN LIEU OF TRANS	\$1,333.55
271431	09/20/06	03	BEST COMPUTER SUPPLI	014	MATERIALS AND SUPPLI	\$168.14
271432	09/20/06	03	BEST COMPUTER SUPPLI	014	MATERIALS AND SUPPLI	\$199.49
271433	09/20/06	03	SA SO INC	012	MATERIALS AND SUPPLI	\$82.43
271434	09/20/06	03	BEST COMPUTER SUPPLI	003	OFFICE SUPPLIES	\$56.21
271435	09/20/06	03	BEST COMPUTER SUPPLI	003	MATERIALS AND SUPPLI	\$56.21
271436	09/20/06	06	BEST COMPUTER SUPPLI	005	MATERIALS AND SUPPLI	\$25.88
271437	09/20/06	03	ROYAL BUSINESS GROUP	030	MATERIALS AND SUPPLI	\$28.02
271438	09/20/06	06	OFFICE DEPOT	013	MATERIALS AND SUPPLI	\$188.55
271439	09/20/06	06	CULVER NEWLIN INC	013	MATERIALS AND SUPPLI	\$774.61
271440	09/20/06	06	P C I EDUCATIONAL PU	004	MATERIALS AND SUPPLI	\$488.37
271441	09/20/06	06	REMEDIA PUBLICATIONS	004	MATERIALS AND SUPPLI	\$57.68
271442	09/20/06	06	SADDLEBACK EDUCATION	004	MATERIALS AND SUPPLI	\$61.19
271443	09/20/06	06	HARCOURT ASSESSMENT	004	MATERIALS AND SUPPLI	\$155.85
271444	09/21/06	03	DELL COMPUTER CORPOR	013	MAT/SUP/EQUIP TECHNO	\$12,423.62
271445	09/21/06	06	S R A /MCGRAW HILL	012	MATERIALS AND SUPPLI	\$771.99
271446	09/21/06	03	SWAIM BROS FIELD PAI	025	GARDENING SUPPLIES	\$1,322.59
271447	09/21/06	06	MAGDALENA ECKE FAMIL	030	DUES AND MEMBERSHIPS	\$4,281.00
271448	09/21/06	03	KIWI CLEANING SERVIC	025	OTHER SERV.& OPER.EX	\$225.00
271449	09/21/06	03	PSYCHOLOGICAL ASSESS	008	MATERIALS AND SUPPLI	\$217.84
271450	09/21/06	03	NORTH COUNTY EQUIPME	025	GARDENING SUPPLIES	\$1,235.89
271451	09/21/06	03	L B CONCRETE	025	OTHER SERV.& OPER.EX	\$3,200.00
271452	09/21/06	03	PLANT-TEK, INC	025	OTHER SERV.& OPER.EX	\$2,590.00
271453	09/21/06	03	HAWTHORNE ED SERVICE	008	MATERIALS AND SUPPLI	\$77.59
271454	09/21/06	06	BEST COMPUTER SUPPLI	030	MATERIALS AND SUPPLI	\$169.91
271455	09/21/06	06	RIVERSIDE PUBLISHING	014	MATERIALS AND SUPPLI	\$329.70
271456	09/21/06	03	CORPORATE EXPRESS	029	OFFICE SUPPLIES	\$62.31
271457	09/21/06	03	RIVERSIDE PUBLISHING	005	MATERIALS AND SUPPLI	\$147.78
271458	09/21/06	25-19	HOME DEPOT	025	NON CAPITALIZED EQUI	\$3,730.61
271459	09/21/06	03	HARCOURT ASSESSMENT	005	MATERIALS AND SUPPLI	\$138.95
271460	09/21/06	03	PSYCHOLOGICAL ASSESS	005	MATERIALS AND SUPPLI	\$370.40
271461	09/21/06	06	BEST COMPUTER SUPPLI	010	MATERIALS AND SUPPLI	\$123.54
271462	09/21/06	03	OFFICE DEPOT	030	OFFICE SUPPLIES	\$289.35
271463	09/21/06	06	WOODS, WAYNE AND/OR	030	PAY IN LIEU OF TRANS	\$3,500.00
271464	09/21/06	06	SYSTEMS IN LEARNING,	030	LIC/SOFTWARE	\$60.00
271465	09/21/06	06	B AND H PHOTO-VIDEO-	030	MATERIALS AND SUPPLI	\$76.45
271468	09/22/06	03	NICK RAIL MUSIC	008	MATERIALS AND SUPPLI	\$291.53
271470	09/22/06	03	NOODLE TOOLS	008	MATERIALS AND SUPPLI	\$300.00
271471	09/22/06	11	GLENCOE-MACMILLAN/MC	009	BOOKS OTHER THAN TEX	\$264.58

SAN DIEGUITO UNION HIGH
FROM 09/12/06 THRU 09/25/06

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
271472	09/22/06	06	GLENCOE-MACMILLAN/MC	005	TEXTBOOKS	\$362.08
271473	09/22/06	11	IMAGISTICS - SUPPLIE	009	OFFICE SUPPLIES	\$90.00
271474	09/22/06	03	TARGET	004	MATERIALS AND SUPPLI	\$96.41
271480	09/22/06	06	RIVERSIDE PUBLISHING	013	MATERIALS AND SUPPLI	\$568.99
271481	09/22/06	06	GLENCOE-MACMILLAN/MC	014	TEXTBOOKS	\$898.35
271486	09/22/06	06	AMAZON.COM	013	MATERIALS AND SUPPLI	\$799.77
271487	09/22/06	06	A + TEACHING SUPPLIE	024	MATERIALS AND SUPPLI	\$83.73
271488	09/22/06	06	AMAZON.COM	013	MATERIALS AND SUPPLI	\$122.63
271489	09/22/06	03	WOODWIND & BRASSWIND	013	MATERIALS AND SUPPLI	\$190.12
271490	09/22/06	06	EAGLE SOFTWARE	024	PROF/CONSULT./OPER E	\$2,441.58
271491	09/22/06	06	C C I S - CA CONSORT	007	DUES AND MEMBERSHIPS	\$50.00
271492	09/22/06	06	NEW DAY FILMS	004	MATERIALS AND SUPPLI	\$115.67
271493	09/22/06	03	SAN DIEGUITO UHSD CA	024	MATERIALS AND SUPPLI	\$239.43
271494	09/22/06	03	SAN DIEGUITO UHSD CA	024	MATERIALS AND SUPPLI	\$25.14
271495	09/22/06	06	SAN DIEGUITO ALLIANC	024	MATERIALS AND SUPPLI	\$1,007.50
271496	09/22/06	06	LA JOLLA NURSES HOME	030	PROF/CONSULT./OPER E	\$67,000.00
271497	09/22/06	06	CHRISTENSEN, ELIZABE	030	PROF/CONSULT./OPER E	\$3,000.00
271498	09/22/06	06	WEST SHIELD ADOLESC	030	PROF/CONSULT./OPER E	\$15,000.00
271499	09/22/06	06	FAGEN FRIEDMAN & FUL	030	LEGAL EXPENSE	\$75,000.00
271500	09/22/06	03	OREVI, DIKLAH	010	OTHER SERV.& OPER.EX	\$855.00
271501	09/22/06	03	TERBEVICH, MOLLY	014	PROF/CONSULT./OPER E	\$150.00
271502	09/22/06	03	REICH, MARY	014	PROF/CONSULT./OPER E	\$150.00
271503	09/22/06	03	BOYER, ANNIE	014	PROF/CONSULT./OPER E	\$260.00
271504	09/22/06	11	MATCH POINT TENNIS C	009	REPAIRS BY VENDORS	\$720.00
271505	09/22/06	03	MATCH POINT TENNIS C	014	REPAIRS BY VENDORS	\$2,680.00
271506	09/22/06	03	MATCH POINT TENNIS C	010	REPAIRS BY VENDORS	\$1,150.00
271507	09/22/06	21-09	PRODUCTION ADVANTAGE	014	MATERIALS AND SUPPLI	\$5,173.40
271508	09/22/06	25-18	PATHWAY COMMUNICATIO	013	MAT/SUP/EQUIP TECHNO	\$5,577.14
271509	09/22/06	06	SCHOLASTIC INC	008	MATERIALS AND SUPPLI	\$61.67
271510	09/22/06	06	ATTAINMENT COMPANY	030	LIC/SOFTWARE	\$106.67
271511	09/22/06	03	CSU SAN MARCOS	024	TEXTBOOKS	\$4,000.00
271512	09/22/06	03	INTEGRATED OFFICE SY	008	REPAIRS BY VENDORS	\$156.00
271513	09/22/06	06	DIVERSIFIED BUSINESS	013	NON CAPITALIZED EQUI	\$3,024.54
271514	09/22/06	03	OFFICE DEPOT	014	MATERIALS AND SUPPLI	\$42.65
271515	09/22/06	03	CHECKPOINT SYSTEMS I	005	REPAIRS BY VENDORS	\$474.10
271516	09/22/06	06	PETROLEUM P.E.T.S.	028	REPAIRS BY VENDORS	\$5,000.00
271517	09/22/06	03	E S R I	036	LIC/SOFTWARE	\$269.38
271518	09/22/06	06	G S T, INC.	030	MATERIALS AND SUPPLI	\$643.11
271519	09/22/06	06	AREY JONES EDUCATION	030	MAT/SUP/EQUIP TECHNO	\$9,884.50
271520	09/22/06	03	PEPPER OF LOS ANGELE	014	MATERIALS AND SUPPLI	\$75.43
271521	09/25/06	03	US BANK	020	CONFERENCE,WORKSHOP,	\$507.20
271522	09/25/06	03	C D W G.COM	005	MATERIALS AND SUPPLI	\$479.49
271523	09/25/06	03	C D W G.COM	005	MATERIALS AND SUPPLI	\$159.50
271524	09/25/06	03	SCHOOL NURSE SUPPLY	005	MATERIALS AND SUPPLI	\$78.86
271525	09/25/06	03	SAN DIEGO STATE UNIV	014	MATERIALS AND SUPPLI	\$316.00
271526	09/25/06	03	EDUCATIONAL RESOURCE	012	MATERIALS AND SUPPLI	\$266.38
271527	09/25/06	03	HANSEN LIBRARY SALES	012	MATERIALS AND SUPPLI	\$905.64
271528	09/25/06	03	CORPORATE EXPRESS	022	OFFICE SUPPLIES	\$189.40
271529	09/25/06	06	C D W G.COM	030	NON CAPITALIZED EQUI	\$1,044.13
670034	09/12/06	03	WAXIE SANITARY SUPPL	001	STORES	\$2,001.56
670035	09/12/06	03	DEL MAR OFFICE PRODU	001	STORES	\$1,370.74
670036	09/12/06	03	OFFICE DEPOT	001	STORES	\$3,677.44
670037	09/12/06	03	WERTH SANITARY SUPPL	001	STORES	\$889.58
670038	09/12/06	03	WESCO DISTRIBUTION	001	STORES	\$1,102.28
670039	09/15/06	03	ONE STOP TONER AND I	001	STORES	\$5,010.38

SAN DIEGUITO UNION HIGH
FROM 09/12/06 THRU 09/25/06

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
670040	09/22/06	03	CORPORATE EXPRESS	001	STORES	\$662.53
670041	09/22/06	03	DEL MAR OFFICE PRODU	001	STORES	\$325.41
670042	09/22/06	03	OFFICE DEPOT	001	STORES	\$404.45
670043	09/22/06	03	PIONEER STATIONERS I	001	STORES	\$439.10
670044	09/22/06	03	XEROX CORPORATION	001	STORES	\$21,737.49
770023	09/12/06	03	PATHWAY COMMUNICATIO	012	MATERIALS AND SUPPLI	\$964.58
770025	09/15/06	03	RANCHO SANTA FE PROT	025	SECURITY GUARD CONTR	\$3,920.00
770027	09/20/06	03	CART MART INC	005	REPAIRS BY VENDORS	\$404.06
770028	09/25/06	06	ONE STOP TONER AND I	035	REPAIRS BY VENDORS	\$284.83
770029	09/14/06	03	SPECIALTY DOORS & AU	025	REPAIRS BY VENDORS	\$500.00
770031	09/21/06	03	MIRAMAR WHOLESALE NU	025	GROUNDS-REPAIR MATER	\$687.97
REPORT TOTAL						\$562,476.38

INSTANT MONEY REPORT FOR THE PERIOD 09/12/06 THROUGH 09/25/06

<i>Check #</i>	<i>Vendor</i>	<i>Amount</i>
10201	FEDEX	\$71.75
10202	N C E P C c/o Palomar College	\$102.85
10203	SCHOLASTIC CLASSROOM	\$116.44
10204	COMMUNICATION ARTS	\$106.00
10205	KLOCKIT	\$123.99
10206	DHL EXPRESS	\$20.79
10207	BLICK ART	\$100.00
	<i>Total</i>	<hr/> \$641.82

INDIVIDUAL MEMBERSHIP LISTINGS
FOR THE PERIOD AUGUST 29, 2006 - SEPTEMBER 25, 2006

September 26, 2006

<u>Staff Member Name</u>	<u>Organization</u>	<u>Amount</u>
Barbara Gauthier	Assoc. Supervision & Curric Devp.	\$ 79.00
Steve Ma	C A S H	\$567.00
John Addleman	C A S H	\$165.00
Marilyn Giess	CA Consortium for Independent Study	\$ 50.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 28, 2006

BOARD MEETING DATE: October 5, 2006

**PREPARED AND
SUBMITTED BY:** Peggy Lynch, Ed.D.,
Superintendent

SUBJECT: ADOPTION OF RESOLUTION IN SUPPORT
SUPPORT OF PROPOSITION 1D

EXECUTIVE SUMMARY

Attached please find a resolution to support the passage of Proposition 1D on the November 7, 2006 ballot. Proposition 1D would provide over \$7 billion for facilities for kindergarten through 12th grade education and an additional \$3 billion for higher education. It will pay for retrofitting and upgrading schools and colleges to ensure that they can withstand the impact of natural disasters. Proposition 1D will also help pay for wiring classrooms and providing 21st Century technology, and builds vocational education facilities so that all students are given the skills to get a job and succeed in life.

This Proposition is supported by both candidates for Governor, Phil Angelides and Arnold Schwarzenegger, as well as a bipartisan majority of the Legislature.

RECOMMENDATION:

It is recommended that the Board adopt the Resolution to Support Propositions 1D, as shown in the attached supplement.

FUNDING SOURCE:

Not applicable.

**A RESOLUTION OF THE
BOARD OF TRUSTEES
OF THE
SAN DIEGUITO HIGH SCHOOL DISTRICT
IN SUPPORT FOR PROPOSITION 1D**

WHEREAS, Proposition 1D is an investment in our schools, in our children and in California's future; and

WHEREAS, Providing a quality education for our kids is the most important thing we can do to invest in their future; and

WHEREAS, The best way to grow our economy and create good-paying jobs is to create world-class public schools – with adequate educational facilities – that give our students the skills they need to succeed in the workforce; and

WHEREAS, For every dollar California invests to get students in and through college, the state's economy receives a \$3 net return on that investment; and

WHEREAS, Proposition 1D provides over \$7 billion for Kindergarten through 12th grade education and an additional \$3 billion for higher education; and

WHEREAS, California's community colleges and state universities (UC and CSU) continue to grow exponentially – with community colleges providing instruction to over 2 million students every year and California's universities expected to grow to accommodate nearly 650,000 students – we need to provide funding to modernize and upgrade teaching and research facilities to remain competitive with other states; and

WHEREAS, Proposition 1D will help pay for wiring classrooms and providing 21st Century technology, and builds vocational education facilities so that all students are given the skills to get a job and succeed in life; and

WHEREAS, Proposition 1D will relieve overcrowding, help reduce class sizes and give students a real opportunity to learn; and

WHEREAS, More than 60 percent of California's schools are 25 years of age or older and require major repairs; and

WHEREAS, Proposition 1D allocates funds to retrofit and upgrade our schools and colleges to ensure they can withstand the impact of natural disasters like earthquakes; and

WHEREAS, Proposition 1D includes funding directed at our kids' safety, including school security, playground safety, removal of asbestos and replacing leaky and dangerous roofs; and

WHEREAS, Proposition 1D provides strict accountability to ensure that the money is spent properly; and

WHEREAS, Proposition 1D will be subjected to independent audits, and misusing them is a crime, punishable by time in jail. This information will be made available to the public so taxpayers can ensure their money is spent properly and will NOT go to waste; and

WHEREAS, Proposition 1D is so important for California's future that both candidates for Governor, Phil Angelides and Arnold Schwarzenegger, as well as a bipartisan majority of the Legislature, support the measure.

THEREFORE BE IT RESOLVED that the San Dieguito Union High School District Board of Trustees support Proposition 1D on the November y, 2006 ballot.

PASSED AND ADOPTED by the Board of Trustees of the San Dieguito Union High School District, Encinitas, California, at a public meeting thereof duly called and held this 5th day of October, 2006.

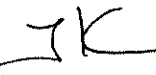
San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 27, 2006

BOARD MEETING DATE: October 5, 2006

PREPARED BY: Terry King 
Associate Superintendent/Human Resources

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: 2006/07 Certificated Salary Schedule Increase

EXECUTIVE SUMMARY

In the fall of 2004, the Board of Trustees approved a 2-year extension to the collective bargaining agreement with the certificated bargaining unit. The contract calls for a salary increase equivalent to the increase in the District's funded Base Revenue Limit. The attached salary schedules reflect the increase to the Base Revenue Limit, including equalization funding.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt the attached salary schedules retroactive to 7/01/06 for certificated employees, as stipulated in the District's collective bargaining agreement with the San Dieguito Faculty Association.

FUNDING SOURCE:

General Fund

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
CERTIFICATED SALARY SCHEDULE**

PROPOSED

4141

2006-07

Effective: 7/01/06 (8.760%)

Step	Class I	Class II	Class III	Class IV	Class V	Class VI	Class III	Class IV	Class V	Class VI
	B.A.	B.A. +15 Sem. Hrs.	B.A. +30 Sem. Hrs.	B.A. +45 Sem. Hrs.	B.A. +60 Sem. Hrs. *MA Req'd	B.A. +75 Sem. Hrs. *MA Req'd	B.A. +30 w/Masters Stipend	B.A. +45 w/Masters Stipend	B.A. +60 w/Masters Stipend	B.A. +75 w/Masters Stipend
1	41,711	45,048	48,375	51,715	55,055	58,387	50,238	53,578	56,918	60,250
2	44,221	47,543	50,883	54,228	57,554	60,894	52,746	56,091	59,417	62,757
3	46,719	50,056	53,386	56,726	60,061	63,385	55,249	58,589	61,924	65,248
4	49,225	52,550	55,893	59,227	62,559	65,896	57,756	61,090	64,422	67,759
5	51,719	55,058	58,402	61,729	65,073	68,402	60,265	63,592	66,936	70,265
6	54,234	57,561	60,898	64,239	67,572	70,901	62,761	66,102	69,435	72,764
7	0	60,066	63,401	66,733	70,078	73,396	65,264	68,596	71,941	75,259
8	0	0	67,970	69,244	72,584	75,912	69,833	71,107	74,447	77,775
9	0	0	0	71,753	75,081	78,403	0	73,616	76,944	80,266
10	0	0	0	74,254	77,587	80,908	0	76,117	79,450	82,771
11	0	0	0	76,761	80,092	83,427	0	78,624	81,955	85,290
13	56,695	62,527	70,431	79,222	82,553	85,888	72,294	81,085	84,416	87,751
17	59,156	64,988	72,892	81,683	85,014	88,349	74,755	83,546	86,877	90,212
21	61,617	67,449	75,353	84,144	87,475	90,810	77,216	86,007	89,338	92,673
25	64,078	69,910	77,814	86,605	89,936	93,271	79,677	88,468	91,799	95,134
29	66,539	72,371	80,275	89,066	92,397	95,732	82,138	90,929	94,260	97,595

Masters & Ph.D. Stipends	1,863								
Ed. Specialist	933								
Longevity	2,461								
Hourly									
Curricular	33.77								
Non-Curricular	29.67								

*Master's Degree is required to enter Classes V and VI for all employees placed on the Certificated Salary Schedule after October 1, 1976.

SEE REVERSE SIDE FOR REGULATIONS

A. REGULATIONS GOVERNING INITIAL PLACEMENT ON THE SALARY SCHEDULE

1. No unit member shall be located beyond the xxxxx line, except those unit members who were beyond the xxxxx line as of October 1, 1970.
2. Credits or units used to advance beyond Class I must be upper division or graduate credits earned after the date the bachelor's degree is granted as recorded on the transcript or diploma. Other official university documents equivalent to an official transcript may be accepted at the discretion of the District.
3. New unit members will be placed on Class I, Step I until all official documentation is received by the District at which time Class and Step placement shall be made retroactive to the unit member's starting date. New unit members have until November 1 of the year of hire or 60 days after the date of hire (whichever is later) to provide official transcripts and other salary placement documentation. If documents are not received by that date, placement will be made based on documents received. The ~~Assistant~~**Associate** Superintendent/~~Personnel~~**Human Resources** may waive this date requirement under extenuating circumstances.
4. All new and current unit members who qualify for advancement in step with two (2) or more years of verifiable public school teaching experience, shall be placed at Step 3 of the appropriate class on the Certificated Salary Schedule. New unit members with less than two (2) years verifiable experience, shall be placed on the appropriate Step (1 or 2).
5. A master's degree or doctorate from a W.A.S.C. or equivalent accredited institution shall be required to enter Class V and VI for all unit members placed on the Certificated Salary Schedule after October 1, 1976.
6. Holders of a master's degree from a W.A.S.C. or equivalent institution in Classes III, IV, V, VI shall receive an additional ~~\$1,7131,863~~ per year. Holders of a doctorate from a W.A.S.C. or equivalent accredited institution shall receive an additional ~~\$1,7131,863~~ per year. Holders of an Ed. S (Education Specialist) degree shall receive an additional ~~\$858933~~ per year. Holders of a doctorate from a W.A.S.C. or

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

2/5

Board Approved: May 21, 1998

Revised: January 21, 1999

Revised: November 4, 1999

Revised: October 19, 2000

Revised: September 20, 2001

Revised: November 21, 2002

Revised: May 15, 2003

Revised: September 23, 2004

Revised: September 15, 2005

Revised DRAFT: October 5, 2006

equivalent accredited institution, who have not received a stipend for a master's

degree, are eligible to receive an additional \$~~3,426~~**3,726** per year. Holders of both a doctorate and Education Specialist degrees will receive only the additional doctoral stipend.

- 7. A unit member shall receive as salary only an amount that bears the same ratio to the established annual salary as the time he/she serves bears to the required days of service.

B. RECLASSIFICATION OF THE SALARY SCHEDULE

- 1. For the purpose of class advancement on the salary schedule, written verification of credits which will appear on an official transcript must be submitted to the District Office on a grade card, or a letter from the registrar or course instructor, prior to the first teaching day of any school year. Final transcripts or other official documentation acceptable to the District, verifying the credits must be submitted prior to November 1, otherwise, class advancement will be denied and salary increases provided for class advancement will be relinquished and previously paid increases will be paid back to the District. Unit members planning class changes in the succeeding year must notify the District of their intention PRIOR TO MAY 15; otherwise, class advancement may be denied. Credits for class advancement shall be limited to upper division or graduate work from a W.A.S.C. or equivalent accredited institution. However, a unit member may submit a "Petition for Exception" to the ~~Assistant~~**Associate** Superintendent/ ~~Personnel~~**Human Resources** for courses or workshops which directly pertain to the individual's assignment. Such petition shall be reviewed by a committee composed of two Association representatives and two District representatives. The decision of the majority of the committee shall be final. The "Petition" must be received by the District Office at least thirty (30) calendar days prior to the first day of the course or workshop. Salary schedule credit shall not be made retroactive for courses or workshops completed prior to June 30, 1993. A master's degree is required to enter Class V and VI for all unit members placed on the Certificated Salary Schedule after October 1, 1976. Class changes will be limited to not more than two per year.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

3/5

Board Approved: May 21, 1998

Revised: January 21, 1999

Revised: November 4, 1999

Revised: October 19, 2000

Revised: September 20, 2001

Revised: November 21, 2002

Revised: May 15, 2003

Revised: September 23, 2004

Revised: September 15, 2005

Revised DRAFT: October 5, 2006

- a. Certificated unit members working part-time contracts will begin accruing credit with the 1990-91 school year. Service earned prior to August 29, 1990, shall not be counted for the purpose of salary reclassification.
 - b. Salary reclassification shall occur at the beginning of the school year.
 - c. Unit members in a paid status less than 75% of a school year will be allocated part-time step credits as per the following formula:
$$\frac{\% \text{ assignment} \times \text{number of days in paid status}}{\text{number of master contract days}}$$
 - d. Such part-time credit will accumulate year to year. When a unit member's credits equal or exceed .75, 1.75, 2.75, etc., the employee will advance on the salary schedule.
 - e. Unpaid leave days do not count in the formula used to determine service credit.
 - f. The District shall provide to the Association by May 15th, a listing of those part-time unit members entitled to salary reclassification the beginning of the next school year.
- 2. No unit member holding an emergency credential shall be advanced beyond Class I on the salary schedule.
 - 3. Effective July 1, 2005~~6~~, an additional increment of \$~~2,263~~**2,461** will be granted during the ensuing year to unit members upon completion of the 13th, 17th, 21st, 25th, and 29th year of employment within the District. Part-time unit members shall accumulate longevity in proportion to the time taught per day. This additional increment will be granted with the beginning of the school year nearest the anniversary date.
 - 4. Advanced degrees and longevity bonuses shall be considered as part of the salary when computing salary for part-time assignments.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

4/5

Board Approved: May 21, 1998

Revised: January 21, 1999

Revised: November 4, 1999

Revised: October 19, 2000

Revised: September 20, 2001

Revised: November 21, 2002

Revised: May 15, 2003

Revised: September 23, 2004

Revised: September 15, 2005

Revised DRAFT: October 5, 2006

- 5. All salaries shall fall within the financial confines of the Certificated Salary Schedule except for those unit members whose prior placement extends beyond the maximum of his/her classifications. Authorized unit members who work longer than the Board adopted teacher's year, shall receive additional compensation.
- 6. The advancement on the salary schedule shall be at the rate of one (1) step for each year of experience. If an employee is in a paid status for at least 75% of a full school year, in any given school year, such service shall be considered a year of experience for salary schedule advancement purposes.
- C. The rate of pay for Adult School Teachers, Summer School Teachers, Home Tutors, Driver Training Teachers and curriculum-related workshops and committee work shall be ~~\$31.05~~**33.77** per hour.
- D. The rate of pay for non-curriculum work shall be ~~\$27.28~~**29.67** per hour.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
CERTIFICATED SALARY SCHEDULE**

CURRENT

4141

2005-06

Effective: 7/01/05 (5.61%)

Step	Class I	Class II	Class III	Class IV	Class V	Class VI	Class III	Class IV	Class V	Class VI
	B.A.	B.A. +15 Sem. Hrs.	B.A. +30 Sem. Hrs.	B.A. +45 Sem. Hrs.	B.A. +60 Sem. Hrs. *MA Req'd	B.A. +75 Sem. Hrs. *MA Req'd	B.A. +30 w/Masters Stipend	B.A. +45 w/Masters Stipend	B.A. +60 w/Masters Stipend	B.A. +75 w/Masters Stipend
1	38,351	41,420	44,479	47,550	50,621	53,684	46,192	49,263	52,334	55,397
2	40,659	43,714	46,785	49,860	52,918	55,989	48,498	51,573	54,631	57,702
3	42,956	46,024	49,086	52,157	55,223	58,280	50,799	53,870	56,936	59,993
4	45,260	48,317	51,391	54,457	57,520	60,588	53,104	56,170	59,233	62,301
5	47,553	50,623	53,698	56,757	59,832	62,893	55,411	58,470	61,545	64,606
6	49,866	52,925	55,993	59,065	62,129	65,190	57,706	60,778	63,842	66,903
7	0	55,228	58,294	61,358	64,434	67,484	60,007	63,071	66,147	69,197
8	0	0	62,495	63,667	66,738	69,798	64,208	65,380	68,451	71,511
9	0	0	0	65,974	69,034	72,088	0	67,687	70,747	73,801
10	0	0	0	68,273	71,338	74,391	0	69,986	73,051	76,104
11	0	0	0	70,578	73,641	76,707	0	72,291	75,354	78,420
13	52,129	57,491	64,758	72,841	75,904	78,970	66,471	74,554	77,617	80,683
17	54,392	59,754	67,021	75,104	78,167	81,233	68,734	76,817	79,880	82,946
21	56,655	62,017	69,284	77,367	80,430	83,496	70,997	79,080	82,143	85,209
25	58,918	64,280	71,547	79,630	82,693	85,759	73,260	81,343	84,406	87,472
29	61,181	66,543	73,810	81,893	84,956	88,022	75,523	83,606	86,669	89,735

Masters & Ph.D. Stipends	1,713								
Ed. Specialist	858								
Longevity	2,263								
Hourly Curricular	31.05								
Non-Curricular	27.28								

*Master's Degree is required to enter Classes V and VI for all employees placed on the Certificated Salary Schedule after October 1, 1976.

SEE REVERSE SIDE FOR REGULATIONS

A. REGULATIONS GOVERNING INITIAL PLACEMENT ON THE SALARY SCHEDULE

1. No unit member shall be located beyond the xxxxx line, except those unit members who were beyond the xxxxx line as of October 1, 1970.
2. Credits or units used to advance beyond Class I must be upper division or graduate credits earned after the date the bachelor's degree is granted as recorded on the transcript or diploma. Other official university documents equivalent to an official transcript may be accepted at the discretion of the District.
3. New unit members will be placed on Class I, Step I until all official documentation is received by the District at which time Class and Step placement shall be made retroactive to the unit member's starting date. New unit members have until November 1 of the year of hire or 60 days after the date of hire (whichever is later) to provide official transcripts and other salary placement documentation. If documents are not received by that date, placement will be made based on documents received. The Assistant Superintendent/Personnel may waive this date requirement under extenuating circumstances.
4. All new and current unit members who qualify for advancement in step with two (2) or more years of verifiable public school teaching experience, shall be placed at Step 3 of the appropriate class on the Certificated Salary Schedule. New unit members with less than two (2) years verifiable experience, shall be placed on the appropriate Step (1 or 2).
5. A master's degree or doctorate from a W.A.S.C. or equivalent accredited institution shall be required to enter Class V and VI for all unit members placed on the Certificated Salary Schedule after October 1, 1976.
6. Holders of a master's degree from a W.A.S.C. or equivalent institution in Classes III, IV, V, VI shall receive an additional \$1,713 per year. Holders of a doctorate from a W.A.S.C. or equivalent accredited institution shall receive an additional \$1,713 per year. Holders of an Ed. S (Education Specialist) degree shall receive an additional \$858 per year. Holders of a doctorate from a W.A.S.C. or equivalent accredited institution, who have not received a stipend for a master's

degree, are eligible to receive an additional \$3,426 per year. Holders of both a doctorate and Education Specialist degrees will receive only the additional doctoral stipend.

7. A unit member shall receive as salary only an amount that bears the same ratio to the established annual salary as the time he/she serves bears to the required days of service.

B. RECLASSIFICATION OF THE SALARY SCHEDULE

1. For the purpose of class advancement on the salary schedule, written verification of credits which will appear on an official transcript must be submitted to the District Office on a grade card, or a letter from the registrar or course instructor, prior to the first teaching day of any school year. Final transcripts or other official documentation acceptable to the District, verifying the credits must be submitted prior to November 1, otherwise, class advancement will be denied and salary increases provided for class advancement will be relinquished and previously paid increases will be paid back to the District. Unit members planning class changes in the succeeding year must notify the District of their intention PRIOR TO MAY 15; otherwise, class advancement may be denied. Credits for class advancement shall be limited to upper division or graduate work from a W.A.S.C. or equivalent accredited institution. However, a unit member may submit a "Petition for Exception" to the Assistant Superintendent/Personnel for courses or workshops which directly pertain to the individual's assignment. Such petition shall be reviewed by a committee composed of two Association representatives and two District representatives. The decision of the majority of the committee shall be final. The "Petition" must be received by the District Office at least thirty (30) calendar days prior to the first day of the course or workshop. Salary schedule credit shall not be made retroactive for courses or workshops completed prior to June 30, 1993. A master's degree is required to enter Class V and VI for all unit members placed on the Certificated Salary Schedule after October 1, 1976. Class changes will be limited to not more than two per year.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
Board Approved: May 21, 1998

3/5

Revised: January 21, 1999
Revised: November 4, 1999
Revised: October 19, 2000
Revised: September 20, 2001
Revised: November 21, 2002
Revised: May 15, 2003
Revised: September 23, 2004
Revised: September 15, 2005

- a. Certificated unit members working part-time contracts will begin accruing credit with the 1990-91 school year. Service earned prior to August 29, 1990, shall not be counted for the purpose of salary reclassification.
 - b. Salary reclassification shall occur at the beginning of the school year.
 - c. Unit members in a paid status less than 75% of a school year will be allocated part-time step credits as per the following formula:
$$\frac{\% \text{ assignment} \times \text{number of days in paid status}}{\text{number of master contract days}}$$
 - d. Such part-time credit will accumulate year to year. When a unit member's credits equal or exceed .75, 1.75, 2.75, etc., the employee will advance on the salary schedule.
 - e. Unpaid leave days do not count in the formula used to determine service credit.
 - f. The District shall provide to the Association by May 15th, a listing of those part-time unit members entitled to salary reclassification the beginning of the next school year.
- 2. No unit member holding an emergency credential shall be advanced beyond Class I on the salary schedule.
 - 3. Effective July 1, 2004, an additional increment of \$2,263 will be granted during the ensuing year to unit members upon completion of the 13th, 17th, 21st, 25th, and 29th year of employment within the District. Part-time unit members shall accumulate longevity in proportion to the time taught per day. This additional increment will be granted with the beginning of the school year nearest the anniversary date.
 - 4. Advanced degrees and longevity bonuses shall be considered as part of the salary when computing salary for part-time assignments.

5. All salaries shall fall within the financial confines of the Certificated Salary Schedule except for those unit members whose prior placement extends beyond the maximum of his/her classifications. Authorized unit members who work longer than the Board adopted teacher's year, shall receive additional compensation.
 6. The advancement on the salary schedule shall be at the rate of one (1) step for each year of experience. If an employee is in a paid status for at least 75% of a full school year, in any given school year, such service shall be considered a year of experience for salary schedule advancement purposes.
- C. The rate of pay for Adult School Teachers, Summer School Teachers, Home Tutors, Driver Training Teachers and curriculum-related workshops and committee work shall be \$31.05 per hour.
- D. The rate of pay for non-curriculum work shall be \$27.28 per hour.

PROPOSED

EXTRA-CURRICULAR SALARIES

Effective 7/01/06

All paid extra-curricular assignments are for a period of one school year.

CLASS AA

Athletic Director
Activities Director

CLASS III

All other Assistant Coaches, including JV and Frosh Head Coaches
MS Yearbook

CLASS A

Head Varsity Football
Teacher in Charge of Plays*

CLASS IV

Journalism (High School)
Yearbook (High School)

CLASS I

All Head Varsity Coaches (except Varsity Football)
Band Director
Forensics
Academic League
Pep Squad
Drill Team

CLASS V

Academic Decathlon
Middle School Drama**
MS Yearbook (with regular class)

Class II

Varsity Assistant Coaches (athletics)
MS ASB Advisor

CLASS VI

* Dependent upon a minimum of 4 productions per year.

** Dependent upon a minimum of 2 productions per year. One-half stipend for one production.

Experience (Steps)	Class AA	Class A	Class I	Class II	Class III	Class IV	Class V	Class VI
Step 1 (1-4 years)	4,022	3,821	3,419	3,016	2,617	2,211	1,810	1,407
Step 2 (5-7 years)	4,423	4,183	3,801	3,301	2,875	2,431	2,056	1,549
Step 3 (8-10 years)	4,827	4,545	4,129	3,571	3,138	2,797	2,330	1,848
Step 4 (11-19 years)	5,125	4,909	4,453	3,845	3,400	3,065	2,708	2,108
Step 5 (20+ years)	5,484	5,272	4,779	4,101	3,663	3,301	2,942	2,195

Placement on the Stipend Schedule

1. Extra-curricular salary stipend shall be reviewed annually.
2. Placement shall be based on years of experience in the District in each separate extra-curricular assignment (sport or activity) for years service in that extra-curricular assignment.
3. No experience credit shall be granted for outside coaching experience in other districts or the equivalent in the sport to be coached.
4. Placement on the schedule and subsequent payment of the stipend for a particular year/season shall be based on prior years' in-District experience only.
5. An extended season stipend will be given to varsity coaches who participate in CIF playoff competition. The bonus will be computed as 10% of the extra-curricular salary stipend.
6. San Dieguito Union High School District employees will receive a \$200.00 signing bonus.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: April 6, 1989
 Policy Revised: April 2, 1992
 Policy Revised: June 3, 1993
 Policy Revised: May 5, 1994
 Policy Revised: June 22, 1995
 Policy Revised: May 16, 1996
 Policy Revised: January 16, 1997
 Policy Revised: May 15, 1997

Policy Revised: September 4, 1997
 Policy Revised: May 21, 1998
 Policy Revised: January 21, 1999
 Policy Revised: November 4, 1999
 Policy Revised: October 19, 2000
 Policy Revised: September 20, 2001
 Policy Revised: December 18, 2002
 Policy Revised: May 15, 2003
 Policy Revised: September 23, 2004
 Policy Revised: September 15, 2005
 Policy DRAFT: October 5, 2006

CURRENT

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

4143

EXTRA-CURRICULAR SALARIES

Effective 7/01/06

All paid extra-curricular assignments are for a period of one school year.

CLASS AA

Athletic Director
Activities Director

CLASS III

All other Assistant Coaches, including JV and Frosh Head Coaches
MS Yearbook

CLASS A

Head Varsity Football
Teacher in Charge of Plays*

CLASS IV

Journalism (High School)
Yearbook (High School)

CLASS I

All Head Varsity Coaches (except Varsity Football)
Band Director
Forensics
Academic League
Pep Squad
Drill Team

CLASS V

Academic Decathlon
Middle School Drama**
MS Yearbook (with regular class)

Class II

Varsity Assistant Coaches (athletics)
MS ASB Advisor

CLASS VI

* Dependent upon a minimum of 4 productions per year.

** Dependent upon a minimum of 2 productions per year. One-half stipend for one production.

Experience (Steps)	Class AA	Class A	Class I	Class II	Class III	Class IV	Class V	Class VI
Step 1 (1-4 years)	3,698	3,513	3,144	2,773	2,406	2,033	1,664	1,294
Step 2 (5-7 years)	4,067	3,846	3,495	3,035	2,643	2,235	1,890	1,424
Step 3 (8-10 years)	4,438	4,179	3,796	3,283	2,885	2,572	2,142	1,699
Step 4 (11-19 years)	4,712	4,514	4,094	3,535	3,126	2,818	2,490	1,938
Step 5 (20+ years)	5,042	4,847	4,394	3,771	3,368	3,035	2,705	2,018

Placement on the Stipend Schedule

1. Extra-curricular salary stipend shall be reviewed annually.
2. Placement shall be based on years of experience in the District in each separate extra-curricular assignment (sport or activity) for years service in that extra-curricular assignment.
3. No experience credit shall be granted for outside coaching experience in other districts or the equivalent in the sport to be coached.
4. Placement on the schedule and subsequent payment of the stipend for a particular year/season shall be based on prior years' in-District experience only.
5. An extended season stipend will be given to varsity coaches who participate in CIF playoff competition. The bonus will be computed as 10% of the extra-curricular salary stipend.
6. San Dieguito Union High School District employees will receive a \$200.00 signing bonus.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: April 6, 1989
 Policy Revised: April 2, 1992
 Policy Revised: June 3, 1993
 Policy Revised: May 5, 1994
 Policy Revised: June 22, 1995
 Policy Revised: May 16, 1996
 Policy Revised: January 16, 1997
 Policy Revised: May 15, 1997

Policy Revised: September 4, 1997
 Policy Revised: May 21, 1998
 Policy Revised: January 21, 1999
 Policy Revised: November 4, 1999
 Policy Revised: October 19, 2000
 Policy Revised: September 20, 2001
 Policy Revised: December 18, 2002
 Policy Revised: May 15, 2003
 Policy Revised: September 23, 2004
 Policy Revised: September 15, 2005

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 28, 2006

BOARD MEETING DATE: October 5, 2006

**PREPARED AND
SUBMITTED BY:** Peggy Lynch, Ed.D.,
Superintendent

SUBJECT: ADOPTION OF POLICY 0420.4, and
0420.4/AR-1, "CHARTER SCHOOL
PETITIONS"

EXECUTIVE SUMMARY

Policy 0420.4, and 0420.4/AR-1, "Charter School Petitions," has been revised to incorporate new Education Code Sections, Codes of Regulations, and Court Decisions.

RECOMMENDATION:

It is recommended that the Board review Policy 0420.4 and 0420.4/AR-1, "Charter School Petitions." This policy will return at the October 19 Board meeting for possible adoption.

FUNDING SOURCE:

General Fund

AGENDA ITEM: 23 A & B

PL/sdg

PROPOSED

CHARTER SCHOOL PETITIONS

It is the intent of the Governing Board (Board) to fully comply with the Charter Schools Act of 1992 as amended by providing opportunities for the establishment of independent charter schools. The Board ~~will~~ **shall** grant charter petitions that present a sound educational program in a format that is demonstrably likely to successfully implement the program.

In order to implement state law while providing guidance to petitioners and direction to staff, the Board adopts the following:

PETITION

A petition for the establishment of a charter school ~~must~~ **shall** minimally include the following:

A. A completed signature page that includes at least **one-half of the number of teachers or one-half the number of parents estimated to enroll students for the first year of operation**, the minimum number of signatures required by Education Code Section 47605. The signature page ~~will~~ **shall** include assurances that a copy of the proposed charter was attached to the signature page and that potential signors had an opportunity to review the complete petition prior to signing. ~~The number of signatures required will be based on the anticipated enrollment on which the petitioners have based their first year budgetary figures.~~

1. If the petitioner provides signatures from potential teachers, the petition ~~shall~~ **shall** ~~must~~ state that teachers are meaningfully interested in teaching in the proposed charter school, **and** hold a valid California teaching credential. ~~and are not currently employed by a charter school or charter school management company.~~ The interested teachers ~~shall~~ **shall** ~~must~~ also print their names, addresses, phone numbers and credentials held.
2. If the petition provides signatures from parents of potential student(s), the petition ~~shall~~ **shall** ~~must~~ state that the parents are meaningfully interested in enrolling their child(ren) in the proposed charter school. The interested parents ~~shall~~ **shall** ~~must~~ also print their names, addresses, phone numbers, children's names, current grade, school and district of residence.

~~B. A detailed operational budget for the first three years of operation. The budget must include realistic estimates of~~

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: April 18, 2002

Policy DRAFT Revision: October 5, 2006

~~revenues, expenditures and reserves. Petitioners must indicate revenue sources for start-up costs and provisions to cover cash-flow difficulties. The budget must include projected enrollment for the first three years of operation.~~

- B. In the case of petitions for establishment of a charter school by converting an existing public school, the petition shall be signed by at least 50% of the permanent status teachers currently employed at the public school to be converted.
- C. Provide financial statements that include a proposed first year operational budget, including start up costs and cash flow and financial projections for the first three years of operation.
- D. The name, address and qualifications of any consultants and/or management company that the petitioner has engaged or proposes engaging.
- E. Adequate processes and measures for holding the charter school accountable for fulfilling the terms of its charter and complying with all applicable laws.
- F. Comprehensive descriptions of those elements outlined in Education Code Sections 47605(b)(5)(A-OP). The descriptions ~~should~~ shall include:
 - 1. The educational program of the school designed in order for the student to be educated for the 21st century, and how learning best occurs. The goals identified shall include the objective of enabling pupils to become self-motivated, competent, and lifelong learners. If the proposed school will serve high school students, the manner in which the charter school will inform parents about the eligibility of courses to meet college entrance requirements. Courses accredited by the Western Association of School and Colleges may be considered transferable and courses approved by the University of California and California State University as creditable under the "A" to "G" admission criteria may be considered to meet entrance requirements.
 - 2. The measurable pupil outcomes. Pupil outcomes means the extent to which all pupils of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program.

3. The method by which pupil progress in meeting these pupil outcomes is to be measured. Charter schools shall meet all statewide standards and conduct the pupil assessments required pursuant to Section 60605 and any other statewide standards authorized in statute or pupil assessments applicable to pupils in non-charter public schools.
4. A detailed discussion of the proposed governance structure of the charter school, including:
 - a) Status of the school as a non-profit public benefit corporation or a public school, including copies of the Articles of Incorporation and Bylaws. All records of the non-profit public benefit corporation shall be public.
 - b) Assurance of compliance with the Brown Act.
 - c) District representation on the governing board.
 - d) Role of parents, students, staff and community in the governance structure.
 - e) Measures for limiting conflicts of interest.
5. The qualifications to be met by individuals to be employed by the school.
6. The procedures that the school will follow to ensure the health and safety of the pupils and staff. These procedures shall include the requirement that each employee of the school furnish the school with a criminal record summary as described in Section 44237.
7. The means by which the school will achieve a racial and ethnic balance among its pupils that is reflective of the general population residing within the territorial jurisdiction of the school district to which the charter petition is submitted.
8. Admission requirements, if applicable.
9. The manner in which annual, independent, financial audits shall be conducted, which shall employ generally accepted accounting principles and the manner in which audit exceptions and deficiencies shall be resolved to the satisfaction of the chartering authority.
10. The procedures by which pupils can be suspended or

expelled. If a pupil is expelled or leaves the school without graduating or completing the school year for any reason, the charter school shall notify the superintendent of the last known district of residence within 30 days and shall forward a copy of the cumulative record on request.

11. The manner in which staff members of the charter schools will be covered by the State Teachers' Retirement System, the Public Employee's Retirement System, or federal social security.
12. The public school attendance alternatives for pupils residing within the school district who choose not to attend charter schools.
13. A description of the rights of any employee of the school district upon leaving the employment of the school district to work in a charter school, and of any rights of return to the school district after employment at a charter school.
14. The procedures to be followed by the charter school and the entity granting the charter school district to resolve disputes relating to provisions of the charter. The dispute resolution process shall not establish additional procedures to revoke a charter nor limit the Board's authority to revoke a charter.
15. A declaration whether the charter school shall be deemed the public school employer for purposes of the Educational Employment Relations Act, Government Code sections 4350 et. seq.
16. A description of the procedures to be used if the charter school closes including a final audit to determine disposition of all assets and liabilities and for maintenance and transfer of pupil records.
17. A discussion of how the charter school ~~will~~ shall meet all statewide standards and assessment requirements, including requiring passage of the High School Exit Examination for graduation.
18. A discussion of how the charter school intends to meet the needs of individuals with disabilities including compliance with the individuals with Disabilities

Education Act and Section 504 of the Rehabilitation Act of 1973. Description of the means of providing services and ensuring compliance with state and federal law. **This shall include that the charter school shall comply with the charter school requirements contained in the Plan of the Special Education Local Plan Area (SELPA), the North Coastal Consortium for Special Education (NCCSE).**

- G. Assurances that the charter school ~~will~~ **shall** be nonsectarian in its programs, admission policies, employment practices, and all other operations. Assurances that the charter school ~~will~~ **shall** not charge tuition or discriminate against any person on the basis of ethnicity, national origin, gender or disability.
- H. A description of the proposed school facilities and ~~plans for building maintenance and expansion where the charter school intends to locate within the district.~~
- I. A description of any reemployment rights granted to District employees that seek employment with the charter school, **subject to District policies, regulations and any applicable collective bargaining agreements.** A statement that the charter school shall require its employees to enter into an employment contract that includes the following substance: **charter school employees are not District employees and do not accrue any rights, benefits, or status with the District.**
- ~~J. Assurances that the school will comply with the Public Records Act and competitive bidding sections of the Public Contract Code.~~
- J. Although generally exempt from state laws pertaining to school districts, charter schools are still a part of the public school system and shall comply with certain laws. These include, but are not limited to, the Federal Constitution and Federal Laws, State Constitution, and certain California laws; i.e., the Brown Act (Public Meeting Law), the Public Records Act, conflict of interest laws, Government Code §1090 and the Political Reform Act, Government Code §§87000 et. seq., laws relating to the minimum age for public school attendance and fingerprinting of employees. The charter school shall comply with all the provisions set forth in its charter.

TIMELY CHARTER PETITION SUBMISSION DEADLINES

A complete petition ~~must~~ **shall** be submitted by December 31 for consideration to open a charter school on or after July 1 of the next school year. Petitions received **between** ~~on or after~~ January 1 **and April 15 shall** ~~will~~ be considered for a starting date in the subsequent school year. For example, a petition received by December 31, 2002 ~~will~~ **shall** be considered for a starting date on or after July 1, 2003 while a petition received ~~on or after~~ **between** January 1, 2003 **and April 15, 2003, shall** ~~will~~ only be considered for a starting date on or after July 1, 2004.

To allow sufficient time for careful analysis and review of charter petitions, no applications ~~will~~ **shall** be accepted between April 15th and August 1st.

DISTRICT REVIEW OF CHARTER PETITION

The District ~~will~~ **shall** conduct a comprehensive review of all charter petitions presented **for compliance with the law**. ~~This review will follow guidelines published by California School Boards Association and California Department of Education, with updates as necessary to comply with current law.~~

CHARTER APPROVAL

The Board ~~will~~ **shall** grant a petition for establishment of a charter school to a petitioner that provides substantial evidence that the proposed school presents a sound educational program and that the petitioners are demonstrably likely to successfully implement the program as set forth in the petition.

Upon approval, petitioner shall provide written notice of approval and a copy of the petition to the County Superintendent of Schools, the California Department of Education; and to the State Board of Education, who may issue a charter school number.

CHARTER TERM

An initial approval of a charter petition shall be for a term not to exceed five years.

OVERSIGHT

The District ~~will~~ **shall** provide required oversight in exchange for 1%

of all revenues received by the charter school. If the district provides facilities to the charter school, it shall receive 3% of all revenue.

MEMORANDUM OF UNDERSTANDING

~~The District and charter school will enter into a Memorandum of Understanding (MOU) that addresses fiscal issues. The charter school petitioner shall be required to enter into a Memorandum of Understanding (MOU) with the district. The MOU shall clarify matters in the charter, address those matters not provided for in the charter, and set forth the charter school's and district's responsibilities regarding the operation of the charter. If the superintendent is recommending approval of the charter, the MOU may be presented at the Board meeting when charter approval is under consideration. The term of the MOU will shall coincide with the term of a charter.~~

FACILITIES

~~A charter school approved under this policy is entitled to use District facilities only if the Board determines that such facilities are surplus and no educational or administrative need is anticipated within the next three school years.~~

The District and charter school shall comply with the requirements of Education Code §§47614 et. seq. and the regulations at 5 Cal. Code Regs 11969 et. seq. regarding charter school use of a district facility.

INSURANCE, INDEMNITY AND HOLD HARMLESS

The charter school shall provide liability insurance in a form acceptable to the district naming the District as an additional insured, and provide a hold harmless and indemnification agreement.

CHARTER DENIAL

A petition ~~will~~ **shall** be denied only if the Board makes written factual findings of one or more of the following:

- A. The **charter** petition presents an unsound educational program.
- B. The petitioners are demonstrably unlikely to successfully implement the program.
- C. The signatures attached to the petition do not meet minimum requirements.

- D. The petition does not contain an affirmation of each of the conditions set forth in Education Code Section 46705(d).
- E. The petition does not contain comprehensive descriptions of all the information required by Education Code Section 47605 (b) (5) (A-OP) and in section PETITION (DE), above.
- F. The petition or proposed program is inconsistent with state law.

MATERIAL REVISION TO CHARTER

Material revisions to the charter school shall only be made with District Board approval and shall be consistent with the same criteria and procedures that apply to new charter petitions in this regulation.

CHARTER RENEWAL

A charter school seeking renewal shall submit a written request to the Board at least 180 days before the term of the charter is due to expire. At least 120 days prior to the expiration, the Board shall conduct a public hearing regarding the renewal. At least 90 days before the expiration date, the Board shall grant or deny the renewal. The grounds for denial shall be the same as the criteria for initial approval.

When a charter seeks renewal, the Board shall evaluate the charter school's performance and determine whether to renew the charter for an additional term. Renewal shall be subject to the school's ability to demonstrate reasonable progress toward the goals specified in its charter, including but not limited to, evidence of student achievement and other student outcomes; compliance with legal requirements; fiscal management; parent/guardian, student and staff satisfaction with the program; and the ability of the school's governance structure to provide access and accountability to the public. The Board may require that the school amend its charter to address new issues before granting renewals. Commencing January 1, 2005, or after a charter has been in operation for four (4) years, it shall meet the following criteria prior to renewal:

1. Attained its Academic Performance Index (API) growth target in the prior year or in two of the last three years, or in the aggregate for the prior three years; or
2. Ranked in deciles 4-10 inclusive on the API in the prior year or two of the last three years; or
3. Ranked in deciles 4-10 inclusive on the API for the demographically comparable school for the prior year or in two of the last three years.

CHARTER REVOCATION

Before revoking a charter, the Board shall notify the charter school of any violations and give the school a reasonable opportunity to correct the violations unless the Board determines, in writing, that the violation constitutes a severe and eminent threat to the health or safety of the students. A charter may only be revoked if the Board finds in writing the charter did any of the following:

1. Committed a material violation of any of the conditions, standards, or procedures set forth in the charter.
2. Failed to meet or pursue any of the pupil outcomes identified in the charter.
3. Failed to meet generally accepted accounting principles or engaged in fiscal mismanagement.
4. Violated any provision of law.

Legal Reference:

Calif. Ed. Code

~~47600-47616.5 Charter Schools Act of 1992, as amended~~
~~56145-56146 Special Education in charter schools~~

EDUCATION CODE SECTIONS

41365 Charter School revolving loan fund
 44237 Criminal record summary
 44830.1 Certificated employees, conviction of a violent or serious felony
 45122.1 Classified employees, conviction of a violent or serious felony
 47600 - 47666 Charter Schools Act of 1992
 48000 Minimum age of admission (kindergarten)
 48010 Minimum age of admission (first grade)
 48011 Minimum age of admission from kindergarten or other school
 51747.3 Apportionment for independent study
 54032 Limited English or low-achieving pupils
 56145-56146 Special education services in charter schools
 60605 Academic content and performance standards; assessments
 60640-60647 Standardized Testing and Reporting Program

GOVERNMENT CODE

1090 & 1091 Conflict of Interest
~~54950-54962 Ralph M. Brown Act~~

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 Policy Adopted: April 18, 2002
Policy DRAFT Revision: October 5, 2006

6250 Public Records Act
 54950-54962 The Ralph M. Brown Act
 87000 Political Reform Act

CODE OF REGULATIONS, TITLE 5

11960 Regular average daily attendance for charter schools
 11963 Non-classroom-based instruction
 11969 Facilities for charter schools

COURT DECISIONS

Desert Sands Unified School District and Washington Charter School v. Public Employment Relations Board and California School Employees Association and its Desert Sands Chapter #106, No. BC126357, Superior Court, County of Los Angeles
Wilson v. State Board of Education (1999) 75 Cal. App.4th 1125; 89 Cal.Rptr.2d 745
Sequoia Union High School District v. Aurora Charter School 2003 42 Cal.App.4th 185; 5 Cal.Rptr3d 86
Environmental Charter High School v. Centinela Valley High School District (2004) 122 Cal.App.4th 139
Ridgecrest Charter School v. Sierra Sands School District (2005) 130 Cal.App.4th 496
Knapp v. Palisades Charter High School (2006) 46 Cal.Rptr3d 295

PUBLIC CONTRACT CODE

~~20110 Competitive Bidding~~

ATTORNEY GENERAL OPINIONS

~~78 Ops. Cal. Atty. Gen. 297~~
 78 Ops. Cal. Atty. Gen. 253 (1995)
 78 Ops. Cal. Atty. Gen. 297 (1995)
 80 Ops. Cal. Atty. Gen. 52 (1997)
 81 Ops. Cal. Atty. Gen. 140 (1998)

CALIFORNIA SCHOOL BOARDS ASSOCIATION POLICY ANALYSIS

~~99-01~~

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
Policy Adopted: April 18, 2002
Policy DRAFT Revision: October 5, 2006

CURRENT

CHARTER SCHOOL PETITIONS

It is the intent of the Governing Board (Board) to fully comply with the Charter Schools Act of 1992 as amended by providing opportunities for the establishment of independent charter schools. The Board will grant charter petitions that present a sound educational program in a format that is demonstrably likely to successfully implement the program.

In order to implement state law while providing guidance to petitioners and direction to staff, the Board adopts the following:

PETITION

A petition for the establishment of a charter school must minimally include the following:

- A. A completed signature page that includes at least the minimum number of signatures required by Education Code Section 47605. The signature page will include assurances that a copy of the proposed charter was attached to the signature page and that potential signors had an opportunity to review the complete petition prior to signing. The number of signatures required will be based on the anticipated enrollment on which the petitioners have based their first year budgetary figures.
 1. If the petitioner provides signatures from potential teachers, the petition must state that teachers are meaningfully interested in teaching in the proposed charter school, hold a valid California teaching credential and are not currently employed by a charter school or charter school management company. The interested teachers must also print their names, addresses phone numbers and credentials held.
 2. If the petition provides signatures from parents of potential student(s), the petition must state that the parents are meaningfully interested in enrolling their child(ren) in the proposed charter school. The interested parents must also print their names, addresses, phone numbers, children's names, current grade, school and district of residence.
- B. A detailed operational budget for the first three years of operation. The budget must include realistic estimates of revenues, expenditures and reserves. Petitioners must indicate revenue sources for start-up costs and provisions to cover cash-flow difficulties. The budget must include projected enrollment for the first three years of operation.

- C. The name, address and qualifications of any consultants and/or management company that the petitioner has engaged or proposes engaging.
- D. Adequate processes and measures for holding the charter school accountable for fulfilling the terms of its charter and complying with all applicable laws.
- E. Comprehensive descriptions of those elements outlined in Education Code Sections 47605(b)(5)(A-O). The descriptions should include:
1. A discussion of how the charter school will meet all statewide standards and assessment requirements, including requiring passage of the High School Exit Examination for graduation.
 2. A discussion of how the charter school intends to meet the needs of individuals with disabilities including compliance with the individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973. Description of the means of providing services and ensuring compliance with state and federal law.
 3. A detailed discussion of the proposed governance structure of the charter school, including:
 - a. Status of the school as a non-profit public benefit corporation or a public school
 - b. Assurance of compliance with the Brown Act
 - c. Proposed by-laws
 - d. District representation on the governing board
 - e. Role of parents, students staff and community in the governance structure
 - f. Measures for limiting conflicts of interest
- F. Assurances that the charter school will be nonsectarian in its programs, admission policies, employment practices, and all other operations. Assurances that the charter school will not charge tuition or discriminate against any person on the basis of ethnicity, national origin, gender or disability.
- G. A description of the proposed school facilities and plans for building maintenance and expansion.
- H. A description of any reemployment rights granted to District employees that seek employment with the charter school.

- I. Assurances that the school will comply with the Public Records Act and competitive bidding sections of the Public Contract Code.

TIMELY SUBMISSION

A complete petition must be submitted by December 31 for consideration to open a charter school on or after July 1 of the next school year. Petitions received on or after January 1 will be considered for a starting date in the subsequent school year. For example, a petition received by December 31, 2002 will be considered for a starting date on or after July 1, 2003 while a petition received on or after January 1, 2003 will only be considered for a starting date on or after July 1, 2004.

To allow sufficient time for careful analysis and review of charter petitions, no applications will be accepted between April 15th and August 1st.

DISTRICT REVIEW OF CHARTER PETITION

The District will conduct a comprehensive review of all charter petitions presented. This review will follow guidelines published by California School Boards Association and California Department of Education, with updates as necessary to comply with current law.

CHARTER APPROVAL

The Board will grant a petition for establishment of a charter school to a petitioner that provides substantial evidence that the proposed school presents a sound educational program and that the petitioners are demonstrably likely to successfully implement the program as set forth in the petition.

CHARTER TERM

An initial approval of a charter petition shall be for a term not to exceed five years.

OVERSIGHT

The District will provide required oversight in exchange for 1% of all revenues received by the charter school.

The District and charter school will enter into a Memorandum of Understanding (MOU) that addresses fiscal issues. The term of the MOU will coincide with the term of a charter.

FACILITIES

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
Policy Adopted: April 18, 2002

A charter school approved under this policy is entitled to use District facilities only if the Board determines that such facilities are surplus and no educational or administrative need is anticipated within the next three school years.

CHARTER DENIAL

A petition will be denied only if the Board makes written factual findings of one or more of the following:

- A. The petition presents an unsound educational program.
- B. The petitioners are demonstrably unlikely to successfully implement the program.
- C. The signatures attached to the petition do not meet minimum requirements.
- D. The petition does not contain an affirmation of each of the conditions set forth in Education Code Section 46705(d).
- E. The petition does not contain comprehensive descriptions of all the information required by Education Code Section 47605 (b) (5) (A-O) and in section PETITION (D), above.
- F. The petition or proposed program is inconsistent with state law.

Legal Reference: Calif. Ed. Code

47600-47616.5 Charter Schools Act of 1992, as amended
56145-56146 Special Education in charter schools

GOVERNMENT CODE

54950-54962 Ralph M. Brown Act
6250 Public Records Act

PUBLIC CONTRACT CODE

20110 Competitive Bidding

ATTORNEY GENERAL OPINIONS

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
Policy Adopted: April 18, 2002

78 Ops. Cal. Atty. Gen. 297

CALIFORNIA SCHOOL BOARDS ASSOCIATION POLICY ANALYSIS

99-01

PROPOSEDCHARTER SCHOOL PETITIONS

Upon receipt of a charter school petition, the District ~~will~~ **shall** date stamp the cover page of the submitted application and forward the application to the superintendent or designee.

TIMELINES

In order for a charter petition to be reviewed, it shall have been submitted by the deadlines provided in Board Policy 0420.4 Charter Petition Submission Deadlines.

1. Within five days of submission, the superintendent's designee ~~will~~ **shall** review the application for completeness. The petition ~~must~~ **shall** minimally include the items listed in section 1(Petition) of Board Policy 0420.4. Any petition that does not include all required elements ~~will~~ **shall** be returned to the petitioner with a description of the missing elements, **and** a copy of Board Policy **0420.4.** ~~and CSBA criteria for charter petition approval.~~
2. Within ten (10) days of receipt of a complete petition, the superintendent's designee ~~will~~ **shall** transmit a copy of the petition for review by the business, curriculum/instruction and special education departments. Legal counsel may also be engaged to review the petition.
3. Within thirty (30) days of receipt of a complete petition, the Board ~~will~~ **shall** hold a public hearing on the provisions of the charter. Notice of the public hearing ~~will~~ **shall** be provided five (5) days in advance to the petitioner and each bargaining unit representing employees of the District. At the public hearing, the Board ~~will~~ **shall** consider the level of support for the petition addressed by teachers of the District, other employees of the District and parents.
4. Within sixty (60) days of receipt of a complete petition, District staff ~~will~~ **shall** analyze the petition based on compliance with Board Policy and The Charter Schools Act, as amended. Staff ~~will~~ **shall** draft a recommendation regarding approval or denial of the petition with specific reasons thereof.
5. During the time in which a petition is being evaluated, District staff and petitioners may draft a ~~conditional~~ Memorandum of Understanding that ~~will address fiscal and liability issues, including any services that the District will provide to the charter school~~ **shall clarify matters in the charter, address those matters not provided in the charter, and set forth the charter school's and District's responsibilities regarding the operation of the charter school.**

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation Issued: April 18, 2002

Administrative Regulation DRAFT REVISION: October 5, 2006 1/4

6. Within sixty (60) days of receipt of a complete petition, the Board ~~will~~ **shall** consider staff recommendation and determine whether to grant the charter petition ~~grant the petition with conditions~~ or deny the petition. With mutual consent, a 30-day extension may be granted for this decision making process. If the petition is granted, the ~~superintendent's designee~~ **petitioner shall provide written notice of the approval and a copy of the petition to the County Superintendent of Schools, the California Department of Education, and the State Board of Education who may issue a charter school number. The petitioner shall notify the State Board of Education.** ~~will notify the State Board of Education of the Board's decision within five (5) days. Notification will include copies of Board meeting minutes reporting approval of the charter petition and a copy of the petition. If the petition is denied, the Board will supply the petitioner with written factual findings within ten (10) days.~~

REVIEW COMPONENTS

1. Verify authenticity of signatures
2. Verify that proposed charter school is not an impermissible conversion of a private school
3. Analyze each required component of the petition
4. Verify required assurances
5. Determine whether the proposed charter school presents a sound educational program for the pupils it intends to educate
6. Determine whether petitioners are demonstrably likely to successfully implement the program set forth in the petition
7. Draft written recommendations

CRITERIA FOR APPROVAL

1. Charter Schools Act of 1992 as revised
- ~~2. CSBA - Criteria for Approval of Charter Petitions, policy analysis 99-01~~
2. **Those applicable parts of Title V, section 11967, proposed Criteria for the Review and Approval of Charter School Petitions by the State Board of Education**

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation Issued: April 18, 2002

Administrative Regulation DRAFT REVISION: October 5, 2006 2/4

3. All other applicable laws and regulations.

LEGAL REFERENCES:

EDUCATION CODE SECTIONS

41365 Charter School revolving loan fund
 44237 Criminal record summary
 44830.1 Certificated employees, conviction of a violent or serious felony.
 45122.1 Classified employees, conviction of a violent or serious felony
 47600-47666 Charter Schools Act of 1992
 48000 Minimum age of admission (kindergarten)
 48010 Minimum age of admission (first grade)
 48011 Minimum age of admission from kindergarten or other school
 51747.3 Apportionment for independent study
 54032 Limited English or low-achieving pupils
 56145-56146 Special education services in charter schools
 60605 Academic content and performance standards; assessments
 60640-60647 Standardized Testing and Reporting Program

GOVERNMENT CODE SECTIONS

1090 & 1091 Conflict of Interest
 6250 Public Records Act
 54950-54962 The Ralph M. Brown Act
 87000 Political Reform Act

CODE OF REGULATIONS, TITLE 5

11960 Regular average daily attendance for charter schools
 11963 Non-classroom-based instruction
 11969 Facilities for charter schools

COURT DECISIONS

Desert Sands Unified School District and Washington Charter School v. Public Employment Relations Board and California School Employees Association and its Desert Sands Chapter #106, No. BC126357, Superior Court, County of Los Angeles
Wilson v. State Board of Education (1999) 75 Cal. App.4th 1125; 89 Cal.Rptr.2d 745
Sequoia Union High School District v. Aurora Charter School 2003 42 Cal.App.4th 185; 5 Cal.Rptr3d 86
Environmental Charter High School v. Centinela Valley High School District (2004) 122 Cal.App.4th 139
Ridgecrest Charter School v. Sierra Sands School District (2005) 130 Cal.App.4th 496

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation Issued: April 18, 2002

Administrative Regulation DRAFT REVISION: October 5, 2006 3/4

Knapp v. Palisades Charter High School (2006) 46 Cal.Rptr3d 295

ATTORNEY GENERAL OPINIONS

78 Ops.Cal.Atty.Gen.253 (1995)

78 Ops.Cal.Atty.Gen.297 (1995)

80 Ops.Cal.Atty.Gen. 52 (1997)

81 Ops.Cal.Atty.Gen.140 (1998)

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation Issued: April 18, 2002

Administrative Regulation DRAFT REVISION: October 5, 2006 4/4

CURRENTCHARTER SCHOOL PETITIONS

Upon receipt of a charter school petition, the District will date stamp the cover page of the submitted application and forward the application to the superintendent or designee.

TIMELINES

1. Within five days of submission, the superintendent's designee will review the application for completeness. The petition must minimally include the items listed in section 1(Petition) of Board Policy 0420.4. Any petition that does not include all required elements will be returned to the petitioner with a description of the missing elements, a copy of board policy and CSBA criteria for charter petition approval.
2. Within ten (10) days of receipt of a complete petition, the superintendent's designee will transmit a copy of the petition for review by the business, curriculum/instruction and special education departments. Legal counsel may also be engaged to review the petition.
3. Within thirty (30) days of receipt of a complete petition, the Board will hold a public hearing on the provisions of the charter. Notice of the public hearing will be provided five (5) days in advance to the petitioner and each bargaining unit representing employees of the District. At the public hearing, the Board will consider the level of support for the petition addressed by teachers of the District, other employees of the District and parents.
4. Within sixty (60) days of receipt of a complete petition, district staff will analyze the petition based on compliance with Board Policy and The Charter Schools Act, as amended. Staff will draft a recommendation regarding approval or denial of the petition with specific reasons thereof.
5. During the time in which a petition is being evaluated, district staff and petitioners may draft a conditional Memorandum of Understanding that will address fiscal and liability issues, including any services that the District will provide to the charter school.
6. Within sixty (60) days of receipt of a complete petition, the Board will consider staff recommendation and determine whether to grant the charter petition, grant the petition with conditions or deny the petition. With mutual consent, a 30-day extension may be granted for this decision making process. If the petition is

SAN DIEGUITO UNION HIGH SCHOOL DISTRICTAdministrative Regulation Issued: April 18, 2002

1/2

granted, the superintendent's designee will notify the State Board of Education of the Board's decision within five (5) days. Notification will include copies of Board meeting minutes reporting approval of the charter petition and a copy of the petition. If the petition is denied, the Board will supply the petitioner with written factual findings within ten (10) days.

REVIEW COMPONENTS

1. Verify authenticity of signatures
2. Verify that proposed charter school is not an impermissible conversion of a private school
3. Analyze each required component of the petition
4. Verify required assurances
5. Determine whether the proposed charter school presents a sound educational program for the pupils it intends to educate
6. Determine whether petitioners are demonstrably likely to successfully implement the program set forth in the petition
7. Draft written recommendations

CRITERIA FOR APPROVAL

1. Charter Schools Act of 1992 as revised
2. CSBA - Criteria for Approval of Charter Petitions, policy analysis 99-01
3. Title V, section 11967, proposed Criteria for the Review and Approval of Charter School Petitions


San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 22, 2006

BOARD MEETING DATE: October 5, 2006

PREPARED BY: Eric Dill, Director of Risk Management 
Mike Coy, Director of Educational Technology
Stephen G. Ma, Assoc. Supt/Business

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: First Reading of Proposed Board Policy
1112.4—District and School Web Sites

EXECUTIVE SUMMARY

In the 05/06 school year, administrators, site web managers, teachers, and parent foundations requested the District develop standardized guidelines for school-related web pages. In developing the proposed Board Policy and Administrative Regulations, we sought input from these groups as well as from legal counsel. We believe both documents address the concerns that have been raised. The highlights include:

Content Standards

- All school-related web pages are closed forums with District control over all content
- Subject matter must be school or curriculum related.
- Teachers can upload their own content on our servers, in conformance with our standards.
- Principals and site web managers are ultimately responsible for the content of web pages hosted on District servers.

External Links

- School web sites can link to outside web pages with an "external link disclaimer" either appearing as a pop-up window or as a re-direct page. The disclaimer lets the user know they are leaving a District site and that we are not responsible for content we don't control.
- Teachers should also include a blanket disclaimer on their web pages if they include external links.

- The Administrative Regulation acknowledges the support of parent groups and students who create “unofficial” web pages which may appear to be official District web pages:
 - These pages are also subject to the external link disclaimer requirement.
 - The owner of an unofficial web page must be clearly identified on the home page.
 - The content of Foundation/unofficial pages must be in substantial conformance with our guidelines to be linked from our site.

Privacy

- Parents must give permission before posting individual student photos, names, or student work.
- Group photos and team rosters are okay.
- No personal information may be posted.

This proposed Board Policy will be brought back to the Board of Trustees for adoption at its next meeting.

RECOMMENDATION:

Review and comment.

FUNDING SOURCE:

Not applicable.

DISTRICT AND SCHOOL WEB SITES

To enhance communication with students, parents/guardians, staff, community members and the public at large, the Governing Board encourages the development and ongoing maintenance of district and school web sites on the Internet. Web sites shall support the educational vision of the district and shall be consistent with the district's plans for communications and media relations.

The Superintendent or designee shall develop guidelines regarding the content of district and school web sites which shall include standards for the ethical and responsible use of information and technology. These guidelines shall be consistent with law, Board policy and administrative regulation.

District and school web sites shall not include content which is obscene, libelous or slanderous, or which creates a clear and present danger of inciting students to commit unlawful acts on school premises, violate school rules or substantially disrupt the school's orderly operation.

Any links to external sites shall follow the same guidelines applicable to district and school web sites.

The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on district or school web sites.

CONTENT

The Superintendent or designee shall ensure that web site content protects the privacy rights of students, parents/guardians, staff, Board members and other individuals.

No personal information about students or their parents/guardians, including phone numbers, home addresses or e-mail addresses, shall be published on a district or school web page. Student directory information shall not be published if parents/guardians have requested that it be withheld.

Photographs of students shall be used only with written permission from the students' parents/guardians.

Home addresses or telephone numbers of staff members shall not be posted.

District and school web sites shall not post the home address or telephone number of any elected or appointed official without the prior written permission of that individual.

DISTRICT AND SCHOOL WEB SITES

No public safety officer shall be required as a condition of employment to consent to the use on the Internet of his/her photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation or harm to the officer or his/her family.

The Superintendent or designee may establish standards for the design of district and school web sites in order to maintain a consistent identity, professional appearance and ease of use.

Staff and students may submit materials for web site publication to the district or school web manager who shall ensure that the content adheres to district guidelines and policies.

Legal Reference:

EDUCATION CODE

35182.5 Contracts for advertising
 35258 Internet access to school accountability report cards
 48907 Exercise of free expression; rules and regulations
 48950 Speech and other communication
 49073 Release of directory information
 60048 Commercial brand names, contracts or logos

GOVERNMENT CODE

3307.5 Publishing identity of public safety officers
 6254.21 Publishing addresses and phone numbers of board members

UNITED STATES CODE, TITLE 17

101-1101 Federal copyright law

UNITED STATES CODE, TITLE 20

1232g Federal Family Educational Rights and Privacy Act (FERPA)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.11 Children's Online Privacy

COURT DECISIONS

Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112
 Perry Education Association v. Perry Local Educators' Association, (1983) 460 U.S. 37
 Board of Education, Island Trees Union Free School District, et.al. v. Pico, (1982) 457 U.S. 853

DISTRICT AND SCHOOL WEB SITES

WEB GUIDELINES & PUBLISHING STANDARDS

The availability of Internet access in the San Dieguito Union High School District provides an opportunity for students and staff to contribute to the School District's presence on the World Wide Web. The District's Internet system has a specific educational purpose and has been established as a closed forum, not a public access service or a public forum. The District has the right to place restrictions on use to ensure that use of the system is in accordance with its specific educational purpose.

The District's public Web site, school and department Web sites provide information to the world about school curriculum, instruction and school-authorized activities relating to our schools' and the District's missions. Web Authors need to familiarize themselves with and adhere to the following policies and responsibilities and also SDUHSD's Board Policies and Administrative Regulations. Failure to follow these policies or responsibilities may result in the loss of authoring privileges or other more stringent disciplinary measures.

A. CONTENT STANDARDS

The District maintains full authority to regulate and control content on school and District-related Web sites. District administrators, school principals, and classroom teachers are responsible for Web page approval prior to publishing. No web page/site shall exist for any school or department without the prior approval of the school principal, or appropriate District administrator. The school principal, or site administrator, is ultimately responsible for ensuring that web page/site standards are being met. Use of the District's system is a privilege, not a right; thus, the web manager may remove a web page/site from the network if inappropriate materials are found on a site at any time.

Concern about the content of any page(s) created by students or staff should be directed to the principal of that school or to the District's web manager.

DISTRICT AND SCHOOL WEB SITES**B. DESIGN GUIDELINES**

Each Web page added to site and District Web site(s) must contain certain elements that will provide general consistency for site and District Web pages. Refer to section entitled *Additional Guidelines for Teacher or Classroom Web Pages* for more specific clarification.

1. All Web sites are a closed forum and are subject to review and approval by the administration for appropriate content in conformance with its policies and standards.
2. School Web sites should be clearly identified by name and as part of San Dieguito Union High School District. The physical address and contact numbers should also be displayed.
3. The District's official logo shall be displayed at least once on the opening or content (*home*) page of any District-related Web site. The logo is available from the web manager.
4. At the bottom of each major Web page, there must be an indication of the date of the last update to that page.
5. All pages should have the appropriate web manager's email address annotated as the person responsible for content of the site and to receive comments from the general public.
6. Only employees of SDUHSD will be authorized to access District servers for the purpose of uploading additions or changes to school or District web sites.
7. The name of the employee serving as the school site or department web manager will be approved and submitted to the Director of Educational Technology by the appropriate principal or department administrator. The Director of Educational Technology will then grant server access privileges.
8. School or District pages that are framed or formatted in such a way as to cause other sites to appear to be part of that page should not link to non-district sites.
9. No guest books or response forms which allow immediate, unmediated postings by the public will be hosted on sites and District Web sites, or link from District sites.
10. Users must exhibit care when creating Web pages with extensive tiled backgrounds or large graphics. Such files require extensive download time, are frustrating for modem users, and slow down the file servers.

DISTRICT AND SCHOOL WEB SITES

11. School buildings, aerial photographs, campus and classroom layout plans may not be published on District-related Web sites. A representative photo of the school is acceptable.
12. Staff members and students may not post personal home, email addresses, phone, fax or pager numbers on the school's Web page.
13. Staff members must give permission for their photographs to be posted.
14. While student success and achievement may be recognized on School or District web sites, it should never be done in a manner that demeans or embarrasses individuals, groups, classes or schools that strive for similar recognition.
15. The size of District-related Web sites hosted on the District's Web server shall be limited to a size specified by the web manager.
16. All District-related Web sites must contain a prominent link to the District's public Web site. Use the following link (URL): <http://www.sduhsd.net>

C. EXTERNAL LINKS

1. Clickable or active links from school web sites to curricular or educational-related Web sites are permitted with discretion on a case-by-case basis. All links to external web sites must re-direct the user to an intermediate page or pop-up window that carries the following warning prior to allowing the user to leave the District's web site:

SDUHSD External Link Disclaimer

You have selected a link to a website that is not owned or controlled by the San Dieguito Union High School District or its schools (SDUHSD). Links to websites outside of SDUHSD are offered for your convenience in accessing related information, but do not constitute an endorsement of the website or its content. SDUHSD takes no responsibility for the views, content or accuracy of the information presented by an external website.

Report objectionable content linked from an SDUHSD website to info@sduhsd.net.

2. The District recognizes that student clubs, athletic teams, and parent groups create and host independent web sites to

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation DRAFT: August 21, 2006

DISTRICT AND SCHOOL WEB SITES

promote school activities which may appear to be official, District-sponsored websites. We encourage school-sponsored clubs and teams to work with their ASB advisors and coaches to host web sites on District servers as part of the school's web site. Independent web pages can be linked to from school websites with the above disclaimer if all of the conditions are met:

- a) The owner of the web site is clearly and prominently identified on its homepage (i.e., Torrey Pines High School Foundation, La Costa Canyon Grad Nite Committee, San Dieguito Academy Music Boosters, student name, etc).
 - b) The website substantially complies with the guidelines and standards contained in this document, particularly with respect to the standards on subject matter, objectionable content, student safeguards, and does not violate Board Policies or school rules.
 - c) The website is created to support and promote school activities and not as a means of bypassing district standards and controls.
3. There can be no links to outside Web sites with a recommendation to purchase products, except for the purpose of official school-sponsored fundraising by clubs or school-connected organizations (Foundation, PTSA, etc).
 4. Web page links may not include entities whose primary purpose is commercial or political advertising.
 5. School and District web pages may not acknowledge commercial entities by use of links, logos or banners even under the guise of sponsorship or fund raising.
 6. School and District Web pages may not contain links to other Web pages that are not yet completed.

D. SUBJECT MATTER

All subject matter on Web pages should relate to curriculum, instruction, school-authorized activities, the School District, or the schools within the District and other similar information that is appropriate and of interest to others.

Staff members and students may not include personal Web pages on the school's primary Web site. No links to any personal home pages will be allowed. Personal information about staff members shall be limited, for example, to a brief biographical statement and a picture.

DISTRICT AND SCHOOL WEB SITES**E. QUALITY**

Documents may not contain objectionable material or point (link) directly to objectionable material. Objectionable material is defined as material that does not meet the standards for instructional resources specified in District Policies. District administrators will prevail regarding the question of quality or propriety of Web page material, appearance, or content.

Material placed on a Web site is expected to meet academic standards of proper spelling, grammar, and accuracy of information.

F. DOMAIN NAMES, WEB HOSTING, OWNERSHIP AND RETENTION

School sites and clubs may not register or own their own domain names or host school-related web sites, except through the Information Technology Department.

District-related Web sites are hosted on District Web servers. Only with special permission from the District Web Master or higher-level management may an outside service provider host a District-related Web site.

All Web pages on the District's server(s) are the property of the School District. The district reserves the right to access and monitor, as it deems appropriate, all equipment, files, and other use of its network or equipment.

San Dieguito UHSD *does not* permit the hosting of non-district Web site on its Web servers. This includes, Foundations, PTSA, or non-SDUHSD organizations that advocate specific political/social positions.

G. STUDENT SAFEGUARDS**1. Personal Information**

- a) No personal information about a student may be posted on Web sites.
- b) A student's name may only be used with permission of the student's parents on a case-by-case basis. Use the District's Web Withhold/Authorization form. Team rosters may be posted.

DISTRICT AND SCHOOL WEB SITES

- C) Web pages must protect student identity in e-mail address links, survey-response links, or any other type of direct-response links. Avoid using any part of a student's name in any link of any type.
- 2. Photographs
 - a) Photographs of individual students may only be used with permission of the student's parents on a case-by-case basis. Use the District's Web Withhold/Authorization form as appended.
 - b) Group photos, where no individual student is personally identified may be used.
- 3. Student Work
 - a) Student written work or artwork may only be used with permission of the student's parents on a case-by-case basis. Use the District's Web Withhold/Authorization form.
- 4. Other
 - a) Published e-mail addresses are restricted to staff members or to a general group e-mail address where arriving e-mail is forwarded to a staff member.
 - b) Web page documents may not include any information that indicates the physical location of a student at a given time i.e. off school campus activities such as field trips.
 - c) Information posted on the Web site must be believed to be accurate and fair and should not harm the reputation of any individual.

H. SAN DIEGUITO UNION HIGH SCHOOL DISTRICT POLICIES

All documents posted on the District server(s) must conform to the Employee and Student Acceptable Use Policies (4112.7/4212.7, 6168) as well as established school guidelines. Persons developing or maintaining Web documents are responsible for complying with these and other policies. Some of the relevant issues and related Board Policies include the following:

- 1. Electronic transmission of materials is a form of copying. As specified in District Policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the District's equipment. Students and staff are permitted to download text, images, sound, and movie files from the Internet for student projects, but cannot re-post those images online without permission from the author.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation DRAFT: August 21, 2006

DISTRICT AND SCHOOL WEB SITES

2. All communications via site or District Web pages will comply with the Acceptable Use Safety Policy. Offensive material that is expressly prohibited by this policy includes, but is not limited to, material that is disparaging of others such that it may create a hostile work or educational environment based on race, sex, national origin, sexual orientation, age, disability, religion, or political beliefs; material that is pornographic, obscene or sexually explicit; material that is deemed to be confidential student or employee information; material that violates any state or federal law; material that is libelous, slanderous, gang-related, or incites students or staff so as to create a substantial disruption to the orderly operations of the district or creates a clear and present danger of the commission of unlawful acts on school premises or violation of school rules and regulations.
3. Any deliberate tampering with or misuse of District network services or equipment will be handled in accordance with the District's Acceptable Use Policy.

I. WEB ACCESSIBILITY STANDARDS FOR USERS WITH DISABILITIES

The Americans with Disabilities Act (ADA) requires State and local governments, including schools, to provide effective communication whenever they communicate through the Internet. To provide an alternative medium for accessing information about our District, the elements listed below will be included in all sites and District Web pages.

1. Provide support for text browsers
2. Attach "Alt" tags (Alternative Text) to graphic images so that screen readers can identify the graphic.
3. Hyperlink photographs and images with descriptive text.
4. Include contact email address for further information.

J. OTHER

1. Unless otherwise specifically noted on any posted material, material posted on the District's network is not intended to be, and should not be construed as, an expression of the District's philosophy, position, viewpoint or policy on any particular issue but rather represents only the opinion of the author.
2. The District makes no warranties of any kind, whether expressed or implied, for the service provided. The

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation DRAFT: August 21, 2006

DISTRICT AND SCHOOL WEB SITES

District shall not be responsible for any damages suffered while a user is utilizing the District's system. Such damages could include, but are not limited to, loss of data, and service interruptions.

3. Users should retain a back-up copy of their Web sites/pages.

K. ADDITIONAL GUIDELINES FOR TEACHER OR CLASSROOM WEB PAGES

1. Teacher or classroom Web sites are hosted on the District's Web server. Accounts are available for all SDUHSD teachers. Support or more information on this service is obtainable through the District's web manager.
2. Teacher or classroom Web sites may not be hosted on providers such as: *MySpace.com*, *Geocities.com*, *Tripod.com*. Access to sites hosted on these servers is blocked by the District's filtering system due to the inappropriate content contained on many of these free sites.
3. Teachers may establish Web sites for use with class activities or that provide a resource for other teachers. Teachers will be responsible for maintaining their class or educational resource sites. Teacher Web sites will be considered official material, and will be developed in such a manner as to reflect well upon the District and school.
4. Teacher or classroom Web pages are required to insert the following disclaimer on Web sites that contain links to outside Web sites that are intended for instructional purposes:

The links on this page connect students to resources, which are recommended because of their educational content and value. I do not intend your child to visit any pages beyond those to which I have provided specific links. We recommend that you supervise/monitor your child's Internet activity at all times.

5. The District's Web Withhold/Authorization form must be signed by a student's parents prior to publishing photographs, names, written work or artwork on teacher or classroom Web pages.
6. If a parent withholds authorization to use a student's first or last name, no part of that name may be used i.e. the student's initials.

DISTRICT AND SCHOOL WEB SITES

7. The use of student last names should be avoided whenever possible, even if authorization is available.
8. Chat Rooms: School and District Web sites may not provide recommendations or links to chat rooms unless comments are reviewed and moderated by reputable organizations and the site provides services for specific educational purposes. Example: Moderated chat with a specific children's author.
9. Moderated bulletin and chalkboards will be approved on a case-by-case basis by the appropriate District administrator.


San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 19, 2006

BOARD MEETING DATE: October 5, 2006

PREPARED BY: Eric Dill, Director of Risk Management 
Mike Coy, Director of Educational Technology
Stephen G. Ma, Assoc. Supt/Business

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: First Reading of Proposed Board Policy
4112.7 / 4212.7—Employee Acceptable Use

EXECUTIVE SUMMARY

Administration has drafted a new proposed Board Policy for Employee Acceptable Use (AUP) of technology. Previously, employees were subject to the same AUP as students. As technology evolves, it is increasingly apparent that students and staff use District-provided resources for different purposes and our expectations on appropriate use differ, so it is necessary to now address student and staff technology use separately. This proposed Board Policy and Administrative Regulation have been created to specifically address the issues relating to staff use of computers; student use will be addressed separately in a major revision to the existing policy. Legal counsel has reviewed this draft. Highlights include:

- Use of computers or network by staff must be for legitimate and ethical purposes to support the educational or operational goals of the District
- Discussion and warnings related to network security
- To protect integrity and confidentiality of District and student information systems, students are not allowed to use staff computers or staff accounts
- Discussion on personal use of computers
- Employees are responsible for loss or damage to personally-issued laptops, Blackberries, etc.
- Notice of disciplinary action for violating AUP

This proposed Board Policy will be brought back to the Board of Trustees for adoption at its next meeting.

RECOMMENDATION:

Review and comment.

FUNDING SOURCE:

Not applicable.

EMPLOYEE ACCEPTABLE USE POLICY

The Governing Board recognizes that technological resources can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating district and school operations. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive training in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the district's technological resources only for purposes related to their employment. Such use is a privilege which may be revoked at any time.

Employees should be aware that computer files and communications over electronic networks, including e-mail and voice mail, are not private. These technologies shall not be used to transmit confidential information about students, employees or district operations without authority.

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography, and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 6777; 47 USC 254)

To ensure proper use of the system, the Superintendent or designee may monitor the district's technological resources, including e-mail and voice mail systems, at any time without advance notice or consent. If passwords are used, they must be known to the Superintendent or designee so that he/she may have system access.

The Superintendent or designee shall establish administrative regulations which outline employee obligations and responsibilities related to the use of district technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use shall result in a cancellation of the employee's user privileges, disciplinary action and/or legal action in accordance with law, Board policy and administrative regulations.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy DRAFT: August 21, 2006

EMPLOYEE ACCEPTABLE USE POLICY

The Superintendent or designee shall provide copies of related policies, regulations and guidelines to all employees who use the district's technological resources. Employees shall be asked to acknowledge in writing that they have read and understood these policies, regulations and guidelines.

In the event that the use of an electronic resource affects the working conditions of one or more employees, the Superintendent or designee shall notify the employees' exclusive representative.

Legal Reference:

EDUCATION CODE

51870-51874 Education technology

GOVERNMENT CODE

3543.1 Rights of employee organizations

PENAL CODE

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, No Child Left Behind Act, Title II, Part D

6777 Internet Safety

Management Resources:

CDE PUBLICATIONS

K-12 Network Technology Planning Guide:Building the Future, 1994

CDE PROGRAM ADVISORIES

1223.94 Acceptable Use of Electronic Information Resources

WEB SITES

CDE: <http://www.cde.ca.gov>

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

Federal Communications Commission: <http://www.fcc.gov>

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

American Library Association: <http://www.ala.org>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy DRAFT: August 21, 2006

EMPLOYEE ACCEPTABLE USE POLICYUSE OF TECHNOLOGY

Communications and computer technology at SDUHSD are provided and maintained for instructional, educational and administrative purposes only. This Administrative Regulation implements Board Policy 4112.7/4212.7, Employee Acceptable Use Policy, and governs the use of these technologies by employees during the performance of their functions.

A. ACCESS TO TECHNOLOGY EQUIPMENT AND SERVICES

Access to technology is provided to facilitate the instructional and administrative tasks performed by District employees. The level of access provided will coincide with the requirements of each employee's job functions.

Computer files and communications stored or sent over electronic networks, including e-mail, voice mail and Internet access, are not private, and may be monitored and viewed by the District at any time without prior notice. This technology should not be used to divulge confidential information about students, employees, or District business to unauthorized persons.

To ensure proper use, the Superintendent or designee may monitor the District's technological resources, including e-mail, voice mail systems and Internet usage, at any time without advance notice or consent.

B. ACCEPTABLE USE

It is a general policy that computer or network resources are to be used in a responsible, efficient, ethical, and legal manner in support of education, business and/or research and within the educational program and goals of the District. The use of electronic information resources is a privilege, not a right. Each user is personally responsible for this provision at all times when using electronic information services.

The Superintendent, principal, or their designees may set more restrictive guidelines for employees in their area of responsibility.

While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes avenues for reaching students,

EMPLOYEE ACCEPTABLE USE POLICY

teachers, and others, including parents. SDUHSD does not have control of the information on commercial electronic information services or the information on the Internet, although it attempts to provide prudent and available barriers. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people.

Should an employee see any unacceptable materials or inappropriate use, he/she shall notify the site administrator or supervisor immediately, report any instances where the Acceptable Use Policy or security may be violated and report inappropriate Internet web sites to the Information Technology Department so that access to the sites can be blocked in the future.

If there is any doubt as to the appropriate use of a District-provided electronic system, the employee should review the use in advance with a supervisor and/or a member of the Information Technology Department.

C. PROPER USE AND CARE

Before operating any equipment, users will be made familiar with the basics of safety and damage prevention, and trained on proper care and operation. Users will be individually assessed to determine their technical capabilities, and will be properly trained and supported by the Information Technology Department, as systems are issued for their use.

Many users, especially at school sites, will be sharing systems as part-time users. In this scenario, subsequent users will suffer if systems are mis-configured or damaged by previous users. In some cases, special software is used to protect essential system configurations, requiring each user to log-on individually, and enabling only the services for which the user is authorized.

Equipment abuses are unacceptable whether out of frustration, misuse, negligence or carelessness. Users are responsible for damage to or loss of District equipment. District vandalism policies apply, making users liable for intentionally inflicted damage.

EMPLOYEE ACCEPTABLE USE POLICY

Users should not attempt repairs without authorization or support from designated District or school site personnel. Volunteers - students, parents, family members, or friends - are not authorized to attempt repairs on District equipment.

Guidelines for the care and use of computer software are similar to hardware policies. Users are responsible for damage to or loss of District software systems. District vandalism policies apply to software as well, making users liable for intentionally inflicted damage. Employees who are personally-assigned portable technology devices such as laptops, cellular phones, personal digital assistants, etc., shall return those devices to the District upon demand and shall be liable for any costs to repair or replace equipment that is lost or damaged beyond reasonable wear and tear.

Users shall not install or modify applications without approval and support of the Director of Educational Technology. Any unauthorized changes to systems, operating software, application software, or hardware configurations will be uninstalled when discovered by technology or instructional staff. Peer-to-Peer file-sharing software cannot be installed or used on district computers for the purpose of illegally sharing copyrighted materials such as music, images and software.

Users shall not download or install software without proper approval of the Director of Educational Technology. Non-licensed or unapproved software will be deleted.

In order to ensure proper configuration and to safeguard network security and performance, users should not attach computers, printers, network equipment (including wireless access points), web cameras, or other types of hardware to the District's network or telephone systems without prior approval and support of the Director of Educational Technology. Any equipment found to be in violation of this policy will be immediately disconnected.

D. PERSONAL RESPONSIBILITY

All technology equipment is District property and is provided for instructional or administrative use only. Personal use is limited in the same manner as other similar District property - telephones, copiers, postage, office supplies and instructional

EMPLOYEE ACCEPTABLE USE POLICY

materials. Supervisors will provide guidance as to the appropriate level of personal use.

The same guidelines that currently apply to magazines, books, videos, or other materials apply equally to Internet use. Board policies on sexual harassment, civility, and commercial activity apply to all technology or electronic activities.

The conduct of personal business, including buying and selling products or promoting services, using District resources is not allowed. In addition, District electronic resources cannot be used to conduct political or religious activities. District e-mail cannot be used to advertise or solicit for non-district sponsored events.

The District maintains a public Internet site and an in-house Intranet site. All materials published on these sites must follow the same Board Policies and Education Code Sections that apply to printed material. These policies include restrictions on the content, nature, purpose, and volume of information to be published. Intranet pages are provided for District employees only. Any information to be posted on the public Web site or in-house Intranet site must meet the District's Web Guidelines and Publishing Standards. Restrictions apply to links to other sites that may not be appropriate and to personal information or pictures of students without parental consent. Specific Web site guidelines are established and available through the Information Technology Department.

Do not store personal files or applications on District media.

E. SECURITY AND PASSWORDS

Security on any computer system is a high priority. Any breach of security compromises the integrity of our student records, curriculum, attendance accounting, business records, confidential data, and communications. To maintain security, users are issued unique User ID's and passwords to enable their access. All users are informed and understand that the District maintains the right to access, at any time, without advance notice or consent, all applications and files of the District-provided computer and electronic systems despite the individual user IDs and passwords.

1. Do not use another user's passwords.
2. Do not write down a password where others can see it.

EMPLOYEE ACCEPTABLE USE POLICY

3. Change passwords regularly.
4. Never demonstrate a security problem to other users.
5. Never use another individual's account. All use of the system must be under your own account.
6. Users shall not bypass filters or firewalls, use proxy servers, gain access to sites or networks without authorization, or otherwise attempt to defeat network security protocols.
7. Users may not physically attach personally-owned devices to an SDUHSD network.
8. Users may not load any software or executable programs on any SDUHSD computer/network.

To maintain the integrity of the student information system (grades, attendance, curriculum), do not permit any student to use your staff computer or your staff User ID at any time. Any user identified as a security risk will be denied access to the information system.

F. PENALTIES FOR VIOLATIONS

Violation of the Acceptable Use Policy may result in a reduction or loss of access privileges. In many cases, access privileges may be essential to job functions. Additionally, those failing to follow the guidelines contained in this regulation may face disciplinary action in accordance with collective bargaining agreements, Personnel Commission Rules and Regulations for the Classified Service, state law, and Board policy.

G. EMPLOYEE ACKNOWLEDGEMENT

All employees of SDUHSD who have access to District technology will be required to annually acknowledge that they have received this administrative regulation, read it and accepted the guidelines.

EMPLOYEE

ACCEPTABLE USE CONTRACT

I have received, read and accept the guidelines in the Employee Acceptable Use Policy.

Print Name

Dept./Site

Signature

Date


San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 21, 2006

BOARD MEETING DATE: October 5, 2006

PREPARED BY: Eric Dill, Director of Risk Management 
Mike Coy, Director of Educational Technology
Stephen G. Ma, Associate Supt/Business

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: First Reading of Revised Board Policy
6168—Student Acceptable Use

EXECUTIVE SUMMARY

Administration has completed a major overhaul to the Student Acceptable Use Policy (AUP). The existing policy applies to students and staff. The revised policy has been completely rewritten and would now apply only to students to specifically address our expectations of student use and consequences for violations. This is necessary since students and staff now use District-provided technology in different ways and our standards of conduct, academic honesty, and discipline vary between the two groups. Legal counsel has reviewed this draft. Highlights include:

- The existing AUP is a lengthy Board Policy—we now propose a shorter Board Policy on acceptable use, and the Student AUP will be an Administrative Regulation
- Hacking or otherwise accessing District systems without authorization is discussed at greater length
- The AUP also applies to students accessing the network with personally-owned laptop computers through wireless access points
- Disclosure to parents and students of our intent to discipline students, criminally prosecute, and/or seek restitution for damages when students violate the AUP
- The student/parent acknowledgement form discusses the discipline process at great length
- Students may be disciplined for off-site cyber-bullying or other computer use if it disrupts the school's educational environment
- Employee Acceptable Use is now addressed separately in a new draft policy

This proposed revision will be brought back to the Board of Trustees for adoption at its next meeting.

RECOMMENDATION:

Review and comment.

FUNDING SOURCE:

Not applicable.

STUDENT ACCEPTABLE USE POLICY

The Governing Board intends that technological resources provided by the district be used in a responsible and proper manner in support of the instructional program and for the advancement of student learning.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, as well as consequences for unauthorized use and/or unlawful activities.

On-Line Services/Internet Access

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

The Board desires to protect students from access to inappropriate matter on the Internet or other on-line services. The Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet. He/she shall also establish regulations to address the safety and security of students and student information when using electronic mail, chat rooms, and other forms of direct electronic communication.

Staff shall supervise students while they are using on-line services and may ask instructional aides and student aides to assist in this supervision.

Before using the district's on-line resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Contract specifying user obligations and responsibilities. In that contract, the student and his/her parent/guardian shall agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

In order to help ensure that the district adapts to changing technologies and circumstances, the Superintendent or designee shall regularly review this policy, the accompanying administrative regulation and other relevant procedures. He/she shall also monitor the district's filtering software to help ensure its effectiveness.

STUDENT ACCEPTABLE USE POLICY

Legal Reference:

EDUCATION CODE

51006 Computer education and resources
 51007 Programs to strengthen technological skills
 51870-51874 Education technology
 60044 Prohibited instructional materials

PENAL CODE

313 Harmful matter
 502 Computer crimes, remedies
 632 Eavesdropping on or recording confidential communications

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, No Child
 Left Behind Act, Title II, Part D, especially:
 6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's online privacy protection

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection
 measures, E-rate discounts

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

K-12 Network Technology Planning Guide: Building the Future, 1995

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

1223.94 Acceptable Use of Electronic Information Resources

WEB SITES

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

American Library Association: <http://www.ala.org>

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

Federal Communications Commission: <http://www.fcc.gov>

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

STUDENT ACCEPTABLE USE POLICY

The San Dieguito Union High School District provides electronic information services to students and teachers who agree to use these resources in compliance with district rules. SDUHSD strongly believes in the educational value of such electronic resources and recognizes their potential to support our curriculum and student learning. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication. The District will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

Please read this contract carefully. When this document is signed it becomes a legally binding contract. The District requires your signature and that of your parent/guardian before the District can provide you with an access account.

Listed below are the provisions of this contract. If any user violates these provisions, access to the technology classes or technology resources may be denied and may be subject to disciplinary action, arrest, criminal prosecution, or civil litigation.

1. Personal Responsibility - I will only use the electronic media for accessing material related to my classes or course work. I accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse is defined as, but not limited to, involvement with pornography, illegal solicitation, racism, sexism, obscenity, materials which promote illegal behavior, criminal conduct, or which otherwise violates this Acceptable Use Policy, school rules, or policies of the Board of Trustees.
2. Acceptable Use - The use of my assigned account must be in support of educational research and with the educational goals and objectives of SDUHSD as stated in Board Policy 6163.1. I am personally responsible for this provision at all times when using the District's electronic information service.
 - a) The sending or receiving of any materials in violation of applicable law is prohibited. This includes, but is not

STUDENT ACCEPTABLE USE POLICY

- limited to: copyrighted material, threatening or obscene material, materials that promote illegal behavior, or material protected as a trade secret.
- b) Use for commercial activities by for-profit institutions is not acceptable.
3. Privileges - The use of SDUHSD computers/networks is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. The administration, staff or faculty of SDUHSD may request that the system administrator deny, revoke or suspend a specific user account.
4. Network Etiquette and Privacy - Computer files and communications over district-owned electronic networks, including e-mail, voice mail and Internet access, are subject to monitoring and review without prior notice. No student should consider information stored or transmitted on these systems to be private. You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to the following:
- a) Be polite
 - b) Use appropriate language
 - c) Never reveal your (or anyone else's) home address, personal phone number, or other personal information to fellow students, school personnel, or individuals or companies on the Internet. Only utilize electronic mail and other forms of direct electronic communications under the direct supervision of school personnel
 - d) E-mail or any other information sent using district-owned computer or network resources is not guaranteed to be private and are subject to monitoring or review by school officials without notice. This includes, but is not limited to, information sent from personally-owned devices through a wireless connection to an SDUHSD network
 - e) Do not use the network in any way, which would disrupt service by the network to others.
5. Services - SDUHSD makes no warranties of any kind, whether expressed or implied, for the service it is providing. SDUHSD will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, misdeliveries or service interruptions

STUDENT ACCEPTABLE USE POLICY

caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. SDUHSD specifically disclaims any responsibility for the accuracy of information obtained through its services.

6. Security - Security on any computer system is a high priority. If you identify a security problem, notify a teacher or administrator at once.
 - a) Never demonstrate the problem to other users.
 - b) Never use another individual's account. All use of the system must be under your own account.
 - c) Users shall not bypass filters or firewalls, use proxy servers, gain access to sites or networks without authorization, or otherwise attempt to defeat network security protocols.
 - d) Users may not physically attach personally-owned devices to an SDUHSD network, except media storage devices such as flash drives, CD-ROMs, or floppy discs for the purposes of storing and retrieving legitimate course work.
 - e) Users may not load any software or executable programs on any SDUHSD computer/network.

Any user identified as a security risk will be denied access to the information system.

7. Vandalism - Vandalism is defined as any malicious attempt to access, harm, alter, destroy, or deny access to a computer system, network, program, or data of another legitimate user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, or accessing systems without authorization,. Any vandalism may result in the loss of computer services, disciplinary action, and/or legal referral.
8. Consequences - Violation of this policy or any applicable policy of the Board of Trustees or school rules will result in appropriate disciplinary action, up to and including suspension, involuntary transfer to another school, or expulsion. You and your parents may also be liable for any damages caused to District systems or costs to restore data. Inappropriate use of District computer resources may also result in civil litigation, arrest and criminal prosecution.

STUDENT ACCEPTABLE USE POLICY

The following acts are some examples of state and federal crimes:

- a) Hacking (attempting to bypass the security of a protected system)
- b) Intentionally introducing harmful viruses, Trojans, worms, or other malicious applications on a network or computer
- c) Stealing or deleting information stored on a network or computer
- d) Falsifying official records (grades, attendance, transcripts)
- e) Intercepting confidential communications sent over a network
- f) Denial of service attacks

The District will refer all suspected criminal activity to local and federal authorities for investigation and prosecution.

STUDENT

ACCEPTABLE USE CONTRACT

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions will result in appropriate disciplinary action, such as:

1. LEVEL ONE: Misuse of District equipment, inappropriate internet use, downloading/sharing/copying inappropriate material, such as music, pornography, or offensive material, or sending inappropriate e-mail may result in loss of privileges, parent conferences, detention, or suspension.
2. LEVEL TWO - Repeat Offenders: Violation of privacy of others, creating websites that are offensive, bullying, threatening, drug or sexually related, or are otherwise disruptive to the learning environment, stealing passwords, introducing harmful applications onto the network, cheating, or other forms of network abuse may result in criminal prosecution, civil litigation, suspension, involuntary transfer to another school, or recommendation for expulsion.
3. LEVEL THREE - Major Violation: Any unauthorized attempt or action to enter into a teacher's computer, the district's data information center for any reason, including but not limited to, changing grades, acquiring test or instructional material, altering attendance records, or deliberately damaging systems. Any major breach of personal privacy, any attempt or action to cheat which compromises a teacher's or the district's computer/network security may result in criminal prosecution, civil litigation, involuntary transfer to another school, or expulsion.

I also agree to report any misuse of the information system to my school principal. All of the school rules or codes of conduct described in Board Policy 5131 and 5151.9 apply when I am on the network.

As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes. Although SDUHSD has implemented a filtering system designed to restrict minors' access to harmful materials, I understand that it is impossible for the San Dieguito Union High

STUDENT

ACCEPTABLE USE CONTRACT

School District to restrict access to all controversial materials. Therefore, I hereby waive all claims against the District, its officers, agents, or employees, for damages occurring by reason of the student's use of the information system. I also agree to report any misuse of the information system to the school principal.

I accept full responsibility for supervision if and when my child's technology use is not in a school setting and may have an impact on school activities.

The student and the parent or legal guardian of the student agree to hold harmless and indemnify the District for and against any claim that is brought by the student, the student's parent or legal guardian, or on their behalf, which may arise from the student's use of the information system. In addition, the student and/or parent or legal guardian of the student agree to indemnify the District for any actual damages to the District arising from the student's intentional misuse of the information system and/or any other intentional violation of this policy.

As parent or legal guardian of the student, I have read this document and voluntarily give my permission to issue an account to my child, and I voluntarily sign my name on the behalf of my child and myself as evidence of our acceptance of the foregoing responsibilities and associated risks.

Student Name (print)	Signature	Date
Parent/Guardian Name (print)	Signature	Date

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 28, 2006

BOARD MEETING DATE: October 5, 2006

**PREPARED AND
SUBMITTED BY:** Peggy Lynch, Ed.D.,
Superintendent

SUBJECT: ADOPTION OF BOARD BYLAW 9320,
"MEETINGS AND NOTICES"

EXECUTIVE SUMMARY

Board Bylaw 9320, "Meetings and Notices," has been revised to reflect changes made in the CSBA sample policy.

RECOMMENDATION:

It is recommended that the Board review Policy 9320, "Meetings and Notices." This policy will return at the October 19 Board meeting for possible adoption.

FUNDING SOURCE:

General Fund

AGENDA ITEM: 23 F

PL/sdg

PROPOSED

BYLAWS OF THE BOARD

9320

1120

MEETINGS AND NOTICES

Meetings of the Board of Trustees are conducted for the purpose of accomplishing district business.

A Board meeting exists whenever a majority of its members gather at the same time and place to hear, discuss or deliberate upon any item within the subject matter jurisdiction of the Board or district.

In accordance with state open meeting laws, the Board shall hold its meetings in public and shall conduct closed sessions during these meetings only to discuss confidential matters specified in law. To encourage community involvement in the schools, meetings shall provide opportunities for questions and comments by members of the public and shall be conducted in accordance with law and Board-adopted bylaws.

Direct communication, personal intermediaries, and technological devices shall not be used by a majority of Board members to develop a collective concurrence as to an action that members will take on any item of district business.

Meetings shall be held within district boundaries, except when otherwise allowed by law.

Meetings shall be held in a facility that is accessible to all persons, including disabled persons, without charge.

In order to help ensure participation in the meeting by disabled individuals, the superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1)

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 1987

Bylaw Revised: March 21, 1991

Bylaw Revised: December 15, 1994

Bylaw Revised: January 19, 1995

Bylaw Revised: September 18, 1997

Bylaw Revised: September 17, 1998

Bylaw Revised: January 14, 1999

Bylaw Revised: March 13, 2003

Bylaw DRAFT REVISION: September 7, 2006

1/10

Meeting notices and agendas shall specify that any individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent or designee in writing.

Regular Meetings

The Board shall hold two regular meeting(s) each month except the months of January, July, August, December and the month in which spring break occurs. Regular meetings shall be held at 6:30 p.m. on the first and third Thursdays in the district office board room unless otherwise noted.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public.

If a fire, flood, earthquake or other emergency renders the regular meeting place unsafe, meetings may temporarily be held at a place designated by the president or designee, who shall so inform, by the most rapid available means of communication, all news media who have requested notice of special meetings.

Special Meetings

Special meetings of the Board may be called by the presiding officer or a majority of the Board members.

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice shall be received at least 24 hours before the time of the meeting. The

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

- Bylaw Adopted: February 19, 1987
- Bylaw Revised: March 21, 1991
- Bylaw Revised: December 15, 1994
- Bylaw Revised: January 19, 1995
- Bylaw Revised: September 18, 1997
- Bylaw Revised: September 17, 1998
- Bylaw Revised: January 14, 1999
- Bylaw Revised: March 13, 2003
- Bylaw DRAFT REVISION: September 7, 2006

notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and place of the meeting and the business to be transacted or discussed; no other business shall be considered at these meetings.

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or after the item's consideration.

At least 72 hours' public notice shall be given for any retreats, study sessions or training sessions held by the Board. All such meetings shall be held within district boundaries and action items shall not be included.

Emergency Meetings

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting.

An emergency situation means either of the following:

1. An emergency, which shall be defined as work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 1987

Bylaw Revised: March 21, 1991

Bylaw Revised: December 15, 1994

Bylaw Revised: January 19, 1995

Bylaw Revised: September 18, 1997

Bylaw Revised: September 17, 1998

Bylaw Revised: January 14, 1999

Bylaw Revised: March 13, 2003

Bylaw DRAFT REVISION: September 7, 2006

2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board.

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In case of a dire emergency, the Board president or designee shall give such notice at or near the time he/she notifies the other members of the Board about the meeting.

The minutes of the meeting, a list of the persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon as possible.

Adjourned Meetings

A majority vote by the Board may adjourn any meeting to a later time and place, which shall be specified in the order of adjournment. Within 24 hours after a meeting has been adjourned to a later time, a copy of the order of adjournment shall be posted at the meeting site.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 1987

Bylaw Revised: March 21, 1991

Bylaw Revised: December 15, 1994

Bylaw Revised: January 19, 1995

Bylaw Revised: September 18, 1997

Bylaw Revised: September 17, 1998

Bylaw Revised: January 14, 1999

Bylaw Revised: March 13, 2003

Bylaw DRAFT REVISION: September 7, 2006

If no members are present at any regular or adjourned regular meeting, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings.

Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss board roles and relationships.

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. No action items shall be included on the agenda for these meetings.

Location of Meetings

Meetings shall be held in a facility that is accessible to all persons, including disabled persons, without charge.

Meetings shall be held within district boundaries, except to do any of the following:

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 1987

Bylaw Revised: March 21, 1991

Bylaw Revised: December 15, 1994

Bylaw Revised: January 19, 1995

Bylaw Revised: September 18, 1997

Bylaw Revised: September 17, 1998

Bylaw Revised: January 14, 1999

Bylaw Revised: March 13, 2003

Bylaw DRAFT REVISION: September 7, 2006

2. Inspect real or personal property which cannot be conveniently brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the district but located outside the district, provided the meeting is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on nonadversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 1987

Bylaw Revised: March 21, 1991

Bylaw Revised: December 15, 1994

Bylaw Revised: January 19, 1995

Bylaw Revised: September 18, 1997

Bylaw Revised: September 17, 1998

Bylaw Revised: January 14, 1999

Bylaw Revised: March 13, 2003

Bylaw DRAFT REVISION: September 7, 2006

10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a place designated by the Board president or designee, who shall so inform, by the most rapid available means of communication, all news media who have requested notice of special meetings.

Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means, through either audio, video or both.

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call.

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries.

Agendas shall be posted at all teleconference locations and shall list all teleconference locations (and shall list teleconference locations) whenever they are posted elsewhere. Additional teleconference locations may be provided to the public.

All teleconferenced meetings shall be conducted in a manner that

- Bylaw Adopted: February 19, 1987
- Bylaw Revised: March 21, 1991
- Bylaw Revised: December 15, 1994
- Bylaw Revised: January 19, 1995
- Bylaw Revised: September 18, 1997
- Bylaw Revised: September 17, 1998
- Bylaw Revised: January 14, 1999
- Bylaw Revised: March 13, 2003
- Bylaw DRAFT REVISION: September 7, 2006

protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location.

All Board policies, administrative regulations and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

Hearings

The Board may occasionally convene public hearings at which no Board action is to be taken. Such hearings are held solely to allow the Board and members of the public to receive information. A hearing may take place immediately prior to a Board meeting.

If a quorum of Board members is present at a hearing, notice of the hearing shall be provided according to procedures specified above for regular meetings.

Other Gatherings

Attendance by a majority of the Board members at any of the following events is not subject to state open meeting laws provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program:

1. A conference or similar public gathering that involves a discussion of issues of general interest to the public or to school boards

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 1987

Bylaw Revised: March 21, 1991

Bylaw Revised: December 15, 1994

Bylaw Revised: January 19, 1995

Bylaw Revised: September 18, 1997

Bylaw Revised: September 17, 1998

Bylaw Revised: January 14, 1999

Bylaw Revised: March 13, 2003

Bylaw DRAFT REVISION: September 7, 2006

2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of a legislative body of another local agency
4. A purely social or ceremonial occasion
5. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

Individual contacts or conversations between a Board member and any other person are not subject to open meeting laws.

Legal References:

EDUCATION CODE

- 35140 Time and place of meetings
- 35143 Annual organizational meeting, date, and notice
- 35144 Special meeting
- 35145 Public meetings
- 35145.5 Agenda; public participation; regulations
- 35146 Closed sessions
- 35147 Open meeting law exceptions and applications

GOVERNMENT CODE

- 54950-54957.9 Meetings, especially:
 - 54953 Meetings to be open and public; attendance
 - 54953.2 Compliance with Americans with Disabilities Act
 - 54954 Time and place of regular meetings; holidays; emergencies
 - 54954.1 Mailed notices
 - 54954.2 Agenda posting requirements, board actions

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

- Bylaw Adopted: February 19, 1987
- Bylaw Revised: March 21, 1991
- Bylaw Revised: December 15, 1994
- Bylaw Revised: January 19, 1995
- Bylaw Revised: September 18, 1997
- Bylaw Revised: September 17, 1998
- Bylaw Revised: January 14, 1999
- Bylaw Revised: March 13, 2003
- Bylaw DRAFT REVISION: September 7, 2006

- 54954.3 Opportunity for public to speak
- 54956 Special meetings; call; notice
- 54956.5 Emergency meetings in emergency situations
- 54957.5 Agenda distribution
- 54961 Prohibition on use of certain facilities

UNITED STATES CODE, TITLE 42

12101 - 12213 Americans With Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications

36.303 Auxiliary aids and services

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen 181 (2001)

84 Ops.Cal.Atty.Gen 30 (2001)

79 Ops.Cal.Atty.Gen. 69 (1996)

78 Ops.Cal.Atty.Gen. 327 (1995)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, 1999

ATTORNEY GENERAL PUBLICATIONS

The Brown Act; Open Meetings for Legislative Bodies,
California Attorney General's Office, 2002

WEB SITES

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

California Attorney General's Office:
<http://www.caag.state.ca.us>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 1987

Bylaw Revised: March 21, 1991

Bylaw Revised: December 15, 1994

Bylaw Revised: January 19, 1995

Bylaw Revised: September 18, 1997

Bylaw Revised: September 17, 1998

Bylaw Revised: January 14, 1999

Bylaw Revised: March 13, 2003

Bylaw DRAFT REVISION: September 7, 2006

CURRENT

BYLAWS OF THE BOARD

9320 ✓

1120

MEETINGS AND NOTICES

Meetings of the Board of Trustees are conducted for the purpose of accomplishing district business.

A Board meeting exists whenever a majority of its members gather at the same time and place to hear, discuss or deliberate upon any item within the subject matter jurisdiction of the Board or district.

In accordance with state open meeting laws, the Board shall hold its meetings in public and shall conduct closed sessions during these meetings only to discuss confidential matters specified in law. To encourage community involvement in the schools, meetings shall provide opportunities for questions and comments by members of the public and shall be conducted in accordance with law and Board-adopted bylaws.

Direct communication, personal intermediaries, and technological devices shall not be used by a majority of Board members to develop a collective concurrence as to an action that members will take on any item of district business.

Meetings shall be held within district boundaries, except when otherwise allowed by law.

Meetings shall be held in a facility that is accessible to all persons, including disabled persons, without charge.

In order to help ensure participation in the meeting by disabled individuals, the superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1)

Meeting notices and agendas shall specify that individuals who require special accommodation, including but not limited to an American sign language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent or designee at least two days before the meeting date.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 1987

Bylaw Revised: March 21, 1991

Bylaw Revised: December 15, 1994

Bylaw Revised: January 19, 1995

Bylaw Revised: September 18, 1997

Bylaw Revised: September 17, 1998

Bylaw Revised: January 14, 1999

Bylaw Revised: March 13, 2003

Regular Meetings

The Board shall hold two regular meeting(s) each month except the months of January, July, August, December and the month in which spring break occurs. Regular meetings shall be held at ~~7:30~~ 6:30 p.m. on the first and third Thursdays in the district office board room unless otherwise noted.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public.

If a fire, flood, earthquake or other emergency renders the regular meeting place unsafe, meetings may temporarily be held at a place designated by the president or designee, who shall so inform, by the most rapid available means of communication, all news media who have requested notice of special meetings.

Special Meetings

Special meetings of the Board may be called by the presiding officer or a majority of the Board members.

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and place of the meeting and the business to be transacted or discussed; no other business shall be considered at these meetings.

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or after the item's consideration.

At least 72 hours' public notice shall be given for any retreats, study sessions or training sessions held by the Board. All such meetings shall be held within district boundaries and action items shall not be included.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 1987

Bylaw Revised: March 21, 1991

Bylaw Revised: December 15, 1994

Bylaw Revised: January 19, 1995

Bylaw Revised: September 18, 1997

Bylaw Revised: September 17, 1998

Bylaw Revised: January 14, 1999

Bylaw Revised: March 13, 2003

Emergency Meetings

The Board may hold an emergency meeting without complying with the 24-hour notice requirement in the following cases:

1. A work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board
2. A crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board

The Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media which have requested notice of special meetings. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board.

The minutes of the meeting, a list of persons the president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible.

Adjourned Meetings

A majority vote by the Board may adjourn any meeting to a later time and place, which shall be specified in the order of adjournment. Within 24 hours after a meeting has been adjourned to a later time, a copy of the order of adjournment shall be posted at the meeting site.

If no members are present at any regular or adjourned regular meeting, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 1987
Bylaw Revised: March 21, 1991
Bylaw Revised: December 15, 1994
Bylaw Revised: January 19, 1995
Bylaw Revised: September 18, 1997
Bylaw Revised: September 17, 1998
Bylaw Revised: January 14, 1999
Bylaw Revised: March 13, 2003

Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means, through either audio, video or both.

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call.

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries.

Agendas shall be posted at all teleconference locations and shall list all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public.

All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location.

All Board policies, administrative regulations and bylaws shall apply equally to meetings that are tele-conferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

Hearings

The Board may occasionally convene public hearings at which no Board action is to be taken. Such hearings are held solely to allow the Board and members of the public to receive information. A hearing may take place immediately prior to a Board meeting.

If a quorum of Board members is present at a hearing, notice of the hearing shall be provided according to procedures specified above for regular meetings.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 1987

Bylaw Revised: March 21, 1991

Bylaw Revised: December 15, 1994

Bylaw Revised: January 19, 1995

Bylaw Revised: September 18, 1997

Bylaw Revised: September 17, 1998

Bylaw Revised: January 14, 1999

Bylaw Revised: March 13, 2003

Other Gatherings

Attendance by a majority of the Board members at any of the following events is not subject to state open meeting laws provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program:

1. A conference or similar public gathering that involves a discussion of issues of general interest to the public or to school boards
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of a legislative body of another local agency
4. A purely social or ceremonial occasion
5. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

Individual contacts or conversations between a Board member and any other person are not subject to open meeting laws.

Legal References:

EDUCATION CODE

- 35140 Time and place of meetings
- 35143 Annual organizational meeting, date, and notice
- 35144 Special meeting
- 35145 Public meetings
- 35145.5 Agenda; public participation; regulations
- 35146 Closed sessions
- 35147 Open meeting law exceptions and applications

GOVERNMENT CODE

- 54950-54957.9 Meetings, especially:
- 54953 Meetings to be open and public; attendance
- 54953.2 Compliance with Americans with Disabilities Act

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

- Bylaw Adopted: February 19, 1987
- Bylaw Revised: March 21, 1991
- Bylaw Revised: December 15, 1994
- Bylaw Revised: January 19, 1995
- Bylaw Revised: September 18, 1997
- Bylaw Revised: September 17, 1998
- Bylaw Revised: January 14, 1999
- Bylaw Revised: March 13, 2003

BYLAWS OF THE BOARD

9320 ✓
1120

- 54954 Time and place of regular meetings; holidays; emergencies
- 54954.1 Mailed notices
- 54954.2 Agenda posting requirements, board actions
- 54954.3 Opportunity for public to speak
- 54956 Special meetings; call; notice
- 54956.5 Emergency meetings in emergency situations
- 54957.5 Agenda distribution
- 54961 Prohibition on use of certain facilities
- UNITED STATES CODE, TITLE 42
- 12101 - 12213 Americans With Disabilities Act
- CODE OF FEDERAL REGULATIONS, TITLE 28
- 35.160 Effective communications
- 36.303 Auxiliary aids and services
- ATTORNEY GENERAL OPINIONS
- 84 Ops.Cal.Atty.Gen 181 (2001)
- 84 Ops.Cal.Atty.Gen 30 (2001)
- 79 Ops.Cal.Atty.Gen. 69 (1996)
- 78 Ops.Cal.Atty.Gen. 327 (1995)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, 1999

ATTORNEY GENERAL PUBLICATIONS

The Brown Act; Open Meetings for Legislative Bodies, California Attorney General's Office, 2002

WEB SITES

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

California Attorney General's Office:

<http://www.caag.state.ca.us>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 1987

Bylaw Revised: March 21, 1991

Bylaw Revised: December 15, 1994

Bylaw Revised: January 19, 1995

Bylaw Revised: September 18, 1997

Bylaw Revised: September 17, 1998

Bylaw Revised: January 14, 1999

Bylaw Revised: March 13, 2003

MEETINGS AND NOTICES

Government Code 54954 Provisions Regarding Meetings Outside District Boundaries:

Board meetings may be held outside district boundaries only under one or more of the following circumstances:

1. When necessary to comply with state or federal law or court order, or to attend a judicial or administrative proceeding to which the district is a party.
2. To inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property.
3. To participate in meetings or discussions of multi agency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law.
4. To meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district.
5. To meet with state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction.
6. To meet in or near a facility owned by the district but located outside the district, provided the meeting is limited to items directly related to that facility.
7. To visit the office of the district's attorney for a closed session on pending litigation, when doing so would reduce legal fees or costs.
8. To attend conferences on non-adversarial collective bargaining techniques.
9. To interview residents of another district regarding the Board's potential employment of that district's superintendent.
10. To interview a potential employee from another district.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 22, 2006

BOARD MEETING DATE: October 5, 2006

PREPARED BY: Frederick Labib-Wood
Director Classified Personnel

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: First Reading of 2 proposed New Board Policies for Instructional Assistants in the Special Education Program

EXECUTIVE SUMMARY

Over time changes have occurred in the scope and responsibility of the nature and scope of the tasks, duties, responsibilities and functions of instructional assistant positions assigned to assist classroom teachers in the Special Education Program. The Personnel Commission, at the request of both the District and CSEA, has investigated the job duties of these positions and assessed the relationship of the levels of job classes assigned.

Based on the technical review of relevant job data, the Personnel Commission approved at its regular meeting on September 11, 2006, the following changes to the District's classification plan:

1. Reduce the number of job classifications in the Instructional Assistant series in Special Education from three to two: one classification to support services to severely handicapped students, the other classification for all other instructional assistant positions in the special education program.
2. Maintain a classification and salary range allocation at SR 36 for positions supporting severely handicapped students. A draft job description Instructional Assistant Special Education (severely handicapped) is attached and will replace the job description and class title of Instructional Assistant-SpEd (SH) in the classification plan. All current positions and incumbents will be assigned to the proposed new classification Instructional Assistant Special Education (severely handicapped) SR 36.

3. Establish a new classification allocated at salary range 34 for all other instructional assistant positions in special education except as discussed in the next item. A draft job description Instructional Assistant Special Education (non-severely handicapped) is attached. All current positions and incumbents in the classification Instructional Assistant-Sped SR 31 will be reclassified to Instructional Assistant Special Education (non-severely handicapped) SR 34.
4. Phase out from the classification plan through attrition at turnover of the present incumbents of the four existing positions in the classification Instructional Assistant-SpEd (SED); as these positions become vacant they will either be abolished or reassigned to the proposed new classification Instructional Assistant Special Education (non-severely handicapped) SR-34

RECOMMENDATION:

- a. That the Board review, and adopt at its regular meeting of October 19, 2006, policy 4216.3-xxxx Instructional Assistant (non-severely handicapped) at Salary Range 34 of the classified bargaining unit schedule, and policy 4216.3-xxxx Instructional Assistant (severely handicapped) at Salary Range 36 of the classified bargaining unit schedule.

FUNDING SOURCE:

General Fund 03-00/Special Education.

Attachment

**INSTRUCTIONAL ASSISTANT—SPECIAL EDUCATION (non-severely
handicapped)****OVERALL JOB PURPOSE STATEMENT:**

Under the direction of an assigned supervisor or certificated teacher, the job of Instructional Assistant—Special Education (non-severely handicapped) is done for the purposes of assisting a certificated teacher in providing instruction to individual or small groups of students in a special education learning environment; assisting in the implementation of a student's behavior modification plan; monitoring and reporting student progress regarding behavior and performance; and performing a variety of other instructional support duties as assigned.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Instructional Assistant—Special Education (non-severely handicapped) is assigned to assist in providing instruction to students (1-on-1 or in groups) with learning disabilities and who require a special education learning environment for a portion, or for all of, the students' educational program. Positions in this class work with students having a variety of special education needs including disruptive behavioral problems the require an environment structured to control the behavior. Assignments may be to a classroom generally, or may be dedicated to a specific student

ESSENTIAL FUNCTIONS

- * Assists teachers in specialized and/or general education classroom in preparation and presentation of a wide variety of instructional materials for the purpose of providing instruction in accordance with established curriculum and IEP's.
- * Confers with teachers regarding assigned students' progress for the purpose of providing input used in evaluating students' progress and/or needs.
- * Monitors under the guidance of assigned classroom teacher, students' performance for the purpose of providing feedback to students, teachers and/or others involved in the provision of

INSTRUCTIONAL ASSISTANT—SPECIAL EDUCATION (non-severely handicapped)

services in accordance with Individualized Education Plans (IEP).

- * Recognizes triggers that stimulate unsafe and highly disruptive behaviors in students for the purpose of applying the early intervention strategies and prescribed behavior modification techniques to de-escalate the unsafe student behavior.
- * Assists, under the direction of the classroom teacher, in the consistent application of the prescribed behavior intervention strategies and techniques for the purpose of redirecting the identified pattern of the student's unsafe and recurring inappropriate behaviors.
- * Visits general education classrooms that successful students have earned the right to attend for the purpose of monitoring, and reporting to the case manager students' academic progress and adherence to appropriate classroom behaviors.
- * Informs the teacher orally or in writing concerning observations, student academic performance and school activities for the purpose of providing a record for future reference and/or complying with established regulatory requirements.
- * Assists in implementing and monitoring instruction of Special Education students within special education and/or regular classroom, individually and in small groups, for the purpose of improving learning skills, self care, and/or social development.
- * Guides students within the special education program in appropriately dealing with personal interactions and/or specific student issues for the purpose of developing their interpersonal skills and successful problem solving strategies.
- * Maintains various classroom records, files, supplies, and work aids for the purpose of ensuring the necessary materials are available when required.

**INSTRUCTIONAL ASSISTANT—SPECIAL EDUCATION (non-severely
handicapped)**

- * Performs other instructional support and record keeping activities (e.g. scheduling IEP meetings, copying materials, posting information, routing copies of reports, writing down observations on students' activities and progress, etc.) for the purpose of supporting teachers.
- * Obtains general education homework assignments for students at different academic levels for the purpose of addressing classroom requirements.
- * Assists in the performance of other related duties as assigned.

JOB REQUIREMENTS: Minimum Qualifications**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; handling hazardous materials; operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: child guidance principles and practices, especially as they relate to students with learning disabilities; basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading; instructional materials and techniques used in Special Education; safe practices in classroom and other activities; correct English usage, grammar, spelling, punctuation and vocabulary; reading and writing communication skills; record keeping techniques; and modern office practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility

**INSTRUCTIONAL ASSISTANT--SPECIAL EDUCATION (non-severely
handicapped)**

is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: learning the methods, procedures, functions and limitation of assigned duties; supervising and disciplining students according to approved policies and procedures; making arithmetic calculations quickly and accurately; understanding and following oral and written directions; communicating effectively orally and in writing with children and adults; establishing emotional support and a friendly attitude toward students; reading, interpreting and following rules, regulations, policies and procedures; establishing and maintaining effective working relationships with others; maintaining confidentiality; and understanding the exceptional needs of special education students.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others (e.g. students); and operating within a defined budget. There is some opportunity to impact the Organization's services (e.g. carrying out goals for students' IEP's).

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking and 33% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions. The condition/functioning of

**INSTRUCTIONAL ASSISTANT—SPECIAL EDUCATION (non-severely
handicapped)**

some students may expose the incumbent to behavior that includes biting, hitting, bolting away, and/or abusive language.

Experience

Job related experience is required.

Education

Targeted job related education that meets organization's prerequisite requirements, including provisions of the No Child Left Behind Act (i.e., possession of an Associate of Arts degree, or successful completion at least two years of full-time course work at an institution of higher learning).

Required Testing

Pre-employment Proficiency Test to meet requirements of the No Child Left Behind Act in lieu of the above listed education requirement.

Certificates

Valid First Aid and CPR Certificate issued by the American Red Cross.

Continuing Education/Training

Blood Borne Pathogen Training; First Aid, CPR, Physical Assault Training (PART).

Clearances

Criminal Justice Fingerprint/Background Clearance TB Clearance

INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION (severely handicapped)**OVERALL JOB PURPOSE STATEMENT:**

Under the direction of an assigned supervisor or certificated teacher, the job of Instructional Assistant-Special Education (severely handicapped) is done for the purposes of assisting a certificated teacher in providing instruction and care to individual or small groups of students severe physical disabilities and/or cognitive delays; monitoring and reporting student progress regarding behavior and performance; and performing a variety of other instructional support duties as assigned.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Instructional Assistant-Special Education (severely handicapped) is assigned to assist teachers providing instruction and care to students with physical disabilities and/or cognitive delays of sufficiently severe condition as identified in their I.E.P. to require assignment to a regional program. These students frequently require assistance with basic bodily and physical functions such as toileting, diapering, suctioning of mouth and nose, tube feeding, and mobility/positioning.

ESSENTIAL FUNCTIONS

- * Assists severely handicapped students within the Special Education program as may be assigned with personal needs (e.g. tube feeding, suctioning, toileting, diapering, positioning and/or mobility, social skills, etc.) for the purpose of maintaining their health, comfort, cleanliness and safety within the school environment.
- * Accompany students as may be assigned between locations for the purpose of assisting students in their scheduled activities (e.g., workability and community experience).
- * Assists teachers in specialized and/or general education classroom in preparation and presentation of a wide variety of instructional materials for the purpose of providing

INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION (severely handicapped)

instruction in accordance with established curriculum and IEP's (individualized education plan).

- * Confers with teachers regarding assigned students' progress for the purpose of providing input used in evaluating students' progress and/or needs.
- * Monitors under the guidance of assigned classroom teacher, students' performance for the purpose of providing feedback to students, teachers and/or others involved in the provision of services in accordance with Individualized Education Plans (IEP).
- * Informs the teacher orally or in writing concerning observations, student academic performance, and school activities for the purpose of providing a record for future reference and/or complying with established regulatory requirements.
- * Assists in implementing and monitoring instruction of special education students within special education and/or regular classrooms, individually and in small groups, for the purpose of improving learning skills, self care, and/or social development.
- * Guides students within the special education program in appropriately dealing with personal interactions and/or specific student issues for the purpose of developing their interpersonal skills and successful problem solving strategies.
- * Maintains various classroom records, files, supplies, and work aids for the purpose of ensuring the necessary materials are available when required.
- * Performs other instructional support and record keeping activities (e.g. scheduling IEP meetings, copying materials, posting information, routing copies of reports, writing down observations on students' activities and progress, etc.) for the purpose of supporting teachers.

INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION (severely handicapped)

- * Understand the goals of the IEP's for the students with whom incumbent works for the purpose of appropriately assisting the student to achieve the goals.
- * Assists in the performance of other related duties as assigned.

Other functions

- * Transports students, as may be directed, in District-provided vehicle if no bus driver is available.

JOB REQUIREMENTS: Minimum Qualifications**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; handling hazardous materials; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and operating equipment used in the Special Education classroom.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: child guidance principles and practices, especially as they relate to students with learning disabilities; basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading; instructional materials and techniques used in Special Education; safe practices in classroom and other activities; correct English usage, grammar, spelling, punctuation and vocabulary; reading and writing communication skills; basic first aid and cardiopulmonary resuscitation (CPR); record-keeping techniques; modern office practices and procedures.

INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION (severely handicapped)

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: learning the methods, procedures, functions and limitation of assigned duties; supervising and disciplining students according to approved policies and procedures; printing and writing legibly; making arithmetic calculations quickly and accurately; understanding and following oral and written directions; communicating effectively orally and in writing with children and adults; establishing emotional support and a friendly attitude toward students; reading, interpreting and following rules, regulations, policies and procedures; establishing and maintaining effective working relationships with others; maintaining confidentiality; and understanding the exceptional needs of special education students and the goals of students' IEP's.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others (e.g. students); and operating within a defined budget. There is some opportunity to impact the Organization's services (e.g., carrying out goals of students' IEP's).

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking and 40% standing. The job

INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION (severely handicapped)

is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions. The condition/functioning of some students may expose the incumbent to behavior that includes biting, hitting, or bolting away.

Experience

Job related experience is required.

Education

Targeted job related education that meets organization's prerequisite requirements, including provisions of the No Child Left Behind Act (i.e., possession of an Associate of Arts degree, or successful completion at least two years of full-time course work at an institution of higher learning).

Required Testing

Pre-employment Proficiency Test to meet requirements of the No Child Left Behind Act in lieu of the above listed education requirement.

Certificates

Valid First Aid and CPR Certificate issued by the American Red Cross. Possession of a valid Class C California Driver's License may be required for some assignments, but is not a condition for service in the class.

Continuing Education/Training

Blood Borne Pathogen Training; First Aid, CPR.

Clearances

Criminal Justice Fingerprint/Background Clearance TB Clearance

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 25, 2006

BOARD MEETING DATE: October 5, 2006

PREPARED BY: Frederick Labib-Wood
Director of Classified Personnel

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: First Reading of proposed revision to
Board Policy 4216.2-10.2 Executive
Director of Business Services

EXECUTIVE SUMMARY

The position of Executive Director of Business Services became vacant in August following the promotion of the former incumbent to Associate Superintendent/Business Services. The position of Director of Purchasing and Warehouse will be vacated in the very near future with the retirement of incumbent Nettie March after more than 42 years of service for San Dieguito in a variety of increasingly responsible assignments.

As part of its ongoing effort to curtail costs and find more efficient ways of carrying out programs and activities, the District has now tasked the Director of Risk Management with the responsibility for full control, direction, and oversight of all purchasing/warehouse functions and activities and for providing executive direction to the Nutrition Services Program.

In order to address the classification impact of this decision, the Director of Risk Management will be reclassified to Executive Director of Business Services and the District will not at this time seek to fill the position of Director of Purchasing and Warehouse or Director of Risk Management. The job description for Executive Director of Business Services has been revised to reflect the reorganized duties in that department. A copy of the revised policy is attached for first reading. The Personnel Commission will consider the reclassification issues of this reorganization with respect to this position and the affected employee at its regular meeting on October 9, 2006.

RECOMMENDATION:

That the Board review for first reading, and adopt at its meeting of October 19, 2005, the revised policy 4216.3-10.2 Executive Director of Business Services.

FUNDING SOURCE:

General Fund.

Attachment

EXECUTIVE DIRECTOR OF BUSINESS SERVICES**OVERALL JOB PURPOSE STATEMENT**

Under the administrative direction of the Associate Superintendent/Business, the job of Executive Director of Business Services is done for the purpose/s of ~~managing the District's facility planning program; providing direction in the development of the Facility Master Plan; managing and directing activities to identify, and secure the financing necessary to ensure schools and support facilities are constructed, renovated, and available in a timely manner, including fiscal management for implementation of the facility and technology master plans;~~ ensuring departmental work goals are met, that all services are provided in an efficient and effective manner, and that staff utilizes appropriate procedures and safe practices; complying with State and Federal program mandates and workplace safety and health requirements; planning, organizing and directing the district's purchasing, warehousing and contracting functions; receiving and evaluating quotations and recommending and/or awarding bids and contracts for the purchase of equipment, supplies and services, and providing executive direction to the District's nutrition services, program.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Executive Director of Business Services is a single-position management class responsible for ~~coordinating development of the District's Facilities Master Plan and carrying out the day-to-day activities of the Master Plan including developing funding options, coordinating with other governmental agencies, monitoring the activities of consultants and developing program fund account budgets.~~ the district's risk management program for assessing, managing, and controlling perceived risks and the potential loss liability these risks represent to the district. The scope of assignment includes planning, developing, implementing, directing and managing appropriate programs, activities and services intended to minimize risk and liability for the district. The position is also responsible for directing the activities of the District's purchasing and warehouse programs and serving as the District's purchasing agent. To accomplish the program objectives, this classification identifies and develops data sources for projecting future trends, designs, implements and monitors data

SAN DIEGUITO UNION HIGH SCHOOL DISTRICTPolicy Adopted: January 1, 2005Policy Revised: xxxxxxxx xx, 2006

1/7

EXECUTIVE DIRECTOR OF BUSINESS SERVICES

collection systems and activities, and develops and prepares reports and recommendations for District action. Additionally, this class provides executive direction and oversight for the directors of other district-wide programs including nutrition services, purchasing/warehousing, and risk management.

ESSENTIAL JOB Functions

- ~~* Administers various capital facility funds and community facility districts for the purpose of ensuring their accuracy, integrity, availability for authorized use, and conformance to applicable statutes.~~
- ~~* Analyzes the impact of new development on the District for the purpose of projecting future facilities, technology needs, updating the District's facilities and facilities financing master plan.~~
- ~~* Assists District administration for the purpose of formalizing long range facilities, technology plans, evaluating available resources, funding mechanisms and projecting enrollment trends.~~
- * Develops long and short range plans/programs (e.g., safety and accident reduction, periodic risk assessment analyses and studies, emergency/disaster preparedness) for the purpose of minimizing district's losses due to liability and ensuring that the district's resources are effectively utilized.
- * Directs district's loss prevention and safety programs (e.g., conducts risk analysis and classification studies, and coordinates safety committee activities) for the purpose of communicating risk management strategies to district staff and minimizing district's losses due to liability.
- * Prepares various documents (e.g., budgets, requisitions, time studies, productivity, evaluation reports, risk analyses and assessments, contract specifications) for the purpose of providing necessary information to State/Federal agencies and/or appropriate district personnel, as well as for developing contracts specifications.
- * Directs purchasing department activities with outside vendors on terms and conditions as well as change order requests for

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: January 1, 2005

Policy Revised: xxxxxxxx xx, 2006

EXECUTIVE DIRECTOR OF BUSINESS SERVICES

- the purpose of securing necessary services and materials for the district within budget parameters and ensuring compliance with district, local, State and Federal regulations.
- * Manages warehouse, mail and related operations (e.g. receipt of merchandise, return of material, disposal of obsolete items, storing and delivery of standard supply items, delivery of mail) for the purpose of efficient and effective department operations, ensuring proper maintenance of district inventories.
 - * Directs the solicitation of bid documents and quotations for the purpose of providing cost information, making purchases and securing items and services.
 - * Assists the Associate Superintendent/Business Services as assigned for the purpose of selecting and training replacement staff to support assigned programs and ~~for researching alternatives for organizing and designing the delivery of facility projects~~ and for program outcomes in other functional areas assigned (e.g. nutrition services, purchasing/warehousing, risk management).
 - ~~* Attends meetings for the purpose of conveying the District's position on land use matters, joint use agreements, and construction and improvement of sites.~~
 - * Conducts performance review of assigned staff for the purpose of ensuring conformance of work activities to program goals and objectives, developing capabilities of staff, and maintaining District standards, policies, and procedures.
 - ~~* Coordinates activities and projects with staffs of the County, of cities, and of developers to determine the impact of development on the District and on planning for school facilities, and to gain necessary financial agreements from developers and other funding entities for planning for and developing school facilities~~
 - ~~* Coordinates information sharing and decision-making processes as appropriate with elementary districts for the purpose of resolving issues of the impact of developments and for coordinating response on all planning issues affecting the District and related elementary district.~~

SAN DIEGUITO UNION HIGH SCHOOL DISTRICTPolicy Adopted: January 1, 2005Policy Revised: xxxxxxxx xx, 2006

EXECUTIVE DIRECTOR OF BUSINESS SERVICES

- * Coordinates the analysis of sites, the acquisition of property, and the development of designs and plans for the purpose of carrying out the District's Facilities Master Plan.
- * Provides leadership and administration to the directors of other district-wide programs (i.e. nutrition services purchasing/warehousing, and risk management).
- * Performs a variety of personnel functions (e.g. interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising, etc.) for the purpose of providing efficient departmental operations throughout the District.
- * Performs facility space and size planning in consultation with affected managers, staff, architects, and other consultants for the purpose of identifying and incorporating plans for facility use.
- * Prepares applications to state and other funding agencies for the purpose of initiating facility construction, upgrade, and repair projects.
- * Prepares financial projections for the purpose of determining the amount of revenue available to carry out the facility and technology water plans.
- * Represents the district to the Office of Public School Construction, the State Department of Education, the County Office of Education and with other agencies for the purpose of presenting, garnering support for, and gaining funding and approval for, and tracking applications and documentation necessary to obtain state approval and funding.
- * Researches laws, regulations, legislation and policies for the purpose of assessing their potential impact on the Facility Master Plan, for recommending appropriate revisions to District policies and procedures, and for assisting other staff in coordinating the updating and maintenance of appropriate Board policies and regulations.
- * Reviews mitigation and developer agreements for the purpose of determining appropriate rates, methods, and amounts of special taxes and fees.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
Policy Adopted: January 1, 2005
Policy Revised: xxxxxxxx xx, 2006

EXECUTIVE DIRECTOR OF BUSINESS SERVICES

~~* Supervises the collection of developer fees and Mello-Roos taxes for the purpose of ensuring accurate and timely receipts and recording of funds.~~

* **Other Functions**

* Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: administer personnel policies and practices; apply pertinent codes, policies, regulations and/or laws; communicate with persons of varied cultural and education backgrounds; prepare and maintain accurate records; operate standard office equipment; and use pertinent software applications; plan and manage projects; prepare budget and financial plans.

KNOWLEDGE is required to perform advance math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situation to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: ~~legal provisions for residential project approvals including EIR's and mitigation; facility financing methods, procedures and requirements; State codes and regulations and district policies; uniform building codes; and methods and terminology used in contracting real estate transactions, insurance, and accounting.~~ loss control, safety, industrial hygiene and risk management principles and techniques; current laws, codes and regulations; assessment and evaluation practices and procedures; and risk management procedures for loss control and claims handling; principles and practices of school district procurement and contracting.

ABILITY is required to schedule a significant number of activities; meetings and/or events; routinely gather, collate, and/or classify data; and use job-related equipment.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: January 1, 2005

Policy Revised: xxxxxxxx xx, 2006

EXECUTIVE DIRECTOR OF BUSINESS SERVICES

Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes. Identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and utilize a variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: working with detailed information/data; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; analyzing laws and regulations; and using pertinent software applications; providing loss control and safety recommendations to district departments and sites.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organizations' services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking and 15% standing. The job is performed under minimal temperature variations, in a generally hazard free environment, and in varying atmospheric conditions.

Experience: Job related experience demonstrating increasing experience at the supervisory and management levels typically in ~~school construction funding programs, school business~~

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: January 1, 2005

Policy Revised: xxxxxxxx xx, 2006

EXECUTIVE DIRECTOR OF BUSINESS SERVICES

~~management, city or county planning especially related to schools.~~

Education: Bachelor's degree in job related area (e.g., business, public or educational administration, or a related field).

Required Testing Pre-employment proficiency test

Certificates Valid Driver's License & Evidence of Insurability; participation in the DMV pull-notice program

Continuing Education/Training None Specified

Clearances: Criminal Justice Fingerprint/Background Clearance; Tuberculosis Clearance

FLSA Status: Exempt **Salary Grade:** Management

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: January 1, 2005

Policy Revised: xxxxxxxx xx, 2006

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 22, 2006

BOARD MEETING DATE: October 5, 2006

PREPARED BY: Frederick Labib-Wood
Director of Classified Personnel

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: Resolution to Approve the Personnel
Commission's Amendment to Rule on
Timeline for Notification of Termination
of Employment

EXECUTIVE SUMMARY

The Personnel Commission has completed its most recent review of the Rules and Regulations for the Classified Service. These Rules were first adopted in 1973 following establishment of the Personnel Commission in 1972.

The Commission's authority to make rules is set forth in Section 45260 of the California Education Code which states, in part: "The Commission shall prescribe, amend, and may interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service, and the selection and retention of employees upon a basis of merit and fitness. . . . The rules shall be binding on the governing board but shall not restrict the authority of the governing board provided pursuant to other sections of this code."

The Commission's Rules recognize the relationship of substantive matters assigned to the Commission by the Education Code with the overarching role that is the prerogative of the Board of Trustees. The Commission included in its original rules the provision that any new rules, or amendments or deletions of existing Rules, are submitted to the Board of Trustees for approval under one of two circumstances: (1) when Ed Code requires Board approval, or (2) when it is difficult to define the division of Commission and Board authority regarding the particular rule in question.

The overwhelming majority of the current amendments are clearly within the scope of the Commission as established by Education Code. The changes ensure that the Rules reflect, and conform to applicable provisions of the California Education Code,

Federal laws and regulations, and policies of the Board of Trustees of the San Dieguito Union High School District, which themselves change from time to time. However, the Commission itself did determine that one amendment needs to be approved by the Board as discussed above.

This amendment changes the timeline for noticing an employee in the event of the employee being terminated for cause. The timeline will now be a 10-day minimum in lieu of the former 5-day minimum. The notification process affords the employee the opportunity to examine information leading to a termination and meet with the Superintendent before a termination recommendation goes to the Board. This process is commonly known in California public employment law as the "Skelly hearing."

After considerable discussion and research, the Personnel Commission is amending this Rule as a balance between the District's need to conclude such matters in a timely fashion, and the employee's need to present any information to be considered by the Superintendent prior to making a final decision that the employee be terminated. Since 1993, the Superintendent has on only five occasions (following investigation and a Skelly hearing notice) ultimately submitted to the Board a recommendation to terminate a classified employee for cause.

The Commission provided appropriate notice to the District concerning the public meetings on this amendment. The District participated fully in several meetings and discussions on this topic prior to the Commission's public hearings. At the Commission's regular meetings where this amendment was considered and approved, the District was represented and did not object to this proposed amendment to the rule on the timeline for notification. The Commission has adopted the change from five days to ten days after second reading at its regular monthly meeting in September 2006. The Commission now submits this amendment to the Board, requesting and recommending that the Board take favorable action to approve the change.

RECOMMENDATION:

That the Board review, and approve at its regular meeting of October 19, 2006, the Personnel Commission's amendment to the Rules and Regulations for the Classified Service, Rule 13.2 Procedure for Disciplinary Action, paragraph B. Hearing before the Superintendent, amending the timeline from five days to ten days for notification to the employee of intent to terminate employment for cause.

FUNDING SOURCE:

No significant impact on the District's General Fund.