

October 19, 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 19, 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. 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 conference with legal counsel – Anticipated Litigation (One Cases)
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 October 5, 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. English Learner Program Update

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.

9. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreements and authorize Eric R. Dill or Stephen G. Ma to execute the agreements:

- a) Chapman University for school counseling internship, during the period August 1, 2006 through July 1, 2008.

SUPERINTENDENT

10. ACCEPTANCE OF GIFTS

Accept gifts, as shown in the attached supplement.

11. APPROVAL OF FIELD TRIPS

Approve field trips, as shown in the attached supplement.

12. ADOPTION OF RESOLUTION

Adopt the resolution determining that Barbara Groth shall be compensated for said Board meeting of September 25, 2006, from which she was absent due to hardship.

EDUCATIONAL SERVICES

13. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreement and authorize Eric R. Dill or Stephen G. Ma to execute the agreements:

- a) WestEd to conduct research regarding biology and literacy at La Costa Canyon High School, during the period July 1, 2005 through August 31, 2007, at no cost to the District.
- b) Janet Malone to provide staff development sessions regarding Professional Learning Communities and Collaboration at La Costa Canyon High School, during the period August 7, 2006 through January 25, 2007, for a total amount not to exceed \$6,500.00, to be expended from the General Fund/Restricted 06-00.
- c) Plato Learning, Inc. for annual software service support and maintenance, during the period October 24, 2006 through October 23, 2007, for an amount not to exceed \$23,732.66, to be expended from the General Fund/Restricted 06-00.

PUPIL SERVICES

14. APPROVAL/RATIFICATION OF NON-PUBLIC AGENCY CONTRACTS

Approve entering into the following non-public school/non-public agency master contracts, to be funded by the General Fund/Restricted 06-00, and authorize Eric R. Dill or Stephen G. Ma to execute all pertinent documents pertaining to this contract, contingent upon receipt of the signed documents and verification of insurance coverage:

- a) Maxim Healthcare Services, Inc., during the period July 1, 2006 through June 30, 2007.
- b) Lindamood-Bell Learning Processes, during the period July 1, 2006 through June 30, 2007.
- c) Autism Spectrum Consultants, Inc., during the period July 28, 2006 through June 30, 2007.

15. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreements, to be expended from the General Fund/Restricted 06-00, and authorize Eric R. Dill or Stephen G. Ma to execute the agreements:

- a) Family Vision Care to provide developmental optometry services, during the period October 2, 2006 through June 30, 2007, for an amount not to exceed \$2,500.00.
- b) Carol J. Atkins M.A., to provide audiological services, during the period September 6, 2006 through June 30, 2007, for an amount not to exceed \$3,000.00.
- c) James R. Spievak, A Professional Corporation, to provide legal services, during the period July 1, 2006 through June 30, 2007, at the rates of \$220.00/hour for an attorney and \$110.00/hour for a paralegal.
- d) Carmel Valley Swimming Pool for swimming pool use for Adaptive Physical Education students at Torrey Pines High School, La Costa Canyon High School, Carmel Valley Middle School, and Oak Crest Middle School, during the period July 11, 2006 through June 30, 2007, for an amount not to exceed \$5,940.00.

BUSINESS

16. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreements and authorize Eric R. Dill or Stephen G. Ma to execute the agreements:

- a) B & B Security 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 20, 2006 through September 29, 2006, during the hours of 5:00 p.m. to 8:00 p.m., at the rate of \$15.00 per hour, total amount not to exceed \$360.00, to be expended from the General Fund 03-00.
- b) Carmel Valley Recreation Center for lease of facilities for Carmel Valley Middle School off campus P.E. classes, during the period September 5, 2006 through December 20, 2006, for an amount not to exceed \$1,345.50, to be expended from the General Fund 03-00.
- c) Davis Demographics & Planning, Inc. to provide updated demographic services for the 2006-2007 school year, during the period October 20, 2006 through June 30, 2007, for a total amount not to exceed \$34,320.00, to be expended from the Capital Facilities Fund 25-19.
- d) City of Carlsbad Recreation Department for lease of facilities for the La Costa Canyon High School Marching Band, during the period September 11, 2006 through September 29, 2006, for an amount not to exceed \$250.00, to be expended from the General Fund 03-00.

17. APPROVAL OF AMENDMENT TO AGREEMENTS

Approve amending the following agreements and authorize Eric R. Dill or Stephen G. Ma to execute the agreements:

- a) Gaspar Physical Therapy for providing athletic trainers at Torrey Pines High School, La Costa Canyon High School, San Dieguito High School Academy, and Canyon Crest Academy during the period July 1, 2006 through June 30, 2009, increasing the amount by \$17,530.00, to be expended from the General Fund 03-00 and General Fund/Restricted 06-00 to be partially reimbursed by the schools' ASB and Foundations.

18. APPROVAL OF CHANGE ORDERS/CCA

Approve Change Order Number 12 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 authorize Eric R. Dill or Stephen G. Ma to execute the change orders:

- a) Combination Bid Packages #2 & 24 (site utilities, plumbing) – Peltzer Plumbing, Inc., increasing the contract time by 443 calendar days and increasing the contract amount by \$46,004.00.
- b) Bid Package #3 (landscape, irrigation & field equipment) – T.B. Penick & Sons, Inc., increasing the contract time by 443 calendar days and increasing the contract amount by \$46,980.00.
- c) Bid Package #4 (reinforcing, cast-in-place concrete, precast concrete, membrane waterproofing, chain link fence) – T.B. Penick & Sons, Inc., increasing the contract time by 443 calendar days and increasing the contract amount by \$126,408.00.
- d) Bid Package #6 (structural steel, metal deck, miscellaneous metals, decorative metal fencing & gates) – McMahon Steel, increasing the contract time by 443 calendar days and increasing the contract amount by \$78,516.00.
- e) Bid Package #9 (roofing) – J.P. Witherow Roofing Co., Inc., increasing the contract time by 443 calendar days and increasing the contract amount by \$25,398.00.
- f) Bid Package #10 (sheet metal & roof accessories) – Challenger Sheet Metal, increasing the contract time by 443 calendar days and decreasing the contract amount by \$376.00.
- g) Combination Bid Packages #12 & 14 (lath & plaster, drywall, metal studs, doors, frames, hardware, coiling doors, insulation, fireproofing, acoustical ceilings, fabric & vinyl wrapped wall panels, marker boards, protective wall covering & operable walls) – Standard Drywall, Inc., increasing the contract time by 443 calendar days and increasing the contract amount by \$21,054.00.
- h) Bid Package #26 (electrical) – Steiny and Company, Inc., increasing the contract time by 443 calendar days and increasing the contract amount by \$258,212.00.

19. ACCEPTANCE OF CONSTRUCTION PROJECTS/CCA

Accept 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 Records Office:

- a) Combination Bid Packages #2 & 24 (site utilities, plumbing) – Peltzer Plumbing, Inc.
- b) Bid Package #3 (landscape, irrigation & field equipment) – T.B. Penick and Sons, Inc.
- c) Bid Package #4 (reinforcing, cast-in-place concrete, precast concrete, membrane waterproofing, chain link fence) – T.B. Penick and Sons, Inc.
- d) Bid Package #6 (structural steel, metal deck, miscellaneous metals, decorative metal fencing & gates) – McMahon Steel.
- e) Bid Package #9 (roofing) – J.P. Witherow Roofing Co., Inc.
- f) Bid Package #10 (sheet metal & roof accessories) – Challenger Sheet Metal

- g) Combination Bid Packages #12 & 14 (lath & plaster, drywall, metal studs, doors, frames, hardware, coiling doors, insulation, fireproofing, acoustical ceilings, fabric & vinyl wrapped wall panels, marker boards, protective wall covering & operable walls) – Standard Drywall, Inc.
- h) Bid Package #26 (electrical) – Steiny and Company, Inc.

20. AUTHORIZATION TO SIGN ON BEHALF OF DISTRICT
 Authorize Eric R. Dill, Executive Director of Business Services to sign purchase orders and accept proposals on behalf of the District and adopt the attached resolution authorizing Eric R. Dill or David Bevilaqua or Stephen G. Ma to draw funds from the Prepayment Revolving Cash Fund.

21. 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

BOARD POLICIES

22.

0420.4 and 0420.4/AR-1,
 “CHARTER SCHOOL
 PETITIONS”
 22a.

1112.4/AR-1, “DISTRICT
 AND SCHOOL WEB SITES”
 22b.

4112.7/AR-1, and 4212.7/AR-1,
 “EMPLOYEE ACCEPTABLE
 USE POLICY”
 22c.

6168 and 6168/AR-1,
 “STUDENT ACCEPTABLE
 USE POLICY”
 22d.

9320, "MEETINGS
AND NOTICES"
22e.

4216.3-33.1, "INSTRUCTIONAL
ASSISTANT-SPECIAL
EDUCATION (non-severely
Handicapped)
22f.

4216.3-33.2, "INSTRUCTIONAL
ASSISTANT – SPECIAL
EDUCATION (severely
Handicapped)
22g.

4216/10.2, "EXECUTIVE
DIRECTOR OF
BUSINESS SERVICES"
22h.

ADOPTION OF 2006-07 DISTRICT
GENERAL FUND / FALL
REVISION
23.

Motion by _____, second by _____, to adopt the 2006-07
District General Fund / Fall Revision, as shown in the
attached supplement.

COMMUNITY FACILITIES
DISTRICT NO. 95-1/ Annexation
No. 13 / ADOPTION OF
RESOLUTION OF ANNEXATION
(Terrazo-Bougainvillea / A 21 Single
Family Home subdivision/ Johnson
Communities of Southern
California, LLC - Del Mar Mesa)
24.

PUBLIC HEARING
24a)

ADOPTION OF RESOLUTION OF
ANNEXATION
24b)

Motion by _____, second by _____, to Adopt the attached
Resolution of the Board of Trustees of the San Dieguito
Union High School District Acting as the Legislative Body
of the San Dieguito Union High School District Community
Facilities District No. 95-1.

ADOPTION OF RESOLUTION TO APPROVE THE PERSONNEL COMMISSIONS' AMENDMENT TO RULE ON TIMELINE FOR NOTIFICATION OF TERMINATION OF EMPLOYEE.

Motion by _____, second by _____, to adopt the Resolution to Approve the Personnel Commissions' Amendment to Rule on Timeline for Notification of Termination, as shown in the attached supplement.

25.

26. 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 cases)

INFORMATION ITEMS (see supplements)

- 27. Business Services Update
- 28. Curriculum and Instruction Update
- 29. Human Resources Update
- 30. Organizational Meeting of the Governing Board
- 31. Proposed Dates/2007 Board Meetings
- 32. Uniform Complaint Quarterly Report
- 33. **PUBLIC COMMENTS**
(See Board Agenda Cover Sheet)
- 34. Future Agenda Items
- 35. Adjournment

ADVISORY VOTE: Sweet

NOES: None

ABSENT: None

Motion unanimously carried.

NON-ACTION ITEMS

REPORT/STUDENT
BOARD MEMBERS
7B.

Melissa Sweet, Torrey Pines High School, reported on:

- September 27 was Back to School Night and they had a fantastic turnout
- Class Council is selling tee-shirts
- They will be having a pep rally this Friday on stage outside
- Reported on Boys' volleyball and Girls' tennis teams

Barbara Knapp, San Dieguito High School Academy, reported on:

- Tomorrow is Movie Night with a BBQ, hot dogs, etc.
- Mr. Wright, Art Department, is putting on "Experience of Live Action" – painting and music – all proceeds go to the Art Department

TRUSTEE REPORTS
7C.

Mrs. Groth reported:

- She has been out of the country visiting her daughter in Hong Kong

Mrs. Rich reported:

- Attended Back to School Nights
- Reception for the new San Diego County Office of Education Superintendent
- Attended, along with Mrs. Friedman, the Back to School Conference and reported on the "Top Ten Issues"

Mrs. Dalessandro reported:

- Back to School Nights for Diegueno and Oak Crest Middle Schools, Torrey Pines High School and San Dieguito Academy
- On September 28, with Mrs. Hergesheimer, attended a meeting with the La Costa Valley representatives
- On September 25, she attended the Middle School Planning Workshop
- On October 2, she had the privilege of taking a school bus ride (Del Dios-Cardiff), it was a wonderful

experience, took a number of parents along, it was a extremely worthwhile experience and great for public relations

- Also on October 2, after the bus ride, she attended the classified inservice at Canyon Crest Academy
- On October 4, attended the SDFA Welcome Back party

Mrs. Hergesheimer reported:

- Most of her schedule paralleled the other Trustees
- Attended the Back to School Nights
- Attended the Middle School Planning Meeting
- SDFA Welcome Back party
- Assisted on the panel interviews for the Executive Secretary to the Superintendent opening

Mrs. Friedman reported:

- Attended the Back to School Nights
- Attended the Back to School Conference – reported on the information contained in the notebook
- Attended the first of the year Parent Rep./Site Council meeting, with Mrs. Rich
- Attended a meeting with Mrs. Rich, Mr. Ma, and staff members to help prepare for an upcoming facilities workshop
- Attended the City of Encinitas' 20th Anniversary and met their sister city delegation from Japan
- Also assisted in the interviews for the Executive Assistant to the Superintendent position
- Attended the SDFA Welcome Back Party

SUPERINTENDENT'S REPORT
AND LEGISLATIVE UPDATE
7D.

Dr. Lynch reported on the following upcoming activities:

- La Costa Canyon Engineering Showcase – next Thursday at 11:00 a.m.
- CSBA State Conference coming up
- Letter from Dede Alpert and Marion Bergeson regarding Proposition 87
- Carmel Valley MAD document regarding responses to data
- Tomorrow night is the La Costa Canyon Field of Dreams dedication
- Saturday evening is the San Dieguito Academy Foundation fundraiser
- October 18 is a meeting with Scott Peters at 2:00 p.m.

UPDATE/
DIEGUENO MIDDLE SCHOOL
7E.

Mrs. Marilyn Pugh, Principal of Diegueno Middle School, reviewed areas that the Diegueno staff has been working on, including clubs, activities, and student support groups, etc., that are available at Diegueno and based on the following strategies of the Strategic Plan: Academic Excellence, Student Connection, Character Development, Staff Development, Integrated Technology, and Communication.

The Trustees thanked Mrs. Pugh for her report.

PUBLIC COMMENTS
25.

President Friedman stated that since there were members of the public that wished to address the board, this item would be moved up on the agenda.

Ms. Megan Brandt and Mr. Keith Brandt spoke to the board regarding CIF eligibility to play sports when switching schools within the same district.

**ACTION AGENDA/
CONSENT ITEMS**

Moved by Mrs. Dalessandro, seconded by Mrs. Groth, that items #8-16 be approved as written.

AYES: Dalessandro, Groth, Hergesheimer,
Rich, Friedman

ADVISORY VOTE: Sweet

NOES: None

ABSENT: None

Motion unanimously carried.

PERSONNEL

CERTIFICATED PERSONNEL
8A.

There was no certificated personnel listings submitted.

CLASSIFIED PERSONNEL
8B.

Employment

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

Change in Assignment

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

Resignation

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

SUPERINTENDENT

ACCEPTANCE OF GIFTS

9.

The Board accepted the following gifts:

<u>Gift/Donation</u>	<u>Donor's Intent for Gift</u>	<u>Teacher/ Department</u>	<u>Site</u>
Hoist Smith machine and free weight plates	For the use of all of the students of SDA	P.E.	SDA
Art books	For use at San Dieguito Academy	Art Dept.	SDA
\$1,000.00	For the Visual and Performing Arts Department	Visual and Perf. Arts Dept.	LCCHS
\$3,200.00	To create a cement entryway reading area in front of the media center	Admin.	OCMS
\$505.07	Education Program	Admin.	TPHS
\$500.00	To be used to pay for transportation for Ms. Briscoe's field trips	Admin.	OCMS
\$8,000.00	For the purchase of computers and supplies to assist with classroom curriculum	Admin.	CVMS

\$1,000.00	To assist with the purchase of supplies for classroom instruction	Admin.	CVMS
\$6,300.00	Computer Lab	Tech./Admin.	EWMS
\$5,000.00	Breakfast Club	Admin.	EWMS
\$100.00	Computer expenses	Tech./Admin.	EWMS
\$200.00	Computer expenses	Tech./Admin.	EWMS
\$874.97	For SDA	Admin.	SDA
\$250.00	Computer expenses	Tech./Admin.	EWMS
\$30.00	For SDA	Admin.	SDA

APPROVAL OF FIELD TRIPS

The Board approved the following field trips:

10.

<u>Date of Field Trip</u>	<u>School</u>	<u>Name of Sponsor and Students/Chaperones</u>	<u>Name and Purpose of Conference/Competition</u>	<u>Location</u>
9/30 – 10/1/06	SDA	Kerri Leonard Speech & Debate	To participate in tournaments/Invitationals.	CSU Long Beach
11/3 – 11/5/06	SDA	Kerri Leonard Speech & Debate	To participate in tournaments/Invitationals.	USC
11/11 – 11/12/06	SDA	Kerri Leonard Speech & Debate	To participate in tournaments/Invitationals.	Damien High School
12/8 – 12/9/06	SDA	Kerri Leonard Speech & Debate	To participate in tournaments/Invitationals.	Cypress College
1/6 – 1/7/07	SDA	Kerri Leonard Speech & Debate	To participate in tournaments/Invitationals.	CSU Fullerton
1/19 – 1/20/07	SDA	Kerri Leonard Speech & Debate	To participate in tournaments/Invitationals.	La Mirada High School
2/17 – 2/19/07	SDA	Kerri Leonard Speech & Debate	To participate in tournaments/Invitationals.	UC Berkeley
April/ TBA	SDA	Kerri Leonard Speech & Debate	To participate in tournaments/Invitationals.	National Quals/ Location TBD
4/19 – 4/22/07	SDA	Kerri Leonard Speech & Debate	To participate in tournaments/Invitationals.	Fullerton, CA
9/30 – 10/1/06	LCC	Krista deBoer	To participate in tournaments/Invitationals.	CSU Long Beach
11/3- 11/5/06	LCC	Krista deBoer	To participate in tournaments/Invitationals.	USC
11/11 – 11/12/06	LCC	Krista deBoer	To participate in tournaments/Invitationals.	Damien High School
12/8 – 12/9/06	LCC	Krista deBoer	To participate in tournaments/Invitationals.	Cypress College
12/21 – 12/23/06	LCC	Krista deBoer	To participate in tournaments/Invitationals.	UC Redlands
1/5 – 1/7/07	LCC	Krista deBoer	To participate in tournaments/Invitationals.	CSU Fullerton
1/11 – 1/14/07	LCC	Krista deBoer	To participate in tournaments/Invitationals.	ASU, Phoenix, AZ

1/19 – 1/20/07	LCC	Krista deBoer	To participate in tournaments/Invitationals.	La Mirada High School
2/16 – 2/19/07	LCC	Krista deBoer	To participate in tournaments/Invitationals.	US Berkeley, Emeryville, CA
4/19 – 4/22/07	LCC	Krista deBoer	To participate in tournaments/Invitationals.	Fullerton High School
6/16 – 6/23/07	LCC	Krista deBoer	To participate in tournaments/Invitationals.	TBA/Wichita, Kansas
12/1 – 12/2/06	LCC	Dwayne Buth Wrestling Coach	To participate in the El Dorado Invitational Wrestling competition	Fullerton, CA
12/21 – 12/22/06	LCC	Dwayne Buth Wrestling Coach	To participate in the “Reno Tournament of Champions”	Reno, NV
1/12 – 1/13/07	LCC	Dwayne Buth Wrestling Coach	To participate in “5-Counties” Invitational	Foundation Valley, CA
3/2 – 3/3/07	LCC	Dwayne Buth Wrestling Coach	To participate in California State Wrestling Tournament	Bakersfield, CA
3/9 – 3/10/07	LCC	Dwayne Buth Wrestling Coach	To participate in the Frosh./Sophomore State Wrestling Championships	Bakersfield, CA
3/30 – 4/1/07	LCC	Dwayne Buth Wrestling Coach	To participate in the Senior National Championships	Virginia Beach, VA
4/11 – 4/15/07	CCA	Amy Villanova, Stephanie Lomax, Rosalee Valenzuela Music Program	To perform in an adjudicated festival, college tours, clinics with professional musicians, attend professional music performances	Chicago, IL
12/27 – 12/29/06	CCA	Terry Ryan Basketball Coach	CCA Girls’ basketball team to play in a tournament hosted by Baldwin H.S.	Rockville Center, NY
10/13 – 10/14/06	TPHS	Anne Meigs Tennis	To participate in the National High School Tennis Tournament (Invitational)	Corona Del Mar
4/11 – 4/15/07	SDA	Jeremy Wuertz Music Program	To participate in the Heritage Music Festival and to attend a major music event (Broadway or concert)	New York, NY
11/5 – 11/9/06	TPHS	Anastasia Kokkinis, Francisco Lona, Junior Villegas AVID	To expose AVID students to colleges in California and promote a college-going culture	L.A. and San Francisco

EDUCATIONAL SERVICES

APPROVAL/ RATIFICATION OF AGREEMENTS 11.

The Board approved/ratified entering into the following agreements and authorized 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

APPROVAL/ RATIFICATION OF AGREEMENTS 12.

The Board approved/ratified entering into the following agreements and authorized 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.

APPROVAL OF AMENDMENT TO
 AGREEMENTS
 13.

The Board approved amending the following agreements and authorized 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.

APPROVAL OF EXTENSION OF AGREEMENT / SAN DIEGUITO TRANSPORTATION COOPERATIVE

14.

The Board approved extending the San Dieguito Transportation Cooperative Joint Powers Agency Agreement through August 31, 2007, and authorized Peggy Lynch to execute the extension.

APPROVAL OF CHANGE ORDER

15.

The Board approved 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 authorized Simonetta March to execute the change order.

APPROVAL OF BUSINESS REPORTS

16.

The Board approved the following business reports:

- a) Purchase Orders – 271300-770031
- b) Instant Money – 9/12/06-9/25/06
- c) Membership Listing – 8/29/06 – 9/25/06

DISCUSSION AGENDA/ACTION ITEMS

ADOPTION OF RESOLUTION/ PROPOSITION 1D

17.

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

AYES: Dalessandro, Groth, Hergesheimer, Rich, Friedman

ADVISORY VOTE: Sweet

NOES: None

ABSENT: None

Motion unanimously carried.

APPROVAL OF SALARY ADJUSTMENT/SDFA

18.

Moved by Mrs. Hergesheimer, second by Mrs. Groth, 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.

AYES: Dalessandro, Groth, Hergesheimer, Rich, Friedman

ADVISORY VOTE: Sweet

NOES: None

ABSENT: None

Motion unanimously carried.

CLOSED SESSION

19.

There will be a special meeting/closed session for a stipulated expulsion.

INFORMATION ITEMS

BUSINESS SERVICES
UPDATE
20.

Mr. Ma reported on the following items:

- Mandated Costs Claims – the district is finally getting some money back from the state. These are one-time monies and they are subject to audit. The Board has previously provided staff direction on replacing the special reserve when monies become available. The staff would like to recommend that we start using some of the mandated costs money to replace the special reserve. School Services has also suggested setting money aside to fund the district's post-employment retirement benefits, a part of GASB 45, whereby all districts are required to set some money aside for these future obligations. Mr. Ma asked for Board direction on these requests. The Trustees concurred with the request.
- A follow-up on a letter received from the City on the Carmel Valley MAD letter. The responses to the questions were definitely not to our satisfaction. They did provide an update on the assessment that other school districts pay around the city, clearly San Diego Unified is the biggest contributor. Our current assessment is around \$30,000. Mr. Ma wanted some direction from the Board as to what the next step should be. Mr. Ma suggested going to the other districts and start putting together a coalition of school districts to approach the City. Dr. Lynch suggested that we agendize this item and meet with Adam Bauer and Mindy Scarano, who offered to assist us in steps we might take. Dr. Lynch has asked Mr. Hall to take the lead on this since he has some history on it and then see what other steps we can take. The staff will do a follow-up letter to Mr. Bingham on his lack of communication with a copy to Council Member Scott Peters.
- Provided the Board an executive summary regarding The Schoolhouse Demographics Report. This was intended to be a second opinion to analyze the demographic trends in our district and they have confirmed that we are going into an era of flattening to declining enrollment. Their projections are a little more pessimistic than Davis Demographics. The decline will be more pronounced in the north end of the district. Mr. Ma would like to bring this report back in greater detail at the November Board workshop.

EDUCATIONAL SERVICES
UPDATE
21.

- Mr. Schmitt reported on the following items:
- Honors Chemistry – The University of California after 20 years, has decided to unify all high schools. They cannot give double credit for AP courses anymore. The chemistry teachers have recommended we create an Honors Chemistry class. The staff has been communicating with the University of California, they have recommended the best way to handle that would be to create an honors level where the students would really be recognized for the extra work that they are actually doing.
 - Oak Crest and Diegueno currently don't offer Honors Geometry and the students have traveled to La Costa Canyon or to San Dieguito Academy to complete those courses. Mr. Schmitt feels that it is time to think about bringing Honors Geometry to the two north end middle schools to be in line with Carmel Valley and Earl Warren Middle Schools. They are meeting with Encinitas Schools next week to talk with them about how they prepare their sixth grade students for math in middle school. They will do the same with Cardiff. The goal for next year is to pilot the same Honors Geometry course at the north end middle schools as we do the south end.
 - A community member has suggested that the administration look at starting a middle school foundation. Dr. Lynch and Mr. Schmitt met with her and with Patti Malmuth. Ms. Malmuth is helping the district coordinate it. This is just in the talking stages now. Mr. Schmitt will keep the Board up to date on this.
 - At the last Board meeting, there were questions as to what happened to the 19 students of about 2,000 graduates last year who did not pass the Exit Exam. Fifteen of those 19 students are currently enrolled in our Adult Ed. CAHSEE Support Program.
 - Mr. Schmitt stated that there has been some discussion over a period of time to take the GATE Committee and make it part of the Strategic Plan. All other academic and social areas are embedded into the Strategic Plan, GATE is also. He doesn't feel that we need a separate series of meetings. GATE at the site can really be managed through School Site

Councils and Department Meetings. Lyn Perino agrees that this is a good idea. Staff will work with the GATE Committee on October 14 and get input from them.

HUMAN RESOURCES
UPDATE
22.

Mrs. King reported on the following items:

- Reported on anticipated state funding allocated to counseling. Mr. Schmitt's office heard today that the money will not arrive until the end of the fiscal year with no announced date for accompanying regulations.
- The Benefits Open Enrollment will be October 30 through November 3. Packets will be mailed out to all staff next week.
- Mrs. King provided the Trustees a letter that was sent to the probationary and temporary teachers reminding them of their training responsibilities and opportunities.

BOARD POLICIES
23.

Dr. Lynch reported that all of these policies are on the agenda for a first reading. All of these policies will return on the October 19 agenda for approval.

- 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 ASST./ SPECIAL EDUCATION (non-severely handicapped)

The "Charter School Petitions" policy and AR have been revised due to changes in legislation. They were updated by Tina Dyer, attorney.

The website and Acceptable Use Policies have been revised by Mr. Ma and Mr. Dill to make the policies more current.

This is a revised Board Bylaw and has been revised to coincide with the CSBA Board policy sample.

The following two policies were changed due to changes in job descriptions.

h) 4216.3-33.2,
INSTRUCTIONAL ASST./
SPECIAL EDUCATION
(severely handicapped)

i) 4216.3-10-.2,
"EXECUTIVE DIRECTOR
OF BUSINESS SERVICES"

This policy has been revised due to changes in the position. Mr. Dill will now cover Purchasing/Warehousing, Risk Management and Nutrition Services.

RESOLUTION TO APPROVE
THE PERSONNEL
COMMISSIONS' AMENDMENT TO
RULE ON TIMELINE OF
EMPLOYMENT
24.

Mrs. King reported that this has to do with the Skelly hearing. The classified group went to the Personnel Commission to ask to expand the number of days notice that they would have before they would request their Skelly hearing for discipline. The Personnel Commission approved expanding that.

This will come back at the October 19 for approval.

FUTURE AGENDA ITEMS
26.

There were no future agenda items.

Mrs. Rich reminded Trustees of the Pardee Homes grand opening of the fire station on Wednesday, October 11.

CLOSED SESSION
19.

There was no closed session.

ADJOURNMENT
27.

There being no further business to come before the Board, the meeting was adjourned at 7:50 p.m.

Beth Hergesheimer, Clerk

Peggy Lynch, Ed.D., Superintendent

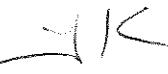
San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 11, 2006

BOARD MEETING DATE: October 19, 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

Employment
Change in Status
Change in Assignment
Resignation

Classified

Employment
Change in Assignment

RECOMMENDATION:

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

FUNDING SOURCE:

General Fund

PERSONNEL LIST

CERTIFICATED PERSONNEL

Employment

1. Sara Hansen, 40% Temporary Teacher for the remainder of Semester I/2006-07 school year, effective 10/02/06 through 1/24/07.

Change in Status

The following certificated employees' status changed from Prob. 2 to Tenured in the 2006-07 school year, effective 8/21/06:

Angelica Arellano	Robin Etheridge	Mary Sanchez-Allwein
Bethany Britt	Paula Gonzalez	Michael Santos
Bryan Brockett	Lisa Gregory	Cindi Schildhouse
Lisa Caston	Allan Gustafson	Leanne Schwartz
Scott Chodorow	Ariel Haas	Tiffany Sejut
Diane Dekker	Dallas Hartley	James Teague
Andrea Dement	Joy Kuemmerle	Carolyn Tucker
Michael Ecker	Francisco Lona	Sato Umabe
Ryan Eddingfield	Reno Medina	Suzanne VanSteenbergen
Jodi Edelmuth	Heidi Mellander	Michael Wilson

The following certificated employees' status changed from Prob. 1 to Prob. 2 in the 2006-07 school year, effective 8/21/06:

Charles Adams	Enrique Gonzalez	Diana Spragg
Katherine Allard	Marcus Herron	Mark VanOver
Joseph Arnold	Melinda Lewis	Sarah Viviano
Joyce Christensen	Laura Martin	Jeremy Wuertz
Allyson Dexter	Staci Ortiz	Jennifer Zark-Peffley
Charlene Falcis-Stevens	Angela Romano	

Request approval to change status from "Temporary" to Probationary in the 2006-07 school year, effective 8/21/06 for the following certificated employees:

From Temporary to 1st Year Probationary

Kim Bullock	Marisa Medina
Justin Conn	Andrew Saltsman
Brennan Dean	Michael Schwartz
Kasey Galik	Timothy Stiven
Charles Hayden	Paul Washburn

From Temporary to 2nd Year Probationary

Jason Dickinson
Vanessa Duffy (66.67%)
Christopher Greenslate
Nicole Haller
Sandra Hayes
Thomas Hedgepeth
Kerri Leonard
Susan Lesan
Brooke Martin
Tita Martin
Michael Marvil
Gina Marzo

John "Oly" Norris
Elise Ochenduszkco
Joseph Olesky
Lindsey Olson
Julie Rais
Gennaro Scalo
Kelly Shafer
Heather Spross
Jamie Swope
Shauna Walton
Amy Willcox

Change in Assignment

1. **Marianne Droulia**, Temporary Teacher, Change in Assignment from 40% to 80% for the remainder of Semester I of the 2006-07 school year, effective 10/02/06 through 1/24/07; Reduction in Assignment from 80% to 40% for Semester II/2006-07 school year, effective 1/25/07 through 6/15/07.

Resignation

1. **Earl "Joe" Eldred**, Teacher, Resignation for Retirement Purposes, effective 3/01/07.

dr

10/19/06

certbdagenda

CLASSIFIED PERSONNEL

Employment

1. **Ateslap, Michael**, At-Will Employee, effective 9/1/06 through 5/31/07
2. **Barclay, Heather**, At-Will Employee, effective 9/14/06 through 11/30/06
3. **Boyer, Anne**, At-Will Employee, effective 10/3/06 through 1/24/07
4. **Carter, Robert**, At-Will Employee, effective 9/1/06 through 6/15/07
5. **Elstob, Mark**, At-Will Employee, effective 9/1/06 through 6/14/07
6. **Englander, Chester**, At-Will Employee, effective 10/1/06 through 5/31/07
7. **Fox, Patti**, At-Will Employee, effective 8/28/06 through 6/14/07
8. **Gutierrez, Hector**, Campus Supervisor-High School, effective 8/28/06 through 6/15/07
9. **Janelli, Michele**, At-Will Employee, effective 8/28/06 through 6/15/07
10. **Jarrell, Nathan**, At-Will Employee, effective 9/1/06 through 5/31/07
11. **Langlois, Daniel**, At-Will Employee, effective 8/14/06 through 2/9/07
12. **Soukup, Karl**, At-Will Employee, effective 9/1/06 through 6/14/07
13. **Stohl, Rayna**, At-Will Employee, effective 8/28/06 through 1/24/07
14. **Weed, Mark**, At-Will Employee, effective 8/28/06 through 6/15/07

Change in Assignment

1. **DeIVal, Amador**, from Grounds Maintenance Worker I to Grounds Maintenance Equipment Operator, effective 10/5/06 through 10/20/06
2. **Gogue, Roy**, from Grounds Maintenance Equipment Operator to Lead Grounds Worker, effective 10/5/06 through 10/20/06
3. **Pelosi-Boylan, Anna**, from 48.75% Instructional Assistant to 97.5%, effective 10/11/06

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 10, 2006

BOARD MEETING DATE: October 19, 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/ HUMAN
RESOURCES

EXECUTIVE SUMMARY

The attached Professional Services Report/Human Resources summarizes one contract at no cost to the District, 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: 9

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

HUMAN RESOURCES - PROFESSIONAL SERVICES REPORT

Date: 10/19/06

<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>
08/01/06 – 07/01/08	Chapman University	School counseling internship	N/A	N/A


San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 11, 2006

BOARD MEETING DATE: October 19, 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: 10

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

GIFTS/DONATIONS REPORT

Date: **October 19, 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>
\$35,000.00	CCA Foundation	For Envision Program/Independent Contractors	Admin.	CCA
\$40.00	Ali Johnson	For Visual and Performing Arts Department	Visual and Performing Arts	LCCHS
\$387.27	United Way of S.D.	Sunset - \$28.72; SDA - \$350.37; CCA - \$8.18	Various	Various


San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 11, 2006

BOARD MEETING DATE: October 19, 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: 11

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

FIELD TRIP REPORT

Date: **October 19, 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>
12/7 – 12/9/06	TPHS	Jesse Mindlin Wrestling Coach	8/3	Wrestling Tournament	Costa Mesa, CA	N/A	N/A
12/19-12/21/06	TPHS	Jesse Mindlin Wrestling Coach	8/3	Wrestling Tournament	Reno, NV	N/A	N/A
1/12 – 1/13/07	TPHS	Jesse Mindlin Wrestling Coach	8/3	Wrestling Tournament	Costa Mesa, CA	N/A	N/A
11/10-11/12/06	TPHS	Chris Drake Model United Nations Club Advisor		UCLA MUN High School Conference	LA, CA	N/A	N/A
3/16-3/18/07	TPHS	Chris Drake Model United Nations Club Advisor		Berkeley Model United Nations	Berkeley, CA	N/A	N/A
4/13-4/15/07	TPHS	Chris Drake Model United Nations Club Advisor		West Coast Invitational Model United Nations	Anaheim, CA	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: October 11, 2006

BOARD MEETING DATE: October 19, 2006

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

SUBJECT: ADOPTION OF RESOLUTION

EXECUTIVE SUMMARY

Board Bylaw 9250 states that if a Board member does not attend all meetings during the month, he/she is eligible to receive only a percentage of the monthly compensation equal to the percentage of meetings attended unless other authorized by the Board in accordance with law. The Board may, by resolution, find that the Board member was performing designated services for the district at the time of the meeting or that they were absent because of illness, jury duty, or a hardship deemed acceptable by the Board.

Barbara Groth was absent from the September 25, 2006, Special Meeting due to hardship. The attached resolution, if adopted by the Board, determines that Barbara Groth be paid for said meeting of September 25, 2006.

RECOMMENDATION:

The administration recommends that the Board adopt the resolution that determines that Barbara Groth shall be paid for the September 25, 2006 Board meeting.

FUNDING SOURCE:

Not applicable.

/sdg

AGENDA ITEM: 12

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
RESOLUTION

WHEREAS, Board Bylaw 9250 states that if a Board member does not attend all meetings during the month, he/she is eligible to receive only a percentage of the monthly compensation equal to the percentage of meetings attended unless otherwise authorized by the Board in accordance with law; and

WHEREAS, Board Bylaw 9250 further states that "Members may be paid for meetings they missed when the Board, by resolution, finds that they were performing designated services for the district at the time of the meeting or that they were absent because of illness, jury duty, or a hardship deemed acceptable by the Board," and

WHEREAS, Barbara Groth was absent from the September 25, 2006 Special Board Meeting due to hardship, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the San Dieguito Union High School District determines that Barbara Groth shall be paid for said meeting of September 25, 2006;

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 19th day of October, 2006.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 10, 2006

BOARD MEETING DATE: October 19, 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 \$30,232.66, 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: 13

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

EDUCATIONAL SERVICES - PROFESSIONAL SERVICES REPORT

Date: **10/19/06**

<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>
07/01/05 – 08/31/07	WestEd	Conduct research regarding biology and literacy at La Costa Canyon High School	N/A	N/A
08/07/06 – 01/25/07	Janet Malone	Provide staff development sessions regarding Professional Learning Communities and Collaboration at La Costa Canyon High School	General Fund/Restricted 06-00	\$6,500.00
10/24/06 – 10/23/07	Plato Learning, Inc.	Provide annual software service support and maintenance	General Fund/Restricted 06-00	\$23,732.66


San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 10, 2006

BOARD MEETING DATE: October 19, 2006

PREPARED BY: Denise W. Levine, Executive Director 
Pupil Services

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

SUBJECT: Approval/Ratification of Agreement(s) for
Nonpublic School/Nonpublic Agency Services

EXECUTIVE SUMMARY

The district administration has recommended that designated special education students attend nonpublic schools and/or receive nonpublic agency services for the 2006-07 school year as listed on the attached report.

RECOMMENDATION

The district administration recommends that the Board approve the attached list of agreements for nonpublic school/nonpublic agency services and authorize Eric Dill to sign the agreements and forward the appropriate documents to the County Superintendent to reflect the placement of students in nonpublic school/nonpublic agencies.

FUNDING SOURCE

General Fund 06-00/Special Education Budget: Estimate \$60,731.40

PL/ddb
Attachment

AGENDA ITEM: 14 A-C

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

NONPUBLIC SCHOOLS/AGENCIES 2006-2007

Date: October 19, 2006

Contract Effective Dates	NonPublic School NonPublic Agency (NPS/NPA)	Description of Services	Number of Students (Estimate)	Tuition and/or Fee
7-1-06 To 6-30-07	Maxim Healthcare Services, Inc. NPA	Nursing/Health Care Services for Special Education Student	1	\$36.00/hour Estimate \$49,140.00
7-1-06 To 6-30-07	Lindamood-Bell Learning Processes NPA	Academic Support and Consultation	1	\$79.00/hour Estimate \$9,480.00
7-28-06 To 6-30-07	Autism Spectrum Consultants, Inc. NPA	Development, Modification and Intervention of Behavior Plans for Autistic Students	1	\$105.57/hour Estimate \$2,111.40
				Estimate Total \$60,731.40


San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 10, 2006

BOARD MEETING DATE: October 19, 2006

PREPARED BY: Denise W. Levine, Executive Director 
Pupil Services

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

SUBJECT: Approval/Ratification of Independent
Contractor & Lease Agreements

EXECUTIVE SUMMARY

The attached Independent Contractor & Lease Agreements Report summarizes four (4) contracts that provide services for the Special Education Program and Special Education Students for the 2006-2007 school year.

RECOMMENDATION

Approve/ratify entering into Independent Contractor & Lease Agreements as shown on the attached report and authorize Eric Dill to execute all pertinent documents pertaining to these agreements, contingent upon receipt of the signed documents and verification of insurance coverage.

FUNDING SOURCE

General Fund 06-00/Special Education Budget – Estimated \$21,440.00

PL/ddb
Attachment

AGENDA ITEM: 15 A-D

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

INDEPENDENT CONTRACTOR & FACILITIES LEASE AGREEMENTS 2006-2007

Date: October 19, 2006

Contract Effective Dates	Independent Contractor	Description of Services	Number of Students (Estimate)	Fee
9-6-06 To 6-30-07	Carol Atkins, MA	Assessments and consultation for language processing disorders for special education students	3	\$485.00/Eval. \$100/hr.-Therapy Estimate \$3,000.00
10-2-06 To 6-30-07	Family Vision Care	Developmental Optometric Services	3	\$345.00/Eval. \$90.00/hr.-Therapy Estimate \$2,500.00
7-1-06 To 6-30-07	James R. Spievak Attorney At Law	Legal Services for Pupil Services and Special Education Issues	N/A	\$220.00/hour Estimate \$10,000.00
7-11-06 To 6-30-07	Carmel Valley Swimming Pool Lease Agreement	Use of swimming pool for Adaptive Physical Education Students	APE Students From: TP, LCC, CV, OC	\$44.00/hour Estimate \$5,940.00
				Estimate Total \$21,440.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 10, 2006

BOARD MEETING DATE: October 19, 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 four contracts totaling \$36,275.50, 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: 16

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

BUSINESS - PROFESSIONAL SERVICES REPORT

Date: 10-19-06

<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>
09/20/06 – 09/29/06	B & B Security	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	\$360.00
09/05/06 – 12/20/06	Carmel Valley Recreation Center	Lease of facilities for Carmel Valley Middle School off campus P.E. classes	General Fund 03-00	\$1,345.50
10/20/06 – 06/30/07	Davis Demographics & Planning	Provide updated demographic services for the 2006-2007 school year	Capital Facilities Fund 25-19	\$34,320.00
09/11/06 – 09/29/06	City of Carlsbad Recreation Department	Lease of facilities for the La Costa Canyon High School Marching Band	General Fund 03-00	\$250.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 10, 2006

BOARD MEETING DATE: October 19, 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 one amendment to agreements totaling \$17,530.00, 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: 17


San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 12, 2006

BOARD MEETING DATE: September 19, 2006

PREPARED BY: 
John Addleman, Facilities Planning Analyst
Steve Ma, Assoc. Supt. of Business Services

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: APPROVAL OF CHANGE ORDER #12 /
CANYON CREST ACADEMY

EXECUTIVE SUMMARY

Change order #12 continues the process of finalizing bid packages at Canyon Crest Academy. Change order #12 finalizes another ten bid packages at a net cost of \$602,196.00. The clear majority of cost is among three contractors: Steiny and Company, T.B. Penick & Sons, and McMahon Steel, for \$258,212.00, \$173,388.00, and \$78,516.00 respectively. Of the costs associated with the change order to Steiny and Company, \$240,000.00 is a settlement of cost claims to reduce the initial extended overhead claims due to project schedule changes. \$75,000.00 of this settlement will be deducted from the shared construction contingency. Extended overhead claims were also settled with T.B. Penick and Sons. T.B. Penick's bid package #3, (landscaping), contains a claim for \$56,000.00 as well as, their bid package #4 (concrete) has a claim for \$144,000.00. These claims are reduced in part by deductions for value engineering and credits relating to trash clean-up and OCIP. McMahon Steel's change order reflects a \$100,000.00 charge for the remaining theater rigging changes and modifications to date including revisions to the catwalk. The final theater rigging cost and other McMahon Steel additions are mitigated in part by deletion of fencing not required and credits for trash clean-up and OCIP for a net addition to their contract of \$78,516.00.

Of the ten bid packages, Peltzer Plumbing is the only contractor in excess of the 10% change order limit by \$58,433.50. However, this is mitigated by unforeseen costs related to storm drain and other underground issues, as well as back charges.

AGENDA ITEM: 18

RECOMMENDATION:

It is recommended that the Board approve Change Order Number 12 to the following bid packages for the Canyon Crest Academy project, and authorize Simonetta March to execute the change orders:

- a) Combination Bid Packages #2 & 24 (site utilities, plumbing) – Peltzer Plumbing, Inc., increasing the contract time by 443 calendar days and increasing the contract amount by \$46,004.00.
- b) Bid Package #3 (landscape, irrigation & field equipment) – T.B. Penick & Sons, Inc., increasing the contract time by 443 calendar days and increasing the contract amount by \$46,980.00.
- c) Bid Package #4 (reinforcing, cast-in-place concrete, precast concrete, membrane waterproofing, chain link fence) – T.B. Penick & Sons, Inc., increasing the contract time by 443 calendar days and increasing the contract amount by \$126,408.00.
- d) Bid Package #6 (structural steel, metal deck, miscellaneous metals, decorative metal fencing & gates) – McMahon Steel, increasing the contract time by 443 calendar days and increasing the contract amount by \$78,516.00.
- e) Bid Package #9 (roofing) – J.P. Witherow Roofing Co., Inc., increasing the contract time by 443 calendar days and increasing the contract amount by \$25,398.00.
- f) Bid Package #10 (sheet metal & roof accessories) – Challenger Sheet Metal, increasing the contract time by 443 calendar days and decreasing the contract amount by \$376.00.
- g) Combination Bid Packages #12 & 14 (lath & plaster, drywall, metal studs, doors, frames, hardware, coiling doors, insulation, fireproofing, acoustical ceilings, fabric & vinyl wrapped wall panels, marker boards, protective wall covering & operable walls) – Standard Drywall, Inc., increasing the contract time by 443 calendar days and increasing the contract amount by \$21,054.00.
- h) Bid Package #26 (electrical) – Steiny and Company, Inc., increasing the contract time by 443 calendar days and increasing the contract amount by \$258,212.00

FUNDING SOURCE:

Mello Roos Funds, State School Building Fund 35-00, and Other Building Fund 21-09

**San Dieguito Union High School District
Canyon Crest Academy
Change Order #12
October 19, 2006**

Item #	FF#	Contractor	Bid Pkg	Description	Reason	Amount
12.0	72	Peltzer Plumbing	2 & 24	Adjust manhole heights in AC paving areas throughout the jobsite, including parking lot #3.	Unforeseen Condition/Manholes required height adjustment to meet finish grade for work installed by Pardee and city of San Diego for storm and sewer system at easements.	\$25,972.00
12.1	407	Peltzer Plumbing	2 & 24	At the north side of Building B's low roof, revised slope of insulation, and provided added gutters and drain lines.	Architect requested additional drainage was needed, and originally designed contract work was already in place prior to modifications.	\$4,513.00
12.2		Peltzer Plumbing	2 & 24	At Building B patio one downspout was deleted from roof/gutter and tied second line to the drain line under the deck.	Architect required additional drainage at specified areas down to the mechanical well.	\$6,550.00
12.3	443	Peltzer Plumbing	2 & 24	Fixed water line and fire hydrant damage caused by Sierra Pacific West by west side of Building B.	Backcharge to Sierra Pacific West. Damage was caused during grading operations.	\$3,088.00
12.4	444/445	Peltzer Plumbing	2 & 24	Relocated catch basin and storm drain piping between Bldgs A1 and A2, and by Site Elevator.	Unforeseen Condition/Corrected slope issues for the concrete site work between Buildings A1 and A2, and by site elevator near Building B.	\$1,828.00
12.5	484	Peltzer Plumbing	2 & 24	Provided 2 - 18" spools to raise the fire lane backflow preventers by the track/field.	Unforeseen Condition/Back flow preventers had to be raised to meet new grades caused by the field design changes.	\$1,146.00
12.6	524	Peltzer Plumbing	2 & 24	Gas line hookup to kilns by Building A3.	District requested that contractor connect kilns to existing gas lines.	\$1,205.00
12.7	528	Peltzer Plumbing	2 & 24	Located and found volleyball drain points of connection.	Back charge from T.B. Penick to Peltzer Plumbing.	(\$655.00)
12.8	548	Peltzer Plumbing	2 & 24	Removed and reinstalled sinks in Bldg A2.	Sinks installed at District's request and previously approved by change order required additional anchorage to walls and floor for seismic purposes.	\$906.00
12.9	549	Peltzer Plumbing	2 & 24	Repairs to 2 - 1/2" PVC piping and fire hydrant southwest of Building B.	Backcharge to New Dimension. Repair to damage done by New Dimension during construction operations.	\$3,404.00
12.10	554	Peltzer Plumbing	2 & 24	Delete limestone chips requirement for chemical waste piping.	Value engineering.	(\$1,350.00)
12.11	555	Peltzer Plumbing	2 & 24	Ceiling drywall repairs from damage caused by leaky pipes in Building B.	Water damaged drywall ceiling - needed repair. Backcharge from Standard Drywall.	(\$603.00)
12.12	228	T.B. Penick & Sons	3	Provide added irrigation north of Building A1.	Additional irrigation was required for landscaping in area north of Building A1. Irrigation drawings were not submitted for constructability review by architect.	\$1,954.00
12.13	308	T.B. Penick & Sons	3	Concrete and irrigation modifications and deletions by Building A1.	Architect/Added concrete reduced irrigation requirements.	(\$354.00)

12.14	414	T.B. Penick & Sons	3	Provide landscape modifications at northeast corner of Building B.	Additional landscaping was desired by District at exterior stairs alongside Building B. Landscape drawings not submitted for constructability review by architect.	\$6,330.00
12.15	466a	T.B. Penick & Sons	3	Raise grade, import topsoil, raise heads, and rehydroseed by Building C lawn area.	District desired a more aesthetically pleasing lawn area.	\$9,841.00
12.16	482	T.B. Penick & Sons	3	Deletion of palm trees and landscape updates.	Palm trees were not required.	(\$3,162.00)
12.17	527	T.B. Penick & Sons	3	Replace damaged sleeves in parking lot #3.	Backcharge to Sierra Pacific West.	\$4,502.00
12.18	507	T.B. Penick & Sons	3	Trash cleanup and OCIP credits.	Alternates #1 and #2 were bid as if no OCIP was in place. Contractor failed to clean up adequately throughout the duration of the project.	(\$3,131.00)
12.19		T.B. Penick & Sons	3	Extended Overhead.	Settlement of cost claims per agreement with trade contractor to reduce initial extended overhead claims due to project schedule changes. (Split \$35K District/\$21K Const. Contingency).	\$56,000.00
12.20		T.B. Penick & Sons	3	Credit for 1 year establishment and maintenance to landscaping.	Value engineering cost savings.	(\$25,000.00)
12.21	308	T.B. Penick & Sons	4	Concrete and irrigation modifications and deletions by Building A1.	Architect/Added concrete reduced irrigation requirements.	\$2,383.00
12.22	367	T.B. Penick & Sons	4	Terminated lunch shelter flatwork at access road; Added 4 bollards.	Architect/Added bollards for complete and total protection of fire hydrants and PIV Valves due to widening of fire lane.	\$3,200.00
12.23	386	T.B. Penick & Sons	4	Deleted 12 removable bollards at west end of student parking lot, and 4 bollards by black box.	Architect/Bollards were unnecessary.	(\$5,163.00)
12.24	395	T.B. Penick & Sons	4	Time and material work for grading site stairs between Buildings F and B per Sierra Pacific West direction.	Backcharge to Sierra Pacific West. Grading had to be performed in a timely manner.	\$3,180.00
12.25	401	T.B. Penick & Sons	4	Delete integral colored concrete and provided natural grey at northside of Gym.	Value engineering cost savings.	(\$5,272.00)
12.26	432	T.B. Penick & Sons	4	At the A2 Amphitheater stage provided front wall/footing.	Architect/Thickened edge shown on details did not include the entire wall height at the stage.	\$4,980.00
12.27	438	T.B. Penick & Sons	4	Time and material work for painting Building F storage room.	Backcharge from RBE.	(\$913.00)
12.28	496	T.B. Penick & Sons	4	Furr walls in coach's offices in Building B to match curbs.	Backcharge from Standard Drywall.	(\$456.00)
12.29	501	T.B. Penick & Sons	4	Furr out concrete wall at A2 line G between grid 7 and 9.	Backcharge from Standard Drywall.	(\$1,146.00)
12.30	512	T.B. Penick & Sons	4	Prep steel at Building F lunch shelter columns, reprime and repaint.	Backcharge from RBE.	(\$544.00)
12.31	525	T.B. Penick & Sons	4	Cautious slow-drilling of lightpole bases to avoid damaging conduits in parking lot #1.	Survey problems; costs recovered in discounted settlement with surveyor.	\$1,100.00
12.32	526	T.B. Penick & Sons	4	Repaired chipped lightpole base tops damaged by Sierra Pacific West and repaired anchor bolts.	Backcharge to Sierra Pacific West.	\$254.00
12.33	528	T.B. Penick & Sons	4	Located and found volleyball drain points of connection.	Backcharge to Pelzter Plumbing.	\$655.00

12.34	529	T.B. Penick & Sons	4	Building A2 survey error corrections.	Survey problems; costs recovered in discounted settlement with surveyor.	\$2,500.00
12.35	530	T.B. Penick & Sons	4	Removed excess mud and rock at Building A2.	Unusually bad and wet weather caused excessive cleanip. In addition, changes to Building A2 caused delay until the winter.	\$2,500.00
12.36	531	T.B. Penick & Sons	4	Patched AC in parking lot #1.	AC required patchwork to fill in seismic anchors from interim school buildings.	\$1,028.00
12.37	532	T.B. Penick & Sons	4	Repaired waterproofing damaged during backfill of wall 'S'.	Backcharge to Sierra Pacific West.	\$532.00
12.38	533	T.B. Penick & Sons	4	Rebar added at Building A3 mechanical well on time and material.	Architect/Additional rebar was required and not shown on drawings.	\$1,400.00
12.39	534	T.B. Penick & Sons	4	Redrill lightpole bases on time and material bases.	Architect/Lightpole base locations had to be modified because they were directly on top of 18" storm drain.	\$926.00
12.40	535/536	T.B. Penick & Sons	4	Add formwork and concrete at ramp to adjust for 5% slope.	The ramp was not at or under 5% without adjustments which were needed because alternate #3 (Stadium) was not accepted.	\$4,866.00
12.41	537	T.B. Penick & Sons	4	Reset volleyball posts due to survey error.	Survey problems; costs recovered in discounted settlement with surveyor.	\$1,798.00
12.42	507	T.B. Penick & Sons	4	Trash cleanup and OCIP credits.	Alternates #1 and #2 were bid as if no OCIP was in place. Contractor failed to clean up adequately throughout the duration of the project.	(\$19,343.00)
12.43		T.B. Penick & Sons	4	Deleted Dura Art Stone trash receptacles.	District preferred to use standard trash receptacles.	(\$13,132.00)
12.44	552	T.B. Penick & Sons	4	Supplied concrete from ramp by 'AA' wall.	Value engineering vs. other solutions.	\$1,189.00
12.45	456	T.B. Penick & Sons	4	Repaired underground storm drain piping by Building F under the lunch shelter.	T.B. Penick damaged the underground piping during a concrete pour.	(\$2,984.00)
12.46	468	T.B. Penick & Sons	4	Provided and installed additional framing, drywall, lath, and plaster by WC lift in Building A2.	Backcharge from Standard Drywall.	(\$1,130.00)
12.47		T.B. Penick & Sons	4	Extended Overhead.	Settlement of cost claims per agreement with trade contractor to reduce initial extended overhead claims due to project schedule changes. (Split \$90K District/\$54K Const. Contingency).	\$144,000.00
12.48	77	McMahon Steel	6	Delete galvanizing of structural steel.	Value engineering.	(\$5,000.00)
12.49	88/88a	McMahon Steel	6	Guardrail and foundation changes at keystone wall "I" and curb.	District requested a higher chainlink fence for safety. Changed from guardrail to 6' high chainlink fence.	(\$42,000.00)
12.50	259-259c	McMahon Steel	6	All theater rigging changes and modifications to date including the catwalk.	District requested changes to theater and rigging designs.	\$100,000.00
12.51	278/305	McMahon Steel	6	Deleted steel gate and fence at stairs from grade to 2nd floor, and added gate at southeast corner of facility parking lot.	District deleted changes to fencing and gates.	(\$13,443.00)
12.52	285a	McMahon Steel	6	Revised gate hardware, deleted panic hardware and security plate, added cane bolts.	Architect/Added cane bolts as requested.	\$2,000.00
12.53	293	McMahon Steel	6	At Building A2 Theater, deleted 4 stage hatch locations and extended concrete slab.	Architect/Stage hatches were not required.	(\$722.00)
12.54	313	McMahon Steel	6	Provided veneer shelf angle.	Architect/Detail required additional shelf angle.	\$1,001.00

12.55	360	McMahon Steel	6	At Building F lunch serving lines, extended railing from 10' long to 14' long.	District desired to have longer rails to contain longer lines.	\$3,453.00
12.56	363	McMahon Steel	6	Revised site guardrail and curb at wall 'V'.	Architect - DSA requirement to not have more than a 4" gap between rails.	\$21,352.00
12.57	386	McMahon Steel	6	Deleted 12 bollards at west end of student parking lot.	Value engineering.	(\$2,400.00)
12.58	447	McMahon Steel	6	At southwest corner of gym changed gates 40 and 42 from chainlink to steel.	District requested steel gates at called out locations.	\$18,820.00
12.59	457	McMahon Steel	6	Deleted steel fence and gate 32, relocated gate 43, and provided chainlink fence with added concrete and guardrail.	District desired to modify the fencing and gates near Building A2 deleting 180 LF of fence.	(\$39,426.00)
12.60	458	McMahon Steel	6	Added rails at concrete stairs north of Building B.	Architect/Submittal review added required rails.	\$4,115.00
12.61	469	McMahon Steel	6	Added handrails northside of ramps located west of Gym that are required by code.	Architect/Code requirement.	\$12,083.00
12.62	470/474	McMahon Steel	6	Added guardrails type 5E located in remote projection room A261 of Building A2, and at loading dock.	Architect/Additional railing was required for safety and code issues.	\$5,764.00
12.63	487	McMahon Steel	6	Replace damaged backboard in Building B.	Backcharge from ISEC.	(\$2,442.00)
12.64	510	McMahon Steel	6	Repaired plaster on 2nd floor of Building B patio damaged during trellis installation.	Backcharge from Standard Drywall.	(\$458.00)
12.65		McMahon Steel	6	Prep steel at A1/A1 West breezeway and at Building F columns at the lunch shelter.	Backcharge from RBE.	(\$870.00)
12.66	515	McMahon Steel	6	Credit for 13'-4" x 10'-0" double sliding back gate by ASB area of Building B.	Gate not required.	(\$11,202.00)
12.67	518	McMahon Steel	6	Added cost to lower six columns at building due to fix and redo anchor bolts due to dimension error.	Survey problems; costs recovered in discounted settlement with surveyor.	\$930.00
12.68	539-546	McMahon Steel	6	Steel changes and additions required due to mechanical issues on all of the buildings.	Backcharge to Control Air.	\$12,875.00
12.69	553	McMahon Steel	6	Backcharges from McMahon Steel to New Dimension, and from New Dimension to McMahon Steel.	Backcharge to New Dimension. CMU walls were constructed so as to cause additional labor to make steel structure work with the wall dimensions provided.	\$31,905.00
12.70	507	McMahon Steel	6	Trash cleanup and OCIP credits. Includes Testing Engineers backcharges.	Trash cleanup was not performed adequately. OCIP was not originally included for alternate #1 and 2 work. Testing Engineers retesting for failed tests and work related.	(\$17,819.00)
12.71	282	JP Witherow	9	Additional screws required by DSA for tile roof.	DSA Inspector/Screws were required to be stainless steel and placed at 4" on center.	\$15,147.00
12.72	329	JP Witherow	9	At Building A1 breezeway roof, provided treated wood nailers as required.	Architect/Additional nailers were required for attachments on roof due to change of roofing materials after constructability review.	\$1,000.00
12.73	407	JP Witherow	9	At northside of Building B, low roof slope revised insulation and provided added gutter and drains.	Architect/Roofing slope revisions were required.	\$674.00
12.74	433	JP Witherow	9	At Building B gym clearstory, east and west walls provided sheet metal gutter.	Architect/Roofing revisions were required to provide adequate drainage.	\$3,733.00

12.75	472	JP Witherow	9	Reroof and reflash exhaust fan vents on Building C (for the fume hoods).	Backcharge to Control Air. Control Air forgot to install required exhaust fans for the fume hoods in Building C.	\$2,984.00
12.76	473	JP Witherow	9	Added roof scupper on northwest eyebrow of Building A1.	Roof scupper was required.	\$460.00
12.77	550	JP Witherow	9	Repair damaged/cracked concrete roof tiles on Buildings F and G.	Roof tiles required repair; damaged by unknown parties.	\$2,000.00
12.78	556	JP Witherow	9	Reinstalled and replaced missing access curb plates on Building A1.	Backcharge from Control Air.	(\$600.00)
12.79	407	Challenger Sheet Metal	10	At northside of Building B, low roof slope revised insulation and provided added gutter and drains.	Architect/Revised slopes or roofing was required.	\$3,729.00
12.80	427	Challenger Sheet Metal	10	At Building B, Room 209 added ventilation for data equipment.	Mechanical Engineer/Required two more louvers.	\$468.00
12.81	431	Challenger Sheet Metal	10	At Building F second floor, revised mechanical outside air locations.	Mechanical Engineer/Sheet metal detail was required to fill in HVAC gaps left by redesigned system (to help with odor issues).	\$368.00
12.82	433	Challenger Sheet Metal	10	At gym clearstory east and west walls of Building B, provide sheet metal gutter.	Architect/Roofing revisions were required to provide adequate drainage.	\$1,243.00
12.83	451	Challenger Sheet Metal	10	At Building B, Rooms B205 & B206 added 24 gauge sheet metal.	Architect/Less expensive than the two alternatives to use plywood over Densdeck or cement plaster cover.	\$1,421.00
12.84	452	Challenger Sheet Metal	10	Credit for all downspouts called out as sheet metal (downspouts installed by plumber).	Sheet metal was not a strong enough material for down spouts accessible to students.	(\$704.00)
12.85	479	Challenger Sheet Metal	10	Added aluminum expansion joint cover at canopy between A1 & A1 West (both sides).	Aesthetic improvement.	\$392.00
12.86	511	Challenger Sheet Metal	10	Add 18"x18" louver for site elevator building.	Elevator inspector required additional ventilation for the elevator shaft.	\$150.00
12.87	507	Challenger Sheet Metal	10	OCIP credit for alternatives #1 and 2.	Contractors included own insurance in base bid for alternates #1 & 2.	(\$7,443.00)
12.88	418/418a	Standard Drywall, Inc.	12 & 14	At Gym Building B, provided added louver for elevator equipment room door.	Architect/Louver was required for ventilation and was not included in any previous change orders.	\$336.00
12.89	431	Standard Drywall, Inc.	12 & 14	At Building F, second floor, revised mechanical outside air locations.	Architect/Required rework/patchwork where mechanical was modified.	\$428.00
12.90	448	Standard Drywall, Inc.	12 & 14	Added wall details at wheelchair lift at coach's office B128 and B138.	Architect/Required solid walls by wheelchair lift per inspector's review.	\$446.00
12.91	461	Standard Drywall, Inc.	12 & 14	Installed FRP at janitor's closet mop sinks in Rooms B108, B101, B229, and B209.	District required FRP in designated locations for easier maintenance and clean-up.	\$801.00
12.92	462	Standard Drywall, Inc.	12 & 14	Four additional hardware heading 081 per specification 08710 for bleacher gate locks.	District requested standard deadbolts for bleacher gates.	\$2,296.00
12.93	465	Standard Drywall, Inc.	12 & 14	Frame, ahng, and finish roof hatch ladder and surrounding area, Rooms A153 and A261 in Building A2.	Architect/Required backing and finished surfaces to attach ships ladder and roof hatch ladder to structure.	\$1,912.00
12.94	468	Standard Drywall, Inc.	12 & 14	Provided and installed additional framing, drywall, lath, and plaster by wheelchair lift in Building A2.	Backcharge to New Dimension and TB Penick equally (50%/50%)	\$2,260.00
12.95	476	Standard Drywall, Inc.	12 & 14	Rescaffold at Building A2 west elevation as vestibules were not constructed with the rest of the building.	Backcharge to New Dimension	\$644.00

12.96	477	Standard Drywall, Inc.	12 & 14	Repair and replace damaged 2" Permacote insulation in Building A2.	Work was installed prior to final changes made to theater rigging and catwalk designs.	\$1,465.00
12.97	488	Standard Drywall, Inc.	12 & 14	Repair drywall soffit in A151 of Building A2 due to electrical works walking on ceiling.	Backcharge to Steiny Electric.	\$257.00
12.98	489	Standard Drywall, Inc.	12 & 14	Repair drywall at high ceiling in Library Room 207 due to fire sprinkler leak.	Backcharge to Control Air.	\$1,124.00
12.99	490	Standard Drywall, Inc.	12 & 14	Patch and repair drywall at Building A1 after move-in damage by school.	District/Drywall repairs were needed to restore like-new conditions.	\$307.00
12.100	495	Standard Drywall, Inc.	12 & 14	Installed bent bar wall braces in Building A3 due to changes required in PCO #25R1 CD-250R1.	A portion of the district requested design changes to Building A3.	\$481.00
12.101	496	Standard Drywall, Inc.	12 & 14	Furred walls in coach's offices B129 & B137 to match curbs.	Backcharge to TB Penick.	\$456.00
12.102	497	Standard Drywall, Inc.	12 & 14	Repair drywall ceilings in A201, A204, A205 which were cut open by fire sprinkler contractor.	Backcharge to Control Air.	\$659.00
12.103	498	Standard Drywall, Inc.	12 & 14	Temporary weather protection over windows in Building B.	Windows were not installed on schedule; backcharge to Perfection Glass.	\$1,000.00
12.104	499	Standard Drywall, Inc.	12 & 14	Modified framing and drywall to accommodate duct changes on second floor of Building A3 after work was completed.	Backcharge to Control Air.	\$1,262.00
12.105	500	Standard Drywall, Inc.	12 & 14	Provide and install vinyl covered tackable wall panels to display cases in Building A1.	Backcharge to K&Z Cabinets.	\$1,493.00
12.106	501	Standard Drywall, Inc.	12 & 14	Furred out concrete wall at Building A2 line G between grid lines 7 and 9.	Backcharge to TB Penick.	\$1,146.00
12.107	502	Standard Drywall, Inc.	12 & 14	Out of sequence work on roof of Building A2 for plaster operations due to mechanical being installed late.	Backcharge to Control Air.	\$458.00
12.108	503	Standard Drywall, Inc.	12 & 14	Replaced water damaged acoustical ceiling tiles in Building F.	Backcharge to Control Air. Mechanical leak caused damage.	\$123.00
12.109	505	Standard Drywall, Inc.	12 & 14	Patch drywall around aluminum doors A242 & A235 in Building A1 West as well as, A101A, A101B, A103A, and three W38 windows in Building A3.	Backcharge to Perfection Glass. Windows and doors installed late.	\$514.00
12.110	506	Standard Drywall, Inc.	12 & 14	Revised doors A156A, A156A, A156C to push/pull with metal edges.	No electrical provisions shown for electrified hardware.	\$1,540.00
12.111	510	Standard Drywall, Inc.	12 & 14	Repaired plaster on 2nd floor of Building B patio damaged during trellis installation.	Backcharge to McMahon Steel.	\$458.00
12.112	513	Standard Drywall, Inc.	12 & 14	Repaint Administration areas in Building A1 that were completed or corrected late; time and material ticket #2829.	Backcharge from RBE.	(\$1,415.00)
12.113	555	Standard Drywall, Inc.	12 & 14	Repaired drywall ceilings damaged by water leaks in Building B.	Backcharge to Peltzer Plumbing.	\$603.00
12.114	440	Steiny and Company	26	Provide Fireray smoke beam detectors in Building B Weight and Dance rooms.	Architect/Beam pockets required detection for each pocket.	\$6,534.00
12.115	446	Steiny and Company	26	Provide added smoke detector in Building B Gym Room B211.	Architect/Room required an additional smoke detector.	\$652.00
12.116	453	Steiny and Company	26	Moved 3rd scoreboard and provided electrical for that new location.	District requested that the third scoreboard be used by the main gym.	\$2,620.00
12.117	459	Steiny and Company	26	Provided added fire alarm connection to main backflow preventer.	Architect/Required fire alarm connection.	\$2,824.00

12.118	56	Steiny and Company	26	Provided 2 added security keypads in Building F.	District required additional keypads in the kitchen area.	\$853.00	
12.119	488	Steiny and Company	26	Repair drywall soffit in A151 of Building A2 due to electrical workers walking on ceiling.	Backcharge from Standard Drywall.	(\$257.00)	
12.120	493	Steiny and Company	26	Add conduit for MIC/Speaker system in Building A2.	Required for District provided sound system infrastructure.	\$3,003.00	
12.121	538	Steiny and Company	26	All Steiny rework due to damage caused during Sierra Pacific West's grading and paving operations.	Backcharge to Sierra Pacific West.	\$1,983.00	
12.122		Steiny and Company	26	Extended Overhead.	Settlement of cost claims per agreement with trade contractor to reduce initial extended overhead claims due to project schedule changes. (\$165K to District/\$75K to Construction Contingency)	\$240,000.00	
						Total Change Order #12	\$602,196.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 9, 2006

BOARD MEETING DATE: October 19, 2006

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

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: ACCEPTANCE OF CONSTRUCTION PROJECTS

EXECUTIVE SUMMARY

Eight prime contractors working on the Canyon Crest Academy project have requested that their work be accepted as complete so that the amounts withheld as retention can be released to them. These eight contractors completed their work on time and there are no outstanding issues with them. It is recommended that the Board of Trustees accept the projects as listed.

RECOMMENDATION:

It is recommended that the Board accept 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) Combination Bid Packages #2 & 24 (site utilities, plumbing) – Peltzer Plumbing, Inc.
- b) Bid Package #3 (landscape, irrigation & field equipment) – T.B. Penick and Sons, Inc.
- c) Bid Package #4 (reinforcing, cast-in-place concrete, precast concrete, membrane waterproofing, chain link fence) – T.B. Penick and Sons, Inc.
- d) Bid Package #6 (structural steel, metal deck, miscellaneous metals, decorative metal fencing & gates) – McMahon Steel
- e) Bid Package #9 (roofing) – J.P. Witherow Roofing Co., Inc.
- f) Bid Package #10 (sheet metal & roof accessories) – Challenger Sheet Metal
- g) Combination Bid Packages #12 & 14 (lath & plaster, drywall, metal studs, doors, frames, hardware, coiling doors, insulation, fireproofing, acoustical ceilings, fabric & vinyl wrapped wall panels, marker boards, protective wall covering & operable walls) – Standard Drywall, Inc.
- h) Bid Package #26 (electrical) – Steiny and Company, Inc.

FUNDING SOURCE:

Mello Roos funds, State School Building Fund 35-00, and Other Building Fund 21-09

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 6, 2006

BOARD MEETING DATE: October 19, 2006

PREPARED BY: Steve Ma, Associate Superintendent/Business

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: AUTHORIZATION TO SIGN ON BEHALF
OF DISTRICT

EXECUTIVE SUMMARY

With the retirement of Simonetta "Nettie" March, Eric R. Dill, as part of his assignment, will be working with purchase orders, instant money and accepting proposals on behalf of the District. In order for this process to occur in a timely manner, it is requested that the Board authorize Mr. Dill to sign purchase orders and accept proposals on behalf of the District. In addition, it is requested that the Board adopt the attached resolution changing the authorized person to sign the Revolving Cash Fund-Prepayment (Instant Money account) from Eric J. Hall and Simonetta March, who recently retired, to Eric R. Dill or David Bevilaqua or Stephen G. Ma.

RECOMMENDATION:

It is recommended that the Board authorize Eric R. Dill, Executive Director of Business Services, to sign purchase orders and accept proposals on behalf of the District and adopt the attached resolution authorizing Eric R. Dill or David Bevilaqua or Stephen G. Ma to draw funds from the Prepayment Revolving Cash Fund.

FUNDING SOURCE:

Not applicable

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 10, 2006

BOARD MEETING DATE: October 19, 2006

PREPARED BY: Stephen G. Ma *sgm*
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: 21

SAN DIEGUITO UNION HIGH
FROM 09/26/06 THRU 10/09/06

1

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
271530	09/26/06	03	THYSSENKRUPP ELEVATO	025	REPAIRS BY VENDORS	\$667.96
271531	09/26/06	03	SPECIALTY DOORS & AU	025	REPAIRS BY VENDORS	\$500.00
271532	09/26/06	03	SHIFFLER EQUIPMENT S	025	BLDG.-REPAIR MATERIA	\$1,554.89
271533	09/26/06	11	ORACLE CORP GOVT SUP	009	LIC/SOFTWARE	\$355.58
271534	09/26/06	06	FOLLETT EDUCATIONAL	024	TEXTBOOKS	\$2,677.59
271535	09/26/06	03	ALPHA GRAPHICS	013	PRINTING	\$251.94
271536	09/26/06	06	PEARSON & AGS ASSESS	013	MATERIALS AND SUPPLI	\$1,012.61
271537	09/26/06	03	SIMPLEX-GRINNELL	025	REPAIRS BY VENDORS	\$3,941.42
271538	09/26/06	03	SETON - DEPT BW-3	025	BLDG.-REPAIR MATERIA	\$755.44
271539	09/26/06	03	EXPRESS PRINT	005	PRINTING	\$619.56
271540	09/26/06	03	XEROX CORPORATION	024	OFFICE SUPPLIES	\$294.16
271541	09/26/06	06	AMAZON.COM	012	MATERIALS AND SUPPLI	\$65.85
271542	09/26/06	03	WEEKLY READER CORPOR	008	MATERIALS AND SUPPLI	\$179.00
271543	09/26/06	03	C D W G.COM	008	MATERIALS AND SUPPLI	\$172.40
271544	09/26/06	03	WEEKLY READER CORPOR	006	MATERIALS AND SUPPLI	\$117.64
271545	09/26/06	03	AMAZON.COM	006	MATERIALS AND SUPPLI	\$69.95
271546	09/26/06	03	DATTEL SYSTEMS INC	008	MATERIALS AND SUPPLI	\$91.32
271547	09/26/06	03	CORPORATE EXPRESS	010	MATERIALS AND SUPPLI	\$247.83
271548	09/26/06	03	DEMCO INC	008	MATERIALS AND SUPPLI	\$880.76
271549	09/26/06	03	ROYAL BUSINESS GROUP	008	MATERIALS AND SUPPLI	\$10.24
271550	09/26/06	06	FRY'S	033	SOFTWARE/DP SUPPLIES	\$2,000.00
271551	09/26/06	03	ONE STOP TONER AND I	013	OFFICE SUPPLIES	\$123.90
271552	09/26/06	03	TOOL DEPOT	013	MATERIALS AND SUPPLI	\$1,000.00
271553	09/26/06	03	GOPHER SPORT	013	MATERIALS AND SUPPLI	\$2,063.90
271554	09/26/06	03	GREG LARSON SPORTS	013	MATERIALS AND SUPPLI	\$225.35
271555	09/26/06	03	GLENCOE-MACMILLAN/MC	013	MATERIALS AND SUPPLI	\$1,683.83
271556	09/26/06	03	BARNES & NOBLE BOOKS	010	OTHER BOOKS-LIBRARY	\$199.99
271557	09/26/06	03	AUDIO VIDEO SUPPLY I	010	MATERIALS AND SUPPLI	\$450.93
271558	09/26/06	03	ONE STOP TONER AND I	010	MATERIALS AND SUPPLI	\$80.80
271560	09/26/06	03	UPSTART	005	MATERIALS AND SUPPLI	\$83.09
271561	09/26/06	06	BRAY-HEIMANN, PATRIC	030	PROF/CONSULT./OPER E	\$600.00
271562	09/26/06	06	DION INTERNATIONAL	028	MATERIALS-REPAIRS	\$1,500.00
271563	09/26/06	03	CAPITOL ENQUIRY	020	MATERIALS AND SUPPLI	\$29.75
271564	09/26/06	03	CAROLINA BIOLOGICAL	005	MATERIALS AND SUPPLI	\$78.59
271565	09/26/06	03	OFFICE DEPOT	014	MATERIALS AND SUPPLI	\$646.39
271566	09/26/06	03	RADIO SHACK	003	OFFICE SUPPLIES	\$43.09
271567	09/26/06	03	B AND H PHOTO-VIDEO-	012	MATERIALS AND SUPPLI	\$465.44
271568	09/26/06	03	CORPORATE EXPRESS	032	MATERIALS AND SUPPLI	\$24.57
271569	09/26/06	03	EDU TECH	026	ADVERTISING	\$199.00
271570	09/27/06	03	OFFICE DEPOT	032	OFFICE SUPPLIES	\$15.30
271571	09/27/06	03	ONE STOP TONER AND I	003	MATERIALS AND SUPPLI	\$117.38
271572	09/27/06	03	ONE STOP TONER AND I	005	MATERIALS AND SUPPLI	\$646.50
271573	09/27/06	03	SCANTRON CORPORATION	014	MATERIALS AND SUPPLI	\$16.82
271574	09/27/06	03	DELL COMPUTER CORPOR	008	MAT/SUP/EQUIP TECHNO	\$12,832.21
271575	09/27/06	03	DAIGGER SCI ED WAREH	003	MATERIALS AND SUPPLI	\$299.45
271576	09/27/06	03	PSYCHOLOGICAL ASSESS	005	MATERIALS AND SUPPLI	\$169.56
271577	09/28/06	06	LANYI, SHIRLEY - PHD	030	PROF/CONSULT./OPER E	\$362.50
271578	09/28/06	03	WAXIE SANITARY SUPPL	008	MATERIALS AND SUPPLI	\$581.20
271579	09/28/06	06	PRENTICE HALL	005	MATERIALS AND SUPPLI	\$101.42
271580	09/28/06	03	THOMSON LEARNING DIS	005	BOOKS OTHER THAN TEX	\$2,303.78
271581	09/28/06	03	COMPANION CORPORATIO	012	NON CAPITALIZED EQUI	\$1,087.50
271582	09/28/06	03	B AND B PROTECTIVE S	025	SECURITY GUARD CONTR	\$360.00
271583	09/28/06	06	NETWORK INTERPRETING	030	PROF/CONSULT./OPER E	\$45,000.00
271584	09/28/06	03	PEARSON & AGS ASSESS	005	MATERIALS AND SUPPLI	\$117.71
271585	09/28/06	03	C D W G.COM	005	MATERIALS AND SUPPLI	\$127.23

SAN DIEGUITO UNION HIGH
FROM 09/26/06 THRU 10/09/06

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
271586	09/28/06	03	SCIENCE, BOOKS & FIL	005	MATERIALS AND SUPPLI	\$48.49
271587	09/28/06	03	SAN DIEGUITO UHSD CA	005	MATERIALS AND SUPPLI	\$1,200.00
271588	09/29/06	03	CARLSBAD, CITY OF	010	RENTS & LEASES	\$225.00
271589	09/29/06	03	G E POLYMER SHAPES	025	BLDG.-REPAIR MATERIA	\$1,142.13
271590	09/29/06	03	AIRE FILTER PRODUCTS	025	BLDG.-REPAIR MATERIA	\$104.84
271591	09/29/06	03	GEARY PACIFIC SUPPLY	025	BLDG.-REPAIR MATERIA	\$464.24
271592	09/29/06	06	INTERIOR WALL SYSTEM	025	OTHER SERV.& OPER.EX	\$1,454.00
271593	09/29/06	03	LOMAS SANTA FE COUNT	026	CONFERENCE,WORKSHOP,	\$2,486.22
271594	09/29/06	03	BANG, DAVE ASSOCIATE	025	BLDG.-REPAIR MATERIA	\$918.69
271595	09/29/06	03	C D W G.COM	014	MATERIALS AND SUPPLI	\$2,149.61
271596	09/29/06	06	NORTHWEST EVALUATION	012	LIC/SOFTWARE	\$1,012.00
271597	09/29/06	03	CORPORATE EXPRESS	026	OFFICE SUPPLIES	\$13.45
271598	09/29/06	06	BIO RAD LIFE SCIENCE	005	MATERIALS AND SUPPLI	\$639.18
271599	09/29/06	03	OFFICE DEPOT	008	MEDICAL SUPPLIES	\$32.33
271600	09/29/06	03	LUNDBERG, BRADLEY	014	PROF/CONSULT./OPER E	\$148.50
271602	09/29/06	03	BEST COMPUTER SUPPLI	014	MATERIALS AND SUPPLI	\$240.06
271603	09/29/06	03	SANDCASE	030	DUES AND MEMBERSHIPS	\$315.00
271604	09/29/06	03	HOME DEPOT	014	MATERIALS AND SUPPLI	\$36.50
271605	10/02/06	14	COLLINS & AIKMAN FLO	025	REPAIRS BY VENDORS	\$7,686.40
271607	10/03/06	06	HYDRAULIC SPECIALIST	005	REPAIRS BY VENDORS	\$375.00
271608	10/03/06	06	MCLOGAN	033	NON CAPITALIZED EQUI	\$538.75
271609	10/03/06	06	MCLOGAN	033	MATERIALS AND SUPPLI	\$337.22
271610	10/03/06	03	C I S I	024	DUES AND MEMBERSHIPS	\$695.00
271612	10/03/06	06	COUNTY WIDE EQUIPMEN	005	REPAIRS BY VENDORS	\$1,500.00
271613	10/03/06	06	FOLLETT EDUCATIONAL	014	TEXTBOOKS	\$701.45
271614	10/03/06	06	FOLLETT EDUCATIONAL	014	TEXTBOOKS	\$2,540.31
271615	10/03/06	11	NASCO MODESTO	009	MATERIALS AND SUPPLI	\$87.92
271616	10/03/06	11	VIANNA, ANTONIO	009	MATERIALS AND SUPPLI	\$180.00
271617	10/03/06	03	ATLAS CHEMICAL & MFG	010	MATERIALS AND SUPPLI	\$132.84
271618	10/03/06	06	BRICKLEY, LORI	010	PROF/CONSULT./OPER E	\$400.00
271619	10/03/06	03	COUNTY OF SAN DIEGO	037	FEES - ADMISSIONS, T	\$459.00
271620	10/03/06	06	TOOL DEPOT	033	MATERIALS AND SUPPLI	\$1,000.00
271621	10/03/06	06	THOMSON LEARNING	013	MATERIALS AND SUPPLI	\$239.21
271622	10/03/06	03	OFFICE DEPOT	010	MATERIALS AND SUPPLI	\$72.81
271624	10/03/06	06	GO ENGINEER	033	LIC/SOFTWARE	\$558.75
271625	10/03/06	06	MITCHELL INFO SERVIC	005	LIC/SOFTWARE	\$975.00
271626	10/03/06	06	D AND D TOOL SUPPLY	033	MATERIALS AND SUPPLI	\$1,255.45
271627	10/03/06	03	PAXTON/PATTERSON	013	MATERIALS AND SUPPLI	\$534.05
271628	10/03/06	06	SNAP ON TOOLS CORPOR	005	MATERIALS AND SUPPLI	\$1,035.69
271629	10/03/06	11	SCANTRON CORPORATION	009	OFFICE SUPPLIES	\$136.12
271630	10/03/06	03	EXPERTISE ENGINEERIN	013	NON CAPITALIZED EQUI	\$700.00
271631	10/03/06	06	PINMART CUSTOMER SER	010	MATERIALS AND SUPPLI	\$161.64
271632	10/03/06	06	NEWSWEEK EDUCATION P	024	MATERIALS AND SUPPLI	\$501.50
271633	10/03/06	06	HEALTH EDCO	013	MATERIALS AND SUPPLI	\$884.95
271634	10/03/06	06	ENTERPRISE GROUP	033	MATERIALS AND SUPPLI	\$33.07
271635	10/03/06	03	BARNES & NOBLE BOOKS	010	MATERIALS AND SUPPLI	\$400.00
271636	10/03/06	11	MCGRAW HILL ORDER SE	009	BOOKS OTHER THAN TEX	\$517.86
271637	10/03/06	03	SK8GUARD, LLC	010	MATERIALS AND SUPPLI	\$610.75
271639	10/03/06	06	OFFICE DEPOT	010	MATERIALS AND SUPPLI	\$193.51
271641	10/03/06	03	OFFICE DEPOT	010	MATERIALS AND SUPPLI	\$46.32
271642	10/03/06	03	AMAZON.COM	008	MATERIALS AND SUPPLI	\$87.75
271645	10/03/06	06	OFFICE DEPOT	008	MATERIALS AND SUPPLI	\$64.78
271646	10/03/06	06	TREETOP PUBLISHING	008	MATERIALS AND SUPPLI	\$73.34
271647	10/03/06	03	MISSION JANITORIAL S	025	CUSTODIAL SUPPLIES	\$142.60
271648	10/03/06	03	SURFACE TECHNOLOGY	025	CUSTODIAL SUPPLIES	\$1,287.42

SAN DIEGUITO UNION HIGH
FROM 09/26/06 THRU 10/09/06

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
271649	10/03/06	03	OFFICE DEPOT	004	OFFICE SUPPLIES	\$32.31
271650	10/03/06	03	MACGILL DISCOUNT SCH	010	MATERIALS AND SUPPLI	\$21.55
271651	10/03/06	06	MADD NATIONAL OFFICE	024	PROF/CONSULT./OPER E	\$2,700.00
271652	10/03/06	06	DOVER PUBLICATIONS	004	MATERIALS AND SUPPLI	\$116.37
271653	10/03/06	03	OFFICE DEPOT	024	OFFICE SUPPLIES	\$248.78
271654	10/03/06	03	INGRAM	004	OTHER BOOKS-LIBRARY	\$563.75
271655	10/03/06	03	RANCHO SANTA FE PROT	025	SECURITY GUARD CONTR	\$14,940.00
271656	10/04/06	03	RADIO SHACK	010	MATERIALS AND SUPPLI	\$150.00
271657	10/04/06	03	SMART AND FINAL CORP	010	MATERIALS AND SUPPLI	\$150.00
271658	10/04/06	03	IMPERIAL WELDING	010	MATERIALS AND SUPPLI	\$250.00
271659	10/04/06	03	HOME DEPOT	010	MATERIALS AND SUPPLI	\$150.00
271660	10/04/06	03	STATER BROS MARKETS	010	MATERIALS AND SUPPLI	\$150.00
271661	10/04/06	03	COMPUSOURCE/ADB ENTE	008	MATERIALS AND SUPPLI	\$40.68
271662	10/04/06	03	MCDUGAL LITTEL	014	TEXTBOOKS	\$4,641.49
271663	10/04/06	03	PETCO	010	MATERIALS AND SUPPLI	\$150.00
271665	10/04/06	03	B AND H PHOTO-VIDEO-	012	MATERIALS AND SUPPLI	\$145.30
271666	10/04/06	03	FREE FORM CLAY & SUP	014	REPAIRS BY VENDORS	\$55.00
271667	10/04/06	03	ALPHA GRAPHICS	003	MATERIALS AND SUPPLI	\$134.26
271668	10/04/06	03	OCE IMAGISTICS INC.	004	RENTS & LEASES	\$1,979.37
271669	10/04/06	03	LEUCADIA PIZZERIA	026	MATERIALS AND SUPPLI	\$101.12
271670	10/04/06	06	SAN DIEGUITO UHSD CA	028	MATERIALS AND SUPPLI	\$250.00
271671	10/04/06	06	MAXIM HEALTHCARE SER	030	OTHER SERV.& OPER.EX	\$49,140.00
271672	10/04/06	06	KANE, JEFF AND/OR DO	030	PAY IN LIEU OF TRANS	\$4,607.08
271673	10/04/06	03	INTEGRATED OFFICE SY	030	REPAIRS BY VENDORS	\$117.00
271674	10/04/06	06	PAX BUSINESS SYSTEMS	030	REPAIRS BY VENDORS	\$218.57
271675	10/04/06	06	OCE IMAGISTICS INC.	030	REPAIRS BY VENDORS	\$4,658.00
271676	10/05/06	03	MATCH POINT TENNIS C	013	REPAIRS BY VENDORS	\$1,675.00
271677	10/05/06	03	TARGET	013	OFFICE SUPPLIES	\$312.48
271678	10/06/06	25-18	SIMPLEX-GRINNELL	025	IMPROVEMENT	\$7,725.00
271679	10/06/06	03	FREDRICKS ELECTRIC I	025	OTHER SERV.& OPER.EX	\$403.50
271680	10/06/06	03	NAPA AUTO PARTS	013	MATERIALS AND SUPPLI	\$500.00
271681	10/06/06	03	TROXELL COMMUNICATIO	010	MATERIALS AND SUPPLI	\$299.11
271682	10/06/06	06	SAN DIEGO CO SUPERIN	024	MATERIALS AND SUPPLI	\$323.25
271683	10/06/06	06	AMAZON.COM	003	MATERIALS AND SUPPLI	\$78.23
271684	10/06/06	06	PLATO LEARNING INC	024	LIC/SOFTWARE	\$23,732.63
271685	10/06/06	06	L A COUNTY OFFICE OF	024	MATERIALS AND SUPPLI	\$484.88
271686	10/06/06	06	SAN DIEGO CO SUPERIN	024	CONFERENCE,WORKSHOP,	\$175.00
271687	10/06/06	03	OFFICE DEPOT	024	OFFICE SUPPLIES	\$17.27
271688	10/06/06	06	COMP USA (CHARGE)	024	MATERIALS AND SUPPLI	\$344.76
271689	10/06/06	06	SAN DIEGO CO SUPERIN	024	CONFERENCE,WORKSHOP,	\$315.00
271690	10/06/06	03	EDUCATIONAL TESTING	024	MATERIALS AND SUPPLI	\$150.00
271691	10/06/06	06	BANYAN TREE LEARNING	030	OTHER CONTR-N.P.S.	\$38,486.70
271692	10/06/06	03	EDUCATIONAL TESTING	024	TEST SCORING	\$3,819.21
271693	10/06/06	03	SCHOLASTIC	004	MATERIALS AND SUPPLI	\$99.53
271694	10/09/06	03	COMPANION CORPORATIO	004	MAT/SUP/EQUIP TECHNO	\$548.75
271695	10/09/06	13	S B C/DATACOMM	031	COMMUNICATIONS-TELEP	\$323.25
271696	10/09/06	03	INGOLD TRACTOR SERVI	025	OTHER SERV.& OPER.EX	\$7,500.00
271697	10/09/06	25-18	OPTIMUM FLOOR CARE	025	EQUIPMENT	\$8,894.81
271698	10/09/06	25-19	MISSION JANITORIAL S	025	EQUIPMENT	\$11,193.01
271699	10/09/06	03	EXPRESS PRINT	026	PRINTING	\$1,422.30
271700	10/09/06	11	TARGET	009	MATERIALS AND SUPPLI	\$52.99
271702	10/09/06	03	HOLT RINEHART & WINS	014	TEXTBOOKS	\$138.83
271703	10/09/06	03	THOMSON LEARNING	014	TEXTBOOKS	\$3,663.08
271704	10/09/06	03	GLENCOE-MACMILLAN/MC	014	TEXTBOOKS	\$2,004.97
271705	10/09/06	11	LONGMAN PUBLISHING	009	BOOKS OTHER THAN TEX	\$247.28

SAN DIEGUITO UNION HIGH
FROM 09/26/06 THRU 10/09/06

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
271706	10/09/06	03	SAN DIEGO OPERA	014	PROF/CONSULT./OPER E	\$450.00
271709	10/09/06	03	CORPORATE EXPRESS	013	OFFICE SUPPLIES	\$59.26
271710	10/09/06	06	ALPHA GRAPHICS	010	PRINTING	\$940.23
271711	10/09/06	03	LYNN CARD COMPANY	004	MATERIALS AND SUPPLI	\$97.95
271713	10/09/06	03	UPBEAT INC	004	LAND IMPROVEMENTS	\$600.76
271715	10/09/06	06	GRAYBAR ELECTRIC CO	033	MATERIALS AND SUPPLI	\$300.15
271716	10/09/06	03	OFFICE DEPOT	013	OFFICE SUPPLIES	\$130.58
271719	10/09/06	03	US BANK	020	CONFERENCE, WORKSHOP,	\$355.80
670045	10/04/06	03	OFFICE DEPOT	001	STORES	\$2,772.67
670046	10/04/06	03	ONE STOP TONER AND I	001	STORES	\$4,285.22
670047	10/04/06	03	PIONEER STATIONERS I	001	STORES	\$767.27
670048	10/04/06	03	CLEAN BEGINNINGS DIS	001	STORES	\$356.87
770026	09/27/06	06	OCEANSIDE TRANS UNLI	028	REPAIRS BY VENDORS	\$2,546.35
770032	10/03/06	06	FOLLETT EDUCATIONAL	024	TEXTBOOKS	\$403.42
770034	09/28/06	03	SAN DIEGO, CITY OF	005	MATERIALS AND SUPPLI	\$165.00
REPORT TOTAL						\$344,753.00

INSTANT MONEY REPORT FOR THE PERIOD 09/26/06 THROUGH 10/09/06

<i>Check #</i>	<i>Vendor</i>	<i>Amount</i>
10208	D & D TOOL & SUPPLY	\$73.42
10209	NUEVOS HORIZONTES	\$117.00
10210	PRINT MAGAZINE	\$57.00
	<i>Total</i>	<hr/> \$247.42

INDIVIDUAL MEMBERSHIP LISTINGS
FOR THE PERIOD SEPTEMBER 26, 2006 – OCTOBER 9, 2006

October 10, 2006

<u>Staff Member Name</u>	<u>Organization</u>	<u>Amount</u>
Marguerite Bulkin	CA INST FOR SCHOOL IMPROVE.	\$695.00
Denise Levine	SANDCASE	\$105.00
Gina Serna	SANDCASE	\$105.00
Dianne Little	SANDCASE	\$105.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 11, 2006

BOARD MEETING DATE: October 19, 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 adopt Policy 0420.4 and 0420.4/AR-1, "Charter School Petitions," as shown in the attached supplement.

FUNDING SOURCE:

General Fund

AGENDA ITEM: 22 A

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** ~~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** ~~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** ~~must~~ state that the parents are meaningfully interested in enrolling their child(ren) in the proposed charter school. The interested parents **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

1/10

~~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

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: April 18, 2002

Policy DRAFT Revision: October 5, 2006

3/10

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%

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: April 18, 2002

Policy DRAFT Revision: October 5, 2006

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-EP) 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

CHARTER SCHOOL PETITIONSPROPOSED

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: October 11, 2006

BOARD MEETING DATE: October 19, 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: Adoption of Proposed Board Policy
1112.4—District and School Web Sites

EXECUTIVE SUMMARY

A proposed new Board Policy and Administrative Regulation governing District and school web sites was presented at the last meeting of the Board of Trustees. This new policy would give direction to schools and related organizations on appropriate web site content and design.

RECOMMENDATION:

Adopt the proposed new Board Policy 1112.4 "District and School Web Sites" as shown in the attached supplement.

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 SITESWEB 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 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.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation DRAFT: August 21, 2006

DISTRICT AND SCHOOL WEB SITESE. 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 SAFEGUARDS1. 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.

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: October 11, 2006

BOARD MEETING DATE: October 19, 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: Adoption of Proposed Board Policy
4112.7 / 4212.7—Employee Acceptable Use

EXECUTIVE SUMMARY

A proposed new Board Policy and Administrative Regulation governing Employee Acceptable Use of District technology was presented at the last meeting of the Board of Trustees. This new policy would specifically address the issues relating to staff use of computers; student use will be addressed separately in a major revision to the existing policy.

RECOMMENDATION:

Adopt the proposed new Board Policies 4112.7 & 4212.7 "Employee Acceptable Use" as shown in the attached supplement.

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.

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.

The Superintendent or designee shall provide copies of related policies, regulations and guidelines to all employees who use

EMPLOYEE ACCEPTABLE USE POLICY

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>

EMPLOYEE ACCEPTABLE USE POLICY

USE 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: October 11, 2006

BOARD MEETING DATE: October 19, 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: Adoption of Revised Board Policy
6168—Student Acceptable Use

EXECUTIVE SUMMARY

Staff brought to you a draft of a major revision of the Board Policy and Administrative Regulations governing Student Acceptable Use of District technology at the last meeting of the Board of Trustees. The revised policy now applies only to students and specifically addresses our expectations of student use and consequences for violations.

RECOMMENDATION:

Adopt revised Board Policy 6168 "Student Acceptable Use" as shown in the attached supplement.

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, 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, or 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: October 11, 2006

BOARD MEETING DATE: October 19, 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 adopt Policy 9320, "Meetings and Notices."

FUNDING SOURCE:

General Fund

AGENDA ITEM: 22 E

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

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

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: October 11, 2006

BOARD MEETING DATE: October 19, 2006

PREPARED BY: Frederick Labib-Wood *FLW*
Director Classified Personnel

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: Adoption 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:

Adopt policy 4216.3-33.1 Instructional Assistant (non-severely handicapped) allocated at Salary Range 34 of the classified bargaining unit schedule, and policy 4216.3-33.2 Instructional Assistant (severely handicapped) allocated 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 that 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: October 11, 2006

BOARD MEETING DATE: October 19, 2006

PREPARED BY: Frederick Labib-Wood *FLW*
Director of Classified Personnel

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: Adoption of proposed revision to Board
Policy 4216.3-10.2 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, at its regular meeting on October 9, 2006, reviewed and approved the job description and the reclassification issues of this reorganization with respect to this position and the affected employee.

RECOMMENDATION:

That the Board adopt 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: October 9, 2006

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: October 9, 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 DISTRICT

Policy Adopted: January 1, 2005

Policy Revised: October 9, 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 function (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 mater 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 DISTRICTPolicy Adopted: January 1, 2005Policy Revised: October 9, 2006

EXECUTIVE DIRECTOR OF BUSINESS SERVICES

~~* Supervises the collection of developer fees and Mello-Rees 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; preparing and maintaining accurate records; operating standard office equipment; and using 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: October 9, 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: October 9, 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

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; providing executive direction to the District's nutrition services, purchasing/warehousing, and risk management programs.

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. To accomplish the program objectives, this classification identifies and develops data sources for projecting future trends, designs, implements and monitors data 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,

EXECUTIVE DIRECTOR OF BUSINESS SERVICES

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.
- * 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 on the impact of developments and for coordinating response on all planning issues affecting the District and related elementary district.
- * 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).

EXECUTIVE DIRECTOR OF BUSINESS SERVICES

- * Performs a variety of personnel function (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 master 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.
- * 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.

EXECUTIVE DIRECTOR OF BUSINESS SERVICESJob 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: to administer personnel policies and practices; apply pertinent codes, policies, regulations and/or laws; communicate with persons of varied cultural and education backgrounds; preparing and maintaining accurate records; operating standard office equipment; and using pertinent software applications; plan and manage projects.

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.

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. 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

EXECUTIVE DIRECTOR OF BUSINESS SERVICES

confidentiality; meeting deadlines and schedules; setting priorities; analyzing laws and regulations; and using pertinent software applications.

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 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

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 5, 2006

BOARD MEETING DATE: October 19, 2006

PREPARED BY: Steve G. Ma, Assoc. Superintendent/Business Services & David R. Bevilaqua, Executive Director of Finance 

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: **ADOPT 2006-07 DISTRICT GENERAL FUND FALL REVISION**

EXECUTIVE SUMMARY

The Board of Trustees approved the Adopted Budget for 2006-07 on June 7, 2006, before the budget for the State of California was approved, and before the books were closed for 2005-06. At that time, certain assumptions were made and reviewed in the executive summary for the Adopted Budget. Some of these "guesstimates" included projected Average Daily Attendance [ADA], COLA applied to the Revenue Limit, the amount of the deficit reduction, estimates for salary and benefit increases, staffing for projected enrollment, and an anticipated increase in the district rate for STRS. Included in the Fall Budget Revision for 2006-07, are the major changes since Board action of June 7, 2006.

- Budget Assumptions – Outline in general the changes since Budget Adoption in June 2006.
- 2006-07 Adopted to Fall Revision, Summary of changes.

Beginning Balance has been changed to reflect the Unaudited Actual ending balance from 2005-06. Income estimates have been increased by about \$7m, due to:

- Increasing estimated P2 ADA from 11,740 to 11,881.
- Deferring revenue from 2005-06, \$382,000.
- Mandated Cost reimbursement of \$1.9m.
- Restricted programs \$3.5m.

Expenditure estimates have been increased by about \$2.2m, due to:

- SDFA salaries increased by .25%.
- CSEA salaries increased to cover the estimated cost of voluntary workdays.
- Minor budget adjustments to Books and Supplies and Capital Outlay.
- Slight increases to estimates for Rents and Leases and Repairs by Vendors.
- Other outgo/transfers out include a transfer to Special Reserve Fund.

AGENDA ITEM: 23

Components of the ending Balance – Restricted:

- It is anticipated the district will receive about \$3.5m in new restricted funding-some one-time and some on going. Guidelines for expending these funds have not been received as yet. Therefore, rather than including pre-mature expenditures, the income has been reserved as a component of the ending restricted balance.

Ending balance as of June 30, 2007 - \$14,410,373.

- The First Interim Budget Report and Certification will be presented to the Board at the December 2006, board meeting. Changes that occur between the Fall Revision and October 31, 2006, will be included.

Summary:

Events have occurred since the district budget was adopted June 7, 2006: the State Budget has been approved; district books are closed as of June 30, 2006, giving an unaudited beginning balance for 2006-07; enrollment projections have been reviewed; Adjustments have been made for Mandated Cost claim reimbursements and new Restricted programs.

RECOMMENDATION:

It is recommended that the Board adopt the 2006-07 District General Fund Fall Revision.

FUNDING SOURCE:

N/A

Budget Assumptions for 2006-07 Fall Revision Budget

A budget, by nature, is an uncertain document, based on estimated income and estimated expenditures for a given period of time. Any time a budget is prepared, certain assumptions must be made with respect to both income and expenditures. The 2006-07 Fall Revision Report and Certification includes the following assumptions:

INCOME PROJECTIONS:

- I - 1 Revenue limit is based on a projected Average Daily Attendance [ADA] of 11,881. This includes 20 students from non-public schools, 10 students from community day school, and 325 interdistrict transfers.
- I - 2 Base Revenue Limit includes a Cost of Living Adjustment [COLA] of 5.92%, and no deficit. This results in an increase of \$354.00 per ADA.
- I - 3 Equalization funding is estimated at \$105.17 per ADA.
- I - 4 Due to uncertainty of funding, zero revenue was projected for Mandated Cost Reimbursement at the time of Budget Adoption. Year-to-date cash receipts for prior year Mandated Cost claims are \$1,902,142.
- I - 5 Although spending guidelines have not been established for new restricted programs, funding levels have been determined and are included at this time.

EXPENDITURE PROJECTIONS:

- E - 1 Salary schedule increase of 8.76% is included in the Fall Revision. This is .25% higher than the adopted budget. \$900,000 is still set aside for future negotiations with CSEA and non-represented groups, as a component of the ending balance.
- E - 2 Classified Salaries have been increased to reflect the estimated cost of Voluntary Work Days.
- E - 3 A transfer from General Fund to Special Reserve Fund has been included in the amount of \$1,902,142 (equal to Mandated Cost Claim collections year-to-date.)
- E - 4 Contributions to Restricted Programs (from unrestricted) are estimate to be \$6,672,291. Exact calculation and details of encroachment will be provided at budget adoption.

ENCROACHMENT BY PROGRAM	(No change since Adopted)
Routine Restricted Maintenance	\$2,829,343
Special Education Instructional	\$1,845,653
Special Education Transportation	\$1,942,544
District Match:	
BTSA	\$37,051
Perkins	\$17,700
Estimated Total	\$6,672,291

San Dieguito Union High School District
Business Services Division
Finance Department

2006-07 Adopted to Fall Revision
Summary of Changes

Income:	<u>Adopted</u>	<u>Fall Revision</u>	<u>Summary of Changes</u>
Revenue Limit	74,672,070	75,742,415	1,070,345 Increase ADA by 141 Increase Equalization from \$90 to \$105 per ADA
Federal	2,684,813	2,805,658	120,845 Revenue Deferred from 2005-06
Other State	6,214,078	11,913,168	5,699,090 Mandated Cost Reimbursements \$1.9m Deferred Revenue \$261,609 Restricted Programs: Counseling \$939,000, Art/PE/Music \$962,680, Discretionary \$880,500, Others \$520,000
Local	8,453,541	8,644,297	190,756 Gifts & Donations
Transfers	1,315,000	1,315,000	0
Total	93,339,502	100,420,538	7,081,036

San Dieguito Union High School District
Business Services Division
Finance Department

2006-07 Adopted to Fall Revision
Summary of Changes

Expenditures:	<u>Adopted</u>	<u>Fall Revision</u>	<u>Summary of Changes</u>
Certificated Salaries	48,249,927	48,352,928	103,001 Increase COLA by .25%
Classified Salaries	15,793,732	15,874,128	80,396 Voluntary Day Salaries
Benefits	16,453,176	16,453,176	0
Books & Supplies	5,125,582	5,123,997	(1,585) Minor Adjustments
Services & Operating Expenses	8,044,710	8,130,539	85,829 Rents & Leases, Repairs by Vendors
Capital Outlay	253,946	236,637	(17,309) Minor Adjustments & Transfers
Other Outgo	390,439	2,292,581	1,902,142 Transfer to Special Reserve (17-42)
Total	94,311,512	96,463,986	2,152,474

General Fund Revenue & Expenditures - 2006-07 FALL REVISION

	2005-06 Unaudited Actuals TOTAL	2006-07 Adopted TOTAL	2006-07 Fall Revision		
			UNRESTRICTED	RESTRICTED	TOTAL
PROJECTED INCOME					
Revenue Limit	70,083,279	74,672,070	73,742,415	2,000,000	75,742,415
Federal Income	2,988,159	2,684,813	6,800	2,798,858	2,805,658
Other State Income	8,986,202	6,214,078	3,346,410	8,566,758	11,913,168
Local Income	9,867,214	8,453,541	2,175,235	6,469,062	8,644,297
Transfers	48,562	1,315,000	(5,357,291)	6,672,291	1,315,000
TOTAL PROJECTED INCOME	91,973,416	93,339,502	73,913,569	26,506,969	100,420,538
PROJECTED EXPENDITURES					
Certificated Salaries	45,939,198	48,249,927	41,450,765	6,902,163	48,352,928
Classified Salaries	16,461,763	15,793,732	9,986,806	5,887,322	15,874,128
Benefits	17,553,234	16,453,176	12,656,622	3,796,554	16,453,176
Books & Supplies	4,977,084	5,125,582	2,387,218	2,736,779	5,123,997
Services & Operating Expenses	7,864,516	8,044,710	5,619,625	2,510,914	8,130,539
Capital Outlay	407,254	253,946	167,086	69,551	236,637
Other Outgo	593,639	390,439	1,554,390	738,191	2,292,581
TOTAL PROJECTED EXPENDITURES	93,796,688	94,311,512	73,822,512	22,641,474	96,463,986
Estimated Unspent as of June 30	0	0	0		0
Expenditures (over/under) Revenue	(1,823,271)	(972,010)	91,057	3,865,495	3,956,552
FUND BALANCE, RESERVES:					
Beginning Balance - July 1	12,271,509	12,009,791	6,727,393	3,726,428	10,453,821
Audit Adjustment/Restatements	5,583	0	0	0	0
Adjusted Beginning Balance	12,277,092	12,009,791	6,727,393	3,726,428	10,453,821
Projected Ending Balance - June 30	10,453,821	11,037,781	6,818,450	7,591,923	14,410,373
COMPONENTS OF THE ENDING BALANCE:					
Revolving Cash Fund 9130	30,000	30,000	30,000		30,000
Stores Inventory 9320	67,957	80,000	80,000		80,000
Recommended Min Reserve (4.5%)	0	4,244,018	4,340,879		4,340,879
Other Commitments	0	275,000	275,000		275,000
Reserve for negotiations (2006-07)	0	900,000	900,000		900,000
Reserve for: Textbooks (2006-07)	0	0	0		0
Reserve for: Categorical Programs (2006-07)	0	3,000,000	0	7,591,923	7,591,923
Total Components	97,957	8,529,018	5,625,879	7,591,923	13,217,802
RESERVE FOR ECONOMIC UNCERTAINTIES	10,355,864	2,508,763	1,192,570	0	1,192,571
	11.04%	2.66%	1.24%		1.24%

REVENUE LIMIT SOURCES

Object	Resource	2005-06 Unaudited Actuals TOTAL	2006-07 Adopted TOTAL	2006-07 Fall Revision		
				UNRESTRICTED	RESTRICTED	TOTAL
8011	STATE AID	7,159,790	11,781,533	12,851,878		12,851,878
8021	HOMEOWNERS' EXEMPTION	733,419	375,000	375,000		375,000
8041	SECURED TAXES	56,501,882	57,509,500	57,509,500		57,509,500
8042	UNSECURED TAXES	2,382,836	2,500,000	2,500,000		2,500,000
8043	PRIOR YEAR TAXES	(43,203)	15,000	15,000		15,000
8044	SUPPLEMENTAL TAXES	2,545,436	1,500,000	1,500,000		1,500,000
8045	ED REV AUGMENT FUNDS(ERAF)		100,000	100,000		100,000
8082	OTHER TAXES	730	1,000	1,000		1,000
8089	50% RECAPTURE, OTHER TAXES	(365)	(500)	(500)		(500)
8091	SPECIAL ED ADA	0	0	(1,700,000)	1,700,000	0
8092	PERS REDUCTION TRANSFER	506,764	590,537	590,537		590,537
8097	SPECIAL ED EXCESS TAX	295,990	300,000		300,000	300,000
	TOTAL-REVENUE LIMIT SOURCES	70,083,279	74,672,070	73,742,415	2,000,000	75,742,415
		@ 11,636 Est ADA	@ 11,740 Est ADA	@ 11,881 Est ADA		
	BASE REVENUE LIMIT	\$5,897.15	\$6,341.49	\$6,356.32		
	FUNDED REVENUE LIMIT	\$5,844.55	\$6,341.49	\$6,356.32		
	REVENUE LIMIT DEFICIT	0.89%	0.00%	0.00%		

FEDERAL INCOME

Object	Resource		2005-06 Unaudited Actuals TOTAL	2006-07 Adopted TOTAL	2006-07 Fall Revision		
					UNRESTRICTED	RESTRICTED	TOTAL
8290 000	0000 024	AP FEE REIMB PROG	6,834	6,800	6,800	0	6,800
8290 000	0460-000	STAR TESTING	205				
8290 000	3010 000	P ESEA TITLE I		0			0
8290 000	3010 000	ESEA TITLE I	768,519	497,311		497,311	497,311
8290 001	3010 000	D ESEA TITLE I	0	0		115,173	115,173
8181 000	3310 000	IDEA P.L. 94-142 SPEC. ED.	0	0			0
8181 000	3310 000	P IDEA P.L. 94-142 SPEC. ED.	0	0			0
8181 000	3310 000	IDEA P.L. 94-142 SPEC. ED.	1,609,584	1,609,584		1,609,584	1,609,584
8285 000	3340 000	SP ED IDEA & INSERVICE TRAINING	3,884	3,900		3,900	3,900
8285 001	3360 000	SP ED IDEA LOW INCID PL 94-14	518	1,600		0	0
8290 001	3530 000	D VOC & APPLIED	0	0		5,741	5,741
8290 000	3550 001	PERK VATEA SECONDARY 131	102,819	95,872		95,872	95,872
8290 000	3550 001	PERK VATEA	0	0		0	0
8290 000	3550 002	PERK VATEA ADULTS 132	11,535	13,125		13,125	13,125
8290 000	3710 000	IASA DRUG FREE SCHOOLS	37,557	0			0
8290 001	3715 000	SHS IASA LEADERSHIP	2,917	0		0	0
8290 000	4035 000	NO CHILD LEFT BEHIND -TITLE II	235,884	220,940		220,940	220,940
8290 000	4035 000	P NO CHILD LEFT BEHIND -TITLE II		0			0
8290 001	4035 000	D NO CHILD LEFT BEHIND -TITLE II		0			0
8290 000	4045 000	TITLE II ENHNC	20,511	10,189		10,189	10,189
8290 000	4045 000	P TITLE II ENHNC		0			0
8290 000	4110 000	IASA TITLE VI	4,708	8,392		8,392	8,392
8290 001	4135 000	D CLASS SIZE REDUCTION		0			0
8290 000	4201 000	TITLE III IMMIGRANT EDUCATION	4,374	0			0
8290 001	4201 000	D TITLE III IMMIGRANT EDUCATION	0	0		1,531	1,531
8290 000	4203 000	TITLE III LEP STUDENT	56,953	42,346		42,346	42,346
8290 000	4203 000	P TITLE III LEP STUDENT		0			0
8290 001	4203 000	D TITLE III LEP STUDENT	0	0			0
8290 001	4230 407	D TITLE VII GRAD DEVELOP/IMPLEM	1,483	0			0
8290 000	5810 003	SMALLER LEARNING COMM - LCC	119,875	174,754		174,754	174,754
8290 000	5810 003	P SMALLER LEARNING COMMUNITY		0			0
		TOTAL FEDERAL REVENUE	2,988,159	2,684,813	6,800	2,798,858	2,805,658

P PRIOR YEAR D DEFERRED

OTHER STATE INCOME

Object	Resource	CODE		2005-06	2006-07	2006-07		
				Unaudited Actuals TOTAL	Adopted TOTAL	Fall Revision		TOTAL
						UNRESTRICTED	RESTRICTED	
8590 000	0000 000		UNRES RESERVE	43,260				
8590 000	0000 013	P	OPPORTUNITY CLASS	9,997	0			0
8590 000	0000 014		OPPORTUNITY SUPPLEMENTAL GRANT ADD ON	0	0			0
8590 000	0000 015		STAFF DEV. BUY BACK	11,883	0			0
8590 000	0000 020	P	HIGH SCHOOL EXIT EXAM	7,398	15,000	15,000		15,000
8590 000	0000 023	P	TITLE VI FLEX CELDT	3,165				
8550 000	0425 000	P	MANDATED COST REIMBURSMENTS	165,172	0			0
8550 000	0426 000		SP. ED. - MANDATED COST BUYOUT (06/07 - 6 of 10yrs)	0	43,268	43,268		43,268
8590 000	0450 001		SITE BLOCK GRANT 2000/01	0	0			0
8590 000	0460 000		STAR TESTING	24,519				
8590 000	0480 000		ACADEMIC PERFORMANCE INDEX	0	0			0
8590 000	0485 000		GOVERNOR'S PERFORMANCE ALLOCATION	0	0			0
8560 000	1100 000	P	LOTTERY	7,027	0			0
8560 000	1100 000		LOTTERY	1,566,930	1,386,000	1,386,000		1,386,000
8435 000	1200 000		CLASS SIZE REDUCTION - 9TH	667,787	0			0
8590 000	3360 000		SPECIAL ED SPECIALIZED SERVICES	1,100	0		1,600	1,600
8590 000	3405 000		SPECIAL ED WORKABILITY	281,134	281,134		281,134	281,134
8590 000	6285 000		COMMUNITY BASED ENG TUTOR (Adult Ed Program)	0	0			0
8590 001	6285 000	D	COMMUNITY BASED ENG TUTOR	0	0			0
8590 000	6286 000		ENGLISH LANGUAGE LEARNER	23,600	23,601		23,600	23,600
8590 000	6286 000	P	ENGLISH LANGUAGE ACQUISITION	(7,000)	0			0
8590 000	6288 000		ENGLISH LANGUAGE & LITERACY	36,394	0			0
8590 000	6296 000		SCHOOL LIBRARY/PUBLIC SCHOOL	0	0			0
8590 000	6296 000	P	SCHOOL LIBRARY/PUBLIC SCHOOL	7,910	0			0
8560 000	6300 000	P	LOTTERY INSTRUCTIONAL MATERIALS	8,247	0			0
8560 000	6300 000		LOTTERY INSTRUCTIONAL MATERIALS	342,826	263,000		263,000	263,000
8590 000	6310 000		SCHOOL LAW ENFORC. PARTNERSHIP SUPP. GRANT	0	0			0
8590 000	6310 001		SCHOOL LAW ENFORC. PARTNERSHIP SUPP. GRANT	0	0			0
8590 000	6405 000	P	SCHOOL SAFETY & VIOLENCE PREVENTION	144,686	0			0
8590 000	6405 000		SCHOOL SAFETY & VIOLENCE PREVENTION	350,054	350,054		350,054	350,054
8590 000	6500 000		SPECIAL ED CAHSEE	86,007	0			0
8590 000	6500 003		SPECIAL ED PRE-REFERRAL	53,660	0			0
8590 000	6650 003	P	TUPE, PAT II	16,150	0			0
8590 000	6650 003		TUPE PAT II	10,113	33,750		33,750	33,750
8590 000	6660 000	P	TUPE ELEMENTARY	(3,158)	0			0
8590 000	6660 000		TUPE/TOBACCO USE PREVENTION ED.	14,075	12,178		12,178	12,178
8590 000	6670 004	P	TUPE 9-12 STOP	0	0			0
8590 000	6670 004		TUPE 9-12 STOP IV	201,516	0			0
8590 001	6670 004		TUPE 9-12 STOP IV	0	0			0
8590 000	7045 000	P	TIIG	95,399	0			0
8311 000	7090 000	P	ECONOMIC IMPACT AID	0	0			0
8311 000	7090 000		ECONOMIC IMPACT AID	149,920	149,744		149,744	149,744
8311 000	7090 001	P	EIA SUPPLEMENTAL GRANT ADD ON	0	0			0
8590 001	7100 000	D	ED TECH DIGITAL HS	2,823	0		24,752	24,752
8590 001	7110 000	D	ED TECH	2,482	0		7,749	7,749
8590 001	7110 003	D	EDUC TECH - SUPPLEMENTAL	153,313	0		75,646	75,646
8311 000	7140 000	P	GIFTED AND TALENTED (GATE)	0	0			0
8311 000	7140 000		GIFTED AND TALENTED (GATE)	104,003	96,674		96,674	96,674
8319 000	7140 000		GIFTED AND TALENTED (GATE)	0	0			0
8590 000	7156 000	P	IMFRP/INSTRUCTIONAL MATERIAL	63,350	0			0
8590 000	7156 000		INSTRUCTIONAL MATERIAL BLOCK GRANT - AB1781	700,056	658,730		658,730	658,730

OTHER STATE INCOME

Object	Resource	CODE		2005-06	2006-07	2006-07		
				Unaudited Actuals TOTAL	Adopted TOTAL	Fall Revision		TOTAL
						UNRESTRICTED	RESTRICTED	
8590 000	7156 001	P	INSTRUCTIONAL MATERIAL - SUPPL GRANT	0	0			0
8590 000	7156 001	D	INSTRUCTIONAL MATERIALS SUPPLEMENTAL	0	0			0
8590 000	7157 000	P	INSTRUCTIONAL MATERIALS E.L.L. (ONE TIME)	1,102	0			0
8590 000	7157 000		INSTRUCTIONAL MATERIALS E.L.L. (ONE TIME)	9,465	0			0
8311 000	7230 000	P	TRANSPORTATION - Home to School	37,765	0			0
8311 000	7230 000		TRANSPORTATION - Home to School	543,855	465,000		465,000	465,000
8311 000	7240 000	P	TRANSPORTATION - Special Ed	4,710	0			0
8311 000	7240 000		TRANSPORTATION-Special Education	66,907	60,000		60,000	60,000
8311 001	7265 000	D	SCHOOL IMPROVEMENT PROGRAM	242,098	0		15,388	15,388
8311 001	7265 002	D	SIP SUPPL. GRANT ADD-ON	53,470	0		138,074	138,074
8590 000	7271 000		PEER ASSISTANCE & REVIEW/ENTITLE.	46,953	20,000		20,000	20,000
8590 001	7345 000	D	STAFF DEV - (CTEI)	10,253	0			0
8590 000	7370 000	P	SUPPLEMENTAL PROGS	34,017	0			0
8590 000	7370 000		SUPPLEMENTAL PROGS - SPEC. SECONDARY	52,308	0			0
8590 000	7375 000	P	TENTH GRADE COUNSELING	0	0			0
8590 000	7390 000		PUPIL RETENTION BLOCK GRANT	68,949	68,949		68,949	68,949
8590 000	7392 000		TEACHER CREDENT BLOCK GRANT	236,984	319,439		319,439	319,439
8590 000	7393 000		PROFESSIONAL DEVELOPMENT BLOCK GRANT	517,481	259,743		259,743	259,743
8590 000	7394 000		TARGETED INSTRUCTIONAL IMPROV BLOCK GRANT	1,334,500	1,335,655		1,335,655	1,335,655
8590 000	7395 000		SCHOOL & LIBRARY IMPROV BLOCK GRANT	379,585	372,159		372,159	372,159
8590 000	7810 002	P	COMMUNITY CHALLENGE/CHOICES	0	0			0
8550 000	0425 000	P	MANDATED COST REIMBURSEMENTS			1,902,142	0	1,902,142
			ARTS & MUSIC (ON-GOING)	0	0		176,100	176,100
			PE MS GRANT (ON-GOING)	0	0		0	0
			COUNSELING (ON-GOING)	0	0		939,200	939,200
			ARTS, MUSIC, PE (ONE-TIME)	0	0		962,680	962,680
			CTE (ONE-TIME)	0	0		176,100	176,100
			EL (ONE-TIME)	0	0		223,060	223,060
			INSTRUCTIONAL MAT & TECH (ONE-TIME)	0	0		176,100	176,100
			DISCRETIONARY BLOCK GRANT (75%) (ONE-TIME)	0	0		657,440	657,440
			DISCRETIONARY BLOCK GRANT (25%) (ONE-TIME)	0	0		223,060	223,060
TOTAL OTHER STATE REVENUE				8,986,202	6,214,078	3,346,410	8,566,758	11,913,168
		D	DEFERRED					
		P	PRIOR YEAR					
		G	GOVERNOR DEFERRED					

LOCAL INCOME

Object	Resource		2005-06	2006-07	2006-07		
			Unaudited Actuals TOTAL	Adopted TOTAL	Fall Revision		TOTAL
					UNRESTRICTED	RESTRICTED	
8689 050	0000 300	TRANSP FEES-ATHL-TP	97,835	97,500	97,500		97,500
8689 100	0000 300	TRANSP FEES-ATHL-LCC	122,692	97,500	97,500		97,500
8689 130	0000 300	TRANSP FEES-ATHL-SDA	20,947	39,000	39,000		39,000
8689 140	0000 300	TRANSP FEES-ATHL-CCA	13,500	10,000	10,000		10,000
8650 XXX	0000 635	M & O FIELD USE	91,467	63,000	63,000		63,000
8699 000	0100 030	22ND AGR DIST NON COOP	83,077	84,000	84,000		84,000
8677 002	0100 034	INT/AGY COOP TRANSP. - (CARLSBAD FIELD TRIPS)	87,768	30,000	30,000		30,000
8677 004	0100 038	INT/AGY PRIVATE CONTRACTOR	89,380	6,000	6,000		6,000
8689 001	0100 039	OTHER PARKING FINES FEES	8,177	10,000	10,000		10,000
8660 000	0100 040	INTEREST	501,971	450,000	450,000		450,000
8631 000	0100 046	SALE OF EQUIPMENT & SUPPLIES	7,777	6,000	6,000		6,000
8689 010	0100 048	STUDENT PARKING FEES-LCC	20,358	25,000	25,000		25,000
8689 013	0100 049	STUDENT PARKING FEES-SDA	9,785	11,000	11,000		11,000
8689 005	0100 050	STUDENT PARKING FEES-TP	31,694	30,000	30,000		30,000
8677 014	0100 051	ADMIN DEV FEES RSF/SB	4,806	5,000	5,000		5,000
8677 000	0100 303	I/A COOP INDIRECT COSTS	0	90,979	90,979		90,979
8650 000	0100 XXX	LEASES AND RENTALS - Facility Use	171,822	129,500	133,580		133,580
8792 000	6500 000	SPECIAL EDUCATION	3,083,740	3,280,000		3,280,000	3,280,000
8677 010	6500 004	COASTAL LEARNING ACADEMY	163,060	110,000		110,000	110,000
8699 000	6500 280	SPECIAL EDUCATION SEVERE	78,727	0		0	0
8675 001	7230 002	TRANSPORT.SERVICES PARENT PAY	438,873	400,000		400,000	400,000
8677 012	7240 002	INT/AGY COOP SPECIAL ED OPERATIONAL	1,750,888	1,819,587		1,819,587	1,819,587
8677 000	9025 000	ROP COUNTY OFFICE	847,351	859,475		859,475	859,475
8677 000	9025 000	P ROP COUNTY OFFICE (PRIOR YEAR)	12,538			0	0
8699 XXX	XXXX XXX	OTHER LOCAL INCOME	2,128,980	800,000	986,676		986,676
		TOTAL LOCAL REVENUE	9,867,214	8,453,541	2,175,235	6,469,062	8,644,297
8980 000	0000 000	UNRESTRICTED RESERVE	(6,684,380)	(6,672,291)	(6,672,291)		(6,672,291)
8919 013	0100 085	TRANSFER FROM NUTR SERV, 13-00 - PEPSI/CAP FACILIT	0	0	0		0
8919 019	0100 085	TRANSFER FROM CAP. FAC. 25-19	39,562	40,000	40,000		40,000
8980 000	3360 000	SP ED - IDEA LOW INCIDENCE ENT	809	0			0
8980 000	3550 000	VOC & APPL 2ND & ADULT PRGRMS	2,627	0			0
8980 000	3550 003	DISTRICT MATCH - PERKINS	17,700	17,700		17,700	17,700
8980 000	6500 000	CONTRIBUTION TO SPEC. ED. FOR ENCROACHMENT	1,441,047	1,833,653		1,833,653	1,833,653
8980 000	6670 004	TUPE 9-12 STOP IV	10,825	0			0
8919 017	0000 000	TRANSFER IN FROM SPECIAL RESERVE FUND, 17-42	0	1,275,000	1,275,000		1,275,000
8980 000	7230 000	HOME TO SCHOOL TRANSPORTATION	0	0			0
8980 000	7240 000	CONTRIBUTION TO SP. ED. TRANSP. FOR ENCROACHMEN	2,006,782	1,942,544		1,942,544	1,942,544
8980 000	7271 000	PEER ASST & REVIEW/ENTITL	33,047	0			0
8980 000	7280 000	STAFF DEV-BEG TEACH SPT	61,780	0			0
8980 000	7392 000	TEACHER CREDENT BLOCK GRANT	188,216	37,051		37,051	37,051
8980 000	8150 000	CONTRIBUTION TO ROUTINE REPAIR FOR ENCROACHME	2,817,137	2,829,343		2,829,343	2,829,343
8980 000	9010 000	OTHER LOCAL INCOME	11,523	12,000		12,000	12,000
8980 000	9025 000	ROP	101,887	0			0
		TOTAL TRANSFERS	48,562	1,315,000	(5,357,291)	6,672,291	1,315,000
		TOTAL ALL REVENUE W/O TEMP TRSFERS	91,973,416	93,339,502	73,913,569	26,506,969	100,420,538
		OTHER I/F TRANSFERS IN-TEMP	5,000,000	5,000,000			0
		TOTAL REVENUE WITH ALL TRANSFERS	96,973,416	98,339,502	73,913,569	26,506,969	100,420,538

CERTIFICATED SALARIES

Object	Resource		2005-06 Unaudited Actuals TOTAL	2006-07 Adopted TOTAL	2006-07 Fall Revision		
					UNRESTRICTED	RESTRICTED	TOTAL
1100 000		TEACHERS' SALARIES	37,701,840	40,337,894	34,413,805 ^{85%}	6,027,089 ^{15%}	40,440,894
1200 000		PUPIL SUPPORT: LIBRARIANS GUIDANCE, WELFARE & ATTEND. PHYSICAL & MENTAL HEALTH	2,989,205	3,203,653	3,113,470	90,183	3,203,653
1300 000		SUPERVISORS, ADMIN: SCHOOL ADMINISTRATORS SUPERINTENDENTS ADMINISTRATORS	4,041,673	3,770,554	3,617,704	152,850	3,770,554
1900 000		OTHER CERTIFICATED	1,206,481	937,826	305,785	632,041	937,826
		TOTAL-OBJECT CODE 1000	45,939,198	48,249,927	41,450,765	6,902,163	48,352,928

CLASSIFIED SALARIES

Object	Resource		2005-06 Unaudited Actuals TOTAL	2006-07 Adopted TOTAL	2006-07 Fall Revision		
					UNRESTRICTED	RESTRICTED	TOTAL
2100 000		INSTRUCTIONAL AIDES	1,880,176	1,501,920	67,500	1,434,420	1,501,920
2200 000		CLASSIFIED SUPPORT: MAINTENANCE & OPERATIONS INSTR. MEDIA / LIBRARY TRANSPORTATION	6,599,328	6,287,315	2,578,674	3,785,995	6,364,669
2300 000		SUPERVISORS AND ADMINISTRATORS' SALARIES	1,273,526	1,255,842	882,944	372,899	1,255,843
2400 000		CLERICAL & OFFICE PERSONNEL	5,894,139	5,993,475	5,743,848	252,669	5,996,517
2900 000		OTHER CLASSIFIED	814,594	755,179	713,840	41,339	755,179
		TOTAL-OBJECT CODE 2000	16,461,763	15,793,732	9,986,806	5,887,322	15,874,128

EMPLOYEE BENEFITS

Object	Resource		2005-06 Unaudited Actuals TOTAL	2006-07 Adopted TOTAL	2006-07 Fall Revision		
					UNRESTRICTED	RESTRICTED	TOTAL
3100 000		STATE TEACHERS' RETIREMENT SYS	4,052,148	3,968,779	3,401,726	567,053	3,968,779
3200 000		PUBLIC EMP. RETIREMENT SYS - PERS	1,352,409	1,394,784	901,456	493,328	1,394,784
3311/2 000		SOCIAL SECURITY	1,053,790	947,796	612,566	335,230	947,796
3321/2 000		MEDICARE CERTIFICATED	818,556	875,738	703,068	172,670	875,738
3400 000		INC PROTCT+CERT DNTAL+LIFE (FY 05-06 CERT DNTAL & LIFE MOVED TO OBJECT 3900)	711,151	569,978	469,532	100,446	569,978
3500 000		UNEMPLOYMENT INSURANCE	308,041	32,012	25,630	6,382	32,012
3600 000		WORKERS' COMPENSATION	2,165,270	1,154,084	923,868	230,216	1,154,084
3700 000		RETIREE BENEFITS (H & W)	192,257	297,127	297,127	0	297,127
3800 000		PERS REDUCTION	462,091	561,269	384,905	176,364	561,269
3900 000		FLEX ACCOUNTS	6,437,522	6,651,609	4,936,744	1,714,865	6,651,609
		TOTAL-OBJECT CODE 3000	17,553,234	16,453,176	12,656,622	3,796,554	16,453,176

BOOKS AND SUPPLIES

Object	Resource		2005-06 Unaudited Actuals TOTAL	2006-07 Adopted TOTAL	2006-07 Fall Revision		
					UNRESTRICTED	RESTRICTED	TOTAL
4100 000		TEXTBOOKS (7-8 + 9-12)	478,939	965,500	0	965,500	965,500
4200 000		BOOKS OTHER THAN TEXTBOOKS	61,818	25,714	21,314	4,400	25,714
4300 000		MATERIALS & SUPPLIES LOTTERY INSTRUCTIONAL MTRLS SCIENCE LAB MATERIALS OTHER SUPPLIES PUPIL TRANSPORTATION SUPPLIES	3,481,167	3,682,583	1,995,402	1,597,591	3,592,993
4400 000		NON-CAPITALIZED EQUIPMENT MAT/SUP/EQUIP TECH	955,159	451,785	370,502	169,288	539,790
		TOTAL-OBJECT CODE 4000	4,977,084	5,125,582	2,387,218	2,736,779	5,123,997

SERVICES AND OPERATING EXPENSES

Object	Resource		2005-06 Unaudited Actuals TOTAL	2006-07 Adopted TOTAL	2006-07 Fall Revision		
						RESTRICTED	TOTAL
5200 000		TRAVEL/CONFERENCES/INSERVICE TRNG	262,840	317,745	169,884	147,860	317,744
5300 000		DISTRICT DUES & MEMBERSHIP	45,633	55,763	40,928	17,820	58,748
5400 000		INSURANCE	417,577	497,110	452,742	44,368	497,110
5500 000		UTILITIES	2,119,441	2,751,200	2,697,200	0	2,697,200
5600 000		RENTALS, LEASES & REPAIRS	997,712	753,514	611,979	287,172	899,151
5700 000		INTER-PROGRAM SERVICES	(2,531)	(1,000)	228,779	(229,779)	(1,000)
5800 000		PROF./CONSULTING & OTHER SERVICES & OPERATING EXPENSES, INSTRUCTIONAL CONSULT. & LECT.	3,745,181	3,386,886	1,137,938	2,239,356	3,377,294
5900 000		COMMUNICATIONS: VOICE, DATA & POSTAGE	278,663	283,492	280,175	4,117	284,292
		TOTAL-OBJECT CODE 5000	7,864,516	8,044,710	5,619,625	2,510,914	8,130,539

CAPITAL OUTLAY

Object	Resource		2005-06 Unaudited Actuals TOTAL	2006-07 Adopted TOTAL	2006-07 Fall Revision		
					UNRESTRICTED	RESTRICTED	TOTAL
6100 000		SITES & IMPROVEMENT OF SITES	41,232	0	0	0	0
6200 000		IMPROVEMENT	14,500	0	0	0	0
6400 000		EQUIPMENT	291,753	105,738	51,474	36,955	88,429
6500 000		EQUIPMENT REPLACEMENT	59,768	148,208	115,612	32,596	148,208
		TOTAL-OBJECT CODE 6000	407,254	253,946	167,086	69,551	236,637

OTHER OUTGO

Object	Resource		2005-06 Unaudited Actuals TOTAL	2006-07 Adopted TOTAL	2006-07 Fall Revision		
					UNRESTRICTED	RESTRICTED	TOTAL
7130 000		TUITION/STATE SPEC SCHOOLS	6,873	0	0	0	0
7142 000		OTHER TUITION & SPEC. ED XCES COSTS	49,573	10,000	0	22,000	22,000
7142 001		SP. ED. XCES COST/CO OFC	11,523	12,000	0	0	0
7310 001		DIRECT SUPPORT/INDIRECT COSTS	0	0	(270,191)	270,191	0
7350 011	0000 605	ADULT ED INDIRECT - FUND 11-00	(64,176)	(70,050)	(70,050)	0	(70,050)
7350 013	0000 605	FOOD SERVICE INDIRECT FD 13-00	(139,397)	(150,000)	(150,000)	0	(150,000)
7615 014	8150 000	TRSF FROM GEN TO DEF. MAINT. FUND 14-00	437,257	446,000		446,000	446,000
7612 017	0450 000	TRSF FROM GEN TO SPEC RES FUND 17-42 (MANDATED	0	0	1,902,142	0	1,902,142
7619 016	0000 850	TRSF FROM GEN TO INSUR WAIVER 67-16	291,986	142,489	142,489	0	142,489
		TOTAL-OBJECT CODE 7000	593,639	390,439	1,554,390	738,191	2,292,581
		TOTAL-ALL EXPENDITURES	93,796,688	94,311,512	73,822,512	22,641,474	96,463,986
		TEMP. TRANSFER/CASH FLOW	5,000,000	0			
		GRAND TOTAL-ALL EXPENDITURES	98,796,688	94,311,512	73,822,512	22,641,474	96,463,986


San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 10, 2006

BOARD MEETING DATE: October 19, 2006

PREPARED BY:  John Addleman, Facilities Planning Analyst
Steve Ma, Exec. Dir. of Business Services

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

SUBJECT: COMMUNITY FACILITIES DISTRICT NO. 95-1/ Annexation No. 13 / ADOPTION OF RESOLUTION OF ANNEXATION (Terrazzo-Bougainvillea / A 21 Single Family Home Subdivision / Johnson Communities of Southern California, LLC – Del Mar Mesa)

EXECUTIVE SUMMARY

At the September 19, 2006 Board meeting, the Board adopted 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" in order to annex the subdivision of Terrazzo-Bougainvillea – a Johnson Communities of Southern California, LLC property, into the Community Facilities District. A special election will be held November 7, 2006. Terrazzo-Bougainvillea is located in the Carmel Valley MS/Torrey Pines HS attendance area. At this Board meeting, it is necessary to hold a public hearing allowing comments from the public regarding the annexation and to adopt the attached Resolution, which determines that the prior proceedings were valid, that protests were not filed, that fewer than twelve registered voters are registered to vote, and to request the Election be conducted by the Election Official.

RECOMMENDATION:

It is recommended that the Board a) Hold a Public Hearing, allowing comments from the public on the Board's intention to annex the property into Community Facilities District No. 95-1, and

AGENDA ITEM: 24

- b) Adopt the attached Resolution of the Board of Trustees of the San Dieguito Union High School District Acting as the Legislative Body of the San Dieguito Union High School District Community Facilities District No. 95-1.

FUNDING SOURCE:

Not applicable.

Enclosures: Resolution of Annexation, Schedule, and Map of Boundaries

**RESOLUTION OF ANNEXATION OF THE BOARD OF TRUSTEES OF
THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
ACTING AS THE LEGISLATIVE BODY OF THE
SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
COMMUNITY FACILITIES DISTRICT NO. 95-1**

WHEREAS, the Board of Trustees (the "Board") of San Dieguito Union High School District Community Facilities District No. 95-1 (the "District") pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, consisting of Sections 53311, et seq., of the California Government Code (the "Act"); and

WHEREAS, the Board, acting as the legislative body of the District, adopted 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 stating its intention to annex certain territory into the District (the "Annexed Territory No. 13") and calling a special election for November 7, 2006 (the "Election"); and

WHEREAS, the Board held a public hearing as required by law relative to the annexation of the proposed territory into the District on October 19, 2006 (the "Hearing"); and

WHEREAS, at the Hearing all persons desiring to be heard on all matters pertaining to the annexation of the proposed territory into the District, the levy of the special tax, the proposed bond issue and the types of facilities to be financed by the District were heard and a full and fair hearing was held; and

WHEREAS, at the Hearing evidence was presented to the Board on the matters before it.

NOW THEREFORE, THE BOARD OF TRUSTEES OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The Board finds and determines that all prior proceedings in connection with the annexation of the Annexed Territory No. 13 into the District were valid and in conformity with the Act. This determination shall be final and conclusive upon all persons.

Section 2. Written protests against the proposed annexation of the Annexed Territory No. 13 into the District have not been filed by either (i) 50 percent or more of the registered voters, or six registered voters, whichever is more, residing within the territory of the District or within the Annexed Territory No. 13, or (ii) the owners of one-half or more of the land within the District or within the Annexed Territory No. 13.

Section 3. The Board hereby finds and determines that there are fewer than twelve registered voters registered to vote within the territory of the Annexed Territory No. 13.

Section 4. The Election Official conducting the Election (the "Election Official") is hereby requested to continue to take any and all steps necessary for the holding of the Election consistent with the Resolution of Intention.

Section 5. The Secretary of the Board is hereby directed to transmit a copy of this Resolution to the Election Official no later than three days from the date thereof.

Section 6. The members of the Board and their authorized representatives are, and each of them acting alone is, hereby authorized to execute any and all documents and agreements and do perform any and all acts and things, from time to time, consistent with this Resolution and necessary or appropriate to carry the same into effect and to carry out its purposes.

ADOPTED, SIGNED AND APPROVED, this 19th day of October 2006.

BOARD OF TRUSTEES OF THE
SAN DIEGUITO UNION HIGH
SCHOOL DISTRICT ACTING AS
THE LEGISLATIVE BODY OF
COMMUNITY FACILITIES
DISTRICT NO. 95-1.

By: _____
Title: President

ATTEST:

By: _____
Title: Recording Secretary

**COMMUNITY FACILITIES DISTRICT NO. 95-1
ANNEXATION NO. 13
Terrazo-Bougainvillea - Johnson Communities of Southern California, LLC
Del Mar Mesa**

ANNEXATION SCHEDULE

September 19, 2006 Board Meeting

Adopt Resolution of Intention

September 29, 2006

Deadline to record map

October 12, 2006

Deadline to Publish Notice of Public Hearing

October 19, 2006 Board Meeting*

Public Hearing

Adopt Resolution of Annexation

November 7, 2006*

Special Election

November 16, 2006 Board Meeting

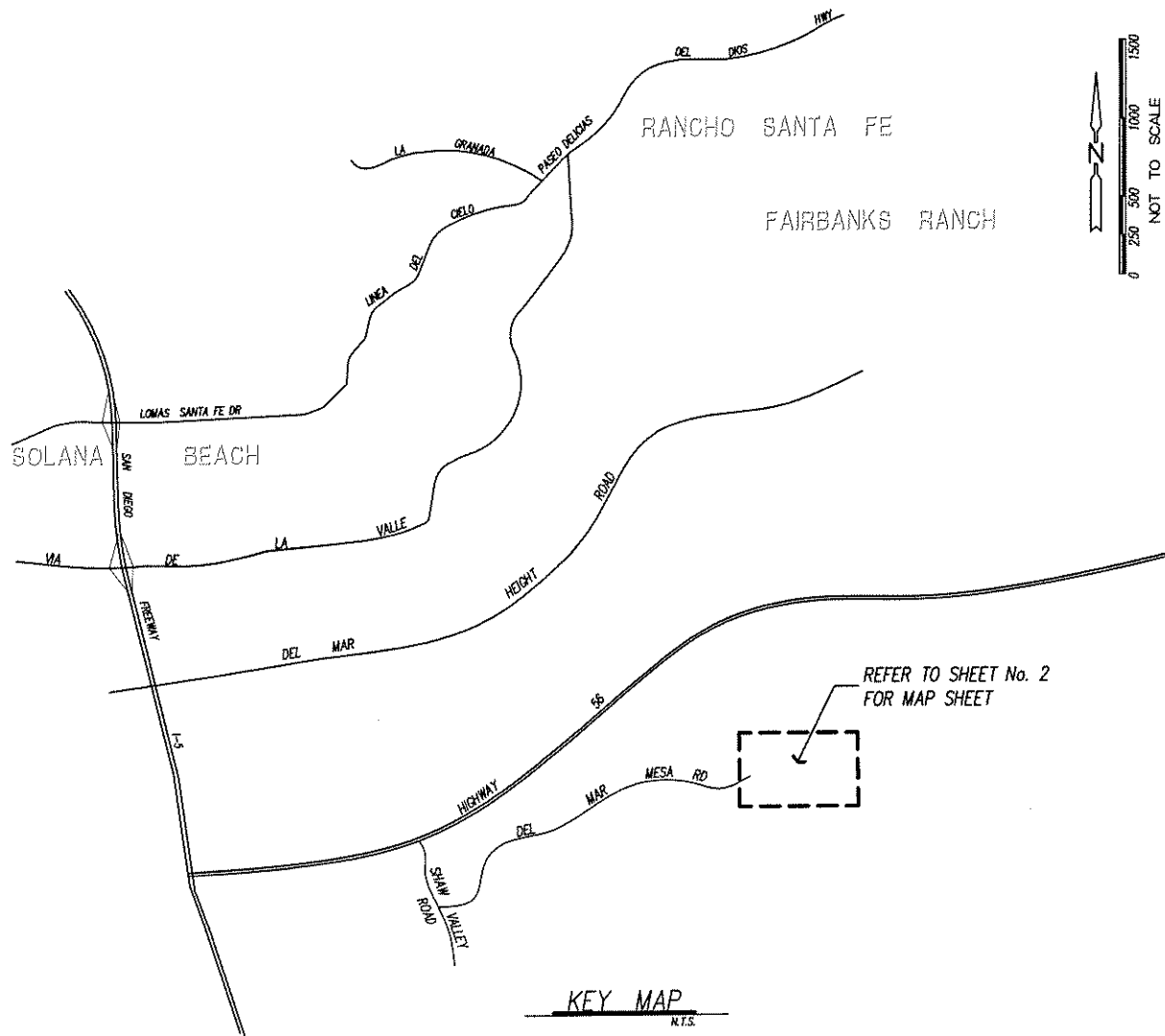
Certify Election Results

November 22, 2006

Deadline to record Notice of Special Tax Lien

*Dates specifically identified in the Resolution of Intention that would take additional Board action to change/amend.

AMENDED
 MAP BOUNDARIES OF COMMUNITY FACILITIES
 DISTRICT No. 95-1 ANNEXATION No. 13
 SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 COUNTY OF SAN DIEGO, STATE OF CALIFORNIA



KEY MAP
 N.T.S.

ANNEXATION No. 13 PROPERTY DESCRIPTION

REFERENCE PARCEL No. 1

LEGAL DESCRIPTION :
 THE WESTERLY HALF OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 22, TOGETHER WITH THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 22, TOWNSHIP 14 SOUTH, RANGE 3 WEST, SAN BERNARDINO MERIDIAN

ASSESSORS PARCEL No. :
 308 - 020 - 06
 308 - 020 - 07
 308 - 020 - 63
 308 - 020 - 64

REFERENCE PARCEL No. 2

LEGAL DESCRIPTION :
 PORTION OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 22, TOWNSHIP 14 SOUTH, RANGE 3 WEST, SAN BERNARDINO MERIDIAN

ASSESSORS PARCEL No. :
 308 - 020 - 08

REFERENCE PARCEL No. 3

LEGAL DESCRIPTION :
 PORTION OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 22, TOWNSHIP 14 SOUTH, RANGE 3 WEST, SAN BERNARDINO MERIDIAN

ASSESSORS PARCEL No. :
 308 - 020 - 09

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING PROPOSED BOUNDARIES OF THE COMMUNITY FACILITIES DISTRICT NO. 95-1 OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, WAS APPROVED BY THE BOARD OF TRUSTEES OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT AT A REGULAR MEETING THEREOF, HELD ON THE _____ DAY OF _____, 20____ BY ITS RESOLUTION No. _____.

FILED IN THE OFFICE OF THE CLERK OF THE BOARD OF TRUSTEES OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT THIS _____ DAY OF _____, 20____.

THIS MAP AMENDS AND ADDS TO THE BOUNDARY MAP FOR COMMUNITY FACILITIES DISTRICT NO. 95-1 OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA ACCORDING TO MAP THEREOF FILED IN BOOK 30, PAGE 41, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY OCTOBER 8, 1996.

BY: _____
 CLERK OF THE BOARD OF TRUSTEES
 SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

FILED THIS _____ DAY OF _____, 20____, AT THE HOUR OF _____ O'CLOCK _____ M. IN BOOK _____ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AT PAGE _____, IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA.

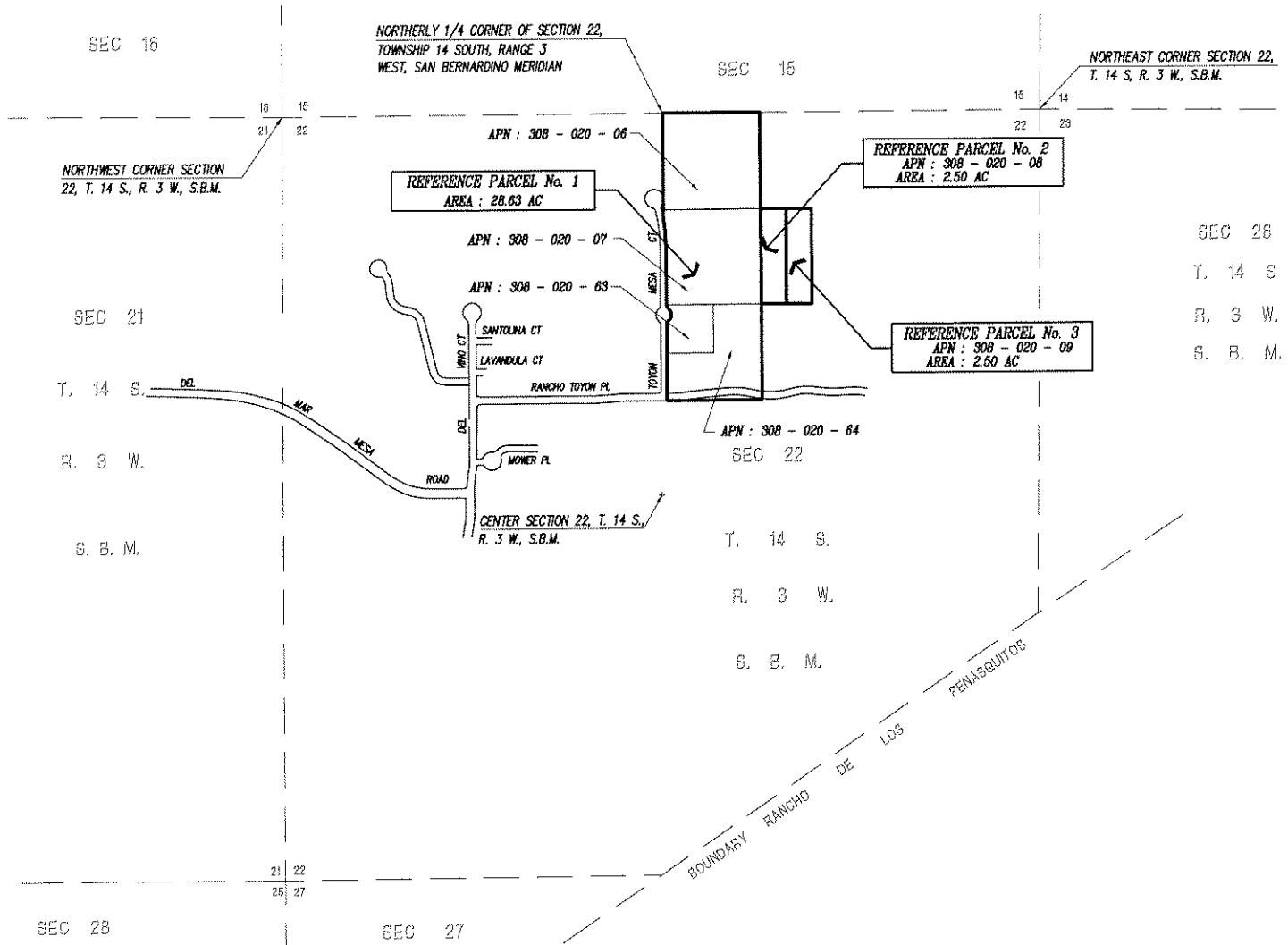
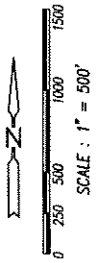
NO. _____
 FEE _____

GREGORY SMITH, COUNTY RECORDER

BY: _____, DEPUTY

AMENDED
MAP BOUNDARIES OF COMMUNITY FACILITIES
DISTRICT No. 95-1 ANNEXATION No. 13
 SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 COUNTY OF SAN DIEGO, STATE OF CALIFORNIA

SHEET 2 OF 2 SHEETS



PROJECT WORK\CD\060813.dwg

JOB No. 06-086

06/18/06

SOWARDS & BROWN ENGINEERS, INC.
 14415 SAN FELIX, SUITE 100, #103
 SAN DIEGO, CALIF. 92161
 TEL: 619-444-1100 FAX: 619-444-1103

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 11, 2006

BOARD MEETING DATE: October 19, 2006

PREPARED BY: Frederick Labib-Wood *FLW*
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 approve 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.



SAN DIEGO COUNTY OFFICE OF EDUCATION

6401 LINDA VISTA ROAD, SAN DIEGO, CALIFORNIA 92111-7399 (858) 292-3500

Superintendent of Schools
Randolph E. Ward, Ed.D.


RECEIVED

AUG 27 2006

August 18, 2006

SDOHSO SUPERINTENDENT

To: Clerks of Governing Boards
Chief Administrative Officers

From: Randolph E. Ward 
County Superintendent of Schools

Re: Organizational Meetings of Governing Boards

The Education Code requires that governing boards hold an annual organizational meeting for the purpose of establishing meeting dates and electing officers. The following information and the attached forms are provided to assist you in fulfilling your district's legal requirements in connection with this meeting. Please note that regular business of the Board may also be conducted at the annual organizational meeting.

Date of Annual Organizational Meeting

Education Code sections 35143 and 72000 provide that:

- The governing board of each school and community college district shall hold an annual organizational meeting. In 2006, the meeting shall be held between **December 1 and December 15**, inclusive.
- The day and time of the annual organizational meeting shall be selected by the board at its regular meeting held immediately prior to December 1, unless otherwise provided by rule of the governing board.
- Within 15 days prior to the date of the annual organizational meeting, the clerk of the board shall notify all members in writing of the date and time selected for the meeting.
- If the board fails to select a day and time for the annual organizational meeting, the County Superintendent of Schools shall designate the day and time of the meeting and shall notify all members in writing.
- The board shall notify the County Superintendent of Schools of the day and time selected.

Please complete and return to the San Diego County Office of Education the *Notice of December 2006 Organizational Meeting of the Governing Board* provided on page 4.

AGENDA ITEM: 30

Board of Education

Nick Aguilar Susan Hartley Sharon C. Jones Robert J. Watkins John Witt

SERVICE AND LEADERSHIP

Election of Board Officers

- Education Code section 35022 provides that every school district governing board consisting of five or more members shall elect at its organizational meeting a president from among its members. The governing board of a school district shall also elect one of its members as clerk of the district.
- Education Code section 72000 states that the governing board of a community college district shall organize by electing a president, from its members, and a secretary.

Board Meeting Dates

- Education Code sections 35140 and 72000 require that the governing board shall fix the time and place for its regular governing board meetings.
- In 2007, the annual organizational meeting must be held between December 7 and December 21, inclusive.
- Government Code sections 6700 and 6702 establish the following holidays in California:
 1. Every Sunday
 2. January 1st, New Years Day
 3. The third Monday in January known as Dr. Martin Luther King, Jr. Day
 4. February 12th, known as Lincoln Day
 5. The third Monday in February, Washington Day
 6. March 31st known as Cesar Chavez Day
 7. The last Monday in May, Memorial Day
 8. July 4th, Independence Day
 9. First Monday in September, Labor Day
 10. September 9th, known as Admission Day
 11. The second Monday in October known as Columbus Day
 12. November 11th, known as Veterans Day
 13. December 25th
 14. Good Friday from 12 noon until 3:00 p.m.*
 15. Every day appointed by the President or Governor for a public fast, thanksgiving, or holiday
 16. Every Saturday from noon to midnight
- Government Code section 6701 provides that if January 1, February 12, March 31, July 4, September 9, November 11, or December 25 falls upon a Sunday, the Monday following is a holiday. If November 11 falls upon a Saturday, the preceding Friday is a holiday.

Please complete and return to the County Office of Education the *Notice of Regular Governing Board Meetings* provided on page 5.

*Subsection was declared unconstitutional in case of Mandel v. Hodges (1976).

Statement of Facts, Roster of Public Agencies Filing

- Government Code section 53051 requires that the Secretary of State and the clerk of each county establish and maintain a Roster of Public Agencies.
- The *Statement of Facts, Roster of Public Agencies Filing* must be completely filled out, dated, signed, and filed as follows:
 - **annually** with the Assessor/Recorder/County Clerk even if there is no change in the governing board or district information, but does not need to be filed with the Secretary of State's office unless there is a change.
 - within ten days with the Secretary of State and the San Diego Assessor/Recorder/County Clerk **whenever there is a change** in the officers of the board or the names or addresses of governing board members or school districts. The Secretary of State requires that the specific nature of the change be stated, e.g., "change of officers," "new board member" (not "annual update" or "organizational meeting").
 - copy sent to the San Diego County Office of Education.

Please complete and submit the *Statement of Facts, Roster of Public Agencies Filing* according to the instructions on page 6. This form is provided as page 7 of this letter and is also available online at <www.ss.ca.gov/business/sf/forms/np-sf-405.pdf>.

Oath of Office

The California Constitution, Article 20, Sec. 3, Education Code section 60, and Government Code section 1360 state that:

- All public officers, before they enter upon the duties of their respective offices, shall take and subscribe to an oath or affirmation.
- The oath may be administered by a governing board member, a district superintendent, a principal of a school, or any person authorized in Education Code section 60.

Please administer the oath of office to newly elected or appointed governing board members and submit copies as directed on page 8.

This letter and its attachments are available on the San Diego County Office of Education Web site at <www.sdcoe.net/business/legal/>. If you have questions regarding any of the information provided above, contact Peg Marks, legal services analyst, at (858) 292-3746 or via e-mail to pmarks@sdcoe.net.

Attachments

**NOTICE OF DECEMBER 2006
ORGANIZATIONAL MEETING OF THE GOVERNING BOARD**

Please complete after selection of date for organizational meeting and send to:

Peg Marks
Legal Services, Room 609
San Diego County Office of Education

School District: _____

Date of Organizational Meeting: _____
(date between December 1 and December 15 inclusive)

Time of Meeting: _____

Clerk/Secretary to the Governing Board

Date

NOTICE OF REGULAR GOVERNING BOARD MEETINGS 2006-2007

Please complete after selection of regular meeting dates and send to:

Peg Marks
Legal Services, Room 609
San Diego County Office of Education

Listed below are the regular governing board meetings scheduled for 2006-2007:

School District: _____

Dates of regular governing board meetings: _____
(provide all dates or attach list)

Meeting times: _____

Meeting location(s): _____

Clerk/Secretary to the Governing Board

Date

STATEMENT OF FACTS, ROSTER OF PUBLIC AGENCIES FILING
Form NP/SF - 405 (Revised 03/2005)

Pursuant to Government Code § 53051, the governing body of each public agency shall file with the Secretary of State and also with the San Diego County Clerk, Form NP/SF - 405 (Rev. 03/2005), *Statement of Facts, Roster of Public Agencies Filing*. This requirement includes school and community college districts, county offices of education, and JPA boards. It is recommended that charter schools also file this form.

Within 10 days after any change in the facts required on this form, an amended statement containing the correct information must be filed. This roster is declared to be a public record.

The proper filing of the *Statement of Facts, Roster of Public Agencies Filing* protects the governing board of a local agency in lawsuits under the California Tort Claims Act. Longer statutes of limitations for filing lawsuits apply to districts that fail to file amended statements in a timely manner.

A copy of the *Statement of Facts, Roster of Public Agencies Filing* is attached for your use. This form is also available online at <www.ss.ca.gov/business/sf/forms/np-sf-405.pdf>.

Please submit completed copies as follows:

1. Original to: Secretary of State
P.O. Box 944225
Sacramento, CA 94244-2250

2. Copy to: Gregory J. Smith
Assessor/Recorder/County Clerk
1600 Pacific Highway, Room 260
San Diego, CA 92101

3. Copy of district filing
(for information) to: Peg Marks
Legal Services, Room 609
San Diego County Office of Education



State of California Secretary of State

STATEMENT OF FACTS ROSTER OF PUBLIC AGENCIES FILING (Government Code Section 53051)

(Office Use Only)

Instructions:

1. Complete and mail to: Secretary of State,
P.O. Box 942877, Sacramento, CA 94277-0001 (916) 653-3984
2. A street address must be given as the official mailing address or as the address of the presiding officer.
3. Complete addresses as required.
4. If you need additional space, please include information on an 8½ X 11 page.

New Filing Update

Legal name of Public Agency: _____

Nature of Update: _____

County: _____

Official Mailing Address: _____

Name and Address of each member of the governing board:

Chairman, President or other Presiding Officer (Indicate Title): _____

Name: _____ Address: _____

Secretary or Clerk (Indicate Title): _____

Name: _____ Address: _____

Members:

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Date: _____
Signature

Typed Name and Title


San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 11, 2006

BOARD MEETING DATE: October 19, 2006

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

SUBJECT: Proposed Dates for 2007 Board Meetings

EXECUTIVE SUMMARY

Attached are proposed dates for the Regular Meetings of the Board of Trustees for 2007.

SUMMARY

It is recommended that the Board review the proposed dates for the 2007 meetings and make any recommendations for changes. This will return for further discussion at the November 16 meeting and will return at the December 14 Organizational Meeting for adoption.

FUNDING SOURCE

N/A

PL/sg
Attachment

AGENDA ITEM: 31

DRAFT

PROPOSED DATES FOR
2007 BOARD MEETINGS

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
BOARD OF TRUSTEES

Following are the dates for the regularly scheduled meetings of the Board of Trustees of the San Dieguito Union High School District for the 2007 calendar year:

January 18

February 1 and 15 (2/16 is Lincoln Day)

March 1 and 15

April 5 (Spring Break is 4/10 through 4/14)

May 3 and 17

June 7 and 21

July 19

August 16

September 6 and 20

October 4 and 18

November 15

* December 13 (CSBA is Nov. 29 to Dec. 1 in S.D.)

* The December meeting is moved to accommodate the Annual CSBA Conference and the adoption of the First Interim Budget Report.

/sdg

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 2, 2006

BOARD MEETING DATE: October 19, 2006

PREPARED BY: Peggy Lynch, Superintendent

SUBMITTED BY: Rick Schmitt ^{PS}
Associate Superintendent/Educational Services

SUBJECT: Uniform Complaint Quarterly Report

EXECUTIVE SUMMARY

Per new requirements in State law, school districts must submit quarterly reports to the San Diego County Office of Education (SDCOE) and the district governing board on the number of complaints each district has received related to instructional materials, emergency facilities issues, and teacher vacancies and misassignments.

Attached is the recent history dating back to the law's passage in January, 2005.

RECOMMENDATION:

Not applicable

FUNDING SOURCE:

Not applicable.

SDCOE Williams Quarterly Complaint DataBase

You are Logged on with District access.

District: 68346												
Year and Quarter	Instructional Materials			Facilities			Teacher Vacancy Misassignment			Totals		
Year Qtr	Received	Resolved	Unresolved	Received	Resolved	Unresolved	Received	Resolved	Unresolved	Received	Resolved	Unresolved
2005 1st Qtr Jan-Mar	0	0	0	0	0	0	0	0	0	0	0	0
2005 2nd Qtr Apr-Jun	0	0	0	0	0	0	0	0	0	0	0	0
2005 3rd Qtr Jul-Sep	0	0	0	0	0	0	0	0	0	0	0	0
2005 4th Qtr Oct-Dec	0	0	0	0	0	0	0	0	0	0	0	0
2006 1st Qtr Jan-Mar	0	0	0	0	0	0	2	2	0	2	2	0
2006 2nd Qtr Apr-Jun	0	0	0	0	0	0	0	0	0	0	0	0
2006 3rd Qtr Jul-Sep	0	0	0	0	0	0	0	0	0	0	0	0

Add a New Quarter Record

Main Menu

[\[Instructions\]](#)

[\[LogOff\]](#)